

# **Loreto High School Beaufort**

## **Code Of Behaviour Policy**

### **The Promotion of Good Behaviour**

#### **A Culture of Positive Expectations in Loreto High School Beaufort**

In Loreto High School Beaufort, we have positive and high expectations of our students.

As a Loreto school, we encourage our students to be self-reflective in terms of themselves and their actions and also in terms of their relationships with others inside and outside our community.

We encourage our students to reflect on their choices and the impact of their actions.

We urge our students to self-direct positively in the first instance; and to redirect when they choose poor choices.

When our students encounter breakdowns in relationships, we apply a restorative justice approach, which allows our students to reflect on their actions and to be agents of change in driving reparative solutions to their own problems. In addition, we apply our code of behaviour which includes our reward and sanction system.

Our school code of behaviour is fundamentally linked with our Mission Statement - 'to provide a caring and supportive community which encourages each student to develop her full potential.'

The staff of Loreto High School Beaufort are committed to actively supporting the promotion of good behaviour and prevention of inappropriate behaviour by:

1. Praising students for good behaviour
2. Awarding an affirmation on our school management platform, Compass
3. Recognition at assemblies, on the intercom and in school publications (Yearbook, School Website, Twitter, etc.)
4. Awarding Merit Awards at Assemblies and letters sent home to parents
5. Classes and Year groups collective achievements are awarded through House points
6. Awarding achievements at annual Prize-Giving Ceremony

#### **A No Blame Approach – A Restorative Justice School**

As part of life, friendship fallouts and disagreements occur.

When we encounter relationship breakdowns in school, we will use a 'no blame' or restorative justice approach.

The aim of this approach is to encourage our students to reflect on their own behaviour and to come up with solutions to their own problems. In so doing, we are empowering our students to be positive agents of change and this we believe is a life skill.

In circumstances where there are disagreements between students and hurt has been caused, we will ask of all students the same six restorative justice questions as featured below:

**Time to Think: Using Restorative Questions**

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

**Anti-Bullying**

The school aims to create a safe and caring environment for all our students and to deal with alleged bullying in a comprehensive and holistic way within the overall code of behaviour and in line with our anti-bullying procedure (available on our website). In this context, it is the policy of Loreto High School Beaufort that all staff members are always vigilant for the signs of bullying and proactive in addressing such incidents as may arise.

Initial reporting of alleged bullying can be made to any member of staff. All alleged instances of bullying will be further investigated using the ladder of referral, which encompasses the following staff: the form teacher moving to Year head, Student enrichment officer, Deputy Principal and Principal. Reporting may also be carried out using the designated email address. (@loretohighschool.com)

**Sanctions**

Sanctions can be issued by any member of staff on our school management platform, 'Compass'. Sanctions are divided into minor offences and major offences.

If a student is given a sanction for a minor offence, minus one point will be administered on their Compass profile and for a major offence minus three points. The Year Head will set detention on each occasion when a student receives minus three points.

If a student receives three detentions, a meeting may be called between student, parent/guardian(s), and Year Head.

The merit and sanction system are operated separately.

Some Examples of minor offences:

Disregarding a teacher's instructions

Disruptive in class

Lack of respect for a member of staff

Inappropriate behaviour

Not prepared for class

Late to class

Incomplete/incorrect uniform

Eating during class without permission

Inappropriate use of mobile phone \* see phone policy

Using ICT inappropriately

Other

### Some Examples of major offences:

A grave misdemeanour

Absenting oneself from a class without permission

Bullying or aggressive behaviour

Continuous breaches of school rules

Copying during tests

Forging signatures

Smoking or drinking (or being in possession of alcohol or drugs) in school uniform or on occasion when the student is on school business (this includes day trips and tours)

Stealing

Failure to complete detention

Using ICT inappropriately

Other

### **School Uniform Policy**

Students should be aware that they represent the school at all times when wearing the school uniform, and that their behaviour should be in keeping with the ethos and values of the school.

- Pupils are expected to wear the uniform in a neat and tidy fashion.
- It is not permitted to wear hoodies with the skirt or trousers.
- White V-necked tee shirts or base layers may be worn under the blouse but not coloured tee-shirts. Any visible base can only be white
- Uniform scarves only may be worn.
- Black leather shoes with no visible logos are permitted only. (Shoes and boots such as Uggs and Converse are not permitted for example)
- Canvas shoes are not permitted, as they do not provide adequate support.
- Leggings may not be worn with the skirt.
- We highly recommend each item of uniform should be clearly marked with a label.
- No non uniform items may be worn.

Students who do not adhere to the above code of behaviour will be asked to remove non-uniform items and will be given a sanction.

Students who repeatedly wear incorrect uniform may be sent home to change into the correct uniform items and/or parents may be requested to come to school with replacement items.

The items of uniform listed below may be purchased in School Wearhouse Ballymount.

- Brendella green check skirt or navy formal school trousers
- Green jumper with crest (navy for 6<sup>th</sup> Years only)
- 5 white long sleeve blouses
- 5 pairs of dark green knee socks (navy for 6<sup>th</sup> Years only)
- Navy opaque tights
- Black leather school shoes
- Green school fleece lined jacket
- School scarf

- Uniform labels

#### Games Uniform

- School tracksuit (only to be worn on P.E. and lunchtime sport days)
- Games skirt /jersey/ games socks (hockey and camogie)
- 3 white aertex blouses
- Navy uniform shorts
- Team tops and skorts can only be worn for training or matches but not during class time.

#### Jewellery

- One discreet necklace may be worn
- Studs allowed, but no facial piercings
- Discreet rings allowed

All students are expected to be well presented at school, this extends to uniform, jewellery and hairstyles.

Acrylic/false nails are not permitted.

### **Mobile Phone Policy**

Our mobile phone policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

- Where a student brings a mobile to school, the phone must be switched off (unheard and unseen) and may not be used on the school premises - at any time, for any purpose - unless directed by a teacher or in exceptional circumstances. This includes contact with parents. Students are directed to use the school telephone at reception to contact parents, if needed and if appropriate. Similarly, parents/guardians are asked not to contact students by mobile at any time during the school day. Contact should only be made through school reception.
- Neither photographs nor recordings (video or audio) may be made with mobile phones (unless with the express permission of a teacher/staff member.) Using phones to record a person without their permission can seriously infringe on a person's rights.
- Any student who does not adhere to the mobile phone usage guidelines will receive an instant detention.
- Students participating in school-related activities (e.g. study, extra-curricular activities, school trips, tours, and all school events) must abide by the mobile phone rules governing these activities. On occasions, students are permitted to take suitable photographs and recordings, with a teacher's permission, as shared by trip or activity organiser in advance.
- Incidents where students use mobile phones to bully other students are treated as serious breaches of discipline (See Anti Bullying Policy). It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- The school accepts no responsibility for loss, theft, or damage to mobile phones on the premises. The safety and security of mobile phones is wholly a matter for students/ parents/ guardians.
- It is strongly advised that students use passwords to ensure that no unauthorised use of their phones can occur.

The above should be read in conjunction with the Acceptable Use Policy and Anti Bullying Policy which reference mobile phones and other electronic devices.

Guidance and expectations around iPad and device use in school is contained in our Acceptable Use Policy and featured on our school website.

### **Detention**

The Year Head will set detention when a student receives minus three points. (See sanctions)

This will take place for one hour after school. Parents are given advance notice of their daughter's detention. An email will be sent via Compass on the Friday prior to the detention, outlining the reason for the sanction.

During detention students will complete a reflection sheet (restorative practice) and will engage in an activity useful for the school community. Homework and study are not permitted.

The reflection sheet must be returned to the detention supervisor, signed by the student, parent/guardian, and Year Head. It is essential that the school receives support from parents/guardians in this matter.

Detention must be completed at the allocated time. Exemption from detention for reasons such as after school activities or appointments will not be permitted. Failure to complete detention at the allocated time may result in suspension. If a student receives three detentions, a meeting may be called between the student, parent/guardian(s), and Year Head.

## **Suspension**

### **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:

1. Inform the student and their parents about the complaint
2. Give parents and student an opportunity to respond.

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

Parents and students will be given an opportunity to respond before a decision is made and before any sanction is imposed.

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

Where an immediate suspension is considered by the Principal to be warranted, a preliminary investigation will be conducted to establish the case for the imposition of the suspension. The formal investigation will immediately be followed by the imposition of the suspension. All of the conditions for suspension apply to immediate suspension. No suspension, including an immediate suspension, will be open-ended.

In the case of an immediate suspension, parents will be notified, and arrangements made with them for the student to be collected. The school will have regard to its duty of care for the student.

### **The period of suspension**

A student will be suspended for not more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed to achieve a particular objective.

If a suspension longer than three 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.

However, the Board of Management may wish to authorise the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion, subject to the guidance concerning such suspensions.

### **Clean slate**

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

### **Expulsion**

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

The Board of Management has the authority to expel a student.

### **The Grounds for Expulsion**

Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour such as, but not limited to the following:

- 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 severe damage to property.

### **Procedures when a pupil is unwell at school**

- The school, following Department of Education and Science guidelines, **does not** give medication to the pupils (some in very exceptional circumstances as outlined in our administration medicine policy.)
- A pupil who feels ill must report to reception, having first got permission from her class teacher to do so.
- At reception, where a room is set aside as sickbay, the secretary will log the pupil's name, class, and time of reporting.
- The secretary will contact parents.
- Parents are required to collect their daughter from sickbay, or to arrange for another responsible adult to do so. All arrangements with parents must be made through reception.
- Reception is open from Monday to Friday from 8.15a.m. until 4.15p.m.
- In the case of an emergency, the school may call a doctor or an ambulance to take the pupil to hospital, if the parents cannot be contacted and the school deems this to be prudent.

### **Attendance**

Under the Education (Welfare) Act 2000 every child must attend school regularly. Parents must inform the school of absences using the Compass App. The school is obliged to contact Tusla Education Support Service (TESS) if a student is absent for 20 days or more in the school year.

### **Outside the Classroom**

#### **School Library**

- The library is open Mon-Fri from 8.40am to 4.30pm. It is run by a professional Librarian.
- Quiet and co-operative behaviour is always expected in the library (unless activities taking place e.g., book club, talks etc.)
- All students have been issued with library cards. Students may borrow books (other than reference books) for up to 2 weeks.
- The library includes resource books for various subject areas, as well as reference books and a large fiction section.
- Sometimes teachers provide a reading list with a special topic. Such lists will include items that are in the school library, many of which are "for reference only" so they are always available for consultation and study in the library.
- No book may be removed from the library until the Librarian has recorded it on computer and the book has been stamped with the 'due back' date.
- Library books must not be damaged or defaced in any way.
- No food or drink should be brought into the library.

### **The Student Council**

The aim of the student council is to represent the views and interests of students in the running of the school. They listen to what their peers have to say and report back on any issues. It gives them an opportunity to express themselves and take responsibility.

Each form class elects a student rep and deputy rep in the first term to represent them on the Council. A new rep and deputy can be chosen every year for your class. The first years will elect their representatives before October midterm. At the beginning of each academic year, the new officers for chairperson, deputy chairperson, treasurer, secretary, and P.R.O are elected. The principal also gives out the badges to all reps. Ms. Lalor is the Student Liaison Officer.

Being on the Student Council allows you to represent your class and your classes voice. Student council is a great way to get your thoughts on the school across. For example, trousers have now been introduced into the school uniform via Student Council action.

The student council also organises a number of events throughout the school year such as:

- Breathe week
- Fundraising
- Competitions
- Talent show

### **Green Schools**

Loreto Beaufort is a green school and promotes sustainability throughout its work. It has a Green School Committee which organises events and competitions for all while making Beaufort a healthier, cleaner, and environmentally educated school community. Events include:

- Recyclable Christmas decoration competition
- Green week
- External competitions associated with the environment
- Green tips

### **Sport**

Here in Loreto Beaufort sport plays an integral part in our school life. We encourage you to get involved in some of the many sports we provide here in LHS: hockey, basketball, camogie, badminton, tennis, among many others. It is a wonderful way to meet new friends and enjoy the many physical and mental benefits physical activity provides us with. You can sign up for activities even if you haven't played the previous year. Have a chat with anyone in the PE Department for guidance and keep an eye on the PE Teams pages for upcoming events.

Signed (student) .....

Date: .....

Signed (parent/guardian) .....

Date: .....