



Presentation Community College, Terenure.

CODE OF BEHAVIOUR

The Code of Behaviour of Presentation Community College, Terenure is determined by the Board of Management in collaboration with staff, students and parents in the context of the college's aims and values. It is an integral part of a positive college ethos where learning and development can take place.

The Staff contributes towards good discipline by creating a positive environment which fosters feelings of acceptance and achievement, and which encourages good interpersonal relations. Desirable behaviour whether on an individual or a collective basis is recognized and praised. Student attainment is promoted through a Reward System.

To be successful, the Code of Behaviour must be applied consistently and firmly. The Board may from the time to time revise the Code of Behaviour.

Parental co-operation is considered fundamental to the implementation of the college's policy. Under the admissions policy, an applicant will only be accepted as a student, when the parents/guardians agree to accept and sign the code of behaviour.

Scope of policy:

This policy applies to all of the students of Presentation Community College and relates to all college activities both during and outside of normal college hours; it applies both on and off the campus and anywthere students are clearly identified or identifiable as students of the college.

Rationale:

- To have a written Code of Behaviour, as required by the Department of Education.
- To ensure that a policy is in place that reflects the principles and values of the educational philosophy of the college, in accordance with the statutory obligation that rests with the Board of Management.
- To involve all members of the college community in developing, formulating and reviewing this policy on the Code of Behaviour in order

to promote partnership, ownership and implementation of a living policy.

- To clarify expectations of behaviour.
- To outline rewards and sanctions.
- To make parents and students aware of procedures for dealing with misconduct and infringement of college rules.
- To make parents and students aware of procedures for suspensions and expulsions.

Links to Mission Statement:

This Policy has been developed in line with our Mission Statement which states that:

To provide high quality education within a caring and creative community which values each individual and enables everybody to reach their full potential and to grow in maturity and self confidence.

Presentation Community College is committed to success, raising expectations, providing opportunities and striving to meet the needs of all its students.

The college challenges all its students and demands that they aim high, not only in their academic work but in the hopes and values they will carry forward as they shape the community and environment of the future.

Objective:

To ensure that:

- Teaching and learning can take place without disruption. It is expected that all students will contribute to the college as a learning environment by maintaining these standards of good behaviour.
- Parents/guardians and students are to be aware of the standards of behaviour to be observed by each student attending Presentation Community College so as to maintain an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in the College.
- The principles of natural justice will always apply. The College will note any medical, educational or personal issues which may affect a student's behaviour.

Promoting Positive Behaviour:

Encouragement is vital to success and achievement in life

In support of the college's Mission Statement, it is policy to encourage and reinforce positive behaviour. To fulfil this aim the college has a range of awards and prizes to reward achievement, participation and good behaviour; and to ensure that they are recognized by the college

community. The college strives to provide consistent positive reinforcement of appropriate positive behaviour when it occurs by attention, praise, encouragement and reward systems, matched to the student's developmental level.

- The individual teacher may adopt an award system for their class.
- The public address system is also used on a regular basis to commend achievement.
- Teachers may place a positive note in VsWare where she/he has demonstrated positive behaviour or assistance to the college community.
- Each student receives an individual report on their progress twice a year.
- Certificates for excellent/improved attendance are awarded.
- An annual award ceremony is held at the end of the college year. The talents, achievements and efforts of our students across all aspects of college life are acknowledged and rewarded.
- The college supports ongoing staff professional development in behaviour management.
- Rewards should not be removed for unrelated inappropriate behaviour.

Attendance:

Parents/Guardians will be informed of all college closures via VsMail by the college authorities.

To maximize their opportunities for learning students will attend college and all classes each day between 8.45a.m. and 3.30p.m. or 1.04p.m. as appropriate.

Attendance at college is a legal requirement in accordance with the Education (Welfare) Act 2000 and under the Act, the college is obliged to report absences aggregating 20 days to the Education Welfare Board. Section [(21) (9)] of the Education Welfare Act states that: "a pupil's absence can only be authorized by the Principal when the child is involved in activities organized by the school or in which the school is involved". The college Principal cannot authorize a child's absence for holidays during school time. However, it is essential that parents inform the college of such arrangements.

Parents/Guardians should inform the college on the first day of absence. This initial contact should be made via the VsWare Attendance function.

Reasons for students' absences must be communicated through the VsWare Attendance function, by parents/guardians to the college. This information will form a record which may be inspected by the Education Welfare Officer on a visit to the college. The college will contact parents when a written explanation for the child's absence is not received by the college.

If for any reason a student has to leave college early, a VsWare Absence Request from parent or guardian must be uploaded via the VsWare Attendance function before 8:45am. It must be

approved by the tutor before the student leaves the college premises.

Students must attend all classes during the college day. Students must be punctual for all classes, to minimize disruption. Parents/Guardians will be informed of all college closures by VsMail by the college authorities.

Anyone feeling unwell should report to their Year Head or Deputy Principal, who will telephone home where appropriate, to arrange collection.

Attendance at all college activities, including those outside college premises, is expected for those involved. When students return to school early after a school activity, they are expected to rejoin class and remain in school until the end of the day.

Classroom teacher:

Responsible for taking class roll on VsWare during each period, and to check and record absent students.

Year Head:

Attendance is part of the job description of the Year Head position, and therefore monitoring of student attendance falls within the responsibility of holding this position, in partnership with the relevant college personnel.

Punctuality:

College is open from 8.45 a.m. and students are required to be in their classrooms at the commencement of the college day. Late coming interferes with the learning of others, therefore all students must be on time for all classes. Students who arrive late must sign in, and consistent lateness will be considered a serious breach of college rules and sanctions may be imposed. The college will contact parents/guardians in the event of students being consistently late.

Failure to sign in may result in the college recording and reporting a student who has arrived late as absent.

The College is obliged under The Education Welfare Act, to report students who are persistently late, to the Education Welfare Board.

Uniform:

Students are encouraged to take pride in their personal appearance by being neat and tidy at all times and by wearing the correct uniform coming to and going from college. The College Authorities are the judges of acceptable standards of appearance.

The uniform consists of:

College skirt OR uniform trousers

Navy Jumper with College Crest

White reversed neck blouse OR white shirt with college tie

Navy socks

Uniform jacket

All-black or all-navy footwear are required as part of the uniform

Students may wear a single pair of ear studs. For health and safety reasons no other jewellery is permitted and all facial piercings are forbidden whether covered or not.

Full PE uniform consisting of a College tracksuit, and white polo shirt and appropriate footwear is required during PE classes.

Non-uniform items may be confiscated.

When outside the college environment and in college uniform, students are required to behave appropriately to maintain the good reputation and ethos of the college.

Personal Property:

Students are at all times responsible for their personal property. The college authorities are not responsible for any articles lost or stolen. Students are required to keep their personal property in their locker (locked) or on their person at all times.

Every student is supplied with a locker and students are required to provide their own padlock.

A student must keep all of their possessions in the locker, which must be kept locked when not being accessed. A padlock may be cut open on the understanding that the student provides a replacement padlock.

Lockers may not be accessed during classes; students may collect all necessary books from the lockers only before and after school and at break and lunch, or with the express permission of a member of staff.

The college discourages students from bringing Mobile Phones and other electronic devices to college. If a student brings such devices to college, they must be switched off and out of sight during school hours. Breach of this rule will result in confiscation and a parent/guardian may be required to collect the device concerned. The college takes no responsibility for loss or damage to such items while on the college premises.

Any medicines needed by students during the college day should be administered by a designated person, by agreement with college management. All medicines should be held by a member of staff. Exceptions to this may include use of inhalers etc, with the prior knowledge of the college authorities.

Respect and Courtesy:

The quality of relationships depends on respect for each other, on courtesy and good manners. Such respect should be experienced by all members of the college community, students, staff, visitors and parents, and those with whom the college community engages.

- Students should treat each other and all members of college staff with respect and courtesy.
- All members of staff should be addressed and responded to in a respectful manner.
- Students are expected to take direction and instruction from all members of staff, at all times.
- Letters addressed to parents should not be opened by students and should be delivered promptly.
- Students should not have access to parents' VsWare login details.

Behaviour in class:

- Students are required to respect the right of other students to learn and avoid disrupting the work in the classroom.
- Students are required to enter and leave their classrooms in an orderly manner.

Behaviour on the college grounds:

- Students are required to have respect for the person and property of others.
- Students may have their breaks and lunch in the general purpose areas in the Presentation Community College building, during fine weather it is expected that students would take advantage of the college's grounds. Students may not leave the College premises at any time during the day without permission.

Outings and Tours:

- The Code of Behaviour also applies to all outings and to tours, whether or not they involve an overnight stay.
- Before a student is accepted for a tour, their previous behaviour may be taken into consideration.
- Parents/guardians will be notified, in advance, of all tours, either by letter or VsMail, and both parents/guardians and students should sign the appropriate consent form. In this way parents/guardians, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.
- In general, all tours and trips will leave from the college and will return to the college, unless alternative arrangements have been made by school management.

Homework and Journal:

The College Journal is one of the means of communication between students, teachers and parents and the journal is designed to help students organise their work.

- Students must have the journal with them every day and have it available at all times for use by teachers. In it they will record homework, material for study, class work, teachers' comments.
- The college journal must be used only for the above purposes. Defacing this journal in any way is not permitted. The Year Head may request a student to replace the journal if it is defaced. The replacement cost is €10. Students are not allowed to write in another student's journal.
- Homework, including written exercises, oral work, research, learning and revision, is given on a regular basis and students are required to complete it neatly and to the best of their ability. If not, the homework journal must be presented to the subject teacher with an explanatory note. If for some reason, homework or part of it cannot be completed; Parents / Guardians are required to note this in the College Journal. It is the student's responsibility to catch up on any homework given during their absence.
- The college journal remains the property of the college at all times.

Health and Safety:

To ensure their own and others' safety, students are requested to:

- Regularly read the notices regarding safety posted around the College buildings and grounds.
- Move about the college campus, and between rooms in an orderly manner.
- Not remain in the college building outside of college hours except with the authority of the Principal.
- Come to and from college with due care for other students, for property, for traffic and pedestrians and to observe the rules of the road at all times. Students are asked to pay particular attention to on-site parking and traffic.
- Respect college property and use the bins provided for litter. Littering the college or grounds is forbidden and any form of defacement of property is also forbidden. Sanctions for breaches of the above will be applied.
- Students may only enter and exit the building through the main door and are forbidden from exiting the building using fire doors, except when the fire alarm is activated.
- Students under the age of 16 may not travel to or from school by e-scooter.

Consumption of Food/Drink is permitted in designated areas only. The college encourages students to consume healthy food and drink and avoid items such as fizzy drinks, crisps and/or other junk foods.

Permission is granted to use the toilet facilities at designated break times only. On some occasions, students may use the toilet during class time, at a teacher's discretion. Parents should provide the college with details of any medical requirements in relation to the use of toilets during class times.

Students are required to use the toilet facilities that are designated for their year group.

Bullying is unacceptable behavior, is prohibited in the college and any alleged breaches will be dealt with in accordance with the anti-bullying policy of the college.

Smoking, vaping the use/possession of alcohol, tobacco, lighters, matches, vapes or any related paraphernalia, dangerous items, solvent abuse, substance abuse, the illegal use of controlled drugs, vandalism, or any form of disruptive behaviour, which undermines college stability and credibility is forbidden.

As parking space is limited, students may not bring cars onto the College grounds during the college term.

GENERAL PRINCIPLES APPLYING TO SANCTIONS

All staff members and students have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, the college needs to maintain high standards of behaviour.

- Collaboration between Board of Management, college staff, students and parents is an important feature of Behaviour Management in schools and colleges.
- It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour.
- In the context of imposing sanctions for serious breaches of discipline, the teacher and the college should ensure that "the rules of natural justice" apply to all parties involved. This requires that before sanctions are applied, the student, and depending on the nature of the action, their Parents/ Guardians should be advised of the nature of the complaint and be given an opportunity to respond.
- Parents/Guardians may seek clarification from the relevant person regarding the implementation of any sanctions. It is the Management's responsibility to ensure that the college's Code of Behaviour is administered in a manner which is consistent and fair to all staff and students.
- Communication with Parents/Guardians through the College Journal, VsMail, text messages, emails, letters, meetings, phone calls etc. will occur at all stages so that Parents/Guardians are involved at an early stage rather than as a last resort.
- There will be cases of unacceptable behaviour where it will be in the best interests of the college community and/or the student involved, for the student to be removed from the college for a period of time or completely.

Discipline and Sanctions

The sanctions listed below may result from unacceptable behaviour by students, such as that outlined below. The particular sanction used will depend on the seriousness of the misbehaviour.

Breaches of college discipline include the following:

- Failure to present homework
Copying of homework
- Failure to have correct books for class
Lateness
- Failure to wear full and correct college uniform,
including PE gear Failure to provide relevant
notes
- Failure to have journal when asked
- Failure to have mobile phone turned off and out of sight
during college hours
- Littering
- Chewing Gum

Note: Persistent breaches of the above will be treated as a serious breach of college discipline.

Serious breaches of college discipline include the following:

- Showing disrespect to staff members
Abusive or Inappropriate Language
- Interference with fellow students' right to learn, or
property Bullying
- Theft
- Forging parents'/guardians' signatures or uploading absence requests on VsWare
- Vandalism
- Defacement of college property Smoking/Abuse of substances/Vaping
- Missing college/class without appropriate
authorisation Copying at exams
- Unruly behaviour
- Physical Violence (or threat of)
Intimidation
- Refusal to hand over Journal, mobile phones or other electronic
equipment Interference with safety equipment
- Possession of dangerous items, eg knives etc
- Recording staff or students during school hours/on the school premises (audio,
video, photo)
- Sharing of such a recording, whether created by the student in question, or by
someone else

The sanctions for unacceptable behaviour are as follows:

- Reasoning with the student.
- Reprimand (including advice on how to improve).
- Temporary physical separation from the classroom.
- Loss of any privileges.
- Confiscation of Mobile Phones or other electronic equipment for a specified period.
- Putting students on report.
- Communication with Parents.
- Referral to Year Head / Deputy Principal / Principal.
- Disciplinary Committee.
- Detention.
- Suspension.
- Expulsion.

(Note) This list is not exhaustive.

The Board has delegated, to the Principal, the authority to suspend a student from the college in certain circumstances for a limited period, and the suspension will be noted at the next meeting of the Board of Management.

The decision to expel a student from the college is reserved to the Board of Management.

DISCIPLINARY PROCEDURES

The subject teacher has primary responsibility for discipline within his/their own classroom and may deal with inadequate work or disruptive behaviour in his/their classroom.

Primarily classroom management is the responsibility of the subject teacher. Each teacher must apply the Code of Behaviour in a fair and just manner.

For corrective action to be effective the Code of Behaviour must be known and understood by all the class. **Students must never be put standing outside the door of the classroom unsupervised**, on occasions teachers may have a local arrangement to place a student in an adjoining room, under supervision, as a temporary measure, and in extreme circumstances teachers should contact the Principal or Deputy Principal to seek assistance.

If a student is removed from class by the class teacher, it is the class teacher's responsibility to ensure that the matter is dealt with as soon as possible through the normal disciplinary procedure. Once the student receives the appropriate sanction she/he may return to the next class period.

If a student is in breach of one of the lists of rules as described in this Code of Behaviour, she/he may be asked to explain (orally or in writing) the rule she/he has breached, to describe what effect this breach has had on members of the college community, and how she/he could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist them in upholding acceptable norms of behaviour in future.

When the subject teacher is faced with a persistent offender, and having exhausted general classroom management strategies, the Subject Teacher may decide to contact the Parent / Guardian to discuss their concerns, this is done with the knowledge of the Year Head.

If there is no improvement in the student's behaviour, the subject teacher will refer the matter to the Year Head in writing via email.

The Year Head may proceed as follows:

- Full details are taken by the Year head of the incident.
- Arrangements are made if necessary, to contact or meet with the Parents / Guardians.
- Sanctions may be applied, and students may be placed on a report card, with the aim of correcting the inappropriate behaviour.

If the Year Head deems the matter to be escalating and has potential for further problems, then she/he has the option of requesting a meeting with the Deputy Principal, Parent/Guardian and student.

If a serious breach of discipline occurs the Year Head should inform the Principal. For **serious** disciplinary matters a student may be sent home by the Principal to return with their Parent / Guardian. A student should not be sent home during college hours, unless direct contact has been made with the Parent / Guardian.

Should the matter not be resolved at this point a Disciplinary Committee will be formed. The Parent / Guardian must be informed and given the opportunity to come to the College and discuss the matter with the relevant people. The Parent / Guardian may also make a written submission. The student should provide the committee with their written account of the incident. The Parent / Guardian must attend the Disciplinary hearing.

The Disciplinary Committee may consist of: The Principal, the Deputy Principal and Year Head of the student and/or other relevant members of staff.

The student is given a full hearing and will be questioned about the case by the members. After the student withdraws, the committee will discuss the case and make recommendations to the Principal. Both the incident and the decision of the Disciplinary Committee are recorded in the Student Record.

Withdrawal from class and alternative in-college arrangements may be imposed where a student prevents their class from being taught due to disruptive behaviour. This sanction, for a specified period, may be imposed by the Principal.

SUSPENSIONS

1. In **exceptional circumstances** the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the college at the time would

represent a serious threat to the safety of students or staff of the college, or any other person. Fair procedures must still be applied, and the parent/guardian/relevant support/key worker etc, notified before sending the student home. The Principal will notify the student and parent in writing of the decision to suspend and will confirm

- the period of the suspension and the dates on which the suspension will begin and end
 - the reasons for the suspension
 - any study programme to be followed
 - the arrangements for returning to college, including any commitments to be entered into by the student and the parents (for example, parents and students may be asked to reaffirm their commitment to the code of behaviour)
 - the provision for an appeal to the Board of Management, if applicable.
2. In other circumstances suspensions will only occur after the Principal has (a) ensured all discipline options under the Code of Behaviour have been applied and documented; (b) ensured all appropriate support personnel have been involved; (c) ensured that communication has taken place with the student and parent/guardian regarding the breaches of discipline which the College considers may lead to suspension; (d) provided a written copy of previous breaches of discipline to the parent/guardian and advice that if continued will lead to suspension; given the parent and student an opportunity to respond; notified the student and parent in writing of the decision to suspend and confirms other matters relating to the suspension as in 1 above.
 3. When a student has been suspended she/he will be required with their parents to meet the Principal, Deputy Principal or other relevant person, to sign a Letter of Undertaking before return to the college. This will be witnessed by that person and the student's parents. A student will not be allowed to return pending this being completed.
 4. If a student is suspended for 6 days or more the Principal shall inform the Education Welfare Office. If a student is suspended for a cumulative total of 20 days or more in one college year, the Principal shall inform the Education Welfare Officer.
 5. Suspension is only one strategy within the College's Code of Behaviour. It is most effective when it highlights the parents'/guardian's responsibility for taking an active role, in partnership with the College, to work with their child to enable the child's behaviour to change. The College will work with parents with a view to assisting a suspended student to re-join the College community as quickly as possible.
 6. Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour, which led to the suspension, and to accept responsibility for changing their behaviour to meet the College's expectations in the future. It also allows time for College personnel to plan appropriate support for the student to assist with successful re-entry.
 7. Suspension under certain conditions during State Examinations must be approved by the Board of Management.

Grounds for removing a suspension

Section 23 (2) d of the Education Act requires colleges to publish the grounds for removing a suspension.

Such grounds may include (a) new circumstances come to the Principal's notice; (b) other factors (including those as described above); (c) act of clemency.

EXPULSION

If in the judgement of the Principal a pupil should be expelled, the Principal shall refer the matter to the Board of Management.

Expulsion is the ultimate sanction. Authority to expel is reserved to the Board of Management.

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole College community and the principles of procedural fairness.

In implementing these procedures, the Principal and Board will ensure that no student is discriminated against on any of the nine grounds specified in the Equal Status Act.

The Board will also ensure that the implementation of these procedures will take into account such factors as; (a) age and health of the student; (b) the student's previous record at the College; (c) any particular circumstances unique to the student which might sensibly be taken into account in connection with the behaviour, e.g. serious domestic situation;(d) the extent to which parental, peer or other pressure may have contributed to the behaviour; (e) the degree of severity of the behaviour, the frequency of offences and the likelihood of its recurring; (f) whether or not the behaviour impaired or will impair the normal functioning of the student or other students in the College; (g) whether or not the behaviour occurred on the College premises or when the student was otherwise in the charge of the College staff or when the student was on the way to or from the College. An important consideration in cases of doubt is the extent to which behaviour away from the College had a serious impact on the life of the College or the extent to which the general discipline of the College may be adversely affected if such behaviour outside the College premises is seen to be treated leniently; (h) the degree to which behaviour was a violation of one or more College Rules and the relative importance of the rule(s); (i) whether the incident was perpetrated by the pupil on their own or as a part of a group.

Depending on the nature and extent of the misbehaviour the support of other agencies such as the National Education Welfare Board, CDET Psychological Services etc., may be sought by the Board.

It is a sanction to be used for an extreme case of indiscipline or a case of a student persisting in repeated disruptive or offensive behaviour even after warnings and short suspensions. Where a serious case of indiscipline has occurred the Principal will organise a full investigation, and a report prepared. The results of the investigation will be made available to the Board. In the extreme case where the Principal considers that the student's indiscipline warrants a recommendation to the Board of Management that the student be expelled (s)he shall;

Ensure that the Code of Behaviour has been applied and documented.

Ensure that the parents are informed of the intention to recommend expulsion to the Board. Invite the parents to the Board hearing.

Invite the parents to make a written submission prior to the Board meeting.

Provide the parents in writing with the allegations against the student and a summary of the case being made at the Board hearing.

Make a formal expulsion recommendation to the Board with supporting recommendation.

Expulsion may only occur after the Board has

(a) heard the Principal's case for expulsion; this case must be made at the Board meeting to which the parents have been invited.

(b) heard the parents' response, and the student's where she/he so desires.

(c) examined all the documentation presented.

(d) considered the student's complete record in the College.

(e) considered all the factors listed in details of Suspension above.

(f) made a final formal decision to expel.

(g) communicated the decision in writing to the parents/guardian formally through the Board Secretary.

(h) informed the Education Welfare Officer under Section 24 (1) of the Education Welfare Act.

APPEAL TO DEPARTMENT OF EDUCATION AGAINST EXPULSION

Under Section 29 of The Education Act a parent or student over eighteen may exercise the right of appeal to the Secretary General of the Department of Education in a case where The Board of Management decides to expel a student. The Board shall advise the parents/guardian in writing of this right of appeal and shall furnish the parents/guardian with the Appeal Form upon request.

If the Board of Management decides to expel a student from the college, it shall, before expelling the student concerned notify the relevant educational welfare officer or the National Educational Welfare Board in writing of its decision and the reasons for the expulsion. An expulsion shall not take effect before the passing of 20 college days following the above written notifications.

The Board of Management is entitled to suspend the student during this process.

The College takes into consideration the rights of the individual student and balances these with common good and rights of other students.

Intervention/Support

In Presentation Community College Secondary College we recognise the need for intervention and support for students experiencing challenges, for whatever reason. Any of the following may be involved:

- Principal
- Deputy Principal
- Year Head
- Subject teacher
- Guidance Counsellor

- Chaplain
- Student Support Team
- Learning Support Team
- City of Dublin ETB Psychologist
- Critical Incident Team
- NEWB (National Education Welfare Board)
- HSE (Health Service Executive)
- Any other relevant support body

Intervention may take place at any stage with the support/knowledge of parents/guardians/carers

Role of Principal

The Principal is responsible, in conjunction with the Board of Management, for college policy; is responsible for the overall management, organisation, administration and discipline of the college - including the development and supervision of staff, the organisation of curriculum, the management of the college finances, communicates with the Department of Education, Parent Body and the wider community

Role of Deputy Principal

The Deputy Principal assists the Principal in the planning, organising and day-to-day running of the college; is in charge of the college in the absence of the Principal.

In the absence of the Principal and Deputy Principal, an Assistant Principal will be in charge of the college.

Role of Year Head

The Year Head has general responsibility for the welfare of a year group. The Year Head oversees their academic performance and behaviour and liaises with the parents/guardians of the year group. Monitoring of student attendance falls within the responsibility of holding this position, in partnership with the relevant college personnel. The Year Head works closely with subject teachers, tutors, guidance counsellor, Deputy Principal and Principal.

Subject Teacher

The Subject teacher has responsibility for the maintenance of good discipline within his/their class while sharing a common responsibility for good order within the college premises. The Subject teacher is the key to achieving high standards. It is vital then, that Subject teachers should have high expectations for students at the outset, and that every effort should be made to allow each student to progress to the best of their ability

Guidance Counsellor

Guidance counselling aims to equip students with the skills necessary to make the decisions necessary in their personal, social, educational and career areas of their lives.

Student Support Team

Monitors each student's social, personal and educational progress through the college, and

organises any relevant supports as may be required from time to time.

Learning Support Team

Provides support for students with special educational needs

City of Dublin ETB Psychological Services & Critical Incident Team

The critical incident team has been established to deal with an accident or sequence of events that may overwhelm the normal coping mechanism of the college and which may disrupt the normal operation of the college. The aim of this group is to ensure a return to the normal functioning of the college as soon as possible.

NEWB (National Education Welfare Board)

The National Educational Welfare Board has a statutory function to ensure that every child either attends a college or otherwise receives an education. The Board has a key role in following up on children who are not attending college regularly, and where there is a concern about the child's educational welfare.

HSE (Health Service Executive)

Any other relevant support body

Review

From time to time this policy will be reviewed by the Board of Management or a Committee set up by the Board of Management.

A copy of the Code of Behaviour will be provided on enrolment. The pupil and their parent(s)/guardian(s)/carer(s) must read it carefully and sign in the space provided to indicate their acceptance of same. Enrolment in the college is conditional upon acceptance of the Code of Behaviour.

The Code of Behaviour is available from the college on request and is on the college website: presentationcollege.ie

This policy was approved by the Board of Management of Presentation Community College, Terenure.

Acceptance of the Code of Behaviour

Having read the above **Code of Behaviour** of Presentation Community College, we accept it fully and we will make all reasonable efforts to ensure compliance with it by

_____ (student's name)

Signed: _____
Parent/Guardian/Carer

Parent/Guardian/Carer

Student

Date