

Summary

Scoil Mhuire gan Smál (SMGS) is a Catholic voluntary secondary school founded in 1952 and now under the trusteeship of the Diocese of Cloyne. It combines a strong emphasis on academic achievement with a caring attitude to all its students. SMGS recognises each child as an individual with different needs, abilities and learning patterns. The school values the role of parents in the education of their children and seeks to work in partnership with them.

Our Code of Positive Behaviour is developed in the context of the school's mission which states: "We provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all learners to take their place in life and work in the future."

The Code of Positive Behaviour is an integral part of our positive school ethos where learning and personal development can take place in a safe and caring environment. The Code of Positive Behaviour is firmly rooted in mutual respect, justice, the common good and concern for health and safety.

An essential element of this is good, open communication between the partners. Scoil Mhuire Gan Smál believes that such an approach will be beneficial for students, teachers, management, parents/guardians and the Board of Management alike. Children enrolled in our school are required to co-operate with and support the school Board of Management Code of Behaviour as well as all other policies on curriculum, organisation and management. The Board of Management places responsibility on parents/guardians to ensure that their children co-operate with the policies of the school.

At Scoil Mhuire gan Smál we aim to:

- Help each child fulfil his/her potential regardless of background, ability or gender.
- To strive for academic excellence while making every effort to match the curriculum to the abilities, aptitudes and interests of each student.
- Provide a secure, stimulating and caring environment with the teaching of Christian ideas and important aspects of school life.
- Provide a structure for the growth and development of every child through all facets of school life.
- Develop desirable qualities such as self-esteem, enthusiasm for learning, leadership, caring and consideration for others.
- Make students aware of interdependence of all groups within the school community and of their own particular responsibilities as a member of a group.
- Promote positive behavior as a form of training. This empowers students to make appropriate choices in a supportive environment.

Note 1: It is a condition of enrolment that parents accept and sign our Code of Postitive Behaviour, a copy of which has been enclosed. Continued enrolment in the school implies continued acceptance of this Code.

Note 2: It is acknowledged that a certain degree of flexibility is necessary when dealing with pupils with additional needs. However, where serious incidences of misbehaviour occur and where the safety of other children or staff is at risk, this Code of Positive Behaviour takes precedence.

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Recommended for approval by policy owner		Approved by the Board of Management	
Signature _____ Date _____		Signature _____ Date _____	
		Chair _____	
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Introduction

This Code of Positive Behaviour is set in terms of what is expected of our students in relation to various aspects of school life. The standard expected with regard to any issue not covered below is that which people would regard as decent and reasonable behaviour.

At SMGS, courtesy and good manners will form the foundation for all endeavours in the school community. Every effort will be made by all members of the staff to adopt a positive approach to the question of behaviour in the school.

Good behaviour of students will be encouraged and recognised by the school. Students who strive to show respect, follow the school rules, work diligently to the best of their ability, behave well, participate in all aspects of school life and contribute to the inclusive, caring spirit of the school will be acknowledged and rewarded.

Such behaviour will be promoted and acknowledged using methods set out in System of Rewards and Recognition (Appendix A).

1. General Expectations

Students of Scoil Mhuire Gan Smál are expected to:

- Show courtesy manners and respect to each other, staff, fellow students, visitors, etc. at all times and in all places.
- Follow instructions from teachers and others in authority at all times and in all places.
- Be supportive and respectful of their fellow students.
- Play his/her part in making the school a safe and happy place, free from any fear, misery, hurt and injury.
- Play his/her part in neither acting in a bullying or threatening manner or condoning and tolerating such behavior in others.
- Walk, not run, on the right hand side of the corridors when moving to or from class and to queue in an orderly manner outside the school shop during break/lunch and also while waiting in corridors to enter a classroom.
- Refrain from the use of inappropriate, insulting or threatening language.
- Refrain from any attempt to destroy, deface (e.g. graffiti), damage and/or vandalise either school property (buildings, plant, equipment, fittings, materials, shrubs, trees etc.) or the property of others (clothing, books equipment, cars etc.). Students will be held liable for any damage to school property.
- Refrain from littering any area of the school buildings, grounds and its

environs.

- Follow the rules regarding the non-use of tipp-ex, markers and chewing gum in the interest of hygiene and the general good of the school.
- Refrain from the consumption of energy drinks or fizzy drinks on the school premises which can have an adverse effect on students' concentration. Students are expected to adhere to this policy.

2. Uniform and Appearance

- The school uniform as set out in Appendix B of this Code must be worn correctly at school. It must also be worn when travelling to and from school and at all school functions. Students wearing the SMGS uniform represent the school to the wider community and are expected to behave in a manner which will not bring the school into disrepute.
- The school tracksuit is **only** to be worn for P.E. class, apart from when permission is granted by Management.
- Medical certificates must be supplied in incidents of injury etc. which may necessitate a student wearing a tracksuit.
- Black/brown/navy **leather** shoes must be worn at all times. Runners and boots are NOT allowed.
- The PE ¼ zip top is not a substitute for the official school jumper.
- SMGS training gear is not a substitute for either the official school or P.E. uniform and should not be worn in place of either.
- Students in breach of the Uniform and Appearance Policy **MUST** have a note of explanation from a parent/guardian in their student journal. This note **MUST** be shown to the Principal / Deputy Principals before 8.35am and a uniform stamp received. In cases where the situation cannot be immediately corrected, a reasonable time frame will be given to correct the situation.
- Students may wear a single pair of small ear studs in the earlobe and one ring on the ring finger of one hand. Excess jewellery will be confiscated and will not be returned until the end of term.
- Students are NOT allowed to wear facial jewellery/body piercings and will be expected to remove same if worn.
- Make up, fake nails and fake tan are not allowed. Students will be asked to remove same if worn.
- Hair should be clean, neat and tidy.
- Extreme hairstyles such as partial shaves or vibrant hair colours are strictly forbidden. Only natural hair colours are permitted.
- The Principal / Deputy Principals will decide as to the acceptability of any particular haircut. The parents of pupils with unacceptable haircuts will be contacted with a view to taking the student home to rectify the hairstyle.

3. Attendance and Punctuality

Students of Scoil Mhuire gan Smál are expected to:

- Be in attendance every day.
- Be in the correct classroom in time for commencement of each class.
- Eat in their designated areas/classroom during lunch and breaks and to leave these areas clean and in good order.
- Remain on the school grounds during lunch and break, with the exception of those with authorised 'Lunchtime Passes' and sixth year students who have permission to leave during the main lunchtime.

School Procedures in relation to Attendance and Punctuality

- School begins at 8.35am and afternoon classes begin at 1.30pm. Students should be in attendance at least 5 minutes before these times.
- Students arriving late to school must sign the Late Book at reception and must get their journal stamped with a late pass by the Principal / Deputy Principals before they can be accepted into class. In cases where it is possible a note of explanation should be provided by parent/guardian. Regular offenders are noted and a copy of same given to Year Heads on a weekly basis to follow up with students/parents.
- Parents/Guardians may be contacted by the school via phone/text to confirm note or to be informed of punctuality issues and/or absences.
- Pupils who have to leave school during the school day must produce a written note from their parents and show it to the Principal / Deputy Principals before 8.35am and must sign the Out Book when leaving school.
- In the event of a student becoming ill during the school day they are requested to inform the Principal or Deputy Principals. Contact with home can only then be made through the main office. It is expected that students will follow the mobile phone policy and not use their mobile devices to contact home. A parent / guardian must collect the student and the student **MUST** sign the Out Book before leaving the school.
- Perforated absence notes are available in the back of the journal.
- If a pupil is absent from school, the student must deposit a signed absence slip from their parent/guardian in the designated post box for their year group. These will be made available to TUSLA when requested is a requirement of TUSLA.
- It is mandatory for the school to report all absences over 20 days to TUSLA.

4. Classroom Behaviour

At SMGS we aim to foster an atmosphere in the classroom where teaching and learning flourishes. Meeting general expectations of positive behaviour and showing respect to others contributes greatly to an atmosphere where all students have the opportunity to meet their potential. The following expectations aim to support and enable a positive culture of teaching and learning.

Students at Scoil Mhuire gan Smál are expected to:

- Be on time for every class.
- Access lockers at set times - before school, morning break, lunchtime and after school. This encourages students to develop organisational skills and independence.
- Enter rooms in an orderly fashion and adhere to a seating plan.
- Be respectful of others at all times and not distract or interfere with the progress of the classroom.
- Come to class properly prepared for the subject and have all books, equipment and the student journal on the desk for class. Students must participate in the work of the class at all times.
- Complete homework and present it to the teacher on time. Use the student journal to record all homework both written and oral.
- Not leave the room during class time except in exceptional circumstances. Where a student is allowed out of class at a teacher's discretion he/she must have a note signed in his/her journal indicating the time and the reason for the absence from class. It is the responsibility of the student to have the journal signed.
- Present a written explanation from a parent/guardian to the P.E. teacher prior to class in the event that a student is unable to participate in P.E. A doctor's cert is required by the school should a student be unable to participate in P.E. for a period of more than three weeks.
- Refrain from eating and drinking during class. Water bottles should be kept in their bags and not on the desk.
- Remain in their base rooms and not enter the classrooms of other students except where the student is timetabled for class in the room or with permission from a teacher.
- Respect the space in which they work and to leave classrooms neat and tidy at the end of every class. Chairs should be placed on the tops of tables at the end of every day. A physical space left clear of clutter and neat and tidy promotes a sense of wellbeing and supports the business of teaching and learning.

5.The Student Journal and Homework

The Student Journal is an important means in maintaining an effective home/school link. The Student Journal is the primary method of communication between the school and home in order to inform parents/guardians regarding their child's progress, development and behaviour.

Homework reinforces schoolwork and contributes to empowering students to become independent learners.

Students of Scoil Mhuire Gan Smál are expected to:

- Have their journals in class each day.
- Place the journal on their desk at the start of every class period.
- To refrain from writing in the areas assigned for teachers' or parent/guardian notes.
- Treat the journal with respect and to refrain from defacing the journal in any way.
- Ensure that all notes received are signed by parent/guardian.
- Maintain the journal in good condition and therefore to avoid using the journal as a folder for handouts etc.
- Ensure that notes regarding absences, late arrivals and appointments written in their journal from parents/guardians are presented to the relevant person.
- Record all homework, both written and study for all class periods in their Student Journal.
- To complete assigned homework and study to the best of their ability.

Procedures for the use of the Student Journal and expectations for home work:

- Journals should be checked and signed weekly by a parent/guardian with regard to completion of homework, teachers' comments and any other communication from tutors, Year Head etc
- Any note received by a student in the journal must be signed by parent/guardian on the day of receipt.
- Tutors and Year Heads will monitor the journals to ensure that any student struggling with homework and/or other issues/behaviours are identified and supported in their efforts to address these issues and/or behaviours.
- Explanatory notes for absences must be filled out in the slips provided at the back of the journal by parent/guardian.
- Explanatory notes for students regarding planned outside appointments must be written into journals by parent/guardian. Every effort should be made to schedule appointments outside of school time.
- Students must refrain from misusing or defacing the journal.
- A student attending lunchtime detention must have their journal with them.
- Permission to leave class must be written into the journal by a teacher and the student must have the journal with them.
- Appointments with Guidance Counsellor or other members of staff will be written into the Student Journal.

6. Mobile Phones/Internet/Electronic Devices

Mobile phones/smart watches/electronic devices are an unwanted distraction and the school requests that these are left at home.

Students of Scoil Mhuire Gan Smál are expected to:

- Have their mobile phones switched off and out of sight on school grounds at all times during the school day from 08.20am-15.40pm.
- Refrain from using for intimidating, bullying or demeaning other people.
- Refrain from contacting parents/guardians or other people using your own or another person's mobile phone.
- Refrain from taking photographs or using recording equipment on the school grounds unless under the supervision of a teacher and only for educational purposes.
- Be aware of the consequences of breaching the Mobile Phone Policy of Scoil Mhuire Gan Smál.
- (Refer to the school's ICT Acceptable Use and Mobile Phone Policy and Anti Bullying Policy)

7. Substance Abuse

Students of Scoil Mhuire gan Smál are expected to:

- Observe the law relating to smoking and illicit drugs and substances.
- Refrain from smoking, consuming, possessing, supplying and/or arranging for the supply of cigarettes (including e-cigarettes), alcohol, illegal drugs or other illegal substances within the school and its environs and while taking part in school activities outside of the school and on school tours and in any other situation where the school uniform is being worn.
- Be aware that the misuse of all other legal and illegal substances is strictly forbidden, and each case will be dealt with in line with the school's Substance Abuse Policy.
- Students should not smoke while in school uniform.

Related Policies

- Uniform and Appearance Policy
- ICT Acceptable Use Policy
- Anti-Bullying Policy
- Mobile Phone Policy
- Substance Misuse Policy
- Child Safeguarding Statement
- Policy on provision of Special Educational Needs

Review and Ratification

This Code of Positive Behaviour was compiled with the co-operation and assistance of pupils, parents, teachers and members of the Board of Management. After careful consideration, it was reviewed, approved, ratified and adopted by the Board of Management at its meeting held on November 5th 2019.

It will be further reviewed after there has been a material change in any matter to which this document refers.

Attachments:

Appendix A: System of Rewards and Recognition

Appendix B: Official Uniform

Appendix C: Defined Sanctions for Misconduct

Appendix D: Procedures for Suspension or Expulsion

APPENDIX A

**SCOIL MHUIRE GAN SMÁL
SYSTEM OF REWARDS AND RECOGNITION**

At SMGS we promote positive and improved behaviour by students through a system of rewards and recognition. Students who strive to show respect, follow the school rules, work diligently to the best of their ability, behave well, participate in all aspects of school life and contribute to the inclusive, caring spirit of the school will be acknowledged and rewarded.

Below are some of the ways we reward and acknowledge the efforts made by students. This list is not exhaustive.

- A class points system which promotes and awards good behaviour. Each class starts with 100 points and additional points may be awarded when students go above and beyond what is necessary to promote a respectful and inclusive atmosphere in the school.
- Individual points system.
- Verbal praise and acknowledgement.
- Public affirmation by school management (over the intercom, twitter, facebook, school website, school app etc.)
- Written comments in journal in relation to behaviour and/or efforts made

academically.

- Annual Awards Night and Gradam Díograise.
- Leadership roles within the school: Prefect system, members of the Student Council, Head Boy, Head Girl, Meitheal leaders etc.
- Value placed on listening to the student voice.
- Displays of students' work.
- Trips, outings, prizes etc.

Sanctions for negative or any behaviour that is deemed unacceptable by staff are set out in Appendix C of this Code.

APPENDIX B

SCOIL MUIRE GAN SMÁL OFFICIAL UNIFORM

Boys' Uniform:

- Grey trousers
- Blue and white striped shirt
- Wine-coloured tie
- Blue jumper with school crest
- Black / brown / navy shoes

Runners/trainers/boots are not permitted.

Girls' Uniform:

- Grey school trousers. **Leggings, flared or stretch trousers are NOT acceptable.**

- Blue and white striped shirt
- Wine coloured tie, and blue jumper with school crest
- Black/navy/brown leather shoes

Runners/trainers/boots are not permitted.

P.E Uniform (Boys and Girls)

- Navy SMGS tracksuit pants
- ¼ zip SMGS top
- SMGS P.E. t-shirt
- Suitable sports runners with built in arch support. A cross trainer is a good all round runner.

The SMGS uniform can be purchased at Buckleys Outfitters on Shandon Street.

Details for purchase of the PE uniform are sent to all parents each school year.

APPENDIX C

**SCOIL MHUIRE GAN SMÁL
DEFINED SANCTIONS FOR MISCONDUCT**

Type of Misconduct	Disciplinary Measure
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Punctuality	Sign Late Book and journal stamped by Deputy Principal . Regular/repeat offenders e.g. Two or more offences per week: detention and letter home.
Incorrect Uniform	Students must give written explanation to Principal /Deputy Principal before 8.40am. Uniform checked in first class by all teachers. Persistent failure to meet expectations with regard to uniform will lead to further sanctions up to and including suspension.
Jewellery / Makeup	Inappropriate jewellery removed and confiscated until end of term. Makeup/nails: student will be asked to remove it/referred to Year
Chewing Gum	€5.00 fine or lunchtime cleaning duties. Year Head informed.
Smoking / Vaping	Referral to Deputy Principal /Principal. €40 Fine or detention Wednesday afternoon
Mobile Phones / Elec. Devices/Smart Watches	First offence: Phone confiscated, held in office for 7 days. Second offence: Phone kept for a month and thereafter till the end of term.
Absences	Note of explanation required by student on day returning to school. Student posts it to year group post box/ Year Head to follow up on those not provided.
School Journal	Defaced or lost: refer to Year Head. Replacement cost of €10.00 to be paid.
Lack of Equipment / Books etc	Reprimand and journal entry/report form. Refer to Tutor / Year Head. If problem persists contact parents.
Homework Issues	Reprimand, journal entry/Report Form and lunch detention to complete assigned homework. Regular issue: Refer to Tutor /Year Head. Involvement of the Guidance/SEN Department where necessary.
Notes in Journals not Signed	Reprimand / Inform Year Head. Contact parents.

Leaving School Grounds at Lunch Without	Inform DP. First Offence: Detention x 4 / Parents contacted Second Offence: Suspension for one day
Unauthorised Absence from Class	Journal entry /report form and detention Inform Year Head /Parents contacted/Referral to SMT/ Sanctions ranging from lunchtime detention to after school detention.
Inappropriate Behaviour, e.g. horseplay, throwing objects, abusive/bad language or swearing,	Journal entry / Report form. Referral to Year Head /Deputy Principal Detention / Report Card Suspension at the discretion of the Principal
Deliberate Damage to School Property	Referral to Principal/Deputy Principal. Parents Contacted. Wednesday detention / Suspension. Financial Remuneration
Fighting / Mitching	Referral to Principal/Deputy Principal Suspension
Bullying	All incidents will be investigated thoroughly by School Management.
Antagonistic behaviour towards all others within School	Referral to Principal/Deputy Principal. Parents contacted. Detention/Report Card / Suspension.
Alcohol / Illicit	Report to Principal / Board of Management/Outside authorities as appropriate

APPENDIX D

PROCEDURE FOR SUSPENDING A PUPIL

The Principal, or in his absence the Acting Principal, has the authority to suspend a pupil for a short term period due to a gross misdemeanour.

The following procedure, will be followed if it is necessary to suspend a student. The Principal, or in his absence, the Acting Principal, will examine the case and decide if it constitutes gross misbehaviour. If he decides that it is, the Principal (Acting Principal) shall issue a **Suspension Notice** to the pupil. This notice will state the reason for suspension, the length of suspension and the date of the student should return to school. A copy of the Suspension Notice shall be posted home to the address the parents/guardians have provided to the school and another copy shall be placed in the student's file. The notice will also state that the parent (s)/guardian (s) of the pupil should make an appointment to discuss the incident which gave rise to the suspension with the principal and the future conduct of the pupil, before the pupil returns to school. The Board of Management shall be informed of such suspension at its next ordinary meeting. The Board of Management may impose longer terms of suspension. The Education Welfare Board will be informed of any one suspension lasting for more than six days. Students who are suspended are under the care of their parent(s)/guardian(s) for the duration of the suspension.

PROCEDURE FOR EXPELLING A PUPIL

It is necessary to inform all the school community that the Principal is not a member of the Board of Management of Scoil Mhuire gan Smál, Blarney.

Expulsion will only be considered only after every effort at rehabilitation has failed and other sanctions have been exhausted. The Board reserves the right to expel a pupil if, in its opinion, the pupil, through his or her action or actions, be they be singular or multiple, constitutes a danger to welfare of another member or members of the whole school community.

The Principal, or in his absence the Acting Principal, shall inform the parent (s) /Guardian(s) that a pupil's conduct has reached an unacceptable level. The Principal, or in his absence the Acting Principal, shall furnish the parent (s)/guardian(s) with the specific complaints or complaints which the Board of Management has been summoned to consider before the Board of Management meets. The parent(s)/guardian(s) or pupil if he or she has reached eighteen years of age, will be given 7 calendar days notice of such meeting which they will have the right to attend and to address the before the Board of Management come to a decision. The notice will be posted by ordinary post to the last address notified by the parents/guardians to the school.

At the Board of Management meeting the Principle or in his absence the Acting Principal, shall give all the details of the case against the pupil to the Board of the presence of the pupil's parents(s)/guardian(s), or in the presence of the pupil if he or she has reached eighteen years of age, shall have the right to make a submission and to speak after the case has been made. Either the parent(s) guardian(s) or pupil who has reached eighteen years of age and the Principal, or Acting Principal, in the Principal's absence, will have the right to question each other through the chair. When the Principal, or in his absence, the Acting Principal, and the parent(s)/guardian(s) or pupil if he or she has reached eighteen years of age, have concluded they shall withdraw from the meeting while the Board considers its decision.

When the Board "is of the opinion that a student should be expelled" it must, before, expelling the student, notify the EWO (Education Welfare Officer) assigned to the school ,in writing, "of the opinion and reasons therefor". A student shall not be expelled from the school before the passing of 20 school days following the receipt of the notification by thr EWO. The Board will inform the parents or the student if the student is over 18 years of age in writing about the conclusions and the next steps in the process. Within 20 days of receipt of the notification from the Board of Management of its opinion that the pupil should be expelled, the EWO must

- (A) make all reasonable efforts to hold individual consultations with the Principal, the parents and the pupil and anyone else that may be of assistance.
- (B) Convene a meeting of those parties who agree to attend.

Pending these consultations about the pupils continued education, the Board of Management may take steps, to ensure that good order is maintained and that the safety of the staff and students is secured. The Board may consider it appropriate to suspend the pupil during this time.

When the 20 days following the notification to the EWO has elapsed and where the Boars of Management remains of a view that the student should be expelled, the Board should formally confirm the decision to expel under Section 29 of the Education Welfare Act. This task may be delegated to the Chairman or Secretary to the Board). Parents and the pupil will be notified immediately about their right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel the student.