



BOOKLET FOR RULES & PROCEDURES

The rules are for everybody's benefit and protection. Failure to comply will result in expulsion without reimbursement of fees.

Please read further for all details on Rules, Procedures and General Information.

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Meitheal Rules & Procedures

(Short version)

The following is a brief description of any rules and procedures relating to Meitheal Summer School. The full version of these can be seen on our website at www.tradweek.com

Note that the rules of Meitheal Summer School are subject to change and may be modified at any time. Also note that regardless of age, all who attend Meitheal must abide by these rules.

General Information

- Meitheal Summer School will not be liable for any students' belongings (pocket money, instruments, electrical devices etc.)
- All meals are provided for students at *Meitheal*
- Refreshments are available for purchase at *Meitheal* shop
- Bring recording devices as they will come in handy for practising and storing tunes!!
- Bring spare strings etc.
- If you play more than one instrument, bring the other ones along if you wish
- Bedclothes are not provided so please bring your own sleeping bag and pillowcase.

Procedures

- Students arriving with parents are expected to **register after 9 p.m.** on the eve of commencement
- Students are requested to have packed by **9am** on the final day of the course
- Items not allowed will be confiscated e.g. alcoholic beverages, tobacco, glue type substances, tipp-ex, aerosols (including deodorants-use roll-on deodorants)
- Visiting is discouraged. If it is necessary to visit, please contact Meitheal staff prior to visiting
- Any queries by telephone should be made to the following number 0876704465
- Any insurance information regarding our Public Liability Insurance may be obtained from the course director
- Please note, students' belongings are not insured under Meitheal Summer School's Insurance policy
- We suggest that parents should investigate the possibility of arranging an extension of their house insurance policy to cover students instruments and belongings
- We would also like to advise students to leave items of value at home that are not suitable for a summer camp environment, as Meitheal Summer School is not responsible for replacing items that get broken and/or lost.
- We recommend that any medication, with the student's name on it, be handed to the director on arrival at Meitheal.
- All the student's clothing, musical instruments etc. should have their name stitched or labelled on them
- All students will be responsible for their own personal belongings and we strongly advise that they do not lend them to other students.
- We strongly advise that all students check their belongings before leaving the centre. Meitheal will not be responsible for items left behind after the course

Rules

- Smoking is forbidden anywhere on the campus.
- Alcohol, artificial stimulants or non-prescription drugs are strictly forbidden
- Mobile phones and such devices are to be switched off during *Meitheal* activities and after lights out or will be confiscated.
- Students are expected to contribute positively as soloists and with other group musicians
- Respect the space and the property of those with whom you're sharing accommodation. Do not abuse St. Flannan's College buildings, fixtures and fittings, those of your sleeping quarters or those of Dánlann an Chláir (concert venue). You will have to make good any damage for which you are responsible
- Common courtesy and respect towards Meitheal staff, tutors and fellow students is expected at all times. Be positive! Try to get on with everybody and we will all enjoy ourselves.
- Students will be informed of out of bounds area on their arrival
- Punctuality is expected for workshops and all other Meitheal events
- All students must attend all Meitheal events unless otherwise specially exempted by a Director.
- Be in the dorm at 11.40pm. Lights out at 12.00am. Morning call at 8.00am..
- Breakfast at 8.30am.
- The working day is long and intense. You will need your rest!! Respect those with whom you're sharing by not disturbing them after lights out. Breaches are treated as very serious.
- Your parents expect us to look after you! Students – regardless of age - may not be absent from St. Flannan's College Campus at any time without permission. You risk being sent home immediately!!
- Students are required to abide by the assignment of dorms by Meitheal staff. Assignment of dorms is final.
- Unauthorised use of audio or video material taken at Meitheal is forbidden. Permission of Directors required.
- Dorms will be assigned on the basis of gender and age. Preference expressed re. roommate is taken on board but there are no guarantees. Staff decision on assignment of dorms is final.

Meitheal 2018 General Information

Pocket Money

All pocket money is the students' responsibility. *Meitheal Summer School* will not be liable for any students' pocket money.

Medical Attention/Medicines

Students requiring medical attention will be brought to the doctor/nearest hospital. Any medical costs incurred will be the responsibility of the student / parent

Prescription Drugs must be shown to Ernestine at registration. The staff must know full details of drugs prescribed to individual students.

Refreshments / Snacks

Refreshments may be purchased from the *Meitheal* shop.

Meals

Breakfast, lunch and dinner are provided daily. Snacks are also provided during the day.

Recorders/Notebooks

It is recommended that students bring recorders and notebooks on the course. Put your name on these so that they do not get mixed up. Note: Recorders may only be used as approved

Musical Instruments

Students are advised to bring the appropriate material required for maintaining their instruments e.g. spare strings, bore oil for flutes etc. Also, students are encouraged to bring any other instruments they can play to get the most out of the course. Make sure your instruments are easily identifiable.

Clothes

Due to limited wardrobe space, students are requested to bring the minimum amount of clothes necessary. They should be clearly marked with the identity of the student. Students should also bring clothes hangers and some suitable clothes for use in concerts.

Linen/Bedclothes

Students must bring their own pillows and duvets or sleeping bags, as these are not supplied at the summer school. Students must also bring their own towels, soap etc.

Student Belongings

We would like to advise students to leave at home personal items of value or items that are easily broken that are not essential for the summer school, as *Meitheal Summer School* takes no responsibility for student belongings.

Meitheal 2018 Procedures

Arrivals

Students arriving with parents are expected to register **after 9.0pm on Sunday July 22nd**. *Meitheal* Staff will be available at the reception area to meet parents and discuss any further information, medical or otherwise that may have come to light since the completion of the original application form.

Departures

Students will have packed by **9am** on the final day of the course. Those parents collecting students are asked to pick up luggage at 5.30pm from St. Flannan's and the student later at Dánlann an Chláir after the Finale concert. *Meitheal* staff will not be responsible for students who have not been collected after this time.

Items Not Allowed

In the interest of student health and safety - alcoholic beverages, tobacco, glue type substances, Tipp-Ex, aerosols (including deodorants) are forbidden and will be confiscated. The same applies to knives, substances such as hair dye or any other objects that the Course Director deems to be a threat to the safety of the students. *Meitheal Summer School* accepts no responsibility for the safekeeping of such confiscated items.

Settling In

Students will be given every help and encouragement to settle in and feel at home. Parents should rest assured that if there is a serious problem in this regard they will be advised by staff. If a student contacts home within the first few days of the course, we would request parents to advise them to stay. It is our experience that even the most homesick soon settle down. Students should let staff know if they are experiencing difficulties. The course director may suggest a visit from parents if he/she feels this would improve the situation.

Visitors/Leave

Visiting is discouraged as this tends to disrupt the school program. No u18 student will be permitted to leave the college with other relatives, family friends or parents of friends on the course unless specific written authority to do so has been given to the course director by their parents/guardians.

- Parents / Guardians should give written consent for only a responsible adult to take their child out of the school.
- Visitors may not go beyond the reception area of the college while they await the student they are visiting.
- Any student who returns to the college under the influence of alcohol or drugs will be liable for immediate expulsion. (see rules).

The above procedures have been drawn up to ensure the safety and wellbeing of students and staff.

Telephone Calls

Any queries by telephone should be made to the following number 0876704465

Insurance and Personal Items:

- Any insurance information regarding our Public Liability Insurance may be obtained from the course director
- **PLEASE NOTE, STUDENTS' BELONGINGS ARE NOT INSURED UNDER MEITHEAL SUMMER SCHOOLS INSURANCE POLICY.**
- *Meitheal Summer School* accepts no responsibility for students' belongings. We suggest that parents should investigate the possibility of arranging an extension of their household insurance policy to cover students' instruments and belongings.
- We would also like to advise students to leave items of value at home that are not suitable for a summer camp environment, as *Meitheal Summer School* is not responsible for replacing items that get broken and/or lost.
- We recommend that any medication, **with the student's name on it**, be handed to the director on arrival at Meitheal.
- All the student's clothing, musical instruments etc. should have their name stitched or labelled on them.
- All students will be responsible for their own personal belongings and we strongly advise that they do not lend them to other students.

We strongly advise that all students check their belongings before leaving the centre. Meitheal will not be responsible for items left behind after the course

Meitheal 2018 Rules

To ensure the course works well and everyone has a good time, certain rules and procedures apply.

Note that the rules of *Meitheal Summer School* are subject to change and may be modified at any time. Also note that regardless of age, all who attend *Meitheal* must abide by these rules

(1) MUSIC PRACTICE

Students must engage in a positive manner with the music and with other musicians throughout the duration of the summer school. Failure to do so may result in the student not being permitted to take part in certain activities.

(2) DISCIPLINE

Smoking - Smoking is forbidden in schools or school grounds by Irish law.

Alcohol and Drugs - the possession and consumption of alcohol and the use of drugs are strictly forbidden and warrant immediate expulsion.

Mobile Phones & electronic devices should be switched off during Meitheal activities and after lights out unless otherwise instructed. Devices are subject to confiscation if used inappropriately.

Theft and Vandalism - any pupil found stealing or vandalising property is liable to be expelled. Pupils will be charged for damages or graffiti to the school buildings, equipment, furniture, your sleeping quarters, other student's belongings or those of *Dánlann an Chláir* (concert venue) caused by them. If a group is involved and individuals not identified, the cost of repair will be apportioned by the course director.

Out of Bounds - in the interest of providing a high level of supervision for the students' own safety and for insurance purposes the following out of bounds rules apply.

(a) No student may leave the grounds of the school unless on an official organised Meitheal outing. *Meitheal Summer School* will not be liable for any loss or injury that might occur should a student do so. (see also **visitors/leave** in previous section)

(b) Certain areas within St. Flannan's are out of bounds. Students will be advised of all these areas on arrival. No student may enter these out of bounds areas - the following are some examples.

- (i) No boy may visit any of the girls' dormitories, and no girl may visit any of the boys' dormitories at any time.
- (ii) Girls washrooms and showers are out of bounds to boys, and boys washrooms and showers are out of bounds to girls.
- (iii) Students who leave their dormitory area after lights out are considered out of bounds. A breach will be treated as very serious.

Punctuality – punctuality is expected for workshops and all other *Meitheal* events and all students are expected to attend all *Meitheal* events unless specially exempted by a Director

General Behaviour - A high standard of behaviour and good manners is required at all times. Students must obey the direction of staff. Disrespect, persistent disobedience, inappropriate sexual behaviour, unruly behaviour or bullying towards staff or fellow students, will not be tolerated. Failure to comply with these rules will warrant expulsion and no reimbursement of fees will be granted, no exceptions will be made. Meitheal strictly adheres to the Department of Education and Science [Anti-Bullying Procedures for Primary and Post-Primary Schools](#) in Primary. and Post Primary *Schools* (2013).

Bedtime – Students are to be in their dorm at 11.40. Lights out at 12.00 midnight. Morning call at 8.00am. **Breakfast** – breakfast is at 8.15am.

The working day is long and intense. You will need your rest!!! Respect your roommates by not disturbing them or staff after lights out. A breach will be treated very seriously.

Dorm Rooms – Students are expected to abide by the assignment of rooms by *Meitheal* staff. Swapping of rooms etc. will not be permitted.

(3)EXPULSIONS

If a student is in breach of the above rules so as to warrant expulsion, the course Director will immediately contact the parents' home (or the contact address they have provided in the event of their being away from home) to advise parents/guardians of the situation. THE EXPELLED STUDENT SHOULD BE COLLECTED BY HIS/HER PARENTS OR THE PERSON DESIGNATED TO ACT ON THEIR BEHALF ON THE DAY OF EXPULSION. OTHERWISE THE STUDENT WILL BE SENT HOME BY PUBLIC TRANSPORT.

IT IS THE PARENTS RESPONSIBILITY OR THE RESPONSIBILITY OF THE PERSONS DESIGNATED TO ACT ON THEIR BEHALF TO ENSURE THAT A RESPONSIBLE ADULT WILL BE AVAILABLE TO RECEIVE A STUDENT THUS EXPELLED. MEITHEAL SUMMER SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY STUDENT FOLLOWING EXPULSION.

An expulsion comes into effect from the moment that the student is advised that he/she is being expelled. Students therefore are not advised of their expulsion until shortly before the time they are due to depart the college. It should be noted that once a student has been advised of their expulsion, he/she will not be allowed any further association with the other students.

The decision of the Course Director in relation to the interpretation and implementation of the rules and all matters in relation to discipline shall be final and binding.

Expulsions affect staff and student morale and the entire atmosphere of the course. We therefore ask both parents and students to read our rules and the section on general procedures and other information prior to making an application for *Meitheal Summer School*.

St. Flannan's College, Clare Rd. Ennis, Co. Clare

How to find us!



- Take exit 12 off the Motorway,
- Follow the N85 towards Ennis.
- At the 2nd roundabout, take the 3rd exit R458 (Clare/Limerick Rd) towards Ennis.
- At the 2nd roundabout, take the 1st exit N68 (College View).
- St. Flannan's is the first gate on the right.
- Inside the gate, make an immediate left and follow the driveway to the carpark by the Hall. Registration is at the side-door of the Old building.