



Glenstal Abbey  
SCHOOL



A GUIDE FOR  
**Parents & Students**

Published June 2024



## Quick Reference 2024

Find key information here, including term dates and how to contact the school.



## New Students

An introduction to life at Glenstal and guidance on how to prepare for joining the school.



## International Students

Information on the Irish curriculum, travelling to/from Ireland, guardianship and more, for parents residing outside Ireland.



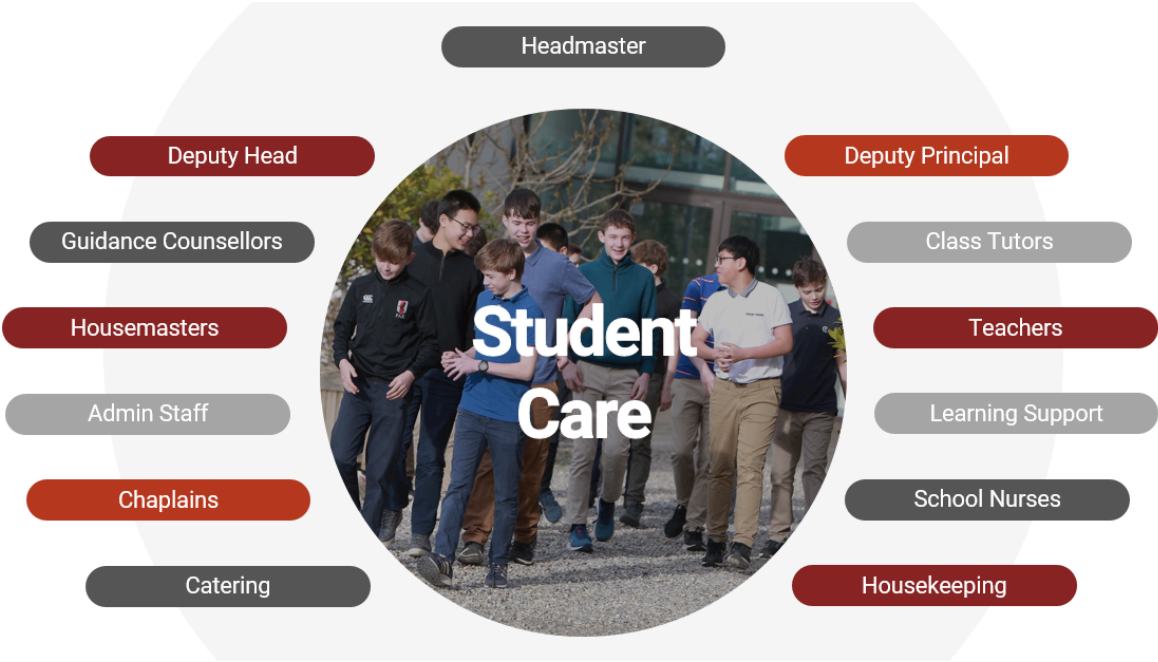
## A-Z General Information

Reference information on all aspects of school life, protocols, policies and procedures.

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# Safeguarding

The school is committed to the highest possible standards of care and safeguarding. Every member of staff shares this commitment to the holistic development and welfare 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*.

If you have a child protection concern please contact the Designated Liaison Person or the Deputy Designated Liaison Person:

**Designated Liaison Person (DLP)**

**Mr Marius Carney**  
Headmaster & Principal  
principal@glenstal.com

**Deputy Designated Liaison Persons (DDLDP)**

**Ms Gráinne Foley**

Deputy Principal

[gfoley@glenstal.com](mailto:gfoley@glenstal.com)

**Fr William Fennelly OSB**

Deputy Head

[william@glenstal.com](mailto:william@glenstal.com)

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



# QUICK REFERENCE

Find key information for this academic year here, including term dates and how to contact the school.

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## QUICK REFERENCE

### How to Contact the School

<b>Absence from School</b> <b>All absences/exeats must be notified to the school before your son departs</b>	<b>attendance@glenstal.com</b> Please cc. the relevant Housemaster, as listed below.
<b>General Enquiries</b>	<b>Wendy Cosgrove</b> (School Administrator) administration@glenstal.com +353 (0)61 621010
<b>Academic Matters</b> Your son's Class Tutor is your first point of contact for academic matters.	Class Tutor email addresses will be circulated at the start of the academic year. Subject teachers may also be contacted via administration@glenstal.com.  You may also contact the <b>Deputy Principal</b> deputyprincipal@glenstal.com
<b>Boarding</b>	<b>Junior Housemaster</b> - jhm@glenstal.com <b>Inter Housemaster</b> - ihm@glenstal.com <b>Senior Housemaster</b> - shm@glenstal.com  <b>In case of emergency outside school office hours</b> the Duty Housemaster may be contacted on +353 (0)61 621019.  You may also contact the <b>Deputy Head with responsibility for Boarding:</b> Fr William Fennelly OSB deputyhead@glenstal.com
<b>Sports &amp; Extra Curricular Activities</b>	<b>Nick Miller</b> nmiller@glenstal.com
<b>Guidance Counsellors</b>	<b>Fiona Hanly</b> fhanly@glenstal.com +353 (0)61 621066 <b>Siobhan O'Neill</b> soneill@glenstal.com +353 (0)61 621066
<b>Health Centre</b>	<b>Nurse on Duty</b> nurse@glenstal.com +353 (0)61 621096
<b>Headmaster</b>	<b>Marius Carney</b> via Kelly Ryan (PA to Headmaster) kryan@glenstal.com +353 (0)61 621011

## Term Dates 2024/25

### Term 1

Wed	28 Aug 2024	12.00	Sixth Year Prefects return
		15.00	<b>New</b> Fifth and Third Year students arrive
		17.00	Sixth, Fifth and Third Year boarders return
Thu	29 Aug 2024	08.30	Sixth, Fifth and Third Year - classes commence
		15.00	<b>New</b> Transition Year students arrive
		17.00	Transition Year boarders return
Fri	30 Aug 2024	08.30	Transition Year - Induction
Sun	1 Sep 2024	15.00	<b>First Year</b> students arrive Welcome for all First Year students
		15.00	<b>New</b> Second Year students arrive
		17.00	Second Year boarders return
Mon	2 Sep 2024	08.30	First Year - Induction
		08.30	Second Year - classes commence

Fri	27 Sep 2024	12.40	School closes after lunch for <b>exeat weekend</b>
Mon	30 Sep 2024	17.00	Boarders return
Tue	1 Oct 2024	08.30	Classes re-commence

Fri	25 Oct 2024	12.40	School closes after lunch for <b>mid term break</b>
Mon	4 Nov 2024		<b>School closed</b> for a Dept of Education mandated teacher continuous professional development day
		17.00	Boarders return
Tue	5 Nov 2024	08.30	Classes re-commence

Fri	22 Nov 2024	12.40	School closes after lunch for <b>exeat weekend</b>
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Mon	25 Nov 2024	17.00	Boarders return
Tue	26 Nov 2024	08.30	Classes re-commence

Fri	20 Dec 2024	12.40	School closes after lunch for <b>Christmas break</b>
Mon	6 Jan 2025		<b>School closed</b> for a Dept of Education mandated teacher continuous professional development day
		17.00	Boarders return
Tue	7 Jan 2025	08.30	Classes re-commence

## Term 2

Fri	31 Jan 2025	12.40	School closes after lunch for <b>St Brigid's break</b>
Mon	3 Feb 2025	17.00	Boarders return
Tue	4 Feb 2025	08.30	Classes re-commence

Fri	14 Feb 2025	12.40	School closes after lunch for <b>mid term break</b>
Sun	23 Feb 2025	17.00	Boarders return
Mon	24 Feb 2025	08.30	Classes re-commence

Fri	14 Mar 2025	12.40	School closes after lunch for <b>St Patrick's break</b>
Mon	17 Mar 2025	17.00	Boarders return
Tue	18 Mar 2025	08.30	Classes re-commence

Fri	11 Apr 2025	12.40	School closes after lunch for <b>Easter break</b>  <b>Sixth Year boarders only may remain in school for the duration of their Leaving Cert Oral Examinations (if required - schedule to be confirmed by State Examinations Commission).</b>
Sun	27 Apr 2025	17.00	Boarders return
Mon	28 Apr 2025	08.30	Classes re-commence

### Term 3

Fri	2 May 2025	12.40	School closes after lunch for <b>exeat weekend</b> <b>Sixth Year boarders may remain in school for revision purposes.</b>
			<b>Sixth Year Leavers' Dinner</b>
Mon	5 May 2025	17.00	Boarders return
Tue	6 May 2025	08.30	Classes re-commence

Mon	19 May 2025		<b>Transition Year Graduation</b>
Tue	20 May 2025	08.30	<b>End of academic year for Transition Year students</b> Students not participating in the Camino Trip may depart school
Sun	25 May 2025		<b>Parents' Day</b>
		17.00	<b>Third Year students depart for study leave at home</b> <b>Sixth Year students depart for a short break at home (until at least 5pm on Tuesday 27 May)</b>
Tue	27 May	17.00	<b>[Optional] Sixth Year students may return to school for study purposes.</b>
Fri	30 May 2025	12.40	School closes after lunch for <b>summer break</b> <b>[Optional] Sixth Year boarders may remain at school for study purposes.</b>
Mon	2 Jun 2025	17.00	Third Year boarders return
Wed	4 Jun 2025		<i>Expected start date of Junior Cycle and Leaving Certificate examinations</i>

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## 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. Top-up stationery items are available to purchase from reception during the school year.

### Other Items

- Laptop (or equivalent device with an attached physical keyboard)
- Headphones
- Mobile phone (subject to parental preference)
- Device chargers (& adaptors if required)
- School bag (optional: A Glenstal backpack is available from [gleesonsport.ie](http://gleesonsport.ie))
- Musical instrument (if taking tuition at school)
- Reusable water bottle
- Reusable hot drink cup (if desired)
- Any required medication (Boarders MUST deposit medication with the Nurse in the Health Centre)

### Clothing & Dress Code

#### Classroom Dress Code:

- Collared shirts/polo shirts
- Jumper/half zip top (no hoodies)
- Chinos or corduroy trousers
- Shoes or trainers (no slippers, flip flops, sliders, sandals or similar)

The following are not acceptable classroom wear: Hoodies, jeans, shorts, tracksuit pants, t-shirts and any garments whose design, cut or decoration is likely to offend.

Students should not dress in Glenstal sports shorts/pants/tops for class (unless it is a PE class).

Coats should not be worn during class or study time.

*Classroom Dress Code Examples:*



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

**Formal Dress Code:**

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”.

- Navy blazer
- Beige formal chino trousers
- Blue or white formal collared shirt x 2
- School tie (a tie is provided to all new students on arrival - replacements will be billed to account)
- Formal leather shoes



## Sports Wear & Equipment

**All students should wear Glenstal sports gear for all on site and off site training, matches and competitions. First to Fourth Year students must wear Glenstal sports gear for PE lessons.**

Gleeson's Sports are the supplier for Glenstal sportswear. Individual items and kit bundles may be purchased **in store or online at <https://gleesonsport.ie/collections/glenstal-abbey-school>**.

Gleeson's also provides an embroidery service, to mark sports wear with your son's student ID.

As a minimum, one of each of the following items are needed:

- Glenstal PE shorts
- Glenstal Canterbury skinny pants
- Glenstal ¼ zip training top
- Glenstal PE or games top
- Glenstal socks

Plus

- Sports' trainers
- Rugby/GAA/soccer boots
- Rugby scrum caps are compulsory for all First Years and strongly recommended for all other players.

Note: Daily sports laundry is available to all students at no additional charge.



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 exchange for a different size, or for labeling with your son's student ID. This can be arranged through Gleeson Sports.

Should boys already be in possession of the equipment needed for a sport (hurley, helmet, tennis racket, golf clubs etc.), they should bring it with them to school. We would advise against investing in equipment for a new sport until the students show a real interest in participation.

### **General Clothing**

- Casual clothing to wear during free time
- Night wear
- Underwear
- Coat/Jacket
- Swimwear and swim cap
- Seasonally appropriate hat
- Wash bag (no aerosols - roll on deodorant is permitted)
- Sliders
- Slippers
- Sunscreen

### **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 x 1 (no feather duvets allowed)
- Pillow x 1 (no feather pillows allowed)
- Duvet Covers x 2 (1 x light-coloured and 1 x dark coloured)
- Single Fitted Sheet x 2 (1 x light-coloured and 1 x dark coloured)
- Pillowcase x 2 (1 x light-coloured and 1 x dark coloured)
- Bath towels x 2

## **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.

### **Students must not bring cash to school.**

Should you wish your son to have spending money whilst at school, for example to visit the local shop, please ensure that he has access to a debit card (Junior Revolut or similar), prepaid debit card (providers include Mastercard or Visa) or credit card, which you can monitor/fund remotely.

The school takes no responsibility for the loss of cash brought to school.

### **\*\*\*\* IMPORTANT\*\*\*\* All Belongings Must Be Labelled with Student ID and/or Name**

Please place labels where they can be easily seen. No responsibility can be taken for unmarked items.

- Sew woven fabric ID/name tags onto clothing or label with a fabric Sharpie-type pen (iron-on name tags are not suitable as they detach during washing).
- Label footwear with a woven fabric ID/name tag sewn onto the tongue or a mark with a fabric sharpie pen, or Tipp-Ex on the soles.
- Label bed linen and towels with a large marker pen.
- Mark books, stationery, water bottles, bags, rackets, games and other belongings with ID/name.

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## Fee Information, Terms & Conditions 2024/25

Fees are effective as of July 1st 2024 and are subject to annual review.

1. Annual Fees
2. Other Charges & Levies
3. Payment Methods & Options
4. Student Expense Account
5. Terms and Conditions

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### Annual Fees

Invoiced (by email) in advance, in July of each year. The payment options available are outlined below.

<b>DOMESTIC STUDENTS (Parent/s resident in Republic of Ireland)</b> <b>Boarding</b> Includes Tuition and Full Boarding	€22,464
<b>DOMESTIC STUDENTS (Parent/s resident in Republic of Ireland)</b> <b>Day Boarding</b> Includes Tuition, After School Activity Programme, Evening Study and Meals, plus up to 10 overnight stays per year	€13,933
<b>INTERNATIONAL STUDENTS EU/UK</b> <b>(Parent/s resident in EU/UK + Switzerland)</b> <b>Boarding</b> Includes Tuition, Full Boarding, School Stationery, School Book Rental & Linen Hire	€23,464
<b>INTERNATIONAL STUDENTS REST OF WORLD</b> <b>(Parent/s resident outside EU/UK)</b> <b>Boarding</b> Includes Tuition, Full Boarding, School Stationery, School Book Rental & Linen Hire	€26,694

**All fees include sports' kit laundry**, available every weekday at no additional charge.

**Siblings Discount:** A 10% discount applies to second and subsequent brothers enrolled in the school at the same time.

**Enrolment Mid School Year:** Enrolments mid school year may be subject to fees of a minimum of 50% of the annual fee.

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## Other Levies

Invoiced (by email) in advance, in July of each year. The payment options available are outlined below.

<b>Application fee</b> (non refundable)	€50
<b>Deposit</b> Payable once a place is offered. Allowable against the final Expense Account at the end of Sixth year (or the end of current year for students enrolled on a one year basis). The deposit will not be refunded if a place is accepted, but not ultimately taken up. The deposit will not be refunded if a student is withdrawn from school or leaves for any reason before the completion of Sixth year (or of the current year in the case of students enrolled on a one year basis.)	€2,000
<b>Transition (Fourth) Year Levy</b> Applies to both boarding and day boarding students.	€875
<b>Late Joiners' Levy</b>  Levy for joining <b>Junior Cycle</b> (Second or Third Year)  Levy for joining <b>Senior Cycle</b> (Fifth Year) Invoiced 50% prior to Fifth Year and 50% prior to Sixth Year	€1,000  €2,000

*International students may incur costs for guardianship and host family services. These services are not provided by the school and these fees should be settled directly with the service provider.*

## Fees and Levies: Payment Methods & Options

<b>FULL PAYMENT</b>	By bank transfer by 1 August 2023	
<b>PAYMENT PLAN OPTIONS</b>	<b>PERMANENT STUDENTS</b>  <b>2 PAYMENTS</b>  <b>By bank transfer</b> Bank transfer for <b>50%</b> of total payable by 1st August and Bank transfer for <b>50%</b> of total payable by 31 January  OR  <b>8 PAYMENTS</b>	<b>ONE YEAR STUDENTS</b>  <b>2 PAYMENTS</b>  <b>By bank transfer</b> Bank transfer for <b>70%</b> of total payable by 1st August and Bank transfer for the balancing <b>30%</b> of total payable by 31st December  OR  <b>INITIAL PAYMENT FOLLOWED BY 8 PAYMENTS</b>

	<b>By standing order - please set these up directly with your bank.</b> First payment on 25 August, then on 25th of each month until 25th March .	<b>By bank transfer</b> First payment of <b>50%</b> of total payable by 1 August 2023, followed by <b>8</b> equal monthly payments from 15 September to 15 April.
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### Bank Account Details

The **CUSTOMER CODE** from your invoice must be included as the bank transfer reference.

<b>Name of Account</b>	GLENSTAL ABBEY SCHOOL FEE ACCOUNT
<b>IBAN</b>	IE15 BOFI 9043 0969 2857 61
<b>BIC (SWIFT)</b>	BOFIE2D
<b>Bank</b>	Bank of Ireland 125 O'Connell Street, Limerick, Ireland

A statement of fee account will be issued to parents/guardians twice a year, or on request to [accounts@glenstal.com](mailto:accounts@glenstal.com).

### Student Expense Account

Expense invoices are issued by email in January (for expenses incurred September to December) and in July (expenses incurred January to June).

**All expense invoices are due immediately on receipt and may be paid by bank transfer, or by card over the phone, by calling School Accounts +353 (0)61 621023.**

Includes items such as:

- Taxi/bus/train transport arranged by the school on your behalf (in case of late cancellation, you may still be charged)
- Day boarder minibuss service (Once opted in, charges apply regardless of attendance.)
- Optional music tuition (Typically €775 per year for weekly lessons. Once opted in, charges apply regardless of attendance. Charges may vary.)
- Optional sports tuition - includes golf, tennis coaching, indoor climbing, rowing, equestrian, fencing (Typically €12 per hour. Once opted in, charges apply regardless of attendance. Charges may vary)
- Other optional tuition, examination entries and related expenses
- Medical bills / prescription charges incurred by the school on your behalf
- Incidental expenses during trips/excursions, for example meals, snacks
- Optional domestic or international trips/tours
- House recreational/social activities e.g. weekend surfing trip.

- Other incidental expenses
- Laundry bags and laundry service (charged by weight). Please note there is NO CHARGE for sports laundry.

<b>Weight</b>	<b>Charge</b>
<3 kgs	€12
3-6 kgs	€14
6-8 kgs	€16
8-10 kgs	€18
10-12 kgs	€20
12-14 kgs	€22
14-16 kgs	€24

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### **Financial Terms & Conditions**

- The Parent/Guardian undertakes to pay in full all Fees and Expenses in respect of the student which are incurred while the student attends Glenstal Abbey School. All Fees and Expenses must be paid on or before the specified payment date(s).
- The signatory (signatories) on the student's enrolment form accepts responsibility for all monies due. Liability is joint and several for two signatories.
- A deposit is payable when an offer of a place in the school has been accepted. The deposit is not refundable if the student does not take a place at the school, or if the student leaves the school before the completion of Sixth year (or the current year in the case of one year students).
- Fee accounts must be kept up to date in order to secure the student's place in the school.
- There is no remission on fees for absences (e.g. ill-health, work experience, exchanges or personal projects).
- There is no remission on fees if residential boarding is withdrawn by the school for behavioural reasons.
- There is no remission on fees for unexpected school closures outside of the control of the Board of Management.
- A term's notice must be given in writing when a student is being withdrawn from school. If the required notice is not received, a full term's fees are payable. Deposits are not refundable where a student is withdrawn or expelled from school.
- Interest will be charged on overdue accounts.
- It is a School policy that any grinds provided at the school must be delivered by Glenstal Abbey School teachers. Requests for the provision of grinds must be submitted to the Principal. Grinds are charged to the student's expense account. Teachers must not be paid directly for these.

- The school will charge the Parent/Guardian for the full replacement cost of any items of property damaged or broken by the student, including the cost of labour, regardless of whether that labour is supplied by employees of the school or supplied by external professionals.
- Any failure or delay by the school in enforcing or partially enforcing its rights under these Terms & Conditions shall not be constituted as a waiver of any of its rights hereunder.
- Nothing in these Terms & Conditions affects the statutory rights of the Parent/Guardian.
- These Terms & Conditions are governed by the laws of Ireland and the parties submit to the jurisdiction of the Irish courts.
- The School reserves the right to make reasonable changes to these Terms & Conditions from time to time.

*Last revised 14 March 2024.*



# NEW STUDENTS

An introduction to life at Glenstal and guidance on how to prepare for joining the school.

## **NEW STUDENTS**

This section provides an introduction to our life at Glenstal Abbey School, aimed at those who are new to the school. Parents/guardians are encouraged to familiarise themselves with all the information contained in this document.

### **An Introduction to Glenstal**



#### **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; the family 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 superb 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. During term time, tea and coffee is served for parents after Sunday Mass.

Confessions are available on Saturday afternoon in the Monastery Church..

### **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.

## A Typical Week for a Glenstal Student

### Monday, Tuesday, Thursday and Friday

07:30	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	LUNCH
13:30	Lesson 6
14:10	Lesson 7
14:50	Lesson 8
15:30	Sports / Clubs and Societies / Individual music lessons
17:15	SNACK – Refectory
17:40	Study I / Individual music lessons
19:00	SUPPER
20:00	Study II / Clubs and Societies / Individual music lessons
21:00	Free time followed by house meeting and roll call Lights out (times for each year group are shown below)

### Wednesdays

On Wednesday classes finish at 12:40, following lunch, sport and extra-curricular activities take place until approx. 17:00, followed by Study I, Supper and Study II.

## Saturdays

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

12:40	LUNCH
13:30	Sports, extracurricular activities and optional excursions (as scheduled)
17:40	Study I
19:00	SUPPER
19:30	House recreational activities / free time
	House meeting and roll call
	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
19:00	Supper
20:00	Study II (Fifth & Sixth Year only) or Free Time (First to Fourth)
21:15	Free time / study time followed by house meeting and roll call
	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 12:40 on a Wednesday and a 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.

Study takes place in the classrooms adjacent to the Atrium. A Fifth Year student is appointed as Study Monitor for each of these rooms to set a good tone and example. Housemasters take an attendance roll call for Study on Compass, move around the study classrooms and offer support as required. During Study, the Sixth Year students are expected to study in their study-bedrooms.

Day Boarders may leave school from 19:00 (the end of Study I) or following supper.

<b>Year</b>	<b>Mon - Fri: Study I</b>	<b>Mon - Fri: Study II</b>	<b>Saturday: Study I only</b>	<b>Sunday: Study II only</b>
First Year	17:40 - 19:00	20:00 - 21:00	17:40 - 19:00	-
Second Year	17:40 - 19:00	20:00 - 21:00	17:40 - 19:00	-
Third Year	17:40 - 19:00	20:00 - 21:00	17:40 - 19:00	20:00 - 21:00
Transition Year	17:40 - 19:00	20:00 - 21:00	17:40 - 19:00	20:00 - 21:00
Senior House	17:40 - 19:00	20:00 - 21:00	17:40 - 19:00	20:00 - 21:00

### **Student Diary**

Every student is provided with a diary 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.

### **Class Tutor**

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

### **Examinations**

<b>Year</b>	<b>Summary of Examinations</b>
First Year	In house examinations in November/December and May
Second Year	In house examinations in November/December and May Class-based Assessments (CBAs).
Third Year	Mock examinations in January. State examinations in June. Class-based Assessments (CBAs).
Transition Year	In house examinations and project work
Fifth Year	In house examinations in November/December and May
Sixth Year	Mock examinations in January. Project work. Oral examinations during the first week of the Easter break. 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 multinational and multilingual community. The principal languages of our community are English and Irish. Our day to day discourse and lessons are conducted predominantly 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.

## Boarding Life

Our school is divided into three Houses grouped by age. The key person for the supervision of each House is the Housemaster (Houseparent). This team is in *loco parentis* outside of scheduled class times.

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

As with all our employees, the Housemaster team are all Garda (Police) vetted, and First Aid trained. The team works a shift pattern where they are on duty once the main academic day is over – i.e. after 3.30pm on Monday, Tuesday, Thursday and Friday; after lunch on Wednesday and Saturday and all day on Sunday.

Housemasters may be contacted at the above email addresses.

**In case of emergency outside of school office hours**, the Duty Housemaster may be contacted on 061 621019. As the Housemaster may be in a busy environment, please allow the phone to ring several times. Missed calls will be returned as soon as possible.

We respectfully ask that routine communication, including requests for exeats, be made via email.

The Housemaster will:

- Supervise/coach sports, extra-curricular and recreational/social activities - many of our housemasters are also sports coaches
- Supervise snack time and supper, eating with students in the Junior or Senior Refectories.
- Take an attendance roll call for Study, moving around the study classrooms and offer support as required
- Lead the House meeting and roll call.
- Meet with any student who has medicine to be administered at bedtime, to ensure that the medicine has been taken

- Be resident overnight in the Housemaster bedroom adjacent to the students in their care and be available during the night should there be an emergency.
- Wake up each dormitory at 07:30
- Supervise breakfast, eating with students in the Junior or Senior Refectories.
- Take roll-call at 08:35.

There are also other staff on duty outside the academic day:

- The School Administration is available until 5pm.
- A number of sports coaches and physio staff work with students in the early evening.
- Some teachers of Senior Cycle subjects, and our team of eight music teachers work in the school during the hours of 4.30pm - 9.30pm Monday to Friday.
- The Health Centre nurse on duty is available between 5pm – 7.30pm each evening, and in the morning from 8am - 11am.
- The Catering team and the Laundry team work until 9pm and begin again at 7am.
- The Housekeeping team work during the evenings and mornings at weekends.
- The monastic Chaplains often attend breakfast and supper with the students, and help with evening Chaplaincy activities such as voluntary Mass, Icon Chapel Prayer group, visits to Compline in the Abbey Church and Services of Reconciliation.
- Our school driver provides the minibus service for Day Boarders, and takes groups to various other events.

### **Free Time**

During free time, for example after second study, students will typically call family and friends; do some music practice; use the gym; play sports for fun in the sports' hall (or on the pitches during the long evenings); visit the library; organise their laundry or change their beds; attend meetings of various kinds (e.g. the Debating Society, or extra choir or band rehearsals).



## **Dorm Life**

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. Luggage storage rooms are also provided.

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.

Day boarders are not permitted to enter the dormitories.

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, or if accompanied by a Housemaster.

## **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.

## **The Pantry**

Each House has access to a pantry which provides a basic kitchen facility and is stocked daily with milk and bread. 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

## **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 and changing their own bed linen.

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 Boarders 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](mailto:housekeeping@glenstal.com).

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 all 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](mailto:housekeeping@glenstal.com).

For international students, laundry bags are included in the fee.

### **Looking After Personal Belongings**

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#### **Personal Items**

It is not recommended to bring very valuable or precious items to school. Each student has an academic locker and, for boarders, a bedside locker in his dorm adjacent to his bed for storage of personal items, both should be locked with a combination padlock. <>

#### **Passports**

**Any student bringing a passport or other important identity document to school** should hand their passport to School Reception as soon as possible after their arrival at school, where it will be stored safely.

#### **Spending Money**

Cashless payments are now widely accepted and options such as a Junior Revolut account which you can review/fund remotely for your son, or prepaid debit card options from providers like Mastercard or Visa is recommended.

Students should not bring sums of cash to school. The school takes no responsibility for the loss of cash brought to school.

#### **Leaving Dorms for the School Breaks**

With the exception of the Easter and Summer breaks, students may leave belongings in dorms during school breaks. Students should not 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.

## **Excursions & Recreational Activities**

Recreational and social activities both onsite and offsite are arranged throughout the year. These fun, social activities for students, usually take place on a Saturday afternoon or evening, and occasionally on a Sunday afternoon. 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.

Off site activities will usually be accompanied by two or more members of staff, including Housemasters, Boarding Assistants, Monks, Sports Coaches or other employees of the school.

Students may have free time for shopping etc. during school trips. Students are required to be in groups of not fewer than three, and to behave well. They will be made aware of the meeting point and where to find a member of staff if necessary. When going to a crowded venue such as a city centre environment etc., students are given an emergency phone number of a school phone held by a member of staff.

## **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.

## 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
- Table tennis
- Tennis\*

\*Activity incurs additional fees.

### Weights 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.

### Music

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

## **Choir**

The choir leads the music every Sunday morning at Mass at 10am, and on many occasions throughout the school year. The choir group also tours together to locations in Ireland and internationally. The choir rehearses on Monday, Tuesday and Friday lunchtime and at 9.20 on Sunday.

## **Individual Music Tuition**

Students who wish to take lessons in specific instruments can avail of individual 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. A form to request tuition for the coming academic year is shared with parents each summer. Students will have one half hour lesson per week and lesson fees are billed to account. Students will be notified of the day and time of their weekly lesson at the beginning of term. In addition students should aim for two practice times per week.

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

## **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 may include:**

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

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

## 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 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 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 the Student 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.

Teachers 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.



# INTERNATIONAL STUDENTS

An introduction to life at Glenstal and  
guidance on how to prepare for joining the  
school.

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## INTERNATIONAL STUDENTS

At Glenstal we warmly welcome international students from all over the world on both a permanent basis, and for stays of one academic year.

This section intends to provide practical information specifically for international students, their parents/guardians and agents, to assist with planning for schooling in Ireland.

### Irish Curriculum

Please note that all students, including those enrolling for one year only, are required to fully participate in all school and State assessments.

#### Junior Cycle

Junior Cycle includes the First, Second and Third Year of secondary schooling. First Year is equivalent to UK Year 8 / US 7th Grade. Students must be at least 12 years of age on 1 January of their First Year.

In First Year at Glenstal, a broad curriculum is offered, including:

Art | Business | Classical Studies | Civic, Social & Political Education | English\* | French | Geography\* | German | Graphics | History\* | Irish\* | Mathematics\* | Music | Physical Education | Religious Education\* | Science\* | Social, Personal & Health Education

During Second and Third Year, students complete classroom-based assessments in all subjects. At the end of Third Year (in June), students sit formal State examinations in the compulsory subjects\*, two chosen subjects and in most cases, a modern language. The results of the Junior Cycle state examinations are published in the Autumn.

More information about the Junior Cycle may be found [here](#).

Students previously educated entirely outside the State are usually exempt from the compulsory requirement to study the Irish language.

#### Transition Year (also known as TY / Fourth Year)

Transition Year acts as a bridge between the more dependent learning of the Junior Cycle to the more independent self-directed learning required for the Senior Cycle. It offers students the opportunity to mature, develop and prepare for the ever-changing demands of the adult world.

The programme combines an academic timetable, with the content designed to introduce the students to subjects at Leaving Certificate level, with structured opportunities for students to develop in areas including Leadership, Business & Law, Work & Life Skills, Spiritual Life, Sports and Music.

For international students seeking a one year stay in Ireland, the Transition Year programme provides an excellent opportunity to fully participate in school life here. This varied and balanced programme provides the opportunity for personal growth, to develop independence and to be immersed in an English-speaking environment – many choose to stay to complete their secondary education.

### **Senior Cycle**

This is the Fifth and Sixth (final) Year of secondary schooling. Students typically study 7 subjects, assessed through a combination of coursework and culminating in state examinations at the end of Sixth Year.

The Leaving Certificate curriculum on offer provides a broad and balanced choice of subjects. Our Guidance Counsellors will assist students throughout the subject choice process.

Accounting | Agricultural Science | Applied Mathematics | Art | Biology | Business | Chemistry | Classical Studies | Construction Studies | Design & Communication Graphics | Economics | French | Geography | German | History | Irish | Mathematics | Music | Physics | Religious Education | Spanish

Please note that subjects are not guaranteed to be available and option lines will vary based on demand. If a particular class is full, priority will be given to students enrolled on a permanent basis.

Tuition in some optional or additional subjects may be at an extra charge.

Students previously educated entirely outside the State are usually exempt from the compulsory requirement to study the Irish language.

More information about the Senior Cycle may be found [here](#).

The Irish Leaving Certificate is widely accepted for entry to universities around the world. Our Guidance Counsellors will assist students in preparing applications to national and international universities.

Parents should verify with the higher education authority in their home country

that chosen subjects for Leaving Certificate will qualify for matriculation purposes at universities in that jurisdiction.

### **Validation of Studies**

International students returning to school in their home State will be provided with an academic certification letter at the end of the academic year (during June) to confirm the student's successful completion of the relevant course.

## **Guardianship**

**When a student's parents reside outside Ireland, the student must have an appointed Guardian in Ireland. The Guardian acts in *'loco parentis'* for the student whilst he is studying at the school.**

Guardians must be:

- Over 25 years of age
- Reside in Ireland, ideally within 2 hours' drive of the school
- Be in a position to assist the student at any time, should the need arise

You may wish to appoint a relative or friend to act as guardian, alternatively there are guardianship service providers who can provide this service.

Parents should ensure that the appointed Guardian is Garda (Police) Vetted, has undertaken Child Safeguarding Training and has a Child Protection Policy and Student Care Plan in place. Parents must fully satisfy themselves as to the suitability of their chosen Guardian.

Guardians are **required** to:

- Ensure the student has safe and suitable accommodation and appropriate care and supervision when he is in Ireland and not at school
- Accompany the student, at short notice if required, to medical appointments, or during hospital stays
- Arrange care for the student if he is unable to attend school
- Liaise with the school as is required an in *loco parentis* in relation to, for example, illness/injury, other appointments, academic, pastoral or disciplinary matters.

A Guardian **may** also:

- Make pastoral visits to school, to meet the student and check on his progress
- Represent parents at school events, such as Parent Teacher Meetings
- Provide or coordinate with the school in relation to airport transfers / accompanying to airport check in



- Providing an extra level of support for the student, whom they can turn to for assistance or advice

The school reserves the right to determine the acceptability of arrangements made for a student when they are residing out of School. Please note that regardless of the student's age, unsupervised stays in hotels or other such accommodation are not deemed as providing an adequate level of care.

## **Travel to/from Ireland**

The school is just 30 minutes from **Shannon Airport**, which provides regular flights to all London airports and many other UK, European and US Cities. **Dublin Airport** serves more destinations and can be easily accessed in around 2 1/2 hours via regular public bus services that run to/from Limerick. These bus stops are a short taxi/minibus journey from the school.

The school office will, on request, arrange ground transportation to both airports or other locations in Ireland. Please contact [administration@glenstal.com](mailto:administration@glenstal.com) to request a booking, or ask your Guardian to make these arrangements on your behalf.

The cost of travel arranged on behalf of parents will be added to the student's expense account. Where possible the school will schedule students travelling at similar times and/or to the same destination to travel with other Glenstal students (please note that this cannot be guaranteed).

The school does not book Airline tickets. Please note that some airlines will require an adult to accompany a minor child at check in - please check with your airline and if necessary request this service from your son's Guardian in Ireland.

### **Visas**

The school is unable to assist with visas. By enrolling your son at the school you commit to ensuring all relevant visa requirements are met prior to entry and maintained in order throughout your son's time at the school.

### **Passports**

**Any student bringing a passport or other important identity document to school** must hand their passport to School Reception as soon as possible after their arrival at school, where it will be stored safely.

## School Closure Periods

**Glenstal is a 7 day boarding school. The school is open to boarding students 7 days a week, except during the mid term, Christmas, Easter and Summer breaks and exeat weekends, as shown on the term dates calendar for the year.**

On departure day, classes finish at 12.40, lunch is available for students and then they should depart by approx. 13.30. School re-opens at 17.00 on the day of return.

In addition, there are usually 2 teacher training days during the school year, mandated by the Department of Education, when the school will close.

All students must leave school during the closure periods - there is no staff supervision in place during closures.

International students will usually travel home for longer breaks and stay with a host family during shorter breaks/exeat weekends. Your guardianship provider will normally be able to assist with arranging host family stays for your son.

## Accessing Healthcare

The School Health Centre's nurses offer day to day medical assistance. Students will be referred to the local GP (Doctor's Office) or urgent care providers as required.

Those unfamiliar with the Irish health system are recommended to familiarise themselves with the level of provision available and to acquire health insurance to meet their requirements. More information may be found at [citizensinformation.ie](http://citizensinformation.ie)

It is recommended to have private health insurance in place. The following providers have quick access private clinics in close proximity (30 minute drive) of the school for minor injuries/illnesses.

- [VHI Healthcare](#) (membership required to attend clinic)
- [Laya Healthcare](#)

It is recommended that students eligible for a European Health Insurance Card obtain the card prior to their arrival in Ireland.

## Visiting Ireland

If you are visiting Ireland either prior to your son's enrolment here, or during his time at Glenstal, the following information may be helpful.

It is advisable to rent a car for visits to Ireland, the location of the school and of many tourist attractions are rural with limited public transport options.

Glenstal, located in Co. Limerick, is approximately 40 minutes by car from Shannon Airport, and approximately 2 hours drive from both Dublin and Cork airports.

## Visiting Glenstal

Students may show their parents around the school. Please sign in at the school reception before entering the school. Note that visitors must not enter student bathrooms, changing rooms or dormitories. All other tours of the school must be accompanied by a member of staff.

Visitors are welcome to join the monks for the different hours of prayer and may visit the Abbey Church at any time. Information is available at the Monastery Reception, open weekdays 09.00 – 17.00 and located on the right after the castle arch. Visitors are also welcome to visit the grounds and the gift shop.

The address here is: Glenstal Abbey, Murroe, Co. Limerick, V94 HC84.

The eircode here is: V94 HC84

## Our Locality

### **Murroe Village** (5 min drive)

Post Office / Pharmacy / Petrol Station with Small Supermarket / Restaurant / Takeaway / Primary School / Church / Pub

### **Newport Town** (10 min drive)

Small supermarket / Doctor's Surgery / Gym / Garden Centre / Cafes / Takeaways / Barber / Hairdresser / Beautician

## **Limerick**

Annacotty / Castletroy (20 min drive) - Supermarkets / Restaurants / Large Selection of Services

University of Limerick (25 min drive) - University Concert Hall / Extensive Sports Facilities

Toward Limerick City (25-35 min drive) - All Major Retailers & Services

## **Activities Nearby**

Walking/Hiking Trails: The Clare Glens / Keeper Hill / Silvermines / The Galtees

Watersports: Lough Derg

Golf: Adare Manor / Ballykisteen / Dundrum

## **Places of interest within 1-1.5 hours drive**

Ennis

Clare Coastline (Kilkee, Lahinch, Liscannor, Doolin, Cliffs of Moher)

Galway City & Salthill

Limerick Coastline

Kilkenny

## **Where to Stay**

Visitors may reserve a room at the **Guesthouse at Glenstal Abbey** (subject to availability). Please note that only adults may stay at the Guesthouse. To enquire, please contact

[guestmaster@glenstal.org](mailto:guestmaster@glenstal.org)

The following hotels are also within a 30 minute drive of the school:

Bunratty Castle Hotel - Bunratty

Castletroy Park Hotel - Castletroy

Castleoaks Hotel - Castleconnell

Lakeside Hotel - Ballina/Killaloe

Limerick City also has many hotel options.

## Other Practicalities

### Books & Stationery

Textbook rental, workbooks, stationery supplies and locker padlocks are **included in the international fee**. This pack of items will be ready for collection when students start at the school.

The fee includes reasonable refills of pads, pens, erasers, flash cards and poly pockets throughout the year. Replacement/additional items are available to purchase at school reception.

Textbooks should be returned to the school office at the end of the academic year. Please note, there may be a charge for lost or unreturned textbooks.

### Linen Hire

International fees **include hire of all of the below linen items**. If you do not wish to avail of the linen rental package, there is an option to indicate this on the enrolment form.

- Duvet x1
- Pillow x1
- Duvet Covers x2
- Single Fitted Sheet x2
- Pillowcase x2
- Bath towels x2
- Laundry Bags required to use the laundry service

**Laundry charges** are in addition to fees and will be billed to account.

### Plug/Power Adapter

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.

## **Spending Money**

Should you wish your son to have spending money whilst at school, for example to visit the local shop, please ensure that he has access to a debit card (Junior Revolut or similar), prepaid debit card (providers include Mastercard or Visa) or credit card, which you can monitor/fund remotely.

Students must not bring cash to school. The school takes no responsibility for the loss of cash brought to school.

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# A-Z GENERAL INFORMATION

Reference information on all aspects of school life, protocols, policies and procedures.

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## A-Z GENERAL INFORMATION

### 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](mailto: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 just prior to their son's arrival at the school.

### **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 by emailing [administration@glenstal.com](mailto:administration@glenstal.com).

### **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.

## **Deliveries and Parcels**

Students may collect their post/parcels from School Reception. 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.

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.

**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](mailto:nurse@glenstal.com).

**Sample 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><b>Starter:</b> Vegetable soup and a bread roll</p> <p><b>Main Course:</b> Roast chicken or Cauliflower Gratin  with potatoes, carrots and gravy</p> <p><b>Dessert:</b> Chocolate cake</p>	Croissant Fruit	<p>Bacon &amp; Mushroom Carbonara with Pesto</p> <p>or Pasta in a Vegetable Sauce</p> <p>with Foccacia Bread</p>

**Pantry**

Each House has access to a pantry which provides a basic kitchen facility and is stocked daily with milk and bread. Students must keep the pantry tidy and clean.

**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 (if desired), 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.

## 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](mailto:nurse@glenstal.com).

A nurse is on site each morning and evening. In the provision of pastoral care, the Nurses are always pleased to discuss any worries or concerns of parents or students.

Students are reminded that good manners, behaviour and quietness are required at all times in the Health Centre. No student may use a bed in the health centre unless directed to do so by one of the Nurses.

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

### 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.

### Emergencies

Should a student need an urgent medical assessment at a clinic or the Emergency Department of University Hospital Limerick, a member of staff will accompany the student to the clinic and stay with them until their parent or guardian arrives.

## **Health & Safety**

### **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.

### **Enjoying the Glenstal Estate**

Students may use selected areas of the grounds of Glenstal Abbey such as the back Avenue and Sports Pitches, Tennis courts, the Walled Garden and Chapel Lake without the need to sign out. Students are not allowed to swim in the Glenstal lakes.

Students must take care of themselves and others when walking on the Glenstal estate, whose avenues and car parks are often busy with traffic, including farm vehicles and buses. Students must wear a hi-vis vest when walking along the avenues.

Bikes and skateboards are not permitted on campus.

### **Visiting Murroe Village**

Permission to visit the shops in Murroe during free time will normally be given by the Housemaster. Students who have permission to visit the village are required to sign out, and back in, at the school reception. Students should go with at least one other student.

Students are not permitted to travel into Limerick or other towns unless in the company of an adult and with the permission of their parents/guardians.

## **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.**

## **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.

## **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.

## **Personal Belongings**

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**All belongings must be labelled with Student ID and/or Name. It is not recommended to bring very valuable or precious items to school.**

## **Lockers**

Each student has an academic locker and, for boarders, a bedside locker in his dorm adjacent to his bed for storage of personal items. Belongings must be stored tidily and locker doors kept closed and locked with a combination padlock. The school authorities reserve the right to search all lockers without notice or without a stated cause.

## **Passports**

**Any student bringing a passport or other important identity document to school** must hand their passport to School Reception as soon as possible after their arrival at school, where it will be stored safely.

## **Spending Money**

Should you wish your son to have spending money whilst at school, for example to visit the local shop, please ensure that he has access to a debit card (Junior Revolut or similar), prepaid debit card (providers include Mastercard or Visa) or credit card, which you can monitor/fund remotely.

Students must not bring cash to school. The school takes no responsibility for the loss of cash brought to school.

## **Lost & Found**

Students should check lost and found at the Laundry for missing clothes/shoes. Other lost and found items may be reported to the School Reception.

All unclaimed items will be given to charity at the end of the school year.

## **Rewards & Sanctions**

The school celebrates and promotes good conduct in a number of different ways throughout the year. There are special assemblies held at the end of each half term to recognise and celebrate effort and achievement.

Should a student fail to follow the rules he will be reminded of them and a sanction may apply. Sanctions include detention, community service, suspension or other proportionate sanctions.

A student who is suspended from school must leave the school for the designated period.

Where there are ongoing concerns about a student's conduct, his behaviour may be monitored by reports completed at the end of each lesson by teachers and/or the school may provide extra pastoral support.

If a student damages school property or another student's property, parents/guardians will be made aware of the incidents and will be billed for the costs involved. A sanction may also be applied.

## **Safeguarding**

At Glenstal we take safeguarding very seriously indeed and work closely with the Monastery on campus-wide safeguarding policies. 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 Gráinne Foley or Fr William Fennelly OSB.

When any colleague reports a concern about a student, no matter how small or apparently insignificant, it is followed up. Anything of note is reported to the Headmaster and in turn may be



discussed by the Student Support Team, which meets regularly during the school term. This group, which includes the Deputy Head, Deputy Principal, Junior and Senior Deans, Chaplains, Guidance Counsellors, the SEN teachers, and the SPHE lead and Nurse, has a wealth of professional experience and insight to offer. Where there is a serious concern about health or welfare, an action plan is drawn up in consultation with the student's parents/guardians.

The Student Support Team will take the lead should the school have a Critical Incident. You can read the school's Critical Incident Policy [here](#).

## **School Policies**

School policies may be accessed on the school website.

## **Security**

### **CCTV**

Closed circuit television operates at certain points throughout the school, monastery and church, such as entrance ways and corridors and also at particular points in the grounds of Glenstal. Cameras not installed everywhere and never inside bedrooms or bathrooms. CCTV is primarily set up as a security measure to monitor any external intruder.

The full CCTV policy may be found on the school website.

## **Student Leadership**

There are a variety of leadership opportunities in every year group.

### **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: Study Monitors**

Fifth Year students will have the opportunity to apply for a Study Monitor role. The Study Monitor studies at the teacher's desk in a classroom of First to Fourth 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.

## **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 keeping their own devices safe. 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.

Students have access to a filtered laptop wi-fi network, for use on their designated laptop for learning. This network is available during class time and study.

### **Google Workspace for Education**

Glenstal Abbey School uses Google Workspace for Education. This is a suite of Google apps (e.g. Classroom, Gmail, Calendar, Docs, Sheets and Slides). Access to Google Workspace is via each students @glenstal.com email and password. 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**

The Compass app and email are 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.

Students are not permitted to contact staff on social media platforms.

### **Mobile Phones**

Students may, at the discretion of their parents, bring a mobile phone to school. Students without a phone will be provided with access to a landline phone to make calls home.

The school recognises the tremendous contribution phones make to modern society and the lives of people today and also the risks, danger and distraction they can present. Accordingly, student use of phones is restricted at certain times of day.

### **Use of Mobile Phones during the Academic School Day**

- All students in Junior Cycle are required to hand their phone to the teacher at the start of Period 1 (9.00am). Phones will be returned to students at 3.30pm. Students are not permitted their phone during break or lunch time.
- Students in Fourth (TY) and Fifth Year will be expected to store their phone in their locker or a phone locker during the school day.

- Sixth Year students will be permitted to keep their phones, however they are not permitted to use these during lessons.

Any student who needs to speak to a parent/guardian during the academic day, in an emergency, will be able to use the phone in the school reception office.

### **Use of Mobile Phones during Study**

Students must switch off their phone and leave it on a table at the top of their study classroom.

### **Use of Mobile Phones in Boarding**

- Students are permitted to have their mobile phones in the boarding house during evening recreation time.
- All students from First to Fifth Year will be required to hand their phone in prior to bedtime.
- Phones will be stored in the phone safes which are installed in Junior, Inter and Senior House.
- The phone safes will be unlocked by the housemaster in the morning between 7.30am and 8.00am, when students may collect their phones.
- Students are not permitted to use their mobile phones in the Refectories or during school events.
- Each house will keep a record of the type of mobile phone belonging to each student at the start of the year, and it is this phone and SIM that he will be expected to use unless the office receives notification from his parents.

Note: If your son will be travelling to/from school by public transport it is recommended that he carries a phone.

Students may connect their mobile phone 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: Phone/data network coverage on the Glenstal campus is generally weak. It is usually necessary to use VoIP services, for example WhatsApp / Facetime for calls.

## **Internet Safety**

The school strongly recommends the use of parental controls on the devices your son brings to school, to implement age-appropriate controls on the content your son can access online and to limit his internet usage as you see fit. Parents are expected to talk to their son about safe and appropriate use of technology and the internet and to make their son aware of the agreed family protocols for phone and internet use, including time limits.

Webwise provides excellent internet safety resources for teachers and students, which form part of our SPHE curriculum. Their [Parent Hub](#) provides a wealth of information about communicating with your child about internet safety, keeping up to date with the latest apps and social networks, parental controls and more.

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

## **Confiscation of Mobile Phones**

A student who does not comply with the rules about handing in phones, or who behaves in a challenging manner to members of staff, or who uses his phone during the school day will have his phone confiscated for 24 or 48 hours. The student will be required to switch off his phone and it will be locked away during this time. A notification of this will be sent to his parents by email and logged as a disciplinary offence.

Should a student repeatedly break the mobile phone rules, then his phone will be confiscated. In this situation, arrangements will be made for the student to speak to his parents each day.

Students and parents/guardians are expected to observe the spirit as well as the letter of the mobile phone protocols. Should a member of the house or pastoral staff deem it appropriate to remove a phone at other times then this must be respected.

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

## **Travel**

**All requests for travel bookings must be made in advance and by the student's parent/guardian.**

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 [adminstration@glenstal.com](mailto:adminstration@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.

## **Vehicle Use Protocol for Student Drivers**

To safeguard the health and safety of all persons on the school grounds, a set of protocols will apply to all students who are granted permission to use a vehicle on the Glenstal Abbey campus. Permission may be requested by a student and their parents / guardians using the application form available on request from [administration@glenstal.com](mailto:administration@glenstal.com).

## **Visiting the School**

As part of our Safeguarding protocols, all visitors to the school must sign in 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).