



# **Villiers School**

Parent Handbook  
2022-2023

# VILLIERS SCHOOL PARENT HANDBOOK

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## **1. SCHOOL CONTACT**

School Reception: - 8.45am-4.45pm  
Tel.no: +353 (0) 61- 451447  
E-mail: info@villiers-school.com  
secretary@villiers-school.com  
Bursar: bursar@villiers-school.com  
  
P.T.A. pta@villiers-school.com  
Website: www.villiers-school.com  
Twitter: @VilliersSchool  
Instagram villiersschool

## **2. TEXT ALERTS/EMAIL**

The School has a policy of using both text alerts and emails to inform parents/guardians of up and coming events. The text alert is a non-reply service and can only be delivered to parents or guardians with an Irish mobile phone number; the School name will appear at the top of the text message.

Please notify the School if your contact details change during 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 holds 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:

Dean Niall Sloane (Chairperson)  
Rev Stephen Hancock  
Mr. A. Gow  
Ms. C. Beck  
Mr. R. Brickenden  
Ms. R. Downes  
Mr. A. Mitchell  
Mr. A. Whisker

## **4. VILLIERS BOARD OF MANAGEMENT**

The Board of Management 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 current Board of Management consists of:

Dean Niall Sloane (Chairperson)

Rev Stephen Hancock  
Mr. A. Gow  
Mr. R. Brickenden  
Ms. R. Downes  
Mr. A. Mitchell  
Mr. A. Whisker  
Ms C. Beck  
Mr. P. Schütz  
TBC  
Mr J McCrohan  
Ms S O'Sullivan

## **5. STUDENT COUNCIL**

The aim of the Student Council is to represent and advocate for all those who live, work and study in Villiers by working in partnership with the Board of Management, Head of School, staff and parents. The Student Council comprises of three elected representatives from each form group and includes representatives from designated student groups. They meet on a regular basis throughout the school year and are supported by a staff liaison person.

## **6. YEARHEADS**

Form I – Mr. T. Fennell  
Form II – Mr. T. Jones  
Form III– Mr C O'Connor  
Form IV – Mr. D. Sadleir  
Form V – Ms. A. Gowing  
Form VI – Ms. S. O'Sullivan

## **7. VILLIERS PARENT TEACHER ASSOCIATION**

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

The Association organises events of interest to parents/guardians, including information sessions on topics relevant to adolescence, such as anti-bullying, drugs awareness, relationships, etc.

The main fundraising event is the annual garden fête, however, other activities may also be organised. The proceeds of these events are allocated to supply additional educational and sporting items to the staff for use in the school. Over the years this has helped sporting and debating teams, Green School initiatives, upgrading facilities in the boarding houses and providing classroom, computer and music equipment.

A PTA Award has been instituted to acknowledge outstanding personal achievement by a student and is presented at the annual Prize Day Ceremony.

The PTA facilitates a second hand uniform sale which is typically held at the start and end of the school year.

On the night of the Debs a reception is organised for the parents/guardians of the departing students.

Villiers PTA is represented on Compass which is a national organisation of minority religion secondary school Parent/Teacher Associations looking after the interests of students and parents/guardians. Compass is affiliated to the National Parent Council of Post Primary Schools.

The PTA AGM is held annually in September and a new committee is elected. Please consider putting your name forward or nominating the name of someone you think might be interested as it can be a great way to get involved with your student's school, to meet other parents/guardians and teachers, and to contribute to the welfare of the school in general. Nomination Forms will be emailed to parents/guardians in late August/early September.

## **8.DAILY TIMETABLE**

### **Monday – Friday**

8.50 - 9.00	Form Tutor time
9.00 - 9.40	1st lesson
9.40 - 10.20	2nd lesson
10.20 -11.00	3rd lesson
11.00 -11.15	<b>BREAK</b>
11.15 - 11.55	4th lesson
11.55 - 12.35	5th lesson
12.35 - 13.15	6th lesson
13.15 - 13.50	<b>LUNCH</b>
13.50 - 14.20	7th lesson
14.20 - 15.10	8th lesson (School ends at 15.10 on Friday)
15.10 - 15.50	9th lesson

## 9. DRESS CODE

Villiers Dress code and uniform policy is available on our website here:

<https://www.villiers-school.com/wp-content/uploads/2022/06/Villiers-School-Dress-Code-and-Uniform-Policy-2022.pdf>

*The full co-operation of all students and parents/guardians in implementing the School dress code and uniform policy is a requirement.*

## 10. LOCKER KEYS

All students will need a padlock with at least three keys for their locker. **COMBINATION LOCKS ARE NOT RECOMMENDED.** Losing locker keys or leaving them at home can cause all sorts of problems for your student, especially during the first year. It is a good idea to leave one key at home and one, clearly labelled, with the School Receptionist or your student's form tutor.

## 11. MOBILE PHONES and ELECTRONIC DEVICES

Possession of mobile phones in School is not allowed at any time during the School Day or in the afternoon/evening. Students, on occasion, may need to contact home, this can be done through the School office.

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 Head of School.

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 their phone at a time other than the above because of time zone differences they must first have permission from the Head of School.

If a student wishes to use a tablet/laptop for study purposes, permission must first be sought from the Head of School. The Boarding House Staff may withdraw permission to use electronic devices in the Boarding Houses.

To clarify: possession of mobile phones at any time during the School Day is forbidden for all students, unless express, individual permission is given on a once off basis, by a member of staff, usually to facilitate classroom-based learning activities.

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 Head of School and/or Deputy Head of School.

For full details on responsible use of technology please refer to Villiers Acceptable Use Policy.

## **12. BOOKS and STATIONERY**

Booklists for each form group are available on the school website and through the school office.

## **13. CAFÉS and the DINING HALL**

There are two cafés in the school – Senior and Junior. They are open daily at break times and after school. Teas, coffees, sandwiches, rolls, soup and refreshments are available at reasonable prices. The cafes are run on a cashless system and every student is offered the use of a school payment fob which can be registered online and the account can be credited and topped up as needed.

The School Dining Hall serves hot lunches/salads to boarders, day boarders and day students. Advanced booking is essential for day students 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 student's clothes and belongings are clearly marked with their name. The Lost property area is located near the Senior Café. Please avoid bringing valuable items to school.

## **15. ABSENCE FROM SCHOOL**

If your student is unable to attend school due to illness or a family emergency please phone or email the School on the first day of the absence. On their 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 (Form I - III) can use the Absent Note section at the back of their student's Student Journal.

Absences from School for reasons other than health or bereavement require the permission of the Head of School. Written application should be made in good time.

## **16. OUTSIDE APPOINTMENTS**

If possible, all medical appointments, etc. should be kept outside School hours. However, if this proves impossible, please consider the daily timetable to avoid disrupting lessons. An email to the school office must be sent in advance to ask permission to collect students early. Please note ***students must always sign out at reception before leaving the School premises.***

## **17. MEDICAL CARE**

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

**Medical Record:**

When your child is starting in Villiers, please return the medical record using the online application system. Additionally, a parent's or guardians' ink signature is required for the medical consent.

Please note: if your student's 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.

**Emergencies:**

Emergencies will be dealt with as and when they arise.

**Outside Surgery Times:**

When a student is feeling unwell during class, if possible they should try to defer until end of class or next break. Then, report immediately to the School Receptionist who will contact the Nurse.

**Outside Office Hours:**

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

**Minor Complaints:**

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

**Home Leave for Illness:**

Any student who is ill must visit the Nurse before calling home. Then, if home leave is required, the Nurse will contact parents/guardians to make arrangements for same.

**Medication sent to School by Doctor/Parent/Guardian:**

Students who receive medication from their own doctor/parent/guardian should leave it with the Nurse so that it can be monitored properly by staff.

**Under no circumstances should students who are feeling unwell be collected from the school premises without their parent/guardian reporting to reception.**

**In the case of a medical emergency where the student needs to be taken to hospital contact will be made with parents and/or 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. STUDY**

Supervised afternoon /evening study is held every day Monday to Friday and all day on Saturday.



Advanced booking is essential – A booking form is sent to parent/guardians at the start of the school term.

See school website for the range of study options available

## **20. SPORTS AND 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 available**

Hockey, rugby, basketball, soccer, athletics, badminton, table tennis, cricket.

### **Clubs and Student Groups**

Craft Club, Debating, Model United Nations, Book Club, Chef Club, Writing Club, Quilting Club, Philosophy Club, LGBTQ+ Alliance, People of Colour Alliance (POCA), AEN Group, Choir, Trad Group.

Timetables for all sports and clubs will be posted throughout the School and emailed home at the beginning of each year. Please note that the schedule for the summer term may be different to the rest of the year. Please encourage your student to get involved!

## **21. LIBRARY**

The School library is open from 9am - 5.30pm Monday to Thursday and 9am to 3.10pm on Fridays. It is supervised by a full-time librarian. Students can avail of study facilities here and have access to a wide range of books.

## **22. PARENTS AND HOMEWORK**

Parents/guardians can help greatly in establishing a regular routine for homework and we strongly recommend you find your student a distraction free place to work. Checking homework is done and done neatly can also help, as can testing any learning work. However, parents should remember do avoid doing homework for students or to interfere too much: the main aim is for your student 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 SCHOOL BY PARENTS/GUARDIANS**

If you are visiting the School for any reason ***you must first report to the Office.*** It is imperative that we know you are on the premises. Parents of boarders do not have access to the boarding houses without permission and must report to the night staff, the teacher on duty, the nurse on duty or the Head of School. This is not only essential for privacy and dignity, but also for Health & Safety purposes and in order to comply with Child Safeguarding Policies, which are in place for the protection of all our students.

### **24. PASTORAL CARE**

The Tutorial System forms an essential part of the School's active Pastoral Care Programme. A Year Head is assigned to each of the six forms, from first form to sixth form. Within a year group, each form has a Form Tutor and Form prefects. Prefects are senior students who have an important role to play in helping students find their place in the School community. At junior level continuity of pastoral care is ensured by the dedication of a Form Tutor to the same group of students while they move through the Junior Cycle. A separate Tutorial Team is assigned to the care of Transition Year students. Senior students have Form Tutors and Year Heads who oversee their welfare throughout Forms V and VI.

### **25. WHAT TO DO IF YOUR STUDENT IS HAVING PROBLEMS**

Academic and social problems may arise. As a first port of call, encourage your student to get to know and consult their form prefect. The role of prefects is to help students with their everyday worries and concerns. The next port of call is to see the Form Tutor, or an individual teacher or Year Head. To arrange an appointment, please contact the School Receptionist and please be patient. Teachers or tutors 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, avoiding the potential of notes being mislaid. The Head of School is always pleased to meet parents/guardians, but not every problem necessitates their attention.

### **26. CONTINUOUS ASSESSMENT/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 available on the school website (Villiers School Dates).

Students in Forms I – IV receive effort marks. These marks reflect a student's effort from 1-5 in the subject area, and also their behaviour in class. 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 grades of 5 or 4 grades of 4 will be placed on a Progress/Report Card. Students who receive a consistent number of grade 1s will be recognised by the school.

## **27. HOUSE EXAMINATIONS**

Examinations for Forms I, II, and V are held in November and December.

Examinations for Forms III and VI are held in October/November.

Mock Exams for Forms III and VI are held in February.

Summer Exams for Forms I, II and V are held in May/June 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 student 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 to parents/guardians.

## **28. DETENTION/DISCIPLINE**

Incentives, such as praise, privileges and rewards are used to encourage good behaviour and discipline. Similarly, various graded strategies can be adopted to show disapproval of unacceptable behaviour. 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 Head, assignment to tasks such as cleaning or collection of litter, detention, placement on a report card or daily report, referral to disciplinary committee, temporary Suspension, etc. For full details please see 'Code of Behaviour and Discipline'.

Parents/guardians are asked to co-operate if their student is put in detention on Tuesday from 4 pm to 5 pm. A letter will be sent to the parent/guardian but your student would usually have a week's notice of the detention. Detention is a very necessary sanction in some cases. Detention on Saturday from 10.30 am to 12.30 pm is for more serious misdemeanours.

## **29. PARENTAL SUPPORT**

It means a great deal, both to students and staff, to see parents/guardians coming to the school and giving their support at matches and on the School's big occasions. Do please try to come and support!

## **30. PRIZE DAY**

This is an annual event to celebrate students' academic success. Typically, there are speeches from the Head of School and invited guests. Invited guests in the past have included the mayor of Limerick, past pupils, and people associated with the school. This will be followed by the presentation of prizes for the best academic achievements in each year and numerous other special prizes. Students should be dressed in their smartest full uniform, including blazers.

### **31. MUSIC**

Individual tuition is available in the following musical instruments subject to demand and availability of tutors: guitar, piano, violin, drums, , voice and theory of music.

These lessons must be arranged directly with the tutor concerned and may take place before, during or after the School day. Contact details are available at reception.

### **32. PAYMENT OF FEES**

Fee Statements are issued before the start of the school year. A selection of payment options is available in accordance with our fee payment policy. 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 student'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. Students should be dropped off and collected outside the school gates. Please observe all local road markings and please do not park in restricted areas.

Cars/motorbikes driven by students are to be used solely for travelling to and from School at the beginning and end of the School day and may not be accessed during the school day or in the evening / weekend time for boarding students. Cars/ motorbikes are not for use on the School grounds and must remain parked in a designated area. There is a limited amount of parking available on campus, and students are not guaranteed a parking place, nor should they expect the same. Students who are driving must apply to the school office to be allocated a parking place within school grounds, and if a place is available, they may only park in their designated place and must display their parking permit in their car. Parking places may be revoked and withdrawn at any time, and priority is always given to members of staff and others at the discretion of school management. For safety and security reasons, students in Form VI and Boarding Form VI students will be given priority over other students when applying for a parking space.

Student drivers are not permitted to carry passengers on School grounds and must exercise due care on entering and leaving the School premises. Parents/guardians must inform the School via email (to [info@villiers-school.com](mailto:info@villiers-school.com)) if their student is driving themselves to School and wishes to park on school grounds. Parents/guardians may be contacted if a student is in breach of any of the above and permission to drive and / or park on School grounds may be withdrawn.