

Boarding

School

Policies

RESIDENCE AIMS

By joining us at Alexandra College we aim to:

- Help to develop confidence, independence and teamwork.
- Provide academic activities by allowing access to staff and resources beyond the normal school day and having structured study sessions to support study and learning.
- Develop a sense of community and belonging.
- Encourage respect for others and for their property.
- Widen cultural experiences and understanding.
- Provide an extensive range of activities and experiences not normally available in school days and encourage students to engage fully in them.
- Encourage **students to coexist civilly and respectfully.**
- Provide opportunities to develop leadership roles and contribute to the wider community.
- Help develop good manners, personal organisation and self-discipline.
- Provide an ethos of support, understanding and kindness where bullying and harassment are not tolerated.
- Warmly welcome new boarders whenever they may join us and help them to settle into their new lives and understand the routines and customs of Alexandra College.

ABSENCE

Only the Principal Mrs Ennis can give permission for any absence from the school.

ACCIDENTS

All accidents and injuries in Alexandra College whether in the buildings, sports fields or anywhere else on site, must be reported to a member of staff and then to the Principal.

ALCOHOL

Students must not drink or possess alcohol on College grounds at any time.

ASSEMBLY

Students are expected to attend Assemblies in the mornings as follows:

Monday, Tuesday, Wednesday and Thursday.

BANK ACCOUNTS

The Boarding Staff do not keep pocket money accounts for students as we are keen for the students to learn to manage their own finances. However, we make special arrangements for Junior School and first year students, if requested to do so.

If students withdraw money from the bank, they should lock it away in their wardrobes immediately.

Alexandra College will be not held responsible for money or valuables left lying about in bedrooms or communal areas.

BATHROOMS

Students are free to use the showers — except during mealtimes and study sessions. No showering after lights out. Students should remember to use a dressing gown and slippers when going to and from the showers. All facilities are communal; each student must leave the showers in a way that they would like to find them; good hygiene is of the utmost importance.

BEDDING

Alexandra College does not provide bed linen. Bedding can be changed on any morning or evening after supper or during break of Prep. If students wish to bring their own mattress they may.

BEDROOMS

Students are encouraged to personalise their own space within their rooms, so that it feels more like home. However, we ask that they put posters, photographs etc on the wall with Blu – Tack.

Please see the section on electrical equipment to confirm what you are allowed to bring.

BEGINNING AND END OF TERM

Term begins and ends as stated in the Alexandra College calendar. Permission to either leave school early or return late can only be given by the Principal.

All boarders should be back in Residence between 6 and 8p.m. on the day before the full Alexandra College term begins. Details of students' return travel arrangements should be included on the appropriate form or sent by email.

BOARDING CODE OF CONDUCT- RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

- Alexandra College is where the girls live for a large part of the year and we want it to feel as close to home as possible; this means we all have a responsibility to make the lives of others, both students and staff, as comfortable as we possibly can.
- We follow a Code of Conduct. The aim of this is to set down some guidelines that will make it

easier to live together and would allow us all to live by the ideals of respect for ourselves, respect for each other and respect for the environment in which we live.

- The most important thing is that the girls feel safe and happy. If the girls ever feel unhappy, either for themselves or for someone else, then they should come and speak to one of the members of staff. There is always someone that the girls can talk to. Living in a community is not always easy and there will be times when students want your own space and there is a quiet room within the Residence House.

- Part of our education at Alexandra College includes Personal, Social and Health Education.

We encourage all pupils to ensure that their own standards of personal hygiene are high, that they shower regularly, that clothes are laundered weekly and that they are always well-presented, both in school time and in their own time. Alexandra College School Cafeteria encourages healthy eating. If the girls ever have questions about what they should be eating, there will be staff to talk to.

Boarding students will have the opportunity to discuss menus with the Alexandra College Catering Manager.

- All relationships within Alexandra College must be consistent with our mission, beliefs and goals which place the dignity of the individual at the centre of education.

- Students must be sure that they do not 'invade' someone else's space and privacy by being in a room at an inappropriate time.

- We are all here to help students. The staff and students of Alexandra College are very supportive of each other and if there is anything that a student does not know or does not understand then she should just ask.

BOARDERS' CODE OF CONDUCT

As a member of Alexandra College community and mindful of the Mission Statement and motto here.

- I will do everything I can to make the lives of others within the boarding community

- I shall make every effort to keep the boarding environment pleasant for everyone. I will respect the Notice Boards, corridors and the Social Spaces in the Residences Houses

- I will carry out instructions given to me by boarding staff without fuss or argument.

- I will not enter another person's room unless I am invited to do so. I understand that everyone has times when they need to be quiet or by themselves and I will not disturb them if they wish to be alone or quiet.

- If I am in another person's room, I will respect her possessions.

- I shall use all my personal study sessions effectively.

- I will conduct myself properly and in accordance with Alexandra College rules on all school activities and trips.

BUDDIES (Buddy/Mentoring System in Residence Houses)

- Younger boarders have a senior boarding girl to help them settle into a routine of boarding and school life.

- Senior boarding girls will provide advice for younger girls and be a listening ear .

- Senior girls will be seen as role models and show by example of how to act in Residence House.

This is a Role of Responsibility for the older girls. They will have the opportunity to keep the House Mistress and/or Head of Boarding informed of how they are doing.

CARS

Students are not allowed to travel in a car driven by anyone other than their parents or guardians unless parents have given written permission in advance to the College. Boarders must have permission from Mrs Ennis to bring their cars on to the school grounds.

They must produce their documents to Mrs Ennis before they do so and hand their keys to boarding staff when they return to school on a Sunday night or Monday morning. Keys will be returned when they are leaving to return home.

CASE ROOM REGULATIONS

- All suitcases must be put away in the press provided.
- Clothing not being used may be stored in suitcases until needed.
- All cases must have the student's name on it; please see a member of the Boarding Staff if a label is needed.
- No plastic carrier bags, black sacks or cardboard boxes are allowed.
- All items must be stored securely in a proper bag or suitcase.
- Belongings should be checked each term and any items which are no longer needed should be discarded.

CASH

All cash must be locked away in students' wardrobe.

CANDLES AND COMBUSTIBLE ITEMS

Candles must not be brought into Boarding as they pose a serious fire risk. Combustible items put the community at risk. The following items are therefore NOT permitted: matches, lighters, candles.

CHURCHES (On Sundays/Feast Days):

11.15a.m. St. Philip's Church (Church of Ireland) on Temple Road

11.30a.m. St. Columbanus and Gall (Roman Catholic), on Milltown Road.

CLEANING

Students are expected to keep their rooms tidy. Rooms are cleaned lightly every day and a thorough clean is given once a week.

COMMUNICATION

Boarders should check their school email, the boarding Notice boards and their post regularly.

CONFIDENTIALITY

If a student tells a member of staff something that is critical to the health and welfare of the student, the community or others, that person may have to pass this information on to a more senior member of Alexandra college staff.

CORRESPONDENCE

All correspondence concerning Boarding matters, including change of contact details, should be sent to Head of Boarding. If parents or guardians are away from home whilst the girls are at Alexandra College, the Head of Boarding must have a contact telephone number and details of an alternative guardian. This is necessary even for Irish students.

DINING ROOM

Boarders should not wear pyjamas or nightwear to the dining room, except on a Saturday and Sunday morning for breakfast.

DOCTOR

If you need to see a Doctor, we use Dr Serena Gavin, Churchtown Medical,
3 Landscape Road, Churchtown, Dublin 6

DRIVING LESSONS

Mrs Ennis must give permission if you have a Driving Lesson.

DVDs

There is a supply of DVDs available in the Library and you may borrow these provided that you choose films, which are appropriate to your age group. If you are found to be watching a DVD, which is not classified for your age group, it will be confiscated.

ELECTRICAL ITEMS

A member of staff of the Alexandra College Maintenance Team carries out safety checks on all electrical equipment on the first day of term and again after Christmas. You may be notified of this visit. If during the year, you bring a new piece of electrical equipment into Residence, you must tell the Boarding Staff, who will arrange for it to be tested. This is to ensure that all equipment in the House is safe to use. If Boarding Staff are in any doubt as to the safety of an electrical appliance, it will be removed until it has been checked. The following are permitted in bedrooms, once tested and deemed safe:

Desk lamps

Battery chargers

Mobile phone chargers

Hairdryers and straighteners

Laptops/iPads

The following are **NOT** permitted:

Fairy lights

Cooking equipment

Electrical adapters

Kettles

Electric fires/fan heaters

Unauthorised appliances

Trailing leads

EMAILS

Every pupil has an Alexandra email address, which will be used by staff to contact them directly. Notices of forthcoming events and deadlines may also be sent by email. Your emails will never be read by any member of staff unless there is a complaint that you have broken the Code of Conduct.

FIRE

IF A FIRE ALARM IS SOUNDED

Students should leave the building **IN SILENCE** by the nearest available exit and walk briskly to the Assembly Point — on the green at the front of Res.

When students arrive there, they should keep silent and join their Year Group, until all the registers have been called and they are dismissed.

FIRE SAFETY PRECAUTIONS

The following are **STRICTLY PROHIBITED** on Alexandra College premises:

Candles

Lighters and fuel

Matches

Aromatherapy lamps/burners

Cigarettes

REMEMBER — ANY OF THESE ITEMS COULD CAUSE A FIRE

FLIGHTS

No student may leave residence house before 7.30 am or return after 10.30pm.

If a student has a very early flight, the student must go to her guardian.

GUARDIANS

If parents live overseas they are required to have a Guardian who is resident in this country. The role of the Guardian is to act on behalf of your parents when they cannot be present.

A Guardian may be a close friend or relative over the age of 25 and ideally not an older brother or sister resident in student accommodation in a university or college in Ireland.

All overseas boarders require guardians to ensure that:

They have somewhere in Ireland where they can stay if they are not returning home for holidays.

There is someone they can stay with if they are unable to remain at school for medical or disciplinary reasons.

There is a contact in Ireland to whom the school may refer in the event of an emergency.

Guardians are encouraged to attend Alexandra College events, Parent's Evenings, Concerts and Matches.

LANGUAGES

English is the preferred spoken language in **ALL** areas of the College.

(Infringement of this rule will result in sanctions).

MAINTENANCE ISSUES

If a student notices a maintenance issue she should report it to the Boarding Staff as soon as possible. House Staff will log it in the Maintenance Book.

MOBILE PHONES

First and Second Years will have their mobile phones collected by House Staff at bedtime and returned the next morning on their way out to school.

PREP

From Monday to Thursday Supervised Prep is held in the study rooms from 6.30pm — 7.45pm and from 8.15pm — 10p.m. depending on the year.

SCHOOL DAY

7.30a.m –	Rising call.
7.45am – 8.10a.m –	Breakfast.
8.45a.m –	Leave for School.
11am—11.15a.m –	Break in Dining room.
1.20pm — 2pm. –	Lunch in Dining room.
4p.m. –	School Day ends.
5.30pm — 6.00p.m –	Supper in Dining room.
6.30pm — 7-45pm –	Prep.
7-45pm — 8.15p.m –	Snack
8.15pm — 9.00p.m –	Prep 1 st and 2nd Year pupils.
8.15pm — 9.30p.m.	Prep Third and Fourth Year pupils.

8.15pm — 10.00p.m Prep. Fifth and Sixth Year pupils.
Bed Times/Lights Out are as follows:

1 st years	9.45pm
2 nd years	10.00pm
3 rd years	10.15pm
4 th years	10.30pm
5 th years	10.45pm
6 th years	11.00pm

SCHOOL UNIFORM

Students should ensure that they wear correct uniforms on weekdays from breakfast onwards. Uniform is also worn on all formal occasions for 1st to 4th years.

The girls may change out of uniform after school into home clothes and should be ready to study by Prep Time at 6.30p.m. Wardrobe space is limited so only a few items of clothing should be brought to school.

All clothing, uniform and home clothes, should be clearly marked with nametags. Uniforms are available from the school outfitters *Uniformity* 47/48 Cross Avenue Dún Laoghaire, Co Dublin (they can be ordered online).

SMOKING

Smoking is not allowed at Alexandra College premises and in the immediate vicinity or grounds. Students will be disciplined if they are seen smoking, if they cause concern to the local populace or bring the good name of the College into disrepute.

SIGNING IN AND OUT

Students will need to sign in and out with the member of Boarding Staff on duty each time she leaves and returns to the Residence.

STORAGE

Space in Boarding is limited and the girls should therefore restrict the number of possessions they bring.

TAKE-AWAYS

The girls may order or collect take away meals after consultation with Boarding Staff. As a matter of courtesy, no one should bring a take away meal into the Dining Room during meal times or to their dorms.

TAXIS

For safety, only the preferred taxi company of the Boarding House may be used as this company has had all its driver's security checked. The Boarding staff will make a booking for the girls.

THEFT

We recommend that students do not bring valuable items to school. Students should not go into another pupil's room without their permission. If a student thinks that they have had something stolen, they should report it immediately to one of the House Staff.

TRAVEL ARRANGEMENTS

The Boarding Staff need to know the girls' travel arrangements as soon as possible so please help them by passing on details in good time.

VALUABLES/PERSONAL BELONGINGS

Students should deposit passports, tickets and any large quantities of money in the Res Office. It is not advisable to bring valuable items, especially jewellery and expensive watches into boarding as these can easily be mislaid. Students are advised not to borrow money from each other and we also ask that the girls do not sell items amongst themselves as this can often cause problems. If a girl urgently needs money for any reason she should speak to the Head of Boarding.

VISITORS

Visitors should not be invited into the School or Boarding Houses without permission. For security reasons staff need to know who is on site. All visitors however, whether relatives or friends are welcome. Visitors should enter Residence House through the 'Link' door and be introduced to the House Staff member on duty. They must not go out into the Grounds to meet visitors, or show them around, without staff knowledge and permission.

Male visitors may not visit the bedrooms or go upstairs under any circumstances.

WAKING UP

The breakfast bell will sound at 7.30 a.m. Boarders are expected to present for breakfast, which continues until approximately 8.15a.m. Another bell will sound at 8.30a.m. to remind students that they should be ready to leave their Residence House and be on their way to school. All rooms must be left tidy and beds made neatly.

WEEKEND OUTINGS

Outings are organised for boarders and pupils and all years are encouraged to participate.

Destinations vary from week to week and are often suggested by boarders themselves. Please speak with one of the Boarding Staff if there is somewhere you would particularly like to go whether it be a museum, shopping, cinema, walking, ice skating etc.

Fifth and Sixth year pupils may have an Exeat Form signed by their parents.

WEEKLY BOARDERS

Weekly boarders must sign out of Residence House before leaving on Friday afternoon.

Weekly Boarders returning on Sunday evening should arrive by 8p.m or on Monday morning by 8am. If plans change, parents must inform the House Mistress on duty by telephone or email.

SATURDAY

There is optional Prep on Saturday from 9.30a.m -12.30 pm, and 1.30-4.30 pm

After lunch on Saturday there is an outing to some of the following: cinema, shopping, swimming.

SUNDAY

There is optional Prep on Sunday from 9.30am-12.30 pm and 1.30 pm-4.30 pm

SUNDAY CHURCH SERVICES

See Churches.

Exeat Form

I give permission for.....to leave the College on Saturday or Sunday after breakfast and return before supper.

Signed.....(parent/guardian)