



# **HANDBOOK FOR PARENTS**

## **2020 -2021**

*Version 1.0 Updated July 2020*

# INTRODUCTION

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The purpose of this handbook is to provide parents with basic information about the organisation and ethos of Glenstal. It should serve as a useful reference for you and your son during his time in the School. There will be other more detailed and specific information sent out from time to time. Please note that some things will be done differently in 2020-21, owing to the Covid-19 pandemic. **A separate guide to the school's Covid-19 plan will be circulated to all parents before school re-opens.** Updated versions will be available on our website [www.glenstal.com](http://www.glenstal.com)

## STATEMENT OF PURPOSE

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### OUR MISSION

In Glenstal, we offer our students a Christian environment in which to grow together. We foster independent, critical and imaginative thinking that will help guide them through life.

### OUR GRADUATES

We believe that this educational experience will equip our graduates with:

- a lifelong willingness to learn
- a healthy sense of personal identity and courteous self-confidence
- a spirit of creativity and innovation
- compassion and care for the needs of others
- independence and originality of thought
- honour and integrity in all they do and say
- an ability to communicate
- a capacity to lead
- resilience and courage in adversity
- a knowledge of and appreciation for the tradition of Benedictine spirituality
- respect for the dignity of others and diversity within the community
- readiness to adapt to changing situations and circumstances

### OUR ENABLING STRENGTHS

Glenstal's distinctive strengths that enable such beneficial outcomes include:

- our Benedictine ethos and tradition
- very capable and committed teaching and support staff
- smaller class sizes and individual care and attention
- remarkable companionship between students
- the experience of living in a vibrant community
- the unique beauty of the Glenstal demesne
- a safe and secure environment

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## ADMINISTRATION

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<i>Headmaster</i>	Fr Martin Browne OSB
<i>Principal</i>	Ms Carmel Honan
<i>Deputy Principal</i>	Mr Des Fry
<i>Director of Finance</i>	Mr Noel Brosnan
<i>Director of Operations &amp; Planning</i>	Mr Joe Torpey
<i>Head of Boarding</i>	Mr Kieran Sparling
<i>Head of Extra-Curricular Activities</i>	Mr Nick Miller
<i>School Administrators</i>	Ms Anne Marie Ryan Ms Suzanne Hanley
<i>Accounts Administrators</i>	Ms Elaine Kinane Ms Cáit Dunlea

## BOARD OF GOVERNORS

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Mr Richard Walsh *Chairperson*  
Abbot Brendan Coffey OSB  
Fr Cuthbert Brennan OSB  
Mr Jerry Cronin  
Fr Christopher Dillon OSB  
Fr William Fennelly OSB  
Mr Alec Gabbett  
Ms Mary Frost  
Ms Margaret Lennon

## BOARD OF MANAGEMENT

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Mr Alec Gabbett *Chairperson*  
Ms Ann Aungier  
Fr Martin Browne OSB  
Ms Ciara Daly  
Mr Thomas Franklin  
Mr Garrett Hartigan  
Fr John O'Callaghan OSB  
Mr Joe Torpey

The Principal, Ms Carmel Honan, is the Secretary to the Board of Management.

## BOARDING HOUSES

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The boarding houses operate on a horizontal structure as follows

- Junior House 1<sup>st</sup> and 2<sup>nd</sup> Years
- Inter House 3<sup>rd</sup> and 4<sup>th</sup> Years
- Senior House 5<sup>th</sup> and 6<sup>th</sup> Years

## BOOK LISTS

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Book Lists for all students (for all years) are available to view on the home page of the school website under Resources.

## CATERING

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All meals are prepared on site in our kitchens, using only the highest quality, locally sourced ingredients. Our meals are wholesome and aim to help sustain our students day by day for success in their academic studies and sports.

Special dietary requirements, food allergies or intolerances should be notified, in writing, to the School Office prior to the beginning of the school year.

See link on our website to Catering at Glenstal Abbey School.

## CHANGE OF ADDRESS OR CONTACT DETAILS

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Any changes of address and/or contact details for a parent or guardian must be notified immediately to the School office.

# CLOTHES AND EQUIPMENT

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## Dress Code

### **Classroom Wear**

Students wear casual clothes to class. While clothes may be casual we still have a very clear dress code. Only shirts with collars may be worn in class, either polo-shirts or a collared shirt worn inside a sweater. It is expected that trousers will be neat - either chinos or corduroy.

The following are considered unacceptable: Jeans, Shorts, Sweatpants, Tracksuits, Tee-shirts, Sandals without socks, Slippers, Sliders, Flip-flops and any garments whose design, cut or decoration is likely to offend. students may not dress in sportswear for class even if participating in an activity later in the school day where classroom attire is not required

### **Formal Wear**

On Sundays and special occasions students must wear a navy blazer, beige trousers, a blue or white shirt and tie and leather shoes. The school tie, to be worn by all students, will be supplied on arrival.

## Sports Kit

Students are required to wear the School's sports kit. The Glenstal Abbey School Sports kit is produced by Canterbury of New Zealand and supplied by Gleeson Sport Scene, 25 Upper William Street, Limerick, [www.gleesonsport.ie](http://www.gleesonsport.ie).

### **Compulsory Kit**

1. School Jersey
2. Pro Shorts
3. Classic Full Zip Rain Jacket
4. Track Pants
5. Socks

**Optional Items** - There are several optional items available.

All items can be purchased online at [www.gleesonsport.ie](http://www.gleesonsport.ie) or in store (Gleeson Sports Scene).

**Ordering Online** - go to [www.gleesonsport.ie](http://www.gleesonsport.ie), click on the **Schools Tab**, select **Glenstal Abbey School**, view available items, select your item, colour, size and place your order. In the Payment section in the *Other Comments* box you must include the student's name and Identification Number e.g. John Smith 15-00.

**Sizes** - If you are unsure of sizes you can either go to Gleeson Sports Scene or visit your nearest Canterbury stockist (most sports shops stock Canterbury).

**Delivery** – Gleesons will deliver directly to your home, or alternatively, orders can be delivered to the School for collection on arrival in August.

# CLOTHES AND EQUIPMENT

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## Name Tags

Woven name tags must be sewn on to all articles of clothing, iron-on name tags are not suitable as they detach during washing. Woven name tags can be obtained from the following company in Ireland:

Calmon Clare, Gort Road Industrial Estate, Ennis. Co. Clare  
Tel: +353 (0)65 6841299 or email [sales@calmonclare.iol.ie](mailto:sales@calmonclare.iol.ie)

Clothes, boots, shoes, towels etc are subject to loss on occasion. Any search for such items is greatly facilitated by adequate indication of ownership. Please place name tags where they can be easily seen, e.g. neck of jerseys and corners of duvet covers and pillow cases. Duvets and pillows should be marked with large marker pen. Boots, shoes, runners etc. should have a tape sewn on to the tongue or a mark on the soles with indelible ink. (Tipp-Ex on soles of boots works well.)

## Equipment

Pitch and Putt, Tennis, Table Tennis and Pool are just some of the activities here. However, we would advise against investing in equipment for these activities until students show some interest in any, or all of them. A limited amount of equipment is available at the school. It is also possible to buy some of the above equipment, and other items such as studs, knee bands, tennis grips, tennis balls, gum shields etc in the school. Experience has shown that some students tend to be 'big spenders' when these items are purchased 'on the bill'. Parents are advised to provide their sons with limits/guidelines, as to the extent they may avail of this service.

## Other

### Plug/Power Adapter

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

# CLOTHES AND EQUIPMENT

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## **Formal Wear**

Navy Blazer/Jacket  
Formal Trousers                      beige chinos - no logos or side-pockets (eg cargo pants), no cords  
Plain Shirts                              blue or white (2 advised)  
Leather (formal) shoes

## **General Clothing**

## **Sports Wear**

## **Security Box**

Security Box                              eg large petty cash box

## **Locks (small) for the following lockers**

Book lockers  
Tuck locker  
Boot locker

*Note: Combination locks are recommended, however padlocks can also be used.  
Spare keys to padlocks should be left with the Housemaster in case the original is lost.*

## **Miscellaneous**

A travel cup/mug with a non-spill lid is required for all hot drinks; this is a health and safety requirement.



## **Boarders** will require the following items

**Please note: *Bedding and Laundry bags will be provided to International Students.***

### **Bedding**

Duvet (tagged name & number)	1 required (no feather duvets allowed)
Duvet Covers (marked on outside)	2 required (1 x light-coloured and 1 x dark coloured)
Sheets	2 fitted single sheets (1 x light-coloured and 1 x dark coloured)
Pillowcase	2 required (1 x light-coloured and 1 x dark coloured)
Pillow	1 required (no feather pillows allowed)

### **Laundry Bags**

1 Laundry Bag required (*measuring 1 metre square*)  
3 Net Sock Bags (*whites x 1 / darks x 1 / sports gear x 1*)  
*Net Sock Bags are supplied by the school at a cost of €15 each*

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

### **Wash Bag**

## COMMON ROOMS

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Each House has its own Common room. Common rooms are open to students (both boarders and day boarders).

## COMMUNICATING WITH THE SCHOOL

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### General Matters

Contact the School Office by telephone +353 61 621010 *or* by email [administration@glenstal.com](mailto:administration@glenstal.com)

Monday-Thursday	8.30 am – 5.00 pm
Friday	8.30 am – 4.00 pm
Saturday	9.00 am – 12.00 noon

### Absence Notifications

To notify the school about student illness/absence, please email [attendance@glenstal.com](mailto:attendance@glenstal.com).

**NB:** Non-medical absences during class time require prior permission from the Headmaster.

To contact the Headmaster, Fr Martin Browne OSB, call the School Office or email

[headmaster@glenstal.com](mailto:headmaster@glenstal.com) *Messages may be read by Office staff as well as by the Headmaster*

All students must sign out at the school office when departing school premises (for medical/dental appointments etc) during class time and sign in on their return.

To contact the Principal, Ms Carmel Honan, call the School Office or email [principal@glenstal.com](mailto:principal@glenstal.com)

*Messages may be read by Office staff as well as by the Principal*

For boarding matters, including after school exeats, contact one of your son's Housemasters via email.

*Senior House* [shm@glenstal.com](mailto:shm@glenstal.com)

*Inter House* [ihm@glenstal.com](mailto:ihm@glenstal.com)

*Junior House* [jhm@glenstal.com](mailto:jhm@glenstal.com)

For day to day academic matters, please contact your son's Tutor in the first instance, rather than the subject teacher.

Correspondence for the Board of Management should be sent to its secretary, the Principal.

Correspondence for the Board of Governors should be sent to its secretary, Fr John O'Callaghan OSB ([john@glenstal.org](mailto:john@glenstal.org)).

To raise a concern relating to Child Safeguarding, please contact the Designated Liaison Person, Ms Carmel Honan, or, in her absence, the Deputy Designated Liaison Person, Mr Des Fry. ([dfry@glenstal.com](mailto:dfry@glenstal.com))

## DAILY TIMETABLE

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The school day begins with Registration and Morning Prayer. Classes run each day until approximately 3.20 pm, followed by games and activities. First study commences at 5.40 pm, followed by supper at 7.00 pm. Second study commences at 8.00 pm and ends at 9.00 pm for Juniors and 9.30 pm for Inters and Seniors. **NB:** These times are subject to slight change during 2020-21.

## DAY BOARDERS

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Day boarders must register with their respective Housemaster by 8.30 am and are free to depart after first study/supper at 7.00 pm (lunch-time on Saturdays). Day Boarders usually depart after first study/supper but are welcome to stay for second study if they wish to do so.

## EMAIL

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Email is used throughout the School for communication between students and staff. All students are allocated an @glenstal.com email address, which they are expected to use. You will have received this email address as part of the enrolment process.

# EXTRACURRICULAR ACTIVITIES

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A variety of extracurricular activities is available to students. Information on the Music, Drama, Public Speaking & Effective Communication, Art and Sporting activities is set out below.

To enrol for extracurricular activities you must complete and return an online form. The link to the online form will be sent to you via email with guidelines for the completion of same.

## Music

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

Music is offered as a curricular subject to both Junior and Leaving Certificate students and incorporates listening, performing and composing through a wide varied syllabus.

Students who wish to take lessons in specific instruments can avail of personal tuition after class hours. Lessons are available in a variety of instruments such as piano, drums, guitar and voice. Instrumental teachers teach a variety of genres ranging from classical to jazz and traditional Irish Music.

## Private Instrumental and Voice Tuition

Year Group	Winter Term	Spring Term
1 <sup>st</sup> -3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Year	c. 16 weeks - September to January	c. 16 weeks - January to May
4 <sup>th</sup> Year (TY)	c. 12 weeks - September to November	Classes provided in accordance with the availability of the students

Students will have **one half hour lesson per week**. Students will be timetabled on a first-come first-served basis and will be notified of their relevant teacher and time of lesson during the first week of term. In addition they should aim for two practise times per week. The Music rooms are usually free during break-times, immediately after school and all day Saturday and Sunday.

All students are encouraged to take part in the various lunch-time and evening school recitals which take place throughout the year. Students are strongly encouraged to join and support any instrumental ensembles that are formed, such as Orchestra and *Grúpa Ceoil*.

Students may take music lessons for (a) pleasure only (b) to do grades with the Royal Irish Academy of Music or (c) with the Associated Board of the Royal Schools of Music.

After Grade 5 the Music Department recommends continuing with the Associated Board.

Please note students should take no more than two instruments except in exceptional circumstances.

**Tuition Fee:** Fees are €25.00 per lesson, students must commit to a term and there will be no remission for missed lessons except in the case of illness or injury.

Any queries regarding Music tuition can be directed to Yvonne Bedford at [ybedford@glenstal.com](mailto:ybedford@glenstal.com)

# EXTRACURRICULAR ACTIVITIES

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## **Drama and Public Speaking & Effective Communication**

Drama workshops and Public Speaking & Effective Communication classes are also available to our students. The classes focus on developing the students' conversation and creative skills, improving their ability to communicate with fluency and self-confidence, which will expand their overall communication skills.

Aspects of Speech & Drama are incorporated to make the young person a confident and effective communicator. As a discipline, it is concerned with the development of the performer and the person. It encourages the harnessing of the individual's personal resources including sensory perception, intellect, imagination, concentration, physical and verbal skills and emotional control. However, it is also a social activity which promotes group sensitivity, awareness and empathy.

Students will develop and enhance their communication skills through exercises and group work in voice production, public speaking, verse, prose, sight reading, mime and drama. Emphasis will be placed on public speaking in order to give students the capacity to express themselves with confidence and clarity.

The school usually mounts a Drama Production each year and auditions will take place following the workshops. We hope to be that the pandemic will not prevent the staging a production this year.

In Effective Communication, Students will be encouraged to prepare for annual examinations in Public Speaking & Effective Communication with the Irish Board of Speech & Drama. Students will also be encouraged to enter competitions at Féile Luimní. These include competitions in Impromptu Speaking, Sight Reading and Solo Verse. Students will attend weekly hour-long classes in small groups.

**Effective Communication Tuition Fee:** Please refer to the Fee & Payments Schedule on our website [www.glenstal.com](http://www.glenstal.com) – Useful Links.

## **Sport**

Sport is an important part of your son's development and it is compulsory that he 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.

First and Second Year students must do five sessions of activity a week. Third Year, TY and Fifth Year students do three sessions of activity a week, including Wednesday afternoon which is mandatory. Sixth Year students should do two days a week including Wednesday.

We are conscious that every child is different and hope that your son finds an activity from the wide and varied programme that they will like. Sports on offer include athletics, badminton, basketball, chess, equestrian, fencing, Gaelic football, golf, hurling, rugby, soccer, swimming and tennis.

## EXTRACURRICULAR ACTIVITIES

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Rugby is the school's main team sport and runs through the Winter and Spring Terms; it is compulsory for 1<sup>st</sup> years. Sessions are scheduled on Mondays, Wednesdays and Fridays, but there may be additional sessions in the week. **NB:** Fixtures against other schools will not be played until the public health advice indicates that it is safe to do so.

First year students have the opportunity to join in with other activities on a Tuesday and Thursday, including Soccer, Hurling and Tennis. In the summer term the students are able to choose from the full list of activities in the summer programme.

Fencing is compulsory for 1<sup>st</sup> year students up to the October midterm break; thereafter students can join the Fencing Team should they wish.

Activity option forms will be sent out in August and should be returned before the start of the school term in order for groups to be allocated. Once your son signs up for an activity it is expected that he will continue to participate in that activity until it runs its course..

Due to the nature of the delivery of certain sports there is a small charge applied for some of them, eg Golf. These costs will be added to your regular school invoice.

All activities are displayed on the Fixtures Calendar on the school website - <https://www.glenstal.com/school/calendar>. You are advised to check this calendar regularly, especially for more precise details on matches/activities that you are welcome to attend.

### Art

An Art Club runs as a co-curricular activity during the week and it incorporates various aspects outside the regular Art curriculum, including photography. In addition there is opportunity for students through this medium to become involved in the Drama production through set design. Students interested in this area should fill out the option form accordingly or speak with the Art coordinator

*The school takes great pride in its extracurricular programme and therefore if a student is selected to represent the school in activity then attendance is compulsory.*

# FINANCIAL MATTERS

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## Payment of Fees

### Method 1 - Full Payment

By Cheque for Total Amount payable by 1st August or by Bank Transfer for Total Amount payable, by 1st August.

Note that Method 1 - Full Payment is mandatory for all non-EU residents.

### Method 2 - Two Payments

By Two Cheques to be received by 1st August, each for 50% of Total, one cheque being a post-dated cheque (Dated 1st December) *or*

Bank Transfer for 50% of Total Amount payable by 1st August and Bank Transfer for 50% of Total Amount payable by 31st December.

### Method 3 - Standing Order

By eight Standing Order payments running from August to March.

## Expenses

Note that invoices will be issued for any expenses incurred by students in January (in respect of expenses incurred in the period September to December) and June (in respect of expenses incurred in the period January to June).

Expenses include extra text books, exam fees, medical bills, prescription charges, taxis and additional trips or activities. Overseas students typically require additional support and administrative assistance. An additional charge is applied for travel-related Administration.

Expenses are immediately payable upon receipt of the expense invoice/statement and may be paid by cheque or bank transfer. If you are paying fees by direct debit, expenses will be deducted as additional direct debits in February and July each year.

The cost of optional domestic or overseas trips organised by the school will be added to the student's expense account (e.g. ski trip) and are payable when invoiced.

Please note that students have an opportunity to sample music and the various extra-curricular sports and activities in September. However, we require students to decide at the end of September if they want to commit to the instrument/sport/activity for the remainder of the term and are charged accordingly. There is no remission or discount if a student withdraws from an activity after September because the school employs tutors and coaches based on the committed numbers at the end of September.

Bank Account details can be obtained from [accounts@glenstal.com](mailto:accounts@glenstal.com)

For the most up to date Fee information please see our website [www.glenstal.com](http://www.glenstal.com) –Useful Links.

## FOOD IN DORMITORIES

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Food may not be kept in dormitories. Each student is provided with a Tuck Locker for the purpose of storing food items. Food stored in the Tuck Locker should be sealed or placed in plastic container.

## HEALTH CENTRE

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The Health Centre is open and staffed by a nurse every day of the week as follows:

Monday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Tuesday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Wednesday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Thursday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Friday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Saturday	8.00 am to 12.00 noon	4.00 pm to 8.00 pm
Sunday	11.00 am to 1.00 pm	

A nurse is on call at other times.

In addition to medical care the Nurses work closely with the Housemasters and the Chaplain in the provision of pastoral care. The Nurses are always pleased to discuss any worries or concerns of parents or students.

Please ensure the Health Centre has your son's most up to date medical history. 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.

## HOMEWORK JOURNALS

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Homework Journals will be provided to each student in the first days of the new academic year.

## HOUSEMASTERS

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Housemasters have overall responsibility for the welfare and progress of the students in their care. In conjunction with Tutors and other members of staff they monitor and guide students. Housemasters are usually the first point of contact for a parent seeking information, needing to express a concern or simply wishing to make arrangements for an early departure or visit home.



## INFORMATION TECHNOLOGY

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Information relating to computer accounts etc. will be sent to you by email before the start of term.

Glenstal Abbey School uses Google Apps for Education (GAFE). This is a suite of Google programs (eg Gmail, Calendar, Docs, Sheets and Slides) that are customised and controlled by the school. Access to GAFE is via the same @glenstal.com username and password used for email (see Email section above). It is important that these details are not shared and that a strong password consisting of letters, numbers and punctuation is used. Students also have a username and password to access the student computers in the school and to sign on to the student wireless. Windows account details will be provided at the start of term.

## INTERNATIONAL STUDENTS **(applies to International Students only)**

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### English Language Classes

English language classes are available for students who do not have English as their first language. There is a charge for additional lessons.

### Guardian

Please refer to the Glenstal Abbey School Guardianship Policy on our website <http://www.glenstal.com/our-school/policies/>.

**NB:** Regardless of age, when a student's parents are resident outside Ireland the student must have an Educational Guardian in Ireland. If you are not appointing a relative or friend to act as guardian, our School Administrator can provide details of those providing Guardianship services in Ireland. You are required to notify the School Administrator when the appointed Guardian is out of the country. Guardians must be over 25 years of age and be resident in Ireland. You should ensure that appointed Guardians are Garda-Vetted, undergo Child Safeguarding Training and have a Child Protection Policy and Student Care Plan.

### Linen Supply

The school will supply linen for International students. The linen package includes the following

<ul style="list-style-type: none"><li>• Duvet</li><li>• Pillow</li></ul>	<ul style="list-style-type: none"><li>• Sheet</li></ul>	<ul style="list-style-type: none"><li>• Duvet Cover</li><li>• Pillow Cover</li></ul>	<ul style="list-style-type: none"><li>• 3 Sock Bags</li><li>• 1 Laundry Bag</li></ul>
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If you would like to avail of this service please contact our Housekeeping Supervisor via email [housekeeping@glenstal.com](mailto:housekeeping@glenstal.com).

Please note: the cost of Linen Hire is included in the EU and Non EU Boarding Fees.

### School Book rental and Stationery Supply **(applies to overseas students only)**

School Books and stationery are provided to International Students. Books and stationery will be provided to the students at the start of the academic year. When additional books or stationery are needed, the School Administrator will source and provide these items.

Please note: the cost of the book rental and stationery supply is included in the EU and Non EU Boarding Fees.

## **Travel**      *NB: Subject to change in 2020-21*

### **National Travel**

The School Administrator will arrange transfers to and from local bus/train stations if required.

The School organises transport to Annacotty, where boys can connect with the Dublin Coach service to Kildare and Dublin.

The School operates a coach service at each break from Glenstal Abbey to Galway and Wexford (depending on numbers travelling).

The cost of travel will be added to the student's account twice a year.

### **International Travel**

The School Administrator will arrange travel to and from airports. Airline tickets must be purchased by parents and a copy of the e-ticket emailed to the School Administrator two weeks before each break.

Students should lodge their passports with their Housemaster at the beginning of term and these must be collected prior to travelling.

### **Day Boarders Bus Service**

For information regarding school bus services please contact the School Administrator.

## **LAUNDRY SERVICE / REQUIREMENTS**

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Laundry is collected from each House once per week and returned two days later. The cost is charged to each student's expenses bill. All clothes must be clearly marked with the student's Identification Number.

Students need to become accustomed to managing their own clothes, *ie* choosing their own clean clothes each day and putting dirty ones into their laundry bag when taken off. Students need to be aware of their responsibility to collect their laundry on return, at the pick-up point.

**Note:** No responsibility will be taken for unmarked clothes.

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

Boarders must store all of their clothes in their dormitory to avoid items being mislaid.

Day Boarders should use their day lockers and sports lockers to store their clothes and equipment.

All boarding students are urged to use the school laundry for their clothing, both for hygiene reasons and to maintain tidiness in the dormitories.

Each item of a student's clothing should be marked with his Student Identification Number (*aka* Laundry Number). No responsibility will be taken for unmarked clothes.

# LAUNDRY SERVICE / REQUIREMENTS

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## Monday: 1<sup>st</sup> & 2<sup>nd</sup> Years

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the Laundry. Clothes may be collected from the same place on Wednesday after 3.30 pm.

## Tuesday: 3<sup>rd</sup> and 4<sup>th</sup> Years:

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the Laundry. Clothes may be collected at the same place on Thursday after 3.30 pm.

## Wednesday: 5<sup>th</sup> and 6<sup>th</sup> Years:

Clothes, sheets & pillowcase should be bagged and left in the blue bin outside the Laundry. Clothes may be collected at the same place on Friday after 3.30 pm.

## Sports Wear (applies to ALL students - the cost is included in school fees):

Sportswear (school sports kit) should be put in to a sock bag and placed in the blue bins which can be found at top of the stairs leading to laundry each day and should be collected from the laundry the following day.

## Laundry Requirements

- a. 2 (net) sock bags – sock bags are available at the school at a cost of €15 per bag. **NB** Students should keep sock bags for duration of their stay in Glenstal Abbey School.
  - b. 1 laundry bag. Laundry bags are available at the school at a cost of €25 per bag. To place your order email the Housekeeping Supervisor at [housekeeping@glenstal.com](mailto:housekeeping@glenstal.com). Laundry bags should measure 1 metre square and should be tagged with name and number. (Duvet covers will not be accepted as laundry bags).
1. Delicate items (e.g. wool jumpers etc.,) should be brought to the attention of the laundry staff, to ensure they receive appropriate care.
  2. Laundry Charges (personal laundry only):

Weight		Cost €
<6 lbs	<3 kgs	10.00
7-12 lbs	3-6 kgs	12.00
13-16 lbs	6-8 kgs	14.00
17-20 lbs	8-10 kgs	16.00
21-24 lbs	10-12 kgs	18.00
25-28 lbs	12-14 kgs	20.00
29-32 lbs	14-16 kgs	22.00

## Linen Hire

Linen is available for hire. The linen package includes the following and costs €150.00 per academic year. If you would like to avail of this service please contact our Housekeeping Supervisor on [housekeeping@glenstal.com](mailto:housekeeping@glenstal.com)

<ul style="list-style-type: none"><li>• Duvet</li><li>• Pillow</li><li>• Duvet Cover</li><li>• Pillow Cover</li></ul>	<ul style="list-style-type: none"><li>• Sheet</li><li>• 3 Sock Bags</li><li>• 1 Laundry Bag</li></ul>
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**Please note the cost of Linen Hire is included in the EU and Non-EU Boarding Fees.**

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## LIBRARY

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The School has a well-equipped library which is situated in the Castle. The Library is open to all students at the following times. The Library supervised by members of the Community during these times.

Monday to Friday        3.00 pm to 5.45 pm  
Tuesday and Thursday   7.30 pm to 9.00 pm

## MOBILE PHONES

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The use of mobile devices is strictly forbidden during class and study. Students in 1<sup>st</sup> to 4<sup>th</sup> Year may not use their phones during the school day and must give their phones to their housemaster each evening.

## PASSPORTS

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Boarders should store their passports in the House safe, through their Housemaster.

## PANTRY

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Pantry facilities are available for each house. Cereal and other food items are available in the Pantry throughout the day. Students should bring a bowl, a travel mug with lid and some cutlery for use in the Pantry. Students may also bring their own cereal and snacks, which they should keep in their tuck lockers. All food should be kept in plastic containers.

## POLICY DOCUMENTS

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The school policy documents are available under the Resources tab on our website [www.glenstal.com](http://www.glenstal.com)

## PERMISSION TO LEAVE

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Any student wishing to leave the School grounds must have permission from his Housemaster. Permission to leave is required for outings with parents after Mass on Sundays or for visits home on Saturdays, after school or for special occasions. All requests for permission to leave must be made to the Housemaster. Any request to be absent for class should be addressed to the Headmaster.

## POCKET MONEY

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Pocket money for boarders should be lodged with the Housemaster on the day students arrive. Boarders should not bring large amounts of money unless required for a specific predetermined reason. Money may be withdrawn from the housemaster on a daily basis.

## REFECTORIES

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There are two refectories in the school, Junior and Senior. **NB Arrangements for meals in 2020-21 will be amended to conform to Covid-19 protocols.**

## SACRAMENT OF CONFIRMATION

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If you would like your son to receive the Sacrament of Confirmation please speak with the Chaplain, Fr Denis Hooper ([denis@glenstal.com](mailto:denis@glenstal.com)).

## STUDENT DRIVING AND PARKING

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The school has a Vehicle Parking Policy for students, regulating student vehicle usage on campus. The parents/guardians of a student intending to drive to school must apply using the appropriate form, which may be requested from the Head of Boarding, Kieran Sparling ([ksparling@glenstal.com](mailto:ksparling@glenstal.com)).

## SCHOOL REPORTS

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Detailed reports on students' progress are made at the end of the Christmas and Summer terms. Interim reports are also provided during the course of the year. Reports are accessed online and access details will be sent to you by the School Administrator.

## TUTORS

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### **The Role of the Year Tutor at Glenstal Abbey School**

A Tutor is assigned to each class group in the school. (The Transition Year Coordinator fulfils this role for 4<sup>th</sup> Year.) The specific functions of the Tutors depend on the particular year they are tutoring.

The Tutor is the primary point of contact between the individual student, his parents and the institution of the school on academic matters. The Tutor monitors the academic progress of all his/her tutees and makes comments and recommendations on each student's Christmas and Summer Reports. Any changes in students' subjects or subject levels after the start of the academic year must be agreed in advance with the Tutor.

Please note that the Tutor is not involved in boarding matters or in sport or other extra-curricular issues.

### **Communication between Parents and Tutors**

This is a two-way communication process, aimed at keeping teachers and parents informed about the student's progress and development, and ensuring that all are working together.

- The Tutor will be present at your son's Parent-Teacher Meeting. This is a good time to meet formally and discuss your child's progress with his Tutor.
- Tutors will email all the parents of their class group at the beginning of the year, introducing themselves and stating a good time (according to their timetable) for taking calls, queries, meetings etc.
- The preferred and most practical method of contacting Tutors is via email. (The Tutor's contact details will be forwarded to parents at the beginning of the academic year)
- If phone contact between parents and Tutors is necessary, it should take place within school hours. Please leave a message with the School Receptionist and the Tutor will return your call at the earliest convenience.

## WEBSITE

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The Glenstal Abbey School website URL is <http://www.glenstal.com>.

The Calendar section of the school website is a useful place to keep abreast of fixtures and events, especially when the weather can dictate short-notice changes to sporting fixtures. The News and Photos sections are updated regularly to announce and record various events and various updates. Your son may not always tell you what is happening but the website will.

The website also contains a collection of useful and relevant documents - such as dates for the academic years, state exam timetables, policy documents and various forms.

## WEEKEND BREAKS

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On long weekends all students normally leave the school after class at 1.00 pm on Friday. Boarders return to the School no later than 9.00 pm on the following Monday and Day Boarders return for registration the following morning. **NB Arrangements for breaks will be different while the Covid-19 restrictions are in place and will be advised separately.**