



Code of Behaviour

The following policies and procedures form part of our school's Code of Behaviour and can be accessed on the school website. Certain key regulations can be found in the student journal. It is important that staff read through these protocols. These policies and procedures will be updated within relevant timeframes and consultation will take place between all stakeholders and will then be agreed by the school's Board of Management.

Excerpts of some of these important policies are included in the student's journal and the teacher's handbook. All up to date and agreed policies will be accessible on the school's website.

- Anti-Bullying policy
- Attendance and Punctuality
- Child Protection policy
- Disciplinary procedures
- General rules for students
- Grid of misconduct/sanctions
- Guidelines for staff/parent communication
- Health and Safety policy
- Homework and Study policy
- Mobile phones in school procedures
- Substance Misuse policy
- Suspensions/Expulsion policy
- Uniform Policy and procedures

From time to time certain procedures in school will need to be amended. The school will endeavour to always communicate any policy or procedure adaptations with parents/guardians and students before enacting such changes.





St. Farnan's Anti-Bullying Charter

We have the right to a safe and secure school environment. We have the responsibility to make our school a safe and secure environment for all. **Our definition of bullying:**

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person(s) and which is repeated over time.

Our school community is **F.A.I.R.**

Friendly, Accepting of differences, Inclusive of all, Respectful of each other

We aim to foster a positive school culture founded on the principles of FAIR. Our school community will do this by:

- Anti-bullying policy
- Communicating to your son/daughter the expectation of treating all other pupils fairly.
 - Engaging with them on all aspects of school life.
 - Monitoring their use of social media
 - Positive behaviour committee and initiatives
 - Reporting incidents to an adult/teacher.
 - SPHE curriculum and weekly timetabled SPHE classes
 - Treating all other pupils FAIRly
- Wellbeing plan - running appropriate workshops to cover topics like: bullying, mental health LGBTQI+
 - Whole school events to promote awareness of acceptable behaviour



Cothrom na Féinne (fair play)



St. Farnan's Post Primary School Journal regulations:

This school journal is the main form of communication between student and parents / guardians and teachers. The following are guidelines for the appropriate use of the journal:

- Students must have their journal with them every day and at all times in class.
- Journals must be presented on each student's desk in every class.
- Each journal must have all relevant information filled out and be signed by parents/guardians.
- Each student's timetable must be fully completed on the inside cover.
- All homework and classwork assigned in each subject class must be recorded each day.
- Notes from parents/guardians must be written into the appropriate section of this journal.
- **This journal is NOT a private diary and must be produced when requested by staff. The school reserves the right to retain a journal or copies of it in the school files for reference purposes.**
- Defacing the journal is not permitted.
- Students are NOT permitted to write in any other student's journal.
- If a student loses their journal, they must immediately let their tutor know. This is a serious matter and a Year Head will assign a new journal if appropriate.
- Each student's journal must be signed by their parent/guardian on a weekly basis.
- Parents/guardians are reminded to write absent notes in the appropriate section at the back of the school journal.
- Notes of a personal nature should not be written into the school journal but should be sent in an envelope to the teacher/tutor/Year Head.
- Inappropriate notes may be removed by the Principal.

Parents, guardians and students sign: We have read and understood the following school policies and procedures and we agree to abide by them and any amendments as made by the school and the Board of Management from time to time.



Procedures regarding Student Mobile Phones

2023

AIMS & OBJECTIVES:

- To ensure that Teaching and Learning can proceed without interruption in every classroom across the school day.
- To assist in the prevention of bullying via mobile phone/device.
- To protect all members of the school community from uninvited attention via mobile phone/internet, camera or video technology.

Code of Practice Procedures: Mobile phones* can only be used for educational purposes in a classroom setting when a teacher is present and has given explicit instruction for the use of a mobile phone/device to be used for a specific educational purpose.

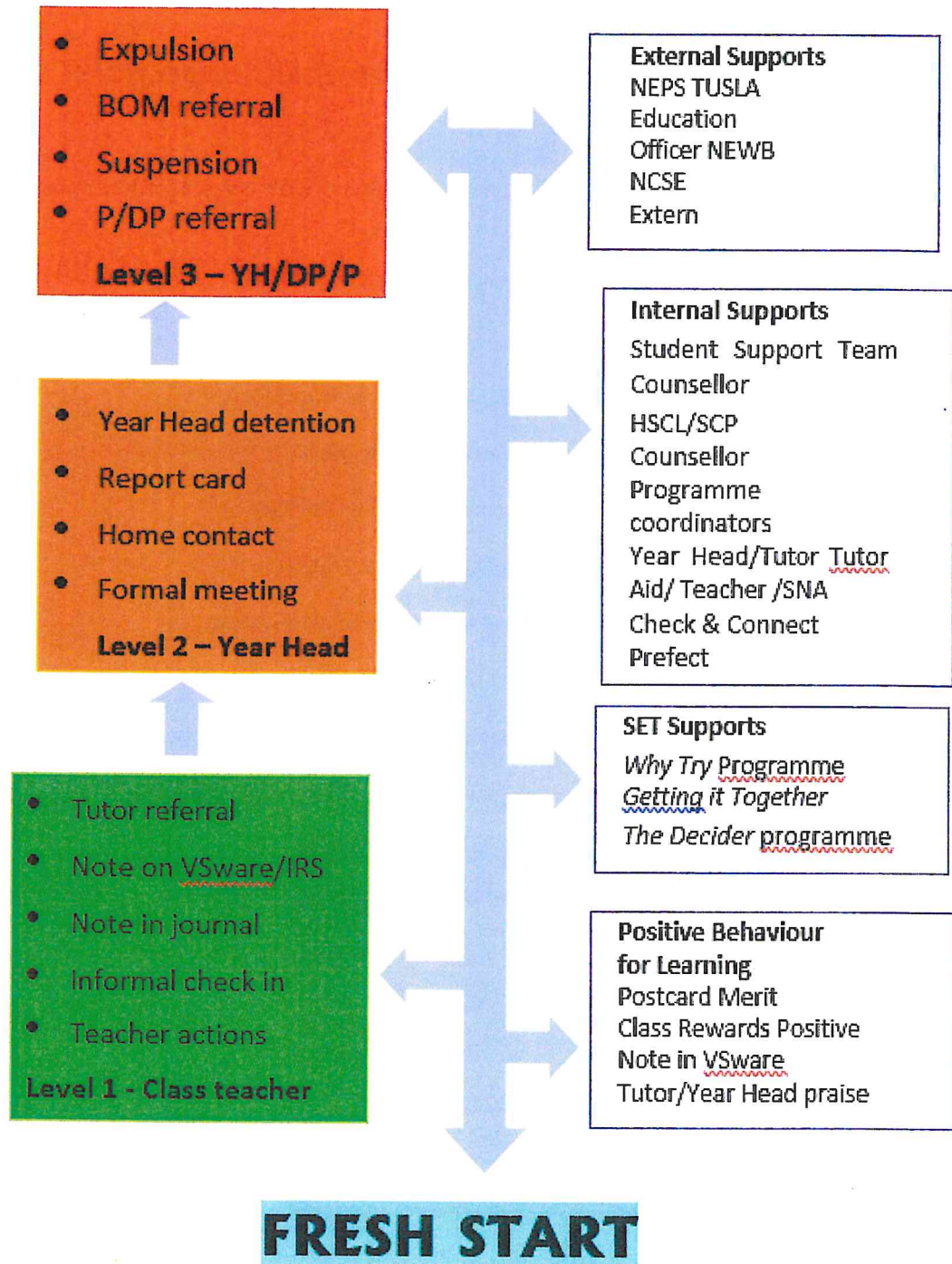
At no other stage can a mobile phone/device be used within the school building or grounds. All mobile phones must be turned off for the duration of the school day and the whole time that students are in the school grounds for. Turning a phone on 'silent' is not the procedure as at times, depending on the set up, a mobile may still ring and disrupt a class.

- Students who use their phones outside of this setting will be reminded of the school rule firstly. The school phone at the front office is the ONLY phone to be used when contacting home. Students are not allowed to text or phone from their mobiles nor use any other apps to communicate with anyone else from the time that the student enters the school until the time that the students leaves the school grounds.
- Flagrant disregard of this rule will mean that the student's phone will be confiscated and passed to their Year Head, who will follow our procedures regarding return of phone. Refusal to hand over ones mobile phone will be regarded as a serious breach of our school's code of behaviour and could lead to a more serious sanction.
- If a parent needs to contact a student they may do so by ringing the office on 045 868152. Parents/Guardians, please DO NOT contact your son/daughter via their mobile phone as this may lead to unforeseen consequences.
- If a student urgently needs to communicate with their parent/guardian, permission must be sought from their tutor/Year Head, Deputy or Principal and they must only use the school phone at the front office.
- For students who take supervised study or are on a school activity where a mobile phone/device is necessary to arrange for collection etc., students may only use their device after the activity and with the express permission of the teacher in charge.
- Any intentional or unintentional breach of personal data protection/GDPR rules within the school because of the use of mobile phone/device photography/videography/audio recording etc. is illegal. Students must not record/send or upload any photos/audio/video taken in school without the express permission of the Principal. Any student who breaks this rule and shares data with any person/s or uploads to an internet site is considered to be breaking this school rule.

*Mobile phones in this case also refer to cameras and all other electronic devices including any other wearable device with audio/video/internet capability and/or recording capability.



Responses to Student Behaviour Referral Ladder





Level 1	Level 2	Level 3
Behaviours of Concern	Behaviours of Concern	Behaviours of Concern
<ul style="list-style-type: none"> • Constantly talking out of turn • Disengagement • Distracting T&L • Inappropriate language (level 1) • Lack of materials (more than once) • No homework (more than once) • Punctuality (more than once) • Throwing paper/litter • Uniform policy issue 	<ul style="list-style-type: none"> • 3 behavioural notes in journal from different teachers • Changes in behaviour • Completed Incident Report Sheet (3 steps/actions) • Inappropriate language (level 2) • Ongoing issues re: Uniform policy • Out of class without permission • Refusal to follow instruction • Student attendance 	<ul style="list-style-type: none"> • Changes in behaviour • Defiance • Inappropriate language (level 3) • Intimidation/bullying • Leaving school without permission/Truancy (ongoing) • Physical fighting • Smoking/Vaping • Student attendance • Substance abuse • Threatening behaviour
Suggested Teacher Responses	Suggested Year Head Responses	Suggested YH/DP/P Responses
<ul style="list-style-type: none"> • Check in after class • Detention • Differentiation • Incident Report Sheet/Note on VShare/ Note in journal • Non-verbal reminder • Phone call home (liaise with tutor/YH) • Re-positioning of teacher • Rule reminder • Seating plan • Tutor referral • Verbal warning 	<ul style="list-style-type: none"> • Meeting with student • Negative note in journal • Note on VShare • Phone call home • Report Card • Restorative meeting with student • Student Support Team referral • YH Detention 	<ul style="list-style-type: none"> • BOM referral/ Exclusion • Internal/SET supports • Investigate based on referrals • Phone call home before & after suspension/disciplinary action • Refer to and liaise with • Refer to and liaise with external supports • Refer to DP/P • Restorative meeting with student • Seek advice from P/DP/YH/ internal supports • Suspension
Positive Affirmations	Positive Affirmations	Positive Affirmations
<ul style="list-style-type: none"> • Begin a fresh start • Merit • Positive notes on VShare • Positive tutor/YH referral • Postcard • Verbal praise 	<ul style="list-style-type: none"> • Merit in journal/on VShare • Phone call home • Postcard • Support a fresh start • Verbal praise 	<ul style="list-style-type: none"> • Phone call home • Postcard • Record on VShare • Support a fresh start • Verbal praise

*All bullet points on this page are in alphabetical order and are not designated in order of serious misconduct



Uniform and Personal Presentation 2023

AIMS & OBJECTIVES:

- It is the policy of the school that all pupils wear a uniform during school activities. This includes time spent on the premises before and after class. The wearing of a uniform helps to promote a positive image for the school and maintains the high standards we expect of our students.
- It makes pupils recognisable as members of the school and contributes to the development of a sense of pride in the school.
- The wearing of a uniform prevents competition among pupils in the matter of dress and therefore reduces costs for parents/guardians and the wearing of a uniform contributes to better order on the school premises.
- Student's uniforms will be checked regularly by their class teachers/tutor/Year Head. Any students missing any items must have a note from their parents/guardians. Repeated infringements will be followed up through the Code of Behaviour sanctions.
- The wearing of a uniform is **compulsory** in school and at school related activities unless otherwise specified. Students are expected to have a neat well-groomed appearance with only items of uniform visible. Uniform should be clean and neat at all times. Students are advised that back-up items of uniform are advisable as excuses such as "in the wash", "lost", "damaged" or "too short/tight" will not be accepted.

Boys Uniform:

- Dark grey school uniform trousers, wine jumper with crest for junior cycle and black jumper with crest for senior cycle
- Regular white cotton shirt with collar (polo shirt not acceptable).

Girls Uniform:

- Dark grey school uniform trousers or tartan skirt. Wine jumper with crest for junior cycle and black jumper with crest for senior cycle.
- Regular white cotton shirt with collar (polo shirt not acceptable). Black knee socks/tights with skirt.

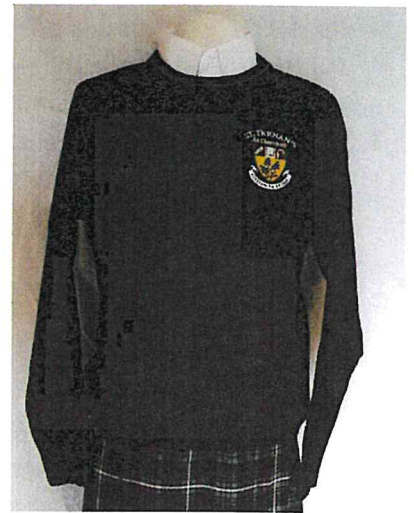
Notes: All students must have a school crested black jacket. Other coats, jackets and other non-uniform items may not be worn in class, class related activities or in the school building. Students are not allowed to wear hoodies, other pull-over tops over their jumpers whilst in school.

- **Footwear:** Students must wear plain low-heeled black school shoes or fully black school shoe-type runners. For PE, all students must wear appropriate runners.

Personal Presentation:

Jewellery, piercings and Make-Up:

- One ring on each hand and one small earring on each ear are permitted.
- No nose, lip or other piercing is allowed.
- Unusual coloured hair is not acceptable.
- Excessive 'Make up' will not be acceptable and students will be asked to remove it.
- In the event of a dispute regarding the acceptability of a pupil's uniform, the Principal is the arbiter.



The official school uniform is available from Savi Clothing. www.saviclothing.com or by email at vincent@saviclothing.com



Guidance, Counselling, Home School Completion and Community Departments

Guidance Counsellor: Anita Cleary

Home School Community Liaison: Jennifer Reilly

School Completion Programme coordinator: Caroline Cooke

School Counsellor: Annette Duggan

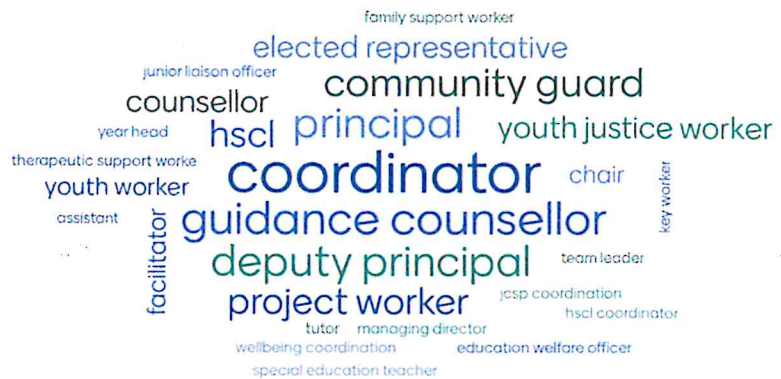
The School Care Team consists of the above personnel, the Principal, Deputy Principal and each Assistant Principal 1 Year Head. The Care Team meet once a week (1st, 2nd & 3rd year Junior meeting and TY, 5th & 6th Senior meeting) There are many ways that students and families can seek support and advice from our School Care Team:

- Students can request a meeting with our Team or Parents/Guardians can request a meeting by placing a call to the main office or by contacting them directly by email.
- Students and parents/guardians can arrange a visit/appointment through the student's tutor/Year Head if necessary.

Each time a student is visiting a guidance counsellor, for example, the students must make sure that they are marked into VSware correctly by their teacher and counsellor.

The School Guidance plan and all our personnel involved in helping our students, aims to provide a confidential and appropriate programme whereby students can seek support services to help and develop them throughout the many different stages of school and issues which may arise from time to time. Personal, social, careers, teaching and learning and life choices support can be provided. At times, the Care team may suggest outside agencies are necessary and should be involved where a greater need is identified.

The Principal (or Deputy Principal), in the role of Designated Liaison Person (DLP) has a statutory duty to report Child protection issues and concerns to Tusla. Each teacher in St. Farnan's is also a mandated person and is obligated to report concerns or issues of this nature to the DLP or Deputy DLP.



ST. FARNAN'S POST PRIMARY SCHOOL, PROSPEROUS

CODE OF BEHAVIOUR

Mission Statement

St. Farnan's is a school community, which strives to be inclusive and caring. We aim to develop all students to reach their full potential, personally, academically and spiritually, so that they may enrich the school and wider community."

The Student Behaviour Policy in St. Farnans underpins and supports our Mission Statement.

Our student behaviour policy and practise guidelines have been developed in the context of a supportive and caring environment in which we endeavour to teach students to take responsibility for their actions. We also take every opportunity to recognise the positive qualities in every student and to celebrate improvement and achievement. These are the cornerstones of the Student Behaviour Policy and inform all aspects of the way the Policy is implemented in our school.

The Student Behaviour Policy of St. Farnans was drawn up in conjunction with students, parents and staff.

Aims of "Student Behaviour Policy"

To develop a moral framework within which initiative, responsibility and sound relationship can flourish.

To provide an environment in which students feel safe, secure and respected.

To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.

We aim to maintain a positive climate where mutual respect and co-operation are fostered throughout the school community, and where lapses are treated with constitutional and natural justice.

We strive for reasonableness at all times in the implementation of rules and sanctions. Our Student Behaviour Policy provides for the implementation of rules and sanctions. We aim to implement it in a manner that is consistent and fair to all students.

At all times, in our dealings with Pupils on matters of discipline, the teacher will act in a courteous manner and apply the rules of natural justice.

Objectives of "Student Behaviour Policy"

The Student Behaviour Policy will encourage and enable students to show:

- Self confidence
- Self control

- Sensitivity and consideration for others
- A pride in themselves and their School
- An interest in their activities.

The Student Behaviour Policy will allow students to develop:

- Responsibility for their learning and their environment
- An independence of mind
- A sense of fairness
- An understanding of the need for rules
- A respect and understanding for others' ways of life and different opinions
- Non-sexist attitudes
- Non-racist attitudes
- A consistent approach to work and learning
- A sense of self worth, respect and courtesy for others.

A Positive Focus

- We aim to recognise students' achievements, academic or otherwise.
- Rewards will be accessible to all students.
- Assembly will be used as an opportunity to acknowledge achievements and to foster a sense of community

Rewards for good behaviour include:

- Positive notes in the student's journal
- Praise from staff
- Responsibilities given
- Merit awards
- Public affirmation through web site
- The display of students' work throughout the School.

Bullying

Bullying is not tolerated in St. Farnans and will be dealt with in accordance to our Bullying Policy.

Attendance and Punctuality

Absences and lates must be written and explained satisfactorily in the pupil's journal. Pupils must register their attendance in school electronically, using their swipe card **and** also attend registration with their class tutor, in the morning, before first class 8.55am, where the Tutor will mark the manual register. Pupils, if late, must ensure they sign in and use their swipe card to register their attendance. If a student is late they must sign in at the office and a note is put on their journal.

Uniform

Pupils must always have a neat and tidy appearance and present in uniform. The wearing of the full school uniform TO, IN and FROM school is compulsory at all school activities unless otherwise specified.

Discipline

Pupils must be courteous and respectful to staff and to each other at all times. In the interests of health and safety, all pupils should:

- Walk on the left
- Bags to be carried at the students side
- Form an orderly, single file outside the classroom
- Never push or shove
- Obey the safety rules of the workshop/laboratory

Pupils must have due regard for school property. Deliberate damage to desks, chairs etc and writing on walls is strictly forbidden.

Equipment/Lockers

Every pupil must have all necessary books and class equipment before the commencement of lessons. Pupils must only visit lockers before morning registration, during break at lunchtimes and after school. All pupils must have a locker with secure lock and keys. A spare key for lockers should be held by the Class Tutor. If bags are not permitted into the classroom they should be stored on racks provided in the hall.

Chewing Gum

In the interest of hygiene and damage to property, the chewing of gum is strictly forbidden and will incur a fine of ten euro payable to the Year Head. This will be receipted. If the fine is not paid the student will be subject to the normal disciplinary procedures

Food and Drink

Eating and drinking is to be confined strictly to break times and take place only in the canteen area or outside the school building. No drink bottles may be on view during class time. St. Farnans is a green school and all pupils are expected to help keep the school clean and tidy by taking responsibility for cleaning up after themselves. This also applies to workshops and practical rooms, where all equipment must be put away after use.

Smoking

Under legislation and Health & Safety regulations, smoking is forbidden. Any pupil found smoking will incur a €20 fine. The fines collected throughout the year will be receipted and the money forwarded to the Hospice Foundation in Kildare.

Personal Entertainment Equipment (phones, iPods etc)

Personal entertainment equipment and phones are prohibited on the school grounds. If they ring, are used or are in plain view during or between classes they will be confiscated for 7 days and returned when Parents/Guardians come to the school to collect them during school time. Two or more offences will incur confiscation until the end of the school term. The Pupil will have access to the office phone to inform Parent/Guardian that their mobile phone has been confiscated.

Movement

No pupil may leave the school premises during school hours, unless permitted to do so by school management. Senior cycle pupils who have written consent from Parent/Guardian may be permitted to leave the school during lunch time. The above privileges may be withdrawn where deemed necessary, by the Principal/Deputy Principal/Year head.

Pupils who need to leave school at any other time must secure written Parental or Guardian permission in their journal and present it to their Year Head/Principal/Deputy Principal. Pupils must sign out before leaving the school premises.

Pupils are reminded that while wearing school uniform in public, they are representatives of the school. Their behaviour should reflect this reality at all times. Pupils should interact in a considerate manner with the wider community and should not loiter in the village before classes commence, during lunch or after the school day has ended.

Sanctions

The rules outlined above are designed to create a safe and welcoming learning environment for your son/daughter.

Breaches of these rules will be regarded seriously and a system of sanctions is in place to deal with them.

Progressive Disciplinary Procedure

Students may be fast tracked through the disciplinary procedure at the discretion of the Year head/Principal/Deputy Principal.

Step 1

First misdemeanour: Teacher records the misdemeanour, (e.g. disruption, insolence, preventing fellow pupils from learning). Teacher speaks to the pupil with regard to his or her behaviour and imposes an appropriate sanction (e.g. break detention, extra work etc). If a pupil refuses to comply with the Class Teacher's sanction this must be reported to the Year head, who will deal with the matter and impose a more severe sanction (Friday detention etc).

Second misdemeanour: Teacher repeats the above process.

Third misdemeanour: After the third recorded misdemeanour, an incident report sheet is sent to the Year Head, who will interview the pupil. The Parent/Guardian informed through note in journal, which is to be signed by the Parent/Guardian.

Step 2

If the pupil is referred to the Year Head a 3rd time, the Year Head will issue the pupil with a report card for one week, with Parent/Guardian to be notified by letter. More severe sanctions may be imposed. The report card must be signed by each class teacher and reviewed and signed by Parent/Guardian each evening. If this is not complied with or the report card is lost, the report process begins again. The report card should be considered to be a serious document. Loss of report card may incur a Friday detention

Step 3

If the report card does not bring about the desired improvement, the pupil is placed on a two week report and a more severe sanction applied, i.e. removal from peers, removed from school activities, obligatory attendance to after school study etc. The Parent/Guardian will be asked to attend a meeting which may include Year head, Pupil, Principal/Deputy Principal. During this meeting, the Parent/Guardian will be informed of the school's serious concerns about the pupil's behaviour. It is important that the meeting be used to reach a solution to the problem, and in that sense should be conducted in a positive manner. However, the Parent/Guardian should be aware that unless there is an immediate and significant improvement, a suspension is the next step in the process

Step 4

If there is a further or urgent referral to the Year head for disruptive or other misbehaviour the Year head, in consultation with Principal/Deputy Principal, will initiate the suspension process (see suspension policy).

Suspension process:

- Incident is investigated.
- Letter is sent to Parent/Guardian.
- Suspension will take place.

Step 5

Application for readmission will be a formal procedure, requiring a written application by the student requesting re-admission and an acknowledgement that the student has read the school's Student Behaviour Policy again and is now prepared to abide by it. The student with Parent/Guardian will meet with the school authorities to facilitate improved behavior on returning to school. This commitment will be made in the presence of the Year head and Principal/Deputy Principal. It should be impressed on the student that continued disruption of the proper learning environment of the school, can only result in repeated suspensions or exclusion. The student will be reminded that the school must meet its obligations to the entire student body.

The Year head/Deputy Principal/Principal may decide to place the student on a Contract of Behaviour

Step 6

All future referrals to the Year Head are likely to result in suspension with Parent/Guardian being informed on each occasion.

Gross Misconduct

Aggressive, threatening or violent behaviour will be regarded as serious or gross misbehaviour and as such, will bypass the Progressive Disciplinary Procedure and should be referred to the Principal/Deputy Principal, who will deal with the issue as a matter of urgency

Some examples of such behaviour constitute:

- Foul/abusive/obscene language to a member of staff or a fellow pupil
- Deliberate defiance
- Threatening behaviour (physical or verbal) to a member of staff or a fellow pupil
- Violence towards another student
- Being in possession of an illegal substance
- Abuse of substances
- Damage to school property

Persistent breaches of our Student Behaviour Policy may result in permanent exclusion. This decision will not be taken lightly and will be arrived at through consultation of the education partners.

SUSPENSION

Kildare & Wicklow Education and Training Board (KWETB) holds the authority to suspend a student. Under section 31 of the Vocational Education (Amendment) Act 2001, KWETB has delegated the authority to suspend a student to the Board of Management who can delegate this authority to the Principal and in his/her absence to the Deputy Principal.

Used properly suspension has value. It can provide a respite for the student, for other students and for staff. It gives the excluded student time to reflect on the link between his/her action and its consequences. The supportive role of parents/guardians in encouraging such reflection during the period of suspension is very important. The period of suspension gives tutors/year heads and teachers time to plan ways of helping the student change unacceptable behaviour.

Suspension as an intervention is seen in St. Farnan's as part of a behaviour management plan. The Home School Community Co-ordinator will whenever possible encourage parents to meet with a member of the school's Pastoral Care team as part of a behaviour management plan.

GROUNDINGS FOR SUSPENDING A STUDENT

Suspension from school should always be a proportionate response to the behaviour that is causing concern, danger and/or disruption to learning. It is never an appropriate response to poor academic performance, poor attendance or minor breaches of the code of behaviour. Suspension is not considered an appropriate response to truancy, except in the case where a student, having been marked present at roll call, leaves the premises during the school day, without regard for the serious Health and Safety implications of doing so. The decision to consider excluding a student for a defined number of days requires serious grounds such as:

Those listed in Step 6 of the Code of Behaviour

In addition to indicating which of the above reasons resulted in a particular suspension, where appropriate the suspension letter will contain a more precise description of the student's behaviour.

St. Farnan's does not allow rolling suspension for a single behavioural incident. When a student returns to school after suspension for a particular documented event, the student's slate is considered wiped clean for that incident. However, should that student engage again in serious misbehaviour a separate suspension may result.

At St. Farnan's students are never suspended for an indefinite period.

FACTORS TO CONSIDER BEFORE EXCLUDING A STUDENT

Before a Year Head, the Deputy Principal or Principal formally puts in motion the process to suspend a student he/she will

- Ensure that there is a precise, written record of the behaviour
- Consider how persistent the unacceptable behaviour has been
- Consider whether the behaviour has escalated, despite interventions
- Consider how other students and staff are affected by the student's behaviour, in particular the impact on teaching and learning in the student's class
- Review interventions already tried. The Year Head and Tutors will endeavour to ensure that interventions are recorded and monitored
- Consider whether a referral to counselling is appropriate
- Consider whether the support of the Guidance Counsellor and/or the HSCL Co-ordinator would be of assistance
- Decide whether the student's behaviour warrants suspension

FORMS OF SUSPENSION

DURING THE STATE EXAMINATION PERIOD

Serious misbehaviour during the state examination period which is referred by the examinations superintendent to the school authority is referred by the Principal to the State Examinations Commission. Every measure is taken to protect the integrity of the

State Examinations and where appropriate a separate centre will be requested for a student who is disruptive during the state examination period.

IMMEDIATE SUSPENSION

In exceptional circumstances, where the continued presence of a student in the school at a particular time would represent a serious threat to the safety of students or staff or any other person in the school, the Principal may decide that an immediate suspension is warranted. In this, as in all suspensions, fair procedures will be applied. In such a situation a parent/guardian will be contacted by telephone to collect the student. The situation will be explained and written documentation will follow by post.

AUTOMATIC SUSPENSION

Suspension is automatic for students who engage in physical fighting on the school premises or when attending a supervised school event outside the premises. The school authority will follow due process and fair procedures in all such situations.

PROCEDURES IN RESPECT OF SUSPENSION

The implementation of the process of suspension should always be fair and impartial. Initially a preliminary assessment and inquiry into the alleged misbehaviour will be conducted by the tutor and Year Head. The Year Head will discuss the situation with the Principal and they will decide whether suspension is the most appropriate response.

Should suspension of a student occur the following procedures are used:

- There will be a written account of the incident or behaviour
- The student will be informed verbally that he/she will be suspended and that his/her parents will be informed.
- A Year Head may phone a parent but will always write to the parent giving a formal account of the behaviour and the conditions of the suspension
- The original suspension form will be posted to the parent/guardian.
- A photocopy of the original suspension form will be given to the student to be handed to his parent/guardian when necessary.
- The suspension will be posted on the suspension list on the Principal's Notice Board
- Parents/guardians are always invited to contact the Principal to discuss the suspension
- On occasions parents may be requested to attend a meeting with the student's Year Head and/or Principal
- Parents/Guardians and students are given an opportunity to respond to the proposed suspension. When parents/guardians attend a meeting with the school authority this is recorded in the student's file.
- Where an immediate suspension is considered warranted by the Principal for reasons of the safety of the student, other students and/or staff a preliminary investigation is always carried out to establish the fairness and appropriateness of the proposed suspension. All of the conditions for suspension apply to immediate suspension. St. Farnan's has due regard to its duty of care for the student and in no circumstances should a student be suspended without first notifying

parents/guardians so that in the case of an immediate suspension parents/guardians may make arrangements for the student to be collected.

PERIODS OF SUSPENSION

Except in exceptional circumstances a student should not be suspended for more than 3 days. In exceptional circumstances the Principal is authorised by KWETB to impose a suspension of 5 days. In the case of suspensions of more than 3 days the appeals procedure is available to parents/guardians on a student's behalf.

Where cumulative periods of suspension through a single school year would bring the number of days for which a student has been suspended to 20 days or more the Education Welfare Officer will be informed as a matter of course by the school's Attendance Officer. This applies in the case of students under 16 years of age. The Year Head/Principal is to ensure that the Suspensions list is available to the school Attendance Officer.

APPEALS

KWETB offers an opportunity to appeal the Principal's decision to suspend a student in the case of suspensions of more than 3 days.

A Section 29 Appeal may be taken where the total number of days for which an individual student has been excluded in the current school year exceeds 20 days. (Ref: Section 29 of the Education Act 1998 as amended by the Education (Miscellaneous Provisions) Act 2007.)

When parents/guardians are being formally notified of a suspension they are also informed of their right to appeal – in the first instance to the Board of Management & subsequently to KWETB and thereafter, following the conclusion of an appeal to KWETB, to the Secretary General of the Department of Education and Skills.

IMPLEMENTING A SUSPENSION

The Principal notifies the parents and the student in writing of the decision to suspend. The letter confirms:

- The period of the suspension and the dates on which it will begin and end
- The reasons for the suspension
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents
- The provision for an appeal to The Board of Management/KWETB

GROUNDINGS FOR REMOVING A SUSPENSION

A suspension may be removed if KWETB or the Secretary General of the Department of Education and Skills directs that it be removed.

RECORDS AND REPORTS

Formal written records are to be kept of

- Investigation prior to the decision to suspend a student
- The duration of the suspension and any conditions attached to the suspension
- As the Principal is required to report suspensions in accordance with the NEWB reporting guidelines, a log of suspensions will be kept by the school attendance officer.

REVIEW OF THE USE OF SUSPENSION

The In-School Management Team should monitor the use of suspension on an annual basis to ensure that its use is fair and consistent with school policies. It is the responsibility of the Board of Management to review the use of suspension at regular intervals.

PERMANENT EXCLUSION

The authority to permanently exclude – a student from St. Farnan’s Post Primary School, having complied with the provisions of section 24 of the Education (Welfare) Act 2000 belongs to KWETB.

GROUNDINGS FOR PERMANENT EXCLUSION

Permanent Exclusion is a very grave step and one that is only taken

- A. in extreme cases of unacceptable behaviour
- B. in situations where a student’s behaviour poses a real and significant threat to the health, safety or well-being of students or staff
- C. when the student’s behaviour is a persistent cause of significant disruption to the learning of others
- D. in situations where the student is responsible for serious damage to school property

In the cases of A or B or C or D above the school will already have taken and recorded significant steps to address the misbehaviour, recognising that the decision to seek permanent exclusion is a serious step. Such steps may include, as appropriate:

- Meeting with parents to try to find ways of helping the student to change his/her behaviour
- Explaining to the student the possible consequences of his/her behaviour, if it should persist
- Seeking the assistance of support agencies, as relevant.

PERMANENT EXCLUSION FOR A FIRST OFFENCE

In exceptional circumstances the Board of Management of St. Farnan's may form the opinion that a student should be referred to KWETB for permanent exclusion for a first offence. A proposal to permanently exclude on the basis of a single breach of the code may include situations such as:

- Actual violence or physical assault on another student or member of staff, occurring on the school premises or during a supervised school event
- Supplying illegal drugs to other students in the school
- Sexual assault.

As permanent exclusion is a most serious sanction the Board of Management/KWETB will undertake a detailed and documented review of the circumstances and behaviours which have led to the decision to seek to permanently exclude a student.

PROCEDURES IN RESPECT OF PERMANENT EXCLUSION

Procedures will be fair and will comply with the Education (Welfare) Act 2000. In particular

- The student in respect of whom permanent exclusion is being sought, together with his/her parents/guardians has
 - The right to be heard
 - The right to know that the alleged misbehaviour is being investigated
 - The right to know the details of the allegations being made and any other information that will be taken into account
 - The right to know how the issue will be decided
 - The right to respond to the allegations
 - The right to be heard by the Board/KWETB
 - The right to ask questions of the other party or witnesses where there is a dispute about the facts.
- The student in respect of whom permanent exclusion is being sought, together with his/her parents/guardians has
 - The right to impartiality
 - The right to an absence of bias
 - The right to impartiality in the investigation and the decision-making.

The procedural steps which follow a preliminary investigation will include:

- A detailed investigation carried out under the direction of the Principal
- A recommendation to the Board of Management by the Principal
- If deemed appropriate by the Board of Management notification to the KWETB of the decision to permanently exclude
- Notification to the Educational Welfare Officer
- Confirmation of the decision to permanently exclude.

Step 1: A recommendation for permanent exclusion of a student to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that permanent exclusion may be warranted, the Principal makes a recommendation to the Board of Management to consider this. The Principal should:

- inform the parents/guardians and the student that the Board of Management is being asked to consider permanent exclusion
- ensure that parents/guardians 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 permanent exclusion
- provide the Board of Management with the same comprehensive records as are given to the parents/guardians
- notify the parents/guardians of the date of the hearing by the Board of Management and invite them to that hearing
- advise the parents/guardians that they can make a written and oral submission to the Board of Management
- Ensure that parents/guardians have enough notice to allow them to prepare for the hearing.

If a student and his/her parents/guardians fail to attend a meeting they should be informed in writing of the gravity of the matter and 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 student's alleged behaviour.

Step 2: Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing

The Board of Management of St. Farnan's Post Primary School will review the initial investigation and satisfy them that the preliminary investigation was properly conducted in line with fair procedures. The Board will undertake a review of all documentation and the circumstances of the case. They will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations.

The Board will hold a hearing. At the hearing, the Principal and the parents/guardians/student over 18 will put their case. The meeting may also be an opportunity for them to make a case for lessening the sanction.

Step 3: The Board's deliberations and actions following the hearing

Having heard from all the parties, the Board will decide whether or not the allegation is substantiated and, if so, whether or not permanent exclusion is the appropriate sanction. Where the Board is of the opinion that the student should be permanently excluded, the Board will notify the Educational Welfare Officer in writing of its decision, and the reasons for this opinion. (*Education (Welfare) Act 2000*, s24 (1)). The student cannot be permanently excluded before the passage of **twenty school days** from the date on which the EWO receives this written notification (*Education (Welfare) Act 2000*, s24 (1)).

The Board will inform the parents in writing about its conclusions and the next steps in the process. Where permanent exclusion is proposed, the parents/guardians will be told that the Board will now inform the Educational Welfare Officer.

Step 4: Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from the Board of its opinion that a student should be permanently excluded, the Educational Welfare Officer

- will make all reasonable efforts to hold individual consultations with the Principal, the parents and the student and anyone else who may be of assistance
- will convene a meeting of those parties who agree to attend (*Education (Welfare) Act 2000*, section 24).

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, the Board may take steps to ensure that good order is maintained and that the safety of students is secured (*Education (Welfare) Act 2000*, s24 (5)). The Board may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is 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 5: Confirmation of the decision to permanently exclude

When the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board remains of the view that the student should be permanently excluded, the Board will formally confirm the decision. Parents/Guardians will be notified immediately that the permanent exclusion will now proceed. The Parents/Guardians and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record will be made of the decision to permanently exclude the student.

Appeals

A student of St. Farnan's Post Primary School is attending a school established or maintained by the KWETB. A parent/guardian, or a student aged over eighteen years, may appeal in the first instance to KWETB. Where an appeal to the KWETB has been concluded, parents, or a student aged over eighteen years, may subsequently go on to appeal to the Secretary General of the Department of Education and Skills. (*Education Act 1998* section 29). An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

Review of use of expulsion

The Board of Management of St. Farnan's Post Primary School will review the use of permanent exclusion in the school at regular intervals to ensure that its use is consistent

with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school, and to ensure that permanent exclusion is used appropriately.

Ratified by BOM on _____

Signed _____ Chairperson