

# St. Mary's Secondary School Holy Faith, Glasnevin

## INTRODUCTION TO THE CODE OF BEHAVIOUR FOR STUDENTS

### St. Mary's Ethos Statement

The ethos of St. Mary's is drawn from two sources:

- The characteristic spirit of the Holy Faith Order
- The 1998 Education Act

As outlined in St. Mary's Mission Statement, the long term objective of the school includes the formation of young people who will be capable of living in and contributing to the community to which they belong. It recognises also the unique personal development of each individual in the school community through acknowledging academic and non-academic programmes in the school and all aspects of school life. Students in St. Mary's are helped to integrate into their lives a deep Christian Faith and the formation, therefore, in the school, is of the Catholic tradition. St. Mary's is inclusive of all religious denominations, as per the Le Chéile Charter.

### Brief History of St. Mary's

Margaret Aylward, foundress of the Holy Faith Sisters, began her work with the purpose of passing on the Faith and providing education for the poor of post famine Ireland.

Holy Faith secondary schools were opened in Dublin in the second half of the nineteenth century so that a Catholic education could be made as widely available as possible to children in the city. The Sisters established St. Mary's, Glasnevin, in 1873. The present secondary school was opened in 1941 under the direction of the Holy Faith Sisters.

St. Mary's is proud of its heritage and long tradition of education in the Glasnevin area. St. Mary's endeavours, on an on-going basis, to meet the dual challenge of enhancing quality and managing change and it acknowledges its history of commitment to curriculum innovation and development. St. Mary's has many past pupils in the world of arts, sports, science, politics and business.

### Pastoral Care System in St. Mary's

It is acknowledged in the Ethos Statement for the school, which is in the school plan, that St. Mary's follows "a pastoral approach" which is embedded in the daily life of the school.

This pastoral care programme seeks, at its heart, to value and develop the student at every level. It also seeks, by extension, to value and to support the parent(s)/guardian(s) of the students. The Principal, Deputy Principals, teaching staff, Class Tutors, Year Heads, Guidance Counsellors, members of the Care Team, the Chaplain, the administration staff, the learning support department, the team at St. John's Education Centre and the members of the Board of Management play a vital role in the pastoral care programme and the welfare of the students.

They work together towards a common goal which includes the care, welfare, dignity and potential of each student because this work mirrors the Mission Statement of St. Mary's. With the aid of the pastoral care programme, which has been in place in St. Mary's for many years, the students have the opportunity to develop their talents and to realise their potential. St. Mary's school community engages all of the school's policies, processes and programmes in the development of appropriate structures, roles and resources to support the development of the students and their parent(s)/guardian(s).

### Positive Behaviour in St. Mary's

Promoting good behaviour is the main goal of St. Mary's Code of Behaviour. The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students to behave well and to learn well. It encourages good behaviour and it seeks to prevent unacceptable behaviour. It helps teachers, staff, students and their parent(s)/guardian(s) to work together for a happy, effective and safe school. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The Code of Behaviour in St. Mary's was developed through consultation with teachers, students, their parent(s)/guardian(s) and the Board of Management. It referenced the 1998 Education Act, the Education Welfare Act and the National Education Welfare Board's 'Developing a Code of Behaviour: Guidelines for Schools'. The Code of Behaviour should be read in conjunction with the Anti-Bullying Policy, the Attendance and Punctuality Policy, the Dignity at Work Charter, the Safety, Health and Welfare at Work Policy, the Equal Status Act, the Internet Acceptable Usage Policy (2016) and the Suspensions and Expulsion Policy.

This present publication of St. Mary's Code of Behaviour was assembled when the school received a document entitled 'Draft Report for Factual Verification: Whole School Evaluation/Management, Leadership and Learning' from the inspectorate of the Department of Education and Skills, in May 2012. This document was read by the stakeholders and suggestions made by the report were discussed with a view to implementation. Following best

practice as advised in the process of school development planning, a review was carried out. This review addressed key areas regarding the inspectorate's suggestions and proposals were designed to allow these suggestions to come to fruition. These positive initiatives are described below.

Positive behaviour in St. Mary's can be seen in many areas of school life. Two of the strategies used to reinforce positive behaviour, effort and achievement are as follows:

1. There are award ceremonies held bi-annually in the school where recognition is given by the Principal, Deputy Principals and the teachers to students that deserve recognition for their achievements during the school year. Students receive certificates for their various contributions (academic and non-academic) to the school life of St. Mary's.
2. Each year in St. Mary's, there are many themed weeks (e.g. Health and Well-Being Week, Cyber-Safety Week) held in the school. This promotes positive relationships in the school community. It helps foster acceptance and respect in the school community and it also encourages a friendly and inclusive cooperative atmosphere in St. Mary's.

The Code of Behaviour provides the school community with an opportunity to help build a shared commitment to the values and the ethos of the school. It gives all the partners in the school community a sense of ownership of St. Mary's Code of Behaviour. It creates an agreement about the kinds of behaviour and relationships that foster learning and it builds a shared understanding of how behaviour affects learning.

Therefore, it aims to strengthen positive relationships of respect and trust within St. Mary's.

## **AFFIRMATION OF POSITIVE BEHAVIOUR IN ST. MARY'S ST. MARY'S ENCOURAGES POSITIVE BEHAVIOUR**

1. It is acknowledged and rewarded by positive reinforcement by the class teacher in the class. All staff members can make positive comments in the students' journals by awarding 'Merit' marks to the students. All staff members can also make positive comments in the students' copies.
2. Class Tutors encourage positive behaviour. They meet with their class groups regularly during the week at pastoral time (8.45am - 8.55am). During this time, the Class Tutor takes the roll, assists in the administration of attendance and collection of 'Explanations for Absence' notes. The Class Tutor encourages and acknowledges the positive behaviour of the students in their class group.
3. Year Heads encourage positive behaviour. They meet with individual students at pastoral time (8.45am - 8.55am) on a daily basis. There are weekly assemblies for their year groups. During these times, the Year Heads/Class Tutors/Deputy Principals or Principal acknowledge the positive behaviour of the students in their year groups. They are present, also, at award giving ceremonies which are held bi-annually.
4. Students, themselves, encourage positive behaviour in the school. It is the belief of the management and staff of St. Mary's that students have much to contribute to the life of the school community. Students are actively encouraged, by all members of staff, to take part in the various extra-curricular activities offered to them in St. Mary's. By willingly participating in a leadership role in the school, students can show respect for themselves, all members of the school community and the environment. This leadership role can be carried out by students in areas of the school life such as being a member of St. Mary's Student Council; being a Class Captain or Vice-Captain or a senior prefect or a senior mentor. The senior prefect will have responsibility for linking in with members of a specific junior class group. The senior mentor will have responsibility for some of the different areas of school life (for example Library, STEAM Club, Sport or Sensory Garden).

As can be seen from the above, promoting positive behaviour in St. Mary's helps students to achieve their full potential to be the best that they can be. All of the activities mentioned above help contribute to the development and maintenance of good behaviour in St. Mary's and these activities help the students to behave well and to learn well.

## ST. MARY'S CODE OF BEHAVIOUR FOR STUDENTS

Students in St. Mary's Secondary School, Glasnevin, are encouraged at all times to show respect for themselves, all members of the school community and its environment. Students are expected to greet people in a polite way, to say thank you, to use polite language, to allow others to contribute and learn in class because St. Mary's is a friendly, caring school with a positive environment having respect and caring at its core.

The following rules are to be observed:

### Behaviour

- Students are well-mannered and respectful in their dealings with others.
- Rough play is not allowed.
- Bullying, including \*cyber-bullying, is strictly forbidden.
- Bad language or swearing is unacceptable at all times.
- Students move quickly and quietly on corridors and stairs in the direction indicated by the signage. Running is not permitted.

### \*Cyber-Safety

Cyber-Safety is paramount in the school community for the well-being and safety of all students in the community.

The use of any social media in relation to any member of the school community including students, all staff, Board of Management or visitors on the school grounds, unless authorised by a teacher is strictly forbidden. **This includes photographing, recording or commenting on any social network site.** A teacher may authorise the use of mobile phones or other devices for educational purposes only.

In keeping with the ethos of St. Mary's, all students are asked to respect each other throughout their daily use of social media. If this practice impinges on the teaching and learning of others, parents may be informed and asked to become involved in the resolution of the situation. Any unauthorised uploads of data or information regarding any member of the entire school community inside or outside of school hours is a serious breach of the Code of Behaviour and may be referred to the Board of Management or the Gardaí.

### School Uniform

- The **school uniform** as listed here is to be worn at all times because the uniform promotes equality and pride in our school community.
- The uniform for **junior students** is a navy plaid skirt or navy trousers with a royal blue pinstripe; a navy jumper; a white reversed collar shirt; navy/black/white knee socks; **plain black flat shoes** (no runners, no ankle or knee boots are permitted). The uniform for **senior students** is a royal blue plaid skirt or navy trousers with a royal blue pinstripe; a royal blue jumper; a sky blue reversed collar shirt; navy/black/white knee socks; **plain black flat shoes** (no runners, no ankle or knee boots are permitted). St. Mary's official school jackets must be worn by all students. All students must only wear the school scarf. School scarves can be purchased in the general school office. All items of uniform are available from Grants in Manor Street, Dublin 7. *See page 27 for information regarding Grants.*
- Students that are not wearing their uniform for medical reasons must present a doctor's note to their Year Head.
- The **PE uniform** for all students is the school tracksuit; a white polo shirt with the school crest; sports runners which must have good grip and foot support.
- No **jewellery** may be worn except small stud earrings; one discreet ring and a watch. No facial jewellery, including tongue piercing, may be worn because it is not in line with St. Mary's Health and Safety Statement. In keeping with health and safety, students will be asked to remove facial jewellery.
- Dyed hair (other than natural hair colour dyes) or other extreme fashions in hairstyle are not allowed.
- Only discreet facial make-up is acceptable.
- Students when in uniform represent the school to the wider community. This includes participation on day trips in Ireland, travelling to and from school and on public transport. If students are required to wear full uniform on school outings the same sanctions will apply as for the Code of Behaviour.

### School Property

- School property and the property of others are to be respected at all times. It is not permitted to interfere with the property of others.
- School property is to be respected as defacing of school property damages the appearance of the school and can lead to injury. A litter-free school creates a clean, healthy and 'green' environment and it enhances good learning.
- The lift is not for student usage unless a pass is issued from the Principal/Deputy Principal(s)/Year Head on presentation of a medical certificate. Year Heads with discretion may issue a discretionary pass for a temporary

- period of time. Students must wear their lift access identification.
- Access to food stations and the snack machine is permitted only at break-time and at lunch time.
  - All students are responsible for keeping their classrooms and the school clean.
  - The small black bin in each classroom is to be used for food waste only.
  - The following is allowed in the green recyclable bin:
    - All paper
    - Cardboard including cereal, biscuit boxes and cardboard packaging
    - Food tins and drink cans
    - Tetra Pak packaging including milk, soup and juice cartons
    - All plastics including plastic bottles
  - Remember all materials entering the green bin must be empty, clean and dry.
  - Empty soup containers containing soup residue **must** be disposed of in the crates provided at the food stations.
  - No food is to be strewn on the floor.
  - Graffiti is not allowed.
  - Window ledges are to be kept clean and clear for safety reasons. Students may not sit upon them at any time.
  - School furniture is never to be damaged.
  - Lockers are to be kept clean, in good order and locked at all times.
  - Bins are to be emptied during lunch time and at the end of each day.
  - The Cleaning Rota must be adhered to by all students. The names of the students responsible for clean-up are written up on the 'Yearly Cleaning Rota' at the beginning of the year by the tutor and placed on the noticeboard in the classroom.

### **Electronic Equipment**

- Electrical equipment is not to be used on the school premises without permission from staff.

### **Mobile Phones**

- A student's mobile phone should be **switched off** and kept in their zipped skirt pocket while on the school campus (i.e. before school, including break-time, lunch time and at the end of the school day).
- Photographs or any form of recording is strictly forbidden unless a teacher gives authorisation for educational purposes only.
- Use of mobile phones by students during the school day will result in confiscation for the remainder of that school day. The student may collect it from the school office at the end of that day. **All contact between parent and student during the school day will be through the school office and not through use of student's mobile phone.**

### **Good classroom behaviour is essential for a healthy learning environment in which each student may develop her full potential.**

- It is recommended students should arrive at 8.30am to prepare for the school day. Students are to arrive on time, prepared for class, with their school journal, copies, books and other equipment as required. Please see the Attendance and Punctuality notes below.
- Toilet facilities should be availed of before the first bell, at break-time between 10.55am - 11.10am and at lunch time between 1.10pm - 1.50pm.
- Homework is to be completed daily.
- Students are encouraged to cooperate with teachers and participate in class in order to develop their potential.
- Any behaviour which disrupts the teaching and learning process of others is unacceptable.
- Students are to exercise self-control, be considerate and respectful to others at all times.
- The school journal records homework, positive and negative behaviour, study habits, attendance and records of communication. It is important to remember that:
  - The school journal is to be kept on the student's desk at all times.
  - Students are to present the school journal to a teacher/Class Tutor/Year Head when requested.
  - Homework is to be recorded on a daily basis in the school journal.
  - The school journal and the report card in the school journal must be signed by parent(s)/guardian(s) for their daughter(s) in junior cycle at the end of each week.
  - The school journal is to be kept clean and free from graffiti.

## **ATTENDANCE AND PUNCTUALITY**

### **Attendance**

Parents/Guardians have been informed of school closures via the School Calendar (page 17) which has been issued to all families early in the academic year. It is St. Mary's school policy to work in partnership with parents to

ensure full attendance during the academic year. Students are required to attend school each day between 8.45am and 3.50pm except Wednesday, Thursday and Friday when classes finish at 3.10pm. Lunch break is from 1.10pm - 1.50pm each day.

All parent(s)/guardian(s) are requested to work in partnership with St. Mary's in relation to its **Attendance and Punctuality Policy**.

- Reasons for a student's absence must always be communicated to the school in writing **on their return**.
- All notes of explanation are filed for school records and to facilitate this, it is important that all communications must be entered in the 'Explanations for Absence' section of the school journal.
- All medical, dental and other appointments **should be made** outside of school hours as in accordance with Túsla and DES guidelines.
- If for any reason, a student must leave school early, written permission from the parent/guardian must be presented to the student's own Year Head, where possible, at tutor time.
- Students are required to attend school each day between 8.45am and 3.50pm except Wednesday, Thursday and Friday when classes finish at 3.10pm. Lunch break is from 1.10pm – 1.50pm each day.

It is expected that students attend school unless seriously ill. In the event that any **student is feeling extremely unwell**, they should speak with their Year Head.

- A member of staff will telephone home to arrange collection if their Year Head deems it appropriate. **Students must not contact their parent(s)/guardian(s) directly as it is contravening the mobile phone policy.** Parent(s)/Guardian(s) must not contact their daughter(s) directly via their mobile phone. **If parents wish to contact their daughter(s) for any reason, contact must be made through the main office only.**
- Students are expected to attend **field trips** and **class trips** as organised by subject teachers or any other events organised for them by teachers.
- These are normal school days. In the event of a student being sick on the day of an activity, parent(s)/guardian(s) must contact the school by 8.30am as this assists with the general organisation of the trip.

### **Punctuality**

It is school policy that all students present on time for school at 8.30am. All students are expected to be in attendance for roll call at 8.45am. Students are expected to be on time for each class throughout the day. Punctuality promotes personal responsibility and respect.

**Parents/Guardians and students are requested to note the following guidelines:**

- The school begins with tutor time and all students should be present in their assigned room at 8.45am.
- If a student is absent for roll call, a text is sent home alerting parent(s)/guardian(s).
- If for some reason, students are late, they must sign the relevant 'Late Book' upon entering the school. It is expected that parent(s)/guardian(s) write a 'Late Note' in the relevant section of their journal.
- Persistent lateness will be considered a serious breach of school rules and will result in sanctions.
- Late coming interferes with the learning of others; therefore all students must be on time for all classes.



## **FIRE DRILL INFORMATION**

### **In the event of the Fire Alarm sounding DURING CLASS:**

- ❖ **Leave your bag** in the classroom.
- ❖ Follow your teacher's instructions and evacuate your classroom with your teacher. The last person to leave the room should close the door.
- ❖ **Silence at all times** (as you may need to hear important instruction regarding the evacuation).
- ❖ The lift may NOT be used. In the event of a Fire Alarm, the lift automatically goes to the ground floor and remains open.
- ❖ Follow your teacher to the Assembly Point on the hockey pitch. See list of Assembly Points on page 11.
- ❖ Line up in alphabetical order (for that class, do **not** go to tutor groups).
- ❖ Teachers will take the roll again.
- ❖ Students are to return back to the school after the evacuation the **same** way they exited the building. This is for health and safety reasons and to avoid congestion.

**In the event of the Fire Alarm sounding OUTSIDE OF CLASS TIME** (before school, break of class, break-time, lunch time, after school), please adhere to the following:

- ❖ Exit the school by the nearest available exit.
- ❖ Assemble on the hockey pitch according to **your tutor group**.
- ❖ Line up in alphabetical order and your tutor will call the roll.

**REMEMBER ALWAYS TAKE THE FIRE ALARM SERIOUSLY**

## **FIRE EVACUATION**

In every classroom there is a fire evacuation procedure posted up in a red frame on the wall. It must be read and followed carefully by all students. Students are reminded that interference with fire alarms or fire safety equipment will result in suspension or expulsion.

In the event of the fire alarm sounding, please make way to the following designated Assembly Points on the Hockey Pitch.

<b>Year Group</b>	<b>Assembly Points on Hockey Pitch</b>
All First Year Class Groups	1
All Second Year Class Groups	2
All Third Year Class Groups	3
All Fourth Year Class Groups	4
All Fifth Year Class Groups	5
All Sixth Year Class Groups	6
School Staff (not teaching at time of fire drill/fire) and school visitors	7

No person should return to any buildings until the **ALL CLEAR** has been given by a member of the Health and Safety Committee.

### **Health and Safety**

When using the stairs, we would like to remind all members of the school community to use the handrails provided. We once again make our appeal to all parents/guardians, who drive their daughters to school. It is essential that all parents respect the school's policy in relation to vehicular access to the school. The staff car park is not a drop off/pick up area for students. This is to ensure the safety of your daughter. Parking on the yellow school zone area is illegal. For safety reasons, the staff car park is not a student entrance or exit as students must enter/exit by the school gate only.

### **Illegal Substances**

In keeping with the law, students should not use or be in possession of illegal substances when they are in school, going to and from school or when they are representing the school. These substances are illegal and can seriously damage a student's health and consequently the following is strictly forbidden:

- Smoking
- Alcohol
- Substance Abuse
- Stimulant Abuse

### **Prescribed Medication:**

Please inform the school authorities when your daughter(s) is taking prescribed medication on the school premises. Students should never share medication prescribed or otherwise.

## **THE ROLE OF THE PARENT(S)/GUARDIAN(S)**

**Cooperation between home and school is an essential element in the full development of the student.**

Parent(s)/Guardian(s) are highly esteemed in St. Mary's and we depend on them to help to implement the Code of Behaviour.

An introductory meeting for parent(s)/guardian(s) of new students takes place prior to entry. At this meeting, the values underlying the Code of Behaviour are explained. Parent(s)/Guardian(s) are then asked to sign the Code of Behaviour in the school journal at the beginning of the school year.

### **Parents/Guardians are requested to note the following guidelines:**

- Students are to have and use their official school journal at all times which parent(s)/guardian(s) sign at the beginning of the school year.



- Parent(s)/Guardian(s) are asked to explain absences in writing on return of student to school – see 'Explanations for Absence' section in the school journal.
- The school journal and the report card in the school journal are to be signed by parent(s)/guardian(s) for students in junior cycle at the end of each week.
- All personal belongings are to be clearly marked by the parent(s)/guardian(s) and are the responsibility of each student. The school cannot accept responsibility for valuable items lost on the premises.
- Parent(s)/Guardian(s) inform the Year Head or Deputy Principal(s) or Principal in writing when students have to leave the school for any reason. Parent(s)/Guardian(s) should use the 'Permission to Leave' section in the school journal for this purpose.
- No student may leave the school premises without permission. In the event that a student is unwell, she must make contact with her Year Head. If deemed necessary, the Year Head will sign the relevant note in the school journal and contact will be made with a parent/guardian by a member of the administrative staff.
- The parent(s)/guardian(s) must arrange for their daughter to be collected by an adult. It is the school's recommendation that all medical/dental appointments be made outside of school hours. When this is unavoidable, a written note in the school journal should inform the Year Head of this. All these medical/dental appointments must be followed up by a certificate of attendance.
- A current daytime contact number (work, home or mobile) is to be provided in the section of the school journal on page 1. It is the responsibility of parent(s)/guardian(s) to notify the school promptly of a change in personal details.
- Parent(s)/Guardian(s) are expected to attend all parent teacher meetings and all other related meetings scheduled for their daughter(s) as per the school calendar.
- Family holidays should take place outside the school term in accordance with the Education Welfare Act 2000. Student exams can only be rescheduled in exceptional circumstances.
- If a parent/guardian wishes to contact a Class Tutor, subject teacher, Year Head, Deputy Principals or Principal, a call is made to the school and an appointment is scheduled with the required person.
- Full and punctual attendance at all classes is essential if students are to achieve their full potential. Student absences will be notified to Túsla in accordance with the Education Welfare Act, 2000, should absenteeism exceed 20 days.

## **LADDER OF REFERRAL**

Good behaviour commences in the classroom. Each student is expected to contribute positively to the teaching and learning environment in every class. Each teacher has responsibility for the maintenance of discipline in her/his own class while sharing the responsibility for good order in St. Mary's. Should a student be in breach of the Code of Behaviour and disrupt this learning environment, the following sanctions are imposed:

### **Stage One**

**If a student is in breach of the Code of Behaviour:**

- There will be a verbal warning from the teacher.

### **Stage Two**

**If a student continues to be in breach of the Code of Behaviour, some or all of these may be implemented depending on the nature of the incident:**

- Class teacher records the incident in the student's journal and records the incident in her/his teacher's journal.
- Detention mark given to student.
- Class teacher refers matter to Class Tutor. Class Tutor liaises with student in attempt to resolve issues of misbehaviour.

### **Stage Three**

**If a student continues to be in breach of the Code of Behaviour:**

- An Incident Report Form or a note in the 'For the Record Book' will be filled in by the class teacher and given to the Year Head.
- Telephone call home may be made from class teacher to parent/guardian informing them of breach in the Code of Behaviour.
- Year Head liaises with the student in an attempt to resolve issues of misbehaviour. Matter may be referred to the care team, counsellors or the school Chaplain.

### **Stage Four**

**If a student continues to be in breach of the Code of Behaviour:**

- An appointment will be made by the Year Head to see Parent(s)/Guardian(s).
- The Deputy Principal will be informed of the meeting and its outcomes.

### **Stage Five**

**If a student continues to be in breach of the Code of Behaviour:**

The matter is referred to the Deputy Principal(s)/Principal. The following may be implemented:

- Student meets with Deputy Principal(s)/Principal and others to agree on outcomes for improved behaviour.
- Student agrees on outcomes for improved behaviour.
- Parent(s)/Guardian(s) meet with the Deputy Principal(s)/Principal and others.
- Referral to the care team/counsellors/school Chaplain.
- Matter may be referred to outside supporting agencies.
- Parent(s)/Guardian(s) may be asked to take a student home immediately.
- Student may be suspended. Parent(s)/Guardian(s) are informed in writing of the decision to suspend.
- The Board of Management is informed of this decision.

**If a student behaves in an extreme manner, Stage 5 will be implemented immediately.**

### **Stage Six**

**If a student continues to be in serious breach of the Code of Behaviour:**

- A behavioural committee may be convened. The behavioural committee consists of the Principal/Deputy Principal(s), the relevant Year Head and a sampling of class teachers. It is only convened when the behaviour of a student is deemed to be in serious breach of the Code of Behaviour. It is charged with the responsibility of protecting the right of every student in St. Mary's to learn in an environment free from unnecessary disruption. It is also charged with creating a safe environment for all staff members.

### **Stage Seven**

**If a student is consistently in serious breach of the Code of Behaviour:**

- Matter is referred to the Board of Management.
- Board of Management may meet with parent(s)/guardian(s).
- All options up to and including Suspension/Expulsion may be considered. (Reference: Suspension Policy,

Expulsion Policy)

- Individual Improvement Behaviour Plan may be set up for student.
- Referral to care team/counsellors.
- Matter may be referred to supporting agencies, e.g. NEPS (National Educational Psychological Service)/Túsla.
- Expulsion is a very serious step and one that is only taken by the Board of Management in extreme cases of unacceptable behaviour.
- A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29).

**Copy of Suspension and Expulsion Policy available on request from the school office.**

## DETENTION

A Detention System operates in St. Mary's for students who do not cooperate with and who do not carry out the school rules. The system operates in the manner as outlined below.

Detention is at the discretion of the Year Head/Deputy Principal(s)/Principal for continuous breaches of the Code of Behaviour or exceptional misbehaviour.

These may include:

- Persistent lateness
- Missing from class or school
- Ongoing poor behaviour including non-adherence to uniform code
- Non participation in PE/No PE gear on three occasions
- Disruptive behaviour in class
- Any other form of unacceptable behaviour

Detention takes place at the discretion of the Year Head/Deputy Principal(s)/Principal and students must attend.

Failure to attend detention on a second successive occasion may result in a further sanction.

**I hereby give permission** for photographs and film photography etc. of my daughter(s) participating in school events to be used. This includes:

- Officially authorised school related media
- School website
- School App
- School newsletter    YES

**If you do not give permission, please complete below**

**Signature:** Student: .....

**Signature:** Parent/Guardian 1: .....

**Signature:** Parent/Guardian 2: .....

**Please note a full copy of the anti-bullying policy is available for all to read on the school website [www.stmaryshfcglasnevin.com](http://www.stmaryshfcglasnevin.com)**

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

**Signature:** Student: .....

**Signature:** Parent/Guardian 1: .....

**Signature:** Parent/Guardian 2: .....

