

ST. COMÁN'S WOOD PRIMARY SCHOOL

Live, Love, Laugh, Learn



ROS COMÁIN
www.comanswoodprimary.ie

Chairperson: Ms. Marie Doorly
Principal: Dr. Úna Feeley

Main Office: Convent Rd., Roscommon.

Phone: 090 6626872
Email: info@comanswoodprimary.ie



@ComansWoodPS



St. Comán's Wood Primary School

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 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. The Board of Management will manage the school 2019 - 2023. Mrs. Marie Doorly is the Chairperson of the Board.

Patron Representatives: Marie Doorly and Fr. Kevin Fallon

Parent Representatives: Niamh Keane and Niall Geraghty

Community Representatives: Michael Connaughton and Jennifer Liddy

Teacher Representatives: Joan O'Shea and Úna Feeley

STAFF

All of 51 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. Our 17 Special Needs Assistants have as a minimum, the equivalent of a FETAC, level 5 qualification.

Principal: Dr. Úna Feeley, B.Ed., M.Ed., EdD. Deputy Principal: Olivia Ward. B.Ed.			
Junior Infants	Caroline Dolan	Alicia Henry	Niamh Fallon
Senior Infants	Caroline Acton Nicola Lynagh	Joan O'Shea	Marie Naughton
1 st class	Breege Gibbons	Cathy O'Connor	Vacancy
2 nd class	Edel Keane	Deirdre McDermott	Louise Kilcullen
3 rd class	Joanne Kelly	Cathy McCormack	Vacancy
4 th class	Aisling Mc Neill Vacancy	Louise Finneran	Sandra Crean
5 th class	Amy McAleer Eamon Cunnane	Aoife Conlon	Laura <u>Geraghty</u> / Eimear Leonard
6 th class	Kate Crehan	Joan Mannion	Richard Devaney
SEN team	Senior site	Junior site	
	Chris Mannion Bernie McCarrick McHugh/Gately Sinéad Killeen Mary Lanigan Nicola Mannion Fidelma Croghan	Marie George Caitriona Duignan Aisling Greene Alberta Healy Kathryn Heneghan Lorraine Finneran Aidín Ní Dhonncha	X2 SET vacancies
Special Classes	Frances Mitchell SEN Co-ordinator	Mary Clare Maher Vacancy	Carlo Morelli
Supply Panel	Hubert Darcy	Vacancy	Vacancy
Special Needs Assistants	Róisín Rogerson James Murphy Claire Sheehan Eileen Fahy Mary Dolan	Hanorah Beirne Mark Mulligan Claire Mulligan Claire Mullen Ann Hanly Hynes Sharon Bailey	Deirdre Bracken Sinéad Healy Carmel Walker Shane Carty Karen Feerick Anne Cumberland

BASIC INFORMATION

SCHOOL TIMES

School Opening time: 08.45 am

School Closing time Infant Classes: 01.30 pm

School Closing time 1st to 6th classes: 02.30pm

No responsibility is accepted for pupils arriving before 8.35 a.m. The school cannot accept responsibility for looking after children after school finishes, except for those partaking in extra-curricular activities organised by the school.

For health and safety reasons, **PARENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS at entry and exit times.** They may make an appointment to meet a teacher by sending an email to info@comanswoodprimary.ie or ringing the office phone - 090 6626872.

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 and deliver them inside the school gate. 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 number. 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 it 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:

- Languages (English, Irish)
- Mathematics
- Social Personal and Health Education
- Music
- Physical Education
- Visual Arts
- Geography
- Religion
- History
- Science

FACILITIES:

Interactive boards with computers in all classrooms.
iPads and Chromebooks accessible to all children
Assembly Hall and Stage with lighting and sound equipment
General Purpose room
Large climbing frames on the senior and junior sites
Football pitches and Hurling Wall
Access to Secondary School Gym and Sports facilities
Wide range of up to date equipment and resources in all subjects with an emphasis on Physical Education, 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. Many classes use the online platform SEESAW for homework. Parents are asked to monitor children's homework, checking in on SEESAW and daily checking their child's homework journal. Help and encourage the child but do not do the homework for him/her. Please forward a note/email 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. There is no homework except reading for children in the month of June.

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 make an appointment to speak to a staff member via email or through ringing the main office 090 6626872. Meetings with class teachers at school gates 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 to which they are entitled.

If parents wish to drop in lunch boxes, sports gear etc. this **must be done through the office please**. 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. Parents may order lunches for their children using the 'LUNCH BAG' APP and these are delivered fresh every morning to both sites.

<https://www.thelunchbag.ie/>

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 or email. 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 on our school website. 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 Mrs. Olivia Ward.

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 a tracksuit and/or uniform – NO BOOTS**. Girls may wear tailored **grey trousers** or skirts. Grey trousers for girls are available at Donnellan's, Main St., Roscommon. 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 Donnellan's. Navy plaid skirt/pinafore and striped tie available from Donnellan's.
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 panelled tracksuit top with <i>compulsory School Crest and a school T-shirt</i> .	Tracksuit top available from Bannon's Sports shop.
Plain navy tracksuit bottoms (no leggings).	<u>No stripes/logo or printing anywhere on tracksuit allowed.</u>

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 go 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. Cyberbullying, 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 at the bottom of the ear and a watch (without recording capabilities).
- Make-up is not worn during school times.
- While cycling is encouraged, cycling on school grounds is forbidden. Children are asked to get off their bikes at the school gate and walk with their bikes to where they park them.
- We encourage children to bring healthy lunches (see Healthy Lunch Policy)
- Children are not allowed **Mobile Phones** in class or on the schoolyard. 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, showing "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 ensure child protection and welfare considerations permeate all aspects of school life;
- 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 Teaching Council's "Professional Codes of Conduct"
- 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 behaviour, 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 an 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. 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*. A rota for supervising *Timeout* on the senior site will be kept in the staff room. It is the responsibility of the teacher/ SNA 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, when a child has received a card.

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 (Gárdaí 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 text. 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, aggressive 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 text. The child's parents will be informed by the principal and will be asked to come to a meeting with the principal. The Gardaí will be contacted by the Principal/ DP if it is believed that a criminal offence may have been committed. The HSE and/or TúsIa may also be contacted by the Principal/ DP seeking advice. This advice will be acted upon.

The child will be sent to a lower level 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 2022 – 2023

Wednesday 31 st August	Return to school for all pupils
Thursday 22 nd September	Start of Year MASS
Last Wednesday – 28 th September	Staff Meeting
Last Wednesday – 26 th October	Staff Meeting
Monday, 31 st Oct. – Friday 4 th Nov.	Mid-term Break
Last Wednesday – 23 rd November	Staff Meeting
Wednesday, 21 st December: closing at 12.45pm	Last day of school term: start of Christmas Holidays
Thursday, 5 th January 2023	Return to school
Last Wednesday – 25 th January	Staff Meeting
Monday, 6 th February	Bank Holiday - St. Brigid's Day
Closed Monday 13 th to Friday 17 th February	Mid-term Break – 5 days
Last Wednesday – 22 nd February	Staff meeting: 3.00p.m.
Friday, 17 th March	St. Patrick's Day school closed
Last Wednesday March 29 th	Staff meeting
Monday, April 3 rd – Friday April 14 th closing Friday 31 st March at 12.45pm	Easter Holidays
Last Wednesday - April 26 th	Staff meeting
Monday, May 1 st & Tuesday May 2 nd closed	Bank Holiday weekend
Last Wednesday – 24 th May	Staff Meeting
Monday, 5 th June and Tuesday 6 th June closed	Bank Holiday weekend
Thursday, 8 th June: 2.15pm	Visit of new entrants and their parents to school
Week starting Monday 12 th June	Sports Day
Thursday 22 nd June	6 th Class Graduation
Friday, 30 th June closing at 12.45pm	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**