



Coláiste Íde Policy Booklet

2020-2021

AIM OF COLÁISTE ÍDE

To prepare students to play their proper role in society by helping them to:

- Develop themselves, physically, spiritually, mentally and emotionally according to their ability
- Respect themselves, others and God
- Respect our Irish heritage - our country, our language and our traditions
- Have proper values to guide them for life
- Acquire a love of learning

COLLEGE RULES

The rules are acceptable and fair and are supported by Parents, Staff, Board of Management and Board of Trustees.

Each student is expected to show:

- Loyalty to the college motto, "Glaine ár gCroí"
- Loyalty to the use of Irish as a medium of learning and of communication at all times
- Impeccable behaviour, courtesy and manners at all times
- Show responsibility for personal effects/ property including money

EVERY STUDENT IS ASKED TO SHOW RESPECT FOR HERSELF, HER FELLOW STUDENTS, THE TEACHING AND SUPERVISORY STAFF BY;

- Having necessary books and equipment for class and study
- Following the school and study timetable
- Doing home-work according to teachers' requirements
- Following the directions of teachers, supervisors and prefects at all times
- Wear a full, complete, neat uniform and sportswear with pride and satisfaction. The school uniform will be monitored regularly
- School skirt which is knee length with neat hem and neat lining
- School Trouser
- School jumper in good condition
- Neat school blouse
- Black tights
- Suitable low heeled black strong/leather shoes with black laces (sports shoes, canvas shoes and pumps are not permitted)
- Neat sports gear
- Do not wear make-up and wear only simple jewellery - watch, simple ring, pair of studs or sleepers, (if ears are pierced)
- Keep hairstyle suited to classroom/study purposes
- Only natural/normal hair colour is permitted
- Make up, fake tan and nail varnish is not permitted
- Jewellery permitted: a watch, a simple ring
- Pierced jewellery only allowed on the **lobe of the ear**. A small discreet pair of studs is allowed on the ear lobe

TO ENSURE HEALTH AND SAFETY

- Walk on the left in corridors
- Be punctual, by answering bells immediately
- Do not bring food to classrooms or study hall
- Ensure that your area is kept clean, neat and tidy at all times. Each student is responsible for keeping her own area in order

- Follow instructions from teachers regarding use of school equipment; e.g. PE equipment at all times
- Appropriate safety gear is essential for recreation purposes
- Chewing gum is forbidden in Coláiste Íde
- Aerosol cans are not permitted
- High energy/caffeine drinks are not permitted
- **Alcohol cigarettes and illegal drugs are strictly forbidden**

REFECTORY

- Always be on time for meals
- Show respect by observing silence during Grace and daily announcements
- Table manners must be observed at all times
- In the interests of safety never run in the dining room or serving room
- Remain at your designated table to use the opportunity to get to know others
- Assist at your table with cleaning after all meals

DORMITORIES

- Always keep your room clean, neat and tidy
- Use the corkboard supplied for hanging pictures/personal items, never use the wall
- Do not hang towels across walls or doors
- Do not enter another student's room unless that student is present
- Nobody is permitted to enter your room when you are not present
- You may use an iPod/iPad providing it is not utilized as a means of communication/uploading/social media outside of the designated times
- Please do not leave electrical equipment in sockets/charging when you are not present
- Keep valuables items locked in your wardrobe and keep keys with you at all times

GENERAL

- Respect college property – repair/replacement costs must be paid
- Respect and reverence must always be shown in the Chapel
- Medication must be handed in to the office or to the nurse who will dispense them when required
- Never share medication with others
- Always inform staff if you feel unwell or have a Doctor/Dentist appointment
- Never go swimming in the sea
- You are not allowed on the public road in the interests of safety
- 3rd, 5th & 6th year students may go around the “fáinne” between 4pm and 5p.m. providing the signing out/in rules are observed
- Mobile phones are permitted providing the policy is read, signed and returned
- Coláiste Íde accepts no responsibility for a situation whereby a student has in her possession, a 2nd mobile phone, or any other means of communication that contravenes the Mobile Phone or the Social Network Policy. We will immediately contact parents in the case where either policy is contravened and request that it be rectified immediately. All policies are in place to for the safety and welfare of every student and we ask each and every parent to fully support them
- The use of illegal drugs / substances, alcohol and smoking are strictly forbidden in Coláiste Íde at all times. Parents are welcome to view this policy at any stage
- Students and parents are asked to follow and support the college's anti bullying policy- which is available on the college website: www.colaisteide.com
- Do not bring inappropriate books, posters, magazines, movies etc, to Coláiste Íde

VISITING/GOING OUT

- Students may leave the college with visitors after school hours and at weekends. Permission will be accepted only from the authorised email address(es) used in the permission form submitted each year and confirmation may be requested via telephone number(s) above.
- Parental permission must be given in writing/by email to info@colaisteide.com if a parent is permitting a student to leave the college/have visitors other than parents/guardians. All permissions must be received **no later than 5pm on the previous Thursday** otherwise permission cannot be granted in the interests of the safety and welfare of students.
- Permission for a student to leave the college will never be accepted by text message in the interests of safety and welfare.
- Visitor Identification may be requested on arrival, a copy of which may be kept on file for the academic year.
- If you wish to add additional people to the list please submit permission by signed hard copy to Coláiste Íde.
- Visitors who have authorisation to take a student from the college must sign a form accepting responsibility for the student while in their care.
- In the interests of their safety and welfare, students are not permitted to leave the college without being under the supervision of an adult except in exceptional circumstances such as travelling home, attending counselling or attending additional classes where they would be in the care of an adult in any event and only with parental consent.
- If you do not wish to give permission for your daughter to be collected / visited other than by parents please tick the box in the permission form, sign and return it to Coláiste Íde by July 19th 2019
- Any student who leaves the premises without prior permission from parents may incur an immediate suspension from the boarding school.
- Coláiste Íde does not accept responsibility for the safety and welfare of students while they are off the Coláiste Ide campus.

ATTENDANCE

We expect excellent school attendance from Monday to Friday between 8:45am until 4:00p.m. A note is necessary from parents/guardians if a student is absent. If a student needs to leave school early written permission from parents/guardians is necessary.

On return to the college inform the office/supervisor immediately and sign in. The Attendance Policy is available on the college website: www.colaisteide.com.

CODE OF BEHAVIOUR

The Code of Behaviour is available on our college website: www.colaisteide.com. We ask you to read it carefully, in particular.

- Measures to promote good behaviour
- Rewards
- Interventions/sanctions

SOCIAL NETWORKING POLICY/ ACCEPTABLE USE POLICY- Internet

These policies are available on the college website www.colaisteide.com and all students are obliged to use the internet and all forms of media in a responsible way, as per the policy guidelines.

Caithfear an fhoirm seo a shíniú agus sheoladh go dtí Coláiste Íde **roimh an 30ú Iúil 2020**

This form must be signed and returned to Coláiste Íde **no later than July 30th 2020**



Dearbhaímid go bhfuil an Leabhar Polasaithe léite againn agus táimid sásta glacadh leis na treoracha go léir

We confirm that we have read the College Policy Booklet and we are willing to abide by the guidelines;

Síniú an Tuismitheora:

(Signature of Parent)

Priontáil d'ainm

(Print Name)

Síniú an Dalta:

(Signature of Student)

Priontáil d'ainm

(Print Name)

Dáta: ___/___/___

(Date)