



# ALEXANDRA COLLEGE DUBLIN

## Boarding After School and Out of Hours Supervision Policy

### Introduction

This policy applies to all staff and children after school hours, both before and after school, and during weekends. This policy will outline the daily routine of boarders and our guidelines for supervision between 3:50 pm to 7:30 am. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

### Rationale

Our aim is to provide a safe place for all the students in our care. In Alexandra College we value a safe environment and work towards providing that for the entire school community. The duty of care to students not only applies when on campus but also, for example, on school tours and on other occasions when the students are in the care of a staff member. While careful supervision is undertaken at all times outside of school hours, all members of the school community must be aware that no arrangement exists for the supervision of students who sign out either with a parent/guardian or at the main res reception during allocated sign-out periods.

### Afternoons

Class time ends at 3:50 pm. There is an extensive range of extracurricular activities on offer to all students. Our Extra Curricular Policy outlines expectations in relation to this. At the beginning of each term, each student is required to complete a form, informing us of what extracurricular activities they are participating in. We use this to aid us with an afternoon role for every student.

Each year has specific sign-out rules, which are outlined in the Boarding Handbook. They all have to return to Res by 6 pm, where a role is taken each evening.

### Dinner

Dinner is at 5:15 pm-6:00 pm each evening. A roll call is taken for all J5-2nd Years, and it is mandatory for them to eat in the canteen each evening. Dinner is supervised by at least one member of Res staff each evening.

## Prep

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:

**J5 & J6:** 6:30 pm-7:15 pm

**1st Years:** 6:30 pm - 8:00 pm

**2nd Years:** 6:30 pm - 8:45 pm (Break 8:00 pm - 8:15 pm)

**3rd Years:** 6:30 pm - 8:45 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. There are also staff members who patrol the corridors to make sure there are no disturbances during prep time. Alternatively, senior boarders may opt to study in the senior study hall which is also checked on a regular basis. 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 to do so. 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)

Students in 2nd, 3rd, 5th and 6th Year can avail of a fifteen minute break from 8:00 pm-8:15 pm. Students are requested to return to their prep rooms at 8:15 pm sharp.

Prep on Friday is at slightly different times, however, the same rules apply. The prep times for Friday's are as follows:

**J5 & J6:** 6:30 pm - 7:00 pm.

**1st Years:** 6:30 pm - 7:15 pm

**2nd Years:** 6:30 pm - 7:30 pm

**3rd Years:** 6:30 pm - 7:30 pm

**4th Years:** 6:30 pm - 7:15 pm

**5th Years:** 6:30 pm - 8:00 pm

**6th Years:** 6:30 pm - 8:00 pm

## Exeats

For accountability and safety reasons, it is essential that no student leaves the School or Res for any reason, without first signing out in person.

Students who have been granted ongoing permission must always remember to sign out, in person before leaving the School premises.

Ongoing permission is a recurring permission to leave Res at a specified time. This is to be set up with the parent/guardian and they must have permission from the Coordinator of Res. Ongoing permissions are usually only given to attend activities not available in the School or to enhance activities available in School. They should not interfere with your involvement in School extracurricular activities and may be refused or revoked if a student's conduct is deemed to be incompatible with an Ongoing Permission.

You can request a once off leave when you may need to leave Res to attend something which is not part of your usual routine, such as a medical appointment, or a family event. A parent/guardian must contact Res to request leave in advance of their student signing out.

If, in an unusual situation, where we have not received email confirmation, but a student wishes to leave, the teacher on duty cannot give permission without him/her first having direct communication with a parent/guardian.

## Bedtime

Each year group has a different bedtime, however, the expectations are the same. When bedtime is called, each student is expected to be in their rooms, washed, changed and ready for bed. We announce bedtime 15 minutes before the girls are expected to be ready in their rooms, after which, we come around and do night checks. The bedtimes are as follows:

**J5 & J6's:** 8:30 pm

**1st Years:** 9:30 pm

**2nd Years:** 9:30 pm

**3rd Years:** 10:00 pm

**4th Years:** 10:00 pm

**5th Years:** 10:30 pm

**6th Years:** 10:30 pm

The night check times are as follows:

**J5 & J6's:** 8:35 pm

**1st Years:** 9:35 pm

**2nd Years:** 9:35 pm

**3rd Years:** 10:05 pm

**4th Years:** 10:05 pm

**5th Years:** 10:35 pm

**6th Years:** 10:35 pm

If any student needs anything after this they can come down to reception. The live-in staff go to their rooms at 11:00 pm, when the night staff take over. There is always at least one live in staff on call throughout the night in case of an emergency, as well as having the night staff.

## Weekends

5-day boarders leave Res on Friday afternoon when school finishes and return again on Sunday by 9:00 pm. They must sign out at reception before departing and sign back in upon their return on Sunday.

7-day boarders stay in Res for the weekends, though they are permitted to leave if they so choose. The sign out procedures are the same as during the week. See Boarding Handbook for more information.

## Res Outings & Trips

For those staying in Res, a package of weekend trips is planned for the year which take place every weekend. These trips are inclusive for all J5-3rd Year boarders, who are expected to take part if staying in Res at the weekend. 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 Trinity College, Viking Splash Tour, Dublin Zoo, Treetops Walk at Avondale, and many more.

In addition, Res staff also organise weekly trips to Dundrum Shopping Centre and occasionally the City Centre.

The [Educational Outings & Trips Policy](#) and Boarding Educational Outings and Trips Policy apply to all trips and outings from Res. Before a student is accepted for a trip, her previous behaviour may be taken into consideration.

The boarders are always accompanied and supervised by at least two members of staff. However, the final number of staff/adults that accompanies a group will be influenced by a number of factors including:

- The number of students travelling
- The age of students
- Location of the trip
- Nature of the trip
- Whether additional supervision will be provided at the location
- If the group will be divided into smaller groups at the location
- Type of transport used.

## Supervision

The teachers/staff on duty in Res are available 24 hours a day. There is always someone on the front desk at reception, as well as supervision being provided throughout the building, including but not limited to the common rooms and areas, canteen, Junior Prep Hall, Senior Study Hall, each floor and block. After 11:30 pm, there are always two live in members of staff on call each night as well as night staff who are based at Reception.

This policy has been ratified by the Board of Management on 30 January 2024.