Code of Positive Behaviour

Coláiste Bríde,
Enniscorthy,
Co. Wexford.

Ratified by the Board of Management

Signed: _____ **Review Date: May, 2025**
Chairperson,
Board of Management

Signed: _____
Secretary,
Board of Management

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

Introduction

In Coláiste Bríde, we implement a Code of Positive Behaviour to encourage cooperation, openness, and respectful communication between students and staff. A Code of Behaviour is vital for the efficient operation of the school, to maintain good order and respect for each person in the school. We promote a happy, caring environment where students are encouraged and supported to reach their full potential. The learning environment in Coláiste Bríde is a positive one with a strong emphasis on the promotion and reward of positive behaviours. Our school provides a caring and safe environment for our students where the values of respect, fairness, kindness, self-discipline, equality and hard work are fostered in all students.

Our Code of Positive Behaviour is supportive of the processes of restorative practices which emphasises restoring relationships rather than punishing. In Coláiste Bríde we encourage students to take responsibility for their behaviour and learning.

This Code of Positive Behaviour should be read in conjunction with the following school policies:

- Anti-Bullying Policy
- Acceptable Use Policy
- Attendance Policy
- Email & Office 365 Policy
- School Tour Policy
- Substance Use Policy
- Suspension & Expulsion Policy

Aims

The aims of our Code of Positive Behaviour are:

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the school community and a sense of pride in our school.
- To recognise and respect the potential of each individual: spiritual, emotional, intellectual and physical.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of the school.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed sanctions that will be used in response.

Students of Coláiste Bríde are expected to observe the Code of Positive Behaviour at all times while on school property, while travelling to or from school and while participating in any school related activity. Where a student is alleged to have engaged in serious misbehaviour when not under the care and responsibility of Coláiste Bríde, the Code of Positive Behaviour will apply if there is a clear connection with the school and a demonstrable impact on its work.

Regular contact is maintained between teachers, students and parent(s)/guardian(s) in order to appraise the student and her parent(s)/guardian(s) of issues that may arise and of their progress generally.

Responsibility of the student

1. Regular Attendance

Students are expected to attend school as outlined in the school calendar and to attend all classes. Attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve her full academic potential and to benefit from all school activities and support initiatives.

The school must be informed of any reason(s) for absenteeism (Education Welfare Act 2000, Section 18). It is the duty of the Principal to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year. Parents/guardians are obliged to provide the school in writing with the reason for absenteeism on the student's return to school. All notes should be placed in the note box at the students' entrance or at the office before 8:40 a.m. A teacher's permission is always required for any absence from class.

Students are not permitted to leave the school grounds during school hours without permission. Any student who needs to leave school early must provide a 'Permission to Leave' note from a parent/guardian giving permission to do so. They should present this note to their year head before 11:00 am and sign out at reception. Students will be unable to sign out if their note has not been signed by their Year Head, or signed by the Principal or Deputy Principal if the Year Head is unavailable.

2. Punctuality

Students are expected to be punctual for school and for classes. In addition to being essential for the efficient running of school, learning to be punctual is an essential life skill and is expected in the workplace. Late-coming is inconvenient for all members of the school community and will incur sanctions. In the case of recurring poor punctuality detention will be used. Parents will be informed by a note in the school journal. In the case of a continuous problem further sanctions may be applied and parents may be requested to make an appointment with the school authorities.

3. School Journal

Each student must buy a School Journal at the beginning of the school year. It is important to note that the Journal is a means of communication between student, teacher and parent. The Journal should be treated with respect and each student must have it in class every day, and available for inspection at all times. The student is responsible for her journal; and must keep it neat and tidy at all times. Parents/guardians are required to sign the journal on a weekly basis. Defacement of the school journal is considered a breach of the Code of Behaviour. Loss or defacement of the journal may incur a replacement fee.

4. Lockers

Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students are not permitted to use lockers between classes. Lockers must be kept neat and tidy, and locked at all times when not in use.

The school retains ownership of all lockers and maintains the right to open or inspect lockers if they deem this to be necessary.

5. Class Behaviour

It is imperative that students be adequately prepared for each class. This entails having the correct course material or textbook, and having any assigned homework completed prior to the class.

Students are expected to behave in a polite manner towards staff members and towards each other.

Each student will behave in class in order to foster a positive learning environment in the classroom. Such a positive environment will encourage progress in school or on any school related activities.

Each student should give their full attention to the teacher in order to learn and to allow fellow students to learn.

Students should bring all necessary equipment and materials to class and to participate in the class activity.

Classrooms should be kept clean and tidy. Eating is strictly forbidden during class time. Students may be permitted to drink water with their teacher's permission.

6. Uniform & 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 Coláiste Bríde school skirt or the Coláiste Bríde school uniform trousers.
- Navy socks or navy tights, navy or black shoes – no boots, canvas shoes or runners are allowed.
- A school jacket can be worn over the jumper on excessively cold days.
- Only a plain navy scarf or headscarf are permitted.

Nails of inappropriate length and style are not permitted.

For Hygiene and Health & Safety reasons some subjects may have their own rules in relation to nails.

For safety reasons, nose rings, eyebrow rings or tongue piercings are prohibited.

It is the responsibility of parents/guardians 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 note in their journal and a lunch-time detention. Subsequent incidences may result in a meeting between school management and a parent/guardian and may result in a suspension.

The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.

7. Respect

The school ethos places great value on being respectful to the school community. It is expected that students treat their fellow students, staff and guests with respect.

Students are expected to take direction and instruction from all staff members while at school and during school-related activities.

Appropriate and respectful behaviour should be displayed by students while on the school grounds and on all school outings.

Respect for the school premises, property and equipment is expected at all times. If a student causes any damage to school property or equipment she will be expected to pay for the cost of replacement or repair resulting from that damage.

Each student is responsible for keeping the school environment clean and tidy.

8. Personal Safety

Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Behaviour that negatively impacts on these rights will not be tolerated. (Please refer to the school Anti-Bullying Policy)

The use, distribution or possession of drugs, tobacco, e-cigarettes or any alcoholic beverages are strictly forbidden to students within the school, on the school premises or while attending school events.

Students are strictly forbidden to enter the premises and/or to attend school events under the influence of any of the above-mentioned substances. (Please refer to the school Substance Use Policy)

Any of the above activities may result in immediate suspension and may warrant expulsion. (Please refer to the school Suspension and Permanent Exclusion Policy).

It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

9. Personal Devices & Property

Students are permitted to use their own devices including mobile phones, smart watches and smart phones before school, at break, at lunch and after school and within the terms of the school's Internet Acceptable Use Policy.

Students may also be permitted to use their own devices during class as a learning tool if they have been given permission by their teacher.

Devices will be confiscated each school day for five school days if students are found using their devices during class without permission or using their device between classes.

Any items such as personal stereos, electronic games, smart watches, etc., considered by school authorities to be a cause of distraction in class, will be confiscated.

In order to respect the privacy and integrity of all individuals in the school, camera/video facilities on mobile phones and any recording without permission on the school premises is not allowed.

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 broken, lost or stolen.

10. Computers and Internet

Students are expected to behave with integrity when working with computers in the school. Use of information technology in bullying or defaming any member of the school community (see Acceptable Use Policy, Anti-Bullying Policy and Email & Office 365 Policy) will incur sanctions, as will any misuse of technology that brings the school into disrepute.

11. The Promotion of Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Coláiste Bríde we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition, the school has in place, a variety of rewards to recognise and ostensibly mark achievements and efforts across the full range of school activities.

Rewards

It is recognised that it is important to reward students who make a positive contribution:

- a quiet word of acknowledgement for a student by a teacher
- praise for effort, participation or achievement in class
- a positive note in the student's journal
- the VSware school administration system may be used to communicate with parents
- recognition of student achievements in school newsletters
- display of student's work
- a special mention by the Year Head or tutor at assemblies or in class
- special mention of an individual or a group on the daily intercom announcements
- at the annual awards ceremony

12. Sanctions

Coláiste Bríde recognises that students may fall short of what is expected of them in terms of behaviour on occasion and a system of sanctions is in place.

The aim of any sanction is, firstly, to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of Positive Behaviour and may signal to other students and staff that their well-being is being protected.

Sanctions include:

- reasoning with the student
- reprimand, including advice on how to improve

- move place in class
- note in the school journal
- extra work/homework given
- note to parent/guardian
- the VSware school administration system may be used to communicate with parents
- short detention for a period during the lunch break
- meeting with Year Head/Deputy Principal/Principal who decide the appropriate sanction
- meeting with parents to outline the difficulties and to discuss strategies for improvement
- after school detention. Parents are notified in advance.

Failure to attend detention without an acceptable reason is deemed to be a serious breach of the Code of Positive Behaviour and may lead to a more serious sanction, including suspension.

- in-house suspension
- external suspension
- expulsion

13. Suspension

Please refer to Suspension and Expulsion policy which is available from the school and on the school website.

Roles and Responsibilities of Teaching Staff and School Management

Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:

- Understanding and supporting the Code of Behaviour.
- Fostering mutually respectful relationships between students, parents/guardians and all staff on the school campus.
- Rewarding positive behaviour and learning achievements/effort and general progress.

- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable all students to achieve their potential.
- Supporting students through an effective pastoral care system and through our 'Social, Personal and Health Education' and Wellbeing programmes.
- Offering support through our guidance support services.

Roles and Responsibilities of Parents/Guardians

Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by;

- Fostering mutually respectful relationships between students, parents/guardians and all staff in the school.
- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their daughter's/ward's progress.
- Informing the school of concerns which may affect their daughter's/ward's progress.
- Providing feedback through the Parents' Council in relation to school policies.

Roles and Responsibilities of Students

Students are the centre of our school community. They are responsible for their own behaviour and engage in responsible and positive behaviour by:

- Respecting each other, the school staff and any visitors to the school.
- Creating a positive learning atmosphere in the classroom.
- Working to the best of their ability to achieve the best possible education.
- Acting in a safe manner and considering the safety of others.
- Showing respect for other people's property and the school environment.
- Supporting the Student Council in its role as a voice for the students.

- Raising issues which concern you with the appropriate person.

This code is not exhaustive, and the Principal may on occasion need to take a decision based on best practice for the good of other students, staff and the school. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

Criteria for Success

We will recognise that this Code is effective if;

- It encourages good conduct throughout the school and fosters an atmosphere that is conducive to teaching and learning.
- It promotes respect, teamwork and the pursuit of excellence.
- It promotes a happy and caring school environment.
- It is understood and accepted by the school community.

Review and Evaluation

This Code of Positive Behaviour will be reviewed on an on-going basis and may be amended following consultation with the school community.