

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

 [@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.

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 Dr. 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	Caroline Acton	Sinéad Killeen	Marie Connolly
Senior Infants	Lorraine Finneran	Alicia Henry	Olivia Ward
1st class	Breege Gibbons	Cathy O'Connor	Joan O'Shea
2nd class	Caroline Dolan	Deirdre McDermott	Chris Mannion
3rd class	Joanne Kelly	Cathy McCormack	Aisling Greene
4th class	Michelle Flannery	Louise Kilcullen	Sandra Crean
5th class	Aisling McNeill	Aoife Conlon	Eimear Leonard
6th class	Kate Crehan/ Mary-Clare Maher	Joan Mannion	Nicola Gately/ Eileen McGuire
SEN team	Abbey Senior site	Convent Junior site	
	Richard Devaney Berni McCarrick Cathy Mulrooney Aidín Ní Dhonncha	Caitriona Duignan Niamh Fallon Marie George Alberta Healy Kathryn Heneghan Edel Keane Amy McAleer Clodagh McNamara Frances Mitchell	
Speech and Language Class	Nicola Mannion	Class for the Hearing Impaired	Lorraine Connaughton
Special Needs Assistants	Sharon Bailey Eileen Good	Hanorah Beirne Claire Sheehan	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 prescribed medicines takes on a heavy duty of care. The *Administration of Medicine Policy* is on the school website. Parents of pupils who are on prescribed medication or inhalers are expected to read this policy and fill in all relevant forms attached to this policy, and give to the 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

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 Whiteboards with laptops/computers in all classrooms.

iPads and Chromebooks 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. 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.

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.

If parents wish to drop in lunch boxes, sports gear etc. this **must be done through the office please**, 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. 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.

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. 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 children 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/ CAKES

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 cooperation 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, plain, dark coloured footwear (black or navy) with tracksuit and/or uniform – NO BOOTS**. 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 (**without recording capabilities**) are the only jewellery allowed. Children are encouraged to wear hair in its natural colour.

Item	Available From:
Royal blue v-neck jumper with <i>compulsory School Crest</i> . Navy plaid skirt or pinafore <i>Navy striped tie compulsory</i>	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 footwear	These items are widely available.
School Tracksuit On P.E. days, pupils wear: Navy blue/pale blue paneled tracksuit top with <i>compulsory School Crest and school T-shirt</i> .	Tracksuit top available from Bannons Sports shop.
Plain navy tracksuit	<u>No stripes/logo or printing anywhere on</u>

bottoms.

tracksuit allowed.

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

Dark coloured, plain footwear (black or navy) with tracksuit and/or uniform.

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. Strategies to promote positive behaviour are used throughout the school day and by all staff. These strategies along with our full Code of Behaviour are available on the school website. **Certain children may need a separate behaviour plan. Even though sanctions may be differentiated - expectations will not vary.**

School Rules:

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults 'practise what they preach' in their interaction with children every day. The School Rules listed below provide clear guidelines for all members of the school community.

***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;
- Pupils 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 walk to their class lines. Children do not enter the school building during play-time without getting permission from teachers;
- In the interest of safety pupils must walk within the school building. and **quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.;
- Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy.
- **Bullying is never allowed.** 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.
- Bad language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is disrespectful and considered a serious breach of the code.
- We encourage pupils to wear their full school uniform.
- Chewing gum, glass bottles, matches, cigarettes, alcohol or drugs are not allowed.
- Jewellery is not allowed except for one small stud earring in the bottom of the ear and a watch (without recording capabilities).
- Make-up is not worn during school times.
- Cycling in school grounds is forbidden. Children are asked to get off their bikes at the school gate and walk with their bike to where they park it.
 - We encourage children to bring health lunches (see Healthy Lunch Policy)
 - 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.
- We encourage hairstyles to be kept neat and conventional - with hair in its natural colour. For hygiene reasons, hair must be tied back.
- Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement;

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

STAFF ARE EXPECTED:

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, show "love and respect 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.

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 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 everyday in line with 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 their 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 cooperate with teachers if instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect their 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.**

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 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.

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

PUPIL 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. A very small number of children have an individual *Behaviour Plan*. If this is the case, sanctions may be differentiated for this small percentage of children and the class teacher should be consulted before applying a sanction. However, as noted earlier, **even though sanctions may be differentiated - expectations will not vary.**

ON THE YARD

Children will receive one warning for a minor misdemeanour e.g. playing in a 'no go' area as listed above. For serious misdemeanours such as hitting, pushing etc. no warnings will be given.

The child will be given *Timeout* for a time related to the child's age i.e. sitting out on a bench on the Junior site and *Timeout* during lunchtime on the senior site. A child who is on an individual Behaviour Plan may or may not receive *Timeout*. In making a decision with regard to these children, staff will consult with the child's class teacher. A record will be kept of *Timeout* on both sites.

On the Senior site the child will be asked to write an account of what they have done. The account will be written in a classroom and signed by the teacher: What happened? How has this event (what I have done) affected me? Who else has been affected by what I did? How have they been affected? What would I do differently next time in the same situation?

For serious and gross misdemeanours on the yard, the principal and/or deputy principal will be informed and they will decide in consultation with staff, the sanction that will apply in line with this policy.

Records will be kept of the children on *Timeout* in the principal's cubby hole in the staff rooms on both sites and a rota for supervising *Timeout* on the senior site will be kept on the notice board. It is the responsibility of the teacher/ SNA on yard duty who issued the *Timeout* to keep these records up-to-date.

IN THE CLASSROOM and AFTER SCHOOL ACTIVITIES

Fourth - Sixth classes will use White, Yellow and Red Cards as a differentiated sanction for minor, major and gross misdemeanours. These

cards will go in the child's file. **At the start of every new term and half term, every child has a 'clean slate'**. There is no public indication of how children as *individuals* in a class are behaving/ misbehaving; achieving/ not achieving. Teachers monitor children's behaviour and achievements discretely keeping notes of progress for planning and future reference.

Minor misdemeanours

- Repeated interrupting of class work
- Being dishonest, discourteous, disobedient
- Not completing homework without good reason.
- Bringing a mobile phone into school without permission.

Sanctions for Minor Misdemeanours

For a minor misdemeanour a white card will be issued, in consultation with the child's class teacher to elicit whether or not the child has an individual Behaviour Plan. Teachers will inform the principal by text, via "Hangouts" when a child has received a card. The principal informs parents of the misdemeanour.

Serious misdemeanours

- Stealing
- Intent to hurt or hurting others
- Interfering with another's property
- Back answering a teacher or staff member
- Leaving school premises during the day without permission (Gardaí will be contacted when this happens).
- Selling goods in school to fellow pupils without permission.
- Using or writing unacceptable language or comments using any media including the internet or mobile phone (red or yellow card will be decided taking into consideration the intent, particular context and seriousness of the offence).
- Defacing school property.

Sanctions for Serious Misdemeanours

For a serious misdemeanour a yellow card will be issued, following consultation with the child's class teacher to elicit whether or not the child has an individual Behaviour Plan. Following 3 white cards a 4th card will automatically be yellow. The teacher who issues the yellow card sends a message to the principal via "Hangouts". The principal informs parents of the misdemeanour.

The child will be sent to a lower level class/ junior site for 1 day. He/she will be asked to write an account of what he/she has done, answering questions listed above. The account will be written in a classroom and signed by the teacher.

Gross Misdemeanours

- Repeated serious misdemeanours
- Bringing dangerous items or solvents to school
- Using or writing unacceptable language or comments using any media including the internet or mobile phone (red or yellow card will be decided as noted above).
- Intentionally/ deliberately vandalising school property.
- Threatening or violent behaviour towards any person.

Sanctions for Gross Misdemeanours

For a gross misdemeanour a red card will be issued, following consultation with the child's class teacher to elicit whether or not the child has an individual Behaviour Plan. The teacher who issues a red card sends a message to the principal via "Hangouts". The child's parents will be informed by the principal and will be asked to come to a meeting with the principal. The Gardaí may be contacted by the Principal/ DP if it is believed that a criminal offence has been committed. The HDSE and/or Túsla may also be contacted by the Principal/ DP for advice. This advice will be acted upon.

The child will be sent to a lower level on the junior site for 3 days. He/she will be asked to write an account of what he/she has done, answering questions listed above. The account will be written in a classroom and signed by the teacher.

Suspension will be considered at the principal's discretion. The Board of Management has authorised the Principal to sanction an immediate suspension if senior management deem it fit.

Procedures for Suspension and Expulsion are available on the school website.

SCHOOL CALENDAR 2019 – 2020

Thursday 29th August	Return to school for all pupils
Thursday 19th September	Start of Year MASS
Last Wednesday – 25 th September	Staff Meeting: 3.00p.m.
Last Wednesday – 23 rd October	Staff Meeting: 3.00p.m.
Monday, 28 th Oct. – 1st November	Mid-term Break
Last Wednesday – 27 th November	Staff Meeting: 3.00p.m.
Friday, 20th December – closing at 12.45	Last day of school term: start of Christmas Holidays
Monday, 6 th January 2018	Return to school
Last Wednesday – 29th January	Staff Meeting: 3.00p.m.
Closed Monday 17 th – Friday 21st February	Mid-term Break – 5 days
Last Wednesday – 26 th February	Staff meeting: 3.00p.m.
Closed Monday, Tuesday 16th and 17th March	St. Patrick's weekend
Last Wednesday March 25 th	Staff meeting 3 p.m.
Monday, April 6 th – Friday April 17 th	Easter Holidays
Monday, May 4 th	Bank Holiday
Last Wednesday – 27 th May	Staff Meeting: 3.00p.m.
Monday, 1st June	Bank Holiday
Thursday, 11 th June: 2.15pm	Visit of new entrants and their parents to school
Week starting Monday 8 th June	Sports Day
Tuesday 23 rd June	6 th Class Graduation
Friday, 26 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