



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

PARENT HANDBOOK 2023/2024

CONTENTS

Our Tradition.....	4
Our Mission.....	4
The Prayer of St Ignatius.....	4
Contact Information	5
Address	5
Key Contacts	5
Faith Formative and Liturgical Life of the School.....	6
School Communication	7
Useful Documents.....	7
Boarding Life Structure	7
Boarding Perfects.....	7
Contacting Your Son’s Prefect	8
Year Groups/Lines and Houses.....	8
Boarding Life	9
Catering.....	9
Clothes and Equipment List	9
Formal Dress.....	9
Class Dress	9
Sports	9
Bedding and Dormitory Requirements	10
Laundry	11
Guardianship.....	11
Mobile Phones and Technology.....	11
Pocket Money and Bank	12
School Shop	12
School Tuck Shop	12
Visiting.....	12
Wi-Fi.....	12
Travel and Leave.....	13
Leave Requests	13
Arrangements for Breaks.....	13
Transport and Taxis	13
Accommodation.....	14
Health	14
The Infirmary	14
Communications with The Infirmary Team	15
Psychological Care	16
Vaccinations	16

Academic Matters	17
Book Lists	17
Laptops and Devices	17
Parent Teacher Meetings	18
Reports.....	18
Transition Year.....	19
Work and Social Placements	19
Language Exchanges	19
Cultural Exchanges.....	19
The Duck Push	19
TY Information for Parents	20
Sports and Co-Curricular	20
Debating.....	20
Drama.....	20
Music	20
Piano.....	20
Orchestra	21
Choirs	21
Sport.....	22
The School Day	23
International Students	24
English as an Additional Language.....	25
PPS Numbers	25
Associations and Events	26
Parents' Association.....	26
Ladies' Association.....	26
Union Day	26
Financial Matters	26
Fee Payment	26
Additional Expenses	26
Insurances	27

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.

Some aspects of this document are subject to amendment.

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 fulfill one of the aims of Jesuit education – to form a person for and with others, young people of competence, conscience, and compassionate commitment." The school strives to ensure that *cura personalis* [the importance of looking after and caring 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. A dedicated team of staff support the Jesuit community in their desire to strengthen the Jesuit mission and identity in 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 and 'Jesuit Schools - A Living Tradition in the 21st Century'*

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

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:

Email: secretary@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

Head of Boarding

Mr Steven Gray

Email: sgray@clongowes.net

Phone: +353 (0)45 868202

Assistant Head of Boarding

Mr Matthew Wright

Email: mwright@clongowes.net

Phone: +353 (0) 868202

Jesuit Community

Fr Rector Michael Sheil SJ

Email: msheil@clogowes.net

Phone: +353 (0)45 868202

Infirmary

Phone: +353 (0)45 838217

Email: infirmary@clongowes.net

Senior Management Team

Ms Elisabeth Clarke - Director of Ethos (eclarke@clongowes.net)

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

Mr Steven Gray, Head of Boarding (sgray@clongowes.net)

Ms Helen Hickson, Director of Studies (hhickson@clongowes.net)

Mr Paul McCormack - Deputy Headmaster (pmccormack@clongowes.net)

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

Mr Matthew Wright – Assistant Head of Boarding (mwright@clongowes.net)

Faith Formative 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 to attend 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 08H00 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 in their Faith 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.

Morning Prayer: On Monday, Wednesday and Friday the school gathers for Morning Prayer in the Concourse just before first class - when we regularly say the Ignatian *Prayer for Generosity*.

The Examen: On Tuesday, Thursday and Saturday each Line, in turn, comes to the College Chapel for the *Examen* - an Ignatian way of reviewing the week - giving thanks to God and asking for light and forgiveness - and looking forward to the week ahead.

School Communication

The school uses a school management system called 'isams'. The platform has both a parent portal (browser based) and a mobile app. Each parent will be invited to set up a Parent Portal/App account at the start of the year. Parents can access school news, useful information, their sons reports, fee invoices, timetable etc via the platform so it is strongly encouraged that every parent set up an account.

To keep up with school life, parents may wish to follow Clongowes on Instagram @clongowes and Facebook @clongoweswoodcollege

Useful Documents

The school website www.clongowes.net has a Useful Documents section which parents are encouraged to familiarise themselves with to access school calendars, policies etc.

<https://www.clongowes.net/useful-documents/>

Boarding Life Structure

Boarding Perfects

Perfect 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 Perfect 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

Contacting Your Son's Prefect

Your son's Prefect is on duty outside of class time - during those times when students are engaged in co-curricular activities, study and during night time routines. Should you wish to contact your son's Prefect, please send an email which will be responded to once your son's Prefect is back on duty. If the matter is urgent please email The Head of Boarding and the Assistant Head of Boarding or call the school Reception.

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 enrolment 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 <https://www.clongowes.net/school-life/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 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 will be charged to your son's account)
- 1 pair of formal black shoes that can be polished
- Dark socks (black or grey)

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
- A reusable water bottle
- Please note that 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

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.

Some parents find these iron on laundry labels work very well for marking clothes with their son's laundry number: <https://cashsnametapes.co.uk/>

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 play a very important role in College. For example, they may attend parent teacher meetings in the place of parents, will bring the student home/to a host family for long weekend breaks/holidays, will be required to attend should the student be admitted to hospital, may be requested to bring the student home/provide a host family should the student be ill and not be in a position to stay at the College.

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. Parents may visit the dormitories/accommodation areas in the evening after breaks as their sons return back to school. Parents are asked to respect the privacy of all students in these shared living areas.

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 Head of Boarding, Mr Steven Gray (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.

Those students returning on long haul flights from overseas may request an early return from break, for example in the morning of the day school re-opens. Such requests must be made to the Head of Boarding in advance to ensure access to the College.

Transport and Taxis

If your son needs to leave the school by taxi, you must make contact with his Prefect in advance. The Prefect will require certain information such as: what taxi company is collecting your son and the date and time of collection. You may also request that Reception (reception@clongowes.net) organize a taxi on your behalf. It is expected that any taxi driver you organise will be registered on the licenced list of taxi drivers in Ireland.

In order to facilitate the smooth running of our boarding school, we ask that taxi collection times be arranged between 7am and 10pm. If the taxi is arriving between 9am and 9pm, the driver must report to Reception. If the taxi is arriving between 7am and 9am or between 9pm and 10pm, your son's Prefect will accompany him to his taxi.

Students are in the care of the taxi driver until he is dropped off at his destination. It is important that, if your son is a minor and being brought to the airport, you must make arrangements for the driver to accompany him to the designated point of handover in the airport.

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
There is a reduced rate for parents from Clongowes.
Located 4km from the school.
- **The K Club:** www.kclub.ie
Located 8km from the school
- **Barberstown Castle:** www.barberstowncastle.ie
There is a reduced rate for parents from Clongowes
Located 11km from the school
- **Celbridge Manor Hotel:** www.celbridgemanorhotel.ie
Located 14km from the school
- **Aaronbeg Bed and Breakfast** www.aaronbeg.com
Located 16km from the school
- **Greenfield House Bed and Breakfast** www.greenfieldbandb.com
Located 14km from the school
- **Malone's House Bed and Breakfast:** www.naasbedandbreakfast.com
Located 17km from the school
- **Bluebell Bed and Breakfast:** www.bedandbreakfastnaas.com
Located 17km from the school

Health

The Infirmary

The Infirmary is staffed at all times by an experienced Registered General Nurse. A Healthcare Assistant is also part of the nursing team, providing assistance at key times throughout the week.

The Infirmary makes provision for 24 hour medical care (incorporating designated clinic times), medication management, administering first aid and promoting general physical well-being. The nursing team provides an on-call availability overnight.

The Infirmary is for the care and treatment of minor ailments and injuries that arise during term time. Parents/guardians may be called upon to bring their son home or meet staff in Accident and Emergency if required.

Communications with The Infirmary Team

Contact with the Infirmary is through the general phone line +353 (0)45 868202 or by email on infirmary@clongowes.net. The nurse may be attending a boy in the school therefore the best route of contact is by email. All emails will be responded to as promptly as possible.

It is important that parents email the Infirmary team and update them with any new medical information or prescriptions that their own GP may have written for their sons.

If your son has required any x-rays or surgery please email the infirmary with the results so we can update his records.

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.

Prescription Medication

All prescription medication must be handed in to the Infirmary where they are dispensed by nurses and records are kept accurately. **Your son is not permitted to have over the counter medication in his possession and at no time should any student give medication to another student.**

It is the parents responsibility to ensure their son/s have an adequate supply of their prescription medications to ensure continuity of administration. The nurses must have a copy of the up to date prescription before dispensing the medication. A photograph of the script sent by email is adequate and must be sent in with each new batch of medication.

If your son is on long term medication the Infirmary and our GP require a copy of the cover note from his Consultant as is governed by Pharmacy and Drug Control Guidelines. The nursing staff dispense over the counter or prescribed medication as prescribed or required. If a parent or guardian does not wish a student to receive particular medication please be sure to list the drug clearly in the appropriate medical section of the Registration Form. The list of over the counter medications dispensed by The Infirmary [can be found here](#).

Doctor Visits

There are a number of beds available to provide nursing care to boys who are unwell and need to be assessed by the visiting GP or are waiting to be collected by a parent or guardian to be brought home/to a guardian's home in the event of illness.

The School Doctor, Dr Clive Dunne, attends the Infirmary twice a week. Dr Dunne is also available by appointment at his surgery in nearby Clane (<https://www.thesurgeryclane.ie/>). If your son is attending the GP surgery and you are unable to provide transport this can be arranged through the Infirmary.

Parents and Guardians are informed of doctor's visits and these are billed directly to accounts.

Outside Appointments, A & E

For other routine appointments outside the College e.g. dental appointments, X-ray , physiotherapy (outside the school) and Consultants appointments parents/guardians must make the appropriate arrangement and inform the Prefect. Where applicable, the cost of transport will be added to your son's account.

All Consultant appointments for the purpose of diagnosis of specific learning difficulties and/or other diagnosis must be managed by parents.

In the event of transfer to an emergency clinic in the case of illness or an injury, if the parent/guardian are unable to take the boy to the appropriate emergency centre a responsible adult will accompany the student and report back to the nurse on duty.

If your son needs to attend an emergency clinic e.g. Accident & Emergency the nurse will inform his Parent/Guardian, Head of Boarding and his Prefect on duty. Your son will be transported to the clinic where his parents 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 on the Registration Form whom 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 public 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 the clinic bills the parents separately.

Psychological Care

Clongowes has two school counsellors, both qualified psychotherapists, who are on hand to support students where needed. Boys are referred to the Counsellor via the Deputy Headmaster. Students can request a referral through their prefect, Line Prefect, or Director of Studies who will refer their request to the Deputy Headmaster. An appointment time will be sent by email.

Vaccinations

The school facilitates the First Year HSE Vaccinations .

The HSE attend the school in early Autumn and The Spring to administer the vaccinations .A HSE consent form will be given to each student in September with clear instructions .

We ask you to fill them out and return to Reception. If you do not wish your son to receive a vaccination there is a section to sign to that effect.

The school will receive confirmed dates in September and all parents will be notified .

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.

Health Insurance

You are advised to have sufficient private health cover for your 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 (and if required) he will be treated in the public hospital system. This is 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. There are restrictions to the cover provided by this policy, so private health insurance is recommended.

Academic Matters

Book Lists

Book lists for all year groups will be available on the College website from June. Please see: <https://www.clongowes.net/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 that are ordered online may be delivered to their guardian as the school cannot store books in advance of the students arrival.

Bookshop, direct2schoolbooks.ie will supply the books from the Clongowes booklists and will deliver. They can be contacted by email direct2schoolbooks@gmail.com or phone +353 (0)87 164 4499

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

Laptops and Devices

All students require a laptop, a chromebook, or similar device with a keyboard, not ipad, for class, supplementary to their book list. It is advisable that students have a case in which to store their device and that both device and charger are labeled. We operate as a Google School using G Suite for Education. Each student has their own email address to which all applications are linked. Some teachers operate a Google classroom for homework, notes, practice, retrieval and for storing class material.

Parent Teacher Meetings

Parent-Teacher meetings will take place once a year for parents or educational guardians of students in that Year group. A calendar listing the dates of all Parent/Teacher meetings, will be issued and available online, before this academic year begins. All parents are advised to make every effort to attend this important event in person as it will not be possible to schedule individual meetings outside of the meeting. If you are not able to attend you are encouraged to send a representative (guardian/family member) in your place. Overseas parents who are not in a position to attend or send a representative will be invited to book a timeslot to connect with their son's teachers remotely, details are provided close to the date of the Parent Teacher Meetings.

Reports

You may access your son's reports online. Details on how to access these reports will be provided at the start of the school year.

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

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 4th year at Clongowes. It is a diverse and interesting year with a mix of academic and developmental programmes.

A Transition Year booklet with more detailed information about the events and opportunities available to students will be issued to all parents of TY students and will be available online.

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. You will have received an email from Ms Shaw, our Guidance Counsellor, with advice and contact details of work places from which students can seek work experience opportunities.

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 28th year and Clongowes students have raised over €2 million since its inception.

The project is a way for boys to further live according to the Ignatian motto "love is shown more in deeds than words" 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 takes place at various times throughout the year whereby students push a large 3M high yellow duck in various locations throughout the country.

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 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.

Music

Clongowes offers a wide range of musical opportunities to students:

The Music Department provides individual tuition for:

- Piano
- Voice
- Strings: Violin, Viola, Cello and Double Bass
- Woodwind: Flute, Clarinet, Oboe, Bassoon and Saxophone
- Brass: Trumpet, French Horn and Trombone

Parents must opt to enroll your son for individual tuition by filling out the Instrumental Lessons Application Form at registration.

Music students will be prepared for Royal Irish Academy of Music exams.

If your son opts to take music as an exam subject for Junior or Leaving Certificate they will be required to take a practical examination which accounts for 25% of the Junior Certificate Examination and up to 50% of the Leaving Certificate Examination.

Piano

There is a finite number of piano slots available to students. All applicants are not guaranteed piano lessons.

Students requesting lessons will be prioritized on the following criteria:

- Students who are studying music for Junior and Leaving Cert will be accommodated first
- Students who have previous experience will be accommodated next (please ensure that all relevant experience is listed on the Instrumental Lessons Application Form)
- Any remaining students will then be allocated a place, if available.

In the event of a student not being accommodated they will be placed on a waiting list.

Orchestra

The school has a vibrant orchestra. The orchestra has performed in various European countries over the past 25 years.

Students who are interested in taking up an orchestral instrument will be invited to partake when the required standard is reached.

A limited number of orchestral instruments are available to rent from the college (saxophones are excluded). A rental cost applies. Strings, reeds and other miscellaneous items are charged separately. 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 own 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.

Choirs

The school has two choirs – the Elements Choir and the Senior Choir. In line with our ethos which aims to form the whole person, all students are encouraged to participate in the musical life of the College and those with musical experience are expected to demonstrate leadership.

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

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

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.

Sport	Season
Rugby	September to March
Athletics - Track and Field	Year round
Athletic Development	Year round
Basketball	Year round
Football/Soccer	Year round
Golf	September – Oct and March - June
Swimming	Year round
Kayaking	Summer Sports
Tennis	Summer Sports
Cricket	Summer Sports and indoor during the First and Second Term.
GAA	Summer Sports

If your son is part of the rugby Junior Cup or Senior Cup squads he may be required to attend training camps over the Christmas break which 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. On Saturday students have three forty minute classes, beginning at 10 am and finishing at noon. 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	Evening Study 6.00pm – 8.00pm	Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Tuesday	8.45am – 3.45pm	Evening Study 6.00pm – 8.00pm	Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Wednesday	8.45 – 12.00pm	Evening Study 6.00pm – 8.00pm	Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Thursday	8.45am – 3.45pm	Evening Study 6.00pm – 8.00pm	Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Friday	8.45am – 3.45pm	Evening Study 6.00pm – 8.00pm	Evening Study: 6.00pm – 8.00pm Break 8pm-9.15 9.15pm –10.15pm
Saturday	10.00am – 12.00pm	Evening Study 6.00pm – 8.00pm	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:	Swimming Coaching: Thursday & Friday: 6.30am Rise: 7.20am Eucharist: 7.50am Breakfast: 8am Morning Prep: 8.10am-8.30am Morning Prayer (Mon, Wed, Fri): 8.30am-8.40am Jesuit Examen (Tue, Thu) 8.30am-8.40am	Morning Prayer/Examen: 8.30 Class: 8.45-10.45 Break: 10.45-11am Class: 11am-12.45 or 1pm Lunch: 12.45-1.30pm Class: 1.45-3.45 Trad Group: 1pm Choir: 1pm	Sport and Recreation: 3.45pm-5pm Tea: 5pm-5.45pm Swimming coaching Tuesdays: 8pm Indoor Cricket Tuesdays: 8pm- 10pm Study as per above schedule
Wednesday	Rise: 7.30-7.50am Eucharist: 7.50am Breakfast: 8am Morning Prep: 8.10am-8.30am Morning Prayer: 8.30am-8.40am	Morning Prayer/Examen: 8.30 Class: 8.45am-12pm Break: 10.45am-11am Lunch: 12pm	Sports Fixtures: 1.30pm-4.30pm Schola: 6.45pm-8.30pm Study as per above schedule
Saturday	Rise: 8am Breakfast: 8.30am Morning Prep: 9.15am-10am Jesuit Examen 9:45 am-9:55 am	Morning Prayer: 9.40 Class: 10am-12pm	Sports Fixtures: 1.30pm-4.30pm Tea: 5pm-5.45pm Study as per above schedule
Sunday	Rise: 8.30am Breakfast: 8.30am Morning Prep: 10am -11am School Mass: 11am	No classes Lunch: 12.45-1.30pm	Tea: 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.

International Liaison

Our International Liaison, Ms Derval Dooley acts as an additional support for international students and parents. Her primary role is as a mentor and provides academic and pastoral support to international students. Ms Dooley meets regularly with international students and liaises with parents when appropriate. Ms Dooley can be contacted at ddooley@clongowes.net

English as an Additional Language

Your son may be asked to undertake a 3rd party English test during the Admissions process or provide 3rd 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 is covered by the 10% premium on fees. These classes are provided in groups of students of a similar age and English language level.

Students will be prepared for the Cambridge English exam as part of the EAL 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 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

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:

Two Moiety Payments: 1st moiety due by July 31st and the 2nd by January 31st.

Direct Debit Option 1: Two installments July 31st and January 31st

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

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://www.clongowes.net/admissions/fees/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 stationery 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.