



CODE OF POSITIVE BEHAVIOUR

Signed: Gerard Reilly
(Chairperson of BOM)

Signed: Maeve Kelly
(Principal)

Date: 20th May 2026

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Preamble:

This Policy of Positive Behaviour was developed with the co-operation and participation of the Whole School Community. As a community we believe that all students have the fundamental right to attend St. Clare's Comprehensive School and to feel safe and secure and to fulfil their potential. We believe that all staff should be able to work in a safe and secure environment that is conducive to achieving excellence.

An essential element of the policy is good communication, cooperation and mutual respect between all of the stakeholders. All students are actively encouraged to be responsible and have a positive impact on our school through their positive behaviour. This positive behaviour is active training for their future when they leave St. Clare's Comprehensive School.

Mission Statement:

To create a caring, disciplined and Christian environment where all students and staff can reach their potential.

Aims:

- To educate for life.
- To promote tolerance, justice and respect.
- To encourage teamwork and respect individuality.
- To nurture ambition and leadership.
- To promote pride and confidence in one's own ability.(self esteem)
- To motivate our students in the pursuit of a high standard of academic achievement and critical thinking by providing a varied range of learning experiences and a varied range of teaching excellence.
- To help all students do their best
- To work in partnership with parents in the promotion of the overall good of the student, acknowledging the role of parents as the primary educators of the child.

School Values

This policy will be implemented in line with our school values which will be embedded in daily life in St Clares Comprehensive School;

Kindness

Respect

Community

Success

Curriculum Statement:

The Curriculum offered in St. Clare's is wide and varied and is designed to give each student the opportunity to realise their full potential and to develop their interests and talents. We encourage our students to take responsibility for their own decisions, to develop independent learning strategies and to show a commitment to their studies. We recognise the wide range of intelligences amongst our students and we strive to meet their individual needs.

Pastoral Curriculum Statement:

The pastoral care and curriculum in St. Clare's is designed to help the students feel safe and secure in the school environment, to assist them take full advantage of the range of opportunities available and to prepare them for adult life. On entering St. Clare's each group is assigned mentors and class teachers who develop a close relationship with each student. (**See role of Class Teacher**). Their progress during their school life is monitored so that they can reach their potential. The Board of Management and the Principal develop strategies that seek to protect, inform and develop our students in a holistic way. They are assisted on a daily basis by the whole staff.

Rights & Responsibilities

Parents have the right to

- be informed, in a timely manner, about significant behavioural concerns, disciplinary investigations, suspensions, and other decisions affecting their own child, subject to legal obligations regarding confidentiality and data protection.
- be given an opportunity to respond and participate in disciplinary processes affecting their child, in accordance with fair procedures and the school's Code of Behaviour.
- receive information about the school's curriculum, policies, routines, and significant changes affecting their child.
- seek meetings with relevant staff regarding their child's education and welfare, through the school's appointment procedures.
- use the school's complaints, review, and appeal procedures where available.

Responsibility/Role of Parent

Parents have the responsibility to

- Support their child's social, emotional and moral development.
- Ensure that contact details and emergency contact information are kept up to date.
- Inform the school promptly of any absence and provide explanations as required.
- Work in partnership with the school to support their child's learning, attendance, behaviour and wellbeing.
- Attend parent-teacher meetings and other meetings concerning their child's education.
- Encourage respectful behaviour towards all members of the school community.
- Support the school's efforts to address behavioural, attendance or welfare concerns.
- Ensure that pupils use digital technologies and social media responsibly where these affect school life.
- Notify the school of any circumstances that may affect their child's welfare, learning or participation in school.
- Familiarise themselves with and support the school's policies and procedures.
- Be familiar with and support the school's Code of Behaviour and school rules.
- Ensure pupils arrive at school ready to learn and participate positively in school life.

Rights of Teacher

Teachers have the right to

- be treated with dignity, courtesy and respect by students, parents/guardians, colleagues and visitors.
- work in a safe, secure and supportive environment.
- teach and carry out their professional duties without disruption, intimidation, harassment or abuse.
- receive appropriate support from school management in maintaining good order and discipline.
- access relevant information necessary to support the educational, welfare and safeguarding needs of students, in accordance with data protection and confidentiality requirements.
- participate in regular staff meetings and professional collaboration.
- receive collegial support and professional respect from colleagues.
- have access to appropriate resources, facilities and professional development opportunities.
- apply the school's Code of Behaviour and disciplinary procedures fairly and consistently.
- be consulted on matters affecting teaching, learning, student welfare and school policy.

Responsibility/Role of Teacher

- provide high-quality teaching and learning experiences for all students.
- prepare appropriately for classes and maintain high professional standards in teaching, assessment, monitoring and feedback.
- implement the school's Code of Behaviour fairly, consistently and in accordance with school procedures.
- promote positive behaviour, self-discipline, responsibility and respect among students;
- address inappropriate behaviour promptly and appropriately.
- ensure that disciplinary measures are reasonable, proportionate and consistent with fair procedures.
- contribute to a positive school culture where students feel safe, valued and supported.
- be attentive to students' wellbeing and welfare needs and respond appropriately to concerns.
- support student attendance and follow school procedures regarding absences and unexplained absences.
- maintain appropriate professional boundaries with students at all times.
- comply with all child safeguarding and child protection requirements.
- contribute to providing a safe and secure environment for all members of the school community.
- treat all students, parents/guardians, colleagues and visitors with respect and fairness.
- communicate effectively and professionally with parents/guardians regarding student progress, behaviour and welfare where appropriate.
- work collaboratively with colleagues, school management and support services in the best interests of students.
- use and care for school facilities, equipment and resources responsibly.
- comply with school policies and procedures.
- engage in continuing professional development (CPD) and maintain professional competence in accordance with Teaching Council requirements.
- contribute positively to the development and implementation of school policies and practices.
- supervise students in accordance with school procedures and assigned duties.
- take reasonable steps to protect the health, safety and welfare of students in their care.
- report accidents, incidents and concerns in accordance with school procedures.
- support the creation of an orderly learning environment conducive to teaching and learning.

Rights of Student

Students have the right to

- learn in a safe, secure and inclusive environment.
- be treated with dignity, fairness, respect and courtesy.
- be free from bullying, harassment, discrimination and intimidation.
- participate fully in school life and, where appropriate, in extracurricular and co-curricular activities.
- receive a high-quality education and appropriate support to enable them to achieve their potential.
- experience a positive learning environment that promotes effort, achievement and wellbeing.
- receive appropriate guidance, support and encouragement from school staff.
- have their views heard and considered in matters affecting them, in accordance with their age and maturity.
- have their personal information treated with respect and confidentiality, subject to legal and safeguarding obligations.
- access support when experiencing academic, personal or wellbeing difficulties.

Responsibility / Role of Students

Students have the responsibility to

- attend school regularly and arrive punctually for all classes and school activities.
- come to school prepared for learning with the required books, materials and equipment.
- complete homework, coursework and assessments to the best of their ability and submit them on time.
- follow the school's Code of Behaviour and other school policies.
- treat all members of the school community with dignity, courtesy and respect.
- use appropriate language and behaviour at all times.
- contribute positively to a safe, inclusive and supportive school environment.
- respect diversity and the rights of others.
- refrain from bullying, harassment, discrimination or intimidation of any kind.
- support the learning of others through positive behaviour and cooperation in class.
- accept responsibility for their actions and follow reasonable instructions from staff.
- uphold the values and ethos of the school both within the school and when representing the school elsewhere.
- respect school property, facilities, equipment and the property of others.
- wear the school uniform and comply with school regulations regarding appearance.
- behave in a manner that promotes the safety, wellbeing and good reputation of the school community.

Support Roles and Structures.

Subject Teachers have the responsibility for:

Providing a safe and structured learning environment, promoting positive behaviour in their own classroom, and developing positive relationships with students and parents / guardians.

Plan lessons to actively engage all learners and engage initiatives and interventions in the classroom.

Record incidents of misbehaviour and implement the Code of Positive Behaviour Policy.

Ensure full understanding and compliance with the Taking Responsibility Initiative and send messages to parents via School App accordingly.

Collaborating with Tutors, Year Heads, and Senior Management in the implementation of measures, promoting positive behaviour in the school.

Class Tutors have the responsibility for:

Supporting the subject teacher.

Rewarding and encouraging good behaviour.

Meeting with students, supporting positive behaviour.

Regularly check school uniform to ensure compliance. Identify PE days so as to facilitate the wearing of the school tracksuit.

Collaborating with Teachers, Year Heads, and Senior Management in the implementation of measures, promoting positive behaviour in the school.

Inform parents and year head when a student has been absent from school for 7 days via the school app.

Year Head has the responsibility for:

Overall year group, supporting class tutors and subject teachers with their efforts to promote / improve positive behaviour.

Supporting and encouraging students.

Communicating with parents / guardians.

Rewarding and encouraging good behaviour (See Page 15)

Awarding Merits.

Applying and implementing the Code of Positive Behaviour, detention, reports cards etc

Ensuring comprehensive records are stored.

Coordinating Detention and detention letters via School App.

Pastoral Care team members (Principal, Deputy Principal, Guidance Counsellor, SEN Co-ordinator, HYLS, Year Heads – as required) **have the responsibility for:**

Facilitating students transition from Primary to Post Primary or new students into year groups.

Meeting and discussing the needs of students weekly.

Supporting and caring for identified students.

Supporting teachers in providing a structured and positive learning environment.

Promoting positive behaviour in school.

Developing and maintaining positive relationships with all members of the school community.

Collaborating with all members of the school community, creating a culture of positive learning in the school.

Offering counselling and support. Providing assistance and support to students.

Deputy Principal has the responsibility for:

Day-to-day implementation of Code of Behaviour.

Promoting a culture of positive behaviour and relationships in the school.

Support staff in ongoing professional development in the area of positive behaviour management.

Ensuring comprehensive records are stored.

Establishing and maintaining links with external agencies which support positive behaviour.

Supporting student wellbeing.

Ensuring the Code of Positive Behaviour is accessible to all members of the school community.

Meet with Parent / Guardian regarding the implementation of the Code of Behaviour.

Supporting NQT's through the Droichead process.

Principal has the responsibility for:

Day-to-day implementation of Code of Behaviour.

Promoting a culture of positive behaviour and relationships in the school.

Support staff in ongoing professional development in the area of positive behaviour management.

Overall responsibility for day-to-day management of the school.

Ensuring comprehensive records are stored.

Establishing and maintaining links with external agencies which support positive behaviour.

Inform the Board of Management where relevant on matters relating to the implementation of the Code of Positive Behaviour.

Ensuring the code is regularly reviewed under the direction of the board.

Supporting student wellbeing.

Ensuring the Code of Positive Behaviour is accessible to all members of the school community.

Meet with Parent / Guardian regarding the implementation of the Code of Behaviour.

Board of Management have the responsibility for:

Ensuring a Code of Positive Behaviour is developed, implemented, evaluated, and approved.

Receive reports from the Principal on the Code of Behaviour.

Ensure that all school policies are implemented fairly.



STUDENT SCHOOL RULES

St. Clare's Comprehensive is our School

A: GENERAL:

- * I will show good manners to others at all times.
- * I will treat others as I would wish myself to be treated.
- * I will respect the property of others.
- * I will respect school property.
- * I will respect school transport.
- * I will behave well and in a responsible manner at all times.
- * I will cooperate with school authorities in any search for offending/offensive items.
- * I will abide by the lawful direction of all school staff.
- * I will respect all staff and each other.

B: READY FOR SCHOOL:

- * I will come to school on time.
- * I will come to school with the intention of learning and doing my best.
- * I will come to school in my proper and well maintained school uniform.
- * I will get all of my recommended books.
- * I will bring to school the proper books and equipment for lessons.
- * I will bring my school diary to all lessons.
- * I will bring to school appropriate gear for sport and physical education.
- * I will wear all school items of clothing specified in specific work areas.
- * I will abide by the rules concerning body/face piercings and my appearance.

C: LEARNING:

- * I will attend all classes scheduled on my timetable
- * I will come promptly to class.
- * I will always do my best and allow others to learn.
- * I will attempt my homework well.
- * I will occupy the places assigned to me.
- * I will pay attention to the teacher.
- * I will abide by teachers' directions.
- * I will leave only when instructed to do so.
- * I will keep my homework books in good order and up to date.
- * I will maintain a school Journal for school purposes only and understand that it will be inspected by teachers on various occasions.
- * I will abide by the school regulations governing use of the Internet.
- * I will turn off my mobile phones in class and when they might interrupt school activities.
- * I will not use any recording equipment in class unless given permission to do so.

D: MOVEMENT:

- * I will use the school's one way system
- * I will always walk quietly in school.
- * I will walk by the right hand side.
- * I will go directly to the next class.
- * I will not go to my locker or to the bathroom between classes.
- * I will leave my mobile phone and student diary on the teachers desk before leaving the classroom.
- * I will leave school in an orderly manner and proceed **directly** home or to my bus queue.
- * I will not **in any circumstance** go on the school roof.
- * I will not go into areas of the school grounds which are declared out of bounds.

E: ABSENCES:

- * I will explain all of my absences and lateness through the school app.
- * I will be absent from class or part of a lesson for a serious excused reason only.
- * I "sign out" if I leave school during working time and I "sign in" on return.
- * I leave the school during school hours with the consent of school authority and only when the school has received a permission to leave request on the school app.
Parents **must** present at the office to collect a student.
- * I inform a teacher when I am ill. I accept teachers' accommodation for my illness. When I am too ill to be in class, I ask that arrangements be made to get home.
- * I will stay in school for the full day unless I am ill or have an appointment.
- * Our parents sign us out.
- * I use an appointment card when absent from class on the instructions of another teacher.

N.B. Students will only be permitted to leave school to attend an appointment following approval of a permission request on the school app. Notes will not suffice. Parents/Guardians MUST present themselves to a member of school staff at the school office, before collecting a student from the front door of the school.

F: ENVIRONMENT:

- * I will keep our school clean.
- * I will dispose of litter in bins.
- * I will eat only in designated areas, at appointed times and not during class.
- * I will not chew gum.
- * I will not use correction fluid.
- * I will observe the law on smoking, vaping, alcohol and drugs.

I will abide by School Rules and Policies in every detail, during the school day, when in uniform and when I represent my school. I undertake not to interfere with or disrupt the learning of my fellow students.

ILLNESS - ACCIDENTS: Members of the school staff attend to sick or injured students when the need arises as a duty of care. When a member of staff arranges to bring a sick or injured student to a doctor or to hospital by ambulance, he/she is operating strictly "in loco parentis" and in accordance with the dictates of Christian charity. Moreover, such intervention on the students behalf may not be interpreted as an admission of legal responsibility for an injury. (With regard to the payment of medical fees (including current hospital charge) for a sick or injured student, it is the students' parents/guardians, and not the school, who are legally liable to pay such fees.

UNIFORM, APPEARANCE AND DRESS

St. Clare's while respecting the individuality of all our students views the school uniform is an essential part of school life. It represents the high standards that we expect from our students. By applying a strict uniform code, we are preparing our students for life, in that most workplaces have standards with regard to dress that must be upheld. It also teaches the students the value of neatness and projecting a good image of oneself. The support of parents/guardians is of utmost importance in this regard and sanctions will apply where there are breaches in the uniform code.

Each student is expected to wear the full school uniform everyday and to be neat and tidy in their overall appearance. All items of the school uniform are compulsory for all students.

1. The school uniform is as follows:

	Boys	Girls
<u>Please see Point 6 on runners/canvas shoes.</u> PE tracksuit-Compulsory for all students representing the school on teams – ordered through Jako (Sligo).	Crested bottle green jumper with a gold stripe, white shirt with collar attached, black pleated front trousers, clip-on black tie with gold stripe, black socks, black shoes. Crested school rain jacket. P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)	Crested bottle green jumper with gold stripe, white blouse, green tartan skirt of knee length, or black bootleg trousers, Clip on black tie with gold stripe, black shoes, plain black tights /black socks, Crested school rain jacket. P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)

- The correct school uniform must be worn coming to school and going home from school, on school outings and when representing the school. Travelling sports teams must wear the correct PE gear.
- If a student cannot wear their uniform for medical reasons they must have a note from their parents/guardians explaining the circumstances.
- Students may wear **one pair** of earrings, studs/sleepers in earlobes. Students are permitted to wear **one small** nose stud/ clear nose stud only. **Students must wear clear studs, cover additional piercings or remove all other prohibited piercings when instructed to do so.**
- Because of Health and Safety in P.E., in Practical classes and in the school environment as a whole, students are advised not to wear jewellery. Students participating in PE and any sports must remove piercings. **Students must remove all prohibited piercings when instructed to do so.**
- Students must maintain a high standard of personal hygiene and smart appearance. Hairstyles should be neat, tidy and hygienically maintained. Make-up should be minimal.
- Hats, scarves, gloves and jackets should not be worn in class. Runners & canvas shoes are strictly forbidden (except during P.E.) The correct trousers, not tracksuit bottoms or yoga pants, must be worn. NO black-soled or high-top runners can be used for P.E. **Students not in school uniform will be informed that they must not return to school until they have the correct uniform and parents will be informed.**
- Students are advised to ensure that their names are on all uniform items. The school uniform must be maintained and kept in good condition throughout the school year.
- The school expects full cooperation from parents/guardians in ensuring that their child is correctly attired at all times.

Please note an announcement may be made by school management and/or Year Heads, calling for teachers to conduct a uniform check. All of those students not in school uniform will be called to the front hall, spoken to and policy enforced.

SMOKING/VAPING POLICY(see substance use and misuse policy)

The school and its environs is designated as a **smoke and vape free zone**. Irrespective of parental tolerance of students smoking/vaping at home, we uphold our right to implement our decision to preserve the school as a smoke free environment. Students deemed to be smoking within the school environment will incur a suspension-after parents have been informed. **Electronic cigarettes are banned** and incur the same penalty.

ALCOHOL POLICY(see substance use and misuse policy)

The Intoxicating Liquor Act 1998 prohibits the sale of intoxicating liquor to persons U.18 years of age. The act also forbids persons U.18 to consume alcohol in public. School policy forbids use of alcohol by students in the school and in any school related context. The penalty for breach of this policy will include a period of suspension from attendance at school.

DRUGS POLICY(see substance use and misuse policy)

Other than prescribed drugs there is a zero tolerance to drug use. A student involved in use or abuse of drugs will be suspended from attendance at school and relevant information will be passed to the relevant authority. The B.O.M. may recommend Expulsion.

PHOTOGRAPHS/VIDEOS OF STUDENTS.

St. Clare's maintains a database of photographs/videos of school events held over the years. It has become customary to take photos/videos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at St. Clare's Comprehensive. Photographs/videos may be published on our school app, website or in brochures, newsletters, local and national newspapers and similar school related productions. **If you would prefer not to have your child's photograph/video included in such records, please notify the Principal in writing and /or update permission via school app.**

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

St. Clare's Comprehensive uses app messaging as our main form of communication with parents/guardians. It is your responsibility to ensure that we have a correct mobile number and have downloaded our school app to receive those messages.

SCHOOL JOURNAL.

1. Each student must purchase a school journal.
2. A careful record of all homework given or class activities is to be kept in the school journal.
3. Every student is expected to have their journal on their desk at the beginning and for the duration of each class.
4. Journals must be made available for inspection by Teachers at all times.
5. Each student is responsible for his/her own journal. Loss of a journal must be reported to the Year Head immediately and a new journal bought in its place.
6. A damaged/defaced journal must be replaced at the expense of the student.

MOBILE PHONES AND ALL PERSONAL DEVICES.

1. See Personal Digital Device Policy & AUP
2. Irresponsible use of camera phones can lead to serious violations of people's rights and reputations. Any bullying or harassment in any form, involving camera phones will be severely dealt with by the school.
3. Parents who need to contact students in the case of an emergency must do so through the school office **only** at 071 9855087.
4. Personal audio devices are not allowed.
5. Photographs Should not be taken within the school grounds without the permission of the school authorities.
6. The school accepts no responsibility for the loss of, theft, or damage to mobile phones and personal audio devices while on school property.

Circulating, publishing or distributing (including the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines or humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. The Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such actions.

We would like to remind you that students must be responsible for their own property. The management of the school accepts no responsibility for property lost or stolen on the premises. Students bringing expensive items or items of sentimental value into the school environment, are entirely responsible for their security. Staff will be unable to carry out investigations should these items be lost or stolen.

Students who engage in disruptive behaviour and who refuse to cooperate with school staff, may be denied travelling on school trips, to sports events, and from participation in school activities and/or outings at the discretion of school management. Situations will be taken on an individual basis and adjudicated accordingly, therefore sanctions may differ. Please note exercising fairness and discretion, the ultimate decision will be made by the school Principal.

ENTRANCE TO A SCHOOL YEAR IS IMPLICIT ON SCHOOL RULES BEING SIGNED.



We have read the School Rules and agree to comply with them in every detail.

As parent/Guardian of the above student, I have read and understood the Code of Behaviour and policies set out in the journal and our schools website. I confirm the Code of Behaviour is acceptable to me and that I will make all reasonable efforts to ensure compliance.

I hereby accept;

All parts of the School's Code of Behaviour, Digital Device Policy, Bi Cinealta /Anti-bullying policy, ICT Acceptable Use Policy. I give my child permission to use the internet and the ICT facilities in the school. I accept that the school cannot be held responsible if students access unacceptable websites but every precaution is taken to ensure online safety.

Student Signature _____ Date: _____

Parents' Signatures _____

Date: _____

Strategies for Promoting Positive Behaviour

Each teacher will encourage and promote positive behaviour by using the following strategies:

- Setting high, clear, consistent, and widely understood standards.
- Establish good school and class routines.
- Affirming good behaviour (See below).
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc.
- Praising good work, kindness, help etc.
- Verbal praise to students who are showing progress.
- Positive written comments on VsWare.
- Agreeing on rewards with the students or class for better behaviour, e.g., a quiz, an outing, a discussion, lunchtime DVD or music, etc.
- Modelling the behaviour that is expected from the students.
- Positive everyday interactions between teachers and students.
- Helping students recognise and affirm good learning behaviour.
- Involving students in the preparation of the school and classroom rules.

School Affirmation of Positive Behaviour:

This is recognised and rewarded by:

- Displaying student work in the school.
- Promotion of student work on school websites and the school social media platforms and local newspapers.
- Communicating with parents via school management system / App / Reporting/ Parent teacher meetings.
- Rewarding students throughout the school year / presenting students with awards at the annual awards ceremony.
- Providing extra-curricular events / activities at a subsidised cost to the students.

School Supports and Interventions to Support Positive Behaviour.

St Clare's Comprehensive School employs a variety of formal and informal structures to support all members of the school community. These include Class Tutors, Year Heads, Guidance Counselor, Transition Coordinator, Mentor, Student Council, and Home Youth Liaison Service. The school endeavours to provide every student with all the possible support and assistance in taking ownership for their own behaviour. Student welfare is at the core of the school's culture, and this is reflected in our extensive pastoral care system. Combined, all members of the school community focus on creating a culture of positive behaviour.

REWARD/MERIT SYSTEM

Good behaviour and making an effort to do one's best should also be acknowledged. They may be done so in the following way.

- Praise.
- Recording of positive comments in the student's journal.
- Merits.
- Positive reports to Parents.
- Positive comments from year heads.
- Nominations for Student of the year
- School tours and various functions.

Merits:

The purpose of the Merit System is to reward students who have demerits and who have purposely tried to improve their behaviour and work ethic. **Merits can only be awarded by a Year Head, if a student has received no verbal warnings, no notes in their student diary and are present for the full school week.**

Free from demerits.

One week	1 merit
Two weeks	3 merits
One month	5 merits

Note: 1) A max of 5 per month
2) Full attendance at school for 5 consecutive days is essential
3) On time for every class

Attendance/Punctuality	1 merit per month
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Students who have excellent punctuality coming to school and moving between classes will receive appropriate merits.

Therefore students have a chance to gain a clean record

Merits will be given by the Year Heads.

N.B. The above system may be subject to change.

Taking Responsibility Initiative

St Clare's Comprehensive school has high expectations of all members of its school community. In order to prepare students for further study and working life the school has introduced the Taking Responsibility Initiative. Ensuring students are active in taking responsibility, with the support of staff and parents, the following are the traits which will be encouraged and fostered for students to reach their full potential. In this regard parents will be contacted to support the student and the school in terms of a student's;

1. Punctuality, 2. Class Attendance, 3. Uniform, 4. Homework, 5. Organisation, 6. Engagement, 7. Preparation for class e.g. correct materials, books etc, 8. Wellbeing.

Students who are;

1. Late for class
2. Miss five class periods
3. Not in correct uniform (Class Tutor & Year Head only)
4. Have no homework completed
5. Do not have the school journal
6. Have the incorrect materials for class
7. Are not engaged with Learning & Teaching
8. Are unprepared for class
9. Assessment results are below targets

Will be sanctioned by teachers in the following way;

- On a 1st occasion students will be issued with a verbal warning or given additional written work to complete.
- On a 2nd occasion a Taking Responsibility message will be sent by the teacher via the school app and approved by the Year Head. Subject teachers will also refer the student to the class tutor before demerits are issued.
- After the 3rd occasion and message via school app has been sent the matter becomes a discipline issue and demerits will be issued.

When a student has missed five classes in a particular subject area, the teacher will send a message to parents through Taking Responsibility Initiative to inform them of the impact on their child's learning. (Students may be referred to the Year Head, DeputyPrincipal)

Student Goal Setting

Class tutors will work with their students to form both individual and class goals. The students will keep their individual goals in their diary and class goals will be displayed in classrooms. A small number of goals will be adequate.

Goal Setting Examples

Targets for improvement.(in all areas including grades)

Punctuality.

Uniform.

Discipline targets.

Catch up when absent/ Attendance.

Homework/books/Journal etc.

Responsibility for one's own learning.

Respect

DISCIPLINE

Our main goal is, in collaboration with parents, to support students in reaching their holistic potential. Subject teacher: Reprimand/ Extra work/ Journal/ Contact with parents, Use of Demerit System, Contact with Class teacher, Contact with Class Tutor. Contact with Year Head, Contact with school management.

DEMERIT SYSTEM

The Demerit System exists to protect the right of the student to learn and the teacher to teach in a safe and secure environment. It co-exists with the Merit System.

• Disrespect for school staff / fellow student	5-20
• Disruption of class	1-20
• Unacceptable language	1-20
• Inappropriate Behaviour	5 - 20
• Refusing to obey an instruction	1-20
• No books or materials for class*	1
• Not in correct uniform*	1-5
• Littering	2
• Not having the school journal*	2
• Vandalism	5-20
• Bullying	5 - 20
• Assaulting a student	5 -20
• Smoking and/or Vaping	20
• Late for class	1
• Late/absentee notes not provided	1 -3
• Chewing gum	1
• Truancy	
o Absent in school without permission	5
o Leaving school without permission	20
• Alcohol/Drugs	20 **
• Out of bounds	5
• Face/Body Piercing (after request to take them out)	20
• Interfering with another's property (damage will be paid for)	5-20
• Breach of Safety procedures	5-20
• Other: to be determined by year head	1-20
• Unacceptable appearance	5 - 20

Detention:

To be held on Tuesday & Thursday*** at lunch time. After school detention will be held on Friday.

Detention, meeting with Year Head and on report: 10 demerits (1st Report)

Detention meeting with DP, YH & Parents: 15 demerits (2nd Report)

Suspension: 20 demerits (Step up, Back on Track)

Students/Parents/Guardians may appeal this decision to the Board of Management.

* Use yellow card system/Taking Responsibility Initiative

** The Board of Management may recommend exclusion from St. Clare's

*** Detention day may be changed subject to necessity.

1. The Demerit System may be subject to review and change.
2. Students who have an accumulation of demerits, who continually disrupt class or misbehave will not be allowed to travel to games or on tours.
3. It is the parents responsibility to read and inform themselves of all communications from the school via the school communication systems.
4. The school reserves the right to make changes to students classes, following the consultation with their Year Head, final decision will be made by Senior Management.

Students who engage in disruptive behaviour and who refuse to cooperate with school staff, may be denied travelling on school trips, to sports events, and from participation in school activities and/or outings at the discretion of school management. Situations will be taken on an individual basis and adjudicated accordingly, therefore sanctions may differ.

It is recommended by the school that teachers follow the following behaviour management strategies before using this policy. These may include;

- **Re-arrange Seating Plan**
- **Seek advice from the subject Coordinator, Class Tutor or Year Head.**
- **Speak with student after class, change the seating plan.**
- **Retain students during lunchtime for additional work (NB follow CP guidelines, inform parents via note in journal)**
- **Award Additional Written Work Communicate with parents via journal & app**
- **Keep Records Follow ladder of referral**

***Please note this list is not exhaustive**

Demerits

5 Demerits	Detention	Message home via school app
10 Demerits	2 Detentions	Year head phone call home follow up with detention notice
15 Demerits	After school detention	Meeting with Deputy Principal and Year Head
20 demerits	Suspension	Meeting with Principal, Year Head, parent and student

Please note exercising fairness and discretion the ultimate decision will be made by the school Principal.

Detention:

- Detention will be on a Tuesday and Thursday in Room 1 from 1.15 to 1.40).
- After school detention will be held on Fridays from 12.30 - 13.30 in an appropriate location. Appropriate notice will be given to parents to ensure compliance. Parents **MUST** ensure they collect students from after school detention.
- Teachers will supervise on a rota basis.
- Appropriate work will be given by the teacher.
- Parents will be notified via the school app and informed of the reasons by the Year Head. At least 24hrs notice of detention will be given.
- Detention may be postponed if there is only one student in detention.
- Students who fail to attend detention will incur additional 5 demerits for each detention missed. Only genuine certified reasons for absence from detention will be accepted.
- When students accumulate 20 demerits this will result in a suspension.
- If a student fails to attend detention on the first occasion they will receive a 2nd detention (must complete 2 detentions). If they fail to attend a second detention they will be suspended from school.
- **If a student fails to attend after school detention they may be automatically suspended and/or removed from privileges such as extra curricular/school tours etc.**
- Once a student has been assigned a second detention they may not travel on any school trips, sports events and/or outings, at the discretion of the schools management.

Suspension:

In School Suspension

Following the accumulation of 15 demerits, and/or in certain circumstances, after a meeting involving the Year Head, student, parent/guardian, and Deputy Principal, a student may be assigned an in-school suspension. The Principal may decide to impose an in-school suspension. An in-school suspension involves a student attending school and following the timetable of another Year Head. Work will have been assigned to the student in advance. The suspension procedure outlined applies to any in-school suspension imposed by the Principal.

Grounds for Suspension

The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a seriously detrimental effect on the education /welfare of other students and/or
- The student's continued presence in the school at this time constitutes a threat to safety and/or
- The student is responsible for serious damage to property.

A single incident or first offence of serious misconduct may be grounds for suspension.

Examples of such behaviour would include:

- a serious threat of violence against a member of the school community and/or
- actual violence or assault against a member of the school community and/or
- gross defiance and/or drug or alcohol offences.

This list is not exhaustive.

Rationale for Suspension

Suspensions can provide a respite for staff and the student, give the student time to reflect on the link between his/her action and its consequences and give staff time to plan ways of helping the student to change unacceptable behaviour to meet the school's expectations in the future. Suspension is most effective when it highlights the parents' responsibilities for taking an active role in partnership with the school in working with their child to help them improve their behaviour as required.

The Period of Suspension

The Principal may suspend a student for up to three school days or for up to five school days having informed the Chairperson of the Board of Management. A longer term of suspension will require approval from the Board of Management. Where a student is suspended for a period of 6 or more continuous days or for a cumulative total of 20 days in one school year, the Principal is required to inform the Education Welfare Officer who may contact the family.

As per the above grounds for suspension, students will be suspended if they reach 20 demerits. At this stage the Year Head will have contacted the parents/guardians by telephone. At 15 demerits the Deputy Principal & Year Head will meet with parents, students to try and get the student to improve his/her behaviour. At 20 demerits the

student will be suspended. The Principal will inform and meet with parents and students.

Implementing the Suspension

The Principal will notify the parents and the student in writing of the decision to suspend. In the case of an immediate suspension a parent/guardian will be contacted by telephone. The letter will confirm:

- the period of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- that the student will be in the care of their parents during the period of her suspension from school
- the arrangements for returning to school, including any commitments to be entered into by the student and the parents (for example, parents and the student may be asked to reaffirm their commitment to the Code of Behaviour)
- the provision for an appeal to the Board of Management the right to appeal, if appropriate, to the Secretary General of the Department of Education and Skills (Education Act 1998, section 29).
- Students are advised to use the period of suspension for serious study and revision. School work may be assigned to be completed during the period of suspension.

Procedures for the Re-Introduction of the Student into the School

A student has been suspended due to inappropriate , disruptive behaviour will only be permitted to return to school when parents have met with a member of senior management

The parents and the student may be requested to attend a meeting with the Principal or the Deputy Principal before the student returns to class. The purpose of this meeting is to emphasise the seriousness of the misbehaviour that gave rise to the suspension and to ensure parental support for the school's Code of Behaviour. It is also an opportunity to stress parental responsibility in supporting the school in its efforts to help their child to behave well when they return to school. In addition, the supports that the school intends to put in place to support the student on their return may be outlined at such a meeting. The parents and/or the student may be requested to sign their commitment to the Code of Behaviour or other conditions as deemed appropriate by the Principal or Board of Management. The parents and the student will be informed in advance of any such other conditions.

When the suspension is completed, the student will be given the opportunity and support for a fresh start.

Although a record is kept of the breach of the Code of Behaviour and any sanction imposed, on completion of the sanction the school will expect the same behaviour of this student as of all other students.

Serious breaches of the School's discipline system may warrant suspension. Only the Principal or in her absence the Deputy Principal shall have the power to suspend a student.

All Suspensions will be reported to the Board of Management.

The Welfare Board will be informed if a student is suspended for more than five days. Please note exercising fairness and discretion the ultimate decision will be made by the school Principal.

Expulsion/Exclusion:

Expulsion is the most severe sanction available to St. Clare' Comprehensive School. A student will be expelled for very serious breaches of the school rules, for denial of rights to others or for malicious damage to school property. The Principal shall have the power to exclude a student subject to the approval of the Board of Management. This process will conform to the requirements of natural justice. Each step will be conducted in the presence of a witness and notes will be kept.

The following steps will be adhered to:

- The case against the student will be put to him/her and he/she will be given the chance to respond. The parents will be informed of the reasons and of the evidence.
- The parents will be given the chance to controvert and to rebut the evidence.
- If the Principal decides to exclude the student the parents/guardian will be informed of the following:

The intention to exclude the student
The right to appeal to the Board of Management
The right to appeal under Section 29 to the Department of Education and Skills.

- An appeal should be received by the Secretary of the Board not later than two weeks from the date of the Principal's letter.
- The Parents/Guardians will have access to the students file and to documentation relevant to the exclusion.
- Arrangements will be made, in the event of an appeal, for the Board to meet as soon as possible.
- The student will be suspended until that date.
- The Principal shall not be party to the consideration of the appeal.
- If the appeal is upheld the Board will decide on what conditions, if any, the student will be allowed back to school.
- The school will endeavour to assist the excluded student in finding a place in another school.

This policy will be reviewed on an annual basis.

Appendix 1

DETENTION FORM

To be issued via the School App. The form below is for reference only.

Dear Parent/Guardian,

I am writing to inform you that your son / daughter will be on detention on Thursday from 13.08 - 13.45

Pupil's Name: _____

Class: _____

Total demerits to date: _____

Reason(s) for Detention	Teacher
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

Signed: _____
Year Head

Please detach and return the following.✂

I _____ am aware

that _____ is on detention and I have spoken to him/her about his/her behaviour.

Signed: _____ Date _____

‘Step Up’-Back on Track’

Subject to amendment as necessary

Student _____ Class _____ Date _____

Subject/Class	Positive Changes-aspects (Student)	Positive changes (Teacher)	On-Going Concerns (Teacher)	Current needs (Teacher/Student)	Action required (Student)

Signed by _____ (Year Head) _____ (Parent/Guardian)

Appendix 3

ON REPORT

Green, Amber, Red

Student's Name: _____

Date _____

Class _____

This sheet must be given to the teacher at the beginning of class.
Please comment on student's punctuality, behaviour, homework,
participation etc.

Period	Comments	Teacher's signature
Roll Call		
1		
2		
3		
4		
5		
6		
7		
8		
9		

This must be handed up at the end of each day

Signed _____ (Yearhead)

Subject to amendment as necessary

Appendix 4

MEMORANDUM

To: _____

From: _____

Re: _____

Date: _____

Last assessment: _____ Average: _____

Comments:
