

Code of Behaviour, St Anne's Community College, Killaloe

Mission Statement:

St. Anne's Community College provides Post-Primary Education for a student population of over 500 students. Each student is accepted as an individual with his or her unique talents and gifts which we as a staff hope to nurture and develop while they are in our care. We hope to produce school leavers who are confident, mature and responsible who are well equipped for the world of work and leisure.

Aim of the Code:

The aim of the code is to ensure that all students have the opportunity to learn in a mutually respectful, harmonious environment where high standards of behaviour are expected and supported.

Objectives of the Code:

1. The school will have an ethos of promoting and acknowledging positive behaviour
2. Procedures are in place to restore a positive environment when expected behaviour is breached.
3. The education partners/ stakeholders (staff, students and parents/guardians) have a clear understanding of their respective roles and responsibilities with regard to maintaining expected behaviour.
4. All matters of behaviour are dealt within an agreed framework in a fair and consistent manner.
5. The school has fair procedures when proposing to suspend or expel a student and that the procedures are agreed by the education partners/stakeholders.

Where the Code Applies:

The standard and rules of the code of behaviour apply in school and in any situation where the student is the responsibility of the school, e.g. school tours, sports, educational outings and school events etc. The code also applies to any occasion where a student causes damage to the reputation of the school or the school community or creates a situation in which other students or staff are put at risk.

ROLES:

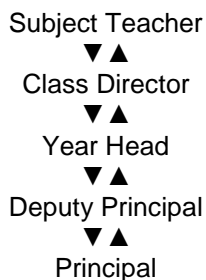
Class Director: Class Directors have a pastoral and disciplinary role. They sign student's journals weekly, checking that parents/guardians also sign them. Class Directors count negative comments written by teachers and inform the year head who acts in accordance with this code. They also refer pastoral issues to year heads. Directors check that students are writing their homework in their journal and check students' uniform.

Year Head: Year heads oversee the pastoral, administrative and disciplinary needs of the students'. They monitor student attendance, participation, homework, uniform, punctuality and behaviour. When necessary they issue and monitor sanctions and use positive behaviour systems. They work closely with Class Directors, student mentors and the pastoral care team.

Deputy Principal: The Deputy Principal has a pastoral, administrative and disciplinary role. Serious cases of indiscipline or pastoral issues are referred to the Deputy Principal.

Principal: Serious cases of indiscipline or pastoral issues are referred to the Principal.

Ladder of Referral for Pastoral Care and Discipline:



Pastoral Care Team: The pastoral care team have a pastoral role in the students' development.

Standards of Behaviour:

A student's attendance at St. Anne's Community College implies an agreement on his or her part and also on the part of his or her parent/guardian to abide by the standards of behaviour set out in this document. Respect for oneself and for others regardless of gender, marital status, family status, religion, sexual orientation, age, race, disability or membership of the Traveller community is expected. Students are required to behave responsibly and to treat one another with respect. Students are required to respect staff, their authority and comply with their instructions. Difficulties and conflict should be resolved in a respectful manner. Students are expected to comply with the schools anti-bullying policy, acceptable use policy (ICT) and all other school policies.

Entering and Exiting the School and Grounds:

- Students walking to school must enter and exit the grounds by the pedestrian gate to the front of the school.
- Staff cars only are permitted on school grounds.
- Marked areas are left free for those with a disability.

Punctuality:

- All students are expected to be punctual when arriving at school, at classes and at any other school functions.
- Students who are late for school must sign-in at reception upon arrival.
- Students are expected to be in the school building at least 5 minutes prior to the commencement of class.
- Students must leave the school premises at the end of the school day, unless involved in study or other activities supervised by a teacher. Loitering is not permitted.

Dress and Appearance:

- Students must wear a full school uniform at all times unless otherwise directed.
- Due regard to cleanliness, neatness and general appearance is also expected.
- Students are expected to have a change of uniform.
- Any jewellery worn must be discrete and appropriate, and must not pose a risk to health and safety.
- Piercing is confined to small neat studs in the earlobe (Boys and girls).
- Students must wear appropriate sports gear for PE and games.

Circulating Inside and Outside the Building:

- Students will walk on the right hand side along the corridors.
- Behaviour that could lead to accidents on the corridors is strictly forbidden.
- Outside the building, students are expected to remain on paved areas only, refraining from walking on lawns. Students may use the pitches when wearing suitable footwear and when supervised.
- Enter and exit building by the door on your right in areas where there are two doors.
- Where there is only one door please give way to those going out of the building.
- Store school bags in designated areas only.
- Students must not sit on window sills or lean against windows or glass at any time.

Classroom Behaviour and Seating Arrangements:

- A seat will be assigned to each student for each class period at the teacher's discretion.
- Students are expected to be seated and have their books/equipment out, their journals on the table and be ready to start class when the teacher arrives.
- Students are required to leave the classrooms neat and tidy.

Break-times:

- Students may not leave the school grounds during the morning break.
- Students can only leave the school grounds at lunch time if they have permission from parents/guardians.

Vending Machines:

- These may only be used by students only before school, during break-time/lunchtime and at the end of the school day.

School Work and Homework:

- Students are expected to be committed to their studies.
- Students are expected to give their best effort in class and not interfere with the learning of others to learn and allow teachers to teach in an environment which is free from disruption.
- Students must bring their journals to each class and have their journal on the table during all classes unless otherwise directed by the teacher.
- Students are required to use their journals to record all homework, written or otherwise. The journal also acts as a means of communication between home and school. It must be kept in a neat and tidy condition.
- The journal must be offered to parents/guardians each week so that they can check to see that their child's homework is completed. It must be signed by parents/guardians weekly. In some circumstances parents/guardians may be asked to sign the journal more regularly.
- School assignments and homework must be completed on time. If, for any reasons, such work is not presented on time, students are expected to produce a note of explanation from their parents/guardians.
- Teachers will issue classroom sanctions for homework which is not done or incomplete in line with the sanctions listed in the schools Code of Behaviour.
- In addition to classroom sanctions the teacher may issue a yellow comment in the students' journal.

Activities:

- During the school day, students attending various activities must remain in class until called over the intercom.
- Under no circumstances may boots with studs be worn in the school building.
- Playing with footballs, rugby balls, basketballs etc. in the school building and its immediate surrounds (including the middle courtyard) is strictly forbidden.
- Students absent from class due to activities, whether curricular, co-curricular or extra-curricular, are expected to find out what homework was assigned during their absence, and make every effort to complete it.
- Because activities may be cancelled, students involved must come to school fully prepared for class: i.e. with uniform, homework, books, equipment etc.
- When an after-school activity has finished, students must leave the school immediately.

Lockers:

- Lockers must be paid for in order to be used by a student.
- Students may access lockers only before school, morning break, lunchtime and at the end of the school day. Students are not allowed access to lockers between classes or during classes, unless permitted to do so by a teacher.
- Students will be held responsible for the cost of repairing damaged lockers.
- Stickers (Other than those with the students name put on by the staff) or graffiti (drawing or writing inside or outside the locker) is not permitted.
- Students must leave lockers open, empty and clean before leaving for the summer break. No books or belongings should be left in the school during the summer holidays.
- Students are expected to have their lockers locked at all times with a good quality lock.

Attendance:

Students are required by law to attend school. The law requires parents/guardians to inform the school of any absences, and the reasons for them. The school is required to report any student absence that exceeds 20 days to the NEWB (National Educational Welfare Board) This is a national board that deals with student absenteeism from school.

- Where absence from school is unavoidable, parents/guardians must provide written reasons for the student's absence.
- A student who has been absent is required where possible to keep up to date with school work.
- For a note of explanation of absence from school please complete the relevant section in the School Journal.

School Journal:

Students are expected to use the school journal daily and treat it with respect. Any graffiti on the school journal is strictly prohibited. The journal is the main method of communication between home and the school. Parents/guardians are asked to sign the school journal weekly, checking the journal for comments.

- **Communication with school:** - Parents/guardians are asked to use the slips at the back of the journal to communicate with the school.
- **Leaving school early:** - If a student has to leave school early parents/guardians are asked to complete a note in the relevant section at the back of the journal. The student must then present this note at the office to get permission to sign out.
- **Absent from school:** - If a student is absent from school, parents/guardians must complete an explanatory note from the relevant section at the back of the journal. The student hands this into the office on their return.

Students are expected to replace journals which are lost, damaged or with graffiti. In such instances, students are expected to report to their year head immediately.

Property:

- Students are required to show care and respect for school premises, school furniture, school grounds and the property of fellow students and staff.
- Vandalism or graffiti will not be tolerated.
- Students who cause damage through wilfulness or carelessness will be held liable for the cost of making good the damage. Other sanctions may also apply.
- Students must dispose of litter in the litterbins provided and use recycling bins where appropriate.
- Chewing gum is strictly prohibited.
- Students are not allowed to interfere with the fire alarm, fire extinguishers, fire blankets or the security system of the school.
- Food may be consumed in the dining area/HE room and not on the corridors or in the classrooms.
- Students are expected to leave toilets clean after use.
- When students are given permission to go to the toilet during class (exceptional circumstances) the nearest toilet to the student's classroom should be used.
- Students are expected to be vigilant regarding their own property and the school will not take responsibility for any equipment lost or stolen. Students are advised to leave expensive equipment/belongings at home and to ensure that the student's name is written clearly on books, uniform and other items.

All students are expected to care for their own property and that of others in their day to day activities. It may be necessary to search a student's property as part of an investigation into a breach of school rules. The search might take the form of:

- an instruction to a student to empty his/her schoolbag, pockets and/or locker
- search of a student's locker
- search of a student's schoolbag
- confiscate property

The Principal, Deputy Principal or other staff member with the permission of the Principal may conduct such a search.

Teacher's Desk/ Platform Area:

Students are not at any time permitted to access and/or tamper with property or equipment belonging to the school or school staff.

Students are not permitted to access the teacher's area of the classroom without the permission and supervision of a teacher. This area includes the teachers personal property or records, teachers desk, computer, projector, teachers chair, property such as wiring, phone, books etc. (This list is not exhaustive).

Any tampering with such property/equipment is considered a major breach of discipline.

Students are not permitted to use school phones unless otherwise instructed to do so by a member of staff. A student using the school phones without permission is considered a serious breach of the schools Code of Behaviour.

School Offices:

Students are not permitted to enter any school office without the permission and supervision by a member of staff. Students are expected to respect the relevant opening times of the office and be respectful and courteous when dealing with office staff.

Electronic Equipment:

- Devices such as walkmans, radios, recording devices, mobile phones and iPods must remain switched off and out of sight in class.
- Electronic devices may not be used by students to record still images, audio or video any person in the school community unless authorised by a member of staff. Any unauthorised recording or transmission whatsoever from these devices is not permitted.
- Mobile phones and audio devices may only be used before and after school and at break time and lunch. A breach of this rule will lead to the confiscation of the device for a period of time usually no longer than one week.

Computers, ICT and Internet Access:

- Students are expected to be respectful of ICT property and to abide by the schools acceptable use policy and procedures.

Health and Safety:

- Students must never behave in a way that endangers their own health and safety or that of any person in the school.
- It is forbidden to bring to school any dangerous items. (e.g. knives, badges, matches, lasers, fireworks. (This list is not exhaustive).
- Areas may be identified by school authorities as being out of bounds to students. Such restrictions must be observed. (For example the court yard in frosty weather).
- Students must observe all safety regulations that apply in both general and specialist classrooms.
- Due to congestion issues car-parking facilities on the school grounds are reserved for school staff only. Visitors please drop off and park outside of the school grounds.
- Generally medications of any kind will not be administered by staff. Exceptional circumstances may arise however where medication may be administered.
- Smoking: it is illegal to smoke in the school or on the school grounds.
- The possession/consumption of alcohol, solvent abuse, the possession, use or trafficking of illegal substances or any substance that alters mood or behaviour is strictly forbidden. (Unless prescribed by the individual students' doctor for use by the student).
- Aerosols other than deodorants are not allowed in the school.
- Schoolbags must be left in designated areas only, if left in other areas they may be moved, searched to establish ownership or confiscated until ownership established.

The Staff Room: Students are not allowed to enter the staff room.

Classroom Organisation:

Students are expected to be well behaved while waiting for teachers to arrive for class. When waiting in a classroom for the next teacher to arrive, students are expected to remain in their seats and prepare for the next class. Students are not permitted to enter any specialist rooms without the supervision of a teacher. Where a double class in a specialist room is being supervised by two different teachers students are expected to leave the room at the end of the first class. They must wait outside for the next teacher to arrive to take the second class. Students are never permitted to access the teacher's area or equipment in the room without the permission and supervision of a teacher. Students are expected to sit in their assigned place as per the seating plan. They are expected to pick up papers at the end of each class and push in their chairs when leaving the classroom. Students are expected, as instructed, to put their chairs on tables and pick up the papers in the classroom. Students are expected as instructed to leave the classroom in an orderly fashion. Students are not permitted to leave the classroom at the end of class until the class bell rings to indicate the end of the lesson.

Promoting Good Behaviour:

Good student behaviour is the norm at St Anne's Community College. It is fostered by proactive initiatives undertaken by parents/guardians, staff and students. It is practice to affirm positive behaviour. Acknowledgement of good behaviour takes many forms and may include:

- Verbal praise to the student either in class or privately from the subject teacher, class director, year head, SNA and other staff.
- Positive comment about the student to the Class Director and other staff members.
- Written note of affirmation in the student's journal.
- Opportunities are taken to commend students on good behaviour or achievements in their studies, sport and other extra curricular activities at assembly.

- Using the public address system to celebrate success.
- Student awards.
- Gaisce Awards.
- Using the school website/ local press to communicate accomplishments.
- Using the notice board to report successes/achievement.
- Invitation to become a student mentor.

This list is not exhaustive.

Responding to Inappropriate Behaviour:

All staff members have a part to play in maintaining good behaviour in St. Anne's Community College. In each case it is important that the sanction used is commensurate with the breach of discipline. A problem solving approach is used to resolve and improve student behaviour.

The following is a list of approaches and sanctions which may be used:-

- Reasoning with the pupil.
- Explaining clearly what the teacher wants the student to do.
- Offer the student advice on how to improve.
- Convey to the student an understanding of the rule(s) that he/she has broken.
- Explain to the student the impact of the breach on him/herself as well as on other members of the school community.
- Communicate to the student an understanding of how to act or react differently so as to not be in breach of school rule(s).
- Verbal warning
- Separation from peer's e.g. temporary or permanent change of seating.
- Reprimand.
- Speaking to the student one to one after the class
- Withdrawal of privileges
- Doing a useful task in the school.
- Withdrawal from class/subject/peer group (see internal suspension).
- Note in journal and request for the note to be signed by parent/guardian.
- Referral to year head/ class director.
- Placing student on report.
- Requirement for a written or verbal apology.
- Communication with parents/guardians.
- Exclusion from class or classes.
- Temporary or permanent change of class.
- Community service.
- Written undertaking of good behaviour signed by both the parent/guardian and the student.
- Payment for/or replacement of damaged or stolen property.
- Restriction to a designated area during break times.
- Detention during lunchtime/after school.
- Referral to Deputy Principal.
- In certain circumstances, when a student is in breach of school regulations, parents/guardians will be required to collect their child, or have their child collected from the school.
- Referral to the Principal.
- Suspension.
- Formal report to the Board of Management.
- Recommend expulsion to the Board of Management in accordance with section 23 of the Education Welfare Act (2000).
- Expulsion.
- This list is not exhaustive the School reserves the right to extend this list as necessary.

Restriction:

This means that the student is confined to the school at lunch time in a designated area.

Detention:

Students are confined to a class room at lunch time or after school and supervised by staff. At lunch time detention students are not allowed out of the school for lunch. They are allowed to eat their lunch as part of the detention time. Students will be notified at the latest, the day before the detention; this may vary with agreement of student and or parents/guardians.

This list is not exhaustive.

The school reserves the right to implement disciplinary procedures as deemed appropriate. The seriousness of the violation will determine the sanction applied.

Comments System:

If a teacher considers an incident to be sufficiently serious a note or 'comment' is placed in the student's journal. This 'comment' must be countersigned by the parent and shown to the class director.

There are two categories of 'comment' a yellow comment and a behaviour comment.

- Possible reasons for receiving a Yellow comment include:- late for class, homework incomplete or not presented, incomplete uniform, not having the correct materials/books/journal for class etc. This list is not exhaustive.
- Possible reasons for receiving a Behaviour comment include: - verbal reprimands with no improvement in behaviour. Giving cheek to the teacher or other member of staff. Using 'bad language'. Repeatedly disrupting the work of the class. This list is not exhaustive.

Incident Sheet:

If an incident is deemed to be serious, then the teacher records the details on an 'incident sheet' in addition to or instead of recording it in the journal and gives it to the year head.

On the basis of the information of this incident sheet, the year head may interview the student and others as necessary. Having regard to contextual factors, the year head may meet or telephone parents/guardians to explore fully the incident, and also to gain their support for strategies to prevent a repeat of the incident.

The year head may apply a range of sanctions, commensurate with the breach of behaviour. Furthermore, a student may be referred for support to the school chaplain or guidance counsellor. A student will be referred to the Deputy Principal when other avenues for modifying behaviour have failed or where a grave incident has occurred. Ordinarily, such a referral will come from the year head. The Deputy Principal may apply a range of sanctions, again, commensurate with the breach of behaviour. Furthermore, as an alternative to, or in tandem with a sanction, the Deputy Principal may refer the student to the Principal, school chaplain or guidance counsellor, or other person as deemed appropriate.

If a member of staff has a concern about a student, this should be brought to the attention of the Year Head/Deputy Principal/ Principal/Chaplain or Guidance counsellor.

If a concern involves child protection issues the matter must be reported to the Designated Liaison Person (Principal) or the Deputy Designated Liaison Person (Deputy Principal).

SUSPENSIONS AND EXPULSIONS:

Definition of Suspension:

"Requiring the student to absent himself/herself from the school for the specified limited period of school days. During the period of suspension the student retains his or her place in the school"

(NEWB, 2008, p70)

The following principles will underpin the school's Suspensions and Expulsion Policy and Procedures.

The right to be heard:-

The student and their parents/guardians will be informed about an allegation. They will be given an opportunity to respond before a decision is made and before a serious sanction is imposed. In the interest of dealing with issues swiftly parents/guardians will be contacted by phone in the case of short suspensions of up to three days. This is then followed up by a letter to parents/guardians.

The school will ensure that measures will be taken to ensure that decisions are made without bias and with impartiality in decision making. In cases of complexity the school may seek legal advice to support their decision making.

In the case of students who have reached the age of eighteen years of age (Age of Majority Act, 1985) the guidelines relating to parents/guardians apply to the student. In the case of such a student requesting the school to restrict or limit communication with their parents/guardians the parents/guardians of the student will be informed of the change in practice and the reasons.

In the case of allegations of criminal behaviour about a student the matter will usually if deemed necessary be referred to the Gardaí.

Grounds for Suspension:

Suspension is given as a sanction as a 'proportionate response' to the behaviour that is causing concern. Suspension can provide respite for the student and staff, give the student time to reflect on the link between their behaviour and consequences and give staff and parents/guardians the time to plan ways to help the student to change unacceptable behaviour.

The following are the factors to be considered before suspending a student:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is a proportionate response
- The possible impact of the suspension

Reasons for Suspension may include:

Other sanctions and interventions have not worked.

The student's behaviour has had a seriously detrimental effect on the education of other students.

The student has been extremely abusive of a staff member. The student's continued presence in the school at the time constitutes a threat to safety and or the detrimental effect on the education of other students. The student has seriously damaged property. A student has accumulated 10 behaviour comments, has completed two unsatisfactory report cards. This list is not exhaustive

Suspensions form part of a Behaviour Management Plan:

Suspension forms part of a plan to address the student's behaviour. Following a suspension the school sets behavioural goal/s with the student and their parents/guardians.

Students are where necessary offered support from the Chaplain or Guidance counsellor, Year Head Class Director, Pastoral Care Team or others as appropriate to assist rehabilitation into school again.

FORMS OF SUSPENSION:

A. Immediate Suspension:

A student will face immediate suspension where the Principal considers that the suspension is necessary as the continued presence of the student in the school will cause major disruption to learning and/or represents a threat to the safety of students or staff of the school or any other person. This suspension may be external or internal. Internal is where the student is excluded from regular classes but remains in the school. External is where the student is asked not to attend school for a period of time.

B. Suspension during a State Examination:

This may be applied when there is a threat to good order in the conduct of the examination, a threat to the safety of other students and personnel, or a threat to the right of other students to do their examination in a calm atmosphere.

C. Automatic Suspension:

It has been agreed between the Board of Management, Principal, parents/guardians, teachers and students that the following named behaviours incur suspension as a sanction.

- Physical violence
- Threatening other students or staff
- Being verbally or physically abusive of staff
- If the presence of the student is deemed a threat to other students or staff.
- If the presence of the student in the school would cause distress to other students or staff.
- The possession or supply of drugs or any other substances or items which may be deemed to pose a threat to safety.
- Damage to or tampering with school property including locks, doors, toilets, school security system, electricity, fire notices, extinguishers. This list is not exhaustive.
- The period of suspension will not extend further than three days unless in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed.
- The Board will formally review any proposal to suspend a student where the suspension amounts to 20 days in any one year for one student.

Written Notification of Suspension:

The Principal or Deputy Principal will notify the Parent/Guardian of the suspension by phone and will follow with notification by letter. The letter will include the period of the suspension, the reasons for the suspension and the right to appeal the decision to the Board of Management. In cases of immediate suspension the suspension may have begun or indeed be over before the parent receives the letter but in the interest of acting swiftly this is deemed necessary. However the Parent/Guardian is informed by phone prior to all suspensions commencing.

Expulsions:

A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school.

A student will only be expelled from the school in an extreme case of unacceptable behaviour. In the case of persistent misbehaviour the school will take all reasonable steps to address the misbehaviour and to avoid expulsion of the student. Steps such as:-

Developing and implementing plans with the student and parents/guardians on how to improve behaviour. Seeking the assistance of support agencies such as Education Welfare Officers, National Behavioural Support Service, Child and Adolescent Mental Health services, Health Service Executive Community Services, NEPS etc.

However it may be necessary to expel a student immediately if they are deemed a threat to the safety of staff or other students or for other issues of safety. Or if the student's presence in the school causes distress to other students or staff

Grounds for Expulsion:

Ground for Expulsion includes such behaviours as:-

- Persistently causing significant disruption to learning.
- The student presents a safety threat to other students or staff.
- The student has been responsible for serious damage to property.
- Convicted of a criminal offence.
- Their presence causes distress and or a threat to other students.

Automatic Expulsion:

The Board of Management and the VEC have included the following behaviours as warranting immediate expulsion from school:-

The possession or sale of drugs, alcohol or other items which pose a risk to students in the school.

Organisation of any event or any action which puts the safety of other students at risk.

Action which damages the reputation of the school.

It is accepted that students can be expelled for a first offence, such grounds include:

A serious threat of violence against another student or staff member or other person.

A violent incident or physical assault.

Supplying drugs/ alcohol or other substances which may cause harm e.g. fireworks, cigarettes, glue, weapons etc.

Sexual assault.

This list is not exhaustive.

Factors which will be considered prior to expelling a student:

The context and seriousness of the behaviour.

The nature of the behaviour.

The impact of the behaviour.

The interventions tried to date.

Is expulsion a proportionate response?

The impact of the expulsion.

Steps which will be taken in the event of a pending expulsion:

- A problem solving approach will be taken when dealing with an expulsion.
- A detailed investigation will be undertaken.
- The board will consider the recommendation to expel and hold a hearing. Parents/Guardians and student will be given the opportunity to respond
- The board will consider the hearing and reach a decision.
- If it is the opinion of the Board that the student should be expelled the Board will notify the NEWB (National Education Welfare Board) of the intention to expel.

- The Education Welfare Officer will be consulted.
- The parents/guardians will be given an opportunity to appeal the decision firstly to the VEC.
- In the event that the expulsion is upheld by the VEC the parents/guardians may appeal the decision to the Department of Education and Science.

How the code will be communicated and implemented:

The code was drawn up in partnership with all school stakeholders' staff, students, parents/guardians, Board of Management and VEC.

A copy of the code will be made available to all parents/guardians via the school website and on request from the school by hard copy. The hard copy of the code will be given to new students and parents/guardians. All parents/guardians and students will be asked to sign to testify that they accept the code and that they will make all reasonable efforts to ensure compliance with the code by their child. The code will be explained to all class groups and reinforced at intervals and as necessary.

Aspects of the implementation of the code of Behaviour will be reviewed as the need arises The entire code will be reviewed every two years.

Assistance for Parents/Guardians:

The school aims to work in partnership with parents/guardians at all times. Parents/Guardians are welcome to contact the school any time they wish. Contact can be made through the school Secretary at main office. Parents/guardians may contact the Principal, Deputy Principal, Year Head, Chaplain or Guidance Counsellor. In matters of discipline parents/guardians contact the Year head, Deputy Principal, Principal.

Ratified by the Board of Management: 22nd February 2012

