

Our Code of Positive Behaviour

Introduction

This code of behaviour is our vision, practice and procedures that together form the school's plan for helping students in the school to behave well and learn well. The aim of our code of behaviour is to promote good behaviour and prevent unacceptable behaviour.

With the assistance of National Behaviour Support Service (NBSS), our code of behaviour has been developed in partnership with teachers, students and parents. Throughout the process of developing the code of behaviour teachers, parents and students were surveyed and consulted and invited to express their views on the development of the code. The code of behaviour is reviewed annually.

It is hoped that our code of behaviour will help teachers, other members of staff, students and parents to work together for a happy, effective and safe school where teaching and learning are valued and respected.

Communication with Parents

Parents have a crucial role to play in the education of our young people. As such we endeavour to establish a good working relationship between the parent, the student and the school at the earliest possible date. Parents of incoming first years are met a number of months before the student starts his/her life in the school and every effort is made to build a good working relationship in the interest of the student. The main source of contact for parents is the School Journal which will give them information on a day to day basis. All parents are requested to sign this as appropriate. In addition, each student has a Class Tutor who will be willing to meet parents as required. The Class Tutors report to Year Heads. A Year Head is assigned to each year group to look after the various disciplinary and pastoral needs which will arise from within that particular year group.

Where parents or students can get help when problems arise

As regards behaviour generally, the school takes a positive approach to these matters and the resources of the school, most particularly the Counselling Department, are available to students experiencing difficulties and indeed to their parents. In addition, referrals to outside agencies can be made which may be of assistance.

Standards of Behaviour

The following are standards of behaviour that the school expects from students in relation to their own learning and to that of their peers:

- Attending school regularly in full uniform
- Arriving to school and class on time
- Having all necessary books and equipment
- Doing the best you can in homework, classwork and exams
- Taking responsibility for your work and actions
- Keeping the rules
- Helping to create a safe, positive environment
- Respecting all those who work in the school
- Respecting yourself, other students and everyone's right to learn
- Participating in school activities
- Being honest in yourself and in your dealings with others

These standards also signal the kinds of behaviours that are not acceptable in the school:

- Behaviour and language that is hurtful and offensive about someone's gender, religion, age, disability, race, membership of the Traveller Community, family status, marital status and sexual orientation
- Behaviour identified as bullying, harassment or discrimination
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft

The school rules follow from the standards that are expected and have been devised in the interest of all of those who attend and work in Collinstown Park Community College. The pupils continued participation in the school is based on compliance with our Code of Behaviour. In the event of serious or regular breaches of the school's code of behaviour, it is open to the Principal to suspend pupils from attendance at classes. By the same token, it is open to parents to appeal such suspension to the Board of Management. Decisions of the Board in relation to suspension/expulsion may be appealed to the Dublin and Dun Laoghaire Education and Training Board.

The code of behaviour applies in any situation where the student is in school or is participating in a school linked activity. Examples include school tours, extra-curricular activities and attendance at events organised by the school etc.

Our School Rules

1. Treat everyone, staff and students, with respect.
2. Come to school on time every day. A note from a parent/guardian is required to explain any absence.
3. Wear a full school uniform every day. Wearing hats and hoods indoors is not allowed. Jewellery which may be considered dangerous in a practical class must be removed for safety reasons. Only badges promoted by the school may be worn by students.
4. Have your journal with you at all times. It is your responsibility to ensure that your journal is kept neat and tidy, not defaced in any way, and that it is signed by a parent/guardian every night. Your journal must be available at all times for inspection by teachers and parents and be handed up to all members of staff without hesitation or query.
5. Bring all necessary books and equipment every day, including PE gear, when required.
6. Comply with all aspects of the Classroom Code of Conduct and all instructions from members of staff in relation to work, homework and behaviour.
7. Do not deface or damage the property of the school in any way.
8. Mobile phones, earphones and other electronic devices which are not necessary must not be brought into school.
9. The bringing in or possession of alcohol or any harmful substances or dangerous implements is strictly forbidden.
10. Comply with all Health and Safety regulations in and around the school and do not interfere with Fire alarms or equipment in any way.
11. Smoking and vaping are not allowed in or near the school.
12. Students may not leave school at any time without permission.

Our Classroom Code of Conduct

This Classroom Code aims to promote and maintain a safe and caring teaching and learning environment for all.

Please co-operate in the following areas:

- Arrive to class on time
- Place your journal, books and equipment needed for class on your desk
- Present your report sheet or In House Support sheet politely to the teacher at the beginning of the class
- Chewing gum and drinking fizzy/sugary drinks is not allowed. These items may be confiscated.
- Mobile phones, earphones and other portable electronic devices are prohibited. These will be
 - confiscated if they are seen, heard or in use in the building
 - Tippex, markers and other unnecessary items will be confiscated
 - Do not deface or damage journals, school books, furniture or equipment in any way
 - Please keep the classroom in a tidy condition at all times. Litter bins are provided in every classroom. Please use them
 - At the end of the school day please:
 - ❖ Tidy up
 - ❖ Place chairs on desks
 - ❖ Close windows
 - ❖ Switch off lights

**The classroom code supports the right to learn and the right to teach.
Co-operation with this code benefits all of us.**

Strategies for Promoting Good Behaviour

Promoting good behaviour is the main goal of our code of behaviour. We try to actively foster a school ethos with policies and procedures that help to promote positive behaviour and prevent inappropriate behaviour.

The following is a list of some strategies that are used in the school to encourage and promote good behaviour:

- Emphasising positive everyday interactions between teachers and students
- Employing good class routines
- Having clear boundaries and rules for students
- Helping students themselves to recognise and affirm good learning behaviour
- Recognising and giving positive feedback about behaviour
- Exploring with students how people should treat each other
- Involving students in the preparation of the school and classroom rules

Positive Behaviour and Rewards Systems in the School

Various rewards systems are created and supported each year to promote excellence in all aspects of student behaviour including, Attendance, Punctuality, Behaviour, Class and Home work. Rewards include the awarding of certificates, end of year Award Ceremonies, prizes and trips, etc.

Roles and Responsibilities of Staff Members in relation to Behaviour

In contending with student inappropriate behaviour the subject teacher will deal with routine incidents of misbehaviour through classroom management strategies. In monitoring the student's journal, the Class Tutor will also discuss with the student instances of inappropriate behaviour. As is outlined elsewhere in the code of behaviour, if a student receives an accumulation of notes in a given week, they will be referred to the Year Head. In some cases, depending on the seriousness of behaviour the student may be referred immediately to the Principal or Deputy Principal.

School Response to Inappropriate Behaviour

Most students behave appropriately, with the help of consistent and clear rules and routines in class and in school. However, inappropriate student behaviour will be dealt with routinely and effectively by the classroom teacher. The teacher will record details of unacceptable behaviour as a note in the student's journal. It is important that each student have his/her journal in school every day and presents it to all members of staff when asked. The student's parent/guardian must sign the journal indicating that they have read the note and are aware of the inappropriate behaviour. The student must also bring this note to the attention of his/her tutor. An accumulation of these notes means that the student will incur a series of sanctions as follows:

STAGE 1

Step 1

A student receiving four notes in a particular week will receive one in-house support session from the

Year Head. Letter 1, outlining detention details, will be sent to the parents/guardians of the student.

A student attending in-house support is responsible for bringing in books, copies, pens and school work to complete during this detention.

Step 2

If the student receives four notes on a second occasion, the student will receive two in-house support sessions at the discretion of the Year Head. Letter 2, outlining detention details, will be sent home to the parents/guardians of the student. At this stage the Year Head and counsellor may discuss the situation and arrange to offer support. The student may also be put on report at this stage, at the discretion of the Year Head.

Reporting to the Year Head allows the school to adopt a problem solving approach to behavioural problems.

Step 3

If the student receives four notes on a third occasion he/she will receive two in-house support sessions. Letter 3, outlining detention details, will be sent to the parents/guardians of the student. The parents/ guardians will be met at this stage to discuss the ongoing difficulties. Counselling for the student will also be discussed with them. If counselling is not accepted, this will be noted in the student's file. The student will also be placed on report to the Year Head for two weeks. (This may be extended at the discretion of the Year Head.)

Step 4

If difficulties continue it will be necessary to suspend the student from attendance. Suspensions will be applied by the Principal or in his/her absence the Deputy Principal or in both their absence the Teacher in Charge. The parents/guardians of the students will be required to meet with the Year Head or Deputy Principal or Principal. The student will be placed on report to the Year Head for a minimum of two weeks. At this stage a counselling service or the NBSS Support Service or an alternative service will be offered again to the student if he/she is not already availing of it. If the offer is declined the Year Head will note this on the student's file.

If the student is already availing of one of these services, this will be recorded on his/her file. If the counsellor recommends it, the case will be referred to the Psychological Support Service or an alternative outside support service at this stage. Again, if this offer of assistance is refused it will be noted on the student's file.

Stage 2- Further Breaches of Code of Behaviour

Step 5

In the event of further breaches of the Code of Behaviour the student and his/her parents/guardians may be required to:

- attend a meeting with the School Discipline Committee* or
- have other sanctions imposed.

Every student begins the new academic year on a "clean slate". However, on reaching Step 5, if s/he has already attended a discipline committee s/he automatically moves onto Step 6.

Step 6

If further difficulties arise the Principal/Deputy Principal will become involved.

Step 7

If further difficulties arise the case will be referred to the Board of Management.

Should a student be involved in three fighting incidents in one academic year s/he will be referred to the Board of Management.

***The School Discipline Committee**

The School Discipline Committee will consist of the Principal, Deputy Principal and Year Head and on occasion other members of staff. The Year Head will attend the meeting to brief the Discipline Committee. Before the meeting the Year Head will consult with the counsellors and/or any other support services that are involved so as to have their views on the particular case before discussions take place. The student's full behaviour record will be discussed with the parents/guardians and the student. Details of any offer of assistance will also be discussed. After this meeting the parents/ guardians will be formally notified of the Committee's recommendations.

- Students who have been suspended 4 times in one academic year without reaching Step 1,2,3 or 4 will attend the Discipline Committee
- Students who have failed to comply with the policy concerning Mobile Phones and other portable electronic devices on four occasions will attend the Discipline Committee.

Exceptionally Serious Breaches of the School's Code of Behaviour

There are of course some breaches of school regulations which necessitate immediate action rather than going through various stages.

Sanctions

The following are some of the sanctions that may be applied to students who breach the school's code of behaviour. This list is not exhaustive.

- Detention
- In House Support/ Students are supervised and complete class work
- Referral to Principal/Deputy Principal
- Report Card
- Withdrawal of privileges
- Fines can be applied in the case of damage to school property etc.
- Other arrangements could be put in place in particular circumstances such as a weekly meeting with the parents to monitor behaviour etc.
- Behavioural Contract
- Contact by phone with parent/guardian and collection of student if necessary
- Discipline Committee
- Referral to Board of Management
- Suspension
- Expulsion.

Procedures followed when a student persistently refuses to hand up journal or follow other instructions given by a staff member

- On first occasion/Year Head assigns a detention
- On the second occasion Y.H assigns a half day In House Support
- On the third occasion student is suspended for one day
- On fourth occasion, the student is suspended for two days.*

*Should a student continue to refuse to hand up his/her journal, despite interventions outlined above, the Year Head may continue to impose further suspensions.

Procedures followed when a student "mitches" in school or outside school.

- On the first occasion /Year Head assigns a detention
- On the second occasion /Year Head assigns a half day In House Support session
- On the third occasion /Year Head assigns a half day In House Support session
- On the fourth occasion /Year Head assigns a half day In House Support session.
On the fourth incident of mitching, student proceeds onto the next step on the student's Behaviour Record based on school's **Code of Behaviour**.

Suspension Policy

Introduction

This policy is informed by the Mission Statement of Collinstown Park Community College which asserts that, as a school community, we work together to create a positive and affirming teaching and learning environment in which our students are encouraged to reach their full potential in all aspects of their lives.

For the purpose of this policy, suspension is defined as:

requiring the student to absent himself/herself from the school for a specified, limited period of school days.

During the period of a suspension, the student retains their place in the school.

Authority to suspend

The Board of Management of this school has the authority to suspend a student. This authority is delegated to the Principal (or in Principal's absence the Deputy Principal).

The Grounds for Suspension

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

- the student's behaviour has had a detrimental effect on the learning and teaching processes
- the student's continued presence in the school at this time constitutes a threat to safety of others
- the student has behaved verbally or physically aggressively or disrespectfully towards another person
- the student has refused to follow the School's Code of Behaviour/ School Policies & Procedures
- the student was responsible for theft or damage to property.

This list is not exhaustive.

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

Determining the appropriateness of suspending a student

Where the purpose of a proposed suspension is clearly identified, as in the above list, and that purpose cannot be achieved in any other way, suspension can have value.

Suspensions can provide a respite for students, staff, and the student involved, give the student time to reflect on the link between their action and its consequences or give staff time to plan ways of helping the student to change unacceptable behaviour.

Suspension as part of a behaviour management plan

Suspension can be part of a plan to address the student's behaviour. The suspension should:

- enable the school to set behavioural goals with the student and/or their parents
- impress on a student and their parents the seriousness of the behaviour.

Forms of suspension

Immediate suspension

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person.

Suspension during a State Examination

This sanction should normally be approved by the Board of Management and should only be used where there is:

- a threat to good order in the conduct of the examination
- a threat to the safety of other students and personnel
- a threat to the right of other students to do their examination in a calm atmosphere.

The DES *Best Practice Guidelines, concerning Certificate Examinations*, offer guidance to Schools.

Automatic Suspension

It is part of the school's policy that particular types of behaviour incur suspension as a sanction

- Physical attack or aggressive verbal attack on another person
- Damage to property or theft
- Failure to comply with the school's policy on mobile phones and other portable electronic devices
- Reaching Step four of the School's Response to Inappropriate Behaviour

Inappropriate use of suspension

Students will not usually be suspended for:

- Poor academic performance
- Poor attendance or lateness (student may be suspended for repeated failure to attend school detention)
- Minor breaches of the code of behaviour.

However, any behaviour that is persistently disruptive to learning or potentially dangerous can be a serious matter. Behaviour will be examined in context to understand both the behaviour itself and the response or sanction that is most appropriate.

Rolling suspension

A student will not be suspended again shortly after they return to school unless:

- they engage in serious misbehaviour that warrants suspension and
- the standard applied to judging the behaviour is the same as the standard applied to the behaviour of any other student.

Open-ended suspension

Students will not be suspended for an indefinite period.

Procedures in respect of suspension

Inform the student and parent(s)/guardian(s)

The student and the parent(s)/guardian(s) will be informed of the complaint and that it could result in a suspension.

Where it is possible to make contact with the parent(s)/guardian(s), the parents and the student will be given an opportunity to respond before a decision is made.

Procedures in relation to immediate or automatic suspensions

Where an immediate or automatic suspension is considered by the Principal to be warranted, a preliminary investigation will be conducted to establish the case for the suspension.

In the case of an immediate suspension, parents will be notified, and arrangements made with them for the student to be collected. The school will have regard to its duty of care for the student. In no circumstances will a student be sent home from school without first notifying parents or another adult with responsibility for the student.

The period of suspension

A student should not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective.

The Board of Management has authorised the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion.

The Board of Management will normally place a ceiling of ten days on any one period of suspension imposed by it.

The Board will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student has been suspended in the current school year to twenty days or more.

Appeals

The Board of Management offers an opportunity to appeal a Principal's decision to suspend a student. The appeal should be made in writing to the Secretary of the Board of Management.

Section 29 Appeal

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years, may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*. At the time when parents are being formally notified of such a suspension, they and the student will be told about their right to appeal.

Implementing the suspension

Written notification

The Principal will notify the parents and the student in writing of the decision to suspend. The letter should 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
- arrangements for returning to school, including any commitments to be entered into by the student and the parents.

Engaging with student and parents

Where a decision to suspend has been made, it can maximise the impact and value of suspension if the Principal or another staff member delegated by the Principal meets with the parents to emphasise their responsibility in helping the student to behave well when the student returns to school and to offer help and guidance in this.

Grounds for removing a suspension

A suspension imposed by the Principal may be removed if the Board of Management decides to remove the suspension for any reason or in the case of a suspension imposed by the Board of Management, if Dublin and Dun Laoghaire Education and Training Board decide to remove it.

After the suspension ends

Student must be compliant with condition(s) of return from suspension (if applicable). A period of suspension will end on the date given in the letter of notification to the parents about the suspension.

When any sanction, including suspension, is completed, a student will be given the opportunity for a fresh start. Although a record is kept of the behaviour and any sanction imposed once the sanction has been completed the school would expect the same behaviour of this student as of all other student.

Re-integrating the student

Where possible, and where deemed appropriate or necessary, the school may arrange for a member of staff to provide support to the student during the re-integration process.

Records and reports

Records of investigation and decision-making process and formal written records will be kept.

Review of use of suspension

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour and to ensure that use of suspension is appropriate and effective.

Expulsion Policy

A student is expelled from the school when the Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of Section 24 of the Education (Welfare) Act 2000.

A proposal to expel a student requires serious grounds such as

- the student's behaviour is a cause of significant disruption to the learning of others or to the teaching process
- the student is responsible for serious damage to property
- the student's continued presence in the school constitutes a real and significant threat to safety
- the student's continued presence in the school constitutes the rights of others being denied.

This list is not exhaustive

Any allegation of misbehaviour/s, deemed by the Principal, to be of a criminal nature, will be referred to An Garda Síochána

Expulsion for a first offence

There are exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The behaviours that result in a proposal to expel on the basis of a single breach of the code of behaviour include:

- A serious threat of physical assault against a member of the school community
- Actual serious physical or verbal assault
- Possession or supply to another student(s) in the school of illegal drugs or substances including alcohol
- Sexual assault.

This list is not exhaustive

Procedures in respect of an expulsion

Where a preliminary assessment of the facts confirms misbehaviour that could warrant expulsion, the procedural steps will include:

- A detailed investigation carried out under the direction of the Principal
- A recommendation to the Board of Management by the Principal
- Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing
- Board of Management deliberations and actions
- Consultations arranged by the Education Welfare Officer
- Confirmation of decision to expel.

Step 1: A detailed investigation carried out under the direction of the Principal

- Inform the student and their parents about the details of the alleged misbehaviour, the investigation and that it could result in expulsion
- Parents will be informed in writing of the alleged misbehaviour and the investigation
- The parents and the student will be given an opportunity to respond to the complaint of serious misbehaviour.

Step 2: A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion. The Principal will

- Inform the parents and the student that the Board of Management is being asked to consider expulsion
- Ensure that the parents have a record of the allegation against the student, the details of the investigation and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- Provide the Board of Management with the same records as are given to the parents
- Notify the parents of the date of the hearing by the Board of Management and invite them to the hearing
- Advise the parents that they can make a written and oral submission to the Board of Management.

Step 3: Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing

- The Board of Management will review the case documentation
- The Board of Management will ensure that no person who has had any involvement with the circumstances of the case is part of the Board's deliberations
- • Where the Board of Management decides to consider expulsion of a student, it will hold a hearing.
- At the hearing the Principal and the parents, or a student aged eighteen years or over, put the case to the Board in each other's presence
- Each party will receive an opportunity to question the evidence of the other party.
- The Board of Management will remain impartial.

Step 4 Board of Management deliberations and actions following the hearing

- Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion

- The Student will not be expelled before the passage of twenty school days from the date on which the EWO's office receives this written notification
- The Board of Management, will inform the parents in writing of its conclusions and the next step in the process
- Where expulsion is proposed, the parents will be told that the Board of Management will now inform the Education Welfare Officer.

Step 5: Consultations arranged by the Educational Welfare Officer

- Pending consultations about a student's continued education, as arranged by the Educational Welfare Officer, the Board of Management may take steps to ensure that good order is maintained and that the safety of others is secured.
- The Board of Management will consider it appropriate to suspend the student during the passage of the twenty days, as referred to in Step 4 above, if the continued presence of the student during the twenty days, will seriously disrupt the learning of others, or represent a threat to the safety of other students and staff.

Step 6: Confirmation of the decision to expel

- Where the twenty day period following notification to the Educational welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel. This task is formally delegated to the Chairperson and the Principal.
- Parents will be notified immediately that the expulsion will now proceed.
- Parents will be informed of their right to appeal and supplied with the standard appeal form.
- A formal record will be made of the decision to expel the student.

Review of the use of expulsion

The Board of Management will review annually the use of expulsion in the school to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school, and to ensure that expulsion is used appropriately.

Anti-Bullying Policy

‘Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time’. A once- off incident may be bullying if it leaves the person in on-going fear and affects their daily well- being. In the school’s Anti Bullying Policy, the term bullying also encompasses harassment and sexual harassment.

The prevention of bullying requires the co-operation of students, staff, parents and all in the school community.

All students are encouraged to report bullying to mentors, student council members, teachers, tutors and year heads, counsellors or any adult in the school.

The school regards bullying as a serious infringement of any student’s rights and any report of bullying will be treated seriously. Corrective action will be taken on becoming aware of bullying with due regard for the wellbeing of the subject(s) and the perpetrator(s).

Copies of the school’s Anti Bullying policy are available from the general office and on the school’s website.

Anti-Bullying Charter

Every student has the right to enjoy their learning free from bullying in the school and in school- related activities. Any student who engages in bullying behaviour will be dealt with in accordance with the school’s Anti-Bullying policy and Code of Behaviour. Students who have been bullied will be offered help, advice and support. All students have the right not to be bullied and a responsibility to help prevent bullying in the school.

I have a right to:	I have a responsibility to ensure that:
Be physically safe	Others are physically safe
Expect my property to be safe	The property of others is safe
Be free from all forms of verbal	Others are free from all forms of verbal
Be free from extortion	Others are free from extortion
Be free from emotional bullying	Others are free from emotional bullying
Be free from any hurtful remarks	Others are free from any hurtful remarks

Advice to Students

If you are being bullied in school you should:

- Tell a teacher;
- Tell a friend that you trust who will help you to tell your parent/teacher/tutor/Year head;
- Talk to one of the counsellors in the school;
- Tell your parent/guardian and they can contact the school for you;
- Remember that you are not alone.

Procedures followed when bullying has taken place:

- Should a student tell a member of staff about a bullying incident, the relevant Year Head will be informed and the student(s) will be listened to and a written record kept
- The goal will be to help resolve and restore student relationships
- When bullying has occurred, parents/guardians are informed that their son/daughter has been involved in a bullying situation. The Year Head will consult with the Anti-Bullying Coordinator and/or a member of the guidance/counselling department
- An agreement will be reached between the students involved, which may end the bullying
- There will be follow-up monitoring and support where necessary.

If the agreement is broken the bullying incidence will continue to be dealt with according to the school's Anti Bullying Code.

Please consult with Anti Bullying Code. Copies of the school's Anti Bullying policy are available from the general office and on the school's website.

The school's response to bullying adheres to the Department's Child Protection Procedures for Primary and Post Primary Schools 2017.

Child Protection and Child Safeguarding Statement

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Ms Pauline Duffy (Principal).
3. The Deputy Designated Liaison Person (Deputy DLP) is Ms Aileen Friel (Deputy Principal).
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

A copy of the Child Safeguarding Statement is available from the school office and the school website.

Other Policies

Our Code of Behaviour also includes specific policies and procedures to deal with particular inappropriate behaviours which may arise from time to time. These policies are in place to help sustain the smooth running of the school and maintain a high quality teaching-learning environment.

Homework Policy

In Collinstown Park Community College students are actively encouraged to develop Homework skills. Homework skills represent a commitment to learning and success. It is vital to spend time reading and studying the various subjects in order to achieve a full understanding of the curriculum. Subject teachers, tutors and Year Heads promote effective homework habits and our Home School Liaison Officer conveys the views of parents to the CPCC staff /management. Parent/Teacher meetings are also used to promote partnership between home and school in relation to homework issues.

Guidelines for students:

At school

- Some homework may seem difficult to do. However, try your best to do it
- There are many types of homework, including reading, writing, drawing, thinking, memorising, studying, revising, investigating, researching, doing a survey & preparing the next topic
- Before leaving each class, write down the given homework assignment in the journal beside the appropriate subject. If the homework is not due the next day, turn to the day before it is due and note it there as well
- Be sure you understand what you have to do at home and how to do it. Ask your teacher during class if you are not sure.

At home:

- Get all books/materials ready before you start
- Allow yourself enough time to complete your homework satisfactorily
- Be as neat as possible
- Homework should be completed in a suitable environment, i.e. without the distraction of TV, radio, iPods, PC, computer games, mobile phones etc.
- If you are absent from school or class, you are still responsible for the work that you missed. Talk to the teacher and find out what to do to catch up
- Hand in your homework on time
- All notes written in the homework journal by subject teachers should be signed by parent/guardian and the form teacher
- On Sunday nights, write the names of the subjects as they appear on the weekly timetable for the full week ahead.

Study tips:

- Think about what you did in class during the day
- Neatly re-write the class notes that you wrote
- Redraw diagrams, maps, graphs that you drew in class
- Reread the chapter you were doing in class
- Go back over your textbook and revise a previous chapter
- Organise your class hand-outs into a folder.

The following guideline is suggested in relation to the amount of time spent doing homework. It is not a rigid guideline but serves to establish a structure for doing homework. When exams are approaching more study is required.

Junior students

1st year	1 hour
2nd year	2 hours
3rd year	2-3 hours

Senior students

Senior students receive workshops and assistance from teachers/career guidance/outside speakers to determine appropriate time required for homework/study. The Guidance Counselling team encourages students to complete a prediction exercise included in the school journal.

Advice is offered in relation to the appropriate setting for homework eg a quiet place, doing homework at the same time and early in the evening in order to develop good homework habits.

Sanctions

Should a student fail to produce or complete home work in a satisfactory way the:

- Subject teacher fills out the “No Homework” record section of journal
- The student reaching 3 No Homework notes will receive a behaviour note in VSware
- The student reaching note 6 will receive a behaviour note and a detention
- If student misses detention s/he is seen by year Head and relisted

A student may be suspended for repeated failure to attend detention. Suspensions are applied by the Principal or in his/her absence the Deputy Principal or in both their absence the Teacher in Charge.

Attendance and Absenteeism

The Education Welfare Act places various responsibilities on the school and on parents to ensure the regular and punctual attendance of their pupils. Parents can keep an eye on the attendance of their son/daughter in school by monitoring the school journal which they are asked to sign every night.

Parents are asked to note that if a student is absent for a day or part of a day, they must by law supply a written explanation to the school as to the reason for absence. This written note must be supplied in the student's journal and must be available to the school on his/her next day in attendance.

All pupils continued attendance at the College is considered during the course of the school year and most particularly at the end of the year. Resumption in September is based on satisfactory completion of the school year, including regular and punctual attendance and participation in the end of year examinations whether State organised or school based. The College will not admit a student to a subsequent year if he/she hasn't completed the previous year except in most unusual circumstances. If a student doesn't take their examinations and the school has to re-organise them at some other date, a fee may be charged per subject to cover the cost of organisation, setting of papers and supervision. In relation to courses for Senior Students, these are open to those who have fully completed their Junior Cycle and have applied to the school for a place in Senior Cycle before the closing date which is specified well in advance during the course of third year.

Punctuality

Students are instructed which door he/she should use in order to enter the building.

Doors open 8.50am for morning registration at 8.55am, and 1.25pm for afternoon classes. Students arriving after 8.55am or after 1.30pm are late and enter by the main entrance to building. Arriving on time is an important life skill and develops the student's ability to become a reliable and responsible member of the community. Arriving late to class has a negative impact on the school's teaching and learning environment. According to the Education (Welfare) Act 2000 the school is obliged to record the attendance of all students. It is important that students are on time for registration. In Collinstown Park Community College the co-operation and support of our students and parents is greatly appreciated in relation to student punctuality.

In order to encourage and promote punctuality in our school the following procedures are followed:

- A student arriving late with a note from a parent will be admitted at any stage as long as such an occurrence does not happen on a regular basis. On every 12th note this student will be assigned a detention and/or a meeting will be arranged to meet parent/guardian.
- A record of students arriving late to school is kept. If a student is late, with no note, for three times, a detention will be given to the student. A meeting may be arranged to meet parent/ guardian should lateness persist.
- When a student arrives late to class with no note or valid explanation the subject teacher will list the student for a detention.

Procedures for Detention

A student may be placed on detention for breaches of school regulations. Information concerning detentions is communicated to parent(s)/guardian(s) in the student's journal.

A student may be suspended for repeated failure to attend school detention.

Mitching/Signing out

Students may leave early if they have permission from their parents. Before they leave they must supply a note from a parent for their tutor or year head to get permission and then sign out at the Main Office. Any student "mitching" in school or out of school will receive a sanction.

Internet

As part of the school's education programme, we offer pupils supervised access to the internet. The school has an acceptable use policy in relation to the internet which will be outlined to each pupil by his/her teacher before commencing use of this facility. Although the school actively seeks to promote safe use of the internet, it recognises the possibility that students may accidentally access objectionable material. Usage of the internet therefore requires responsibility on the part of the user as well as the school. If a pupil is in breach of the school's policy in relation to access to the internet, disciplinary action will follow.

Mobile phones, earphones and other portable electronic devices

Mobile phones, earphones and other portable electronic devices brought into school have the potential to create a lot of disruption and distraction, interfering with the right of students to learn. Accordingly, none of these devices are allowed to be used in school.

The use of mobile phones, earphones, iPods, etc. for taking photographs or for audio/video recording in school or during school activities is strictly prohibited. Using these devices in such a way is an infringement of a person's right and would be considered a serious breach of the school's code of behaviour.

Any phone and/or other portable electronic devices (including headset, earphones) etc. that is seen, heard or in use by a student will be temporarily confiscated. The school reserves the right to temporarily confiscate a mobile phone (including the Sim card) and these other devices (and attachments) and retain them for a period of one night (plus any intervening non-school days e.g. week-ends, mid-term breaks etc.) in the case of a first offence.

The phone/device will be returned after one night confiscation on condition that the student guarantees that the rule will be complied with in future.

In the case of a second offence the phone/device will be confiscated for two nights.

In the unlikely event that further breaches occur, the sanction will be double its previous level in terms of the duration of the confiscation.

If a situation arises where a member of staff is confiscating a mobile phone, earphones or any other portable electronic device and the student refuses to hand it over they will be referred immediately to the Deputy Principal/Principal.

Failure to hand over a mobile phone, earphones and/or other electronic device(s) will result in a suspension, a condition of return from this suspension being that the student hand over the original mobile phone, and/or electronic device(s).

Failure to comply with policy re: Mobile phones, earphones and other portable electronic devices four times will result in that student attending a Discipline Committee.

Any phone/device that is unclaimed by the second Friday in June will be donated to an appropriate charity.

Responsibilities of students involved in extra-curricular activities

A core value underlying the provision of extra-curricular activities is the development of student responsibility. A student demonstrates this by choosing to take part in extra-curricular activities and taking responsibility for his/her own personal behavior including the care of equipment and school property. Every student is expected to take pride in the facilities and equipment provided by the school.

A student's responsibility is to be a credit to their parents, school and the community. Therefore, you should:

1. Treat everyone involved with respect.
2. Attend your Extra-Curricular activity at the appointed time and relay intended absence in advance to the teacher in charge.
3. Always remember on and off the pitch/court and any school trips, that you are representing yourself, your family and the school.
4. Always show good sportsmanship and treat victory or defeat with equal dignity.
5. Avoid using inappropriate language on or off pitch/court or at other events.
6. Accept the referee's decision and speak appropriately to a referee at all times.
7. Jewellery, piercings, studs etc. on any part of body while playing may be considered dangerous and should not be worn while playing sports and representing the school.
8. Train as you should play, with enthusiasm and commitment.
9. Ensure that participation in Extra-Curricular activities does not interfere with your classwork or homework and ensure all homework is completed.
10. When travelling on the bus, respect the Bus Driver, be conscious of the safety of yourself and others and adhere strictly to the rules of the bus.
11. On a Match Day, you must:
 - i. Leave and arrive at the appointed time. Students may not leave class earlier than advised.
 - ii. Ensure that you have full and proper gear, including clean footwear and correct socks.
12. Provide consent from a parent/guardian. Permission may be obtained by using permission slips or digital means.
13. Provide parental contact details and provide emergency contact details to the teacher in charge.
14. Provide information to teacher in charge concerning any medical condition/illness and medications being taken while participating in the extra-curricular activity.

Please remember that for the benefit of all involved the school's Code of Behaviour applies to all Extra-Curricular activities. The school also reserves the right to withdraw a student or group of students from an activity for a serious breach of the school's Code of Behaviour.

Should a student misbehave on an extra-curricular event future participation in extra-curricular activities will be reviewed.

Uniform Policy

1st /2nd /3rd year	V necked Navy Jumper with school crest, White Shirt (not a polo shirt), Grey Trousers/Grey Skirt Plain Black Footwear and Black Sole
4th /5th /6th year	V necked Wine Jumper, White Shirt (not a polo shirt), Grey Trousers/Grey Skirt Plain Black Footwear and Black Sole

Should a student arrive to school without the full uniform:

- A uniform will be offered to the student
- Should student refuse to wear the uniform offered, the Year Head/tutor will contact parent/guardian or send a letter home
- Should the student arrive into school the next day without the uniform the student may be sent home.

Vehicle parking policy for students

The vehicle parking policy is designed to safeguard the health and safety of all persons on the school grounds. Safe driving habits should always be observed.

We encourage all students to consider alternatives to driving themselves to school.

Collinstown Park Community College requires all students who do drive to school to register their vehicles with the school.

The following rules should be observed:

- The student assumes all responsibility for loss or damage to his/her car, its equipment and its contents.
- Speeding, reckless operation, making excessive noise etc. on school property or near any school building will not be tolerated.
- Students are not permitted to carry other passengers. Any student who uses a vehicle to transport other students (other than siblings) will lose the privilege of parking on school grounds.
- The car park is off limits during the school day.
- Students are prohibited from eating, smoking, vaping, sitting in or loitering around the cars parked on the school grounds.

Violation of these regulations may cause loss of parking privileges and possible disciplinary action.

An addendum may be added to the Code of Behaviour subject to guidelines from the Department of Education and Skills in relation to Covid19.