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INTRODUCTION

Scope

This code applies to Students of Coláiste and Gaelcholáiste Choilm and relates to all school activities both during and outside of normal school hours. This policy was drawn up by a Staff Working Group in consultation with the school partners: Staff, Parents/Guardians, Students and Board of Management. This policy was reviewed in 2022 in line with National Educational Welfare Board guidelines.

The Appendices are an integral part of this Code and must be read in conjunction with it.

Rationale & Relationship to our school mission statement and vision

We endeavour in Coláiste and Gaelcholáiste Choilm to:

“create the context in which the miracle of growth can happen for each person in our school”

This policy aims to support our school mission. At the heart of our school is the care and wellbeing of all. The school strives to create a safe, secure and supportive context in which all members of our community can grow and thrive.

These aims and aspirations happen when courtesy, consideration and respect for ourselves, each other and our environment are prioritised. This Code of Behaviour has been developed to ensure that responsible and acceptable behaviour is at the core of our community life and our relationships.

Goals / Objectives

The aims of our Code of Behaviour are:

1. To create a climate that fosters, encourages and reinforces good behaviour.
2. To create a positive and safe environment for teaching and learning and for the wellbeing of all members of the school community.
3. To build positive relationships of mutual respect and support among Students, Staff and Parents/Guardians.
4. To encourage Students to take personal responsibility for their learning and their behaviour.
5. To have effective procedures in place which will allow for the day to day running of the school and which are in line with current legislation.
6. To help Students mature and grow into responsible and participating active citizens.

7. To protect the wellbeing of all Students, Staff, Parents/Guardians and visitors, on school grounds, during extra school activities and in the digital space, during and between school hours, against unwanted and inconsiderate behaviour and conduct.
8. To ensure that Students, Parents, Staff, management and visitors have a clear understanding of the Code of Behaviour.
9. To outline the strategies used to recognise and acknowledge positive behaviour and to prevent unacceptable behaviour.
10. To outline the structure of fair, consistent and agreed sanctions that will be used in response to unacceptable behaviour.
11. To outline the interventions to be used when a student repeatedly misbehaves.

Roles and Responsibilities

The school climate is created by the actions, behaviour and contribution of all school partners. Our school acknowledges the contribution and responsibility of Staff, Students, Parents/Guardians, School Leadership and the Board of Management in advancing and promoting positive behaviour, respect and trust.

Students:

The school expects that Students will at all times do their best to uphold the Code of Behaviour of our school. Fundamental to appropriate student behaviour are respect and personal responsibility. Standards of behaviour are clearly articulated and explained in our Rules section. Our Student-centred ethos promotes Student voice and actively encourages them to engage in all aspects of school life. As Students progress through the school, they are informed of the powerful positive effect they can have on the more junior Students when they model appropriate behaviour.

Parents/Guardians:

Parents/Guardians play a very important the role in the implementation and development of the Code of Behaviour. Parent/Guardian responsibilities in relation to the Code of Behaviour are outlined in Appendix 1. The Parent/Guardian is the primary educator and principal influence on their children, our Students. As key partners and valued members of our school community the school appreciates the support of this Code of Behaviour by Parents to ensure Students uphold and understand it.

The interactions between Parents/Guardians and members of Staff should reflect the standards and quality of the inter-personal and working relationships explained within this document and should model the behaviour expected of our Students. This example is a powerful source of learning for Students.

Teachers:

The quality of relationships between Teachers and Students is a powerful influence on student behaviour. The Code fosters relationships of trust between Students and Teachers. The school acknowledges the role of Teachers in the development and implementation of the Code of Behaviour. The school recognises that a Teacher's main focus is in the area of teaching and learning, and that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this Code. Subject Teachers, SNAs, Tutors, Assistant Year Heads, Year Heads, Guidance Counsellors, AEN Department, Chaplain, Deputy Principals and Principal all have specific pastoral roles to play.

Special Needs Assistants:

The SNA provides the necessary non-teaching services to pupils with assessed educational needs. The SNA acts in a care and support role that is non-teaching in nature and works under the guidance of the senior leadership team and class teacher. The SNA primarily supports teaching staff in creating conditions within a classroom or on supervisory duties that allow for the implementation of the Code of Behaviour. As a support system to our most vulnerable students SNAs use the Code of Behaviour to complement the class teacher in assisting those in our school community needing most assistance and guidance.

Senior Leadership Team:

The Principal and Deputy Principals lead learning in the school and model behaviour that reflects and reinforces the stated mission of our school. They have a pivotal role in creating the conditions where high standards of behaviour are expected, nurtured and supported for all members of the school community. A key element of their role is that the Senior Leadership Team are present to all and are visible and accessible on the ground in the school. They liaise directly with Pastoral Teams, Guidance, AEN Department, Subject Departments and individuals in the day-to-day implementation of the Code of Behaviour and are available to everyone in a supportive capacity. They lead the initiatives, policies and procedures which ensure that the school is a safe and positive learning and working environment for all.

Other Staff:

The school acknowledges the contribution of administrative and ancillary Staff to the day to day running of the school. They too have a part to play in the successful operation of our Code of Behaviour. In particular they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

Board of Management:

The Board of Management is the decision-making body of the school. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in the day to day procedures, they are the body to whom Parents and Students over 18 may appeal in cases of suspension or expulsion.

SCHOOL RULES

School Rules apply whenever you are wearing the school uniform, when representing the school or when engaged in any school activity.

School rules describe in simple terms how to behave in order to learn well and to develop into mature and responsible adults. Rules are not invented by Teachers to annoy pupils or to make life difficult. A little common sense will show that they are there to safeguard Students' right to learn and Teachers' right to teach in a caring, safe and respectful environment.

We expect that:

1. you behave in a way that shows respect for yourself, for others and for the ethos of the school.
2. Gaelcholáiste Choilm: Go labharann tú as Gaeilge le foireann uile agus daltaí uile an Ghaelcholáiste.
3. you engage with your learning in class positively and to the best of your ability.
4. you adhere to the rules and procedures between classes, during breaks, and that you respect school property and the property of others.
5. you come to school prepared for classes and on time.
6. you wear and respect the school uniform.
7. you adhere to the procedures and standards which ensure a clean and pleasant learning environment.
8. you adhere to the rules regarding mobile phones.
9. you adhere to our Digital Technologies Acceptable Usage Policy.
10. you adhere to the rules regarding substance misuse.

SCHOOL RULES EXPLAINED

Rule 1 – RESPECT FOR SELF AND OTHERS

We expect that:

- you are helpful and treat other Students, all Staff and visitors to the school with good manners and respect.
- you respect and follow the instructions of your Teachers and Staff.
- you proceed in an orderly fashion around the corridors.
- you do not use inappropriate, offensive or abusive language.
- at all school activities both during and outside of normal school hours and at school events, Students will conduct themselves in a dignified manner thus fostering the good name of the school.

Any form of bullying is unacceptable. Bullying is repeated aggression, be it verbal, physical or cyber, conducted by an individual or group against an individual or others. When the behaviour is systematic and ongoing it is bullying.

Behaviour that is intimidating, threatening or aggressive is never acceptable.

Because

- All members of the school community and visitors to the school are entitled to good manners and respect.

- Teaching and learning is the most important activity in this school. Behaviour that interferes with this is unacceptable.
- Teachers are entitled to your cooperation
- Rough behaviour can lead to accident or injury.
- Offensive or abusive language and/or behaviour shows disrespect and can cause hurt.
- Bullying causes fear, hurt and misery.

Riail 2 – LABHAIRT NA GAEILGE

Glacaimid leis:

- go ndéanann tú gach iarracht Gaeilge a labhairt as do stuaim féin i dtimpeallacht na scoile.
- go labhraíonn tú as Gaeilge ar theacht isteach sa scoil duit.
- go labhraíonn tú as Gaeilge laistigh den rang le do chomhscóláirí agus leis na múinteoirí.
- go labhraíonn tú as Gaeilge ag dul ó rang go rang sa Ghaelcholáiste/Gaelphod.
- go labhraíonn tú as Gaeilge i gclós agus i limistéar an Ghaelcholáiste/Gaelphod.
- go ndéanann tú do chuid oibre ranga labhartha agus scríofa trí mheán na Gaeilge.
- go léiríonn tú dea-shampla i measc do chomhscóláirí chun an Ghaeilge a spreagadh.
- go léiríonn tú meas ar an nGaeilge agus ar an gcultúr Gaelach.

Mar:

- Is pobal ar leith é an Gaelcholáiste.
- Roghnaigh tusa agus do thuismitheoirí oideachas trí mheán na Gaeilge.
- Spreagann an tOideachas trí Ghaeilge an cumas intleachta agus cruthaitheacha.
- Is í an Ghaeilge teanga oibre agus cumarsáide an Ghaelcholáiste
- Cabhraíonn tú le do chuid líofachta nuair a labhraíonn tú an Ghaeilge.
- Cabhraíonn tú le tuiscint agus le tumadh do chomhscóláirí nuair a labhrann tú Gaeilge leo.
- Tá timpeallacht trí Ghaeilge riachtanach don tumoideachas sa Ghaeilge.
- Cuireann tú le cultúr, traidisiúin agus meon na scoile.

Rule 3 – CLASSROOM BEHAVIOUR AND EXPECTATIONS

We expect that:

- you engage positively with Teaching & Learning in your class.
- you do not interfere with or disturb teaching and learning.
- you have the proper pens, books, copies etc required for each class and you bring in any special materials/equipment needed for class.
- you do your homework – including written, oral, reading and revision - each night, to the best of your ability and submit it by the required date.
- you use Google Classroom for your learning appropriately.
- you always have your Dialann with you and take down your homework in it. (Date, Time and Question numbers.)
- if you forget your Dialann, that you report immediately to your Year Head or Assistant Year Head/Tutor and get a Dialann replacement sheet, and complete follow-up procedure.

- you get your Dialann signed by your parent/guardian each week.
- if you need to leave your classroom, you must get permission from your Teacher.
- if you are required by another Teacher, that Teacher must contact your timetabled Teacher in advance to seek permission.
- you help keep your classrooms tidy
- you are responsible for your own property
- if you are on a card you must adhere to the required specific procedures (Appendix 4)

Eating during class, or chewing gum on the premises is not allowed.

All bags, books and Dialann must be kept in good condition.

Book Rental books are school property and must be kept in good condition. Damaged or lost books must be replaced by you. School-owned Chromebooks are school property and must be used respectfully. Procedures for use and return must be followed. Damaged Chromebooks must be replaced.

Because

- The reason you are in school is to learn. Behaviour that interferes with the stated purpose of the school will not be tolerated.
- Disturbing the class is unfair to others who wish to learn.
- It only wastes time if you haven't got your pens, books, etc.
- It is impossible to do the subject without the materials/equipment needed.
- Having items not needed for class cause distractions and waste time.
- Your Dialann helps you remember what you have to do.
- Getting your Dialann signed lets your Parents see how you are getting on.
- Following the procedure required to leave the classroom helps keep a record of your time missed and lets other Teachers know that you have permission to be out of class.
- It is important to take responsibility for tidying up after yourself.
- Neatness helps you to stay organised.
- You are old enough now to look after your own property and school property.
- The school invests a lot of money in the Book Rental Scheme to support students and their parents.
- Presenting your card shows respect towards your Teacher and ownership of your behaviour and effort.

Rule 4 – GENERAL BEHAVIOUR AND EXPECTATIONS

We expect that:

- you adhere at all times to the one-way circulation system.
- while waiting for your teacher, you behave in an appropriate manner and you get prepared for class.
- you take your break in the manner and area specified and obey the instructions of the supervising Teacher.
- you don't break, damage or deface school property.
- you report to a Teacher should you notice graffiti or damage to school property and especially if you notice graffiti on your own desk or chair.
- Students who drive to school adhere to the rules for student drivers – see Appendix 7
- your behaviour is acceptable on your way to and from school.

- your behaviour is acceptable on the school buses.

Eating and drinking is allowed within the school building only at specified times and areas.

Chewing gum is totally forbidden in the school building and grounds.

You should avoid loitering in the toilets during break times or at any other times.

Loitering in the vicinity of the school after school hours is not permitted.

Because:

- The one-way system is more effective.
- Being prepared at the beginning of class enhances learning.
- Loitering in toilets is unacceptable behaviour.
- Specified times and places for eating/drinking helps to keep the school clean and pleasant.
- Following break time rules and Teachers' instructions is safer and helps with supervision.
- Others have to use the school property and repairs/replacements are expensive.
- Everyone is responsible for helping to keep the school environment a pleasant environment in which to teach and learn.
- School rules apply on your way to and from school and during lunch break.

Rule 5 - ATTENDANCE AND PUNCTUALITY

We expect that:

- you come to school every day and arrive on time.
- you come in properly prepared for all subjects.

It is your responsibility to be on time for all classes throughout the school day and to attend all classes as per your timetable.

This means that:

- it is your responsibility to be in the school building at 8.55 for morning classes and 1.55 for afternoon classes.
- you need to be in school at 8.45 on the day your year group have morning assembly
- you should attend school every day unless it is absolutely unavoidable.
- dental, medical and other appointments are to be made after 4.00pm, 1.15pm Wednesdays or during school holidays and breaks where possible.
- you let your subject Teachers know in advance if you are going to miss class to attend a school activity.
- if you miss school on a day your Parent/Guardian will use the VShare App to record the reason for your absence, in advance, if possible.
- if you are unavoidably late, your Parent/Guardian will use the VShare App to record the reason for your lateness and you will sign the Late Book in the office.
- if you are unwell during the school day and need to leave the school, you must get permission from your Year Head to go to the office to ring home to get a parent to collect you. It is not permitted to contact home and arrange to be collected from school without going through the appropriate procedures. Students must sign out at the office before they leave.

- if you must leave school during the day, your Parent/Guardian will use the VShare App to record, in advance, the reason why you must leave school. You must sign out at the office.
- you proceed to all classes without delay and arrive on time.
- you do not go to the toilets, lockers or water font between or during classes without your Teachers' permission.

Because

- It is difficult to make up time missed in school.
- Under the Education Welfare Act, 2000, Parents/Guardians are obliged to notify the school with an explanation for their son's / daughter's absence.
- It is expected that a late arrival to school be explained out of courtesy.
- Arriving late for class wastes your time, the Teacher's time and class time.
- Going to the toilets/lockers during or between classes disrupts class.

Rule 6 - SCHOOL UNIFORM, DRESS AND APPEARANCE

We expect that:

- you wear the full school uniform in school at all times, to an acceptable standard, except when otherwise directed by the school. (Appendix 6)
- you bring the appropriate sports gear for participation in timetabled P.E. classes.

Hats and scarves are to remain in Students' school bag for the duration of the school day. Coats, jackets, sweatshirts and hoodies are not permitted in class. These should be hung in designated areas.

Because

- You should wear your uniform with pride, be dressed suitably for school activities and be a good ambassador when representing the school.

Students must wear appropriate footwear and clothing during PE – for safety and hygiene reasons.

Rule 7 - RESPECT FOR SCHOOL PROPERTY

We expect that:

- you use the litter bins and recycling bins appropriately. These are located in classrooms, in social areas and on the school grounds.
- you respect the school property and the property of other people.
- you report any damage to the main office that you may have caused or have seen.
- If you interfere with or damage school property or property belonging to anyone else you will have to pay for repair or replacement.

Vandalism, graffiti, theft or damage to school property are deemed serious breaches of school rules.

Because

- We all deserve to teach and learn in a pleasant environment.
- We should take pride in our school environment.
- Keeping the school environment pleasant and litter free is everyone's responsibility.
- We have a global responsibility to respect the environment.
- We each have a responsibility to keep the school clean, tidy and safe.

Rule 8 - MOBILE PHONES

- The use of mobile phones in school is prohibited to Students in first year, second year and third year.
- If a student in first year, second year and third year has to bring a mobile phone to school, they must place it in their locker on arrival to school, and leave it there until 4.00pm.
- Students in transition year, fifth year and sixth year must have their phones powered off in class and on the corridors between classes.
- Students in transition year, fifth year and sixth year can use their mobile phones during small break and big lunch.
- Students in transition year, fifth year and sixth year can use their mobile phones during class only if instructed by the Teacher to do so for a learning-related activity.
- The school is not responsible for lost/damaged phones.
- A student cannot use their phone to check the time.
- If a student needs to contact home e.g. in case of illness they report to their Year Head or deputy principal and ring home from the main office.
- Recording/filming others in school is forbidden.

Because

- Mobile phones can cause a significant distraction to you – thus impacting negatively on your learning.
- Our experience is that Students interact and socialise better without phones.
- You do not need your phone at school.
- If you are a junior student, we would prefer if you left your phone at home.
- If you must bring your phone to school, the locker is the only safe place for it.
- If you are a senior student, we trust to use your phone responsibly.
- We expect our senior Students to model respectful, responsible behaviour to junior Students.
- It is important for health and safety that you let the school know if you become ill or need to contact home.

Rule 9 - DIGITAL TECHNOLOGY

- All Students must adhere to our Digital Technologies Acceptable Usage Policy. All school digital technology may only be used for the purposes of teaching, learning and assessment and must be under Teacher supervision.
- All Students must use all digital technologies in a responsible and respectful manner including all school computers, laptops, tablets, cameras and recording devices and when using the School's G Suite Domain, Student Email, Educational Apps, Internet and all School ICT Equipment.

Because

- Technology is a powerful resource and enhances your learning when used appropriately.
- Developing your digital literacy and citizenship is essential to equip you the modern world.
- Everyone is expected to use digital technology responsibly.

Rule 10 - SUBSTANCE MISUSE

- Smoking /Vaping or possession of cigarettes and e-cigarettes is strictly forbidden in keeping with State Legislation on school premises, on all school trips/activities and while in school uniform.
- Consumption/possession of alcohol before school, during school or any related activity is strictly forbidden.
- The possession of drugs or any illegal substances, being under the influence of drugs or any illegal substances or supplying drugs or any illegal substances is strictly forbidden in accordance with criminal law.
- The possession of knives, lasers or any other implement that is likely to cause harm, accidentally or deliberately is strictly forbidden.

Because

- These activities have no place in this school community.
- All members of our school community should model behaviour that is in keeping with our purpose and ethos.
- Smoking, vaping or using e-cigarettes in school is prohibited by law. It is also unhealthy and can be dangerous.

PROMOTING POSITIVE BEHAVIOUR

Our aim is to have a respectful atmosphere within the school where positive behaviour is expected, rewarded and the Code of Behaviour is adhered to.

1. **Effective teaching and learning** are closely linked to good behaviour. When Students are engaged and motivated to learn, it is more likely that their behaviour will be positive. The culture of strong Subject Departments, professional dialogue and engagement in continuous professional development supports our Teachers in achieving effective teaching & learning.
2. **Student wellbeing** is a priority and is supported by our Pastoral Teams, the curriculum, the Pastoral Policy and Procedures. This high level of genuine care for our Students encourages positive, respectful interactions and behaviour.
3. **Co-curricular and Extra-curricular engagement** gives Students a sense of engagement with and ownership of their school. Our school actively encourages Students to be involved in the wide range of out of class activities that are on offer. This promotes positive engagement and behaviour.
4. **Expectations and rules are clearly communicated** at the start of every year. This is to ensure that Parents, Students and Staff understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.
 - At the start of Term One each year, as part of our induction process, each class is brought through the Code of Behaviour and any amendments to it are highlighted. This is done so as to give Students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them.
 - Following from this, Parents are asked to sit with their son/daughter to read and discuss the rules in the Dialann. They then sign their agreement with the Code of Behaviour by a certain date in September. This is checked by the Pastoral Team.
 - At the beginning of the school year Teachers are brought through the main aspects of the implementation of the Code. This is done to promote consistency of practice.
 - The school stakeholders are made aware that the Code of Behaviour is on our website: www.colaistechoilim.ie
 - Parental signing of the Application Form and the School Rules in the Dialann presupposes their acceptance of and support for our School Rules and Code of Behaviour.
 - Aspects of the Code and parental responsibilities are explained at the information meeting held each year for Parents of incoming First Years.
5. **Throughout the year, stakeholder understanding and awareness** regarding appropriate, respectful behaviour is **reinforced** in the following ways:

- Specific rules and aspects of the code are highlighted in the weekly Staff memo, at year group assemblies, pastoral Google Classroom and communications to Parents (texts, emails, newsletters etc)
 - Parents are encouraged to contact their child's Tutor, Assistant Year Head or Year Head if they wish to raise a concern about a behavioural matter. Parents are invited to get involved in the Parent Association or to avail of the meetings/workshops organised by the school and the Parent Association.
 - School rules and the reason for them are discussed as part of the school's pastoral care programme. Tolerance for others, self-control, a sense of fairness and the principles of natural justice are also discussed as part of the Religious Education programme and the SPHE programme in the school. Some of this work also takes place in CSPE class since it is the foundation of good citizenship.
 - Issues such as Bullying, Digital Safety, Racism, Sexism, Harassment, Violence, Substance Misuse etc are discussed with the Students during their time in our school. This is to help the Students better understand these issues so that they can base their thinking, understanding and actions on factual information and in line with the values espoused in our school.
6. The school's Anti-Bullying policy is available in the student Dialann and on the school website. Each year in the school we have an Anti-Bullying week, which also focuses the school community on promoting positive behaviour.
 7. If a student is in breach of a rule, Restorative Practice (See Appendix 5) is applied where possible. Students are encouraged to speak to a member of the Pastoral Team if they wish to raise a concern about a behavioural matter.
 8. Subject Teachers, Resource Teachers and Special Needs Assistants should check that standards and rules are communicated in a way that Students with additional educational needs can understand. This understanding needs to be checked from time to time especially where a student with additional needs is acting in a way that would usually be seen as being in breach of the rules.

VShare BEHAVIOUR TAB

The VShare Behaviour Tab is used to

- Celebrate and acknowledge positive behaviour.
- Signal a pattern of inappropriate behaviour
- Indicate improvement in behaviour
- Communicate directly with parents

It is essential that parents check the Behaviour Tab on a weekly basis at least

Rewards

In our school we acknowledge and celebrate our Students for upholding the Code of Behaviour:

- Positive comment and points on the VSware Behaviour Tab.
- Verbal praise of Student privately or in class.
- Recognition at assembly.
- Positive comment regarding the Student to a member of the Pastoral Team.
- Leadership role given to Students e.g. Team leader for special project or class rep.
- Appropriate Privilege.
- Class outing related to the curriculum.
- Phone call to Parents/Guardians.
- Highlight curricular/extra-curricular achievements on notice board in classroom.
- Display of student's work around the school.
- Highlight curricular/extra-curricular achievements on Google Classroom, in school, Nuacht na Scoile, school website & social media.

Sanctions & Strategies

Our aim is to help Students understand that they have choices about their own behaviour and that all choices have consequences, some of which may lead to sanctions. The purpose of a sanction is to bring about a change in behaviour by helping Students to learn that their behaviour is unacceptable and by helping them to take responsibility for their behaviour.

Sanctions are scaled so as to take account of the nature of the incident, the situation leading up to the incident, and are implemented by the Staff of the school in accordance with our ladder of referral.

Teachers employ a range of positive behaviour management strategies and sanctions which include:

- Non-verbal warning – proximity, eye contact, gesture.
- A firm direct instruction.
- Student Dialann on Teacher's desk.
- Adjustment of the class seating plan.
- Extra appropriate work given, relevant to the learning outcomes of the class.
- Student presents to Teacher with work / apology.
- A note in the VSware Behaviour Tab.
- Use of Restorative Practice – to develop Students' consideration of others and awareness of their role as part of the school community.
- Contact Parents/Guardians.
- Reimburse the school if damage to property occurred.
- Removal of privilege.
- Detention – 24 hour notice – accompanied by a note on VSware Behaviour Tab.
- Consultation with a member of the Pastoral Team.
- Removal of Student from class or area.
- Meet Parents/Guardians.
- Monitor Sheet (Issued by the Tutor / Assistant Year Head. Appendix 4.).

The following sanctions are for **more serious** misdemeanours or for consistent breaches of our Code of Behaviour, where there is a continuous interruption to teaching and learning. These sanctions may be applied but not necessarily in the order listed.

- Homework Card (Appendix 4).
- Behaviour Card (Appendix 4).
- Probation Card (Appendix 4).
- Refer student to Deputy Principal/Year Head.
- Formal letter home from Deputy Principal/Year Head.
- Meeting with Parents, at any stage if deemed necessary during the process.
- Removal of Student from class.
- Suspension. (Policy on school website).
- Expulsion. (Policy on school website).

Any single act of unmanageable behaviour which results in further disruption within the classroom or school environment may lead to suspension or expulsion.

SPECIFIC SANCTIONS

Labhairt an Bhearla (Gaelcholáiste Choilm) Ag labhairt as Béarla	Céim 1. Nóta ar VSware & coimeád am lóin. Céim 2. Nóta ar VSware & coimeád tar éis scoile ar an gCéadaoin. Céim 3. Nóta ar VSware & coimeád tar éis scoile ar an gCéadaoin & glooch abhaile ón gCeann Bliana. Céim 4. Nóta ar VSware & cruinniú leis an Múinteoir i bhFeighil agus na tuismitheoirí. Céim 5. Nóta ar VSware & cruinniú leis an bPríomhoide.
Mobile Phone	Phone confiscated for 7 days, including weekend.
Late for school	To be dealt with by the Deputy Principal / Attendance Officer: Formal detention if late without explanation twice in four weeks Formal letter issued Parent/ Guardian meeting.
Late for class	To be dealt with by Subject Teacher
Littering	Clean up duty
Uniform / Incorrect PE Gear	1 hour Formal Detention Weds 1.30 - 2.30
Defacing School Property	Parental involvement Cost of repair or replacement Restorative Activity
Smoking or vaping (in or out of school)	Parental Involvement 1 Day Suspension
Inappropriate language / behaviour	Verbal reprimand, apology Parental involvement Possible Suspension
Abusive language or behaviour	Removal from class or area and referral to Year Head / Deputy Principal Parental involvement Suspension
No Dialann in class	Referral to Tutor/Assistant Year Head/Year Head Dialann Replacement Sheet issued Lunch time Detention (if Student doesn't report)
Out of class or school without permission	Parental involvement Suspension
Possession, use or supply of illegal substances	Parental involvement Contact Gardaí Suspension Expulsion
A one-off grave behavioural incident	Parental involvement Contact Gardaí (If applicable) Suspension Expulsion (see Suspension & Expulsion Policy)

IMPLEMENTATION

All Students of the school have a copy of the Code of Behaviour in their student Dialann. The Code of Behaviour is published on the school website and is also available from the school upon request. All Staff have a copy of the Code.

At the start of Term One each year, as part of our induction process, each class is brought through the Code of Behaviour and any amendments to it are highlighted. This is done so as to give Students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them. Parents are required to discuss the rules with their child and sign the Dialann to confirm and show support for our Code of Behaviour at the commencement of each year.

At the beginning of the school year Teachers review the main aspects of the implementation of the Code. This is done to promote consistency of practice. Specific rules and aspects of the Code are highlighted in the weekly Staff Memo.

Success Criteria/Monitoring

This Code of Behaviour was drawn up in consultation with the Parents/Guardians, Students, Staff and management of our school and was ratified by the Board of Management on 14th June 2022. There will be a formal review every five years. This will be ratified by the Board of Management.

Aspects of the Code are discussed regularly at meetings. Staff are encouraged to communicate concerns and suggestions to the Pastoral Team. The Code is updated on a regular basis, subject to ratification by the Board of Management.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of the school community.

APPENDIX 1

PARENT/GUARDIAN ROLE & RESPONSIBILITIES IN RELATION TO THE CODE OF BEHAVIOUR

The warm respectful ethos that we have created in Coláiste / Gaelcholáiste Choilm is due to the respectful, supportive relationships of Staff, Parents and Students. As the primary educator of their children, our Students, the Parent/Guardian plays an integral role in modelling the standards expected of our Students and supporting the school in ensuring their child's adherence to our Code of Behaviour. This Code of Behaviour has been developed to ensure that responsible and acceptable behaviour is at the core of our community life and our relationships. In choosing this school, Parents are aware of, and have agreed to, the norms of support & behaviour expected. In circumstances where a Student is in breach of our Code, it is especially important that Parents engage constructively, respectfully and supportively.

Parents are expected to:

- support your child's learning at home by:
 - ✓ Providing an appropriate environment for homework and study.
 - ✓ Setting a regular pattern for homework time.
 - ✓ Encouraging and supporting your child to be organised.
 - ✓ Ensuring that your child has the materials and equipment necessary for each subject every day.
- check the VSware Behaviour Tab and your child's attendance on a weekly basis at least. This is to ensure that both the school and parent/guardian can work together to support each child.
- sign your child's Dialann on a weekly basis to confirm that you have checked the Behaviour Tab on VSware and that you are monitoring homework in the Dialann. This is done on a designated evening each week.
- ensure that your child attends school regularly and on time.
- ensure that your child attends school in full school uniform.
- discuss the Code of Behaviour with your child and the importance of following the Code of Behaviour.
- communicate with teachers/members of staff in a manner that is collaborative and based on trust and respect. This means listening to, and respecting both sides, and being listened to and respected by school staff.
- respect all members of our staff
- respect all students in the school, not just your own. Each student has a right to learn in a positive, respectful, and caring environment.
- respond to school phone calls and e-mails where appropriate.
- understand that all decisions are taken with the best interests of your child in mind.
- contact the school directly if you wish to communicate a message to your son / daughter – rather than contacting your son / daughter directly
- attend meetings if requested. Attend information nights and engage with webinars.
- model appropriate behaviour on school premises, at school games and activities. This includes off campus activities.
- engage with school events and activities and encourage your child to get involved.

If you need to contact a teacher, please do so from 8.30am to 4.00pm. Most email platforms have the function whereby emails can be scheduled should you need to compose an email outside these hours. Please keep emails brief and respectful. Arrange a meeting to discuss further, if necessary.

We need to be mindful that sometimes our own experience of school can colour our perception of and interactions with the school – both positive and negative!!

AGUISÍN 2

POLASÁI GAEILGE – GAELCHOLÁISTE CHOILM

Is iarbhunscoil lán ghaelach í Gaelcholáiste Choilm atá faoi phátrúnacht Bórd Oideachais agus Oiliúna Chorcaí. Tá cur chuige iomlánaíoch againn i leith an oideachais. Cuirtear ardchaighdeán oideachais trí mheán na Gaeilge ar fáil i nGaelcholáiste Choilm. Forbraítear agus cothaítear an dalta i ngnéithe spioradálta, morálta, intleachtúla, fisiciúla agus aeisteitiúla i dtimpeallacht na scoile. Cruthaítear cultúr foghlamtha, Gaelach, ceolmhar, ionchumsitheach sa scoil, ionas go dtugtar gach deis do gach dalta fás agus forbairt. Is cuid lárnach d'éiteas na scoile í an Ghaeilge agus cultúr na Gaeilge a chur chun cinn sa scoil agus sa cheantar. Glactar leis go labhraíonn agus go n-úsáideann an dalta an teanga i dtimpeallacht uile na scoile.

The Irish language is the official medium of communication in Gaelcholáiste Choilm. It is expected that the pupils speak Irish in the school environment.

Parents' active support plays a central role in the effective implementation of this policy.

Céimeanna Muna gcloítear leis an bPolasaí Gaeilge (Sóisear agus Sinsear)

Céim 1. Nóta ar VSware & coimeád am lóin.

Céim 2. Nóta ar VSware & coimeád tar éis scoile ar an gCéadaoin.

Céim 3. Nóta ar VSware & coimeád tar éis scoile ar an gCéadaoin & glaoch abhaile ón gCeann Bliana.

Céim 4. Nóta ar VSware & cruinniú leis an Múinteoir i bhFeighil agus na tuismitheoirí.

Céim 5. Nóta ar VSware & cruinniú leis an bPríomhoide.

Tuigim agus Tacaím le Polasaí na Gaeilge

Síniú Dalta: _____

Síniú Tuiste: _____

Síniú Oide Ranga: _____

APPENDIX 3

CLASSROOM RULES

Be on time and bring all required materials to class and ensure your Dialann is on the desk.

Be kind and respectful of everyone in the classroom.

Be organised

- Sit in your assigned seat.
- Lockers can only be used before 9am and at break times.
- Take down all the homework in your Dialann.
- Ensure to get all work when you miss class due to school activities.

Be attentive at all times and follow given instructions.

Be patient and put your hand up to ask a question.

Be diligent ... Homework and classwork to be done fully and to the best of your ability.

Be respectful

- of school property and keep the classroom litter-free.
- of everyone's opinion in classroom discussions.



REMEMBER

Teachers have the right to teach

Students have the right to learn

CORRIDOR RULES

Be safe

- Please adhere to the one-way system.
- No running on the corridors.
- Please adhere to the one-way system.
- Wait quietly for your Teacher.
- Please ensure that the previous class group and the Teacher have left the classroom before you enter.

Leave no trace

- Eating is permitted at break times only.
- Use of the water fountain is permitted before 8.55am and at break times only.
- If eating on the corridor, please use the bins provided.
- Please inform any member of Staff if the corridors are in an untidy manner.

Be Respectful

- Respect all Students and Staff on the corridors.
- Intimidating, threatening or aggressive behaviour is not acceptable on the corridors.
- Respect and follow the instructions of Staff on the corridors.



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APPENDIX 4

MONITOR SHEETS AND CARDS – TYPES AND PROCEDURES

MONITOR SHEET:

Issued to monitor. It is not a sanction.

Issued by Tutor / Assistant Year Head.

Parents notified by Tutor / Assistant Year Head by phone. Tutor indicates the reason for the sheet.

Student presents signed Monitor Sheet to Tutor / Assistant Year Head each morning before 9.00am, on a daily basis.

At the beginning of every class, prior to joining the class, the Student presents the Monitor Card to each Subject Teacher.

Subject and Supervising Teachers note any unsatisfactory behaviour on the VS Behaviour Tab

Student is monitored for 5 school days.

On satisfactory completion, Student returns sheet to Tutor / Assistant Year Head, who returns it to Year Head for filing.

If unsatisfactory, Tutor / Assistant Year Head liaises with the Year Head.

They may:

- Extend the number of days
- Place the Student on a Homework Card or a Behaviour Card depending on the individual case

Parents are notified by the Year Head.

HOMEWORK CARD:

This is a sanction of 5 days duration.

Year Head issues the Homework Card, in consultation with the Tutor / Assistant Year Head.

Parents notified by phone by Tutor / Assistant Year Head / Year Head.

Pupil reports to Year Head each morning before 9.00am, on a daily basis for 5 days.

At the beginning of every class, prior to joining the class, the Student presents the Homework Card to each Subject Teacher.

Subject and Supervising Teachers note any unsatisfactory behaviour on the VS Behaviour Tab

On completion, Student gives Homework Card to Year Head for filing.

If unsatisfactory, Year Head notifies Parents by phone, and the Homework Card is extended for up to a further 5 days.

If the pupil is unsatisfactory on the extended Homework Card, a Parent-Student-Year Head meeting is organised. The issues are discussed. School Rules and expectations are reiterated.

A pattern of lack of effort never leads to another type of Card. AEN, Guidance and Parent insights are all consulted in order to gain a full picture of possible causes for the continuing pattern of unacceptable effort. Our interventions are focused on strategies such as: assessment to find the cause, modification of the Student's curriculum, extra support – mentoring, Resource, advice to parents on structuring the Students study environment at home and/or offer of school study.

Student takes ownership of their effort and its effects on others, and undertakes in a satisfactory manner to positively engage with their learning and the support offered.

BEHAVIOUR CARD:

This is a sanction of 5 days duration.

Year Head issues the card, in consultation with the Tutor / Assistant Year Head.

Parents notified by phone or may be invited in for a meeting by Tutor / Assistant Year Head / Year Head.

Student presents signed Behaviour Card to Year Head each morning before 9.00am, on a daily basis.

At the beginning of every class, prior to joining the class, the Student presents the Behaviour Card to each Subject Teacher.

Subject and Supervising Teachers note any unsatisfactory behaviour on the VS Behaviour Tab.

Student is on Detention each Tuesday and Thursday Lunchtime while on the card.

On completion, Pupil gives Behaviour Card to Year Head for filing.

If unsatisfactory, Year Head notifies Parents by phone and the Behaviour Card is extended for up to a further 5 days.

If the Pupil is unsatisfactory on the extended Behaviour Card, a Parent-Pupil-Year Head meeting is organised. The issues are discussed; School Rules and acceptable standards of behaviour are reiterated. A second Behaviour Card or a Probation Card is issued.

Pupil takes ownership of their inappropriate behaviour and its effects on others and undertakes in a satisfactory manner to behave in accordance with School Rules.

Any behaviour which results in further disruption within the classroom or school environment, at this stage, leads to the Student being removed from class. This critical time is an opportunity for the student to reflect on their behaviour. We invite parents to take an active role in this reflection.

PROBATION CARD:

This is a sanction of 5 days duration.

Prior to Probation, the Year Head, Assistant Year Head or Deputy Principal will meet with Parent / Guardian. This applies regardless of a recent meeting in relation to the Behaviour Card.

Probation is a serious sanction. It is necessary that all involved understand that Probation, by definition, means that admission to class is conditional on appropriate behaviour, and nothing short of this is acceptable.

Student presents signed Probation Card to Year Head each morning before 9.00am, on a daily basis.

At the beginning of every class, prior to joining the class, the Student presents the Probation Card to each Subject Teacher.

Student is on Detention each Tuesday and Thursday Lunchtime

On completion, Pupil gives Probation Card to Year Head for filing.

Pupil takes ownership of their inappropriate behaviour and its effects on others and undertakes in a satisfactory manner to behave in accordance with School Rules.

If a student behaves in an unacceptable manner, they are immediately removed from class, Parents are informed, and the student is suspended.

This is noted on the VS Behaviour Tab by the Year Head or Deputy Principal.

APPENDIX 5

SAMPLE RESTORATIVE PRACTICE SHEET

Learning Opportunity for Restorative Practice

Name of student _____

Year and Class _____

Date _____

Restorative Questions

These restorative questions seek to expand your thinking in terms of helping you to understand the effect your behaviour has had on others.

You are accountable for your behaviour and it is your responsibility to acknowledge this and make amends.

Please answer the following questions in order and spend a little time reflecting on your answers.

What happened?

What were you thinking when it happened?

Have you thought about it since?

Name all the people affected, not just the obvious ones and explain how they have been affected.

What could you have done differently?

What do you think needs to happen next?

What have you done already to make amends?

Student signature

Parent signature

Teacher signature

Principal/ Deputy Principal or Year Head signature

APPENDIX 6

UNIFORM POLICY:

The Coláiste/Gaelcholáiste Choilm uniform is central to the school's sense of community among Students, Staff, Parents/Guardians and the local community. School uniform plays a key role in promoting pride, self-confidence and a feeling of belonging within the student body. These factors contribute to students' wellbeing. The uniform removes the points of difference between students, thus unifying the student body and providing a greater focus on their learning.

The following is the official school uniform for Coláiste/Gaelcholáiste Choilm

School Jumper (cuffs neat)

School Shirt (tucked in)

2 X School pants (available in Mick Murphy's only) with grey or white socks

2 X School skirts (available in Mick Murphy's only) with
grey tights (**available School Office or Mick Murphy's only**)

A second pants or skirt must be purchased in case of damage/spillages

to allow for a proper uniform at all times

Plain Black Shoes or runners

T-shirts can be worn under shirts, provided they are white

Only school-grade tights are permitted. Available only in the school offices and Mick Murphy's

Black tights are not permitted

Piercings must be removable for certain activities, on health and safety grounds

School Jacket labelled

PE Gear – Students must wear appropriate footwear and clothing during PE – for safety and hygiene reasons

Mick Murphy's, North Main Street

- School Jumper, Shirt, Skirt, School pants and School Jackets may be purchased **only** in Mick Murphy's.
- All school wear items available on the website <https://www.mickmurphys.ie/>
- Free shipping over €99. Click & Collect also available.
- Appointments available upon request, we recommend this in particular for first year students.
- Name Embroidery available.
- Opening Hours Mon to Sat 9-6pm. Closed Sundays & Bank Holidays.
- Contact details: online@mickmurphys.ie 021 4273464

APPENDIX 7

RULES REGARDING STUDENTS DRIVING TO SCHOOL:

It is school policy that the vehicle is not used by the Student during the school day – including lunch time.

If there is a specific exceptional circumstance where the student needs to use the vehicle during school or lunch time, a Dialann note by the Parent/Guardian needs to be shown to the year head or Deputy principal beforehand.

Driving without permission during the school day will result in the removal of driving privilege in consultation with Parents.

I _____ (Parent/Guardian)

have read the above, agree to support this policy and have spoken

to _____

(Bliain: _____ Rang: _____) about it.

I _____ (Student)

undertake not to drive my vehicle, nor carry any passenger, from Coláiste/Gaelcholáiste Choilm during the school day (including lunch time).

Notwithstanding exceptional circumstances, as stated above.

Signed: _____ (Student)

Signed: _____ (Parent/Guardian)

Date: ____/____/____

Reg No of vehicle: _____

Make of vehicle: _____

Colour of vehicle: _____

APPENDIX 8

PRINCIPLES OF NATURAL JUSTICE

PROCEDURAL FAIRNESS

Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that schools (Boards, Principals and Staff) will follow these principles in all circumstances, particularly when dealing with suspensions and expulsions.

Procedural fairness is generally recognised as having two essential elements.

1. The right to be heard which includes:

- The right to know why the action is happening
- The right to know the way in which the issues will be determined
- The right to know the allegations in the matter and any other information which will be taken into account
- The right of the person against whom the allegations have been made to respond to the allegations
- The right to an appeal.

2. The right of a person to an impartial decision which includes:

- The right to impartiality in the investigation and decision making phases
- The right to an absence of bias in the decision maker

As part of ensuring the right to be heard the School should establish if Parents/Guardians require an interpreter and, if so, make arrangements for one to be available.

The School should also ensure that students and Parents/Guardians have access to policies and procedures under which action is being taken.

While it is generally preferable for the functions of investigating and deciding to be carried out by different people, in the school setting this may not always be possible.

If the Principal is conducting both the investigative and decision making stages, he or she must be reasonable and objective. Ultimately, the Principal must act justly and be seen to act justly. While it is difficult to combine the roles of investigator and adjudicator, given the nature of the Principal's responsibilities, there may at times be no alternative to the Principal exercising both roles.

Nevertheless, it is preferable to have another appropriate officer, such as a Deputy or Assistant Principal, carry out the investigation, if possible. The availability of a line of appeal to a more senior officer adds to the fairness of the process and offers a check in case there is a perception of a conflict of interest.

*To ensure the elements of procedural fairness are met, it is appropriate to provide Student and their Parents/Guardians with details of all allegations relating to the incident. This usually will involve

providing copies of any relevant statements. Should the School be of the view that it is not appropriate to provide copies of statement, for example, because of a fear that witnesses may be intimidated, full details of the allegations outlined in the statements should be provided.

In matters where a long suspension or expulsion is contemplated, the gravity of the circumstances requires particular emphasis being given to procedural fairness. This includes the availability of a support person/observer at formal interviews, the key features of which should be taken down in writing.

APPENDIX 9

ONLINE TEACHING & LEARNING - RULES & EXPECTATIONS FOR STUDENTS

During times of online learning students are expected to follow their timetable from 9am to 4pm (1.15pm Weds)

Coláiste/Gaelcholáiste Choilm uses Google Suite for Education for online learning. At the beginning of each day log into your colaistechoilm.ie email account and then join your class in Google Classroom.

Teachers will either provide live classes, recorded classes or set specific work during each timetabled class. This includes exam subjects, non-exam subjects and resource.

When learning online, it is important that you realise all the normal school protocols around respect apply. Behave as if you are physically in class. This means:

1. Be Prepared:

- School day is 9am to 4pm (1.15pm Weds) - do your work within this time to allow for leisure time afterward.
- You must not log onto Google Classroom if you are in a public place – serious sanctions will apply.
- If teachers assign work after 4pm - you can leave it until the next day.
- Have a suitable workspace - make sure the background in online classes is suitable.
- Make sure your device is fully charged and you have all necessary materials.
- Make sure you have the assigned work / learning /reading complete and submitted on time.
- Eat a snack before your online class & have a bottle of water at hand if you normally do (No eating is allowed during live classes).
- Use your dialann to keep track of the work assigned & the work done.

2. Be Punctual:

- Be sitting at your workstation and logged in to Google Classroom as per timetable.
- Attend all classes.
- Respond to all posts on Google Classroom and emails sent to you by your teachers.
- Work will be assigned on Google Classroom. Complete all assigned work on time.

3. Be Respectful: of your teacher and fellow students,

- Be presentable - dress appropriately for live classes (no pjs please!).
- Be positive & support others in their learning.

- Only appropriate comments - written or spoken.
- Please & thank you are always appreciated! Be polite.
- Recording of live classes is strictly prohibited – serious sanctions will apply.

4. **Be Engaged:**

- Do your best
- Take part in all your classes.
- The work and assignments you post must be your own work.
- Do not copy work from other students or any other source and pretend that it is your own.
- Take part in class tests and assessments honestly, and don't share the answers with your classmates.

5. **Be Secure:**

- You have a Google Classroom account for all of your subjects. This is the virtual classroom where teaching & learning takes place.
- Coláiste/ Gaelcholáiste Choilm has assigned all students a school email account.
- The school email is to be used for school communication only.
- The use of personal email accounts is acceptable only in agreed circumstances. Students should not under any circumstances share their email account login details or class codes with any other student.

Rewards

By doing your best, you will feel good about yourself. This sense of achievement contributes to your overall wellbeing.

By participating fully in your online classes you will also receive:

- Words of praise.
- Positive comment on VShare Behaviour Tab.
- Very positive report.

Most importantly, by engaging in this learning now you are paving your way to the next stage in your educational journey.

Sanctions

We expect Students to do their best, to respect others and to behave in class:

- Inappropriate behaviour associated with online teaching and learning (eg See Guidelines below) will be dealt with on an individual basis, as per our Code of Behaviour, Anti Bullying Policy and Acceptable Use Policy apply - All on our Website.

- Sanctions can range from contacting Student’s Parents to exclusion from online classes for a period of time.
- Disciplinary consequence for a serious breach of the Code of Behaviour, Anti Bullying Policy or Acceptable Use Policy may lead to suspension or expulsion in certain cases.
- Coláiste/ Gaelcholáiste Choilm reserves the right to report any illegal activities to the appropriate authorities.

Guidelines specific to online behaviour:

- **Do not use words or share content that is offensive or inflammatory** (this includes, but is not limited to, language, names or content that is sexist, racist, homophobic, sexually explicit, abusive, contains swearing or is otherwise likely to cause offence). If you wouldn’t say it to someone’s face, don’t say it online either.
- **Do not ‘spam’ other learners** by posting the same comment multiple times or by adding comments that are unrelated to the class.
- **Be aware of strong language, all caps and exclamation points:** It is easy for written text to be misread and misunderstood. Yes, grammar and spelling matter. Textspeak can be gr8 4 ur friends. In an educational setting, keep it formal.
- **Be careful with humour and sarcasm:** Certainly, you shouldn’t avoid being funny, just make sure that it is clear you are being funny and not being rude, and remember to keep smiley faces/emojis to a minimum.
- **Do not log onto Google Classroom if you are in a public place** – this contravenes privacy laws.