



## **Introduction**

### **Patrician Presentation Secondary School Fethard Mission Statement**

Staff and parents at Patrician Presentation Secondary School Fethard are committed to promoting a secure, caring and inclusive educational community for students. Parents are recognized as the first educators, and teachers as facilitators of the learning process. In partnership, we will provide an atmosphere, which encourages respect, responsibility and commitment.

Patrician Presentation Secondary School celebrates the diverse and unique identities of our students and is dedicated to providing a balanced, co-educational and student-centred curriculum that promotes a holistic, inter-cultural and multi-belief education, where each individual student is enabled to develop and achieve their full potential.

It is our expectation that every student who leaves Patrician Presentation Fethard will be equipped to take their place in life and make their own positive contribution to society.

### **The Foundation Pillars of Patrician Presentation Secondary School Fethard**

- Celebration of the diverse and unique identities of our students, by placing them at the centre of the educational process, and by providing a commitment to making a positive difference to the lives of our students.
- Empowering students with the knowledge, skills and capability to become caring and valued members of society and leaders of learning.
- Excellence in teaching and learning, providing an inclusive, high quality and holistic educational experience.
- Working together in a democratic way with students, parents, members of staff and the local community to build a vibrant school community, and to encourage partnership and participation at all levels.

## **Le Chéile Trustee**

Patrician Presentation Secondary School is under the trusteeship of Le Chéile. Our school aims to promote and uphold the values and charter of Le Chéile

## **Rational**

To fulfill the above and in acknowledgement of our collective responsibility, this Code of Positive Behaviour (COPB) has been formulated to replace and / or update all preceding codes of behaviour/conduct. It has been formulated in accordance with NEWB Guidelines and to comply with all statutory and legislative requirements.

## **Partnership**

The BOM, Staff, Parents and Pupils of Patrician Presentation Secondary School Fethard acknowledge and accept their collective responsibility to act in a manner that promotes a positive, mutually respectful and tolerant school climate.

## **Scope**

This Code of Positive Behaviour encompasses the day-to-day procedures and protocols, (a) specified in our School Journal (b) appended to this document, (c) and that may be developed from time to time. Its remit is always when the pupil is:

- At school, representing the school or wearing the school uniform.
- Travelling to and from school.
- Associated with the school.
- Outside of school time where the conduct of a pupil affects the welfare of a member/members of the school community or brings the school into disrepute.

## **Goals/Objectives**

This Code of Positive Behaviour (COPB) sets out to:

1. Enable the Principal to carry out their responsibility to maintain order and good discipline in the school.
2. Ensure that the school's high expectations regarding the behaviour of all our pupils are widely known and understood.
3. Encourage and reinforce good behaviour; self-respect and respect for others; respect for property and the school environment.

4. Promote a school environment that is conducive to excellent teaching and learning in which, in so far as is possible, every pupil can benefit from and make a full contribution to the life of the school.
5. Enable pupils to play an active part in formulating and regularly reviewing our Student Charter (Appendix 1) thus encouraging them to take personal responsibility for their behaviour.

## **Supports / Structures / Procedures to Promote Positive Behaviour**

### **School Journal**

Our School Journal informs pupils and parents of our expectations in relation to pupil behaviour and provides easy access to essential 'General School Information & Procedures'.

It is also a method of communicating with parents regarding matters that pertain to our COPB, e.g. it is a record relating to 'Behaviour' (positive and negative), 'Absences', 'Classwork / Materials / Homework', 'Uniform / Mobile Phones / Electronic Devices', etc. These records require parents to sign / countersign them, thus explicitly inviting them to both support our Code of Positive Behaviour and to be actively involved in its administration.

### **VShare**

The school's information portal which is used to store all reports and data held by the school on the pupils. It is also used as a communication tool between teachers and teachers and middle and senior management

### **Patrician Presentation Secondary School Fethard Student Charter**

This is a core component of our COPB

This Charter was formulated primarily by the pupils and teaching staff and audited and amended by representative members of the Student Body (SC). It will be displayed in prominent areas of the school. This Charter will be reviewed on an ongoing basis.

### **Monitoring Pupil Behaviour**

Behaviour Reports constitute a modulated and progressive recording of positive and negative behaviours. They provide opportunities for pupils to discuss both positive and negative behaviours with their teachers, class tutors, and with their year heads and to work towards obtaining more

positive reports and fewer or no negative reports. Reports are evaluated at Year Head meetings with the Principal and Deputy Principal.

### **Class Tutors**

Class Tutors play a critical part in fulfilling our school's mission to provide a caring, inclusive environment for our pupils. Class Tutors are assigned to each class group.

Additionally, Year Heads and the Programme Co-ordinator assume

responsibility for Junior Cycle, Senior Cycle and Transition Year groups.

Guidance Counsellor / Learning Support / Resource Staff also apply their expertise and specialist training to facilitate optimal learning and best behaviour.

### **Year Heads**

Year Heads take, on behalf of the school community, the role of overseeing the welfare of junior or senior cycle groups so that learning at every level of the student is supported. The Year Head supports the Class Tutor and Subject Teacher in responding to the general welfare needs of their students. Year Heads will co-ordinate the setting of structures for students whose conduct is unacceptable in order that the student may adjust their behaviour to a positive pattern. Year Heads may request support from parent/guardian and/or Student Support Team in promoting appropriate conduct, supporting individual or group welfare needs, or addressing inappropriate behaviour. Year Heads have access to all relevant information pertaining to their student group in order to fulfill their role.

### **Student Support Team**

To support and assist the implementation of the policy. The Student Support Team includes:

- Guidance Counsellor
- SEN Coordinator
- Home School Community Liaison
- School Completion Coordinator
- Year Heads
- Deputy Principal
- Principal

The Student Support Team's role is to support teaching and learning by and through the provision of appropriate supports and interventions as required. These supports are co-ordinated by the Pastoral Care Co-ordinator. To facilitate this work, this team will communicate through a regular programme of meetings.

The various roles of Guidance Counsellor, Resource Co-ordinator, Home School Community Liaison Officer, School Completion Co-ordinator, and their interventions/programmes in the Pastoral Care of school students, are detailed in the specific policies governing these aspects of school life

### **Assemblies**

Assembly takes place for all year groups at 9.00am every morning. Assembly places the focus strongly on positive behaviour, presentation and student achievement. Assemblies are an opportunity for school management to recognise student achievement at all levels.

### **Suitable Curriculum / Classroom Management**

We constantly evaluate the curriculum provided in our school particularly for pupils. We modify the curriculum and seek to provide additional programmes to ensure that each student flourishes in a productive and encouraging environment. Teachers constantly evaluate their classroom management and teaching strategies to improve the learning environment for all pupils and to help minimise instances of unacceptable behaviour. School Management regularly arranges in-school CPD and / or encourages teachers to be involved in CPD to improve their teaching strategies.

### **Student Council (SC)**

The Student Council gives an important, empowering role to our pupils. It is their elected, democratic voice. It provides the opportunity for pupils to give their opinions, to initiate improvements, to liaise with school management, to advocate on behalf of all pupils. The SC has a positive impact on the life of our school community. For example, the SC played a formative role in the formulation of our Student Charter.

### **Parent Council (PC)**

Parents play a pivotal part in promoting positive behaviour in our school. We acknowledge the excellent behaviour of our pupils. We acknowledge the contribution of parents to the formulation of the COPB.

Parents can help with the implementing and upholding of the COPB by:

- Weekly signing of the 'Homework Section' of the School Journal ~~their~~
- Daily / weekly checking of their son's / daughter's School Journal
- Notifying the school when their son / daughter is absent
- Reading and discussion of The Student Charter with their son / daughter from time to time
- Ensuring that their son / daughter complies with the rules / procedures / protocols set down in all relevant school policies but particularly in the Student Charter;
- Prompt communication with the school when matters relating to breaches of our COPB come to their attention.

Patrician Presentation Secondary School Fethard Parent Charter (Appendix 3) clearly amplifies the expectations and responsibilities of parents.

## **Classroom Rules**

- Students are to be on time for every class. Students who are late will be subject to interventions, supports or sanctions as appropriate.
- Students are requested to have their books, equipment and materials ready for class.
- Students are asked not to eat or chew gum during class.
- Students are requested to complete homework and classwork to the best of their ability.
- Students must respect school property
- Students must enter rooms in an orderly fashion and sit in the seats assigned by the teacher.
- Students are requested to remain in their seat at all times unless permission to move is given by their teacher.
- Students are asked to take out books, materials and student journal promptly on arrival to class.
- Students are asked to listen attentively during class.
- If you want to ask a question, please raise your hand.
- Students are asked to be respectful to their fellow classmates and teacher.
- Students must participate in classwork at all times.
- Students are requested to follow their teachers' instructions at all times.
- Students are asked not to disrupt teaching and learning in class.
- Students must note their homework in their journal in every class.
- Students are requested to tuck in their chair and pick up any rubbish underneath the desk and place it in the rubbish bin on exiting the classroom.
- Students must wait at their desk and leave only when given permission to do so.
- Students will not be allowed to leave the room during class time except in exceptional circumstances. Students should not leave a class during the first or final 10 minutes. The student journal must be signed by the subject teacher to explain why the student is out of class, and the time of absence and return to class should be noted. It is the responsibility of the student to have a such note and to produce it to supervising staff when asked.

The observance of the Code of Conduct and these Rules and Regulations, so far as it applies to the individual student, is his/her personal responsibility.

## **Uniform**

School Uniforms can be purchased in Uniform World, Clonmel. The uniform comprises of Blue Jumper with school crest, Grey pants or skirt, light blue shirt and royal blue tie, black or brown leather shoes (not runners). Only a school sanctioned jacket bearing the school crest may be worn on school grounds. These jackets can be bought in Uniform World or Azzurri Sports.

## **Uniform Policy**

Patrician Presentation Secondary School Fethard requires that all students adhere to our uniform guidelines. These guidelines require all students to present themselves for school neatly and in full school uniform.

As part of my commitment to my school, I will wear my uniform with pride. I understand and agree to uphold the uniform policy, I agree to:

- Purchase the uniform from the official school supplier
- Wear my uniform to school everyday
- Present myself for school in a neat and appropriate manner

If a student is not in full school uniform:

### **Stage 1**

1. Student will present themselves to the Principal to explain the reason for being out of uniform. Student may receive a written warning and/or a note from Principal to present to teachers upon entering class
2. Student may not attend school the next day if he/she is not in full uniform

### **Stage 2**

1. Student will not be permitted entry to class
2. Parent will be contacted to collect student
3. Student may return to school when in full school uniform

### **Note:**

- Full uniform includes: Jumper, Shirt, Pants/Skirt and footwear.
- Footwear must be all black/brown (not runners) with no logos on display

- Students must wear their full school uniform when representing the school at sports and other extracurricular activities.
- Students must wear their full school uniform when they have Physical Education and bring their PE gear in a bag.

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

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

**Parent/Guardian Signature:** \_\_\_\_\_

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

## **Break & Lunchtime Information**

### **Break Time**

Break time in Patrician Presentation Secondary School Fethard is from 11.05am until 11.15am. All students must remain on the school grounds at break time. Students are expected to bring a light snack and/or a drink as there is no shop within the school.

### **Lunchtime**

Lunchtime in Patrician Presentation Secondary School Fethard is from 1.15pm until 1.50pm. Senior students, (Transition Year, 5th Year, 6th Year) have permission to leave the school grounds at lunchtime, however, a parent/guardian must sign the permission slip below.

Junior students, (1st Year, 2nd Year & 3rd Year) must remain on the school grounds at lunchtime. Lunches may be purchased for the week each Monday at assembly or students can bring their own lunch to school.

I give my son/daughter permission to leave the school grounds at lunch time. I understand that my child must return to school on time for the first bell after lunch:

Student Name: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

NOTE: Students who leave the school grounds of Patrician Presentation Secondary School Fethard, or go to an unauthorised area will face an automatic one-day suspension per offence.

## **Mobile phones, photogaphy, bags, lockers etc.**

### **Mobile Phone Policy**

Mobile Phones are not permitted to be used by students on the school grounds of Patrician Presentation Secondary School Fethard without teacher permission.

- It is absolutely prohibited to photograph, film or record another person on school grounds or on school related activities. Any student found in breach of this rule will receive an automatic 3-day suspension.
- Parents who wish to contact their children or vice versa may do so via the school telephone only.
- Any student who displays a mobile phone (regardless of whether the phone is switched on or not) will have their phone confiscated.
- Patrician Presentation Secondary School authorities *may* check a mobile phone to ensure that it has not been used to photograph, film or record any other person or persons.

**The following are the sanctions which apply to students who have their mobile phone confiscated:**

**1st Confiscation:** Phone will be returned to the student at the end of the school day

**2nd Confiscation:** Phone will be returned to parent/guardian after one day

**Further confiscations:** Phone returned to parent/guardian after two days.

**Refusal to hand up a mobile phone to school management will result in an automatic 2-day suspension.**

### **Agreement of Understanding**

I have read the school's Mobile Phone Policy and I agree to uphold the conditions outlined above:

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

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

Parent/Guardian Signature: \_\_\_\_\_

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

### **Photographs/Video**

Please note it is an offence for any student to use a phone or other device to take photographs or video footage while on school grounds or on school related activities.

Any student in breach of this will face an automatic 3-day suspension and may be referred to the school's Board of Management for further disciplinary procedures.

**\*\*PLEASE NOTE:** The mobile phone policy also applies to Personal Electronic Devices (PED's) such as iPods, MP3 players, Tablets etc. (this list is not exhaustive)

If you require clarity on this please contact school management.

### **School Bags**

A student is responsible for his/her bag at all times throughout the school day. Students may not leave their school bags in school overnight. School bags must be brought home every day and at weekends. Students in breach of this will face the following sanctions:

First Offence: Lunchtime Detention

Subsequent Offences: Friday afternoon detention from 1.15 to 3.15 and/or Suspension

### **Sports Bags**

Sports Bags must be placed in an orderly fashion in designated areas. Sports bags may not be left on the corridor/assembly area floors.

## **Lockers**

All students will be assigned a locker. Students may access their lockers at the following times.

1. Before morning assembly. Here students must get their books ready for their first three classes.
2. At morning break. Here students must get their books ready for classes four, five and six.
3. At lunch break. Here students must get their books ready for classes seven, eight and nine.
  - Students may not go to lockers between classes.
  - The only exception to this is when a student is going to or coming from PE class where necessary (time is generally provided for this)
  - Students must ensure that lockers are locked at all times.
  - Lockers will be taken from students that do not keep their locker locked every day.
  - Non-school materials should not be kept in lockers
  - Students may not place books or other materials on top of lockers
  - School management reserves the right to inspect any or all lockers at their discretion
  - School management do not accept responsibility for theft and/or damage to any non-school materials in students' lockers

## **Jewellery & Make Up**

Make up/fake tan is not allowed

The only visible piercings permitted are single stud-type earrings.

NB: If school authorities believe that an item of jewellery could cause potential harm to the student wearing the item or other students, a member of staff can request that the item be removed. Parents/guardians will be contacted if necessary.

## **Litter Free School**

- Littering is not permitted anywhere within or around the school grounds.
- Every student is responsible for the tidiness of his/her classroom and litter should not be left for disposal by someone else
- A student is permitted to eat in an area designated for that purpose and at specific times only.
- Students who litter within the school grounds may be placed on litter duty for up to 1 week.

## **Chewing Gum**

Chewing Gum is not permitted on the school grounds of Patrician Presentation Secondary School Fethard.

Students who chew gum on the grounds of the school will face the following sanctions:

- First Offence: A request to dispose of the chewing gum.
- Second Offence: Student placed on lunchtime/Evening Detention.
- Third Offence: Student placed on litter duty for a period of one week.

## **Use/Damage of School Equipment Policy**

- A student who damages school property will have to personally pay the cost of repairs or the replacement cost, whichever is appropriate.
- A student who damages school property will face disciplinary action and may not be permitted to return to school until damage is paid for in full.
- Serious damage to school property may result in the student being referred to the Board of Management for further sanctions.

## **School Corridors and Stairs**

Students are asked to walk on the left-hand side of the corridors and stairs at all times. Students are asked to line up in an orderly fashion outside their classroom when waiting on a teacher to finish class or after assembly/break/lunch times.

## **Toilets**

- Students must use their designated toilets only.
- Students accessing toilets during class time must have the permission of the teacher of that class.
- Students may not use toilets between classes without the permission of a teacher.

## **General Regulations**

- Students are asked to be respectful and courteous to staff, guests and visitors at all times.
- Students are asked to walk on the left-hand side of the corridor when moving to and from class and at lunch time.
- Students are asked to eat in designated areas only while on the school grounds.
- Only the main stairs in the general assembly area are to be used by students to access the second floor. Students may not use the fire-exit stairs for access to/from the second floor except in case of fire.
- Junior students may not leave the school grounds at lunch time. Senior students may leave the school grounds at lunch time only. All students must remain on school grounds at morning break. Breaches of this rule will result in automatic suspension.
- Smoking and vaping are strictly prohibited on school grounds. Breaches of this rule will result in automatic suspension.

- Student conduct while in school/representing the school is very important. Students involved in fighting/intimidating other students will face automatic suspension
- Patrician Presentation Secondary School Fethard is an inclusive school and will not tolerate any intimidation or bullying of any member of our school community. Verbal abuse of any member of our school community will be taken very seriously and will result in serious sanctions beginning with automatic suspension.
- Patrician Presentation Secondary School Fethard recognises the special position of staff members in the community. The Board of Management will not tolerate any abuse, intimidation or bullying of our staff during or outside of school hours. Breaches of this will lead to immediate Board of Management referral and automatic suspension.

## **General Guidelines**

### **Students wishing to change subject level**

- Students must inform their current subject teacher of their intent to change level
- The Guidance Counsellor will then meet with the student and discuss the reason for change and issue a form, where applicable, for parental consent.
- The student should complete the consent form and have it signed by a parent/guardian and return to the guidance counsellor.
- The Guidance Counsellor will meet with the subject teacher(s) involved and inform the principal/deputy principal of the proposed change.
- A decision will be communicated to the student and parent/guardian via the guidance counsellor after this consultation process.

### **Change of subject**

Upon entering 5<sup>th</sup> year, students will have chosen their subject options. A student may not take up a subject in 5<sup>th</sup> year that they have not studied for Junior cycle. Students may request to change subject choices within the first month of 5<sup>th</sup> year only. The change of subject must be discussed with subject Teachers, Guidance Counselor and the Principal/Deputy Principal. Any change of subject will be at the discretion of school management. There will be no change of subject granted after the first month of 5<sup>th</sup> year has passed.

### **Illness during the school day**

If a student is ill, they must remain in class where possible.

If a student is very unwell they may contact home via the school office (they may not contact home on their own mobile device).

Upon contacting a parent/guardian, the parent/guardian must sign the student out on arrival.

Where a student has a parent/guardian's permission to make their own way home, they must be signed out by a staff member and they must report to the office before they leave the school grounds.

### **Appointments**

Students with dental/medical appointments etc. must present a note from their parent/guardian to the office before 9:00am on the day in question.

Students may never leave the school grounds without written permission from a parent/guardian.

### **Students who report late to school**

Students are expected to be present at assembly by 9.00am and to be in class after lunch by 1:50pm.

Any student coming late to school will be marked late. Students who are marked late on two or more occasions in a week will do evening detention on the day of the second and subsequent lates.

Lates and detentions will be stamped in the student journal

Students who are continuously late for classes during the day will also face evening detention.

If a student presents late for school they must sign the "late book" at reception.

### **Students who are exempt from a subject**

In this case, students must remain in the classroom and do revision work in another subject

Health and Safety regulations mean that students must be supervised by their teacher during this period.

## **Five-Stage System of Sanctions**

The Patrician Presentation Secondary School's Code of Positive Behaviour operates on a five-stage system. Students will be given the opportunity to modify their behaviour as they move

through the behaviour stages. We will engage with parents at all times as primary educators of our students.

## Stage 1

**Behaviour:** Initial minor breaches of classroom/school rules.

Examples Include:

- Poor punctuality
- Not doing homework
- Not having required class materials
- Slight disruption of class (this list is not exhaustive)

**Immediate response:**

**Verbal warning:** Teacher challenges behaviour as being unacceptable. Teacher refers to student charter and references relevant section for student.

**Written warning:** Teacher records misbehaviour in student's journal and notifies Year Head. Parent may be contacted via phone.

**VSWARE:** Student will receive negative points of the VSware behaviour system. Parent has access to see cumulative points of their son/daughter.

**Actions to support Improved behaviour:**

- Verbal agreement requested re. future behaviour and compliance with Student Charter.
- Parents countersign journal note to indicate their awareness of incident and acknowledgement of breach of class rules.
- Teacher checks note at next class.
- If deemed necessary, the student may be placed on a student monitoring card. (Green Card). Student monitoring card may be extended if necessary. VSWARE is updated.

## Stage 2

**Behaviour: Continued breaches of class/school rules.**

Examples:

- Continued poor Punctuality
- Continuation of not doing homework
- Refusal to complete classwork

- Not having required class materials
- Continued disruption of class
- Refusal to follow instruction of a staff member
- Student bringing the school into disrepute.
- Use of a mobile phone or device when not permitted
- Teaching and learning has been disrupted to the point where the student has to be removed from class by a member of senior management.

**Immediate response:**

**Verbal warning:** Teacher challenges behaviour as being unacceptable. Teacher refers to Student Charter and references relevant section for student.

**Written Warning:** Teacher records in Journal under the appropriate heading, and notifies Year Head.

Parent/Guardian contacted via student journal and a phone call.

Student may be placed on Evening Detention.

HSCL may make a home visit

Student may be Referred to School Completion team

**Actions to support Improved behaviour:**

- Verbal agreement requested re future behaviour and compliance with Student Charter.
- Year Head Places Student on a Report Card for a period of at least 5 school days.
- Member of Student Support Team will check student's card on a daily basis.
- Parent must sign the Report Card on a daily basis
- Year Head meets with student at the end of the week to discuss report card.
- Limited timetable may be introduced.
- Report Card may be extended if necessary.
- VS Ware is Updated.

Note: When a student is placed on a Report Card it is the student's responsibility to:

1. Ensure that the card is filled in for every class.
2. Ensure that the card is signed by their parent every day.

- If a student loses a Report Card, the process returns to the first day.
- If the student's behaviour has not improved while on a Report Card they will move on to the next stage of Report.

### Stage 3

**Behaviour:** Repeated breaches/ or more serious breach of class/school rules

Examples:

- Continued poor punctuality.
- Continued lack of homework
- Continued disruption of a class & impeding the learning of others
- Being abusive towards a staff member \*\* (this will also include an automatic 3 day suspension).

#### **Immediate response:**

Teacher challenges the behaviour as being unacceptable

- Teacher writes note in journal
- Teacher refers student to Year Head
- Parent contacted immediately via phone
- Detention and/or suspension
- VShare updated

#### **Actions to support improved behaviour**

- Year Head meets with pupil re. behaviour
- Invites parent to a meeting to discuss behaviour
- Student placed on report card for minimum of 5 days
- After school detention
- Suspension
- Referral to Board of Management

### Stage 4

**Behaviour: Repeated / Serious breaches of rules.**

Examples:

- Disrespect to / malicious allegation against a staff member.
- Ongoing disruptive behaviour in class or elsewhere.
- Refusal to co-operate.
- Refusal to carry out reasonable request.
- Abusive, disrespectful language.
- Disrespectful to staff / other pupil.
- Stealing of property.
- Damage to property.
- Inappropriate use of mobile phone /electronic devices.
- Serious bullying.
- Physical violence.

### **Immediate response**

- Teacher challenges the behaviour as being unacceptable and pupil told to stop.
- Written: Records breaches on Behaviour Book and notifies Year Head (Teacher may write additional note to parent in Journal).
- Discusses behaviour with Year Head and decides strategies to improve behaviour.
- Parent/Guardian contacted via phone and in writing regarding the move to Stage 4.
- Student may be placed on evening detention.
- HSCL Intervention
- SCP Intervention & Other Agencies

### **Actions to support improved behaviour**

- Year head meets with pupil re. behaviour.
- Invites parent to a meeting to discuss behaviour.
- Student placed on report card for minimum of 5 days.
- After school detention.
- Suspension.
- Referral to Board of Management.
- Refers Pupil to BOM to consider the future of the pupil in the school.

### **Specific Examples of breaches of the Code of Behaviour**

Without affecting the generality of the above, the following are some specific examples of breaches of this Code:

1. Obstruction/disruption of members of the school staff, agents of the school or other students in the performance of their duties.
2. Obstruction/disruption of any other student in the normal pursuit of his/her course of study.
3. Any violence or threats of violence or any abuse, either physical or verbal.

4. Any bullying or harassment or any discrimination on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the Traveller community or perceived political belief or affiliation.
5. Any bullying behaviour, on any grounds, will be dealt with in accordance with the school anti-bullying policy.
6. Any behaviour that endangers the welfare of the individual or others.
7. Making derogatory comments or allegations against a member of staff or other student either in person or utilising electronic media such as e-mail or social networking sites.
8. Conduct likely to disrupt teaching, learning, examinations, study, research, or administration of the school.
9. Failure to comply with any reasonable oral or written, individual or collective instruction(s) given by any employee or agent of the school in the execution of their duties.
10. Abuse of alcohol or other substances on the school campus.
11. Smoking in school buildings or on the school campus in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003. The use of nicotine propellants (including e-cigarettes) is also prohibited on the school campus.
12. Interference with the school's safety equipment, fire-fighting equipment, security systems or alarm systems.
13. Damage, defacement, theft, misuse or use without authorisation of any equipment or property belonging to the Institute or the private property of an individual member of the Institute community.
14. Student behaviour in the wider community reflects on the school and in particular, students are obliged to behave in a manner that will not bring the school into disrepute when outside the precincts of the school. This includes, but is not limited to, a student's work placement, field work or trips.
15. Any behaviour that could damage the good name or standing of the school.
16. If a student is the subject of a criminal investigation or has criminal proceedings pending against him/her or has been found to have committed a criminal offence, the school may initiate, proceed with and/or suspend a disciplinary procedure as seems appropriate to it.

In such circumstances, it may also suspend the student in accordance with the procedure as laid down below pending the outcome of the criminal process and/or the disciplinary procedure

### **Sanctions used by the school**

When students are in breach of the Code of Conduct, sanctions may be imposed. Parents are advised of sanctions by phone and/or in writing or by a note in journal. The following is an alphabetical list of sample sanctions used in the school, and who is responsible for implementing these. This list is not exhaustive

1. Additional school work
2. Negative points given on VSWare
3. Apology
4. Communication with parents/guardians
5. Community Work within school grounds
6. Confiscations
7. Detention
8. Evening detention
9. Exclusion from extra-curricular activities
10. Expulsion (i.e. that his/her/their name(s) be removed from the school and that he/she/they be barred from the school premises permanently) – Principal (reported to the Board of Management, open to Appeal Process)
11. Loss of privileges
12. Lunchtime detention/After school Detention
13. Reasoning with student
14. Reprimand or verbal warning reprimand (a formal reprimand, with a warning that the present breach will be taken into consideration if a further breach of the Code is subsequently established)
15. Suspension for a stated period or disbarment from certain activities or suspension from the school until he/she/they has/have complied with the requirements laid down – Principal (reported to the Board of Management, open to Appeal Process)
16. Weekly report cards

It is Patrician Presentation Secondary School Fethard's policy that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined, his or her parents/guardians and the school, and not subject to discussion with other parties, whether involved or not in the matter.

In addition to any penalty or discharge, an order may be made requiring the payment of debt, damage or compensation under the further penalty of suspension or expulsion.

### **Conducting Searches**

The Principal / Deputy Principal or a Teacher with responsibility for lockers may request a pupil to show the contents of their schoolbag / pockets, outer clothing, pencil case or any personal property. This would normally happen in the presence of a second pupil and a second member of staff. If the pupil refuses, sanctions will be applied in accordance with the Code of Positive Behaviour.

The Principal may authorise the searching of a pupil's locker or school property without the consent of the pupil. Searches, with or without consent, should only be undertaken when there are reasonable grounds for suspecting that a pupil has a prohibited or stolen item in their possession.

Where the principal, or staff authorised by the principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate. The principal may contact the Gardaí for advice on how best to proceed.

Searches will be conducted in such a manner as to minimise embarrassment or distress.

Any search of a pupil's personal property or possessions will be carried out in the presence of the pupil and another member of staff. Where a pupil's property is searched, the searcher and the second member of staff present will usually be the same gender as the pupil. This may not be the case, however, where it is reasonably believed that serious harm may be caused if the search is not carried out immediately and it is not practical to summon another member of staff.

### **Prohibited items**

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco, cigarette papers, e-cigarettes/vape devices, fireworks and pornographic images
- Any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence or cause personal injury to or damage to the property of any person (including the pupil)
- Any other items as defined in law from time to time
- Any other items as prescribed by the Board of Management/Principal from time to time

## **Roles and Responsibilities**

At the beginning of each school year, the Year Heads along with the Principal and Deputy Principal will constitute the Positive Behaviour Strategy Team for that school year and they will review and evaluate the Code of Positive Behaviour. The Year Heads, working closely with class

tutors and subject teachers, will oversee the on-going implementation of the policy. Throughout the year the Year Heads will advise the senior management team on new initiatives to promote positive, respectful behaviour in our school. The Principal is committed to providing / arranging CPD for the Year Heads in relation to the promotion of positive behaviour.

## **Reviewing and Evaluating the Policy**

The policy will be reviewed and evaluated by senior management on an ongoing basis. The ongoing review and evaluation of this policy will take cognisance of changing information, legislation or guidelines [e.g. from the Department of Education and Skills (DES), the National Education Welfare Board (NEWB)], and feedback from teachers, parents and pupils. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Pupils, staff and parents are aware of the COPB e.g. through the prominent display of the Student Charter in the school, its publication in the School Journal and on the school website; through the excellent behaviour of the vast majority of our pupils; through the improved behaviour of the small number of pupils who present with challenging behaviours. Positive feedback is received from pupils, parents, staff and others in relation to the COPB and in relation to how our pupils behave both within the school and in the wider community.

## **Communication**

If a pupil has concerns regarding the implementation of the COPB in relation to their own behaviour or the behaviour of another pupil(s) they may speak to their Year Head, Deputy Principal or Principal.

The principles of natural justice will be applied and each pupil will be enabled to express and resolve their concerns most probably with the assistance and input of their parents. Apart from suspension or expulsion, a pupil will not have the right to a review of a sanction under the COPB.

Likewise, if parents have concerns regarding the implementation of the COPB in relation to their sons' / daughters' behaviour or the behaviour of other pupils, they should speak to the Year Head in the first instance. The Year Head will work with the parents to resolve the concerns. At all times, the school will seek to find a reasonable, proportionate and fair solution.

## **Suspension and Expulsion**

### **Suspension**

The Principal on behalf of the Board of Management has the right to suspend students and such right may be invoked by him/her at his/her sole discretion. Where the Principal has suspended a student, the Board of Management at its next meeting shall have power to continue such suspension. If the Board of Management decides to continue the suspension, the appropriate disciplinary procedures shall be initiated without delay. During the period of suspension imposed by the Principal and such subsequent period as the Board of Management may decide, the students(s) inter alia will not be permitted to take any part in the academic activity of the school, such as classes, laboratory classes, fieldwork, examinations, work placement, etc.

The Principal following a decision by the Board of Management has the right to expel students and such right may be invoked by him/her following such a decision by the Board. Students may be suspended during the disciplinary process from attending the school in the event of a situation where the health and safety of a member of the school community is at risk and/or any conduct that seriously contravenes the good name of the school. Where the Principal has suspended a student, the Board of Management at its next meeting shall have power to continue such suspension pending the outcome of the disciplinary process or to overturn the decision of the Principal.

The decision by the Principal to suspend a student requires serious grounds such as the following examples, which are not exhaustive:

1. The student's behaviour has had a seriously detrimental effect on the education of other students.
2. The student's continued presence in the school at this time constitutes a threat to health and/or safety.
3. The student is responsible for serious damage to property.
4. Continuous breaches of the Code of Positive Behaviour.
5. Fighting, Smoking, Leaving School Grounds – as per Code of Positive Behaviour

A single incident of serious misconduct may be grounds for suspension.

Forms of suspension may include:

1. Immediate suspension
2. Suspension during a state examination
3. Automatic suspension

#### **Procedure for Suspension of a Student:**

1. Principal/Deputy Principal will investigate the issue at hand by meeting all parties involved.
2. Principal/Deputy Principal will contact parent/guardian via phone outlining the issue.
3. Parent/Guardian/Student are given the right to respond to the issue.

4. Principal will outline detail of suspension in writing to parent/guardian.
5. Parent/Guardian will be informed in writing of right of appeal.
6. In the case of all suspensions, upon return a parent/guardian must accompany the student and the student will be placed on the relevant stage of the Patrician Presentation Secondary School Fethard discipline ladder.

## **Expulsion**

The decision by the Principal to recommend the expulsion of a student requires serious grounds such as the following examples, which are not exhaustive:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to health, welfare/ safety of members of the school community.
- Exhaustion of the school discipline procedures as outlined in the school discipline structures where a student has failed to comply with the procedures outlined and the school has exhausted all of its resources in attempting to improve the student's behaviour.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for expulsion.

There may be exceptional circumstances where the Board of Management on the recommendation of the Principal forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include the following but this list is not exhaustive:

- A serious threat of violence against another student or member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs/substances to others in the school.
- Sexual assault.
- The sale, supply or use of illegal substances on school grounds or in school uniform out of school.
- The abuse, intimidation or bullying of any staff member, verbal or via social media/internet.

Notification of suspension/expulsion will be communicated in writing to the student's parent/legal guardian. All notification of suspensions/expulsions will be administered and managed formally in writing. Notification of expulsion will be communicated in writing to the Educational Welfare Officer and Tusla.

**The procedures followed in respect of expulsion are as follows:**

- A detailed investigation carried out under the direction of the Principal. The student, parent/guardian are notified in writing of the nature of the complaint, ensuring that parents have records of the allegation against the student, the investigation itself and written notice of the grounds on which the BOM is being asked to consider expulsion.
- Student and parent/guardian are given an opportunity to respond before any decision to expel is imposed.
- A recommendation is made to the BOM by the Principal regarding proposed expulsion, giving the BOM the same comprehensive records as have been given to parents.
- Parents are notified, giving them the adequate notice and time to prepare, of the date of hearing by the BOM. They are invited to the hearing and advised of their right to make a written or oral submission to the hearing by the BOM.
- On deciding to expel, The BOM notifies the Education Welfare Officer in writing of its opinion and the reasons for its opinion. The student cannot be expelled before the passage of 20 school days from the date on which the EWO receives this written notification.
- When this 20 day period has elapsed the BOM formally confirms the decision to expel and parents are notified in writing that the expulsion is to proceed.
- Parents and the student are told about the right to appeal to the DES and supplied with the standard form on which to lodge an appeal.

## **Specific Subjects**

**Note: A student must have their school insurance paid and up to date in order to be allowed participate in practical subjects, Extra curricular activities or sports at lunch time.**

## **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 and 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 and Leaving Cert subjects and so it is essential that students keep these practicals written up neatly and completely.
- Students are expected to behave in a manner that does not 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 Positive Behaviour.

- Failure to pay attention at demonstrations and act in a responsible manner will mean students will be suspended from practicals 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 that continually arrive late without proper materials homework etc will receive appropriate sanctions under the Code of Positive 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 their 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: \_\_\_\_\_

### **Home Economics**

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

- 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.
- Wear an apron and fully tie up hair(to prevent the risk of it catching fire).
- 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.
- Have all materials for Practical Classes i.e. ingredients/tea towels/container for taking dish home etc.
- Leave bags outside the door, 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: \_\_\_\_\_

### **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.
- Students must arrive on time for class.
- Drinks and food are not allowed in the woodwork room.
- 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 instructed 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.
- Students must take particular care when walking with tools from their holders to the desks.
- 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 unless instructed to do so by the supervising 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 School Management.

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

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

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

### **Physical Education**

Physical education is one of the core subjects in our school. The school is committed to promoting the health and wellbeing of its students through physical education. The school is well equipped with sporting facilities, having a playing field and sports hall. 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. A comprehensive extra-curricular programme is also available.

**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 any of the school's sport merchandise which can be bought online from Azzurri Sports or alternatively white polo shirt and navy tracksuit bottom. Good supportive runners must be worn for PE.
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 P.E. 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 sports hall, astro and playing field.
7. All jewellery must be removed prior to engaging in P.E.
8. If a student is injured in a way that makes it unsafe for them to physically participate in P.E. (such as a broken limb) they will participate in other ways. E.g. by learning about the theory elements of the current activity being covered in P.E. class. This will be achieved by the P.E. teacher giving the student an information sheet or observation sheet.
9. The use of mobile phones, cameras or any other recording equipment is strictly prohibited within the changing rooms. Any student caught doing using such equipment will be dealt with in accordance with the schools Code of Positive Behaviour.
10. Special Education Needs (SEN). All teachers are informed of students with SEN at the start of the academic year. The P.E. class is an inclusive environment and every effort will be made to accommodate and integrate students of varying levels of ability.

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

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

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