

Ardscoil Mhuire



Code of Behaviour Introduction and Ethos

Ardscoil Mhuire, with a student population of approximately 500 students and a large teaching, student support, supervisory, office and maintenance staff are equivalent in size to a substantial industrial or commercial concern. The purpose of this code of behaviour is to create a safe and positive environment in which students can learn and grow, and teachers can teach and guide them. Rules will be administered in a spirit of fairness, bearing in mind the best interests of the whole school community. When sanctions must be administered, students and parents/guardians are reminded that it is the offence that is disapproved of and not the individual. Parents/guardians are specifically reminded that they always have the right to make representations to the school on their children's behalf.

Although success in education is often perceived as success in the academic field, Ardscoil Mhuire sees the education process as being broader and deeper than this. While not detracting from the importance of scholastic attainment, Ardscoil Mhuire aims to give its students an education founded in the Christian values of the tradition of the Sisters of Mercy. The student is seen as a whole person who is helped to grow to maturity in an atmosphere of Christian respect, care, and concern. The aim of education in our system is the formation of the whole person. As well as academic attainments, our aim is to assist the students in knowing God in their lives, and our goal is to create a school community that assists this growth towards knowledge.

With these aims in mind, this code of behaviour for our school has been devised and adopted. It is the understanding of the school that parents/guardians/guardians and students will familiarise themselves with the code and students will present themselves for school in the knowledge of the standards of conduct that will be expected of them, and with the intention of meeting those standards. Parents/guardians are expected to support the school in the administration and implementation of the code in a fair and efficient way, and it is based on this understanding that Ardscoil Mhuire undertakes the education and formation of the students.

The Code of Behaviour:

In reading this code and especially the section on school rules, the following points should be kept in mind.

1. The code of behaviour is applicable to our students during the entire school day, during break and lunch times on or off the premises, on school related visits or trips, during evening study or after school classes and where and whenever our students are representing our school.
2. Consideration is given to the needs and circumstances of students and the school. The aim is to ensure the individuality of each student is accommodated, while the right of each student to be educated in an atmosphere that is free of disruption is affirmed.
3. Every effort will be made by staff to adopt a positive approach to the question of behaviour in school, and the code sets out to offer a framework in which positive techniques of motivation and encouragement can be applied.
4. The school emphasises praise, encouragement, and acknowledgement rather than sanctions or punishments, in the belief that this will give the best results in the long term.
5. The school recognises that a variety of differences exist between students and acknowledges the need to accommodate such variation.

Relationships with Parents/Guardians

Every effort will be made by principal and staff to ensure that parents/guardians are kept well informed, that the school provides a welcoming atmosphere towards parents/guardians and that parents/guardians are informed not only when their children are in trouble but also when they have behaved particularly well.

Parents/guardians are entitled to expect that the school will be conducted in a way that their child will be given the opportunity and encouragement to advance and flourish and that the school will keep them briefed on their child's progress and development.

In return the school is entitled to expect that students will adhere to reasonable standards of behaviour, dress, and conformity to school discipline, neatness, application, and punctuality. They will show consideration for others; fellow students, staff members and visitors to the school to promote a common good within the school. The school is also entitled to expect that parents/guardians will have informed

themselves of the nature, ethos, and goals of the school, and will be supportive of the school in the attainment of these goals.

In cases where sanctions are necessary, we have attempted to distinguish between major offences/breaches and minor misbehaviours and consequently we have endeavoured to devise a system through which sanctions can be quickly, fairly, and consistently applied. The details of this system are set out in the section on responding to inappropriate behaviour, and a copy will be made available to all parents/guardians.

Promoting Positive Behaviour

Ardscoil Mhuire actively promotes good behaviour among our student body with strategies that affirm and promote positive behaviour at both class and school level

- Annual Attendance Award
- Annual Realt Award
- Cara Awards
- Academic Awards
- Project and Reader Awards
- Student of the Year Award
- Student Council
- Prefect Roles
- Merit Letters
- Class Tutor System
- Positive Behaviour Recognition for all year groups
- Text Messaging System
- Referral to Pastoral Care Team
- Communications via VSWare app
- Behaviour Support Plans
- Referral to External Agencies
- Behaviour Screening Tool (Appendix 6)
- Parent /teacher/ student meetings for sixth year group
- “Hall of fame” photo gallery
- Public announcements and acknowledgement of all achievements and participation in school events
- Achievement Awards
- Student of the Month Awards
- Improved Attendance Certificates
- Positive feedback on improved Behaviour via Year Heads, HSCL and Vsware app
- TY Participation Awards

- Class or Year Treats / Rewards
- Social media posts acknowledging positive contributions to school life.

School Rules

The following specific rules are needed to ensure the safe, harmonious, and efficient conduct of the business of the school.

The school reserves the right to add to, delete, modify, or adapt these school rules in the light of experience and circumstances but guarantees that any such alterations will be brought to the attention of those concerned.

1. Conduct in school must be co-operative, attentive, and respectful of fellow students and staff always.
2. UNIFORM: full uniform will be always worn, i.e. The regulation tartan skirt, or navy school pants, school jumper and blouse, navy knee socks or navy/black tights and black/navy shoes.

All Junior Students must wear the crested school tracksuit for PE. This includes a navy bottoms, t-shirt, and sports top.

3. Make-Up: only discreet foundation allowed. A student wearing excessive makeup will be asked to remove it. False eyelashes and overlong false nails are not permitted in school for health and safety reasons. Discreet, natural length nails are allowed.
4. Facial piercings are forbidden for health and safety reasons. Students may use piercing retainers and have them covered when in school.

Students who fail to adhere to our school uniform policy will receive a lunchtime detention on the day they are in breach of our policy.

5. Punctuality: students MUST be on time for ALL classes. Communication from parents/ guardians should be provided when a student arrives late to school.
6. Chewing Gum is banned within school grounds.
7. Absence: following an absence a student must present a written explanation on an absence note at the back of this journal. This note must be signed by a

parent/guardian and given to the school office or updated digitally using the VSWare App.

8. Leaving the School: students who, in exceptional circumstances, need to leave school during school hours must have a general request/explanation note signed by a parent/guardian. This note must be presented to the office before 8.55 a.m. or at breaktime. Alternatively, parents/guardians may email the office or use our attendance management software on the VSWare app to inform the school that their child will be absent. A parent or guardian MUST come to the office and sign out the student.
9. No student may leave the school grounds during the school day without the permission of their parent/ guardian. The parent/ guardian must collect the student and sign them out at the office. If you require a third party to collect your child, please notify the office by email/ note.
10. Students must not use out of bounds areas of the school. Pitches and courts may only be used when supervised by a member of staff.
11. Leaving the class:
 - a. This may happen only with the teacher's permission.
 - b. Toilets should be used during break time and lunchtime.
12. Litter: students have a responsibility to keep the school tidy. The throwing of litter or the writing of graffiti is forbidden anywhere inside or outside the school. Any teacher may request a student pick up litter within the school buildings or grounds even if the student is not responsible for depositing that piece of litter.
13. Smoking, vaping, drug taking and drinking alcohol (including possession) are forbidden in school, coming to school, and going home and on all organised school activities. This rule extends to the carrying of drugs, alcohol and cigarettes/matches and the aiding, in any way, of other pupils in smoking, taking drugs or alcoholic drink. The sniffing of glue, solvents and similar substances is considered a form of drug abuse.
14. Homework/ Equipment: students are expected to produce set homework as well as appropriate books, materials, and P.E. Gear. If a student misses a class/es for e.g., matches, open days etc., It is their responsibility to get and complete any homework assigned.

15. Property: students, singly and collectively, are responsible for school property. Damage to school property must be made good by the students concerned.
16. Lost or stolen items: school will NOT be responsible for any lost or stolen items. All personal belongings should be kept securely in their locked locker. No valuable personal belongings should be brought to school.
17. Bullying of any kind will not be tolerated. Please see our anti-bullying policy.
18. NO student Mobile phones should be visible between 8.30am and 3.50pm. Senior students are permitted to use their phones in class, with the explicit permission of the teacher once they have signed the mobile phone usage agreement (see appendix 2). Phones that are being used without permission from a member of staff will be confiscated and returned to the student at 3.50 that evening.
19. The use of cameras or camera phones in school is forbidden. Students may not take pictures or recordings on personal devices of themselves or others during the school day or on school related activities.
20. Students are reminded that cheating or attempting to cheat during class, house or state exams is a serious offence and could lead to the cancelling of the entire test.
21. The school journal is the official journal for Ardscoil Mhuire. Students MUST have it in school every day and it MUST be brought to every class. It can be inspected at any time by a member of staff. It MUST be signed by a parent/ guardian once a week for 1st, 2nd, and 3rd year students.
22. Cars – students who wish to park on school grounds must present their driving licence and a copy of their insurance to the school office to receive a parking permit. It is not permitted to carry students outside of your household in a car unless expressed written permission is given by both the parents/ guardians of the driver and the parents/guardians of the person/s receiving lifts. The Board does not accept any responsibility or liability in the event that an accident happens whilst travelling to or from the school.
23. Contact with school staff
The use of MS teams to communicate is of huge benefit to students. It is important to note that communication should be limited to school time within reason.

Responding to Inappropriate Behaviour

A behaviour support system is in operation in Ardscoil Mhuire. Students can get positive and negative points for behaviour. These points are recorded on vsware and available to view by parents/guardians in real time.

Despite the best efforts of the school, inappropriate behaviour happens. Even minor breaches of the code of behaviour can be disruptive. Serious misbehaviour can have damaging and long-lasting effects.

The Disciplinary Structure of the School:

All teachers have a role in school discipline, and this is specifically drawn to the attention of students. It is however in the nature of things that instances of misbehaviour will be dealt with by the class teacher, and only more serious misbehaviours will need to be taken beyond the classroom.

The school's discipline structure is:

- **The classroom teacher**
- **The class tutor**
- **The year head**
- **The deputy principal**
- **The principal**
- **The board of management.**

Counselling will be offered to students who need it to improve their behaviour.

Teacher issues points, both positive and negative, as outlined in the following penalty points system – (See Appendix 2)

Rewards Offered/ Sanctions Imposed

Positive Points:

110 Points = Mid-Week Homework Pass.

120 Points = Weekend Homework Pass

130 Points = Letter to Parents, celebrating the student's achievement

140 points= Behaviour Certificate and Prize awarded during term assembly

Negative Points:

90 points = Friday Evening Detention (1 hour) – Parents Informed

Failure to attend detention without explanation = -10 points (2nd Detention)

75 points= Parents/ guardians contacted. We explain the behaviours to them. Student placed on Behaviour Support Report and received a second detention. The Behaviour Support Report gives students an opportunity to address challenging behaviours and gain positive points.

65 points= Year Heads refer the student to Deputy Principal/Principal. Set up a meeting with Year Head, Parents, Deputy Principal/Principal, and student. A Student Support File (Appendix 5) is opened focusing on addressing the students' strengths and areas of concern. This is reviewed using a behaviour support report. (Appendix 4)

45 Points = The student is referred to the Pastoral Care Team. The student is suspended for 1 day following a meeting with the parent/guardian.

Subsequent breaches of the Code of Behaviour will result in additional suspensions (up to 5 days) and/or referral to the Board of Management.

Also, one or more of the following measures may be taken if seen fit:

- In house suspension
- Privileges being denied
- Referral to outside agency

Parents/guardians will be notified prior to a sanction being imposed.

Students who are removed from class for disruptive/ defiant behaviours are not allowed back to class until their parents/guardians have been notified and student apologises to teacher concerned. The Pastoral Care Team will arrange a meeting with the student before returning to class to support their reintegration into class. (See Appendix 3)

Serious offences Outside of the Points System:

Examples of such serious offences would be

- Defiant or insulting behaviour towards a member of the school community
- Deliberate damage to property or theft
- Threatening behaviour
- Bullying
- Possession of banned substances
- Physical aggression/fighting
- Smoking tobacco/ e-cigarettes or vaping
- Playing Truant and/or Absent from Class without Permission

As all these offences are considered a major breach of the code of behaviour, a student engaged in such behaviour will result in their parents/guardians being contacted and meeting with the principal and where deemed necessary, a meeting with the board of management.

Unacceptable Behaviour

Misbehaviours will be treated less severely than serious breaches of the code. Misbehaviour includes minor breaches of school rules and isolated infringements in relation to schoolwork and homework. Advice and warnings are the favoured method of dealing with these, followed by the imposition of the milder sanctions where this is felt to be warranted.

Repeated misbehaviours will lead to more serious sanctions. This includes repeated minor breaches of school regulations and/or repeated neglect of schoolwork or homework. The school keeps records of each student's behaviour, and if a pattern of misbehaviour is seen to be forming, more severe sanctions will be used to deal with this tendency.

Sanctions for Breach of the Code of Behaviour

The following sanctions are not exclusive, but they do list those sanctions most used in the school. Where a teacher, for reasons of effectiveness, would use other sanctions, they would have the same degree of severity as these sanctions. For minor offences, the emphasis is on correction rather than chastisement.

On Behaviour Report (Appendix 4): A year head may place a student on report. This requires the student to obtain a written comment from the teacher of each of their

classes every day they are on report. The final report will be signed daily by the parents/guardians and monitored by the year head. Where a student's behaviour has not improved, they may be placed on report for a further week. If the pattern of misbehaviour continues further action will be taken, in consultation with the parents/guardians.

Community Service: students may be required to do additional periods on the clean-up rota, either in classroom or anywhere on school premises.

Withdrawal of Privileges: students may be deprived of certain privileges, such as school tours, matches. etc.

Confiscation: dangerous, inappropriate, or unsuitable objects may be confiscated and may be returned to the student or parents/guardians, as appropriate.

Compensation: damage to school property, or to the property of staff members and other students, must be made good by the students concerned. Where it is impossible to determine the exact individual and a group was involved, the cost shall be paid by the whole group.

Mobile Phones and Music Devices: Students who fail to follow the rules in relation to mobile phones/ music devices will have their device confiscated until the end of the day. Repeated breaches of this rule will lead to the parents/ guardians being contacted to come to the school to collect the phone and have a meeting with the Year Head / Deputy Principal/ Principal.

Detention: students will be placed on detention on Friday afternoon following a written letter of explanation or phone call home.

Major Breaches of Code of Behaviour:

Major breaches of the school rules and code of behaviour will be treated seriously and the appropriate sanction applied.

If an investigation or enquiry must be undertaken this will be done without delay before the sanction is imposed. The student will be withdrawn from class and parents/guardians will be contacted and requested to take the student home. Major breaches may lead to immediate suspension, the fact of which will be communicated to the parents/guardians directly. The authority to suspend for a specific number of days is delegated to the principal by the board of management. Major breaches may also lead to expulsion. (See suspension and expulsion section)

Records of Conduct:

All instances of misconduct, except those of a very minor nature will be recorded on the student's VSWare Profile. Improvements in the behaviour of disruptive students will also be recorded. Before serious sanctions are availed of, the parents/guardians will be communicated with. It is expected that they will support the school in ensuring the positive behaviour of their children.

Right to be Heard:

Where parents/guardians wish to make a case on their child's behalf or to offer explanations of the child's behaviour, they are assured that they will get the opportunity to present their case and will be given a fair hearing. The imposition of any sanction may be deferred for a reasonable time to allow for this. Any points they wish to make will be fully considered before a decision is taken.

Parents/guardians are specifically informed that a right of appeal of serious sanctions exists and are advised that they should feel free to consult the school for information or guidance.

It is the belief of the school that, since the students' welfare is the common aim and interest of both parents/guardians and school, most incidents of student misbehaviour are solvable by meeting and discussion, and the school undertakes to show reasonableness and flexibility in the imposition of sanctions, always bearing in mind the need to maintain school standards and promote the common good.

Bullying

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.

Isolated incidents of aggressive behaviour, which are not condoned, can scarcely be described as bullying. (Such incidents will be dealt with as a serious offence.) However, when the behaviour is systematic and ongoing it is bullying.

Bullies rely on our silence. It is important that bullying behaviour be reported. **Ardscoil Mhuire is a "telling" school.**

Our comprehensive **Anti-Bullying Policy** is available to read on our website: www.ardscoilmuire.com. You may also request a copy from the school.

Modification:

The school reserves the right to add to, delete, modify, or adapt the above rules in the light of experience and circumstances, but guarantees that any such addition, deletion, modification, or adaptation will be brought to the attention of those to be affected by it without undue delay and will be issued in writing on a sheet to be added to this code of behaviour.

Review:

The school's code of behaviour is constantly kept under review. Comments and suggestions are welcomed by the school and will be considered at the next formal review of the code

Code of Behaviour Agreement

The Code of Behaviour will be shared digitally with all new students. Agreement will be sought digitally also (using MS Forms for example). It is expected that parents/guardians **and** students will read the code thoroughly before agreeing to the code. Enrolment in Ardscoil Mhuire is conditional on both the parent/ guardian and the student agreeing to abide by the Code of Behaviour.

I _____ (student name) have read and

Understand the above rules and measures for breaches of rules.

I agree to abide by the rules of Ardscoil Mhuire.

Signed: _____ (student)

Signed: _____(parent/guardian)

Ardcoil Mhuire

Suspension and Expulsion Policy

Suspension

General

Suspension is a serious sanction and involves the removal of a student from the regular school timetable for a specified, limited period of school days as determined by this policy or by the school authorities.

Suspension will only be imposed where other efforts to resolve a disciplinary situation have failed or where the nature of an incident dictates that the student be removed from the school (or class) immediately.

Circumstances in which suspension may be considered include:

- Repeated incidents of indiscipline, despite warnings and interventions by staff
- Failure of the student to recognise legitimate authority
- Persistent behaviour which is considered to interfere with the right of other students to learn
- Particularly serious incident(s) which endanger the safety and welfare of others
- Behaviour involving considerable damage to property
- Discipline incidents which are so critical that suspension must be immediate
- Substance misuse

Suspension is a statement by the school that the student's conduct has broken acceptable boundaries. It will be a matter of record and communicated to the board of management. Notes of all incidents, meetings and interviews leading up to a suspension must be retained.

Suspension procedure

The board of management of a recognised school has the authority to suspend a student. The board has delegated this authority to the principal.

The authority delegated to the principal in respect of suspension states the limits on that authority and specifies how the principal is accountable to the board of management for her use of that authority.

Where a preliminary assessment of the facts confirms serious Misbehaviour that could warrant suspension, the school will observe the following procedures:

- Inform the student about the complaint and give her an opportunity to respond
- Inform parents/guardians/guardians by phone and give them an opportunity to respond.
- Arrange a meeting with parents/guardians and student to explore the matter further.

Where an immediate suspension is considered by the principal to be warranted a formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension parents/guardians will be notified and arrangements made with them for the student to be collected.

Tusla will be informed if the suspension is for six or more school days or if the student has been suspended for an aggregate of twenty or more days in the school year.

Period and type of suspension

In imposing a suspension and in deciding its duration, the following factors will be considered:

- (a) the seriousness of the breach/breaches of school rules
- (b) the severity of the behaviour, the frequency of its occurrence and the likelihood of its recurring
- (c) the behaviour of the student up to the time of suspension
- (d) previous interventions
- (e) the age, state of health and special needs of the student
- (f) the possible negative impact of the student's behaviour on other students in the school.

In certain circumstances and at the discretion of the school authorities an 'in house' suspension may be imposed. Out of school suspensions and in-house suspensions are regarded with equal gravity.

Implementing the suspension

The parents/guardians of the student being suspended will be informed:

- (a) by telephone, where they can be contacted
- (b) in person
- (C) by letter

The letter will contain:

- The reason(s) for suspension

- The length and dates of the suspension
- The provision for an appeal to the board of management.

The letter may also contain the following (depending on the individual circumstances):

- The expectations of the student while on suspension
- A statement of the importance of parental assistance in resolving the matter including any commitments to be given by the student
- Arrangements for the return of the student to school.

During the period of suspension, a student is not permitted to enter the school premises without prior permission nor is a student permitted to loiter in the vicinity of the school premises. The suspension may be lifted temporarily to facilitate a student to participate in a state examination.

The student upon her return to school will be required to report to the principal/deputy principal/year head before being permitted to go to class.

A student returning from suspension will meet with the guidance counsellor.

Appeal

Parents/guardians (and students aged 18 years or more) may appeal the decision to suspend to the board of management. They should furnish the board in writing with full details of the appeal.

If the parents/guardians/guardians are not satisfied with the decision of the board of management, they may appeal to the department of education and science under section 29 the education act 1998. Such an appeal regarding suspension can only be made where the suspension period brings the cumulative period of suspension to 20 school days or more in any one school year.

Expulsion

General

The board of management has the authority to expel a student. A student is expelled when the board of management decides to permanently exclude her from the school, having complied with the provisions of section 24 of the education (welfare) act 2000.

Expulsion is the ultimate sanction available to the school and is exercised by the board of management only in extreme cases of unacceptable behaviour or a major breach of school rules or code of behaviour such as:

- The student's behaviour persistently causing significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constituting a real and significant threat to safety and welfare of other users on the school campus
- Physical aggression or fighting
- The student being responsible for considerable damage to property
- The student persistently failing to adhere to the school code of behaviour
- Substance misuse including possession
- Behaviour that is injurious to the good order of the school

Expulsion procedures

A detailed investigation will be carried out under the direction of the principal. Parents/guardians will be informed in writing of the alleged misbehaviour, how it will be investigated and the possibility that it could result in expulsion. Both parents/guardians and students will be given the opportunity to respond to the complaint of serious misbehaviour.

Where the principal takes the view that expulsion may be warranted, the principal will make a recommendation to the board of management to consider expulsion.

The principal will:

- Inform the parents/guardians and the student that the board of management is being asked to consider expulsion
- Ensure that parents/guardians have records of: the allegations against the student; 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 supplied to the parents/guardians
- Notify the parents/guardians of the date of the hearing by the board of management and invite them to that hearing

- Ensure that parents/guardians have enough notice to allow them to prepare for the hearing
- Advise parents/guardians that they can make a written and oral submission to the board of management.

The board of management will consider the principal's recommendation. If the board decides to consider expelling the student it will hold a hearing. At the hearing, the principal and the parents/guardians, or student aged eighteen or over, put their case to the board in each other's presence. Each party may question the evidence of the other party at the hearing. Principal and parents/guardians will not be present for board deliberations.

If the board, having considered all the facts, is of the opinion that the student should be expelled the board will notify tusla under section 24(1) of the education (welfare) act 2000. The student will not be expelled before the passage of twenty school days from the date on which the EWO receives this notification. Suspension may be applied for this period. The board will communicate its decision in writing to the parents/guardians and outline the next phase of the process involving the educational welfare officer.

Following the twenty-day notification period and intervention of the educational welfare officer, and where the board remains of the view that the student should be expelled, the board will formally confirm the decision to expel in writing. Parents/guardians and student will be informed of the right to appeal under the education act 1998 section 29 and supplied with the standard form.

Appendix 1: Ardscoil Mhuire Behaviour Points System*			
Positive Points		Negative Points	
Assisted another staff member or student voluntarily	3	Attendance has disimproved this month	-2
Completed science experiment in a safe manner	3	Breach of Code Noted Homework not completed	0
Did very well in practical class today	3	Challenged the teacher inappropriately	-4
Excellent participation and effort in extra-curricular activities	3	Damaged school property	-4
Excellent piece of classwork/ homework completed	3	Did not follow teacher's instructions	-3
Noticeable improvement in work and attention in class	4	Did not have correct books/ materials	-2
Noticeable improvement in attendance this month	2	Disrupted the learning in class	-4
Positive example	2	Eating in class	-2
Showed leadership by helping others and completing tasks in a respectful manner	3	Late to class	-2
Trying her best in every class, consistently presenting homework and always respectful.	5	Littered	-2
Atten: Year Head. Congratulations you have been awarded a Mid week Homework Pass, well done		No absent note presented	-2
Atten: Year head. Congratulations, you have been awarded a Certificate of Achievement for your exceptional engagement with school life		Breach of school uniform policy Lunch time detention on the day.	0
Attn: Year Head Congratulations, you have been awarded a Weekend Homework Pass, well done		ATTN: Year Head ONLY – Did not attend detention	-10
		ATTN: Year Head ONLY – Mitched Class/es	-10

* This Points System is regularly reviewed with new descriptors added.

Appendix 2:

Ardcoil Mhuire Smart Devices Use Policy (SENIOR STUDENTS ONLY)

This year we are developing the use of students' mobile phones for educational use, in accordance with the school's Acceptable Usage Policy. The intention is also to use smart devices to access a wide range of resource online, i.e., Teams, Zoom and Exam Papers

Students will only be permitted to use smart devices for educational purposes after specific instructions from their teacher. Use of phones during break and lunch is not permitted.

The following rules will apply:

- Devices must be kept in students' bags when not in use.
- When devices are in use, they must remain flat on the table (face down during a pause).
- Students do not disclose or publicise personal information.
- Students will not log into another person's account.
- Students must switch OFF their mobile data and only enable the school WiFi.
- Downloading, accessing, or searching for materials or images not relevant to their studies is not permitted.
- Students are only permitted to access sites authorised by the supervising teacher.
- Students are not permitted to intentionally visit Internet sites that contain obscene, illegal, hateful, or otherwise inappropriate materials.
- Students are expected to report accidental access to inappropriate materials immediately to the class teacher or teacher working with the class.

Permission Form

Student

Please read the Smart Devices rules above carefully and sign the permission form. This form is to be returned to your Year Head.

Student Name: _____

I agree to follow the Smart Devices rules. I will use my smart device and the Internet in a responsible way and obey all the rules explained to me by my teacher.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Smart Device rules and grant permission for my daughter or the child in my care to use their smart device to access the internet in class. I understand that Internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

Signature: _____ Date: _____

Appendix 3:
Ardcoil Mhuire Referral Slip Name of teacher: _____
(to be used by Principal, Deputy Principal Or Year Head)

Date of Referral: _____
Name of student: _____
Year and group: _____
Tutor: _____
Year Head: _____

Reason for Referral:

Steps taken:

Recommendations:

***PLEASE ENSURE THIS REPORT IS FILED IN THE ABOVE-NAMED STUDENT FILE UPON COMPLETION**

Appendix 4:

Behaviour Target Sheet

Student Name:	\${FullName}
Class:	\${Class}
Behaviour Targets	

Day: _____ Date: _____

Lesson	Comment	Initials
Period 1		
Period 2		
Break Time		
Period 3		
Period 4		
Lunch		
Period 5		
Period 6		

Tutor Signature: _____

Year Head Signature: _____

Parent Signature: _____

Appendix 5:

School Support – Individual Plan		
Support Plan For: Date :		Review and comments
Understanding the Difficulties:		
Strategies to be implemented:		
We will know things have improved when:		
Review Date		
Signed : Key Worker	Parent	Student
First Review		
Second Review		

Appendix 6:

Screening for Behaviour Form

Class Group:

Subject:

Name of subject teacher completing the form:

Date:

	Acting out – Name of student	Acting in –Name of Student
1		
2		
3		
4		
5		

Examples of Acting out and Acting in Behaviours

Acting out	Acting in
Verbally abusive	Painful shyness
Physically abusive	Sad affect, low mood & feelings of worthlessness
Teasing	Struggling with peers and/or friendships
Outbursts	Gets lost in own thoughts
Damages others’ property	Anxiety
Please note that some students may show both acting in and acting out Behaviours and can therefore be notes in both sections.	

Please return form to:

By:

Date of Ratification: 21st June 2023

ENDS