

Code of Behaviour

Introduction

Nano Nagle College is a Co-educational Voluntary Catholic Secondary School, operating under the Trusteeship of CEIST (Catholic Education an Irish Schools Trust).

CEIST Values

- *We believe knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.*
- *We are committed to excellence and to continually improving the quality of teaching and learning.*
- *We respect the unique and intrinsic value of every person.*
- *Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.*
- *We seek to act justly and responsibly in all our relationships.*

Nano Nagle

Our Presentation Foundress, Nano Nagle was a woman of faith, hope, and heroic virtue whose vision and work transformed the lives of very many. Nano Nagle College is part of the Presentation educational legacy that dates back to 1775 and which now stretches across the globe.

School Mission Statement:

Nano Nagle College is a coeducational voluntary secondary school established in 2023. We are a CEIST school rooted in the Presentation tradition encompassing the values, vision, and ethos of Nano Nagle.

As a school community, we strive to develop the full potential of each person to enable them to achieve their academic and personal goals in a supportive, caring, and inclusive environment.

Our Goals

- To create a safe learning environment for all students where all aspire to the highest academic standards.
- To promote good behaviour and self-discipline
- To create and maintain a safe and productive environment for all members of staff and students at Nano Nagle College
- To create pride in Nano Nagle College and the community of Farranree
- To promote a caring environment within which high standards of co-operation, behaviour and discipline are fostered and maintained.
- To outline fair and agreed sanctions that will be used in response to misbehaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.
- To comply with legislation ensuring that Nano Nagle College is a safe environment, free from discrimination, inequality, harassment, or any form of negative bullying or inappropriate behaviour that makes others uncomfortable/unsafe.

Whole School Approach

Students' behaviour is influenced by the school's ethos, values, atmosphere, practices, and relationships. The Code, on its own, cannot create the environment that makes it possible for students to learn and behave well. As such, Nano Nagle College adopts a whole school approach to behaviour.

This includes:

- Consistency in ethos, policies, and practices.
- School policies and practices that support the objective of the Code.
- A classroom environment that promotes positive learning behaviour and where students have a clear understanding of what is expected.
- Opportunities for the Board of Management, Principal, Deputy Principal, teachers and non-teaching staff, parents/guardians, and students to live up to and understand their responsibilities.
- A school development planning process that helps the school to ensure that its policies and procedures work harmoniously to sustain a positive environment for teaching and learning.

Application of the Code of Behaviour

The Code of Behaviour will apply:

- Within the environs of the school during the school day and any afterhours activities
- On all school and school-linked activities, including school tours, outdoor pursuits, field trips, sports activities, retreats, school visits/expeditions, official school charity collections and events.

- Any occasion when the student is in the school uniform.
- The school may apply the Code of Behaviour to student's online activity, including a blended learning environment, and/or digital communication with staff and other students.
- The school will also apply all aspects of the Code of Behaviour to students who are over the age of 18 years while registered as students at the school.

Promoting Good Behaviour

Nano Nagle College is proactive by supporting and acknowledging positive behaviour.

- There are high expectations for student behaviour and there are good classroom and school routines which set clear boundaries for students.
- The school endeavours to promote good relationships between teachers, students, and parents.
- The code is communicated to all members of the school community. A copy is given to each student and is printed in the student journal and is published on the school website.
- Positive recognition of good behaviour by subject teachers/class teachers/Year Heads/Co-Ordinator/Deputy/Principal and verbal praise to students
- Student achievements are highlighted on the school social media.
- Parent/guardians contacted with praise for student.
- Well done postcards sent home.
- Special Award to reflect the Presentation Ethos
- Student of the Year awards
- Subject Awards
- Sports Awards
- School Spirit Award
- Recognition Of Excellent Attendance
- Occasional treats and/or privileges
- Occasional announcements at Assemblies etc.

Opportunities for Student Leadership

- Students may have opportunities to take on specific roles in the classroom in group work/pair work/co-operative learning.
- Transition Year students develop leadership through increased responsibilities, taking on new activities, community involvement and work experience and placements.
- LIFT facilitating →
- Student mentoring
- Student Council
- Deputy/Head student

Roles & Responsibilities in Supporting Learning, Teaching & Good Behaviour:

Each member of the school community has responsibility for the promotion of good behaviour and a role to play in dealing with and minimising negative behaviour. The Board must uphold the characteristic spirit of the school and be accountable to the Patron (CEIST) in this respect. The Board has overall responsibility for school policies and for ensuring that full account is taken of the unique identity, ethos, values and culture of the school.

Students

The role of students in the development and implementation of the code is recognised by the school.

- The school expects to always uphold the code of behaviour.
- Students are expected to attend school regularly; be punctual; dressed in full uniform; prepared for class and ready to engage with schoolwork in an acceptable and courteous manner.
- Pupils are to take responsibility for their behaviour and to ensure that the rights of other members of the school community are not infringed.
- Students are expected to recognise and value differences between individuals because of being born into and living his/her early years in another country.
- All students have a duty to promote an atmosphere of inclusiveness in school.
- All students are expected to support the principles underpinning the Green School standards.
- Each student will be expected to sign the code acknowledging his/her understanding of it.

Parents/Guardians

The school believes the full support of parents/guardians for the Code is essential. Values at home and parental attitude make a positive contribution to student's learning and behaviour.

- Parents/guardians are expected to model the standards that students are asked to respect.
- Ensure that the student has books/equipment. (In case of difficulty, please contact the Deputy Principal/Principal)
- Ensure students attend school on time every day.
- Ensure students are complying with school uniform policy.
- Show interest in student's work and assignments.
- Encourage effort and improvement.
- Speak positively about school and education.
- Read school rules and procedures and sign up for them.

- Provide two contact numbers in case of emergency and update changed contact details.
- Ensure student speaks with and interacts with other students, with teachers and with staff in a respectful way.
- Download and interact with school app e.g. record absences, contact from teachers.

Ancillary Staff/SNA's

- As with all other members of the school community they need to be familiar with the code and be vigilant in ensuring standards are upheld.

Student Care Team:

- The Principal in his/her statutory role of being responsible for the day-to-day management of the school has set up a Student Support Team, with members drawn from those with specific caring roles in the school.
- The Student Support Team plays a supportive role in the care and management of students.
- The team is mindful of confidentiality and GDPR.
- The Team takes guidance from the Principal, relevant guidelines from DES, the Continuum of Support, SESS Guidelines, NEPS, NBSS etc.

Subject Teachers

- Are responsible for discipline in their own classrooms and while supervising breaks, activities, outings, trips etc.
- Display qualities of caring, fairness and commitment to the best interests of students
- Acknowledge the uniqueness of each student and respect her specific educational needs.
- Seek to develop positive relationships and a culture of trust with students, colleagues, parents, school management and others in the school community.
- Engage with and reflect on good practice in learning and teaching and behaviour management.
- Take responsibility for implementing the Code of Behaviour in a positive, fair and calm manner to ensure a positive outcome.
- Communicate with parents/guardians to give context to issues and to make parents/guardians aware of a pattern of poor behaviour or lack of commitment at the earliest possible instance. Parents may be contacted by a note in the school journal or by a phone call.
- Ensure that students place their school journal on their desk at the beginning of each class to ensure ease of access if necessary.

Class Tutors

In the spirit of caring, which is an important part of our ethos in Nano Nagle College, each class is assigned a **Class Tutor**, who is responsible for the pastoral care of students and for promoting and implementing positive behaviour at class level.

Year Heads/Co-Ordinator's

Year Heads/Co-Ordinator are responsible for:

- For implementing the disciplinary, pastoral and academic policies of the school at year/junior cycle/transition year/ senior cycle level in a fair, equitable and caring manner
- For promoting positive behaviour at that level in conjunction with class teachers
- For proactively modeling and explaining desired behaviour and communication
- For preventing undesirable behaviour becoming a serious issue

The Year Head employs some/all of the following strategies:

- Outlines the seriousness of the situation to the student.
- Explains the standard of behaviour/engagement which is expected.
- Contacts parents by phone and follow up with a letter to inform them that their child's behaviour or lack of progress is a cause of concern.
- Requests to meet the parent with or without the student in attendance.
- May request a written undertaking of good behaviour/learning/co-operation, signed by student/s and parents/guardians.
- Issues an appropriate progress report card. The Year Head/Co-Ordinator will outline in a letter to the parents/guardians the reasons why their child is on a progress report card and will provide them with an opportunity to contact the school to discuss the situation.
- May put a student on detention.
- Records all actions taken.
- Withdrawal of privileges e.g., attendance at class trips/outings/activities
- The Year Head will use approved strategies at his/her discretion.

Deputy Principal

The Deputy Principal has overall responsibility for ensuring the successful implementation of the discipline structure.

- S/he receives committed co-operation from Subject Teachers/Class Teachers/ Year Heads/Co-Ordinator in modelling respectful interactions and in de-escalating situations where issues arise.
- All teachers co-operate with the Deputy Principal to implementing the Code of Behaviour
- The Deputy will meet with Class Tutors and Year Heads frequently to review how best to encourage positive behaviour within individual classes or in specific students.

- A Year Head/Co-Ordinator may make a referral to the Deputy Principal of ongoing misbehavior/lack of engagement, where he/she has followed all the relevant strategies and procedures.
- Any teacher/staff member may refer a student/s displaying serious behaviour directly to the Deputy Principal. They also provide notification in writing to the appropriate Class Teacher/Year Head/Co-Ordinator

The Deputy Principal will:

- Thoroughly investigate serious, or frequently occurring misbehaviour.
- Contact the student's parents/guardians and invite them to a meeting to discuss the behaviour.
- Explain clearly to student/s/parents/guardians the standards of behaviour/engagement expected and the consequences for failing to meet those expectations.
- Give specific incidents, dates, and times of misbehaviour. In the interests of fair procedures, student/s and parents/guardians are invited to contribute to the meeting/conversation.
- The aim of meetings is de-escalating situations and to arrive at a clear understanding of what changes/improvements in learning/behaviour/attendance etc. are expected.
- In exceptional circumstances, where serious disruption to learning and teaching is ongoing and where subject and class teachers have already employed all the relevant strategies, procedures and referrals, the Deputy Principal may temporarily withdraw a student from a class to allow full investigation.
- Contact external agencies where appropriate and for advice.
- Record and date actions taken/meetings/referrals.

Principal

The Principal has overall responsibility for the discipline of the school.

- Where students are referred by the Deputy Principal, or by any teacher/staff member for dangerous behaviour, the Principal may use any strategy that may bring about a positive change in the student's behaviour.
- In accordance with the Suspension Policy, the Board of Management has delegated to the Principal the authority to suspend a student /s for up to 5 days at any one time for very serious misbehavior. The Principal notifies the Board of suspensions at the next Board meeting.
- In accordance with the Expulsion Policy, if in the judgement of the Principal a student should be expelled, s/he will recommend the matter to the Board of Management for determination. There will be due procedures and fair investigation.
- Feedback from parents concerning discipline matters is handled by school management.

Board of Management

- The Board is responsible for ensuring that a fair and effective code of behaviour exists in the school.
- It is the duty of the Board to see that the code has evolved because of consultation with representatives of the whole school community.
- The Board must ratify the code before it becomes an official school policy.
- The Board delegates responsibility to the Principal for the day-to-day running of the school, but the Board has specific responsibility in relation to suspension and expulsion. The Board delegates the power of suspension for up to 5 days at a time to the Principal.
- The Board considers and decides on recommendations for expulsion of students from the Principal. The Board follows all due procedures in reaching a decision to expel, considering the rights of student/s /parent/s to a full and fair investigation.
- **N.B:** The Code of Behaviour is linked to all other school policies.

SCHOOL STANDARDS

Standards are necessary to ensure an orderly and safe environment where effective teaching and learning can take place.

Respect and Courtesy



- All members of the school community show respect and courtesy towards one another and towards any visitors.
- Every effort is made to be mannerly and polite when communicating with one another.
- Use of offensive language, disrespectful and degrading remarks and comments are avoided not acceptable.
- School property and the property of others should always be respected.
- Bullying of any kind will not be tolerated. Refer to Anti-Bullying Policy

Attendance and Punctuality



- Classes start at 9am and finish at 4pm every day, except Wednesdays when school finishes at 1.20pm.
- Students should be in school at 8.45am to get organized.
- Go to class on time, it is respectful for everyone.
- Let us know if you will be late or absent through the school app, as we are responsible for you.
- The school must know in advance if a student needs to leave early.

- Students cannot leave the grounds during school hours without permission.

Pride in Appearance

The school uniform identifies students with the school. We expect students to wear the uniform with respect and pride.



Uniform consists of:

- Crested red jumper
- Dark Grey Pants
- School Tie
- Grey shirt (Juniors)
- White shirt (Seniors)
- Full black shoes
- The crested school jacket is the only one allowed to be worn in the school building.
- Full school uniform must always be worn in school.
- PE uniform only on the day PE is on the timetable.
- The wearing of any type of badge or symbol that may be considered discriminatory or offensive to others is not permitted.
- Tattoos should not be visible.

Positive Learning Environment

Students and staff at Nano Nagle College have the right to learn and work in a school where they feel physically and emotionally safe.




- Come to class on time with all books/equipment required.
- Take care of your belongings and school property.
- Keep the classroom and building clean and tidy.
- Work together with staff and students at Nano Nagle College.
- Do your best.
- Take responsibility for your learning.
- Homework and study should be completed to the best of one's ability.
- Contribute positively to school, become involved in school activities.
- Understand your role in creating a positive learning environment.
- Vandalism will not be tolerated and may be referred to the Board of Management
- Be kind

Health, Safety & Wellbeing



- Smoking, vaping and the use of electronic cigarettes in school is illegal, bad for your and others health and is subject to suspension.
- The use of certain items in school is forbidden e.g. Tippex, aerosols and chewing gum. This list is not exhaustive and subject to change.
- Eating in class is only allowed if specified by the teacher. Water is permitted in class.
- Possession or consumption or distribution of alcohol and/or any illegal substances, are prohibited and will result in the strictest application of the Code of Behaviour. In the event of the use of /distribution of illegal substances, the Gardai will be contacted. Referral to the Board of Management with a recommendation for expulsion will be considered.
- The school has a Healthy Eating Policy. A healthy eating canteen is provided for students and staff. Students are welcome to bring their own healthy food to school.
- Nail and eyelash extensions are not practical in the school environment. For health, safety and hygiene reasons, we do not allow them in Nano Nagle College.
- Students are asked not to bring expensive, favourite or elaborate jewellery to school. The Board of Management does not cover the loss of such property.
- Jewellery is limited to one small pair of earrings in the lobe of the ears, one ring and/or one chain is all that will be acceptable. Excessive jewellery will be asked to be removed.
- Lockers are the property of Nano Nagle College, if required, the school has the right to search a student's locker.
- The wearing of all facial piercing, including tongue piercing, is not allowed.
- If you have a problem, speak to a teacher who can advise you, the Principal, Deputy, Year Heads, Co-Ordinator, Class Teachers, Subject Teachers, Guidance Counsellor, SEN Co-Ordinator, HSCL are available for support and advice.

Distractions to Learning

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- Mobile phones must be switched off and locked in the student's locker.
 - Mobile phones are strictly forbidden during the school day.
 - Any teacher may confiscate a mobile phone if used /seen anywhere in the school or on the school grounds without the explicit permission of a teacher.
 - Refusal to give the phone to a teacher will be followed up and treated in a serious manner.
 - Confiscated phones are given to the principal to be held till the end of the day.
 - The phone should be fully shut down when handed to a teacher.
 - The phone will be handed back at the end of the school day if the principal is available to do so. If the principal is not available, it will be handed back at the next available time that is not class time.
 - When phone/s are confiscated from the same student a second time, a parent will be required to come to the school the following day at 4pm to collect the phone.

- Repeated use of a mobile phone without permission will be treated as a serious breach of the school Code of Behaviour.
- If a student needs to contact home, they should phone from the front office.
- If a parent/guardian needs to contact their child, they should contact the front office on 021-4303330

School Journal

- School journal is for school use.
- Must be in the student's possession and must always be available for inspection.
- Should contain a record of all homework, reminders etc.
- Should contain the student's timetable and a study plan.
- Provides motivation for students when doing homework/assignments to tick off tasks when done.
- A page/pages must never be removed from a journal.
- No graffiti, colouring, highlighting, or Tippex is permitted on the journal. If a student defaces or permits others to deface her journal, she will have the journal confiscated and a new one must be purchased from the school.
- Any student who loses her journal must pay for a replacement journal.

School APP

Parents are required to download the school app. It **must** be used for:

- All payments
- Absence notes
- Requesting to collect your child early from school.
- Permissions

Appointments/Illness in School:

If a pupil is sick, s/he must go to the Year Head to seek written permission to ring home. This written permission must be shown to the front office. A phone is available at the front office to call home. A pupil who wishes to see the Year Head must have written permission from a subject teacher in their student journal.

Sanctions and Procedures:

Sanctions are sometimes necessary to ensure that good order is maintained in the school. The Department of Education guidelines state the following may be used to show disapproval of unacceptable behaviour:

1. Reasoning with the pupil.
2. Reprimand (including advice on how to improve).
3. Temporary separation from peers, friends or others.
4. Loss of privileges.

5. Detention
6. Prescribing additional work
7. Referral to Class Tutor/Year Head/Co-Ordinator/Deputy Principal and Principal.
8. Communication with Parents.

Sanctions In Use in Nano Nagle College:

- Reasoning with the pupil, explaining what acceptable behaviour is required.
- Reprimand – behaviour recorded on the school system and noted in the students' journal.
- Moving position in the class e.g. moving the student to sit elsewhere
- Withdrawal of privileges e.g. participation in school trips and/or outings, invitations to school events such as graduation, concerts, plays etc.
- Student put on report by the Year Head
- Detention may be used where a suitable detention rota has been set up.
- Referral to Class Teacher, Year Head, Co-Ordinator, Deputy Principal and Principal
- Suspension (Principal/Acting Principal & Board of Management only)
- Expulsion (Board of Management only)

Child Safeguarding:

The Department of Education and Skills circular (published on 11 December, 2017) informs school management authorities that the [redacted] have been developed and published following an extensive consultation with the education partners.

The purpose of the procedures is to give clear direction and guidance to school authorities and to school personnel in relation to meeting the statutory obligations under the Children First Act, 2015 and in the continued implementation within the school setting of the best practice guidance set out in the updated Children First: National Guidance for the Protection and Welfare of Children 2017.

Nano Nagle College is fully compliant with the current legislation, guidelines, and best practice regarding Child Safeguarding.

The Principal acts as the Designated Liaison Person (DLP) and the Deputy Principal acts as the Deputy Designated Liaison Person (DDLDP).

If the Principal is absent, the Deputy will act as the Designated Liaison Person. If both the Principal and Deputy Principal are absent, an Assistant Principal will act as the Designated Liaison Person.

The Child Safeguarding Statement is displayed prominently in the front hall of the school. It is reviewed each school year by the Board of Management.

Photography/Public Relations:

It is common practice in all schools to record activities of pupils and school events through photography and/or film. Occasionally Nano Nagle College may use such imagery in printed or web publications pertaining to the school (e.g. School website, journal, prospectus etc.). If you do not wish your child/ren to be photographed, you must inform the Principal in writing.

Conclusion:

The Code of Behaviour has been reviewed by the Parents' Council, Student Council and Staff and has been approved by the Board of Management.

Consequently, as you have chosen to send your child to Nano Nagle College it is expected that you too, as Parents/Guardians, have agreed to the Code of Behaviour.

False complaints will be investigated by the relevant authorities.

The Board of Management, staff, pupils and parents review this policy on a regular basis, as determined by the Board and by any relevant changes in legislation and/or directions of the Dept. of Education.

Declaration & Agreement:

We have read and accept that the above Code exists for the good of the school community and we will endeavour to abide by it.

Signed by Student: _____

Signed by Parent/Guardian: _____

Approved By:

Board of Management at meeting on 28th November 2023

Signed:

Chairperson Board Of Management

Date: 28th November 2023.

Approved By:

Board of Management at meeting on 28th November 2023

Signed:

Chairperson Board Of Management

Paula Lyons

Date: 28th November 2023.