



## Grange Post-Primary School

Iarbhunscóil na Gráinsí

windows of opportunity

### **Ethos Statement**

Co. Sligo VEC is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community, it delivers the highest standards of teaching and learning.

Co. Sligo VEC Colleges, Schools and Centre's of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Grange PPS is publishing this document as the official Code of Behaviour. The VEC as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

### **Link to Mission Statement**

Grange Post Primary School is a partnership of Staff, Students and Parents enabling each student to achieve his or her full potential. We aim to inspire a Love of Learning in all our students, irrespective of ability and through personable and enthusiastic encouragement to lead all on to develop as Caring, Respectful Individuals in a challenging world.

The Code of Behaviour helps to set the standards that the school community aspires to and acts as a template which allows students and staff to work together to continue to develop the school and maintain its characteristic vision.

### **Positive Behaviour**

The school recognises positive behaviour and achievements through the school journal, school trips and outings, annual awards ceremonies and publicity in local newspapers.

The school also attempts to encourage a positive school atmosphere through a focus on teaching and learning and a range of methodologies aimed at meeting the needs of the student. The school is presently integrating Assessment for Learning and Cooperative Learning strategies and continues to look at methods to encourage and assist learning. Class Tutors are also encouraged to employ restorative practices in their dealings with discipline issues. Support and training for such strategies is facilitated through the forum of school planning.

## **Attendance**

Each student must:

- Adhere to the school timetable at all times and attend classes punctually.
- Have all necessary books and equipment with them. Lockers are only available to students during break-times.
- Produce an official absence note in their journal signed by parent/guardian to class teacher the day of their return to school.
- Students are forbidden from leaving the school premises without permission from the Principal and those who break this rule incur an automatic suspension.
- Students leaving school early e.g. for authorised appointments must have an official note signed by parent in school journal and be collected at the school office only. We regret that pupils cannot be collected at the gate.

### **Procedure when absent from school**

Parents are asked to give written explanation of all absences in their child's school journal. If a student is likely to be absent from school for longer than 2 days a phone call to the school informing us of this would be appreciated. (The written explanation in the school journal is also required on the child's return to school.)

If a student is present in the morning but absent unexpectedly in the afternoon, a telephone call should be made to the office informing us of this. A note is also required to be written in the student's journal and shown to the principal or deputy principal the morning after the absence.

Please note that it is the duty of the management to report relevant students who have been absent from school for 20 days to the National Educational Welfare Board (NEWB).

### **Procedure when late for school**

If a student is late for class he / she must sign in at the office before going to class and also report to their class teacher. A record of lateness will be kept and students who are regularly late will be subject to sanctions.

*Students who are late for school on 3 occasions without explanation will be placed on lunchtime detention. Parents / guardians will be notified of this by letter*

### **Procedure when leaving school premises during day**

If a student has to leave school during the school day, a signed note should be written in the student's journal and brought to the Year Head that morning. The student must sign 'out' on leaving and sign 'in' on returning in the 'Permission to leave school' book at the office.

It is school policy not to allow students to leave without a parent calling to the office to collect them. Please do not arrange to collect your son/daughter outside the school. When a parent / guardian calls to the office to collect the student, they will then be called out of class.

## **School Uniform**

All pupils must wear the school uniform and maintain it in a smart condition. Alternative school uniform may be supplied to those with incorrect uniform, or alternatively, students may be requested to return home until the correct uniform is available to them. This decision is at the discretion of the management.

Full school uniform must be worn on all school trips or when representing the school. Failure to attend to this will result in the student being unable to participate in the school outing.

All students will be required to wear **flat black leather shoes**.

Facial jewellery is not permitted. Earrings must be non-hooped studs only.

## **Conduct**

Each student must be respectful, courteous and cooperative to each other, to school staff and to visitors.

Bullying of any description will not be tolerated.

Good behaviour is expected at all times:

- in classrooms
- on school premises/grounds and corridors
- on school buses and bus stop
- on all school outings.

## **Outside the school premises**

Students are expected to keep all school rules and behave in a responsible way at all times when wearing the school uniform. This also applies when travelling to and from school, on school outings and when representing the school at games and other activities.

## **Substance Misuse**

Smoking on school premises/grounds is illegal.

Consumption of alcohol is forbidden, including on school trips.

The possession of and involvement in drugs is illegal.

Deodorants, aerosols and Tip-ex solvents are forbidden on school grounds.

## **Homework**

Homework, written and learning, must be entered in the pupil's school journal each day and completed to the best of the students ability. In exceptional circumstances only a note from parent/guardian will be accepted for homework not completed.

Parents are advised to check and sign the school diary at the end of each week. This is an important routine as teacher communication on important matters will be in the journal.

*Students who are referred for failing to complete homework 3 times will be spoken to by their Year head and parents will be informed by post. A further 3 failures will result in the student being placed on evening detention. Parents / guardians will be notified of this by letter.*

### **Mobile Phones**

Use of mobile telephones or any technological devices including music devices e.g. iPod's, on school grounds are forbidden. Mobiles must be out of sight and switched off at all times.

In the event of a student using a mobile phone or being seen with one it will be confiscated. Phones will be stored in a secure location; however, the school takes no responsibility for phones lost, stolen or damaged while in storage.

The phone will only be returned to parents/guardians by appointment, from the principal's office.

### **Personal Devices**

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving are in direct breach of the school's Acceptable Use Policy. *(Please see school's AUP).*

### **Internet Usage**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The School also reserves the right to report any illegal activities to the appropriate authorities *(Please see school's AUP).*

### **Students out of class**

If a student needs to leave class they must bring their journal and have it signed by their teacher to say that they have permission to be out of class. This allows us to know where students are at all times. Students without a journal will be sent directly back to class

### **Students going home for lunch**

All students remain on school premises for the duration of the school day. However, if students who live nearby wish to go home for lunch they should have a letter giving permission signed by a parent /guardian at the start of the year. A copy of this letter can be collected from the office. Fourth and Fifth year students have permission to leave the school at lunch.

### **School Property**

It is an offence to damage or deface school property in any way. Students are expected to pay for and / or remedy damage which they have caused. Any interference with gas works, electricity, fire extinguishers and alarms will be deemed a most serious offence for safety reasons and will be dealt with accordingly.

Students are expected to keep classrooms and general school areas tidy and litter free. As a green school, students will be regularly expected to pick up litter and help maintain a clean school environment.

### **How the school's discipline structure works**

1. In cases where there is repeated misbehaviour in class and interventions have been tried by the subject teacher, a referral form will be completed by the subject teacher and passed on to the class tutor.

The class tutor will discuss the issue with the student in question. A warning will be issued as to future behaviour.

2. Where students receive a second referral they will be placed on evening detention. Parents / guardians will be notified of this by letter.

3. Upon receipt of a third referral, a class tutor will place the student in question *on report* so that behaviour can be monitored. A note will be made of this in the student's school journal. The student will carry a report card to class each day for a week. Teachers will sign the card at the end of each class and the card will be signed by parents each evening. At the end of the week the completed card will be handed to the Deputy Principal. In addition, students will again be placed on evening detention. Parents / guardians will be notified of this by letter.

4. In instances where students receive a fourth referral, or subsequent referrals, parents / guardians will be invited to the school for a meeting to discuss the issues in question and to decide how best to address them.

### **In class discipline interventions**

Where incidents of misbehaviour occur in class, teachers may employ any of the following: Verbal warning

- Discussion with student at end of class
- Penalty sheets
- Extra school work to be completed at home
- Written work in class
- Note in School Journal / E-Portal
- Moving students seating position
- Removal of class privileges
- Lunchtime detention (In this instance students will receive 24 hours notice of detention. Detentions will not take place unless there are two or more students involved)

### **Evening Detentions**

Detentions will be held from 4-5pm and will be supervised by a member of staff. Students will be given a 20 minute break before the start of detention but will not be permitted to leave the school grounds. Students will receive 24 hours notice of detention. Detentions will not take place unless there are two or more students involved.

### **On Report**

Students who are placed on report will be given a report card by their class teacher.

This report card must be handed up at the start of each class and will be signed by subject teacher at the end of each class. The report must be signed by a parent/guardian each evening. The Card will be checked each morning by the class tutor and at the end of the week by Deputy Principal.

If a student fails to complete the week satisfactorily they may be kept on report for another week or until their behaviour improves.

The report card is the responsibility of the student at all times and must be presented when required, completed and in good condition. Failure to do this may lead to parents being invited to the school for a meeting to discuss the issue in question and to decide how best to address it.

### **Suspensions**

In incidents where students are suspended, they will not be allowed to return to school until such time as their parent/guardians have attended a meeting in the school to discuss the cause of suspension.

Students will not be sent home until a parent/guardian has been contacted and arrangements made for the transport home of that student.

Students may face suspension for the following reasons:

- Failure to attend school detention.
- Failure to complete 'On Report' week satisfactorily.
- Leaving school grounds without permission.
- Physical or verbal abuse of students and / or teachers.
- Breach of the school's Substance Misuse policy.
- Other incidents of serious misbehaviour.

*In the case of suspensions, the Board of Management will offer an opportunity for the parents of the student in question, or the student if over 18, to appeal the decision.*

*Where the total number of days suspension in the school year exceeds 20, the parents of the student in question, or the student if over 18, may appeal the decision under Section 29, Education Act 1998.*

*At the time when parents are formally notified of suspensions, they will be told about their right to appeal.*

### **Expulsions**

In extreme circumstances, the Board of Management (under authority devolved by Co. Sligo VEC) may move to expel a student from the school. This may be for persistent, significant disruption to the teaching process and the learning of others, a student presenting a real and significant threat to safety, serious damage or other serious breaches of the Code of Behaviour.

*In the case of expulsions, the following steps will be followed:*

- *A recommendation will be made to the Board of Management by the Principal*
- *An impartial hearing will be held by the Board of Management. The parents of the student in question, or the student if over 18, will be allowed to attend this hearing and make a case in relation to the sanction. Based on this hearing and their findings, the Board of Management will deliberate and inform parents of their decision and the next step in the process.*
- *The Board of Management will inform the Educational Welfare Officer (EWO) of their decision.*
- *In the case, that the Board wishes to go ahead with the expulsion, parents will be notified in writing and will also be informed of their right to appeal under Section 29, Education Act 1998*

## Behaviour Referral System

Referral	Action	Possible Teacher Interventions
<b>1<sup>st</sup> Referral</b>	<p>Pupils will receive a 1<sup>st</sup> Referral when there has been;</p> <ul style="list-style-type: none"> <li>• Three repeated misbehaviours in class leading to 3 reprimands.</li> </ul> <p style="text-align: center;"><b><u>Consequence</u></b></p> <ul style="list-style-type: none"> <li>• Year Head will discuss the issue with the pupil and a warning will be issued as to future behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with student at end of class</li> <li>• Penalty Sheets</li> <li>• Extra Homework</li> <li>• Written work in class</li> <li>• Note in school journal / E-portal</li> <li>• Moving students seating position</li> <li>• Removal of class / school privileges (School tour / Trips)</li> <li>• Lunchtime detention (24 Hrs Notice)</li> </ul>
<b>2<sup>nd</sup> Referral</b>	<p>Pupils will receive a 2<sup>nd</sup> Referral when there has been;</p> <ul style="list-style-type: none"> <li>• Three further misbehaviours in class which leads to 3 reprimands.</li> </ul> <p style="text-align: center;"><b><u>Consequence</u></b></p> <ul style="list-style-type: none"> <li>• Deputy Principal will place the student on evening detention. Parents / Guardians will be notified of this by letter</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with student at end of class</li> <li>• Penalty Sheets</li> <li>• Extra Homework</li> <li>• Written work in class</li> <li>• Note in school journal / E-portal</li> <li>• Moving students seating position</li> <li>• Removal of class / school privileges (School tour / Trips)</li> <li>• Evening detention (24 Hrs Notice)</li> </ul>
<b>3<sup>rd</sup> Referral</b>	<p>Pupils will receive a 3<sup>rd</sup> Referral when there has been;</p> <ul style="list-style-type: none"> <li>• Three further misbehaviours in class which leads to 3 reprimands.</li> </ul> <p style="text-align: center;"><b><u>Consequence</u></b></p> <ul style="list-style-type: none"> <li>• Deputy Principal will place the student on evening detention. Parents / Guardians will be notified of this by letter.</li> <li>• Student will also be placed on report to monitor behaviour in class. Must be signed by teacher and parent every day.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with student at end of class</li> <li>• Penalty Sheets</li> <li>• Extra Homework</li> <li>• Written work in class</li> <li>• Note in school journal / E-portal</li> <li>• Moving students seating position</li> <li>• Removal of class / school privileges (School tour / Trips)</li> <li>• Evening detention (24 Hrs Notice)</li> </ul>
<b>4<sup>th</sup> Referral</b>	<p>Pupils will receive a 4<sup>th</sup> Referral when there has been;</p> <ul style="list-style-type: none"> <li>• Three further misbehaviours in class which leads to 3 reprimands.</li> </ul> <p style="text-align: center;"><b><u>Consequence</u></b></p> <p>Parents will be invited to the school to discuss the issues and decide how best to address them.</p>	<ul style="list-style-type: none"> <li>• Discussion with student at end of class</li> <li>• Penalty Sheets</li> <li>• Extra Homework</li> <li>• Written work in class</li> <li>• Note in school journal / E-portal</li> <li>• Moving students seating position</li> <li>• Removal of class / school privileges (School tour / Trips)</li> <li>• Evening detention (24 Hrs Notice)</li> </ul>

## Homework Referral System

Referral	Action	Possible Teacher Interventions
1 Referral	Pupils who fail to complete homework on <b>three</b> occasions will be spoken to by their year head and parents will be informed by post. A further 3 failures to complete homework will result in an evening detention. Parents / Guardians will be notified of this by letter.	<ul style="list-style-type: none"><li>• Discussion with student at end of class</li><li>• Penalty Sheets</li><li>• Extra Homework</li><li>• Written work in class</li><li>• Note in school journal / E-portal</li><li>• Moving students seating position</li><li>• Removal of class / school privileges (School tour / Trips)</li><li>• Evening detention (24 Hrs Notice)</li></ul>