

# Villiers School

*Celebrating 200 Years*



Boarding Handbook

2023-2024

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## **What is Boarding Like?**

In a boarding school, 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 valued member of the community of Villiers. This means growing up while, at the same time, enjoying the changes that boarding brings. We hope that boarding at Villiers will become your second home.

## Daily Schedule

Boarding students must attend all meals, including breakfast, lunch, and dinner. We do roll call during mealtimes. It is also important to eat regular meals, and to check in with staff members on duty.

### Monday – Friday

#### Breakfast

In the morning, boarding students rise at 7.30 am. All washing and dressing should be finished before breakfast. Students should wear their school uniform to breakfast, unless scheduled for a trip or special event, which may not require uniform. If students are timetabled for a morning PE class (i.e., before break time), they may wear their P.E. uniform to breakfast.

Breakfast is served between 7.45 am - 8.10 am sharp from Mondays to Fridays. After breakfast, students tidy their dorms and prepare for the school day. For students in Form I, II, III and IV, phones will be returned each morning, following dorm inspection.

It is important to plan the day ahead because students cannot return to their dorm during the school day. Therefore, students must bring such items as coats, sports gear, etc., with them as they leave the dorm after breakfast. During the day, students can store sports gear in their book locker, the storage racks in the courtyard, the after-school sports changing rooms, or in the boarders' common rooms. Bags must not be left in school hallways.

#### School Day

All students must go directly to their tutor rooms after leaving the dorms. Students are required to leave the dorms no later than 8.45 am each day.

Class times are from 8.50 am – 3.50 pm (3.10 pm on a Friday).

There is a short 15-minute break at 11.00 am.

Lunch will be served in the dining hall at 1.15 pm.

#### After School

When class ends each afternoon, there are a variety of activities to be enjoyed. Please look at the notice boards for information on these. Students in Form I, II, III and IV must participate in extra-curricular activities on at least two afternoons per week, and we like every student to engage in a minimum of one extracurricular sporting activity each week.

#### Dinner

Dinner is served in the dining hall from

5.15 – 5.40 pm. Students are asked to be in the Dining Hall at 5.25 pm for roll call.

After dinner, prepare books for prep (study) which begins promptly at 6.45 pm (Form VI students begin prep at 6.15 pm).

- Form I prep is from 6.45 - 8.30 pm
- Forms II and IV prep is from 6.45 - 9.00 pm
- Forms III and V prep is from 6.45 - 9.30 pm

- Form VI prep is from 6.15 pm - 9.30 pm

During prep, there will be a short 15-minute break, at 8.00 pm, when supper is served in the Dining Hall.

### **Bedtime**

Form I - bedtime is at 9.30 pm sharp, Form I lights go out at 9.45 pm.

Form II – bedtime is at 9.45 pm sharp, Form II lights go out at 10.00 pm.

Form III - bedtime is at 10.00 pm sharp, Form III lights go out at 10.15 pm.

Form IV – bedtime is at 10.15 pm sharp, Form IV lights go out at 10.30 pm.

Form V - bedtime is at 10.30 pm sharp, Form V lights go out at 10.45 pm.

Forms VI - bedtime is at 10.45 pm sharp, Form VI lights go out at 11.00pm.

Please note: Lansdowne and Glendower Boarding Houses are locked at 10.00 pm and all students in these houses must be in their dormitories by 10.00 pm.

Barrington and Riverview Boarding Houses are locked at 10.30 pm and all students in these houses must be in their dormitories by 10.30 pm.

To help ensure a good night's sleep, students in Forms I, II, III and IV are required to hand their mobile phones to the house parents before they go to bed. If students need to contact their parents after this time, the house parents will be able to help them do so.

After lights-out, students must settle down to sleep. Remember that everyone is sharing dormitories so any noises that may be made could interrupt another student's sleeping time.

## **Weekends at Home**

Weekly (5-day) boarding students leave the boarding house every weekend.

If a student who is a weekly (5-day) boarder wishes to make alternative arrangements for the weekend (e.g., to stay at a friend's house, etc.), this must be notified by their parents / guardian in the form of a phone-call, email, or letter, by the Thursday morning before the weekend of the intended change.

Fortnightly boarding students will leave the boarding house every other weekend. Please see the [school calendar](#) for dates of exeat weekends for fortnightly boarders.

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. It is **compulsory** for Weekly (5-day) students to bring their bedlinen home for laundry each weekend.

On Friday mornings, students should change their bed sheets and pack all used bed linen to go home to be washed. A weekly laundry service is available to fortnightly and termly (7-day) boarders.

Boarders who are leaving school on weekends may do so after 3.10 pm (when class finishes) on Friday afternoons.

### **Return of boarders to school after weekends at home**

At the beginning of each year, students' parents/guardians decide whether they will **either** return to school on Sunday night **or** Monday morning. As most students return on Sunday night, parents and guardians are asked to please inform house parents if a student wishes to return on Monday mornings. This should be done through [boarding@villiers-school.com](mailto:boarding@villiers-school.com) so that house parents know when to expect each student's return to school. Please make sure the school is notified by email if any changes are to be made to an existing arrangement.

#### Sunday evening

***School opens at 8.00 pm on Sunday for 5 day boarding students to return.***

Boarders who are returning to school on Sunday nights must return between 8.00 pm to 9.00 pm. Parents and guardians are required to call the boarding phones, or to email [boarding@villiers-school.com](mailto:boarding@villiers-school.com) to notify house parents if there is any change in this arrangement.

All beds must be freshly made each Sunday evening in preparation for the week ahead.

**When students arrive at School on Sunday evening, they must not leave the campus until the next official exeat. No students are allowed to sign out on Sunday evenings after their arrival at school.**

#### Monday morning

Boarders may return to school on Monday in time for class, no later than 8.40 am.

**If returning on a Monday morning, Boarders must sign in with a member of the boarding staff (up to 8.40 am) or the School Office (if returning later than 8.40 am).**

Parents / Guardians are required to call the Boarding phones to notify House Parents if there is any change in this arrangement (or school office) before 9.15 am on the Monday morning.

If students return after 8.40 am, they will not have access to the dorms during the school day.

## Weekends at School

Fortnightly Boarders may stay at school on weekends during term which are designated by the school as “open weekends.”

Termly (7-day) boarders will stay at school every weekend (except for those weekends directly before or after a midterm break or school holiday, as outlined in the [school calendar](#)).

If a fortnightly or termly (7-day) boarder needs to go home on an “open weekend”, it is important to provide consent from 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 (3.10 pm) and for the duration of the weekend.

On Friday Evening, boarders will have prep (study) from 6.45pm – 8: 15 pm

Supper is served from 8.15 pm - 8.30 pm to all year groups at weekends.

### Saturday Morning

Students rise at 9.30 am and breakfast is at 10.00 am.

Lunch is served at 1.15 pm. Roll call is taken at lunch time and all students are required to attend lunch. Supervised cooking facilities are also available for students who enjoy making their own lunch.

There is supervised study on in the school every Saturday from 9.30 am to 5.00 pm. This is optional for senior students in Form V and VI.

### Saturday Afternoon

Boarders have free time on Saturday afternoon, and they may sign out of school, either with family or a fellow boarding student, from 1.30 pm – 5.30 pm. Students may not sign out alone, they must be in groups of two or more. **All students must sign out in-person, and sign in, on their return, with the house parent on duty. Boarding students may not leave school grounds at any time without signing out and must always sign in on their return.**

- Students in Forms I and II are allowed to go to local shops, no further than Jetland, unless permission is given by a house parent.
- Students in Forms III, IV, V, VI may go to the city centre.
- All students must sign in with the house parent on duty immediately on their return.

***Students are strictly required to follow the Villiers School Code of Behaviour while on weekend sign-out!***

Dinner is served at 5.30 pm. Rollcall is taken at dinner time and all students are required to have returned to school by this time, and to attend dinner.

### Saturday Evening

Boarders have free time on Saturday evenings. Students often watch a movie or play games or puzzles. Supper is served from 8.15 pm – 8.30 pm.

Bedtime is extended by 30 minutes on Friday and Saturday evenings.

### **Sunday Morning**

Rise at 9.30 am and breakfast is at 10.00 am.

Students may wish to attend religious ceremonies and observations on Sundays (or Saturdays). Parents and guardians are required to notify the house parents of the religious ceremony or observation and time their student wishes to attend, including return to school time.

### **Sunday Afternoon**

There will be an organised trip, every second weekend, accompanied by members of staff.

This trip is compulsory for all students in Forms I – IV.

Senior students in Form V and VI may choose to stay in school and carry out independent study, overseen by staff members on duty.

On every alternate Sunday (i.e., when there is no trip), there is a discretionary sign out to local amenities, such as cinema, bowling alley, shops. Sign out to the city centre is only for students in Forms V and VI on Sundays.

Dinner is served at 5.30 pm. Roll call is taken at dinner time and all students are required to attend dinner.

### **Sunday Evening**

Weekly boarders (and fortnightly boarders, on exeat weekends) return to school between 8.00 pm and 9.00 pm.

Sunday night assembly and rollcall is taken by the Head of School or Head of Boarding in the Dining Hall at the following times:

- Form I, II, III, IV – 9.15 pm
- Form IV, V – 9.25 pm

**Please note that, at all times, it is strictly forbidden for students to enter any boarding house and dormitory other than the one in which they are resident, unless accompanied by a member of staff.**

**Failure to adhere to this may mean that a student cannot continue to be in boarding school in Villiers.**

**Day students and day boarders are not allowed into any of the dormitory areas and / or boarder common room areas and boarding students have a responsibility to ensure that they do not facilitate this.**



## Frequently Asked Questions

### Extracurricular activities

It is compulsory for all students who are in Form I, II, III and IV to be involved in extracurricular 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.

### After-school sign out / Special leave

After-school sign out is for senior students in Forms IV, V and VI only. The teachers on duty each day will provide students with exeat slips if they have permission to leave school. Students are required to keep their exeat slips with them at all times during the 'sign out' period and return them to a teacher on duty immediately upon their return.

- Forms IV and V students may sign out with teachers on duty on **Wednesday afternoon** after classes end. Students must return to school before 5.15 pm.
- Form VI students have discretionary sign out with the teacher on duty on **any afternoon**. Students must return to school before 5.15 pm.

**Students must sign out in-person with the teacher on duty. Boarding students may not leave school grounds without signing out.**

Special leave for dental appointments, family occasions etc., are only by prior arrangement between School and parents and guardians. Parents and guardians are required to email arrangements the day before the intended sign out.

Students should be accompanied by parents and guardians to all appointments.

Students must always report immediately to the school office or the teacher on duty on return to school.

### Lost Property

All property must be clearly named, otherwise it cannot be identified if lost.

As far as possible, do not bring valuable items to School. If a student does so, it is at their own risk. The school cannot be held 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 and termly (7-day) boarders may avail of a weekly laundry service. They will need a laundry bag. Students are asked to keep a list of all items they send for laundry and

to ensure that anything sent to laundry is clearly labelled with their name. Students must send their clothing and bed linen to laundry each week in clearly labelled bags. Students will be assigned an individual laundry number by the laundry service at the beginning of term. A label with this number will be attached to every item of laundry. **Please do not remove this number.**

## **Snacks / Tuck / Food**

Boarders have access to small kitchenette areas in the boarding houses, with a fridge, kettle, and microwave. Boarders may have snacks / tuck / food items in the dormitories, within reason, and at the discretion of the house parents. Perishable items which are too large for the shared space in the fridge are not permitted, as they cannot be adequately stored in dormitories. Food items that have a strong odour are not permitted in the dormitories. Please store any food items in a covered or otherwise sealed food container.

The following foods and drinks are prohibited and will be confiscated if found:

- Highly caffeinated, or highly sugared drinks
- Supplements such as protein or creatinine supplements are permitted.
- Chewing gum
- All products containing nuts

## **School Rules, Policies and Procedures**

Normal school rules continue to apply to all boarders during and outside teaching hours. It is important that students and parents / guardians read, and familiarise themselves with, some key school policies, which are available on our [website](#). Particular attention should be paid to the following: Code of Behaviour; Dress Code; Anti-Bullying Policy; Child Safeguarding Statement; Acceptable Use of Technology Policy; Inclusion Policy, GDPR Policy; Villiers School Medication Management Policy; Parent Handbook.

## **Mobile Phones and electronic communication devices**

Boarders are permitted to bring mobile phones to school; however, hours of use are restricted. Boarders may use mobile phones after breakfast in the dormitory area before class, after dinner before prep time, after prep finishes and before bedtime. Mobile phones must be stored securely in a locker outside of these times.

If an international boarder needs to use their phone at a time other than the above because of time zone differences, they must have permission from the Head of School.

Students are permitted to use electronic devices for study purposes at designated times during prep. Permission must be given from the Head of School for use outside of these times.

Please see the Code of Behaviour and Acceptable Usage Policy on our [website](#) for further information regarding the use of electronic devices.

## **School Bank**

We recommend that students do not use cash. Cards and electronic devices are more efficient and safer. The school is cashless, and students do not need to carry cash in school. Students must deposit sums of money in excess of €20 in the School Bank. This is run by the boarding house parents.

To avoid misplacement and loss students are requested to leave valuable items at home. The school is not responsible for the loss of any valuable items.

International students, or student taking overseas trips, are required to give their passports and any other important documents to the house parents to be securely stored in the boarding house safes. The school cannot be responsible for any missing documents that have not been handed in for safe keeping.

## Contact Details

House parents can be contacted via email at [boarding@villiers-school.com](mailto:boarding@villiers-school.com). This is the best way to contact the members of staff on duty. Please note that all boarding staff members have access to this email account. If you wish to communicate directly with an individual member of staff, contact details are as follows:

Vivienne Long (Head of Boarding) <a href="mailto:vlong@villiers-school.com">vlong@villiers-school.com</a>	(Riverview House)
Deirdre O'Sullivan <a href="mailto:dosullivan@villiers-school.com">dosullivan@villiers-school.com</a>	(Barrington House)
Natasha Brechko <a href="mailto:nbrechko@villiers-school.com">nbrechko@villiers-school.com</a>	(Glendower House)
Jonathan Kiely <a href="mailto:jkiely@villiers-school.com">jkiely@villiers-school.com</a>	(Lansdowne House)

The boarding staff may be contacted on the following mobile numbers from 5.30 p.m. to 9.00 a.m.; however, we do request that except in extreme emergencies, they are not contacted from 11.00 p.m. to 7.30 a.m.

### **Barrington and Lansdowne House**

- +353 86 0123963
- +353 87 2469230

### **Glendower and Riverview House**

- +353 87 1158675

Alternatively, the school land line number +353 61 451447 or +353 61 206940 can be used, however do note this is not staffed outside of school hours, (between 4.45 pm and 8.45 am), or on weekends. It is much more advisable to use the mobile numbers above if calling the school outside of office hours.

## Boarding Check List

### **All Items must be clearly named.**

Please note that storage in dormitories is limited, be mindful of this when packing. Do not bring unnecessary amounts of casual clothes or shoes.

- School uniform (see Dress Code) and school shoes.
- Adequate casual clothes and shoes.
- Adequate nightwear, underwear, and other personal items.
- Bedding – Each student must provide their own bedding. It is recommended that students have a duvet and pillows, and at least two sets of bedlinens for a single bed (mattress cover, duvet cover, fitted sheet and pillowcases). Some students may also wish to have a blanket for the winter.
- Laundry Bag – For fortnightly and 7-day boarders, weekly laundry service is provided. Laundry bag must be clearly labelled with student's name.
- Towels – At least two sets of towels (shower, hand).
- Flip-flops / Sliders / Shower-shoes – this is essential hygiene for showers and all students must wear shoes in the shower.
- Toiletries – please note that aerosols / spray products are not permitted, and roll-on products are appropriate.
- Two small padlocks.

## Medical Care

### Medical Questionnaire

It is the responsibility of parents and guardians to see that this form is completed and returned to the school nurse before school begins. 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 and guardians to give consent.

**If a student's health situation changes at any time, updated information should be sent by e-mail to [surgery@villiers-school.com](mailto:surgery@villiers-school.com)**

### Communication

Parents and guardians are welcome to contact the school nurse if they wish to ask about the health of their student. However, if it should be necessary for the school to send a student to the school doctor, or to the hospital, parents and guardians will be informed as soon as possible depending on the immediate risk to the welfare of the student.

### Visits to the School Nurse

The School Nurse is on campus from 8.30 am – 7.30 pm each weekday.

**The Nurses' surgery is open at the following times:**

Monday – Friday:

- 8.30 am – 8.50 am
- Breaktime
- Lunchtime
- 3.50 pm – 5.00 pm

**Outside surgery times:**

- If student is ill during class, if possible, visits should be deferred until end of class, when the student should report to the school office who will contact the school nurse.
- Outside surgery hours, students can report to staff on duty.

**Emergencies:**

Emergency cases will be seen at any time by the school nurse.

**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 / guardian to make arrangements for same.

**Medication sent to school with student by own doctor / parent:**

Students on any medication must store this with the school nurse, in accordance with Villiers School Medication Management Policy so that it can be monitored safely.

