



**Villiers School Parent Handbook
2019-2020**



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1. School Contact Details

Reception Opening Hours:	Monday to Friday, 8.45am-4.45pm
Telephone Number:	061- 451447
School Reception:	info@villiers-school.com
Headmistress' Secretary:	secretary@villiers-school.com
Bursar/Accounts:	bursar@villiers-school.com
Admissions:	admissions@villiers-school.com
P.T.A.:	pta@villiers-school.com
Website:	www.villiers-school.com
Twitter:	@VilliersSchool

2. Text Alerts/Emails

The School has a policy of using text alerts and emails to inform parents/guardians of upcoming events. The text alert is a non-reply service. The School name will appear at top of the text message. Please notify the School if your contact details change throughout the year as it is essential that the School has up to date details for all parents/guardians.

3. Villiers Board of Governors

The Board of Governors hold regular meetings and is responsible for upholding the ethos and policies of both Villiers School and the Alms Houses at Villiers Square.

The Board consists of:

- The Very Rev. Dean N. Sloane (Chairperson)
- Mr A. Gow (Secretary)
- Ms C. Beck
- Mr R. Brickenden
- Ms R. Downes
- Mr A. Mitchell
- Mr A. Whisker

4. Villiers Board of Management

Villiers Board of Management (BoM) consists of two parent representatives, two teacher representatives and the Board of Governors. Parent representatives are elected from the parent body and serve a three-year term.

The BoM consists of:

- The Very Rev. Dean N. Sloane
- Mr A. Gow
- Ms C. Beck
- Mr R. Brickenden
- Ms R. Downes
- Mr A. Mitchell
- Mr A. Whisker
- Ms A. Gowing
- Mr T. Jones

5. Student Council

The aim of the Student Council is to create a better life for all those who live, work and study in Villiers by working in partnership with the Board of Management, Headmistress, staff and parents. The Student Council comprises of two elected representatives from each of the six years, who meet on a regular basis throughout the year.

6. Year Heads

Form 1 – Ms J. Byrne

Form 2 – Mr D. O' Hanlon

Form 3 – Mr T. Jones

Form 4 – Mr D. Sadleir

Form 5 – Ms A. Gowing

Form 6 – Ms S. O'Sullivan

7. Villiers Parent/Teacher Association

The aim of the association is to promote the welfare of the school and its pupils through cooperation and communication; (1) between parents/guardians; (2) between parents/guardians, staff, Board of Management and Governors; (3) to encourage social and other activities among the members.

- Previous events organised by the PTA, which were of interest to parents/guardians, included talks on parenting adolescents (including bullying, teen suicide, drugs awareness, sex education), gardening and wine tasting to mention but a few.
- Fundraising events have included table quizzes, garden fetes and dinner dances. The proceeds of these events have been used to supply extra educational and sporting items to the teaching staff for use in the school. Support has been given to sporting and debating teams, Green School initiatives, upgrading facilities in the boarding/ basement area and for the purchase of classroom and music equipment.
- A PTA Award acknowledges outstanding personal achievement by a student and is presented at the annual Prize Day Ceremony.
- The PTA was initially instrumental in organising the very reasonably priced personal accident insurance scheme, the activities uniform and a second-hand uniform sale, which is held at the beginning of the school year.
- On Debs Night, a reception for the parents/guardians of the departing pupils is organised.
- Villiers PTA is represented on Compass which is a national organisation of minority religion secondary school parent teacher associations looking after the interests of pupils and parents/guardians. Compass is affiliated with the National Parent Council of Post Primary Schools.
- The AGM is held in September each year when a new committee is elected.
- Becoming a PTA member can be a satisfying way of becoming involved with your child's school, meeting other parents/guardians and teachers and contributing to the welfare of the school. Nomination Forms are emailed to parents/guardians in late August/early September.

8. School Day

Monday – Friday	
Form Tutor Time	8:50 – 9:00
1 st Lesson	9:00 – 9:40
2 nd Lesson	9:40 – 10:20
3 rd Lesson	10:20 – 11:00
BREAK	11:00 – 11:15
4 th Lesson	11:15 – 11:55
5 th Lesson	11:55 – 12:35
6 th Lesson	12:35 – 13:15
LUNCH	13:15 – 13:50
7 th Lesson	13:50 – 14:20
8 th Lesson	14:20 – 15:10 (school ends on Friday at 15:10)
9 th Lesson	15:10 – 15:50 (school ends Monday – Thursday at 15:50)

9. Villiers Dress Code and Uniform List

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.

- 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.

The full co-operation of all students and parents/ guardians in implementing the School Policy is a requirement. Fleece is no longer part of the school uniform and must not be worn.

Boys' School Uniform:

- Hair must be neat and tidy, clean and of a natural colour, in the School's opinion. Shaved, or partially shaved heads are not allowed. Hair should not interfere with teaching and learning and should not be a health and safety risk. Styles at the discretion of the School.
 - Facial piercings/visible body piercings, tattoos, chokers, necklaces, bracelets etc. are not allowed.
 - Face clean-shaven. No visible makeup or nail polish.
 - A plain black or navy belt may be worn.
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- ◇ 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)

Girls School Uniform:

- No visible makeup or nail polish.
 - Plain navy or red hair accessories only. Hair must be neat and of a natural colour. Shaved, or partially shaved heads are not allowed. 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. Only one ear stud in each ear is acceptable.
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- ◇ 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)

Items marked ◇ are available from:

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

Items marked * are available from: So Hockey
Ballycummin S/C
Raheen, Limerick
www.sohockey.com
061 -307249

Items marked X are widely available in Limerick.

Sports Uniform

- A complete change of suitable clothing is required.
- Students 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
- Villiers Sports uniform, available through So Hockey, must be worn for P.E. and games

10. Locker keys

The school endeavours to issue each student with a locker. All students will need a padlock with at least three keys for their locker. COMBINATION LOCKS NOT ALLOWED. Losing locker keys, or leaving them at home, can be stressful for students, especially during the first year. It might be a good idea to leave one key at home and one, clearly labelled, with the School Receptionist or your child's form tutor.

11. Mobile Phones/Electronic Devices

Possession of mobile phones in School is not allowed at any time during the School Day or in the afternoon/evening. Students can contact home through the School office if necessary.

- If day students need to bring a mobile phone or any other electronic equipment to School, they must store same in their locker immediately on arrival in School. If a day student wishes to use a tablet/laptop for study purposes, permission must first be sought from the Headmistress.
- 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 (add on 15 minutes if this coincides with supper). 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 first have permission from the Headmistress. If a boarding 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.

To clarify: possession of mobile phones at any time during the School Day is forbidden for all students. Any breach of this rule will result in the phone being confiscated immediately. Confiscated phones are returned on Friday evenings or later at the discretion of Headmistress and/or Deputy Headmistress. For full details on responsible use of technology, please refer to Villiers Acceptable Use Policy.

12. Textbooks and Stationary

Booklists for each year group are available on the school website and are normally circulated via post at the end of each June, preceding the new academic year.

13. Cafe/Dining Room

There are two cafés in the school – Senior and Junior – and they are open daily at break times and before and after school. Teas, coffees, sandwiches, rolls, soup and refreshments are available at reasonable prices.

The School Dining Hall serves hot lunches/salads to boarders, day boarders and day pupils. Advanced booking is essential for day pupils as numbers are limited – application forms are sent to parents/guardians prior to the start of term.

14. Lost Property

Please make sure that all your child's clothes and belongings are clearly marked with his/her name and avoid bringing valuable items to school. The lost property area is located near the Senior Cafe.

15. Absences

If your child is unable to attend school, due to illness or a family emergency please phone or email the School Office on the first day of the absence. On his/her return to School a letter signed by the parent/guardian explaining their absence should be given to the Tutor or handed into the office. Parents/guardians of Junior students can use the Absent Note section at the back of their child's Student Journal. Absences from School for reasons other than health require the Headmistress's permission (for which prior written application should be made in good time).

16. Outside Appointments

As far as possible, appointments should be kept outside School hours. If, however, this proves impossible, please consider the daily timetable to avoid disrupting lessons, make sure that your child understands what time away from School he/she will need and send a letter in advance to ask permission to collect your child early. Please note, students must always sign out at Reception before leaving the School premises and sign back in on his/her return.

17. Medical Care

If your child is sick while at school, s/he must report to the School Receptionist who will contact the School Nurse. The Nurse will decide what action is to be taken. If the office is closed, your child should contact the teacher on duty. Students may not leave School without permission. Students may only leave class in an emergency

Medical Questionnaire:

When your child is starting in Villiers, please return the medical questionnaire, signed by parent/guardian and doctor, as soon as possible. The original version must be returned. Please note: if health situation changes at any time, updated written information should be sent to the Nurse.

Surgery times:

Surgery opening times are posted on the door of the Surgery and also at Reception.

Emergencies:

These cases will be seen at any time.

Outside Surgery Times:

When a student is ill during class, if possible, it should be deferred until end of class or next break. Then, report immediately to School Receptionist who will contact Nurse.

Outside Office Hours:

If the office is closed, students can report to the teacher on duty.

Minor Complaints:

Students with minor complaints should see the Nurse at break and lunch times.

Home Leave for Illness:

Any student who is ill must visit the Nurse first if s/he feels the need to go home. Then, if home leave is confirmed, the Nurse will contact parents/guardians to make arrangements for same.

When medication is sent to School by Own Doctor/Parent/Guardian, students should leave it with the Nurse so that it can be monitored properly by staff.

Under no circumstances should ill students be collected from the school premises without parent/guardian calling into reception. In the case of a medical emergency where the student needs to be taken to hospital, contact will be made with parents/guardians as soon as is feasibly possible.

18. Student Diaries

Junior and Senior Cycle Diaries are provided for all students. They can also be a useful source of information for parents/guardians.

19. After School Study

Supervised afternoon /evening study is held every day, Monday to Friday, and all day on Saturday. Advanced booking is essential – booking form sent to parent/guardians at the start of term. See school website for a range of study options.

20. Sports/Clubs

In addition to academic pursuits, Villiers School has an unrivalled choice of extra-curricular activities which are an important part of the development of the whole person.

Sports:

Hockey, Rugby, Basketball, Soccer, Athletics, Badminton, Table Tennis.

Clubs:

Arts and Craft, Debating/Model United Nations, Book, Chef, Computer, Quilting.

Timetables for all sports and clubs will be posted throughout the School – please encourage your son/daughter to get involved!

21. Library

The School library is open from 9am – 5.30pm (Monday to Thursday) and 9am to 3pm (Fridays) and is supervised by a full time librarian. Students can avail of study facilities and have access to a wide range of books.

22. Parents and Homework

Parents/guardians can be a great help in establishing a regular routine for homework and we strongly recommend that you find your child a distraction free place to work. Checking the homework is done and done neatly can also help, as can testing any learning work.

However, don't be bullied into doing the homework for him/her or interfering too much: the main aim is for your child to develop self-discipline and good work habits.

Homework involves: A thorough review of work covered in class
 Set written and oral work
 Revision Research

The recommended time to be spent at homework each evening is as follows:

Form I:	1 ½ hours
Form II:	2 hours
Form III:	2-2 ½ hours
Senior Cycle	3-4 hours

23. Visits to the School by Parents/Guardians

It is very important that if you are visiting the School for any reason you must first report to Reception. It is imperative that we know you are on the premises. Parents of boarders do not have access to the boarding block without permission and must report to the boarding staff, the teacher on duty, the nurse on duty or the Headmistress.

This is not only essential for Health & Safety purposes, but also necessary in order to comply with Child SafeGuarding procedures, which are in place for the protection of all our students.

24. Pastoral Care

Villiers is very proud and appreciative of the level of engagement between staff and students in the holistic concept of education, and the strong sense of support that exists for each individual within the education system. The pastoral care structure at Villiers School ranges from all school staff in a 'duty of care' context to specific and defined responsibility among particular groups:

- Form Tutor

At junior level, dedication of a Form Tutor ensures continuity of pastoral care while students move through the Junior Cycle. A separate Tutorial Team is assigned to the care of Transition Year. Senior students then have designated Tutors and Year Heads who oversee their wellbeing throughout Forms V and VI.

- Year Heads

Form 1 – Ms J. Byrne

Form 2 – Mr D. O' Hanlon

Form 3 – Mr T. Jones

Form 4 – Mr D. Sadleir

Form 5 – Ms A. Gowing

Form 6 – Ms S. O'Sullivan

- Form Prefects

These are senior students, whose role is to help pupils find their place comfortably in the School community. Prefects should be the first port of call for everyday worries or concerns.

- School Chaplain

The primary responsibility of the school chaplain is to provide spiritual support to staff and students in the school. This involves bringing a 'faith-presence' to the school, and working with the staff in carrying out this role within the school community, extending to the wider parish community.

The school chaplain's role includes:

- Teaching religious education
- Organising prayer services and school retreats
- Meeting students individually, in the role of spiritual guide and faith friend
- Working closely with the pastoral care team in the school
- Promotion of apostolic activities within the school
- Building a school community permeated by the Gospel spirit of freedom and love

Additional support is offered to students experiencing difficulties, which may be initiated by either students or the chaplain himself.

To contact the school chaplain Mr J. McNair, please call +353 61 451447 or email jmcnair@villiers-school.com

Other staff who provide pastoral support:

- Residential / Boarding Staff
- Nursing Staff

25. What to do if your child is experiencing problems in school

Problems in School can be academic or social.

- As a first resort, encourage your child to get to know and consult their form prefects. Their role is to help pupils with their everyday worries and concerns.
- The next resort is to see the Form Tutor or an individual teacher or Year Head. Please contact the School Receptionist to arrange an appointment and please be patient: they may not be able to see you the same day, but they will make every effort to do so as soon as possible.
- The homework journal can always be used to communicate with a particular teacher who can then reply in the same way: this could avoid the mislaying of notes.
- The Headmistress is always pleased to meet parents/guardians, but not every problem demands her attention.

26. Continuous Assessments/Effort marks

- Forms V and VI students are subject to an internal assessment by staff. This happens 3 or 4 times a year. Each assessment is followed up with a report, which is sent to parents/guardians. Dates for these assessments can be found in the school calendar.
- Students from Forms I – IV receive effort marks. Effort marks reflect a student's effort in the subject area and also their behaviour in class. Students are graded from 1-5 for effort and behaviour in class. Therefore, the best possible effort mark is a 1 (outstanding) and the worst is a 5 (no work, no effort, badly behaved). Students who receive 2 x 5 or 4 x 4 will be placed on a Progress/Report Card and students who receive a consistent number of 1s will be recognised by the School.

27. House Exams

With the new junior cycle programme being introduced we are making some changes to our examination system. The new programme is being introduced on a phased basis, and so too are our changes!

In general, School exams are as follows:

- Examinations for Forms 1, 2, and 5 are held at Christmas.
- Examinations for Forms 3 are held in October.
- Examinations for Form 6 are held in November.
- Mock Exams for Forms 3 and 6 are held in February.
- Summer Exams for Forms 1, 2, 4 and 5 are held in May each year.

Parents/Guardians are notified of House Exam dates at the start of the year (dates are also posted on the School website) and parents should ensure that their son/daughter is in attendance - the School is not in a position to arrange exams for absent students at times outside of the scheduled dates.

Reports on all the above examinations are sent by post to parents/guardians.

28. Detention/Discipline Committee

Incentives, such as praise, privileges and rewards, are used to encourage good behaviour and discipline.

Various graded strategies to show disapproval of unacceptable behaviour will be adopted. These will contain a degree of flexibility to take account of individual circumstances and could include: Loss of privileges; Referral to Tutor/Year Head/Deputy Principal; Assignment to tasks such as cleaning or collection of litter; Detention; Placement on a Report card or Daily Report; Referral to Disciplinary Committee; Suspension (temporary); etc.

For full details, please see 'Code of Behaviour and Discipline'.

Parents/guardians are asked to co-operate if their child is put in detention on Tuesday from 4pm - 5pm. A letter will be sent to parent/guardian and your child should have a week's notice of a detention. It is a necessary sanction. Detention on Saturday from 10.30 to 12.30 is for more serious misdemeanours. School uniform must be worn to detention.

29. Parental Support

It means so much to students, teachers and to all the staff to see parents/guardians coming to the school and giving their support at matches and on the School's big days.

Do please try to come and support!

30. Prize Day

There will be speeches from the Mayor of Limerick, the Headmistress and an invited guest speaker. These will be followed by the presentation of the prizes for the best academic achievements in each year and numerous other special prizes.

Pupils should be dressed in their smartest full uniform, including blazers.

31. Music

Individual tuition available in the following musical instruments, subject to demand and availability of tutors: guitar, piano, flute, clarinet and saxophone.

These lessons must be arranged directly with the tutor concerned and usually take place during the School day – contact details available at reception.

32. Payment of Fees

- Fee Statements are issued before the start of the school year. A selection of payment options are available.
- A bill for any extras incurred during the School year will issue in April.
- Fee accounts must be kept up to date in order to secure your child's place in the school from year to year.
- Bursaries and grants are available in certain circumstances – details are available from the Bursar's office.

33. Parking

- Parents must exercise great care when dropping off and collecting students from the school.
- If possible, please drop and collect students outside the school gates to reduce traffic within the school grounds.
- Please observe all local road markings and please do not park in restricted areas.
- A one-way traffic system is in operation during peak times, between 8.30 - 9.30am and from 3.00 - 4.00pm (2.30 – 4pm on Fridays). During these times, please enter through the front gate and exit through the back gate.