St. Mary's Secondary School,
Holy Faith, Glasnevin, Dublin 11.
60770P



Code of Behaviour

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1. INTRODUCTION TO THE CODE OF BEHAVIOUR FOR STUDENTS

St. Mary's Code of Behaviour is grounded in our Mission Statement and is in its essence positive. It is not imposed using constraint, fear or a reliance on punishment. Rather it flows from attitudes of respect, trust and responsible action on the part of all members of the school community. Through this lens, our Code of Behaviour seeks to create a structured environment in which our students learn self-regulation, personal responsibility and an awareness of the rights of others. All members of St. Mary's staff endeavour to use Restorative Practice (RP), whereby relationships and good communication are valued. This restorative approach manages conflict and tensions by building, repairing and/or restoring relationships.

2. AFFIRMATION OF POSITIVE BEHAVIOUR IN ST. MARY'S

Positive Behaviour in St. Mary's

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 and is reviewed regularly. It references the 1998 Education Act, the Education Welfare Act (2000) and the National Education Welfare Board's 'Developing a Code of Behaviour: Guidelines for Schools' (2008). The Code of Behaviour should be read in conjunction with the Bí Cineálta Policy (2024), Dignity at Work Charter, the Equal Status Act (2000), the Homework Policy (2016), the Health and Safety Statement (2019), the Internet Acceptable Usage Policy (2016) and the Substance Use Policy (2018)

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 through positive behaviour strategies. 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 educational environment where high standards of behaviour are expected and supported.

The following roles are in place in our school to help promote positive student behaviour:

- **Class Teacher:** Positive behaviour is acknowledged and rewarded by positive reinforcement in the class. All staff members acknowledge positive behaviour in the report card. Positive comments can also be made in students' copies and on their Compass reports.
- **Class Tutor:** The Class Tutor meets with their class group regularly during the week at pastoral time (8.45am - 8.55am). During this time, the Class Tutor records the online roll on Compass, assists in the administration of attendance, follows up on absences and checks that homework for all subjects from the previous day have been recorded. The Tutor will also check the report card on a weekly basis. The Class Tutor encourages and acknowledges the positive behaviour of the students in their class group.
- **Year Heads:** 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 each year group. During these times, Senior Management, Year Heads, Class Tutors and teachers acknowledge the positive behaviour of the students in their year groups. They are present, also, at award giving ceremonies which are held bi-annually.
- **Students:** 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 a variety of areas of school life such as being Class Captain, Vice-Captain, Senior

Prefect and 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 different areas of school life (e.g. the Library, Science Club, Art Club, Sport or the Sensory Garden). A student may take on other leadership roles such as being a member of the Student Council, the Ember Team, the Green Schools Committee and the Health Squad.

Many strategies are used to reinforce positive behaviour, effort and achievement including:

- **Award Ceremonies:** There are award ceremonies held bi-annually in the school, where the Senior Management, Year Heads and teachers give appreciation to students who deserve recognition for their achievements during the school year. Students receive certificates and awards for their various contributions (academic and non-academic) to the school life of St. Mary's.
- **Themed Weeks:** Each year in St. Mary's, there are many themed weeks (e.g. Space Week, Maths Week, Science Week, Stand Up Awareness Week, College Awareness Week, Health and Wellbeing Week, Catholic Schools Week, Cyber-Safety Week, Engineers Week, Green Schools Week, Seachtain na Gaeilge and Arts and Literacy Week). 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.

3. THE PASTORAL CARE SYSTEM

The pastoral care programme seeks to value and develop the student at every level. It aims, by extension, to value and to support the parent(s)/guardian(s) of the students. The Senior Management, Year Heads, Class Tutors, Guidance Counsellors, the Care Team, the AEN Team, teaching staff, the administration staff, members of 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.

We work together towards a common goal of fostering the care, welfare, dignity and potential of each student because wellbeing is at the core of everything we do in the curricular and extra-curricular pursuit of the ideals of our Mission Statement. 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 positive potential.

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

Cooperation between home and school is an essential element in the full development of the student. Parent(s)/Guardian(s) are highly regarded in St. Mary's and we depend on them to help implement the Code of Behaviour. Introductory meetings take place for all year groups at the beginning of the academic year. At these meetings, the values underlying the Code of Behaviour are explained. Parent(s)/Guardian(s) and students will be asked to sign-up to the Code of Behaviour and agree to abide by its terms on a specific page of the school journal by a given date each year.

Expected Behaviour Guidelines:

4.1 All students of St. Mary's are expected to be respectful and mannerly at all times *Please refer to our *Bí Cineálta Policy.*

This means:

- Greeting people in a polite and friendly way
- Saying thank-you to one another, to staff and to guests
- Using polite language when dealing with each other and all staff members - bad language is not to be used at any time
- Cooperating with teachers and participating in class in order to develop their potential
- Allowing everyone to contribute in class
- Respecting the opinions of others
- Moving efficiently and quickly on corridors and stairs in the direction indicated by the signage
- Never using physical violence.
- Abiding by the rules of social distancing and etiquette during the present covid-19 crisis

Because:

- St Mary's is a safe, friendly, caring, happy place to be
- This creates a positive, productive environment for everyone to work in
- Respecting others is part of community living.

Consequences:

- Please see Ladder of Referral.

4.2 All students of St. Mary's are expected to wear the full school uniform at all times in a clean, neat and tidy manner.

This means:

- **Junior students** wear navy plaid skirts or navy trousers with a royal blue pinstripe, a navy jumper, a white revered collar shirt, navy/black/white knee socks/tights and **plain black flat footwear** (no ankle or knee boots are permitted)
- **Senior students** wear royal blue plaid skirts or navy trousers with a royal blue pinstripe, a royal blue jumper, a sky-blue revered collar shirt, navy/black/white knee socks/tights and **plain black flat footwear** (no ankle or knee boots are permitted)
- St. Mary's official school jackets must be worn by all students. Only school scarves are permitted. (All items of uniform are available from Grants in Manor Street, Dublin 7.)
- The **PE uniform** for all **junior students** is the school tracksuit, a white polo shirt with the school crest and sports runners which must have good grip and foot support
- Students who are not wearing their uniform for ongoing medical conditions must present a doctor's note to their Year Head at the beginning of every academic year
- All items of the school uniform, including all personal belongings, must be clearly labelled with the student's name and class
- Only discreet earrings are to be worn
- Piercings including stretchers, nose studs (excluding clear studs), nose rings, eyebrow rings or eyebrow bars are not allowed. This is in line with St. Mary's Health and Safety Statement
- False, gel or acrylic nail extensions are not permitted in school for health and safety reasons. Students will be directed to remove them at home

- Dyed hair (other than natural hair colour dyes) or other extreme fashions in hairstyle are not allowed
- Only discreet facial make-up is acceptable.

Because:

- The uniform represents the student's respect for themselves, the school and others
- The uniform promotes the equality of all students
- The uniform promotes a sense of pride in the school community
- Heavy makeup is not good for the skin
- Tied back hair is a health and safety requirement
- Too much jewelry and false nail extensions can pose a health and safety risk and are particularly dangerous in practical subjects like PE, Science, Home Economics and Art, which is why they are forbidden
- Students are responsible for all personal items brought to school including their school jacket and PE gear
- The school cannot accept responsibility for valuable items lost on the premises.

Consequences:

- If a student is out of uniform, a call may be made home and students requested/invited to wear items of uniform provided by the school which are held for this purpose
- Students will be asked to remove piercings and the student's home will be contacted in this regard
- Please see Ladder of Referral.

4.3 All students of St. Mary's are expected to attend all classes and to remain on the school premises throughout the school day.

This means:

- Students present for roll call at Tutor Time/Assembly at 8.45am each morning
- Students must arrive on time for all classes, fully prepared, with their school journal, copies, books and other equipment as required
- If a student needs to leave class for any reason during the school day (other than during break time), they must have written permission from their teacher
- Leaving the school premises during the school day without permission is unacceptable.

Because:

- Regular attendance at class is essential for student learning and progress
- For health and safety reasons, the school must be able to account for all students that have signed in and/or out during the school day.

Consequences:

- Please see Ladder of Referral

4.4 All students of St. Mary's are expected to have their journal with them at all times and have it signed by a parent or guardian each week.

This means:

- Having your journal on the desk during each class
- Recording all homework assignments in it
- Making certain it is signed by a teacher if leaving class during class time

- Ensuring the report card section is signed by a parent/guardian each week
- Presenting it to a teacher/Class Tutor/Year Head when requested
- Making it available to parents(s)/guardian(s) at all times as a means of communicating any day-to-day issues or concerns with the school
- Keeping it safe, clean and graffiti free.

Because:

- It is a record of home and school communications
- It is record of all homework assignments
- It is a reminder of equipment needed for class
- It is a record of positive and negative behaviour
- It contains valuable information necessary for student life.

Consequences:

- Please see Ladder of Referral

4.5 All students of St. Mary's are expected to be organised and prepared for class.

This means:

- Labelling all personal property and books
- Knowing your timetable
- Organising relevant items for class the night before (e.g. PE gear, ingredients etc.)
- Organising class materials before school starts, at break time and at lunch time
- Not going to lockers between classes.

Because:

- Lessons must start on time in order to achieve maximum learning
- Being organised prevents lateness for class
- Being organised means students do not have to disrupt other classes to go to their locker
- Learning cannot take place without the relevant books or equipment
- Labelling prevents the loss of belongings.

Consequences:

- Please see Ladder of Referral

4.6 All students of St. Mary's are expected to fulfil all responsibilities with regard to homework and classwork. *Please refer to our *Homework Policy.*

This means:

- Recording <u>all</u> homework in school journal – learning, reading, written, oral, aural, project and practical work
- Completing homework neatly and in full
- Presenting homework to the teacher on time
- Complying with all instructions and completing all tasks given by the teacher
- Finding out and completing homework missed through absence
- Ensuring that homework is your own work
- Organising and following a study plan of revision for class, mid-term, Christmas, mock and summer exams.

Because:

- Homework is an integral part of school life

- Homework reinforces classwork
- Homework allows students to work to deadlines and practice independent learning
- Homework helps students to focus on areas requiring further work
- Revision is essential for maximum performance in exams.

Consequences:

- Please see Ladder of Referral

4.7 All students of St. Mary's are expected to be punctual and account for absences, lateness or appointments in writing from parent(s) or guardian(s).

This means:

- Being in class/Assembly at 8.45am for roll call
- Going promptly to each lesson
- Being signed in at reception if late, before going to class
- Providing the school with a 'Late Note' from parent(s)/guardian(s) in the relevant section of the school journal or via the school app
- Ensuring that all absences are explained by parents(s)/guardian(s) through the appropriate channels and presented to Class Tutors/Year Head or via the school app
- Making all medical, dental and other appointments outside of school hours
- Organising family holidays outside the school term.

Because:

- Every school day counts if students are to achieve their potential
- Being punctual allows classes to start on time
- Punctuality promotes personal responsibility and respect
- Attending class late interferes with the learning of others
- The school has a legal responsibility to keep accurate records.

Consequences:

- If students present late for school twice in one week, they must attend Detention where they will be asked to complete a reflective piece of work, which is in line with our commitment to Restorative Practice. (Please see **Detention Policy*)
- Please see Ladder of Referral.

4.8 All students of St. Mary's must have their mobile phones turned off when on the school premises * Please refer to our *Mobile Phone Policy.*

This means:

- Turning off your mobile phone before you enter the school premises (Students have permission to turn on their phones for digital sign-in at reception. Phones must be switched off immediately after sign-in)
- Placing your mobile phone in your phone wallet for the duration of the school day, unless instructed otherwise by the teacher
- Keeping mobile phones switched off or on aeroplane mode at all times, unless given permission by a teacher to use them for educational purposes. The safety of a student's mobile phone is a student's own responsibility
- Not using mobile phones during free classes, break, lunch or after-school study, unless permitted by a teacher
- Only switching mobile phones on when off the school premises
- Not using any social media inappropriately in relation to any member of the school community
- Not plugging in mobile phones when on the school premises.

Because:

- Mobile phones switched on cause distraction and disruption to a productive learning environment
- Using your mobile phone prevents you from communicating and socialising with your friends at school
- Recordings made on mobile phones, or photographs shared, unknown to the subject/ people represent an invasion of personal privacy, can cause major upset and embarrassment and are ultimately against the law
- The plugging in of mobile phones is a health and safety risk
- The use of mobile phones on school property and during school times may lead to bullying.

Consequences:

- Please see our Mobile Phone Policy.

4.9 All students of St. Mary's are expected to comply with the law in relation to illegal substances (drugs, alcohol, cigarettes, etc.) * Please refer to our *Substance Use Policy* and *Administration of Medication Policy.*

This means:

- No student should use or be in possession of illegal substances or stimulants on the school premises, in school uniform or during school related activities
- No student is allowed consume alcohol on the school premises, in school uniform or during school related activities
- Smoking is illegal on the school premises, in school uniform or during school related activities
- No student is permitted to share medication prescribed or otherwise with others on the school premises, in school uniform or during school related activities

Because:

- These substances are illegal
- These substances are addictive
- These substances have serious health implications
- Taking medication not prescribed for you or belonging to others can seriously harm your health

Consequences:

- Please see Ladder of Referral

4.10 All students of St. Mary's are expected to respect the privacy of others.

This means:

- Not repeating, discussing or ridiculing sensitive information revealed within the school community
- Not videoing, recording or photographing people without their permission
- Not posting hurtful comments on social media.

Because:

- Everyone is entitled to privacy
- Revealing private information about another person could lead to hurt and upset
- Revealing private information about another person could lead to rumours and bullying

- Revealing private information about another person without their permission is against the law.

Consequences:

- Please see Ladder of Referral

4.11 All students of St. Mary's are expected to respect all school property and that of others.

This means:

- Being careful with all school property and equipment and that of others
- Never taking or stealing something that does not belong to you
- Following instructions on the safe use of equipment
- Not writing or drawing on or defacing any school property
- Not dropping litter and recycling where necessary
- Not using the school lift unless a pass (in the student journal) is issued from Senior Management/the Year Head on presentation of a medical certificate
- Adhering to the 'Lunch Time Cleaning Rota'
- Keeping window ledges clean and clear at all times
- Not sitting on window ledges
- Keeping lockers clean, in good order and **locked** at all times.

Because:

- Damage to school property causes cost and distress
- Stealing is a crime
- Defacing school property damages the appearance of the school
- Mis-use of school equipment can lead to injury
- A litter free school creates a clean and green environment
- Sitting on window ledges is a health and safety risk.

Consequences:

- Please see Ladder of Referral

5. THE LADDER OF REFERRAL

As stated at the outset, St. Mary's Code of Behaviour is grounded in our Mission Statement and is in its essence positive. It is not imposed using constraint, fear or a reliance on punishment. Rather it flows from attitudes of respect, trust and responsible action on the part of all members of the school community. Through this lens, our Code of Behaviour seeks to create a structured environment in which our students learn self-regulation, personal responsibility and an awareness of the rights of others. All members of staff endeavour to use Restorative Practice (RP), whereby relationships and good communication are valued. This restorative approach manages conflict and tensions by building, repairing and/or restoring relationships, and is implemented where necessary in conjunction with our Ladder of Referral, which is outlined below.

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 maintaining a respectful, ordered environment 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 in the form of a reminder from the teacher that the behaviour is unacceptable and the teacher will give an explanation why

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 may be given to student. As part of our Positive Behaviour Strategy, detention provides a student with the opportunity to reflect on the offending actions and learn to make better choices in the future
- 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 will be filled in by the class teacher and given to the Year Head
- A Telephone call home may be made by the class teacher to parent(s)/guardian(s) informing them of the breach in the Code of Behaviour and the efforts made thus far to resolve the situation
- Year Head liaises with the student in an attempt to resolve issues of misbehaviour. The matter may be referred to the Care Team or to the Counsellors.

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)
- Senior Management will be informed of the meeting and may be asked to attend and will be informed of the outcomes
- A student may be given a target sheet (see page 31) as a positive intervention.

Stage Five
If a student continues to be in breach of the Code of Behaviour:
The matter is referred to Senior Management. The following may be implemented:

- Student meets with Senior Management and others to agree on outcomes for improved behaviour
- Student agrees to outcomes for improved behaviour
- Parent(s)/Guardian(s) meet with Senior Management and others
- A referral to the Care Team or Counsellors may be made
- The 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 Senior Management, 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:

- The matter is referred to the Board of Management
- The Board of Management may meet with parent(s)/guardian(s)
- All options up to and including Suspension/Expulsion may be considered. An Individual Improvement Behaviour Plan may be set up for the student in question
- A referral to the Care Team or to the Counsellors may be made
- The matter may be referred to supporting agencies, e.g. NEPS (National Educational Psychological Service) or 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). Please note a full copy of the BÍ Cineálta Policy is available for all to read on the school website (www.stmaryshfcglasnevin.com).

APPENDIX A

DETENTION POLICY

A Detention System operates in St. Mary's for students who do not cooperate with St. Mary's Code of Behaviour. Detention is at the discretion of the Year Head/Senior Management in consultation with class teachers for continuous breaches of the Code of Behaviour or exceptional misbehaviour. These may include:

- Persistent lateness/mitching from class or school
- Ongoing poor behaviour including non-adherence to the Uniform Code
- Non participation in PE/no PE gear on three occasions
- Breach of Mobile Phone Policy
- Breach of 'Use of the Lift' procedure
- Disruptive behaviour in class
- Any other form of unacceptable behaviour.

Detention takes place weekly after school. A parent/guardian will be informed if a student is on detention. All students identified and notified must attend. The Year Head/ Detention Coordinator will deal with non-attendance at detention. Failure to attend detention on a second successive occasion may result in a further sanction.
As part of our Positive Behaviour Strategy, detention provides a student with the opportunity to reflect on the offending actions/behaviours and learn to make better choices in the future which is in line with our commitment to Restorative Practice.

APPENDIX B

MOBILE PHONE POLICY

St. Mary's recognises that mobile phones and digital devices are now an integral part of young peoples' culture and way of life and can add considerable value, particularly in relation to individual safety. The school advocates the safe, appropriate and responsible use of mobile phones at all times. The school uses a system to create phone-free spaces for the students, enhancing their educational experience and significantly reducing the possibility of smartphone misuse in the school setting.

Before a student enters the school, they place their phone in their phone wallet. The wallet is closed and secured fully. Each student keeps their wallet throughout the day. When leaving the school, the student taps their wallet to an unlocking base to release their phone.

Mobile phones can be useful educational tools. For this reason, only in exceptional circumstances we may permit the use of mobile phones during class times for educational use, only with a teacher's permission and under their supervision. At all other times (before school, during break, during lunch and until students have left the school premises), mobile phones should be turned off or on airplane mode.

· Students are responsible for the safe-keeping of their mobile phones. St. Mary's will not be responsible if a student's phone is damaged, lost or stolen

· All material to and from students and staff is to be used for educational purposes only and should not be removed from the Teams platform. With exception of parent(s)/guardian(s), material should not be shared with others without written consent

· Students may be asked to turn on their phones at reception when using their QR code to sign in late or leave early using the digital 'sign-in/sign-out' system.

Should a student be found with their mobile phone not in their phone wallet, the following actions may be taken:

· The teacher will speak to the student about the correct storage of their mobile phone. The phone will be confiscated for the remainder of the school day. The phone may also be confiscated on the next school day. The student's name will be taken by the teacher, and logged on the 'Lunchtime Reflection Sheet'

· The Year Head may address the matter with the student and may contact home

· Repeated breaches of the mobile phone policy will be dealt with by the Year Head, and the matter will be addressed through the school's Code of Behaviour

· Persistent misuse of phones will be dealt with through the Ladder of Referral

· Phones may be confiscated where persistent non-conformity with the policy is evident or where the stages in the Code of Behaviour have not been effective in dealing with the breaches of the mobile phone policy. Phones may be confiscated if the school suspects that there is a potential breach of the policy

· Students may be requested to leave their phones at home for a specified period in the event of failure to comply with school regulations/policies.

APPENDIX C

Transition Year Contract

TY Contract- Please give consent

NAME:
Dear Parent/ Guardian,
TY students agree to:

- Embrace the spirit of teamwork, contribution and exploration of TY
- Participate wholeheartedly in all TY activities, classwork and groupwork and face head-on all the exciting challenges of this year
- Respect their classmates, the teachers and the staff, the school environment and the public
- Keep an online e-portfolio logbook up to date and in good condition at all times
- Wear their school uniform in school and on all trips. If permission is given to wear a tracksuit on a trip, the school tracksuit must be worn.
- Be punctual for all classes, workshops and field trips, unless explained in writing by a parent/ guardian or teacher.
- Commit to full (near full) attendance. If a Transition Year student is absent for 20 days or more without medical certification, you as a parent/guardian understand that they may not be permitted to graduate at the TY graduation ceremony at the end of the year.

We really need your support as parents/ guardians:

- To ensure your child complies with all of the above
- To ensure your child has found an appropriate Work Experience placement

As you are aware the students in Transition Year are involved in many different activities. We would appreciate your general consent to their involvement in these events and activities.

Consent
Date: _____ Signature: _____

APPENDIX D

ATTENDANCE AND PUNCTUALITY

Attendance

Parents/Guardians are informed of school closures via the School Calendar which is issued to all families via the App before the academic year and is also in the journal. It is St. Mary's school policy to work in partnership with parents/guardians 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. Break-time is from 10.55am - 11.10am and lunch break is from 1.10pm - 1.50pm each day.

Punctuality
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 absences exceed 20 days. All students are expected to be in attendance for roll call at 8.45am. Persistent lateness will be considered a serious breach of school rules and will result in sanctions which may include detention and/or a phone-call/meeting with parents/guardians. Therefore all students must be on time for all classes. Punctuality promotes personal responsibility and respect.

APPENDIX E

LABORATORY RULES

The following laboratory rules must be adhered to at all times for health and safety reasons

- Do not enter the laboratory without permission.
- No tippex or chewing gum are permitted in the laboratory.
- Long hair must always be tied back securely.

- False, gel or acrylic nail extensions are not permitted and cannot be worn by students in the lab or in the school.
- Always wear eye protection when instructed to do so. Eye protection must not be removed until instructed by teacher.
- Do not use any equipment unless permitted to do so by the teacher. Make sure you know exactly what you are supposed to do. If in doubt, ask the teacher.
- Always check that the label on the bottle is exactly the same as the material you require. If in doubt, ask the teacher.
- Nothing must be tasted, eaten or drunk in the laboratory.
- Any substance accidentally taken into the mouth must be spat out immediately and the mouth washed out with plenty of water. The incident must be reported to the teacher.
- Any cut, burn or other accident must be reported at once to the teacher.
- Do not pick up any broken glass; step back from it and report at once to the teacher.
- Any chemicals spilled on the skin or clothing must be washed at once with plenty of water and reported to the teacher.
- Always wash hands after practical work.

I _____ (print student name) have read the above rules and I understand and accept the above laboratory rules.

Student Signature: _____

Parent Signature: _____

Date: _____

Reminder: Sign-off required by

APPENDIX F

CONSENT FORM

Photographic and Video Images/School Related Social Media Platforms

The School App, Website and Twitter accounts are great ways to communicate school news, photos, videos and upcoming events. They are a key means of not only promoting the many wonderful events that we have in St. Mary's but are also a great way of engaging you in the daily activities of the

school more effectively and efficiently. We have always sought your permission to use photographic and video images of your daughter to record school events and achievements. We would now like to expand that consent to include school social media platforms mentioned above. Photographic images etc. of events and activities may be published on our school website, blog, app, and twitter page or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions and publications.

Option 1

If you are happy to have still and/or moving images of your daughter _____ (print student name) taken as part of school activities and included in all such records, please sign below.

Parent Signature (Print): _____

Parent Signature: _____
Parent/Guardian/Student (where over 18)

Date: _____

Once given, you have the right to rescind that permission in writing at any time.

Consent (please sign option 1 OR 2 only)

Option 2

If you would prefer **not to** have still and/or moving images of your daughter _____ (print student name) taken as part of school activities and included in all such records, please sign below.

Parent Signature (Print): _____

Parent Signature: _____
Parent/Guardian/Student (where over 18)

Date: _____

OR

Consent for Videoed CBA Oral Presentations
(Junior Cycle Students Only)

As part of the Assessment of the New Junior Cycle, students may be videoed giving their Oral Presentation. These videos are only made for assessment purposes and are deleted after the assessment has been completed. **Consent (tick yes/no and sign below)**

☐ I consent for my daughter _____ (print student name) to be videoed during her Classroom Based Assessment (CBA) Oral Presentations. I understand that all such video recordings are deleted once the assessment process is complete.

☐ Yes No

Signature: _____
Parent/Guardian

Date: _____

Reminder: Sign-off required by

APPENDIX G

HEALTH AND SAFETY

After School Hours

No students should be on the school grounds after school hours, except under the supervision of a member of staff.

Parking

The staff car park is for staff vehicles only. Students and parent(s)/guardian(s) do not have permission to park in the staff car park, and must not use it as a drop-off/pick-up area for students. For safety reasons, the staff car park is not a student entrance or exit. Parking on the yellow school zone area outside the school is illegal.

Stairs

When using the stairs, we would like to remind all members of the school community to use the handrails provided.

Student Toilet Facilities

Toilet cubicles are for single use only.

Electrical Items

No personal electrical items are allowed to be plugged into the sockets in school.

Sign-Out Procedures

If, for any reason, a student must leave school early, written permission from the parent/guardian must be entered in the online 'Permission to Leave' section of the App.

Sign-Out Procedures Due to Illness

It is expected that students attend school unless seriously ill. In the event that any student is feeling extremely unwell during the school day, they should speak with a staff member at reception. A student must not leave the school premises without permission.

A member of staff will telephone home to arrange collection if it is deemed appropriate. All students should be collected from school if leaving due to illness or injury.

Parent(s)/Guardian(s) must not contact their daughter(s) directly via their mobile phone, which should be turned off or on airplane mode during the school day. If parent(s)/guardian(s) wish to contact their daughter(s) for any reason, contact must be made through the main office only.

In the event of a student being sick on the day of a trip, parent(s)/guardian(s) must contact the school by 8.30am as this assists with the general organisation of the trip.

Injuries

The school will ask parent(s)/guardian(s) to provide the relevant Year Head/PE teacher certification from a medical professional, for returns to sports after serious injuries, especially in contact sports.

APPENDIX H

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 instructions regarding the evacuation).
- The lift must 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 in the journal.
- 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 at the designated assembly points which are listed in the journal. Line up according to **your tutor group**.
- Line up in alphabetical order and your Tutor will call the roll.

REMEMBER ALWAYS TAKE THE FIRE ALARM SERIOUSLY

Page Break

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.

Year Group	**Assembly Points on Hockey Pitch**
All First Year Class Groups	1
All Second Year Class Groups	2
All Third Year Class Groups	3
All Fourth Year (TY) 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.

APPENDIX I

ST. MARY'S VOLUNTEERING FOR ALL CHARTER

St. Mary's Secondary School recognises volunteerism as a means of promoting positive wellbeing. As a school community we value the importance of sharing our time, and supporting those in need in our community. This school believes volunteerism is a means of providing opportunities to learn new skills and enhance existing ones. St. Mary's Secondary School celebrates the diversity and multiculturalism of our community.

- As volunteers we have the right to be included. We have the responsibility to participate and work together as a team.
- As volunteers we have the right to be respected. We have the responsibility to be free of judgement and to listen to others.
- As volunteers we have the right to be treated equally. It is our responsibility to ensure that everyone has the same opportunities to be successful.
- As volunteers we have the right to be ourselves. It is our responsibility to ensure we celebrate our diversity, and make our school a safe place.
- As volunteers we will lead by example.
- As volunteers we will recognise a need in our community, and be of service to that need to empower our community.
- As volunteers we will do our best and encourage others to do their best too.

St. Mary's Secondary School recognises that students and staff of our school, our families and the Glasnevin community are stakeholders to our success in volunteerism.