



ALEXANDRA COLLEGE DUBLIN

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

Address:	Hermione Building, Alexandra College Dublin, Milltown Road Dublin 6
Res Duty Staff Mobile:	00 353 87 3286519
Email address:	info@alexandracollege.ie

3. Res Staff

Head of Residence: Aideen Corr

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.

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**

- a. 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.
- b. There will be a staff member available during prep to assist with homework queries.

11. **Meals**

- a. A variety of nutritious and balanced meals are served in Res, as well as bread, butter, jam and biscuits.
- b. Fresh fruit is available at all times for boarders. Girls can also prepare their own snacks 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 5:45 pm or 8:00 am to 8:45 am.

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 DVDs 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. The 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.
- 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.

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.

Checklist of what to bring with you to Res

Please note all beds are Irish single bed size (90cm x 190cm)

Duvet	
Duvet Covers	
Sheets	
Single Mattress Protector	
Pillow/s	
Pillow cases	
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 labelled with the student's name.

Please use soft luggage where possible.

