



Polasaí Cód Smachta

Code of Behaviour Policy

Policy

This policy should be read in conjunction with the following;

- school Mission Statement
- School Ethos
- School Philosophy
- Pastoral Care Policy

Note

This policy has been modified with reference to the NEWB 2008 document “Developing a Code of Behaviour – Guidelines for Schools”

Purpose

The purpose of this policy is to have a written Code of Behaviour, as required by the Department of Education and Skills under section 23 of the Education (Welfare) Act 2000 and to ensure that a policy is in place that reflects the principles, values and educational philosophy of the school.

The code of behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The code of behaviour helps teachers, other members of staff, students and parents to work together for a happy, effective and safe school.

This involves all members of the school community in developing, formulating and reviewing this policy on the Code of Behaviour in order to promote partnership, ownership and implementation of the policy. The aims of this Code of Behaviour are as follows:

- To maintain order in a large organisation.
- To clarify expectations of behaviour.
- To outline the standards of behaviour that shall be observed by each student attending the school;

- rewards and sanctions.
- To make parents and students aware of the measures that may be taken when a student fails or refuses to observe those standards;
- To make parents and students aware of procedures to be followed before a student may be suspended or expelled.

- the grounds for removing a suspension imposed in relation to a student;

- the procedures to be followed relating to notification of a child's absence from school.

In order to comply with these requirements, and in order to have the best chance of achieving its objectives, the code of behaviour will address:

- the standards of behaviour expected in the school
- the plan for promoting good behaviour
- the ways in which the school responds to unacceptable behaviour •
- the plan for implementing the code of behaviour
- school procedures for the use of suspension and expulsion.

Scope

This policy applies to all of the students of Gaelcholáiste Luimnigh and relates to all school activities both during and outside of normal school hours; it applies both on and off the campus and anywhere students are clearly identified or identifiable as students of Gaelcholáiste Luimnigh.

1. Aims of Policy

- 1.1.** The philosophy underpinning the disciplinary system is positive and not repressive or negative, so that students who leave school will be young men and women of integrity.
- 1.2.** To encourage students to develop a respect for one's-self, parents/guardians, peers, teachers, respect for school property and the community in general.
- 1.3.** To help students to develop creative and enquiring minds and become increasingly independent in their own learning.
- 1.4.** To set a pattern for adulthood, so that students will be able to adapt more easily to such things as punctuality, co-operation, application and pride in their achievements and development.
- 1.5.** To help students develop a set of moral standards of responsibility and honesty, to be responsible for ourselves and to society whereby each student will feel it is his/her duty to ensure that the behaviour of all conforms to the code of discipline.
- 1.6.** The Code of Behaviour applies when students are on the school premises, when in uniform, while on trips and outings, when engaged in extra-curricular activity or

attending events organised by the school.

- 1.7. Parents/Guardians and students are aware of the standards of behaviour to be observed by each student attending Gaelcholáiste Luimnigh so as to maintain “an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in the school”.

Addendum to Code of Behaviour Policy during Covid-19, September 2020

Rationale

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Code of Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe.

These amendments will be communicated to all members of the School community including students, parents and staff.

Note to Parents/Guardians:

Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be made in advance through the school office. We ask that you make every effort to not arrive at the school unannounced, please phone ahead to make an appointment.

Behaviour Expectations

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and to make every effort to minimise risk to oneself and others.

This requires us to modify some of our behaviours which include;

- amended expectations about breaks or play times, including where students may or may not congregate. Breaktimes will be staggered, students will eat their lunch in their base classroom and students will be asked not to mix with other students and not to move to other classrooms at lunchtime.
- Students will be allowed to access the school yard, weather permitting but will be expected to remain with students from their base class groups
- clear rules will be relayed to students upon their return in relation to coughing or spitting at or towards any other person. Any breaches of this rule will be dealt with under the normal code of Behaviour and a buileog buí will be issued
- clear rules and expectations for students at home about conduct in relation to remote education will be relayed to students upon their return. Students will be expected to keep up to date with school work of they are studying from home, insofar as is

possible. Work will be relayed to students via Google Classroom and teachers will be available via email to offer support and advice.

- reasonable adjustments will be made for students with more challenging behaviour. We will liaise closely with parents/guardians to ensure a collaborative approach in these circumstances.

School Routines and Procedures

All members of the school community have to be mindful of the following;

- following any altered routines for arrival or departure: all exit doors from the school will be open on leaving the school and students will be encouraged to leave the school via the closest exit to them. The main entrance door will open at 7.45am as usual as well as the side gate and the main entrance to the new building. The arrival of GCL students has always been quite staggered naturally but students will be expected to observe the 2metre Social Distancing requirement on arrival and departure from school. Students will be strongly encouraged to wear masks on arrival and departure from school considering the large volume of students moving at the same time.
- following instructions on who students can socialise with at school, i.e. students are expected to remain with their class group in so far as is possible
- moving around the school as per specific instructions (for example, one-way systems will be in place in both buildings, out of bounds areas: the school canteen will no longer be available for students, queuing at a two metre distance will be required when entering and leaving classrooms)
- rules about sharing any equipment or other items including drinking bottles: no student will be permitted to share any equipment, food, drinks bottles etc. Teachers will not ask students to share any learning materials so as to help prevent the spread of the virus.
- use of toilets

Hygiene and Health Expectations

- following school instructions on hygiene, such as handwashing and sanitising. Students will be required to wash hands on arrival at school, before eating, before and after toilet use. Students will be encouraged to use hand sanitiser frequently throughout the day and in particular on entering and leaving classrooms
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- Students will be expected to tell an adult if you are experiencing symptoms of coronavirus

Wellbeing and Social and Emotional Learning

Our school will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;

- Curriculum changes to support students during SPHE, PE and CSPE classes
- Additional time devoted to in-class discussions on general wellbeing and development

- Additional time devoted to in-class discussions on protecting both physical and mental wellbeing during this pandemic
- Additional supports that students can access outside of classroom if required

Students are expected to:

- Arrive to and depart from school premises at the agreed time
- Proceed to the designated classroom without delay, general congregation areas will not be available
- Follow instructions from staff members on movement throughout the school campus
- Adhere to one way systems and social distancing
- Ask for permission to go to the toilet
- Follow the school protocol carefully in relation to using the bathroom. There will be a limit on the number of students permitted in bathrooms at any one time and any student in breach of these regulations will be dealt with under the Code of Behaviour.
- Wash hands thoroughly before leaving home, upon entering school premises and while in school, wash their hands for at least 20 seconds more often than usual with soap and water or hand sanitiser
- Remain in their designated seating within the classroom during classes and while eating their lunch
- Keep a safe distance from other students and refrain from physical contact with their peers
- Maintain healthy practise when coughing or sneezing, cover any cough or sneeze with a tissue, then throw the tissue in a bin; or with their elbow if they do not have a tissue
- Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands
- Wear a face covering as appropriate in classes and on corridors where Social Distancing of two metres is not achievable. Students should follow teachers directions in relation to this.
- Refrain from spitting or coughing at or towards other students and members of staff
- Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students
- Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus.

The school will explain these rules clearly to students at the start of the year and remind them periodically. Class teachers will ensure that the rules are displayed in classrooms and that they are explained to Students.

Sanctions for unsafe behaviour during the Covid-19 pandemic

Incidents which involve students who deliberately fail to comply with instructions on the following list, will be addressed in line with sanctions of our current Codes of Behaviour policy. These include;

- failure to comply with requests from staff to practice social distancing
- behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes
- spitting or coughing at other students or members of staff

- spreading unfounded rumours or stories that a student / students or members of staff have tested positive for Covid-19.

2. Attendance and Punctuality

- 2.1. Students must attend all classes regularly. A written explanation of each absence should be sent by parents/guardians to the school which will be examined at morning assembly by the class tutor.
- 2.2. Students must be punctual at all times. Classes commence at 8:50 a.m. sharp. Students arriving after 8.50 a.m. must report to the main office/reception , for late registration and their school journal will be stamped with a 'late slip'. This 'late slip' in the student journal will then be presented to the class teacher. If lateness becomes a persistent problem, the Year Head will follow up with home.
- 2.3. students are requested to have a note, to explain their unpunctuality, the following day.
- 2.4. Students arriving after 9.15 a.m. must have a note explaining their late arrival, at the time of their arrival on that day from a parent/guardian. The school may phone parents/guardians regarding the late arrival of a student if it is deemed necessary by the class tutor, year-head, Deputy Principal or Principal.
- 2.5. Morning Assembly takes place at 11.30 a.m.
- 2.6. Students arriving late on more than 3 occasions per month (without written explanation), will be sanctioned, as per the school's Code of Behaviour. A Bileog Bhuí will be issued to the student.
- 2.7. Persistently late students may be required to complete a period of detention on Friday afternoons (3:00 p.m. – 4:30 p.m.)
- 2.8. Any student who leaves school early must sign out with the secretary at Reception. A note and collection from reception will also be required for any student leaving the school premises for appointments, etc.
- 2.9. students, who return to the school, having signed out earlier, are required to 'sign-in' at Reception. This is extremely important so as to ensure that the attendance records of a student are accurate.
- 2.10. In accordance with the Education Welfare Act 2000, students who are absent for more than 20 days will be referred to the Education Welfare Officer and reported to Túsla accordingly.

3. Atmosphere of Learning

Gaelcholáiste Luimnigh aims to promote and develop a positive educational community. It encourages self-discipline and co-operation in learning so that a positive school atmosphere prevails.

All members of the school Community are requested to move quietly around the school in an orderly manner, walking on the left-hand side of corridors and stairs, and when appropriate following One Way systems. Students should listen to messages and do as required so as assisting the smooth running of the school in the best interests of all. Use of the Elevator is strictly prohibited. Only students who are injured, sick or who have permission from the staff are allowed to use the elevator.

4. Mobile Phones and other Personal Electronic Equipment

- 4.1. All personal electronic equipment must be turned off during school hours. Mobile phones and other electronic equipment, with the exception of iPad, may not be turned on or used at anytime during the school day. This includes before school, breaktime and lunch-time. Phones which are confiscated are available from the Principal's office / reception at the end of the day. If a student is caught using a phone, a bileog bhúí will be issued.
- 4.2. Recording devices must NEVER be used in the school or on any school activities, without the permission and under the guidance of the teacher.
- 4.3. Failure to comply with this will result in confiscation of the device.
- 4.4. If a student continues to use the device in spite of the above sanction, the device will be confiscated, given back to the student on leaving the school, but it must be returned to Reception on arrival to school the following day, to await collection by a parent/guardian.
- 4.5. Students may use the telephone at the Reception area, or the secretary in the office will be glad to help, if an urgent phone call needs to be made.
- 4.6. Parents/guardians should make contact with a student during the school day by telephoning the school and leaving a message with the secretary.
- 4.7. Parents' co-operation in not sending text messages to students during school hours is appreciated by all staff of the school.

A Mobile Phone Policy is available from the school office.

5. Classroom

Each student is requested to:

- 5.1. Co-operate fully in the work of the class.
- 5.2. Complete, in a satisfactory manner, whatever homework the teachers require. (Copy of Homework Policy is available to parents on request. A summary can be found in the school student Journal)
- 5.3. Have with him/her class materials, textbooks, copybooks, pens, pencils, iPad, instruments etc., as required by each teacher at all times.
- 5.4. Use the seat/desk assigned to him/her by the teacher and should not move about the classroom without the teacher's permission.
- 5.5. Allow all students and the class teacher to exit the classroom before the incoming students and teacher enter.
- 5.6. Leave and enter classrooms in a single file.
- 5.7. Not leave the classroom except with the teacher's permission or in exceptional circumstances.
- 5.8. Not enter any classroom containing specialised equipment (Science, Domestic Science, Woodwork, Art, Computer Rooms etc.) without a teacher being present.
- 5.9. Not bring to the classroom any equipment or property which is likely to be a distraction or cause disturbance. This includes mobile phones, electronic games, radio/recording equipment.
- 5.10. Not bring correction pens/fluid/Tippex to the school.
- 5.11. Inform the relevant teacher(s) when she/he will be absent due to participation in extra curricular activities and ensure that any homework assigned is completed in a satisfactory manner. All classwork and homework is available on Google Classroom at the end of each school day so as to assist students who are absent due to illness or other reasons
- 5.12. Present a journal which has been signed by parent/guardian at class-tutor time

each week.

- 5.13. All classrooms will be kept clean and students are expected to keep their classrooms neat and tidy at all times.
- 5.14. An Ghaeilge is the communicative language of the class.

6. General Conduct

- 6.1. Good manners, courtesy, respect towards one another and other members of the school community are required of students at all times.
- 6.2. Respect for each person's name, dignity, character, personality is expected at all times.
- 6.3. students must show respect for other people's belongings and personal property.
- 6.4. Students are always required to respect and cooperate fully with teachers and other school staff.
- 6.5. Students should only use the door assigned to them when entering and leaving the school building.
- 6.6. Students are to assemble in a quiet and orderly manner at all times.
- 6.7. Running, pushing, shouting etc., of any degree is forbidden. Students should walk at all times on the left-hand side of the corridors and should not loiter in classrooms or toilets. One Way Systems should be followed at all times.
- 6.8. Junior Cycle Students (1st - 3rd Year) must remain within the school campus during school hours and may only go outside with the prior permission of the Principal, Deputy Principal or designated Year Head.
- 6.9. Senior Cycle Students (4th - 6th Year) are permitted to go to the River Deli Shop or the Locke Quay Shop. No students are not permitted to go to any other area or up town.
- 6.10. Normal rules of courtesy apply when opening doors, entering or leaving rooms, when visitors enter the room and in moving from classroom to classroom.

7. Uniform

Gaelcholáiste Luimnigh's uniform is a visual symbol of the school. It should be worn with respect and care by all students. The same requirement applies to all games and sports uniforms.

- 7.1. Full uniform must be worn when travelling to or from school, on outings and during the school day.
- 7.2. Official and unofficial school crested hoodies and half zips are only permitted for PE class, extra curricular activities and outings and are not part of the uniform.
- 7.3. A Bileog Bhuí will be issued to any student who does not present in full uniform, or whose uniform is not satisfactory. A student who continues to abuse the code of Uniform will be issued with a Detention.
- 7.4. Non-uniform items may be confiscated and will be returned at the discretion of the Principal. Unacceptable jewellery will be confiscated. The school will not accept responsibility for confiscated items.
- 7.5. Make-up applied to an excessive level or body decoration is not acceptable.
- 7.6. Personal decorations are not permitted. This includes jewelry and make up for boys and girls.

- 7.7. Hair should be well kept and neat.
- 7.8. Unusual colours or styles are not permitted for both boys and girls.
- 7.9. Boys are not permitted to have unusual colours or lines of colours in their hair.
- 7.10. Bleaching of hair is not allowed for students.
- 7.11. Students may not use strong hair coloring products or wear hair styles using excessive hair colouring.
- 7.12. Body piercing (except for the ear lobes) is not acceptable (when a student is in Gaelcholáiste Luimnigh uniform)
- 7.13. Fake nails are not permitted.
- 7.14. All items of personal property must be named.
- 7.15. Students are required to be hygienic in person and neat and tidy in dress.
- 7.16. School uniforms should be well kept and in accordance with Health and Safety Regulations and as stipulated by school management from time to time.
- 7.17. The school sports uniform can be worn on some school outings. This is at the discretion of the event/activity organizers and school Principal/Deputy Principal.
- 7.18. Students who do not comply with the uniform rules may be required to complete a detention period.
- 7.19. Runners are strictly forbidden and can only be worn for sports/activities. Any student who arrives at school in runners may be required to phone parents/guardians to come and collect him/her from school.
- 7.20. If a student forgets his/her school tie, a spare tie may be requested from the school Secretary.
- 7.21. A student who regularly breaches the School Uniform code will receive a Bileog Bhuí for this.

Uniform

GIRLS	BOYS
Black plain V neck jumper with school crest Brick red skirt Plain White Shirt School Tie School Jacket Black Socks Black/Brown shoes - Black runners/Ugg boots are not allowed	Black plain V neck jumper with school crest Light grey pants Plain White Shirt. School Tie Black or Brown school shoes only School Jacket Black Socks Black/Brown shoes - Black runners are not allowed

8. Care of the School Environment

We all expect to work and study in a pleasant environment, free from litter, graffiti, clutter and damaged property. The whole school community shares a responsibility for maintaining an atmosphere conducive to learning. Food and drink may only be consumed in the designated eating areas or outdoors in the school yard.

- 8.1. Chewing Gum, Crisps and fizzy drinks are strictly forbidden in the school
- 8.2. "Tippex" or any type of liquid eraser are not allowed at any time and will be confiscated permanently if found.
- 8.3. Litter: Everyone is responsible for clearing up his/her own litter; in the eating areas, classrooms and elsewhere on the premises. All litter must be placed in waste bins.

8.4. Personal and public property: All members of the school community are expected to respect the property of others and of the school. No one may interfere in any way with the belongings of anybody else. Vandalism and/or theft will not be tolerated. In the event that a student causes damage to school property, he/she may be required to pay for the repair or replacement of such property in consultation with parents and guardians.

9. Lockers (currently not available during COVID-19 Pandemic)

9.1. Every student will be supplied with a locker. A student must keep all of his/her possessions in the locker, which must be kept locked when not being accessed. Lockers may not be accessed between classes; students may collect all necessary books from the lockers only before first class in the morning and during morning and lunch breaks. All belongings are required to be placed in lockers or taken home at the end of the school day. Each student's space should be free from litter, books and other belongings at the end of the school day.

Library, Music, Computer Rooms and all classrooms

These are places where reading, study or research takes place. Students are expected to treat all resource equipment/items with respect and to observe the regulations governing the borrowing of books and of e-mail and internet use. Food and drinks are absolutely forbidden in these rooms.

General Rules and Requirements at Gaelcholáiste Luimnigh

Parent/Guardian Responsibilities

It is the responsibility of parent(s)/guardian(s)/student(s) to ensure that the school office has a current address and at least one emergency contact number. Changes of address and telephone number should be notified to the school office in writing as soon as possible.

Students who become ill during the course of the school day may obtain a note in their journal from their class tutor or Year Head and present themselves at the school office. Such students will be allowed home when they have made contact through the school office with a parent/guardian who has agreed to come and collect the student. These students will then be signed out on our VSWare Attendance monitoring system by school secretarial staff.

On return to school after a period of sickness/illness/absence, parents/guardians should ensure that a note has been written in the student's journal explaining the student's absence. This is essential to ensure that we have accurate attendance records for all students. If the school and teachers need to be made aware of any condition which their child may have, the class tutor should be notified by telephone or email.

10. Students' property

- 10.1.** The school cannot accept responsibility for the loss or damage of students' personal property.
- 10.2.** Parents/guardians are advised to ensure that each student's property is labelled. These should be kept tidy and locked at all times. (currently not available during COVID-19 Pandemic)
- 10.3.** students are provided with a lock by the school and provide their tutor with a spare key. (currently not available during COVID-19 Pandemic)

10.4. The Principal, Deputy Principal, Year Head or Class Tutor retains the right to request students to open and remove all contents of lockers for that person's perusal.(currently not available during COVID-19 Pandemic)

10.5. Valuables and money should, insofar as possible, be kept in one's possession

11. Recreational and Extra Curricular Activities

Students are strongly encouraged to participate in sports and recreational activities organised by the school. Students who, for health reasons, are prevented from doing so must provide a note signed by his/her parent/guardian to that effect.

An Extra-Curricular Activities Policy is available from the school office.

11. Tobacco/alcoholic drink/prohibited substances

The possession or taking of tobacco/alcoholic drink/prohibited substances and/or any conduct or behaviour which in the view of the school management is unacceptable, or jeopardises the Health and Safety of staff or students is expressly forbidden. This includes the use of bangers.

A Substance Abuse Policy is available from the school office.

12. Bullying (including Cyber-Bullying)

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others at school, outside of school and through text/internet/social-media electronic means. Any and every form of bullying is absolutely forbidden whether it is in the form of:

- a) physical aggression
- b) damage to another's property
- c) extortion
- d) intimidation
- e) isolation
- f) name calling
- g) cyber-bullying
- h) use of social media and electronic devices that adversely affect the integrity, character and reputation of a student/staff member of Gaelcholáiste Luimnigh
- i) slagging when it extends to personal remarks of an uncomplimentary nature.
- j) Homophobic and Gender related name calling or aggression
- k) Name Calling or aggression which relates to a member of the schools community's race or ethnicity.

An Anti-Bullying Policy is available from the school office.

13. Harassment

Harassment is expressly forbidden in Gaelcholáiste Luimnigh.

Harassment - Harassment takes place where a person subjects another person to any unwelcome act, request or conduct, including spoken words, gestures or the production, display or circulation of written words, pictures or other material, which in respect of the

victim is based on any discriminatory ground and which could reasonably be regarded as offensive, humiliating or intimidating to him or her.

14. Intimidation & Threatening Behaviour

Intimidation and Threatening behaviour is not tolerated at Gaelcholáiste Luimnigh.

Intimidation - means to intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm. Intimidation takes place where a person subjects another person to any unwelcome act, request or conduct, including spoken words, faces, gestures or the production, display or circulation of written words, pictures or other material, which in respect of the victim is based on any discriminatory ground and which could reasonably be regarded as intimidating to him or her.

15. Commendations and Sanctions

Commendations

- 15.1.** Gaelcholáiste Luimnigh endeavours to promote cooperation amongst students and teachers and wishes to acknowledge and reward responsible behaviour by students.
- 15.2.** Each student has a journal which is carefully monitored by the tutor. A Bileog Ghlas is given to those students who, in the opinion of the teachers, merit commendation.
- 15.3.** The Bileog Ghlas is also awarded to students who make an exceptional effort to speak Irish on a continuous basis.
- 15.4.** Students can also receive a 'Bileog Ghlas' from a member of staff when good behavior or a student's help or achievement is evident.
- 15.5.** A Letter of Commendation from the Principal is sent to all students who have not been on Detention or suspended over the course of the school year. This letter of commendation can be used as a reference in future years.

Sanctions

- 15.6.** Normal reprimanding by the subject teacher in charge of class or by the teacher present on any other occasion is the general procedure for a single minor incident of indiscipline. (Indiscipline includes failure to produce books, iPad, equipment and homework.) Any further breach of discipline should be notified to the parents/guardians
- 15.7.** The teacher may, in addition, depending on the indiscipline, issue a Bileog Bhuí, relocate the student in class, and/or refer the student to the Year Head. Students who receive 3 adverse comments in their journals will be served with a Bileog Bhuí.
- 15.8.** Students who receive three Bileog Bhuí in a term may be required to present for detention. Students will be informed by the Year Head if they are required to attend detention. A text message is sent to parents/guardians at least seven days prior to detention.
- 15.9.** Detention is held on Friday evenings between 3.00 p.m. and 4.30 p.m. students are required to be collected from detention.
- 15.10.** A student who fails to attend for Detention, without prior explanation or communication from parents/guardians, may be suspended for one full day.
- 15.11.** In the event of a distraction or disturbance due to mobile phones, or iPads etc. in class, the device will be confiscated and lodged at the school office. A Bileog Bhuí

will be issued. A second offence will result in a detention being served on a student. Any further instances of the use of this equipment, in class, will result in Parent(s)/Guardian(s) being called to the school to discuss the problem and could result in suspension.

- 15.12.** Those students who absent themselves from class and/or the school grounds without the prior knowledge or permission of the Principal will receive an automatic detention, and or one day suspension. Subsequent absences without permission may result in a three day suspension from school.
- 15.13.** In the case of damage to property on school grounds or premises, the student and his/her parents/guardians may be asked to make good the damage partially or totally.
- 15.14.** Repeated incidents of indiscipline or a serious incident will be brought to the attention of the Class Tutor/Designated Year Head as early as possible and at an appropriate time.
- 15.15.** A 'Cárta Tuairisc' – Report Card may be issued to a student for repeated minor offences. A student who is issued with a Report Card will be required to present for Detention on the next available date. Monthly meetings with parents/guardians may be required to assess the overall behaviour and development of the student.
- 15.16.** If the matter is deemed to require immediate attention then it should be referred to the Deputy Principal or Principal. In addition, all such incidents should be entered on the MIS (Management Information System) platform (Vsware) by the year Head and in the student's school journal.
- 15.17.** Students who have a disciplinary record may be excluded from participating in some extra-curricular activities in consultation with all parties, students, parents and school.
- 15.18.** The Year Head or the teacher in consultation with the Year Head may request the parent(s)/guardian(s) to come to the school to discuss the problem.
- 15.19.** Students are provided with a 'Reflection Form' during Detention which requires the student to reflect on the reasons as to why the student is in Detention.
- 15.20.** Parents/guardians are informed regarding the sanctioning of detention.
- 15.21.** Parents/guardians receive a text message from the Year Head informing them of detention.
- 15.22.** The Year Head may place the student "On Report" in conjunction with, or as an alternative to, the procedures above if s/he feels that no improvement is taking place.

Serious Breach of Code of Conduct

- 15.23.** If and when the procedures above have been exhausted unsuccessfully the Year Head will bring the matter before a Disciplinary Committee – comprising of the Principal, the Year Head, the tutor and one other teacher (not including the teacher/s directly involved in the matter).
- 15.24.** The student will have the right to be heard by the Disciplinary Committee.
- 15.25.** Parents/guardians may be requested to be present at a meeting of the Disciplinary Committee but, if not present, the recommendation shall be communicated to the parents/guardians and the student by the Year Head.
- 15.26.** The Principal, having considered all aspects of the matter including the recommendation of the Disciplinary Committee, may impose temporary suspension for a definite period of time up to a maximum of three school days. Such a decision to be agreed with parents/guardians in advance and immediately communicated, in writing, to the parent(s)/guardian(s) of the student concerned.
- 15.27.** Before a student can resume classes after a period of suspension – a written

undertaking may be sought from the parents/guardians categorically stating that the student will conform to an acceptable standard of behaviour and will comply fully with School Rules. The student will also be asked for a similar undertaking in writing.

- 15.28.** In the event of the parents/guardians or student failing to give an acceptable undertaking, the Principal or Deputy Principal will inform the parents/guardians that the student cannot be re-admitted until such an undertaking is given. The parents/guardians will be so informed by registered letter.
- 15.29.** The Board of Management of the school or its nominee is advised of prolonged suspensions and the parents/guardians should be advised of their right of appeal verbally or in writing to the Board.
- 15.30.** If the student is guilty of serious misbehaviour, the Principal may sanction an immediate suspension pending discussion with the parents/guardians. The Principal should advise the parents/guardians by post or telephone of the suspension and invite the parents/guardians to discuss the matter at the school at a specified time or at some other time or place acceptable to all parties concerned.
- 15.31.** Parents/Guardians have the right to appeal a suspension, where a student has been suspended for 20 days.
- 15.32.** Where, after consultation with the parties involved a satisfactory resolution of a problem is achieved, the student may be re-admitted to school within a suspension period at the discretion of the Principal.
- 15.33.** Dependent on the nature of misconduct or behaviour, which in the view of Management is unacceptable, services of outside agencies may be sought.

Applying sanctions in response to behaviour that takes place outside school

- 15.34.** Gaelcholaiste Luimnigh reserves the right to apply its Code of Behaviour Policy in respect of misbehaviour that occurs at any other time outside of school hours when, in the opinion of the Principal, and or the Board of Management, there is a clear connection with the school and that the alleged behaviour is likely to have a significant impact on the work and image of the school and/or its community.

Expulsion

- 15.35.** Where misbehaviour is such that it clearly puts the safety of others at risk or where the behaviour is as disruptive as to interfere substantially with the constitutional right of others to education, expulsion shall be considered.
- 15.36.** Intimidation and Threatening Behaviour of any description is regarded as a serious breach of the code of conduct at Gaelcholáiste Luimnigh and will result in immediate expulsion from Gaelcholáiste Luimnigh.
- 15.37.** Because expulsion has such serious consequences, the student and/or parents/guardians shall get a fair hearing from the Principal before the Principal makes a report to the Board of Management of the matter. A period of suspension may be imposed while consideration is being given to the matter. Parents/guardians should be notified accordingly by registered post and should be afforded ample opportunity to present an oral or written submission to the Board should the Parents/Guardians/Student so wish – such submission to be presented as soon as possible but in any event not later than two weeks following issue of the registered letter. If there is a desire on the part of Parents/Guardians/Students to make such a submission – that desire should be communicated to the Board of Management who should then make the necessary arrangements to facilitate the Board's hearing and

consideration of the same. While the matter should be placed before the Board as soon as possible it should only be in the context of having provided such an opportunity for a scrupulously fair hearing that any decision on the matter should be taken by the Board which is the disciplinary authority of the School.

A copy of the Appeals Procedure will be available from the school.

A Whole School Approach

16. Pastoral Care Team

17.1 The school has an effective pastoral care system in place, and reports of all incidents will be filtered through the Class Tutor and YearHead, who are the primary persons responsible for pastoral care of the student in her/his class/Year-Group.

17.2 The Pastoral Care Team meets once per week to review each of the students in each Year Group in the school. The team consists of the Year Head / Assistant Year Head/ Deputy Principal / Principal. The SEN Coordinator and the Guidance Counsellor attend most meetings also.

17.4 The Guidance Counsellor is also available as support to the Pastoral Care Team.

17. Student Support Team

17.1 A Student Support Team has been established to provide interventions to students who meet the threshold for additional supports. This team meets every week and students are classified during a discussion of each student's needs and the classification is based on Red, Orange or Green. The team consists of 3 members of the teaching staff, the Guidance Counsellor, the AEN Coordinator, the Principal and Deputy Principal. The Deputy Principal carries out a yearly evaluation of the SST in consultation with the members of the SST which looks at the effectiveness of the team in dealing with issues and incidents throughout the year

The Student Support Team under the guidance of the Deputy Principal, is responsible for the creation of/ review on a yearly basis and implementation, when necessary of the school's Critical Incident Plan

18. Restorative Practice

1.1 Gaelcholáiste Luimnigh employs the use of Restorative Practice as part of its Code of Behaviour. This approach focuses on strengthening relationships within the school and resolving wrongdoing and conflict through dialogue and reflection. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to rectify the situation. Year Heads have been trained in the application of Restorative Practice and 2021/2022 academic year will see the creation of a Restorative Practice team and the broadening out of the approach to more members of the staff .

19. Policy Development and Availability

19.1. The Policy relating to the Code of Behaviour is developed in consultation with students through Comhairle na nDaltaí, Guth an Scoláire, with parents through the Gaelcholáiste Luimnigh Parents' Association and with teachers through staff meetings and focus groups. All policies are ratified by the Board of Management and approved by the school's patron body. Limerick and Clare Education and

Training Board.

19.2. The Principal will be responsible for drafting additions, amendments and alterations to the Code of Behaviour in consultation with parents and students.

19.3. The Principal is responsible for ensuring the availability of the Code of Behaviour to parents/guardians and students.

20. Implementation of the Code of Behaviour and Compliance

20.1. All members of the school staff will monitor the implementation of the Code of Behaviour.

20.2. The full cooperation of parents/guardians is expected in the event of being contacted by the school on a disciplinary matter.

20.3. Parents/guardians are requested to encourage their son(s)/daughter(s) to uphold these standards of behaviour.

20.4. Each student is expected to do his/her best to observe these standards of behaviour.

21. Promoting Good Behaviour

Gaelcholáiste Luimnigh places particular emphasis on the promotion of good behaviour amongst students and wishes to reward students who comply with the Code of Behaviour. As such students who do not receive any sanction of Detention or Suspension during any given academic year will receive a Litir Mholta (Letter of Commendation) from the Principal of the school at the end of said academic year so as to reward them for their dedication and commitment to adhering to the rules and policies of Gaelcholáiste Luimnigh. Under the 'Bileog Ghlas' system, students who make a great effort to speak Irish on a regular basis are rewarded with a Bileog Ghlas. Múinteoirí Gaeilge organise a competition among First Year classes whereby the class with the most Bileog Ghlasanna are rewarded with prizes/ activities/trips etc.

22. Success Criteria

The success and effectiveness of the Code of Behaviour will be deemed to be successful and functional if the following aspects are evident;

- Teaching and learning proceed unhindered by unacceptable behaviour
- A small number of students present for Detention or there is a decline in the number of students attending Detention.
- Suspension is a rare occurrence in the school.

23. Review and evaluation

There is a full review of the Code of Behaviour every year by the Principal in consultation with all of the partners in the education community of the school.

Appendix 2 sets out the Audit process utilized during review. This has been implemented since May 2011.

More frequent reviews may take place as required. The Code of Behaviour is included on the agenda of staff meetings at least once a year.

The Parents' Council and Student Council are consulted regularly on the School's Code of Behaviour.

24. Legislation/equality proofing

The Code of Behaviour and any subsequent additions, amendments, addendums or alterations will be referred to the patron body of Gaelcholáiste Luimnigh, Limerick and Clare Education and Training Board (LCETB). Any amendments will become part of the Code of Behaviour, and will be notified to parents.

APPENDIX 1

- Beidh sé in úsáid agam i ngach uile rang le mo chuid obair bhaile, nótaí agus fógraí scoile a bhreachadh síos.
- Tuigim go mbeidh an múinteoir/Oide Ranga ag iarraidh breathnú ar mo dhialann le nóta a scríobh abhaile nó chun mo dul chun cinn a sheiceáil.
- Má bhím tinn nó as láthair, **caithfidh mo thuismitheoir/caomhnóir nóta a scríobh sa dialann.** Mar sin de, tá sé tábhachtach nach ndéanaim graffiti ar an dialann agus go gcoimeádaim deas néata í.
- Tuigim chomh maith go ndéantar teagmháil leis an scoil tríd an dialann agus gur cheart go mbeidh gach aon nóta scríofa ann, m.sh, coinne fioclóra/dochtúra san áireamh.
- Má chaillim mo dhialann, an dtabharfaidh tú ar ais chugaim í go luath?

Déantar gach iarracht timpeallacht den scoth a sholáthar do dhaltáí Ghaelcholáiste Luimnigh i gconaí.

Aontaím le Cód Iompair, an Polasaí Frithbhulaíochta, an Polasaí Obair Bhaile agus an Polasaí Inghlactha Úsáideora Ghaelcholáiste Luimnigh.

Síniú na dTuismitheoirí
/na gCaomhnóirí

Síniú an Scoláire

APPENDIX 2

Audit of School Code of Behaviour

Audit team

How the school Code of Behaviour was developed

See Chapter 2 *Auditing and reviewing the code of behaviour*

Audit Question	Y	N	Notes
Were staff, students and parents consulted and involved in the development of the current school code of behaviour?			

Understanding Behaviour

See Chapter 4 *Understanding Behaviour*

Audit Question	Y	N	Notes
Does the school give staff opportunities to discuss and share their understandings about behaviour?			
Does the school have ways to help parents to understand how they can help students to behave well at school?			
Does the school have ways of helping students to take responsibility for their behaviour and relationships?			

Whole school approach

See Chapter 5 *A whole-school approach to the code of behaviour*

Audit Question	Y	N	Notes
Are key policies and practices checked to see how they impact on student behaviour?			

Do staff have opportunities to work as a team to develop a whole-school approach to behaviour?			
Do parents and students have an opportunity to contribute to school policy?			

Setting Standards of Behaviour
See Chapter 6 *Setting Standards of Behaviour*

Audit Question	Y	N	Notes
Does the school have clear standards of behaviour for everyone?			
Does the school have a range of ways of communicating these standards to students, staff and parents?			
Were students involved in developing the school rules ?			
Are students involved in developing classroom rules ?			
Does the school have ways of ensuring that students with special needs understand what is expected of them?			

Promoting good behaviour
See Chapter 7 *Promoting good behaviour*

Audit Question	Y	N	Notes
Is there a plan for promoting good behaviour in the school?			
Did staff, students, parents and BOM contribute to the plan?			
Is the plan reviewed from time to time?			

Responding to Inappropriate Behaviour
See Chapter 8 *Responding to inappropriate behaviour*

Audit Question	Y	N	Notes
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Has the school an agreed set of strategies for helping students to change inappropriate behaviour?			
Has the school a written policy on how sanctions are used to help students?			
Do named members of staff have clearly defined roles and responsibilities in relation to behaviour?			
Does the school have a standardised way for staff to record matters to do with student behaviour?			
Does the school have written policies about bullying and harassment?			

Implementing the School Code of Behaviour

See Chapter 9 *Implementing the code of behaviour*

Audit Question	Y	N	Notes
Does the school have a range of ways of communicating the Code of Behaviour to staff, students and parents?			
Does the school have a written Code?			
Apart from giving parents the written code, does the school do anything else to help parents to understand and support the code?			
Are there lesson plans and programmes to help students to learn the skills and knowledge they need in order to behave well?			
Does the school monitor patterns of behaviour in the school?			
Is there a standard system in the school for keeping records about behaviour?			
Are there recognised ways for staff, students and parents to raise concerns about behaviour or to make complaints?			
Has the school advised parents about how they should notify a child's absence from school?			

Suspension

See Chapter 10 *Suspensions and expulsions: legal and procedural requirements* & Chapter 11 *Suspension*

Audit Question	Y	N	Evidence
Does the school have a policy on and written procedures for the use of suspension?			
Are these approved by the Board of Management?			
Do staff, students and parents know about the policy on and procedures for the use of suspension?			
Has the school got fair procedures for investigation for making decisions?			
Is there a system for regular review by the Board of Management of the use of suspension in the school?			

Expulsion

See Chapter 10 *Suspensions and expulsions: legal and procedural requirements* & Chapter 12 *Expulsion*

Audit Question	Y	N	Evidence
Does the school have a policy on and written procedures for the use of expulsion?			
Are these approved by the Board of Management?			
Do staff, students and parents know about the policy on and procedures for the use of expulsion?			
Has the school got fair procedures for investigation for making decisions?			
Are there procedures for informing parents and students about their right to appeal?			
Is there a system for regular review by the Board of Management of the use of expulsion in the school?			