

# Ballyhaunis Community School



## Code of Behaviour

Ratified by the Board of Management on:

Signature:

\_\_\_\_\_  
(Chairperson of the Board of Management)

Commenced:	September 2023
Next review due:	September 2025

## **1. Introduction**

### **Ballyhaunis Community School Mission Statement**

“We in Ballyhaunis Community School are committed to fostering the holistic development of each individual.

We aim to promote equality for all and respect for one another and our environment and to give each person the opportunity to reach his/her potential.

While valuing our traditions we encourage innovative curricula to achieve these aims in a safe, caring and ordered manner in partnership within the school, with parents and with the broader community.”

### **Ballyhaunis Community School Motto**

*“Unity in Diversity”*

This policy applies to students of the school at the following times:

1. During school time, including before and after class and at break-times.
2. While representing the school.
3. While travelling to or from school using school transport.
4. While on school trips, tours, exchanges, or fieldtrips.
5. While supporting school teams or activities.
6. On any occasion when accompanied by school personnel.

The Code of Behaviour is fundamental to our mission and motto, safeguarding the rights of all in the school community through a preventative, supportive and corrective approach.

## **2. Rationale for a Code of Behaviour**

Under Section 23 of the Education (Welfare) Act 2000, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with Guidelines issued by Tusla Education Support Services. The Code of Behaviour is the set of programmes, practices and procedures that together form the school’s plan for helping students in the school to behave well and learn well. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies, procedures, and practices that encourage good behaviour and prevent unacceptable behaviour. This Code of Behaviour assists teachers, other members of staff, students, and parents to work together for a happy, effective and safe school. To this end, the Code of Behaviour is seen as a working document, informing everyday school life, and reflecting the voices of our students, staff, parents, Board of Management, as well as the legislative requirements to which we are bound. By involving all our stakeholders in this document, we are inviting all members of our school community to take ownership of the atmosphere and environment in our school.

### **3. School Values**

**Respect:** We treat everyone with dignity, kindness and consideration.

**Responsibility:** We take ownership of our actions and choices.

**Integrity:** We act honestly and ethically in all situations.

**Inclusivity:** We celebrate diversity and promote an inclusive community.

**Excellence:** We strive for personal and academic growth.

### **4. Aims of our Code of Behaviour**

- To create a safe, secure teaching and learning environments for all by promoting a sense of mutual respect amongst all members of the school community.
- To ensure understanding (by the parents, students, staff, and management of Ballyhaunis Community School) of the Code, the reasons for it, as well as each person's responsibilities in relation to its implementation.
- To emphasise the promotion, acknowledgement, and support systems for positive behaviour in the school.
- To outline the structure of fair, consistent and agreed sanctions and interventions that will be used in response to negative behaviour.
- To identify the procedures for the use of suspension and expulsion.
- To ensure that effective procedures are in place which will allow for the day to day running of the school whilst complying with all relevant legislation as well as Department of Education requirements.

### **5. Roles & Responsibilities of Members of the School Community**

#### **Scope of the Code**

A Code of Behaviour has been put in place to ensure the school community fully honours the Mission Statement above. Ballyhaunis Community School acknowledges the contribution of all members of our school community to the promotion of positive behaviour. The school is committed to a policy of recognition, encouragement and reward of positive behaviour. All students enrolled in Ballyhaunis Community School agree to adhere to the high standards laid out in the Code. Admission of students into the school is conditional on parent(s)/guardian(s) giving a written undertaking that they find the Code of Behaviour acceptable and that they will make all reasonable efforts to ensure compliance by their son/daughter. The Code of Behaviour applies to all students up to the completion of Senior Cycle education. Its scope extends from day-to-day school life to include school outings, travelling to and from school and any representation of the school outside of normal school activity including any activity in the school uniform.

#### **The Board of Management**

The Board of Management is the authority responsible for ensuring a fair and efficient Code of Behaviour is drawn up in consultation with staff, students, and parents. The Board of Management is also responsible for ensuring the Code of Behaviour is applied to the School.

#### **The Principal**

The Principal is responsible to the Board of Management for implementation of the Code.

#### **Year Heads**

The Year-Heads are responsible for the day-to-day matters relating to their student's overall well-being, performance, uniforms, attendance and discipline.

### **Teachers**

Each teacher has the responsibility for the maintenance of discipline within his or her class while sharing a common responsibility for discipline within the school.

### **The Disciplinary Council**

The Disciplinary Council, comprised of the Principal or Deputy Principal and the relevant Year-Heads for the particular year group, meet every week to review and discuss matters pertaining to the welfare and discipline of students.

### **Students**

Ballyhaunis Community School expects that students will always do their utmost to uphold the Code of Behaviour of our school.

### **Parents**

Ballyhaunis Community School acknowledges the pivotal role of parents and guardians in the development and operation of the Code of Behaviour. It is an expectation that all parents and guardians support the Code and actively encourage their son/daughter to uphold it.

### **Staff**

Ballyhaunis Community School acknowledges the contribution of all staff (teaching, administrative, SNAs, caretaking and cleaning) in the day to day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. Staff members have a responsibility to respond to and/or report, as appropriate, incidents of either positive or negative behaviour that they witness.

Three interlinked approaches are used to facilitate the creation of an educational and caring environment in the school.

1. Rewards - Positive behaviour acknowledgements
2. Pastoral Care Structure
3. School Rules

## **6. Positive Behaviour - School Supports**

Students are encouraged to understand, adhere to, and uphold the Code of Behaviour in numerous ways including the following:

- The Code is presented and explained to Parent(s)/Guardian(s) and all incoming students.
- The Code is available on the school website.
- The Code is re-introduced on the first day of term by the Year Head's, included in the and is constantly reinforced by all staff.
- The Code is revisited during timetabled SPHE (Junior Cycle) and by Year Head's throughout the school year – formally and informally.
- Positive relationships amongst and between students and staff as well as between school and home are prioritised.
- The values of Restorative Practice (respect, empathy, safety, personal accountability, equality, community, trust) are promoted in addressing conflict resolution. This involves scaffolding dialogue between affected parties using questions that focus on what has happened and what steps are needed to move positively forward. Restorative Practice aims to consciously build relationships, respond to conflict in a healthy way, and connect us to our best selves and to one another. The values of this

philosophy inform how each person thinks, engages, speaks, listens, and approaches situations, all day, every day.

- The caring ethos of our school is embodied in our daily practice and interaction with one another. In addition to day-to-day routines, it is evident in the provision and support of lunchtime and extracurricular & co-curricular activities, Learning Support, Pastoral Care time, all of which endeavour to foster a sense of belonging to all and encourage positive behaviour from students.
- The school strives to provide to its students an education that will be broad and challenging in nature. Students will be prepared for Junior Cycle and Leaving Certificate Examinations and a comprehensive Transition Year Programme is provided.
- The broad and varied curriculum on offer in Ballyhaunis Community School offers substantial choice and seeks to accommodate student preferences.
- The school strives to provide a wide range of extra-curricular and co-curricular activities in an attempt to enhance the social, personal, spiritual, sporting and aesthetic development of students in an engaging context.
- Various classroom management strategies, such as designated seating arrangements, are employed where necessary, to pre-empt and reduce/alleviate negative behaviour.
- Teachers prepare class materials well and lessons are differentiated to respond to pupils' abilities and interests.
- Formative Assessment procedures underpin approaches to teaching and learning in order to encourage students' ownership of their learning and a growth mind-set.
- Consistent use of the school journal as a means of communicating between home and school promotes consistent standards and open communication in relation to positive behaviour.
- VSware Semester reports are made available to parents/guardians three times in the academic year, to support student learning and progression.
- Various media such as our website, social media platforms as well as personal contact, are employed to enhance communication with students and home.
- Students of Ballyhaunis Community School are continually and consistently encouraged to behave in a positive, respectful, and responsible manner. This is achieved in no small part through adult modelling as well as the various programmes on offer in the school such as SPHE, CSPE, RE, etc. and through the intervention of specialist supports such as Tutors, Year Heads, Guidance Counsellors, the Care Team, etc.
- Issues such as Bullying, Racism, Sexism, Harassment, Violence, Substance misuse etc. are openly discussed with the students during their time in our school, through a variety of fora such as subject work, extra-curricular, projects, visiting speakers, drama, etc.
- Positive contributions to the school are also encouraged, acknowledged and rewarded in other ways such as through school representation and student leadership opportunities, e.g., the Student Council, formal recognition at Awards Ceremonies e.g., sports awards, display of student work, verbal and formal affirmation by Teachers, Year Heads and Senior Management, participation in internal and external competitions, etc.
- Adult supervision at break-times and lunchtimes assists in detecting, sanctioning and reducing inappropriate behaviour. Equally, the presence of CCTV acts as a deterrent.

- Students are aware of the systems in place to deal with inappropriate behaviour e.g., ladder of referral, etc.

## **7. Rewards - Positive Behaviour Acknowledgements**

Ballyhaunis Community School endeavours to reward good behaviour. Among the methods of rewarding good behaviour are:

- Recognition by staff members of positive behaviour that supports our Code. Such behaviour might involve but is not limited to:
  - Being inclusive
  - Showing social responsibility
  - Demonstrating positive leadership
  - Having a positive attitude
  - Making a positive contribution
  - Showing an improvement in behaviour/in study application
  - Showing an improvement in participation
  - Displaying consistent diligence
- An annual whole school prize-giving ceremony is held at the end of the school year where talents, achievements, and efforts of students, are acknowledged.
- Achievements are acknowledged and celebrated on the televisions in circulation areas, via PA system, on the school social media platforms and the yearbook.
- Notes are sent home in the school journal.
- Vouchers are given as rewards to students for use in the school canteen.
- Consistent positive behaviour can support applications/appointments to leadership roles e.g., Senior Mentors.
- Certificates of Commendation are issued for good behaviour/achievement by class teachers in response to appropriate behaviour by students.
- Student work is displayed throughout the building.
- Formal reports are made available to parents/guardians three time per academic year.
- References are provided for students upon request.

## **8. Pastoral Care Structure**

Pastoral Care is holistic. It recognises and respects the young person who is on the road to becoming an adult. It is an integral part of life within the school.

- All class teachers and staff members have a central role to play in this.
- First year classes have two timetabled classes each week, second- and third-year classes have one class per week to help them in their Social, Personal and Health development.
- Our Guidance Counsellors and Chaplain are available to meet students and help them with their difficulties.
- Check and Connect initiative is in place for a targeted group of students, across all year groups. A group of volunteer teachers are assigned a number of students to check in with on a regular basis to ensure the students have someone on staff to talk to about any issues that may arise during the year and to encourage school attendance.

## **9. School Rules**

Students have responsibilities and obligations to themselves and to their fellow students. The School Rules are intended to provide a framework which will ensure students show respect for themselves, for each other and to their environment. The School has the right to implement these rules in accordance with the Deed of Trust of the School.

### **a) General**

1. Students must be co-operative, well-mannered, and respectful to all members of staff, visitors to the school and to each other.
2. Common courtesies must be always observed.
3. Disruptive behaviour is prohibited, as it interferes with the rights of others.
4. Violent or threatening behaviour is a serious breach of this Code of Behaviour.
5. If a class is in progress in room students must knock on entry. When the bell rings at the end of a class, students should remain seated until dismissed by the teacher. The bell is a reminder to teachers only that class is over.
6. Students must complete oral and written work assigned to them by teachers in a satisfactory manner. Failure to do so is a breach of this Code of Behaviour. Repeated failure to do so is a serious breach of this Code of Behaviour and of the Homework Agreement.
7. All students must use a Journal to record homework to be checked by parents and teachers.

### **b) Attendance and Punctuality**

1. The school has a statutory duty, under the terms of the Education Act, to monitor and report student attendance. The school is obliged to report absences aggregating 20 days to the Educational Welfare Services of the Child and Family Agency (TUSLA). The Year Head will contact parents/guardians when a concerning attendance pattern emerges.
2. Unauthorised absence from school (truancy) is a serious breach of discipline.
3. Students are expected to attend all of their classes, every day. A student may not absent him/herself from class without permission. The VSware attendance system is used by all class teachers to record attendance at each class period.
4. No student may leave the school premises at lunch time, with the exception of 6th Year students, upon receipt of signed permission by the Year Head from a parent(s)/guardian(s).
5. Students leaving the school premises on a field trip/school organised outing must have the appropriate permission form submitted by their parents/guardians to the relevant teacher.
6. Students are required to be in attendance at the School on every school day. Parents/Guardians must submit an explanation of reason for absence upon a student's return to school via VSware App. For persistent breaches of this rule students may not be admitted to class until contact is made with the parents/ guardians of the individual.
7. In the event of a student's unexplained absence, a notification will be sent via VSware App at 9.30 am following first roll call to parents/guardians.
8. Late arrival is disruptive and unacceptable. Students arriving late must sign a 'late book' at the office. An explanation for lateness must be submitted by parents/guardians via VSware App.



9. Where possible, any medical and dental appointments should be scheduled outside of school hours.
10. Students may not leave the school without permission from their parents/Guardians. Absence requests must be submitted from parents/guardians to the school via the VShare App for partial absence i.e. appointments, etc. Students must not sign out at the office until approval has been granted by the school and a parent/guardian will be required to collect the student at the main office and co-sign. **To leave school without signing out at Reception is deemed to be a very serious breach of the Code of Behaviour.** If he/she returns to school that day, he/she will be required to sign in again at Reception.
11. In the case of illness parents/guardians will be contacted by the school office so that they can collect their son/daughter. **Students are not permitted to contact home from their personal mobile phones during the school day but may do so through Reception.**
12. The School Timetable is as follows:  
 School commences at 9.00 a.m. sharp and finishes at 4.00 p.m. except for Friday when lessons cease @ 1.20p.m.  
 Lunch break is from 1.20 to 2.00p.m. Monday – Thursday (1<sup>st</sup>, 3<sup>rd</sup> & 6<sup>th</sup> Year Students)  
 Lunch break is from 12.40 to 1.20p.m. Monday – Thursday (2<sup>nd</sup>, TY & 5<sup>th</sup> Year Students)
13. Students must be punctual. Late arrival is disruptive and unacceptable and is a breach of this Code of Behaviour. Students arriving late must sign a 'late book' at the office and present a note of explanation from parent(s)/guardian(s).
14. If a student arrives for class after the time at which that class is scheduled to start, the student will be regarded as late and must report to the office and sign in and officially registered as being late.

#### **c) The School grounds.**

1. Students are not permitted on the school grounds except when attending school or a school activity. Students otherwise on the school grounds are trespassers within the meaning of the Occupiers Liability Act 1995.
2. Students may not leave the school grounds without written permission from their parents to do so, to be given to the appropriate Year Head or Principal/Deputy Principal.
3. Students consistently involved in incidents of indiscipline during breaktimes may be required to leave the school grounds during lunchtime. Parents will be notified in writing of this.

#### **d) School Uniform and Dress Code**

##### **Uniform**

School uniform must be worn at all times. The School uniform is as follows:

##### **Junior Boys:**

Maroon jumper with crest, mid-grey trousers, grey shirt, and black shoes.

##### **Junior Girls:**

Maroon jumper with crest, plaid skirt, cream blouse, Black/navy socks. (ankle/knee length) black shoes, navy trousers (Arthur's Court model no 222W) may be worn instead of a skirt. No other trousers except as specified here is acceptable.

##### **Transition Year/LCA and Senior Boys:**

Navy blue jumper with crest, mid-grey trousers, grey shirt, and black shoes.



**Transition Year/LCA and Senior Girls:**

Navy blue jumper with crest, plaid skirt, cream blouse, black tights or navy socks and black shoes. Navy trousers as specified above may be worn instead of a skirt. No trousers, other than what is outlined above, are acceptable.

- A white round-neck T-shirt, without a collar, may be worn inside the shirt or blouse.
- School Jackets are available, and the school recommends that all students wear this jacket.
- Students are not permitted to wear “Hoodies” to school.
- If students wish to wear a belt it must be plain black.
- Shoes must be plain black without any visible markings. Navy “Boat Shoes” are also permitted.

**PE Uniform:**

Students must bring a change of gear to school for PE class. It is expected that this gear will be kept clean to maintain personal hygiene standards and conducive to physical activity.

**Dress code**

- Students must be neat, tidy and respectable in appearance. This also applies if students are given permission not to wear school uniform (e.g., non-uniform days, school tours or other extra-curricular activities connected with the school). Students should be aware that if they are in school uniform, they are representing the school.
- Permissible piercings include ear studs and discreet nose piercings, however strictly no nose rings. This is not only a Health and Safety measure but also to ensure students comply with the requirement to attend school in a respectable manner.
- Visible Tattoos are not permitted under any circumstances.
- Male students are expected to maintain any facial hair in a neat and tidy fashion with any beards being kept to an absolute minimum length.
- If Muslim students, choose to wear the Hijab it must be plain black/navy in colour.

The School reserves the right to decide whether any aspect of a student’s appearance is in compliance with this Dress Code. Students who do not comply may be suspended until such time as the Code is observed to the School’s satisfaction.

**e) Property**

1. Each student is responsible for his or her own property. Student’s property should be clearly marked with the student’s name.
2. All materials, book, journals etc. distributed to students through the school book scheme must be kept in the best possible condition by students.
3. Interference of any kind with another person’s property including property belonging to the School is a serious breach of this Code of Behaviour. Interference includes but is not limited to theft.
4. Where school property is damaged by students the parent(s)/guardian(s) of students responsible may be required by the School to pay for the repair or replacement of same as appropriate.
5. The School does not accept responsibility for any property belonging to students which is lost or damaged. Students are advised not to bring valuable or irreplaceable items to school.

6. Tippex and chewing gum are not allowed in the school and will be confiscated if they are brought to school, in addition to any other sanctions which the School feels appropriate.

#### **f) Digital Technologies**

Ballyhaunis Community School recognises that it is a student's entitlement, with parental consent, to have a mobile phone and we acknowledge the positive aspects of this. Nonetheless, this right cannot compromise or disrupt teaching and learning. Therefore, students are encouraged to leave their mobile phone at home. If student's must bring their mobile phone to school it is to be powered off when on the school premises and placed in the students locker. Urgent phone calls to or from a student will always be facilitated through the office. Parent(s)/Guardian(s) are asked to cooperate with this policy by refraining from making calls/texts to their daughter's/sons' mobile phones during the school day. Parents and students are asked to familiarise themselves fully with the school's Mobile Phone Policy.

#### **g) Microsoft Office Suite – Usage of TEAMS platform.**

All students have access to the schools Microsoft office suite, including TEAMS, OneNote, Outlook etc. Students are reminded that this is a professional platform, and it is not permitted for personal use or to create personal TEAMS etc. on our school platform. Students who are found to be in breach of this rule will be subject to the school's disciplinary process, the outcome of which will depend on the severity of the matter.

#### **h) Bullying**

**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.**

Bullying in any form is considered a serious breach of this Code of Behaviour and will be dealt with accordingly. The school has a comprehensive Anti-bullying policy and parent(s)/guardian(s) are asked to familiarise themselves with it. It can be accessed via our website.

#### **i) Substance use**

The School has a zero-tolerance approach to incidents of substance abuse. Possession, use or distribution of harmful or illegal substances including alcohol and tobacco will not be tolerated at any time under any circumstances and may lead to suspension or expulsion. This applies whether students are on school property and/or engaged in a school activity or not. The School has a comprehensive Substance Use Policy in place. It is the responsibility of all students and their parent(s)/guardian(s) to familiarise themselves with the provisions of the Substance Use Policy.

#### **Smoking**

Smoking is prohibited on school premises in accordance with the *Tobacco Smoking (Prohibition) Regulations 2003*. The school takes any violation of these regulations very seriously. To emphasise this, any student caught smoking or vaping for the first time will be required to attend after-school detention. Subsequent offences will result in a one-day suspension. The use of other devices, such as electronic cigarettes, will incur the same penalties

### **10. Procedures for dealing with unacceptable behaviour.**

Behaviour in contravention of any of the foregoing rules and principles constitutes a breach of discipline. Where the Code of Behaviour has been breached some or all of the following strategies may be used, as the School considers appropriate:

- Reasoning
- Reprimand
- Extra work
- Notification to parent(s)/guardian(s)/Report
- Removal from class to the study area
- Loss of privileges
- Detention
- Teachers or Year Heads may refer students to members of Pastoral Care Team for help and advice.
- Computerised incident report forms will be kept in relation to breaches of the Code and measures taken in response to same.

#### **Detention**

1. In-school Detention will be held every Tuesday 1.20 – 1.35p.m. (1<sup>st</sup>, 3<sup>rd</sup> & 6<sup>th</sup> Years) and Thursday 12.40 – 1.05 p.m. (2<sup>nd</sup>, TY & 5<sup>th</sup> Years) this is for students presenting with persistent unacceptable behaviour. The decision to put a student on In-school detention is made by the Year Head. Failure to present for this detention will result in it being rescheduled or for repeat offences may result in After-school detention.
2. After-school Detention will be held once a month on a Friday afternoon or as the need arises. After-school Detention will be reserved for students presenting with persistent disruptive/unacceptable behaviour but also for serious one-off breaches of the Code of Behaviour. The decision to place a student on After-school Detention will be made jointly between the Year Head and the Principal/Deputy Principal. Students and Parents must be given a minimum of one week's written notice in advance of the Detention. Failure to present for Detention may result in a one-day suspension and the Detention will be rescheduled for another.

#### **Suspension/Expulsion**

Where a student's behaviour warrants suspension or expulsion the following procedures will apply:

1. Teacher(s) will notify parent(s)/guardian(s) of their concerns and request that parent(s)/guardian(s) advise the student appropriately.
2. Teacher(s) may request a full assessment of the student.
3. Parent(s)/guardian(s) will be requested to come to the School to meet Teacher(s), Year Head(s) and/or Principal. Parents will be given as much notification in advance of this meeting as is reasonably possible.
4. The sanctions described above may be implemented at any stage in this process.
5. The Principal may suspend a pupil for up to three school days. Parent(s)/guardian(s) have the right to appeal the Principal's decision to the Board of Management. Where such an appeal is taken the suspension will not take effect until after the meeting of the Board of Management at which the appeal is heard.

6. Where a student's conduct justifies a longer period of suspension than the Principal may impose, or expulsion, parent(s)/guardian(s) will be requested to attend with the student at a meeting of the Board of Management to discuss the student's ongoing participation in the School. Parent(s)/guardian(s) will be given as much notification in advance of this meeting as is reasonably practicable. If the Board of Management suspends or expels a student, parent(s)/guardian(s) and in the case of a student who is over the age of 18 the student may appeal this decision to the Department of Education & Science pursuant to s.29 of the Education Act 1998.
7. The Principal may also suspend a student immediately in the following circumstances:
  - Where he/she considers the student's behaviour is a threat to the safety, welfare and/or property of other members of the school community.
  - Where the student is guilty of serious misbehaviour as defined below at (12)
  - Where he/she considers that suspension of the student is necessary to maintain discipline within the School.

If a student is suspended in these circumstances parent(s)/guardian(s) may be asked to attend at a meeting of the Board of Management. This meeting will be held as soon as is reasonably possible after the suspension is imposed.

8. Where a student is suspended parent(s)/guardian(s) will be notified in writing of the reason for the suspension, the period of suspension, the condition(s) which will justify the lifting of the suspension and the fact that the student will be regarded as in the care of his/her parent(s)/guardian(s) from the end of the school day on which the suspension is imposed.
9. A notice of suspension may set out the conditions which must be fulfilled before the suspended student is permitted to return to the School. Conditions which may be imposed include one or more of the following:
  - Written undertakings by the student to be of good behaviour.
  - Return to School subject to loss of privileges.

The foregoing are merely examples of conditions which may be attached to suspensions and are without prejudice to the School's right to impose different conditions as appropriate.

10. Where the Board of Management decides to expel a student, parent(s)/guardian(s) will be notified in writing of the expulsion, the reason for same and the fact that the student will be regarded as in the care of the parents from the end of the school day on which the expulsion is imposed.
11. While suspension or expulsion are generally used only when all other options have been tried, a student may be suspended or expelled for a single serious breach of discipline or for consistent breaches of discipline of a less serious nature.
12. The following are serious breaches of discipline:
  - Behaviour which disrupts the learning of other students.
  - Acts of violence towards any person, whether occurring on School property or during a school activity.
  - Behaviour, which is threatening towards any person, whether occurring on School property or during a school activity.

- Interference with another person's property including property belonging to the School.
- Breaches of the School's zero-tolerance policy regarding substance abuse, whether occurring on School property or during a school activity.
- The definition of serious breach of discipline includes but is not limited to these examples.

## 11. Complaints Procedure

The purpose of this complaint's procedure is to provide a fair, consistent, and equitable mechanism for processing complaints by Parents/Guardians or Students (who have reached the age of 18 years) in relation to the Code of Behaviour and its application. Complaints and queries must be conducted through the appropriate channels.

Parents should contact the school office in the event of a complaint/query to make an appointment with the Principal/Deputy Principal/Year Head and/or relevant Teacher.

Students may speak with Year Head to raise a concern. Failure to comply with the appropriate procedures is deemed as a serious breach of the Code.

of Behaviour

## 12. Modification Clause

The Board of Management in consultation with the school management team reserves the right to modify the details of the Code of Positive Behaviour at short notice in response to events or circumstances that were not foreseeable when the Code was being first drafted or subsequently reviewed.

I/We have read and are familiar with the provisions of this Code of Behaviour. I/We understand that my/our child's participation in the School is subject to him/her complying with the Code of Behaviour and I/We will support the School in implementing same.

PARENT(S)/GUARDIAN(S) SIGNATURE:

Signature: \_\_\_\_\_  
Parent(s)/guardian(s)

Signature: \_\_\_\_\_  
Parent(s)/guardian(s)

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of student and date enrolled in the school:

\_\_\_\_\_