



PARENT & STUDENT GUIDE

Academic Year 2023-24

Published: June 2023

Headmaster's Welcome

Dear student and parents

We hope that the information in this booklet will help you prepare for the new academic year at Glenstal. Our school life here is enormously exciting and fulfilled, and it is not possible to describe or codify all our experiences, so please bear in mind that more will be shared as we move through the year.

St Benedict says in his Rule that the monastery should be a place of welcome and that each visitor should be treated as if he were Christ. Each student at Glenstal will make everyone else welcome, and enable everyone to get the most from the fantastic opportunities on offer in our unique school.

Glenstal students are very good at supporting one another in their learning and studies, and we all expect that this coming year will be one of great achievement in class, in performance and on the sports pitches.

May God bless all our work, begun and ended in him.

Marius Carney

Headmaster

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QUICK REFERENCE

This section contains key information that parents and students may wish to access and reference quickly and easily throughout the school year.

- 1. How to contact the school**
- 2. Term dates 2023/24**
- 3. List of items to bring to school**
- 4. Dress code**

1. How to Contact the School

<p>Absence from School All absences/exeats must be notified to the school before your son departs</p>	<p>attendance@glenstal.com This address is monitored during office hours only. Please also cc. the relevant Housemaster, as listed below.</p>
<p>Class Tutor & Teaching Staff Your son's Class Tutor is your first point of contact for academic matters.</p>	<p>Class Tutor email addresses will be circulated at the start of the academic year.</p> <p>You may also contact the Deputy Principal deputyprincipal@glenstal.com</p>
<p>Guidance Counsellors</p>	<p>Fiona Hanly fhanly@glenstal.com +353 (0)61 621066 Siobhan O'Neill soneill@glenstal.com +353 (0)61 621066</p>
<p>Boarding House Team</p>	<p>Junior Housemaster on Duty jhm@glenstal.com Inter Housemaster on Duty ihm@glenstal.com Senior Housemaster on Duty shm@glenstal.com</p> <p>You may also contact the Head of Boarding Kieran Sparling ksparling@glenstal.com</p>
<p>Sports & Extra Curricular Activities</p>	<p>Nick Miller (Head of ECA) nmiller@glenstal.com</p>
<p>General Enquiries</p>	<p>Wendy Cosgrove (School Administrator) administration@glenstal.com +353 (0)61 621010</p>
<p>Health Centre</p>	<p>Nurse on Duty nurse@glenstal.com +353 (0)61 621096</p>
<p>Headmaster</p>	<p>Marius Carney via Kelly Ryan (PA to Headmaster) kryan@glenstal.com +353 (0)61 621011</p>

2. Term Dates 2023/24

Term 1

Tue	29 Aug 2023	12.00	Sixth Year prefects arrive
		15.00	New Fifth Year students arrive
		17.00	Fifth and Sixth Year boarders return
Wed	30 Aug 2023	08.30	Fifth and Sixth Year - classes commence
		15.00	New Transition Year students arrive
		17.00	Transition Year boarders return
Thu	31 Aug 2023	08.30	Transition Year - classes commence
		15.00	New Second & Third Year students arrive
		17.00	Second & Third Year boarders return
Fri	1 Sep 2023	08.30	Second & Third Year - classes commence
Sun	3 Sep 2023	15.00	First Year students arrive Welcome for all First Year students
Mon	4 Sep 2023	08.30	First Year - classes commence

Fri	29 Sep 2023	12.40	School closes after lunch for exeat weekend
Mon	2 Oct 2023	17.00	Boarders return
Tue	3 Oct 2023	08.30	Classes re-commence

Fri	27 Oct 2023	12.40	School closes after lunch for mid term break
Sun	5 Nov 2023	17.00	Boarders return
Mon	6 Nov 2023	08.30	Classes re-commence

Fri	24 Nov 2023	12.40	School closes after lunch for exeat weekend
Mon	27 Nov 2023	17.00	Boarders return
Tue	28 Nov 2023	08.30	Classes re-commence

Fri	22 Dec 2023	12.40	School closes after lunch for Christmas break
Mon	8 Jan 2024	17.00	Boarders return

Tue	9 Jan 2024	08.30	Classes re-commence
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Term 2

Fri	2 Feb 2024	12.40	School closes after lunch for St Brigid's break
Mon	5 Feb 2024	17.00	Boarders return
Tue	6 Feb 2024	08.30	Classes re-commence

Fri	9 Feb 2024	12.40	School closes after lunch for mid term break
Sun	18 Feb 2024	17.00	Boarders return
Mon	19 Feb 2024	08.30	Classes re-commence

Fri	15 Mar 2024	12.40	School closes after lunch for St Patrick's break
Mon	18 Mar 2024	17.00	Boarders return
Tue	19 Mar 2024	08.30	Classes re-commence

Fri	22 Mar 2024	12.40	School closes after lunch for Easter break
Sun	7 Apr 2024	17.00	Boarders return
Mon	8 Apr 2024	08.30	Classes re-commence

Term 3

Fri	3 May 2024	12.40	School closes after lunch for exeat weekend
Tue	7 May 2024		<i>School closed for a Dept of Education mandated teacher continuous professional development day</i>
		17.00	Boarders return
Wed	8 May 2024	08.30	Classes re-commence

Fri	31 May 2024	12.40	School closes after lunch for summer break
Wed	5 Jun 2024		<i>Expected start date State Examinations</i>

3. List of Items to Bring to School

Books, Stationery & Other Classroom Equipment

Book lists are published on the school website each summer and list the books and other items needed by subject for each year group.

For international students, textbook rental and stationery supplies are included in the international fees (textbooks should be returned to the school office at the end of the academic year). This pack will be ready for collection when students start at the school. Please note that this package does not include a school bag.

Other Items

- Laptop (or equivalent device with an attached physical keyboard)
- Device chargers (as required)
- School bag (a small rucksack is appropriate)
- Reusable water bottle
- Reusable hot drink cup
- Durable mug, plate, bowl and cutlery set (Boarders only)
- Any required medication (MUST be deposited with the Nurse in the Health Centre)

Clothing

The laundry service is available weekly - this may help determine how many items of clothing Boarders wish to bring.

Classroom Dress Code:

- Collared shirts/polo shirts
- Sweater(s)
- Chinos or corduroy trousers
- Shoes or trainers

Formal Wear

- Navy blazer
- Beige formal chino trousers
- Blue or white formal collared shirt (advisable to bring 2)
- School tie (provided to all new students before/on arrival)
- Formal leather shoes

Sports Wear

The compulsory items that are required can be purchased as a 'kit bundle' and these are identified on the gleesonsport.ie website. It is possible to arrange delivery directly to the school, and once items are tried on, they can be returned to Gleeson's via School Reception for labeling with your son's student ID.

Scrum caps are compulsory for all First Years and strongly recommended for all other year groups.

Should boys already be in possession of equipment needed for certain sports, they should bring it with them to school.

General Clothing (Boarders)

- Casual clothing to wear during free time
- Night wear
- Underwear
- Coat/Jacket
- Seasonally appropriate hat
- Wash bag
- Sliders or slippers

Bed Linen & Towels (Boarders)

Students have to change their own bed linen on a weekly basis. It is advisable to ensure that you know how to change bed linen prior to the start of term.

Boarders will require the following items, all must be labelled with the student's name and student ID (laundry) number:

- Duvet x1 (no feather duvets allowed)

- Pillow x1 (no feather pillows allowed)
- Duvet Covers x2 (1 x light-coloured and 1 x dark coloured)
- Single Fitted Sheet x2 (1 x light-coloured and 1 x dark coloured)
- Pillowcase x2 (1 x light-coloured and 1 x dark coloured)
- Bath towels x2

International students: Fees include hire of all of the above listed items.

4. Dress Code

Classroom and Refectory Wear

Students wear classroom dress code 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 a collared shirt or a polo shirt, which may be worn inside a sweater. It is expected that trousers will be neat - either chinos or corduroy.** Students may wear shoes or trainers to lessons, but slippers, flip flops, sliders, and sandals are not permitted.

The following are not part of acceptable classroom wear: Jeans, shorts, sweatpants, tracksuits, tee-shirts, hoodies and any garments whose design, cut or decoration is likely to offend.

Students may not generally dress in sportswear for class. Where students are required to wear sportswear for a class or activity they must wear full Glenstal sports uniform.

Formal Wear

On Sundays and special occasions, for example when there are visitors to the school or a student is representing the school, students must wear “formals”. This dress code is:- **A navy blazer, beige formal chino trousers, a blue or white formal, collared shirt** (it is advisable to bring 2 shirts), **school tie and formal leather shoes.**

Each student is presented with a Glenstal tie at the beginning of their time at Glenstal. Replacement ties will be billed to account at €15.

Sports Wear

Students are required to wear the school's sports kit for PE lessons, for fixtures and tournaments and for certain activities on the school's after school programme.

The **Glenstal Abbey School Sports kit is produced by Canterbury of New Zealand and supplied by Gleeson Sport Scene**, 25 Upper William Street, Limerick or visit gleesonsport.ie. The compulsory items that are required can be purchased as a 'kit bundle' and these are identified on the website.

Items can also be purchased separately should they need to be replaced.

Sports Equipment

Some equipment will be needed by boys should they participate in certain sports e.g Hurling, Golf and Tennis, however, we would advise against investing in new equipment for these activities until students show a real interest in participation. Should boys already be in possession of equipment needed for certain sports, then they should bring them to school.

General Clothing

Boarders should bring casual clothing to wear during free time, night wear, dressing gown (advisable as the showers are not adjacent to every dorm) , underwear, a coat/jacket, seasonally appropriate hat and a wash bag.

Note there is a weekly laundry service - see the Boarding Life section for more information.

Fashion/Valuable Items

Students are reminded that our purpose and primary activity is education and learning. Expensive/fashion items are not required for school and should not be brought here. The school takes no responsibility for the loss of or damage to such items.

Name Tags

Woven fabric tags with a student's identity (laundry) number and name must be sewn onto all articles of clothing. Iron-on name tags are not suitable as they detach during washing. If space is limited, items may be labelled with the student identity (laundry) number only.

Boots, shoes, runners etc. should have a tape sewn onto the tongue or a mark on the soles with indelible ink. (Tipp-Ex on soles of boots works well.)

Bed linen and towels should be marked on the outside with a large marker pen.

Please place labels where they can be easily seen, e.g. neck of jerseys, corners of duvet covers and pillow cases. No responsibility can be taken for unmarked items.

PARENT & STUDENT GUIDE

Pride of Place: Our Past

Glenstal Castle and the Barringtons

Our school is privileged to have the beautiful setting of Glenstal Castle for its home.

The magnificent sandstone Castle, which is modelled on Windsor Castle, was built by Sir Matthew Barrington in the nineteenth century; they also planted the extensive forests of the estate in the 1820s.

In the interior of the school both in the public areas and the dormitories, you can see beautiful marbles from quarries in Ireland and Europe, including the magnificent marble staircase with its hand carved balustrades. There are a considerable number of carvings, including the magnificent door to the Drawing Room, which is a copy of an ancient Romanesque doorway in Killaloe Cathedral, and the capitals in the Library. These were carved in Glenstal by Mr White and Mr Shiel respectively. These carvings and the hand painted wall papers and ceiling decorations are unique.

Everyone is asked to enjoy our opulent stately home, but also to treat it with appropriate care: the antique heritage is irreplaceable and priceless. Please be gentle on our ancient home and ensure it remains a beautiful place.

The Barringtons and Rugby

Sir Charles Barrington, born in 1848, went to boarding school at Rugby in England. He enjoyed playing the new football game which had been invented there by William Web Ellis. When he went to study at Trinity College, Dublin, Charles Barrington introduced Rugby to Ireland.

Glenstal Abbey

When the Barringtons left Glenstal following the events of the civil war in the early 1920s, Benedictine monks from Maredsous Abbey in Belgium were invited to come to reestablish Benedictine life in Ireland. The first monks arrived at Glenstal in 1927 and our school opened in 1932. The monks originally used the Drawing Room as their chapel. The statue of Our Lady at the base of the marble staircase was brought by the first monks from Maredsous.

Glenstal – Core Values

Pax - Reverence, Respect & Responsibility

Glenstal Abbey School is part of the wider community associated with the Benedictine monastery at Glenstal. The school, its staff, students and parents share in much of the life of the community. The school joins the community for the most important event of the week, Sunday Eucharist and on major Feast Days and special occasions.

A monastery is a community brought together by God for a life of prayer and mutual service. Similarly, our school is a community brought together by God for the education of young men.

Responsible freedom should characterise its life. The keynotes of the monastic tradition are the unceasing worship of God, discretion, moderation, respect for other people and the environment, in an atmosphere of freedom and maturity. The presence of a stable and thriving monastery gives the school a special quality of stability, peace and harmony. The monks and other staff seek to enable the school community to flourish by working together under the inspiration of the Gospel.

The monastery, in the Rule of Benedict, is described as a 'school of the Lord's service'. Many of the values of the Rule are applicable to education and to the life of the school. The school is a place of personal and spiritual growth, where the love of learning is continually fostered. Students are encouraged to develop their talents as much for others as for themselves and so serve both God and neighbour. The life of the school is structured "so that the strong have something to strive for, and the weak nothing to run from" (Rule of Saint Benedict [RB] 64.19).

Glenstal Abbey School exists in order to help young men grow in knowledge and grace. Grounded in the Catholic faith and the Benedictine intellectual tradition, the school seeks to foster peace through:

REVERENCE

RESPECT

RESPONSIBILITY

Prayer Life

Everything we do in school is underpinned by our life of faith. We begin each day in prayer and regularly meet together for the celebration of Holy Mass. In the Rule, St Benedict tells us that every time we begin a good work we must pray to God. So, at the beginning of each day we offer our thoughts, words and deeds to the Lord, and in the evening, we pause to give thanks for the blessings we have received.

These are some frequently used prayers:

Pater Noster

Our Father who art in heaven

Hallowed be thy name

Thy kingdom come, thy will be done on earth as it is in heaven

Give us this day our daily bread, and forgive us our trespasses

As we forgive those who trespass against us

and lead us not into temptation, but deliver us from evil. Amen.

Ave Maria

Hail Mary full of grace, the Lord is with thee

Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God,

Pray for us sinners, now and at the hour of our death. Amen.

Gloria patri

Glory be to the Father and to the Son and to the Holy Spirit,

as it was in the beginning, is now and ever shall be, world without end. Amen.

Benedicamus Domino

Let us bless the Lord: Thanks be to God.

Sunday Eucharist

All Boarders join with the Monastic and local communities for the celebration of Holy Mass each Sunday at 10:00. All parents, guardians and Day Boarders are warmly invited to attend.

Confessions are available on Saturday afternoon in the Monastery Church and by arrangement with our school Chaplains Fr Denis Hooper OSB or Fr William Fennelly OSB.

During term time, tea and coffee is served for parents after Sunday Mass.

Retreat Programme

A retreat is a time of prayerful reflection on our lives. Students are regularly given the opportunity to go on retreat during their time at Glenstal, sometimes within the campus and on other occasions travelling to a place of spiritual interest.

Icon Chapel Prayer Group

Students in Senior House are invited to the Icon Chapel Prayer Group, held once weekly in the evening. Further information can be sought from Fr Fintan Lyons OSB.

Leadership Life

At Glenstal each boy is called upon to look out for others and enable everyone to achieve their personal best. We nourish our peaceful community by having **reverence** for ourselves, one another and God; by **respecting** one another's rights and looking after the place we live and study and by taking **responsibility** for making everyone's life at school the best it can possibly be.

These are all virtues of leadership which we expect every student at Glenstal to show. Through your leadership you set an example for others, challenge things when necessary, and ultimately change things for the better.

There are a variety of leadership opportunities for all during the school year, including leading sports teams, training and being team Captain.

School Council

Our student School Council, chaired by the School Captain and Vice Captain, meets each month. School Councillors are elected by members of their year group, and serve for one year.

Fifth Year: Prefect Roles

Fifth Year students will have the opportunity to apply for a prefect role. The prefect studies at the teacher's desk in a classroom of First to Transition Year students to lead by example and role model the behaviour associated with active studying. A sense of presence and leadership is key to the role, which helps promote the connection between the senior and more junior students. Study is also supervised by a Housemaster or Teacher circulating the space.

Sixth Year: Captain, Vice Captain & Prefect Roles

Sixth Year students will have the opportunity to apply for a variety of prefect roles. These are significant roles that provide an opportunity to gain valuable leadership experience for those willing to invest the required time and effort.

Prefects are expected to support and promote a welcoming and safe school environment for all.

All prefects will have the opportunity for training in their role, their leadership responsibilities to younger students, and training in Safeguarding and welfare.

A Typical Week for a Glenstal Student

The Glenstal term is very busy and a full calendar of events, trips, sports fixtures and other important events is published at the start of the new academic year.

Monday, Tuesday, Thursday and Friday

07:15	Morning Call
07:45	BREAKFAST - finishes at 08:15
08:00	Health Centre opens
08:30	Day boarders arrive
08:35	Roll Call for each House Group
08:45	Assembly
09:00	Lesson 1
09:40	Lesson 2
10:20	Lesson 3
11:00	BREAK
11:20	Lesson 4
12:00	Lesson 5
12:40	DINNER
13:30	Lesson 6
14:10	Lesson 7
14:50	Lesson 8
15:30	Sports / Clubs and Societies / Individual music lessons
17:00	SNACK – Refectory
17:40	Study I / Individual music lessons
18:40	SUPPER
19:40	Study II / Clubs and Societies / Individual music lessons
21:00	Free time followed by house meeting, roll call and night prayer Lights out (times for each year group are shown below)

Wednesdays

On Wednesdays there is a tutor period at 12:40, followed by dinner at 13:20. Sports and extra-curricular activities then take place from 14:00 until 17:00.

Saturdays

On Saturday lessons finish at 12:40. Day Boarders may leave at 12:40, or stay to participate in afternoon activities.

12:40	DINNER
13:30	Sports, extracurricular activities and optional excursions (as scheduled)
18:40	SUPPER
19:30	Study
21:00	House recreational activities / free time
	House meeting, roll call and night prayer
	Lights out (times for each year group are shown below)

Sundays

08:00	Morning Call
08:30	Breakfast
09:20	Choir rehearsal
09:30	Roll call and departure for the Church
10:00	Conventual Mass in the Abbey Church
11:00	Coffee with visiting parents/family/guardians
	Opportunity to leave school for the afternoon with parents/guardians
12:40	Sunday Dinner followed by optional activities and excursions
18:40	Supper
19:40	Free time / study time followed by house meeting, roll call and night prayer
	Lights out (times for each year group are shown below)

Lights Out Times by Year Group

Year	Lights Out: Mon-Fri & Sun	Lights Out: Saturday Only
First Year	21:50	22:20
Second Year	22:00	22:30
Third Year	22:15	22:45
Transition Year	22:30	23:00
Senior House	23:00	23:30

Academic Life

Briefings for parents of each year group in relation to the coming academic year will take place in either the summer term, or early in the new academic year, to update you on the school year ahead for your son.

Lesson Timetable

Our school operates a 6-day weekly teaching timetable, with lessons from 09:00 until 15:30 on a Monday, Tuesday, Thursday and Friday; and until 13:20 on a Wednesday and 12:40 Saturday. The timetable runs over two weeks, alternating between the week A and week B timetable.

On exeat weekends, lessons end at 12:40 on Friday and resume the following Tuesday morning.

Morning Roll Call & Assembly

The school day begins with a morning roll call by the Housemasters at 08:35, which all students are required to attend. This is followed by our daily assembly.

Evening Study

Evening study is a time for self-directed learning and is an opportunity to strive for growth in reflective capacity and independent working skills.

Day Boarders may leave school from 18:40 (the end of first study) or following supper.

Year	Mon - Fri: Study I	Mon - Fri: Study II	Saturday
First Year	17:40 - 18:40	19:45 - 20:45	19:40 - 20:40
Second Year	17:40 - 18:40	19:45 - 20:45	19:40 - 20:40
Third Year	17:40 - 18:40	19:45 - 21:00	19:40 - 20:40
Transition Year	17:40 - 18:40	19:45 - 20:45	19:40 - 20:40
Senior House	17:40 - 18:30	19:45 - 21:30	19:40 - 20:40

Academic Diary & Planner

Every student is provided with an academic diary and planner at the start of each academic year. This gives students somewhere to write down their homework and keep track of homework tasks. It also provides a great deal of additional useful information and guidance which students are encouraged to take some time to read and understand.

Academic Tutor

Within each year group there may be several classes. Each class has a class name, for example Sigma or Delta, and a Tutor. Class Tutors meet with their class for a lesson period each week. The Tutor is the first point of contact for queries of an academic nature.

Communication between Parents and Tutors

- 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 to introduce themselves.
- The preferred and most practical method of contacting Tutors is via email.
- Any phone call, online meeting or in person meeting with the Tutor or other teachers should take place during the teacher's working day.

Examinations

Year	Summary of Examinations
First Year	In house examinations in November/December and May
Second Year	In house examinations in November/December and May
Third Year	Mock examinations in January. State examinations in June.
Transition Year	In house examinations and project work
Senior House	Mock examinations in January. State examinations in June.

In addition to regular reporting, parents are invited to attend annual Parent Teacher meetings, which take place at the school with appointments commencing from 16.15.

Learning Support

In accordance with our mission, Glenstal Abbey School recognises that each of our students are created uniquely in God's image, with his own identity and talents. We are committed to bringing out the best in everyone and to inclusion in the broadest sense. We maintain a positive learning environment for all our students and we seek to provide for the additional needs of any

individuals who may require additional support in lessons or in withdrawal classes. Parents are asked to support the school by making sure the Special Needs department is aware of any learning difficulties and of the reports written by any educational psychologist, or any specific educational or behavioural education programmes followed at a previous school. On entry to the school we will also seek to identify potential learning difficulties and work with parents/guardians, and the student himself, to ensure that these are understood and support offered appropriately.

Language of the House

One of the great riches of Glenstal Abbey School is that we are a multi national and polylingual community. The principal languages of our community are English and Irish. Our day to day discourse and lessons predominantly are conducted through the medium of English.

Whilst we embrace conversation in other languages and promote clubs to have conversation in various languages, everyone is asked to respect English as the normal language. This means that conversation around the school, in the Refectories, in common rooms, dorms, etc should be held in English and no one should be unable to take part or listen in. First language English speakers are asked to encourage all students to join in conversation.

Students who would like to lead non English conversation or discussion groups are asked to arrange this with Mr Carney.

Co-Curricular Activities

All students should be involved in five sessions of co-curricular activity each week.

Sports

Sport is an important part of a student's health and development and it is compulsory that everyone is involved in some form of physical activity. The school has two objectives in respect to the sports programme - to increase participation, and keep the students active and also to promote excellence by developing skill sets and nurturing talent.

Sports on offer include:

- Athletics
- Badminton
- Basketball
- GAA
- Golf*
- Indoor Rock Climbing*
- Rugby
- Soccer
- Swimming
- Tennis*
- Volleyball

*Activity incurs additional fees.

Gym

The school has a weights gym, which is available for students as directed by their PE teacher or Strength and Conditioning coach. Students may only use the gym with permission and having completed the appropriate training.

For information and advice about sports activities please speak to Mr Nick Miller.

Music

Glenstal aims to afford our students the opportunity to realise their full musical potential in terms of creativity, enjoyment, performance and appreciation. 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 drums, guitar, organ, piano, saxophone, voice and violin.

Instrumental teachers teach a variety of genres ranging from classical to jazz and traditional Irish Music.

Students will have one half hour lesson per week (lesson fees will be billed to account). Students will be timetabled on a first-come first-served basis and will be notified of their relevant teacher and time of lesson at the beginning of term. In addition they should aim for two practice times per week.

The choir rehearses Monday, Tuesday and Friday lunchtime and at 9.20 on Sunday.

Ensembles and bands rehearse during the week and all students who play a musical instrument are encouraged to join.

For information and advice about music activities please speak to Mr Marius Carney or Fr Columba McCann OSB.

Further Co-Curricular Activities

Glenstal has a number of co-curricular activities the students can engage in through the week. These clubs and societies are there to fuel the boys' learning by expanding their horizons and developing their holistic education.

Societies include:

- Coding Club
- Public Speaking and Effective Communication
- Photography Club
- Visual Arts
- Science Society
- Debating Society
- Dead Economist Society
- Film Society

Once a student has signed up to attend, then it is expected he will do so until the end of term.

For information and advice about co-curricular activities please speak to Mr Nick Miller.

Boarding Life

The Boarding Houses

House	Year Group(s)	Contact Email
Junior House	First, Second and Third Year students	jhm@glenstal.com
Inter House	Fourth (Transition) Year students	ihm@glenstal.com
Senior House	Fifth and Sixth Year students	shm@glenstal.com

Housemasters

The Housemasters are on duty from 15:30 to 08:45 and are responsible for the care and pastoral welfare of students and matters of discipline in the House. The Housemaster is the first point of contact for parents in this regard.

The Housemaster will:

- Supervise/coach sports, extra-curricular and recreational/social activities
- Supervise evening study, supper time and snack time
- Lead the House meeting, roll call and House Prayers each evening
- Collect devices at bedtime and distribute them in the morning
- Turn lights out at bedtime
- Be resident overnight in the Housemaster bedroom adjacent to the students in their care
- Make the wake up call in the morning
- Take morning roll call prior to assembly

Dormitories

Student bedrooms are called dormitories or 'dorms', students are accommodated in dorm rooms with other students in their House. Each student is provided with a single bed, bedside locker and wardrobe space. There are shower and toilet facilities allocated for the use of each House. Showers are in individual cubicles.

The school determines which bed is allocated to each student (note that often, students are not allocated the same bed all year). Students are asked not to move from their assigned space, or to occupy empty beds.

On move in, each student is asked to complete a check of their assigned dorm space and to note its condition. Any issues or damage should be reported to the Housemaster on the check in form.

Each student is responsible for keeping their dorm tidy. Clothing and personal items should be stored neatly and rubbish disposed of in the bins provided.

Please note that for reasons of safeguarding there is NO PARENT ACCESS TO DORMITORIES, except during move-in afternoon at the start of the academic year.

The Pantry

Each House has access to a pantry which provides a basic kitchen facility and is stocked daily with milk and bread. To avail of this facility students should bring their own durable mug, bowl, plate and cutlery set, labelled with their student ID number.

Students must keep the pantry tidy and clean. Every Boarder is on a duty rota to tidy and wash up in the pantry at the end of each day.

Pantry Opening Times

Mon - Fri	11:00 - 11:20 and following supper
Sat	11:00 - 11:20 and throughout the day
Sun	Following Mass and throughout the day

Bathrooms

Everyone is asked to leave the bathrooms as they would wish to find them. This is about reverence and respect for others. We must always respect one another's privacy in the bathroom and shower areas.

Access to dorms during the academic day

Dorms are closed and locked from 08:30 each day and are out of bounds during class time. Should a student need emergency access to his dorm during the school day, he should contact the school office. If this is due to poor organisation on the part of the student, a sanction may be applied.

Day boarding students are not permitted to enter the boarding house.

Personal Items

It is not recommended to bring very valuable or precious items to school. Each student has a bedside locker in his dorm adjacent to his bed for storage of personal items, which should be locked with the padlock supplied by the school (these are billed to account at €10 each).

Passports

International students should hand their passport to School Reception as soon as possible after their arrival at school, where it will be stored in the safe.

Pocket Money

It is not recommended to bring large sums of cash to school. Cashless payments are now widely accepted and options such as a Junior Revolut account or prepaid debit card, which you can review/fund remotely for your son, is recommended.

Leaving Dorms for the School Breaks

With the exception of the Easter and Summer breaks, students may leave belongings in dorms during school breaks. It is not recommended to leave precious or valuable belongings behind. The dorm should be left tidy and free of rubbish.

On the morning of an exeat, students should bring their packed bags to the designated storage place for their House before morning roll call.

Overnight Stays for Day Boarders

The Day Boarding fee includes up to 10 overnight stays at the school per academic year. To book an overnight stay, please email the Housemaster at least 72 hours beforehand to check availability. Bed linen and a towel will be provided by the school for these overnight stays. Additional stays may be requested at an additional charge.

Excursions & Recreational Activities

Recreational and social activities both onsite and offsite are arranged throughout the year by the Boarding team. These fun, social activities and treats for Boarders, usually take place on a Saturday afternoon or evening. Some activities, including, for example, a cinema trip, adventure activity or ordering a pizza/takeaway incur an additional charge and these are billed to parents' Expense Accounts.

Student Conduct

The school has very high expectations of students' behaviour and conduct built on our core school values of Respect, Reverence and Responsibility. This applies in class, around the school, around the Glenstal campus and monastery, in boarding houses, on the sports field, in church and on any occasions when representing the school. Good manners and polite speech are expected at all times. Students are expected to respect the timetable and rules, be punctual to class and complete classwork and homework.

In what we say, we must always speak to one another 'using helpful words' and seek to build people up. We must never use words or actions to demean or hurt others.

Students are expected to model and lead good behaviour, built on our core values of Pax: Reverence, Respect, Responsibility. We are all asked therefore to take responsibility for ensuring that everyone has a good day.

The school celebrates good conduct in a number of different ways throughout the year.

Student conduct during school and study is monitored by the Assistant Principals who are our Deans – Ms Mairead O' Sullivan for Junior Cycle and Mr Trevor Fitzgerald for Senior Cycle and in boarding life by the Housemaster.

Should a student fail to follow the rules he will initially be reprimanded and reminded about the rules. However, a student who deliberately or repeatedly fails to adhere to school values and rules will receive a school sanction. This could include being placed in either a thirty minute, one hour or Headmaster's detention by the Deans, Housemasters or Headmaster. Other sanctions include community service.

A student may be suspended from school for a very serious offence. Where there are ongoing concerns about a student's conduct, behaviour is monitored by reports completed at the end of each lesson by teachers and/or the school may provide extra pastoral or learning support.

Any deliberate damage to school property e.g. by graffiti, is a serious breach of discipline. Parents/guardians will be made aware of any such incidents and will be billed for the cost of repairs, in addition to the sanction applied.

Please note that chewing gum is not permitted in school.

The following areas are out of bounds, unless accompanied by an authorised adult:

- The Monastery and Guesthouse
- The farmyard, farm buildings and fields
- All houses on the grounds
- The staff room, marking room, photocopying room, sitting room and staff toilets
- The school roofs
- The lakes
- The school kitchens

Our student protocols clearly explain the behaviour that is expected during lessons, in the refectory, dormitories and during study periods. These are shared with students in their Academic Diary and serve as useful reminders of expected conduct.

Classroom Protocols

Each student must:

1. Arrive promptly to lessons with his textbooks and exercise/ copy books, wearing dress code
2. Bring a pencil case to all lessons with the following equipment: blue/ black ink pen, pencil, ruler and calculator as required
3. Take the seat allocated by his teacher
4. Rule off previous work and begin new work with:
Pax, TITLE, DATE
Learning objective:
Homework should be titled as such
5. Sit upright, and raise his hand should he wish to ask or answer a question
6. Make every effort to contribute the lesson and support others with their learning
7. Use polite and appropriate language at all times, supporting and never denigrating others' contributions
8. Record homework exercises in his Glenstal Journal, together with the deadline
9. Complete and hand in homework on time, taking note of correction and feedback given by his teacher from previous exercises
10. Comply with the classroom rules and respond appropriately if prompted about behaviour by the teacher so that the situation does not escalate.

Refectory Protocols

1. All meals are eaten in the Refectory. We do not take food away nor walk around eating.
2. Everyone should assemble quietly and calmly for meals observing the queuing system. At lunchtime, priority will be given to different groups on different weeks to ensure fairness. Students carry their meal and cutlery on a tray from the serving counter. At snack time trays are not needed, however we sit at tables.
3. Care should be taken not to spill water or milk. Should an accident happen the student(s) concerned should stop and clear it up. It is kind if others can help too.
4. Mobile phones and other devices are not used in the Refectory and may be confiscated from anyone doing so.
5. When leaving, each person places his chair under the table.
6. When finished, each person clears his place, using the clearing stations and return the tray to the rack.
7. Bags, rackets, balls, books etc. are not allowed in the refectory.
8. Clothing should be appropriate for a dining environment - please note that shorts are not permitted in the refectory.
9. Cutlery, crockery, glassware or trays must not be removed from the Refectory.
10. Students must attend all meals in Refectories unless given permission by their Housemaster.

Evening Study Protocols

1. Arrive promptly, in classroom dress code, with the books and equipment needed for the session
2. Follow the seating plan as directed by the supervisor or prefect
3. Support others by enabling silent study and doing nothing to prevent or disturb this
4. Plan his work and revision and complete all work to a high standard
5. Re-read his draft work and check it
6. Use time for independent reading (e.g., a novel) when work is completed
7. Use his laptop for study purposes only
8. Refrain from eating and drink only water carried in a sealable bottle
9. Refrain from going to the bathroom until the break
10. Tidy the study spaces when he is finished, disposing of all rubbish and placing his chair underneath the desk.

Boarding Protocols

1. Keep your dormitory area clean, tidy and your bed made.
2. Show respect for other peoples' possessions, for their personal space and for their privacy.
3. Be careful of other peoples' things and not borrow their possessions without checking.
4. Maintain a calm atmosphere in the House: there should be no running, noisiness or shouting.
5. Shower and maintain a high standard of personal hygiene.
6. Have your clothes, bedlinen and towels laundered each week and use the daily sports laundry service.
7. Not play with sports balls in the House (these will be confiscated immediately).
8. Take care not to damage walls or furnishings, and report any damage immediately to the housemaster so that it may be repaired.
9. Put rubbish in the bin and don't walk past litter without putting it in the bin.
10. Use aerosols in a limited way and be mindful of others with allergies.
11. Store food in sealed tupperware containers and only consume food in the pantry or common room (not in the dorm).
12. Do not wear rugby/football boots in the House and bring them inside only once they are cleaned.
13. Be prepared in advance for school and activities. Dormitories are closed from 8.30 am until an agreed time after school.
14. Speak to Housemasters respectfully at all times, remembering that their decision on all matters is final.

Anti-Bullying

At Glenstal Abbey School we believe that, as it says in the Book of Genesis, we are all made in God's image and likeness and so we show reverence for everyone, aware that each of us is different.

Therefore:

- Bullying of any kind is wrong and unacceptable
- Everyone has the right to work and learn in an atmosphere that is free from fear

- Each of us has a responsibility to ensure that we do not abuse or bully others
- Bullying is a problem to which solutions can be found
- Seeking help is regarded as a sign of strength not weakness
- All members of the school community will be listened to and taken seriously
- As a Benedictine school we will always seek to put things right and achieve reconciliation and healing

Students should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to, and treated seriously.

At Glenstal Abbey School, students have a responsibility to show leadership and role model appropriate behaviour for their peers.

All students must:

- Show **reverence** and respect for their fellow students and adults working within the school community, taking responsibility for his own behaviour.
- Actively show **respect** by following the school's anti-bullying strategies and speaking up for others where necessary.
- Take **responsibility** for supporting and be sensitive to others when they may be feeling vulnerable.

All staff have been trained in the FUSE Anti-Bullying and Online Safety Programme, which is designed to comply with UNESCO's Whole Education Approach to tackle bullying and online safety in schools. It is based on 25 years of research on bullying prevention. FUSE consists of a suite of student-led workshops and resources. Students will receive this anti-bullying education during SPHE lessons.

Our full Code of Conduct can be found on the school website.

The Practicalities

Attendance & Absence

Full attendance is extremely important to each student's success and at Glenstal Abbey School we expect students to attend class fully during term time.

ALL absences must be communicated:

- 72 hours in advance (except in the case of sudden onset of illness or a family emergency)
- By parents (not students)
- Including the reason for the absence, planned departure date/time and expected return date/time
- By email to both **attendance@glenstal.com AND the relevant Housemaster email address.**

Junior Housemasters	jhm@glenstal.com
Inter Housemasters	ihm@glenstal.com
Senior Housemasters	shm@glenstal.com

This is to ensure we have an accurate record in the event of an emergency evacuation.

Students who are absent from school for any reason should return no later than 21:45. If this is not possible parents (or educational guardians in the case of international students), should make arrangements for the student to return the following morning instead.

Illness whilst at home

If a student is ill at home and unable to attend or return to school, please contact the school as soon as possible using the above email addresses.

Absence for Medical Appointments

We encourage parents to schedule medical appointments for outside of lesson time where possible. To notify such an absence, please contact the school using the above email addresses.

Absence for Events/Matches/Competitions

We appreciate that students at Glenstal may from time to time be absent to attend matches or other competitions and events. It is the responsibility of the student to catch up on missed notes,

classwork and homework as a result of these absences. This also applies to lessons missed for school events/fixtures. To notify such an absence, please contact the school using the above email addresses.

Other Exeats Outside Class Time

All short exeats, for example to go for lunch, dinner or to a family event should be notified to the school using the above email addresses. Please note that if several students intend to exit together, the parents of each student must contact the school separately.

Additional Exeat Weekends

Should a student wish to spend an additional weekend at home, please notify the school in advance using the above email addresses. Students may depart at 12.40 on Saturday and should return by either Sunday evening at 9pm, or by Monday morning at 8.30. Please note that if several students intend to exit together, for example to stay at one parent's home, the parents of each student must contact the school separately.

Extraordinary Absence

We encourage families not to take holidays during the school term as this leads to learning loss, gaps in skills development and can lead to the student feeling he has missed out socially as well as academically. It may also mean missing key fixtures or other school events.

Applications for extraordinary leave during term time should be addressed to the Headmaster at attendance@glenstal.com.

We recognise that there are occasions e.g. for medical reasons, when a student's attendance may fall below average. We will always support such a student by consulting with the family and putting a learning plan together. Should a student's class attendance fall below 85% for whatever reason, the school will convene a meeting with parents to address the issues of learning loss and try to ensure that attendance does not drop any further.

Student Sign In & Sign Out Protocols

All students who have received permission to go off site e.g. to walk to Murroe, go out with family or go to an appointment, **must also sign in and sign out at the school reception.**

Students do not need to sign out to visit the sports pitches or tennis courts or to go for a walk in the immediate vicinity of the school. The boundary for signing out is going along the Front Avenue past the Sports Hall.

This is to ensure we have an accurate record in the event of an emergency evacuation.

Communication with the School

A list of key contacts at the school may be found in the Quick Reference section at the start of this document.

Between the School and Parents

We use the Compass app for the majority of communication between the school and parents, which includes regular updates on the latest events and news from the school. New parents and guardians are provided with details of how to sign up before the start of the academic year.

Safeguarding

Should you have any comments or concerns about safeguarding please contact Marius Carney the Designated Liaison Person for safeguarding, or Deputy Designated Liaison Persons, Helena Foley or Kieran Sparling.

Expressing Concerns

We recognise that from time to time concerns or complaints may arise, and it is our aim to work with all parties involved towards a satisfactory resolution. We recognise that most matters can usually be resolved through discussion, clarification and action as appropriate at the earliest stage.

Our full complaints policy is found on the school website.

Change of Contact Details

Parents and guardians are asked to notify the school as soon as possible of any changes to their contact details and / or address.

Deliveries and Parcels

Takeaway food should not be delivered to the school unless part of an organised event as directed by school staff. Students should not arrange deliveries of takeaway food to school.

Parcels should only contain items appropriate for a school. Please note that students may be asked to open parcels in the presence of a member of staff.

Any items delivered that are deemed unsuitable for a school will be stored securely by the Headmaster and released to parents in person.

Fees

The latest fees information, terms and conditions can be found at glenstal.com/school/

Food & Drink

A wholesome and varied selection of breakfasts, lunches, snacks and suppers are prepared on site in our kitchens, using high quality ingredients. Lunch is served in the middle of the day and is the main meal, comprising three courses. There are vegetarian options available for every meal. Milk and water are available at all meals. Meals are served in the Junior Refectory and the Senior Refectory.

Food allergies and intolerance should be included in the medical form at enrollment. If any new concern arises, the Health Centre should be notified at nurse@glenstal.com.

Example Daily Menu

BREAKFAST	LUNCH	SNACK	SUPPER
Cereals, porridge, yoghurt, eggs and juices are available every day along with a daily option e.g. sausage	<p>Starter: Vegetable soup and a bread roll</p> <p>Main Course: Roast chicken or Cauliflower Gratin with potatoes, carrots and gravy</p> <p>Side salads</p> <p>Dessert: Chocolate cake</p>	Croissant Fruit	<p>Bacon & Mushroom Carbonara with Pesto</p> <p>or Pasta in a Vegetable Sauce</p> <p>with Foccacia Bread</p>

Reusable Water Bottles & Hot Drink Cups

Students may use a small water bottle around the school. These can be refilled at the drinking water stations. Water bottles may be used, with permission, in some lessons, but never in a science laboratory. The bottle should be lightweight and small (not more than 500ml) and made of plastic, not stainless steel. The school will confiscate large or heavy bottles.

For hot drinks, including those consumed in the refectories, students should use their own reusable travel mug.

Boarders may wash their reusable bottles and cups in their House Pantry.

Guardianship

When a student's parents reside outside Ireland, the student must have an Educational Guardian in Ireland. Guardians must be over 25 years of age and reside in Ireland.

If you are not appointing a relative or friend to act as guardian, there are guardianship service providers who can provide this service. You should ensure that appointed Guardians are Garda-Vetted, undergo Child Safeguarding Training and have a Child Protection Policy and Student Care Plan in place. Parents are required to notify the school if their appointed guardian is out of the country.

Health Centre

The Health Centre is open and staffed by a nurse every day of the week. The Health Centre can be contacted at nurse@glenstal.com.

A nurse is on site at the following times and on call at all other times:

Monday	08:00 - 12:00 and 16:00 - 20:00
Tuesday	08:00 - 12:00 and 16:00 - 20:00
Wednesday	08:00 - 18:00
Thursday	08:00 - 12:00 and 16:00 - 20:00
Friday	08:00 - 12:00 and 16:00 - 20:00
Saturday	08:00 - 12:30 and 18:00 - 20:00
Sunday	09:30 - 13:00

Please ensure the Nurse has your son's most up to date medical history and full details of any medicine regime to be followed.

Students are reminded that good manners, behaviour and quietness are required at all times in the Health Centre.

Medication

All medication brought into the school, including over-the-counter drugs, MUST be deposited with the nurse in the Health Centre, from where they will be dispensed as required. Students are not permitted to keep or self-administer medicines other than an asthma inhaler or epi pen.

Illness at School

Should a student become ill whilst at school and need to return home, their parents/guardians will be contacted by the Health Centre and the student will remain in the Health Centre until arrangements can be made. No student may use a bed in the health centre unless directed to do so by one of the Nurses.

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.

Laundry Service

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 (these bags are supplied by the school).

All items must be labelled with the student's student (laundry) ID number (plus their name, space permitting).

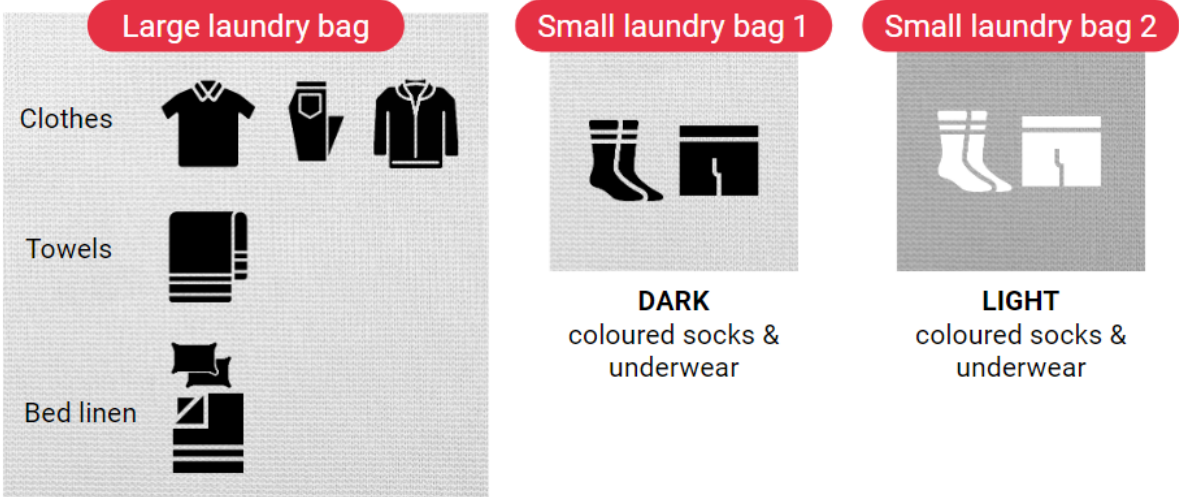
Weekly Personal & Bedding Laundry

There is a weekly laundry service for each House.

One large laundry bag and two small laundry nets will be provided to new students for personal laundry and should be kept throughout their time at the school (a €80 charge is made to account for these). Replacement bags can be ordered by contacting housekeeping@glenstal.com.

International students: Fees include the required laundry bag. Laundry charges are in addition to fees and will be billed to account.

Laundry should be sorted into the correct laundry bags and left in the blue bins outside the laundry on Laundry drop off day (as shown in the table below).



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

Clean laundry is available to collect after two days.

Year	Drop Laundry to Blue Bin	Collect Clean Laundry
First, Second & Third Year	Sunday Eve	Wednesday after 15:30
Transition Year	Monday Evening	Thursday after 15:30
Fifth & Sixth Years	Tuesday Evening	Friday after 15:30

Personal laundry and linen/towels laundry is **charged to account based on weight.**

Daily Sports Laundry

There is a daily laundry service for sports training kit - **this is available to all Boarders and Day Boarders at no additional charge.**

Sports training kit should be put into a small laundry bag and left in the blue bins outside the laundry by 18:00 each day. Clean laundry is available to collect at 15:30 the following day.

A small sports laundry net will be provided to new students and should be kept throughout their time at the school (a €20 charge is made to account for these). Replacement bags can be ordered by contacting housekeeping@glenstal.com.

International students: Fees include the required laundry bag.

Lost Items

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

Library

Our School Library - the Fr Matthew library - is a marvellous asset for the enjoyment of all. Not only is it a unique room, it is also filled with an incredible variety of amazing books in all sorts of genres.

Students are encouraged to make use of the library whilst respecting the atmosphere of quiet for reading or study. Laptops/screens/phones or other devices are not permitted in the library – this is to encourage that it be used in the traditional way.

Lockers & Locks

Students are expected to use the academic and sports lockers allocated to them to store their belongings tidily and to ensure their locker door will close shut and is locked at all times. It is the responsibility of the student to secure his locker, using the padlock supplied by the school (these are billed to account at €10 each). The school authorities reserve the right to search all lockers without notice or without a stated cause.

Parents' Events

Parents' Sunday Lunches

Parents of each year group will be invited to gather for Mass, followed by a recital and lunch at the school on a Sunday during the academic year. These events are an opportunity for staff, parents and students to meet and share a meal together.

Parents' Day and Prize Giving

Our Annual Parents' Day is normally held on one of the Sundays towards the end of May. Parents are invited for Mass with the school and Monastic community, followed by a concert and prizegiving, then picnic lunches on the sports field prior to the Sports Day competitions.

Sixth Year Leavers' Events

A number of events take place to mark the end of Sixth Year students' time at Glenstal. The Sixth Year Leavers' dinner takes place at the school on a weekend in early May and is always a very enjoyable evening for parents, students and staff alike.

Student Parking

The school has a Vehicle Parking Policy for students, regulating student vehicle usage on campus. The parents/guardians of a student intending to drive to school must apply using the appropriate form, which may be requested administration@glenstal.com.

Technology & Digital Life

Laptop for Learning

As digital learning is now an integral part of our curriculum and homework, all students are required to bring a laptop (or equivalent device with an attached physical keyboard) to school.

- The device can be Apple, Windows or Chromebook, should have a built-in camera and microphone, plus a full size USB port (or an appropriate adapter).
- The device does not need to be of a top of the range specification. It is not recommended to invest in a very expensive device for use in a school environment.
- There is no school requirement to pre-install any specific applications on the device, however it is recommended to have adequate security software (e.g. anti-virus, anti-malware) installed.
- Students should not have any VPN software installed.
- Glenstal may install basic Google Endpoint Management software if required to enable students to use their @glenstal.com account.
- Students are responsible for the safekeeping of their devices. It is recommended to store devices in a locked locker when not in use. A suitable protective sleeve/casing and/or

school bag with laptop compartment may also be useful to help prevent damage to the device when moving around the school.

- Laptop charging facilities will be made available to Boarders.
- As the owners of the laptop, parents/guardians will need to take care of any maintenance/repairs that may be required.

Mobile phones

Mobile phones are a wonderful enhancement to everyone's lives, but they must be used carefully and responsibly. For the purposes of contacting parents or guardians, no student actually needs a phone as the school will always make a landline available for this purpose on request.

The use of mobile phones is not permitted during class or sports, meals, or Study, at Morning Assembly, in the Church, or after lights-out. Students in Junior House and Inter House must hand in their devices to the Housemasters at the designated time each evening prior to lights out.

Sometimes students may find the rules and limits on phone use inconvenient, however everyone is expected to follow the rules without question. Students who do not observe the rules around phones may have their phone confiscated, be given a phone ban and/or have wifi access withdrawn.

Cyber bullying is completely unacceptable, will be followed up and may lead to serious sanctions. Anyone who is subject to cyber bullying must screenshot the material and report the matter to any member of staff as soon as possible.

Internet Access

Students are issued with wifi keys which provide filtered access to the internet. Students have access to a **Laptop wifi network**, for use on their designated laptop for learning. This network is available during class time and study. Students may connect other devices to the **student wifi network** - this network is not available during class time or study.

The times when the student wifi network is available are published on the student information screens around the school building.

Note: Mobile phone and data network coverage on the Glenstal campus is generally weak. It is usually necessary to use a wifi network to make and receive calls, for example.

Online Safety

The school expects students to use technology responsibly. Parents are advised to ensure that they talk to their child about appropriate internet use.

Students are issued with wifi keys which provide filtered access to the Internet at various times of the day. If a student is not complying with school internet policies on laptops or phones then wifi access may be withdrawn or their device confiscated by their housemaster or the Headmaster.

Every student is expected to sign the 'ICT and Internet protocol' (in September).

Application Programmes

Glenstal Abbey School uses Google Workspace for Education. This is a suite of Google programmes (e.g. Gmail, Calendar, Docs, Sheets and Slides) that are customised and controlled by the school. Access to Google Workspace is via each students @glenstal.com username and password used for email. It is important that these details are not shared and that a strong password consisting of letters, numbers and punctuation is used.

Email Communication between Students and Staff

Email is used throughout the School for communication between students and staff. All students are allocated an @glenstal.com email address, which they are expected to use.

Plug/Power Adapter

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

Travel

All requests for travel bookings must be made by email to administration@glenstal.com from the student's parent/guardian, no less than two weeks before the date of travel.

The School Administrator can book taxi transfers to and from local bus stops/train stations, including the Dublin Coach bus stops at Annacotty and "The Hurler's", Castletroy, where boys can connect to the Dublin Coach routes to Kildare and Dublin.

Airport Transfers

The School Administrator can book taxi and bus travel to and from airports. The school does not book Airline tickets. If a student requires a boarding pass to be printed, this request should be sent by email to administration@glenstal.com no less than 72 hours before departure.

The cost of travel arranged on behalf of parents will be added to the student's expense account.

Safety

CCTV

Closed circuit television recording operates throughout the school site and Glenstal Campus. Images are stored for 28 days. It is the policy of the school not to release CCTV recordings.

Emergency Evacuation

Regular drills are held in school to rehearse an emergency evacuation, for instance in the case of fire in the building. These include evacuations during the academic day and in the evening. Initial drills will be rehearsed without the sirens and there will then be an unannounced drill. The Assembly Point is at the West End of the Church opposite the main door and new students will be shown this. Each year group lines up in a particular area in their base class. All activations of the fire alarm are treated as 'the real thing'. Students are expected to leave the building and assemble in silence so that we can register everyone as quickly as possible.

Fire notices, fire extinguishers, fire escape doors and corridors, notices relating to fire safety, smoke detectors and emergency lighting are there to protect life. To interfere with them in any way is a serious offence.

Movement throughout Glenstal estate

Students must take great care of themselves and others when moving through the Glenstal estate, which is shared with the monastery and Monks, a working farm and visitors to Glenstal. Students must wear a hi-vis vest when walking along the avenues. Advice on this will be issued by Housemasters and sports coaches in September.

Bikes and skateboards are not permitted on campus.

Smoking, Vaping, Alcohol

Students are not permitted to smoke or vape on the Glenstal site, irrespective of age. Students found to be smoking or vaping will be subject to a suspension from school.

Alcohol is not permitted before Sixth Year and then only for over 18s at specific and regulated school events.

Any student choosing not to follow our clear policy in relation to smoking, vaping and alcohol, or who introduces an illegal drug to the school, is putting his place at Glenstal at risk.

Should any student need help or advice about any of these issues, he should feel free to seek help from the school and he will be supported to deal with the problem.

Visitors

As part of our Safeguarding protocols, ALL visitors to the school must sign in electronically at the school reception and wear the visitor badge provided for the duration of their visit.

When visiting the school for coffee after Mass on Sunday morning, parents are asked to enter the school at the Castle door. Parents must sign in at the Castle reception hall before going into the Barrington Suite, and sign out at the same place when they leave. There is a visitor toilet on the corridor which leads from the Castle reception hall to the Library (second door on the left).

Students from overseas are welcome to entertain their family in one of the parlours, however this needs to be arranged well in advance by contacting the Headmaster.

Safeguarding

At Glenstal we take safeguarding very seriously indeed and work closely with the Monastery on a campus-wide safeguarding policy. The school's child safeguarding statement and risk assessment is located in the school reception and online. Should you have any comments or concerns about safeguarding please speak to Mr Marius Carney the Designated Liaison Person for safeguarding, or Deputy Designated Liaison Persons, Ms Mairead O'Sullivan or Mr Kieran Sparling.

Child Safeguarding Statement

Glenstal Abbey School is a Catholic Secondary Boys Boarding School with students enrolled from First to Sixth Year. We are committed to the care, welfare, development and well-being of all our students.

The Board of Management of Glenstal Abbey School has adopted, without modification, the Department of Education's *Child Protection Procedures for Primary and Post Primary Schools 2017* and identifies as our objectives to:

- recognise and uphold the rights of children to be protected, encouraged and have their rights respected
- recognise that the welfare of children must always come first, regardless of all other considerations
- adopt the safest possible practices to prevent or minimise the possibility of harm or accidents happening and protect workers from the necessity of risk taking and leaving themselves open to accusations of abuse or neglect
- develop safe recruitment practices and take all reasonable steps to ensure candidates are suitable for working with children
- recognise that early intervention with vulnerable or at risk children may prevent serious harm from happening to them at a later stage
- provide an induction course for new staff and ensure that, house assistants and prefects are clear in their responsibilities and the procedures to be followed

Designated Liaison Person (DLP)

Mr Marius Carney
Headmaster & Principal
principal@glenstal.com

Deputy Designated Liaison Persons (DDLDP)

Ms Mairead O'Sullivan
Acting Deputy Principal
mosullivan@glenstal.com

Mr Kieran Sparling
Head of Boarding
ksparling@glenstal.com

The full Child Safeguarding Statement & Risk Assessment is available at the School's Reception Desk