



# ALEXANDRA COLLEGE

## DUBLIN

### A. Welcome to Residence

#### 1. Information for Parents and Students

The Boarding House at Alexandra College is affectionately known as Res. The staff of Res work with the girls to provide security, stimulation, friendship and independence in a warm environment away from home. Just like at home, the girls have responsibilities they must carry out for the benefit of each other. There is an expectation that each girl will be responsible for herself and also have a kind and generous awareness of her fellow boarders. We expect that the girls will support each other in good times and in times of need.

#### 2. Communications

<b>Address:</b>	Alexandra College Rathmines, 96 Upper Rathmines Road, Dublin 6 D06Y684
<b>Res Duty Staff Mobile:</b>	00 353 87 3286519
<b>Phone No:</b>	00 353 1 563 4530
<b>Email address:</b>	<a href="mailto:alexres@alexandracollege.ie">alexres@alexandracollege.ie</a>

#### 3. Res Staff

**Head of Residence:** Yvonne Ginnelly

#### 4. Room Allocation

Rooms are of varying size and can accommodate one, two or four girls. 5th and 6th Year students have single rooms. Girls are encouraged to bring only a minimum of personal possessions to Res. All their clothing should be marked clearly with their names. There are washing and tumble-drying facilities available to all girls on a daily basis Monday to Saturday. The girls are required to pack up their possessions at the end of each year and bring them home.

The house will be spring cleaned at the end of each year and may be let out to external groups during the summer holidays.

## 5. Short Stay Boarding

Facilities are provided to enable parents to arrange flexi-boarding for their daughters. Flexi-boarding enables students from the Junior and Senior Schools to board for a few days at a time or for a number of weeks to accommodate family needs.

## 6. Weekday Routine

7:00 am	Wake up bell
7:00 am – 8:00 am	Breakfast
	Girls tidy their rooms and make their beds and must be in school for 8:30 am
11:00 am	Boarder snack in Milltown Res
4:00 pm	Activities, Sport and Tutoring
5:30 pm	Dinner
6:30 pm	Prep
8:00 pm	Prep finishes for 1st – 4th Years
9:30 pm	All prep ends
9:00 pm	1st Year lights out
9:30 pm	2nd Year lights out
10:00 pm	3rd Year lights out
10:00 pm	4th Year lights out
10:30 pm	5th & 6th Year in their own rooms

On Friday nights, prep finishes at 8:00 pm. Boarders can then relax and watch movies or catch up with friends.

## 7. Saturday Routine

Boarding activities are organised every weekend for Friday or Saturday evenings and for Saturday or Sunday afternoons. All girls are expected to participate in these activities unless they are out with friends or families. While not all activities are compulsory, Res is a more positive place to live when all the girls get involved. A full list of all the outings and boarder trips are displayed on the notice board in Res at the beginning of each new school year.

### Saturday Routine

8:00 am - 10:00 am	Breakfast
8:00 am - 12:30 pm	Leisure Activities
12:30 pm	Lunch
1:30 pm - 5:30 pm	Organised Trip
9:30 am - 4:30 pm	Study in prep room
5:30 pm	Dinner

## 8. **Sunday Routine**

8:00 am - 10:00 am	Breakfast
9:00 pm	1st Year Lights out
9:30 pm	2nd Year Lights out
10:00 pm	3rd Year Lights out
10:00 pm	4th Year Lights out
10:30 pm	5th/6th Year in their own rooms

## 9. **Bed Times**

Sunday to Thursday:

Junior School	8:30 pm
1st Years	9:00 pm
2nd Years	9:30 pm
3rd and 4th Years	10:00 pm
5th and 6th Years	10:30 pm must be in their own rooms.

## 10. **Study and Homework**

- Prep sessions commence at 6:30 pm following dinner until 9:30 pm. 5th and 6th Year students may study in their rooms after 9:30 pm and at the weekends.
- There will be a staff member available during prep to assist with homework queries.

## 11. **Meals**

- A variety of nutritious and balanced meals are served in Res, as well as bread, butter, jam and biscuits.
- Fresh fruit is available at all times for boarders. Girls can also prepare their own snack at any time. A microwave, kettle and toaster are available at all times for student use in the coffee dock in the dining room. 6th Year students have their own fully fitted kitchen on their wing, which includes a cooker, fridge and dishwasher. 5th Years also have their own kitchen and 1st to 4th Years use the coffee dock in the dining room.

## 12. **Music and Drama**

Dedicated rooms are available to the girls for both music and drama every day of the week and at the weekend from 4:00 pm to 6:30 pm in Rathmines and 4:00 pm to 5:45 pm or 8:00 am to 8:45 am in Milltown.

## 13. **Music**

Boarders may bring their own musical instruments that can be housed in the Music Block in school or at Res. Practice sessions should fit in with students' study timetables, Res routines and availability of the Music Centre practice suites.

#### **14. Co-curricular Activities**

All students are strongly encouraged to take full advantage of the wide range of co-curricular programmes and facilities such as the sports grounds and tennis courts. Students may choose from a variety of activities in the area of Sports, Arts, and Cultural Pursuits.

#### **15. Boarding House Activities**

Boarders enjoy a busy lifestyle at the weekend. Res staff organise a programme of activities throughout the year. Each term the group selects seasonal activities to cater for all ages.

Leisure time may also be spent watching television or DVD's on a large screen television in the common room. Students are only permitted to watch age appropriate TV or movies.

#### **16. Homesickness**

- a. We recognise that in most cases this will be the first time that students have lived away from home. This can cause anxiety for both students and their families.
- b. It is natural for the girls to feel homesick and this can last for a few days to a few weeks. These feelings usually subside as girls develop new friendships and become familiar with new surroundings and routines. Our staff are sensitive to the emotions and needs of girls especially when they first arrive. We liaise closely with parents at all times, especially if we have any concerns. A number of support structures exist to help your daughter settle in the school.

#### **17. Student Support**

Res staff are accessible at all times to meet the physical, social, emotional and cultural needs of boarders. A strong school support structure is provided in the form of pastoral care through the Year Heads, Form Tutors and the School nurse.

#### **18. International Students**

- a. We recognise and respect the range of different cultural and linguistic backgrounds of our international students. We encourage international students to share their cultures and acknowledge various cultural celebrations. International and local students are required to take part in activities organised by the International Club to encourage social interaction between local and international students.
- b. Students from different religious backgrounds are free to attend their own religious services.
- c. Language support is provided at school through the English as a second language programme.
- d. We recognise the difficulties of long distance separation from families. Boarding House staff regularly communicate with parents and encourage students to do the same.

## 19. Uniform Policy

All clothing must be kept clean, pressed and mended at all times and marked clearly with the student's full name. Formal uniform is to be worn to and from school.

## 20. Travel

- a. Boarders often take advantage of city living to pursue other interests.
- b. Subject to following rules about exits from Res, boarders may use public transport if they have a personal mobile phone with them as an aid to secure their safety. Otherwise taxis must be used to and from the venue. Res is conveniently situated on an excellent bus route that girls are encouraged to use.
- c. Students may keep a bicycle at Res for personal use. A helmet must be worn while cycling and written parental permission to cycle to school is required.
- d. Bus and Luas schedules are available from the Res office.
- e. Taxis are used for out of school appointments. Occasionally, it may be necessary to send a girl in a taxi alone. The taxi drivers of the company used have been Garda vetted and are used regularly.
- f. There is no need for any boarder to have a car while living in Res. If there is a specific purpose for requiring a car, a request must be made in writing and sent to the Principal, requesting permission to have a car in Res, along with a copy of a full driving licence and proof of insurance. Original documents must be presented to the Principal who will take a copy and return the originals. If a car is deemed necessary and appropriate, students, parents, the Principal and Head of Residence must sign a contract with the student concerned.

## 21. Visitors

Boarders may receive visitors at the following times:

4:00 pm – 5:30 pm	Monday to Friday
10:00 am – 5:30 pm	Saturday and Sunday

On arrival and departure, all visitors must report to the Res staff on duty. Visitors must enter and depart through the main foyer.

## 22. School Holidays

- a. School holidays start at 4:00 pm on the last day of the school term.
- b. Res re-opens for the start of the new school term at 12:00 pm before the start of the new school term. It is expected that all students will have returned to the Res before 8:00 pm, allowing time to unpack, settle in with roommates and catch up with friends.
- c. Special permission must be obtained from the Head of Residence and Principal for late returns.
- d. Res staff cannot give permission for students to miss any tuition time at school. All such requests must be addressed in writing to the Principal.

### **23. Personal Safety**

It is the responsibility of boarders to keep themselves safe at all times and to inform the Res staff immediately if they have any concerns. For safety reasons, juniors and 1st Year students are not allowed out alone.

Students are permitted to go jogging between 7:00 am and 8:00 am or 4:00 pm and 5:30 pm around the grounds of the campus at Rathmines.

It is the responsibility of boarders to sign in and out on departure with the staff on duty and always carry a fully charged telephone and let staff on duty know where they plan to go. They must check in with the duty staff when they return to Res.

### **24. House Security**

All Res staff sleep in the Res building in close proximity to the girls' bedrooms.

The Campus gates are closed at all times. If a boarder is to be off campus, she must ring the bell to be let in.

Res is wired with an alarm that is activated if an external door is opened at night. The building will be floodlit throughout the night and checked by an external security company guard regularly.

Every room is fitted with a smoke detector. Excessive use of hair spray or any talcum powders can activate an alarm and should be avoided. Students must take due care not to set off alarms. All costs caused by intentional or careless activation of an alarm will be charged to the parents of the offending student/students.

### **25. Personal items of value**

- a. While every effort is made to ensure the safety of articles, Alexandra College does not hold any responsibility for lost or stolen items.
- b. It is recommended that students do not bring valuable belongings or large sums of money to Res.
- c. Jewellery and other valuables must be locked in the safe provided for each student in their room. Students will apply their own code.

### **26. Lost Property**

- a. All items must be clearly labelled and kept secure in drawers or wardrobes when not in use. Lost clothing is collected and placed in a box in the laundry. Unclaimed items are donated to charity at the end of every term.
- b. It is recommended that all girls have their own laundry marker pen to ensure that all items of clothing brought into Res are always clearly marked.
- c. Lost items of value e.g. wallets, phone, jewellery are kept in the Res office until collected by the owner.
- d. Boarders are discouraged from borrowing other girls' clothing, jewellery and other personal belongings. Girls who lose borrowed items are liable for the replacement value of the item.

## **27. Damage to Property**

Parents are responsible for the cost of any wilful or careless damage done by a student to Res property.

## **28. First Aid**

- a. All Res staff have a current First Aid certificate and are able to manage any emergency situation that may arise for girls in Res. If a student is not well enough to return to class or if a doctor's appointment is required, arrangements will be made either by parents, by the guardian or on occasion by the Head of Residence.
- b. Parents/Guardians are responsible for all medical bills.
- c. Transport for a non-urgent appointment will either be by taxi or Luas.
- d. In case of serious injury, if a doctor, dentist, or hospital visit is required, the student will be accompanied by a member of staff in a taxi or ambulance.

## **29. Medication**

- a. A Student Health and Administration of Medicines Form must be completed in the Alexandra College App before the start of the school year.
- b. It is vital that the school is aware of any medication each student is taking to enable the appropriate care to be given in the event of illness or injury.
- c. The health and well-being of all students is of the utmost importance to us. Students with asthma are encouraged to carry their inhalers with them at all times. Under no circumstances should any student share their medication with other students.
- d. A wide range of 'over the counter' medication is kept in the Res office medicine cabinet and will be supplied to those who need it. All students with serious medical conditions must have a doctor's letter with them.

## **30. Allergies**

Students with severe allergies requiring an EpiPen should keep one with them at all times. Res staff must be made aware of students with any severe allergies. All minor allergies will be dealt with by the Res staff.

## **31. Doctor**

You are free to choose your own doctor in the area. It is convenient to consult one of the local practices that have both female and male doctors. We use a doctor on call over the weekends, and at night if required.

## **32. Dentist**

Routine dental appointments should be made outside term time where possible. If dental treatment is required during term time older students may, with written permission from their parents or guardians addressed by email to the Principal and Head of Residence, travel by taxi or Luas to appointments. Parents or guardians must accompany younger students.

### 33. **Electricity**

Power points and cords are checked regularly. Res has a circuit breaker in the event of an overload or short circuit. All electrical appliances e.g. hairdryers, hair straighteners must be turned off and removed when not in use. Mobile devices must be charged in the offices.

## B. Checklist of what to bring with you to Res

Duvet	
Duvet Covers	
Pillow/s	
Pillow cases	
Sheets	
Bath Towels	
Hand Towels	
Toiletries	
Robe + flip flops for showering	
Laundry Bag	
Net Bag for in house laundry – 1 for colours, 1 for whites	
Laundry marker/Sharpie pen	
School bag	
<u>Uniform – see separate list</u>	
Clothes for weekends/after school	
Include a warm jacket or coat, hat and gloves	
Winter boots/Wellies	

**All items must be clearly named**

## C. Residence House Code of Conduct

### 1. Relationship to the Characteristic Spirit of Alexandra College

This policy aligns with and reflects our mission, ethos, educational philosophy, and our values.

#### Our Mission

We are committed to creating and maintaining an inclusive learning environment in which every girl is enabled to know her worth, see the worth of others, and to live each school day well, for her good and for the common good.

It is our hope that every student leaves this College equipped to continue her lifelong learning process joyfully, to carve her own path, to make and sustain relationships, and to make her particular positive contribution to society.

Achievement of our mission requires the full support, engagement and day to day commitment of the whole school community.

#### Our Values

Our core values are a daily commitment to a way of being in the world.

We are committed to:

**Independent Thinking:** We teach our students to know themselves; how to think freely, critically and purposefully; to reason respectfully.

**Respect:** We respect ourselves, each other and our environment.

**Responsibility:** We are responsible for ourselves and to society. We act purposefully with conscience.

**Diversity:** We value the identity, heritage and culture of every student. We acknowledge and celebrate interconnectivity and the value and challenge of difference.

### 2. Purpose of the Policy

The purpose of this policy is to promote partnership in providing and maintaining a safe place to learn and live together; to provide for the conscientious freedom, wellbeing and inclusion of all students; to clarify expectations of behaviour; to build a community, culture and relationships of mutual wellbeing, respect and responsibility in Res.

By following the simple rules set out in this policy, each girl will contribute actively and positively to the day to day running of the Res in a way that is beneficial for everyone.

### 3. Expected Behaviour

- a. All members of the Alexandra College community have the right to enjoy a safe and ordered environment, free of bullying and harassment, where cooperation

and interaction are encouraged, individuals are valued and property is respected. Our aim is to prepare and guide students so that they can lead their lives in a responsible and positive manner as well-rounded and responsible adults.

- b. Our girls are encouraged to live together in Res, work together and to develop a sense of community. They are encouraged to demonstrate qualities of care, respect, tolerance, patience and flexibility that are needed to live in harmony. This entails certain rights, responsibilities and consequences.
- c. Parents and Res staff share responsibility for girls while they are living in the Res. It is important that parents and Res staff work together to ensure consistency in expectations in student behaviour.
- d. Parental support and cooperation is greatly appreciated. Parents are encouraged to discuss any concerns with the Head of Residence.

#### **4. A Living Policy**

This Code of Conduct is a dynamic living policy and will be reviewed regularly.

#### **5. Scope of Policy - Alexandra College Code of Behaviour**

- a. All boarders are bound by the [Alexandra College Code of Behaviour](#) at all times.
- b. This Residence Code of Conduct should be read in conjunction with the Anti-Bullying Policy; Social Media and Internet Acceptable Use Policy; and the College Code of Behaviour.

#### **6. Overnight and Weekend Leave; Exits and Entries to the Residence House**

- a. Students are encouraged to develop their social skills through interaction with each other, girls in the day school and students from other schools.
- b. The amenities in the local area and the city are extensive and while girls are encouraged to make use of the attractions, outings are carefully monitored.
- c. Students must never leave the Residence House or grounds unaccompanied or without the required permission. For safety, students must go out in pairs at all times.
- d. Students must carry phones with them at all times when they leave Res and ensure that they are turned on.
- e. All students who leave the Residence House or College premises for any reason whatsoever and for any amount of time whatsoever must sign out with a member of staff and sign back in on their return. The College will not be responsible for any student who leaves the premises without signing out or signing back in in the proper way.

- f. Students are only permitted to be off school premises:
  - i. to visit the local shops across the road in pairs for short periods of up to 40 minutes between 4:00 pm and 5:30 pm.
  - ii. between 4:15 pm to 5:30 pm Monday to Friday and between 12:00 pm to 5:30 pm on Saturday and Sunday to go to **an approved destination** if:
    - 1. their parents or guardians have signed and returned to the College an Exeat Permission Form and
    - 2. they report back to the Residence staff on duty no later than by 5:30 pm.
  - iii. to go home for the weekend if:
    - 1. they have **written email permission** from their parents or guardians and
    - 2. they report back to the Residence staff by either 8:00 pm on Sunday evening or by 7:30 am on Monday morning.
  - iv. to spend the weekend or an overnight with another family if
    - 1. they have **prior written email permission** from parents or guardians
    - 2. have provided the names and contact details of the host family to the Principal and Head of Residence by email and
    - 3. they report back to the Residence staff by either 8:00 pm on Sunday evening or by 7:30 am on Monday morning.
- g. Students who wish to leave the Residence house or grounds at any other time or for any purpose must have clear **written permission** from their parents/guardians. **Please email the Head of Residence and the Principal.**
- h. Res Staff reserve the right to refuse weekend leave e.g. if the outing is considered unsuitable or the frequency of outings is disruptive to the student's study. This will be discussed with the student's parents.
- i. All girls are required to honour their weekend sporting commitments to avoid disruption to their teams.

## 7. Homework and Prep

- a. Students are expected to be fully prepared for their classes each day. This will require careful study in evening study.
- b. As a general rule, the following study timetable should be adhered to on at least five evenings a week.
  - i. Fifth and Sixth Year                      3 – 3.5 hours
  - ii. Second and Third Year                    2.5 – 3 hours
  - iii. First Year                                    2 hours
- c. Appropriate sanctions will apply to students who disturb others during prep.
- d. Dinner is served at 5:30 pm. All students are expected to be present.

## 8. Atmosphere of Learning and Co-operative Living

- a. The College aims to promote and develop a positive learning community. We encourage self-discipline and co-operation so that a positive, enjoyable and fun school atmosphere prevails.
- b. All boarders are requested to behave in a way that is respectful of the needs of other boarders and of Residence staff and in the best interests of all.

## 9. Mobile Phones and other Personal Electronic Equipment

- a. Students are permitted to have a personal mobile phone. Students are only permitted to have one mobile phone.
- b. Mobile phones must be charged in the offices in Res. For health and safety reasons, they must not be charged in the dormitories or recreation rooms.
- c. Juniors, 1st and 2nd Years must hand their mobiles into the office before they go to bed. If a student has her device in the dormitory other than with the express permission of the Head of Residence, the device will be confiscated for a full school day and the student will get a bad report.
- d. Students are not permitted to make or receive calls during prep: 6:30 pm to 8:30 pm. Girls in 5th and 6th Year may not use their phones between 6:30 pm and 9:30 pm.
- e. Students are permitted to have an iPad.
- f. Juniors, 1st, and 2nd Years must hand their iPads into the office before they go to bed. 3rd to 6th Years are exempt from these rules, but are expected to use their phones and iPads wisely.
- g. Laptops, iPads and all mobile communication devices are the responsibility of students. All devices must be clearly named for easy identification and are kept at the girls' own risk. The school assumes no responsibility for loss or damage to mobile phones or other devices.
- h. Parents and students are expected to observe and adhere to the terms and conditions, including age restrictions when downloading apps to their devices.
- i. Parents are advised that if students have their own laptop with internet connection: iPhone, iPad, iPod Touch or similar device, the school is unable to monitor or place any restriction on their use if they do not know of their existence.
- j. If a student uses a mobile phone or other device to bully others her behaviour will be investigated under the School's Anti-Bullying policy and appropriate sanctions will apply. It is a criminal offence to use a mobile device to menace, harass or offend another person.
- k. Skype and MSN are available for student use from their laptop.
- l. **Wi-Fi will be switched off at 10:30 pm.**

## **10. Food and Drink**

- a. Food and drink may not be kept or consumed in the dormitories. Students found eating in undesignated areas may have their food confiscated.
- b. Chewing Gum is not allowed on school premises at any time.

## **11. Personal and Public Property**

- a. Students must respect College property and the property of others.
- b. No one may interfere in any way with the belongings of anybody else.
- c. The school will take disciplinary action up to and including suspension and expulsion in cases of theft.

## **12. Medicines**

All medicines must be handed in to the Head of Residence who will then supervise their administration.

## **13. Bullying and Harassment**

Any form of harassment or bullying of any member of the school community by a student is unacceptable, will be investigated and dealt with by the College in accordance with the Anti-Bullying Policy and may lead to removal from the Residence House, suspension or permanent expulsion from the school.

## **14. Outings and Tours**

- a. The College Code of Behaviour also applies to all outings and tours organised by the Residence staff for boarders.
- b. Before a student is accepted for a tour, her previous behaviour may be taken into consideration.
- c. Parental consent is not required for weekend outings which take place during the school term.
- d. Representing Alexandra College is an honour and brings responsibilities. Students representing the College must adhere to the College's Code of Behaviour at all times.

## **15. Substance Abuse**

- a. The possession and/or use of prohibited substances is strictly forbidden.
- b. It is a breach of school policy to use legal drugs inappropriately.
- c. No student is permitted to smoke or vape while in the Residence House, on the grounds or in its environs. If any student breaches this provision, she will get detention for a first offence and suspension for any subsequent offences.
- d. The possession, use, consumption, sharing or sale of alcohol or non-prescribed drugs or vaping equipment is forbidden at all times.

- e. Students are not permitted to be on school premises or attend any school activity while under the influence of alcohol and/or illegal drugs.
- f. The school will take disciplinary action in accordance with the Code of Behaviour up to and including expulsion for breaches of this provision. The school will inform the Gardaí as appropriate.

#### **16. Commendations and Sanctions**

- a. Generally Good Reports and any sanctions will be managed in accordance with the Alexandra College Code of Behaviour.
- b. Minor issues are dealt with by staff on duty in Res. These are recorded and reported to the Head of Residence.
- c. Continual minor offences are recorded in a daily diary and directed to the Head of Residence. They may also be reported to the Principal.
- d. The Head of Boarding will discuss serious offences with the Principal and other staff as appropriate and also report to parents.



# ALEXANDRA COLLEGE DUBLIN

## Residence House Code of Conduct Acceptance

**Name of Student:** \_\_\_\_\_ **Class/Year:** \_\_\_\_\_

### Student

I have read, understood and I agree to comply with and follow the Residence House Code of Conduct and the College's Code of Behaviour.. I understand that failing to follow these Codes will lead to appropriate sanctions.

**Student's Name** (please print): \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian

I have read, understood and explained to my daughter/the child in my care her responsibilities under this Code of Conduct. She has undertaken to comply with this Code and with the College's Code of Behaviour. As a member of the schoolcommunity, I accept and will cooperate and partner with the school in the application of these Codes.

**Parent/Guardian's Name** (please print): \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_