

Coláiste Treasa

Code Of Behaviour



Introduction:

We at Coláiste Treasa strive for quality in teaching and learning in a safe, caring and supportive environment. Our aim is to provide a harmonious and friendly atmosphere conducive to learning, where students can fully develop their individual skills and talents. We include in this, the moral, intellectual, physical and social development of each pupil.

However, in order to operate efficiently, and provide an atmosphere where effective teaching and learning can take place, a school needs an accepted Code of Behaviour. The values on which the Code of Behaviour is based are those of mutual respect, self-discipline and social responsibility. A set code is also necessary to ensure consistency in dealing with misbehaviour. By guiding the pupils to conduct themselves in a socially approved manner we would hope that they would grow into responsible adults. Parental co-operation is considered fundamental to the implementation of the school's policy. By enrolling their children in the school parents indicate agreement with the aims and ethos of the school.

Scope:

This code applies to students of Coláiste Treasa and relates to all school activities both during and outside of normal school hours. This policy was drawn up in consultation with all the school partners, including Board of Management, staff, parents and students.

Relationship to school's mission, vision, aims:

This code of behaviour is designed to ensure an orderly, predictable, pleasant and secure environment where all concerned may work, study and relate to each other in a positive way. This policy has been developed in line with the mission of our school which has at its core, the care of the student. The school strives to provide a safe secure learning environment for the development of our students. We see the school as an extension of the family unit, reflecting essential family values and extending support, encouragement and co-operation to all who join it. Our school's Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and cooperative school atmosphere prevails.

Rationale:

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is ill mannered, annoying, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

Goals / Objectives:

The aims of our Code of Behaviour are:

- To create a climate that encourages and reinforces good behaviour
- To create a positive and safe environment for quality teaching and learning
- To build positive relationships of mutual respect and mutual support among
 - students, staff and parents
- To encourage students to take personal responsibility for their learning and their behaviour
- To protect the wellbeing of all students, staff, parents/guardians and visitors, on school grounds, during extra school activities and in the digital space, during and between school hours, against unwanted and inconsiderate behaviour and conduct
- 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 help students mature into responsible and participating citizens
- To allow for the appropriate involvement of all school personnel
- To ensure understanding by the parents, students, staff and management of the Code of Behaviour and the reasons for it
- To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour
- To outline the interventions to be used when a student repeatedly misbehaves

Roles and Responsibilities:

The school climate and atmosphere are created by the actions and the behaviour of everyone in the school. Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in strengthening positive relationships of respect and trust.

Students:

The school expects that students will at all times do their best to uphold the code of behaviour of our school. Fundamental to appropriate student behaviour are respect and personal responsibility. Standards of behaviour are clearly articulated and explained in our Rules section. Our student-centred ethos promotes student voice and actively encourages them to engage in all aspects of school life. As student's progress through the school, they are informed of the powerful positive effect they can have on the more junior students when they model appropriate behaviour.

Parents/Guardians:

The school acknowledges the important role of parents/guardians in the development and implementation of the Code of Behaviour. Parent/guardian responsibilities in relation to the Code of Behaviour are outlined in Appendix 1. The Parent/Guardian is the primary educator and principal influence on their children, our students. As key partners and valued members of our school community the school appreciates the support of this Code of Behaviour by parents to ensure students uphold and understand it.

The interactions between parents/guardians and members of staff should reflect the standards and quality of the inter-personal and working relationships explained within this document and should model the behaviour expected of our students. This example is a powerful source of learning for students. By enrolling their children in the school, parents indicate agreement with the aims and ethos of the school.

Teachers:

The quality of relationships between teachers and students is a powerful influence on behaviour in the school. The code fosters relationships of trust between students and teachers. The school acknowledges the role of teachers in the development and operation of the Code of Behaviour. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. We have teachers assigned to each class and year group with special responsibilities for operating the code. Subject Teachers/Class Tutors/Year Heads/Guidance Counsellor, Learning Support Teachers, SNA's, AEN department, Deputy Principal and Principal all have specific pastoral roles to play.

Special Needs Assistant's:

The SNA provides the necessary non-teaching services to pupils with assessed educational needs. The SNA acts in a caring and supporting role that is non-teaching in nature and works under the guidance of the senior leadership team and class teacher. The SNA primarily supports teaching staff in creating conditions within a classroom or on supervisory duties that allow for the implementation of the Code of Behaviour. As a support system to our most vulnerable students SNAs use the Code of Behaviour to complement the class teacher in assisting those in our school community needing most assistance and guidance.

Senior Leadership Team:

The senior leadership team lead learning in the school and model behaviour that reflects and reinforces the stated mission of our school. They have a pivotal role in creating the conditions where high standards of behaviour are expected, nurtured and supported for all members of the school community. A key element of their role is that the Senior Leadership Team are present to all and are visible and accessible on the ground in the school. They liaise directly with Pastoral Teams, Guidance, AEN Department, Subject Departments and individuals in the day-to-day implementation of the Code of Behaviour and are available to everyone in a supportive capacity. They lead the initiatives, policies and procedures which ensure that the school is a safe and positive learning and working environment for all.

Other Staff:

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful operation of our Code of Behaviour. In particular, they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

Board of Management:

The Board of Management is the decision making body of the school. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in the day to day procedures, they are the body to whom parents and students over 18 may appeal in cases of suspension or expulsion.

School Rules:

School Rules apply whenever you are wearing the school uniform, when representing the school or when engaged in any school activity.

School rules describe in simple terms how to behave in order to learn well and to develop into mature and responsible adults. They are there to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment.

We expect:

1. you come to school daily prepared for classes and on time.
2. you wear and respect the school uniform.
3. you adhere to the rules and procedures between classes, during breaks, and that you respect school property and the property of others.
4. you behave in a way that shows respect for yourself, for others and for the ethos of the school.
5. you engage with your learning in class positively and to the best of your ability.
6. you adhere to the rules regarding mobile phones.
7. you adhere to our Digital Technologies Acceptable Usage Policy.
8. you adhere to the rules regarding substance misuse.

SCHOOL RULES EXPLAINED.

Rule 1: Attendance & Punctuality:

That you come to school daily prepared for classes and on time.

We expect that:

- you come to school every day and arrive on time.
- you come in properly prepared for all subjects.

It is your responsibility to be on time for all classes throughout the school day and to attend all classes as per your timetable.

This means that:

- it is your responsibility to be in class by 8.50 for morning classes and 1.15pm for afternoon classes. If participating in sport during lunchtime, you must return to class by 1.35pm.
- you attend school every day unless it is absolutely unavoidable. Dental, medical and other appointments are to be made after school or during school holidays where possible.
- if you miss school on a day your parent/guardian will use the VShare App to record the reason for your absence, in advance, if possible.
- if you are unavoidably late, report to the office once you arrive in school. This will be recorded on VShare as Late.
- if you are unwell during the school day and need to leave the school, you must get permission from your Year Head/ Deputy Principal/ Principal to go to the office to ring home to get a parent to collect you. It is not permitted to contact home and arrange to be collected from school without going through the appropriate procedures. Parent/guardian must then submit an absent request using the VShare app and the students must sign out at the office before they leave.
- if you must leave school during the day, your Parent/Guardian will use the VShare App to record, in advance, the reason why you must leave school. You must report the office before you leave school.
- you proceed to all classes without delay and arrive on time.
- you do not go to the toilets, lockers or water font between or during classes without your teachers' permission.
- if in 1st or 2nd year you do not leave the school grounds during lunchtime.
- Mithcing/ "dossing" is regarded as being a particularly serious transgression of the rules.

Because:

- It is difficult to make up time missed in school and catch up on missed content.

- Under the Education Welfare Act, 2000, parents/guardians are obliged to notify the school with an explanation for their son's / daughter's absence.
- It is expected that a late arrival to school be explained out of courtesy.
- Arriving late for class wastes your time, the teacher's time and class time.
- Going to the toilets/lockers during or between classes disrupts class.

Rule 2: School Uniform and Appearance:

That you must wear and respect the school uniform

We expect that:

- you wear the full school uniform in school at all times
- you bring the appropriate sports gear for participation in timetabled P.E. classes

This means that:

- you wear the full school uniform in school at all times except, when otherwise directed by the school including **plain** black shoes or runners. A t-shirt is optional under school shirt provided it is white.
- you are required to wear the school PE uniform on days that you are timetabled PE (1st, 2nd, TY & 5th year) or alternatively bring appropriate sports gear for participation in timetabled P.E. classes, however you must change back into school uniform if you do not have the school PE uniform.
- when participating in school activities, matches etc. you may wear the school PE uniform otherwise wear your school uniform and bring appropriate sports gear for the activity.
- hats and scarves are to remain in your school bag/locker for the duration of the school day. Coats, jackets and sweatshirts are not permitted in class. These should be hung in designated areas with your name labelled clearly on it.
- no facial piercing allowed. Boys and girls are permitted to wear stud earrings only. Excessive additional jewellery is not allowed.
- no rings allowed in PE or practical lessons.
- make-up is allowed only if it is natural and subtle.
- only natural hair colours are permitted, extravagant colours such as bright red, pink, green, etc. are not allowed in school.

Because:

- You should wear your uniform with pride, be dressed suitably for school activities and be good ambassadors when representing the school.
- Students must wear appropriate footwear and clothing during PE – for safety and hygiene reasons.
- Wearing jewellery can be dangerous particularly in PE or practical classes.
- Hats and scarves can be a distraction in class.

Rule 3: General Behaviour and Expectations:

Adhere to the rules and procedures between classes, during breaks, and that you respect school property and the property of others

We expect:

- students adhere to the procedures and rules between classes and during breaks
- students have respect for people and for property

This means that:

- you adhere at all times to the one-way circulation system.
- while waiting for your teacher, you behave in an appropriate manner and you get prepared for class.
- while on morning break you remain on school grounds and obey the instructions of the supervising teacher. 1st & 2nd years remain on school grounds during lunchtime.
- avoid loitering in the toilets during break times or at any other times.
- eating or drinking in classrooms is strictly forbidden.
- energy drinks e.g. Monster/ Red Bull are not permitted.
- peanuts and any related foods are banned from school. This is due to some students suffering from serious, life threatening allergies to peanuts.
- chewing gum is totally forbidden in the school building and grounds.
- you don't break, damage or deface school property.
- you report to a teacher should you notice graffiti or damage to school property and especially if you notice graffiti on your desk or chair.
- your behaviour is acceptable on your way to and from school
- your behaviour is acceptable on the school buses.
- students who drive to school adhere to the rules for student drivers – see Appendix 6.

Because:

- the one-way system is more effective.
- Being prepared at the beginning of class enhances learning.
- Loitering in toilets is unacceptable behaviour and intimidating for other students.
- Specified times and places for eating/drinking helps to keep the school clean and tidy.

Rule 4: Respect for self & others.

You behave in a way that shows respect for yourself, for others and for the ethos of the school.

We expect:

- Students to show respect for themselves and others
- Students respect school property and equipment

This means that:

- you are helpful and treat other students, all staff and visitors to the school with good manners and respect
- you respect the instructions of your teachers and staff
- any form of bullying or intimidation is unacceptable including online bullying. Please refer to the school's Bi Cinealta Policy.
- you should proceed in an orderly fashion around the corridors.
- you don't use offensive or abusive language
- The possession of knives, fireworks, lasers or any other implement that is likely to cause harm, accidentally or deliberately is strictly forbidden.
- you do not intimidate/threaten another student/teacher/member of staff in any form.
- you use the litter bins in classrooms, in social areas and in the school grounds. Use the return bins for bottles.
- you respect the school property and the property of other people
- you report any accidental damage you may have caused or seen to the main office.

Because:

- All members of the school community and visitors to the school are entitled to good manners and respect.
- Teachers are entitled to your respect and co-operation
- Bullying causes fear, hurt and misery
- Rough behaviour can lead to accident or injury.
- Offensive or abusive language shows disrespect and can cause hurt
- Keeping the school environment pleasant and litter free is everyone's responsibility, you would expect the same respect for your property
- The school authorities might have no other way of knowing if damage is caused to property or equipment

Rule 5: Classroom Behaviour & Expectations:

you engage with your learning in class positively and to the best of your ability.

We expect:

- That you do your best in class and at your homework.
- That you are prepared for class and have class materials with you

This means that:

- you listen in class to your teachers
- you contribute to class and participate in class to the best of your ability
- you do not interfere with teaching and learning
- you do not disturb the class
- you sit in an orderly manner at all times
- record your homework on Microsoft To Do or in your diary.
- you do your homework each night, written and oral and to an acceptable standard. Refer to the school's Homework Policy.
- if you need to leave your classroom, you must get permission from your teacher
- you come in properly prepared for your subjects, you have the proper pens, ebooks/books, copies etc. required for each class and that you bring in any special materials/equipment needed for class
- you charge your ipad every night.
- the school is not responsible for lost/damaged ipads

Because:

- The teacher is trying to help you
- Disturbing the class is unfair to others who wish to learn
- It is dangerous to swing back on two legs of your chair
- Homework is a back-up to the work done in class
- It is impossible to do the subject without the materials/equipment needed
- Having items not needed for class cause distractions and waste time
- you are responsible for your own property.

Rule 6: Mobile Phones

you adhere to the rules regarding mobile phones.

We expect:

- Students to adhere to the mobile phone policy

This means that:

- you must turn off the phone and place the phone in your locker on arrival to school, and leave it there during school hours. You must not have your phone in any pockets.
- the school is not responsible for lost/damaged phones.
- a student cannot use their phone to check the time or to purchase food in the canteen.
- if a student needs to contact home e.g. in case of illness they report to their Year Head or deputy principal or principal and ring home from the main office.
- taking photos, recording/filming others in school is forbidden.
- refusal to hand over a phone may result in an automatic suspension.

Because:

- The use of mobile phones is distracting and disruptive during school time impacting negatively on your learning.
- Students interact and socialise better without phones.
- you do not need your phone at school.
- If you must bring your phone to school, the locker is the only safe place for it.
- It is important for health and safety that you let the school know if you become ill or need to contact home.

Rule 7: Digital Technology

you adhere to our Digital Technologies Acceptable Usage Policy.

We expect:

- Students adhere to our Digital Technologies Acceptable Usage Policy.

This means that:

- All school digital technology may only be used for the purposes of teaching, learning and assessment and must be under teacher supervision.
- All students must use all digital technologies in a responsible and respectful manner including all school computers, laptops, tablets, cameras and recording devices.

Because:

- Technology is a powerful resource and enhances your learning when used appropriately.
- Developing your digital literacy and citizenship is essential to equip you the modern world.
- Everyone is expected to use digital technology responsibly.

Rule 8: Substance Misuse

you adhere to the rules regarding substance misuse.

We expect:

- You adhere to our rules regarding substance misuse

This means that:

- Smoking /Vaping/Use of nicotine replacement pouches (snuzz) or possession of cigarettes, vapes or snuzz is strictly forbidden in keeping with State Legislation on school premises, on all school trips/activities and while in school uniform.
- Consumption/possession of alcohol before school, during school or any related activity is strictly forbidden.
- The possession of drugs or any illegal substances, being under the influence of drugs or any illegal substances or supplying drugs or any illegal substances is strictly forbidden in accordance with criminal law.

Because:

- These activities have no place in this school community.
- All members of our school community should model behaviour that is in keeping with our purpose and ethos.
- Smoking, vaping or using e-cigarettes in school is prohibited by law. It is also unhealthy and can be dangerous.
- Substance abuse is dangerous, unhealthy, addictive and illegal.

Preventative Measures

In our school, students will be encouraged in their endeavours to uphold the Code of Behaviour by use of the following measures:

1. Expectations and rules are clearly communicated.

At the beginning of each academic year, students and parents are asked to read it and to sign their agreement with the content. By doing so they acknowledge their support and co-operation with it. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld. Aspects of the code are explained at the information meeting held each year for parents of incoming First Years. Parents are encouraged to contact their son/ daughter's year head if they wish to raise a concern about a behavioural matter. Parents are invited to get involved in the Parent Association or to avail themselves of the meetings/workshops organised by the association. The school stakeholders are made aware that the Code of Behaviour is on our website: www.colaistreasa.com. Parental signing of the Application Form presupposes their acceptance of and support for our School Rules and Code of Behaviour.

2. At the start of Term One each year, as part of our induction process, the Code of Behaviour is explained to each class and any amendments to it are highlighted. This is done so as to give students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them.

3. At the beginning of the school year teachers are brought through the main aspects of the implementation of the code. This is done to promote consistency of practice. Specific rules and aspects of the code are highlighted in the weekly staff memo.

4. In our school we recognise that effective teaching and learning are closely linked to good behaviour. When students are engaged and motivated to learn, it is more likely that they will that their behaviour will be positive. Professional dialogue and engagement in continuous professional development supports our teachers in achieving effective teaching & learning.

5. Engagement in extracurricular and co-curricular activities gives students a sense of engagement with and ownership of their school. Our school actively encourages students to be involved in the wide range of out of class activities that are on offer. This promotes positive engagement and behaviour.

6. Issues such as Bullying, Racism, Sexism, Harassment, Violence, Substance Misuse etc are discussed with the students during their time in our school, using current legislation, current affairs and / or outside speakers. This is to help the students better

understand these issues so that they can base their thinking, understanding and action on factual information and in the line with the values espoused in our school.

7. The school's Bi Cinealta Anti-Bullying policy is available on the school's website. Each year in the school we have an Anti-Bullying week, which focuses the school community on promoting positive behaviour.

Students with Special Educational Needs:

Subject teachers, resource teachers and special needs assistants should check that standards and rules are communicated in a way that students with special educational needs can understand. This understanding needs to be checked from time to time especially where a student with special needs is acting in a way that would usually be seen as being in breach of the rules. Teachers may need support in understanding how best to help a student with special educational needs to conform to the behavioural standards and expectations of the school.

VSware Behaviour Tab:

The VSware Behaviour Tab is used to

- Celebrate and acknowledge positive behaviour.
- Signal a pattern of inappropriate behaviour
- Indicate improvement in behaviour
- Communicate directly with parents

It is essential that parents check the Behaviour Tab on a weekly basis at least

Rewards

In our school teachers use the following methods to reward students for upholding the code of conduct:

- a. Verbal praise of student by teacher privately
- b. Positive comment regarding the student recorded on VSware.
- c. Class outing related to the curriculum
- d. Brief, positive note or phone call to parents
- e. Highlight curricular/extracurricular achievements
- f. Display of student's work around the school
- g. Positive comments as part of the JCPA

Strategies and Sanctions

Our aim is to help students understand that they have choices about their own behaviour and that all choices have consequences, some of which may lead to sanctions. The

purpose of these strategies and sanction is to bring about a change in behaviour. They help students to learn that their behaviour is unacceptable and to learn to take responsibility for their behaviour.

They are scaled so as to take account of the nature of the incident, the situation leading up to the incident and are implemented by the staff of the school in accordance with our 'ladder of referral'

- Non-verbal warning – proximity, eye contact, gesture.
- A firm direct instruction.
- A reminder or caution to the student.
- Talk with the student outlining the expected behaviour
- Alter the seating arrangement or move the student seat
- Extra appropriate work assignment relating to the learning outcomes of the lesson.
- Student to present to the teacher before school or at break with the work complete and/ or an apology
- Note in VSware behaviour tab.
- Removal of privilege
- Detention
- Consultation with class tutor
- Consultation with year head
- Phone call to parents/ guardians
- Consultation with a member of the Pastoral Team.
- Removal of student from scene of incident while still under supervision.
- Meet Parents/Guardians.

Strategies and sanctions for more serious misdemeanors or for consistent breaches of our code of conduct include the following. These may be applied but not necessarily in the order listed

- Giving the student a piece of written work to do in which they have to outline in writing the rule/rules they breached, the effects this breach had on themselves and on other members of the school community and how they can avoid a repeat of this behaviour.
- Issue a Yellow Card
- Refer student to Tutor / Year Head / Deputy Principal/ Principal
- Removal of student from class and referral to Year Head / Deputy Principal/ Principal
- Issue a second Yellow Card
- Issue a Vaping Card
- Telephone call to parents by Tutor / Year Head / Deputy Principal/ Principal

- Formal letter home from Tutor / Year Head / Deputy Principal/ Principal
- Meeting with parents
- Suspension from school
- Expulsion from school

Specific Sanctions

Mobile Phone	First Offence: Phone confiscated for school day. Recorded in VSware behavior tab. Second Offence: Phone confiscated for school, lunchtime detention. Subsequent Offence: Parent/Guardian meeting with Year Head/ Deputy Principal / Principal arranged.
Late for school	To be dealt with by the Year Head/ Deputy Principal Detention 2 lates per calendar month- detention
Late for class	To be dealt with by Subject Teacher/ Year Head
Homework	First offence: do homework for the next lesson Second and subsequent offences: Recorded in VSware behavior tab. Detention. Referral to Year head.
Littering	Clean up duty
Chewing gum violation	Clean up duty Detention
Incorrect Uniform or PE Gear	Student presents to Class tutor/ Year Head before school. First offence: Recorded in VSware behavior tab Second offence: Recorded in VSware behavior tab. Detention given. Subsequent offences: Parents/guardians will be contacted by the Year Head. Detention given and the student may be sent home until such time as student attends in full school uniform.
Defacing School Property	Parental involvement Cost of repair or replacement Restorative Activity Suspension Expulsion
Smoking/Vaping/Use of nicotine replacement pouches (snuzz) or possession of cigarettes/vapes/snuzz	Parental Involvement 2 week Vaping Card
Inappropriate language / behaviour	Verbal reprimand, apology Parental involvement Possible Suspension or expulsion
Abusive language or behaviour	Removal from class or area and referral to Year Head / Deputy Principal Yellow card Parental involvement Suspension/ Expulsion
Out of class or school without permission	Yellow card Parental involvement Suspension
Possession, use or supply of illegal substances	Parental involvement Contact Gardaí Suspension Expulsion

DISCIPLINARY PROCEDURES

1. Minor and first or occasional problems – class teachers attend to the matter. This is in smaller less serious offences.
2. A note may be recorded in VShare Behaviour tab to inform parents/guardians.
3. Signings in VShare are checked regularly by a class teacher/ Year Head and advice/ encouragement offered.
4. Persistent misbehaviour will be reported to Year Head.
5. Year Head will gather information to understand the context and factors that may be affecting the behaviour.
6. Student's subject teachers and Year Head may agree a strategy and implement it. The Year Head will work with the student to offer advice and support.
7. Year Head may refer the student to the school counselor or a member of the pastoral care team.
8. A student may be put on yellow report card to closely monitor his/her attendance, behaviour and/or work effort.
9. Detentions can also be imposed at the discretion of the Year Head.
10. Permission to go down town at lunchtime (3rd, TY, 5th 6th Year) may be revoked.
11. If a teacher feels the matter is very serious i.e. direct flouting of authority or dangerous behaviour the student will be referred immediately and directly to the Principal or Deputy-Principal.

Referrals

The procedures for dealing with incidents of unacceptable behaviour/breach of school rules are referred to as our 'ladder of referral'.

The basic principle of this ladder of referral system is that the higher up the ladder an incident is dealt with, the more serious it is viewed.

The ladder of referral involves all staff in the implementation of the Code of Behaviour in a day-to-day and practical way. It gives an ownership of the policy to all staff and it is appropriate that they be involved because they are the on the ground practitioners who operate it on an on-going basis.

If a student has a problem which is contributing to their inability to uphold the Code of

Behaviour then the following referrals may be made:

Referral to Class Tutor by recording the incident in VShare behaviour tab.

Referral to Year Head

Referral to Deputy Principal/Principal

Referral to Guidance Counsellor

Referral to SEN department

Referral to the school's psychologist for testing and / or help in behaviour modification.

Step 1: The Subject Teacher

The subject teacher is the frontline source of help for students. As a leader of learning and someone with an established relationship of trust, the subject teacher will have a strong influence with students. Each teacher has the responsibility for managing behaviour in his/her own classroom and will deal with routine incidents of misbehaviour through classroom management strategies. More serious offences should be dealt with under

Step 2: The Class Tutor

Each class is assigned a class tutor with special responsibility for them. He/she has a pastoral and disciplinary role to play with this class group. A serious offence or a number of minor offences will warrant reporting to the Year Head.

Step 3: The Year Head

Each Year Group is assigned a teacher with special responsibility for them. He/she has a pastoral and disciplinary role to play with the class groups that make up this year group.

Step 4: The Deputy Principal / Principal

Students whose behaviour has not been modified despite the school's best efforts will be referred by the Year Head to the Deputy Principal / Principal. If the Deputy Principal / Principal decide that a suspension is warranted the procedures in our policy on suspension and expulsion will be followed.

Detention

Detention will take place in room 6 at lunchtime 12.30- 12.50. Year heads/ Deputy Principal / Principal can give lunchtime detention.

Teachers are free to issue and supervise detention of their own however students must be given time to eat lunch therefore must not be detained after 12.50p.m.

Time in detention is spent in silence doing prescribed work. Students must present themselves on time and with a pen. No eating or drinking is allowed during detention.

At least one full day's notice will be given.

Should a student fail to turn up for detention he/she will be given two detentions. Failure to turn up for these detentions will result in a yellow card.

Implementation

The Code of Behaviour is published on the school website and is also available from the school upon request. All staff have a copy of the code in the all staff One Note notebook. At the start of Term One each year, as part of our induction process, the Code of Behaviour each class is explained to each class and any amendments to it are highlighted. This is done so as to give students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them. At the beginning of the school year teachers are brought through the main aspects of the implementation of the code. This is done to promote consistency of practice. Specific rules and aspects of the code are highlighted in the weekly staff memo.

Success Criteria/Monitoring

This Code of Behaviour was drawn up in consultation with the parents, students, staff and management of our school will be reviewed every five years.

The code will be monitored on a regular basis. Aspects of the code will be discussed formally at the weekly pastoral meeting, at year head/tutor meetings and staff meetings each term and informally at frequent meetings between members of staff. Teachers are encouraged to communicate concerns and suggestions to the pastoral team.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of the school community in writing.

Signed: *John Paul O Shea*
(Chairperson of Board of Management)

Date: 22/9/25

Signed: *Veronica Walsh*
(Principal)

Date: 22/9/25

Date of next review: September 2026

APPENDIX 1

PARENT/GUARDIAN ROLE & RESPONSIBILITIES IN RELATION TO THE CODE OF BEHAVIOUR

The warm respectful ethos that we have created in Coláiste Treasa is due to the respectful, supportive relationships of staff, parents and students. As the primary educator of their children, our students, the parent/guardian plays an integral role in modelling the standards expected of our students and supporting the school in ensuring their child's adherence to our Code of Behaviour. This Code of Behaviour has been developed to ensure that responsible and acceptable behaviour is at the core of our community life and our relationships. In choosing this school, parents are aware of, and have agreed to, the norms of support & behaviour expected. In circumstances where a student is in breach of our code, it is especially important that parents engage constructively, respectfully and supportively.

Parents are expected to:

- support your child's learning at home by:
 - ✓ Providing an appropriate environment for homework and study.
 - ✓ Setting a regular pattern for homework time.
 - ✓ Encouraging and supporting your child to be organised.
 - ✓ Ensuring that your child has the materials and equipment necessary for each subject every day.
- check the VSware Behaviour Tab and your child's attendance on a weekly basis at least. This is to ensure that both the school and parent/guardian can work together to support each child.
- ensure that your child attends school regularly and on time.
- ensure that your child attends school in full school uniform.
- discuss the Code of Behaviour with your child and the importance of following the Code of Behaviour.
- communicate with teachers/members of staff in a manner that is collaborative and based on trust and respect. This means listening to, and respecting both sides, and being listened to and respected by school staff.
- respect all members of our staff
- respect all students in the school, not just your own. Each student has a right to learn in a positive, respectful, and caring environment.
- respond to school phone calls and e-mails where appropriate.
- understand that all decisions are taken with the best interests of your child in mind.
- contact the school directly if you wish to communicate a message to your son / daughter – rather than contacting your son / daughter directly
- attend meetings if requested. Attend information nights and engage with webinars.
- model appropriate behaviour on school premises, at school games and activities. This includes off campus activities.
- engage with school events and activities and encourage your child to get involved.

If you need to contact a teacher, please email from 8.30am to 4.00pm. Most email platforms have the function whereby emails can be scheduled should you need to compose an email outside these hours. Please keep emails brief and respectful. Arrange a meeting to discuss further, if necessary.

APPENDIX 2

CLASSROOM RULES AND EXPECTATIONS:

Be on time and bring all required materials to class

Be kind and respectful of everyone in the classroom.

Be organised

- Sit in your assigned seat.
- Lockers can only be used before 9am and at break times.
- Ensure to get all work when you miss class due to school activities.

Be attentive at all times and follow given instructions.

Be patient and put your hand up to ask a question.

Be diligent ... Homework and classwork to be done fully and to the best of your ability.

Be respectful

- of school property and keep the classroom litter-free.
- of everyone's opinion in classroom discussions.



REMEMBER

Teachers have the right to teach

Students have the right to learn

APPENDIX 3:

CORRIDOR RULES:

Be safe

- Please adhere to the one-way system.
- No running on the corridors.
- Wait quietly for your teacher before class.
- Please ensure that the previous class group and the teacher have left the classroom before you enter.

Leave no trace

- Eating is permitted at break times only.
- Use of the water fountain is permitted before 8.50am and at break times only.
- Please inform any member of Staff if the corridors are in an untidy manner.

Be Respectful

- Respect all students and staff on the corridors.
- Intimidating, threatening or aggressive behaviour is not acceptable on the corridors.
- Respect and follow the instructions of staff on the corridors.

APPENDIX 4:

YELLOW CARD:

A yellow card may be issued by Year Head/Principal/Deputy Principal in response to

- Build up/accumulation of minor offences where little or no effort is being made on the part of the student to improve.
- Mismatching School/Class
- Repeated disruption of lessons
- Willful damage of property
- Very serious offence e.g. total insubordination.

This means

1. The student presents the card before school begins each morning and just after school ends each day to the Year Head/ Deputy Principal/ Principal
2. The student sits at the top of the class.
3. The student gets the card signed in each class by the class teacher and at breaks times by the teacher on supervision.

4. The student sits in the designated area at break times.
5. The student goes to detention from 12:30pm until 12:55pm each lunch break while on detention.
6. The student gets the parent to sign the card each evening.
7. A student may not participate on any school trip or get involved in matches etc. while on a yellow card.
8. A student who fails to fill the first card fully will be issued with a second yellow card.
9. Failure to complete the second card may result in suspension at the discretion of management.
10. Parents receive a letter explaining why the student received a yellow card.
11. A student who receives more than two yellow cards may be suspended at the discretion of management.

APPENDIX 5:

UNIFORM:

The school uniform is available at Central Stores, Kanturk and O'Shea's, Newmarket.

Girls:

Plain black flat shoes/runners, white blouse with reverse style collar, navy trousers with narrow blue pinstripe, a V-necked navy jumper incorporating the school crest.

Boys:

Plain black flat shoes/runners, plain dark grey trousers of trevira hopsack material or equivalent. Plain pale blue shirt, a round necked navy jumper incorporating the school crest.

PE Uniform:

A school crested half zip, leggings or a tracksuit pants and a plain navy T-shirt. These are available to purchase on www.oneills.com.

APPENDIX 6:

RULES REGARDING STUDENTS DRIVING TO SCHOOL:

It is school policy that the vehicle is not used by the student during the school day – including lunch time.

Students are not allowed to park in the staff parking spaces.

APPENDIX 7:

iPads in Coláiste Treasa

Student Pledge for iPad Use

- ✓ I understand that during school term, my iPad is strictly for school use, no personal material will be on or stored in my iPad.
- ✓ I will use my iPad in ways that are appropriate, meet school expectations and are educational.
- ✓ I will use Microsoft Teams to check for homework.
- ✓ I understand and agree to the stipulations set forth in the AUP. (www.colaistetreasa.com)
- ✓ I will take good care of my iPad and understand that it is my responsibility to mind it.
- ✓ I will know where my iPad is at all times.
- ✓ While at PE or at a talk I will keep my iPad in my locker.
- ✓ I will not have games on my iPad or inappropriate/disallowed apps.
- ✓ I will not interfere with another students iPad.
- ✓ I will charge my iPad to a sufficient level every night.
- ✓ I will not have VPN on my iPad.
- ✓ I will turn notifications off.
- ✓ I will give my full attention to my classes.
- ✓ I will place the iPad face down when I am not using it.
- ✓ I understand that my iPad is subject to inspection at any time without notice including imessages, emails, photographs, etc.
- ✓ I will charge my iPad at night in another room other than my bedroom.
- ✓ I will not take any photographs or videos of students/teachers/staff on my iPad.
- ✓ I will have my name visible on the homescreen. I will name my iPad my own name.
- ✓ I will organise my ebooks into a folder in the homescreen.
- ✓ I will have all my ebooks downloaded for class and any other necessary apps.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse and understand that ColáisteTreasa will not be responsible for any loss/damage to my iPad.
- ✓ I will give access to my iPad to the staff of Coláiste Treasa.
- ✓ I understand that at any time during the year the AUP can be altered by Management.
- ✓ I will not use snapchat or any other social media while in school.

I have read and agree to the above terms and conditions

Student: _____ Date: __ Parent/Guardian: _____ Date: _____