



Villiers School

Boarding House Handbook

2015/2016

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What is Boarding Like?

There are so many new things to learn and become accustomed to. There are lots of people around you at all times of the day and night. New friends that you like and some people that you may not like at first, are living with you. This means, not only making many new friends but also learning to care for others as well as for yourself. If you do this, you can become a good member of the community of Villiers. This means growing up while, at the same time, enjoying the changes that boarding at Villiers brings. We hope that it will become your second home.

Daily Schedule

All boarders will have duties and responsibilities which are rostered and vary according to their class group.

You must attend breakfast, lunch and tea.

In the morning you rise at 7.30am. All washing and dressing needs to be finished before breakfast.

Breakfast is at 8.00am sharp.

Bank is at 8.25am -8.35am in the Dining Hall.

Afterwards, if it is your turn, then you will carry out your Dining Hall duties.

Then you tidy your dorm and prepare for the School day.

It is important that you plan your day ahead because you cannot return to your dorm between 9.00 a.m. and 5.45 p.m. Therefore, you must bring such items as your coat, sports gear, etc., with you as you leave the dorm at 8.50 a.m to go to class. During the day, you can store your sports gear in your book locker or in the after school sports changing rooms.

Lunch will be served at 1.00 pm approximately, depending on the class timetable.

When class ends each afternoon, there will be a variety of activities to be enjoyed. Please look at the notice boards for information on these.

Evening Meal / Tea is at 5.30pm.

6.30pm, prepare books for prep which begins promptly at 6.45p.m.

Form Six students begin prep at 6.15 p.m. and finish at 9.30 pm

Form I prep is from 6.45 -8.15

Forms II and IV prep is from 6.45- 9.00

Forms III and V prep is from 6.45 – 9.30

Supper is in Dining Hall at 8.15 – 8.30p.m. for all

Bedtime:

Years 1 & 2 - bedtime is at 9.30 pm sharp and lights go out 15 minutes later.

Years 3 & 4 - bedtime is at 10.00 pm sharp and lights go out 15 minutes later.
Years 5 & 6 - bedtime is at 10.45 pm sharp and lights go out 15 minutes later.
After lights-out, you must stay in bed but you can enjoy quiet music for 30 minutes.

Weekends at Home

Students should pack their weekend bag on Thursday night. Please remember to bring home all laundry such as worn clothes / sports gear, bed linen and towels. Boarders can go home when class finishes on Friday afternoon. It is important to report out to the Teacher on Duty.

Weekly Boarders go home every weekend.

Fortnightly Boarders go home every second weekend.

Return of Boarders to School after Weekends at Home

At the beginning of each year, Parents/guardians/students decide **either** to return on Sunday night **or** Monday morning so that the School knows when to expect the student. A letter will be sent to parents/guardians asking them to confirm this arrangement. Please make sure the School is notified by telephone if you wish to change your arrangement.

SUNDAY NIGHTS

School opens at 8.00 p.m. on Sunday. Boarders can return to school on Sunday from 8.00pm to 9.00pm. On Sunday night supper is at 8.45pm -9.00 pm. **When students arrive at School, they must not leave again as nobody is allowed out on Sunday evenings.**

OR

MONDAY MORNINGS

Boarders can return to school on Monday in time for class at 8.45 am sharp.

Open Weekends

Fortnightly Boarders may stay on weekends during term which are designated by the School as "Open Weekends".

If a fortnightly boarder needs to go home on an "Open Weekend", it is important to provide consent from your parents/guardian in the form of a phone-call, email or letter, by the Thursday morning of the week of the intended exeat. Under such circumstances, boarders may only go out for the full weekend and not part of it.

Friday Afternoon

Casual clothes may be worn from the end of last class on Friday and for the duration of the weekend.

Friday Evening

6.45pm – prep

Supper is served from 9.30 -9.45 pm

Saturday Morning

Rise at 9.00 a.m and breakfast is at 9.30 a.m.

Pocket money may be collected from the School Bank at breakfast.

Structured activity. There will be an activity organised for all to participate in from 10.30 a.m. to 12.30 pm.

Saturday Afternoon

Boarders can report out of School to the teacher on duty with family or a fellow boarding student, usually from 1.30 pm – 5.00 pm. Students in Forms I, II and III are allowed to go to local shops, no further than Jetland.

Senior students may go to the city centre.

Saturday Evening

This is when you have some free time. Students often watch a movie. Supper is from 9.30-9.45 pm

Bedtime is extended by 30 minutes.

Sunday Morning

Rise 9.30a.m. and breakfast is at 10.00 a.m.

Pocket money may be collected from the School Bank at breakfast.

Church Services or study time.

Sunday Afternoon

Organised trip accompanied by a member of staff.

Sunday Evening

Weekly boarders return to school from 8.00 to 9.00pm. Supper is served at 8.45 pm

Roll Call is taken by the Headmistress at 9.30pm.

From Roll Call until bedtime, all students remain indoors.

Please note that at all times it is strictly forbidden for girls to enter boys' dorms, changing rooms and bathroom areas and strictly forbidden for boys to enter girls' dorms, changing rooms and bathroom areas. Failure to adhere to this will mean that you cannot continue to be in school in Villiers.

Frequently Asked Questions

Extra Curricular Activities

It is compulsory for all Junior Cycle and Transition Year students to be involved in extra curricular activities for at least two afternoons per week. It is strongly recommended that students are involved in at least one sporting activity unless they have sound medical reasons for non participation.

Afternoon Sign Out

Sign out is for Forms IV, V and VI only.

Forms IV and V – sign out with teachers on duty on Wednesday

Form VI – discretionary sign out with teacher on duty on any afternoon

Special Leave

Dental appointments, family occasions etc.

Only by prior arrangement between School authorities and parents/guardians.

Student must be accompanied by a parent/guardian to all appointments.

Returning to School after Special Leave

Always report immediately to office or Teacher on Duty.

Lost Property

All property needs to be clearly named otherwise it cannot be identified

As far as possible, do not bring valuable items to School. If you need to do so, it is at your own risk as the School cannot be responsible for damage or theft.

Our School Housekeeper, Ms Raimonda Stankevicius is in charge of lost property.

Please note that personal belongings are only covered by School Insurance to a maximum of €195 per student.

Laundry

Fortnightly Boarders can avail of a weekly laundry service.

Tuck

Please store it in a covered food container.

School Rules

Normal school rules continue to apply to all Boarders during and outside teaching hours.

Mobile Phones/Tablets/Laptops

Boarders are permitted to bring mobile phones to School, however hours of use are restricted. Boarders may use their mobile phones in the half hour after their prep time finishes. Mobile phones must be stored securely in a locker at all other times.

If an international boarder needs to use his/her phone at a time other than the above because of time zone differences s/he must have permission from the Headmistress.

If a student wishes to use a tablet /laptop for study purposes, permission must first be sought from the Headmistress. Otherwise tablets/laptops may only be used after prep and with the agreement of the Boarding House Staff.

School Bank

Students must deposit sums of money in excess of €20 in the School Bank. This is run by the Boarding House Staff. Students can withdraw money every morning after breakfast.

Contact Details – see Appendix (i)

Dress Code/Uniform – see Appendix (ii)

Boarding Clothes List – see Appendix(iii)

Medical Care – see Appendix (iv)

Appendix (i)

Contact Details

The boarding staff may be contacted on the following mobile numbers from 6.30 p.m. to 9.30 a.m., however we do request that except in extreme emergencies you don't call from 11.00 p.m. to 7.30 a.m.

- Boys' boarding house: +353 86 0123963
- Girls' boarding house: +353 86 7763409

Alternatively you can call on the School land line number +353 61 451447 or +353 61 206940 – do note this isn't staffed between 4.45 p.m. and 8.45 a.m., however you may leave a message, and messages are checked hourly until 11.00 p.m.

Appendix (ii)



VILLIERS SCHOOL DRESS CODE

Villiers is proud of its dress code. By Dress Code we mean, not only wearing correct uniform, but also looking smart in it. We want every student to observe this continually, conscious that every time they wear this uniform, they represent Villiers, both inside the School and when travelling to and from the School.

NOTES ON THE DRESS CODE

- Neat and tidy dress is expected. Uniform should be clean, uncreased, in good repair and fit correctly.
- The uniform should be worn without ornamentation.
- Only School badges are acceptable.
- Non-uniform items may be confiscated and retained for collection by parents/guardians at the end of term.
- Good personal hygiene is important.
- A School tie must be worn properly – pushed up and clearly visible.
- School shoes must be worn with the uniform at all times.
- Runners/Sports shoes and lightweight shoes are not acceptable.
- In the interest of safety the height of shoes heels is not to exceed 25mm and skirts should be mid-calf length.
- Hair should be clean and tidy. Dyed hair is not allowed. Styles at the discretion of the School.
- Students may, for reasons (e.g. religious, medical), request additions to the uniform. Individual requests should be presented to the Headmistress. Please note that facial covering is not permitted and the basic School uniform must be worn at all times. All additional items must be in School colours as agreed with Headmistress.

GIRLS' SCHOOL UNIFORM

Only one ear stud in each ear is acceptable. No visible makeup or nail polish. Plain red hair accessories only. Hair must be neat and of a natural colour. Styles at the discretion of the School. The height of shoes heels is not to exceed 25mm and skirts should be mid-calf length.

Facial piercings/visible body piercings, tattoos, chokers, necklaces, bracelets etc. are not allowed, with the exception of one stud earring in each ear lobe.

Items marked **◇** are available from:

Gemma's Fashions Ltd	&	Shaws Department Stores
Henry Street		Crescent Shopping Centre
Limerick		Dooradoyle
Tel: 061 410344		Limerick
		Tel: 061 227774

Items marked **X** are widely available in Limerick.

- ◇ Blazer: Navy - Villiers School Blazer with crest - mandatory for formal occasions.
- ◇ Skirt: Navy - style 993 - mid-calf length.
- ◇ **X** Trousers: Navy - corduroy - optional from Halloween until end of Term 2.
- ◇ Pullover: Navy - Villiers School Jumper with crest.
- ◇ Tie Villiers School Tie.
- ◇ **X** Shirt: White - long sleeved – polycotton - stiff collar - Loose fitting.
- ◇ Tights/knee socks: Red (not maroon) - navy for Form VI.
- X** Shoes: Plain black or navy leather full shoe - flat heels - **not** suede. "Deck" shoes are permitted - **no** sports shoes.
- ◇ Scarf: Villiers School Scarf - optional.
- ◇ Outdoor Jacket: Villiers School Outdoor Jacket with crest - optional.

GIRLS' SPORT UNIFORM

- A complete change of suitable clothing is required.
- Girls can shower and must change back into uniform after sport. Remember to do this promptly at the end of each P.E./games session.
- All gear and sports equipment (e.g. hockey stick) should be **named clearly**.
- Kukri Sports uniform, available through the School must be worn for P.E. and games.

The full co-operation of all students and parents/ guardians in implementing the School Policy is a requirement.

BOYS' SCHOOL UNIFORM

Face must be clean-shaven. Hair must be in a short and neat cut - dyed hair is not allowed - hair styles at the discretion of the School.

Facial piercings/visible body piercings, tattoos, chokers, necklaces, bracelets etc. are not allowed.

Items marked **◇** are available from:

Gemma's Fashions Ltd	&	Shaws Department Stores
Henry Street		Crescent Shopping Centre
Limerick		Dooradoyle
Tel: 061 410344		Limerick
		Tel: 061 227774

Items marked **X** are widely available in Limerick.

- ◇ Blazer: Black - Villiers School Blazer with crest - mandatory for formal occasions.
- ◇ **X** Slacks: Plain - dark grey - black slacks for Form VI.
- ◇ Pullover: Grey Villiers School Jumper with crest.
- ◇ Tie: Villiers School Tie.
- X** Shirt: White - polycotton - long sleeved - stiff collar.
- X** Socks: Plain black or dark grey.
- X** Shoes: Plain black or navy leather full shoe - **not** suede - **no** sports shoes.
- ◇ Scarf: Villiers School Scarf (optional).
- ◇ Outdoor Jacket Villiers School Outdoor Jacket with crest - optional.

BOYS' SPORT UNIFORM

- A complete change of suitable clothing is required.
- Boys can shower and must change back into uniform after sport. Remember to do this promptly at end of each P.E./games session.
- All gear and sports equipment (e.g. hockey stick) should be **named clearly**.
- Kukri Sports uniform, available through the School must be worn for P.E. and games.

The full co-operation of all students and parents/ guardians in implementing the School Policy is a requirement.

Appendix (iii)

Boarding Clothes List

All Items to be clearly named.

School Uniform – see Villiers Dress Code

Flip Flops – essential hygiene for showers

Laundry Bag

Toiletries – aerosols / sprays of any kind are forbidden for safety reasons

- roll-on toiletries are suitable

Shoe polish

Nightwear

Underwear

2 padlocks

1 Mattress Cover

1 Duvet

2 Pillows

Bed linen – 2 sets for weekly boarders / 3 sets for fortnightly boarders

Towels – 2 for weekly boarders / 3 for fortnightly boarders

Casual Clothes / Shoes – minimum amount as storage is limited

MEDICAL CARE

Medical Questionnaire:

It is the responsibility of parents/guardians to see that this form is completed by their G.P. and returned to School Reception before 20th July. There is a risk that a student will not be treated without written consent from parents/guardians. The Medical Questionnaire must be signed by parents/guardians and Doctor.

Please Note:

If health situation changes at any time, updated information should be sent by e-mail to surgery@villiers-school.com

Communication:

Parents/guardians are welcome to contact the School Nurse if they wish to enquire after the health of their son/daughter. However, if it should be necessary for the School to send a student to the School Doctor / Hospital, parents/guardians will be informed as soon as possible depending on the immediate risk to the welfare of the student.

Visits to the School Nurse:

Surgery Times :

Monday – Friday

8.30 a.m. – 9.00 a.m.

Breaktime

Lunchtime

3.30 p.m. – 5.00 p.m.

Outside Surgery Times:

(a) When a student is ill during class, if possible, it should be deferred until end of class. Then report to the Office who will contact the School Nurse.

(b) Outside Surgery Hours: students can report to Staff on Duty.

Emergencies:

These cases will be seen at any time.

Home Leave for Reason of Illness:

A student who is ill must visit the School Nurse first. Then, if Home Leave is required, the School Nurse will contact parents to make arrangements for same.

Medication sent to School with Student by own Doctor /Parent:

Students on such medication must store it with the School Nurse so that it can be monitored safely.