Grange Post-Primary School
Iarbhunscoil na Gráinsí
windows of opportunity

Ethos Statement
MSLETB is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community, it delivers the highest standards of teaching and learning.

Grange PPS under MSLETB is a state, co-educational, multidenominational school underpinned by core values of Excellence, Care, Equality, Community and respect.

The Board of Management of Grange PPS is publishing this document as the official Code of Behaviour. The ETB as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

Mission Statement
Grange Post Primary School is a partnership of Staff, Students and Parents enabling each student to achieve his or her full potential. We aim to inspire a Love of Learning in all our students, irrespective of ability and through personable and enthusiastic encouragement to lead all on to develop as Caring, Respectful Individuals in a challenging world.

Development of the Code
The teaching staff, pupils and their parents were involved in the development of this policy under the National Education Welfare Board Guidelines. It sets the standards that the school community aspires to and acts as a template which allows students and staff to work together to continue to develop the school and maintain its characteristic vision. Grange Post Primary will review this Code of Behaviour regularly. Such reviews may take the form of discussions about the effectiveness of the code during staff meetings and with other interested parties. If required, slight adjustments may be made to the code before the beginning of each academic year. However, school management, working in consultation with the Board of Management reserves the right to make adjustments to the code during the school year if such adjustments are deemed to be necessary.

Vision/ Rationale of Grange PPS Code of Behaviour in line with the NEWB guidelines are:
- Creating a climate that encourages and reinforces good behaviour
- Creating a positive and safe environment for teaching and learning
- Encouraging students to take personal responsibility for their learning and behaviour
- Helping young people to mature into responsible participating adults

- Fostering positive relationships of mutual respect and mutual support among students, staff and parents
- Ensuring the schools high expectations for the behaviour of all members of the school community are widely known and understood.

Supporting Positive Behaviour

NEWB guidelines state "the *day to day excellence of school management and classroom teaching will enable most students to behave in ways to support their own learning and development*".

Grange PPS will strive to promote positive behaviour through all school management and support services including:

1. Actively address early intervention of educational disadvantage/ needs through our SEN and Student Support Systems
2. Value diversity and actively implement the anti-bullying policy
3. Provide pastoral support structures for all year group through a tutor/ Year Head system
4. Foster positive relationships with teachers and students through modeling warmth, empathy, objectivity, professionalism, fairness and consistency.
5. Foster a school community and sense of belonging to the school through events, interactions & media
6. Provide stimulating classrooms and corridors; with appropriate resources, displays, equipment and IT equipment within available resources
7. Provide an appropriate curriculum that supports our students' needs and interests
8. Provide appropriate supervision at break time and lunchtime
9. Provide a variety of extra-curricular and co-curricular activities
10. Apply student focused approaches to timetabling
11. Foster a collaborative approach among parents, teachers and Year Heads towards development of positive student behaviour
12. Encouraging teachers to use active and innovative teaching methodologies, assessment for learning practices and positive student participation, to encourage and assist learning
13. Year Heads are encouraged to employ collaborative, restorative practices to support behavior management in applying the Code of Behaviour.
14. Standards and expectations are clear, consistent and widely understood
15. Adults model the behaviour that is expected from students.
16. Clear school and class routines, boundaries and rules
17. Include and encourage a student voice in all aspects of school life via the Student Council and Head Boy/ Head Girl system
18. Use of rewards to specifically recognize and promote positive behaviour and achievements:
    - Merit system on Tyro (24 positive behaviour merit options)
    - Homework rewards,
    - Student of the month awards,
    - Mini friendly interclass competitions,
    - Wellbeing activities,
    - School trips and outings,
    - Annual awards ceremonies
    - Publicise achievements on noticeboard, on line and in local media.

Care is taken when implementing rewards to ensure they do not; become the goal of learning, result in unhelpful competition, repeatedly reward the same students, seem unattainable to student, de-motivate students.

STANDARDS OF BEHAVIOUR GRANGE PPS:

NEWB guidelines state that "*students are most likely to benefit from their education and to be happy in a structured, caring environment where high standards of behaviour are expected and adhered to"*

Standards of behaviour are the means by which the school will:

- Provide clarity for students about the school's high expectations for their behaviour.
- Set goals that guide them towards mature and appropriate behaviour.
- Serve as a practical tool to support teaching and learning.
- Expect all members of the school community to behave in ways that show respect for others.
- Reflect our values of fairness, respect, equity, kindness, good manners, forgiveness and acceptance.
- Identify the commitments expected of students i.e. punctuality, doing your best in class, taking responsibility, respecting others, the rules and the environment, creating a safe positive environment, participating.
- Identifying unacceptable behaviours i.e. bullying, discrimination, harassment (in person or online) disruption to learning, threats, violence, damage, theft etc.
- Provide practical guidance on how to conduct yourself as a student, rules for clear boundaries

The following outlines our expected standards of behaviour/ practices/ procedures:

1. ATTENDANCE

Each student is expected to:

- Attend school daily unless there is a genuine reason for absence i.e. illness, family emergency, medical/ dental appointment etc.
- Attend all scheduled classes punctually.
- Be prepared for class i.e. books, stationery and equipment.
- Students must remain on site all day unless permission to leave is granted by the Principal. Leaving school grounds without permission is a high-level breach that will incur an automatic suspension.

Procedure when absent from school
Parents are asked to give **written explanation via the Unique Schools app (Absence Note)** for all absences in their son/ daughter's school journal.
If a student is likely to be absent from school for longer than 2 days a phone call to the school informing us of this would be appreciated. The **Absence Note in the Unique Schools app is required** on the child's return to school.
Please note that it is the duty of management to report relevant students who have been absent from school for 20 days to the National Educational Welfare Board (Tusla).

Procedure when late for school
If a student is late for class he / she must **have a Late Note submitted via the Unique Schools app** and sign in in the front office before going to class. A record of lateness will be kept and where students are regularly late students will be spoken to; and their parents/ guardian will be contacted by management.
(Tip: Parents/guardians should enable notifications in the Unique Schools app to receive attendance alerts and reminders.)

Student over 18yrs of age who have withdrawn parental consent must act in lieu of the parent in all of the above.

Procedure for collecting a student during the school day (Secretary collects) Planned

collections (appointments, etc.)

- **Parent/guardian submits a "Permission to Leave Early" note on the Unique Schools app** (preferably before 9:00am).
- On arrival, **report to Reception** (do not go to classrooms).
- The **Secretary verifies the app note** and **logs the collection** (time/reason).
- The **Secretary goes to the classroom** and **collects the student**.

Teachers: release students **only** when the Secretary (or designated office staff member) arrives at the door—**no messages via phones/watches**.

Student and Secretary return to Reception; the student **signs out** and departs. If returning the same day, the student **signs back in** at Reception.

Unplanned/urgent collections

- Parent/guardian goes to Reception and, where possible, **submits the app note on the spot**.
- The **Secretary logs the collection**, then **personally collects the student from class** and returns with them to Reception for sign-out.

Safeguarding & attendance

- **All collections go through Reception**; students are **not** released directly from class or sent to the car park.
- Attendance is updated as **Authorised Early Leave** once the app note/form is received and the student has signed out.

Late return from appointments

- On return the same day, the student **signs in at Reception**. A brief **app note confirming return** is appreciated.

SCHOOL UNIFORM

All pupils are expected to wear the full school uniform and maintain it in a smart condition. Parents should support the school authorities in this regard. Students out of uniform may not be admitted to class and can be asked to return home until they are in uniform or they may be placed on immediate in-house suspension where no alternative solution is possible. This decision is at the discretion of management.

- Full school uniform must be worn on all school trips and events, or when representing the school unless instructed otherwise by the teacher. Failure to attend to this will result in the student being unable to participate in the school outing.
- School skirts must be worn to knee length i.e. can not be rolled up. Where skirts are found to be in breach of this the student will be given a week ban from wearing the skirt. Parents will be contacted.
- All students **must** wear flat black leather **shoes** (see appendix 1)**.**
- Black runners are not permitted other than on designated Physical Education class day.

- Students may wear stud or sleeper earrings only. Large hoop or dangling earrings are not permitted for health and safety reasons.
- A small transparent nose stud or piercing retainer on the side of the nose is also permitted. No other facial jewellery is allowed.
- For health and safety reasons, students may be asked to remove or cover jewellery during PE, practical classes or other activities where deemed necessary by the teacher.
- Only school jackets are allowed on-site. Non-school jackets will be confiscated, unless a prior agreement has been made; and may only be collected from the deputy principal by a parent/guardian.

Regular uniform checks will take place. All uniform breaches will be dealt with by the Deputy Principal.

1. **CONDUCT**

Students of Grange PPS are expected to conduct themselves appropriately at all times including:

- on school premises/grounds and corridors
- on school buses and bus stop
- on all school outings/trips/ tours
- up the village at lunch time
- when representing the school at games, activities

- Each student should act in a respectful, courteous and cooperative manner to each other, to school staff and to visitors at all times. Senior students are expected to be positive role models to younger students.
- Respectful language should be used at all times.
- Property of others should be respected at all times. The school environment should be respected at all times; including littering being unacceptable on school grounds or up the village at lunch.
- Bullying of any description will not be tolerated. (Anti-bullying Policy is available separately)
- A "hands off" policy will be implemented at all times.
- Illegal substances are not to be brought on site at any time including cigarettes/ e-cigarettes, alcohol, drugs etc.
- Catapults, knives, bangers, laser pens, fireworks, aerosols and any other item considered a danger cannot be brought on site at any time.
- Students are expected to recognize the authority of teachers and follow their instructions in a cooperative manner at all times; including responding respectfully and instantly to any direction given by any teacher supervising during breaks.
- Students are expected to walk through corridors and move in an orderly and sensible manner about the school as directed by staff.
- "Harassment or intimidation of teachers inside or outside school is unacceptable and will be dealt with in line with our Code of Behaviour and if necessary, An Garda Síochána".
- Chewing gum is banned in the school.

Procedure for Dealing with Uniform Infractions

- All uniform infractions are recorded by the class teacher or tutor on Tyro.
- If more than one infraction occurs in the same day, each may be recorded, but only one infraction per day will be counted for the purpose of escalating sanctions (e.g. detention).
- The Year Head manages all follow-up actions.
- **First Infraction**
  The Year Head speaks to the student and issues a verbal warning, which is recorded on Tyro.
- **Second Infraction**
  The Year Head communicates with home to inform parents/guardians.
- **Third Infraction**

The Year Head assigns a lunchtime detention.

- **Ongoing Non-Compliance**
  If a student receives two lunchtime detentions for uniform breaches, the Year Head refers the matter to school management. School management invites parents/guardians to a meeting to address the issue.

2. OTHER AREAS OF PROCEDURES

Homework
Homework should be carried out in line with our Homework Policy.

Lockers
Lockers will be assigned to students from 1st, 2nd, 3rd, 5th & 6th year, with a fee of 7euro per year payable to cover repairs and replacements. Lockers can be accessed before school, at break time, at lunchtime and at the end of the school day. Students are not permitted to attend their lockers during class time unless they have written permission from their teacher in their journal.
Lockers will remain at all times the property of Grange Post Primary School and should it be deemed necessary outside agencies will be given access to lockers e.g. Gardai. Spot checks will also be carried out on lockers to instill organisational skills and to ensure they are maintained to a high standard. If a student forgets their key, a member of staff will open their locker using the master key. Students must take all materials required for lass for the day and the locker door will then be re-locked.

Grange Post Primary School accept no responsibility for valuables that are stored in lockers and we would strongly encourage students not to bring valuable items to school. Locker doors are to remain closed at all times. Defacing or interfering with someone else's locker will result in sanctions as per our Code of Behaviour.

Students/Parents are recommended to cut a second key in case their son/daughter misplace their original key. In the case of those using padlocks, we would encourage them to give a copy of their key to their tutor or Year Head.

Mobile Phones / Personal Devices
Use of mobile telephones or any technological devices including music devices e.g. iPods/ smart watches on school grounds without a teacher's explicit permission, is not permitted. The school accepts no responsibility for devices that are damaged, lost or stolen while on school grounds. In the event of a student being seen with or using a mobile phone without permission; it may be confiscated and returned to a parent. Confiscated phones will be stored in a secure location; however, the school takes no responsibility for phones lost, stolen or damaged while in storage.

The phone will only be returned to parents/guardians by appointment through the office, by the Principal or Deputy Principal.

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera or device, still or moving are in direct breach of the school's Acceptable Use Policy. (*Please see school's AUP*). Where mobile phones are being used by a teacher for specific elements of the classroom- strict rules will be devised by the specific subject teacher, which students must adhere to.

When students leave class to use the toilet; their mobile phone must be dropped on the teachers' desk until they return i.e. phones are not allowed to be taken with them.

During all tests/ examinations, mobile phones must be placed in a box at the top of the exam centre for the duration of the test/ exam.

Internet Usage
Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The School also reserves the right to report any illegal activities to the appropriate authorities (*Please see school's AUP*).

Students out of class
If a student needs to leave class they must seek permission from their teacher. Their school journal should be carried with them at all times when out of class. Their phone must be left on their desk/ under their desk or on the teacher's desk while out of the room.

Students going home for lunch
If students who live nearby wish to go home for lunch they should have a letter giving permission signed by a parent /guardian at the start of the year. A copy of this letter can be collected from the office. Junior students who go home for lunch must remain at home and cannot be up town during lunchtime. A list of students going home for lunch will be available to teachers to view on Tyro.

School Property
It is an offence to damage or deface school property in any way. Students are expected to pay for and / or remedy damage which they have caused. Any interference with gas works, electricity, fire extinguishers and alarms will be deemed a most serious offence for safety reasons and will be dealt with accordingly.
Students are expected to keep classrooms and general school areas tidy and litter free.

Student vehicles are not permitted on school property and must be parked off site (i.e. in public carparks), this includes the front of the school and the side of the Sports Complex. Any vehicles parked must be moved immediately and any refusal to do so will be deemed to be high level defiance.

Roles & Responsibilities of staff in relation to behaviour

Board of Management
The board of management will ensure that an appropriate code of behaviour is in place. They will oversee the preparation / review of the code and only ratify it when they are satisfied that it lawfully meets the needs of the school. They will monitor the implementation of the code.

Principal & Deputy Principal
The Principal and Deputy Principal working under the direction of the Board of Management will consistently apply the agreed code of behaviour. They will oversee the implementation and teaching of the code by the teaching staff in the school. They will update student files with records of breaches and deal with all breaches of the code reported to them. School management will also establish procedures to regularly evaluate and review the code.

Year Heads
The Year Heads will teach the Code of Behaviour to their year groups and discuss its meaning and how it is implemented. They will store disciplinary cards and monitor and log behaviour breaches and positive behaviour merits accordingly on Tyro. They will discuss breaches of the Code of Behaviour with students, and try to help the students recognise where they are having difficulty. They will contact parents to discuss breaches of the Code of Behaviour. They will liaise with tutors and subject teachers to support student behaviour. They will update senior management on breaches of the Code of Behaviour.

Teachers
Teachers will implement the Code of Behaviour consistently. They will record and report any breaches of the code. They will reinforce teaching of the Code of Behaviour to the students in class and on supervision.

COMMUNICATING THE CODE OF BEHAVIOUR

Parents will be provided with a copy of the Code of Behaviour at registration as part of the enrolment pack, as per the Education (Welfare) Act 2000.The parent must confirm in writing that they are accepting and will support the Code of Behaviour as a condition of enrolment.

The Code of Behaviour will be available on the school website at all times.

In order to ensure that parents fully understand the requirements of our Code of Behaviour and its implementation; and our expectations of them in terms of supporting the Code of Behaviour, a presentation on this will form part of a first year Parent Information Evening annually.

As part of the annual induction of groups at the start of every year- students will be reminded of all aspects of the Code of Behaviour and procedures, paying particular heed to changes. Special attention will be given by the first year Year Head and tutors to induct incoming first years to understand the Code fully over the first term, given the level of adjustment of transitioning from primary to post primary school. A specific induction programme will support this in humanities and SPHE, including a Friendship Week Programme during the first term.

RESPONDING TO INAPPROPRIATE BEHAVIOUR

"Despite the best efforts of schools, inappropriate behaviour happens. Even minor breaches can be disruptive, particularly if persistent. Serious breaches can have damaging or long-lasting effects including disruption to students own learning and the learning of others. It can cause distress and anxiety or even pose a threat to the safety of students and teachers" … *"It is the responsibility of school management to maintain a classroom and school environment which is supportive of the learning of every student in the school and which ensures continuity of instruction for them".*

Grange PPS applies three defining principles:

- fairness,
- consistency,
- a measured approach (ladder system) to responding to inappropriate behaviour.

Behaviour is classified according to the level of seriousness as follows:

1. **Low level breaches.**
2. **Mid- level breaches.**
3. **High level breaches.**

Low level breaches:

Includes:

- Late for class/ school
- Incorrect shoes on astro-turf pitch.
- Missing classroom materials.
- Low level breach of "hands-off policy"
- Other offences deemed of low level by teachers that may arise
- At lockers without permission

Sample " Yellow" Discipline Sheet

Student:	Date:	Teacher:

1.

Description of discipline breach	Teacher intervention applied
○ Late for class ○ Missing class materials ○ Not following teacher instruction(low level) ○ Other	

2.

Class:	Date:
Description of discipline breach	Teacher intervention applied
○ Late for class ○ Missing class materials ○ Not following teacher instruction (low level) ○ Other	

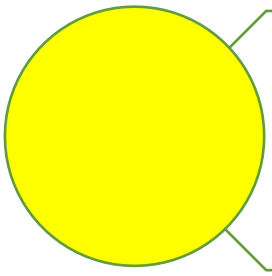
3.

Class:	Date:
Description of discipline breach	Teacher intervention applied
○ Late for class ○ Missing class materials ○ Not following teacher instruction (low level) ○ Other	

M**id- level Breaches:**

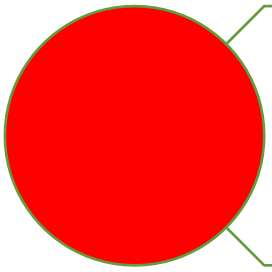
Includes:

- No PE gear to class
- Out of bounds
- Class disruption
- Mild use of in appropriate language
- Mid-level breach of "hands –off" policy
- Persistent inattention in class
- Other as deemed so by teacher



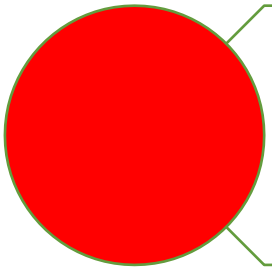
Level 1 (3 Strikes)

Teacher managed with interventations logged on vsware resulting in a red card after 3 strikes



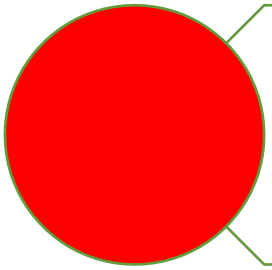
Level 2 (3 Red Cards)

Year Head managed: parents are notified on every red card and at 3 cards the student is placed on report for a week. Parents notified by Year Head



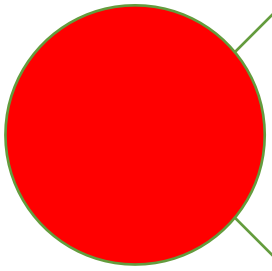
Level 3 (6 Red Cards)

Deputy managed: Student on Report for one week. Parents notified by the Deputy. Disciplinary meeting with Year Head/ DP and student. Behaviour agreement recorded



Level 4 (9 Red Cards)

Prinicipal Managed- Disciplinary meeting with Principal, Year Head/ DP, parents and student. Behavioural Support agreement drawn up.



Level 5 (12 Red Cards)

Automatic 2 day suspension.

Disciplinary meeting with Principal, Deputy Principal, parent and student. Behaviour contrract must be signed and agreed by all before the student can return to school. BOM will be notified

High-level Breaches:

Includes:

- Leaving school grounds without permission
- Outright defiance of a teacher/ staff member
- Bullying/ intimidation (including inside and outside school)
- Physical violence/ overt aggression
- Deliberate damage to school property
- High level breach of "hands off" policy
- Smoking/ banned substance, use/ distribution
- Involvement in organised fights
- Use of strong inappropriate language
- Other instances deemed high level by Principal / Deputy Principal



Procedure: Complete necessary column on the red discipline sheet and refer student immediately to the Principal or Deputy Principal.
Describe in detail the event on the back of the sheet.

The incident will be investigated appropriately under the guidance of senior management. Parents will be notified by phone call or meeting to discuss the misbehavior. Sanctions will be applied appropriately up to a maximum level of suspension or expulsion as required, at the discretion of senior management. The Board may be notified if required under the suspension/ expulsion procedures.

In class discipline interventions

Where incidents of misbehaviour occur in class, teachers may employ any of the following:

- Discussion with student during/at the end of class
- Extra school work to be completed at home or in school (including break and lunchtime)
- Note on Tyro or in the student journal for parents
- Moving students seating position
- Removal of privileges
- Verbal Warning
- Contacting a parent
- Carrying out a useful task in the class/ school

Detention / Community Service

Teacher detention is a sanction applied by subject teachers for reasons connected to classroom management. The duration is 15 minutes and these detentions take place at lunchtime.

School detention / Community Service is a sanction applied by Year Heads, the Deputy Principal or the Principal for a particular incident or particular incidents of serious misbehaviour in or out of class time, and any breaches of the Code of Behaviour judged to merit this sanction. School detention takes place on Thursday at lunchtimes. Community service takes place after school hours.

On Report
Where a pattern of misbehavior is emerging i.e. the student has received 3 red cards or more; the student will be placed on report to help identify problem areas, daily patterns and a reflective tool to form the basis of discussion with their subject teachers, Year Head and parent. On report card will be issued to students by the Year Head.

It is the student's responsibility to inform the teacher that he/she is on report and ask them to fill out the report card.

Where the student's comments are not reaching the level required following a week on report i.e. if they receive "unsatisfactory "or worse from any subject teacher over the week of report; the Year Head will extend the on report for an additional amount of time, up to an additional week; and the student will be placed on lunchtime detention or community service for the duration i.e. up to a week. The Year Head will discuss this in detail with student and parents so they are clear on the expectations.

Should a student warrant a red card while on report, the card will be written and will accumulate in the usual manner. Where the student fails to improve behaviour following two weeks on report, a behavioural meeting may be called with a combination of the student, parent/s, the Year Head, DP and Principal as necessary.

The student may be put on a Behavior Support Card (appendix 2) for an agreed period to support modifying the behavior pattern (usually a minimum of a month and a maximum of three months). Appropriate sanctions may be implemented for breaches of the contract i.e. lunchtime detention, community service, removal of privileges such as school trips etc. as appropriate.

On report and Behaviour Support Cards will also be used to identify other appropriate interventions to support the student as necessary including; student support systems, Guidance Counsellor, Home School Liaison intervention, Class tutor support for specific routines, Principals/ DP support. Review meetings will occur as appropriate. Year Head will facilitate the process.

Enhanced Behavioural Expectations

Given the enhanced stress and anxiety examination students generally experience, we have identified a need for enhanced behavior expectations for 3rd and 6th year students- specifically whereby the subject teacher identifies that the behaviour of one or more students in an examination year is negatively impacting on the learning of the other students. The students will be informed that their behavior is disrupting the learning of the class and will be asked to stop the negative behavior. If they do not cease the disruptive behaviour the student will be removed from the class and sent home for the reminder of that school day. On the first occasion this is a partial suspension that will not require a behavioural contract to be signed. It is envisaged that this will be an extraordinary measure deemed to be necessary in a small minority of cases- but where the need arises is very warranted to support all examination students to reach their learning potential. If it

occurs for a second time it will then be considered a high-level offence for continued breach of the Code of Behaviour and be dealt with under suspension procedures accordingly.

Suspensions

All suspensions will be dealt with in confidentiality and fairness i.e. ensuring each persons' right to be heard and the right to impartiality. An investigation will be conducted in to the alleged misconduct. A decision on the whether a suspension is warranted and the appropriate duration of the suspension will be taken by the Principal (DP in absence of Principal) based solely on the findings of the investigation. Where a suspension is 3 days or less, the Principal will authorize the suspension. Where a suspension of more than 3 days is warranted, the Board of Management will be asked to meet as an emergency meeting, presented with the results of the investigation and will take the decision on the length and duration of the suspension. Where a Board of Management cannot be convened at short notice, the suspension can be extended for up to 5 days with the approval of the Chairperson of the Board.

Suspensions will only be warranted where serious grounds exist:

- Students behavior has had serious detrimental effect on the education of other students
- The students continued presence in the school at this time constitutes a threat to health/ safety
- The student is responsible for serious damage to property.

(Examples of behaviour relating to these are listed previously under the ladder system and or high-level offenses.) In these instances, suspension offers a period of respite to other students, staff and the student involved and gives the student involved time to reflect on their behavior and to link the consequences to the actions.

To ensure this reflective process takes place the student will be required to attend a behavioural meeting with the Principal and DP/ Year Head to discuss all aspects of the event/ issues. A behavioural contract (see appendix 1) must be signed by the student and their parent/guardians (if under 18yrs) prior to the student returning to class.

Where immediate suspension is required (student must be removed as they pose a threat to safety of students or staff), the students will not be sent home until a parent/guardian (where a student is under 18yrs) has been contacted and arrangements made for the transport home of that student. Where a student is over 18yrs and has signed his/her parents out under GDPR legislation, the student will be required to sign themselves out but will be facilitated to arrange transport via the school office if they need to.

Every effort will be made to contact the parent/s/ guardian (if the student is under 18yrs) as soon as it becomes evident that a suspension may be warranted. The grounds for the grounds for the investigation/ suspension will be outlined and both parents and student will be given an opportunity to respond at some point in the process prior to a suspension being finalised. A formal suspension letter will be given to the parent/guardian, identifying the grounds for the suspension, the duration of the suspension and the options for appeal of the suspension. This will usually be handed to the parent/s/ guardian. In the event where the parent cannot be contacted, the letter will be posted.

Where allegations of criminal behaviour are made about a student, these will be referred to the Gardai who have responsibility for investigating criminal matters.

Suspensions can be appealed to the Board of Management. Grounds for the appeal must be put in writing

to the Board of Management via the Principal as secretary to the Board. The suspension will have proceeded but if the appeal is upheld the suspension record will be removed from the students file.

Where the total number of days suspension in the school year exceeds 20, the parents of the student in question, or the student if over 18, may appeal the decision under Section 29, Education Act 1998.

At the time when parents are formally notified of suspensions, they will be told about their right to appeal. Following the suspension, the student will be reintegrated into the school, and supported to do so as required. They are given a "clean slate" and fresh start. The record of the suspension will be retained on their student file.

All suspensions (quantity & duration) will be reported to the Board of Management as part of normal board meetings.

Expulsion

" *a student is expelled from a school when a Board of Management makes a decision to permanently exclude him/her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000*".

The Board of Management of Grange PPS (under authority devolved by MSLETB) may expel a student from the school in extreme circumstances of unacceptable behaviour.

Every effort will be made by the school to address the misbehavior and to avoid expulsion, including:

- Meetings with parents and students to try and find ways to help the student to change their behaviour
- Ensuring the student understands the possible consequences of persistent poor behaviour
- Seeking support from outside agencies as appropriate e.g. NBSS, HSE, CAMHS, NEPS, NCSE

However, expulsion will be considered, when:

- A student persists with behaviour that causes significant disruption to the learning of others or to the teaching process.
- The students continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

These grounds are similar to grounds for suspension, however the degree of seriousness and the persistence of the behaviour can constitute expulsion proceedings being considered. Additionally, where the school believe they have exhausted all interventions and the behaviour persists, expulsion proceedings will be considered.

In very extreme circumstances a Board of Management may apply an automatic expulsion process for specific behaviour. The Board may instigate expulsion for a first offense in the following circumstances:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault on another student or member of staff
- Supplying illegal substances to other students in the school
- Sexual assault

In the case of expulsions, the following steps will be followed, as per the Education (Welfare) Act 2000;

1. A detailed investigation carried out under the direction of the Principal- student and parents (if under 18yrs) will be informed in writing of the alleged misbehaviour, how it will be investigated and that an expulsion could be pending. Parent and student should be given every opportunity to respond before a decision is made and a sanction imposed. A meeting will be called to discuss the issues. If a parent / student fails to attend this meeting the Principal will write inviting them to a second meeting but if they fail to attend the second meeting the expulsion will proceed to the next stage.
2. A recommendation to the Board of Management by the Principal- where the recommendation is to expel a student, the parents will be given a record of what will be presented to the Board and written notice of the grounds on which the Board is being asked to consider an expulsion. The parents will be notified of the time and date of the meeting and invited to attend.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing where the parent will be given a choice between making a written or an oral submission to the Board. Each party will be allowed to question the evidence of the other party directly. The Board will act impartially at all times.

4. Board of Management deliberations and actions following the hearing. Principal and parents will not be present for the deliberations. The parents will be informed in writing of the Boards conclusions and the next steps of the process. Educational Welfare Officer (EWO) will be informed in writing if the outcome is that an expulsion proceeds. The expulsion will be finalised 20 days after the EWO has been notified.
5. Consultations arranged by the Educational Welfare Officer. Within a 20-day period the EWO should hold consultations with the Principal, parent/s and student via a meeting. This is to facilitate arrangements for the students' education to continue and may result in an alternative to expulsion being identified; other than remaining in the school i.e. alternative educational possibilities. The student may be placed on suspension for the duration of this process.
6. Confirmation of the decision to expel. Parents and student will be formally notified the expulsion if proceeding and their right to appeal, including the necessary forms. A formal record of the expulsion will be placed in the student file.

Several of the steps outlined above may take place in one meeting at the discretion of the Board. Parents will be given due notice of all meetings and a fair and reasonable time to prepare for a Board hearing.

A parent or a student where over 18yrs can appeal a decision to expel to Mayo Sligo Leitrim Educational and Training Board (MSLETB). Where the appeal to the MSLETB is concluded the parent may go on to appeal to the Secretary General of the Department of Education and Science. The National Educational Welfare Board (NEWB) may also appeal the decision on behalf of a student.

"The Code of Behaviour will be reviewed regularly. Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school-based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB".

This Policy was ratified by the Board of Management on: 11/05/2026

Signed: (Manager) _____ **Date:** _____

Signed: _____ **(Secretary)** **Date:** _____

Date for next review: 2 0 2 6 - 2 7

Appendix 1: Behaviour Contract

BEHAVIOURAL CONTRAC

Student name:

Date of Meeting:

Reason for Meeting:

STEP 1: Behaviour Reflection

Positive behaviour:

School Interventions applied:

Specific Breaches of Code of Behaviour identified:

Accepting responsibility declaration: I accept that I must take responsibility for my behaviour and this begins with taking ownership and acknowledging my actions. I wish the following clarifications to be recorded:

_____

_____

_____

I confirm that the above is an accurate account of my behaviour in the school from September to present.

Signed by:	**_____Student)**	**Date: _____**
Witnessed by:	**_____(Parent)**	**Date: _____**
Witnessed by:	**_____(Year Head/DP)**	**Date: _____**
Witnessed by:	**_____(Principal)**	**Date: _____**

STEP 2: **Clarification of areas to be addressed:**

The **Code of Behaviour** requires that:

DECLARATION

I agree that I understand the rules stated above and that they apply from the minute I arrive on school premises and until I leave school premises.

I understand that these rules are necessary for the school to be an effective learning environment and to protect the rights of all members of the school community.

I am fully aware that my participation in the school is dependent on my agreeing to and adhering to the school rules.

I understand that if I am not willing to agree to the rules above I cannot be permitted back into Grange Post Primary.

I understand that if I agree to the above rules and return to class, I will remain there on condition that I abide by the above rules. I am aware that if I fail to uphold the Code of Behaviour, the school will have no option but to exclude me.

Signed by: _____(Student) Date: _____

Witnessed by: _____(Parent) Date: _____

Witnessed by: _____(Tutor/DP) Date: _____

Witnessed by: _____(Principal) Date: _____

DECLARATION:

I agree that I understand the rules stated above and that they apply from the minute I arrive on school premises and until I leave school premises.

I am fully aware that my participation in the school is dependent on my agreeing to and adhering to the school rules.

I understand that if I am not willing to agree to the rules above I cannot be permitted back into Grange Post Primary.

I confirm that I am unwilling to agree to the above rules. I am fully aware that the implications of this are that the matter will proceed to the Board of Management and the Educational Welfare Officer as a result.

I wish the following reason for refusal to be recorded:

_____

_____

_____

_____

_____

_____

_____

Signed by: _____**(Student)** **Date:** _____

Witnessed by: _____**(Parent)** **Date:** _____

Witnessed by: _____**(Year Head/ DP)** **Date:** _____

Witnessed by: _____**(Principal)** **Date:** _____

Appendix 2: Behaviour Support Card

BEHAVIOUR SUPPORT CARD-

Agreed behaviours: (maximum 5 points to be allocated i.e. where 5 is + and 0 is -)	**Agreed work:** (maximum 3 points to be allocated i.e. where 3 is + and 0 is –)
• **Must** • **Must** • **Must**	• • •

Maximum points possible weekly: 360 points **Weekly points needed to earn reward: 300 points**

Period	**Monday**		**Tuesday**		**Wednesday**		**Thursday**		**Friday**	
	Score	**Teacher initials**	**Score**	**Teacher initials**	**Score**	**Teacher initials**	**Score**	**Teacher initials**	**Score**	**Teacher initials**
1										
2										
3										
4										
5										
6										
7										
8										
9										
TOTALS										

Total Weekly score: _____ Checked by: _____(Teacher) Date: _____

Week beginning: _____(date) Signed by: _____(Parent) Date: _____

Appendix 3: Behaviour Agreement

BEHAVIOURAL AGREEMENT

Student name:

Date of Meeting:

Who is present:

- ☐ Student
- ☐ Year Head
- ☐ Deputy Principal
- ☐ Principal
- ☐ Parent

Reason for Meeting:

Behavioural Agreement:

Signed by: _____(Student) Date: _____

Witnessed by: _____(Parent) Date: _____

Witnessed by: _____(Year Head/ DP) Date: _____

Witnessed by: _____(DP/Principal) Date: _____

Appendix 1:
Examples of Correct and Incorrect Uniform Footwear.

- Please note these are examples only; **black shoes only are permitted**. **Runners or athletic shoes of any kind are not permitted, accept during designated Physical Education class days.**
- Our school unform policy promotes a neat, safe, and consistent uniform standard and was agreed following consultation with parents, students - through the Student Council, and staff.
- We greatly appreciate parents' cooperation and support in helping us maintain the high standard of uniform across the school.

<table>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td colspan="2">Girls</td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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