



St. Angela's School.

Code of Behaviour for Students.



Mission Statement.

St. Angela's is a Catholic girls' school which aims to cherish the uniqueness of each individual and develop her to her full potential, in the spirit of the Ursuline ethos.

Holistic Development

Preamble.

The Code of Behaviour in St. Angela's, which has been developed through collaboration between Board of Management, senior management, staff, students and parents/guardians, invites all students to participate in the creation of an ethos which promotes the Mission of the school, namely an environment which nurtures teaching and learning, which recognises the uniqueness of the individual and which is conducive to the growth of each student towards her full potential.

*"Those who instruct others
unto justice shall shine as
stars for all eternity"*
St. Angela's Merit



This Code takes cognisance of the Education Act, the Education Welfare Act, Equal Status Act, Guidelines for Schools on Developing a Code of Behaviour (NEWB: 2008) and Looking At Our Schools document from the Department of Education. The Code should be read in conjunction with other school policies such as Personal Technology Policy, Anti Bullying Policy, Acceptable Use Policy etc. These are available on request from the principal or on the school website.

Rationale.

Our Code of Behaviour for students attempts to reflect, and exists to encourage, the main touchstones of the holistic Ursuline Education: care for self and others, respect for self and others, courtesy in our relationships, courage in our hearts, kindness in our soul and dignity of self and others. It aims to embody the school motto, "non sibi, sed cunctis" meaning "not for self, but for all".

Aims.

This Code of Behaviour aims:

- to invite students to engage in behaviours which contribute in a positive way to school life and our school environment.
- to outline rewards which may apply when behaviour merits commendation.
- to equip students with skills which prepare them for life after secondary school. Managing difficult relationships is part of the learning process. Recognising our wellbeing Indicators is part of this process (Respected, Responsible, Resilient Active, Connected, Aware).
- to discourage the negative behaviours which undermine the creation of a teaching and learning environment.
- to outline sanctions which may apply when a student is in breach of the School Code.

Scope.

The Code of Behaviour applies to all students until the completion of their Senior Cycle (to the end of State Examinations) in St. Angela's School and should be observed while in school, when in school uniform, while travelling to or from school and while attending any school activity including trips, sporting and cultural events and work experience.

The Code may also apply to students whose misbehaviour outside school is connected with issues in school or whose misbehaviour outside school has a direct bearing on the school day and / or the safety or wellbeing of members of the school community while in school.

Roles and Responsibilities.

➤ Board of Management.

The Board of Management is the decision making body of the school and has a key role in the development and operation of this Code of Behaviour. While the Board of Management is not involved in day-to-day procedures, it is the body to whom parents/guardians and students over 18 can make an initial appeal in cases of suspension or expulsion.

➤ Parents/Guardians.

The co-operation of parents/guardians is considered fundamental to the implementation of the school's Code of Behaviour policy. By enrolling their daughter in the school, parents/guardians indicate an understanding of the rationale underpinning the Code and also their agreement with and support for the aims and ethos of the school. This agreement is revisited at interviews with incoming 1st Year students. Parents/guardians are reminded that the Code serves the common good.

➤ Students.

The school expects that students will at all times do their best to uphold the Code of Behaviour and the spirit of the Code in school. All students sign their acceptance of the Code when they enter the school in 1st Year. Students are encouraged to be accountable for their behaviour, to "own" their behaviour and to commit to changing negative behaviour.

Students are reminded that when disputes arise in the implementation of the Code of Behaviour, they have a responsibility to try to resolve these disputes with courtesy and respect.

➤ Staff.

St. Angela's School acknowledges the role of teachers in the development and operation of the Code of Behaviour. The school recognises that a teacher's /supervisor's main focus is in the area of teaching and learning and that they have a pivotal role to play in behaviour management. All staff in St. Angela's School are responsible for upholding and implementing the Code of Behaviour and they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

Positive Behaviour and the Nurturing of Character.

The daily work of St. Angela's School rests on the shoulders of our Pastoral Care structures, which aims to create positive relationships throughout the school community, between students and adults.

As part of the Code of Behaviour, the school may use several measures to nurture and incentivise positive behaviour. Examples include:

- Leading by example: we hope that students will learn to model their conduct and positive behaviour on behaviour which they observe in adults in the school.
- Praise and positive feedback: verbal and written, formal and informal.
- On-going communication with the family.
- Use of the Pastoral Care structure, as appropriate (tutor, year head, deputy principal, principal, guidance)
- Differentiation of the school curriculum where appropriate
- Use of "Organisational Aide" booklet: an aide to monitor and record positive behaviour
- Use of positive comments on VShare
- Awards and Certificates

Responding to Negative Behaviour.

The school's Pastoral Care structure is well placed to seek to understand why negative behaviour takes place, and to respond appropriately. Thus, negative behaviour may be referred to tutors, year heads, deputy principals and principal.

Learning from our mistakes is valuable. St. Angela's School is a safe place in which to make mistakes, accept consequences and learn from one's behaviour and about oneself.

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

- understanding their behaviour is unacceptable.
- recognising the effect of actions and behaviour on others.
- understanding that choices about behaviour have consequences.
- helping to learn to take responsibility for behaviour.
- reinforcing the boundaries set out in the Code of Behaviour.
- signalling to other students and to staff that their wellbeing is being protected.

In instances of more serious breaches of the School Code, sanctions may be needed:

- to prevent serious disruption of teaching and learning.
- to keep the student or other students or adults safe.

Examples of a teacher/supervisor's response to negative behaviour may include:

- Immediate identifying of the misbehaviour and discussion of same.
- Verbal warning.
- Request for meeting with a parent/guardian.
- Private talk before or after class.

- Phone call home.
- Withdrawal of privilege or responsibility.
- Referral to tutor/year head/deputy principal.
- "Time out" in supervision of another member of staff or in another classroom.
- The deputy principal and principal may give an automatic detention, should circumstances warrant it.
- The principal, or deputy principal in the absence of the principal, may suspend a student from school for a period for repeated or serious breaches of the School Code.
- Use of "discipline points" on VShare. Conduct issues are also recorded in writing on yellow discipline slips. In the case of the yellow discipline slip, the student is encouraged to sign the slip with the teacher/supervisor, as an acceptance that an event has taken place and as acknowledgement that the matter has either been resolved or requires further discussion between the year head and student later. The year head will choose an opportune time to discuss the event or accumulation of events with the student and/or teacher.

If 9 points accumulate, the student will be required to do detention (Non-conduct points do not count after 3 months from date of issue)

Homework not done	1 point
Homework continually not done	3 points
Uniform incomplete	1 point
PE uniform incomplete / HEC materials missing	2 points
Absent for part of the school day without permission	6 points
Absence without signing out properly	6 points
Conduct issues (yellow discipline slip)	3 points
Absent for full day without permission	Detention

Detention.

Detention takes place periodically after school and is of two hours' duration. Detention is supervised by a staff member. Parents/guardians are informed in writing in advance. The student will co-sign the letter of detention before it is posted unless the student is continuously absent from school.

Appropriate Behaviour During Detention

- Students are required to arrive on time, be in full uniform and sit in an assigned seat.
- Students will be given a written task to complete on their own and in silence.
- Students may not interact with other students at any time.

Parents, Please Note

- If your daughter is unable to attend detention, a written note or email must be received by the Year Head before the detention. Otherwise, a further three points will be issued.

- Inappropriate or disruptive behaviour during detention will lead to a further sanction. This may include your daughter being removed from detention and a parent/guardian being asked to collect her from school.

Suspension and Expulsion Policy.

The Suspensions and Expulsions Policy of St. Angela's School exists as a separate document to the Code of Behaviour and is available on request.

Suspension is a serious sanction, used in the following circumstances:

- Repeated deliberate breaches of the Code of Behaviour.
- The student's behaviour has endangered the good name of the school.
- The student's continued presence in the school constitutes a threat to her safety/wellbeing or that of others.
- The student is responsible for serious damage to property.
- Theft.
- Serious Breach of Personal Technology or Acceptable Use Policies.
- Violence or threat of violence.
- Serious insubordination/ defiance.
- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student poses a threat to the conduct of a House or State Examinations.
- A single incident of serious misconduct may be grounds for suspension.
- Failure to accept lower sanctions, as outlined in the School Code of Behaviour for students.

The Principal will notify the parents/ guardians and the student in writing of the decision to suspend.

Rules and Standards.

Students are invited to embrace the spirit of the Code of Behaviour in line with acceptable standards of behaviour.

We value and encourage....

- Respect for each other; diversity of experience and opinion, inclusive behaviour.
- Honesty and integrity; courage to do the right thing, keeping one's word.
- **Courtesy and good manners**; saying please and thank you, allowing others pass through doorways, respectful language, not interrupting, standing for the teacher at the start of class or when he/she enters the room, greeting each other pleasantly, showing a welcome to visitors, avoidance of foul language and disrespectful use of the Lord's name, appropriate treatment of teacher outside school.
- Care for the environment; avoidance of litter, respect for our personal space and property and that of others; respect for other peoples' work and the space in which they carry out their work.
- Kindness and understanding; care for others, looking out for others.
- Honesty of effort; taking responsibility for one's own learning and attendance; punctuality, asking questions, catching up on work missed due to absence including for extra-curricular activities.
- Wellbeing Indicators: Respected, Resilient, Responsible, Active, Aware, Connected.

1. **Health and Safety.**

- In the interests of ease and safety of movement, students are asked to please walk on the left, and use the correct stairs.
- Students are required to behave in an orderly fashion on corridors and classrooms during the day. Rough contact is forbidden. Jostling, shoving and crowding games are forbidden. Throwing items is forbidden.
- Students are not permitted to hang out windows or to use windows or fire doors as an exit route.
- Students are required to follow instructions for Fire Drill. In the event of an alarm: Move swiftly and carefully in a quiet and orderly manner. Stand in alphabetical order in the designated location, until returned to class. Inappropriate use of fire alarm/tampering with fire equipment is a serious breach of this Code.
- Students are not permitted to bring alcohol, illegal substances or hallucinogens to school. It is forbidden to consume these items in school, or to attend school under the influence of alcohol or such substances. If there is a suspicion that a student has consumed alcohol or such a substance, she will not be allowed to attend class. A parent/guardian will be notified immediately. The school reserves the right to contact Garda and other agencies, should the situation require it. Students are not allowed to smoke or vape in school. This includes outside the school gates. Breach of this rule will lead to serious sanctions.
- Students who drive to school must apply through the DP office and must supply evidence of full licence and insurance details.
- Students needing to use the lifts must apply through the DP office. Students may not use the school lifts unaccompanied.
- Nuts and nut products are prohibited for health and safety reasons. Cayenne pepper and cayenne pepper products are also prohibited for health and safety reasons. Fizzy drinks, energy drinks and chewing gum are not permitted.

2. **Studies.**

- Honest effort is required of all students. Students who are struggling are asked to speak to their class teacher or class tutor.
- The school has a Homework Policy. All students are required to have the school journal in class each day, in which to record homework and revision plans. Students who come to class without the required homework are asked to speak to the teacher at the start of class. Students who do not present homework are required to have a note from home explaining the reason. The Journal may be used for this purpose. Breaches of this element of the Code will be met with an appropriate sanction, given by the class teacher.
- Repeated failure to make an honest effort, to present homework or to present without the required kit, uniform, ingredients or equipment will be recorded on VSware.
- Students are asked to treat their own text books, equipment and notes with respect and also to respect the property of others. All items should be marked with the student's name. Belongings should be stored in the student's locker and accessed at break times.
- Tutor Time is given to the explanation of rules for house exams and pre exams. A copy of these rules is available on request. Sanctions may apply if these rules are breached.

3. **Lunchtime arrangements.**

- Lunchrooms:
6th Year students are allocated to the Refectory.
4th and 5th Years to the Study Hall.
2nd and 3rd Years to the Library and the Stage.
1st Years to Brescia Hall.
Students are expected to clean up after themselves.

- 1st Years: Not allowed out at lunchtime, 2nd Years: Allowed out on Fridays, 3rd to 6th Year: Allowed out at lunchtime.

4. Attendance.

How to submit an absence request:

- Click on your daughter's profile and click on "Attendance".
- Scroll down to "Absence Requests" and click on "Submit Absence".
- Select either "Past Absence" or "Future Absence".

Future Absence:

- Select either "Single" or "Multi Date" and click "Next"
- Select the date(s), the type of absence (holiday, illness, etc), and provide a reason for the absence.
- If you select Single Day, you will be given the option to select a Full Day or Partial Day absence. If you select Partial Day, you must submit the time of departure/arrival.

Past Absence:

- Select the date from the list of absences.
- Enter the type and reason for the absence and click "Submit".

***Note:** Late/Depart Early code should only be used for "Partial Day" absence and must include time of arrival/departure.*

Please note:

- 1) If an explanation for an absence is not submitted within a reasonable length of time, discipline points will be given.
- 2) If a student is absent for a full day without permission, a detention is given.
- 3) If a student is absent for part of a day without permission, 6 points will be given. This sanction is at the discretion of the Deputy Principal and it may be referred to the Principal.

Arriving after 9am:

- You must sign in at Reception
- After 9:05 you must have a note or VSware explanation. Otherwise a discipline point will be added on VSware.

Leaving Early:

- If you have a Blue Note from the journal
 - This note must be signed by Parent/Guardian and by your Tutor/Year Head/Deputy Principal/Principal
 - You must sign out at Reception and be collected by Parent/Guardian.
- If you have Permission on VSware
 - You must be collected and signed out by Parent/Guardian at Reception.
- If you are leaving at lunchtime for an appointment, follow the above instructions, however collection by Parent/Guardian is not required.

Please note: If the above procedure is not followed correctly, 6 points will be given. If a student does not return to school after lunch, a phone call to the General Office to explain the absence or an explanation on VSware must be received before the end of the school day. Otherwise, this is considered to be Absence without Permission and 6 points will be given. An explanation on VSware to explain the absence is also required on return to school.

5. Uniform.

The uniform of St. Angela's School consists of the following:

- A grey, A-line, school skirt with one inverted pleat at the front, worn to the knee.
OR grey uniform trousers with slight red pinstripe. Both items are only available from our school suppliers.
- A red, round neck, crested school jumper available only from our school suppliers.
- A plain, stiff, pointed-collared, white dress shirt. This may be short or long sleeved. The shirt must be tucked into the waist band of the skirt. Coloured T shirts may not be worn under the shirt. A white T-Shirt / vest / string top is acceptable.
- Plain grey or black opaque tights. Plain grey or black knee length socks.
- Plain, black, flat, sturdy, non-slip shoes. Dark navy "deck" shoes are acceptable. Black runners/ sports shoes are not allowed. As a guide, footwear displaying a logo associated with runners/ sport shoes are not allowed.

The compulsory PE uniform consists of:

- Plain navy, tracksuit ends available only from our school suppliers.
- A red dry-fit breathable polo shirt with St. Angela's crest available from our school suppliers.
- A navy half-zip with school crest available from our school suppliers. This is compulsory from 2022 onwards.
- Sport Socks.
- Suitable supportive trainers/running shoes that are non-marking.

Symbols of Faith:

- Students may wear a religious symbol or garment in accordance with her religious tradition.
- Students may wear the Hijab (plain white, grey or black) without embellishment or accessories.
- A longer length skirt is available from our school suppliers.
- The wearing of the Nicqab, Chador or Burqua impedes interaction and communication between a student and her teacher and classmates. A student who wishes to wear these garments must make an application to the principal.

Appearance:

- Students are reminded that personal appearance while in uniform reflects on the school as a whole and are therefore asked to take personal responsibility for how they present themselves.
- Only school badges are permitted to be worn on uniform clothing.

- Small stud earrings and small clear nose retainer studs are allowed. Other facial or mouth piercings are not allowed.
- One small necklace is allowed but chokers are not allowed for health and safety reasons.
- Small rings are allowed. Bracelets are not allowed.
- Hair colouring using natural hair colours is permitted. Braided hair may also have colour that is mixed with darker colours.
- Make up, including fake lashes, nail polish and fake nails, is not allowed. However, concealer and minimal natural coloured eye makeup are permitted.

The school management reserves the right to determine what is acceptable for school purposes.

6. **Technology.**

- The school has a Personal Technology Policy which states that phones should be powered off at the school gate in the morning and stored in the student's own locked locker. Phones may be powered back on at the school gate when leaving after school. Breach of this rule is a serious matter; sanctions are clearly outlined in the policy.
- The school has an Acceptable Use Policy which prohibits students from accessing internet, laptop or PC without the class teacher's permission and supervision. Students are not permitted to use the Computer Rooms except with the permission of the class teacher and DP.
- Students may not download or print any item without the class teacher's knowledge and permission.
- Students are given a personal account for use in school. It is absolutely forbidden to use another student's account for any purpose. Any such use will be considered a serious breach of the School Code.

7. **Out of Bounds.**

- Students may not visit the bathrooms during class time, unless they have received written permission in their school journal from their teacher beforehand. Between classes, students must have written permission from the teacher of their next class.
- Students are not permitted in these areas of the school during lunch time: Merici, Upper Brescia, Veranda classrooms, 1st and 2nd floors of St. Joseph's House.
- The following areas are out of bounds:
 - Beyond the end wall of St. Joseph's House i.e. towards the Ursuline Primary School or gardener's compound.
 - The playing grounds of St. Ursula's Primary School.
 - The convent grounds and cemetery.
 - Green area behind the tennis courts.
 - The basement (unless with the permission and supervision of a teacher).
 - The Computer Rooms (unless with the permission and supervision of a teacher).
 - The area designated for Maintenance Staff at the end of the ground floor of St. Joseph's House.
 - Science labs and kitchens (unless with teacher's permission).
 - Radio room and Media room (unless with teacher's permission).

Evaluation.

School management will accept feedback from staff, students and parents made through the proper use of the appropriate channels ie staff meetings, student voice and PSAC. This feedback will inform periodic evaluation of the policy by Management.

Date of ratification of reviewed policy: 16-3-2023

Chairperson of Board of Management: Aiden M. Grath