



MIDDLETON  
COLLEGE

2023-2024

# BOARDING

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## HANDBOOK







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# Welcome Message

At Midleton College we are immensely proud of our school's strong boarding tradition which represents a unique element of our school's culture. Boarding at Midleton College offers you the opportunity to live within a friendly, vibrant and active community where you can fulfil your potential in a safe and supportive environment.

We encourage you to avail of this opportunity by participating actively and fully in all school activities and events

Your safety, happiness and health are of paramount importance to us and there is an excellent support system in place so as to ensure that you as a boarder emerge from Midleton College as a competent and confident young adult ready to take on life's challenges. As a member of our community we expect you to demonstrate a high level of respect for others in the College. We look forward to having you stay here, in your home away from home, and we have no doubt that you will fondly remember your days in boarding.

## Boarding Staff 2023-2024

**Head of Boarding:** Mr Kevin Stanley, Deputy Principal

**Head of Girls' Boarding:** Ms Aoife McGuinness

**Boarding Admissions:** Ms Nicola Nagle

**Houseparents (Boys):** Mr Callender, Mr Aherne, Mr Hynes, Mr Whyte

**Houseparents (Girls):** Ms Willis, Ms Doyle, Ms Kelleher

**Nurses:** Ms O'Farrell, Ms Coughlan, Ms McCarthy

This dedicated team work to provide a secure, supportive, and caring environment for each student, ensuring peace of mind for parents and a happy, memorable experience for all boarders.





# Student Experience

*"My stay in Midleton College as a boarder was one of the best decisions I made in my life. I met so many wonderful people I can now call my brothers and sisters. Midleton College is a family that once you are part of it, you are part of it for life!"*  
(Sarah, Form 6).

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*"I had never lived away from home so I was very nervous about coming to Ireland. When I got to Midleton College, my nerves disappeared. Everyone was so friendly and I had the best year of my life. I made friends from all over the world and I speak English with a Cork accent now!"*  
(Bruno, Form 5)

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*"My favourite weekend trip was to Charlesfort in Kinsale. We took a tour of the base which was fascinating and we also got to spend time exploring the town, which was really pretty. I also loved our trip to Spike Island where we got to drive boats around the docks ourselves!"*  
(Carolina, TY)

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*"Boarding at Midleton College was an experience that I will never forget. I got to try out so many different sports and activities and also make some of the best friends ever. I know we'll stay in contact for life. It was my second home for 6 years."*  
(Rachel, Form 6)

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## School Day for Boarding Students

<b>7.30am</b>	WAKE-UP CALL
<b>8.00am – 8.30am</b>	BREAKFAST
<b>8.40am – 8.50am</b>	ASSEMBLY
<b>8.50am – 3.45pm</b>	CLASSES (LUNCH 1.05-1.45pm - Juniors) (LUNCH 1.45-2.25pm - Seniors) WEDNESDAY (LUNCH 1.45pm)
<b>4.00pm – 5.30pm</b>	EXTRA CURRICULAR ACTIVITIES
<b>5.45pm – 6.15pm</b>	EVENING MEAL
<b>6.50pm – 8.00pm</b>	SUPERVISED STUDY (PREP)
<b>8.00pm – 8.20pm</b>	SUPPER
<b>8.20pm – 9.30pm</b>	SUPERVISED STUDY (PREP)
<b>10.00pm – 10.45pm</b>	LIGHTS OUT IN DORMITORY



# Meal times



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- **Breakfast:** 8.00am

Students must be in Dining Hall by 8.10 in full uniform.

- **Lunch:** 1.05-1.45 pm - Juniors.  
1.45-2.25 pm - Seniors.
- **Tea:** 5.45pm.
- **Supper:** 8 pm.

*Fresh fruit is available for all Boarders. To avail of this please ask any member of the dining hall staff who will be happy to help.*



## **Medical Facilities**

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There is a nurse on duty from 8:30am until 7pm Monday to Friday. Students who require medical attention should do so out of class time unless absolutely necessary.

Should you require any medical attention outside of these times, students should contact the staff member on duty.

It is not permitted for any student to keep medication of any type in their dormitories. All medicines should be handed into the nurse's office and collected on a daily basis.

College Nurses- Ms. Carmel O'Farrell, Ms. Breda McCarthy & Ms. Geraldine Coughlan.

## **Dorm Access**

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Students are not permitted to access the dormitories during the school day. Therefore, it is essential that boarders bring all of their required materials with them for the school day. This includes all PE gear, sports equipment or any other required personal items.

To enter the dorms you will need to use a key code. This key code is given only to boarders and should not be passed on to anyone else.

No day students are allowed in the dorms at any time. Any boarder found to have let a day student inside the dorms will also be sanctioned along with the day student.

## Prep Times

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<b>6.50pm:</b>	First Prep commences
<b>8.00pm:</b>	Prep Break
<b>8:20pm:</b>	Second Prep commences
<b>9.30pm:</b>	Prep concludes

**Forms I - V** must return to their Dormitories immediately after prep ends.

**Form VI** - may continue with additional study in the Library and must return to their Dormitory areas only until no later than 10:15pm.

Students are required to be in prep on time with all their required materials. Mobile devices should be handed to the teacher on duty prior to the beginning of prep. In second prep students may request the use of mobile devices from the teacher on duty for work purposes only. Please note the granting of this permission is at the discretion of the teacher on duty.





## Boarder Academic Coaching

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Our Boarder Academic coaching programme is in place to support each of our boarding students in reaching their potential in their studies. The coaching allows students to build on their own experiences of learning, develop strategies and skills to improve their academic performance and identify their academic goals and challenges.

Each boarding student will meet with an experienced tutor. These tutors will assist the students in areas such as improving their time management techniques, study strategies and skills, exploring their organisational skills and other relevant areas.



## Lights Out

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### DORMITORY TIMES

	<b>To Dorm</b>	<b>Lights Out</b>	<b>Silence</b>
<b>Form 1</b>	9.30pm	10.10pm	10.25pm
<b>Form 2</b>	9.30pm	10.20pm	10.35pm
<b>Form 3</b>	9.30pm	10.30pm	10.45pm
<b>Form 4 &amp; 5</b>	9.30pm	10.35pm	10.50pm
<b>Form 6</b>	10.15pm	10.45pm	11.00pm

**Phones will be collected from Forms I – III at lights out. They will be handed back in the morning.**

The lights must not be turned on again after this time and the dorms are to be silent.





## Leave out

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### **Form VI:**

4 – 5pm or 5 – 6pm (2 days per week)

Wednesday 2.15 – 3.15pm or 5 – 5.50pm

### **Forms III, IV, V**

4.15 – 4.45pm or 5.15 – 5.45pm (2 days per week)

Wednesday 2.15 – 2.45pm or 5.15 – 5.45pm

### **Forms I & II**

4.15 – 4.45 or 5.15 – 5.45pm (1 day per week)

Wednesday 2.15 – 2.45pm or 5.15 – 5.45pm

You must sign in and out at the staff room for this leave out.

## Things you Should Bring

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- 2 Towels
- 2 Face cloths
- Toiletries (Shampoo, toothpaste, etc.)
- Flip flops for showering
- Personal clothing for evenings and weekends (Jeans, jumpers, active wear, warm coat, rain jacket)
- Appropriate swimwear (Bikinis and sports shorts are not acceptable)
- Full Uniform (please see uniform list)
- Pencil Case (Pens, pencils, etc)
- Any electronic devices you wish to use (none are necessary).

Please note: Midleton College will provide bed linen (Mattress protector, duvet, pillow, bed sheet and duvet cover) for all boarding students for the coming 2023-2024 school year.



## Student Responsibilities

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Midleton College is home for many staff and students alike. It is therefore integral that we treat our school and everybody in it with the same respect we would like to receive ourselves.

**Dormitories:** Your dorm is shared with many other students and each student is entitled to a clean living space. It is your responsibility to ensure you have a neat and tidy area at all times. Boarders must ensure that their bed is made every morning and that their personal lockers are organised and tidy.

**Dining Hall:** The catering department work extremely hard to provide you with nutritious meals each day. Always treat the dining hall and staff with respect.

**Grace after Meals:** Meals conclude with the saying of Grace. The appropriate response after Grace is Amen.

**Punctuality:** Being punctual is an important requirement for all boarders. Students are responsible for waking up and arriving to all meals on time. Students must sign in and out and be in bed for 'Lights Out' on time each day. Students who persistently late will be sanctioned accordingly.

**Hygiene:** Maintaining a good standard of cleanliness is of vital importance in boarding and in life. Students are expected to shower regularly and always wear clean clothes and uniform.

**Appearance and Uniform:** Boarding students are role models within the school community. It is therefore vitally important that all boarders maintain high standards in relation to their appearance.



Boarders must abide by all school guidelines when they wear their uniform. Their shirts must be clean and shoes should be polished. Tights with holes in them should not be worn. Boys are required to be clean shaven. Girls makeup should not be excessive. Outside of the academic school day students may wear casuals. Boarders must ensure that their casual clothing is appropriate.

**Security:** Each Boarding student is provided with a lockable locker in their dorm. Money and valuable items should be locked securely at all times. Larger sums of money and passport documentation should be given to Mr. Stanley or Ms. McGuinness



## 7 Day Boarding

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**The weekend allows more time for study in addition to more free time to relax and recuperate after a busy school week. Many cultural trips and activities will be planned for you to enjoy on the weekends and extended sign out will be made available to you.**

**Breakfast:** is served at the later time of 9.30am on Saturdays and Sundays

**Laundry service:** is available to 7 day boarders. All items of clothing must have your name on them and be in a bag with your name clearly on it. Drop your bag down to the laundry room in the morning and please allow a few days for your laundry to be completed. Please note that additional charges may be added for the cleaning of certain items.

**Sunday Service:** The ecumenical and inclusive ethos of the Church of Ireland are evident in the diverse Midleton College community which includes those of many religious denominations and faiths. Students alternate attendance between Church of Ireland Sunday Service and Roman Catholic service. Full school uniform is required to be worn as you are representing the school during this time.

**Leave Out:** Extended leave out is available for 7 day Boarders however, this is at the discretion of the staff member on duty.

## 7 Day Boarding

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**Procedures for Weekend Leave:** It is advisable to stay on campus on the weekends as trips and activities are planned for you. However, if you plan to leave the campus during the weekend the following procedure must be followed;

- Any Boarding student who wishes to stay outside the campus at the weekend must have a family member or guardian request this by email. ([boarding@midletoncollege.ie](mailto:boarding@midletoncollege.ie)).
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- This email must be received on the Thursday of the week concerned no later than 2.00pm and must include details such as time and date of departure and return, where you are visiting and all relevant travel arrangements etc.
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- If a Boarding student wishes to stay outside the campus at another student's house this must be confirmed by the families/guardians of both families.
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- Heads of Boarding have the right to refuse permission for weekend leave if it is deemed appropriate or if the procedures outlined above have not been followed.



## Weekend Activities

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Our 7 day boarders experience a wide range of cultural and leisure weekend activities allowing them to bond as a group while experiencing what Ireland has to offer. Weekend activities are a combination of cultural sightseeing outings such as Blarney Castle, Torc Waterfall and Killarney National Park and other activity trips such as Go Karting, Laser Tag, Bowling, Fota Wildlife Park and much more.







## Frequently Asked Questions

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### **How many students will be in my dorm?**

Boarding students will be allocated to a dorm depending on the year they are joining. Dormitory sizes range from 4 students to larger dormitories of 12. Many of our boys' and girls' dormitories have been recently refurbished and upgraded. All dorms are laid out in a way that all year groups will be grouped together to gain the maximum potential out of boarding life.

### **Can I get my Laundry done in school?**

Yes, we provide a laundry service for our 5-day international and all 7-day boarders. Students are required to have all their belongings clearly labelled as well as their laundry bags. There is an allocated morning for each year group to drop their bag down to the laundry room. Students will then collect their laundry once completed.

### **Where/When should I buy my school uniform?**

The Midleton College uniform can be purchased from Bertelli Menswear, 64 Main Street, Midleton. It is advised to pre-order in advance of presenting in the store, by emailing: [midletoncollegeuniform@gmail.com](mailto:midletoncollegeuniform@gmail.com) or Telephone: 00353 214634063

### **Where will I store my belongings?**

Each student is provided with their own wardrobe that includes a lockable area for personal items. Each student is also provided with a separate book locker in their year groups locker room. Valuables such as passports and small amounts of pocket money can be given to the respective heads of boarding for safe keeping.



## Frequently Asked Questions

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### **Where will I store my suitcase?**

7-day boarders' suitcases will be stored and returned to them for holidays/closed weekends.

5-day boarders are asked to bring their main suitcase home or to their host family. A smaller weekend bag will be required for the weekends.

### **Is there a limit on what I should bring with me?**

Students are advised to limit their belongings to 1 large suitcase. Students wear their school uniform 5 days a week so only a small number of casual wear and personal belongings are required. There are department stores in the local area which offer great value, and these are accessible to students should they require further items after they arrive. Please also see specific page on items to bring.

### **Are students required to have a digital device such as a laptop or iPad with them?**

No, students will be provided for textbooks for their learning and will have access to a computer room. Most students will possess a smartphone, and this should be sufficient for both school research and for communication purposes. Students may bring a laptop or iPad with them should they wish to do so. It is school policy that mobile phones and devices are not permitted after 'lights out' in the dormitories.

### **Will there be access to Wi-Fi in the dorms?**

Yes, students will have access to student Wi-Fi on the campus. This Wi-Fi is provided in an educational setting so access to inappropriate websites and access to some commonly used apps are restricted.

## Frequently Asked Questions

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Many students will purchase an Irish sim card in a local phone shop which includes unlimited data for approximately €20 a month.

Students are required to adhere to the schools 'Appropriate Use Policy' at all times.

### **What items are provided for me by the school?**

In terms of boarding the school will provide all bed linen including mattress protector, duvet, quilt, pillow, pillowcases, and sheets. These will be changed on a fortnightly basis.

Students will need their own toiletries, wash cloths, towels and personal clothing. Students are reminded that their uniform is worn during the day Monday-Friday and therefore the quantity of appropriate casual clothing should be kept to a minimum.

All school books, writing paper, folders etc. will be provided by the school however students will need their own stationary i.e. Pens, pencils, calculator etc.

### **Can I wear my own clothes in the evenings?**

Yes. Classes finish at 3:45, students are permitted to wear appropriate casual clothing for the evening and at weekends.

### **What are the exact term dates in terms of (a) arrival at Middleton and (b) check in into room?**

All boarding students will begin boarding on Monday 28th August 2023 from 7-9pm.

Form 1 students will have a school induction day on Monday 28th August but will not commence boarding until the Monday evening.

## Frequently Asked Questions

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### **How do I arrange a host family for school holidays?**

We refer students seeking any hosting arrangements to an external contact with whom we have an ongoing association – Ms Karen Allister, Email: [karenallister@live.com](mailto:karenallister@live.com), Phone: 00353 858 746 672. All financial arrangements regarding hosting are made directly with Ms Allister. Students must stay with host families for any school closures or alternatively they can return home to their families if it is an option. See outline calendar for all weekend closures and holidays. All families need to notify us of hosting arrangements two weeks in advance.

### **Do I need guardianship during my time in Midleton College?**

This depends on each individual students' situation. Some students travel to Ireland under the care of an agency who will act as their guardian. For others, Midleton College will undertake the role of guardian. The school also has a long-standing relationship with Ms Karen Allister, Hosting Agent who can facilitate hosting guardianship at times when the school is closed. Email: [karenallister@live.com](mailto:karenallister@live.com), Phone: 00353 858 746 672.

### **Do I need health insurance?**

Individuals travelling from EU member states will be covered under EU Health Insurance. We would advise all students travelling to Ireland to obtain the European Health Insurance Card (EHIC) . Students from outside the EU are advised to check with their agency or immigration ask they may require their own private health insurance.



## Useful Contact Information

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### School address

Midleton College,  
Connolly Street,  
Midleton,  
Co. Cork,  
Ireland  
P25 F898



### Telephone Numbers

Main School Office: +353 21 4632246

Boarding Duty Phone: (After office hours, during term time only): +353 86 8782009

### Boarding Emails

General Boarding Matters: [boarding@midletoncollege.ie](mailto:boarding@midletoncollege.ie)

Boarding Admissions: [admissions@midletoncollege.ie](mailto:admissions@midletoncollege.ie)

Head of Boarding (Kevin Stanley): [kevin.stanley@midletoncollege.ie](mailto:kevin.stanley@midletoncollege.ie)

Head of Girls' Boarding (Aoife McGuinness) [aoife.mcguinness@midletoncollege.ie](mailto:aoife.mcguinness@midletoncollege.ie)

College Nurse: [nurses@midletoncollege.ie](mailto:nurses@midletoncollege.ie)

Catering Manager (John O'Connell): [catering@midletoncollege.ie](mailto:catering@midletoncollege.ie)

