

BLACKROCK COLLEGE

ENROLMENT POLICY DOCUMENT

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Blackrock College is a Roman Catholic school for boys only owned by the Holy Ghost Congregation under the patronage of the Des Places Educational Association.

We aim to support Parents in their responsibility for the spiritual, religious, moral, academic and physical needs of their children.

The rules and policies of the College aim at creating a community environment in which each student can develop his full human and spiritual potential. They are intended to ensure a high standard of behaviour in the community and to encourage courtesy and consideration in the conduct of all.

Blackrock College pupils' conduct should always be governed by consideration for others.

Education flourishes in an environment where good relationships are encouraged, where people feel valued and respected and where there is a genuine tolerance, fairness and support for all.

Against a background of the educational philosophy of the Congregation of the Holy Spirit in Ireland (reference www.desplaces.ie). Blackrock College aims to provide an environment in which:

- ◆ Faith is nurtured.
- ◆ Pupils can develop their full potential.
- ◆ Personal responsibility is promoted.
- ◆ Pupils are prepared for an appropriate career.
- ◆ Pupils are made aware of their cultural heritage.
- ◆ Parental collaboration is promoted and encouraged.

<p style="text-align: center;">Each Pupil is entitled to an education free from fear and intimidation. Bullying is not tolerated in Blackrock College.</p>

Blackrock College is a recognised Voluntary Secondary School for boys, providing Junior Certificate, Transition Year and Leaving Certificate as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Transition Year is compulsory at Blackrock. Blackrock is a mixed ability school for boys. The total enrolment at Blackrock is 1,000 pupils including 90 Boarders.

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In Blackrock, there are ninety staff members, lay and cleric, directly involved in the educational provision, including Teachers, Counsellors, Chaplains, Career Guidance, Special Needs and Management. D.E.S. fund staff members based on the pupil-teacher ratio of the day plus 2 ex-quota posts.

A support staff, involved in the administration, maintenance, catering, domestic and grounds of the College, numbers a further thirty-five.

Applications for Blackrock should be made in writing to The Registrar. By return, an application form will be sent to the applicant. The application form will request personal details including (i) name/address of boy and parents/guardians, (ii) date of birth, (iii) contact telephone numbers/e-mail address, (iv) details of any medical/psychological condition, (v) religion, (vi) previous schools attended.

Places are typically awarded 12 to 18 months in advance of commencement. Applications received subsequently to the allocation of places are on a waiting list status only.

Blackrock College, within the context and parameters of D.E.S. regulations and programmes, the rights of the Patron, as set out in the Education Act and the funding and resources available, supports the principles of inclusiveness particularly with reference to the enrolment of children with a disability or other special educational needs.

It is expected that parents wishing to enrol their sons will support the College ethos as espoused by the Mission Statement.

Blackrock College is a Catholic school. Priority is given to boys of the Catholic Faith. The College considers the applications of those from other faiths when they are willing to support the ethos of the College.

We strive to engage with the family, not just the boy, as per the Mission Statement.

ORDER OF PRIORITY IN ADMISSION

1. Pupils of Willow Park Preparatory School
2. Brothers of existing pupils
3. Sons of Teachers and nephews/grand-nephews of the The Holy Ghost Community
4. Sons of past pupils
5. Grandsons, nephews of past-pupils
6. The College reserves the right to allocate a limited number of places (not to exceed twelve in any one year) to applicants on grounds of compassion, or special circumstances. The decision to award any such place will be based on an objective assessment of the particular pupil and his circumstances, including an interview of the pupil and his parents/guardians.
7. Allocation of further places will be based on date of application, with priority given to those who applied earlier.

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There is specific provision for Boarders with up to 16 places reserved in 1st Year. In 1st Year there are 8 mixed ability classes of 24 pupils. Closing date for all applications to 1st Year is March 31st in the calendar year previous to year of commencement.

Prior to decisions on enrolment, applicants for 1st Year, other than the pupils of Willow Park Preparatory School, are invited to a prefatory meeting in the College.

All successful applicants are assessed in the autumn prior to the year of enrolment. The purpose of the assessment is to assist the school in establishing the educational and training needs of the child. Following receipt of the report of the assessment, the College will determine how the school could meet the needs indicated by the assessment.

APPLICANTS WITH SPECIAL NEEDS

If further resources are required, we, prior to enrolment, request the D.E.S. to provide the resources to meet the needs of the child as outlined in the report. These resources may include, for example, access to or provision of a combination of the following: - visiting teacher services, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other. The College will meet with the parents to discuss the child's needs and the school's suitability or capability in meeting those needs.

It may be necessary to defer enrolment until the provision of the appropriate resources by the D.E.S.

WILLOW PARK SECONDARY

The first year of Secondary School is situated in the Willow Park area of the campus. This facilitates an unique inductive process allowing the pupils to adjust to their new subjects, range of teachers and the challenges of secondary education in a self-contained milieu before transferring to the College for second year.

Willow Park First Year has its own dedicated administrative structure, specialist secondary teachers, counsellors, chaplain and games staff providing the necessary attention, care and concern for the boys.

PUPILS TRANSFERRING to other years may do so subject to availability of a place and D.E.S. approval. Such applications should be made in writing to the Registrar. Information concerning previous attendance and the pupil's educational progress to date and the reasons for the proposed transfer will be required in accordance with the Education Welfare Act. The School reserves the right to refuse admission to pupils seeking to transfer from other schools.

The criteria for enrolment are above under 'Order of Priority in Admission, Nos. 2 through 6'.

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Personnel

<i>BLACKROCK COLLEGE</i>	<i>WILLOW PARK SCHOOL</i>
<i>Principal</i> : Mr A MacGinty <i>Deputy Principal</i> : Mr B Herlihy <i>Academic Administrator:</i> Ms S Nolan DEANS 6 th Year..... Mr P Kehoe 5 th Year..... Ms C Dobbyn 4 th Year..... Mr O Brennan 3 rd Year..... Mr S Dunne 2 nd Year Mr F Hurl	<i>Principal (1st Year)</i> : Mr H McGuire <i>Deputy Principal</i> : Mr A Rogan
<i>Director of Hall of Residence : Mr A Rogan</i>	

The School Day

In First Year: classes commence at 8.35 am and finish at 3.10 pm (Monday-Friday).

In other years, classes commence at 8.45 am and finish at 3.45 pm (Monday, Tuesday, Thursday, Friday). Wednesday class finishes at 12.45 pm.

CODE OF CONDUCT

POLICY DOCUMENTS ARE AVAILABLE FROM THE WEBSITE.

THERE ARE 3 FUNDAMENTAL SCHOOL RULES:

BE CARING	BE THERE	BE TRUTHFUL
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Adherence to these rules is required at all times, not only in school, but also in the surrounding area. A boy's conduct should always be courteous and governed by respect for the person, property and reputation of others.

Each student and a parent/guardian are required to sign a contract at the start of the academic year. This contract indicates a commitment to the Code of Conduct for the academic year.

GENERAL REGULATIONS

- A pupil, or a pupil party to a group, who brings the College Community into disrepute whilst identifiable as a member of the College, is subject to sanction. Sanctions such as detention or suspension will be imposed for serious offences – proportionate to the offence committed.
- Further, the College authorities reserve the right to resign the charge of a pupil for persistent idleness, violation of College rules or for any other reason judged by them to be in the interest of the common good.

**Each pupil is entitled to an education free from fear and intimidation.
Bullying is not tolerated in Blackrock College.**

SPECIFIC REGULATIONS

1. On regulation days the pupils **must check-in before 8.35 am and 1.20 pm**. Pupils are deemed late **after these times**.
2. Absence from class without permission or the display of an uncaring attitude towards any member of the school community, or towards its property, is unacceptable. **Breach of this regulation will incur suspension.**
3. Unauthorised use of Mobile phones, iPods or such like are prohibited in the classrooms, the study hall, the lecture hall, between classes and during formal school activities. **Any misuse of these appliances will result in their confiscation for a minimum of one week. We request parental support in this.**
4. Chewing gum is forbidden within the College. **A fine of €10.00 will apply.**
5. Smoking is forbidden by law within the College buildings and precincts. Pupils may not smoke whilst engaged in a school activity or identifiable as a member of the school community. **Breach of this regulation will incur external suspension.**
6. Possession of alcohol or illegal substances is prohibited while engaged in any school or school-related activity. **Failure to observe this regulation may lead to the College resigning the charge of a pupil.**

OUT OF BOUNDS

In the interest of Health and Hygiene, Propriety and Safety, areas in the College Grounds and surrounding areas (listed on the College Noticeboards) are Out of Bounds. It is the responsibility of each pupil to be aware of these areas. **Sanctions for breach include Suspension.**

DETENTION

Detention may be imposed at the discretion of the Dean for unsatisfactory application, department, punctuality or behaviour. Saturday detention is held from **9.45 a.m. – 10.45 a.m.** and is an integral part of the College's disciplinary procedure. **Failure to attend may result in further disciplinary action.**

ABSENCE FROM SCHOOL

In the interests of the health and safety of the pupils, an e-mail to the Dean, early on the day of absence, is required. An explanatory letter (or a signed copy of the e-mail) signed by the Parent or Guardian, is also required on the day of his return. The Education Welfare Act obliges the College to inform the relevant authority of cumulative absences in excess of **twenty days**, and reasons thereof, during the course of the school year.

HEALTH

The school authorities should be given information of any medication that a pupil must take on a regular basis. We strongly recommend that parents have appropriate medical cover in the event of injury or accident.

TRANSPORT

Pupils may not bring motor cycles or cars into, or through, the College grounds. In the interest of safety, access to the Cross Avenue exit by motorists is not permitted between **8.00 a.m. and 9.00 a.m.** **Cyclists should wear helmets at all times** – at night, a light and reflectors should be used. **Unauthorised vehicles parked in the College grounds will be clamped. A release fee will apply. Suspension may apply.**

ASSESSMENT AND EVALUATION

There are two types of Report Card in use in the College:

1. **Weekly Application Cards** give an individual teacher's assessment of the EFFORT made by a pupil during that week.
2. **Progress Cards** are marked every four/five weeks. The marks based on class tests/assessments indicate the STANDARD attained by a pupil in the subject matter covered in class in the preceding weeks.

We attach a great deal of importance to Weekly Report Cards. Cards are returned to boys every Monday. Please make sure that you review them with your son. Failure to do so, on a weekly basis, forfeits the many opportunities that arise for affirmation of your son's efforts. It also diminishes opportunities to assist where a deterioration in work is evident and an immediate response is the priority.

EXAMINATIONS

1. *There are full-scale examinations at the end of the Christmas and Easter terms.* Marked scripts are returned to pupils. Reports are sent to parents giving examination results and comments by the Dean of the Year on a pupil's punctuality, conduct, attitude and involvement in extra-curricular activities. In all years, adjustments may be made to classes based on these results.
2. *Formal examinations* take place in **2nd and 5th Year** at the end of Term 3 to monitor progress since Easter. A Summer report will follow. Portfolio Assessment Interviews will take place in Transition Year. Parents are afforded the opportunity of discussing all aspects of their son's education in the College with class teachers at Parent-Teacher meetings during the course of the year or with Deans by appointment.

COLLEGE HOMEWORK DIARY

Each pupil is required to have and to use the official College Homework Diary on a daily basis. This should contain a record of both the Oral and Written assignments given by the teacher in class during the course of the day. **Each class period should have an entry.**

Parents are asked to check the College Homework Diary regularly.

EXTRA CURRICULAR ACTIVITIES

Each pupil should be involved in some aspect of the College's extra-curricular programme – sport, music, debates, etc. There is concern when a boy's involvement is confined exclusively to attendance at class.

NIGHT STUDY

A number of places are available for 3rd, 5th and 6th Year dayboys **with priority given to pupils involved in extra-curricular activities after school on a regular basis.** Non-participation, indiscipline or irregular attendance will result in loss of place without refund. **Administrator Ms C Dobbyn, email: cdobbyn@blackrockcollege.com**

DRESS AND DEPARTMENT

1. A high standard of dress and deportment must be maintained. **Pupils must travel to and from school in full College uniform, including footwear.** Deans are the judges of acceptable standards of dress and deportment.
2. Hair should be neat and tidy. A pupil wearing excessively long or excessively short hair or hair that has been bleached or dyed will be considered improperly dressed for class or activities associated with the school.
3. Pupils must be clean-shaven.
4. The wearing of jewellery, other than watches, whilst in school uniform or involved in school activities, is not permitted.
5. Except for games and PE, runners are not permitted during school hours unless excused by parents on medical grounds.

Parents have an important role to play in the maintenance of good standards of conduct and deportment. We ask for full co-operation in this matter. Pupils coming to school improperly dressed will not be permitted to attend class or school activities.

CLOTHING LIST

1. A College jacket must be worn to and from school by 2nd, 3rd, Transition and 5th Year pupils. **Hooded sweat shirts are not permitted. These will be confiscated.**
2. The top button of the shirt should be closed.
3. Uniform items will be available at the College during the week of interviews at the end of August. These items can also be purchased from *Uniformity (Tel: 2300501)*

(a) Second and Third Year

Plain white shirt and College tie.

Black leather conventional shoes.

Boarders require a Blazer.

(b) Transition Year and Fifth Year

Plain white shirt and College tie.

Blue v-necked pullover with College crest for Transition Year and Fifth Year.

All pupils of Transition Year require a College Blazer.

Black leather conventional shoes.

(c) Sixth Year

Conventional shirt, tie, pullover and trousers. Combats and Denims are not permitted.

Black or brown leather conventional shoes.

College blazer or jacket.

Final year pupils are expected to be neatly dressed, setting a lead in this as in all other matters.

P.E.

House T-shirt/tracksuit/white shorts; white socks; : sports footwear (runners and football boots).

LOSS OR DAMAGE OF PUPILS' PROPERTY

It is essential that all pupils have their clothes and other property clearly marked to facilitate identification. Pupils must be held responsible for the care and security of their own property. The School authorities do not accept responsibility for loss or damage of pupils' property – schoolbags, bicycles, iPods, mobile phones, sports equipment, musical instruments, clothes etc. Parents are advised that these items can be readily insured under the normal household policy. **It is required that each pupil avails of the locker rental facility and should keep it locked at all times.** Padlocks are available for purchase at Reception.

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