



## **BLACKROCK COLLEGE**

### **Halls of Residence – The Castle**



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## Welcome Letter

Dear Parents,

We hope that this message finds you filled with anticipation for the upcoming academic year. Whether you are a new parent or returning to our community, we extend our warmest greetings and look forward to the journey we will embark upon together.

For those joining the Castle community for the first time, we extend a special welcome. We are delighted to have you become part of our tight-knit community, where every individual is valued and respected. Our dedicated staff are committed to providing a nurturing environment that promotes academic excellence, character development, and personal growth. Together, we will foster a supportive atmosphere where your son's unique talents and aspirations can flourish.

We enclose a Castle information pack to help you to plan for the year ahead. We advise you to read this carefully and note any changes from last year.

### **NEW BOARDERS & RETURNING BOARDERS**

**A checklist of documents to return is enclosed in the pack. Please check the next page for the forms to be completed.**

We would be delighted to see you at the **Boarders Family Mass and Carol Service** at Christmas time and the **Halls of Residence Parents BBQ** at the end of the year. Dates to follow.

This pack also contains several forms for you to complete, which are essential to provide a quality service to your son.

I would be grateful if you could return the documentation to the relevant persons.

<b>College Reception:</b>	<b>00-353-1-2752100</b>
<b>Mobile number:</b>	<b>00-353-85-8774039</b>
<b>Email:</b>	<b>boarding@blackrockcollege.com</b>
<b>Boarding Office:</b>	<b>00-353-1-2752110 / 2752136</b>
<b>Nurses Office:</b>	<b>00-353-1-2669811</b>

Wishing you a lovely summer,

*Tiernan Mealiffe*

Director of Boarding

## ADMINISTRATION – BOARDING STUDENT SET UP

- Pupil Details Form
- Medical Form
- Hall of Residence Contract
- Support Guardian Form
- Privacy Notice
- Device Purchase – New Boarders only, or
- Device Rental – New Boarders who are boarding for one year only

### 3<sup>rd</sup> & 6<sup>th</sup> Year Pupils - PASSPORT & PPSN

- All boys taking State exams in Ireland require a PPSN number. Please check the following website for details.
- <https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/>
- Please ensure that your son's passport is valid for the period of his stay in Ireland.



## **BLACKROCK COLLEGE**

### **Halls of Residence – The Castle**



## **PROGRAMME FOR BOARDING**

## HALL OF RESIDENCE (“THE CASTLE”)

For over 100 years boarding has been an integral part of Blackrock. It provides private accommodation for boys who wish to attend Blackrock College. It has ensured that the College is a vital living breathing organism not just between 8.40 a.m. and 3.45 p.m. but for 24 hours a day, 7 days a week. The College’s multi-disciplinary curricular programme engages the boarders and provides a holistic educational experience.

Boarders are and always have been unique members of the Blackrock Community. Their experience of the College is by its very nature a very comprehensive one, and therefore traditionally the bond between the boarders and Blackrock has been particularly strong. The Hall of Residence (known as “The Castle”) provides a safe environment where boys aged 12-19 will have a caring, fulfilling experience which helps them to mature to their full potential.

In the Castle we stress the concept of community. It is home to some 90 boys. It is vital that each of these boys feels cherished, protected and important. The College values **“Be There, Be Caring, Be Truthful, Be Grateful, Be Respectful”** are of paramount importance. A happy boarding facility depends on all members acting in the best interests of each other.

With this in mind it, is imperative that all boys realise that respect for others, their well-being, good name and property is essential.

The Castle is busy, vibrant and inclusive. This document details the organisation of the Castle and the expectations of the boys. Our hope is that each boy will flourish here; that he will be happy, focused and committed, generous in spirit, giving of himself, conscious of the common good and the importance of community.

## MANAGEMENT AND PERSONNEL

The Castle is managed by the Castle Committee, a sub-committee of the Blackrock College Board of Management. It is comprised of:

Principal, Blackrock College:	Ms. Yvonne Markey
Principal, Willow Park Senior School:	Mr. Alan Rogan
Parents’ Representative:	TBC
Director of Boarding:	Mr. Tiernan Mealiffe
Care Co-Ordinator:	Ms. Aisling Carr

The Director of Boarding and the Coordinator of Care oversee a team of professionals committed to providing the boys with the best possible experience. Each Housemaster is responsible for a year-group and will take a particular interest in the wellbeing and general behavior of boys in that year.

The Chaplain is responsible for the spiritual wellbeing of the boys. He/she also take an interest in the spiritual growth of the community. He/she is available in a private capacity to each boy as well as organizing liturgies, retreats, masses, prayer meetings on a small group basis, confirmations and other special events, which contribute to the spiritual growth and development of the boys.

The Housemasters are responsible for the wellbeing and care of the boys on a day to day basis. They supervise study and recreational activities. On weekends they manage and organise leisure activities and outings. The Castle Interns support the Housemasters in their work, supervise communal areas and studies, organise and go on outings and provide encouragement and support to the boys.

## SAFEGUARDING

Blackrock College is committed to the safety, health, welfare, and protection of the boys in their care. If you have concerns about the safety or welfare of a Castle boarder, please contact

**Designated Liaison Person** Ms. Yvonne Markey, Principal, Blackrock College  
Mr. Alan Rogan, Principal, Willow Park Senior School

**Deputy Designated Liaison Person** Mr. Tiernan Mealiffe, Director of Boarding

## STUDY

Supervised study is at the heart of the Castle's academic programme. The hours for study are outlined according to year group in the pages that follow.

The core principles of the study programme include the following;

- The integrity of the study is of paramount importance. Out of respect for all participants, punctuality and silence are expected at all times.
- The use of mobile phones is strictly prohibited.
- No food or drink (excluding water) should be consumed during study periods.
- Bathroom breaks are given with the permission of the supervising staff member.
- Tardiness, distraction of others and improper use of study time will be sanctioned accordingly.

Permission to miss study is rarely and reluctantly given. Boys may earn occasional study passes through their actions for the benefit of the community. Housemasters monitor the general application of the boys through the weekly cards, homework notebooks and regular one-to-one meetings. Boys are expected to keep their homework notebooks up to date to facilitate this. The Castle also provides resource rooms in addition to the supervised study areas. Peer support, group work and independent research are encouraged. **Parents and guardians should not communicate with their son/ward at these times.**

***The schedule is at the discretion of the Director and may be changed for operational reasons.***

***The Housemaster in charge will post a daily schedule on the Castle Teams page.***

***Boys may not enter the Castle between classes.***

### **FIRST YEAR SCHEDULE**

#### **Daily Schedule: Monday - Friday**

7.30 a.m.	Boys rise - make bed, open curtains, tidy room.
7.40 a.m. - 8.05 a.m.	Breakfast
8.20 a.m.	Leave Castle.
8.30 a.m. - 3.15 p.m.	Classes      Lunch 12.45- 13.15 Class recommences
3.15 p.m. - 4.15 p.m.	Extra-curricular activities
5.00 p.m.	Dinner
6.00 p.m. - 7.00 p.m.	Evening Study      (Fri 6:30 – 7:30)
8.00 p.m. - 9.00 p.m.	Evening Study
10.00 p.m.	Bedtime

#### **Saturday Schedule**

8.00 a.m.	Boys rise - make bed, open curtains, tidy room.
8.00 a.m.	Breakfast
10.00 a.m. - 12.00 noon	Games in Willow Park OR Study
12.30 p.m.	Lunch
Afternoon	Arranged activity (usually compulsory)
5.30 p.m.	Dinner
6.00 p.m. - 7.00 p.m.	Study
10.30 p.m.	Bedtime

#### **Sunday Schedule**

8.45 a.m.	Boys rise - make bed, open curtains, tidy room.
9.00 a.m.	Breakfast
10.00 a.m.	Mass. (Following Mass, boys with family nearby may go home until 8.00 p.m. Those who cannot leave will be facilitated by an outing or some other recreational activity or quiet time.)
12.30 p.m	Lunch
17.00 p.m	Dinner
8.30 p.m. - 9.30 p.m.	Study
10.00 p.m.	Bedtime

***All mobile phones and electronic devices must be given to the Housemasters before lights out.***

***The schedule is at the discretion of the Director and may be changed for operational reasons.***

***The Housemaster in charge will post a daily schedule on the Castle Teams page.***

***Boys may not enter the Castle between classes.***

## **2ND - 6TH YEAR SCHEDULE**

### **Daily Schedule: Monday - Friday**

7.30 a.m.	Boys rise - make bed, open curtains, tidy room.
7.30- 8.05 a.m.	Breakfast
8.30 a.m.	Leave the Castle
8.40 a.m. - 12.50 p.m.	Morning Classes
12.50 p.m. - 1.45 p.m.	Lunch
1.45 p.m. - 3.45 p.m	Afternoon Classes
3.45 p.m.- 5.00 p.m.	College activities
5.00 p.m.	Dinner
6.00 p.m. - 7.15 p.m.	Evening Study (6 <sup>th</sup> Year + 15 minutes) (Fri 6:30 – 8:00)
8.00 p.m. - 9.15 p.m.	Evening Study (6 <sup>th</sup> Year + 15 minutes)
9.20 - 10.00 p.m.	Activity
10.15 p.m.	Bedtime

***On Wednesdays, classes end at 12.45 p.m. to facilitate involvement in sports (all boys are expected to participate in some extra-curricular activity).***

### **Saturday Schedule**

8.00 a.m.	Boys rise - make bed, open curtains, tidy room.
8.00 - 8.30 a.m.	Breakfast
10.00 a.m. - 11.45	Study (15-minute break at 10.45)
12.30 p.m.	Lunch
2.00 p.m. - 5.00.p.m.	Outing (sometimes compulsory)
5.00 p.m.	Dinner
6.00 p.m. - 7.30 p.m.	Study (extends to 8.00 p.m. for 6th Years)
11.00 p.m.	Lights out

### **Sunday Schedule**

8.45a.m.	Boys rise - make bed, open curtains, tidy room.
9.a.m.	Breakfast
10.00 a.m.	Mass (Following Mass boys may go home until 8.00 p.m.)
12.30 p.m.	Lunch
5.00 p.m.	Dinner
8.30 p.m. – 9.30 p.m.	Study
10.00 p.m.	Bedtime

***All mobile phones and electronic devices must be given to the Housemasters before lights out.***

## NOTES REGARDING TRANSITION YEAR

Given the nature of Transition Year, boys are encouraged to pursue other hobbies, activities and intellectual pursuits, which are facilitated within the Castle routine. Night classes and courses are available from the Transition Year Dean and their team in the College.

Boys should return to the College prepared to use their study time constructively, with plenty of reading material, subscriptions to magazines and project ideas. All boys are expected to contribute community service to the Castle and College. It is normal for TY boys to assist in the running of College events (e.g. Parents evenings). **College blazers are required for all these events.**

During TY, the College organises a variety of trips as part of our outreach and spiritual programmes. Boys may also choose to spend some of their Transition year abroad to facilitate language learning. The College also allows considerable flexibility organizing additional work experiences or other worthwhile experiences which add to the overall growth and development of your son.

## NOTES REGARDING HOUSE EXAMINATIONS

During House examinations a day-study schedule will be organized for those not sitting an exam. Term ends for each boy at Christmas and Easter when he has completed his examinations, ***which in many cases will be in advance of the end –of-term date. Parents should take account of this when booking flights.***

## NOTES REGARDING STATE EXAMINATIONS

All students sitting state examinations must supply a Personal Public Service (PPS) Number to the College for Junior and Leaving Certificate registration.

After the end of formal classes in the final term, a new study schedule is organised for the 3rd and 6th Year boys taking State examinations. **6th years may not have exeats to study until after formal classes have ended. (i.e. 6<sup>th</sup> Year Boarding pupils must attend all formal classes until post-graduation) Any exeats during this period are at the discretion of the Director of Boarding.**

## RELIGIOUS SERVICES

Blackrock is a Catholic College. The nurturing of faith is the fulcrum for all activities. The Castle community plays a particular role in this. Weekly Mass will be held in the Chapel at 10.00 a.m. on Sundays or on Saturday evenings. All boarders must attend.

The Castle takes part in all College charitable events. All boys are expected take part in the annual retreats organised for their year group in the College. Boys must also participate in any retreats organised for boarders.

## CASTLE COUNCIL

The Castle Council is convened at the commencement of the academic year. As well as meeting with the Director on a regular basis to discuss on-going matters, these boys will have specific responsibilities including organising recreational activities. They may also contribute a leadership role through membership of the food committee, managing the recreation rooms, kitchenettes and assisting with sports, special events and other matters that may arise during the year.

## HEALTH

A Nurse is on duty Monday- Friday. The College doctor visits twice a week. A doctor on call service is available. In the case of minor illness boys will be nursed in their rooms. Parents will be kept informed of significant matters relating to their son's health. The nurse may request that parents or support guardians take their son/ward home for the duration of an illness. **All medications must be reported to the Nurse and are dispensed by the nurse or a Housemaster. Boys may not keep medication in their rooms.**

**We expect parents to support the decisions of our medical staff.**

When bringing a boy to the doctor a member of staff will accompany the boy into the consultation to provide reassurance and ensure accurate reporting of diagnosis and follow up treatment. A boy aged 18 and older may request a private consultation.

In emergencies we use the Blackrock Clinic, St. Vincent's Hospital, St. Michael's Hospital or Crumlin Children's Hospital, depending on the circumstances and age of the boy. (See Appendix 1). **Please check that your health insurance includes private health care in Ireland.**

The College has in place 24 hours personal accident cover for boarders. This is through our insurers Allianz. The benefits payable under the Policy, including ongoing medical expenses, relate specifically to "bodily injury which is caused by accidental, violent, external and visible means". i.e. an injury as a result of an accident rather than a strain where no actual accident took place. Details of cover, application form, and exclusions to the policy can be obtained from the Finance Department (Email: [accounts@blackrockcollege.com](mailto:accounts@blackrockcollege.com))

## RECREATION TIME

The Boys are free from Class & Study from 3.45 p.m. – 5.00 p.m. and from 9.15 p.m. or 9.30 p.m. until bedtime.

From 3.45 p.m. – 5.00 p.m. the College provides organised extra- curricular activity – each boy is expected to partake at some level on at least 2 weekdays.

From 9.30 p.m. – 10.00 p.m. each night the Housemasters will supervise swims, weight sessions or games. The Television and Recreation rooms are also available at these times.

During the course of the year activities such as the Senior and Junior Musicals, Christmas Concerts, Public Speaking, Junior and Senior Debating Societies, Model United Nations, Leman Concert, Science club, Art club, and instrument lessons are provided in the College.

Furthermore, Public Speaking, Reading Club, the Boarders' Ensemble, Castle competitions and representative teams in the Paul Stanley football competition plus Karl Ashe Gaelic Football competitions are available to boarders. It is a cause for concern if a boy is not engaging in some form of sporting, musical, debating, intellectual or cultural activity during his free time. We will intervene to encourage him to make productive use of his time. Boys who do not engage in some form of College based extra-curricular activity may have their privileges revoked.

Sea swimming: If the weather allows, boys may be allowed to go to Seapoint to swim in the sea and relax on the beach. 1<sup>st</sup> – 3<sup>rd</sup> Years are always supervised. TY to 6<sup>th</sup> Years may be allowed go swimming without adult supervision. If you do not wish your son to swim in the sea, please inform us.

Senior Boarders (4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Years) may **request** to join clubs or groups in the local area, if the involvement in the activity does not unduly interfere with Castle life. Parents and guardians assume responsibility for travel arrangements and all associated risks relating to external activities. **Participation in such clubs is at the discretion of the Director of Boarding.** Involvement in external activities is a privilege and requires high levels of trust. Failure to perform in other areas of Castle life may result in these privileges being removed.

**Junior boarders (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Years) are not allowed join local activities, clubs or groups.**

## WEEKEND ACTIVITIES

Activities are also organized on Saturday afternoons, both on and off campus. For younger boys and overseas boys these activities are sometimes compulsory. The boys will be consulted as to their preferences vis-à-vis these excursions. Boys who are interested in activities not provided in the College curriculum are encouraged to discuss their wishes with the Housemaster in charge of their year group.

On Sundays, boys who have family nearby may go to visit them from 11am-8pm. Those who remain on campus will follow the program of events outlined on the Castle teams page as directed by the Housemaster in charge. When these activities incur a fee, this will be charged to your son's account.

## WEEKLY CARDS

The Director of Boarding, through the Housemasters, monitors all weekly application and progress cards. The marks given on these cards will be emailed to the respective parents each week. **Parents first port of call when looking for weekly cards should be their sons.** Poor marks noting no homework, indiscipline, or lack of application may result in a sanction and a loss of privileges. Repeated poor performance would be a concern. Parents should discuss the cards with their sons on a weekly basis.

## COMPUTERS / COMMUNICATION / PHONES

The College requires that all pupils (2<sup>nd</sup> – 6<sup>th</sup> Year) purchase a student device (See note above for guidance). One year boarders may elect to rent a device from the College. These are College managed, student owned devices. Please see College website and communication from the College.

Every boy will be given an email address. The Castle is equipped with Wi-Fi (Dept of Education filtered) and all boys may have laptops and/or iPad.

Boys are not allowed use these devices after 10 p.m. Please do not contact the boys after this time. **Any device connected to the Internet must be given to the Housemasters before lights out.**

Improper use of such technology (as per the College Internet Usage policy) will result in confiscation of the device and SIM for a defined period. This includes use during study periods and after lights out.

**Photographing or videoing, without permission of staff, of any person or activity associated with the Castle is not allowed. Sanctions including suspension or removal from the community may apply in such cases.**

Boys should engage in a wide range of interests, hobbies, activities, sports in their spare time. They should not spend an excessive amount of free time on their mobile devices. If, in the opinion of the Castle staff, a boy is spending too much time on such device, a warning will be issued that he is expected to find alternatives. If he fails to respond, such devices may be confiscated.

All boys must supply their current phone number to the Castle Staff and they, in turn, have direct contact with the Castle phone. It would be considered a serious offence if a boy fails to answer his phone or reply promptly when contacted by Castle staff.

**Electronic devices may be taken from boys if their behaviour in the Castle is unsatisfactory.**

## VISITS BY PARENTS / GUARDIANS

Parents, guardians and visitors are very welcome to the Castle. We believe that the boys benefit from visits and enjoy them very much. Before visiting parents / guardians and visitors should familiarise themselves with the boy's schedule and work around it. Unexpected visits during study and activity times should be avoided.

The following protocols are in place for visits by parents and guardians to the Castle.

Parents and guardians should inform their son in advance that they are arriving at a certain time.

1. Parents/visitors should come to the front door and introduce themselves to a member of staff. Access from the rear of the building is reserved for students and staff only.
2. All visitors to the Castle must sign in at the Castle reception.
3. Ideally the boy will be waiting in the lobby for the arrival. If not, the staff member will find him. Parents should meanwhile wait in the Castle lobby.

## PHONE CALLS FROM PARENTS / GUARDIANS / VISITORS

We are very keen for boys to keep in touch with their parents / guardians. However, phone contact has to blend in with community life and not disrupt it. **Boys who are constantly on the phone to their parents tend not to settle very well and do not build strong relationships with the care staff. Boys should always contact the Housemasters first if they feel unwell or face some immediate difficulty.**

Parents / guardians should familiarise themselves with their son's schedule and work out a good time to make a routine calls. The boys are very busy and every day is different but it should be possible to work out a reasonable schedule.

**Parents / Guardians should refrain from calling during the study periods outlined above or after lights out. If Parents / Guardians wish to contact their son during these hours, please contact the Castle phone.**

## LAUNDRY AND BED LINEN

All bed linen, duvets and pillows will be provided by the College. Bed linen is serviced and laundered every second week. All boys are expected to make their own beds when the linen is changed. Personal laundry is serviced once a week. Boys will be provided with a laundry bag and on arrivals day the process and service day will be explained. **All clothing should be labelled in indelible ink with a laundry pen. We can only wash and dry one bag. It is imperative that all delicate items or clothing needing special care needs to be highlighted to your son and they must highlight same on each wash to the accommodation department. The staff do not read care labels.**

Boys should not bring expensive items or clothing with them. They should bring just sufficient clothing for their needs. Boys struggle to manage too much clothing. Please refer to [Appendix 3](#)

## TRANSPORT ARRANGEMENTS

We often use public transport when we go on outings. The easiest way to travel is to have a Leap Card. Leap Cards can be ordered on-line or from certain local shops. You can set up automatic top-ups through the online system.

If necessary, we use a dedicated taxi service and costs are charged to account. Junior Cycle boys are accompanied on taxi journeys, unless a parent has agreed otherwise. Senior Cycle boys may travel in taxis unaccompanied.

A public bus service runs from the College gates to the airport. This is a convenient means of transport for older international residents.

## COMMENCEMENT

**Please see College Website for Arrivals Day Information**

### **BOARDERS WEEKENDS / MID-TERM BREAKS / HOLIDAYS:**

**Please see College Website for more information**

Boys are expected to vacate the Castle on Boarders' weekends and at mid-terms and school holidays. We would encourage Irish families to help with hosting their son's classmates and show them a 'Céad Míle Fáilte'. We would encourage overseas families to reciprocate on the longer breaks. This helps to create a strong family and caring atmosphere. Similarly Irish based families see the exposure to overseas pupils as a benefit to their son's development.

**All departures and arrivals must be logged via the Reach Boarding Application.**

Boarders' Weekends (i.e., the boarding school is closed) normally commence on Friday at 3.45 p.m. and end on Sunday at 8.00 p.m. The Castle OPENS at 6pm on the Sunday after any break.

**On return dates, boys should aim to arrive to the Castle between 6pm and 8pm, but no later 10pm.**

Boys generally have examinations leading up to the Christmas and Easter break.

**Your son may exit the Castle once he has completed his examinations. This date may be before the end of term.**

Parents making travel arrangements need to be conscious of examination dates. While it is not unusual for a boy to leave a day early or return a day late at holiday times to accommodate travel arrangements, we do not permit missing more than this.

## DOMESTIC ARRANGEMENTS

The Castle provides furnished bedrooms, study, and recreation spaces. Duvets, pillows, and bed linen are provided. Boys are expected to make their beds and keep their room tidy. Each room is supplied with a key and rooms should be locked when not occupied. An iron is provided in each kitchenette.

Personal hygiene and tidiness are important life-skills for boys. They are expected to shower regularly and always after sports. Rooms will be checked on a regular basis. Unacceptable untidiness will lead to sanctions.

Damage to rooms or other facilities may be charged to parents. Boys are responsible for any damage caused in their room. In keeping with our "Be Truthful" rule, boys are expected to report any damage caused, accidentally or otherwise. A security deposit of €100 will be charged to your account and refunded at the year end minus any expenses incurred repairing damage to the room.

**Sports clothing are expected to be stored in lockers provided. It is particularly important that football boots and footballs/ rugby balls are never brought to rooms.**

**Boys who keep their football boots or footballs /rugby balls in their rooms will be subject to sanction.**

**Each boy should have:**

- A satisfactory number of College uniform items – including a **College blazer** and **boarders tie**.
- Sufficient personal casual wear for use outside of class time. However, boys should not bring too much clothing. (See Appendix 3)
- More than one sports kit for use in his chosen sporting activity.
- Towels and toiletries.

***All clothing should be labelled.***

## WEEKEND EXEATS

The Castle offers 7-day flexible boarding. Boarders are expected to be in residence from their date of return to the next boarders' weekend. Exeats (permission to stay out overnight) may be granted for a weekend night if submitted to the Director in a **timely fashion** and approved. **Only in exceptional circumstances should exeat requests exceed one per month.**

**Parents / Guardians who submit exeat requests where their son is staying with persons who are not their parents or designated guardians assume full responsibility for their son's safety and travel arrangements. These arrangements cannot be verified by the College management. Approval of such requests are based on the assumption that due diligence has been done in ensuring adequate supervision is in place for your son/ward. Please contact host families directly to confirm satisfactory arrangements are in place. No boy may be allowed to stay in a hotel or other accommodation unaccompanied.**

It is expected that the boys will be in residence Monday to Sunday. On Sunday's boys are permitted to leave after Mass (approx. 11am) and return at 8pm. Boarders' weekends occur approx. every 4 weeks and boys may go home from Friday 4pm to Sunday 8pm. In 1st Year and 4th Year flexibility is shown in granting exeats but it is expected that a 1<sup>st</sup> Yr. boy will spend at least 1 weekend per 4 week cycle in the Castle. This privilege may be withdrawn if a boy's behaviour and commitment to study does not reach the required standard. We wish to grow bonds, connections and year-group identity through shared experiences and time spent together.

**All exeat requests must be submitted via the Reach Boarding system/ app.**

**All exeats requests must be submitted Monday – Thursday.**

**Exeats request will not be processed over the weekend.**

**It is important that Parents/Guardians are supportive of the Directors' decisions.**



**BE THERE    BE CARING    BE TRUTHFUL    BE GRATEFUL    BE RESPECTFUL**

## DAILY CHECKOUTS

A boy may **request permission** to check out during recreation periods to facilitate him to do some shopping or run simple errands.

All check outs are **time bound** and at the discretion of the Director or the Housemaster in charge. (Weather, behaviour, level of maturity and familiarity to the locality are all factors that may influence decisions.)

A boy may have his check out privilege removed if their behaviour in the Castle unsatisfactory.

	<b>Blackrock</b>	<b>Dun Laoghaire</b>	<b>City Centre</b>
1st Year	only after Easter Holidays, in groups	Accompanied	Accompanied
2nd Year	in pairs or groups	Accompanied	Accompanied
3rd Year	individually	Accompanied	Accompanied
4th Year	individually	Accompanied	Accompanied
5th Year	individually	in pairs, groups	in pairs, groups
6th Year	individually	individually	individually

During the Senior and Junior Cup campaigns, boys make their way in groups to matches (usually by bus to Donnybrook.) Boys are expected to attend all Cup matches.

## DRESS CODES

The following dress codes apply:

In class:	College or Willow uniform
Recreation time:	Casual* / Clean, dry sports kit (* as defined by Director)
Study:	Casual* / Clean, dry sports kit
Dining hall:	Breakfast – College or Willow uniform (tie not essential). Lunch – College uniform / Willow uniform Dinner – Smart casual / Clean dry sports kit (footwear must be worn)
Mass:	Senior boarders : College blazer with uniform. Junior boarders: School uniform.
Outings:	As defined by the Housemaster in charge.

## PROCEDURES FOR SEEING NURSE

If a student is injured or unwell, the following protocol is followed:

1. The boy should present to the nurse at 8.15 a.m. or 12.50 p.m. He must follow the instructions of the nurse regarding treatment.
2. If a student is taken ill or injured during class time, the Dean of his year will send him to the Nurse and inform the Director.
3. If a student is taken ill or injured outside of school hours, he must report to the Housemaster in Charge who will deal with the situation.
4. No student may return to his room without the knowledge of the Director, Nurse or the Housemaster in Charge.

### Medicines:

Parents of boys on prescribed medication must inform the Director of Boarding and Nurse. All medications must be stored in the Nurse's office and dispensed by the nurse or the Housemaster in charge.

### Allergies:

Boys with allergies must inform the Director of Boarding. Boys with medically diagnosed allergies must inform Sodexo, our catering company.

## ROOM ALLOCATION

***The allocation of rooms is at the sole discretion of the Director of Boarding.*** Every effort is made to allocate compatible roommates. International pupils who speak the same language (other than English) are not roomed together where possible. Boys in the same year group are generally roomed together but it can happen that a boy is roomed with another boy from a year group one year above or below him. However, we would not allow an age gap of more than 14 months.

**Boys may only use their own designated recreation area.**

**Boys may not go into a room without the permission of all the residents of that room.**

## SECURITY

All boys should lock their room when not in the building. All boys have a safe in their rooms, which they should use for valuables. All boys have a lockable sports locker for football boots, clothing, etc. Personal possessions are the responsibility of the owner. The College does not accept responsibility for loss of, theft of or damage to personal possessions. Valuable items should not be brought into the Castle.

## FOOD AND COOKING

Boys receive 4 meals a day. In addition, cooking facilities are provided in 2 kitchenettes. The kitchenettes have a toaster, kettle and microwave. Students may not bring their own appliances for food preparation without permission from the Director. If the Castle staff feel the kitchenette facilities are not being well maintained or deemed unsafe, they will close the kitchenette. All food cooked must be consumed in the kitchenettes, not in rooms.

**A boy must attend all meals in the Dining Hall. The kitchenette is for snacks.**

**Fast food deliveries are only permitted at weekends.**

Boys (other than 1<sup>st</sup> and 2<sup>nd</sup> Years) may bring small fridges into their rooms if, in the opinion of Castle staff, it is an appropriate size for the room. Fridge maintenance (temperature, cleanliness, food storage and preparation) is the sole responsibility of the boy.

All food must be stored in the fridge or a **locked food box**. Food may not be stored in wardrobes, drawers, on windowsills or other open surfaces. All fridges must be removed at the end of the school year or stored at the boy's expense.

## BICYCLES

Only 6th year boys, with parental permission, may have bicycles. **All associated risks including theft, loss and injury are assumed by the parent.** As always, boys may not leave the grounds without permission. **The wearing of a helmet is mandatory.**

## BUYING AND SELLING

Boarders are not allowed to trade in items or set up mini-businesses, trading with each other.

## REPORTING

The Castle is a community where all members share responsibility for the wellbeing of each other. Boys and their parents are expected to report any behavior they are aware of which is detrimental to the common good. The College management treat all information received discreetly and sensitively.

## SUPPORT GUARDIANSHIP

All boys who live in the Castle are under the care of the Castle team, who act "in loco parentis". All overseas parents are required to nominate a support guardian in Ireland, who support the Castle team in times of illness or disciplinary matters, during holidays or providing airport transfers. This may be a relation, family friend or professional agency. The Castle must be notified if there is any change to a support guardian.

## END OF SCHOOL YEAR

There is a formal system in place for end of year departures. All boys are expected to complete the departure checklist and sign it in the company of a member of staff. Keys must be returned. A charge is applied for a missing key. (Currently €50)

## SUMMER STORAGE

A boy's books and clothing can be stored over the summer months. Parents may make arrangements individually with local private companies.

## PASSPORT & PPSN

All boys taking State exams in Ireland require a PPSN number. Please check for following website for details.

<https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/>

Please ensure that your son's passport is valid for the period of his stay in Ireland.



***BE THERE    BE CARING    BE TRUTHFUL    BE GRATEFUL    BE RESPECTFUL***

## APPENDIX 1: HOSPITALS

In emergencies we use the Blackrock Clinic, St. Vincent's Hospital, St. Michael's Hospital or Crumlin Childrens' Hospital, depending on the circumstances.

All hospitals charge for visits to A & E. The Blackrock Clinic is a private hospital and incurs a slightly higher charge. Parents should check if their insurance covers A & E visits to the Clinic. The Clinic can advise on this.

## APPENDIX 2: HOUSEKEEPING

The Castle provides furnished bedrooms, study areas and comfortable recreation areas

There are shower facilities on each floor. In the basement we provide sports locker, changing room and further shower facilities. All areas are serviced daily and inspected. Boys are expected to keep all areas that they use in good condition and report any damage caused, accidental or otherwise.

We also provide life-skill lessons such as ironing and room maintenance. Boys are expected to do the following each morning:

- Make their own bed
- Open the curtains
- Leave the floor clean
- Put dirty clothes in the basket provided
- Put sports gear / boots in their sport locker

Boys should shower daily and always after sport.

### APPENDIX 3: CLOTHING

To help boys to maximise the space in their rooms, we suggest the following clothing list.

	Items	Notes
<b>School Uniform</b>	College Blazer x 1	
	Jumper x 2 – Grey 1 <sup>st</sup> Yr – 3 <sup>rd</sup> Yr	
	Jumper x 2 – Navy 4 <sup>th</sup> Yr – 5 <sup>th</sup> Yr	
	Shirts x 3 – White 1 <sup>st</sup> Yr – 5 <sup>th</sup> Yr	
	Boarders Tie x 2	
	College Trousers Grey x 2	
	Black Leather School Shoes x 1	
	Grey Socks 2 x 5 pack	
	School Coat or Training Top or Tracksuit Top	At least one to be worn as School Coat
<b>Sports Uniform</b>	Tracksuit bottoms x 2	
	Match Shorts White x 2	Rugby only
	PE Multisport T-Shirt x 2	
	PE Multisport Shorts x 2	
	Rugby Jersey x 2	
	Rugby Socks x 2	
	Gum Shield x 1	
	Rugby Boots x 1	For PE Class & Rugby
	House T-Shirt	To be ordered <b>after</b> School starts
<b>Sports Other</b>	Base Layer	Sports Underwear-Long Sleeve Thermal Top
	Runners x 1	
	Sports Socks x 2	
<b>General Clothing</b>	Casual Shoes x 1	
	Black Socks x 12	
	Warm Rain Jacket x 1	
	Chinos x 1	Usually Beige, Navy, Black
	Shirts x 2	6 <sup>th</sup> Years will need more than 2
	Jumper x 1	
	Jeans x 1	
	T-Shirts x 7	For Casual wear
	Underwear x 10	
	Pyjamas x 2	
	Shower Towels x 3	
	Hand Towels x 2	

**ALL CLOTHING SHOULD BE LABELLED**  
**UNIFORMS & LABELS AVAILABLE FROM [WWW.UNIFORMITY.COM](http://WWW.UNIFORMITY.COM)**