

INFORMATION FOR STUDENTS

The following information is provided for students with the aim of facilitating positive and productive experiences of College life.

1 PASTORAL CARE

Each student is placed in a tutorial group at the beginning of the academic year under the care of an assigned tutor. At the beginning of First Year, students are put into a tutorial group (eg IB, IH etc) and this class works together for most subjects. The tutorial unit remains together until the Junior Certificate after which the groups may be rearranged for Transition Year. Each year a new tutor is allocated to each tutorial unit. In the Senior Cycle, (Years 5 and 6) new smaller groups are formed and the tutor, who is assigned in Fifth Year, remains with that group until the end of Sixth Year.

Each tutor takes a personal interest in his/her students and tries to get to know the students as individuals. To facilitate this process, students attend Register Class every morning in the Tutor's room. Any queries or problems that the students may have, can be discussed at this time and arrangements can be made to see the tutor privately at other mutually convenient times.

Every term, elections are held within each tutorial class for the offices of class captain, vice-captain, HELP (charity group) collector, and Forum representative (see Section 3). These are important positions of responsibility for students.

A Prefect assists each tutorial class from years 1-4. This encourages good relations and contact between Junior and Senior students. These relations are further enhanced by the Buddy System whereby each student in First Year will have a Fifth Year student who will take a special interest in her, during her first year in the College.

2 YEAR HEAD – ROLE OF YEAR HEAD

The primary role of the Year Head is a pastoral one. She is available to students to advise and support them in whatever way she may be of help. The Year Head deals with matters of discipline brought to her attention by the Class Tutor in charge of the classes in her Year (1st – 6th), or with other serious breaches of discipline. The Year Head organizes extra-curricular activities for her Year. She works in close collaboration with the Class Tutor (where possible).

Pastoral

- See Individual Students
- Meet Class Tutors
- Meet Parents where necessary
- Assess the focus of an individual year

Administrative

- Follow-up Monitor Sheets

Discipline

- See individual Students / Classes as requested
- Monitor attendance, punctuality and discipline as referred by Tutor

Studies

- Monitor Reports
- On-going assistance with study techniques

Communication

- Meet Class Tutor re class
- Attend Year Heads meeting with Principal/Deputy Principal/Guidance Counselor
- Maintain link with Class Prefect

Activities

- Organise activities as relevant for each year
- Attend (where possible) important activities/matches that the year are involved in

3 TUTORIAL/REGISTER CLASS

This takes place every morning at 8.45 am. Students who arrive late for this class are required to sign in at the Office; otherwise a student is automatically marked absent. Students who arrive later than 8.45 am, or who have been absent from College, are required to bring in a written excuse signed by a parent/guardian on their return to College. Excuses should be addressed to the Principal, detailing the reason for absence/lateness.

Any student who requires time off during class time, for whatever reason, must seek permission from the Principal to be absent, in written form, signed by a parent/guardian, in advance. If medical appointments cannot be avoided during school time, evidence of such visits may be required.

Recent legislation requires that a student should not be absent for more than 20 days.

4 STUDENT JOURNALS

Each student should have a College journal, which functions as a homework notebook and as a means of communication between teachers and parents. Teachers may use this journal as a means of alerting parents about matters concerning their daughters.

5 REPORTS

Parents receive 4 reports per year outlining their daughter's progress.

6 PARENT/TEACHER MEETINGS

Meetings take place once a year between class teachers and parents of students in years 1-6.

7 TIME-KEEPING

Students are required to attend College from 8.45 am until 3.55 pm each day (3.20 pm on Friday). Students who attend Music, Speech and Drama or Careers appointments, or other such classes or appointments during regular class times, are required to inform the class teacher of such absences in advance. It is the responsibility of each student to make up for work missed, and to complete the homework assigned during those classes.

8 ASSEMBLY

Coming directly after morning Register Class on Mondays, Wednesdays and Thursdays, assembly is attended by students and teachers. It affords an opportunity to College members to meet and reflect together as a Christian community. Appropriate conduct is expected of all those present at these gatherings.

A special assembly takes place each Tuesday at 10.55 am when there is an opportunity to hear of achievements, listen to an invited speaker, or enjoy musical items from students or staff.

9 STUDENT COUNCIL (replaced Staff/Student Forum in 2005/06)

The College has always encouraged student participation in its governance and the student council gives students the opportunity to be actively involved in the affairs of the school. Some of the responsibilities of the Student Council are

- Taking a leadership role in the operation of the school
- Discussion of rewards/sanctions
- Consultation about serious issues in the school
- Review of policies
- Bringing the views of the year group to the Student Council

The Student Councillors elected for 2006/2007:

2nd year: Sophie Cassidy & Alicia Hollywood

3rd year: Orla Cleary & Georgina Fitzgerald

4th year: Ilana O'Hegarty & Lareina Phelan

5th year: Lauren Taylor, Eibhlín Swan & Georgina Mullen

6th year: Georgia Kidney (Chairperson), Hannah Lowry O'Reilly (Deputy Chairperson) & Lisa Kelly. Also, one of the prefects acts as secretary to the Student Council.

1st year students will hold elections after the Christmas exams and attend meetings in 2007.

There must be at least two members of staff present at meetings of the School Council.

Meetings take place after school (4pm – 5pm) every three/four weeks according to an agreed schedule. The officers of the Council (Executive Forum) meet with the principal on a regular basis.

10 AFTER SCHOOL STUDY

Fifth and Sixth Year students may avail of this facility, which is supervised by the teaching staff from 4.15 pm to 6.45pm, Mondays to Thursdays inclusive.

11 THE LIBRARY

The College Library is a place where reading and study take place. For this reason, silence should reign at all times. All those who use the library are expected to treat it with respect and to observe the library rules.

Students may use the library during at break, lunch times and after school, or when brought to the library by a teacher as a class.

12 THE COMPUTER ROOM

As the Computer Room is a facility for all, students are expected to treat the computers with respect and to observe correct behaviour regarding e-mail and internet usage.

13 EXTRA-CURRICULAR ACTIVITIES

A variety of extra-curricular activities is available to students after 3.55 pm. These activities include :-

Sports

Athletics, Badminton, Basketball, Cricket, Gymnastics, Hockey Tennis, Soccer, Volleyball.

Music

Choir, Orchestra, Quartets, Quintets, Recorder, Trad Band, Jazz Band, Wind Band.

Drama

Drama Club, One-Act Play Group.

Literary Society

Debating Society

Horizon Peace Group

14 CANTEEN

A three-course hot lunch is available on a daily basis for day-pupils at a reasonable charge. A snack bar is open daily at short break and at lunch times. Students are expected to leave the canteen clean and tidy after use. All food and drinks should be consumed in the canteen and **not** in any of the main College buildings.

15 ALEXPRESS

This weekly publication makes up an important part of the communications network of the College. It is circulated every Friday during term-time and it contains information about student and staff achievements, and it posts notifications about upcoming meetings and events at the College. It makes announcements of a social nature concerning those connected to the College community, as well as providing a forum for relevant advertisements. All students are welcome to make contributions provided adequate notice is given to the editor, the Deputy Principal.

16 HEALTH AND SAFETY

Illness and Day Surgery

In cases of illness that occur during the school day, students may avail of our Day Surgery. Residence Students should go straight to Matron in Residence House. Any student who is on medication should inform the College.

Fire Drill

Detailed fire drill instructions, with which students should familiarise themselves, are posted in each classroom. Students will become acquainted with fire drill procedures during the year, through regular practices.

17 TRANSPORT

Minibus

The College provides a daily minibus service, for an additional charge, to and from Sydney Parade Dart station. Operating times are as follows :

Mornings : From Sydney Parade to the College –
Afternoons : From the College to Sydney Parade – 4.00 pm, 4.25 pm (two runs)
Evenings : From the College to Sydney Parade – 5.45 pm (subject to demand)
to facilitate those staying for late extra-curricular activities.

Students must use seatbelts when travelling on the school buses.

18 HOLIDAYS

The calendar of College terms, half-terms, and holiday dates is issued in advance each year and these dates are frequently reiterated in Alexpress. Students are expected to attend for the full length of each term, and to attend all scheduled examinations.

MARIAN HEALY

Principal

Sept 2007