



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

PARENT HANDBOOK 2026/2027

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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.

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 to live by lasting [eternal] values, not 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 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

Reception is opening hours:

| | |
|-------------------------------------|-----------------------------------|
| Monday to Friday: 8.30am to 7pm | Saturday: 10am to 7pm |
| Sunday : 10am to 1pm and 5pm to 9pm | Times may vary around breaks etc, |

Out of Reception Hours

When the Reception is closed, calls will be forwarded to an answering machine. If you wish to contact your son's Prefect please phone their office directly or send them an email.

thirdlineprefects@clongowes.net if their son is in Elements / Rudiments

lowerlineprefects@clongowes.net for students in Grammar / Syntax

higherlineprefects@clongowes.net for students in Poetry / Rhetoric

Headmaster

Mr Chris Lumb

Headmaster's PA:

Ms Margaret Keane

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 868202

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@clongowes.net

Phone: +353 (0)45 868202

Infirmary

Phone: +353 (0)45 838202

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 do many parents of the current students in 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.

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 the Global Education Immersion Programme 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 in the offsite venue will be added to each student's account where relevant.
- Each Year group goes on an annual retreat off campus. A charge for the cost of accommodation will be added to each student's account where relevant.
- An Ignatian Retreat for Parents is offered annually some Saturday term 2 (February or March). The day centres around themes of Ignatian Spirituality and Education facilitated by experienced retreat directors.

Morning Prayer: On Monday, Wednesday and Friday the school gathers for Morning Prayer in the Concourse just before first class. The reflection is led by a member of staff or a student and concludes with 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.

Social Media

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

Prefect is the name given to the Boarding House Masters/House Mistresses 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, learning support teachers, 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 Year Prefect whose focus is the year group and a Line Prefect or senior Housemaster / Housemistress who oversees the 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 when your son's Prefect is 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 on athletics nights.

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:** 7.30am to 8.00am
- **Lunch:** 12.45pm to 1.30pm
- **Tea:** 4.45pm to 5.30pm
- **Café (Supper):** 8.00pm 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. Your son will also be given a College tie from the school shop. The cost of the College blazer and tie will be charged to your son's account.

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

- 2 pairs of dark grey trousers.
- 2 white shirts
- 1 pair of formal black shoes that can be polished
- Dark socks (black or grey)
- [Click here for a sample of formal dress](#)

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)
- [Click here for a sample of class dress.](#)

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)
- A mattress protector will be provided, some parents like to bring their own mattress topper
- 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 enrolment 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 support and services to parents.

Guardians play a very important role in the College. For example, will be required to attend should the student be admitted to hospital, 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, 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. More information on the Irish Federation of Educational Guardians can be found here: <https://ifeg.ie/> Any further information will be provided by the Admissions Office on request.

Mobile Phones and Technology

For all students, use of mobile phones is restricted to their own personal space (cube or room) without the presence of other students. Students may access mobile devices until the nightly 'Lights Flicked' in the living areas - after 9.15pm (Third Line) and 10.15pm (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. These devices are also handed up at 'Lights Flicked'.

Your son will be issued with a Clongowes email address in late August 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 after breakfast 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.

Visiting

You are welcome to visit your son on Wednesday and Saturday afternoons 12 pm 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 all students from 11pm to 7am. Students in the Higher Line have access to social networking sites such as Instagram 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

With the prior permission of their Prefect, all students are permitted to take ordinary leave after Sunday Mass with their parents/guardians. It is expected that all students will attend Mass and

parents are most welcome to attend also. 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.

For students in all year groups, requests for leave at the weekend should be made to their Prefect at the assigned time, normally Wednesday evening. In the case of ordinary leave it is assumed that the students are leaving the school with their parents/guardian. Exceptional leave outside of ordinary leave should be requested through the Prefect. If there is a special circumstance necessitating a request for early or overnight leave, the student's leave request should be accompanied by an email from a parent/guardian to the Prefect explaining these circumstances.

Students from the Grammar Year group and above may go to Clane Village (20 minute walk) on Wednesday and Saturday afternoons after sport if they have received permission from their Prefect. **It is essential that all students must sign out at Reception before leaving the school.** For students in Third Line, they may go to Clane with their parent/guardian on Wednesday and Saturday afternoons after sport with the permission of their Prefect.

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

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 a 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) organise 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. Taxi drivers must report to Reception during opening hours. If the taxi is arriving outside of reception opening hours, 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
4 star hotel. Located 4km from the school.
- **The K Club:** www.kclub.ie
5 star hotel. Located 8km from the school
- **Barberstown Castle:** www.barberstowncastle.ie
4 star hotel. Located 11km from the school
- **Lawlor's Hotel** www.lawlors.ie
4 star hotel. Located 11km from the school
- **Carton House** www.cartonhouse.com
5 star hotel. Located 17km from the school.
- **Malone's House Bed and Breakfast:** www.naasbedandbreakfast.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 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. Routine medical or dental appointments should be booked outside of term where at all possible.

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 or 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 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.

All personnel contribute to the Community network of support of students. Central to this are our Prefecting team acting *in loco parentis*, supporting and monitoring how students are getting on, on a day by day basis. They get to know student needs and concerns and identify most suitable supports when there are academic challenges, health issues, social or personal concerns.

The Infirmary, Learning Support, pastoral care and counselling are called upon to offer suitable care reflecting the concerns identified by the Prefects in discussion with the students.

Our community works best when students are encouraged to follow up on this advice and access services available. Parents support us in this work through their communication with Prefects and understanding that we have students' best interests at heart.

In line with Children's First Guidelines all personnel are responsible for safeguarding our students.

Your decision to send your son to Clongowes implies agreement to have all supports available to him where deemed necessary by our support network.

We wish to keep you informed of supports that are advised and, in the case of counselling, we will contact you when the need for ongoing support is identified.

Vaccinations

The school facilitates the First Year HSE Vaccinations.

The HSE attend the school in the Spring to administer the vaccinations. A HSE consent form will be given to each student before Christmas with clear instructions.

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

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

Private health insurance is advised for your son while he is in Clongowes. This may allow you to claim medical expenses such as GP visits, visits to the A&E, hospital in-patient care etc.

Your son is likely to be treated in the public hospital system. If you wish your son to be treated in a private A&E or private hospital, you must communicate this to the Infirmary to see if it is possible in the circumstances.

Students from 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.

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.

You can source your son's text books at any bookshop of your choice. Unfortunately, as the school is closed over the summer we cannot accept book deliveries during this time. Please have the books delivered to your home.

Overseas parents may wish to have their son's books to be delivered to their guardian or to the College. The school only accepts orders from direct2schoolbooks.ie as they will deliver in one shipment in agreement with the College. They can be contacted by email

direct2schoolbooks@gmail.com or phone +353 (0)1 239 3295 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/tablet**, 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 labelled. 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 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. Alternatively, overseas parents may contact their son's Academic Year Head to arrange to attend the parent teacher meetings of another year group if this suits their travel schedule. Parents can also attend PT meetings that are scheduled for other year. Additionally, meetings with teachers can be arranged at another time that coincides with an overseas parent's visit to the school.

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
- April – All students
- 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 cultural exchanges to our sister Jesuit schools - e.g. Fordham Prep, New York. Parents of students who are selected for the exchange programmes will act as host families for the visiting boys from Fordham.

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 or arrange other fundraising events.

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 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 will also have the opportunity to audition to take part in the annual school musical production.

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 enrol their 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 prioritised 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.

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 an Elements 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 choir 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 | Course Open: September – Oct and March – June Golf Simulator: Year round |
| Swimming | Year round |
| Kayaking | Summer Sports |
| Tennis | Summer Sports |
| Cricket | Summer Sports and indoor during the First and Second Term. |
| GAA | Summer Sports |
| Sailing | Summer Sports |
| Scuba Diving | Transition Year activity |

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 full boarding 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: | Rise: 7.20am Optional Mass: 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 & 8pm-9pm Tea: 5pm-5.45pm Study as per above schedule |
| Wednesday | Rise: 7.30-7.50am Optional Mass: 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 |
| 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](mailto:doooley@clongowes.net)

English as an Additional Language

All students who do not speak English as a first language will be enrolled in EAL classes. The cost of the classes are covered by the 15% premium on fees. The end of year IELTS exam is mandatory and is charged separately.

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 enrolment 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 organising 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 instalments July 31st and January 31st

Direct Debit Option 2: Eight instalments: 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:

Payzone: Allows for credit card payment in eight instalments.

Please note:

- Bank charges can be high depending on the type of card used and the transaction currency.
- Your account will only be credited with the amount received by the school.

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 musical instrument etc.