



# ALEXANDRA COLLEGE

## DUBLIN

### Boarding Student, Parent, & Guardian Handbook

*2022/2023*



# Principal's Note

As Principal of the College, I am pleased to present you with this handbook that has been designed for the benefit of the residential community of Alexandra College. We are proud and excited to be continuing on this journey with your daughters, the first to live in the Hermione here on campus. I am now fully resident in the Hermione and share the boarding experience with your daughters. It will be a fun and exciting adventure for us all!



The purpose of this handbook is to clarify our protocols and procedures, but also to emphasise our regulations, which are there to ensure the safety and wellbeing of everybody in Res. Enlightened by our ethos, the Alex Res community cherishes the values of integrity, honour, respect and inclusivity, and we wish to instill these values in your daughters.

I hope that you find the handbook helpful. On behalf of the Res staff and myself, I would like to thank you for entrusting your daughters to our care. We do everything we can to make the boarding experience in Alex a happy and fulfilling one.

If you have any questions, please do not hesitate to contact us. Now that I am fully resident in the Hermione building, I will be close to events and will welcome feedback.

Barbara Ennis  
February 2023



# Contact Points

## Hermione Main Phone

(+353) 1 563 4530

## Res Email

[alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie)

# Key Staff

Reception - Lucy Barrett

House Mums - Joanne Mullen & Sarah O'Neill Murray

Deputy Head of Res - Sheila Diffley

College Principal - Barbara Ennis



# Morning Routine

Boarders are woken by tannoy announcement at 7:30 am. They should get up promptly and ready themselves for the day ahead. They should leave their rooms/dorms tidy, make their beds, put their bins outside the door, and switch off all lights before coming downstairs.

Boarders 1st to 3rd Year should collect their digital devices (phones, ipads) from the Senior common room. There are two digital handovers each morning:

7:30 am – 7:50 am

8:20 am – 8:30 am

Breakfast is served in the Canteen from 7:50 am to 8:30 am. All boarders must leave Res for school by 8:30 am sharp.

# During School

Boarders are not permitted to return to Res during the school day. The only exception here is if they are ill and need to see the nurse, or by special permission from Res staff.



# Extracurricular Activities

All boarders are expected to take part in at least one extracurricular activity after school. A list of activities on offer in Alex are as follows:

- Sport
  - Hockey, Basketball, Soccer, Athletics, Fitness (Winter Term)
  - Tennis, Cricket, Athletics (Summer Term)
- Music
  - Orchestra, Trad Band, Jazz Band, RockJam, Choir
- DramSoc
- Debating in English or Irish
- Chess Club



# Meals

In Alex, there is a variety of healthy food on offer and a weekly menu is published [on the College website](#) for you to see. If your daughter has any allergies or special dietary requirements, please let us know as soon as possible so that we can make provision for her.

Boarders are expected to take all of their meals in the canteen. No meals are to be consumed in Res. The evening meal is served at 5:15 pm until 6:30 pm. Boarders who are late returning to Res should inform the Res staff on duty who can arrange for a late meal to be provided.



# Prep - Monday to Thursday

Prep is compulsory for all boarders. 1st to 4th Years have supervised prep in the large Study Hall. Prep times should be adhered to; boarders are not permitted to leave early and are expected to make productive use of their time.

The prep times Monday to Thursday are as follows:

- J5s: 6:30 pm – 7:15 pm
- 1st Years: 6:30 pm – 8:00 pm
- 2nd Years: 6:30 pm – 9:00 pm (Break 8:00 pm – 8:15 pm)
- 3rd Years: 6:30 pm – 9:00 pm (Break 8:00 pm – 8:15 pm)
- 4th Years: 6:30 pm – 8:00 pm

5th and 6th Years are permitted to do prep in their own rooms where each student has a large desk. A supervisor will check on them twice during the evening, at the beginning of prep and after the break.

Alternatively, senior boarders may opt to go to supervised study in the senior study hall. Please note that Res staff reserve the right to put a senior boarder in supervised study if they feel it is in that student's best interest. The prep times for senior boarders are as follows:

- 5th Years: 6:30 pm – 9:30 pm (Break 8:00 pm – 8:15 pm)
- 6th Years: 6:30 pm – 9:30 pm (Break 8:00 pm – 8:15 pm)



# Prep - Friday

Prep is compulsory for all boarders. 1st to 4th Years have supervised prep in the large Study Hall. Prep times should be adhered to; boarders are not permitted to leave early and are expected to make productive use of their time.

Friday prep is of shorter duration. The times are as follows:

- J5s: 6:30 pm – 7:00 pm
- 1st Years: 6:30 pm – 7:15 pm
- 2nd Years: 6:30 pm – 8 pm
- 3rd Years: 6:30 pm – 8 pm
- 4th Year: 6:30 pm – 7:15 pm
- 5th Year: 6:30 pm – 8 pm
- 6th Year: 6:30 pm – 8 pm

There is no supervised prep at the weekends. However, boarders are welcome to use either the senior or junior study halls for study if they so choose.



# Cleaning Rota

Boarders are expected to keep their rooms/dorms clean and tidy. Each morning, they should make their beds, tidy their area, open their blinds and windows, and put their bin outside the door.

Cleaning supervision/inspection by Res staff will take place once per week. Each floor will be inspected on a nominated day in the week. There has been a rota drawn up for this purpose:

Monday - 1A and 2A

Tuesday - 1B

Wednesday - 2B

Thursday - 3B

Timing:

1st and 4th Years - 8:00 pm

2nd and 3rd Years - 9:00 pm

5th and 6th Years - 9:30 pm



# Common Room

The common rooms are there for boarders to congregate together and have some downtime after school (if they are not doing extra-curricular activities), and after prep in the evenings, and at weekends. There are two common rooms: a junior common room for 1st to 4th Years, and a senior common room for 5th to 6th Years. Both common rooms have a fully equipped kitchen and TV/lounge area. There are also common rooms/TV lounges available to students on floors 2A, 2B and 3B, as well as seating areas on each landing.

All boarders are responsible for cleaning up after themselves. There is a dishwasher in each common room downstairs which should be filled and turned on twice per evening: before prep and before bedtime. The Res staff will oversee this being done. In the evenings, and especially at weekends, we organise regular movie nights, games nights, and arts and crafts evenings. The common areas are shared spaces so boarders are expected to be respectful and inclusive of each other at all times.



# Res Library

Alex Res has a library which is located in the reception area. The Library is run by the students themselves and is open each evening during the week from 9:00 pm until 9:20 pm. It is well stocked with both fiction and nonfiction, suitable for all age groups. The Library committee also run regular book club meetings and a writers' group.

# The Grand Piano

There is a grand piano at reception which students are permitted to use. However, there may be times when this does not suit, so use is at the discretion of the Res staff on duty.

# Music Rooms

There are five soundproof music rooms in Res available to boarders. Four rooms are equipped with pianos, and there is a drum kit in one of the rooms. Students can book a slot for practice by informing the Residence staff on duty, who will place their name on a sheet outside the door of the music room. Music rooms are not to be used for anything other than practising music. No boarder is allowed to study in the music rooms or congregate there with friends.



# Mobile Phones & Digital Devices

Mobile phones are permitted in Res. However, students are not permitted to have their mobile phone during prep or at bedtime. 1st, 2nd and 3rd Year boarders hand in their digital devices (phones, iPads, etc) before they go to bed. However, they are permitted to keep their devices on Fridays and Saturdays. The times for digital handover during the week are as follows:

1st Year - 9:00 pm  
2nd Year - 9:15 pm  
3rd Year - 9:30 pm

Boarders can collect their digital devices the next morning before school. The times for morning digital collection are as follows:

First handover: 7:30 am - 7:50 am  
Second handover: 8:20 am - 8:30 am

Boarders are not permitted to collect their devices outside these set times.



# Night Checks

It is important that boarders get adequate sleep at night and so are expected to adhere to the bedtimes set out by Res. Boarders are not to visit each other's rooms after these times. This is very disruptive to other students who are trying to settle down for the night. The Res staff do night checks to ensure that all boarders are in their own rooms/dorms and settling down for the night. These checks take place at the following times:

1st Year	9:30 pm
2nd Year	9:30 pm
3rd Year	10:00 pm
4th Year	10:00 pm
5th Year	11:00 pm
6th Year	11:00 pm

# Night Staff

From 10:00 pm until 7:00 am, there is a member of staff on duty who will be at reception in case any student requires assistance during the night.

They will also do regular patrols of the corridors throughout the night. In addition, there are also two residential staff 'on call' every night. Students are informed about who is on call via the notice board at reception. Also, a sign indicating that a staff member is on call is placed outside her door.



# Weekends

**5-day boarders** leave Res on Friday afternoon and return on Sunday by 9:00 pm. They must sign out at reception before departing and sign back in upon their return on Sunday. Occasionally, a 5-day boarder may like to stay in Res at the weekend. If so, please contact our Admissions Officer at [admissions@alexandracollege.ie](mailto:admissions@alexandracollege.ie)

**7-day boarders** stay in Res for the weekends, though they are permitted to leave if they so choose. There is no supervised prep at weekends, but there are plenty of trips and activities made available to all. A package of weekend trips, announced at the beginning of each term, is made available to all 7-day boarders at an extra fee. 1st and 2nd Year boarders are expected to take part. These trips usually take place on a Saturday afternoon and are an excellent way for overseas boarders particularly to experience the art, history and culture of Dublin and its environs, as well as to experience the many active and adventurous pursuits that are on offer. A sample of weekend trips that we undertake are outings to museums, art galleries, a visit to the aquarium in Bray, Co Wicklow. We have some exciting surprises up our sleeves for the girls this term! In addition, Res staff also organise weekly trips to Dundrum Shopping Centre and occasionally the City Centre. Other activities take place within Res such as games evenings, movie nights, library events, and much more, so there is plenty to keep boarders happy and occupied at weekends.



# The Heuston Bus

The College runs a bus service to and from Heuston Station at weekends. This is a free service. The bus leaves from Res at 2:20 pm on Friday afternoons. It collects from Heuston Station between 8 pm and 9 pm on Sunday evenings. If your daughter would like to avail of this service on any given week, please inform us by emailing [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie).

# Students' Money

All students are required to hand in cash over €100 to the boarding staff, who will keep it locked in the safe in the office. They may ask for access to their money at any time but large sums will not be handed out at one time, unless parents/guardians give permission to do this. This practice is to ensure that the girls do not become victims of theft, either in or outside the boarding house.



# Signing Out

If a boarder is leaving Res during the day or overnight, there are different procedures for each individual year group which are as follows:

1st Year

4th Year

2nd Year

5th Year

3rd Year

6th Year

Junior School Boarders

No boarders are permitted to return back to Res under the influence of alcohol or any other illegal substance. If we suspect that this is the case, we will immediately contact the parent or guardian to request the removal from Res of the student/s that day. We cannot be responsible for a student in this situation. Such a breach will be subject to strong sanction.

It is absolutely imperative that a student does not absent herself from Res without permission. This is a risk to herself and a source of real anxiety to Res staff as I am sure you will appreciate. As always, we would like your support with this, as it is of paramount importance for all concerned.

Please be advised that by giving your written consent for your daughter to be out of Res, you take full responsibility for her safety and welfare, while out.



# Signing Out - Junior School and 1st Year

Junior and 1st Year boarders are permitted to leave Res only if accompanied by a parent or guardian or other nominated person. Res staff should be notified by email well in advance at [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie) Your daughter must sign out at reception indicating her expected time of return.

If she is leaving with a family friend, relative or other nominated person, this person must present at reception to complete an exeat form, stating that they take full responsibility for your daughter whilst in their care. When they return your daughter, they must sign the same form indicating that she is back in our care.



# Signing Out - 2nd Year

2nd Year boarders are permitted to leave Res without parental permission, but must stay local (Milltown), and visit places such as Spar or Wilde and Greene. 2ndYears are not permitted to go anywhere on the Luas. They must sign out at reception and return to Res no later than 6pm.

If your daughter is not returning to Res before 6 pm, or is staying out overnight, she must have written permission in advance from her parent or guardian and thus should be communicated by emailing [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie) Your daughter must sign out at reception.

If she is leaving or staying overnight with anyone other than her parent or guardian (such as a family friend, relative or other nominated person), this person must present at reception to complete an exeat form, stating that they take full responsibility for your daughter whilst in their care.

When they return your daughter, they must sign the same form indicating that she is back in our care.



# Signing Out - 3rd Year

They are permitted to leave Res without parental permission. They may go to Spar and Wilde and Greene and are also allowed to take the Luas to Dundrum only. They are not permitted to go to the City Centre or anywhere else beyond these parameters. Your daughter must sign out at reception and return to Res no later than 6pm. If your daughter goes anywhere beyond these parameters, she must be accompanied by a parent or guardian or other nominated person.

If your daughter is not returning to Res before 6pm, or is staying out overnight, she must have written permission in advance from her parent or guardian. This fact should be communicated by emailing [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie) Your daughter must sign out at reception.

If she is leaving or staying overnight with anyone other than her parent or guardian (such as a family friend, relative or other nominated person), this person must present at reception to complete an exeat form, stating that they take full responsibility for your daughter whilst in their care. When they return your daughter, they must sign the same form indicating that she is back in our care.



# Signing Out - 4th Year

4th Year boarders are permitted to leave Res without parental or guardian permission. They are permitted to go to the City Centre, but must sign out at reception, and return to Res no later than 6pm.

If they are returning later than 6pm, or staying out overnight, they must have the permission of the parent or guardian, and we need to be informed well in advance by emailing [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie)

# Signing Out - 5th Year

5th Year boarders are permitted to leave Res without parental or guardian permission. They are permitted to go to the City Centre, but must sign out at reception, and return to Res no later than 6pm.

If they are returning later than 6 pm, or staying out overnight, they must have the permission of the parent or guardian, and we need to be informed well in advance by emailing [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie)



# Signing Out - 6th Year

6th Year boarders are permitted to leave Res without parental or guardian permission. They are permitted to go to the City Centre, but must sign out at reception, and return to Res no later than 6pm.

If they are returning later than 6 pm, or staying out overnight, they must have the permission of the parent or guardian, and we need to be informed well in advance by email to [alexres@alexandracollege.ie](mailto:alexres@alexandracollege.ie)



# Medical Information

The College Nurse is on duty Monday to Friday 9:00 am – 5:00 pm. She looks after both boarders and day students.

## **Prescription medication**

If a boarder is taking regular medication, she is expected to hand in the medication to the nurse or Res staff, to be administered by them.

## **Over the counter medication**

Boarders who require over the counter medication can acquire this from the Res staff who are available 24 hours.

## **If a boarder is unwell**

The Res staff and/or nurse will make an assessment about whether or not the boarder is fit enough to attend school.

## **Doctor on Call**

If a boarder requires a doctor, the doctor on call will be contacted and an appointment made, either by a call out to Res, or at their medical practice. It is the responsibility of the parent/guardian to accompany a boarder to the doctor and make payment for the consultation. If prescription medication needs to be purchased from a pharmacy, this should be acquired by the parent/guardian.



# In Case of Emergency

If there is an emergency which requires more urgent medical attention, the parent or guardian will be contacted immediately. It is the responsibility of the parent or guardian, or a nominated person, to accompany the student to A&E, if it's felt a visit to A&E is the wisest course of action.

If an ambulance is required, the Res staff will arrange this but a parent or guardian will be required to accompany your daughter to the hospital.

We would be very grateful for parental support with all of the above as these measures are designed for the benefit of all and the smooth running of Res.



# Pastoral Care

## House mums

Being a teenager in today's world can be very challenging. There are anxieties about school work, exams, friendships, body image, and a plethora of other concerns. Please be assured that we have your daughter's best interests at heart and are here to support her as she journeys through her Alex years. For that purpose, we have two house mums, Joanne Mullen and Sarah O'Neill Murray, to take care of all your daughter's pastoral needs. They are available in Res daily from 12:00 pm to 11:00 pm to be a confidential and sympathetic listener to your daughter. All Res staff perform this function also and are available 24 hours.

## Wellness Room

As of February 2023, we have a new "wellness room" in Res, a private area with a calming ambience where a boarder can escape, reflect and take time out from any pressure she is under.



# Mental Health

We aim to nurture and cherish your daughter in all areas, including mental health. Unfortunately, post-Covid, has proved particularly problematic. Issues such as anxiety, depression, self-harm and questions about whether life itself is worthwhile have arisen across all age groups. This phenomenon is endemic at primary and secondary levels nationwide.

It has become apparent that certain issues are beyond the remit of our staff and require professional intervention. If we believe that a boarder is at serious risk to herself or others, we will immediately contact the parent/guardian and request that she be temporarily taken out of Res to undergo the requisite treatment. Her home environment is probably the safest and most secure setting at such a challenging time.



# Holidays

The school holidays are clearly set out in the College calendar which is issued at the beginning of each academic year and updated regularly [on the website in the Parent Hub section](#).

Res closes at 3 pm on the day of the holidays and boarders must vacate by this time. We would very much appreciate your cooperation with this.

Before leaving, boarders must ensure that their rooms/dorms are left clear and tidy to facilitate deep cleaning and the requisite maintenance work that can only take place during holidays.



# Discipline

In order to best serve the needs and wellbeing of your daughters in Res, it is essential that the entire boarding community cooperates with our procedures and regulations. Students who breach our protocols will be subject to the following sanctions:

## **‘Earlies’**

‘Earlies’ require boarders to get up at 7:30 am to do some light chores (eg, emptying the dishwasher, or straightening chairs in the study hall). This work takes approximately 10 minutes to complete.

## **Prep detention**

Prep detention means that a boarder is detained after prep for an additional 20 minutes if she fails to observe prep rules.



# Good/Bad Report System

In tandem with our disciplinary system, we keep discipline records and operate a commendation/sanction system (good and bad reports).

## **Good reports:**

Three good reports lead to a letter of commendation sent home to parents. Six good reports lead to a letter of commendation sent home to parents and a small reward.

## **Bad reports:**

Three bad reports lead to letters being sent home to parents. Six bad reports lead to referral to the Principal which would most likely lead to a suspension.



# Suspension

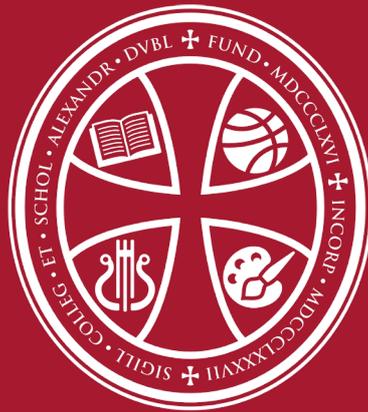
There are two types of suspension:

## **Internal suspension**

This means that a boarder can stay in Res but not attend school. She is given school work/study to do in Res, and some light chores. An internal suspension is of short duration (1 day) or lengthier (up to 3 days), depending on the offence.

**Full suspension** means that a boarder is removed from Res for a period of time decided by the Principal. The girls cannot stay in Res or attend school. Occasionally, a boarder may be suspended from Res only, but still permitted to attend school as a day pupil during this time, but this is at the discretion of the Principal.

Please note that serious breaches of rules relating to alcohol or substance use, bullying, or other similar behaviour, may lead to the removal of a student from Res.



# ALEXANDRA COLLEGE

## DUBLIN

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