**Saint Brendan’s College, Belmullet, Co. Mayo**

***Code of Behaviour***

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| **Date passed by BOM** | **27-05-14** |
| **Review date.** | **May 2017****May 2020** |
| **Signature Of Chairperson.** | **Teresa McGuire** |
| **Signature of BOM member.** | **Gerard Coyle** |

***Code of Behaviour, St. Brendan’s College, Belmullet, Co. Mayo***

***Introduction***

This document has been prepared following consultation between the staff, students, parents and the Board of Management of St. Brendan’s College. The Code of Behaviour is reviewed frequently by all partners and this review of the Code of Behaviour is carried out in line with best practice as outlined by the National Education Welfare Board.

***Rationale***

This Code of Behaviour is being developed in line with best practices recommended by the National Education Welfare Board in their publication *Developing a Code of Behaviour – Guidelines for Schools.* These Guidelines have their basis inlaw *– The Education Welfare Act 2000. This act specifies that the Code should specify:*

1. The standards of behaviour that shall be observed by each child attending the school.
2. The measures that shall be taken when a student fails or refuses to observe these standards
3. The procedures to be followed before a student is suspended or expelled from the school.
4. The grounds for removing a suspension imposed in relation to a student.
5. The procedure to be followed in relation to a child’s absence from school.

***The following is a list of relevant legislation and legal instruments***

1. The Constitution of Ireland
2. The European Convention on Human Rights(1950)
3. The UN Convention on the Rights of the Child (1989)
4. The Education Act 1998
5. The Education (Miscellaneous Provisions) Act 2007
6. The Education (Welfare) Act 2000
7. Vocational Education Acts 1930-1999
8. Vocational Education Amendment Act 2001
9. Our vision is that this school will be a place of learning, work and community in which all learners, workers and visitors to the school will be happy, content and unthreatened. It will be a place where all will have an opportunity to voice their opinion in an appropriate manner. The Code of Behaviour of the school will be reviewed frequently by the students, staff and parents together with the Board of Management of the school.
10. Education and Training Boards Act 2013.

***Aims***

The aim of the Code of Behaviour is to promote good behaviour in our school. As a result of this we hope to have:

1. A happy environment for the entire school community
2. A safe school
3. an educational environment where each child can flourish academically and reach his or her full potential
4. A school that can operate in an orderly way
5. A school environment where there is an atmosphere of respect, tolerance and consideration for others
6. An aware well informed and cooperative partnership between students, staff, parents and management
7. A fair and consistent system of implementation of the school’s guidelines on behaviour, rewards and sanctions.

***Relationship to the Characteristic Spirit of the School***

The mission statement of St Brendan’s College expresses its commitment to providing the highest educational standards and facilities for its students. The school sets out to build a partnership with all involved, including the ETB, the school management, teachers, parents, and students. Through this partnership, the school aims to enable its students to reach their full potential and to prepare them for participation as good citizens in society. There is a strong sense of history and pride in our school with the sentiments expressed in our mission statement being fundamental to all of its activities.

Fundamental to the daily living out of the characteristic spirit of the school is the dedication of the staff of the school to the students and to excellence in teaching and learning. A key feature immediately evident to any visitor to the school is the sense of happiness and contentment of the school community. By developing a Code of Behaviour in consultation with representatives fro the whole school community, we hope to keep this a Happy School*.* This will support the spirit of this school where the relationships that exist between staff and students is one of our outstanding features.

***Policy***

***Guidelines for Behaviour in St. Brendan’s College***

Saint Brendan’s College is a learning community. Each student has the right to learn. We seek to establish behavioural procedures so that the values of mutual respect, self discipline and social responsibility permeates school life. The school recognises the need to protect the rights of the students and to ensure the creation and maintenance of an atmosphere where effective teaching and learning can take place.

All students attending this school have the right to enjoy belonging to a school free of bullying. The school promotes positive habits of self respect, self discipline and responsibility among all the school community, the school must be safe and secure for everyone. Therefore verbal abuse, physical abuse and other anti-social activities are forbidden.

Students, parents, teachers and staff of Saint Brendan’s College are entitled to have a school free of all forms of substance abuse. Consequently, smoking, consumption of alcohol and substance abuse are prohibited.

Self discipline is required of all members of the school community. If and when required, the school will apply sanctions in a fair and consistent manner. In the application of sanctions, the school will make clear distinctions between

1. Minor Misbehaviour
2. Continuous Minor Misbehaviour
3. Serious Misbehaviour
4. Gross Misbehaviour

***Application to Studies***

* Homework and revision are essential components of school work.
* Students must complete homework and if this is not possible evidence of a genuine attempt must be produced in class.
* Students must have textbooks and equipment with them in class each day.
* Failure to complete assigned homework is a breach of the Code of Behaviour unless accompanied by a written explanation from Parent/Guardian.
* Good behaviour is expected in class and during school activities. Failure to observe this expectation is a breach of the Code of Behaviour.
* Homework for every class should be written into the student’s journal.

***School Journals***

* The school journal is a means of communication between the school and the Parent/Guardian.
* All homework must be written into the school journal by the students.
* Non completion of homework will be regarded as a Breach of the school’s Code of Behaviour and may be subject to sanctions as outlined later in this document.
* Parents/Guardians must sign the student journal to ensure assigned homework has been completed.
* Students must make their school journals available to their teachers at all times. Failure to do so is a breach of the Code of Behaviour.
* Tutors must sign school journals on a weekly basis.
* A student who loses or defaces his/her homework journal may have same replaced on payment of the appropriate fee.
* The school journal may be used by teachers to acknowledge good behaviour and effort.

***General-Attendance & Punctuality***

The school opens at 8:15 a.m. and closes at 4:15 p.m on Monday, Tuesday, Thursday and Friday. On Wednesday, the school closes at 1.50 p.m.

The school does not accept liability for students arriving at the school grounds before the school opens or remaining on the grounds after the school closes unless such students are participating in an official school activity.

 ***Procedure for Notification of a child’s absence from school***

***Attendance***

* Each student has a personal responsibility to attend school each day.
* On Monday, Tuesday, Thursday and Friday, every student is expected to be in attendance from 9.00 a.m. until 4.00 p.m. On Wednesday, every student is expected to be in attendance from 9.00 a.m to 1.35 p.m.
* Students must attend role call from 9.00 -9.05 a.m.
* It is primarily the responsibility of the student to sign the late book or attend registration to ensure attendance is recorded.
1. Students are required to be in attendance at the school on every school day. The law now requires that parents/ guardians inform the school of both the fact of absence and the reason for the absence. This also applies to the absence for part of a school day. This should be done in writing.
2. The school records the fact of absence and the reasons given for absence by students in accordance and notifies the department of Education and science of same in accordance with section 18 of the Education (Welfare) Act 2000. Official roll call is taken before the first class during registration. Each individual subject teacher also takes a roll call.
3. Parents are requested to telephone the school to notify of prolonged absences.
4. Unexplained absence, whether from a scheduled class or from the school is a serious breach of this code of behaviour.
5. Students returning from an absence must present a written explanation for their absence, signed by a parent/ guardian, at roll call on the next day of attendance.
6. If a child is absent for more than 20 days, the school is obliged to notify the National Welfare Education Board.
7. Parents\Guardian who may wish to collect their child during the school day must sign their child out in the schools front office.
8. Where a student’s attendance record gives cause for concern parents/guardians will be invited to review the same with the school authorities through the Home School and Community Liaison officer.
9. Good attendance is recognised at the annual awards presentation and attendance in general may be addressed in school reports and references.
10. Parents are encouraged not to take their children on holidays during the school term.

***Punctuality***

* Students must be punctual.
* Students arriving late must report to the school office and sign the late book.
* Students arriving late will not be admitted to class until they have signed the late book.
* It is primarily the responsibility of the student to sign the late book or attend registration to ensure attendance is recorded.
* Students must present a written explanation for lateness, signed by a parent of guardian. Failure to do so will be a breach of the Code of Behaviour and will be subject to appropriate sanctions.

***Property***

***General***

1. Each student is responsible for his or her own property. Student’s property should be clearly marked with name and contact details.
2. Interference of any kind with another person’s property including property belonging to the School is a serious breach of the Code of Behaviour. Interference includes but is not limited to theft and damage. It can also include placing substances/dangerous or offensive items in bags.
3. Students should not bring valuable or irreplaceable items or large sums of money to school except where absolutely necessary. The school does not accept liability for property or money lost, stolen or damaged while on the School Grounds or on any school excursions.
4. Parents/Students may be required by the school to pay for the repair or replacement of property damaged by students.
5. Deliberate damage to property or vandalism is a serious breach of this Code of Behaviour whether occurring on school grounds and during school hours or on other school related activities. Parents/Guardians of students responsible will be required to pay for the repair or replacement of property damaged deliberately or vandalised as appropriate in addition to other sanctions, which may be imposed on students in accordance with this Code of Behaviour.
6. ***Pupils will be permitted to bring mobile phones/personal media players to school under the following conditions.***
7. Pupils may use phones/personal media players at the following times;

Prior to start of school up to 9:00 am.

From 11:05 am to 11:15am. (Monday,Tuesday,Thursday,Friday)

From 13:15pm to 14:00pm. (Monday,Tuesday,Thursday,Friday)

From 11.05am to 11.35am (Wednesday)

1. ***Phones/personal media players must be switched off at all other times.***
2. If a class teacher finds that a mobile phone has been switched on during class time, he/she will confiscate the phone and it will only be returned to a parent. This is also the procedure to be followed when classes are being supervised by a substitute teacher during teacher absences.
3. Phones/personal media players are the responsibility of the individual and the school will accept no responsibility for lost or stolen items.
4. Using a mobile phone as a camera is prohibited during school hours. It is a serious breach of the Code of Behaviour.
5. The use of any form of camera during school related activities must not invade on an individual.
6. Phones/personal media players may never be used in changing rooms or toilets.

***Student Lockers***

* Lockers will be rented to students at a fee of €5 per year. Students in first year will be advised to pay €25 as a once off fee, which will entitle them to the use of that locker for the duration of their education in this school.
* Lockers will at all times remain the property of Saint Brendan’s College (Mayo/Sligo/Letrim ETB).
* The Principal is responsible for assigning lockers to students and a spare key will be kept in the Principals office. Should a student forget their key, they should ask the Principal for the spare key in the morning preferably before registration at 9.00 am.
* Should a lock need replacing a fee of €5 will be requested to cover costs and this again should be paid to the Principal.
* Students should use their lockers at the following times,
	+ - In the morning up to 9.00am
		- During the 11 am break.
		- During their lunch break.

 ***Students should only use the lockers outside these times when they have permission from a member of staff.***

* The Principal/Deputy Principal/ Assistant Principals reserve the right to search a student’s locker in the presence of that student. Should a student refuse to have their locker searched the school management will contact the student’s parents/guardians and request them to visit the school and upon their arrival the student’s locker will be opened.
* Use of lockers to store any illegal substances will result in the school contacting the relevant authorities. This is in the interest of the welfare and health and safety of the entire school community.
* Damage to lockers should be reported to the Principal right away.
* In the interest of health and safety students are requested not to store items on top of lockers- jackets coats etc. should be stored on the coat hangers around the school.
* In the interests of tidiness students should clear out their lockers at the end of the school year.
* Defacing of lockers by means of graffiti or stickers is not allowed.

***Respect and Order***

1. Students must at all times, including out of school hours, show courtesy to and respect all members of school staff, visitors to the school and their fellow students.

2. Students must follow the directions of all school staff at all times.

3. Students must behave in an appropriate manner in school, coming to and from school and on all school outings and occasions.

4. Students must respect school property, property of staff and of fellow students.

5. Students must use respectful language at all times. Answering back rudely, swearing, bad language, defiance and any form of disrespect to staff or students will not be tolerated.

6. Students must not engage in rough or boisterous behaviour or messing of any kind.

7. Students have a responsibility towards the cleanliness and tidiness of their classrooms and the school environment. Litter must not be scattered and the school’s furniture and equipment must not be defaced or wilfully damaged.

***Uniform***

We at St Brendan’s College are extremely proud of our uniform. It is the opinion of students, staff, parents and the Board of Management that the wearing of the uniform underlines the sense of community in our school, our pride in where we come from and our wish to portray a positive image of our school.

In accordance with the wishes of the Board of Management, the Parent Council, the staff and the students, the wearing of a school uniform is obligatory at St Brendan’s College.

While at school therefore, all students must at all times wear the uniform as prescribed in a neat and clean fashion( official uniform takes precedence over all other clothing items) .

The uniform consists of:

* Maroon jumper with school crest, grey shirt, grey trousers, (skirt for the girls is optional).

The uniforms may be purchased from Mc Andrews’s drapers and the Co-Op in Belmullet or T&Tclothing.

In keeping with the Code of Behaviour at St. Brendan’s College certain sanctions may be imposed if a student does not comply with wearing proper uniform.

Sanctions that may be imposed such as:

* + Students may be asked to put on an item of school uniform supplied by the school for the remainder of the school day. If a situation occurs where a student refuses to cooperate with a staff members request to perform this action this will be viewed as a serious breach of the Code of Behaviour.
	+ Detention
	+ Students may be prevented from attending school outings.

 ***P.E./Games***

* + When a student is timetabled for P.E. or scheduled for team training he/she must have appropriate wear for these activities. P.E. Gear consists of the following:
	+ Navy tracksuit bottoms, plain-white t-shirt and runners with a non black sole.
	+ Before and after these time students must wear their full uniform.

Students who fail to bring their PE gear to school will not be allowed to participate in PE classes and will be subject to a school sanction.

**School Outings -Full Uniform must be worn on all school outings unless otherwise specified.**

We at St. Brendan’s, both management and staff will do our utmost to help in maintaining that these rules be obeyed and if not, sanctions will be put in place. However we would like to specify that it is the role and duty of parents to assist their son/daughter in adhering to these rules.

***Appearance***

*Students must be neat and tidy in appearance. This also applies to days where students have permission not to wear full uniform (the wearing of items of clothing with slogans that are disrespectful or offensive are prohibited).*

* 1. Failure to comply with the above rules concerning the school uniform and students appearance is a breach of the Code of Behaviour.
	2. All teachers are responsible for ensuring the wearing of full school uniform in their classroom and have the authority to request a student to remove a hoody top etc.
	3. As part of St. Brendan’s Classroom Guidelines on Behaviour, Uniform is checked every day and recorded.

Sanctions will be put into action if a student is not wearing his/her full school uniform.

***Substance Use***

1. *If a student is found to be under the influence of drugs or if it is suspected that the student may be unwell due to having taken drugs, the well being of the student is of paramount importance. The following emergency procedures will be implemented:*
2. Check the well being of the student
3. Alert the office by messenger or mobile phone that the assistance of two First Aid personnel and the Principal.
4. Contact the emergency services if necessary
5. Contact the parents/guardians.

**The Board of Management requires all staff to report as soon as possible, via the incident report form, any incidents where pupils / employees / visitors:**

1. Encounter the use / suspected use of alcohol / drugs on the school premises or during a school related activity (e.g. outing or tour)
2. Exhibit symptoms / behaviour that may suggest the use of drugs/alcohol;
3. Are involved in the distribution, purchase or use of drugs / alcohol;
4. Discover suspect substances / paraphernalia on the campus.
5. The school personnel will seek to establish the facts and to be clear about the nature of the incident before deciding on a course of disciplinary action. There will be no assumption of guilt. Opinions will be stated as opinions not facts.
6. The pupil will not be confronted openly before his/her peers. There will be no assumption of guilt regarding substance misuse, as there are a variety of conditions, which might mimic the suspected misuse of substances. Parents must inform the school if a student is taking medication for medical reasons.
7. The teacher is entitled to request the handover of a suspect substance. This should be done without undue fuss. The teacher should not seek to search the pupil or his /her possessions. Where there is a refusal to co-operate the pupil should be brought to the Principal / Deputy Principal whose responsibility it is to proceed with the matter.
8. The Principal/Deputy Principal will recognise that the Health /Safety and the well being of the student /students is paramount and will seek medical aid if deemed necessary. The student will provide with the appropriate guidance and support they need.
9. The possession of an illegal substance is a criminal offence and will be reported to An Garda Siochána. Any suspect substance will be handed over for analysis.
10. The school reserves the right to suspend automatically any student suspected to be, or to have been, involved in a substance use incident, while the incident is investigated. In the event of a student being found guilty of a substance use related offence, the Board of Management will decide on the appropriate course of action, i.e. suspension or expulsion.
11. Smoking of Cigarettes including Electronic cigarettes\* – the following procedures will apply if a student is caught smoking cigarettes on school grounds and buildings:

*\*With regards to the banning of Electronic cigarettes it is the view of Saint Brendan’s College following consultation with all partners.*

*That at this moment in time Electronic Cigarettes remain unregulated in Ireland and there is currently “no conclusive evidence” that e- cigarettes are safe for long-term use, or are effective as a smoking cessation aid. Therefore there use is prohibited on all school grounds and buildings.*

1. First offence – cigarettes will be confiscated, parents/guardians will be phoned or written to concerning the offence and the student will be detained at lunch time for three days.
2. Subsequent offences – should subsequent smoking offences be recorded then the mis-behaviour will be termed Continuous Misbehaviour and will be subject to sanctions detailed in the school’s Code of Behaviour. Note therefore that the smoking of cigarettes on school grounds may lead to suspension.
3. Students are not allowed to leave the school during the school day to smoke cigarettes off school grounds. No exceptions will be made to this rule.
4. The students will be educated on the effects of smoking.

***Littering offences***

A verbal warning recorded on a first offence

A €2 fine with detention may be imposed after a verbal warning

Failure to comply will lead to further sanctions along the misbehaviour guidelines

***Bullying Behaviour***

***Definition:*** *Bullying consists of repeated inappropriate behaviour whether by word, by physical action or otherwise, directly or indirectly applied, by one or more persons against another person or persons which undermines the individual person’s right to personal dignity. Note: This is not to be confused with the good-natured banter that goes on as part of the normal social interchange between students or the normal professional classroom management by teachers.*

**Types of behaviour deemed to be inappropriate:**

* Humiliation; including name-calling, reference to academic ability etc.
* Intimidation; including aggressive use of body language.
* Verbal abuse, anonymous or otherwise.
* Physical abuse or threatened abuse.
* Aggressive or obscene language.
* Offensive joke; whether spoken or by email, text messaging etc.
* Victimisation; including very personal remarks.
* Exclusion and isolation.
* Intrusion through interfering with personal possessions or locker.
* Repeated unreasonable assignment to duties that are obviously unfavourable.
* Repeated unreasonable deadlines or tasks.
* Threats, including demands for money.
* An attack by rumour, gossip, innuendo or ridicule on any
individual’s reputation
* Hostile or offensive comments about a person’s sexual orientation.
* Cyber-bullying.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

* + - * + A positive school culture and climate which-

is welcoming of difference and diversity and is based on inclusivity;

encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and

promotes respectful relationships across the school community;

* + - * + Effective leadership;
				+ A school-wide approach;
				+ A shared understanding of what bullying is and its impact;
				+ Implementation of education and prevention strategies (including awareness raising measures) that-

build empathy, respect and resilience in pupils; and

explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.

* + - * + Effective supervision and monitoring of pupils;
				+ Supports for staff;
				+ Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
				+ On-going evaluation of the effectiveness of the anti-bullying policy.

**Definition of Bullying**

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools*

 bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or

group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

* deliberate exclusion, malicious gossip and other forms of relational bullying,
* cyber-bullying and
* Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person’s membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school’s code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school’s code of behaviour.

Additional information on different types of bullying is set out in Section 2 of the *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

The relevant teacher(s) for investigating and dealing with bullying is (are) as follows: (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post-Primary Schools):

* Students should discuss any incident of bullying with a teacher or another trusted adult within the school system; this is responsible behaviour rather than “telling tales”.
* Parents/guardians should contact the Class Tutor/Year Head/Deputy Principal/Principal regarding incidents of bullying behaviour which they might suspect or that have come to their attention through their children or other parent.

The education and prevention strategies (including strategies specifically aimed at cyber- bullying, homophobic and trans-phobic bullying) that will be used by the school are as

Follows:

(see Section 6.5 of the Anti-Bullying Procedures for Primary and Post-Primary Schools):

 It is School policy to provide education on bullying in the following manner:

* All Junior year groups are facilitated through the S.P.H.E. (Social, Personal and Health Education) programme which incorporates bullying information and learning.
* Yearly talk for junior students and parents on cyber-bullying.
* A Mentoring system is in place, where Leaving Cert student(s) are paired with 1st year student(s) at the start of the new academic year;
* Training is provided for the Leaving Cert years on how to be a good mentor.

Information Days on bullying are provided for students eg. Drama Workshop. Positive reinforcement of behaviour is encouraged via school journals and end of year rewards.

**Procedures for investigation**

The school’s procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post- Primary Schools):

* If a student approaches a class teacher the incident will be reported by him/her to the Class Tutor of the student/students concerned. If the Class Tutor considers that bullying may have taken place, he/she will inform the Year Head and Principal/Deputy Principal.
* The alleged victim and the alleged perpetrators of the incident will be spoken to by the Class Tutor and encouraged to solve the problem.
* Written statements will be taken from all parties involved in the incident.
* All interviews will be conducted with sensitivity and with due regard to the rights of all pupils involved.
* Records will be kept of all incidents and of the procedures that were followed.
* The Tutor(s) will be kept informed of all incidents and have access to relevant written records.
* The Year Head will monitor progress of students involved in a bullying incident by liaising with tutor and students involved (separately) at follow-up meetings.
* Where the incident is deemed to be minor, a verbal warning will be given to the bully to stop the inappropriate behaviour, pointing out how she is in breach of the Code of Behaviour and trying to get him/ her to see the situation from the victim’s point of view. If deemed appropriate, parents may be contacted. The case will be reviewed after 20 school days.
* If the behaviour persists a Bullying Report Form will be completed the Year Head and forwarded to the Deputy Principal/Principal of the school. The parents/guardians of the victims and bullies will be informed. Thus, they will be given the opportunity of discussing the matter and are in a position to help and support their children before a crisis occurs. Appropriate sanctions will be imposed if appropriate.
* If there is serious incident, perhaps repeated verbal assault or coercion, the matter should be reported to the Deputy Principal or Principal, parents will be involved and appropriate sanctions applied.
* Where the incident is deemed to be more serious (e.g. gross misbehaviour or physical assault), the Principal should be informed immediately and he will inform the Board of Management, if necessary.
* Serious instances of bullying behaviour will, in accordance with the Children First and the Child Protection Procedures for Primary and Post Primary Schools, will be referred to the HSE Children and Family Services and/or Gardaí as appropriate.
* Offenders and victims of bullying may be referred to counselling.
* Sanctions will be imposed. The severity of the sanction will be determined by the degree and frequency of bullying engaged in, in accordance with our Code of Behaviour.
* Sanctions may include;
* A contract of good behaviour
* Withdrawal of privileges
* Other sanctions as may be deemed appropriate
* Suspension
* Expulsion
* In the case of cyber bullying the above procedures will be complied with. We will work in consultation with the parents and where deemed necessary we will further collaborate with the Gardaí.
* In the case of a complaint regarding a staff member, this should be referred immediately to the Principal.
* Where cases, relating to either student or teacher, remain unresolved at school level, the matter should be referred to the Board of Management.

Where a parent is not satisfied that the school has dealt with an alleged bullying case in accordance with these procedures, the parent may have recourse to the school’s complaints procedures.

* In the event that a parent has exhausted the school’s complaints procedures and is still not satisfied, the parent will be advised of his/her right to make a complaint to the Ombudsman for Children.

**Support**

The school’s programme of support for working with pupils affected by bullying is as follows (see Section 6.8 of the Anti-Bullying Procedures for Primary and Post-Primary Schools)

The school will provide supports for both victim and offender by

* Providing counseling.
* Arranging activities to raise self esteem and social skills in order to build resilience.
* Encourage parents to support the school in the effort to combat bullying.

***Whole School Approach to Promoting Good Behaviour***

***Staff***

* Staff members will implement the Code of Behaviour in a fair and consistent manner at all times.
* All school policies will be included in a staff handbook that will be given to all staff members.
* The Code of Behaviour will be reviewed frequently, with each staff member being entitled to offer his or her opinion.
* New staff members will be informed of the existence of the Code of Behaviour and procedures for its implementation. This will occur as a part of the teacher induction process.
* The Code of Behaviour will be explained to each student in the school.
* Staff members will act in a professional manner and show respect for the students in their care.
* Staff members will lead by giving good example to the students at all times. Students will be able to model their behaviour on the behaviour of the staff.
* Where a student has Special Needs, this information will be communicated to all staff members, usually at a staff meeting at the beginning, but at any time during the year if a new staff member is appointed.
* Education Plans will be prepared for students with Special Needs.
* The SPHE curriculum is designed to support the school’s Code of Behaviour.
* All efforts will be made to tackle problem behaviour before the steps of Suspension and Expulsion will be considered.

***Board of Management***

* The Board of Management of the school will initiate regular reviews of the Code of Behaviour.
* The Board will consider the views of parents, staff and students.
* Current legislation will be upheld in all cases.
* Fair hearings will be given to those making an appeal against the decision of the Principal.
* The Board members will treat their decision making function with utter seriousness and sincerity.
* The Board members will be aware of the extent of their powers.
* They will keep all information relating to disciplinary matters confidential.
* Board members will receive training.

***Parents***

* Parents will advise their children to act in accordance with the school’s Code of Behaviour.
* Parents will be involved in regular reviews of the Code of Behaviour. Parents are involved in the consultation process and they will also be involved in all subsequent reviews.
* Parents will have an opportunity to express their opinions through the Parent Council.
* The Code of Behaviour will be available on the schools website [www.stbrendanscollege.com](http://www.stbrendanscollege.com).
* Parents ensure that their children attend school regularly and punctually.
* Parents provide an explanation for all absences.
* Parents should encourage students to take responsibility for their work and always complete their homework to the best of their ability.
* Parents must make themselves aware of whatever rules there are in the school and the systems of rewards and sanctions.
* As a condition of registration the school will provide each parents/guardians with a copy of the Code of Behaviour and they will be required to confirm in writing that the Code of Behaviour so provided, is acceptable to them, and that they shall make all reasonable efforts to ensure compliance with this code.

***Students***

* Students are involved in the consultation process and are therefore able to offer their opinions. Students will abide by this Code.
* Students will be represented by the Student Council.
* The student council will be involved in any reviews of the Code of Behaviour that take place in the future.
* A First Year Mentoring system operates in the school where senior students get the opportunity to offer support to first year students.
* In addition to helping the First Year student settle in, this responsibility will help the Senior student to become a responsible member of the school community and hence society.

***Positive Strategies for Managing Behaviour***

* ***Classroom***

*In the interests of every students right to learn and in order to promote a good relationship between teacher and students the following guidelines should be observed.*

*Students must:*

* Wear the school uniform at all times.
* Be punctual and be organised for class and have all materials, stationery, copies, books, pens that they need.
* Enter and leave the class in a single file.
* Be open to the opinions of others. It is unfair to tease or mock when someone else speaks.
* Be open to guidance which may come in the form of correction.
* Raise their hand if they wish to speak in class.
* Not go out to lockers during class time.
* Not eat or chew gum during class.
* Not throw litter on the floor, ground or surfaces.
* Not write graffiti on desks, walls, chairs or copies.
* Not swing on chairs.
* Not throw objects in the classroom.
* Speak to staff and other students in the same manner by which they would like to be addressed themselves.
* Knock on the door if they come to class late and excuse themselves.
* Not use foul language in class.

***School Campus***

* In the interest of safety school bags are not to be placed in any area which can hinder movement or cause a hazard of any description.
* The school bags or gear bags should never be placed in doorways. Students are responsible for their own property and should write their names on their bags and other property.
* Students should not congregate in corridors as this may cause a hazard when other students try to pass by.
* At break times the school is to be kept litter free. It is expected that students will clean up after they eat and put their rubbish in the bins provided.
* Students are required to obey supervising teachers instructions at all times.
* The same behaviour rules apply in all areas around the school.
* Students are not permitted into the lower field, except when engaging in football training.
* For safety purposes, it may occur from time to time that certain area of the school/school grounds may be deemed *out of bounds* for students. Students must follow the directions of the supervising staff.
* Students may only use the PE hall if supervised by a staff member.

***School Related Activities***

School trips/ tours and outings, whether curricular or extra curricular are subject to the exact same rules and sanctions as are school related activities.

***Modification of Behaviour***

*The following interventions may be made in an order to modify inappropriate behaviour:*

* referral to another teacher or adult who can work with the student
* involving the Pastoral Care team
* setting targets for behaviour and monitoring them with the student in a supportive way
* Behaviour contracts.

***Specialised support for students***

*Sources of support for students with Behavioural Difficulties may include:*

* the National Educational Psychological Service
* HSE Community Psychology Services,
* the National Behavioural Support Service
* the National Council for Special Education
* Child Guidance Services or Adolescent Mental Health Services.

***The role of the Class Teacher***

The class teacher will deal with routine incidents of misbehaviour through classroom management strategies, thus minimising the need for other interventions.

***Opportunities for using other staff resources include:***

* teacher referral of a student to another designated member of staff (Deputy Principal, Year Head, Class Tutor) as part of a planned intervention
* referral to Guidance Counsellor, Care Team or other staff member who may have a specific role or skills in managing behaviour
* peer support and mentoring for an individual class teacher
* the pastoral care programme.
* members of staff, working as a team, can also support the classroom teacher in a number of ways: helping a teacher to think about and analyse possible reasons for a student’s poor behaviour

***Rewards***

***Rewards and Acknowledgement of Good Behaviour***

Rewards may be given in Class and at various Awards Ceremonies

***A In Class Rewards***

These may take the form of:

* Note in journal
* Exam result and positive comment in journal
* Postcards for JCSP
* Tutor’s Comment on Christmas, Mock and Summer Result Sheet
* Tutor’s organise ‘treat’/ outing for students with no/few notes in their journal for ‘negative behaviour’.
* All teachers make an effort to praise students on their achievements and efforts at good behaviour.

**B *End of Year Reward Ceremonies***

These may include:

* Male and female Student of the Year
* Award for Best Attendance
* Achievement Awards
* Various Subject Project awards

These events will be displayed in the school as a promotion of best practice to all students.

***Sanctions***

*Strategies for responding to Inappropriate Behaviour*

Misbehaviour can be ***minor, continuous minor misbehaviour, serious misbehaviour or gross misbehaviour.*** However a series of minor misbehaviours can greatly impede the progress of any class or any other school endeavour. In order to allow the student every chance to modify his or her behaviour the following procedures will be implemented:

***Informal Stage***

The ***teacher*** will talk ***informally*** to the student and ***point out what misbehaviour has occurred, what rule has been broken and why the behaviour is unacceptable. This will be recorded by the teacher.***

***First Offence***

***Verbal warning*** by the ***teacher***. This will be ***recorded*** by the teacher.

***Second Offence***

The ***teacher*** writes a note in the student’s ***Homework Notebook*** to be signed by parent. If this note is not signed by parent/guardian, *within two school days*, the incident is recorded by the teacher in the student’s ***Behaviour File.*** ***A copy is forwarded to the Class Tutor.\**** The Class Tutor will discuss the behaviour with the student and impose a school sanction such as writing a letter of apology to the teacher, performing a worth while school task, detention. (This list is not exhaustive).

*\* where the class tutor is the teacher reporting the offence, then the assistance of another staff member may be enlisted*

***Third Offence***

The ***teacher*** records the misbehaviour in the student’s ***Behaviour File*** and forwards a copy to the ***Class Tutor*** who in turn brings the matter to the attention of the relevant Year Head\*. The ***Year Head*** may impose a disciplinary sanction such as writing a letter of apology to the teacher, performing a worthwhile school task, detention *(this list is not exhaustive).* The ***Year Head*** will contact the parents/guardians about the inappropriate behaviour.

*\*Where the reporting teacher is the Year Head for the year of the misbehaving student, the assistance of another teacher may be enlisted.*

***Serious or Continuous Misbehaviour***

At this stage the misbehaviour has become Continuous and the following procedure will be implemented in the case of ***Continuous Misbehaviour*** or in the case of ***Serious Misbehaviour***:

The ***teacher*** records the misbehaviour in the student’s ***Behaviour File*** and ***hands the file to the Deputy Principal.*** The ***Deputy Principal forms a Disciplinary Committee consisting of the Deputy Principal, Year Head\*\* and Class Tutor.***

This committee will investigate the incident and write to the parents/guardians requesting them to visit the school to meet with the Committee to discuss the matter. The ***Principal*** will be informed of the outcome of the investigation and meeting with the parents/guardians. A decision on imposing further sanctions will be made on the outcome of this consultation.

*\*\* where the reporting teacher is the either the Class Tutor or Year Head, another teacher who teaches the student/students in question will replace the reporting teacher on this committee.*

***Involving Parents in Management of Problem Behaviour***

The problem behaviour will be highlighted to the parents/guardians at a very early stage. They will be informed by having a note written in the Student’s Journal. The Class Tutor and Year Head play an important part in communicating the inappropriate behaviour to the parents/guardians. The parents/guardians will have an opportunity to visit the school to discuss the case and represent the student. The measures to be taken to modify the student’s behaviour will be discussed with the parents. Recommendations may be made by the school staff as to other actions to be taken by the parents/guardians. In return school staff will be receptive to parents’ suggestions. Parents will be encouraged to provide any additional background information which might help explain the student’s behaviour.

***Managing Aggressive or Violent Behaviour***

The student will be removed from a situation where the student and or other students are being endangered. The student’s parents/guardians will be asked to call to the school to discuss the behaviour and seek a solution to the problem. A serious incident may result in suspension or expulsion.

***Suspension and Expulsion***

***Suspensions and Expulsions***

***Legal and procedural requirements***

***Suspension***

***Suspension is defined as: requiring the student to absent himself/herself from the school for a specified, limited period of school days.***

During the period of a suspension, the student retains their place in the school.

***Authority to suspend***

The Principal of St. Brendan’s College has the authority to suspend a student for a period of up to five school days. For a suspension of a longer duration, the Board of Management will decide.

***The grounds for suspension***

*Suspension should be a proportionate response to the behaviour that is causing concern.*

***Suspension***

***The decision to suspend a student requires serious grounds such as that:***

• The student’s behaviour has had a seriously detrimental effect on the education of other students

• The student’s continued presence in the school at this time constitutes a threat to safety

• The student is responsible for serious damage to property.

***A single incident of serious misconduct may be grounds for suspension.***

***Forms of suspension***

*Immediate suspension*

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person.

***Suspension during a State examination***

*This sanction will only be approved by the Board of Management and it should only occur when there is:*

• A threat to good order in the conduct of the examination

• A threat to the safety of other students and personnel

• A threat to the right of other students to do their examination in a

calm atmosphere.

***Rolling suspension***

*A student will not be suspended again shortly after they return to*

*school unless:*

• He/she engages in serious misbehaviour that warrants suspension and

• Fair procedures are observed in full and

• The standard applied to judging the behaviour is the same as the standard applied to the behaviour of any other student.

***Procedures in respect of suspension***

***Where a preliminary assessment of the facts confirms serious misbehaviour***

***that could warrant suspension, the school will observe the following procedures:***

• inform the student and their parents about the complaint

• give parents and student an opportunity to respond before any sanction is imposed.

***Parents may be informed by phone or in writing, depending on the seriousness of the matter.***

If a student and their parents fail to attend a meeting, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the negative behaviour.

***Procedures in relation to immediate suspension***

Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation will be conducted to establish the case for the imposition of the suspension. The formal investigation will immediately follow the imposition of the suspension. All of the conditions for suspension apply to immediate suspension. ***In the case of an immediate suspension, parents must be notified, and arrangements made with them for the student to be collected.***

***The period of suspension***

A student will not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective. If a suspension longer than five days is being proposed by the Principal, the matter will be referred to the Board of Management for consideration and approval, giving the circumstances and the expected outcomes.

***Appeals***

The Board of Management will offer an opportunity to appeal a Principal’s decision to suspend a student. In the case of decisions to suspend made by the Board of Management, an appeals process is provided by Mayo/Sligo/Letrim ETB.

***Section 29 Appeal***

***Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years, may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.***

At the time when parents are being formally notified of such a suspension, they and the student will be told about their right to appeal. As the student is attending a school under the management of a ETB, the appeal must be made in the first instance to Mayo,Sligo,Letrim ETB Newtown, Castlebar, Co. Mayo . Where an appeal to Co. Mayo/Sligo/Letrim ETB is concluded, parents, or a student aged over eighteen years, may appeal to the Secretary General of the Department of Education and Skills.

***Implementing the suspension***

***Written notification***

The Principal will notify the parents and the student in writing of the decision to suspend. The letter will confirm:

• The period of the suspension and the dates on which the suspension will begin and end

• The reasons for the suspension

• Any study programme to be followed

• The arrangements for returning to school, including any commitments to be entered into by the student and the parents (for example, parents might be asked to reaffirm their commitment to the code of behaviour)

• The provision for an appeal to the Board of Management or ETB whichever is appropriate.

• The right to appeal to the Secretary General of the Department of Education and Science (Education Act 1998, section 29).

***Engaging with student and parents***

Where parents do not agree to meet with the Principal, written notification will serve as notice to impose a suspension.

***Grounds for removing a suspension***

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the Education Act 1998.

***After the suspension ends***

A period of suspension will end on the date given in the letter of notification to the parents about the suspension.

***Re-integrating the student***

The school should have a plan to help the student to take responsibility for catching up on work missed. Where possible, the school will arrange for a member of staff to provide support to the student during the re-integration process.

***Clean slate***

When any sanction, including suspension, is completed, a student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed the school will expect the same behaviour of this student as of all other students.

***Records and reports***

Records of the following will be kept:

• The investigation (including notes of all interviews held)

• The decision-making process

• The decision and the rationale for the decision

• The duration of the suspension and any conditions attached to the suspension.

***Report to the Board***

The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

***Report to NEWB***

The Principal is required to report suspensions in accordance with the NEWB

reporting guidelines (Education (Welfare) Act, 2000, section 21(4) (a)).

***11.12 Review of use of suspension***

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies.

***Expulsion***

*A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.*

***Schools and colleges established or maintained by a ETB***

The Principal shall cause an investigation into any complaint against the student and if the conclusion is that the student should be expelled then the Principal shall recommend expulsion to the Board of Management of the school.

***A proposal to expel a student requires serious grounds such as that:***

• The student’s behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process

• The student’s continued presence in the school constitutes a real and significant threat to safety

• The student is responsible for serious damage to property.

***Expulsion for a first offence***

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include:

• A serious threat of violence against another student or member of staff

• Actual violence or physical assault

• Supplying illegal drugs to other students in the school

• Sexual assault.

***Procedures in respect of expulsion***

Where a preliminary assessment of the facts confirms serious misbehaviour that

could warrant expulsion, the procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal.

2. A recommendation to the Board of Management by the Principal.

3. Consideration by the Board of Management of the Principal’s recommendation; and the holding of a hearing.

4. Board of Management deliberations and actions following the hearing.

5. Consultations arranged by the Educational Welfare Officer.

6. Confirmation of the decision to expel or repealing the decision.

***Step 1:***

***A detailed investigation carried out under the direction of the Principal***

In investigating an allegation, in line with fair procedures, the Principal should:

• inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion

• give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

Parents should be informed in writing of the alleged misbehaviour and the proposed investigation in order to be clear about what their son or daughter is alleged to have done.

If a student and their parents fail to attend a meeting, the Principal should write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour.

***Step 2:***

***A recommendation to the Board of Management by the Principal***

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

***The Principal will:***

• inform the parents and the student that the *Board of Management* is being asked to consider expulsion

• ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion

• provide the *Board of Management* with the same comprehensive records as are given to parents

• notify the parents of the date of the hearing by the *Board of Management* and invite them to that hearing

• advise the parents that they can make a written and oral submission to the *Board of Management*

• ensure that parents have enough notice to allow them to prepare for the hearing.

***Step 3:***

***Consideration by the Board of Management of the Principal’s recommendation; and the holding of a hearing.***

It is the responsibility of the *Board* to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board should undertake its own review of all documentation and the circumstances of the case.

Where a *Board of Management* decides to consider expelling a student, it must hold a hearing. The Board meeting for the purpose of the hearing should be properly conducted in accordance with Board procedures. At the hearing, the Principal and the parents, or a student aged eighteen years or over, put their case to the *Board* in each other’s presence. Each party will be allowed to question the evidence of the

other party directly. The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the *Board* must take care to ensure that they are, and are seen to be, impartial as between the Principal and the student. Parents may wish to be accompanied at hearings and the *Board* should facilitate this, in line with good practice and Board procedures. After both sides have been heard, the *Board* should ensure that the Principal and parents are not present for the Board’s deliberations.

***Step 4:***

***Board of Management deliberations and actions following the hearing***

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction. Where the *Board of Management,* having considered all the facts of the case, is of the opinion that the student should be expelled, the *Board* must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (Education (Welfare) Act 2000, s24 (1). The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification (Education (Welfare) Act 2000, s24 (1)).

An appeal against an expulsion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with section 24(1) or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the expulsion (Education (Miscellaneous Provisions) Act 2007, s4A).

The *Board* should inform the parents in writing about its conclusions and the next steps in the process. Where expulsion is proposed, the parents should be told that the Board of Management will now inform the Educational Welfare Officer.

***Step 5:***

***Consultations arranged by the Educational Welfare Officer***

Within twenty days of receipt of a notification from a *Board of Management* of its opinion that a student should be expelled, the Educational Welfare Officer must:

• make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance

• convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24). The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not

an option, at least in the short term, the consultation should focus on alternative educational possibilities. In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student’s future education.

Pending these consultations about the student’s continued education, a *Board of Management* may take steps to ensure that good order is maintained and that the safety of students is secured (Education (Welfare) Act 2000, s24 (5)). A *Board* may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a

threat to the safety of other students or staff.

**Step 6:**

***Confirmation of the decision to expel***

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the *Board of Management* remains of the view that the student should be expelled, the *Board of Management* should formally confirm the decision to expel. Parents should be notified immediately that the expulsion will

now proceed. Parents and the student should be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel the student.

***Appeals***

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 Science (Education Act 1998 section 29). An appeal may also be brought by the National Educational Welfare Board on behalf of a student. As St. Brendan’s College is a school maintained by Mayo/Sligo/Letrim ETB, the appeal must be made in the first instance to Mayo/Sligo/Letrim ETB, Head Office, Newtown, Castlebar, Co. Mayo. Where an appeal to Mayo/Sligo/Letrim ETB has been concluded, parents, or a student aged over eighteen years, may go on to appeal to the Secretary General of the Department of Education and Skills.

***The appeals process***

The appeals process under section 29 of the Education Act 1998 begins with the provision of mediation by a mediator nominated by the Appeals Committee (Department of Education and Science).

***Review of use of expulsion***

The *Board of Management of St. Brendan’s College, together with staff, students and parents* will review the use of expulsion in the school at regular intervals.

***Keeping Records***

***Class***

A standard reporting form will be completed by the Class teacher. This form will be completed in triplicate.

***Playground***

A standard reporting form will be completed by the supervising teacher or other staff member who wishes to report the incident.

***School Records***

The student’s file will contain copies of the reported incidents. The deputy Principal will be responsible for maintenance of the student files with regard to disciplinary issues. A log book will be kept of phone calls made and received.

***Dissemination of Policy***

A copy of this policy will be distributed to parents/guardians before they register their child in the school.

The Code of Behaviour will be contained in the Student Journal and it will also be available on the school’s website [www.stbrendanscollege.com](http://www.stbrendanscollege.com)

**CCTV CAMERAS ARE IN OPERATION IN THE SCHOOL AND SCHOOL GROUNDS AND WILL BE USED FOR SECURITY AND DISCIPLINARY PURPOSES**

**IN THE ABSENCE OF THE PRINCIPAL, THE DEPUTY PRINCIPAL HAS FULL AUTHORITY TO IMPLEMENT THIS POLICY**

***Reference to other policies***

***The policies which will underpin the Code of Behaviour in St. Brendan’s College are:***

* Anti – Bullying Policy
* School Trips Policy
* Confidentiality Policy
* Substance Use Policy
* Lockers Policy
* Mobile Phones and Multimedia
* Data Protection Policy
* CCTV Policy

***Date of adoption by the Board of Management of St. Brendan’s College 27 May 2014***

***Date of Implementation – September 2014***

*Signed \_Teresa McGuire(Chairperson)*

*Date \_27/05/14*