

Our school community provides a caring, happy and safe environment, which strives to foster a love of life-long learning.

We endeavour to develop each person's academic, physical, moral cultural and spiritual potential based on mutual respect, fairness and honesty.

We want our students to emerge as confident, adaptable, responsible and caring citizens.

SCHOOL MISSION STATEMENT

As a school community we aim to support each other in our learning and in our work together. We strive to build a positive atmosphere based on respect of ourselves, of others and of our environment. We encourage and affirm each other in both our work and recreation. One of the very positive aspects of our school is the extensive programme of extra curricular activities offered. All students are strongly encouraged to participate in at least one activity so that they may feel a sense of belonging to the school, develop socially and build positive relationships with their teachers.

There may be occasions where respect is not shown in some form or other and students will be advised accordingly to make good the situation. They will also be afforded every opportunity to mend damaged relationships and review their commitment to live out their school lives in a respectful manner.

Students are expected to behave in a manner which is in keeping with the spirit of the Mission Statement. The school rules are a set of guidelines which are indicative rather than fully inclusive.

Students are expected to show respect at all times for themselves, fellow pupils, for all staff both teaching and non-teaching, for visitors and guests of the school and for our environment.

- Students may show respect for themselves by taking pride in their own work and appearance and in the appearance of the school, by taking personal responsibility for their own litter and by always behaving with dignity.
- Respect may be shown to fellow students by contributing to a caring and inclusive community spirit. There will be no tolerance for any abuse on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.
- Pushing, fighting, bad language, rough play or bullying will not be tolerated.
- Respect to staff, visitors and guests of the school may be shown by courtesy and good manners. Threats, insults, intimidation or abusive language is not acceptable.
- Students may show respect for property by taking personal responsibility for their desks, chairs and all other school resources as well as the property of others. Any student damaging school property in any way will be required to pay for the repair or restoration of the damaged item.

All members of the School community and visitors to the school have the right to attend school without fear of any sort of intimidation, whether physical or emotional. If one suspects bullying/harassment might be taking place they should inform a teacher or parent or the anti-bullying co-ordinator. Bullying of any sort will not be tolerated and will be managed in accordance with the school's anti-bullying/harassment policy.

## Student Behaviour

1. Every student has a right to learn within a positive learning environment. Behaviour, both inside and outside the classroom which interferes with this right, will not be tolerated. Such behaviour will be dealt with in the first instance by the individual subject teachers, but where offending behaviour persists it will be referred to their Year Head, Deputy Principal and/or Principal. Depending on the level of referral, verbal reprimand, detention, community work, parent consultation, report card or suspensions will be applied as appropriate. When a very serious misdemeanour occurs the teacher may need to take immediate action. A Teacher Incident Report will be filled out and brought to the attention of the Year Head immediately. Support and guidance is always available to students from the Guidance Counsellor, Chaplain and other personnel in the Pastoral Care team.
  2. **Smoking** and or possession of cigarettes, lighters, matches etc. are strictly forbidden while in school uniform or while in the school, on the school grounds or in the vicinity of the school or while on any school trip or outing. Students found with any of these items will have them confiscated and appropriate disciplinary action will be taken.
  3. Students (including those aged 18 or over) may not under any circumstances use, sell, buy or be in possession of alcohol in the school, on the school grounds, in the vicinity of the school while on any school trip or outing or while in school uniform. Students found in possession of alcohol will have it confiscated and appropriate disciplinary action will be taken.
  4. Students should be aware that use of illegal drugs or substances is highly dangerous and can result in death. It is illegal for anyone to use, sell, buy or be in possession of illegal drugs. Students found in possession of illegal drugs or substances will have them confiscated and appropriate disciplinary action will be taken. Their parents will be informed, the matter will be referred to the Board of Management and/or the Gardai and dealt with as outlined in the Substance Misuse Policy
  5. Possession of liquid tippex, thick felt markers and spray cans including deodorant are not permitted in the school. Students found with these items will have them confiscated.
1. **ATTENDANCE:** All students should attend school every day unless they are ill or other exceptional circumstances prevail. When possible medical, dental appointments should be made outside school hours. Holiday arrangements should also coincide with school calendar as directed by the DES. Excuses for absences should not be given easily. All notes must be dated and recorded in the appropriate spaces provided in the student's homework journal giving precise reasons for absence. Students absent from school without permission will be required to make up the time lost after school. Parents will be advised accordingly. Should this occur at senior cycle level students may be suspended. It should be noted that the reporting of students who are absent from school for more than 20 days in a school year to the school's welfare officer is now mandatory under the Education & Welfare ACT 2002. All students achieving full attendance receive an award at the annual awards ceremony held at the end of May each year. Students are not permitted to leave the school grounds during school hours without written permission from a parent/guardian. Senior Cycle students are afforded the privilege of leaving the school grounds during lunchtime once they have returned a permission form to school. This privilege may be withdrawn if it is deemed appropriate. Senior students are expected to be return from lunch before 1.40pm (1.55pm on Wednesday). Any student arriving late to or leaving early from school, must report to the main office and sign the appropriate book. Explanatory notes should be shown at the office and to the tutor at registration.
  2. **PUNCTUALITY** is essential for the smooth running of the school. Students are required to be in school before 8.45a.m. each morning except Wednesday when school starts at 9.25am. Students must be ready for class with books and homework organised. Those students who are persistently late to school in the mornings, afternoons or to lessons will incur detention and parents will be notified.

3. **HOMEWORK** must be recorded in school journal and presented on time. Homework is a vital element of school life. It enables students to check what they have been taught in class, to determine gaps in their understanding and to perfect their knowledge.
- Homework received each day should be recorded in the space provided.  
Homework consists of:
    1. A review of all work covered in class
    2. Set written and oral work
    3. Revision
  - Students should take great care in completing homework to a high standard, ensuring it is neatly presented and handed in on time.
  - In the case of Homework undone, a written excuse must be given in the Journal by the parent/guardian. Persistent failure to present homework will result in sanctions being applied by the subject teacher and parents will be contacted if improvements are not made
  - Supervised Study is provided in the school.
4. **HOMEWORK JOURNAL:** Students must have their homework journal with them at all times. The journal should only be used for academic purposes and as a means of communication between parents/guardians and the school. Parents are requested to check journal each week and all Junior Cycle parents to sign it and all Senior Cycle parents to sign comments. A lost or defaced journal must be replaced and paid for by the student.
5. **BOOKS AND EQUIPMENT:** A full set of schoolbooks and equipment from the start of the academic year is essential for each student. All Books and equipment should be clearly marked with the student's name and class. Failure to present for class with appropriate books / equipment will be sanctioned accordingly by the subject teacher.
6. **STUDENT PROPERTY.** Students must take care of their property. All items should be labelled. Valuables and unnecessary items should not be brought into school, as the school cannot accept any responsibility for property lost or stolen. Possession of liquid tippex, thick felt markers and spray cans including deodorant are not permitted in the school. Students found with these items will have them confiscated. Locker facilities will be provided for the year and students are advised to avail of them. Bicycle racks are provided both in the bicycle shed and on the front forecourt. Students are advised to lock their bicycles to these racks only.
7. **USE OF LOCKERS**
- Lockers should only be used at the following times:
- Before school begins.
  - At Break Times
  - At the end of the school day.
- Students may not go to their lockers between classes except where permission is given by the subject teacher.
  - The use of the locker is the student's responsibility. Students must provide their own padlock and key. Lockers should be locked at all times.
- At all times the school reserves the right to question any student in relation to any incident. It also reserves the right to view the contents of a student's locker, bag or/and to view any item carried by students on their person.

The wearing of School Uniform **to, in and from school** is compulsory at all times and at all school functions, unless otherwise specified. Students are expected to wear their school uniform with pride and to remember that they are ambassadors for their school. The uniform is listed below and variations are not accepted.

**Boys**

Navy trousers  
Light Blue Shirt (Jnr Cycle)  
White Shirt (Snr Cycle)  
Navy School Jumper  
Navy Tie  
Navy School Jacket  
School Scarf  
Plain black leather style **flat** shoes

**Girls**

Baird Tartan Skirt  
Light Blue Reverses Blouse (Jnr Cycle)  
White Reverses Blouse (Snr Cycle)  
Navy School Jumper  
Navy School jacket  
  
School Scarf  
Plain black leather style **flat** shoes

**PE UNIFORM**

School Tracksuit or School navy hooded sweatshirt with school tracksuit bottoms

White sport Polo/Aertex top

Note: The school hoodie is part of the PE uniform and should not be worn in place of the school jacket.

All items should be clearly marked with the student's name. Small PE bags are required for the use of lockers.

Any student may have non-uniform items confiscated for a period of time not longer than the current half term. A student presenting to school in non uniform items may be asked to return home.

9.. **JEWELLERY:** The wearing of jewellery is prohibited with the exception of a pair of stud earrings, one in each earlobe and one watch. Non-specified jewellery will be confiscated and returned at the end of half term. Piercing of the face or any other visible body piercing is prohibited. Students with inappropriate piercing may be asked to go home until the jewellery is removed.

10. **CHEWING GUM, Pop Corn, Crisps and similar products are** strictly forbidden. Infringement will result in community work and/or detention.

11. **MAKE UP:** The wearing of make-up is strongly discouraged. Students wearing excessive makeup will be required to remove it. This rule will be applied at the discretion of the school.

**12 USE OF MOBILE PHONES AND MP3 PLAYERS** or Recording Materials. The use of these by students on the premises is forbidden. Students must store these items in their lockers. Any breach of this rule will result in the item being confiscated and held by the Year Head. Items will be returned following a €10 donation to the school charity fund. The Student Council will nominate the charities to benefit from this as the end of the year. Any repeat offensive will result in an increase of €5 in the donation. Parents/Guardians will be kept informed and receipts will be issued. Recording of students or staff is strictly prohibited

**13. HEALTH & SAFETY**

Students are strongly encouraged to be mindful of their health during these most important years of their development. A proper diet, adequate rest and regular exercise are essential for any young person facing the challenges of regular study and growing up in today's society. We live in a sophisticated society and all students of all ages need to exercise care in looking after their own safety. This care should be exercised over a range of activities, including road safety, the wearing of cycle helmets, the safe use of motorbikes and cars and personal safety in all circumstances. Students should have an awareness of the dangers of the use of tobacco and

alcohol. Students should never experiment with illegal drugs or substances.

Students should also familiarise themselves with the particular safety regulations of each classroom. Health & Safety is everyone's responsibility. Students must follow directions for movement, including the one way system, around the school and for fire evacuation. Interfering with Safety Equipment is a very serious offence and will be punished accordingly.

#### **14. EMERGENCY REGULATIONS**

Emergency Drill Practice takes place in St. Colmeille's Community School from time to time. This is to train students on how to evacuate the building in an orderly fashion in case of fire or other emergency.

Students are reminded that interference with the Fire Alarm or Equipment is a very serious offence and will be sanctioned accordingly.

On hearing the fire alarm students should:

- Stand up in perfect silence.
- Follow the instructions given by the teacher.
- Walk quickly and quietly in single file (on left side) from the classroom to the Assembly Point.
- At the Assembly Point, line up in alphabetical order in your class group.
- If alarm goes off between classes the class should proceed to the Assembly Point as outlined and join their class teacher.
- If a student is not in class when alarm sounds they should proceed immediately to the Assembly Point and join their class group.

#### **15. PARKING**

Students are not allowed to park cars or motorbikes in the school grounds during school hours.

#### **16. SUSPENSIONS**

To facilitate the day-to-day running of the school, the decision as to whether or not to suspend a pupil has been delegated by the Board of management to the Principal (or, in his absence, to the Deputy Principal). Suspension may be imposed for serious or persistent breaches of the Code of Behaviour, such as:

- Physical or verbal abuse
- Use or possession of cigarettes or tobacco
- Use or possession of alcohol
- Use or possession of illegal drugs or substances
- Absence from school without permission

Or any other behaviour which the Principal considers is best dealt with by suspension. All suspensions are brought to the attention of the Board and parents/guardians have a right to appeal the Principal's decision to the Board.

*A pupil having any difficulty is welcome to approach any member of staff including his/her Tutor, Year Head, Chaplain, Counsellor, Deputy Principal or Principal at any time.*

*Students will be rewarded for positive behaviour but negative behaviour will*

## ***result in sanctions being applied***

### **Rewards**

Verbal Praise  
Positive notes  
Letters home  
Tutor Awards  
System  
Achievements  
Awards

### **Sanctions:**

Verbal Reprimand  
Note in Journal and/or additional work Detention; Early morning, breaks, after  
School; Community Work  
Suspension; In-school, Out of school.  
Expulsion

**Note: Prior notice will be given to Parents/Guardians in advance of all detentions which are scheduled before or after the school day.**

All students are expected to behave in manner which is in keeping with the spirit of the Mission Statement. They are expected to show respect at all times for themselves, fellow pupils, for all staff both teaching and non-teaching, for visitors and guests of the school, for the local community and for our environment. Should any Sixth Year student involve themselves in End of Year activities which compromise the ethos of our school the following sanctions may be imposed:

- The withdrawal of their Graduation Ceremony invitation
- Compromising of a favourable reference
- Financial liability for any damage caused
- Non admittance to Exam Preparation Block Lessons
- Withdrawal of permission to use St. Colmcille's as their Exam Centre
- Expulsion

### **Students and the Community**

Students are reminded of their responsibility to behave and act at all times in ways that will not cause offence or distress to others in the community. We strive to create and be part of a community that is supportive and fulfilling for all. Any positive contribution we can make to this ideal is welcome. Negative or antisocial behaviour reflects poorly on ourselves as individuals, on our school as a whole, on our entire community and will be dealt with as appropriate.

**The School Chaplain** is available to all students, parents and guardians to discuss matters of a personal nature

### *Parents/Guardians*

Parents/Guardians are welcome to discuss any concerns that they have about their son/daughter's progress with the relevant member/members of staff. Appointments should be made through the office.

St. Colmcille's Parents Association works in partnership with the staff and the Board of management to support the school in achieving the best ways forward for all the students. The

association welcomes the input of all Parents/Guardians.

### **Child Protection**

St. Colmcille's strives safeguard the welfare of all our students by providing a caring, happy, safe environment and by protecting them from harm.

The Designated Liaison Person at St. Colmcille's is:

Mr. John Mc Kennedy – Principal

In his absence

Ms. Aileen Ryan– Deputy Principal

### **REVIEW**

As part of its on going Development Planning process, St. Colmcille's Community School will monitor, review and evaluate this Policy and all related work and procedure on an on going basis to ensure legal compliance and the maintenance of best practices