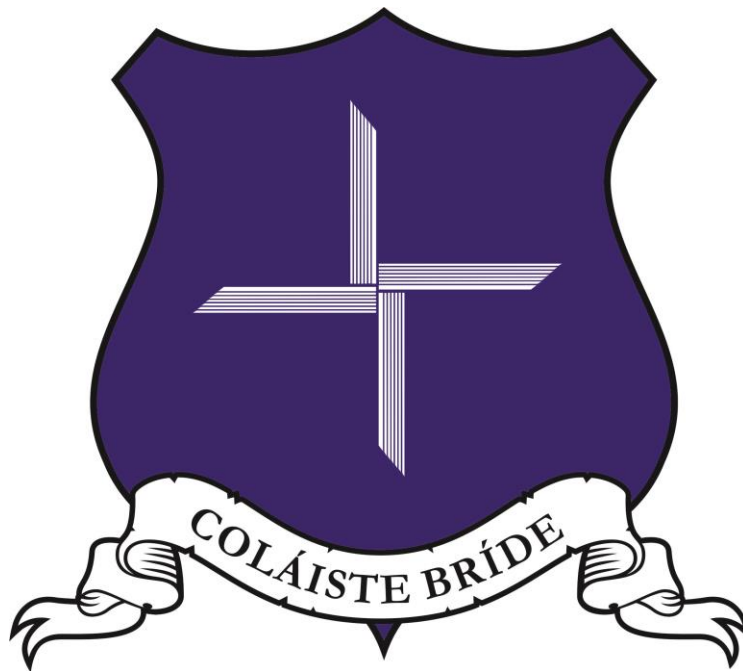


***CODE OF
BEHAVIOUR AND
DISCIPLINE***



***COLÁISTE BRÍDE,
ENNISCORTHY***

MISSION STATEMENT

*“We are working to promote a secure and caring environment,
Where Respect, Responsibility and Christian commitment grow,
Drawing forth the positive of each individual”*

Coláiste Bríde is a Catholic School founded by the Mercy Order under the trusteeship of CEIST. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student.

The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

The core values of CEIST are :

Promoting Spiritual and Human Development

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

Achieving Quality in Teaching and Learning

We are committed to excellence and to continually improving the quality of teaching and learning.

Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

Creating Community

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

Being Just and Responsible

We seek to act justly and responsibly in all our relationships

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1. INTRODUCTION

This code has been prepared by the Board of Management in accordance with the provisions of Section 23 of the *Education (Welfare) Act 2000*, *The Equal Status Act*, and the *Education of Persons with Disabilities Act* and duly adopted by the Board as the Code of Behaviour and Discipline for all students enrolled at Coláiste Bríde, Enniscorthy, Co.Wexford.

Our school's Code of Behaviour and Discipline has been carefully drafted for the benefit of all.

The objective of our code is to create a respectful and co-operative atmosphere in which every individual is given the best possible opportunity to grow and develop academically, socially and personally within an ordered and safe school community.

Students, school and parents have a duty to cooperate with each other in upholding the code if this objective is to be achieved.

Praise and positive consequences are seen as more desirable and important by staff in motivating pupils than punishment and negative consequences. In Coláiste Bríde we employ a number of mechanisms to achieve this.

- We endeavour to *affirm students' self-worth and self-esteem* with praise for progress and effort as well as for high grades and achievements.
- The school *journal is used as a communication* between home and school and care is taken that favourable comments about students are included.
- *Display of work done* (in the classroom or on the corridors) of projects or art work that demonstrate effort and progress.
- *Acknowledgements in assembly* for students within that year group.
- *Acknowledgements on school intercom* for class groups, teams or individuals who have participated well or represented both themselves and the school well at certain events.
- A high profile and prestigious annual *Awards Night ceremony* is held each May to recognise and reward exceptional achievement and school spirit.

As partners with parents/guardians in the education of the students under our care, we look forward to full co-operation from the home in this important work.

2. PASTORAL CARE

The commitment of Coláiste Bríde to the Pastoral Care of all its members grows out of the school's philosophy as enshrined in our Mission Statement.

Pastoral Care is a process which permeates every aspect of the work and life of the school to the benefit of all. It involves the work of caring for, respecting, supporting and advancing the all-round development of each pupil.

Pastoral Care helps to create students who:

- have a deep sense of self-respect.
- are self confident.
- have high standards and are motivated to work for their personal best.

- treat fellow students and staff members (teaching and non-teaching) with the utmost courtesy and respect.
- have a sense of belonging in the school and of pride in its goals and work.

In her daily life in the school, the student interacts with a range of professionals, all deeply committed to her welfare and progress.

The Subject Teacher

Each teacher not only instructs pupils in the course content of the particular subject, but works to ensure that each pupil is enabled to derive the maximum benefit from the class, develop a good pattern of study and homework, and reach the highest standard of attainment of which she is capable.

The Year Head

The Year Head is assigned to a particular 'Year Group' and has a very special role in the life of that year group for their entire time in Coláiste Bríde. The Year Head aims to create a well motivated, happy year group where each member is cherished and where standards of work, conduct and responsibility are always striving towards excellence.

In the relationship of trust and respect that develops between the Year Head and the year group there is an opportunity for individual, or general, concerns and difficulties to be discussed and dealt with.

The Year Head has a vital function of leading, co-ordinating and inspiring the students of a particular Year Group and liaising with the Subject Teachers involved. Regular assemblies are just one means by which this work is done.

The Guidance Counsellor

In a wide range of different forms the Guidance Counsellor provides the students with information in relation to Subject Choices, Further Education, Career Options and the world of work generally. The Guidance Counsellor may also be consulted on a more general basis in regard to a student's school progress.

The Guidance Counsellor provides invaluable listening and counselling facilities for anyone who wishes to meet on an individually basis.

The School Chaplain

The School Chaplain works with the Religion teachers to enhance the spiritual and liturgical dimension of school life.

In addition to the teaching staff, there are students also specially charged with the responsibility of providing a caring and supporting function for their fellow students:

The Class Captain / Class-Representative

These girls, chosen by the class group itself, can play an important part in ensuring that each class member can integrate happily into her class and proceed with her work, unimpeded.

The Head Girls

There is a wonderful tradition in Coláiste Bríde of Head Girls who are respected, trusted and consulted by students of every age and valued by the whole school community.

The Meitheal Group

Each year a group of fifth year students receive special training in Student Leadership and work

particularly with first years and other juniors. They make a valuable contribution towards creating a welcoming and friendly environment for students who are new to the school. They organise a number of class and inter-class activities and are available for consultation or advice for any student.

The Student Council

This Council is composed of two Class Representatives from each year group, democratically elected by ballots. Two staff members sit on the council as liaison teachers. The council adheres to an agreed constitution and meetings are regular and formal. The student council acts as an effective forum for student information and is most effective as a forum for student information, discussion and organisation as well as being an advocacy body for the student body.

The involvement of parents with teachers and students is vital to the progress and success of every student:

Parents Role

Parents play a vital role in shaping the attitude which produces good behaviour in our school. If a positive attitude towards the value of work is passed on by parents, students will be much more favourably disposed to meet the standards of courtesy, discipline and study that the school expects. This favourable disposition will mean that the student has a much greater chance to maximise her potential.

Parents also play a very important role in developing good habits of attendance and punctuality. Coláiste Bríde seeks the active involvement and co-operation of the parents of all our students. This active co-operation, will be sought at an early stage. If a problem develops, parents will be invited to discuss the problem with the appropriate member of the school management team.

Parent/Teacher Meetings

These are organised for each Year Group and parents are given adequate advance notice to ensure that they will be able to make such arrangements as are necessary to attend. This is an excellent opportunity for parents and teachers to discuss and evaluate each student's development.

Board of Management (Parental Representation)

Two parents are elected from among the Parent Body to the Board of Management for a three year term and thus have an important role in the overall management of this school.

Parents' Council

Following an AGM each year, a committee is formed from the Parent Body to operate the Parents' Council throughout the year. A number of activities especially beneficial to parents and students are organised.

Individual Meetings

Parents are, of course, most welcome to meet teachers or a member of School Management on an individual basis. Appointments may be made by contacting the school secretary.

3. RESPECT FOR ALL

An Anti-Bullying Policy

In our Mission Statement we state that we seek to promote a secure and caring community environment, where respect, responsibility and Christian commitment grow. Coláiste Bríde has devised this policy to achieve a safe and secure environment for all our students.

Our School Community believes that each student has a right to an education free from fear and intimidation.

Colaiste Bríde's Anti-Bullying Policy is based on the "No Blame" strategy. Briefly this strategy states that

1. The aim of the strategy is not to lay blame but to stop the bullying behaviour
2. Investigations are to be low-key
3. Person displaying Bullying Behaviour is dealt with in a non-threatening way. This is to safeguard the person who reported incident and also to allow the opportunity to the person displaying bullying behaviour to change her behaviour.
4. They are to be given a chance to change behaviour before any sanction is applied.

Each pupil has an absolute right to:

- Be physically safe.
- Be able to associate with other young people for companionship and friendship.
- Keep their own possessions and money safely.
- Be free of insult, derogatory terms, teasing or discrimination on the grounds of race or sexual orientation.

Each teacher has an absolute right to:

- Safety, respect and cooperation.
- Be free of insult or derogatory terms.
- Conduct classes free of interruptions, distractions and noise.

Everyone, staff (teaching and non-teaching), and fellow students, must be treated with respect.

Bullying breaks this rule because if you hurt, threaten, or frighten someone you are not treating them with respect.

This school supports the provisions of the Dignity at Work Charter.

| |
|--|
| BULLYING IS NOT ACCEPTABLE AND WILL NOT BE TOLERATED. |
|--|

Pupils must not:

1. Name call or tease others (this hurts and humiliates).
2. Damage or interfere with personal property (books, clothes, bags, etc.).
3. Isolate, exclude, and ignore other pupils.
4. Push or shove others or engage in other boisterous behaviour.
5. Prevent others from expressing their own views.
6. Pressurise others into doing things against their wishes.

Bullying must be reported.

- Those not reporting what they know are passively supporting the bully.
- Bullying works only if others are willing to ignore it.
- Anyone can report an incident of bullying - victim, parents, friends, - by letter, by phone call, or comment to any member of staff.

COURTESY AND BEHAVIOUR

- Students are expected, at all times, to show respect for themselves, their fellow students and all staff, both teaching and non-teaching. Fundamental expressions of politeness such as “please”, “thank you”, and “excuse me” should be a regular part of everyone’s vocabulary. The use of offensive, insulting language is never acceptable.
- At all times, students should walk in single file, on the right-hand side of corridors and stairs for safety and ease of movement.
- Each member of the School Community – teachers, ancillary staff and students - should enjoy school life free from harassment, intimidation, physical, mental or emotional bullying.
- Visits to the toilet should take place only between classes and during morning break and lunchtime.
- Students in school uniform are seen as representatives of the school and their behaviour should always reflect well on the school and their fellow students.

4. EXPECTATIONS IN THE CLASSROOM

Personal Responsibility:

1. Be courteous and polite to classmates and teachers. Bad language or insulting language should never be used.
2. If you have to be corrected, accept your correction gracefully.
3. All students are required to be in full uniform, correctly worn, at all times.
4. Be punctual for all classes throughout the day.
5. Visits to the toilet should take place only between classes and during morning break and lunchtime.

Work:

6. Have all books and materials needed for class. Use Homework Journal to list and organise homework and study. All homework assignments, written and oral, must be completed on time.
7. Be attentive in class and co-operate with the teacher. Raise your hand if you wish to speak.
8. Do not distract others; keep noise levels in the classroom to a minimum.

Environment:

9. Treat all school property with respect.
10. Chewing gum is destructive of furniture and flooring and is not allowed on school premises.
11. Keep the classroom tidy and clean. Put all waste in the wastepaper bin.
12. School bags should be kept under chairs in order to keep the aisles free.
13. Where classes are held in a room other than Home Room, students must occupy the front desks as far as possible. Desks and property in these rooms are to be properly respected.
14. During the school day eating other than at break and lunchtime is totally unacceptable unless medically required. Break and lunchtime are sufficient for this purpose.
15. Be thoroughly familiar with the Fire Drill regulations. Follow any directions carefully in the interest of the safety of all.

5. HOMEWORK & STUDY GUIDE

Introduction

The school encourages students to develop good study skills from first year onwards, so that they will experience learning as something enjoyable and challenging, rather than as something imposed on them.

Students are encouraged to develop a responsible attitude towards

- a. Making the best use of class time.
- b. Following a routine pattern of homework/study
- c. Preparation for exams.

Students are encouraged to make full use of the advice given by teachers with regard to homework and study.

- Our experience agrees with all educational authorities who advise that it undermines the educational process when secondary school students hold a part-time job during term time. It interferes with their academic progress. Attending school is a full-time occupation.
- The School Library is a valuable resource and strict silence is required of all students when reading/studying there.

Motivation

- Students are advised to have clear objectives which can create motivation for study.
- A positive attitude is a big help in learning any subject. Students should realise that satisfaction can be gained when progress is made and grades in a subject are improved.
- Students are encouraged to set realistic goals for short, medium and long term achievement.

Short Term Goals: Set out clearly what can be covered in 45 minutes. If it is not finished in the set time, put it aside and return to it later. Keep to a timetable.

Medium Term Goals: Focus on and work towards Class Tests, End of Term Tests, Certificate Exams.

Long Term Goals: Students are encouraged to think of life ahead and to realise how much better equipped they will be for life with a good education.

Learning in class

Maximum concentration and participation in class are the first steps towards good learning. It is also vital to have all necessary books and materials in class. Borrowing from classmates is inconsiderate and disruptive.

Note taking

Notes are taken to

- (a) Clarify thoughts.
 - (b) Help recall information.
 - (c) Facilitate revision before exams.
- Notes should be legible and clearly laid out to allow for revision at a later date.
 - They should be taken intelligently and only the most important aspects recorded (i.e. rough summary in own words and diagrams).
 - They should be revised regularly.
 - A binder with subject dividers can be useful in storing notes.

- Using notes you make revision easy, enabling students to cover a great deal in a short time!

Correct use of homework journal

- Journals are used to record homework in detail and are to be checked by parents weekly or as required. Students are required to make a list of what is to be studied in each subject and to tick off each topic as it is completed.
- The homework journal must be produced on the request of any teacher, may be required at parent teacher meetings and is not to be defaced in any way.

4. Study

It is essential that students study at home material that is covered in class. This is a skill, which can be nurtured and developed. Organisation is very important also. Revision of earlier work is important to link old and new material and to note progress.

Many students find it useful when studying to write summaries, lists or key points of the topic being covered; also to draw sketches, flow charts or spider diagrams etc.

Study environment

- A regular place for study is needed; it must be distraction free (no music / TV / phone calls). This is somewhere students should associate in their minds with serious study.
- Adequate heating, good lighting (e.g. a desk lamp) and ventilation are very important.
- A study place should have a reasonable size desk, which is uncluttered and a straight-backed chair.
- Students should ensure all study requirements are close at hand (e.g. pens, paper, textbooks etc.).

Time management

Time needed for study (recommendations are approximate):

| | | |
|-------|----------------------|----------|
| TIME: | 1 st year | 1-1½ hrs |
| | 2 nd year | 2+ hrs |
| | 3 rd year | 3+ hrs |
| | Transition year | (varies) |
| | 5 th year | 4+ hrs |
| | 6 th year | 4+ hrs |

Each evening, it is advisable that students work through the timetable of the day just completed. Students should do learning first, then written work and finally check learning. Having worked for 45 minutes, students should take a 5 minute break. When homework for the following day has been completed, students should do some revision and link new and previously studied material. Finally, students should get books and materials ready for the next school day.

Written homework

This reinforces and develops what was learned in class. Pride should be taken in the presentation of all written exercises:

- Copies should be neat, clean and properly labelled.
- Margins drawn, space left between sections of answers, etc.
- Care should be taken so that the standard of handwriting is good, clear and legible.
- Homework should show the student's best effort both in content and good presentation.
- All written work must be handed up on the date it is due.

- A note in the Homework Journal, written and signed by parent is required when Homework is not done.

The provisions of the Education Welfare Act 2000 are the basis for the school's policy on attendance and punctuality.

6. ATTENDANCE AND PUNCTUALITY

1. Full attendance at classes and school-based activities is expected of all students in order to derive maximum benefit from a variety of growth and learning experiences.
2. School starts at 9.00am and ends at 3.45pm.
3. In accordance with the Education (Welfare) Act, 2000, when a student is absent from school for a part of a school day or one or more school days, a formal note, **stating the dates and reasons for absence**, written and signed by the parent, is required in the Homework Journal. This note should be presented to each subject teacher at the beginning of each class. It will also be checked by the Year Head who will bring it to Principal's attention if necessary.
4. Parents are urged, where possible, to avoid making out-of-school appointments for students during school hours. In unavoidable circumstances, written permission from a parent is required in order for the student to "Sign Out". In this situation, the note in the Homework Journal should state the time of departure and the expected time of return to school.
5. Only students who return a lunch-time pass application form signed and completed by parents giving permission to **go home** at lunch-time may leave the school premises at that time. Such students must have their 'lunchtime pass' with them each day.
6. Persistent lateness is regarded as a serious matter, which will result in sanctions and contact with home.
7. When a student becomes ill during the school day, she should obtain her teacher's permission to leave class and then inform the Office of the situation. Contact will be made with home to arrange for her collection. In this regard **it is vital that parents keep the school informed of all current telephone contact numbers.**

7. UNIFORM AND APPEARANCE

Only the **complete official school uniform** may be worn by students in school

List of Uniform:

- A navy school jumper with red stripe.
- A clean white shirt.
- A red tie.
- A plaid school skirt.
- Navy socks or navy tights, navy or black shoes.
- A school fleece can be worn over the jumper on excessively cold days.
- A plain navy scarf.
- All students must wear the correct P.E. uniform.

Uniform Code

- Runners/trainers and/or tracksuit may only be worn for P.E. classes.
- Students are expected to be clean, neat and tidy at all times. Hair dyed or bleached to unnatural colours or unnatural nail varnish colours are not permitted.
- Students are permitted to wear make-up and jewellery, but not to excess.
- For safety reasons, nose studs, eyebrow studs or any other form of piercing are prohibited.
- The school authorities are the judges of what constitutes acceptable standards of dress, hairstyles and jewellery.
- It is the responsibility of parents and students to ensure that proper and complete uniform is worn at all times.
- Failure to comply with the uniform code will result in the student receiving a lunch-time detention. Subsequent incidences will result in a referral to home and may result in a suspension.

8. HEALTH AND SAFETY

In the interests of Health and Safety

1. Students must, at all times, be responsible for, and take care, to ensure their own safety and that of others.
2. School bags will be stowed under desks/chairs and jackets placed in the lockers, facilitating the movement of students especially during the fire drill.
3. Students will obey all safety instructions given to them by School Staff members.
4. Students will not litter the School Building or grounds as this is not only unsightly, but may also be a serious Health or Safety hazard. All litter must be placed in the bins provided. Students may be asked to tidy an area (their own classroom) which has been littered and must comply with this reasonable request.
5. Parents are requested not to drive up the school avenue between 8.45am - 9.00am and 3.30pm - 4.00pm when collecting their daughters. This is to facilitate the safe and orderly departure from school of all students.
6. The possession, purchase or consumption of alcohol or other addictive substances during the school day or during school activities is strictly forbidden and breaches of this rule lead to immediate suspension from school.
7. Smoking is illegal in public places. Any smoking, or suspicion of smoking, will be automatically referred to the Health & Safety Authority and incur an immediate suspension.
8. Chewing gum is strictly forbidden as it is destructive of furniture and floor coverings.
9. Interference with fire safety equipment may incur a suspension.
10. Specific rules written in the corridors, science & home economics rooms, computer room, library, lunch hall, P.E. hall etc., must be followed by all students.

9. EMERGENCY EVACUATION / FIRE DRILL

1. Fire Notice in every classroom stating
 - (a) Exit Route.
 - (b) Assembly Point
2. The school bell will be rung five times.
3. Teacher gives the following orders to students
 - “STAND” (close window if open)
 - “SINGLE FILE”
 - “GO” (when way is clear)

4. Teacher closes classroom door and follows class to PLAYING-FIELD
5. Teachers not in class, pupils in other parts of the building, office staff etc. also proceed to PLAYING-FIELD via nearest exits.
6. Pupils MUST stand quietly in PLAYING –FIELD, each class in single file, facing school, Leaving Certs. Near the LUNCH HALL, First Years, near the AVENUE, tallest girls at the back.
7. ROLL CALL. Teacher calls class Roll or does headcount.
8. After "ALL CLEAR", pupils, teachers etc. return to school in an orderly manner.

10. SCHOOL AND PERSONAL PROPERTY

- Students must respect school buildings, grounds, furniture, fittings or equipment and any damage to these must be compensated for by the parents or the pupils themselves.
- Use of mobile phones is permitted on the premises only at the following times: up to 8.55a.m., during break time, during lunch time and at 3.45p.m. (Phones will be confiscated for breach of the above guidelines and can only be redeemed after one week by a parent or guardian)
- Any items such as personal stereos, electronic games etc., considered by school authorities to be a cause of distraction in class, will be confiscated.
- Students are responsible for their own property and the individual's name should be clearly written/marked on books and all other possessions.

School Authorities cannot be held responsible for property which is lost or stolen.

Large sums of money or valuable items should not be brought to school unless for some special reason. When this situation occurs, the money or valuables should be handed into the office and a receipt obtained. Any other money should be kept in one's possession at all times.

11. RULES OF THE SCHOOL & SANCTIONS

School Rules are designed to encourage self-discipline and a sense of responsibility in order that respect, harmony, justice and safety are promoted and a happy teaching and learning environment is created.

In the course of the school day students are required to respect the authority of the Principal, Deputy Principal and all staff members.

To ensure compliance, the school uses a range of disciplinary sanctions.

In the first instance, a teacher may issue a correction, a warning, or a reprimand to a student whose work, co-operation or behaviour is not satisfactory. Sanctions such as a punishment exercise, re-positioning in class, withdrawal of privileges, temporary removal under supervision from class, a note written to parents in the homework journal, may be used at the discretion of individual teachers.

RULES OF THE SCHOOL

- In keeping with the ethos of our school, mannerly, dignified behaviour is expected at all times.
- Show respect to all members of the school community; teachers, special needs assistants, fellow students, office staff, supervisors, caretaking staff and visitors.

- Be on time for school and classes.
- Wear full school uniform.
- Have books, equipment and homework necessary for each class.
- In the interest of health and safety, it is essential that students behave in an orderly manner at all times.
- Respect school property (any damage incurred must be paid in full by the student).
- Eating is not permitted on the corridors.
- Chewing gum is strictly prohibited on the premises.
- All graffiti is unacceptable.
- Use of mobile phones is permitted on the premises only at the following times: up to 8.55a.m., during break time, during lunch time and at 3.45p.m. (Phones will be confiscated for breach of the above guidelines and can only be redeemed after one week by a parent or guardian).
- Smoking is illegal in public places. Any smoking or suspicion of smoking will be automatically referred to the Health & Safety Authority and incur an immediate suspension.
- Loss of Privileges – In the interest of health, safety and student welfare, the management reserves the right to withdraw privileges from a student in instances where that student’s behaviour would be a cause for concern given her record in the school. Examples of privileges would be school trips, school sports, participation in school shows, etc.
- Please note that students are prohibited to park their cars on the school premises.

THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR THE PROPERTY LOST, STOLEN OR DAMAGED. STUDENTS ARE RESPONSIBLE FOR THEIR OWN PROPERTY.

A teacher may make an entry into the homework journal for any of the following misdemeanours.

| | |
|--------------|---|
| Homework: | Often fails to produce or to have made a reasonable attempt-despite having been repeatedly cautioned. |
| Application: | Consistently makes very little effort and pays very little attention in class. |
| Punctually: | Very often late for class for no good reason despite having been repeatedly cautioned. |
| Disruption: | Constantly causing minor disruptions and failing to improve despite having been repeatedly cautioned. Constantly talking /talking out of turn – despite having been repeatedly cautioned. Causing major disruption. |

Defiance/Insolence: Refusing to carry out a reasonable request.

Persistent Minor Offences: eg. behaving in a rough manner, wearing excessive make-up etc., despite having been repeatedly cautioned.

SANCTIONS

On a weekly basis, the Year Head or Assistant Year Head may check the homework journal and will take appropriate action if the journal is not up to date or is deemed to have inappropriate content.

- Year Head meets students.
- Phone call home and follow up confirmation of above.
- After school detention. (Parents to be given 3 days notice).
- Students put on report and this will be reviewed with parent and/or student.
- Removal from class and immediate referral to the Principal or Deputy Principal.
- Any reports of bullying will be referred straight to the Principal.
- Very serious offences such as smoking, mitching, forging notes, vandalism and/or inappropriate behaviour will be dealt with as a separate issue by the Principal and/or the Board of Management.

Code of Behaviour and Discipline of Coláiste Bríde, Enniscorthy,

Date: _____

Signature of student: _____

Signature of parent: _____

FOR STUDENTS WHO HAVE REACHED THE AGE OF 18 YEARS

I have re-read and agree to abide fully by the

Code of Behaviour and Discipline of Coláiste Bríde, Enniscorthy,

Date: _____

Signature of student: _____