



**St. Flannan's College,  
Ennis,  
Co. Clare.**

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**Code of Behaviour**

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## **1. Introduction**

The Education Welfare Act 2000, section 23, requires the Board of Management of a recognised school, after consultation with principal, teachers, parents, educational welfare officer, to prepare a code of behaviour in respect of students registered in the school.

## **2. Our Objectives**

One of our prime objectives is to nurture and develop the abilities and talents of all our students in a positive and supportive learning environment. If this environment is to be a safe and orderly one which promotes the happiness of all in our school community, certain standards of good behaviour must be upheld by all students.

We aim to encourage standards of good behaviour in our school by having a clear code of conduct supported by a balanced combination of rewards and punishments within a caring school community atmosphere.

We aim to encourage good behaviour rather than simply punish bad behaviour. We encourage our students to see this Code of Behaviour as being designed to promote and protect their welfare during their time in our school rather than to restrict their freedom.

## **3. Our Values**

As a school community we expect our students to respect others, to respect their surroundings and to give of their best in formal and informal school activities.

### ***3.1 Respect yourself and others***

Students are expected to:

- Treat teachers and other staff with courtesy and respect at all times.
- Treat each other with respect and to be helpful and co-operative in the learning process.
- Be courteous and helpful to visitors to the College.

Students are expected to wear the school uniform with pride and uphold the good reputation of the College at all times.

### ***3.2 Learn and Develop into Adulthood***

Students are expected to:

- Attend classes on each school day throughout the school year.
- Be punctual for all classes.
- Have a sign-out pass from their Year Head/ Deputy Principal, should they need to leave the school premises during class time. A note or phone call from Parent/ Guardian is required for Year Head. If the Parent/ Guardian has logged the details on VShare, no sign out pass is required. In all cases, Parent/Guardian must sign out the student in the school office, otherwise the student will not be permitted to leave the school premises.
- Have the required text books and school diary and other educational requirements for every class.
- Present assigned homework on time and to the best of their ability.
- Co-operate fully and willingly with their teachers and fellow students in active learning.

### **3.3 Give of your best**

Students are encouraged to:

- Actively participate in class and support and help their fellow students in the learning process.
- Become enthusiastic participants of some of the extra-curricular activities of the school.
- Support and encourage their fellow students when they represent our school at various events.

### **3.4 Respect property and our environment**

Students should:

- Treat their books and other materials with care and maintain them in good order.
- Treat the books and property of their fellow students with care and respect.
- Keep class halls and buildings clean and litter free.
- Avoid actions likely to lead to damage of school property.

Students are required to maintain their uniforms in a clean and neat matter.

Students are reminded that they are responsible for safeguarding their personal property and should take all reasonable steps (including labelling or otherwise marking) in this regard.

## **4. Promotion and acknowledgement of good behaviour**

It is school policy to acknowledge and promote good behaviour. A variety of methods will be available to achieve this objective including the following:

- The continual update of the school website and official school social media accounts for students, past pupils and the general public;
- The use of the local print and radio media to publicise school events and achievements;
- The use of easily accessible notice boards to display information and photographs of individuals and groups who have excelled in particular areas;
- The use of the PA system at optimum and appropriate times in relation to this theme;
- The use of notice boards to give a public profile to outstanding achievements by a student or students at the time of the event;
- The holding of an annual school award night in May;

## **5. Infringements of Code of Behaviour**

Infringements of the Code of Behaviour include the following:

- Being late for class;
- Not having the required books, materials or equipment for class;
- Talking in class or otherwise distracting other students;
- Failure to present homework;
- Eating or drinking in class (with the exception of bottled water);
- Not wearing school uniform;
- Use of mobile phone in class without explicit permission from the teacher.

More serious breaches of the Code of Behaviour include the following:

- Disrespectful or aggressive attitude or behaviour towards staff;
- Refusal to accept correction;
- Aggressive behaviour or bullying of fellow students including internet or mobile phone mis-use, both in and outside of school;
- Frequent or persistent disruption of class work;
- Use of unacceptable language towards staff and students;
- Unauthorised absence from class or school;
- Physical or sexual harassment of any kind;
- Willful damage to College property, including graffiti;
- Theft of student, staff or College property;
- Possession or use of mood-altering substances such as alcohol or illegal drugs (refer to policy: *Substance Use*);
- Having due regard to the right to privacy of staff and students, the use of mobile phones (or any electronic device) to record or take pictures of staff or students without their express permission, both in and outside of school, is forbidden. This includes any audio or visual recordings and/or live transmission of any description.

## **6. Sanctions for infringement of Code of Behaviour**

The sanctions for infringements of the Code of Behaviour include the following:

- Correction or verbal warning;
- Additional written work;
- Informal contact with parents/guardians through note in the homework diary or copybooks;
- Referral to Year Head;
- Formal contact with Parent/Guardian by letter, Parent Notification Form, email or VShare text;
- Negative behaviour recorded on VShare
- Imposition of fines, where property has been damaged;
- Being placed on daily report;
- Confiscation of mobile phone;
- Detention;
- Inviting Parent/Guardian to meet Year Head;
- Referral to Deputy Principal or Principal;
- Referral to the Disciplinary Committee;
- Suspension from the school;
- Exclusion from the school.

Monetary restitution may also be required for some breaches of the Code of Behaviour.

## **7. Imposition of Sanctions**

- 7.1 The class teacher will normally apply and monitor the sanctions for the less serious breaches occurring in the classroom.
- 7.2 For repeated or frequent breaches of class discipline, or for serious infringement of the Code of Behaviour, the class teacher may decide to refer the matter to the Year Head or Deputy Principal or impose a detention.

- 7.3 Outside the classroom, all students are also subject to discipline from all teachers and not just their class teachers. Students are expected to accept the direction and instruction of teachers who are monitoring their behaviour, including those teachers on supervision duty.
- 7.4 For serious breaches of discipline the issue may be referred to the Year Head, Deputy Principal or Principal.
- 7.5 The Year Head will normally be the person who would invite Parent/Guardian in for discussion and will be present at such meetings.
- 7.6 For serious breaches the parent/guardian may be invited in by the Principal or Deputy Principal.
- 7.7 Suspensions from the school will only be imposed by the Principal. Students returning to school after a period of suspension will be accompanied by a parent or guardian and will meet the Principal/ Deputy Principal before returning to class.
- 7.8 Exclusion from the school shall require the prior sanction of the Board of Management. The Parent or Guardian of the student may appeal any such decision under Section 28 of the Education Act 1998.

## **8. In-School Detention**

Students are detained in the school during lunchtime Fridays from 12.40 to 13.10 **or from** 13.20 to 13.50.

During the detention students are expected to complete assigned written work but are not permitted to do homework.

Students are placed on detention by either the class teacher, the Year Head, Deputy Principal or Principal. Detention may be imposed for repeated or frequent minor breaches of the Code of Discipline or for more serious breaches on a once-off basis.

Where a detention is imposed, a letter setting out the reason for the detention is sent to the parent/guardian not later than the post on the Monday prior to the Friday on which the detention is to be served. The letter will be counter-signed by the student's Year Head.

Students are expected to attend on the given date. Failure to do so will normally result in a second detention being imposed.

Where there is a serious and genuine reason which might excuse the detention on the given date, the prior approval for this should be sought from the Deputy Principal in good time.

Where a student has received four detentions within the same school year a minimum of a two-day suspension is imposed.

No breaches of the Code of Behaviour will be acceptable during the detention. Any disruptive behaviour by the student during the detention will leave the student liable for a period of suspension from the school.

## **9. Temporary Suspension from Class**

Where the behaviour of a student in class is such as to seriously disrupt the learning of the other

students in the class, school management may decide to temporarily exclude that student from the class. In this case the student will be brought to a designated and supervised area. There, the student will be expected to complete assigned written work but will not be permitted to do homework.

The Year Head, Deputy Principal or Principal may decide to isolate a student from class for a period longer than a class-period, in which case the student will continue to do assigned work in the designated area.

Students who are frequently isolated from class on the above basis will be liable to the imposition of more serious sanctions such as detention or suspension.

## **10. Disciplinary Committee**

The Disciplinary Committee comprises of the Deputy Principal, the Year Head of the student and a member of staff elected by the staff. Students who regularly breach the Code of Behaviour may be brought before the Disciplinary Committee by the Year Head. The Year Head will also immediately notify the student's Parents/ Guardians who must also attend the meeting.

At the meeting the behaviour considered unacceptable will be outlined by the Year Head. The student and his/ her Parents/ Guardians will have an opportunity to respond. The objective would be to have an agreed approach to the improvements required into the future. In the event of failing to get an agreed approach the school will clearly set out its requirements.

The committee may impose sanctions on the student or may recommend sanctions to the Principal. Following the meeting a letter will be sent to the Parents/ Guardians outlining the outcome of the meeting and a copy will be kept in the student's file.

## **11. Smoking.**

The law requiring workplaces to be smoke free applies to schools. School management recognises that students are entitled to use the facilities of the school, including toilets, in a smoke free atmosphere. Accordingly, smoking (including e-cigarettes, vaping and all associated products), on College property including the grounds of the College, is strictly forbidden. If a student is caught in possession of an e-cigarette or any vaping or associated products, the item(s) will not be returned to student or parent/guardian but will be confiscated and destroyed by school management. Any student smoking in the school buildings, on school grounds or while engaging in any official school activity during school hours will be liable to an automatic two-day suspension from school.

## **12. Dress Code and General Appearance**

The enforcement of the dress code is a matter for all teachers. Students are required to wear the full school uniform every day. All staff have a role in ensuring the Code of Behaviour is adhered to and this includes dress and general appearance.

Students are required to maintain their uniforms in a clean and neat manner.

The school uniform is:

- Boys: Dark brown or black shoes/trainers, grey polo shirt with the school crest, charcoal grey uniform trousers (two pairs are recommended), airforce blue pullover with the school crest;
- Girls: Dark brown or black shoes/trainers, black socks/ grey, black or navy tights, check skirt or charcoal grey uniform trousers, grey polo shirts with the school crest, airforce blue pullover with the school crest; Uniform skirts must be knee length;
- Uniform jumpers, polo shirts and skirts should be obtained from the designated suppliers, McCannons's, Market Street, Ennis, or Pynes, Abbey Street, Ennis.

Students are expected to be well groomed, and hair must be neat, clean and tidy. No extreme hair colours or styles are permitted.

All male students must be clean shaven.

The wearing of badges/ stickers on the school uniform is forbidden, unless officially issued by the school.

Body piercings are not allowed except for earrings (which should be either small studs or sleepers). Long earrings are not permitted under health and safety grounds. Facial piercings are not permitted.

Make-up, if worn, must be discreet and tasteful.

The wearing of hoodies within the school is not permitted on health and safety grounds. An allowance has been made to this rule in 2021-2022, when classroom windows have remained open to facilitate maximum classroom ventilation in our combat against the spread of Covid 19.

### **13. Implementation, Approval and Review of the policy**

Implementation of the policy will be monitored by the Principal of the school. The policy will be reviewed and evaluated annually.

Following review, this policy with addendum was approved by the Board of Management on May 24<sup>th</sup>, 2023.

The policy will be reviewed by the Board of Management in May 2024

**Signed:** *Mr. Leonard Cleary*  
**Chairperson of Board of Management**

**Signed:** *Fr. Ignatius Mc Cormack*  
**Principal**

**Date:** *May 24<sup>th</sup>, 2023*

**Date:** *May 24<sup>th</sup>, 2023*

### **14. Acceptance of the policy**

I have read and agree to abide by the Code of Behaviour of the school.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent(s)/ Guardian(s) \_\_\_\_\_ Date: \_\_\_\_\_

## **Code of Behaviour Addendum**

### **1. Rationale**

As part of our Covid-19 response, our school community will need to behave differently and to follow specific rules to help prevent the spread of Covid-19 in our school environment. Our guiding principle is to endeavour to keep our school community safe and to place the wellbeing of our students, staff and families at the forefront of everything we do. Therefore, in addition to the general expectations laid out in our school's Code of Behaviour, all students are now expected to:

- 1.1** move around the school as per specific instructions (for example, one-way systems)
- 1.2** follow school instructions on hygiene such as handwashing and sanitising.
- 1.3** follow instructions and expectations in relation to coughing and sneezing etiquette
- 1.4** avoid sharing any equipment or other items including drinking bottles
- 1.5** alert an adult if they are experiencing symptoms of coronavirus
- 1.6** although the wearing of facemasks is no longer a mandatory requirement, any student wishing to wear a facemask should continue to do so

### **2. Infringements of the Code of Behaviour**

**2.1** If the health and safety of other students and staff members are put at risk by any student failing to comply with safety measures such as:

- deliberately tampering with hygiene materials such as soap or sanitiser, an automatic suspension will be incurred

**2.2** If a student's behaviour is deemed high risk, for example, deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, an automatic suspension will be incurred and expulsion will be considered.

### **3. Parents/ Guardians**

St.Flannan's College will endeavour to follow all government guidelines in relation to Covid-19. We rely on the continued support of our parents and guardians to help prevent the spread of Covid-19 in our school environment.

We would request parents/guardians:

- 3.1** not to come to the school if they or any member of their household have coronavirus symptoms, not to send their child to school if they have symptoms, and access a test as soon as possible
- 3.3** provide the school with at least 2 emergency contact details



**3.5** follow school instructions on hygiene such as hand sanitising if they need to enter the building

**3.6** reinforce good hand and respiratory hygiene with their children at home in relation to sneezing, coughing, tissues and disposal and avoid touching their mouth, nose and eyes with hands

**3.7** encourage their child to take personal responsibility for their health and that of others and reinforce to their child the rule about coughing or spitting at or towards any other person

**3.8** ensure they read the school's updated Code of Behaviour and know what role in it they are being asked to take.

**Further information:**

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>

<https://www2.hse.ie/coronavirus/>