



**CLONGOWES**  
CLONGOWES WOOD COLLEGE SJ

PARENT HANDBOOK 2021/2022

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This document aims to provide you with necessary information as your son joins Clongowes and will be a reference during his time at the school. Other information will be provided from time to time via email.

Some aspects of this document are subject to amendment. Any adjustments will be circulated to you via email.

## **Our Tradition**

The Society of Jesus was founded by St Ignatius of Loyola and his Companions at the height of the Reformation – at a time of great strife in the Catholic Church and in Europe. Those first Companions wished to put themselves at the service of the Pope – to go *where the need is greatest*. Very quickly the importance of educating the youth was seen as the *greatest need* and the Jesuits went on to become leading educators in Europe and throughout the world.

Clongowes was founded by Fr Peter Kenney in 1814 and is in direct descent from Ignatius' vision. We continue the Jesuit educational mission under the College's motto: *Aeterna non caduca* – we strive for the lasting [eternal] values, not the ephemeral ones.

Living together in a boarding school gives each student the opportunity to develop a real sense of *family* and to fulfil one of the aims of Jesuit education – to become a *man-for-others*. The school strives to ensure that *cura personalis* [the importance of looking after and care for each individual] is a strong element in everything in Clongowes.

The presence of the small resident Jesuit Community is appreciated as guardian of the Jesuit ethos in service to the life of the College in a variety of ways. The Rector, Fr. Michael Sheil SJ, is the Custodian of Ethos and continues to be very involved in the life of the College.

## **Our Mission**

To educate students according to the best traditions and highest standards of Jesuit schooling and to live by the values of the Gospel as expressed in *The Characteristics of Jesuit Education*.

## **The Prayer of St Ignatius**

*Dearest Lord, teach me to be generous.  
To serve as you deserve,  
To give and not to count the cost,  
To fight and not to heed the wounds,  
To toil and not to seek for rest,  
To labour and not to seek reward,  
Save that of knowing that I do your holy will*

## Contact Information

### Address

Clongowes Wood College SJ, Kilcock Road, Clane, Co Kildare W91 DN40, Ireland.

### Key Contacts

#### Reception

Phone +353 (0) 45 868202

Email: [reception@clongowes.net](mailto:reception@clongowes.net)

Reception is open from 8.30am to 9pm from Monday to Friday, from 9am to 9pm on Saturday and from 10am to 9pm on Sunday while the boys are in school.

#### Out of Reception Hours

When the Reception is closed, calls will be transferred to the Prefects' office. If the call is not answered immediately, callers are asked to leave a message and calls will be returned immediately when they are picked up.

#### Headmaster's Office

Mr Chris Lumb

**Headmaster's PA:** Mrs Irene Fitzpatrick

**Email:** ifitzpatrick@clongowes.net

**Phone:** +353 (0) 45 868202

**Office hours:** 9am – 4.30pm

#### Deputy Headmaster

Mr Paul McCormack

**Email:** pmccormack@clongowes.net

**Phone:** +353 (0)45 838213

#### Assistant Head of Boarding

Mr Steven Gray

**Email:** sgray@clongowes.net

**Phone:** +353 (0)45 868202

#### Jesuit Community

Fr Rector Michael Sheil SJ

**Email:** msheil@clogowes.net

**Phone:** +353 (0)45 868202

#### Infirmary

**Nurses:** Mrs Mary Cross, Ms Liz Kelly, Mrs Martina O'Kelly, Mrs Roisín Monaghan and Ms Samantha Gill, Healthcare Assistant.

**Phone:** +353 (0)45 838217

**Email:** [infirmary@clongowes.net](mailto:infirmary@clongowes.net)

## Senior Management Team

Ms Elisabeth Clarke - Director of Ethos ([eclarke@clongowes.net](mailto:eclarke@clongowes.net))

Ms Áine Corcoran, Director of Admissions and Communications ([acorcoran@clongowes.net](mailto:acorcoran@clongowes.net))

Mr Steven Gray, Assistant Head of Boarding ([sgray@clongowes.net](mailto:sgray@clongowes.net))

Ms Helen Hickson, Director of Studies ([hhickson@clongowes.net](mailto:hhickson@clongowes.net))

Mr Paul McCormack - Deputy Headmaster ([pmccormack@clongowes.net](mailto:pmccormack@clongowes.net))

Ms Denise Nichol - Director of Finance and Administration ([dnichol@clongowes.net](mailto:dnichol@clongowes.net))

## Ethos and Liturgical Life of the School

*"The Eucharist is the source and summit of the Christian life"* - [Second Vatican Council]

For Clongowes, as a Catholic school in the Jesuit tradition, Sunday Mass is the central moment of the week – when the School gathers as the Christian community to give thanks to God. It follows that all students are required to attend. You are warmly invited as the wider family-community of Clongowes. Light refreshments are served afterwards in the Concourse.

Optional daily Mass in the Ignatian Chapel takes place at 7.50am during the week.

Classes in religious education are part of the academic programme so that graduating students will be equipped with adequate intellectual foundation and formation as they take their place in the wider world.

Liturgy formation takes place outside of the classroom on designated mornings, arranged by Year group.

The Ethos Department is very active within the school:

- There is a special *Schola Cantorum* which performs during Mass – and Students are warmly encouraged to share their singing talents in this whole-community service. Practice takes place on Wednesday evening and Sunday morning.
- A group of Poetry Students takes part in an *African Immersion Experience* in Lesotho at Easter-time.
- A TY group goes on an *Ignatian Camino Pilgrimage* during the third term.
- TY students take part in a weekly *Outreach* to welcome *AgeAction* and *Kare* guests to the College.
- Poetry Students do the Jesuit *Kairos* Retreat given by Rhetoric students under the direction of the adult Ethos team. A charge for the cost of accommodation will be added to each student's account where relevant.

- Each Year group goes on an annual retreat offsite. A charge for the cost of accommodation will be added to each student's account where relevant.
- Parent Days are focused on the ethos of the school and normally are centred around an interesting guest speaker. The Parent Days take place in Clongowes, usually on a Sunday.

We begin weekdays with Morning Prayer in the concourse where we regularly say the Ignatius' Prayer for Generosity which encapsulates the ethos of the College.

## **Boarding Life Structure**

### **Boarding Prefects**

Prefect is the name given to the Boarding House Masters at Clongowes. These are the adults whose primary responsibility is the care and well-being of the students. Your son's Prefect acts 'in loco parentis' and is your primary point of contact.

The role of Prefects is to support the boys and provide excellent pastoral care. Prefects are supported by the Care Team for each Year group. The members of Care Teams include nurses, teachers, Academic Year Heads, the School Counsellor and the Spiritual Father who take a holistic view on the care of each boy in the school.

Clongowes is organised in Year groups and Lines – with 2 Year groups per line. Each Year group has a Prefect with one Line Prefect per Line.

Third Line	Elements	First Year
	Rudiments	Second Year
Lower Line	Grammar	Third Year
	Syntax	Fourth Year
Higher Line	Poetry	Fifth Year
	Rhetoric	Sixth Year

### **Year Groups/Lines and Houses**

As mentioned previously, the College operates a system of Year Groups – in 3 Lines and 10 Houses.

All students live and learn with the members of their own Year group but activities take place on a 'Line' basis also.

In addition to your son being in a certain Year group and Line he will also be assigned to one of ten 'Houses'. The Houses are named after Saints and well known Jesuits. Your son will be assigned to one of the following houses: Arrupe, Kostka, Sullivan, Hopkins, Kenney, Claver, Collins, Gonzaga, Loyola and Xavier.

Each House has students from every Year group, so it provides many opportunities to meet boys from throughout the school. Each House has two House Leaders, senior students who are chosen for their leadership qualities. The House Leaders will provide pastoral support and friendship to all the boys in their House. Once every 10 days the House will eat their meals together in their Ref. Various Inter-House activities take place on Sports Day, Book Character Dress Up Day and in Quizzes.

## **Boarding Life**

### **Catering**

Meals prepared at the College are nutritionally balanced using high quality ingredients.

It is **essential** that any food allergies or intolerances are notified to the school at enrollment and registration to the Admissions Office and that a medical report is submitted.

Catering is provided in the school Refectory (Ref) at four scheduled meal times.

- **Breakfast:** 7.20am to 8.00am
- **Lunch:** 12.45pm to 1.30pm
- **Tea:** 5.00pm to 5.45pm
- **Café (Supper):** 8.15pm to 8.45pm

A sample menu can be found at [www.clongowes.net/boarding/nutrition](http://www.clongowes.net/boarding/nutrition)

### **Clothes and Equipment List**

Please use the lists below as a guide to clothing and dress code at Clongowes.

#### **Formal Dress**

Formal Dress is worn on Sundays at Mass, on special occasions and by boys representing the College. Your son will be measured for a Clongowes blazer during the first week of term and supplied shortly afterwards. The cost of the College blazer is circa €80 and will be charged to your son's account.

In addition to the blazer, your son must also bring:

- 2 pairs of dark grey trousers.
- 2 white shirts
- 1 College tie (available in the College shop at a cost of €20 and charged to your son's account)
- 1 pair of formal black shoes that can be polished
- Dark socks (black or grey)
- An adequate supply of reusable face coverings

#### **Class Dress**

There is no specific uniform for class, but there is a dress code consisting of:



- Shirt/Polo shirts with collar – not rugby/football jerseys
- Sweater (not a 'Hoodie')
- Plain trousers, un-torn jeans or chinos, (no combat trousers, tracksuits or similar)
- 1 additional pair of leather shoes (no runners or similar)

### **Sports**

- 1 pair of runners (trainers)
- Track suit (supplied through the College and is compulsory for away matches)
- Light rain proof jacket
- Winter hat
- 1 pair of football boots with steel studs (not plastic)
- Swimming togs, swimming hat and flip flops
- Rugby gear for training – no white shorts, base layers, shorts, long socks and training tops.
- Gum shield for rugby (available in the College or from any sports shop). You may wish to have your son fitted with a gum shield by your dentist.
- A scrum cap is optional but recommended for rugby

The school shop will supply Clongowes representative sports gear – track suits, polo shirts, jerseys, shorts, socks and singlets.

Please note that any Clongowes sports gear will be added to your son's account. It is advisable to guide your son on what level of spending you deem appropriate in the school shop.

### **Bedding and Dormitory Requirements**

- Duvet
- Pillow
- Bed linen (2 sets)
- Mattress protector
- Pyjamas (2 pairs) and Dressing Gown
- Flip flops/similar
- Underwear and socks (daily change)
- Towels (hand, swimming, showering)
- Shoe polish and brushes
- Toiletries including a toothbrush, soap/shower gel, hairbrush etc.
- Non aerosol deodorants
- Wrist watch
- 2 laundry bags (clearly marked with name and laundry number)
- Clothes hangers for wardrobes
- Locks x 2– a combination padlock for wardrobe and locker (available in the school shop)
- A tuck box for storing food in the dorm – a plastic box or similar.
- No glass bottles are permitted.

If overseas families require Clongowes to provide bedlinen, duvet and pillow for your son please advise our Housekeeping Team at [pwhelan@clongowes.net](mailto:pwhelan@clongowes.net)

Please see the section below on laundry for more information on laundry numbers and the laundry service.

## **Laundry**

The school provides a laundry service with laundry, collected on Monday, Wednesday & Friday.

All laundry must be labelled with your son's name and laundry number. The laundry number is given to you during enrollment and registration. The laundry number your son is assigned stays with him for the duration of his education in Clongowes. The cost of this service is billed as an extra on the student's account.

The cost of a bag of laundry (wash/dry/fold) is determined by weight:

- 0lbs-6lbs: €10
- 7lbs-12lbs: €12
- 13lbs-16lbs: €14
- 17lbs-20lbs: €16

## **Guardianship**

All students whose parents do not reside in Ireland must have an educational guardian. The role of the guardian is to provide on the ground support to parents who live overseas. Parents will be provided with the College Guardianship Policy and Agreement as part of the Admissions process. Both the parents and the guardian must sign the Agreement and agree to provide the necessary supports and services to parents.

Guardians may be close family or family friends or, if it is not possible to appoint a family member/friend as guardian, parents may choose a guardian agency and details of such organisations providing services in Ireland will be provided by the Admissions Office on request.

## **Mobile Phones and Technology**

For all students, use of mobile phones is restricted to use in quiet spaces (cubicles, rooms or similar) and are not to be used in groups. Students may access mobile devices until the nightly 'Lights Flicked' in the living areas - after 9.15pm (Third Line) and 9.45pm (Lower Line) All phones must be handed up before 'Lights Flicked'.

No mobile phones may be used in classrooms, study areas or any shared social, sporting, Refectory or co-curricular areas.

Other devices such as laptops and tablets may only be used in class and study with the permission of teachers/study supervisors.

Your son will be issued with a Clongowes email address once he starts in the school and will have access to the school's email system.

See Wi-Fi section for information on connectivity.

### **Pocket Money and Bank**

All cash brought into the College by students must be 'banked' with the Prefect and withdrawn when needed. The 'bank' is open at lunchtime in the various Prefects' offices. Cash will be required for small purchases at the school shops, paying for buses to cup matches, for match tickets, for purchasing snacks on school trips if desired etc.

You are advised that €50-€100 per term is a reasonable amount of pocket money.

### **School Shop**

The school shop is located in the Concourse and opens at morning break and lunchtime.

Representative sportswear as well as Clongowes fleece sweaters/tops can be purchased via the shop and added to the student's account.

A small range of stationery – pens, pencils, copy books are available for cash payment. Prices are in line with mainstream shops.

### **School Tuck Shop**

The Tuck Shop opens every evening at 8pm. Students can purchase a range of sweets and drinks and payment is taken in cash.

### **Visiting**

You are welcome to visit your son on Wednesday and Saturday afternoons 12pm to 5.45pm – and especially for Sunday Mass where you can join in the Eucharistic celebration.

All visitors to the school must first report to Reception.

For visits outside of these times please refer to your son's Prefect.

### **Wi-Fi**

All devices must be registered on the school's Wi-Fi network. The network operates a black/white list in deciding which sites are appropriate and accessible.

Wi-Fi is turned off for students from 11pm to 7am for all students. Students in the Higher Line have access to social networking sites such as Facebook from 4pm to 5.50pm and from 8pm to 9pm.

If your son brings a mobile device to school, we **strongly advise** you not to provide a substantial/unlimited cellular data package on his device.

## **Travel and Leave**

### **Leave Requests**

All students are permitted to leave the school after Sunday Mass with their parents/guardians. All students must be back in the school by 8.45pm as access into the College will not be possible after this time, unless by prior arrangement with their Prefect.

Students from the Grammar Year group and above may go to Clane Village (15 minute walk) on Wednesday and Saturday afternoons if they have received permission from their Prefect. **It is essential that all students must sign out at Reception before leaving the school.**

Families are encouraged not to make plans during term time that would necessitate their son missing school, sporting or co-curricular activities.

For students in Third Line and Lower Line, requests for leave should be made by their parents to their Prefect by email. Students in Higher Line may make their request directly to their Prefect, except for overnight leave, and it is assumed that the students are leaving the school with their parents. All parents are expected to respect the dates of breaks and holidays. Permission for early leave should be sought from the Acting Head of Boarding, Mr Steven Gray ([sgray@clongowes.net](mailto:sgray@clongowes.net)).

There will be no leaves granted until after the end of Sunday Mass, it is expected that all students will attend Mass and parents are most welcome to attend also.

### **Arrangements for Breaks**

Weekend breaks and vacations are published on the school calendar in June.

You are asked to respect the departure and return times. Where students are travelling to/from overseas they may request an early or late return due to flight availability. Such requests must be submitted to the relevant Prefect one week in advance.

### **Airport Transport**

If your son requires transport to the airport, this can be arranged via the school. To arrange transport please contact Ms Imelda Goulding in the Administration Office at [igoulding@clongowes.net](mailto:igoulding@clongowes.net)

### **Accommodation**

When visiting the school or dropping off or picking up your son, you may require overnight accommodation. There is a range of hotels and Bed and Breakfast accommodation close to the school.

- **The Westgrove Hotel:** [www.westgrovehotel.com](http://www.westgrovehotel.com)  
There is a reduced rate for parents from Clongowes.  
Located 4km from the school.

- **The K Club:** [www.kclub.ie](http://www.kclub.ie)  
Located 8km from the school
- **Barberstown Castle:** [www.barberstowncastle.ie](http://www.barberstowncastle.ie)  
There is a reduced rate for parents from Clongowes  
Located 11km from the school
- **Celbridge Manor Hotel:** [www.celbridgemanorhotel.ie](http://www.celbridgemanorhotel.ie)  
Located 14km from the school
- **Aaronbeg Bed and Breakfast** [www.aaronbeg.com](http://www.aaronbeg.com)  
Located 16km from the school
- **Greenfield House Bed and Breakfast** [www.greenfieldbandb.com](http://www.greenfieldbandb.com)  
Located 14km from the school
- **Malone's House Bed and Breakfast:** [www.naasbedandbreakfast.com](http://www.naasbedandbreakfast.com)  
Located 17km from the school
- **Bluebell Bed and Breakfast:** [www.bedandbreakfastnaas.com](http://www.bedandbreakfastnaas.com)  
Located 17km from the school

## Health

### The Infirmary

The Infirmary is staffed by 3 registered nurses and a Healthcare Assistant who provide 24 hour care incorporating designated clinic times, medication management and administration, first aid, general physical and on-call availability overnight.

There are a number of beds available to provide nursing care to boys who are unwell and need to be assessed by the GP or are waiting to be collected by a parent or guardian.

Your son is not permitted to have over the counter medication in their possession. All medications must be handed into the Infirmary from where they are dispensed and administration recorded.

The nursing staff dispense over the counter or prescribed medication as required and as per instructions on the packet. If a parent or guardian does not wish a student to receive particular medication please be sure to inform the Infirmary in the medical section of the Registration Form. At no time should any student give medication to another student.

If your son has been prescribed medication, the nurses must have a copy of the up to date prescription before dispensing the medication. A photo of the script sent by email is adequate and must be sent in with each batch of medication.

If your son is on long term medication, the Infirmary and our GP require a copy of the cover note bi-annually from his Consultant as is governed by Pharmacy and Drug Control Guidelines.

The School Doctor is available by appointment at his surgery in nearby Clane or may also attend the Infirmary. If your son is attending the GP surgery he is transported by a

responsible adult designated by the Line Prefect. Parents and Guardians are informed of Doctor's visits. A Gap student (adult) would generally accompany the student and report back to the nurse on duty.

For other appointments outside the College e.g., out of hours GP service, dental appointments, x-ray, physiotherapy or emergency clinic in the case of an injury, a Gap student will accompany the student and report back to the nurse on duty.

If your son needs to attend an emergency clinic e.g. A & E, the nurse will inform his parent/guardian, the Head of Boarding, or his Prefect on duty. Your son will be transported to the clinic where his parent or guardian must meet him to take over the care.

Where parents are living overseas, it is school policy that a designated Educational Guardian is nominated. Additionally, parents living in Ireland are also asked to provide an emergency contact that the Infirmary can call, should they not be able to contact parents.

If your son requires transportation to hospital by ambulance, the school has no input into the decision on the hospital to which he is transported. Payment is generally made by the parent/guardian directly to outside clinics over the phone.

Physiotherapy appointments can be made via the Infirmary. The physiotherapist attends the school twice weekly and appointments can be made in the clinic in Naas when required.

It is very important to provide all relevant medical history to the school during registration. This should include all relevant issues e.g. anxiety, recent bereavement, concussion or any other injuries.

All our nurses are very experienced and happy to deal with any queries or problems no matter how small they seem.

## **Psychological Care**

The Clongowes School Counsellor is on hand to support students where needed. Boys are referred to the Counsellor via the Deputy Headmaster.

## **Vaccinations**

Vaccinations are carried out by the Health Service Executive (H.S.E.) Vaccinations are administered in Elements (First Year) according to the H.S.E. School Programme. Records are held by the H.S.E. For further information, please see the H.S.E. online school vaccination programme: <https://www.hse.ie/eng/health/immunisation/pubinfo/schoolprog/>

Please advise the Infirmary if your son has been vaccinated against Covid-19.  
([infirmary@clongowes.net](mailto:infirmary@clongowes.net))

## **Health Insurance**

You are advised to have sufficient private health cover for you son while he is in Clongowes. Details of the policy must be provided to the Infirmary. Parents may be asked to submit an Insurance Declaration Form during the Admissions process.

If your son does not have private insurance, if required, he will be treated in the public hospital system in the case of an emergency where parents cannot be contacted.

Students from other EU countries are advised to apply for the European Health Insurance Card before travelling to Ireland. This card will enable them to access the Irish public medical system at no or low cost.

The school insurance policy provides for personal accident cover for students while in the school.

## **Academic Matters**

### **Book Lists**

Book lists for all year groups will be available on the College website from June. Please see: <https://clongowes.net/parents/useful-documents/>

Please ensure you know your son's subjects before purchasing the required books. Before your son joins Clongowes, you will be asked to fill out a subject choice form. Whereas all effort will be made to achieve your desired subjects, this may not always be possible due to demand and you will be advised accordingly.

For parents based overseas only, books can be purchased online and delivered to Clongowes and must be marked clearly with your son's name and Year group.

A local bookshop, Farrell and Nephew ([www.farrellandnephew.ie](http://www.farrellandnephew.ie)), will supply the books from the Clongowes booklists and will deliver.

Homework Journals will be provided at the school shop and charged to your son's account.

### **Parent Teacher Meetings**

Parent-Teacher meetings will take place once a year for parents or educational guardians of students in that Year group. You are advised to attend this important event as it will not be possible to schedule individual meetings outside of the meeting.

### **Reports**

You may access your son's reports via the Clongowes website in the Parents menu. To login to your son's reports you will need their Clongowes.net email address and their password (set by the school). Your son will provide you with the information required.

Reports will be issued at Christmas and summer following in-house examinations  
Additional 'Headmaster's Reports' will be issued during:

- October – All students
- November – Excluding Grammar and Rhetoric
- February - Excluding Grammar and Rhetoric
- March – All students

- May – Excluding Poetry
- Prefects reports at Christmas and summer (with the exception of Rhetoric)

Grammar and Rhetoric students will sit mock examinations for the Junior and Leaving Certificates in the second term.

Reports will contain marks for diligence and the grade the student attained, teachers' comments, and reports from the Academic Year Head and Line Prefect.

Further explanation of the report grading is available on Clongowes.net in the Parents section.

## **Subject Choices**

You will be provided with subject choice forms in advance of your son starting in Elements and at the end of Transition Year for the Senior Cycle.

For students joining in other years, availability of subject choices will be dependent on space in those classes.

Please note that students will not be able to start studying a modern language or Latin in any other year except Elements, unless they have been studying that language for the requisite number of years.

## **Transition Year**

The Transition Year (TY) – which is compulsory - takes place during the 4<sup>th</sup> year at Clongowes. It is a diverse and interesting year with a mix of academic and developmental programmes.

### **Work and Social Placements**

The year also involves two separate weeks of work experience and one of social placement. Students return home for these weeks or to the home of their guardian. These placements are arranged by the students themselves with support from their parents.

### **Language Exchanges**

Students may also apply for language exchanges whereby students from France and Germany wish to spend time in Ireland to improve their English, while their Clongowes exchange partner attends school in France or Germany. There is no school arrangement for Spanish exchanges at this time.

### **Cultural Exchanges**

Students may apply for two cultural exchanges to our sister Jesuit schools - Fordham Prep, New York and to Riverview College, Sydney, Australia. Parents of students who are selected for the exchange programmes will act as host families for the visiting boys from Fordham and Riverview.



## **The Duck Push**

The Clongowes Duck Push is an annual event that is led by the TY students. The aim of the Duck Push is to raise funds for Crumlin Children's Hospital in Dublin. The Duck Push is in its 27th year and Clongowes students have raised over €2 million since its inception.

The project is a way for boys to further live the "men for others" ideal and fosters cooperation and leadership within the year group.

Throughout the year, students work on various fundraising initiatives, such as events and mini-companies, gaining valuable skills along the way.

The Duck Push itself takes place over eight days in June and sees a group of approximately 30 students push a 3M high, bright yellow 'duck' from Dublin to Limerick. Money is collected from members of the public along the route.

## **TY Information for Parents**

A separate booklet, the TY Parent Information Booklet, is issued to parents late in the Grammar Year and is also available on [www.clongowes.net/parents/useful-documents](http://www.clongowes.net/parents/useful-documents). Parents are invited to attend a TY Information Meeting in the third term of the Grammar year.

Please be aware that the school year for TY students ends after the TY Graduation Ceremony in late May (ahead of the rest of the school).

## **Sports and Co-Curricular**

### **Debating**

All year groups have the opportunity to take part in scheduled debates and is a compulsory in Third Line.

### **Drama**

Students have an option to take Performance as a module for the Junior Certificate examination. This module looks at various aspects of performance, both theoretical and practical.

Students in Syntax and Poetry will perform a full length drama piece. Previous performances have included: The Mundy Scheme and Translations by Brian Friel, Journey's End by RC. Sherriff, Drum Belly by Richard Dormer, Cain Mutiny Court Martial by Hermann Woek.

Once a month, TY students visit the Irish Film Institute in Dublin to view an art house film. This is a most enjoyable outing for the boys and one that allows for a broader appreciation of film culture and narrative.

### **Music**

Clongowes offers a wide range of musical opportunities to students:

The Music Department provides individual tuition for:

- Voice
- Piano
- Strings: Violin, Viola, Cello and Double Bass
- Percussion – Orchestral Timpani, drums and general percussion
- Brass: Trumpet, French Horn and Trombone

Tuition is provided by visiting music instructors for:

- Guitar

You must opt to enroll your son for the classes by filling out a Music Tuition Form at enrollment and registration. Cost of tuition will be explained in the Music Tuition Form.

If your son opts to take music as an exam subject for Junior or Leaving Certificate it is likely that they will be required to take one-to-one music tuition outside of the classroom and a cost will be involved.

Music is studied and examined under three headings: Listening, Performing and Composing. Performing accounts for 30% of the Junior Certificate Examination and can account for up to 50% of the Leaving Certificate Examination.

## **Orchestra**

The school has a vibrant orchestra. Students who are interested in taking up a new instrument or improving their skills are encouraged to take part.

If your son doesn't not have his own musical instrument he can 'rent' one from the College (subject to availability, saxophones are excluded) before you invest in his own instrument. A cost of €45 per annum applies for rental of musical instruments with strings and reeds charged separately. There is a limit to the numbers of College instruments available on loan and if your son's first preference instrument is not available he may be offered an alternative. Students are responsible for the care and storage of instruments and will be responsible for any loss or damage while in their possession.

Students may bring their musical instruments to the College and will be provided with a locker for storage. You are advised to have sufficient insurance cover in place for any instruments that your son brings to school.

Music students will be prepared for Royal Irish Academy of Music and the Associated Board of the Royal Schools of Music exams.

The orchestra goes on tour once every two years over the Easter holidays. A cost is payable by parents for flights and accommodation for that trip.

## **Singing**

The school has two choirs – the Elements Choir and the Senior Choir. All students are encouraged to participate in the musical life of the College and those with musical experience are expected to demonstrate leadership.

Schola Cantorum – please see the section on Ethos and Liturgical Life of the School.

The choirs and individual singers compete at various competitions throughout the year.

Students with an interest in singing can take one-on-one lessons with a singing coach. Typically, lessons are one hour and take place once a week. Students will be prepared for the Royal Irish Academy of Music exams.

The school will coordinate entry to singing competitions and other opportunities for public performances.

## **Traditional Irish Music Group**

The Clongowes Wood College Traditional Irish Music group meets once a week at lunchtime. This group is open to all students with previous 'trad' experience. Students are expected to turn up to all rehearsals and put in some individual practice time. The Trad Group performs in all school concerts and external engagements throughout the year.

## **Sport**

Sport plays a big part in the co-curricular life of the College with some sports played seasonally and others throughout the year.

<b>Sport</b>	<b>Season</b>
Rugby	September to March
Athletics	Year round
Basketball	Year round
Football/Soccer	Year round
Golf	September – Oct and March - June
Swimming	Year round
Fencing	Year round
Kayaking	Summer Sports
Tennis	Summer Sports
Cricket	Summer Sports and indoor during the First and Second Term.
GAA Football	Summer Sports
Equestrian	Events as they arise

If your son is part of the rugby Junior Cup or Senior Cup squads they may be required to attend training camps over the Christmas break and will take place in Ireland or another country. Costs for the camps vary from year to year.

## The School Day

Clongowes is a 7 day school with classes on 6 days and study on 7 days. Classes are 60 minutes in duration. Both Wednesday and Saturday are half days from class with sport in the afternoon.

CLASS AND STUDY			
Day	Class Time	Study for Elements & Rudiments	Study for Grammar, Syntax, Poetry & Rhetoric
Monday :	8.45am – 3.45pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Tuesday	8.45am – 3.45pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Wednesday	8.45 – 12.00pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Thursday	8.45am – 3.45pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Friday	8.45am – 3.45pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Saturday	10.00am – 12.00pm	Morning Prep: 8.10am -8.30am Evening Study 6.00pm – 8.00pm	Morning Prep: 8.10am -8.30am Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Sunday	-	Reading Study: 9.45am -10.45am Evening Study: 6pm-7.30pm	Morning Study: 9.45am -10.45am Evening Study: 6pm-7.30pm

TYPICAL DAILY SCHEDULES			
Day	Morning	School Day	After Class
Monday, Tuesday, Thursday & Friday:	<b>Swimming Coaching:</b> Thursday & Friday: 6.30am <b>Rise:</b> 7.20am <b>Eucharist:</b> 7.50am <b>Breakfast:</b> 8am <b>Morning Prep:</b> 8.10am-8.30am <b>Morning Prayer:</b> 8.30am-8.40am	<b>Class:</b> 8.45-10.45 <b>Break:</b> 10.45-11am <b>Class:</b> 11am-12.45 or 1pm <b>Lunch:</b> 12.45-1.30pm <b>Class:</b> 1.45-3.45 <b>Trad Group:</b> 1pm <b>Choir:</b> 1pm	<b>Sport and Recreation:</b> 3.45pm-5pm <b>Tea:</b> 5pm-5.45pm <b>Swimming coaching Tuesdays:</b> 8pm <b>Indoor Cricket Tuesdays:</b> 8pm- 10pm <b>Fencing:</b> Thursdays: 8pm Study as per above schedule
Wednesday	<b>Rise:</b> 7.30-7.50am <b>Eucharist:</b> 7.50am <b>Breakfast:</b> 8am <b>Morning Prep:</b> 8.10am-8.30am <b>Morning Prayer:</b> 8.30am-8.40am	<b>Class:</b> 8.45am-12pm <b>Break:</b> 10.45am-11am <b>Lunch:</b> 12pm	<b>Sports Fixtures:</b> 1.30pm-4.30pm <b>Schola:</b> 6.45pm-8.30pm Study as per above schedule
Saturday	<b>Rise:</b> 8am <b>Breakfast:</b> 8.30am <b>Morning Prep:</b> 9.15am-10am	<b>Class:</b> 10am-12pm	<b>Sports Fixtures:</b> 1.30pm-4.30pm <b>Tea:</b> 5pm-5.45pm Study as per above schedule
Sunday	<b>Rise:</b> 8.30am <b>Breakfast:</b> 8.30am <b>Morning Prep:</b> 10am -11am <b>School Mass:</b> 11am	No classes <b>Lunch:</b> 12.45-1.30pm	<b>Tea:</b> 5pm-5.45pm Study as per above schedule

## International Students

At Clongowes, we welcome students from many countries, some with English as a second language.

## English as a Second Language

Your son may be asked to undertake a 3<sup>rd</sup> party English test during the Admissions process or provide 3<sup>rd</sup> party evidence of English proficiency, e.g., Cambridge English Certificate or UKiset test results.

As a student with English as a second language, your son will partake in extra English classes. The cost of these classes are covered by the 10% premium on fees. These classes are provided in small groups of up to 4 students of a similar age and English language level.

Students will be prepared for the Cambridge English exam as part of the ESL programme.

### **PPS Numbers**

A PPS number (Personal Public Service number) is required for taking the State examinations at the end of the Grammar and Rhetoric years.

The school cannot apply for a PPS number on behalf of a parent. Parents must fill out the REG 1M form for those under 18 years or REG 1 for those older than 18 years.

Parents will be required to provide:

- a copy of their own passport
- proof of their address
- a copy of their son's birth certificate
- proof of their address overseas
- a copy of their son's passport
- a letter of enrollment in school which will be provided by the school Administration Office.

Appointments to apply for a PPS number can be made on [www.mywelfare.ie](http://www.mywelfare.ie) and whoever is named as Guardian/Nominee on the REG 1M form may accompany the applicant for the appointment. The nominated person must bring identification with them.

## **Associations and Events**

### **Parents' Association**

There is an active Parents' Association in the school, which organises a range of events throughout the year including the Christmas Concert Reception, mock interviews and careers talks, Union Day family activities, Parents' Retreats, etc.

In addition members of the Parents' Association are on hand to provide support and welcome to new parents through the 'buddy' system, by organizing a welcome lunch on the first Sunday of the first term. Contact the Parent's Association at [cwc-pa@clongowes.net](mailto:cwc-pa@clongowes.net)

### **Ladies' Association**

The Ladies' Association organises many events throughout the year. The Representatives for each year organise their own lunch/dinners, which are more intimate and these gatherings are truly rewarding socially. In addition the Ladies' Association organises the monthly coffee mornings, which take place on Sundays after Mass. The Ladies' Association is open to all and new faces are welcome anytime.

## **Union Day**

The annual Union Day marks the graduation of the Rhetoric Year group. Union Day takes place on a Sunday in late May. Parents and students from all Year groups are invited to attend and have an afternoon picnic at the school. The day is a social event that concludes with the prize giving ceremony.

## **Financial Matters**

### **Fee Payment**

Fees can be paid in a number of ways:

**Payment in full:** July 31<sup>st</sup>

**Direct Debit Option 1:** Two installments July 31<sup>st</sup> and January 31<sup>st</sup>

**Direct Debit Option 2:** Eight installments: July 31<sup>st</sup>, August 31<sup>st</sup>, September 29<sup>th</sup>, October 31<sup>st</sup>, January 31<sup>st</sup>, February 28<sup>th</sup>, March 30<sup>th</sup> and April 30<sup>th</sup>.

Please note that an annual direct debit administration fee of €250 is payable:

**Easy Payment Plus:** Allows for credit card payment in eight installments. Easy Payment Plus is accessed via <https://clongowes.net/parents/fee-payment/>

### **Additional Expenses**

Additional expenses incurred by students will be invoiced in October, January, March and June.

Expenses include music tuition, medical bills, exam fees, retreats, school shop purchases, The Clongownian (school annual) additional trips etc.

Purchases of stationary and sweets from the school shops must be paid in cash at the time of purchase.

### **Insurances**

You are advised to have adequate insurance for any items of value that your son brings to the College. These items may include a mobile phone, a laptop, a tablet, a musical instrument etc.