

# Code of Behaviour St Aidan's Community College



The Code of Behaviour has been developed in accordance with the NEWB publication 'Developing a Code of Behaviour: Guidelines for Schools' (May 2008).

This policy relates to all school activities both during and outside of normal school hours including travelling to and from school.

Registration and admission to St Aidan's Community College is conditional on parents'/guardians' giving a written undertaking that they find this Code of Behaviour acceptable and that they will make all reasonable efforts to support their son/daughter in following the Code of Behaviour.

## **Mission Statement:**

*To ensure that each pupil lets his or her light shine; cherishes his or her ideals while respecting the ideals of others; develops his or her talents while respecting the talents of all.*

**Motto:** "*Bíodh bhur solas ag taitheamh - Let your light shine*".

## **Aims of St Aidan's Community College Code of Behaviour:**

- To encourage positive behaviour - in order to create an atmosphere which is conducive to teaching and learning.
- To maintain a safe, secure and respectful environment for our school community.
- To outline the strategies used by the school to encourage positive behaviour and the agreed sanctions used in response to poor behaviour.
- To recognise, respect and reward the abilities and potential of each individual.
- To acknowledge the shared responsibility of all towards developing positive behaviour using Restorative Practice.

## **Responsibility of Students:**

Students are responsible for following the rules and procedures of St. Aidan's CC, in order to achieve their best in and out of the classroom.

## **School Rules:**

*Respect for all:*

- Students must co-operate with teachers and staff at all times, both in and out of class, with good manners and without challenge.
- No aggressive behaviour/physical contact directed to harm or 'horseplay' allowed.
- Students must show care and respect for all others and the property of others. Students will be held responsible and pay for any damage to property.
- Students must respect the local area – before, during and after school – in order to maintain the good name of the college.

### *Attendance and timekeeping:*

- Students should attend school all day every day. A note must be given to explain absences.
- Assembly starts at 9am, students must be ready for assembly by 9am. Students should be respectful during assembly.

### *Health and Safety:*

- Permission to leave the school must be recorded in the journal by the parent and signed by the Year Head at assembly. Students must sign out at the office before leaving the school.
- Students should not bring anything to school that may be considered harmful to the safety of themselves or others. Such items must be handed over, on request.
- Energy drinks/fizzy drinks and chewing gum are not allowed.

### *Uniform:*

Students should wear their correct uniform each day, following regulations on make-up and jewellery as appropriate.

- School Jumper with college crest
- White shirt, school tie
- Black school shoes, runners are not acceptable
- Grey trousers or skirt
- School tracksuits should only be worn on the day of PE class

Make-up: Students are allowed to wear discreet and natural looking make-up

Jewellery: No large rings are allowed.  
Only small stud piercings are allowed – no hoops/rings or dangling piercings

### *Mobile Phones:*

- Phones are not allowed during class times - unless the teacher instructs students for educational purposes.
- Students may use their phones before school starts, from 11 – 11.10am, from 1.10pm – 1.45pm. At all other times phones should be off and in school bag.
- No video or photographs to be taken in school, at any time.
- When students misuse their phones, they will be confiscated and returned at the end of the following school day.

### **Classroom Rules:**

1. Be on time for all classes
2. Have books, pens, equipment and homework needed
3. Follow directions first time given
4. Speak and act politely to all
5. Use the school journal in each class to record homework
6. Phones can only be used if the teacher requests

### **Students will be made familiar with the Code in the following ways:**

- Inclusion of rules in school journal
- Induction at the beginning of the school year
- By daily interaction with subject teachers and Year Heads
- In SPHE classes
- Display of classroom rules in classes
- Posters in corridors encouraging positive behavior

## **School Procedures:**

### **Attendance**

- Students should attend school all day every day.
- Text messages are sent home to parents to inform them of absences twice a day.
- Parents can view attendance on VS Ware.
- Parents should put a written note in the school journal to explain absence upon students return to school. These notes must be placed by the student in the absence note box in their assembly areas to record reason for absence.
- Medical and dental appointments should be made outside school time where possible.
- If a student feels ill in school, they must go to the office. Students should not contact home themselves
- The school does not approve of students being withdrawn from school for holidays or non-medical reasons during the school year.
- If a student is absent for a total of 20 days from school, the Education Welfare Board will be notified by the school.
- Awards and certificates are presented to students with perfect school attendance.

### **Punctuality**

A record is kept of students who are late for school morning and afternoon. These students will be recorded in the school late book and sanctions given.

### **Homework**

St Aidan's Community College has a homework policy which students and staff are expected to follow.

### **Preparation for class**

- Students must have all necessary books, pens, copy books etc. for class
- During exams students should ensure that they have pens, calculators etc.
- School journal must be kept neat and tidy, no graffiti is allowed. Journals must be brought to all classes. Lost or damaged journals will need to be replaced.
- Students must complete coursework and projects by the specified deadlines and hand up work to the subject teacher.

### **Lockers**

- Lockers are to be used in the morning before assembly, at break, lunchtime or after school.
- The school will not accept responsibility for lost or stolen items: no valuables should be placed in lockers.
- Students are expected to keep their lockers clean and tidy. Lockers remain school property and may be inspected if required.

### **Behaviour in corridor**

- Students must be aware of their fellow students who may have a disability and ensure that their mobility in the corridor is not reduced or endangered.
- Students must follow the one- way-system in the corridor.

### **Bullying & Harassment**

- The school does not tolerate bullying or harassment in any shape or form.
- St Aidan's has an active anti-bullying policy in place.

- Cork ETB have active bullying and harassment prevention policies in place.

#### **Care of school premises:**

- Students should not interfere with or damage school property/buildings or structures.
- Any damage/defacing of or interference with property belonging to student's or school, will have to be paid for or replaced by parents.
- In serious cases, the Gardai may be contacted.

#### **Personal Property:**

- Students must take care of their own personal property.
- St Aidan's Community College is not responsible for any items lost, mislaid or stolen.
- Any student found in possession of items which can be regarded as offensive or dangerous will have such items confiscated and disciplinary sanctions will apply.
- Stealing is a criminal offence. Should a student be found stealing or suspected of stealing, the matter will be investigated and if necessary the Gardai may be contacted.

#### **Lunchtime:**

- All students who are given permission to leave the school premises during lunch break must go home or to a relative as declared on the lunch form for that school year or stay in school if form is not returned.
- Students remaining in school at lunchtime must follow the instructions of the supervising teachers.

#### **Smoking/Alcohol/Drugs/Solvents:**

- Smoking in public buildings is prohibited. Smoking, including vaping is not permitted during school hours, on the school premises or grounds, on the way to or from school or attending a school function/outing.
- If a student (regardless of age) is found in possession of alcohol or under the influence of alcohol on the school premises, grounds or at a school function or outing his/her parents/guardians will be contacted immediately and requested to take the student home.
- Should a student be found in possession of drugs/solvents/illegal substances, the student's parents/guardians and the Gardai may be contacted.

#### **School Outings/Games:**

- Students must conduct themselves according to school rules.
- Students with poor attendance or poor record of behaviour in school may not be allowed to represent the school on teams or attend non-curricular outings.
- Any student who has an outstanding detention may not be allowed on such outings.
- Behaviour on past trips may affect attendance on future trips

#### **Student Vehicles:**

- Students who drive to school are expected to have the appropriate licence, exercise extreme caution and to drive courteously.
- Students who drive to school are not permitted to park their cars in the school car park.

#### **Health and Safety:**

St Aidan's Community College has an active Health and Safety policy.

**Parents and students are asked to recognise that it is not possible to detail every rule governing students' behaviour in the school. Management reserves the right to add to, or modify these rules as circumstances warrant.**

## **Responsibility of Parents**

### **Parents/Guardians Expectations**

The support and co-operation of parents is essential in achieving good overall behaviour in the school.

Parents should:

- Support the school in its high expectations of behaviour and student achievement.
- Encourage and support their child's educational progress.
- Provide the school with a contact number where a responsible adult designated by the parent/guardian, may be contacted in case of illness or emergency.
- Inform the school of any trauma/difficulty, which may affect the child's performance or behaviour in school.
- Explain the Code of Behaviour to their son/daughter.
- Check school VS Ware on a regular basis.
- Check students' results and encourage their son/daughter to achieve to their full potential.
- Attend Parent/Teacher meetings as organised with their son/daughter

### **Responsibility of all teachers**

- To apply a fair and consistent approach to supporting positive behaviour in the school.
- To follow procedures and sanctions in an effective, fair and helpful manner.
- To support students through the Pastoral care system.
- To maintain mutually respectful relations with students, parents/guardians and colleagues.
- To uphold the professional standards as set out by the Teaching Council of Ireland.

### **Subject teachers:**

- Promote learning in a safe and caring environment.
- Use VS Ware as a method of communication with home re: behaviour, work rate, homework and contact parents to discuss areas of concern in their subject area
- Record a class attendance for each class, each day.
- Give regular assessments, monitor progress and record incidents which may occur in class
- In the event of ongoing problems, having utilised and recorded classroom sanctions - refer to Year Head.

### **Year Heads:**

- Conduct assembly with students in their appropriate year groups.
- Deal with referrals received from subject teachers.
- Monitor student's progress while he/she is on a card.
- Monitor the uniform and hygiene of students and taking appropriate action to ensure everyone conforms to the appropriate dress code.
- Meet with parents (via appointment) to discuss and resolve any problems or difficulties relating to students.

## **Promoting Positive Behaviour**

- It is the policy of St Aidan's Community College to try to solve, at an early stage, any behavioural problems a student may have.
- We encourage students to work consistently well. Those who are seen to be helpful in any way will be affirmed. Students who improve in relation to behaviour will be encouraged.
- Target students are supported by the 'Behaviour for Learning programme', where resources permit.
- Positive behaviour is promoted by all teachers; during tutorial, regular classes and specifically SPHE. Students are reminded by posters promoting positive behaviour on display in the corridors.
- Class tutors act in a mentoring role to encourage students.
- Progress reports and examination reports contain comments on academic and behaviour achievements. Certificates of commendation are issued based on examination results.
- Trips may be organised as a reward for students' achievements.
- Students are encouraged to participate in a broad range of sports and extra-curricular activities with an emphasis on sportsmanship and team spirit.
- Students' achievements are displayed in the local press, 'Solas' magazine, School App and/or on notice boards in the school.
- Students' art work, activities, projects etc. are displayed in the classrooms and corridors.
- Promotional weeks such as Health week are run
- Induction is held for first year students to help them to adapt to the change in school and to become comfortable with the school building, timetable, use of lockers etc.
- St Aidan's Community College holds an annual awards ceremony in which awards are presented to students in a wide variety of areas.
- St Aidan's Community College has an active student's council which meets on a regular basis to discuss various issues, which can be discussed with school management.
- Support from the School Completion Project, Guidance Counsellor or Chaplain is available to students who may be experiencing difficulties.
- Support is available to parents through HSCL (Home School Community Liaison)
- Where necessary, the school works in close cooperation with outside bodies such as HSE, NEWB, Gardai etc.

## **School Sanctions, following breach of the Code of Behaviour:**

### **In applying sanctions we will take into account:**

- The need for fairness, consistency and appropriate timelines.
- Our duty of care to the student and all other members of the school community. The educational need of a student whose behaviour is unacceptable is balanced with the educational needs of the other students.
- The age and developmental stage of the student.
- The cultural background of the student or any disability/special educational need.
- Achieving a positive change in the student's behaviour.
- Helping the student to understand that their behaviour is unacceptable, has a detrimental effect on others and that he/she needs to take responsibility for his/her actions

**The following sanctions may be imposed depending on the nature and severity of the incident:**

- Oral/verbal correction from Teachers/Year Head/Deputy Principal/ Principal.
- Relevant written work may be given.
- A student may be put on detention: lunch break or after school. Detention takes precedence over all other activities. Advance notification of detention will be given to the student.
- A student may be excluded from all extra-curricular activities for a specific period of time.
- A student may not be allowed to represent the school at a particular function or event.
- A student may be placed on Internal Suspension.
- A student may be issued a Card.
- A student may be requested to sign a Contract of Behaviour.
- A parent/guardian may be requested to take a student home.
- A student may be suspended.
- Parents or Guardians may be liable for repair of damage caused to school property by their son/daughter.
- A student may be referred to Gardai.
- A student may be expelled.

**Report Cards**

- A student may be issued a Report Card by the Year Head/Deputy Principal/Principal for breaches of the school's Code of Behaviour.
- This card is the responsibility of the student and must be presented to the subject teacher at the beginning of each class.
- If students lose cards or do not get cards signed in class, they may remain on the card for a longer period of time or they may be detained or suspended.
- The card will be inspected on a regular basis and the various comments will be discussed with the student.
- Parents/Guardians are requested to sign the card each day.

**Suspension**

- A student may be suspended for breaches of the schools Code of Behaviour.
- The parents/guardians of the student involved will be given the reasons as to why this sanction has been imposed, the length of the suspension period and the right to appeal.
- The authority to suspend a student for a period of up to 6 days has been delegated to the Principal by the Board of Management. The Principal can make a recommendation for a longer term suspension of the student to the Board of Management of the school.
- Upon return to school the student will be put on a report card and may also be requested to sign a Contract of Behaviour.

**Emergency Situations**

If a student behaves in such a manner that he/she is considered to be a danger to himself/herself, fellow students, staff, school property etc. or behaves in a manner that is illegal or is adversely affecting the Teaching & learning process for others then the following action may be taken:

- Parents/Guardians may be contacted to visit the school immediately.
- Parents/guardians may be requested to take the student home.
- The matter may be referred to a relevant authority.
- The student may be suspended from school
- The parents/guardians of the pupil will be contacted by the Principal and informed in writing of any decision regarding suspension, return to school etc. that have been taken.

## **Expulsion**

Expulsion is the ultimate sanction imposed by the school. The discipline policy of the school will have been fully utilised in normal circumstances prior to any recommendation regarding expulsion. Expulsion will only occur after the following procedures have taken place:

- School Management will investigate the background to the incident and prepare a report.
- Discussion will take place between School Management, the student involved and his/her parents/guardians as to why the school regards the situation as serious enough to warrant expulsion.
- The parents/guardians of the student involved will be given verbal (when possible) and written communication as to the intention of the Principal to recommend expulsion of the student to the Board of Management and the opportunity to provide reasons why the recommendation should not proceed.
- Parents will be advised of the procedures involved.

### ***An expulsion will be considered in the following cases:***

- Behaviour is persistently causing disruption to the learning environment of other students or to the teaching process.
- Student is persistently not following school rules or instructions given by staff.
- The continued presence of the student constitutes a real and significant threat to safety of themselves or others.
- Student is responsible for serious damage to property.
- Actual violence, physical or sexual assault against another pupil or member of staff.
- Serious threat of violence against another pupil or member of staff.
- Possessing illegal drugs in school or supplying them to other students in the school.

### **Procedures for raising a concern or bringing a complaint about a behaviour matter**

Any person who has a concern or complaint about a behaviour matter may:

- Seek advice from any member of staff
- Contact the school office to discuss the issue with the Subject Teacher, Year Head, Guidance Counsellor, Deputy Principal or Principal
- Make an appointment to meet the Subject Teacher, Year Head, Guidance Counsellor, Deputy Principal or Principal

## **Child Protection**

Any member of staff who has a concern or complaint on a child protection issue must immediately inform the Principal who has been appointed the Designated Liaison Person (DLP), as required by the *Child Protection Procedures for Primary and Post-Primary Schools* (Department of Education and Skills, 2017).

Any parent or individual who has a concern or complaint on a child protection issue may also contact the Gardai, the local duty social worker or any member of school staff, who will immediately inform the DLP. If the Child Protection concern is against the DLP then the Chief Executive of Cork ETB should be contacted.



## Reviewing the Code of Behaviour

Behaviour and discipline matters are kept under continuous review at meetings of staff, Board of Management, Student Council and Parents' Association.

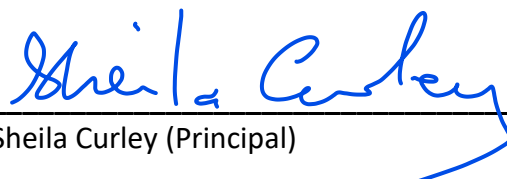
A formal review of the entire Code will take place in May 2024. The Board of Management will decide the format of this review.

**This Code of Behaviour was approved by the Board of Management on: 25<sup>th</sup> May 2022**

Policies referred to within the Code of Behaviour are available on the school website [www.staidanscork.ie](http://www.staidanscork.ie) or hard copy available on request



Eamon Breen (Chairperson BOM)



Sheila Curley (Principal)