



*Welcome To Westbury House
Sutton Park School Boarding*



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A message from the Head of School

Michael Moretta

Dear Boarders

We look forward to welcoming you to Sutton Park School at the end of August. Your mailing from the School contains most of the back-to-school information you will need. This leaflet gives you some important information specifically for Boarders and their parents, which should help you prepare for your stay at Sutton Park. Please take some time to read it, and to complete and return the enclosed forms as soon as possible.

Your Dorm Parents

Your Dorm Parents Tomasz Porczynski and Agnieszka Ukleja come from Poland. They look forward to welcoming you to Westbury House, where they try to foster a warm, inclusive and family-like atmosphere.

Flight Reservations

When making your return flight reservations, you should book early, ensuring that your departure is **after** your last examinations and classes. Please check our website www.sps.ie for the most up to date academic calendar and term dates. At the beginning of the school year, Westbury house will be open and supervised two days before school starts. The House will normally be open and supervised for 24 hours before and after the Christmas, Easter and midterm breaks.

Due to the Transition Year Programme scheduling, Fourth Year students finish their academic year approximately one week prior to the rest of the School and should arrange their departure immediately after that date. For Third and Sixth Year Boarders sitting the Junior and Leaving Certificate examinations, the house will be open for **24 hours after the final exam**. Due to insurance restrictions, we are unable to provide accommodation during official holiday times (Christmas, Easter, and midterms).



The boarders sitting room



A boarders' bedroom

As soon as you have arranged your flight details, please complete the **Travel Information Forms** available from the Boarding House or the school's Main Office, complete and return them immediately to the School. If time is short, please fax your form to +353 1 832 5929 or email the full details to info@sps.ie. Even if your arrangements are not fully completed, please fax the form **at least ten days before** your planned return.

Boarders' Requisites

In your pack you will find a list of items that you will normally need during your stay here. If you have any special needs or if there is something you wish to bring that is not on the list, please contact us to discuss the matter. Remember that there are shopping facilities nearby, so it is not necessary to bring an entire term's supply of toiletries.

Medical

While we hope that you enjoy a happy and healthy time here at Sutton Park, the Dorm Parent is available if you have any medical problems, and there are several members of staff fully trained in First Aid. The School Doctor is also available on call. The School should have your full medical details, including allergies, chronic illnesses, and current prescriptions of any medication you are taking, including the pharmacological description and brand name. Please complete the **Medical Information & Consent To Treat Form** your parent or guardian must sign this form on your behalf. This form should then be submitted to the School's Main Office as soon as you arrive at Sutton Park.



I hope you enjoy your time with us and I look forward to welcoming you to Sutton Park School.



The Entrance Hall

Michael Moretta
HEAD OF SCHOOL

Westbury House Rules

As Westbury House is your home for much of the school year, all boarders are responsible for maintaining a community environment and for helping to make the house a nice place to live. To support this, house members must agree to abide by the rules below. Your Dorm Parents may impose Penalty Points at any time for failure to meet any of these requirements. **A student who accumulates 7 points in a single week will lose privileges.** The Deputy Principal has overall responsibility for the Residential Life programme. Boarders should address questions or suggestions to your Dorm Parents or to the Deputy Principal.

Check-in

All Boarders must check in to Westbury House immediately after evening study. On weeknights final check in time for the night is 8.45 pm. On weekends, you must arrange your final check in time with your Dorm Parents. Even if you are in the house, you must check with your Dorm Parent so that they know you are in and safe.

One point is imposed for lateness, two points for failure to check in.

Room Inspection

Room inspection is conducted three times per week. Each Boarder's individual duties are:

1. Your bed should be made every day.
2. Your floor should be vacuumed and clean.
3. Your desk should be clear and ready for studying.
4. You must turn off all electrical appliances (such as a stereo or light) when you leave the room.
5. You must properly dispose of all food items (for example, you must put all perishable items into the refrigerator and all empty pizza boxes in the designated waste bin).

One point is imposed for each thing not completed to an appropriate standard.

Unauthorised Presence in Boarding House

During weekdays, Boarders may not be in the Boarding House until after 3.30 pm, without special permission.

Any student found in the Boarding House without permission will receive 5 points and lose weekend privileges.

Behaviour

Students are expected to treat all members of the House with respect and dignity.

The Dorm Parent may impose Penalty Points for infractions as necessary.

Health

Any student who feels ill should report to the Dorm Parent. Your Dorm Parent may give permission for a Boarder to remain in the House if he or she feels that the student is seriously unwell, and will then notify the School Doctor who will visit during the day.

Visitors

Visitors are only allowed in the Boarding House with permission of the Dorm Parent. Visitors may only visit in the public rooms. They may not visit student bedrooms at any time.

Weekends away from Boarding House

Boarders who wish to stay overnight away from the boarding house at weekends must get permission from their parents or guardians.

Permission should be sent to the school by 11:00am on the Wednesday prior to the weekend in question. The permission must be faxed or emailed to +353 1 832 5929 or Email: info@sps.ie