



Newport College

Code of Positive Behaviour

Policy Area	Schools
Document Reference number	To be inserted by HO
Version	To be inserted by HO
Document Drafted by	Newport College
Date Adopted by TETB	To be inserted by HO
Reviewed/Amendment	<i>Amendment May 2019</i>
Date Review/Amendment Adopted	To be inserted by HO

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”.

Introduction

This policy applies to students of the school at the following times:

- During school time, including before and after class and at break-times
- While representing the school.
- While travelling to or from school using school transport.
- While on school trips, tours, exchanges or fieldtrips.
- While supporting school teams or activities.
- On any occasion when accompanied by school personnel

The Code of Behaviour is fundamental to our 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.

In devising the Code of Behaviour consideration has been given to the needs, circumstances and aspirations of this school. The Board of Management of the school is responsible for ensuring that a fair and efficient Code of Behaviour is applied in the school. The implementation of the Code of Behaviour in a just way and the maintenance of good order is the responsibility of all members of the teaching staff.

Co-operation between parents/guardians and the school is enhanced by dialogue with the teacher, Class Tutor, Year Head, or with the Deputy Principal or Principal in cases involving serious misbehaviour. Parents/ Guardians will be informed of decisions made by school management regarding serious misbehaviour. The whole school community, the Parents Association, the Teaching staff, the Student Council, the Board of Management and the TETB have all been consulted with in drawing up this code. 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.

Principles underpinning the Code of Behaviour

The Code is informed and underpinned by a set of principles that provide for the respect and wellbeing of all the school community.

- The code of behaviour is positive in nature and is centred on respect for oneself, others and the environment. It is developmental and will promote a spirit of self-discipline and integrity.
- The rights of all parties will always be upheld and invoked in the school.
- The code will be implemented in an impartial, consistent, fair and even-handed way
- Flexibility in the application of the code is a key to ensuring that the Board of Management of the school can exercise its judgment in relation to individual circumstances
- The central role of parents/guardians as primary caregivers is always promoted.
- Equality of opportunity and anti-discriminatory behaviour is always promoted.

- The development of ongoing positive and healthy relationships between all members of the school community where acceptance, understanding and respect are harnessed as key values is a fundamental prerequisite of the code.

The Consultation & Review Process

A complete review of the code commenced in 2020, whereby all partners of the College were consulted with and asked to offer feedback of areas in need of improvement. Focus groups were set up with students and staff and an in depth collaborative reflective process took place.

Themes which emerged from the review included:

- the need for consistency of application of rules
- the need for greater autonomy for teachers and year heads
- the need for greater clarity in the structure of sanctions and the referral system
- a greater focus on celebrating positive behavior was needed
- a clear frustration with the present card system
- the need for more frequent assemblies to be held for positive reinforcement by Year Heads and Senior Management was needed
- the lunchtime detention system needed to be refined
- Continue to develop our culture of mutual respect within all college personnel.
- That the discipline in our school is the responsibility of all partners in our school.

All these themes have subsequently been addressed or are being addressed in elements within this draft of the Code.

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
- To ensure that homework is given and corrected and teachers take responsibility of informing parents of students persistently not presenting in school with homework not done.

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 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 daily.
- g. Attendance Certificates recognising full attendance are awarded after 3 and 6 months and at the end of 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.
- Mobile phones – see policy in Appendix B

- Littering harms, 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 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. Failure to comply with these rules may result in the student being removed from the book scheme.
- 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.

Affirmation and acknowledgement of positive behaviour

- Verbal praise.
- Positive notes in journal.
- Acknowledgement of achievements at assembly.
- Occasional class treats.
- A whole school awards system to recognise achievements in accordance with our mission statement.
- Certificates to acknowledge achievements in various extra-curricular activities.
- Use of intercom
- Recognition at school assemblies

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 always be followed by students.
- On Health and Safety grounds we recommend one stud piercing per ear, no hooped earrings are allowed.
- 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.

Smoking / Vaping and Other Illegal Substance

Smoking, vaping, the consumption of alcohol and the possession or use of illegal substances, and any other substance which has been shown to cause a health hazard are all strictly forbidden within the school building, on the campus, while travelling to and from school, while participating in any school activity and at all times whilst wearing the school uniform (or part of). In the event that any concern is identified regarding the misuse/possession of an illegal substance, the matter will be dealt with as a serious breach of the code of conduct and sanctions, and procedures as laid out by the College's 'Substance Misuse Policy' will be followed. It should be noted that a student may be expelled.

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 always be on students' desk – in order to recognise at the earliest opportunity those without a diary
- The Journal is an important medium of communication during a student's school life.

It serves the following functions:

- Record of all homework
- Record of important notices
- Record of school absences
- Means of communication between Teacher and Tutor
- Means of communication between Teacher and Parent/Guardian

Emergency Diary

An emergency diary is available from deputy principal in event of student forgetting school diary.

School Work and Homework

Students are expected to be fully prepared for their classes each day. This will require careful study at home to ensure that written assignments and memory work set in class are completed thoroughly. Homework should also include time for study and revision. When students are absent, they are still accountable for homework assignments. Lockers are provided to students to store books and personal items during the school day. (See the College's policy on Homework for further details)

Participation in Extra-Curricular Activities

- All students are encouraged to participate in some area of extra-curricular activities. However, students, and particularly examination students are discouraged from taking on too many.

- If a student misses' class because of an extra-curricular activity the onus is on the student to find out what homework has been given and to complete same.
- Students representing the College must wear the College uniform and their behaviour should reflect the high standards of the college.

Where students do not abide by the code of behaviour, the following will apply:

Recording System

In order to effectively implement this code, a recording method is used: Minor Breaches Intermediate Breaches and Serious Breaches. Breaches of discipline are recorded and escalated to the relevant personnel if the need arises on our VS Ware system.

Gravity	Examples of incidents	Possible interventions	Personnel
Minor breaches	No homework presented No materials in class Poor punctuality No journal Low level disruptive behavior, whispering, chatting during instruction Poor concentration during instruction Running on corridors	Note in journal to be signed by parent Phone call home Teacher organized detention Verbal warning Community service including light cleaning, picking up papers, moving light furniture Appropriate apology	Teacher Tutor

Gravity	Examples of incidents	Possible interventions	Personnel
Intermediate breaches	Repeated minor offences Using unacceptable language Robust horseplay Interruption of teaching/ learning Answering in a sarcastic manner Passive aggressive behavior Leaving school without following current procedure	As with minor offences Placed on Report * Student contract Counsellor referral Discussion / review with Year Head Meeting with parent Temporary removal from class Detention *	Teacher Tutor Year head *

Gravity	Examples of incidents	Possible interventions	Personnel
Serious breaches	Repeated intermediate offences Using abusive, foul language to staff member or student Refusal to follow reasonable instructions Bullying / intimidation Behavior which compromises the health or safety of any member of the community Fighting Persistent lack of co-operation with teachers Truancy Damaging school property Uncontrolled displays of anger Stealing	As with minor and intermediate offences Meeting with parents / guardians Permanent class / subject change Detention Reduced timetable Referral to outside agency Referral to Board of Management Suspension Expulsion (See suspension and expulsion policy)	Year Head Deputy Principal Principal

Sanctions

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.

The purpose of a sanction is to bring about a change in behaviour by:

- Helping the student to learn that their behaviour is unacceptable.
- Helping them to recognise the effect of their actions and behaviour on others.
- Helping students to understand that they have choices about their own behaviour and that all choices have consequences (in ways appropriate to their age & development).
- Helping them to learn to take responsibility for their own behaviour.

A sanction may also:

- Reinforce the boundaries set out in the College's Code of Conduct.
- Signal to others and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to:

- Prevent serious disruption of teaching & learning.
- Keep the student, other students or adults, safe.

Support Interventions

Pupils who consistently break the code of behavior are referred by the Year head, Deputy Principal or Principal to the school counsellor. Reconciliation processes with affected parties may also be involved.

Where difficulties with behavior persist, outside agencies may be involved. Parents must cooperate with this process

Deputy Principal:

The Deputy Principal is the Head of Discipline. The Deputy Principal may impose the sanctions of detention '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.

Day to day procedures

To facilitate the day to day running of the school in a fair, safe and orderly manner the following procedures are in place:

- Absences must be reported to year head on return, stating day(s) absent, reason, student's name and class. Parents are requested to use the Absence Form in the homework journal.
- Notes for appointments etc, during the school day, must be signed by a parent and handed to the relevant year head. Students leaving the school for such appointments must sign out using the record book which is kept in the secretary's office. All pupils leaving the school must be collected by parents or a named representative.
- Students who become unwell or need to contact home while in school must report to the Year Head or Deputy Principal. Contact will then be made with parents/guardians. All pupils leaving the school must be collected by parents or a named representative.
- Students arriving late for school must sign in at the secretary's office and bring late note to class with them.

Information for Parents/Guardians

Parents and guardians are asked to support the school Code of Behaviour and to witness their child's agreement to accept it. 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.

- All visitors to the school must first report to the office.
- Parents wishing to meet a teacher, or a member of management are requested to ring and make an appointment.
- Parents wishing to contact their child during the school day by phone must do so through the office. **Contact with students by mobile phone is in breach of the school's mobile phone policy.**
- Parents are asked to monitor and sign the school journal once a week.
- Please note: The Management is not responsible for any clothes, books or any other items of property lost on the school premises.

Ratified on:

Signed: _____ (Chairperson, Board of Management)

Date: _____

ACCEPTANCE OF THE SCHOOL CODE OF BEHAVIOUR

Student's Signature: _____ Class:

Parent/Guardian Signature: _____

Year Head: _____

Date: _____

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
- Black shoes

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 always.

A half-zip top with crest is available from the school.

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

No leggings, skinny jeans or leisure pants are allowed.

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. On health and safety grounds we recommend a maximum of one stud per ear.

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 appropriate PE sportswear will result in a note in the journal and not being allowed to participate in the class.

Management reserve the right to place students in detention when they are not in full school uniform.

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.