ALEXANDRA COLLEGE
DUBLIN

Transition Year Information Pack
2023/2024

1 September 2023

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Senior School Term Dates 2023/2024

The dates of term are in line with the D.E.S. standardisation of the school year.

Christmas Term 2023

Wednesday 23 August	New 1st Year Boarders arrive to Res from 3 pm - 5 pm
Thursday 24 August	1st Year Induction Day 10 am to 12 pm. Parents attend from 10 am
Friday 25 August	1st Year Induction from 10 am to 12 pm (students only) 2nd Year Parent Information Meeting 10 am to 11 am
Sunday 27 August	2nd, 3rd, 5th & 6th Year Boarders arrive to Res 2 pm - 4 pm
Monday 28 August	3rd Year Parent Information Meeting 10 am to 11 am Full School Day for all 1st, 2nd, 3rd, 5th & 6th Year
Tuesday 29 August	5th Year Parent Information Meeting 10 am to 11 am
Wednesday 30 August	6th Year Parent Information Meeting 10 am to 11 am
Sunday 3 September	Transition Year Boarders arrive to Res 2 pm - 4 pm
Monday 4 September	TY Parent Information Meeting 10 am to 11 am Term starts for Transition Year
Friday 29 September	No School for Students. Res remains open
Friday 27 October	School finishes at 2 pm. Res closes at 3 pm.

Half Term Break - Monday 30 October until Friday 3 November

Sunday 5 November	Boarders return to Res after 5 pm
Monday 6 November	School Reopens
Monday 4 December	No School for Students
Friday 22 December	Term ends for Christmas Holidays

Christmas Holidays - Monday 25 December 2023 until Friday 5 January 2024

Easter Term 2024

Sunday 7 January	Boarders return to Res after 5 pm
Monday 8 January	School Reopens
Monday 5 February	Bank Holiday - College Closed
Friday 9 February	School finishes at 2 pm. Res closes at 3 pm.

Half Term Break - Monday 12 February until Friday 16 February

Sunday 18 February	Boarders return to Res after 5 pm
Monday 19 February	School Reopens
Thursday 14 March	School finishes at 2 pm.

Friday 15 March and Monday 18 March - St Patrick's Bank Holiday Weekend - No School

Friday 22 March	School finishes at 2 pm. Res closes at 3 pm.

Easter Holidays - Monday 25 March until Friday 5 April

Summer Term 2024

Sunday 7 April	Boarders return to Res after 5 pm
Monday 8 April	School Reopens

Monday 6 May and Tuesday 7 May - Bank Holiday Weekend - No School

Friday 24 May	TY Term ends

Friday 31 May	Term ends

Parent Teacher Meetings

All parent-teacher meetings take place in the Concourse from 4:15 pm - 6:45 pm. These dates are provisional and will be confirmed in August.

1st Year	Thursday 25 January 2024
2nd Year	Wednesday 4 October 2023
3rd Year	Tuesday 14 November 2023
5th Year	Wednesday 10 January 2024
6th Year	Wednesday 22 November 2023

College Exams

Christmas Exams (5th Year)	27 November - 8 December
Mock Exams (3rd & 6th Year)	26 January - 9 February
Summer Exams (1st, 2nd & 5th Year)	20 May - 31 May

N.B. While 1st and 2nd Year students do not have formal exams at the end of the Christmas term, they will have in-class assessments. These assessments will be scheduled by class teachers from the week of 27 November through the end of the Christmas term.

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Senior School Uniform List

The full school uniform is compulsory from 1st to 4th Year.

Only the sports uniform is compulsory for 5th & 6th Years. 5th & 6th Years do not otherwise wear a school uniform. While we wish the girls to be comfortable and to make their own decisions about what they wear, we reserve the right not to allow clothing which is deemed to be unsuitable for school.

All uniform clothes and shoes are available from Uniformity. Optional School Sportsbra and Leggings are available from Queen B Athletics; please email info@queenbathletics.com to order.

Senior School Uniform List	Check List
1st to 4th Years only	
Compulsory School Uniform	
Alex Jacket - Red	
Alex Pullover – Brown	
Alex Skirt - Brown	
Crested Long Sleeved Blouse	
Knee High Socks - White	
Shoes - Brown or Black	

1st to 6th Years	
Sports Wear – compulsory for all year groups 1st to 6th Year	
Red Tracksuit Bottoms	
White Hockey/PE Shirt	
Red Hockey Skort	
Hockey/PE Socks - Red	
College Tracksuit Top - White	
Red PE Shorts	
Trainers – no black soles	

Optional Uniform	
Crested Short Sleeved Blouse	
White t-shirt - worn underneath shirt in cold weather	
College Scarf	
School Sportsbra from Queen B Athletics	
School Leggings from Queen B Athletics	
Base layer for sports	
Basketball Top and Shorts	
Astro shoes	
Hockey sticks, gum shields, shin pads are available from sports shops	

Hair fastenings, if worn, should only be brown, red or white.
Jewellery should be discreet. Nose studs and body piercings are not permitted.
Please also refer to the Code of Behaviour.

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4th Year Book List 2023/2024

Books are available to order online from Book Haven

Bring Your Own Device policy - all TY students must have either a laptop or a tablet (iPad etc.). A phone will not suffice!

Subject	Book
Art	To be decided in September
Careers	1 Hardback copybook **REACH,** to be ordered and paid for in September. Please contact Ms Earlie
Classical Studies	No textbook required
Culinary Arts	Apron Essential Large Tupperware container.
English	A4 Ringbinder with poly-pockets and refill pad. A4 Hardback Copy
French	Préparation à l'examen du DELF Scolaire et Junior A2 by Marie Christine Jamet and Odile Chantelauve (Hachette) – COMPULSORY
German	Los Geht's (CJ Fallon)
Geography	Colouring pencils & 30cm Ruler
Gaeilge/Irish	A4 hardback copy A4 Folder required Colouring pencils/markers
Italian	**Dieci A1,** Almaedizioni, the best way to buy it is from the publisher website DIECI A1 - Corsi di italiano - Alma Edizioni – Italiano per Stranieri
Maths	Squared Maths Copybooks Geometry Set Calculator - Casio FX83GT Plus Natural Display
Religion	A4 hardback copybook, A4 document holder/folder
Science	White Cotton Coat (ESSENTIAL)
Spanish	Purchase **Bridge the Gap: Transition Year Spanish (Folens)**

Social, Personal & Health Education (SPHE)	**Ways to Wellbeing (Student Workbook**). (Author John Doran, published by The Exam Craft Group)
Textile Craft/ Fashion Accessories	**Materials:** Fabric (scraps, leftovers etc) Scissors, needles, matching thread to fabric, pins, bobbin, seam ripper, tailor's chalk and tape measure.
World of Work	decided in September

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Quick Links and Helpful Information

Quick Links

College Website
Parent Hub
Calendar
Canteen Menus
Payments

Communications

Regular school communications are sent to parents and guardians through the School App. Incoming parents and guardians will receive an SMS invite to download the app in August.

If parents and guardians have queries or concerns, the first port of call is to contact the student's Form Tutor by emailing info@alexandracollege.ie marked F.A.O. [Form Tutor]. Issues may be escalated to Year Head, Deputy Principal, or Principal if appropriate. We will share your daughter's form tutor with you in August along with her timetable and the schedule for the Induction Days.

School Timetable

The school day begins at 8:45 am each weekday. Classes finish at 3:48 pm on Monday - Thursday, and 2 pm on Friday.

Monday - Thursday Schedule	Time	Friday Schedule	Time
Period 1	8:45 am - 9:43 am	Period 1	8:45 am - 9:42 am
Period 2	9:43 am - 10:41 am	Period 2	9:42 am - 10:39 am
Assembly	10:41 am - 10:51 am	Period 3	10:39 am - 11:36 am
Break	10:51 am - 11:06 am	Break	11:36 am - 12:06 pm
Period 3	11:06 am - 12:04 pm	Period 4	12:06 pm - 1:03 pm
Period 4	12:04 pm - 1:02 pm	Period 5	1:03 pm - 2:00 pm
Lunch	1:02 pm - 1:42 pm		
Register	1:42 pm - 1:52 pm		
Period 5	1:52 pm - 2:50 pm		
Period 6	2:50 pm - 3:48 pm		

Attendance

Students are expected to stay on the campus until the end of the school day: 3:48 pm Monday to Thursday and 2 pm on Friday, unless formal permission has been given to leave early.

If a student needs to leave the premises during the school day she must:

- have a written request for permission to leave the school premises from a parent or guardian addressed to the Form Tutor; or
- Have formal permission from the Principal or Deputy Principal.

Under no circumstances may a student leave the campus without having first obtained permission. Students who absent themselves from the School premises without permission will incur an automatic after-school detention, and may be suspended from school.

Family holidays should not be planned for times during which the College is in session. Where a student is to miss school for a trip or holiday, a formal request to the Principal, in writing from the student's parent or guardian is required at least 2 weeks in advance.

As far as possible, medical and other appointments should only be made for times outside of class or examination time.

Signing In or Out

All students must sign in or out at Reception if they are leaving the campus early or arriving late. Students will not be allowed to leave the campus without written permission from a parent or guardian.

Debitrak

We use Debitrak, a cashless lunch card system, in the College Canteen. New students will be posted their Debitrak fob prior to the beginning of the new school year. Parents can top-up their child's lunch card through our secure online system by credit or debit card. For more information on setting up a new fob and topping up, please see our website.

Class Changes

Other than for Irish and Maths, students are assigned to mixed ability classes. If a student wants to move from one level to another in a particular subject or to change subjects, she must contact the Deputy Principal.

Students will not be permitted to change classes or ask to be in particular classes based on preference for one teacher or another. Students may only transfer from one level to another within a subject or from one subject to another with formal permission from the school and having followed the procedures in place.

Phones

Mobile phones and smartwatches cannot be used from 24 August 2023. This is a decision that has been taken for the girls' well-being. They will be required to lock their phones in a pouch and cannot access it at all during the day. If a student arrives late, she must go to reception to have it locked in her pouch. The same applies if she needs to leave early: pouches will be unlocked at reception. After the school day is over, the girls can unlock their pouches at various stations in the Concourse and around the school. The locks are strictly timed.

If a student infringes this new phone policy, her phone will be confiscated immediately, and one of her parents/guardians will have to retrieve it in person from the College Reception. Detention will also be imposed.

No photographs or recording, either video or audio may be made on a phone or other device while on the school premises without express permission from a teacher.

If a student uses a mobile phone to bully others after school hours, by sending offensive messages or calls, the matter will be investigated under the School's Anti-Bullying policy and appropriate sanctions will apply. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Lockers

Every student is supplied with a locker and one padlock.

Each student is responsible for keeping all of her possessions other than hockey bags in the locker and for keeping her locker locked at all times other than when she is accessing it herself. Any belongings left outside the locker will be confiscated and returned at the end of the school day. A bad report will be given for repeated breaches.

Damp and wet gear should not be left in lockers overnight.

A padlock may be cut open on the payment of a fee and the issue of a replacement padlock at Reception.

Lockers may not be accessed between classes; students may only collect necessary books from the lockers before Register Class and during morning and lunch breaks.

Lockers are the property of the College and are to be treated with respect. Students who damage lockers must pay for the cost of the repair or replacement.

At the end of the school year each student should empty her locker and leave it open for inspection.

Substance Abuse

No student is permitted to smoke or vape while:

- on the campus;

- in the school environs;
- wearing the school uniform; or
- she is together with a group of students who are recognisable as a group of students of the College.

If any student breaches this provision, she will get detention for a first offence and suspension for any subsequent offences.

The possession, use, consumption, sharing or sale of alcohol or non-prescribed drugs or vaping equipment is forbidden at all times. Students are not permitted to be on school premises or attend any school activity while under the influence of alcohol and/or illegal drugs. The school will take disciplinary action up to and including expulsion for breaches of this provision. The school will inform the Gardaí as appropriate.

More information about College policies and procedures can be found on our website.