



Handbook for Parents

2019 -2020

Version 1.10 Updated August 2019

Introduction

The purpose of this handbook is to provide parents with information about the organisation and ethos of Glenstal and should serve as a useful reference for you and your son during his time in the School. There will be other more detailed and specific information sent out from time to time. The booklet will be updated as and when necessary, updated versions will be available on our website www.glenstal.com

Mission Statement

Glenstal Abbey School is a school within a monastic community characterised by moderation and mutual respect. It seeks to provide a balanced and disciplined environment which emphasises values such as integrity, kindness and respect and it seeks to maintain an inclusive climate of learning where each child can fulfil his own unique potential.

Communicating with the School

General Matters

Contact the School Office by telephone +353 61 621010 *or* by email administration@glenstal.com

Monday-Thursday	8.30 am – 5.00 pm
Friday	8.30 am – 4.00 pm
Saturday	9.00 am – 12.00 noon

Emergency - Out of Office Hours

In an emergency outside office hours, contact the duty housemaster on mobile **+353 86 796881**
*Due to poor mobile coverage in the school, it may be best to use **WhatsApp** when calling this number.*

Absence Notifications

To notify the school about student illness/absence, please email attendance@glenstal.com.

NB: Non-medical absences during class time require prior permission from the Headmaster.

To contact the Headmaster, Fr Martin Browne OSB, call the School Office or email headmaster@glenstal.com

Messages may be read by Office staff as well as by the Headmaster

To contact the Principal, Ms Carmel Honan, call the School Office or email principal@glenstal.com *Messages may be read by Office staff as well as by the Principal*

For boarding matters, including after school exeats, contact one of your son's Housemasters via email.

Senior House shm@glenstal.com

Inter House ihm@glenstal.com

Junior House jhm@glenstal.com

Academic Matters

For day to day academic matters, please contact your son's Tutor in the first instance, rather than the subject teacher.

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Board of Governors

Mr Richard Walsh – *Chairperson*
Abbot Brendan Coffey OSB
Fr Cuthbert Brennan OSB
Mr Jerry Cronin
Fr Christopher Dillon OSB
Fr William Fennelly OSB
Mr Alec Gabbett
Ms Mary Frost
Ms Margaret Lennon

Board of Management

Mr Alec Gabbett – *Chairperson*
Ms Ann Aungier
Fr Martin Browne OSB
Ms Ciara Daly
Mr Thomas Franklin
Mr Garrett Hartigan
Fr John O’Callaghan OSB
Mr Joe Torpey

The Principal, Ms Carmel Honan, is the Secretary to the Board of Management.

Boarding Houses

The boarding houses operate on a horizontal structure as follows

- Junior House 1st and 2nd Years
- Inter House 3rd and 4th Years
- Senior House 5th and 6th Years

Book Lists

Book Lists for Continuing Students and for New Students (for all years) are available to view on the home page of the school website under Resources, please ensure you choose the correct list.

Catering

All meals are prepared on site in our kitchens, using only the highest quality, locally sourced ingredients. Our meals are wholesome and aim to help sustain our students day by day for success in their academic studies and sports.

Special dietary requirements, food allergies or intolerances should be confirmed, in writing, to the Admissions Office prior to the beginning of the school year.

See link on our website to Catering at Glenstal Abbey School.

Change of Address / Contact Details

Any change of address and/or contact details for a parent or guardian must be notified immediately to the School Administrator.

Clothes and Equipment

Dress Code

Classroom Wear

Students wear casual clothes to class.

While clothes may be casual we still have a very clear dress code. Only shirts with collars may be worn in class, either polo-shirts or a collared shirt worn inside a sweater. It is expected that trousers will be neat and either chinos or corduroy.

The following are considered Unacceptable Classroom Wear: Hats and caps, Jeans, Shorts, Sweatpants, Tracksuits, Tee-shirts, Sandals without socks, Slippers, Flip-flops and any garments whose design, cut or decoration is likely to offend. Clothes must be clean, tidy and neat at all times.

Formal Wear

On Sundays and special occasions students must wear a navy blazer, beige trousers, a blue or white shirt and tie and leather shoes.

Sports Kit

Students are required to wear the School's sports kit. The Glenstal Abbey School Sports kit is produced by Canterbury of New Zealand and supplied by Gleeson Sport Scene, 25 Upper William Street, Limerick, www.gleesonsport.ie.

Compulsory Kit – includes the following items and is currently priced at €180.00

1. School Jersey
2. Pro Shorts
3. Classic Full Zip Rain Jacket
4. Track Pants
5. Socks

Optional Items - there are several optional items available.

All items can be purchased online at www.gleesonsport.ie or in store (Gleeson Sports Scene).

Ordering Online - go to www.gleesonsport.ie, click on the **Schools Tab**, select **Glenstal Abbey School**, view available items, select your item, colour, size and place your order. In the Payment section in the *Other Comments* box you must include the student's name and Identification Number e.g. John Smith 15-00.

Sizes - If you are unsure of sizes you can either go to Gleeson Sports Scene or visit your nearest Canterbury stockist (most sports shops stock Canterbury). If you do not have access to either of the above Gleeson's can arrange a fitting session here in Glenstal at the beginning of term. Please take note of the name of each item and ensure you are trying on the correct item for size. If you are ordering in June please allow for growth over the summer months!

Delivery – Gleesons will deliver directly to your home or alternatively orders can be delivered to the School for collection on arrival in August.

Clothes and Equipment

Name Tags

Woven name tags must be sewn on to all articles of clothing, iron-on name tags are not suitable as they detach during washing. Woven name tags can be obtained from the following company in Ireland:

- *Calmon Clare, Gort Road Industrial Estate, Ennis. Co. Clare*
Tel: +353 (0)65 6841299 or email sales@calmonclare.iol.ie.

Clothes, boots, shoes, towels etc., are subject to loss and regrettably, unauthorised 'borrowing' on occasion. Any search for such items is greatly facilitated by adequate indication of ownership. Please place name tags where they can be easily seen, e.g. neck of jerseys and corners of duvet covers and pillow cases. Duvets and pillows should be marked with large marker pen. Boots, shoes, runners etc. should have a tape sewn on to the tongue or a mark on the soles with indelible ink. (Tipp-Ex on soles of boots works well.)

Equipment

Pitch and Putt, Tennis, Table Tennis and Pool are just some of the activities here. However, we would advise against investing in equipment for these activities until students show some interest in any, or all of them. A limited amount of equipment is available at the school. It is also possible to buy some of the above equipment, and other items such as studs, knee bands, tennis grips, tennis balls, gum shields etc., in the school. Experience has shown that some students tend to be 'big spenders' when these items are purchased 'on the bill'. Parents are advised to provide their sons with limits/guidelines, as to the extent they may avail of this service.

Other

Plug/Power Adapter

Overseas students should ensure they have the correct plug/power adapter for use in Ireland. The standard voltage is 220V. We use 3-pin fused UK plug/socket.

Clothes & Equipment List

Formal Wear

Navy Blazer/Jacket		<input type="checkbox"/>
Formal Trousers	beige chinos (no logos or side-pockets (e.g. cargo pants), no cords)	<input type="checkbox"/>
Plain Shirt	blue or white (2 advised)	<input type="checkbox"/>
School Tie for 1st to 5 th Year	supplied by school (seniors have choice of tie)	<input type="checkbox"/>
Leather (formal) shoes		<input type="checkbox"/>

General Clothing

Casual Shirts/Polo Shirts	7 advised (discreet logos only & must have collar)	<input type="checkbox"/>
Vests/T-Shirts (Plain)	3 advised	<input type="checkbox"/>
Underpants	10 advised	<input type="checkbox"/>
Socks	10 pairs advised	<input type="checkbox"/>
Night Attire	2 pairs advised	<input type="checkbox"/>
Dressing Gown/Bath Robe		<input type="checkbox"/>
Shower Towels	2 advised-with hanging tape stitched at side	<input type="checkbox"/>
Sweatshirts/Jumpers	2 advised – no slogans	<input type="checkbox"/>
Trousers	3 for everyday – cords/chinos	<input type="checkbox"/>
Shoes	1 pair casual shoes for class & 1 pair of trainers	<input type="checkbox"/>
Slippers/Flip Flops	essential	<input type="checkbox"/>
Rain Gear	strongly advised (waterproof jacket and trousers)	<input type="checkbox"/>
Swimming Gear	swim shorts and & towel	<input type="checkbox"/>

Sports Wear (any colour for training)

Rugby shirt	<input type="checkbox"/>
Rugby shorts - 2 required	<input type="checkbox"/>
Rugby socks - 2 pairs required	<input type="checkbox"/>
Rugby boots – 1 pair required	<input type="checkbox"/>
T-shirts x 1	<input type="checkbox"/>
Tracksuit (1 advised)	<input type="checkbox"/>
Gum Shield (compulsory –available at School)	<input type="checkbox"/>

Summer Term Only – for students participating in Athletics and or Tennis

Tennis shorts – 2	<input type="checkbox"/>
Tennis shirts - 2	<input type="checkbox"/>
Tennis socks x 3 pairs	<input type="checkbox"/>
Athletic singlet	<input type="checkbox"/>
Athletic shorts	<input type="checkbox"/>
Spikes	<input type="checkbox"/>

Parents are reminded of the need for sufficient clothes for classroom wear. For warmth, students require adequate sweaters or fleeces.

Security Box

Security Box (large petty cash box is ideal)	<input type="checkbox"/>
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Locks (small) for the following lockers

Book lockers	<input type="checkbox"/>
Tuck locker	<input type="checkbox"/>
Boot locker	<input type="checkbox"/>

*Note: Combination locks are recommended, however padlocks can also be used.
Spare keys to padlocks should be left with the Housemaster in case the original is lost.*

Miscellaneous

A travel cup/mug with a non-spill lid is required for all hot drinks; this is a health and safety requirement.

Boarders will require the following items

Please note: *Bedding and Laundry bags will be provided to International Students.*

Bedding

Duvet (tagged Name & Number)	1 required – no feather duvets allowed	<input type="checkbox"/>
Duvet Covers (marked on outside)	2 required	<input type="checkbox"/>
Sheets	2 fitted sheets - single size	<input type="checkbox"/>
Pillowcase	2 required	<input type="checkbox"/>
Pillow	no feather pillows allowed.	<input type="checkbox"/>

Laundry Bags

1 Laundry Bag required (measuring 1 meter square)	<input type="checkbox"/>
3 Net Sock Bags (whites x 1/darks x 1/ sports gear x 1)	<input type="checkbox"/>
<i>Net Sock Bags are supplied by the school at a cost of €15 each</i>	

Any item of clothing requiring special attention (e.g. a wool jumper) needs to be brought personally to the laundry and not included in laundry bag with general washing.

Wash Bag

Toothbrush/Toothpaste	<input type="checkbox"/>	Hair brush/comb	<input type="checkbox"/>
Nail brush	<input type="checkbox"/>	Shampoo	<input type="checkbox"/>
Soap/Shower Gel	<input type="checkbox"/>	Deodorant (<i>non-aerosol for 1st & 2nd Years</i>)	<input type="checkbox"/>
Nail Clippers	<input type="checkbox"/>		

Common Rooms

Each House has its own Common room. Common rooms are open to students (both boarders and day boarders).

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General Matters

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*Due to poor mobile coverage in the school, it may be best to use **WhatsApp** when calling this number.*

Absence Notifications

To notify the school about student illness/absence, please email attendance@glenstal.com.

NB: Non-medical absences during class time require prior permission from the Headmaster.

To contact the Headmaster, Fr Martin Browne OSB, call the School Office or email headmaster@glenstal.com

Messages may be read by Office staff as well as by the Headmaster

All students must sign out at the school office when departing school premises (for medical/dental appointments etc) during class time and sign in on their return.

To contact the Principal, Ms Carmel Honan, call the School Office or email principal@glenstal.com *Messages may be read by Office staff as well as by the Principal*

For boarding matters, including after school exeats, contact one of your son's Housemasters via email.

Senior House shm@glenstal.com

Inter House i hm@glenstal.com

Junior House j hm@glenstal.com

For day to day academic matters, please contact your son's Tutor in the first instance, rather than the subject teacher.

To express an opinion or concern about any element of the school's service, please contact the Headmaster or the Principal. *The principles of natural justice must be respected and will normally require that the message be shared with any staff named in the communication.*

Correspondence for the Board of Management should be sent to its secretary, the Principal.

Correspondence for the Board of Governors should be sent to its secretary, Fr John O'Callaghan OSB (john@glenstal.org).

To raise a concern relating to Child Safeguarding, please contact the Designated Liaison Person, Ms Carmel Honan, or, in her absence, the Deputy Designated Liaison Person, Mr Trevor Fitzgerald (tfitzgerald@glenstal.com).

Daily Timetable

School commences at 8.45 am with Assembly and Morning Prayer. Classes run each day until approximately 3.20 pm, followed by games and activities. First study commences at 5.40 pm, followed by supper at 7.00 pm. Second study commences at 8.00 pm and ends at 9.00 pm for Juniors and 9.30 pm for Inters and Seniors.

Day Boarders

Monday to Friday

Day boarders must register with their respective Housemaster by 8.30 am and depart after first study/supper at 7.00 pm. Day Boarders usually depart after first study/supper but are welcome to stay for second study if they wish to do so.

Saturday

Day boarders arrive on time for Assembly at 8.45 am and depart after lunch at 1.00 pm.

Diary Dates for Parents

Throughout the year there will be a number of events for parents, Parent-Teacher Meetings, Christmas Carol Service, Annual Sports Day (Family event) and Parent Gathering

For up to date information on all school activities and events please visit the calendar section of our website - www.glenstal.com

Email

Email is used throughout the School for communication between students and staff. All students are allocated a @glenstal.com email address, which they are expected to use. You will have received this email address as part of the enrolment process.

Extracurricular Activities

A variety of extracurricular activities is available to students. Information on the Music, Public Speaking & Effective Communication and Sporting activities is set out below.

To enrol for extracurricular activities you must complete and return an online form. The link to the online form will be sent to you via email with guidelines for the completion of same.

Music

Glenstal aims to afford our students the opportunity to realise their full musical potential in terms of creativity, enjoyment, performance and appreciation.

Music is offered as a curricular subject to both Junior and Leaving Certificate students and incorporates listening, performing and composing through a wide varied syllabus.

Students who wish to take lessons in specific instruments can avail of personal tuition after class hours. Lessons are available in a variety of instruments such as piano, drums, guitar and voice. Instrumental teachers teach a variety of genres ranging from classical to jazz and traditional Irish Music. Students are encouraged to take exams (Royal Irish Academy of Music) in their instruments either in November or May.

Private Instrumental and Voice Tuition

The school operates two terms, Winter Term and Spring Term for Private Instrumental and Voice Tuition.

Year Group	Winter Term	Spring Term
1 st , 2 nd , 3 rd , 5 th and 6 th Year	Typically 16 weeks - September to January	Typically 16 weeks - January to May
4 th Year (TY)	12 weeks - September to November	Classes will be provided in accordance with the availability of the students

Students will have **one half hour lesson per week** and two practise times per week (in the evening during study). Students are expected to find extra time in order to practise every day. Music rooms are usually free during break-times, immediately after school and all day Saturday and Sunday. Students will be timetabled on a first come first served basis and will be notified of their relevant teacher and time of lesson during the first week of term.

All students are encouraged to take part in the various lunch-time and evening school recitals which take place throughout the year.

Students may take music lessons for (a) pleasure only (b) to do grades with the Royal Irish Academy of Music or (c) with the Associated Board of the Royal Schools of Music.

After Grade 5 the Music Department recommends continuing with the Associated Board.

Students are encouraged to join and support the different instrumental ensembles: Orchestra, Trad Group or String Ensemble.

Please note students should take no more than two instruments except in exceptional circumstances.

Tuition Fee: Fees are €25.00 per lesson, students must commit to a term and there will be no remission for missed lessons except in the case of illness or injury.

Any queries regarding Music tuition can be directed to Yvonne Bedford at ybedford@glenstal.com

Cont'd....

Extracurricular Activities continued

Public Speaking & Effective Communication

Public Speaking & Effective Communication classes are also available to our students. The classes focus on developing the students' conversation and creative skills, improving their ability to communicate with fluency and self-confidence, which will expand their overall communication skills.

The ability to express oneself in an effective and coherent manner is an invaluable skill no matter what career path one takes.

Aspects of Speech & Drama are incorporated to make the young person a confident and effective communicator. As a discipline, it is concerned with the development of the performer and the person. It encourages the harnessing of the individual's personal resources including sensory perception, intellect, imagination, concentration, physical and verbal skills and emotional control. However, it is also a social activity which promotes group sensitivity, awareness and empathy.

Students will develop and enhance their communication skills through exercises and group work in voice production, public speaking, verse, prose, sight reading, mime and drama.

Emphasis will be placed on public speaking in order to give students the capacity to express themselves with confidence and clarity.

Students will be encouraged to prepare for annual examinations in Public Speaking & Effective Communication with the Irish Board of Speech & Drama.

Students will also be encouraged to enter competitions at Féile Luimní. These include competitions in Impromptu Speaking, Sight Reading and Solo Verse.

Students will attend weekly hour-long classes in small groups.

Tuition Fee: Please refer to the Fee & Payments Schedule on our website www.glenstal.com – Useful Links.

Tutor - Thomas Wallace-O'Donnell, B.A., M.A., B.L., Associate Diploma in Drama & Speech - Trinity College London

Sports and other Activities

Sports

Sport is an important part of your son's development and it is compulsory that he is involved in some form of physical activity. We are conscious that every child is different and hope that your son or sons find an extra-curricular activity that they will like. We believe it is important to challenge each boy to fulfil his potential and also to remain healthy and resilient for the challenges of life ahead.

The main objective in the sports arena is to increase participation and keep your sons active.

Sports on offer include athletics, badminton, basketball, chess, equestrian, fencing, Gaelic football, golf, hurling orienteering, rowing, rugby, soccer, strength and conditioning, tennis, Taekwondo and Yoga. Facilities include four rugby pitches, ten tennis courts, a soccer pitch, sports hall and cardio-vascular suite and a six lane 400 metres running track. In addition, the estate has an abundance of woodland paths which offer opportunities for exploration and activity.

Cont'd.....

Extracurricular Activities continued

Rugby is the school's main team sport and is compulsory for 1st years unless as a parent you expressly wish this not to be the case. It is largely conducted on Mondays, Wednesdays and Fridays.

Athletics is conducted on Mondays, Wednesdays and Fridays.

Golf - The school offers Golf lessons in association with Ballykisteen Golf Club on Saturday afternoons.

Fencing will be conducted on Saturdays and is compulsory for all 1st years. Please note 1st years cannot participate in Golf as it clashes with Fencing.

Orienteering – Beginners' Orienteering takes place on the Glenstal estate.

Tennis lessons will continue on Tuesday and Thursday afternoons.

Swimming will be conducted on Wednesday afternoons in the University of Limerick's 50-metre pool.

Rowing – Rowing is conducted on Wednesday afternoons so those participating cannot therefore do swimming or rugby. Places are limited to 15 students on this activity.

Once your son signs up for an activity it is expected that he will continue to participate in that activity unless he develops a medical condition.

In relation to certain activities, for example, Rowing and Golf, once your son starts an activity you will be billed fully for that activity.

Transportation to all outside activities is coordinated by the school.

All activities are displayed on the Fixtures Calendar on the school website - <https://www.glenstal.com/school/calendar>. You are advised to check this calendar regularly, especially for more precise details on matches/activities that you are welcome to attend.

Financial Matters

Payment of Fees

Method 1 - Full Payment

By Cheque for Total Amount payable by 1st August or By Bank Transfer for Total Amount payable by 1st August.

Note that Method 1 - Full Payment is mandatory for all non-EU residents.

Method 2 - Two Payments

By Two Cheques to be received by 1st August, Each for 50% of Total, one cheque being a post-dated cheque (Dated 1st December) or

Bank Transfer for 50% of Total Amount payable by 1st August and Bank Transfer for 50% of Total Amount payable by 31st December.

Method 3 - Direct Debit

By eight Direct Debit payments running from August to March.

Note that the Direct Debits are increased by €75 per month for TY students.

Note that an annual Direct Debit administration fee of €150 is applied.

Expenses

Note that invoices will be issued for any expenses incurred by students in January (in respect of expenses incurred in the period September to December) and June (in respect of expenses incurred in the period January to June).

Expenses include extra text books, exam fees, medical bills, prescription charges, taxis and additional trips or activities.

Overseas students typically require additional support and administrative assistance. An additional charge is applied for travel-related Administration.

Expenses are immediately payable upon receipt of the expense invoice/statement and may be paid by cheque or bank transfer. If you are paying fees by direct debit, expenses will be deducted as additional direct debits in February and July each year.

The cost of optional domestic or overseas trips organised by the school will be added to the student's expense account (e.g. ski trip) and are payable when invoiced.

Please note that students have an opportunity to sample music and the various extra-curricular sports and activities in September. However, we require students to decide at the end of September if they want to commit to the instrument/sport/activity for the remainder of the term and are charged accordingly. There is no remission or discount if a student withdraws from an activity after September because the school employs tutors and coaches based on the committed numbers at the end of September.

Bank Account details can be obtained from accounts@glenstal.com

For the most up to date Fee information please see our website www.glenstal.com –Useful Links.

Food in the Dormitories

Food may not be kept in dormitories. Each student is provided with a Tuck Locker for the purposes of storing food items. Food stored in the Tuck Locker should be sealed or placed in plastic container.

Forms (Relevant to new students only)

The following forms must be completed by all new students. Please ensure you have received, completed and returned the following forms.

- Medical Form (Hardcopy)
- Enrolment Form (Online)
- IRFU Form (Hardcopy)
- P-POD Student Enrolment Data Protection Statement (Hardcopy)
- P-POD Student Personal Data Protection Statement (Hardcopy)

Health Centre

The Health Centre is open and staffed by a nurse every day of the week as follows:

Monday	8.00 am to 6.00 pm
Tuesday	8.00 am to 12.00 noon <i>and</i> 4.30 pm to 7.00 pm
Wednesday	8.00 am to 6.00 pm
Thursday	8.00 am to 12.30 pm <i>and</i> 4.00 pm to 8.30 pm
Friday	8.00 am to 6.00 pm
Saturday	8.00 am to 12.30 pm <i>and</i> 6.00 pm to 8.00 pm
Sunday	11.00 am to 1.00 pm

A nurse is on call nurse at other times.

In addition to medical care the Nurses work closely with the Housemasters and the Chaplain in the provision of pastoral care. The Nurses are always pleased to discuss any worries or concerns of parents or students.

Please ensure the Health Centre has your son's most up to date medical history.

Homework Journals

Homework Journals will be provided to each student in the first days of the new academic year.

Housemasters

Housemasters have overall responsibility for the welfare and progress of the students in their care. In conjunction with Tutors and other members of staff they monitor and guide students. Housemasters are usually the first point of contact for a parent seeking information, needing to express a concern or simply wishing to make arrangements for an early departure or visit home.

Information Technology

Information relating to computer accounts etc. will be sent to you by email before the start of term.

Glenstal Abbey School uses Google Apps for Education (GAFE). This is a suite of Google programs (e.g. Gmail, Calendar, Docs, Sheets and Slides) that are customised and controlled by the school. Access to GAFE is via the same @glenstal.com username and password used for email (see Email section above). It is important that these details are not shared and that a strong password consisting of letters, numbers and punctuation is used. Students also have a Windows username and password to access the student computers in the school and to sign on to the student wireless. Windows account details will be provided at the start of term.

International Students - The following information relates only to International Students.

English Language Classes

English language classes are available for students who do not have English as their first language. There is a charge for additional lessons.

Guardian

Please refer to the Glenstal Abbey School Guardianship Policy on our website <http://www.glenstal.com/our-school/policies/>.

Note: Regardless of age, when a student's Parents are resident outside Ireland the student must have an Educational Guardian in Ireland. If you are not appointing a relative or friend to act as guardian, our School Administrator can provide details of those providing Guardianship services in Ireland. You are required to notify the School Administrator when the appointed Guardian is out of the country. Guardians must be over 25 years of age and be resident in Ireland. You should ensure that appointed Guardians are Garda vetted, undergo Child Safeguarding Training and have a Child Protection Policy and Student Care Plan.

Linen Supply

The school will supply linen for International students. The linen package includes the following

<ul style="list-style-type: none">• Duvet• Pillow	<ul style="list-style-type: none">• Sheet	<ul style="list-style-type: none">• Duvet Cover• Pillow Cover	<ul style="list-style-type: none">• 3 Sock Bags• 1 Laundry Bag
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If you would like to avail of this service please contact our Housekeeping Supervisor via email housekeeping@glenstal.com.

Please note: the cost of Linen Hire is included in the EU and Non EU Boarding Fees.

School Book rental and Stationery Supply (applies to overseas students only)

School Books and stationery are provided to International Students. Books and stationery will be provided to the students at the start of the academic year. When additional books or stationery are needed the School Administrator will source and provide these items.

Please note: the cost of the book rental and stationery supply is included in the EU and Non EU Boarding Fees.

Travel

National Travel

The School Administrator will arrange transfers to and from local bus/train stations if required.

The School organises transport to Annacotty where boys can connect with the Dublin Coach service to Kildare and Dublin.

The School operates a coach service at each break from Glenstal Abbey to Galway and Wexford (depending on numbers travelling).

The cost of travel will be added to the student's account twice a year.

International Travel

The School Administrator will arrange travel to and from airports. Airline tickets must be purchased by parents and a copy of the e-ticket emailed to the School Administrator two weeks before each break.

Students should lodge their passports with their Housemaster at the beginning of term and these must be collected prior to travelling.

Day Boarders Bus Service

For information regarding school bus services please contact the School Administrator.

Laundry Service / Requirements

Laundry is collected from each House once per week and returned two days later. The cost is charged to each student's expenses bill. All clothes must be clearly marked with the student's Identification Number.

Students need to become accustomed to managing their own clothes, i.e. choosing their own clean clothes each day and putting dirty ones into their laundry bag when taken off. Students need to be aware of their responsibility to collect their laundry on return, at the pick-up point.

Note: No responsibility will be taken for unmarked clothes.

Lost and Found: There is a Lost and Found area in the School Laundry, students should check there for any missing clothing. All unclaimed clothes will be given to charity at the end of the school year.

Boarders must store all of their clothes in their dormitory to avoid items being mislaid.

Day Boarders should use their day lockers and sports lockers to store their clothes and equipment.

All boarding students are urged to use the school laundry for their clothing, both for hygiene reasons and to maintain tidiness in the dormitories.

Each item of a student's clothing should be marked with his Student Identification Number (a.k.a. Laundry Number). No responsibility will be taken for unmarked clothes.

Laundry Schedule

Monday: 1st & 2nd Years

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the laundry. Clothes may be collected from the same place on Wednesday after 3.30 pm.

Laundry Service / Requirements continued

Tuesday: 3rd and 4th Years:

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the Laundry. Clothes may be collected at the same place on Thursday after 3.30 pm.

Wednesday: 5th and 6th Years:

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the Laundry. Clothes may be collected at the same place on Friday after 3.30 pm.

Sports Wear (applies to Boarders and Day Boarders, the cost is included in School Fees):

Sportswear (school sports kit) should be put in to a sock bag and placed in the blue bins which can be found at top of the stairs leading to laundry each day and should be collected from the laundry the following day.

Laundry Requirements

- a. 2 (net) sock bags – sock bags are available at the school at a cost of €15 per bag. N.B. Students should keep sock bags for duration of their stay in Glenstal Abbey School.
- b. 1 laundry bag. Laundry bags are available at the school at a cost of €25 per bag, orders must be placed by mid-July for pick up in September. To place your order email the Housekeeping Supervisor at housekeeping@glenstal.com

Laundry bags should measure 1 metre square and should be tagged with name and number. (Duvet covers will not be accepted as laundry bags).

1. Delicate items (e.g. wool jumpers etc.,) should be brought to the attention of the laundry staff, to ensure they receive appropriate care.
2. Laundry Charges (personal laundry only):

Weight		Cost €
<6 lbs	<3 kgs	10.00
7-12 lbs	3-6 kgs	12.00
13-16 lbs	6-8 kgs	14.00
17-20 lbs	8-10 kgs	16.00
21-24 lbs	10-12 kgs	18.00
25-28 lbs	12-14 kgs	20.00
29-32 lbs	14-16 kgs	22.00

Linen Hire

Linen is available for hire. The linen package includes the following and costs €150.00 per academic year. If you would like to avail of this service please contact our Housekeeping Supervisor on housekeeping@glenstal.com

<ul style="list-style-type: none"> • Duvet • Pillow • Duvet Cover 	<ul style="list-style-type: none"> • Sheet • 3 Sock Bags • 1 Laundry Bag
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- | | |
|----------------|--|
| • Pillow Cover | |
|----------------|--|

Please note the cost of Linen Hire is included in the EU and Non EU Boarding Fees.

Library

The School has a well-equipped library which is situated in the Castle. The Library is open to all students at the following times. The Library supervised by members of the Community during these times.

Monday to Friday – 3.00 pm to 5.45 pm
Tuesday and Thursday - 7:30 pm to 9.00 pm

The library is also a resource for teachers to run specific classes during the academic day.

Mobile Phones

The use of mobile devices is strictly forbidden during class and study. Students in 1st to 4th Year may not use their phones during the school day and must give their phones to their housemaster each evening.

Pantry

Pantry facilities are available for each house. Cereal and other food items are available in the Pantry throughout the day. Students should bring a bowl, a travel mug with lid and some cutlery for use in the Pantry. Students may also bring their own cereal and snacks which they keep in their tuck lockers. All food should be kept in plastic containers.

Policy Documents

The school policy documents are available under the Resources tab on our website www.glenstal.com

Permission to Leave

Any student wishing to leave the School grounds must have permission from his Housemaster. Permission to leave is required for outings with parents after Mass on Sundays or for visits home on Saturdays, after school or for special occasions. All requests for permission to leave must be made to the Housemaster. Any request to be absent for class should be addressed to the Headmaster.

Pocket Money

Pocket money for boarders should be lodged with the Housemaster on the day students arrive. Money may be taken out every day.

Refectories

There are two refectories in the school, Junior and Senior. 1st, 2nd, 3rd and 4th Year students dine in the Junior Refectory and 5th and 6th Year students dine in the Senior Refectory.

Sacrament of Confirmation

If you would like your son to receive the Sacrament of Confirmation please speak with the Headmaster who will assist you with arranging same.

School Reports

Detailed reports on students' progress are made at the end of the Christmas and Summer terms. Interim reports are also provided during the course of the year. Reports are accessed online and access details will be sent to you by the School Administrator.

Tutors

The Role of the Year Tutor at Glenstal Abbey School

A Tutor is assigned to each year group in the school. (The Transition Year Coordinator fulfils this role for 4th Year.) The specific functions of the Tutors depend on the particular year they are tutoring.

The Tutor is the primary point of contact between the individual student, his parents and the institution of the school on academic matters. The Tutor monitors the academic progress of all his/her tutees and makes comments and recommendations on each student's Christmas and Summer Reports. Any changes in students' subjects or subject levels after the start of the academic year must be agreed in advance with the Tutor.

Please note that the Tutor is not involved in boarding matters or in sport or other extra-curricular issues.

Communication between Parents and Tutors

This is a two-way communication process, aimed at keeping teachers and parents informed about the student's progress and development, and ensuring that both partners are working together.

- The Tutor will be present at your son's Parent-Teacher Meeting. This is a good time to meet formally and discuss your child's progress with his Tutor.
- Tutors will email all the parents of their class group at the beginning of the year, introducing themselves and stating a good time (according to their timetable) for taking calls, queries, meetings etc.
- The preferred and most practical method of contacting Tutors is via email. (The Tutor's contact details will be forwarded to parents at the beginning of the academic year)
- If phone contact between parents and Tutors is necessary, it should take place within school hours. Please leave a message with the School Receptionist and the Tutor will return your call at the earliest convenience.

Website

The Glenstal Abbey School website URL is <http://www.glenstal.com>.

There is a mobile-friendly version of the website which will automatically load if you access the website from your phone - this contains just the latest news and photos, fixture list and contact details.

The Calendar section of the school website is a useful place to keep abreast of fixtures and events, especially when the weather can dictate short-notice changes to sporting fixtures. The News and Photos sections are updated regularly to announce and record various events and various updates. Your son may not always tell you what is happening but the website will.

The website also contains a collection of useful and relevant documents - such as dates for the academic years, state exam timetables, policy documents and various forms.


Weekend Breaks

On long weekends all students leave the school after class at 1.00 pm on Friday.


Boarders must return to the School no later than 9.00 pm on the following Monday.

Day Boarders return for Assembly and Morning Prayer at 8.30 am on the following Tuesday.

Glenstal Abbey School Sample Breakfast Menu

 Glenstal Abbey SCHOOL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Everyday...	Cereals	Cereals	Cereals	Cereals	Cereals	Cereals	Cereals
Everyday...	Yoghurt bar with toppings	Yoghurt bar with toppings	Yoghurt bar with toppings	Yoghurt bar with toppings	Yoghurt bar with toppings	Yoghurt bar with toppings	Yoghurt bar with toppings
Everyday...	Porridge bar	Porridge bar	Porridge bar	Porridge bar	Porridge bar	Porridge bar	Porridge bar
Hot choice ... Irish choice	Boiled egg	Hash brown with beans	Black pudding and poached egg	Tomato Scrambled egg	Sausage Bap	Black pudding, sausage & poached egg	Rasher, egg Hash brown
Hot Choice... World Special	French toast with fruit compote	Cheesy dreams	Bircher muesli bar apple & banana	Oatmeal Pancakes with warm chocolate Nutella sauce	Spanish chorizo skillet eggs	Ham & cheese croissant	Beans
Juices...	Orange Apple	Mixed Berry Chocolate milk	Orange Tropical	pineapple Berry and apple	Apple Cranberry	Orange Mixed berry	Tropical
IF YOU HAVE A FOOD ALLERGY OR INTOLERANCE PLEASE ASK OUR STAFF FOR INFORMATION							

Glenstal Abbey School Sample Luncheon Menu

 Glenstal Abbey SCHOOL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Soup...	Vegetable	Tomato, basil & pasta	Cream of chicken	Mushroom	Roasted carrot, honey & cumin	Superfood beetroot & balsamic	Cauliflower, celeriac & thyme
Arch counter...	Beef taco salsa, sour cream & cheese sauce	Roast Turkey, thyme stuffing & gravy	Greek style meatball in rich tomato sauce & feta	Glazed Sweet & sour pork	Southern fried chicken dippers BBQ dipping sauce	Honey mustard glazed bacon chop	Roast Irish beef Yorkshire pudding & gravy
On the side...	Mexican vegies & Pinto beans	Colcannon mash	Saffron rice	Braised brown rice	Shoe string fries	Peas Champ mash	Roast potatoes Mixed root vegetable
Vegetarian...	Pinto bean Patti topped crispy broccoli	Lentil chickpea tagine	Garlic mushroom parmesan cheese éclair	Tempura vegetables sweet sticky dipping sauce	Spanish vegetable frittata	Golden glazed carrot mushroom & hazelnut tart	Tandoori vegetable kebab with minted cucumber dip
Staple Choice	Baked Jacked Potato with Baked Beans	Baked jacket potato with baked beans	Baked jacket potato with baked beans	Baked jacket	Baked jacket	Baked jacket	Baked jacket
Dessert...	Salted caramel chocolate layer crunch	Strawberry mousse	Cornflake panna cotta with chocolate cornflakes	Coconut jam square	Zesty lemon bavaois	Raspberry white chocolate cheesecake	Apple & berry crumble custard
	Daily selection of freshly made seasonal salads, dressing & accompaniments						
Fruit of the day...	Apple	Watermelon	Banana	Satsuma	Topical	Apple	Mixed
Evening Snack	Crostini	Buttercream Cup cake	Homemade sausage roll	Carrot cake	Cheese & ham Jambon	***	***
	with alternatives such as jellies & fresh fruit						
	IF YOU HAVE A FOOD ALLERGY OR INTOLERANCE PLEASE ASK OUR STAFF FOR INFORMATION						

Glenstal Abbey School Supper Sample Menu

 Glenstal Abbey SCHOOL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
THEME	Mammas deep fried chicken shack	Thai delight	Curry house	Fizz	Pizza night	Build your own pasta	Gourmet Burger bar
Main event	Southern fried chicken pieces selection dipping sauces	Sticky satay pork belly with stir fried veggies in satay sauce	Chicken Kashmir mild creamy curry with coconut, yoghurt, almond & banana	Cocoa cola slow cooked sticky pulled beef in khobiz wrap with cabbage & onion salad with southwest sauce	Ham & pineapple stone baked crust	Choose sauce – Creamy chicken & mushroom white wine	Spiced turkey burger with pickled cucumber & tomato onion relish
Vegetarian...	Popcorn spicy mushroom cones with garlic dip	tum yam Thai stir fry broth	Potato & cauliflower madras	Mango tango taco with blue cheese cream & toasted nuts			Pepperoni & mushroom stone baked crust
On the side	Curly fries Coleslaw	Sweet chilli & lemon grass noodles	Pilau rice Naan bread Cucumber yoghurt Mango chutney	Buttery corn on the cob	Baby leaf, rocket & parmesan cheese salad	Or Italian sausage, pancetta tomato	Garlic thyme wedges
IF YOU HAVE A FOOD ALLERGY OR INTOLERANCE PLEASE ASK OUR STAFF FOR INFORMATION							