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# CODE OF BEHAVIOUR

# NEWPORT COLLEGE

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# **CODE OF BEHAVIOUR**

**Newport College, Newport, Co. Tipperary**



## **Mission Statement**

**“We strive to provide a holistic education in order to maximise the potential of each student academically, emotionally and socially with respect for self, others and the environment as core values, embracing individuality and honesty, to enable a productive learning and teaching environment”.**

## **Motto**

**“Newport College is a School where every Child matters”.**

The Code of Behaviour is fundamental to the mission and motto, safeguarding the rights of all in the school community through a preventative, supportive and corrective approach. The essence of the Code is respect for oneself and others, self-discipline and social responsibility. Rules are essential if the main business of the school, teaching and learning, is to proceed unhindered.

Students and Parents/ Guardians sign up to the Code of Behaviour on application & transfer forms, thereby accepting their roles and responsibilities as partners in education in Newport College.

# **Charters of Rights and Responsibilities**

## **Students**

### **Rights:**

- To the highest standard of education to meet the individual needs of students.
- To be safe and secure in a non-bullying environment
- To be treated with respect
- To be taught in a clean and orderly environment
- To have access to all areas of the curriculum, subject to available resources
- To have classes start punctually and have lessons that are well prepared
- To be assessed regularly, through homework and tests
- To have access to extra-curricular activities
- To have property treated with respect
- To have a right to be heard

### **Responsibilities:**

- To be well behaved both inside and outside the school and obey school rules
- To work hard in class and cooperate with the teachers
- To arrive punctually, be prepared for class and do nothing to interrupt the teaching of the lesson
- To work to the best of ability at all homework and assessments
- To treat everyone with respect
- To wear the correct uniform and take care of property
- To aim to take part in extracurricular activities
- To not bully through verbal, text, internet and exclusion
- To use language and materials that are appropriate and inoffensive
- To support the school in implementing the Code of Behaviour
- To attend meetings organised by the school

# Teachers and Staff

## Rights

- To work in a clean, attractive and safe environment free from verbal, physical abuse/intimidation
- To be allowed teach without interruption or disruption
- To be kept up to date about changes and developments as they occur
- To have fair and equal access to staff development
- To be treated in a professional manner by all colleagues
- To be supported by management while carrying out their duties
- To be supported in the delivery of the curriculum
- To have adequate resources to deliver the curriculum effectively
- To have adequate time to carry out professional duties
- To have personal welfare issues dealt with in a sensitive and confidential manner
- To have a right to be heard

## Responsibilities

- To prepare effective teaching resources
- To manage time effectively
- To be punctual and attend in accordance with the timetable
- To keep up to date with changes and developments
- To incorporate learning opportunities into the curriculum
- To treat all students, staff and parents/guardians in a professional manner
- To help provide a caring environment for all
- To support management in the implementation of decisions
- To help maintain a clean, safe and attractive work environment

# Parents/Guardians

## Rights

- To have access to the school's policies and guidelines
- To have access to information about their child
- To feel confident in sharing issues or concerns
- To have your child spoken to in a professional and controlled manner
- To ensure your child will have access to all areas of the curriculum, subject to available resources
- To participate in the Parents Association
- Have a right to be heard

## Responsibilities

- To encourage and support their children by showing interest in their work and school life
- To praise their child's efforts
- To provide space and time for your child to do their homework
- To support the wearing of the school uniform
- To keep up to date with the school journal
- To monitor the use of mobile phones and the internet
- To ensure your child attends regularly and punctually
- To attend meetings organised by the school
- To support your child by attending meetings/concerts/activities/awards etc.
- To listen to both school and child when a problem arises
- To inform the school of any change of circumstances
- To support the school positively

## **Positive Behaviour and Best Practice**

**The Code of Behaviour emphasises respect for others and their property. The purpose of the rules is not to punish but to ensure that all in the school community can work together in harmony.** Students are bound to follow all instructions given by staff within this Code of Behaviour.

The following summarises the emphasis placed on positive discipline at Newport College. In order to acknowledge, encourage and enhance positive behaviour Newport College engages with some or all of the following positive reward/award systems:

- a. The Class Tutor is the teacher, who on behalf of the school community, undertakes the role of caring for a class group to promote learning.
- b. Class tutors meet with students and praise positive behaviour including effort, helpfulness, adhering to the Code of Behaviour, achievements in and out of school, improvement in academic achievement.
- c. Teachers and tutors may put positive notes in the comment section of the diary and/or use the Newport College stamp, stickers etc.
- d. Class tutors may develop positive reward systems such as bonus points or recommendation systems.
- e. Class trips, outings, parties, treats, vouchers, group activities and celebratory events may be organised in recognition of achievement or progress.
- f. Constant verbal praise and an atmosphere of friendliness is evident on a daily basis.
- g. Attendance Certificates recognising full attendance are awarded after 3 and 6 months and at the end of the school year.
- h. ‘Student of the term’ certificates are awarded to a student from each class group throughout the school year.

**In Newport College, as part of promoting positive behaviour, the following are our expectations of students:**

- To attend regularly and punctually, and not leave the school grounds without permission.
- While wearing the school uniform to behave in a manner that enhances the school’s reputation – see Uniform Policy.
- All transport to school is to and from the school gate each day.

- Notes explaining absences and lateness, and requesting permission to leave early, must be written in the appropriate section of the student diary, signed by parents/guardians and presented to the Principal/ Deputy Principal.

Students must sign in and sign out if arriving late or leaving early. When leaving early, a student must be collected by a designated adult.

- The student diary helps to monitor progress, attendance and behaviour, and increases the flow of information between school and home. Teachers may acknowledge good work, attendance and behaviour with positive comments in the appropriate sections of the diary.

Both written and oral homework must be recorded in the Homework section of my student diary.

Students must have their diary at school each day, placed on the desk in all classes and present it when requested.

The student diary must be signed by parent/guardian at the end of each week.

- Drugs or any illegal substances, including tobacco, e-cigarettes and alcohol, are not allowed.
- Mobile phones – see policy in Appendix B
- Littering damages the environment. Students are expected to use the bins provided and comply with cleaning practices in the canteen at break and lunch time.
- Student lockers must be kept clean and tidy, and not used to store anything objectionable.
- Students must bring their locker key to school each day to gain access to their locker and class materials within.
- Students should label all property to help its recovery if mislaid.
- Books issued by the school are on loan to the student and remain the property of the school. Lost/ damaged/ neglected books issued by the school will need to be replaced and the student will have to cover the cost of replacement.
- Where a student uses their own car to travel to school, they may not use the staff car park or their car from the time they arrive in the school until classes/ school activities end without the prior permission of the Deputy Principal or Principal.
- During State Examinations, all exam students must comply with the Code of Behaviour of the school and cooperate fully with regulations set out by the school and in compliance with the State Examinations Commission.



- Students must comply with any further regulations which may be introduced for their own good, for the good of their fellow-students or the good of the college.

## **HEALTH AND SAFETY**

Teachers, other staff and students have a responsibility with regard to the Health and Safety of others to ensure the safety and well-being of all.

- Students must always adhere to instructions of staff throughout the school environs. Health and Safety rules in all practical classes must be followed by students at all times.
- Out-of-bounds areas are deemed as such in the interests of Health & Safety of all in the school.
- Where there is a serious incident, or the safety of students/teachers is at risk, the Principal may impose immediate suspension. The Principal, in consultation with staff, can impose sanctions which enable all students/staff of Newport College to attend school/work in a safe, positive atmosphere.

## **SEARCH PROCEDURES**

Senior Management of Newport College reserves the right to search any part of school property (including school lockers). Similarly, any bags, vehicles or other belongings on school property or at school events may be checked. Please note that management accepts no responsibility for damage to, or loss of property.

Where there is reasonable cause to believe that a person on school property or at a school event has on their person any stolen property, offensive weapon or dangerous item (including a drug within the meaning of the drugs policy of the school), that person may be asked to volunteer the property, weapon or item.

If they fail to do so, the Gardaí may be called in to conduct a search. Two staff members must be present during any form of search. An attempt will be made to notify a minor student's parent/guardian prior to the Garda search. Gardaí may be called where a criminal offence may have been/ may be committed.

## SCHOOL DIARIES

### Diaries

- Diaries must be on students' desk at all times – in order to recognise at the earliest opportunity those without a diary

### Emergency Diary

- Forgotten student diary – student receives an emergency diary plus note in diary (into Homework Issues section) when returned.
- Emergency diaries kept with Deputy Principal and returned to Deputy Principal by students. If not returned the students will be placed on a **homework monitoring card**.

## WHERE STUDENTS DO NOT ABIDE BY THE CODE OF BEHAVIOUR, THE FOLLOWING WILL APPLY:

### DISCIPLINE SANCTIONS

Students are responsible for their own actions, and if they choose to break the rules, they also choose the corresponding sanctions.

The Principal and Deputy Principal, together with the staff, accept that breaches of the code of behaviour must be dealt with in a fair and consistent manner.

The following is a list of sanctions drawn up in consultation with staff, students and parents/guardians.

Unacceptable behaviour	Sanction
Not following instructions of staff – may include refusing to hand up diary; non-participation; disrespect; walking away; having to be removed from class; disruption of teaching and learning; late for class	Classroom management*( <i>see below</i> ) Refer to year head / possibly meet parents
Abusive attitude towards staff including use of foul/inappropriate language	2-day suspension
Threatening staff	3-day suspension

Chewing gum	Note and €5 fine with ongoing detention until fine is paid to DP
Smoking or vaping on school grounds/at school activities 1 <sup>st</sup> offence  2 <sup>nd</sup> offence  3 <sup>rd</sup> and subsequent offences	€10 fine – 1-day detention + note + added detention until fine is paid €15 fine – 1-day detention + note + letter home +added detention until fine is paid 1-day Suspension
Eating outside hall	Warning and return to hall
Littering	Note in diary
Not complying with lunch hall cleaning rota	2 additional days of cleaning duty
Jumping queue in canteen or getting others to buy lunch	Return to the end of the queue
Mobile phone in school	See mobile phone policy – Appendix B
Diary not signed	First 3 times – reminder and diary to be signed and presented to Deputy Principal for the next day. Subsequent times – 1-day detention and diary to be signed and presented to Deputy Principal for next day
Homework not done	Note in diary
Homework not presented or incomplete	Classroom Management
Going to locker between class	Note in diary
Forgetting locker key	Report to caretaker in morning. 3 <sup>rd</sup> and subsequent times forgetting key – 1-day detention
Misbehaving in a practical classroom	Removed from the class Note in diary Discussion with class teacher around rules of returning to class Possible suspension

Uniform not worn properly – Uniform Policy in Appendix A	<p>Where a student turns up to school out of uniform, a school uniform may be provided for one day.</p> <p>Where they refuse to wear this uniform, detention will be sanctioned. A note from home will not suffice.</p> <p>A note for Breach of Code of Positive Behaviour will be issued.</p> <p>The uniform must be washed and returned within one week.</p> <p>A student out of school uniform may be prevented from representing the school or participating in extra-curricular activities.</p>
Leaving school during school day without permission	Immediate suspension
Out of class without permission	Note
Damaging school property	Compensation plus report stage 2 and/or suspension depending on the severity of the act.
Fire alarm set off deliberately/ Damaging fire equipment	3-day suspension and compensation
Possession of drugs/illegal substances	Suspension
Drinks with stimulant drugs, e.g. caffeine	Drink will be confiscated
Involvement in fight (includes representing school and travelling to/from school)	Suspension 1-3 days at discretion of management
Stealing	Parents contacted, compensation plus report stage 2 and/or suspension depending on the severity of the act.
Hiding bags/ property	1-day detention
Causing flooding	Contact parents and compensation depending on damage.
Bullying	Refer to school's anti-bullying policy
Return from suspension	Completion of reflection sheet; on Stage 2 report for 3 days and includes detention

Jewellery	<p>All necklaces must be worn under school jumper, ear jewellery to consist of ear studs with push/friction backs, maximum of one stud per earlobe. All other pierced jewellery must be covered or removed to safeguard students' Health and Safety and that of all students.</p> <p>Arrival to school with multiple uncovered piercings will lead to a note for Breach of Code of Positive Behaviour.</p> <p>Refusal to remove/cover additional piercings will lead to a detention.</p>
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***\*Classroom Management:***

*Classroom management is the responsibility of individual teachers who may impose sanctions for issues that arise in class. Outside the classroom, the teacher or staff member present at an incident may also impose sanctions. Depending on the situation these sanctions may be a warning, a note, detention, exclusion from class, temporary relocation in another class, referral to year head. This list is not exhaustive.*

The list above is not exhaustive, and the Principal/Deputy Principal of the school reserves the right to impose any other sanctions when deemed necessary. This applies where students are in school, or in school uniform representing the school.

## **Discipline Procedure**

Teachers may record details of incidents relating to homework, classwork and behaviour in the Student Diary. This is then seen by parents/guardians. When a teacher writes a note in a journal, he/she may check to find out if the student has presented other instances of non-compliance with the code of behaviour in the preceding days. Where there are four or more Breach of Code of Positive Behaviour notes or Homework notes in a school term, it is the student's responsibility to report to their year head. In the case of a more serious incident, the teacher may refer the student directly to the year head without reference to the diary.

### **Class Tutor:**

The Class Tutor is the teacher who on behalf of the school community undertakes the role of caring for a class group to promote learning. The tutor advises the student that he/she is on homework card or report. It is the student's responsibility to meet their year head if they have 4 notes. The student begins the next day on Homework card or Stage 1 Report depending on the relevant notes in their journal. Parents/guardians are informed by having to read and sign the end of the report card or homework card daily.

While on Homework card or report card, the student must present the card to the Year Head each morning before 9 a.m. and at the end of each school day. The student must also attend detention while on Report card and until a recommendation is given to discontinue report.

### **Homework Monitoring Card (Red)**

- If a student gets 4 notes for Homework Issues in journal (**per half-term**) - then they go on a Homework card. This is given by Year Head only – and for each additional 4 notes received in a half-term student receive a new Homework card.
- Following two Homework cards in a half-term, a further 4 Homework Issues notes in journal will warrant Stage 1 Report Card.
- A student stays on a Homework card for 3 days. Card signed daily by Parent/Guardian, Student and Year Head.
- If the student has issues with homework when on the homework card, they may be placed onto stage 1 report card – as decided by Year Head
- There is no detention whilst on Homework card
- If a student forgets their report card, they stay on report until the original turns up or until a note is received from a Parent/Guardian.

### **Report Card (Stage 1 Blue, Stage 2 Yellow)**

- If a student gets 4 notes for Breach of Code of Positive Behaviour in journal (**per half-term**) – then they go on a Report card (stage 1) and for each additional 4 notes received in a half-term student receive a new Report Card. This is given by Year Head/Deputy Principal or Principal only (in most circumstances Year Heads deal with Report cards unless absent)

- Following two Stage 1 Report cards in a half-term, a further 4 notes for Breach of Code of Positive Behaviour in journal will warrant Stage 2 Report Card.
- A student stays on a Report card for 3 days. This card must be signed daily by Parent/Guardian, Student and Year Head
- There are 3 days detention on report card
- Poor performance on Report stage 1 leads to Report stage 2
- Poor performance on Report stage 2 may lead to another 3 days on Report stage 2 – at discretion of year head
- If there is no improvement after this stage, suspension will ensue/management will intervene.
- Post suspension – the student is placed on report stage 2 for 3 days plus 3 days detention
- If a student forgets their report card, they stay on report until the original turns up or until a note is received from a Parent/Guardian.

**Failure to report to year head on 4<sup>th</sup> note for Homework or Breach of Code of Positive Behaviour will result in an additional two days detention.**

### **Detention**

- Detention runs from 1.20 to 1.40, Monday to Thursday.
- If student is late for detention they are not allowed into detention (unless exceptional circumstance such as meeting with a teacher etc). If late for detention a student receives an additional 3 days detention. If the student fails to turn up to detention, they may be suspended or placed on report card.
- Breach of Code of Positive Behaviour can be immediately referred to Year Head, who may impose detention.
- Notes for Homework Issues should not lead to students getting detention from a teacher – they must follow the 4 notes policy for Year Heads or refer to Year Head for a decision
- Only a Year Head, Principal or Deputy Principal may place students in detention

## **Loss of Cards**

- Loss of Homework card – student goes on report stage 1
- Loss of Report stage 1 – student goes on stage 2
- Loss of Report stage 2 – student may be suspended

## **Deputy Principal:**

The Deputy Principal is the Head of Discipline. The Deputy Principal may impose the sanctions of detention, fines, ‘on report’, exclusion from class and relocation in another class, in addition to minor sanctions. Students in detention or ‘on report’ must show good behaviour and/or application to schoolwork and homework, before the ending of these sanctions. The Deputy Principal may also request parents/guardians to attend a disciplinary meeting. He/she assumes the powers of the Principal in his/her absence.

## **Principal:**

The Principal shall have the power, for any cause which he/she judges adequate, to suspend a student from attendance, subject to regulations in force at the time. Please see a copy of the school’s suspension and expulsion policy.

The Principal shall have the power to make further regulations for the good of the students and the college.

## **RESOLUTION OF ISSUES**

*Records of issues arising are kept on file. When resolving issues, a verbal apology and/or letter of apology may be submitted by a student. Staff will encourage and enable the student to move on through talking about incidents, offering advice and support. In this way, the students are expected to ensure that they learn from previous incidents. Matters dealt with, once resolved, are not referred to again unless negative behaviour reoccurs.*

The policy above sets out our Code of Behaviour. This enables parents/guardians to understand what is expected of all students who attend Newport College. It encourages all to participate fully in school life and allow others to do so in a positive atmosphere.



## Appendix A



### Uniform Policy

### Newport College

All students must wear the Newport College uniform in school and during school activities. Our school uniform encourages a sense of identification with the school, prevents fashion competition and is cost effective.

The school uniform consists of the following:

- the official school uniform jumper with college crest  
(only available from the official school stockist)
- plain red polo shirt (no logos/ additional colours). If an extra layer is necessary, this may only be a plain short sleeved black or red T shirt, in tune with the uniform style and colour.
- plain black regular leg width trousers
- trousers to be worn over shoes.
- official school red knee length skirt for girls

Students are expected to wear an official Newport College crested top, red non-branded polo shirt and black trousers (regular length and width)/official Newport College skirt at all times.

An optional half-zip top with crest is also available from the school.

Items outside of above are considered a Breach of the Code of Behaviour.

**No leggings, denims or leisure pants are allowed.**

The uniform for PE/ Activities consists of:

- polo shirt/t-shirt
- plain black tracksuit bottoms/sports shorts
- runners/ sport specific shoes and socks

The school uniform and other property should be labelled to help its recovery if lost.

All students are expected to be hygienic in person, neat and tidy in appearance and wear the full uniform. Hair, clothing and jewellery must be worn in accordance with Health and Safety regulations and as stipulated by school management from time to time. All necklaces must be worn under the school jumper, ear jewellery to consist of ear studs with push/friction backs,

maximum one stud per earlobe. All other pierced jewellery must be covered or removed to safeguard students' Health & Safety and that of all students.

Students who are not wearing correct school uniform will get a note in their journal and are expected to avail of an alternative uniform which may be provided by the school.

Failure to wear correct PE uniform will result in a note in the journal and not being allowed to participate in the class.

## Appendix B



# Mobile Phones/Devices Policy

This policy aims to ensure that teaching and learning can take place without interruption from mobile phones and devices and that students and staff are protected from potential harassment or bullying.

The policy extends to all second level students in Newport College.

To assist the school in implementing this policy, parents/guardians are asked not to contact students by mobile phone at any time during the school day. Contact may be made through the office at 061 378262.

Students who need to contact home urgently, should request permission to contact home from the school phone.

Mobile phones/digital devices must be switched off and locked in the student's own locker, or in their school bags during the school day. Students may not have their mobile phones on their person during the school day.

No photographs may be taken, or recordings made while on the school premises or during school related activities. Using mobile phones/digital devices in such a way without permission is a serious infringement on the rights of others.

Where the school is made aware of an incident where students use mobile phones/digital devices to bully others or to send offensive messages or calls, this will be investigated under our Anti-Bullying Policy and will also be dealt with under the Code of Behaviour. It should be noted that it is a criminal offence to use a mobile phone/digital device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices. The safety and security of these items is wholly a matter for students and their parents/guardians.

**\*It is highly recommended that these devices are left at home.\***

It is strongly advised that students mark their mobile phones/digital devices with their names and use passwords to ensure that unauthorised phone calls cannot be made on their phones.

A student who is found using a mobile phone/digital device outside of the stated times, or who contravenes this policy in any way, will have his/her mobile phone/digital device and its SIM card confiscated.

- On a first offence it will be returned at the end of the school day. The students will receive a note in their diary, one day's detention and parents will be notified.
- On subsequent offences a parent/guardian must collect the phone from the school. A request by phone from a parent for return of confiscated phone is not acceptable.
- If a parent cannot come to the school to collect the phone, it will be returned to the student after two weeks.