



Villiers School

Parent and Guardian Handbook
2024-2025

VILLIERS SCHOOL PARENT AND GUARDIAN HANDBOOK

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1. SCHOOL CONTACT

School Reception: 8.45am-4.45pm
Tel.no: +353 (0) 61- 451447
Email: info@villiers-school.com
secretary@villiers-school.com
Bursar: bursar@villiers-school.com
Boarding : boarding@villiers-school.com
Nurse : surgery@villiers-school.com
Website: www.villiers-school.com
Instagram @villiersschool

2. TYRO APP, TEXT ALERTS and EMAIL

The School's main method of communication with parents is through the Tyro App. While the Tyro App is being rolled out in phases, we are still using text alerts and traditional emails to inform parents and guardians of upcoming events. Please note that text alerts are a non-reply service and can only be delivered to parents and guardians with an Irish mobile phone number; the School name will appear at the top of the text message.

It is essential that parents and guardians download the Tyro app on smartphones. Tyro can also be accessed on a desktop through the browser. Students should not have access to Tyro as it is used for the School to communicate directly with parents and guardians.

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 and 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)

Ms C. Beck

Mr B. Beck

Mr R. Brickenden

Ms R. Downes

Mr A. Mitchell

Mr A. Whisker

Two Governors to be appointed in September 2024

4. VILLIERS BOARD OF MANAGEMENT

The Board of Management consists of two parent and guardian 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)

Mr R. Brickenden

Ms R. Downes

Mr A. Mitchell

Mr A. Whisker

Ms C. Beck

Mr B. Beck

Mr B Long

Ms L. Marais

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. The Council meets on a regular basis throughout the school year and are supported by staff liaison personnel.

6. YEAR HEADS

Form I – Mr C O'Connor

Form II – Mr. T. Fennell

Form III– Ms M Quinn (Acting)

Form IV – Mr. T. Jones

Form V – Ms. A. Gowing

Form VI – Ms. S. O'Sullivan

7. VILLIERS PARENT TEACHER ASSOCIATION (PTA)

The aim of the Association is to promote the welfare of the school and its students through cooperation and communication between 1) parents and guardians, 2) parents and 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 and 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 and guardians of the departing students.

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 and guardians and teachers, and to contribute to the welfare of the school in general. Nomination Forms will be emailed to parents and 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	BREAK
11.15 - 11.55	4th lesson
11.55 - 12.35	5th lesson
12.35 - 13.15	6th lesson
13.15 - 13.50	LUNCH
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 the policies page of our school website.

<https://www.villiers-school.com/school-policies/>

The full co-operation of all students and parents and 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

Villiers Acceptable Use Policy is available on the policies page of our school website.

<https://www.villiers-school.com/school-policies/>

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

12. BOOKS, STATIONERY AND SUBSCRIPTIONS

Booklists for each form group are available on the school website and through the school office. Please note that students attending Villiers are not eligible for the free book scheme announced in 2024.

13. CAFÉS and the DINING HALL

The school café opens daily at break times and after school. Teas, coffees, sandwiches, rolls and refreshments are available at reasonable prices. The café is 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 and salads to boarders, day boarders and day students. Advanced booking is essential for day students, as numbers are limited. Booking forms are available online here: <https://www.villiers-school.com/lunch-day-boarding-and-study/>. Bookings can also be made by email to the School Bursar bursar@villiers-school.com.

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 P.E. Office. 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, parents should update attendance permissions on the Tyro App immediately 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 and 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 attendance requests should be made in good time via the Tyro App.

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. Written attendance requests should be made in good time via the Tyro App 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 student is starting in Villiers, please return the medical record using the online application system.

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 and 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 guardians as soon as is feasibly possible.

18. STUDENT DIARIES

Junior and Senior Cycle Diaries are provided for all students. These are useful sources of information for parents and guardians too!

19. STUDY

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

Advanced booking is essential. Booking forms are available online here:

<https://www.villiers-school.com/lunch-day-boarding-and-study/>. Bookings can also be made by email to the School Bursar bursar@villiers-school.com.

20. SPORTS AND CLUBS

In addition to academic pursuits, Villiers School has an extensive choice of extra-curricular activities, which all students are encouraged and welcome to attend.

Sports available

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

Clubs and Student Groups

Drama, 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, Social Justice Club, Chess Club.

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 GUARDIANS AND HOMEWORK

Parents and 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 AND GUARDIANS

If you are visiting the School for any reason ***you must enter through the front door and 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 houseparents or 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 and guardians, but not every problem necessitates their attention.

26. CONTINUOUS ASSESSMENT AND EFFORT MARKS

Forms III, V and VI students are subject to continuous assessment by staff. This happens several times a year.

Students in Forms I, II, III & V receive effort marks reports.

In your student's effort marks report, there are three categories under which students receive reports:

1. **Achievement and Academic** - Based on results of in-class assessments, formal assessments and work presented
2. **Behaviour and Participation** - Based on approach and involvement in class
3. **Commitment and Effort** – Based on the commitment and effort being made in class and with prep and homework

In each category, students will receive one of three descriptors, which are loosely based on the Junior Cycle descriptors of achievement.

- **Exceeds expectations**
- **Meets expectations**
- **Yet to meet expectations**

Students in Form IV / Transition Year will be assessed three times during the year, these assessments are a combination of continuous assessment and in-class tests.

Each assessment is followed up with a report sent to parents and guardians via the Tyro App.

Dates for all reports and assessments can be found in the school calendar available on the school website.

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.

Continuous assessment for Form IV throughout the year.

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 and 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 and guardians via the Tyro app.

Reports for students enrolled in the IBDP are made available through Managebac.

28. ENCOURAGING POSITIVE BEHAVIOUR

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'.

The school operates a Friday, lunch time, detention for minor misdemeanours. Detention on Saturday from 10.30 am to 12.30 pm is for more serious misdemeanours.

29. PARENTAL AND GUARDIAN SUPPORT

It means a great deal, both to students and staff, to see parents and 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 is 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 and / or minor extras may be paid through the Tyro app. 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 and guardians 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 and guardians must inform the School via email (to info@villiers-school.com) if their student is driving themselves to School and wishes to park on school grounds. Parents and 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.