

Positive Code of Behaviour

Our positive code of behaviour is drawn from our CEIST Charter

Promoting Spiritual and Human Development.	The policy allows us in Sancta Maria College to maximise the God-given talents of each student in our care.
Showing Respect for Every Person	The policy promotes an environment whereby each person is respected, and the dignity of each person is valued.
Creating Community	The policy clearly sets out the parameters, allowing parents/guardians, students and the College to work together towards a common purpose and creating a sense of community.
Achieving Quality in Teaching and Learning	The policy is built around creating the conditions to inspire and motivates the learning process.
Being Just and Responsible	This policy by clearly explaining the expectations of positive behaviour, students are more in control of their journey.

Positive Code of Behaviour Code for Sancta Maria College

The Code of Behaviour has four elements:

- Expectations of Behaviour
- Rewards and Affirmation
- Some School Rules and Practices
- Discipline Code

EXPECTATIONS OF BEHAVIOUR

Being an educational community means that:

1. Every person in the College community contributes to the culture of learning; collaboration and participation are experienced and practised in the College.
2. The progress and personal growth of each student is important. It is supported as much as possible within the parameters of college resources and within the partnership of Board of Management, staff, students and parents.
3. Students are encouraged to be aware of their own learning strengths and needs.
4. Students are encouraged to recognise their different gifts and to share their talents with others.
5. Students are expected to follow and abide by the classroom rules.

Respecting every person in the College community means:

1. Recognising and affirming achievements and efforts
2. Presenting oneself with care and abiding by the college uniform policy.
3. Being supportive and understanding of, and helpful towards, others, especially when they are having difficulties.
4. Being forgiving – restoring communication and rebuilding relationships after misunderstandings/disagreements or failure to follow the positive code of behaviour.

Caring for others means caring for the environment by:

1. Taking pride in, caring for, and reporting damage to, the grounds, buildings, furniture, equipment, etc.
2. Respecting the personal belongings of others

REWARDS AND AFFIRMATION

The College emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student has different capabilities and talents. We try to offer support and guidance to students experiencing difficulties.

The College seeks to reward students for consistent effort and participation, academic achievement, sporting achievement and any curricular or co-curricular achievement.

Students are rewarded by affirmation and encouragement, by commendations via email, points on VSWARE, at assemblies, in the newsletter and with awards and prizes.

The best reward is a stress-free learning environment where each person feels valued and at ease.

SOME SCHOOL RULES AND PRACTICES

1. Students must always be respectful and courteous to other students, all staff, and visitors.
2. Students must be in school early enough to be ready for first class at 8:30 a.m. The first bell goes at 8.25 a.m to allow students time to be at the first lesson. Late arrivals report to reception where their journal will be stamped with the 'Late Stamp'. The bell will also go at 1.30 p.m. to allow students time to get to their first class after lunch at 1.35 p.m.
3. Students must have their journal, books, homework, and equipment ready for each class and be punctual for every class throughout the day.
4. Once class has commenced, students are expected to participate in their learning and may not:
 - Interrupt the learning of other students.
 - Eat or drink (except for water)
 - leave the classroom without teacher permission.
5. Absence from school: A parent/guardian must submit a signed note via the school app (version 5) to the Year Head and Deputy Principal. The note must have a reason for the student's absence, as the college has an obligation to report to the Child and Family Agency on student absences.

6. If a student in school becomes ill, they must report to the Principal, Deputy Principal or Year Head and their parents/guardians will be contacted through the school office. Students are not permitted to contact home using their iPads, phone, or other devices. Junior Cycle students will be permitted home only in the company of a parent/guardian.
7. If a parent/guardian wishes for a student to leave the school for an appointment during the school day, the parent/guardian must submit a note of explanation on the School App to their Year Head and Deputy Principal the day before the planned partial absence. The student must report to their Year Head and/or Deputy Principal prior to leaving the school building to confirm permission to leave at the appointed time.
8. Only senior cycle students (TY – 6th Year) have permission to leave the school grounds during lunch time.
9. Students must wear the correct uniform to and from school and in school. Sports T-shirts and runners must not be worn with the school uniform. PE uniform is only to be worn on days that the student is timetabled for PE classes. An incorrect item of uniform, such as an incorrect outdoor jacket or runners will result in negative points recorded on VSWARE.
10. Students who have permission to leave the school at lunchtime (Transition Year, 5th Year and 6th Year) or those who are going on a school trip to, for example, a careers event, must wear the correct school uniform. Students not in correct school uniform will not be permitted to go on visits/ excursions. Full outdoor uniform is required for all sporting events.
11. Discreet jewellery and discreet nails (with no extreme length) are permitted as deemed appropriate by senior management. A small nose stud is the only facial piercings permitted.
12. Mobile phones must be turned off from 8:30 a.m until 3:35 p.m. Any mobile phone switched on will be confiscated and dealt with under Stage 3 of our positive code of behaviour. Should a student need to contact home, they must do so with the permission of a teacher through reception.
13. Students are not permitted to be in possession of cigarettes, vaping products, alcohol or any illicit drugs in the College buildings or grounds. Students are not permitted to smoke or vape in the College buildings or on college grounds. Reports to the College regarding a student smoking or vaping outside the College grounds in school uniform will be forwarded to parents/guardians.
14. Students are only permitted to use earphones/wireless earphones when given permission by a teacher.
15. All students must follow the College's uniform policy. This includes wine school skirt or navy school trousers, Wine jumper (round neck for 1st yr -3rd yr with college crest). White shirt blouse, navy or black knee length socks, navy or black tights, plain black flat shoes (canvas shoes or runners are not allowed). Uniform for sport and games include white sports blouse (polo shirt) x2, navy track suit pants, runners appropriate for PE (with support for foot and solid sole), College PE sweatshirt, white socks, navy shorts, top and skirt for those who wish to play for hockey teams. For outdoors navy forecast jacket with wine crest and school scarf. College approved hijab (navy/black only) for students who wish to wear one. Hijabs must be worn neat

- and tidy. Hijabs must be tucked under the jumper for health and safety in certain subjects as deemed appropriate by the subject teacher.
16. Students are responsible for their own belongings. Every item brought to school should be clearly marked with the student's name. Any article of value brought to school in exceptional circumstances should be left in the office for safe keeping. The school is not held responsible for any articles lost or stolen on the premises.
 17. Lockers are available for the use of students. It is the responsibility of each student to ensure that their locker is secured with a suitable padlock. Personal belongings, including clothing and sports equipment, may be left in school only when secured in lockers. We remind students that lockers are the property of the school and can be inspected by school authorities at any time without the student's consent.
 18. To maintain an orderly and safe environment:
 - Students must always keep to the left on stairs and corridors.
 - Students must move safely around the College building and grounds.
 19. When on trips and outings away from the school, each student is expected to remember that they go as a representative of their school and must always behave in an exemplary manner, complying with all directions of the person/s in charge. All school rules remain in force while participating in such trips and outings, including the ban on smoking/Vaping/e-cigarettes and the consumption of alcohol and/or other illegal substances. Parents/Guardians are obliged to sign permission slips provided by the teacher in advance of an outing. Failure to do so may result in a student being unable to participate in a particular outing. Sancta Maria College reserves the right to refuse a student access to an outing where the student has a poor disciplinary record.

iPads Usage

1. Students are allowed the use of this device exclusively for School instructional use. The purpose of the iPad is to enhance classroom learning.
2. Students will practise extreme care when using their iPad. It is expected that the student will maintain control of the iPad at all times. The tablet will be transported exclusively within its appropriate case and handled with care.
3. As a student at Sancta Maria College students are expected to uphold all copyright laws, value and protect the privacy of information. Do not share your passcode, email / Microsoft 365 password or account information with anyone else.
4. The student, in whose name the iPad is issued, will be always responsible for its appropriate use. Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.
5. Students are expected to use their iPad for subject content only. Students who are found in breach of this rule will be sanctioned as per the positive behaviour code.
6. iPads must be brought to school each day in a fully charged condition. Students must charge their iPads each evening. Charging in school is prohibited.
7. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

8. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Repeat violations will result in action as detailed in section Student Positive Code of Behaviour Policy and / or on VSWARE.

Parents/Guardians Responsibilities

- To encourage students to have a sense of respect for themselves and for the property of others.
- To ensure that students attend the College regularly and punctually.
- To be interested in, support and encourage their child's schoolwork.
- To be familiar with the Positive Code of Behaviour and support its implementation.
- To co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- To communicate with the College in relation to any problems which may affect their child's progress/behaviour.
- To ensure that there is a good environment for homework.
- To provide boundaries around activities outside of school hours that would interfere with successful application to study and homework.
- To ensure that students complete assigned homework.
- To engage with any emails, App messages or journal notes sent home.

Additional Education Needs Section

This should be read in conjunction with the Sancta Maria College Whole School Inclusion Policy and the Acceptable Use of Assisted Technology Policy.

Sancta Maria College is committed to supporting the diverse learning needs of all its students and recognises that some accommodations/adaptations may be required to implement the Positive Code of Behaviour for students with Additional Education Needs (AEN) in order to promote positive behaviour. AEN Students may need support to conform to the behavioural standards and expectations of the school.

Sancta Maria College will use positive reinforcement and interpersonal supports to build positive relationships and will engage in proactive planned intervention using the Continuum of Support to respond to identified needs. Where necessary information/data will be gathered to create Behaviour Support Plans to promote positive behaviour. This emphasises early intervention to prevent and reduce the likelihood of behaviours of concern emerging. Plans will be created and reviewed through close collaboration between teachers, parents, outside professionals and students.

Ladder of Referral

The procedures for dealing with incidents of unacceptable behaviour/breach of the College rules are referred to as our 'Ladder of Referral'. The basic principle is that the more serious the incident, the higher up the ladder it is dealt with varying degrees of response.

Stage 1 & 2

Each subject teacher has responsibility for promoting positive behaviour in his/her own classroom. With the help of consistent rules and routines in class/school, occasional minor behaviours for concern should be attended to effectively by the classroom teacher. Subject teachers may use some of the colleges agreed sanctions. Subject teachers should record all incidents of failure to meet expectations in their own records and on VSWARE where necessary. The subject teacher will use the relevant forms to refer a student to the Year head, Guidance Counsellor or AEN Coordinator where necessary.

Stage 3 & 4

Each year group is assigned a Year Head. The Year Head has special responsibility for the year group and has a pastoral and disciplinary role to play for the students in their year group. Year Heads usually deal with more serious offences or an accumulation of minor offences. Year Heads can impose school sanctions as per the positive code of behaviour. Year Heads should keep detailed records of student conduct and may enter them onto the school VSWARE system.

Stage 5 & 6

Students whose behaviour has not modified despite the schools' best efforts will be referred by the Year Head to the Deputy Principal/Principal.

The principal informs the Board of Management of all suspensions and recommendations of exclusion (see section on Suspension and Exclusion in Stage 6).

School Structures & Interventions Supporting Positive Behaviour

Year Head: All year groups are allocated a Year Head who takes a particular interest in the welfare, behaviour and progress of students in the year. The Year Head is available to meet with students and parents, by appointment, to promote and support positive behaviour and the development of good habits of attendance, punctuality, work ethos etc.

Class Teacher: Class Teachers are allocated to each class group and liaise with teaching staff and students to promote positive behaviour and to support students in their social and academic development.

Student Induction: Student Induction sessions are undertaken for each year group at the beginning of the year. These sessions provide information to students on school life, curriculum content and school expectations regarding behaviour.

Year Group Assembly: The importance of positive behaviour is reiterated during Year Group Assembly. The Year Head, Principal and Deputy Principal reinforce school expectations, affirm positive achievements & successes, and promote a sense of community.

Student Award: Students may receive a school award in recognition of their excellent behaviour and contribution to school life.

Care Team: The Care Team meets on a weekly basis and comprises of the Principal, Deputy Principal, AEN Coordinator and Guidance Counsellor.

Referral to the Guidance Counsellor: Referrals to the guidance counsellor can be made by teaching staff using the referral form or through self-referral by students if deemed appropriate.

SPHE Programmes: The Social Personal & Health Education Programme in Junior Cycle emphasises respect, co-operation, community living, tolerance and teamwork with an emphasis on personal responsibility for behaviour. Particular care is taken to incorporate the Positive Code of Behaviour and the school's Anti-Bullying Policy into the curricular content and activities experienced by students.

Wellbeing Class: Every student in the college will have a wellbeing class each week.

Extra-Curricular Activities: Involvement in extra-curricular activities promotes wellbeing and contributes greatly to a positive school environment and a sense of community.

Referral to Outside Agencies: When appropriate, students may be referred to agencies outside of the school to address misbehaviour or to provide support in changing behaviour. Referrals require the consent of parents/guardians and may involve GP referral.

Discipline Code

At Sancta Maria College all behaviour is recorded on VSWARE using a points-based system. The system is designed to reward our students for positive behaviour. Points may be deducted for breaches of positive code of behaviour.

Stage 1

Behaviour	Staff member	Consequences	Points
Student does not have journal, books, iPad, other materials or homework in class or is not actively engaging in class	Teachers	Teachers may: <ul style="list-style-type: none"> • Give a verbal warning. • Record on VSWARE 	0

Student is late to class	Teachers	Teachers may: <ul style="list-style-type: none"> ● Give a verbal warning. ● Record on VSWARE 	0
Student is eating, drinking without permission or chewing gum in class.	Teachers	Teachers may: <ul style="list-style-type: none"> ● Give a verbal warning. ● Record on VSWARE 	0
Student is wearing jewellery that is not included in the jewellery list in the policy.	Teachers	Teachers may: <ul style="list-style-type: none"> ● Give a verbal warning. ● Record on VSWARE 	0
Student interrupts learning	Teachers	Teachers may <ul style="list-style-type: none"> ● Give a verbal warning. ● Record on VSWARE 	0
Student speaks with disrespect to any person in the school community	Teachers	Teachers may: <ul style="list-style-type: none"> ● Give a verbal warning. ● Record on VSWARE 	0
Students found in breach of the rule regarding walking on the left-hand side of corridors and stairs.	Teachers	Teachers may: <ul style="list-style-type: none"> ● Give a verbal warning. 	0

Stage 2

Behaviour	Staff Member	Consequence	Points
Student is persistently in breach of any Stage 1 misdemeanour.	Teachers	Teacher's will: <ul style="list-style-type: none"> ● Record on VSWARE ● Points given. ● Email/phone parent/guardian 	Points to be decided
Student is uncooperative/	Teachers	<ul style="list-style-type: none"> ● Record on VSWARE ● Points given. 	Points to be decided

engages in negative behaviour		<ul style="list-style-type: none"> Email/phone parent/guardian 	
Student in breach of rules around uniform, piercings, nails, hair and earphones/ wireless earphones.	Teachers	<ul style="list-style-type: none"> Record on VSWARE Points given. Email/phone parent/guardian 	Points to be decided

Stage 3

Behaviour	Staff Member	Consequence	Points
Student is persistently uncooperative or engaging in negative behaviour	Teachers	<p>Teachers will:</p> <ul style="list-style-type: none"> Record on VSWARE Record in journal Points given. Email/phone parent/guardian In-School detention Send a Year Head Referral form by email to the Year Head detailing actions taken. <p>Year Head may:</p> <ul style="list-style-type: none"> Place student 'on report' by which the student must have conduct card signed by a teacher at the end of each class for a nominated number of days. Year Head will inform parents/guardians via email. 	Points to be decided

Student found in possession of a mobile phone at any time throughout the school day	Teachers	Teachers will: <ul style="list-style-type: none"> • Phone is confiscated. • Collected by student at end of day from office. • In School detention • Recorded on VSWARE. • Points given. • Inform parents/guardians via email/ phone. • Send a Year Head Referral form by email to the Year Head detailing actions taken. 	Points to be decided
Student is in persistent breach of rules around school uniform	Teachers	Teachers will: <ul style="list-style-type: none"> • Record on VSWARE. • Record in journal • Points given. • Referral to year head. • In School detention. • Inform parents/guardians via email/phone. • Send a Year Head Referral form by email to the Year Head detailing actions taken. 	Points to be decided
Damage to school property		Teachers will: <ul style="list-style-type: none"> • Record on VSWARE • Record in journal. • Points given. • In-school detention. 	Points to be decided

		<ul style="list-style-type: none"> • Inform parents/guardians via email/ phone. • Send a Year Head Referral form by email to the Year Head detailing actions taken. 	
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*The Year Head may request a meeting with parent/guardian to discuss continued misdemeanours.

Stage 4

Behaviour	Staff Member	Consequence
Student does not arrive to in-school detention as arranged	Teacher, Year Head	In the case of absence, parents/guardians contact the school by 11:00 a.m. on the day of detention to arrange an alternative in-school detention date. If there is no contact from parents, Year Head will inform Deputy Principal and Deputy Principal may issue an after-school detention Student is present in school but does not arrive to the in-school to detention as arranged, the teacher who assigned the detention will reschedule the detention to an after-school detention.
Student receives three in-school detentions	Year Head	Year Heads will: <ul style="list-style-type: none"> • Issue an after-school detention. • Inform parents/guardians via email
Student is absent from class or leaves school without permission	Staff member	Teachers will: <ul style="list-style-type: none"> • Issue an after-school detention. • Send a Year Head Referral form by email to the Year Head detailing actions taken.
Student refuses to hand up a mobile phone for confiscation	Teacher Deputy Principal	Sanction as per Stage 2 and Teacher makes referral to Deputy Principal. Deputy Principal will: <ul style="list-style-type: none"> • Inform parents/guardians via email/phone. • Arrange a meeting with Parents/Guardians.

		<ul style="list-style-type: none"> • Issue after-school detention. • Send a Year Head Referral form by email to the Year Head detailing actions taken.
Serious disrespect to others	Staff Member	Staff Member will: <ul style="list-style-type: none"> • Issue after-school detention. • Send a Year Head Referral form by email to the Year Head detailing actions taken.

Stage 5

Behaviour	Staff Member	Consequence
Serious breach of any school rule or damage to property	All teachers report to the Deputy Principal	Principal may: <ul style="list-style-type: none"> • Issue a suspension for up to 5 days. • Students may be asked to repair the damage in some way.
Tampering with fire alarm or refusal to follow the fire evacuation plan	Principal or Deputy Principal	Principal may: <ul style="list-style-type: none"> • Issue a suspension for up to 5 days.
Student does not arrive to after-school detention as arranged.	Year Head	Year Head will: <ul style="list-style-type: none"> • Reschedule the after-school detention • Place student on report • Arrange a meeting with parents/guardians
Student persistently does not arrive to after-school detention as arranged	Year Head	Principal may issue an internal, full-day suspension.
Student engages in a physical altercation or physically harms/ threatens to harm any member of the school community	All staff report to the Deputy Principal/Principal	Principal may: Issue a suspension for up to 5 days. Arrange for parent/guardian to collect the student
Student receives three after school detentions	Year Head	Principal may: Issue an internal full-day suspension or an out of school suspension

Student engages in any illegal behaviour while engaged in any school activity within the school building or on school premises.	All staff report to the Deputy Principal.	Principal may: Issue a suspension for up to 5 days
Student makes unfounded or vexatious complaints/allegations about a teacher or any member of the school community	Principal	Principal may: <ul style="list-style-type: none"> Issue a suspension for up to 5 days.
Student found in possession of cigarettes/vaping equipment/Alcohol/ illicit substances	Principal	Principal may: <ul style="list-style-type: none"> Issue a suspension for up to 5 days.
Students engages in any activity that stores or shares data on social media, of staff or other students, without prior approval. Activity may include but is not limited by: <ul style="list-style-type: none"> Images Videos Teacher's name Teacher's identity 	Principal	Principal may: <ul style="list-style-type: none"> Issue a suspension for up to 5 days.

Stage 6

Behaviour	Staff Member	Consequence
Major serious misdemeanours.	Principal and Board of Management	Student is suspended pending a meeting of the Board of Management Parents are notified of the details and invited to attend the Board of Management meeting. If the board decides to suspend for 6 consecutive days, a report is sent to the Child and family agency.
Ongoing misbehaviour resulting in more than 5 accumulated days of suspension	Discipline Committee- Year Head, Deputy Principal & Principal Board of Management	Meeting of Discipline Committee to review the behaviour and record of student. Committee meets parents. Recommendations may include: Counselling for student. Parent/student signing a contract for good behaviour. Referral to the Board of Management as anonymous student profile.
Ongoing misbehaviour resulting in 15	Principal & Board of Management	Referred to Board of Management with all documentation of the student included.

accumulated days of suspension		Parents are notified of the details, invited to attend the Board Meeting and given an outline of future consequences including possible expulsion.
Ongoing misbehaviour resulting in more than 20 days of suspension	Board of Management	Parents are invited to attend Board Meeting. Board considers options as to what is best for the students and other students in the College, up to and including expulsion. In the event of exclusion, the board notifies the parents of their right to appeal within 42 days. A report is sent to the Child and Family agency.

Positive Behaviour

Fixed points = + (max 5 points)

Social	Personal	Learning and Teaching	Reward Each term
Being kind Communicating well with others Community action	Improvement in attitude/behaviour Patience	Exceptional effort Helping others/peers	<ul style="list-style-type: none"> • Positive affirmation email at beginning of staff meeting. • Homework Pass (1st -3rd years). • Breakfast morning/lunch (TY- 6th years). • Certificate. • Outside/ Guest Speaker/ Workshop/ Retreat. • Medal/ Acknowledgement from staff at awards ceremony with speech. • Token from Sancta Maria College.
Positive attitude Random act of kindness	Team player	Perfect attendance for half term/full term	
Including others	Showing initiative		
Social awareness and action	Improvement for student on report on attendance/ punctuality at discretion of Year Head		

YH and Senior Management can award fixed points to students for extra work done and acknowledge in front of Year group.

Link to other policies/documents

Other school policies / draft policies that have a bearing on the Code of Positive Behaviour are:

- Child Safeguarding Policy
- Social, Personal and Health Education (SPHE) Policy
- Inclusion Policy Anti-Bullying Policy
- Admissions Policy
- Health & Safety Statement
- Special Educational Needs Policy

This list is not exhaustive, and other future policies may also have a bearing on our Positive Code of Behaviour.



Mr. PJ Gannon
Chairperson of the Board of Management

Date: 31/08/2023



Mr. Tom O' Meara
Acting Principal

Date: 31/08/2022

