



Coláiste Pobail Setanta

Misneach (Courage) ~ Bród (Pride) ~ Meitheal (Support)

Learning Code of Coláiste Pobail Setanta Approved by the BOM 25-4-2018

College Mission Statement

“Our college is a vibrant, friendly, learning community where students, teachers and parents are encouraged, supported and challenged in pursuit of the highest standards of achievement and academic excellence.

We foster equality, respect and integrity in our college. We embrace diversity, and recognise that everyone is unique and has a positive contribution to make”.

The Purpose and Context of Our School Learning Code.

Our classroom Learning Guidelines were developed in order to ensure that all students have a safe and secure learning environment in which it is ok to ask questions, make mistakes, learn and achieve to the highest level. We believe that this is an essential prerequisite to effective learning.

Our general Behaviour Guidelines were developed to ensure that everyone in our college feels included, respected and valued.

The context of our behaviour guidelines is our college mission statement:

Our Core Values:

Misneach/Courage:

We support students in having the courage to be themselves, and to work hard to achieve at the highest level.

Bród/Pride

We urge students to be proud of who they are, and to take pride in all their achievements

Meitheal/Support

We respect and support each other as we work and learn together

Definition:

The term “parents” is also intended to apply to legal guardians.

The Learning Code

In promoting this our college:

- Creating an environment where each student feels secure and is able to work in an environment which is conducive to learning and where he/she can achieve to the best of his/her ability.
- Promoting relationships amongst staff, students and parents which are based on mutual respect, fairness, courtesy and good manners.
- Fostering personal responsibility and self-discipline in each student in a way that promotes the school’s values as enshrined in our Mission Statement.
- Complying with the requirements of “Developing a Code of Behaviour: Guidelines for Schools 2008”



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Good relationships are vital to the successful working of our college. We value achievements of every kind and we believe that all students should have an equal opportunity to achieve their potential. We also believe that students' respond well to high expectations. In our college we expect everyone to work hard and give their best at all times.

Our Learning Code expresses the kinds of behaviour and relationships that create a positive environment for teaching and learning and in helping to create a happy environment for the school community. It is expected that students, parents/guardians will uphold standard outlined in this Learning Code and create and maintain a pleasant environment by committing themselves to the following:

- At the beginning of every school year the students will be reminded of the schools expectations in terms of behaviour, rules, academic standards, student awards, rewards and sanctions.
- Students and parents will be expected to read and sign the Learning Code in the Student Journal.

The effective operation of the Learning Code is only possible by setting out clearly the school rules and regulations for the benefit of each family. Such rules provide guidance for the student and facilitate the daily operation of school life. Underpinning all aspects of the schools the Learning Code and the policy on suspension and expulsion is the protection of these rights:

- All students have the right to work in a secure environment that is conducive to learning.
- All students and staff members have the right to be treated with courtesy and respect
- All students and staff members have the right to be treated in an honest, courteous, respectful and co-operative manner.

In protection of these rights:

- Staff members *expect students to follow their instructions* when implementing school and class rules and policy.
- Staff members *expect students to follow their instructions* when issuing instructions relating to health and safety.

A Positive Focus in Coláiste Pobail Setanta.

We always aim to be positive in our approach and to notice and reward good behaviour rather than take it for granted. Staff members believe that everyone should have equal access to rewards and all student endeavour is acknowledged in our school, not just academic ability. Everyone responds to the right kind of reward. Teachers use a range of rewards and a merit system to promote good behaviour where appropriate.

Merits are awarded to students for a variety of positive reasons by their class teachers. These are regularly reviewed by then Class Tutor and Year Head who present rewards for achievement.

Merits are entered into journals by staff members who are committed to actively supporting the promotion of good behaviour. The teacher uses his/her judgement/discretion on entering merits into the students' journals.

Systems for acknowledging good behaviour, progress, and effort:

We monitor the behaviour and progress of all students regularly and acknowledge improvement/excellence through:

- Weekly review of the journal by tutors
- Positive notes in the student journal by tutors and subject teachers
- Merit Record sheet in journal
- Weekly Tutor meetings for all tutor groups
- Detailed written feedback at formal Parent Teacher meetings



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- Assessment reports after Semester 1, 2 and 3
- Achievement Awards ceremonies at Christmas and in June
- College Cards used by tutors and subject teachers
- Reward schemes eg; Smile File Programme
- An emphasis on acknowledging good work done in all assessment of student work
- Student of the Month/Class of the Month/Most Improved Student at Assemblies

Expectations for Students, Staff and Parents and how they will treat each other:

Our college is a place where people will treat each other with respect. Each staff member, student and parent is valued for what they bring as a unique individual to the learning partnership we have developed. We work together to ensure that:

- Each student in our care is happy, secure and learning effectively.
- Each staff member feels supported and valued by colleagues, parents and students
- Each parent feels welcome and included in our ongoing dialogue about their child's learning.

Our Learning Contracts

Teacher Learning Contract

As a teacher I commit to:

- Creating a positive, friendly, caring, safe and happy classroom
- Being prepared and on time for every class
- Treating all students fairly and with respect
- Being friendly and calm when working with students
- Listening to and valuing every student's opinion and point of view
- Answering students' questions, and helping students if they don't understand
- Encouraging every student's effort, and encouraging every student to participate
- Supporting every student's learning needs
- Using various methodologies and learning stimuli in my class
- Challenging every student to reach the highest academic achievement
- Helping students learn study skills in my subject area
- Helping students develop study plans before formal exams
- Identifying the learning objective at the beginning of every lesson
- Checking that homework is done every lesson, and giving feedback on corrected work promptly
- Encouraging students to get involved in extra-curricular activities
- Developing and sharing resources with colleagues
- Supporting existing and new staff
- Continuing my own professional development

Parent/Guardian Learning Contract

As a parent/guardian I commit to:

- Sending my child to school every day and on time
- Sending my child to school fully prepared to learn – in uniform and with all the resources they need
- Checking homework and signing the journal every day
- Writing a note to the teacher if my son/daughter has tried his/her best and really can't do their homework
- Helping my son/daughter develop good organisational skills to manage their day
- Providing a good learning space for my child at home



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- Helping my child develop their own learning style
- Encouraging my child to work hard and to do their best in school
- Communicating with teachers regularly
- Letting the college know if my child is absent from school
- Informing my son/daughter's tutor if there is an issue that is affecting their learning
- Encouraging my son/daughter to become involved in extra-curricular activities
- Making time to talk to my son/daughter about their day in school
- Encouraging, rewarding and reinforcing positive feedback from the college
- Working with and supporting teachers

Student Learning Contract:

As a student I commit to:

- Following the Learning Code
- Treating everyone with respect
- Treating the college and its facilities with respect
- Coming to school every day and on time
- Wearing my full uniform
- Organising my books and locker every morning/evening
- Bringing the correct books and equipment to class
- Following the classroom guidelines
- Listening carefully in class
- Participating in class/get involved in learning activities
- Doing my best in class
- Helping other students to learn
- Telling the teacher if I don't understand/asking questions if I don't understand
- Always writing my homework, dates of tests and project deadlines into my journal
- Always doing my written and learning homework to the best of my ability
- Being a friend to others when they need it
- Taking responsibility for my actions
- Getting involved in extra-curricular activities
- Being proud of doing well in school
- Representing my college with pride

Where parents/students can get help if problems arise:

Students:

If a student is anxious or worried about anything, they should approach the following people:

- Class Tutor
- Student Mentor
- Subject teacher
- Learning Support Teacher if appropriate
- Language Support teacher if appropriate
- Guidance Counsellor if they wish to speak in confidence
- Year-Head /Deputy Principal/Principal

In fact a student may approach anyone they feel comfortable with. Any member of staff will be able to advise and support the student and help them access whatever other support may be appropriate.



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Parents/Guardians:

- We encourage contact from parents/guardians on any matter relating to a student's general progress or ability to learn effectively
- A parent who has a query or anxiety about their son/daughter's progress should contact the relevant tutor or Year-Head and come to the college to discuss the matter
- Parents/guardians are also very welcome to speak to Learning or language Support staff.
- Parents/Guardians are also welcome to speak in confidence to our Guidance Counsellors about any matter
- We will be very happy to help a parent/guardian access support from appropriate outside agencies where possible

When and where behaviour will be subject to the Code:

Students will be expected to adhere to our Learning Code when engaged in any school activity in the college building, on the college grounds or outside the grounds.

The Learning Code will apply fully to students representing the college in all school tours/trips, extracurricular activities or competitions, or on fieldtrips with college staff.

We expect students to show the highest level of respect to each other and to members of the community as they travel to and from the college daily. Our Code will be implemented if necessary to these times. (See Policy on School Trips/Tours and Exchanges).

The College reserves the right to investigate and take disciplinary action, where appropriate, in the case of behaviour that occurs outside of the school but impinges on the health welfare and safety of members of the school community.

School Work

- Students are expected to be attentive, to behave in a positive manner and to participate in class-work: this includes the responsibility to have class materials as required.

Classroom Code

- Arrive to class on time
- Have books and equipment for class
- Do not eat or chew in class
- Have homework done/have your best effort to show your teacher
- Sit quietly in your allocated seat
- Remain seated unless given permission by your teacher
- Take out your journal, books and homework promptly
- Listen attentively during class
- If you want to speak or to ask a question please raise your hand
- Be respectful when addressing your teacher or fellow students
- Participate in all class work
- Make sure you note all homework carefully in your journal
- Pick up any paper/rubbish on or under your desk
- Tuck your chair/stool neatly under your desk
- Wait at your desk until given permission to leave
- Put any rubbish into the bin as you leave
- The College has a system in place to track and monitor student progress to ensure that students are reaching their potential. Students are expected to set their own targets with the guidance of their teacher. Homework must be completed. There are various supports in place for students to assist them in completing homework such as Homework Club, Meitheal, Subject Clubs and After School study. (See Homework Policy)



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Uniform:

- Students are expected to be clean and neat in dress and appearance
- Complete school uniform, as set out in the uniform policy, is to be worn in school, on the way to and from school, on school business or when representing the school.
- Inappropriate hairstyles and jewellery and any other non-school clothing is not to be worn or brought to school. See school's **Uniform Policy**

Property:

- All property should be stored in rented lockers
- The school cannot accept responsibility for lost or stolen property or for property confiscated due to a breach of the school rules.
- All property should carry the student's name. (e.g. coats)
- Malicious or intentional damage to property e.g. graffiti will have to be made good by the student responsible.

Mobile Phones & Electronic Devices.

There are very strict rules in force regarding mobile phones. See schools **Mobile Phone & Electronic Devices Policy**.

Jewellery

- One piece of jewellery may be worn and a watch. Facial piercings are not permitted. One stud worn in the ear lobe is acceptable. Additional jewellery will be confiscated and kept in the school until the end of term unless collected by a parent/guardian at the front office during office hours.
- Items not collected by parents/guardians will be returned to the students at the end of term only.

Student Journal

- Must be kept by student at all times
- Replacement of the Study Journal costs €10
- The Students Journal must not be defaced
- Must be signed by parents/guardians each night.
- Whereas every attempt will be made by subject teachers to ensure that students record all homework and study assignments in their journals it is the responsibility of the students to ensure that this is done properly. Parents are expected to check and sign student journals every night and to report any concerns to the school regarding the level of homework being given to students.
- Parents are asked to ensure that all students devote adequate time to homework. Homework includes written work and study. There is never a day when a student has no homework. It may happen from time to time that a student will have no written work, but there is always study to be done.

Health and Safety

Every member of our school community has a responsibility to take the greatest care in upholding the Health and Safety of everyone in the school. As a reflection of the schools role in *loco parentis*, the school authorities have absolute discretion as to whether to seek urgent, professional help (such as calling an ambulance or a doctor) when it is apparent that anyone on the school premises may need such help. In this context, "school authorities" will be interpreted to mean any member of staff.

Movement around School/Safety

- Students must walk **NOT** run, and keep to the left of the corridor.
- To minimise class disruption students are expected to use toilets before/after school and during break if possible. Only in exceptional circumstances will students be allowed out of class.
- Toilets are not to be used during changeover of classes



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- Any student leaving school outside of the normal times must sign out at the office and must have prior permission from the Year Head.
- **FIRE DRILL REGULATIONS MUST BE STRICTLY OBEYED.**

Emergency Regulations:

Emergency Drill Practice takes place in Coláiste Pobail Setanta from time to time. When this occurs, staff and students are asked to evacuate to building in an orderly fashion in case of fire or other emergencies.

Students are reminded that interference with the Fire Alarm or Equipment is a serious offence. On hearing the fire alarm, students should;

- Stand up in silence under the teachers request, leaving all property in the classroom (locked by teacher on exit)
- Follow all instructions given by the teacher
- Walk quickly and quietly in single file from the classroom to the Assembly Point *marked on the individual poster at the back of each classrooms door.*
- At the assembly point, line up in alphabetical order in their class group.
- If alarm goes off between classes or when no teacher is present the class should proceed to the assembly point as outlined and join their Tutor or Year head.
- If a student is not in class when alarm sounds they should proceed immediately to the Assembly Point and join their class group.

Games, Sports and Extra-Curricular Activities

- All students **must** participate fully in PE classes unless exempted by a Doctors Certificate. Full PE gear must be worn.
- Those honoured by being chosen to represent the school must make themselves available to participate
- Only in exceptional circumstances, or as a disciplinary measure, will students be excused from outings, field trips or excursions.

Inappropriate, Unacceptable Behaviour and Consequences

Equally, unacceptable standards and inappropriate behaviour which is non-compliant with school rules and regulations have to be recognised. Violence, physical or verbal, is not accepted within the school, when students are coming to or going from school or on a school outing. The following are expressly forbidden:

- The possession or use of tobacco, alcohol or other intoxicants/dangerous substances
- Persistent disruptive or negative behaviour and a persistent negative attitude towards studies
- Vandalism
- Substance misuse
- The possession of dangerous objects, weapons, lighters, fireworks or harmful substances
- Smoking or the consumption of alcohol
- The possession or use of bangers
- Abuse of teachers, other members or staff or other students.
- Threatening or violent behaviour, bullying, the deliberate use of foul language or gestures, intimidation, sexual harassment directed at teachers or fellow students, will not be tolerated.
- The matter will be investigated, parents will be contacted and appropriate action will be taken.
- Should the nature of any serious incident be such this it is considered a health and safety issue the student will be suspended from the school and parents will be contacted and asked to remove the student immediately. The matter will be investigated, parents will be contacted and appropriate action will be taken.



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Bullying

- The College's Policy Statement on Bullying in accordance with the Department of Education Guidelines is set out clearly in the Policy Booklet.

Suspension or Expulsion

Suspension will be considered as a response to a student's behaviour if;

- the student's behaviour has had a serious and detrimental effect on the education of other students.
- the student's continued presence in the school at this time constitutes a threat to safety.
- the student is responsible for serious damage to property.
- the student has engaged in an incident of serious misconduct.
- the student is a threat to good order in the conduct of teaching and learning.
- the student is a threat to the safety of other students and staff.
- the student is a threat to the right of other students to learn in a calm atmosphere.
- The student has received 5 Suspension Notes while on Report as per the Learning Code.

Substance Abuse

The Board of Management wishes to stress to parents, guardians and students that the possession of illegal substances while in school or on school related activities is totally banned and that students who knowingly have illegal substances in their possession face expulsion from the school. This includes:

- The possession, use or supply of illegal drugs or substances.
- Students involved in any of the above or who in any way facilitate or support the above shall also be held responsible and sanctioned accordingly. The matter will be investigated, parents will be contacted and appropriate action will be taken.
- The school will provide whatever support or advice it can to parents who may have to deal with a problem of substance abuse in the home. (See Substance Abuse Policy)

Student Support

- In general the school will seek to modify unsatisfactory behaviour using positive supports such as the Pastoral work done by the Year-Heads, the Care Team Group (which consists of the Year-Heads, the Guidance Counsellor, the Class Tutor, the Deputy Principal), SPHE class and less serious sanctions whenever possible.
- The services of the Guidance Counsellor, professional psychologist and other relevant external agencies may be utilised to the greatest extent possible in seeking to improve behaviour and rehabilitate students to help them to readjust to school life.

The school endeavours to use a restorative approach to deal with behavioural and disciplinary issues with students.

Levels of Intervention:

Support for all: Teachers are responsible for the management of the students in their classroom. Minor misdemeanours and inappropriate misbehaviour (e.g. no books, incomplete homework, etc) are dealt with by the class teacher.

Additional Support: If students require more active intervention to help them manage their behaviour additional supports are put in place for them including the following:

- Referral to another adult or teacher who can work with the student
- Referral to a member of the Student Support team (which consists of the Year-Heads, the Guidance Counsellor, the Class Tutor, the Deputy Principal)



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- Setting targets for behaviour and monitoring them with the student in a supportive way.
- Behaviour contracts
- Involvement of parents/ Guardians
- Referral to an external agency if necessary
- Using Restorative Practice
- Daily Report

Specialised support for a small minority of students:

- Many students who display challenging behaviour and may have great difficulty learning new behaviour may find it difficult to respond to some interventions. These students are referred to the various teachers; Year-Heads and Guidance services where appropriate.
- The school also endeavours to contact the relevant external agencies including Foroige.

Attendance and Punctuality

Procedures for notifying the college about reasons for absence from school:

- All student absences must be explained by the parent/guardian. A note should be placed in the 'Absence Notes' section of the college journal. Extended absences should be covered by a medical certificate.
- All absences will be noted in VS Ware by the class tutor.
- Attendance reports will be made by the college to the NEWB three times during the college year.
- Any student with 20 cumulative day's absence will be reported to the NEWB.
- The college may contact parents/guardians in cases of unexplained student absence from school. The college strongly encourages daily attendance in school, as an essential part of students' preparation for academic success.
- We actively discourage absence for social reasons. The college will not accommodate or make special arrangements for students who travel abroad before the end of the Christmas term or the summer or other breaks or who take time off for other social activities.
- Students should be in the school building by 8.00 a.m. for registration at 8.18 a.m. Parents will be informed when there is a consistent pattern of late coming. Students who arrive late are required to sign in at the main Office. In the event of a student being absent a text message will be sent home by the Office staff.
- All students must remain in the school grounds from 8.00 a.m. to 3.15 p.m. (except Friday 8:00 - 12:20pm). Students, with permission, may leave the school at lunchtime on the understanding that they will observe the highest standards of behaviour and must go directly to their own homes for lunch and return directly to school.
- All absences, including half days, must be explained by letter from parents to the Tutor/ Year-Head. If a student is absent for more than three school days or it is anticipated that he/she will be absent for more than three school days, parents are requested to inform the school immediately.
- When possible, medical and dental appointments should be made outside of school hours. On return to school a student should give a note to his/her Year-Head or Tutor explaining his/her absence. It should be noted that the school is obliged, under the Education & Welfare Act, to report those students who are absent from school for more than 20 days in the school year to the Educational Welfare Board.
- Requests for permission to leave school during school hours must be in writing from the parents to the Year-Head. All students must 'sign out' at the office before leaving the school.
- All notes are verified by Year-Heads /Deputy Principal or Principal before student leaves school.
- Students must not leave the school without permission from their Yearhead, Deputy Principal or Principal and signing out at the front office.
- If a student leaves school without permission it is a Health & Safety matter and parents / guardians will be contacted and the student will receive a sanction.



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Late Entry to Class

- Students arriving late for class must produce a note of explanation from the teacher who detained them detailing the reason for their lateness.

Detention

- Students may, at the discretion of their teachers, be detained after school up to 30 minutes.
- Students may, at the discretion of their Year-Head, Deputy Principal or Principal, be detained for up to 2 hours. Parents/ Guardians must be contacted to confirm same day after school detention. Otherwise at least 24 hours prior notice of any detention must be sent to parents, through the journal or phone call. This will be recorded in the student journal and VS Ware.

Suspension of Students

- The authority to suspend students has been delegated by the Board of Management to the Principal in accordance with the EWB Guidelines. See Suspension & Expulsion Policy.
- The Principal has authorised the Deputy Principals to suspend students for up to 1 day.
- The Principal is authorised by the Board to suspend a student up to three days.
- The Principal reports all suspensions to the Board of Management and to the NEWB in accordance with the NEWB guidelines (Education Welfare Act, 2000, section 21 (4), (a)).

Expulsion

- The Board of Management reserves the right to expel a student who puts the health and welfare of other students or staff at risk, or any student who engages in persistent or serious misbehaviour which undermines the ethos of the school, undermines the education of other students or the work of the whole staff.



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Our Learning Code

Learning is the most important activity in this college. You are here to learn. So are other students. If you interrupt learning, you will be given a Reminder Note or a Report Note and extra work to do:

Green Reminder Notes: (first one or two times only)

- Coming late to class
- Student Device not charged
- Coming to class without the correct books/copies/equipment/uniform
- Coming to class without the correct homework completed and in class to show your teacher

Amber Report Notes: Please note that a student's behaviour may warrant a Report Note being issued in the first instance

- Talking/messing/interrupting learning after being asked to stop
- Disrespectful language or behaviour
- Reminder Note work not completed/presented
- Not co-operating with College Staff
- Continuing to come to school without full uniform
- Inappropriate use/misuse of Student Personal Device (See Acceptable Use Policy)

Red Suspension Notes: issued by Yearheads to students "On Report" whose behaviour warrants a Report Note.

Report Stage	Positive Behaviour
<p>Stage 1</p> <ul style="list-style-type: none"> • 5 Reminder Notes + extra work • Behaviour Review Form to fill out at home • 5 Report Notes + extra work • On Report for 10 days • 5 Suspension Notes while "On Report" – 1 day suspension 	<p>Positive Behaviour:</p> <ul style="list-style-type: none"> ✓ Blue Merit note in journal ✓ Positive comment by tutor in journal ✓ Merit awarded in journal ✓ Phone call to/Meeting with parent/guardian ✓ Cards posted home ✓ Student of the Month/Class of the Month
<p>Stage 2</p> <ul style="list-style-type: none"> • 5 Reminder Notes + extra work • 5 Report Notes + extra work • Meeting with parent/guardian • Meeting with Behaviour Team to discuss behaviour • On Report for 10 days • 5 Suspension Notes while "On Report" – 2 day suspension 	<p>Student Supports:</p> <ul style="list-style-type: none"> ✓ Learning Report ✓ Individual Behaviour/Organisation Plan ✓ Tutor Review ✓ Merit Competitions/Student of the Month ✓ Learning Support teachers ✓ Language Support teachers ✓ Guidance Counsellor ✓ Homework Club ✓ Meitheal ✓ Supervised Study ✓ Fit Club



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Stage 3

- 5 Reminder Notes + extra work
- 5 Report Notes + extra work
- On Report for 10 days
- Meetings with parent /guardian every week to review Reports
- 5 Suspension Notes while “On Report” – 3-day suspension
- Your file may be referred to the Board of Management

Stage 4:

- 5 Reminder Notes + extra work
- 5 Report Notes + extra work
- On Report for 10 days
- Meetings with parent/guardian
- 5 Suspension Notes while “On Report” – 4 day suspension
- Your file will be brought to the Board of Management.
- You may be asked to leave the college (Suspension/Expulsion)

Student Awards

- ✓ Certificates of Excellence in every subject
- ✓ Díogras Awards
- ✓ Yearhead Awards
- ✓ Meitheal Award
- ✓ Misneach Awards
- ✓ Spirit of Setanta Awards
- ✓ Academic Achievement Awards
- ✓ Sports Star of the Year Awards
- ✓ Students of the Year Award

Stage 4: Suspension/Expulsion:

- Refusal to co-operate with a staff member
- Gross disrespect to any member of the college community
- Fighting
- Theft
- Vandalism
- Bringing illegal substances into the college
- Bullying
- Inappropriate/Unsafe/Intimidating Behaviour
- Inappropriate use of Student Personal Devices
- Any behaviour which threatens the safety, security and learning environment of the College.

Procedures for Detention:

Late detention:

Detention may be used in cases where a student is late for school either in the morning or after lunch. Each time a student reports late for school, they will receive a late stamp in their journal, for parents/guardians' information. If a student is late twice or more in one week, they will be placed on detention that week. Parent(s)/Guardian(s) will be advised of the date and duration of detention by tutor/yearhead. They will be given extra school work to do during that period.

Who to contact about Behaviour Matters.

Parents/guardians may contact the following staff members in case of a concern about behaviour matters:

- Class tutor
- Year-Head
- Deputy Principal
- Principal
- Guidance Counsellor
- Learning Support/Language Support staff



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The Plan for reviewing the Learning Code

As part of the Development Planning process Colaiste Pobail Setanta will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure legal compliance and the maintenance of best practices.