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# Patrician Presentation Secondary School

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*"Our mission is to encourage all pupils to reach their potential in a caring and Christian environment"*

## Code of Behaviour

### Preamble

We in Patrician Presentation Secondary School are committed to maintaining appropriate school behaviour and have clear behavioural expectations of our students. We aim to promote positive behaviour at all times. The rules and procedures are designed to protect the Health, Safety, Rights and Responsibilities of Students, Parent(s), Guardian(s), and Staff, with the overall aim of creating a school climate where there is respect for each individual, their good name and their property.

Every reasonable effort will be made to transform unacceptable behaviour into acceptable behaviour. The Staff contribute towards good discipline by creating a positive environment, which fosters feelings of acceptance and achievement. Desirable behaviour, whether by an individual or on a collective basis, is recognised and praised. Formal recognition of good behaviour is recognised on Awards day.

The Code of Behaviour has input from Staff, Management, Parents, guardians and most importantly from Students. Thus there will be a greater commitment from all parties in its implementation. The Code will from time to time be revised. The Code focuses on preparing students to be happy, productive members of our society. The Code of Behaviour ensures that teaching and learning can take place without disruption.

Any misbehaviour by students not specified in the Code (the contents of this document are not exhaustive) but which in the opinion of the school authorities constitutes a serious offence will be dealt with as appropriate. The Code has been developed in line with our mission statement. It was formulated in accordance with section 23 of the Education Act 2000. It was agreed and adopted by the Board of Management.

The Code applies to all students of the school, regardless of their age:

- On school premises, before, during and after normal school hours
- At a school-sponsored event (either on or off school premises)
- At lunch break whether on or off school premises
- Travelling to or from school or a school sponsored event/school trip

Parent(s)/Guardian(s) or students, who have questions or concerns regarding the School Code of Behaviour, are encouraged to contact the School Principal, or the Board of Management of the school to talk about their concerns. The Code will be communicated both verbally and in writing to the students and in writing to the Parent(s) and Guardian(s). Students will be regularly reminded of the behaviours that are expected of them, especially at Class Assemblies. Written records of a student's behaviour are kept throughout the period that the student spends in the school.

## Home/School Communication

Communication between school and home is an essential feature of the Code and it is important that Students and Parent(s)/Guardian(s) understand the content and the principles behind the Code. Students will be asked to bring the Code home, to discuss it with their Parent(s)/Guardian(s) and both the student and the Parent(s)/Guardian(s) are expected to sign it as a commitment of their acceptance of the Code.

The School Diary is the official means of communication between Parent(s)/Guardian(s) and the school authorities. Students must have the diary in their possession at all times in school and use it appropriately. A Staff Member may review it at any time and Parent(s)/Guardian(s) are requested to monitor it on a regular basis.

The behaviour and discipline policy of Patrician Presentation Secondary School, Fethard is determined by the Board of Management in collaboration with Staff, Students and Parents in the context of the school's ethos, aims and values. A Code of Behaviour is an integral part of a positive school ethos where learning and development can take place. The code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

Parental responsibility is considered to be fundamental in the implementation of the school's policy. By enrolling their child in the school, parents indicate agreement with the aims and ethos of the school. **This code applies to all school activities.**

## ATTENDANCE

Regular attendance is an essential component of a student's progress, therefore students and parents are required to adhere to the school's attendance monitoring procedures.

1. The School Secretary records absences each morning and afternoon.
2. Students who are absent from class (for a full day or part of a day) must present a written note of explanation in their diary detailing the reason for his/her absence. This note is a legal requirement of the Education Welfare Act.
3. In cases where a Parent/Guardian knows in advance that a student will be absent, they should contact the school by phone. A written note of explanation is also required upon the student's return to school.
4. Students must attend all scheduled classes each day.
5. A student may **not** absent themselves from class. Anyone feeling unwell should report to the office with the prior permission of their teacher and will be accompanied to the office by another pupil. The school will then ring home to seek Parental Permission for the student to go home or the student will return to class as directed by the parent. Should absence, through illness, occur on a repeated basis, medical referral/evidence may be requested by the school. ***(Under no circumstances should a child seek to contact a parent either by text or call from a mobile phone if feeling unwell)***

6. Attendance at all school activities, including those outside school premises, is expected for all those involved.
7. Attendance at detention is compulsory for all those concerned.
8. Students must not leave the school without a written request from their Parent/Guardian. They must sign out at the office upon leaving the school, having obtained the written permission of the Principal or Deputy Principal. Students are required to sign back in at the office upon their return. Any student who leaves school without permission will face suspension.
9. In general, a student will not be permitted to leave class to go to the toilet unless he/she has written verification of a medical problem from the doctor. In the case of an occasional and genuine request, a Teacher may permit a student to go to the toilet.
10. Parents/Guardians must provide the school with a telephone number for emergency use. It is imperative that a Parent/Guardian can be contacted by the school at all times.
11. If a student is absent for more than 20 days, the Principal is obliged to notify the Education Welfare Officer.
12. Each student's attendance record forms part of his/her term report.
13. Best attendance on a MONTHLY BASIS and/or ANNUALLY for the school year will be rewarded at the Awards Ceremony.

## Punctuality

Punctuality is essential to school life as it leads to a better learning environment for all students.

1. In the morning, students should collect all books/materials/journal when the first bell rings at 9.10am and be at the classroom door when the second bell rings at 9.15am.
2. In the afternoon, students begin collecting books/materials/journal with the first bell at 1.15pm and be at the classroom door when the second bell rings at 1.20pm.
3. Any student arriving late after 9.15 or after 1.20 must report to the secretary's office. Two lates in any calendar week without an explanation (including lateness to class) will merit a detention.
4. Visiting lockers between classes contributes to lateness and interferes with the learning environment in the classroom. Therefore, lockers must only be visited at the times already mentioned.
5. Students must move promptly between classes and adhere to the school timetable at all times.

## UNIFORM

The School Uniform is visual evidence of a student's membership of our school, therefore the school expects the full cooperation of Parents/Guardians to ensure that a student is dressed in full School Uniform every day. A School Uniform fosters a sense of school identity, promotes uniformity of dress standards and consequently reduces peer pressure. Students must also wear their full school uniform on all school outings, unless otherwise directed. Non-uniform garments and accessories must be removed prior to entering the school buildings. **In exceptional circumstances where a student** arrives to school without the full school uniform, they must present a written note of explanation to the office from their parent/guardian before attending classes. They will then receive

a Red Card, which indicates the nature of the uniform issue and the date by which it is to be resolved. The Red Card must be retained by the student and be made available upon request to any member of staff. ***The provision of the above exceptional rule does not mean that it will be acceptable to repeatedly provide notes for students to arrive with incomplete uniform as this is deemed to be undermining the values set out above. In such cases the parent will be contacted to seek a resolution to the problem.***

- Failure to produce a note may result in exclusion/detention.

## School Uniform and Dress Code

### GIRLS

- ✚ Royal Blue, long-sleeved V-necked Jumper
- ✚ Light Blue Shirt
- ✚ Royal Blue Tie
- ✚ Grey **knee-length skirt** OR grey **tailored** (girls') **trousers**
  - **NB: No flares, hipsters, tracksuits, fashion or lycra leggings. No cut or ripped seams**
- ✚ Plain White socks or Black tights
- ✚ Plain **Black** or **Navy** shoes with a heel no greater than 3cm in height (for safety reasons)

### BOYS

- ✚ Royal Blue, long-sleeved V-necked Jumper
- ✚ Light Blue Shirt
- ✚ Royal Blue Tie
- ✚ Medium dark grey Trousers (not denim). No cut or ripped seams.
- ✚ Plain **Black** or **Navy** shoes

### JACKETS

For both boys and girls from **1<sup>st</sup> year to 3<sup>rd</sup> year** a Plain Navy Jacket with School Crest is required. No other jackets are permitted.

**All items are available from Barrett's, Clonmel (Girls' Trousers available by order only)**

**NB.** Students are **not permitted** to wear runners/trainers except at PE and are not permitted to wear hats, coats, jackets, hoodies or scarves within the school building unless with the expressed permission of a Teacher/Member of Management. The School Uniform must be worn during the state examinations and school activities/trips unless otherwise directed by Management.

### PE UNIFORM (1<sup>st</sup> TO 3<sup>rd</sup> YEAR BOYS AND GIRLS)

White polo T-shirt and regular navy tracksuit bottoms. No lycra leggings allowed.

### PE UNIFORM (4<sup>th</sup> TO 6<sup>th</sup> YEAR BOYS AND GIRLS)

Regular navy tracksuit bottoms and round neck T-shirt or sports jersey.

### HAIRSTYLES:

For students with short hair, the minimum hair cut acceptable in the school is a number 3 blade.

Hairstyles, hair tinting or colouring **must** conform with the uniform appearance of the students. Unconventional or extreme/loud colours/styles are not permitted. If in doubt please consult with School Management previous to styling.

### MAKE-UP:

**Make up is not permitted.** Visible facial/body piercings, tattoos or tongue studs are also forbidden. Girls may wear one pair of unobtrusive earrings e.g. studs. Boys may not wear earrings. Students are not permitted to remain in school with visible body piercings. Covering a piercing with a plaster is not acceptable.

## **Classroom Behaviour**

In order to create the optimum teaching and learning environment, all students are expected to abide by the following guidelines.

1. To be respectful of teachers and fellow students by not using conversation, language or behaviour which is inappropriate for class.
2. To sit at their assigned desk and take out all materials/books/school journal.
3. To participate fully in classes, to complete all work assigned to them by the teacher and to allow other students to do likewise. With the exception of illness, if a student is absent from class for other reasons e.g. – at a match/fundraising activities etc., they are expected to find out and complete homework given in their absence.
4. To listen attentively while another student speaks and not to interrupt before that student has finished speaking.
5. To raise his/her hand and wait until the teacher gives them permission to speak or ask a question.
6. To enter and leave the classroom in an orderly fashion.
7. To always knock and wait for permission before entering another teacher's class.
8. To respect all property while in the classroom. This means not writing on or damaging in any way books/bags/uniform or possessions of other students or school property.
9. To visit his/her locker only at specified times.

Collect books/materials for:	Classes 1, 2, 3	at	9.10am
	Classes 4, 5	at	11.15am
	Classes 6, 7,8,9	at	1.10pm

### **Courtesy Guidelines**

1. Bad language, excessive noise, and general rough play are not tolerated.
2. When moving within the school, walk in an orderly fashion.
3. Give way to staff/visitors at doorways.
4. Be polite in your dealings with others, saying 'please' and 'thank you' as the occasion arises.
5. Address others by their correct title.
6. Knock before opening a closed door.

### **Food and Drink**

1. The only drinks permitted on school premises are water and fruit juices in their original containers. In the interest of health and well-being all other drinks e.g. red bull and other energy drinks are strictly forbidden.
2. Food and drinks may only be consumed in designated general areas at the appointed break times.

*Any food/drinks in breach of these rules will be confiscated by any Member of Staff and incur a sanction.*

### **Health and Safety**

In the interests of health and safety, students are required to observe the following guidelines:

1. No student may leave the school grounds without permission of the School Management.
2. Students must use the front gate. The Staff Car Park entrance is strictly forbidden to students and parents.
3. Students, when using the stairs and corridors, should walk in single file and keep to the right. Pushing, jostling etc are strictly forbidden. At no time should corridors or doorways be blocked or congested. There should be no congregating and students must stand by the wall in single file while waiting outside classrooms.
4. Students should keep within the designated boundaries, as indicated by painted yellow lines, when in the school yard. **Running, pushing, jostling, chasing, ball games or other rough play is not permitted in the school yard due to space and safety restrictions.**
5. The entire school is an aerosol free zone.
6. Arising from the Public Health (Tobacco) Act 2002, smoking is prohibited within the entire school boundary and on school buses, with no exceptions. It is the policy of Patrician Presentation Secondary School that all of its workspaces are smoke-free and that all employees, students and visitors to the school have a right to work and/or visit the school in a smoke-free environment. This policy also applies to the use of electronic cigarettes or vaporisers. Patrician & Presentation Secondary School is a smoke-free environment and students may not smoke on or near school property in accordance with our smoke-free workplace policy. **Students caught smoking during the school day, in school Uniform, or during break times will be given an automatic suspension.**
7. Addictive substances e.g. alcohol and illegal drugs are strictly banned in Patrician Presentation Secondary School. Any student found in possession of any of these substances will face the prospect of immediate suspension. The school will also be obliged to inform Parents/Guardians and the relevant authorities.
8. The school will not administer or provide any medication to a student unless specifically authorised to do so (in writing) by a Parent or Guardian.

9. Students should not be in classrooms except during class and must not congregate on corridors during breaks. (In inclement weather alternative arrangements may be made).
10. Students may not cycle in school grounds when entering/leaving the school yard.
11. Students are expected to show concern for the personal health and safety of themselves and others at all times. Students should not engage in horseplay where others may be adversely affected. This includes play fighting, running through public areas, or engaging in conduct potentially harmful to themselves or others.
12. Students have a right to travel on a school bus, in accordance with Department of Education Regulations. Students must conduct themselves in an orderly manner. Board of Management/School Discipline Policies and Procedures will be applied for any reported incidents of behaviour as deemed appropriate. Students must fasten their seat belt when travelling by bus to/from school and on all out-of school activities.
13. On outings, students are expected to represent the school in an exemplary manner. Directions from the staff in charge must be complied with at all times. Students and parents must sign an excursion permission form before going on any trip. School rules as already outlined remain in force

Please note: Breaches of Health and Safety requirements will be treated as serious breaches of this Code of Behaviour.

### **School Property and Environment**

1. Students must not damage school property. Accidental damage should be reported to the Principal or Deputy Principal immediately.
2. Students are expected to maintain a clean and tidy environment in classrooms, corridors and yard. Failure to observe this rule may result in students having to remain after school to tidy school buildings or yard.

### **Student's Property**

Students take a large amount of property to school each day (books, equipment, coats, bicycles, personal items etc.). They must take care of their own property in a responsible way and they must respect the property of others.

1. Students who take their bicycles to school should ensure that they are properly locked.
2. All items of property should be clearly marked with the student's name.
3. Responsibility for theft, loss or damage of any article is not accepted by school authorities.

### **Mobile Phones and Electronic Devices**

1. Non essential items such as mp3 devices, microcassette recorders, laser devices and related devices are strictly forbidden on school premises.
2. Should it be absolutely necessary for a student to have a mobile phone, for use coming to and from school, it must remain switched off (unseen and unheard) during school hours.
3. The use of mobile phones is strictly forbidden at all times while on school premises. Any infringement of this rule will result in the automatic confiscation of the phone and sim card for one week. The phone may only be retrieved following a meeting between the Parent/Guardian and the school management. On 2<sup>nd</sup> and subsequent occasions an additional €20 fine will be imposed.
4. Where it is established that a pre-set alarm has inadvertently caused the disturbance, the phone will not be confiscated.

5. No photographs may be taken or recordings (audio or video) made with mobile phones. Using phones in such a way can seriously infringe upon people's rights. Appropriate sanctions will be imposed.
6. Incidents where students use mobile devices to bully other students will be treated as serious breaches of discipline (Anti-Bullying Policy). It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
7. Students participating in school related activities (e.g. Study, Extra-Curricular Activities, School Trips, Tours etc.) must abide by the school rules governing such activities.

All essential calls by students may be made through the school office. Parents who need to contact students in the case of an emergency should contact the school office (052)6131572.

### **Homework and Journal**

(See homework policy)

Diaries will be checked by class teachers each week to establish (a) that students have them with them and that the diaries are in good condition, (b) that homework is being recorded on a regular basis and (c) that parents are signing the diary (weekly in the case of Junior Students and in all cases where there are communications from the school).

### **Physical Education**

Physical education is one of the core subjects in our school. The school is well equipped with sporting facilities, having a playing field and gymnasium. These facilities emphasise the commitment of the school to an integrated and broad-based education for all our students. P.E. is compulsory for all students. Alternative arrangements cannot be made for people not attending P.E. class.

***Note: Students who continually miss/don't participate in P.E. for whatever reason serve only to undermine the efforts of the teacher and students who are taking part. Therefore if this becomes an ongoing problem for any student, the PE teacher/Principal/Deputy Principal may take whatever action is necessary to resolve the problem and this includes contacting the Parent/Guardian.***

1. Students must have the necessary gear and equipment for physical education classes – see "Uniform" Section of this Code.
2. Attendance at Physical Education classes is compulsory unless excused for medical reasons by a doctor – Medical Cert required. Any absence from P.E. class must be accompanied by a note of explanation for the Class Teacher.
3. Students are expected to ensure that the changing areas are kept clean and tidy.

## **IMPLEMENTATION OF THE CODE OF BEHAVIOUR**

Breaches of the Code of Behaviour cause disruption. It is the responsibility of the school authorities to provide an environment which is supportive of the learning of every student.

Strategies for dealing with misconduct focus on the behaviour, not the person. The strategies are used to help all students to appreciate and to benefit from a positive learning environment.

### **BREACHES OF DISCIPLINE**

Breaches of school discipline include the following:

- Failure to present homework
- Copying of homework
- Failure to have correct books for class
- Lateness
- Failure to wear full School Uniform
- Failure to provide relevant notes promptly
- Failure to produce diary when asked or failure to have it signed
- Failure to have mobile phone turned off during school hours/while on school premises
- Littering
- Use of inappropriate language

Note: Persistent misconduct will be treated as a serious breach of school discipline

**School management has the final say in all matters of student behaviour and discipline.**

### **SERIOUS BREACHES OF DISCIPLINE**

Any behaviour which brings the school's reputation into disrepute is deemed a serious breach of discipline.

Students are expected to behave in an appropriate manner both inside and outside the school. Examples of serious breaches are as follows:

- Showing disrespect to teaching staff, ancillary staff or any school visitors
- Repeated interference with fellow students' right to learn
- Bullying
- Theft
- Forging Parents'/Guardians' signatures
- Defacement of school property
- Smoking/Abuse of substances
- Abuse of the internet or camera phones
- Breach of the Code of Behaviour while participating in school related activities
- Missing school/class without appropriate authorisation
- Copying at exams
- Unruly or aggressive behaviour or language while in school uniform inside or outside school .
- Failure to attend detention  
(This list is not exhaustive)

## Our Discipline Strategy

The following strategies will be used when dealing with unacceptable behaviour. (Each case is individual and dependant on many factors such as: Personality, History, Special Needs, and Previously Used Strategies).

- 1 Repeating/clarifying an instruction to a student.
- 2 Warning the student about their about their behaviour (this *may* also involve relocation in the classroom)
- 3 Student will be issued with a **docket**, recording their misbehaviour (for Parental signature).
- 4 **After 3 dockets** have been issued and signed, parents will be notified by letter (“WHITE LETTER”) and the student will receive a **2hr detention** after school.
  - a. Referral to Year Head may be necessary to explore strategies for improvement
  - b. If a student fails to return a signed docket/accept an issued docket they may progress to step 4 on their first offence.
- 5 **After 6 dockets** (or two unreturned dockets), parents are again notified by letter (“YELLOW LETTER”) and the student will receive **2 evenings of 2hr detention**.
  - a. Referral to Guidance Counsellor, Deputy Principal and/or external agencies may be initiated at this point.
  - b. Parents may be invited to attend a meeting with the Year Head and/or a member of Management to discuss their child’s behaviour.
- 6 **After an accumulation of 9 dockets** (or 3 unsigned dockets or a combination of signed and unsigned dockets) parents will receive a letter (“RED LETTER”) and a copy of the relevant dockets and the student will receive **3 evenings of 2 hr detention**.
  - a. At this point the matter will be passed from the Year Head to a Discipline Committee which will discuss future actions to be taken (including suspension, expulsion etc) and make recommendations to management.
  - b. Parents will be required to attend a meeting with the Committee and/or Management to discuss their child’s future at the school
- 7 In the case of continued breaches of the code or in the event of agreed steps not being taken, the Deputy Principal/Principal and/or Board of Management may discuss the matter with a view to taking further steps.

NOTE: The above steps are an indication only. In particular instances, other sanctions may be deemed by Management to be necessary and more serious breaches of the code will generally result in a student moving through the above steps faster or skipping to a more advanced step at an early stage. The Principal/Board of Management have the right to apply **immediate sanctions** in the event of an action or behaviour that is deemed serious and harmful to the health and safety of the school community.

## **Pastoral Care.**

We believe that pastoral care is a whole school process and involves all School Staff. With this in mind all Staff, both Teaching and Ancillary, have been given training in best practice in dealing with sensitive issues. In cases which deal with issues of a sensitive nature students will be referred to one of the Pastoral Care Team.

## **After School Detention**

This will take place from 3:50pm to 5:50pm in the school. Parents will be informed when it is to take place and the onus is on the parents to make arrangements to collect their son/daughter at 5.50 pm. Other than verifiable medical appointments, students are expected to attend, without exception, on the date indicated by their letter to parents.

## **Loss of Privileges**

Privileges such as representing the school, school outings, use of school facilities etc may be withdrawn from students who are in breach of this code.

## **On Report**

The school may decide that it is in the interest of a pupil to be "On Report". This will happen after the school feels the pupil is failing to make satisfactory improvement. "On Report" involves the student getting a Report Card each morning, signed at the end of each class by his/her Teacher and bringing it home that evening to be signed by parent/s. If there is no improvement then, Parent(s)/Guardian(s) will be invited to the school to discuss the matter.

## **Interview by Discipline Committee**

The school will inform parents that their son's / daughter's behaviour merits investigation by the Discipline Committee. The Committee comprises four teachers (typically two male and two female). Parents/Guardians may be asked to be present at this meeting. The Board of Management will make recommendations for intervention/sanction which must be ratified by the Principal (or Deputy in the case of his absence). The student's Parent(s)/Guardian(s) will be notified in writing of the Board's decision after the meeting.

## **Suspension**

The Principal can suspend a pupil for a period of varying duration depending on the seriousness of the misconduct and whether or not it is a repeat offence. Parent(s)/Guardian(s) have a right of appeal to the Board of Management. Students who have been suspended will be expected to report to the Principal/Deputy Principal the morning of their return with the relevant documentation. In the event of a student being suspended for the second time, the student's Parents/Guardians are requested to meet the Principal to discuss the student's future in the school.

## **Expulsion**

The Board of Management may expel a pupil. Parents/Guardians have the right to appeal to the Secretary General of the Department of Education and Science, (Education Act 1998, Section 29 (d).) The Parents/Guardians appeal should be stated on the application form provided by the Department of Education and Science (Circular M48/01). The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians concerned. (Circular M48/01). An appeal may be made

to: *The Secretary General of the Department of Education and Science, The Appeals Administration Unit, Department of Education and Science, Portlaoise Road, Tullamore, Co. Offaly.*

### Review and Evaluation

***A successful Discipline Strategy, if working effectively will not be over used as the number of sanctions will reduce with its effective implementation. If this strategy is found to be ineffective it will be reviewed and the appropriate amendments made.***

This policy will be reviewed regularly. In practice, this process will be coordinated by a core committee consisting of two Staff Members, two Parents/Guardians nominated by the Parent's Council and two Students, in consultation with the wider school community. Ongoing review and evaluation should take cognisance of changing information, legislation, developments in the school based programme and feedback from Parents/Guardians, Staff and Students. The policy will be revised as necessary in the light of such review and evaluation, and within the framework of school planning.

Signed: Student \_\_\_\_\_ Date - \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: Parent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Student Behaviour Charter

At enrolment students are asked to commit themselves to the following code of behaviour and at the beginning of each school year afterwards:

## **“I will work to the best of my ability at all times”,**

This means I will be fully prepared for each class, I will listen attentively in class, I will ask questions when I have difficulty understanding. I will record my homework assignments in my School Diary and always complete my homework to the best of my ability. I will turn in my assignments on time.

## **“I will support learning in The Patrician Presentation Secondary School”,**

This means that I am committing myself to my own learning and that I will support others by encouraging them in their learning and acknowledge their contributions.

When I return after a period of absence I will do my best to catch up on the material I have missed.

## **“I will use polite and friendly language”,**

This means that I will not verbally abuse others, will not use offensive or rude language, and will not use language that is racially or sexually offensive.

## **“I will respect other people”.**

This means that I will not interfere with or take other people’s property , will not bully, or hassle others, will not sexually harass others, will not be racist and will at all times act to stop people being disrespectful to others.

## **“I will contribute to the school’s positive image”**

This means that I will be polite to visitors and members of the public both inside and outside the school, and that my behaviour will be of a high standard. I will wear my uniform correctly at all times.

## **“I will keep The Patrician Presentation Secondary School free of harmful substances”.**

This means that I will never bring into the school drugs of any kind, alcohol in any form, cigarettes or any other substance that may be harmful to others.

Signed; \_\_\_\_\_ Date; \_\_\_\_\_

# APPENDICES

Guidelines for safety in practical subjects will be distributed periodically by subject teachers for student signature.

Appendix 1: Laboratories

Appendix 2: Home Economics

Appendix3: Woodwork/DCG/Construction

Appendix 4: PE

## Appendix 1

### Practical Science Laboratory Rules Guidelines

- Students should not bring their school bags to the Science Lab with them as this creates a Health & Safety risk as students are entering/leaving their desks.
- Students should not interfere with/fidget with press doors/water and gas taps as this creates a Health & Safety risk & also serves as an unnecessary distraction to other students and to the teacher during class time.
- A practical hardback Science copy is essential for writing up practical activities completed in class. This copy should remain in the Science Lab at all times except where students request permission from the teacher for revision or catching up on work missed. Practical experiments form a significant part of the coursework in both Junior & Leaving Cert subjects & so it is essential that students keep these practicals written up neatly & completely.
- Students are expected to behave in a manner that doesn't put other students' safety at risk. Students may be regularly exposed to chemicals that need to be handled with care and therefore students that are seen to be misbehaving while using these chemicals or indeed any equipment in the lab will be removed immediately and dealt with under the provisions of the Code of Behaviour.
- Failure to pay attention at demonstrations and act in a suitable manner will mean students will be suspended from practical for the remainder of the class (Health & Safety).
- Dangerous or inappropriate use of equipment/chemicals by students will not be tolerated. These students will be dealt with on an individual basis depending on the severity of their actions.
- Punctual attendance is required due to the limited amount of time available in practical classes. Students may only arrive late once in a given term without sanction. Students that continually arrive late without proper materials homework etc will receive appropriate sanctions under the Code of Behaviour.
- Food, drink & chewing gum are not allowed in the Science Lab for Health & Safety reasons.
- It is not acceptable to damage any equipment or furniture. Students that engage in these activities will face the appropriate sanction.
- Students must work at their own bench and are not permitted to wander around the Science Lab, again for Health and Safety reasons, and also because it interferes with the learning atmosphere in the classroom.
- All appropriate safety measures such as the use of safety goggles, gloves, tying hair back, must be observed while carrying out practical assignments in the lab.
- Students must take particular care when walking with chemicals/equipment from water baths/weighing scales etc to the desks – no running or messing will be tolerated (Health & Safety).
- Safety is paramount in the classroom – ensure that you consider how your actions will affect other students at all times.
- Any misbehaviour not specified in these rules, but which is deemed to be inappropriate will be dealt with as the teacher sees fit.

I have read and understood the above rules and agree to abide by them for all practical classes.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

### Home Economics – Code of Behaviour

In the Home Economics Practical Class, students are expected to:

1. Follow teacher's instructions **at all times** on the safe use of cutlery, cookers and any other appliances being used. It is important that all safety and hygiene rules of the Home Economics Practical Class are followed.
2. Wear an apron and **fully** tie up hair(to prevent the risk of it catching fire).
3. To remain at the unit they have been assigned to and to work in a calm and safe manner at this unit. Any spills which occur must be wiped up immediately. There should be no running/pushing/shoving/throwing items or hitting other students with items such as tea towels/oven gloves etc.
4. Have all materials for Practical Classes  
i.e. ingredients/tea towels/container for taking dish home etc.
5. Leave bags outside the door and remove coats and store in the assigned press during practical classes.

I have read and understood the above rules and agree to abide by them for all Home Economics classes.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

## Practical Woodwork/Construction Rules

- All students are required to have a pencil for practical classes – failure to have a pencil will mean students cannot participate in practical work and theory work will be assigned.
- Pens are not acceptable for marking timber.
- Pencils should be either HB, H, or 2H grade. Pencils that are B, 2B, 3B etc are sketching pencils and are not suitable as they leave lines that are too thick and dark to work to accurately.
- Construction Studies students are required to have their exam papers for all classes in which they are making pieces related to their Practical Exams. This is because the working drawings for these projects are in the papers. Failure to have papers will mean students will do theory work instead.
- Failure to pay attention at demonstrations and act in a suitable manner will mean students will be suspended from Practical Classes for the remainder of the class. Continually breaking this rule will mean students will not be allowed to complete their project.
- Dangerous or inappropriate use of tools will not be tolerated (Health and Safety). These will be dealt with on an individual basis depending on the severity of their actions.
- Any damage to the benches or tools caused by the students will be paid for by the students. This will be in the form of a **3 euro fine** or replacement of the item by the student, depending on the extent of damage.
- Punctual attendance is required due to the limited amount of time available in Practical Classes. Students may only arrive late once in a given term without sanction. Arriving late on two occasions will warrant extra homework. Three times and more will warrant detention.
- Drinks and food are not allowed in the woodwork room – breaking of this rule will mean students will be referred to Ms Fogarty or Mr O Sullivan where the appropriate sanction will be imposed.
- Students are responsible for their desk and the area around their bench. Benches should be cleaned down at the end of each class.
- Any rubbish around the student's bench is his/her responsibility and should be placed in the bin.
- Stools should be placed on desk for last class every day.
- All pieces should be clearly marked with the student's full name and their class. Pieces must be placed in the appropriate place as designated by the teacher at the end of each class.
- Students must work at their own bench and are not permitted to wander around the classroom.
- Students must have specific permission to use any power tools.
- Students are not permitted to talk to or in any way distract another student when they are using tools – either hand or power tools. (Health and Safety)
- Do not use any tool if you are unsure as to the correct and safest method to use it. All appropriate safety gear such as face masks, dust masks etc must be worn when using power tools.
- All tools must be placed back in their holders at end of each class – Class will not be dismissed until all tools are returned to their set location.
- Students must take particular care when walking with tools from their holders to the desks – no running or messing will be tolerated.
- All tools must be handled correctly – care must be taken when placing them on the desk so as to avoid damage to the tool, or possible injury to yourself or others.

- Students must take particular care when using certain tools such as chisels – two hands must be held on a chisel at all times.
- Students should secure all pieces when working on them either in a vice or with a bench hook depending on which is most appropriate.
- Any student found stealing a tool will be suspended from the class for an indefinite period – parents will be informed and a suitable punishment will be determined with the Year Head and Principal.
- Students must not throw dust or any form of timber as this poses a Health and Safety risk– desks should be swept down with the provided brushes to avoid dust.
- Safety is paramount in the classroom – ensure you consider how your actions will affect other students at all times.
- **Students may not work on Practical pieces during free classes must be accompanied at all times in the Woodwork Room by a suitably trained teacher.**
- Any misbehaviour not specified in these rules, but which is deemed to be inappropriate, will be dealt with as deemed appropriate by the Teacher/Member of Management.

I have read and understood the above rules and agree to abide by them for all Practical classes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Appendix 4.

### Physical Education

Physical education is one of the core subjects in our school. The school is well equipped with sporting facilities, having a playing field and gymnasium. These facilities emphasise the commitment of the school to an integrated and broad-based education for all our students. P.E. is compulsory for all students. Alternative arrangements cannot be made for people not attending P.E. class.

***Note: Students who continually miss/don't participate in P.E. for whatever reason serve only to undermine the efforts of the teacher and students who are taking part. Therefore if this becomes an ongoing problem for any student, the PE teacher/Principal/Deputy Principal may take whatever action is necessary to resolve the problem and this includes contacting the parent/guardian.***

1. Students must have the necessary gear and equipment for physical education classes – this includes a white polo shirt and navy tracksuit for Junior Cycle students and a dark tracksuit bottoms and jersey/ round neck T- shirt or polo shirt for Senior Cycle students.
2. Attendance at Physical Education classes is compulsory unless excused for medical reasons by a doctor – a Medical Cert is required. Any absence from P.E. class must be accompanied by a note for the Class Teacher.
3. Students are expected to ensure that the changing areas are kept clean and tidy.
4. Students are expected to follow the instructions of the teacher at all times.
5. Students are expected to respect all sports equipment belonging to the school.
6. Students must be supervised by a teacher at all times in the gymnasium.

I have read and understood the above rules and agree to abide by them for all Physical Education classes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_