



OUR VISION

We provide children with a well-rounded education in a safe, nurturing, inclusive environment where everyone feels happy and respected facilitating all to reach their full potential.

Logo Designed By
Fiona Dunne (Parent)

The hands portray the trees in the wood with the leaves overhead. It symbolises growth, working together, vitality. The various colours of the hands represent the variety of the children themselves, not just skin colour but all of the colours of their individual personalities, their abilities, their talents and their individual outlook.



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



[comanswoods](https://www.instagram.com/comanswoods)



**St Cománs Wood
Primary School**



[@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

MOTTO

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.

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 2023- 2027. Mrs. Marie Doorly is the Chairperson of the Board.

Patron Representatives: Marie Doorly and Fr. Kevin Fallon

Parent Representatives: Niamh Keane and Mick Belton

Community Representatives: Michael Connaughton and Jennifer Liddy

Teacher Representatives: Kate Crehan and Úna Feeley

STAFF

All 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/Philosophy.

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

Break time 10.30am to 10.45 am

Lunch Time 12:30pm - 1pm

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

CURRICULUM AREAS

WELLBEING
SPHE (Social, Personal, Health Education)

ARTS EDUCATION
Visual Arts, Music, Drama

STEM
Science, Technology, Engineering, Mathematics

SOCIAL and ENVIRONMENTAL EDUCATION

LANGUAGE
English (1st Language), Irish (2nd Language). Irish Sign Language (ISL), European Language from September 2025

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. Parents are asked to monitor children's homework, 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 on weekends; however, children in middle and senior classes may sometimes be required to work independently on projects on 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 send in a note or email 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 and other children/adults are nearby.

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 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. Second, 4th and 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.

HOT LUNCHES AND HEALTHY EATING POLICY

The aim of the policy is to ensure children eat a healthy, well-balanced lunch, thus promoting a healthy lifestyle. 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/>

Please remember to send in your child's lunchbox every day so that children can bring home any leftovers and please ensure your child's name is always visible on the lunchbox. Your child still needs to bring a small, healthy snack for break time and a drink. If you have any queries regarding the lunches, please email info@lunchbag.ie and they will be happy to help.

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 follow 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.

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.

CODE FOR LIFE

LIVE a good life and care for life.

- Be honest, don't cover up the truth.
- Look after our school environment.
- Do not waste or damage anything.

LOVE your neighbour as yourself.

- Treat all staff members, others and ourselves with respect
- Show good manners at all times.
- Welcome visitors and stand back for adults.

LAUGH, spread good news and play fair.

- Do not fight, bully or hurt anyone.
- Do not use bad language or shout at anyone.
- Do not use any gestures that cause upset.

LEARN, use your skills and talents and celebrate.

- Work hard and make best use of time in school. Use and practise your skills to get really good at what you do.
- Listen and obey all staff.
- Move quietly and slowly inside our school. We do not disturb class work as we move from one place to another.

SCHOOL RULES

- We enter and leave the school building at all times, in an orderly fashion, including when walking to swimming or any school activity.
- We stop playing on the yard when the bell rings, slow down and move carefully to our class lines.
- We do not enter the school building in the morning or during/after play-time without getting permission from the staff, supervising the yard. We do not take equipment/balls used for PE, outside.
- We look after all school equipment, returning it to where it is stored when we are finished with it.
- We do not bring any items or solvents to school that could cause harm to ourselves or others.
- We get off our bikes/scooters at the school gate and walk with them to where we park them safely.
- We do not climb on the school railings or swing out of the goal posts.
- We do not go into 'NO GO' areas as we cannot be seen by adults if we do.
- We do not bring a Mobile phone to school because the school has a phone which they can use to contact our parents. In exceptional circumstances a mobile phone may be handed to the teacher with a note from a parent/guardian explaining why it is needed in school.
- We respect the school building and property and do not damage it.

On wet days:

- We use scissors/compasses/ tin-whistles only when the teacher is in the classroom.
- We stay in our classrooms unless going to the toilet.

Promoting HYGIENE

- We wear our PE uniform on PE days and our full school uniform on other days.
- Hair long enough to be tied back must be tied back.
- We do not wear make-up as we are beautiful just the way we are.
- We do not eat chewing gum.
- We do not use sprays of any kind in the pool or in school.
- We wash our hands after visiting the bathroom.
- We cover our mouths when coughing and use tissues when we need them.

SANCTIONS

Staff is cognisant that sanctions are applied not to humiliate the child but to help the child to reflect, change and improve his or her behaviour patterns. He/she may be asked to write an account of what he/she has done, answering

- 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?

Junior Infants - 2nd classes: *'Time to reflect'* according to age e.g. 5 year old/ 5 mins

3rd - 6th classes: Minor misdemeanor/s **not listed on a WHITE CARD:** *'Time to reflect'* according to age and Principal/DP signs the card.

Minor misdemeanour/s **as listed on a WHITE CARD given by teacher:** *'Time to reflect'* according to age and Principal/DP signs the card.

Repeated interruption of class

- Being dishonest, disobedient, discourteous (name calling/shouting and/or using bad language)
- Not completing homework without good reason
- Bringing a mobile phone into school without permission

Serious misdemeanour as listed on a **YELLOW CARD:**

The Principal/DP rings the parent.

Time in a different classroom with peers for up to 1 day.

Three white cards issued/ the fourth is a yellow

- Stealing
- Intent to hurt or hurting others/ being dishonest
- Interfering with others' property
- Back answering a teacher or staff member
- Leaving school premises during the day without permission
- Selling goods in school without permission
- Using or writing unacceptable language or comments using any media including internet/mobile phone
- Defacing school property
- Inappropriate sexual language, gesturing, and/ or behaviour

Major misdemeanour as listed on a **RED CARD:**

The Principal/DP rings the parent.

Time in a different classroom with peers for up to 3 days.

- Repeated serious misdemeanours
- Bringing dangerous items or solvents to school
- Using or writing unacceptable language or comments using any media including internet/ mobile phone (Red or yellow card will be decided)
- Intentionally, deliberately vandalising school property
- Inappropriate sexual language, gesturing and/or behaviour (red or yellow card will be decided)
- Threatening or violent behaviour towards any person



FOOTBALL CONTRACT

LIVE: I will do my best,
and accept the rules.

LOVE: I will look after my body and
mind and look out for my neighbour.

LAUGH: I will be a good sport, play
fair and I won't hurt anyone.

LEARN: I will listen. I will improve
my skills. I won't blame anyone for
making a mistake.



If I break these rules I will not be
allowed to play for a period of time.
If you would like to play football
and agree with the football rules,
please sign your name below: (If you
do not sign you will not be allowed
to play!)

Name: _____

Class teacher: _____

ON THE YARD

Children will receive one warning for a minor misdemeanour e.g playing in a 'no go' area as listed above. If the 'warning' is not heeded the teacher/SNA may give time-out according to age.

For serious/major misdemeanours such as hitting, pushing etc no warnings will be given. 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.

It is the responsibility of the teacher/SNA on yard duty who issued the Timeout to keep the class teacher informed.

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 snack 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/ BÍ CINEÁLTA POLICY

The full anti-bullying policy is on the school website. Here below is the child-friendly version of this policy.

Bí Cineálta! Be Kind!

We want everyone at our school to feel safe and happy.

If you think that you are being bullied or someone else is being bullied, you need to tell a teacher or another adult that you trust. They will know what to do to help.

Get help!

If you tell an adult in this school that you think you are being bullied, they will:

- > talk with you
- > ask what happened and together you will work out a plan
- > talk to your parents
- > talk to the other child/ children involved
- > talk with the other children's parents

Bullying behaviour is when someone keeps being hurtful to others on purpose over and over again. It happens a lot. Not just once.



