



SCOIL MHUIRE

CODE OF EXCELLENCE – CODE OF BEHAVIOUR

This code has been developed in partnership with the Board of Management, Staff, Students and Parents. It is hoped that adherence to this code will allow each student to achieve to their full potential during their time in Scoil Mhuire.

We, in Scoil Mhuire, would like each girl to be happy at school and to benefit fully from her post-primary education. High standards of behaviour are expected to protect the values we seek to uphold. Each pupil can make a positive contribution towards building up the Christian atmosphere in our school by observing those high standards.

Attendance Procedures

- Roll Call is recorded electronically every morning by the form teacher and registration after lunch by subject teacher.
- Staff record attendance electronically every class throughout the day.
- Medical/Bereavement/Holiday explanation absentee notes are available to all staff.
- Students absent due to school activity (sports/music etc.) ask subject teacher permission prior to leaving the school.
- Form teachers sign absentee notes on return and amend electronically. They follow up on any reasons for absence omitted and communicate where needed to the Year Head.
- Students are responsible for presenting absent notes signed by parent/guardian to the form teacher and subject teachers on return to school.
- Students arriving late or leaving early must use "sign in/sign out" book supervised by admin staff.
- Students arriving late must present a note to the Deputy Principal who accompanies them to class.
- The Year Head monitors weekly attendance, liaising with form teacher.
- The Deputy Principal monitors attendance of all students, liaising with relevant Year Heads.
- The Deputy Principal investigates any prolonged unexplained absences.
- The Deputy Principal communicates 12 days absenteeism in writing to parents in any one school year.
- The Deputy Principal has responsibility to report 20-day absences to TUSLA and parents.
- The Deputy Principal processes holiday request applications.
- Permission to leave school during school hours must be sought from Deputy Principal between 8:25-8:45 a.m. with written note from parent/guardian in the journal. Permission to leave is recorded by Deputy Principal in "sign out" book in office and parent/guardian must sign out on arrival to collect their daughter.
- Should a student need to leave the school during school hours unexpectedly, permission to do so must be sought from Deputy Principal and is recorded in student journal and sign out book.
- Reports sent home twice a year with information regarding lateness and absence from school.

Roles and Responsibilities

Roles and responsibilities of Scoil Mhuire

- Whole school approach to encourage good attendance.
- Attendance roll call is taken by the form teacher daily at 8:49 a.m. and recorded electronically.
- Class attendance recorded at the start of each lesson by subject teacher electronically.
- Lateness: Late arrivals and early departures are recorded electronically and note is signed by Deputy Principal.
- Counselling services, care teams, Year Head team, and any other necessary partners devise ways to support students in good attendance.

Roles and responsibilities of Parents/Guardians

As the primary educators, parents have a responsibility to ensure that their children attend school unless there is an unavoidable and legitimate reason for their absence.

There is a great deal which parents/guardians can do to support the regular and punctual attendance of their daughter.

Parents/guardians should:

- Ensure all home contact details are up to date.
- Take an active interest in their daughter's school life and work.
- Check and sign the journal weekly as it is the main method of communication between school and home.
- Attend parents' evenings and other school events.
- Ensure that their daughter arrives at school on time each day, dressed in full school uniform and fit to learn.
- Ensure that their daughter does not arrive in school sleep deficient.
- Ensure that their daughter completes her homework.
- Familiarise themselves with all letters/emails/text messages from school regarding their daughter.
- Make all appointments for their daughter outside of school hours where possible.
- Avoid booking holidays during the school term.
- Ensure that their daughter only misses school for reasons which are unavoidable, e.g. illness.
- Always notify the school as soon as possible -preferably on the first morning- of any absence and confirm this in writing in the journal on return to school.
- Be aware that exams/assessments will not be rescheduled if they are missed.
- Contact the school if they are concerned that their daughter may be reluctant to attend.
- Avoid collecting their daughter from school during school hours, unless pre-arranged as this causes significant disruption to teaching and learning.
- Be aware that students who are late for school miss out on valuable teaching and learning.

Roles and responsibilities of Students

Each student has a personal responsibility to attend school each day.

Rewards

Students who achieve full attendance are acknowledged and rewarded.

LEAVING SCHOOL PREMISES DURING SCHOOL HOURS

- Students may not leave the school grounds during school hours. However, 6th Year students may leave the school grounds at lunch time. The granting of this permission is at the discretion of school authorities.,

Illness

- If a student is ill, they must remain in class where possible.
- If a student is very unwell and needs to go home, they must report to the Principal/Deputy Principal and seek permission to contact home.
- The student's parent/guardian will then be contacted and it will be arranged for the student to be collected where possible. The student will then be signed out in the office.
- Students should **not contact home without permission of Principal/Deputy Principal**

EXPECTED BEHAVIOUR IN SCHOOL BUILDING AND ON SCHOOL GROUNDS.

- We seek to maintain a safe environment for all in Scoil Mhuire. Any behaviour that threatens this safe environment will not be tolerated. Bullying will be dealt with decisively, in accordance with our **Anti-Bullying Policy**. We actively encourage any student who considers that she is being harassed to report the matter immediately to any member of staff.
- Students should come directly into the school in the morning. This is very important, as there is heavy traffic on the road outside the school at this time.
- It is important that people should be able to move around the school easily. Students should not cause obstruction by congregating on corridors or stairs. This is essential in ensuring that Scoil Mhuire remains a "Wheelchair Friendly School".
- Students should ensure that their property does not cause an obstruction.
- All movement to and from classes should be conducted in a mannerly way without excessive noise and running. Students are asked to keep to the left on corridors and stairs to avoid congestion.
- Students who need to use the lift in the event of injury or disability must seek permission from their Form Teacher/Year Head/Deputy Principal/Principal
- Each student is expected to take her turn in the **weekly rota** for keeping her **classroom clean** and to tidy her desk and its surrounds at the end of each class period. Those students assigned to lunch time cleaning must have this task completed 10 minutes prior to the commencement of the afternoon classes.
- **Chewing gum** is not permitted anywhere on the school premises.

Mobile Phones *The following guidelines were drawn up in order to ensure the quality of teaching and learning in Scoil Mhuire is not interfered with by the use of mobile phones and other electronic devices.*

- The Scoil Mhuire Policy on Mobile Phones is given to each student who enrolls in this school. Mobile Phones must be switched off and kept out of sight while on school campus, unless specifically authorised by a teacher for educational purposes.
- Parents who need to contact students in the case of **emergency** must do so through the school office at 046 94 31439
- **Personal audio devices e.g. I-pods, MP3 players** are not to be used on the school premises during school hours.
- Scoil Mhuire cannot accept responsibility for the loss or theft of mobile phones or personal audio devices.
- Please note that a confiscated phone/ personal audio device is kept for a minimum of 24 hours and must be collected by a Parent or Guardian from the school office.
- **Smoking/Vaping** is prohibited in the school building and school grounds in accordance with government legislation. (See Anti-Smoking Policy)
- The **possession and or consumption of alcohol** and **the possession and or use of drugs** by students on the school premises, in school uniform or while representing the school is absolutely forbidden. Breach of this regulation will normally be referred to the Board of Management and/or Gardaí and may possibly lead to expulsion from the school. The school will follow the procedures laid out in its Policy on Substance Abuse.

USE OF LOCKERS

Lockers are provided for the convenience of students to help them organise on a day-to-day basis. They can be used to minimise the weight of schoolbags. It is expected that students will use the lockers responsibly and take good care of them.

1. Students are encouraged to buy a good quality lock (35-38ml)
2. It is the student's responsibility to be prepared for every class.
3. Students are permitted to visit their locker at the following times:
 - Before the start of the school day
 - During break-time
 - During lunch-time
 - At the conclusion of the final class of the day.
4. Students who misplace a locker key should report to the Deputy Principal's office between 8.25 and 8.45am to arrange for the Caretaker to have the lock cut. This will be recorded in the student's journal by the Deputy Principal. It is the student's responsibility to replace the lock.
5. Lockers should be cleared of any edibles or drinks at the end of each school day.
6. Non-school materials may not be kept in lockers.

7. The school authorities reserve the right to inspect all lockers at their discretion.
8. Each student is responsible for the locker that has been assigned to her. Any damage to the locker must be reported by the end of the day. Students may be asked to pay the cost of repairing their locker if it is damaged.
9. It is each student's responsibility to ensure her locker is locked at all times.
10. A student may never under any circumstances interfere with another student's locker

Personal Appearance

School Uniform

In the interest of overall appearance of students, both as individuals and as a group, full school uniform is to be worn on school premises at all times and at all school functions and on school trips. This also includes in-house and state examinations.

Uniform List

- V Neck Navy Jumper for Juniors
- V Neck Kingfisher Jumper for Seniors
- White Blouse with open revers collar.
- Pleated Plaid Uniform Skirt (Ann Fahy by Skippy)
or Pinstripe Navy Trousers.
- Navy or Black polishable flat school shoes. The following types of shoes: runners, ballet, canvas/converse or boots are not acceptable.
- Black or Navy plain socks or tights must be worn
- School Jacket with Crest
- P.E. Uniform consists of navy tracksuit bottoms, red crested polo shirt and supportive runners. P.E. uniform must not be worn to or from school.

All items of uniform listed are compulsory.

Please note that students should ensure their name is on all items of uniform eg. jumper & jacket.

For practical classes students must wear protective clothing (eg apron, protective glasses etc) as directed by the teacher.

The school uniform is available from Nina's of Market Street, Ted Murtagh's of Haggard Street and Peter Canning Clothing of Emmet street Trim.

Please note:

- Students are required to pay particular attention to personal appearance and cleanliness and to the neatness of their uniform, books, lockers and schoolbags.
- If a pupil comes to school without her correct uniform a **note of explanation must be provided** from home.
- Items of uniform must be replaced when outgrown or worn out. Substitution of non-uniform items, or the wearing of worn out or ill-fitting uniform will not be accepted.
- The school skirt must be below knee length.

- A white t-shirt may be worn beneath the school blouse.
- School blouse/t-shirt must not be visible below the jumper.
- Items of clothing which do not form part of the uniform will be confiscated.
- Students are expected to come to school and return home in school uniform, obeying all the uniform rules including the wearing of school shoes.

HOMEWORK/STUDY/CLASSROOM BEHAVIOUR

- Co-operation with staff, prefects and fellow students is essential in creating a positive classroom environment. Behaviour which is disrespectful and un-cooperative will not be tolerated.
- Students must have the necessary text-books and materials for class.
- Homework assignments should be recorded in the journal at the end of each class.
- Students should complete their class work and homework, both oral and written to the best of their ability. Parents/Guardians will be contacted if a student is not considered to be working to their potential.
- Students are expected to adhere to the guidelines for the completion of projects and work assigned by the teacher.
- A student must use the desk and chair allocated by the teacher.

HOME/SCHOOL COMMUNICATION

- The School Journal is an important source of communication between school and home and parents/guardians are asked to check and sign the journal on a weekly basis.
- End of term and other reports as well as the annual Parent/Teacher meeting inform parents of general progress.
- Parents are always welcome to visit the school **by appointment only** to discuss their daughter's progress or to notify the school of any changes in their family circumstances.
- Parents will be notified by text or in writing of any upcoming school events and/or changes to school calendar caused by inclement weather etc.
- We encourage parents to inform the school of instances of **Infectious Illness** (we assure all parents of absolute confidentiality regarding disclosure of sensitive health information). Parents will be informed of any outbreak of serious infections within the school.

Jewellery

- Pupils are asked to minimise the wearing of jewellery.
- No loud, colourful items allowed.
- No expensive jewellery should be worn to school as students will be asked to remove items of jewellery for P.E. and Home Economics for Health and Safety reasons.
- Only small stud style earrings are allowed. Inappropriate items of jewellery will be confiscated and returned to the student at the end of term. All types of body piercing other than stud earrings are not allowed for Health and Safety reasons. Home will be notified immediately in the event of breach of this rule.

Make-up / Hair

- Students are expected to be neat and well groomed in appearance.
- The wearing of make-up of any kind is not permissible while in school uniform.
Items of makeup should not be brought into school.
Students will be asked to remove make-up using cleansing wipes provided by the school authorities.
- Hairstyles should be neat and tidy. Extreme hairstyles are forbidden. This includes shaved hairstyles and loud or garish hair colouring. School management reserves the right to decide whether a particular hairstyle is acceptable or not. Home will be notified immediately in the event of breach of this rule.
- Bandanas are not permitted. Head coverings on religious grounds must be plain navy blue or black. Hair accessories must be discreet.

The school expects full co-operation from parents/guardians in ensuring their daughter is in correct uniform at all times.

Please note that: **The school is the final arbiter with regard to personal appearance**

BREACH OF EXPECTED STANDARDS

Sanctions

If a student disregards school regulations, the school will impose "in-house" sanctions.

In-House Sanctions

These can include extra homework, detention, fines etc. If there are no improvements parents will be consulted and students may be put on report.

The school reserves the right to withdraw school privileges from any student with a poor disciplinary record i.e. school tours, school concerts, sports competitions etc.

Suspensions

Students who disregard school regulations despite interventions may be placed on **Internal Suspension**. This will involve the student being removed from normal timetabled classes and supervised with work for the period of the suspension (including break and lunch time).

Major violations may be punished by immediate suspension by Principal, either internal or external depending on the nature of the violation.

External Suspension involves the student being out of school for the period of the suspension. Parents/Guardians have a right to appeal an external suspension.

Major Violations Include:

- Violent behaviour
- Aggressive behaviour
- Intimidation
- Malicious damage to property
- Stealing
- Verbal abuse
- Inappropriate use of technology
- Direct refusal to obey instructions
- Possession and or consumption of alcohol
- Possession and or use of illegal substances
- Smoking in the school building or school grounds
- Abusive or disparaging comments about Scoil Mhuire, its staff on Social Media or otherwise.

This list is not comprehensive and the school reserves the right to impose sanctions for other violations which it considers serious.

Students returning from external suspension must report with Parent/Guardian to the Principal/Deputy Principals before 8.50am on the day of return and the student must give a firm commitment in writing to the person/s affected by the incident that such an incident will not re-occur.

In cases of extreme indiscipline or where other sanctions appear to have failed the matter will be referred to the Board of Management, which has the power to exclude a pupil. In such a case parents will be informed of their right of appeal to the Board.

Note: Parents/Guardians and students are asked to note that it is not possible to detail every regulation governing one's behaviour at school. Each student is accepted into the school on the understanding that she comply with the school regulations as detailed in the journal and school policies.

The above school regulations apply when students are in school uniform and/or representing the school

By sending your daughter to Scoil Mhuire Trim, your daughter, and you as parent(s)/legal guardian(s) automatically accept the schools ethos and with implicit agreement to observe the rules and regulations as set out in tht schools Code of Excellence.

Please bring this journal to the Parent/Teacher Meeting

Reviewed: 20th June 2018

To be reviewed: May 2019