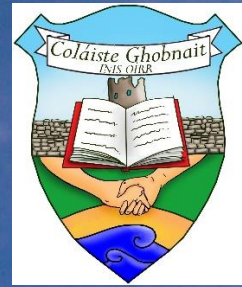


Coláiste Ghobnait

Inis Oírr



Code of Behaviour

2023/2024

Adopted by the Board of Management on ??/??/20??

Approved by Galway and Roscommon Education and Training Board (GRETB) on
??/??/20??

This Policy has been prepared in accordance with the guidelines produced by the National Education Welfare Board as per The Education Welfare Act 2000, Section 23

This policy has been prepared in consultation with Parents, Students, Staff, The Board of Management and GRETB

THIS POLICY APPLIES TO:

Pupils, School Staff, Parents, the school's Board of Management as well as Galway and Roscommon Education and Training Board (GRETB).

MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

ETHOS



Introduction

The code consists of a series of programmes, practices and procedures which are part of the school's work plan to encourage good behaviour amongst students and promote a learning environment.

It is recognised that a code of behaviour and a disciplinary system which is fair and clear and which involves clear sanctions is essential so that the whole school community will respect the policy.

Good behaviour is encouraged in preference to the use of sanctions for bad behaviour.

The Code of Behaviour creates an environment which positively promotes the school's characteristic spirit, policies, procedures and practices.

The Code of Behaviour helps students, teachers, parents, visitors and school guests to co-operate in a manner that brings about an effective and safe school.

This Code of Behaviour applies to the behaviour and attitude of Coláiste Ghobnait's students while wearing their school uniform, when representing the school and when participating in any activity inside or outside the school.

Therefore, the Code of Behaviour applies in the school and its surroundings, on school trips, on the island or mainland or anywhere else where the school community is participating in school activities.

We expect a high standard of behaviour which will contribute to the school's good reputation.

CONNECTION WITH THE SCHOOL'S MISSION STATEMENT

Our mission in Coláiste Ghobnait is to encourage the students' educational, intellectual, physical, spiritual and moral development in a healthy environment which gives priority to self-respect, independence and the development of every member of the school community.

There is a connection between this Code and the school's mission. Coláiste Ghobnait provides a safe and organised learning environment which helps whole person education to foster a mutual respect among every member of the school community.

The mission states that its main aim is whole person development. This means the development of every aspect of the person's life – social, spiritual, creative, intellectual, aesthetic, physical and moral.

Goals:

- Provide a safe learning environment for students by fostering mutual respect among every member of the school community
- Support students so as to allow them to learn in a positive learning environment
- Support teachers so they can teach their subjects in conditions that are favourable to learning
- Promote good behaviour
- Provide all school staff with active, effective and appropriate roles
- Ensure students can take responsibility for their own behaviour
- Have a proper, fair and clear structure in place to help students behave in a way which avoids disturbing students or teachers, thereby helping themselves with their own whole education
- That all students conduct themselves in a manner respectful to the school, both inside and outside the school, during the school year
- Discuss the code with parents, students, staff, school management and explain its advantages

- Illustrate the manner in which good behaviour will be recognised and rewarded as well as methods used to reduce bad behaviour
- Encourage the development of good behaviour and recognise it
- Illustrate the steps to be applied in dealing with regular bad behaviour
- Avoid bullying.

Cá dtéann tú, má tá fadhb/imní/ceist agat/Where do you go if you have a problem/you are worried/you have a question:

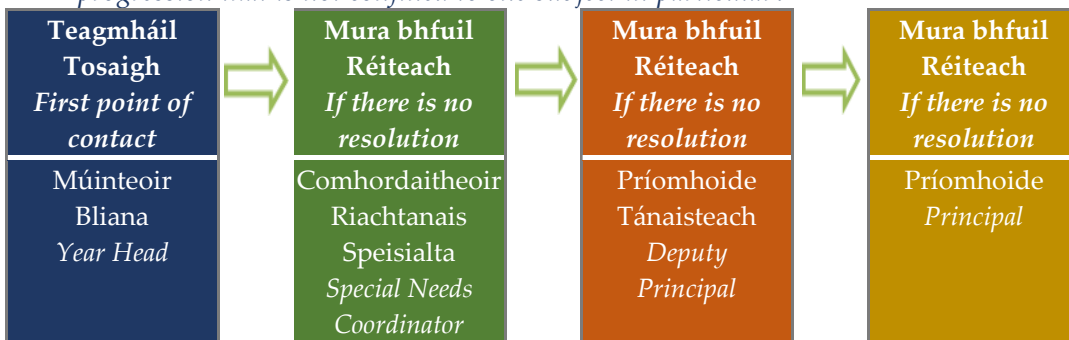
- Dul chun cinn **acadúil** in **ábhar áirithe** nó cur chuige teagaisc agus foghlama san ábhar sin/*Academic progression in certain subjects or the approach to teaching and learning in that subject:*

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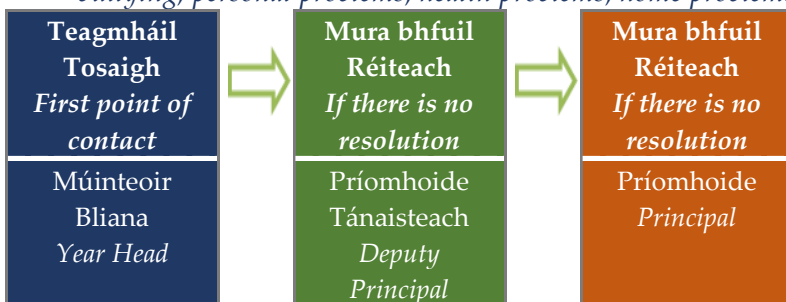
- Dul chun cinn **acadúil** in **ábhar áirithe** nó cur chuige teagaisc agus foghlama san ábhar sin/*Academic progression in certain subjects or the approach to teaching and learning in that subject:*



- Dul chun cinn **acadúil go ginearálta**, nach mbaineann le hábhair amháin ar leith/*General academic progression that is not confined to one subject in particular:*



- Dul chun cinn go ginearálta, maidir le gnéithe seachas gnéithe acadúla (sóisialta, bulaíocht, fadhb phearsanta, fadhb sláinte, fadhb bhaile)/*General progression regarding non-academic aspects (social, bullying, personal problems, health problems, home problems):*



Roles:

Galway and Roscommon Education and Training Board – validate the policy and hear appeal cases.

School's Board of Management – Validate the policy and review it regularly. The school recognises the role of the Board of Management in developing and implementing the Code. Parents/Guardians and pupils aged over eighteen years go to the Board of Management when making an appeal in relation to suspension or expulsion.

Principal/Deputy Principal - Implement the policy, support students and teachers so as to create a positive atmosphere.

Teachers – Implement the policy in the classroom, within the school environment and outside at school related activities. Help with good behavioural practises. Advise Year Head/Deputy Principal/Principal as appropriate. The school recognises the role of the teachers in developing and maintaining the Code of Behaviour.

The Role of the Year Head:

- Be a contact person for the year group
 - Communicate with parents (phone calls, e-mails, etc.)
 - Share information about year group with school staff and management.
- Contact Parents once a month – Please see Template (Appendix 1), to be completed and returned to the Deputy-Principal.

Two methods of communication with parents in relation to the students' pastoral care and progress (a meeting with every student)

- Parent/Teacher meetings – discuss academic and general progress with every parent.

Academic Monitoring

- Set targets for Week 10, 20 and 30 exams
- Review the results and take required action (See Appendix 3).
- Study VSWare reports
- Link with Special Needs Co-Ordinator – plan as necessary
- Link with Pastoral Committee

Attendance (Attendance Policy)

- Attendance monitoring – pupil absent for a few days (see policy) – ring home.

School Diary

- To be checked at least once every second week and signed by class teacher.

Induction at start of year (See information sheet regarding induction)

Lockers to be checked once every term.

Book List

- Have Book List prepared before beginning of May and forwarded to School Secretary

Achievements/Competitions

- Provide the School Secretary/Principal/Deputy Principal with information about any competitions etc. in which the students are participating in, either within the school or outside of it.

The School's Code of Behaviour

- Implement the Code

Parents/Guardians - The school recognises the role of Parents/Guardians in developing and implementing the Policy. We expect Parents/Guardians to support the school by encouraging their children to have a positive attitude towards the school and encouraging them to abide by the Code of Behaviour. To inform the school of any problem students have.

Students – We expect all students to comply with the school's Code of Behaviour and each student will be required to sign the Code at the beginning of each school year. We expect all students to take responsibility for their own behaviour and be aware of the need to have a policy of behaviour and support that policy. We expect them to show an interest in the school's work and also express their views in a positive and respectful way.

THE RULES OF THE CODE OF BEHAVIOUR AND OF THE SCHOOL

The rules are acceptable and fair and supported by the Board of Management, school staff and Parents/Guardians.

See Appendix 2 - the school has a Covid-19 Response Plan for the safe and sustainable reopening of Coláiste Ghobnait. You can request a copy by contacting the school office.

The following is expected of each student:

- Coláiste Ghobnait is an all Irish post primary school in a Gaeltacht area. Irish is the spoken language of the school. We ask therefore that Irish is used at all times as the learning and communicating language inside and outside of the school
- Be well behaved and courteous and have respect for teachers, visitors and each other
- Wear the school uniform every day at school and be neat and clean

1. Green jumper with school crest
2. Black pants (no logo's).
3. White polo shirt

The school uniform will be worn at all school events and activities unless otherwise stated. Caps may not be worn in the classroom.

- An explanatory note from a Parent/Guardian is required via VSWare for the following instances:
 1. Late coming to school. A student arriving late at school must sign the relevant page placed inside the school's main door
 2. Absence - (Parents/Guardians are obliged to do this according to the Education Amendment Act 2000)
 3. Get permission to leave school during the day and name the person who will sign a student out. The page that's placed inside the main door must be signed
- Bullying will not be accepted in Coláiste Ghobnait. The school's anti-bullying policy must be adhered to. *See Anti-Bullying Policy*

- The following are strictly forbidden in the school, in the school environment and during school activities
 1. Cigarette smoking, alcohol and drug use (unless a doctor's prescription is available)
 2. Stealing
 3. Obscene language
 4. Behaviour that hurts other people – *see Anti-Bullying policy*
 5. Chewing gum
 6. Leaving litter in school or in the school environment
 7. Use of mobile phones – *see mobile phone policy*
- Attend school regularly and be punctual. Morning assembly begins at 8:50 and classes begin at 09:00 every morning, classes finish at 16.00 on Monday and Tuesday and at 15.20 on Wednesday, Thursday and Friday
- Follow the school's timetable during the day
- Have the day's school essentials - books, copies etc.
- Be responsible for your own personal necessities – money included
- Mobile phone use is prohibited during school hours – *see mobile phone policy*
- Complete schoolwork and home work satisfactorily
- Follow teachers and management's instructions at all times
- Not disrupt teaching and learning in class
- Have sportswear for sport class
- Write homework in diary
- Look after your school books and school equipment. Students will be responsible for the repairing of any damage caused
- Avoid saying or doing anything that would upset the teacher or any other pupil in class
- We expect regular attendance from Monday to Friday. We will require a note on VS Ware from a Parent/Guardian if a student is absent.
- Be aware of safety issues and to never place themselves or anyone else in danger. Follow the safety instructions for the practical classrooms as laid down by the teachers
- Every student must co-operate with the school's policies
- Not leave the classroom without the teacher's permission
- Not leave the school without permission
- No student should participate in fighting, bullying or bad language
- Co-operate with the class teacher.

WE EXPECT THE FOLLOWING BEHAVIOUR OUTSIDE OF SCHOOL

- Students will have to adhere to the school's Code of Behaviour while participating in organised school activities outside school
- Students will have to follow instructions given by the teachers in charge
- Use safety belts
- Behave courteously towards their teachers on the outing.

METHODS TO ENCOURAGE GOOD BEHAVIOUR

Coláiste Ghobnait encourages a positive attitude towards good behaviour in school. We are very proud of our students.

The Code of Behaviour is given to each student's parents at the beginning of the school year and they are asked to read and sign it to demonstrate their support. It is accepted therefore that they fully support the Code and are willing to co-operate with the school in relation to its implementation.

This then ensures that Students/Parents/Guardians understand the rules and instructions, why they must be adhered to and also the procedures which will be followed if they are not complied with.

Any review of this policy will be presented to the whole school community and it will need to be signed by Parents/Guardians to indicate their acceptance of it as the school's Code of Behaviour.

At the school's induction at the beginning of the schoolyear and regularly throughout the year the Code and disciplinary steps are explained very clearly to each student.

Other opportunities are available for the teaching of skills relevant to the standard of behaviour that is expected in the school.

These include:

- Discussing appropriate and inappropriate behaviour with students
- Using the Social, Personal and Health education programme
- At the end of every schoolyear best student awards will be presented to juniors – Year 1, 2 and 3 and seniors - Year 4, 5 and 6
- A written report and exam results for Week 10, 20 and 30 will be sent home for each student
- Parent/Teacher Meetings during the year (two meetings per student).
- We recognise that the Student Council plays an important role in promoting a positive atmosphere in the school
- Charity work carried out in the school
- Drama
- Guests are often brought in to speak with the students
- Words of praise from school staff. Teachers can record this on the VSWare system
- Day trips for students
- Every effort is made to create and promote a positive relationship between school staff, students and Parents/Guardians
- We listen to Parents/Guardians recommendations in relation to ways in which good behaviour could be encouraged among students
- Extracurricular events
- We praise sincere efforts made by students
- Newsletter for parents.

THE ROLE OF THE YEAR HEAD BEHAVIOUR COMMITTEE

The Year Head will be a member of the Behaviour Committee. In the event of a student having to come before the Committee:

- The Year Head will ask another Year Head to sit in on the meeting with the student
- The student will come before the behaviour committee and will be given an opportunity to explain their case. The student will be advised then as to how to improve their behaviour.

REPORT CARD *(See Appendix 4)*

A student may be named on the Report Card to monitor their behaviour and to help improve their behaviour. Each teacher will, as the class ends, write a report on the student's behaviour based on the codes given on the card.

If the student doesn't complete the report card properly the first time the student will have to complete a new report card.

SERIOUS VIOLATION OF THE CODE

This policy is being implemented so as to include the rights of every member of the school community in the event of a serious breach which would result in suspension or expulsion. As a guide to Parents/Guardians and Students the following is a list of some matters that would be considered a serious violation of the Code of Behaviour.

These are examples of serious breaches:

- Vandalism
- Stealing
- Substance mis-use in the school environment or during school events outside school
- Continuous disruption to teaching and learning
- Intentional damage
- Fighting
- Bullying – *see the school's anti-bullying policy*
- Inappropriate sexual behaviour
- Very bad behaviour, for example - hitting a teacher or another person
- Cursing a teacher or consistent serious bullying
- To threaten or verbally attack a member of school staff
- **This is not an exhaustive list.**

A distinction will always be made between minor breaches and persistent breaches that disturb the school community.

In this school we will use certain steps as outlined in the sanctions to deal with bad behaviour. The code is also based on steps which will be taken to promote good behaviour as well as managing bad behaviour. These steps will depend on the seriousness of the breach.

The principle being applied is that a distinction can be made between minor events and persistent/serious breaches.

SANCTIONS

Sanctions will be applied in a respectful manner to help students understand their behaviour and take responsibility for changing that behaviour. Sanctions will have to:

- Defuse tension, not add to it
- Preserve the dignity of all parties
- Be applied in a fair and timely manner.

Step 1:

Subject Teacher – In the first instance correct the student and explain what they have done wrong.

Step 2:

If you have to correct the same student that you corrected in Step 1 - Write a behaviour report on the VS Ware system – details and date of event

After 3 breaches or one serious breach a meeting will be held with the Behaviour Committee

The student's name will be placed on a blue report card **for a week**

Step 3:

After 6 breaches or one serious breach a meeting will be held with the behaviour committee.

The student's name will be placed on a yellow report card **for two weeks** following this meeting

Step 4:

Following 9 breaches or one serious breach a meeting will be held with the behaviour committee and the Deputy Principal.

The student's name will be placed on a red report card **for three weeks** following this meeting.

The Year Head and Vice Principal will hold a meeting with Parents/Guardians to discuss the student's behaviour.

Step 5:

If there is no improvement after 10 breaches the committee may apply these sanctions. The Year Head will inform the Parent/Guardian of the sanction

- Take the student out of class temporarily and place them with another class group for a day
- Keep the student in detention at lunch break (30 minutes).

Step 6:

Suspension

If the above steps fail, the Principal/Vice Principal may suspend the student. It is a serious sanction to suspend a student. Under Section 31 of the Education Amendment Act 2001 the authority to suspend a student is delegated to the Board of Management and given by the Board to the Principal. If the Principal is absent the Vice Principal has the authority to act on his/her behalf.

This sanction can be applied:

1. When other efforts to solve the problem/problems fails
2. In the event of a serious violation of the Code of Behaviour.

THE PROCESS OF IMPLEMENTING THE SCHOOL'S CODE OF BEHAVIOUR

Suspension

The Principal, after listening to every side and assessing the evidence, will be the one to decide matters in all cases involving the possible suspension of a student. The Parents/Guardians will be notified of the suspension and a report will be forwarded to the Board of Management in relation to all suspension periods.

The Board of Management has given the Principal authority to suspend a student for three days or up to five days in the case of serious emergency breaches.

Expulsion

It is for the Board of Management, on the advice of the Principal, to decide whether to expel a student from school, following a hearing at which the Principal explains their reasoning and the Parents/Guardians explain why the expulsion advice should be rejected.

In all cases where the Principal recommends expulsion it is ultimately the Board of Management that will take the decision whether or not to expel and only the Board of Management has the authority to expel a student from school.

RIGHT TO APPEAL

Suspension

In all cases of suspension periods of a total of 20 days or more, the Parents/Guardians or a student who is aged over 18 years has the right to appeal to the Board of Management within 14 days of receiving the written decision from school.

If the appeal at the Board of Management's hearing fails, the Parents/Guardians or a student who is aged over 18 years has the right to appeal to the Galway and Roscommon Education and Training Board within 14 days of receiving the written decision from the Board of Management.

If the appeal at the Galway and Roscommon Education and Training Board's hearing fails, they have a right to make an appeal to the Secretary General of the Department of Education and Skills in accordance with Section 29, subsection (1) of the Education Act 1998 within 42 days of receiving the written decision from the Galway and Roscommon Education and Training Board.

Expulsion

In all cases relating to an expulsion recommended/approved by the Board of Management the Parent/Guardian, or a student aged over 18 years, has a right to appeal to the Galway and Roscommon Education and Training Board within 14 days of receiving the written decision from the Board of Management.

If the appeal at the Galway and Roscommon Education and Training Board's hearing fails, they have a right to make an appeal to the Secretary General of the Department of Education and Skills in accordance with Section 29, subsection (1) of the Education Act 1998 within 42 days of receiving the written decision from the Galway and Roscommon Education and Training Board.

Contact should be made with the Child and Family Agency (TUSLA) in the following cases:

1. When the student's suspension period reaches 6 days in total or more
2. When a student's application for registration in school is refused
3. When a student is expelled from school
4. When a student has relevant issues relating to education welfare.

APPENDIX 1

YEAR HEAD:

MONTH: YEAR:

SCHOOL YEAR:

STUDENT'S NAME	CALL MADE (<i>TICK</i>)	CALL MADE (<i>DATE</i>)
TO BE RETURNED TO THE DEPUTY PRINCIPAL		

APPENDIX 2

COVID-19 HEALTH AND SAFETY CONTROL POLICY FOR COLÁISTE GHOBNAIT STUDENTS

1. INTRODUCTION

Under the Health, Safety and Welfare at Work Act 2005, the Board of Management of Coláiste Ghobnait, as an employer, must ensure the safety, health and welfare at work of all school employees. The employer is also responsible for managing and directing the school in a way that ensures, as far as is practicable, that non-employed people in the workplace, such as students, Parents/Guardians or visitors to the school are not endangering their safety, health or welfare.

This policy is influenced by the need to minimize the risk of the introduction of Covid-19 into the school community and prevent its spread. While it is accepted that no single action or series of actions will completely eliminate the risk of Covid-19 transmission, adherence to this policy will contribute to reducing the risk of transmission.

In accordance with this policy, we expect students to adhere to the standards of behavior set out in this policy or as directed by the school, to prevent the introduction and spread of Covid-19. Covid-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, are subject to change. Students and Parents/Guardians will be notified of any changes to control measures.

It will be assumed that students are in compliance with all instructions from school staff regarding the school's Covid-19 control measures. Any failure or refusal to comply with this policy or the instructions of school staff will be dealt with in accordance with the School's Code of Behavior.

Parents/Guardians must provide the school with a telephone number(s) of a person(s) who can be contacted at any time, and who are available to collect a student, if required.

2. SYMPTOMS OF COVID-19

The most common symptoms are:

Feaver

Cough

Shortness of breath

Loss of smell or taste

More information can be found on the FSS website.

3. STANDARDS OF BEHAVIOR EXPECTED FROM STUDENTS OF COLÁISTE GHOBNAIT TO HELP PREVENT THE INTRODUCTION AND DISSEMINATION OF COVID-19 IN THE SCHOOL

Coláiste Ghobnait expects students to adhere to any school-controlled measures to prevent the introduction and dissemination of Covid-19, including, but not limited to:

- Social distancing of 2 meters if possible, or at least one meter away from other students and staff, should be complied with.
- Wear a face covering - do not display any slogans/logos/images that could create a nuisance or are considered offensive to the school community.
- Practice hand hygiene by using the hand sanitizer provided on entering the school.
- Practice hand hygiene regularly during school hours and when instructed by school staff.
- Maintain good respiratory hygiene. In this regard, students should:

- Cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in the bin and perform hand hygiene.
- Cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if tissues are not available.
- Keep hands away from eyes and nose.
- Carry out hand hygiene after contact with respiratory astringents and required objects/materials.
- Not intentionally spit or cough or sneeze in the direction of anyone else in the school.
- Not share materials or stationery with other students such as pens, calculators, rulers, etc.
- Not attend school for 14 days after returning from travel abroad in accordance with Government guidelines for travel.
- Not attend school with Covid-19 symptoms and should stay out of school for the required period based on the advice of the HSE/GP.
- Not attend school if their Covid-19 test is positive and should remain absent from school for such a period of time as is advised by the HSE/GP.
- Not attend school if a family member of a student is showing symptoms of Covid-19 and should remain absent from school for such a period of time as is advised by the HSE/GP.
- Inform a teacher or a member of staff if a student feels sick at school. In that regard:
 - A Parent/Guardian or a person nominated by the Parent/Guardian for such a reason, must collect the student from the school as soon as possible.
 - The Parent/Guardian should ensure that up to date contact details are available so that the school can contact them if necessary.
- Adhere to any other such instructions as advised by the DES and/or the HSE and communicated to the school.

Please note – the school should review and adjust the above list or add as necessary taking into account the particular circumstances of the school.

Students should be aware that the list above is not exhaustive. It will be assumed that students followed all instructions from the team that aim to prevent the introduction of Covid-19 in the school and minimize its spread.

4. FAILURE OF COMPLIANCE WITH STANDARDS OF TRANSPORT

Failure by students to comply with the standards of conduct expected, to prevent the introduction and spread of Covid-19, constitutes a breach of Coláiste Ghobnait's Code of Conduct and may be subject to disciplinary measures being imposed which may go as far as, and including, permanent suspension or exclusion.

Any actions or sanctions arising from alleged breaches of the Code of Behavior will be implemented in accordance with the provisions of the School's Code of Behavior, the requirements of the EWS Guidelines on developing a code of behavior and the relevant requirements of the Education (Welfare) Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the conduct.

A student who exhibits aggressive, threatening or unacceptable behavior and creates or increases the risk of Covid-19 infection for staff, other students, the whole school community or visitors to the school may be withdrawn from class, and immediately from the school premises if necessary, until any other actions required by the School's Code of Conduct are implemented.

APPENDIX 3



Mentoring Goals



Name: _____ Year Head: _____

Date: _____

What is going well for you so far this term?

Why, in your opinion, is this going well?

Is there any particular way that you can progress this term?

What can you do yourself to achieve this?

What subjects do you like and why?

What career would you like to pursue when you leave school/college?

What is your average grade for all subjects?



What goals do I need to achieve to improve my grades?

Any further statements:

Sample Target Areas:

Organizing, Listening, Creative Thinking, Homework, Problem Solving,
Seeking Help, Sleeping, Staying Focused, Participating in Class,
Respecting Others, Communication.

APPENDIX 4

REPORT CARD

The Student's Name:

Year:

Date:

<u>Code</u>
1 = Unsatisfactory
2 = Satisfactory
3 = Good

Time	Code	Teacher's Signature
09:00 – 09:40		
09:40 – 10:20		
10:20 – 11:00		
11:00 – 11:15		
11:15 – 11:55		
11:55 – 12:35		
12:35 – 01:15		
01:15 – 01:45		
01:45 – 02:25		
02:25 – 03:05		
03:05 – 03:45		

Parent's/Guardian's Signature: **Date:**