

**OUR LADY'S  
SECONDARY SCHOOL**



**CODE OF BEHAVIOUR**



## CODE OF BEHAVIOUR

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge.

We take a holistic approach focusing on the wellbeing and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

### ***CEIST Charter***

*The core values of CEIST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parents. Its key principles focus on:*

- *Promoting spiritual and human development*
- *Achieving quality in teaching and learning*
- *Showing respect for every person*
- *Creating community*
- *Being just and responsible*

This policy is informed by and compliant with the following legislation:

- Education Act 1998
- Education Welfare Act 2000 (Updated per 2024 Guidelines)
- Education (Miscellaneous) Provisions Act 2007
- Equal Status Act 2000 (Ensuring protection against all forms of discrimination, including gender identity, race, disability, and religion)
- Education for Persons with Special Education Needs 2004

It is also guided by 'Developing a Code of Behaviour: Guidelines for Schools' published by the NEWB.

In accordance with section 23 of the Education (Welfare) Act 2000, responsibility for this Behaviour Code rests with the Board of Management. The Board has prepared the policy in consultation with the Principal, the Deputy Principals, the teachers, the parents of students registered at the school (through the Parents' Association and students).

In accordance with section 23.2 of the Education (Welfare) Act, this code will specify the standard of behaviour that shall be observed by each student attending the school, the measures

that may be taken when a student fails to observe those standards, the procedures to be followed before a student may be suspended or expelled from the school, the grounds for removing a suspension imposed about a student and the procedures to be followed relating to notification of a child's absence from school.

A positive partnership between all members of the school community is essential to the operation of the code and the full support of parents is required in upholding the code. Following Section 23.4 of the Education (Welfare) Act and Section 9 of the School's Admissions Policy, parents or guardians of students and/or students who have reached majority must accept the Behaviour Code as a condition of enrolment. The appropriate form must be signed and returned to the school authorities as a condition of acceptance in the school.

**The scope of this code.** The rules set out below only apply when the students are on the school premises, while on trips or outings, when engaged in extra-curricular activities or when attending functions organised by the school. In circumstances other than the above, if school management is made aware of student behaviour which does not adhere to the expectations outlined in this code, engagement with the parent/guardians of the student by the school will be based on school policies such as this Behaviour Code, Health and Safety policy, Dignity in the Workplace policy and the Anti-bullying policy. *(This list is not exhaustive).*

### **Foundations of an Effective Code of Behaviour**

- A fundamental principle is that respect for, and tolerance of all is an essential element of the Code of Behaviour. The code is also based on the belief that the provision of a wide curriculum will enable students to find subjects of relevance and interest to study.
- Under existing legislation, there will be no differentiation in the application of this Code of Behaviour on the basis of gender, family status, marital status, religion, age, race, sexual orientation, disability, or membership of the travelling community.
- In the application of this Code of Behaviour, whilst the first concern will be the student, it is necessary to recognise the need to balance the interests of the individual student with the overall safety and general welfare of all students and the rest of the school community; and recognises also the right to learn of all students in Our Lady's.

It is intended that the Code will create a positive and safe environment for teaching and learning which allow all staff and students to work to their full potential secure in the knowledge that each member of the school community is valued and treated with respect. If procedures, rewards and sanctions are clear then standards are more attainable.

Our Lady's is an inclusive school and as such many of our students have special educational needs. The SEN Coordinator for each group will go through the Code of Behaviour, dress code and school rules with their year group at the beginning of each academic year in a way that is accessible to them, reinforcing rationale and expectations. In the event of a serious breach of discipline involving an SEN student, the SEN Coordinator will be consulted before any decisions are made or sanctions imposed. The SEN coordinator may, in certain cases, act as an advocate in support of the student with SEN.

The school is aware that our students have their own varying needs and challenges. While we expect the same high standard of behaviour of all our students, the measures set out in this policy may be applied differently in different cases depending on the special needs profile of a particular student or other relevant factors.

## **Role of Parents**

The support and co-operation of parents and guardians are essential to the effective operation of the Code of Behaviour. Parents and students are required at the beginning of each new school year to confirm in writing that they have read and agree to abide by the school rules, Code of Behaviour, code of classroom behaviour and dress code. On the part of the school, it is policy to keep parents informed before problems escalate. Parents are invited to keep closely in touch with the Year Head regarding all aspects of the children's progress in school. Parents wishing to consult with members of staff should do so by means of a pre-arranged appointment at a mutually convenient time.

The key to a successful understanding of the Code is respect:

**Respect Yourself    Respect Other People    Respect Property**  
**Respect the Environment.    Respect God**

## **1. System of Rewards**

### **Rationale**

A code of behaviour is not and should not be merely a list of rules and sanctions. It should encourage a commitment to follow and contribute creatively to group enterprise, teamwork, respect and caring. It is the policy of Our Lady's Secondary School to reward positive contributions made to school life, to recognize and reinforce good standards of behaviour and effort.

### **Student Supports**

The first priority of the management and staff of Our Lady's is to ensure that all students are happy, content and fulfilled during their time at our school. There is a comprehensive support system, of personnel and structures, to assist all students who may be experiencing difficulties inside or outside of school. These include:

- Student Leaders
- Peer Mentors
- Class Tutor
- Class Teacher
- Resource Teacher
- Home School Liaison
- Check and Connect Programme
- SEN Team
- School Guidance Counsellor
- School Chaplain
- Year Heads
- Student Support Team
- Senior Management

### **Student Journal**

- The student journal is essential for teachers and parents/guardians' communication. Notes regarding absences, punctuality, and homework must be entered into the school journal and signed by the parents. Class tutors will monitor the signing of the journal every week and will report any concerns to the Year Head.

- Students must have their journal with them daily and in every class. The journal is designed to help them organise their work, manage their time and review their progress. Failure to have a journal in class regularly may incur a sanction. Students are not allowed to remove or alter any comment placed in the journal by a staff member, nor misuse another student's journal. Misuse of the journal will result in sanctions and may lead to its confiscation; in which case, the student must replace it at their own expense.

- If students lose their journal, they must report it to their Year Head. The student may request a photocopy from reception to allow them time to look for the journal. If it is not found within a reasonable timeframe, the student must purchase a new one. Please note that journals are checked regularly by Year Heads and Senior Management.

## **Rewards**

Student effort and behaviour is acknowledged and rewarded in several ways:

- Positive comments in the Student Journal.
- Telephone calls to parents to mark achievements.
- Wellbeing award notification sent home to parents/guardians via the Compass app.
- Recognition and praise for individual and group achievements by staff during interaction with students.
- Acknowledgement and praise for individual and group achievements via PA announcements.
- Highlighting the positive at Year Group Assemblies.
- Display of students' work in public areas around the school.
- Recognition of individual or group achievements in the e-newsletter, Facebook, Twitter, Instagram, the school website, and local media.
- Monthly Wellbeing Awards
- Phone call/letter to parents at the end of the year to highlight improvements and achievements
- Acknowledge positive behaviour and contribution to school life on Compass.
- Highlighting the positive at parent-teacher meetings.
- Certificates of Good Attendance.
- Merit awards are given to students for outstanding efforts in or out of class. Also awarded for improvements in classwork, participation or behaviour.
- Election/Appointment to leadership roles, such as Student Leaders, Student Mentors (4th Year), Student Representative Council, etc.
- Leadership Certificates are awarded to students who show recognisable leadership skills in any area of school life or a special contribution to the community.

There are several school award ceremonies where students may receive recognition for their achievements:

- End of year awards ceremony across the different year groups to recognise achievements inside and outside school, not covered by the main ceremony
- Student of the Year – those final year students deemed to have contributed most to school life during their time in Our Lady's receive nominations for this prestigious award. One of the nominees receives the Student of the Year Award based on their commitment to school life.
- Transition Year Awards Night recognises students' commitment to the spirit and purpose of Transition Year.
- Awards Night is designed to recognize and reward achievement and effort in all areas of school life.

## **2. Restorative Practice**

### **Restorative Practice**

*Circles are as old as the hills. Human beings' earliest discussions were held in circles around the fire.....a very simple and effective technology that fosters understanding and healing in a way that often seems magical"*

Helping our students resolve conflict while teaching them to take responsibility for their actions is at the core of the values based on Restorative Practices at Our Lady's Secondary School.

### **When do we use Restorative Circles?**

Restorative Circles are used at Our Lady's Secondary School:

- When there is conflict
- When there are bullying incidents

Circles are facilitated by the Guidance Counsellor when requested by students, parents/guardians, teachers/school staff and school management. All parties must agree and be willing to attend. The Guidance Counsellor is a trained Restorative Practices Facilitator and can facilitate circles and conferences. Circles give all involved an opportunity to:

- Tell what happened
- To tell what their thoughts are
- To say how they or others have been affected
- To agree on what needs to happen next

### **What happens during a Circle?**

To the person causing harm, we ask:

- What happened?
- What were you thinking at the time?
- What have been your thoughts since?
- Who has been affected by what you did?
- In what way have they been affected?
- What do you think needs to happen next?

To the person harmed we ask:

- What happened?
- What were your thoughts at the time?
- What have been your thoughts since
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen next?

### **3. Attendance / Punctuality**

#### **Rationale**

Daily attendance is essential to meeting the school's academic standards. The school is legally bound to record a student's attendance record and inform Tusla, the Child and Family Agency, if a pupil has been suspended for more than six days or absent for 20 days.

#### **Rules**

1. The class day lasts from 8.55 a.m. to 3.55 p.m. (Wednesday 8.55 a.m. to 1.10 p.m.). Students should be in the school by 8.50 a.m. for morning class and 1.50 p.m. for afternoon class.
2. Any student arriving late for morning or afternoon class must first sign in at the office and get their journal stamped.
3. A parent/guardian must complete a note from the student journal or a Compass note, and it must be displayed at the office if:
  - a. A student is late for school.
  - b. If a student must leave school during the day for a legitimate reason and be collected by a Parent or guardian, this note must be signed by a member of the Senior Management Team.
4. Parents will be informed if a student is persistently late without a valid reason, and the following sanctions may be applied in sequence:
  - c. A verbal warning is given.
  - d. A reflection sheet is given. Failure to present the sheet the following day may result in lunchtime detention.
  - e. A phone call home to parents
  - f. For persistent lateness, parents may be required to sign students into school on any subsequent occasion that they are late. If this fails, students may not be allowed to attend class until the issue is resolved.
  - g. If a student is absent from school, a message will be sent via Compass Education informing parents of the absence. If the student is absent without a reasonable excuse, the Year Head and/or Senior Management will follow up on this and apply an appropriate sanction.
  - h. Students must arrive for class on time during the day.
  - i. All students participating in extracurricular activities must report for roll call at 8:55 a.m. and at 1:55 p.m. Teachers involved in extracurricular activities are advised to create a 'school activity' on Compass and mark the roll once they leave the school premises with the team.
  - j. Students must not leave the school premises without first reporting to the Principal or Deputy Principals. They must present an explanation using the relevant blank notes in the journal or Compass note. Having been granted permission to leave, the student must present the note at the office, and the office staff will record this in the sign-out book. Any breach of this rule is a severe matter. Parents/Guardians are requested not to make routine dental, optical or medical appointments during regular school hours. Students must be collected by their parents/guardians from the school office.
  - k. In the interests of health and safety, all students under 18 must be signed out at the main office and collected by a parent/guardian. The only exception is if a student is driving themselves and has written permission to sign out and drive home.
10. It is recommended that family holidays, which would necessitate a student's absence from school, should not be arranged outside official holiday periods.
11. Parents will be informed if a student is frequently absent without a reason by regular phone calls from a member of the Senior Management Team. After 10 days' absence, a letter and record of attendance may be sent to parents informing them of the days missed. Schools are legally obliged to report all absences over 20 days to the Educational Welfare Officer.

## **4. Uniform/Appearance**

### **Rationale**

This rule is necessary in the interest of hygiene and health. Uniforms are a definite mark of identity, are economical, and remove undue pressure, distraction, and competitiveness in the school community.

It is the intention to maintain the integrity of the school uniform at all times. As fashions are constantly changing and students are always imaginative and forward-looking regarding innovations that may breach the spirit, if not the letter, of the code, it may be necessary to update the code during the school year. In such circumstances, the Council of Discipline will be the final arbiter of what is acceptable.

Our Lady's Uniform Policy is as follows:

- Pupils must be clean and tidy and wear the full, correct uniform to school, during school and when returning from school.
- Full uniform must also be worn for school-related activities unless the Principal/Deputy Principals give permission.
- Hair must be clean and tidy and tied up, if long.
- All items of uniform should be labelled with the pupil's name (ideally on the inside of the item of uniform)
- Jackets should be placed in lockers/bags when not in use.
- In the case of a foot injury requiring the wearing of runners, students must have a doctor's/specialist note, countersigned by the Principal/Deputy Principals, before admittance to class.
- Students are allowed to wear their PE gear to school when they have PE or sports-related modules. Any student who does not wear the correct uniform will be followed up on by the Year Head and/or Senior Management, and an appropriate sanction will be applied

The uniform consists of:

### **BOYS**

Navy gabardine trousers (belt, if worn, must be plain black)  
Official school V-neck jumper with school crest  
Sky blue shirt and school tie  
Official school jacket with school crest/name  
Plain black or navy leather shoes, navy or black socks  
Navy or black hat and scarf

### **GIRLS**

Official school check skirt or navy uniform trousers (belt, if worn, must be plain black)  
Official school V-neck jumper with school crest  
Sky blue shirt and school tie  
Official school jacket with school crest/name  
Plain black or navy leather shoes, navy or black socks or tights  
Navy or black hat and scarf

## **P.E.**

Pupils must have appropriate sportswear for P.E. class, which will include the following:

The School PE sweatshirt only.

Plain navy/black leggings or tracksuit bottoms. The bottoms may have a small logo; however, no large logos or stripes down the side of the bottoms are permitted.

## **PRACTICAL CLASSES**

Protective clothing and goggles must be worn as instructed.

**Runners (of any colour or make)** are not permitted – except for P.E./games or on presentation of a Doctor's/Specialist cert.

*Note: No other variation of uniform is permitted.*

*Pupils must have shirts and ties neatly arranged.*

***TO MAINTAIN THE INTEGRITY OF THE UNIFORM THE FOLLOWING ARE NOT PERMITTED:***

### **Make-up:**

Students are not allowed to wear any makeup while in a school uniform. This includes:

1. Discreet use of concealer *is allowed* and no eye shadow, liner, mascara or eyelashes.
2. Foundation or blusher
3. False tan/ artificial colouring
4. Lipstick/Gloss
5. Nail varnish/ nail art, gel nails, or extensions of any kind

### **Jewellery:**

The following are not permitted:

1. All body piercings except one small stud in each ear or one ear.
2. Neckbands/chains
3. Large rings- only one small ring permitted on each hand

### **Clothing:**

The following are not permitted:

1. T-shirts which are visible under the school shirt.
2. T-shirts are visible below the school jumper.
3. Coloured socks.
4. Decorative belts.
5. Boots, canvas shoes or runners of any description.
6. Slit in trousers, skirts or frayed hems.
7. Non-school jackets, scarves or hats.

## **Hair:**

It is extremely difficult to draw up and enforce rules regarding acceptable hairstyles in a fair and equitable manner. The following is an attempt to set out rules clearly and unambiguously.

1. In the interests of hygiene, health, and safety, students may be asked to tie back their hair.
2. Extremely tight haircuts are not acceptable.
3. Symbols/designs cut into hair are not allowed, e.g. tracking.
4. Facial hair should be well-groomed and not excessive.
5. Unnatural hair colours, including bleached hair, are not allowed.
6. Streaks are not allowed.
7. Students are not permitted to change their hair colour constantly.
8. Students are not permitted any other exceptional or extreme hairstyle deemed inappropriate.
9. The Council of Disciplines' decision regarding unacceptable haircuts/styles and facial hair shall be binding.

## **Other:**

1. Tattoos must not be visible.
2. Fashion accessories are not permitted, e.g. hair decorations, wrist decorations, tooth embellishments, etc.
3. Students are not permitted to wear symbols, badges, or memorabilia other than those sanctioned by the Council of Discipline for a specific purpose.

Breaches of the Uniform Code will result in sanctions. A student not wearing the complete uniform or in breach of any of the above may not be allowed to attend class until he/she comply with the Code. Persistent violations of the Uniform Code may result in suspension.

**The Board of Management reserves the right to modify or vary the Code of Behaviour if unforeseen circumstances arise that require such modification or variation at short notice, where the interest of the pupils, staff or the school requires it. Any such amendment will be communicated to the school community.**

## **5. In the Classroom**

### **Rationale**

In Our Lady's, courtesy and respect for all in the classroom are necessary to ensure a safe and pleasant environment for teachers and students. Positive classroom behaviour facilitates a climate conducive to effective teaching and learning.

### **Rules**

1. Students are always required to enter the classroom quietly, in an orderly manner, on time, and await the teacher's instructions.
2. Students are expected to sit in their allotted seat unless the teacher requests that they change.
3. A correct uniform must always be worn in class.
4. Outside garments such as coats, scarves, and hats must not be worn in the classroom without the express permission of the supervising teacher.
5. Students should take out books and materials for class without being told.

6. In Junior and Senior Cycle textbooks are the school's property and should be respected. Textbooks should only be written on if instructed to do so by the teacher
7. Students are expected to produce homework on time or present a legitimate excuse, from parents or guardians, through a note in the journal/Compass, at the beginning of class.
8. Involvement in extracurricular activities is not an acceptable excuse for not doing homework. The student is responsible for catching up on work missed in class and /or homework. Failure to do so may result in the student being removed from the relevant activity, along with other sanctions.
9. Students must participate positively in class work and cooperate fully with the teacher's instructions.
10. The journal must be visible on the student's desk and always well-maintained in class.
11. If a student is late, he/she must get his/her journal stamped in the office and present it to their teacher upon arrival.
12. A sick child must notify the class teacher before absenting themselves from class.
13. Any unauthorised absence from class will be regarded as truancy and dealt with accordingly.
14. Under no circumstances may a student publicly challenge or question a teacher's decision or authority in class
15. Students must refrain from interrupting class to question a teacher's decision. If students feel they have been misunderstood or mistreated, they should wait until the end of class and politely request the opportunity to discuss the matter privately.
16. Disrespect and defiance to any staff member, permanent or substitute, will be viewed as a severe breach of discipline. It warrants immediate withdrawal from class and may include suspension and an interview with the parent(s) or guardians.
17. From time to time a teacher other than the usual subject teacher may take a class. This may be due to the absence of a teacher, a visiting teacher passing on particular information or a trainee teacher. Under these circumstances, students are expected to behave to the highest standards, and all classroom rules continue to apply. Any student abusing such a situation will receive an appropriate sanction.
18. Any attempt to intimidate a teacher physically, verbally or by any other means will be viewed as a most serious breach of discipline, and an appropriate sanction will be imposed
19. Mobile devices may not be used in class without the teacher's permission and under their supervision. The device must be used solely for the purpose indicated by the teacher. Students may not leave the classroom without the teacher's permission. Permission to leave the classroom should only be sought for illness or other emergencies.
20. Eating and/or chewing gum is prohibited in the class.
21. Fizzy drinks/energy drinks or High Caffeine drinks are prohibited.
22. Breaking, damaging or defacing classroom furniture is unacceptable. Students will have to bear the cost of replacement and /or repair in addition to any other sanctions which may be imposed.
23. Students must adhere to the specific rules and regulations governing specialist areas such as Science Laboratories, Woodwork, Technical Drawing, Technology, Art, Computer rooms, Home Economics rooms, the Gym, and the all-weather playing pitch.
24. Students must follow the fire drill code during fire drills and/or fire evacuation as directed by the teacher.
25. Students are expected to follow all public health advice before, during and after class.

The intrinsic value of homework activities is far more critical than the time devoted to them. It can therefore be not easy to set precise guidelines regarding time to be allocated. In the first and fourth

years, the norm is expected to be 1-2 hours of homework per night. In the second, third and fifth years, two hours is seen as the norm. In sixth year, students should, as a matter of habit, do two hours of school work per night minimum (equivalent to attending evening study) and do additional hours on Wednesdays and Saturdays or other weekday evenings, bearing in mind the need to remain physically active and manage their wellbeing. For students preparing for exams, they should aim for consistency in terms of their study and rest time, planning in such a way that they do their homework at allotted times and also similarly factor in regular breaks and opportunities to relax and partake in sport and/or hobbies.

It is generally expected that the amount of time spent on homework is as follows:

- First Year: 1-2 hours
- Second Year: 1.5-2 hours
- Third Year: 2 hours minimum
- Transition Year: 1 hour minimum, depending on project work and activities
- Fifth Year: 2 hours minimum
- Sixth Year: 2 hours minimum, plus weekend study and extra revision on at least two nights, is also expected.

Some students will complete all tasks quickly and correctly, and may appear to have given very little time to their homework. Some students and those with learning difficulties may put in more time and effort. Teachers and parents need to consider students' varying abilities when setting homework or inspecting homework. It is recommended that teachers give reduced homework during scheduled Wellbeing Weeks, where possible, and advise students in advance of this.

- All homework must be written in the student's journal. Failure to complete homework may result in disciplinary action. If, for some reason, the assigned homework is not done or fully completed, a note in the journal from the parent/guardian explaining why is required.
- With the increased focus on student independent learning, it is important that students recognise their responsibilities and adhere strictly to all guidelines around the submission of project and examination work.
- The school will support the students' efforts at homework through regular monitoring and assessment of the quality of homework presented and through supervised study and homework club.
- Parents/guardians are expected to foster and encourage a positive attitude in their child to homework and study through regular supervision of homework completion and monitoring of the student journal.
- Any use of artificial intelligence for homework must be referenced as such. The use of A.I. without explicitly acknowledging its use, or in circumstances where it is prohibited by the teacher assigning the work/examining authority, will be considered a breach of the code of conduct.

## **6. General**

### **Rationale**

Our Lady's school community consists of over eight hundred individuals (students and staff). The rules outlined below are intended to create a healthy, safe, orderly, and enjoyable environment for all. It is only with everyone's cooperation that the school's resources can be used to maximum benefit.

### ***Personal and School Property:***

1. Students are responsible for their belongings and must clearly label each item of personal property. Anything of value should be kept in a skirt or trousers pocket. No money or valuables should be left in coat pockets, the cloakroom, or school bags. All unlabelled items are disposed of at the end of each term.
2. Students should never take anything that does not belong to them, as this is stealing.
3. Students should never hide another person's bag or belongings.
4. Our Lady's Secondary School does not accept responsibility or is not liable for damage caused to school property or student property, including motor vehicles at any time.
5. Students' motor vehicles should not be parked on school property for insurance purposes.
6. Students are not permitted to use their lockers at any stage during the day, except in cases where reasonable accommodations have been granted under the EPSEN Act 2004.
7. Students are prohibited from interfering with teachers' belongings in the classroom or outside. Students are not permitted to be near teachers' or visitors' cars.
8. Students found interfering with cars or other personal property may face temporary or permanent exclusion. Students are not permitted to use roller skates, skateboards, or wheelies (runners with wheels) on the school grounds.
9. Non-verbal communication using signals or gestures intended to be abusive or rude is unacceptable and will incur sanctions.
10. On occasions when snow has fallen, students are expected to remain indoors at breaktime and lunchtime and follow the instructions of the teachers supervising at that time. Throwing snowballs is prohibited at all times and may incur a sanction.
11. Inappropriate or intimate physical contact is unacceptable during the school day, during school-related activities, or while in school uniform.
12. In the interest of the general body of the school community, it may be necessary at times to search a student locker, bag or belongings while investigating a particular issue – for example, theft or substance abuse. Students are entitled to the same personal rights, right of privacy and defence of human dignity as anyone else. Accordingly, a search of a locker, bag or belonging of a particular student may only be undertaken if:
  - The Principal, or in the absence of the Principal, the Deputy Principals or senior staff member, determines there is sufficient evidence to suggest the person may be responsible for the theft of property, possession of a dangerous weapon or an illegal substance.
  - Permission is obtained from a parent/guardian to institute such a search without the parent/guardian, or the parent/guardian has indicated a wish to be present when the search is instigated.

- Another person of authority (e.g. parent, staff member) is present. The school also reserves the right to confiscate a student's phone when necessary to prevent the distribution of inappropriate images of another student.

### ***Personal Health and Safety:***

1. Students are expected to follow the movement system that is in place around the school.
2. When necessary, students are expected to adhere to public health guidelines at all times during school and at school-related activities.
3. Students are not permitted to run on corridors or around the school or to push or jostle other students. They must follow the school's one-way system as instructed. Loud and unruly behaviour is not permitted.
4. No more than one student is permitted inside a toilet cubicle. If students are caught breaching this rule, the relevant sanction will be imposed.
5. Bags must not be left in doorways, stairwells, or confined areas, especially on the connecting corridor between GPA and the old building. Extra care should be taken on all stairways. If a stairway is designated as one-way, this rule should always be followed.
6. The rules of the road should be obeyed whether the student walks, cycles or travels by bus to and from school. If travelling by bus or car the student should always use the seat belt provided. Patience, courtesy and care should be shown to all who use the roads and footpaths. Students should be conscientious and well-behaved on school buses, especially when getting on and off.
7. Students should promote their health and that of others. Smoking, e-cigarettes, and vaping are forbidden in the school, school grounds, in the vicinity of the school, on any school outing/activity, and in school uniform. Alcoholic drinks and drugs are also banned, and any breach will be viewed as extremely serious.
8. Any student who is known to be involved in supplying or procuring drugs either on the school premises or otherwise will be dealt with per the school's Substance Abuse Policy.
9. Students are prohibited from eating or congregating in licensed premises, arcades or pool halls during the school day (including lunchtime)
10. A student may only use the lift by prior arrangement with the Principal or Deputy Principals. They may be accompanied by one other student if necessary

### ***Respect for All and the School Environment:***

1. Students must show due respect to all adults in or visiting the school, including teaching and ancillary staff. One should always stand back to give adults priority. When moving around in a group, consideration should be given to others. Students should walk in small groups of two or three rather than large groups.
2. Outside school hours, students should continue to show courtesy and respect to their parents and family, to their teachers at all times, to civic and church authorities, and to all members of the community. They should also be aware of others when using footpaths.
3. If a student is being bullied/intimidated or is aware of other students who are being bullied/intimidated, he/she should bring the matter immediately to the attention of his/her Tutor, Year Head, Teacher, Student Leaders, the Principal or the Deputy Principals. This matter will be dealt with per the schools Bi Cinnealta Policy.
4. Students should take pride in their school and its environment. It should be kept clean and beautiful. Students are asked to use the appropriate bins for waste and recycling items including sanitary waste. Students are not permitted to litter or damage it in any way. Graffiti will not be tolerated. Students found defacing or damaging school property will be required to pay for the costs incurred by the school and their parents/ guardians will be contacted.

5. The throwing of flour, eggs, water or any such material is not allowed under any circumstances.
6. Possession of fireworks, laser guns, stink bombs, or similar goods is considered a serious breach of school rules.
7. School management does not favour the growing trend of students driving cars or motorbikes to school. We encourage students to use the transport available. Students are prohibited from parking cars or motorbikes on the school premises due to the limited parking available and for insurance purposes.
8. Parents are requested not to enter the school grounds to drop and collect students as this endangers the safety of students walking and also causes congestion.

### ***Digital and Electronic Devices:***

1. Laser, ipods, tablets, and other electronic devices are not permitted. During the school day, all devices capable of recording voice/sound, emitting sound, and emitting light beams or images must not be used.
2. Handheld game consoles and other gaming devices are also banned from school life and all school-related activities.
3. All students must sign the school's ICT (Information Communication Technology) acceptable usage policy. Students can use the school's ICT equipment for educational purposes only. Students must not use ICT equipment to create, convey or generate (i.e. print or any other means) obscene or unsuitable material. Following the ICT Acceptable Usage Policy, students may use the internet for educational purposes only. Students are not permitted to use the following websites or other sites that are deemed inappropriate.
  - a) Sites containing inappropriate material.
  - b) Social networking sites: The list of sites is not exhaustive, and the Council of Discipline will decide on a case-by-case basis.
  - c) All personal email sites.
  - d) Mobile phone sites.
  - e) Texting or image texting sites.
  - f) Video sites.
  - g) All music sites.
  - h) Gambling sites.
  - i) Gaming site.
  - j) Clothing sites.
  - k) Engaging in illegal or inappropriate activity
4. Students who are found to be in breach of the ICT acceptable usage policy may face exclusion from using ICT equipment (regardless of course requirements) or sanctions under the Code of Behaviour, including, where necessary, suspension or expulsion. Sharing or storing explicit images of oneself or another student is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
5. Students are not permitted to remove Chromebooks from the trolleys unless instructed to do so by a teacher. All students are responsible for using the school Chromebooks/Computers with care and respect as outlined in the ICT acceptable usage policy.

## **7. Lunchtime and Break-time**

1. The grounds of Primary School, Convent and St. Mary's Hospital, Canon's Yard, and the far side of the gym are out of bounds for all our students during Junior and Senior break time and lunchtime. The zone with purple doors is out of bounds during lunchtime. The shutter will be opened ten minutes after lunchtime, allowing students to go to their lockers.
2. Senior students can leave the school premises through the main gate and the small Iontas gate beside the gym at lunchtime, provided they have a lunch pass. Junior students may not leave the school grounds unless they do so under the supervision of a staff member. Any student who leaves the school premises without permission will receive the relevant sanction.
3. During good weather, students are encouraged to go outside and get fresh air at break and lunchtime.
4. If the weather is cold and wet, students can stay inside and have their break in a designated classroom and the GPA area. Students are expected to be in the school classroom that they had before/after break/lunch, depending on their timetable. Students must ensure the classrooms are neat at the end of break and lunch.
5. Students are encouraged not to congregate in the areas around Iontas Arts and Community Resource Centre before or after the school day. If on Iontas grounds and in school uniform, students are bound by the Code of Behaviour, including a total prohibition on smoking, vaping or other illegal substances. Breaches of these rules will result in sanctions being applied.
6. School bags should not be left in areas where they are likely to cause obstruction, and bag racks should be used.
7. Loud or unruly behaviour will not be tolerated.
8. Health and safety considerations govern the use of the Gym and All-Weather Pitch at break and lunchtimes. For these reasons, the number of people using these facilities will be restricted. Rough or dangerous play will result in permission to use these facilities being rescinded.
9. Students should return to class before the first bell rings or when a supervising teacher asks. They should be outside the relevant classroom before the second bell rings.
10. Students with a legitimate reason for not returning in the afternoon must bring in a note outlining the reason; get it signed by the Year Head and Principal or Deputy-Principals. The student then presents this note to the office and the secretary will sign them out before leaving the school premises. If verification is needed the parent will be contacted by phone. If a student has an unplanned afternoon absence, he/she must furnish a note to the Year Head on his/her return.

## **8. Outside School**

1. Our Lady's Secondary School is very proud of its reputation and views its students as ambassadors of the school. The Board of Management recognises that even while students are off the school grounds, their actions may directly affect other members of the school community or the standing of the school in the broader Castleblayney community
2. When outside the school on trips or outings, students are expected to maintain high standards of consideration for others and, through their conduct and good manners, keep the school's good name. They must comply, without question, with all specific and reasonable directions given by those in charge and abide by any other rules or regulations set down by the venue being visited.
3. In some instances, the school reserves the right to apply the principles of this Code of Behaviour to incidents outside of school and/or outside of school hours. (Whether on a school tour or excursion or not). The school may, at its absolute discretion, choose to deal with alleged behaviour that occurs outside of school grounds or outside of school hours as if the alleged misbehaviour had occurred during school time or on school grounds. While the circumstances of each case will be examined individually, the school may exercise this discretion in circumstances

where the incident in question harms or creates a risk of harm to any member of the school community (or their property) or where the incident is significant to the standing or reputation of the school itself.

## **9. Mobile Phones**

Our Lady's Secondary School is promoting a 'phone-free' environment. Students bringing phones to school must carry them in a Yondr pouch. Students may not use phones during the school day or school activities unless given permission by a teacher. Each student will be assigned a personal Yondr Pouch. Students are responsible for bringing their Yondr Pouch to school each day, keeping it in good condition and not damaging it, and reporting to the Year Head if there are any issues with their Pouch.

### **Daily Process**

All students should have their pouches open on arrival at their first class at 8:55 am. At the beginning of tutor class at 8:55 am, students will be asked by their teachers to:

- Turn off or silence their phone.
- Secure their phone inside their Pouch before the teacher/tutor.
- Store their phone away in the pouch for the day.
- At the end of the day, students will un-pouch using the unlocking stations in the GPA and can have access to their phones as usual.

### **Students arriving late or leaving early will pouch/unpouch their phones at the office.**

#### **Authorised use of the phone during the school day**

Teachers may allow phones in class throughout the school day where they feel using them will benefit teaching and learning. Teachers will follow the procedures outlined in our school's Mobile Phone Policy.

#### **Unauthorised use of phone during school day**

**If a student uses their phone or is found without their phone in a pouch throughout the school day the following sequence of sanctions will apply:**

##### **1st Time**

The staff member will send the student to the link person in Senior Management and will email them to alert them of the phone incident. Year Heads will contact parents. The phone will be confiscated and held until the end of the school day. The student may collect their phone from the link person in Senior Management at the end of the day. The Year Head will record a red card (via compass), and one hour evening detention will be issued to the student.

##### **2nd Time**

The staff member will give the phone to the link person in Senior Management and email them to alert them of the phone incident. Year Heads will contact parents and inform them that their son/daughter has been found without their phone in a Yondr pouch for a second time. The phone will be confiscated and held until the end of the school day. A parent/guardian must come into the school to collect the phone. A red card (via compass) and a two-hour evening detention will be issued to the student.

### **3rd Time**

The staff member will give the phone to the link person in Senior Management and email them to alert them of the phone incident. SMT will contact parents and inform them that their son/daughter has been found without their phone in a Yondr pouch for a third time. The Phone will be confiscated and held until the end of the school day. A parent/guardian must collect the phone, and a meeting with the parents will be required.

When students repeatedly fail to comply with the school's rules, further sanctions will be applied in the normal manner.

### **Forgotten Pouch**

If a student forgets their pouch, they will go to the Deputy Principal who will pouch their phone for the day. It will be kept in the Deputy Principal's office, and students can collect it at the end of the school day.

A parent meeting will be required if a student consistently forgets their pouch.

### **Lost or Damaged Pouch**

If the pouch is lost or damaged and becomes unusable, the student must purchase a new one for 10 euros.

1. Videoing or recording another person (staff or student) without their knowledge and consent, whether on school premises or outside of the school, is an invasion of privacy, and any student caught doing so will face sanctions.

2. Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and are dealt with under the school's Code of Behaviour. However placing a once-off offensive message, image or statement on a social network site or public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

3. In relation to sexting or the sharing of inappropriate messages, this can have a serious negative effect on a student and may constitute both harassment and the distribution of child pornography.

4. All incidents involving the creation, storage or sharing of explicit or sexually suggestive images of children under the age of 18 may be reported to the Gardai or TUSLA. The school will take the possession or distribution of such material very seriously and may result in prolonged suspension or the permanent exclusion of the student(s) involved.

**The Board of Management reserves the right to modify or vary the school rules if unforeseen circumstances require such modification or variation at short notice, where the interest of the pupils, staff or the school requires it. Any such amendment will be communicated to the school community.**

## **10. Sanctions**

### **Rationale**

The school may apply a range of sanctions appropriate to the circumstances and seriousness of each case. These are tiered in nature to ensure a just and equitable approach that respects the dignity of all involved, depending on the severity of the breach of discipline in question. These include:

1. A verbal warning
2. A note home to parents in the school journal
3. Incident recorded on Compass
4. A phone call to parents
5. Additional appropriate written work as per the written guidelines
6. Reflection Sheet
7. Rescinding of lunchtime pass
8. Lunchtime detention
9. Parents invited to a meeting
10. Evening detention
11. Saturday morning detention
12. The student may be put on report
13. Withdrawal from a specific subject for a limited period.
14. Withholding of access to specified school facilities if inappropriate behaviour occurs.
15. Internal suspension
16. Removal from a school trip or extra-curricular activity
17. Immediate removal from class.
18. Suspension
19. Expulsion

Restorative circles and restorative practice by trained staff at Our Lady's may be used to resolve disputes and bullying issues. Participation in restorative sessions is encouraged as a means of dispute resolution. However, such participation does not prevent normal disciplinary sanctions for students where a school investigation has found the code of conduct has been breached.

### **SUSPENSION AND PERMANENT EXCLUSION POLICY**

This policy relates to sanctions that the school management may adopt when dealing with serious breaches of the Code of Behaviour. It was drawn up in consultation with all the school partners: the Board of Management, teaching staff, parents/guardians, and students.

1 The purpose of suspending a student from school is to provide the student with time for reflection, to emphasise the seriousness of specific misbehaviours and to give staff time to plan ways of helping the student to change unacceptable behaviour.

1.1.a The Board of Management has delegated authority to the Principal to suspend a student for up to five days. If a suspension for over five days is proposed, the matter must be referred to the Board. In such a case, having sought approval from the Chairperson of the Board, the Principal may suspend for longer to allow for time to convene a Board meeting. The Board will not normally suspend of more than 10 consecutive school days.

1.1.b Suspension will usually be imposed for a grave offence, as defined in this policy. Further to this, in the opinion of the Council of Discipline, Senior Management Team, and/or Principal or Acting Principal, detention or warning are inadequate disciplinary responses to serious offences, or in the instance of repeated serious violations, the sanction of suspension may also be imposed. Such incidents may involve:

- A threat to the safety of others and to self
- Actual violence or assault against a member of the school community
- Abusive or threatening language towards a member of the school community

- Undermining the dignity of members of the school community
- Serious disruption of teaching and learning and the orderly atmosphere of the school
- Deliberate damage to property
- Interference to the school security or fire alarm systems
- Being involved in a fight or physical altercation which will be decided by the council of discipline.
- Instances of bullying as per the schools Anti Bullying Policy
- Misuse of technology
- Substance abuse
- Persistent breaches of the Code of Behaviour which have not been rectified by the normal school interventions.
- Truancy

(this list is not exhaustive)

1.1. c Other than in the case of immediate suspension (6.1.e below), before a suspension is imposed, the Principal, mindful of the investigation report from the relevant Year Head, will have considered the seriousness and context of the behaviour; the impact of the behaviour on the other members of the school community; the interventions that have already been implemented with the student involved (where relevant) and the likely impact of the suspension on the particular student.

1.1. d Suspension Procedures.

The alleged incident will be investigated by Senior Management and/or the Year Head to determine the facts of the situation. This will involve an interview with the student(s) in question and any witnesses to the event.

Following the report from this investigation, should the Principal / Acting Principal decide that it is appropriate to suspend a student, the following procedure will be implemented.

Before the suspension is imposed, the student and his/her parents/guardians will be contacted, and the matter will be explained to them. Every effort will be made to request and facilitate the student/ parent/guardians' meeting with the Principal and/or Acting Principal, Deputy Principal, and Year Head at a specified time acceptable to all parties so as to afford them a full opportunity to comment on the disciplinary action being considered.

If the student/parents/guardians fail to attend such a meeting and fail to provide a reasonable explanation for not doing so, the matter will be determined in their absence, and the suspension will be carried out. The student and parents/guardians will be informed in writing that the suspension has been imposed, the date from which the suspension takes effect, and the period of the suspension.

If the student/parents/guardian attends such a meeting, and the principal, having heard the student/parents/guardians, considers that it is proper and necessary that suspension be imposed, s/he may suspend on such terms as s/he considers appropriate.

The student/parents/guardians will receive written confirmation that suspension has been imposed, the date from which such a decision takes effect, and the period of the suspension.

Parents/guardians will also be fully informed of their right to appeal the decision to suspend to the Board of Management.

A suspension is understood to mean that the student does not have permission to be present in the building and is under the care of their parents/guardians for the day/days in question. A student coming into the school during suspension will be deemed to have flouted the behaviour code, and this is considered a grave offence.

1.1.e Without prejudice to the foregoing, where the Principal or Acting Principal has been notified of an alleged grave offence and where immediate suspension is deemed necessary for Health and Safety reasons, the Principal, (as per EWB guidelines p75), following a preliminary investigation and without prior notice to the students/parents/ guardians, may suspend a student with immediate effect for such a period as is deemed appropriate, pending a full investigation of the alleged offence.

Official notice of such suspension will be confirmed in writing to the student/guardians/parents/ and the suspension period indicated. The matter will then proceed as per section 6.1.d above.

1.1. f Following the imposition of a suspension, the Principal will notify the Board of Management of the suspension. Under Section 21(4) of the Education (Welfare) Act, 2000, where a student is suspended for not less than six days, the Principal will inform the Educational Welfare Officer by notice in writing.

1.1.g Following a period of suspension, the student, accompanied by his/her parent/guardian, is required to present himself/herself to the Principal or Deputy Principals upon returning to school before going to any class. At this meeting, the Principal/Deputy Principals will review the case and decide what structures are required to support the student in returning to school and in addressing the behaviour that led to the suspension.

## **2 Appeals of suspension**

A suspension imposed by the Principal can be appealed to the Board of Management as follows:

2.1.a An appeal should be submitted in writing to the Secretary of the Board of Management within 5 school days of the imposition of the suspension and should set out the parent's case against the suspension.

2.1. b At its next meeting, the Board will nominate two members, neither of whom should be involved in the case, to investigate the issue and report to the Board with its findings and recommendations. (A recording secretary for the subcommittee may be included.)

2.1. c If this investigation recommends that the Board remove the suspension, the record of the suspension will be removed from the student's file. If the investigation approves the suspension then the suspension will stand.

2.1. d There is no further right to appeal unless the student's cumulative suspensions in any one year exceed 20 days, in which case there is a right to appeal to the Secretary General of the Department of Education and Skills. The Principal must inform the parents and the NEWB if this 20 day limit has been reached.

## **3 Review**

The Board will monitor the frequency of suspension as a disciplinary measure and will regularly review the procedures to ensure that it is being used fairly and appropriately and in the best interests of the entire school community.

## **Expulsion**

4.1.a Only the Board of Management has the authority to expel a student. This Authority may not be delegated.

4.1.b Expulsion of a student is a very serious step and will only be taken by the Board.

4.1.c Where there is significant and continuing disruption to the learning of others or to the teaching process.

4.1.d Where there is a serious threat to the health and safety of the student him/herself, other students or members of staff.

4.2.a Where the student is uncontrollable and is not amenable to any form of school authority.

4.2.b Where parents refuse to exercise their responsibility for the student in accordance with this Behaviour Code

4.2.c Where the student's behaviour is detrimental to sustaining the ethos of the school

4.2.d In cases of specific behaviour such as

- Actual violence or physical assault.
- Supplying illegal / mood altering substances.
- Sexual assault and indecent sexual behaviour
- Deliberate serious damage to property.
- Serious misuse of technology.

4.3 Other than in exceptional circumstances (section 7.4. below), before considering expulsion, the school will have taken significant steps to address the student's behaviour. These steps may include:

4.3.a Meeting with parents and the student to endeavour to find ways of helping the student to change their behaviour.

4.3.b Ensuring that the student understands the possible consequences of his/her behaviour, should it persist.

4.3.c Ensuring that other possible options have been given a fair trial to improve behaviour through an Individual Behaviour Plan (IBP).

4.3.d Seeking the assistance of support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

4.4 However, there may be circumstances in which the Board of Management forms the opinion that a student should be expelled for a first offence where the issue is grave and/or of such a serious nature as to warrant that sanction. Due process and fair procedures will be followed in all cases, and the principles of natural justice will apply.

## **4.5. Procedure for expulsion**

4.5.a The Principal will ensure that the incident is thoroughly investigated. If necessary, the student may be suspended from school while this investigation is taking place, in accordance with section 6 above.

4.5.b The Principal will inform the student and the parents, in writing, of the details of the alleged misbehaviour and the possibility that it could result in expulsion.

4.5.c The student and parents/guardians will be given every opportunity to respond to the complaint before making a final decision. If the final decision is that the Principal intends to recommend expulsion to the Board of Management then the parents will be invited to a meeting with the Principal before the recommendation proceeds to the Board.

4.5.d The Principal will provide the parents/guardian and the Board of Management with records of the allegations, the investigation and also the grounds on which the Board is being asked to consider expulsion.

4.5.e The parents/guardians will be notified of the date of the Board of Management hearing and invited to attend. They will be given adequate notice of the meeting and informed that they may make a written and oral submission to the Board. Written submissions may be made in advance.

#### **4.6. The Board of Management Hearing**

4.6.a The Board will ensure impartiality, and no Board member who has been involved in the circumstances of the case will take part in the hearing.

4.6.b At the hearing, the Principal and the parents, or a student eighteen years or over, will put their case to the Board in each other's presence.

4.6.c Parents/Guardians may wish to be accompanied at such hearings and the Board will facilitate this. There is no right to legal representation in this process.

4.6.d Neither Principal nor parents will be present when the Board decides.

#### **4.7. Following the Board Decision**

4.7.a Where the student and his/her parents/guardians attend the meeting with the B.O.M., and the Board, having heard the student and/or his or her parent/guardian, form the view that it is necessary and proper to impose the sanction of expulsion, the Board, before making the decision to expel the student, will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, per Section 24(1) of the Education (Welfare) Act, 2000.

*Where the student/parents/guardians do not attend the meeting:*

If the student or his/her parent/guardian fails to attend the meeting with the B.O.M. and fails to provide a reasonable explanation for not doing so, the B.O.M. will determine the matter in their absence. Before making a decision to expel the student, the Board will notify the Educational Welfare Officer, in writing, of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.

4.7.b Where it is decided to impose the sanction of expulsion, the student and his/her parent/guardian will be informed by letter by the Board that the sanction of expulsion has been imposed and the date from which decision will take effect. The student will not be expelled from the school before the passing of 20 school days following the receipt by the Education Welfare Officer of the notification. In the interim, the Board may, per section 5 of the Education (Welfare) Act 2000, suspend or make other arrangements to ensure that 'good order and discipline are maintained in the school'.

#### **4.8 Involvement of the Education Welfare Officer**

4.8.a During this twenty-day period, the Education Welfare Officer will convene meetings with relevant parties to ensure that arrangements are made for the student to continue in education.

4.8.b While these negotiations are taking place and before the expulsion is finalised, the Board may consider continuing the student's suspension from school. This task may be delegated to the Principal or Chairperson.

4.8.c After the twenty days have elapsed, where the Board maintains that the student should be expelled, the decision will be formally confirmed to the parents and the student in a registered letter signed by the Chairperson and the Principal.

4.8.d The parents will be told about the right to appeal and supplied with the appropriate form. This appeal is made to the Department of Education and Skills Secretary General.

### **The appeals process through the Department of Education**

Under Section 29 of the Education Act, 1998, there is a statutory right of appeal to the Secretary General of the Department of Education and Skills against a decision of the Board of Management or of a person acting on behalf of the Board to permanently exclude a student from the school or to suspend a student from attendance at the school for a period which would bring the cumulative period of suspension to 20 school days in any one school year. This right of appeal can be exercised by the parent(s)/guardian(s) of a student, or in the case of a student who has reached the age of 18 years, by the student. The school will advise the parent/guardian and/or student of the right of appeal and associated timeframe when notifying them that the relevant sanction has been imposed.

Appeals must generally be made within 42 calendar days from the date the school's decision was notified to the parent/guardian or student. As a general rule, appeals will only be considered by an appeals committee under section 29 where the parties are unable to resolve the issue at local level. Accordingly, the appellant and the Board of Management will first consider the matter at local level to determine if an accommodation can be reached.

Appeals to the Secretary General must be made in writing on the Section 29 Appeals Application form (a copy of which can be obtained from the school or from the Appeals Administration Unit of the Department of Education and Skills) and addressed, by signed letter, fax or e-mail to the Appeals Administration Unit of the DES. The appellant should, at the same time, notify the school of the appeals or, alternatively, send a copy of the completed Application Forms to the school.

Ratified by the Board of Management on: 10/06/2025

Date of Review: 10/06/2026

Chairperson of Board of Management:

**Code of Behaviour: Parent/ Guardian & Student Agreement**

We / I have read the Code of Behaviour of Our Lady’s Secondary School and undertake to support it to the best of our / my ability. We / I also understand that from time to time Our Lady’s Secondary School may need to update their Code of Behaviour and other policies. We / I accept that it is our / my responsibility to remain informed of these changes communicated to us by the school.

Signed: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_

Student: \_\_\_\_\_

Class & Year Group: \_\_\_\_\_

Date: \_\_\_\_\_

A student may not attend Our Lady’s Secondary School if the Code of Behaviour is not signed.

