

The following Code of Behaviour has been drawn up in accordance with statutory requirements and the policies of Kildare Wicklow Education and Training Board. It is also supported by the Behaviour Policy and Bí Cineálta Policy, copies of which are available on the school website (www.cbcarnew.ie) and in the school.

The Code of Behaviour in Coláiste Bhríde is designed to create and support an atmosphere in which all students are offered an equal opportunity to learn and mature to the best of their ability and to attain their full potential. The Code reinforces and upholds the school's progressive learning and teaching environment and thereby facilitates the growth, success and wellbeing of all members of the school community. There is a strong emphasis on positive discipline and restorative practice. The school endeavours to maintain a positive outlook by supporting all of our students through our pastoral care system, behavioural support, academic tracking and school counselling. Students have the opportunity to avail of the Student Council, Eacht Suntasach Awards, Meitheal and Senior Leadership programmes.

'Caring, challenging and achieving together' (Mission statement)

This code is intended to make students feel content, safe and secure in our school community and to enable all students to fulfil their potential in line with our mission statement of "Caring, challenging and achieving together". It is intended to reflect the ethos of KWETB and is designed within the core values of: excellence in education, care, respect, community and equality.

Our expectations are set out below under nine key areas: respect and consideration, attendance and punctuality, dress and deportment, equipment and organisation, school property and environment, learning and teaching, conduct, rewards and restorative practice.

We expect the following from all students:

1. RESPECT AND CONSIDERATION

- That you show respect, courtesy and tolerance towards all staff members, fellow students, visitors to the school and in any place or situation where you are representing the school.
- That you are respectful and helpful at all times towards everyone in the school community.
- That you respect all school property and other people's property.
- That any form of bullying is not tolerated and is reported to a staff member if witnessed.

2. ATTENDANCE AND PUNCTUALITY

- That you attend school every day.
- That you attend and are punctual for all classes and school activities. This includes relevant subject-related activities, talks, seminars, exhibitions, etc.
- That a written note of explanation from your parents is submitted on the school app **before 8.45am**, if you need to leave school during the course of the day. You must also sign out at reception on the tablet at the time you are leaving school and ensure that your departure is recorded by office staff.
- That if you are late for school your parents submit a note of explanation on the school app. **Go to reception to sign in on the tablet** – your subject teacher will know why you are late. Detention will be given for three 'unexplained lates' (Stage 1).
- That if you are absent you provide a note, doctor's certificate or note of explanation via the school app by **the day of your return**, explaining the reason for absence, which will be recorded on your attendance record. Where explanation notes are not received a reminder will issue.
- That you are aware that all absences of **20 days or more in any one school year** are reported by law to the Education Welfare Officer.
- That if you live within walking distance of the school you may **go home** for lunch only if your parents sign an **insurance indemnity form**. This privilege may be withdrawn by the principal or deputy principal in cases where there is lack of co-operation.

3. DRESS and DEPORTMENT

- A high standard of dress and deportment must be maintained. The **complete official school uniform** or PE uniform on days when practical PE classes are timetabled. All uniforms must be worn in the prescribed manner at all times, including during state examinations, and when representing the school. Pupils must travel to and from school in full school uniform including footwear and coats.
- **When wearing the school uniform in public places, students are automatically representing the school and therefore their deportment should match the expectations outlined in this Code of Behaviour.**

Junior students (1 st , 2 nd , 3 rd years)	Senior students (4 th , 5 th , 6 th years)
<ul style="list-style-type: none"> • Airforce blue jumper (V-neck) with gold stripes and embroidered school crest • Dark grey shirts to be worn with tie or cream reverse collar blouses without tie • Airforce blue tartan kilt. Must be knee length (not shortened or rolled up) • Trousers must be mid-grey colour and straight leg style • Official school tie (airforce blue with grey stripes) must be worn with school shirt • Shoes must be fully black and polishable. Must not have logos, markings. Black runners, canvas shoes, deck shoes (white-soled), boots, flip flop style shoes are not acceptable • Socks and tights worn with the kilt must be navy. Socks must be knee/mid-calf in length. Socks must be plain in colour, without logos, writing or images • Socks worn with trousers must be black or navy (ankle high minimum) 	<ul style="list-style-type: none"> • Navy blue jumper (V-neck) with gold stripes and embroidered school crest • Dark grey shirts to be worn with tie or cream reverse collar blouses without tie • Airforce blue tartan kilt. Must be knee length (not shortened or rolled up) • Trousers must be mid-grey colour and straight leg style • Official school tie (airforce blue with grey stripes) must be worn with school shirt. • Shoes must be fully black and polishable. Must not have logos, markings. Black runners, canvas shoes, deck shoes (white-soled), boots, flip flop style shoes are not acceptable • Socks and tights worn with the kilt must be navy. Socks must be knee/mid-calf in length. Socks must be plain in colour, without logos, writing or images • Socks worn with trousers must be black or navy (ankle high minimum)
PE Uniform (1 st , 2 nd , 3 rd years)	PE Uniform (TY, 5 th , 6 th years)
<ul style="list-style-type: none"> • Official PE uniform including half-zip, tracksuit bottoms and t-shirt (all school-crested) • Suitable runners for sports activities 	<ul style="list-style-type: none"> • Official PE uniform including half-zip, tracksuit bottoms and t-shirt (all school-crested) • Suitable runners for sports activities

- The official school jacket must be worn to and from school. **Hooded sweatshirts, half zips etc. are not permitted. These will be confiscated.**
- That hair should be kept clean and tidy and worn in a manner suitable for school, (no garish styles and this includes colour and length) as deemed acceptable by school management.
- Facial hair must be low cut and acceptable to senior management.
- That facial makeup and fake tan are natural and seamless. Eye makeup, fake eyelashes, inappropriate nail polish/fake nails are not allowed.
- That jewellery is not outlandish or a source of **risk in terms of health and safety**. Students may wear small, neat studded earrings. All other facial piercings (this includes tongue rings, lobe stretchers and noserings) are strictly forbidden. Visible tattoos are not permitted.
- That non-compliance with the uniform code above may result in the student being withdrawn from class and all other school activities for that day until uniform is sorted. A stage 1 sanction will be issued for non-adherence.

4. EQUIPMENT AND ORGANISATION

- **That you respect the school policy on mobile phones, other digital devices and internet usage.**

- That you have a fully charged iPad, books, pens and copies.
- That you bring other specific equipment as per subject eg. P.E., Home Economics, Art etc.
- iPads must be placed in lockers at break times and during PE.
- iPads should never be left unattended in a school bag.
- Our school cannot take responsibility for iPads that are damaged while unattended.
- Locker usage is before school, at break times and after school.
- That you are fully prepared for your subjects each day.
- That you write your name on all books and that these books are suitably covered and properly cared for.

5. SCHOOL PROPERTY AND ENVIRONMENT

- That you are tidy and careful with school property and equipment.
- That you take pride in the appearance of your school and do **not** mark, deface or damage walls, floors, furniture etc.
- Toilet facilities should be respected and left in a manner suitable for everyone to use.
- Loitering and eating in toilets is strictly forbidden.
- Eating and drinking (except water) during class is strictly forbidden. Students may drink water from their bottles during class; bottles must be filled at any time other than class time.
- That chewing gum is prohibited because it causes irreparable damage to school property and the school environment.
- That you do not damage or allow others to damage or deface **your** journal. **The cost of a replacement journal is €10** (purchase from reception or deputy principal).

6. LEARNING AND TEACHING

- That you as a student are aware that school is a place for learning and teaching in a respectful environment and are expected to participate in class, listen to your teacher and behave in an appropriate manner.
- That you use your journal to record your homework, written, oral and reading, at the end of each class and that you have your journal signed weekly by your parent(s)/guardian(s) and monitored by your class teacher.
- That you do your homework, written and oral, each evening, have a study plan to allow organised time for study, revision and exam preparation. If you are unable to access the internet for homework, a written explanation from your parent(s)/guardian(s) is provided for the subject teacher, the following day.
- That you adhere to the official school *Policy on Homework and Study*, a copy of which is on the website and issued to each student.

7. CONDUCT

- That you are responsible for your own behaviour and conduct.
- That you act in an appropriate manner in school, on school outings, and when you are identifiable with the school, such as in local shops, coming to/from school.
- That your use of social media is appropriate at all times.
- **That mobile phones must be switched off and must not be used on school premises during school hours; no responsibility will be accepted for mobile phones lost or stolen. Any mobile phone used improperly will be confiscated as follows:**

1st offence	Confiscated and collected by the student from the principal's office at the end of the day. Stage 3 issued.
2nd offence	Confiscated for one calendar week and collected by a parent/guardian from principal's office.
3rd and subsequent offences	Confiscated for two calendar weeks and collected from principal's office by a parent/guardian.
Students with phone on during exams or other serious misuse	Confiscation for two weeks and collected by parent/guardian, regardless of previous number of confiscations.

- That you may not possess, consume, sell, pass or prompt the use of cigarettes, e-cigarettes, vapes, drugs, alcohol (including alcohol company zero alcohol drinks), energy drinks or other banned substances while on school premises or under the care of the school (including school trips).
- Smoking is illegal on school premises. Vaping and use of nicotine products is also prohibited. Possession/use of a vape/nicotine product and/or providing/supplying/selling/passing a vape/nicotine product to another party will result in the following sanctions at a minimum:

Possession/use of vape/nicotine product (1 st offence)	Stage 3 sanction
Providing/supplying/selling/passing a vape/nicotine product to another party (1 st offence)	Stage 4 sanction
Possession/use of vape/nicotine product (2 nd offence)	Stage 4 sanction
Providing/supplying/selling/passing a vape/nicotine product to another party (2 nd offence)	Stage 5 sanction

* 3 or more offences may result in further sanctions in the Code of Behaviour.

** vapes/nicotine products will be confiscated and may be sent for laboratory testing by members of school management.

*** the school reserves the right to increase the sanction pending the determination of the contents of the vape.

- That you may not possess offensive or dangerous weapons.
- That you may not possess unsuitable or inappropriate digital, printed matter or publications.

8. REWARDS

Coláiste Bhríde promotes and recognises the positive attributes of every student. Ways to reward our students include:

- Acknowledgement and praise
- Eacht Suntasach Award System
- Sticker Awards Competitions
- Leadership roles assigned to students
- Year group excursions
- Display students work in the school environment
- Positive dialogue with parents
- Public media acknowledgement
- Graduation Nights and Awards Day recognition

9. RESTORATIVE PRACTICE

Our school will make every effort to develop a spirit of partnership and co-operation and will endeavour to bring about changes in student behaviour and performance for the better.

The goal of the restorative practice approach adopted by our school is to create a positive relational school community. This is successfully achieved by aligning values and actions that honour a culture of empathy and connection.

PLEASE NOTE

The support of parents/guardians is crucial to the successful implementation of the Code of Behaviour. School management expects that parents/guardians will ensure that their child will comply at all times with this Code of Behaviour. In drawing up the code, opportunity has been given to allow for the input of parents and students as their support is essential for its successful operation.

Parents/guardians and students are asked to recognise that it is not possible to detail every rule governing students' behaviour in the school. Signing of the Code of Behaviour recognises that fact. Admission into the school is conditional upon the acceptance of the overall spirit of the *Code of Behaviour* for student conduct. School management reserves the right to make the final decision in its interpretation of the code in light of the issues that may arise with consideration of the wider context of the school community.

Sanctions and Detentions Process

	Sanction	Reasons*
Stage 1	Sanction given by subject teacher: <ul style="list-style-type: none"> • Lunch time detention with subject teacher • Extra homework Sanction by P/DP: <ul style="list-style-type: none"> • Lunch time detention 	<ul style="list-style-type: none"> • Disruption to Learning and Teaching • Failure to follow teacher instructions • Homework not attempted/completed • Equipment and/or journal not present in class • Poor punctuality • Non participation in classroom activities • 3 lates to school-no written explanation • Unexplained absence- no note presented on return to school • Non-compliance with uniform
Stage 2	Sanction given by Year Head or Principal/Deputy Principal: After school Detention Tuesday 15:50 to 16:50	<ul style="list-style-type: none"> • Student has received 3 detentions in stage 1 • Inappropriate behaviour inside or outside of class time
Stage 3	Sanction given by Year Head or Principal/Deputy Principal: Wednesday afterschool detention or school community service (13:30 – 15:30)	<ul style="list-style-type: none"> • Student has received 3 detentions in stage 2 • Continued disruption to Learning and Teaching • Serious incident in a classroom • Serious incident outside of the classroom • Failure to attend class • Truancy (mitching) from school
Stage 4	Sanction given by Year Head and Principal/Deputy Principal Suspension from school for a period of up to 5 days	<ul style="list-style-type: none"> • Student has received 3 detentions in stage 3 • Serious incident in a classroom • Serious incident outside of the classroom
Stage 5	Student and parents meet with school's Disciplinary Panel (to be comprised of Principal, Deputy Principal, Assistant Principal and Year Head) Management for continued participation contract hearing	<ul style="list-style-type: none"> • Student has been suspended 3 times from school • Serious behaviour issues
Stage 6	Student and Parent(s) meet with the school's Board of Management for possible expulsion hearing.	<ul style="list-style-type: none"> • Student has been suspended following his/her meeting with the school's disciplinary panel • Serious incident of misconduct

* It is important to note that the list of reasons outlined above is not exhaustive and is subject to interpretation by school management. A student may enter this process during any of the stages 1 – 6 at the discretion of school management.

- Parents will be informed by email or letter, on the day before, if their child has to attend detention after school.

The following strategies will apply as the occasion demands:

- Fines –to cover cost of damage to property
- Exclusion from school tours

At the beginning of a school year each student on Stages 1 to 4 is afforded a fresh start. However, a continued participation meeting may be organised with school management in advance of this.

Report System

The school's report system runs in conjunction with the detention/sanction system as outlined above. Students are encouraged to behave and cooperate in a manner which will ensure that they can be removed from report sheet as soon as possible and thus remain off the report sheet.

Report Type	Explanation	Reasons for application	Review period
Homework report sheet	Daily report - Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework	Student placed on homework report following ongoing issues with homework in a specific subject.	To be reviewed each morning at 8:40am with Year Head – Decision to continue made by Year head following 5 full days on report
Punctuality report sheet	Daily report - Each subject teacher records that student is either on time or time of arrival if late	Discretion of Year head and class teacher.	To be reviewed each morning at 8:40am with Year Head – Decision to continue made by Year head following 5 full days on report
Pink report sheet	Daily report - Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework, participation in class and conduct during class time.	Student placed on pink report having received a stage 2 detention for reasons aside from homework	To be reviewed each morning at 8:40am with Year Head – Decision to continue made by Year head following 5 full days on report
Yellow report sheet	Each subject teacher gives a brief written report as to student's efforts at completing or attempting homework, participation in class and conduct during class time. While on Yellow report sheet a student may be suspended from school with immediate effect as a result of poor conduct and/or disruption to Learning and Teaching.	Student moves onto yellow report for poor conduct while on pink report. This decision is made by the Year Head in conjunction with Principal and/or deputy principal.	To be reviewed each morning at 8:40am with Year Head. Student must attend a report review meeting with Principal and Deputy Principal each Friday at lunch time. A decision to continue on Yellow report sheet or to revert to a pink report sheet is made in conjunction with Year Heads following a minimum of 5 full days.