

ST. COMÁN'S WOOD PRIMARY SCHOOL

Live, Love, Laugh, Learn



ROS COMÁIN

www.comanswoodprimary.ie

Chairperson: Mr. Eugene Toolan
Principal: Dr. Úna Feeley

Main Office: Convent Rd., Roscommon.

Phone: 090 6626872
Email: info@comanswoodprimary.ie


[twitter@ComansWoodPS](https://twitter.com/ComansWoodPS)

A THUISMITHEOIRÍ, A CHAIRDE, PARENTS

This booklet gives you easy access to important information about the school.

You may download a copy of any/all of the policies from...

www.comanswoodprimary.ie

If there is anything else you would like to know, please contact the school on:
090 662 6872 (Main Office).

Le gach dea ghuí, (with every good wish)

Dr. Úna Feeley & staff

VISION

Live, Love, Laugh, Learn.

RELIGIOUS EDUCATION

St. Comán's Wood Primary School is a Catholic school; therefore it is inclusive and enrolls children of other faiths and none and respects their beliefs and practices. The school is under the patronage of the Bishop of Elphin. and the trusteeship of the Elphin diocese.

A Christian ethos permeates the school day and the life of the school. There is a spirit of prayer in the school, not just imposed on the children, but it is seen to be a value for the teachers. Children of all faiths are encouraged to pray to God as they are taught by their parents, to do so at home. Children of no faith are encouraged to respect prayer time and to use the quiet time for reflection. In each classroom there is an atmosphere of openness, forgiveness and understanding and above all love. Teachers, with support from parents, are involved in the Catholic faith development of Catholic children who are prepared for the sacraments of Reconciliation, Communion and Confirmation. In addition to these activities, all children will also learn about and from the beliefs, teaching and practices of the great religious traditions of the world, with a particular focus on Christianity. This type of learning is open to, and inclusive of, all children, regardless of their faith background. Children from all faith traditions and none are therefore welcome to participate in the religious education programme that our school provides. Parents are welcome to view the Catholic religious programme taught: at its core is 'Love God and love your neighbour'. The school cannot undertake to educate children of other faiths in their own faith, nor can it provide supervision during the religious education period apart from within the class.

LOGO



LOGO DESIGNED BY FIONA DUNNE (PARENT)

THE HANDS PORTRAY THE TREES IN THE WOOD WITH THE LEAVES OVERHEAD. IT SYMBOLISES GROWTH, WORKING TOGETHER, AND VITALITY. THE VARIOUS COLOURS OF THE HANDS REPRESENT THE VARIETY OF THE CHILDREN THEMSELVES NOT JUST THEIR SKIN COLOUR BUT ALL OF THE COLOURS OF THEIR INDIVIDUAL PERSONALITIES, THEIR ABILITIES, THEIR TALENTS AND THEIR INDIVIDUAL OUTLOOK.

All children irrespective of gender, race, or culture are given equal opportunity to participate in all aspects of school life. We nurture in our children a sense of cultural identity and pride in ones culture. Children are taught Irish and encouraged to use Irish informally in daily conversation. Children from other countries are encouraged to teach us about their culture and traditions. Every day we learn from each other.

BOARD OF MANAGEMENT

The Board of Management has legal responsibility for the overall running of the school. It serves for a term of four years. A new Board of Management was appointed in . It will include two Patron Representatives, two Teacher representatives, two Parent representatives and two Community representatives.

Chairperson: Eugene Toolan

Parent Representatives: Marie Doorly and Niall Geraghty

Community Representatives: Paula Connaughton and Jennifer Liddy

Teacher Representatives: Joan O'Shea and Úna Feeley

STAFF

All of our teachers hold a primary degree in Arts, Education and/or Science. Many teachers have further qualifications including post grad. Diplomas, other degrees, Masters in Education and Doctorate in Education. Special Needs Assistants have as a minimum, the equivalent of a FETAC, level 5 qualification.

Principal: Dr. Úna Feeley			
Deputy Principal: Patricia Morris. B.Ed, Post Grad. Dip. in Educational Leadership.			
Junior Infants	Lorraine Finneran	Alicia Henry	Olivia Ward
Senior Infants	Caroline Acton	Sinéad Killeen	Deirdre McDermott
1st class	Breege Gibbons	Cathy O'Connor	Joan O'Shea
2nd class	Caroline Dolan	Michelle Flannery	Nicola Shaughnessy
3rd class	Joanne Kelly	Cathy McCormack	Eimear Leonard
4th class	Aoife Conlon	Louise Kilcullen	Christina Mannion
5th class	Sandra Crean	Nicola Gately	Aidín NíDhonncha
6th class	Kate Crehan	Joan Mannion	Aisling McNeill
SEN team	Abbey Senior site	Convent Junior site	
	Richard Devaney Aisling Greene Mary-Clare Maher Berni McCarrick Cathy Mulrooney	Lorraine Connaughton Caitriona Duignan Niamh Fallon Marie George Alberta Healy Kathryn Heneghan Amy McAleer Clodagh McNamara Frances Mitchell	
Speech and Language Class	Marie Connolly		
Special Needs Assistants	Sharon Bailey	Hanorah Beirne	Deirdre Bracken
	Ann Cumberland	Mark Mulligan	James Murphy
	Claire Mulligan	Róisín Rogerson	Carmel Walker

BASIC INFORMATION

SCHOOL TIMES

9.15	a.m.	School doors open to admit pupils
2.00	p.m.	Junior and Senior Infants finish
3.00	p.m.	End of school day (1st – 6th classes)
3–5.00	p.m.	Homework club and extra curricular activities

No responsibility is accepted for pupils arriving before 9.15 a.m. with the exception of those doing Music. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school no later than 3.00 p.m. The school cannot accept responsibility for looking after children after 3.00 p.m., except for those partaking in after-school care, after-school homework or extra-curricular activities organised by the school.

CAR PARK

In the church car park children should **not** be dropped off/collected in front of the main school gates as this causes traffic congestion. Parents should park in one of the marked parking bays, **preferably near the church** and make sure their children walk along the pedestrian crossing or footpath into the school. Parents are asked to walk young children onto the footpath. We ask parents on both the Senior and Junior sites to drive with great caution and to allow for the unexpected errors that children of school-age can make. Please pass on this information to any person who drops or collects children on your behalf.

PHONE NUMBERS

Please ensure that your child's teacher has an up-to-date address and phone number. It is the parent's responsibility to inform the school in writing of any changes in name, address or telephone. We also need two further contact numbers for emergencies. We will then be able to contact you immediately if your child is sick.

HEALTH/MEDICATION

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records.

ACCIDENTS

Accidents occur despite supervision. Minor accidents are treated at school. In the event of a more serious accident or a child becoming very ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for that child.

CURRICULUM

The What, Why and How of Children's Learning in Primary School is a DVD for parents about the Primary School Curriculum. A free copy is available for all parents from the office or can be accessed on www.ncca.ie. The DVD provides information for parents about what children learn in school, why they learn with the curriculum and how they learn through different teaching methodologies. In St. Comán's Wood Primary School efforts are made to ensure children taste success regularly. There is a focus on quality learning for all. High standards are achieved in literacy and numeracy. Emphasis is placed on identifying children with learning difficulties early and putting an effective intervention programme in place, in consultation with parents.

SUBJECTS TAUGHT IN ALL CLASSES JUNIOR INFANTS – 6TH CLASS:

Drama	Mathematics	Social Personal and
Languages (English, Irish, French 5 th /6 th)	Music	Health Education
Geography	Physical Education	Visual Arts
History	Religion	
	Science	

EXTRA CURRICULAR ACTIVITIES:

We offer a wide range of extra curricular activities catering for children of all interests. These run from 3.00p.m. – 5.00p.m. Monday – Thursday.

Athletics	Gaelic football	School Band
Ballet	Soccer	Hurling
Basketball	Chess	Keyboard
Accordion	Soccer/Ball skills	Violin/Flute
Camogie	Volleyball	Speech & Drama

FACILITIES:

Interactive White Boards with laptops/computers in all classrooms.

iPads for use as stations in all classrooms.

iPods for video making and digital cameras available for all children.

Assembly Hall and Stage with lighting and sound equipment

Access to Secondary School Gym and Sports facilities

Wide range of up to date equipment and resources in all subjects with an emphasis on Mathematics and Science.

HOMEWORK POLICY

Parents are encouraged to establish a set routine and time for the child to do his/her homework, in a quiet place free from distractions. Parents are asked to supervise children's homework, checking and signing the homework journal on completion. Help and encourage the child but do not do the homework for him/her. Please forward a note to the teacher or place a note in your child's homework journal if homework has not been completed due to unforeseen circumstances.

Allotted time that teachers expect the average child in each class to spend at homework is as follows:

Junior Infants	10 - 15 minutes
Senior Infants	15 - 25 minutes
First and Second	No more than 30 minutes
Third and Fourth	30 - 45 minutes
Fifth class	30- 45 minutes
Sixth class	1 hour (max.)

If your child is spending more time than they should at homework and he/she is doing their work in a quiet place free from distractions please contact the class teacher at the earliest opportunity. Homework is given Monday to Thursday. Normally there is no homework at weekends; however, children in middle and senior classes may sometimes be required to work independently on projects at weekends.

AFTER-SCHOOL CARE AND HOMEWORK CLUB

After school activities run from 2.00p.m. – 5.00p.m. After-school care is provided for Junior and Senior Infants Monday – Friday, 2.00p.m. – 3.00p.m. Homework club runs from 3.00p.m. – 4.00p.m., Monday – Thursday for 4th - 6th class pupils. Homework club is run and supervised by our teaching staff.

ATTENDANCE

The Education Welfare Act requires children to be in school every day unless there is a reasonable explanation for not attending. Parents are expected to sign the Homework Journal if your child is absent and to give an explanation. A dedicated phone line is used for recording absences only – 090 6625100. If your child is sick, please leave a message on this line instead of the Main Office line. The Act states that the relevant authorities will be informed of pupils who have been absent for **twenty school days or more** (this includes illness, holidays outside school holidays etc.). A child who misses **15 consecutive school days** is taken off the roll. A pupil who shows signs of illness should be kept at home. Requests from parents to allow their child to stay inside during break times cannot be accepted. A child who is too sick to play with his peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school, during break times. However, arrangements will be made in exceptional circumstances, when a child needs to stay inside.

Situations do arise when a child appears well in the morning and then gets sick during the day. On such occasions every effort will be made to make the child comfortable. Parents/guardians will be contacted. If the school is unable to make contact with parents/guardians a decision will be made as to whether the child needs medical assistance. If deemed necessary the child's family doctor will be contacted. If not the child will be made as comfortable as possible until a parent/guardian is contacted.

The school needs to be notified in writing, if a child needs to leave school early. No child may leave school without a parent or guardian during school times. If someone other than a parent or guardian is collecting a child, please notify the

school in writing. A child who has to leave early **should be collected from the school office. The child should be 'signed out' before leaving the school and 'signed in' on return to school.**

It is very important that your child is in school on time as lateness is unsettling for everyone.

PARENT/TEACHER COMMUNICATION

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the principal at any time. In case of prior appointments it would be wise to ring the school in advance (Main Office: 090 6626872). Informal communication takes place early morning between teachers and parents while children are hanging up their coats. This informal chat is very important. However, meetings with class teachers at class doors to discuss a child's concern/ progress is discouraged on a number of grounds:

1. A teacher cannot adequately supervise her class while at the same time speaking to a parent
2. It is difficult to be discreet when so many children are standing close by.
3. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The Principal/Deputy Principal will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time they are entitled to. When possible the principal will teach the class until the class teacher returns.

If parents wish to drop in lunch boxes, sports gear etc. this **must** be done through the secretary's office as it is important to keep class interruptions down to a minimum. If a parent wishes to speak to his/her child during the school day, this can be facilitated in the office. All visitors/parents must report to the office on arrival in the school building.

ACCESS TO RECORDS

Parents are entitled to an account of their child's progress in school. Senior Infants to 6th classes participate in a National Standardised Assessment (in English and Maths) every year during May/ June. Parents are informed by the class teacher of results of all tests at the annual Parent/Teacher meetings. Parents who wish to access their child's school records must do so in writing to the Principal Teacher. The Principal teacher will then collate all available records and an appointment time will be confirmed with the parents. Records provided include Attendance, Standardised Tests, Diagnostic tests (if applicable), Medical/ Psychological (if applicable) and End of Year Reports. St. Comán's Wood Primary School retains all school records in a safe place for nine years after the child leaves 6th class.

HEALTHY LUNCH POLICY

The aim of the policy is to ensure children eat a healthy, well-balanced lunch, thus promoting a healthy lifestyle. By encouraging healthy eating patterns we

educate children for later life. A healthy eating week will be held in the school the second week of September. Children are encouraged to bring fruit and vegetables every day.

CUSTODY/SEPARATION POLICY

The BOM and staff of the school encourage parents experiencing separation to come and speak confidentially to the teachers and/or principal. It is our aim to handle such matters with sensitivity and compassion, and ultimately our primary concern is for the well-being and overall development of the child. When the child spends time in two homes it is requested that the school be provided with both sets of emergency/contact numbers. Regarding the collection of children from school, it is requested that the school be informed of any changes in the collection arrangements by note. It is school policy to offer the option of separate parent/teacher meetings, if so desired. It is assumed that when we wish to communicate with parents regarding their child, the parent contacted (i.e. the parent with whom the child principally resides) will inform the other parent of meetings, arrangements etc. Special arrangements for separate communication can be accommodated. In the absence of a custody arrangement, both parents will be treated as equal partners in terms of parenting rights and responsibilities. The school cannot be asked to withhold a child from either parent, in the absence of a custody arrangement or court order. The BOM and staff of St. Comán's Wood Primary School will endeavor at all times to deal sensitively and caringly with children experiencing separation.

PROCEDURES FOR REPORTING ALLEGATIONS OF CHILD ABUSE

Staff in St. Comán's Wood Primary School follows the procedures issued by the Department of Education and Skills. These procedures are listed in our School Plan. The Designated Liaison Person (DLP) appointed by the BOM is Dr. Úna Feeley. If any parent is concerned about a pupil in the school they should in the first instance contact the DLP. The Deputy DLP is Ms. Patricia Morris.

RELATIONSHIP AND SEXUALITY EDUCATION

In circular 2/95 issued by the Department of Education and Science the minister requested all schools to introduce Relationship and Sexuality Education (RSE) as part of the curriculum. In the 1999 curriculum RSE was included in Social Personal and Health Education (SPHE). The content of the schools SPHE programme includes a wide range of topics such as healthy eating, alcohol, drugs, environmental issues, safety and social responsibility as well as RSE. RSE will be taught in accordance with the Department's directives and within the Philosophy framework of the school. The teaching methods used in the school are child centred and reflect the age and stage development of each child. If parents are concerned about the more sensitive aspects of the programme, they are welcome to visit the school to examine the content of the programme and discuss their concerns with the principal. Following this meeting if parents wish to have their child/ren withdrawn when sensitive issues are being taught, they are requested to submit this in writing to the Principal. Efforts will be made by the school, using the resources it has, to accommodate these children by providing supervision within another classroom.

INVITATIONS / CARDS

It is school policy that invitations to birthday parties, Christmas cards, birthday cakes etc. are not distributed in the school premises, out of consideration for non-receivers.

CARE OF HAIR

Parents are asked to check their child's hair regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation. Children with long hair should have it tied up or back.

PARENTS' ASSOCIATION

A vibrant Parents' Association/ Council is in existence. Membership is open to all parents/ guardians of all pupils enrolled. It promotes the interests of the pupils in co-operation with the BOM, Principal and staff. Parents as a group have a wide range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

SCHOOL UNIFORM

The uniform is very important for the image of the school and it enforces your child's association with the school. We ask you to adhere strictly to the colour scheme of the uniform.

Pupils should be in full St. Comán's Wood school uniform from the commencement of the school year. Boys and girls must wear flat, sensible, dark coloured shoes – **NO BOOTS**. Runners are allowed only on P.E. days. Girls may wear tailored trousers or skirts. Navy trousers for girls are available at Donnellans, Main St. For safety reasons stud earrings, worn in the lower lobe of the ear and watches are the only jewellery allowed. Children are encouraged to **wear hair in its natural colour**.

Item

Available From:

Royal blue v-neck jumper with **compulsory School Crest**.
Navy plaid skirt or pinafore
Navy striped tie compulsory

Crested jumper available from Donnellans.
Navy plaid skirt/pinafore and striped tie available from Donnellans.

Pale Blue Shirt
Dark grey Trousers
Navy Blue/Black Socks/Tights
Dark coloured shoes

These items are widely available.

School Tracksuit

On P.E. days, pupils wear:
Navy blue/pale blue paneled tracksuit top with **compulsory School Crest and school T-shirt**.

Tracksuit top available from Bannons Sports shop.

Plain navy shell material tracksuit bottoms with zips.

No stripes/logo or printing anywhere on tracksuit allowed.

T-shirt available from George Bannon, to be worn on PE days only
Runners

PLEASE LABEL ALL ITEMS:

To avoid loss of personal property – jumpers, coats, tracksuit tops, lunch boxes etc. should be marked. Coats and jackets should have loops for hanging up.

CODE OF BEHAVIOUR

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident. We work hard to ensure that our school is a happy place for both children and staff. **Student behaviour in the school is managed without fear or coercion.** Professional codes of conduct for teachers require consistent implementation by each staff member (Codes are on the school website). Our full Code of Behaviour is available on the school website.

OUR GOLDEN RULES

SHOW RESPECT, EXPECT RESPECT, TRUTH IS WHAT WE ALL EXPECT.
BE GENTLE, KIND DO NOT BULLY
SILENCE, WHISPERING OR NORMAL TALKING: KNOW WHEN, KNOW WHERE, KNOW WHY.
BE READY, LISTEN AND WORK HARD
SHARE A LOT AND RETURN AS YOU GOT WHAT YOU GOT
IN THE LINE, STAIRS, CLASS AND SCHOOL, QUIET VOICES, IS THE RULE.

***It is acknowledged that discretion with regard to the rules needs to be applied when managing the behaviour of children with SEN, in line with their own individual programmes.**

PUPILS ARE EXPECTED:

- to listen to the class teacher, work hard, do their best and make best use of their time in school;
- to enter and leave the school building at all times in an orderly fashion. When the bell rings after play-time the children stop playing and move carefully to their class lines. Children do not enter the school building during play-time without getting permission from teachers;
- to move quietly within the school building. **Quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.;
- to treat all staff and members of the school community, visitors, themselves and each other with due respect and courtesy;
- **to never bully any person;** Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Cyber bullying, fighting, rough play or any physical force is never allowed or tolerated.
- to never use bad language; inappropriate language if used towards a teacher or anywhere within the school is disrespectful and considered a serious breach of the code.
- to wear full school uniform;
- not to bring chewing gum, glass bottles, correction, matches, cigarettes, alcohol or drugs to school either on the premises or to a school related activity;
- to bring no jewellery to school except a watch. Only earrings allowed are one small stud earring in the bottom of each ear. Studs must taken out for team/contact sport. Studs are allowed when appropriate during PE.
- not to wear make-up;
- to not bring mobile phones to school. Children are not allowed mobile phones in class or on the school yard. If a child is found with a mobile phone it will be confiscated and stored in the office where parents may retrieve them. In exceptional circumstances a mobile phone may be handed to the principal or teacher with a note from the parent/guardian. It is the responsibility of the child to ask for the phone at the end of the school day.
- to keep their hair neat and in its **hair in its natural colour**. For hygiene purposes hair must be tied back.
- to respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement;
- to value our school environment; the playground is a litter-free zone. Fruit peels, pencil parings etc. are collected for composting. Waste paper and cardboard are collected for recycling. All other empty carton drink containers and wrapping papers are considered household waste and are taken home.

For expected behaviour on wet days, swimming days and school tours/activities please see the full Code of Behaviour on our school website.

PARENTS ARE EXPECTED:

- to nurture in their children a positive attitude towards school and try not to pass on any negative experiences parents may have had themselves while at school;
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather;
- to send a written note to the class teacher explaining their child's absence from school;
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency;
- to arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency;
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school every day in line with the school policy on "Healthy Eating";
- to arrange meetings with the class teacher and/or principal when they are concerned about any issue relating to their child;
- to communicate with staff when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers; ;
- to encourage children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure that their child has the correct books and other materials;
- to be familiar with the code of behaviour and other school policies and to support the implementation of these policies;
- to co-operate with teachers in instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect a child's behaviour;
- to follow the schools "Complaints Procedure" (available on the school website) if they have a complaint about a staff member.
 - to be familiar with the code of behavior, anti-bullying policy and other school policies and support the implementation of these policies.

STAFF ARE EXPECTED:

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, in every deed and action and to be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection";
- to create a safe, welcoming environment for each pupil;
- to praise desirable behaviour;
- to facilitate pupils to reach their full academic potential;
- to recognise and provide for individual talents and differences among pupils;
- to be courteous, consistent and fair;
- to keep opportunities for disruptive behaviour to a minimum;
- to deal with misbehaviour in line with school policy, without fear or coercion

- to keep a record of serious misbehaviour or repeated instances of misbehaviour;
- to listen at appropriate times, to pupils' explanations for behaviour;
- to provide support for colleagues;
- to be familiar with the school's "Professional Conduct Code";
- to communicate with parents and staff when necessary, always with courtesy and respect;
- to provide reports on matters of concern;
- to be familiar with and follow the school's policies on "Grievance" and "Harassment" if he/she has any complaint against staff, parents or outside personnel.

ANTI-BULLYING POLICY

The school believes that its pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, although not condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying. Bullying affects everyone, not just the bullies and the victims. It also affects those children who watch and less aggressive pupils can be drawn in by the group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up and it rarely sorts itself out.

COMBATING BULLYING AND THE ACTION TOWARDS PREVENTION:

Advice for Pupils

- Tell yourself that you do not deserve to be bullied, and that it is WRONG.
- Be proud of who you are. It is good to be individual.
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be assertive – shout NO. Walk away confidently. Go straight to a teacher or member of staff.
- Fighting back makes things worse – So don't fight back. REPORT to a teacher or parent(s)/guardians instead. If you need support find a friend and both of you speak to the teacher.
- Generally it is best to tell an adult you trust straight away. You will get immediate support.

The teachers will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

IF YOU KNOW SOMEONE IS BEING BULLIED:

- **TAKE ACTION** – Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

Advice for Parents

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard, ask for money or begin stealing money.
- Always take an active role in your child's education by enquiring how they are getting on.
- If you feel your child may be a victim of bullying behaviour, inform the school IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.
- It is important to advise your child not to fight back. It can make matters worse.
- Tell your child there is nothing wrong with him/her. It is not her fault that they are being bullied.
- Make sure your child is fully aware of the School Policy concerning Bullying, and that they will not be afraid to ask for help;

OUR PROCEDURE FOR INVESTIGATING AND DEALING WITH BULLYING IS AVAILABLE ON OUR WEBSITE.

SANCTIONS

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehavior/ the ability and age of the child will determine the strategy to be employed. In 4th/5th/6th classes White, Yellow and Red Cards are used as a differentiated sanction for level 1, 2 and 3 offences.

EXAMPLES OF MINOR MISDEMEANOURS:

Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/wearing make-up/belongings not named/*unsuitable hairstyles, hair not tied back/not bringing explanation notes for absences and homework/ wearing unsuitable shoes/cycling in school grounds.

EXAMPLES OF STEPS TO BE TAKEN BY TEACHERS WHEN DEALING WITH MINOR MISDEMEANOURS: (SEE SCHOOL WEBSITE)

With a level 1 offence a White Card is issued.

EXAMPLES OF SERIOUS MISDEMEANOURS:

Constantly disruptive in class/telling lies/stealing/damaging or interfering with another person's property/rough behavior on yard/ back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language or comments on paper or through the internet or mobile phone/bringing chewing gum, glass bottles or solvents to school/deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/deliberately leaving taps

on/misuse of fire equipment/ bringing in matches/ bringing in mobile phones without permission.

EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH SERIOUS MISDEMEANOURS

With a level 2 offence a Yellow Card is issued.

- A record is kept of all serious/gross misdemeanors by the class teacher
- Pupils may be removed from activity if endangering self or others
- Pupils is sent to Principal/ Deputy Principal
- Temporary separation from peers
- Child will write an account of what they have done. They will write this in a classroom and it will be signed by the teacher. They answer the following questions:
 - What happened?
 - What were you thinking about at the time?
 - How has this affected you and others?
 - What has been the hardest thing for you?
 - What do you think needs to happen next?
- The account is given to the Principal/ Deputy Principal and it is signed by the Principal and/or DP.
- The Principal/ Deputy Principal contacts parent/ guardian.

EXAMPLES OF GROSS MISDEMEANOURS:

Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person on paper or through the internet or mobile phone. Bringing alcohol, drugs, cigarettes or matches to school/ bringing weapons to school. With a level 3 offence a Red Card is issued.

EXAMPLES OF STEPS TO BE TAKEN WHEN DEALING WITH GROSS MISDEMEANOURS:

- Principal/Deputy Principal questions the child/children on what has happened and contacts parent/guardian immediately and parents will be called to meet the principal in the school. The Gardaí may be contacted by the Principal/ Deputy Principal if it is believed that a criminal offence has been committed. The Health Service Executive (HSE) and/or Túsla may also be contacted by the Deputy Principal/ Principal for advice. This advice will be acted upon.
- While waiting for the parents' presence in the school or while the discussion is taking place, the child may be removed from class and placed in another room with written work to do. The child writes an account of what happened answering questions as listed above for "Serious Misdemeanors". The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension if senior management deem fit, following discussion with the parents. If the parents do not attend the meeting, the pupil may be suspended and parents informed by letter.
- A record is kept of the incident and kept in the child's file.
- When a period of suspension ends, the pupil will be re-admitted formally to class by the Principal/Deputy Principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

SCHOOL CALENDAR 2018 – 2019

Thursday 30 th August	Return to school for all pupils
Thursday 20 th September	Start of Year MASS
Last Wednesday – 26 th September	Staff Meeting: 3.00p.m.
Last Wednesday – 24 th October	Staff Meeting: 3.00p.m.
Monday, 29 th Oct. – 2 nd November	Mid-term Break
Last Wednesday – 28 th November	Staff Meeting: 3.00p.m.
Friday, 21 st December – closing at 12.45	Last day of school term: start of Christmas Holidays
Monday, 7 th January 2018	Return to school
Last Wednesday – 30 th January	Staff Meeting: 3.00p.m.
Closed Monday 18 th – Friday 22 nd February	Mid-term Break – 5 days
Last Wednesday – 27 th February	Staff meeting: 3.00p.m.
Monday, 18 th March 2018	Bank holiday - St. Patrick's Day
Last Wednesday March 27 th	Staff meeting 3p.m.
Monday, April 15 th – Friday April 26 th	Easter Holidays
Monday, May 6 th	Bank Holiday
Last Wednesday – 29 th May	Staff Meeting: 3.00p.m.
Monday, 3 rd June, Tuesday 4 th June	Bank Holiday-closed 2 days
Thursday, 13 th June: 2.15pm	Visit of new entrants and their parents to school
Week starting Monday 10 th June	Sports Day
Tuesday 25 th June	6 th Class Graduation
Friday, 28 th June	Last day of school year: Summer Holidays

Please respect the integrity of the above calendar by not planning holidays when the school is open. We are obliged to inform the Education Welfare Officer when a child has missed 20 cumulative school days.

CHECK OUR WEBSITE FOR REGULAR UPDATES ON OUR CALENDAR

www.comanswoodprimary.ie