

Lanesboro Community College



Title

Promoting Positive Behaviour Policy

Scope

This policy involves the students, teachers, staff, parents/guardians and outside agencies. The Health, Safety and Welfare of each member of the school community underpins this code of behaviour. This code is applicable on school premises during and after school hours; on school related business/trips; while in school and in all dealings with the school and its staff, on or off school campus.

Relationship to Schools' mission statement

Lanesboro Community College is committed to providing superior services and academic programs that challenge the mind and body, instilling the joy of lifelong learning and responsible citizenship. We recognise every member of our school community as a unique individual, each with the potential to grow academically, emotionally, spiritually and socially and it is our aim to provide an environment conducive to this development at all times.

This policy operates to ensure that our school is a happy healthy school where good learning and good teaching can take place in a safe and secure environment.

Rationale - What we aim to achieve

- Promote good behaviour by having high expectations and to encourage students by word and example to maintain the highest possible standard of behaviour.
- That promoting positive behaviour is understood as a learning curve for all students. Some may need more support than others.
- That the policy is seen to be fair and gives students the chance to take responsibility for improving their own behaviour.
- That the policy supports retention and participation.
- That the policy supports good learning and teaching in a safe and secure environment for students, teachers and staff.
- To ensure that students, teachers, staff and parents/guardians are fully aware of their responsibility in encouraging, supporting and maintaining a good learning environment.
- To consult with students, teachers, staff and parents/guardians on the policy so that there is a sense of ownership.

- To put in place a series of sanctions and structures to support good behaviour in our school.
- To link in with outside agencies to support these aims.

Goals - areas we need to focus on.

- Promoting Positive Behaviour as an effective way of improving behaviour standards.
- A clear, transparent and fair code of behaviour which everybody has a part in developing and which is communicated to all involved.
- Implementing the code in a consistent and fair manner which everyone understands and accepts.
- That all partners are aware of the range of sanctions and the procedures involved that may be applied.

Positive Recognition

In the ongoing effort to maintain an ideal learning environment, the emphasis is on positive behaviour and high expectations, which are encouraged and rewarded.

This is done through:

- Positive comment acknowledging achievement and effort.
- Personal praise by members of staff.
- Awards events.
- Positive feedback on every occasion.
- Discussion with parents at Parent-Teacher meetings
- Publication of achievements on various media outlets.
- Range of extra-curricular activities.
- School Lunch-time clubs.
- School outings to games etc.
- Educational tours – abroad, theatre etc.
- Lunch-time activities in Hall, Astro Turf Pitch, Basketball.
- Involvement in school projects
- Special events for whole class achievement
- School Achievement Awards
- Taking part in plays, concerts, quizzes, public speaking etc.
- School Certification i.e. JCSP (May), Junior Cycle profile (Dec), LCVP, TY.
- Coffee morning for parents and students on morning of Junior Cycle results, Leaving Cert results
- Recognition in School Notes, School Website and other publications.
- Public affirmation by School Management.
- Selection for public representation of the school.

Remember: **Mol an óige agus tiocfaidh siad.**

Code of Behaviour

The aim of this code of behaviour is to ensure that:

- Students will get maximum educational benefit from their time in Lanesboro Community College. This is best achieved in a pleasant atmosphere of mutual trust and co-operation. If everybody respects this code, learning will be easier for all.
- the educational interests of, and the effective provision of education for, all students of the school is not impacted by the behaviour of any other student(s)
- the maintenance of a classroom and school environment which is supportive of learning amongst all students in the school and ensures continuity of instructions provided to students, is not impacted by the behaviour of any other student(s)

Any evidence that the behaviour of a student is impacting negatively on the education, safety, health or welfare of students, teachers or staff of the school, will be dealt with through this policy and sanctions, up to and including suspension and expulsion, will be applied.

Students are expected to comply with this code on school premises, on school related business/trips and in all dealings with the staff, on or off the school campus.

The school uniform consists of a green uniform jumper with school crest, grey shirt, grey trousers/skirt (no slit) and black footwear. Hoodies are not permitted.

School Regulations



My duties as a student

1. I will recognise the right of each class member to learn. Therefore, I won't disturb the class or deprive any pupil of that right.
2. I will recognise without question the right of teachers to do their work without having to correct me in class for inattention or misbehaviour.
3. I will recognise the rights my parents/guardians have to expect my best effort so I will make my best effort in School and with homework. I will record my homework in a school journal and I will carry out all homework assigned by teachers.
4. I will not become involved in any form of Bullying.
5. I will not be involved with illicit/illegal substances such as drugs or alcohol.
6. I will not smoke/vape within the School boundary, in the vicinity of the school or while in school uniform.
7. I recognise that it is my responsibility to appear in full uniform for school and all school based activities including trips and both school/state examinations. I will wear only the school uniform during school hours. (The school uniform consists of a green uniform jumper with school crest, grey shirt, grey trousers/skirt (no slit) and black footwear). Hoodies are not permitted.
8. I will respect property and that means I do not damage, mark, break, write- on, etc., school property. I will pay for any property I damage in School.
9. I will provide myself with a complete set of books and maintain them in good condition.
10. I will be punctual for all classes.
11. I will avoid throwing litter within the school and school grounds.
12. I recognise that the School cannot be responsible for goods lost or stolen, so I will look after my own property.
13. I will move in an orderly manner within the School and will always be polite and courteous.
14. I have a duty to make a written request to the Principal, signed by my parent(s)/guardian if I wish to leave the School grounds. (Please see appendix 4 - updated procedures in response to Covid-19). I understand that I must be collected by my parent/guardian on such an occasion and a parent/guardian must sign at reception. This rule applies to all students (both Junior and Senior) and regardless of proximity of home to school. If I am absent from School, I have a duty to explain my absence with a note from my parent(s)/guardian on my return to school. If I am over 18 years of age, I will complete a 'Leave of Absence' form, explaining the reason for my absence. I understand that, for safety reasons, a text will be sent to parents/guardians, including parents/guardians of students who are over 18 years of age, to inform them that their child is absent from school on a given day.
15. I will act in such a manner as to never bring the school community into disrepute
16. I will not use obscene language or gestures
17. I am aware that inappropriate use of mobile phones will lead to confiscation of same for a period of not less than three full days.
18. I will remain within the school boundaries as outlined in Appendix 3. If leaving school grounds, it is my responsibility to ensure that I have a note signed by my parent/guardian and furthermore that they have signed me out at the office.

19. I will have my school journal in all classes as it is an important link between home and school. I recognise the journal is school property and must be properly used and maintained.
20. I will follow all school guidelines for reducing the spread of Covid - 19. These include but are not limited to;
- a) Wearing a face mask, b) proper hand hygiene, c) proper cough etiquette,
 - d) social distancing, e) keeping my work space and belongings clean

I accept that sanctions may be imposed for any breaches of these duties.

A student, whose behaviour is impacting negatively on the education, safety, health or wellbeing of students, teachers or staff of the school, will be dealt with through this policy. Sanctions, up to and including suspension and expulsion, will be applied.

A student, who persistently breaks the rules or who, in the opinion of teachers or staff, interrupts the education of other students, consistently disrupts teaching or puts the health of students, teachers or staff at risk by not following school guidelines for reducing the risk of the spread of Covid -19 may be suspended or expelled from the school in line with the procedures in this policy.

Misdemeanours

The misdemeanours listed below are considered very serious and may incur sanctions up to and including automatic suspension.

1. Bullying (Physical, Verbal, Emotional, Psychological or Cyber bullying)
2. Verbal harassment of a teacher inside or outside school
3. Physical harassment of a teacher inside or outside school
4. Damage/interference of a teacher's property
5. Damage/interference of a student's property
6. Blatant disobedience of a teacher, i.e. not following a direct instruction from a teacher
7. Theft
8. Vandalism
9. Leaving School without permission
10. Not attending class
11. Putting others health or safety at risk.
12. Possession or use of prohibited substances or items (including tobacco, cigarettes, drugs, vaping devices/substances, knives or any implement which could cause injury to self or others)
13. Disruption of class/ study
14. The use of mobile phone/digital device in class without teacher's permission
15. Recording/photographing of any student or staff
16. Forging parent's/guardian's signature
17. Any offence, not listed above that would undermine the authority of the teacher or of management.

In the interests of the general student body, the school reserves the right to search a student's property i.e.: a locker, schoolbag or to give an instruction to a student to empty his/her school bag or pocket or remove a jacket. This may arise in the context of substance abuse, theft or possession of any item that may endanger the health and safety of others. The search will be authorised by the Deputy Principal or the Principal. The search will be conducted in the presence of at least two staff members.

Code of Behaviour Procedures

The following section outlines the types of behaviours that the school deems contrary to creating a positive learning environment in a safe and happy school.

These procedures are in place in order to protect the educational interests of, and the effective provision of education for all students of the school. The right of any student to receive their education cannot be impacted by the behaviour of any other student(s).

These procedures also ensure that the maintenance of a classroom and school environment which is supportive of learning amongst all students in the school and the continuity of instructions provided to students, is not impacted by the behaviour of any other student(s).

It also outlines the actions to be taken in response to the different levels of inappropriate behaviour.

Level 1

Behaviour description:

- Once off incidents of class disruption.
- Once off failures to present homework.
- Once off slips in participation or punctuality.

Action taken:

- Teacher administers verbal warning.
- Teacher may impose appropriate sanctions within the environs of the classroom

Level 2

Behaviour description:

- Continued incidents of class disruption.
- Continued failures to present homework.
- Continued slips in participation or punctuality.
- Failure to uphold the agreed duties of a student as laid out in the school journal.

Action Taken:

- Teacher may impose appropriate sanctions within the environs of the classroom.

- Teacher may complete behaviour referral form* as follows:
 - ✓ Outline the behaviour, signs and dates the card.
 - ✓ Teacher contacts and informs the Deputy Principal that they are sending up a student on a behaviour report card. (If the DP is not available, contact the Principal. If the principal is not available, contact whichever Assistant Principal is on duty.)
 - ✓ The student is then sent directly to the Deputy Principal.
 - ✓ Following consideration by senior management the student is assigned an appropriate card which they must present to each class teacher at the beginning of each class. Cards are graded according to their significance from “White” to “Yellow” to “Red”.
 - ✓ The student will endeavour to get a satisfactory grade from each teacher after each class. They must do this for a period of no less than five days.
 - ✓ If the student gets four unsatisfactory grades on the card they automatically are put on the next card up. If they get one, two or three unsatisfactory grades they must continue on a card of the same colour for a further week.
 - ✓ To complete the card they must endeavour to have a clean sheet with no unsatisfactory grades. **(Please note that a student may be suspended on receipt of 4 unsatisfactory grades “U” on a Red card).**
 - ✓ A copy of the behaviour referral form is posted to the parents or guardians.
 - ✓ The student is informed of their responsibility to get their card signed by teachers after each class and by parents each day. Failure to do so will result in a ‘U’ grade for each instance.
 - ✓ Senior management will check the card on a daily basis, usually directly after assembly each morning. It is the student’s responsibility to have their card ready for inspection. Failure to do so will result in a ‘U’ grade for each instance.
 - ✓ If the behaviour improves the student may be taken off the card after one week.
 - ✓ If however the behaviour does not improve the student may have to continue on the card or additional sanctions may be imposed.
 - ✓ *(Example of Behaviour Referral form can be found in Appendix 1)

Level 3

Behaviour description:

- Sustained incidents of class disruption.
- Sustained failures to present homework.
- Sustained transgressions in participation or punctuality.

- Continuous failure to uphold the agreed duties of a student as laid out in the school journal.
- Any behaviour listed in the behaviour referral form (See Appendix 1)

Action Taken:

- Teacher will complete behaviour referral form as described previously leading to an imposition of a ‘Yellow’, ‘Red’ card or suspension*.

***(Please note that in the event of a suspension, parents/guardians of the relevant student will be asked to attend a meeting with senior management, on student’s return to school)**

- Parents informed of the details of the particular behaviour(s)
- Suspension may be imposed. Suspensions will be availed of either after all of the minor sanctions (which are listed in the School’s code of behaviour) have been exhausted, or as a response to a single act of gross misconduct for which any less sanction would be inappropriate in the circumstances; in this case, the suspension will be imposed without prior warning. Suspensions may be from attendance at school and all school activities, or may be more limited in scope and effect. The Principal is empowered to impose a suspension, and will inform the board as appropriate.

Please note that students will not be allowed to partake in any school related activity during a period of suspension and that any school work missed is the sole responsibility of the student concerned.

Level 4

Behaviour description:

- Severe class disruption.
- Blatant disregard of the agreed duties of a student as laid out above.
- Any behaviour listed in the behaviour referral form (See Appendix 1)

Action Taken:

- Teacher will complete behaviour referral form as described previously leading to an imposition of a ‘Yellow’, ‘Red’ card or suspension.*

***(Please note that in the event of a suspension, parents/guardians of the relevant student will be asked to attend a meeting with senior management on student’s return to school)**

- Meeting arranged in school for parents and student to discuss behaviour(s) with senior management.

Level 5

Behaviour description:

- Single act of gross misconduct.
- Assault

Action Taken:

- Suspension
- Expulsion

Expulsion is seen as a last resort, and will only be resorted to when all other sanctions have been exhausted and the student and parents/guardians have been made aware, by notice in writing, that expulsion is being contemplated by the board. They are invited to make their case on behalf of their child (In the case of student over the age of eighteen, these students, may, if they so choose, make their own case, or may be accompanied by their parents). In every case, the expulsion will be preceded by a suspension from school activities to enable this exchange of views to take place. (Should an expulsion ultimately be imposed, information will be provided on how to appeal this decision to the Department of Educational and Skills.

Policy Content - the procedures and structures which will make our policy happen.

Whole School Approach.

In the development, communication and implementation of this policy all the partners were involved. The policy and practices are regularly reviewed at staff meetings to check they are having a positive impact on behaviour.

Understanding and Promoting Positive Behaviour

Training for students, teachers, staff and parents in raising awareness and looking at ways of promoting positive behaviour for example SPHE, Triple P program

Communication:

Parents are sent a copy of the discipline record card when their child gets a card. Students' reports have a section for recording overall behaviour and for sanctions received.

Strategies to help students to take responsibility for changing inappropriate behaviour include;

The Card system: Enables students to track their own behaviour and make incremental improvements with the support of teachers, parents and Student Support

Student Support: Student support may offer additional support to students who are constantly getting into bother.

Catch them being good: Involvement with extra-curricular and co-curricular activities. Involvement in the life of the school.

Guidance/life Skills: Students may need extra support to help them to understand their inappropriate behaviour and how to change it.

Resource teacher/Learning Support: Referral if behaviour can be improved through support.

SNA (Special Needs Assistant): Has an invaluable role to play in monitoring and supporting SEN (Special Educational Needs) and ESL (Early School leaver) Students.

HSCL (Home School Community Liaison): Work with parents to support them in helping their child to improve their behaviour.

Deputy Principal: Works closely with parents as this is a key way of getting a student to change his/her behaviour. Meets students regularly and takes time to help them understand and change their behaviour. Links in with other teams and staff to find the best way to help each student.

SCP (School Completion) works with groups of students at risk of ESL (Early School Leaving)

Monitoring

The card system allows students, teachers, staff and parents/guardians to monitor changes in behaviour. Records of behavioural referrals are kept by the Deputy Principal. These are used to monitor behaviour patterns and report back to teachers and parents/guardians. In addition, student behaviour is regularly reviewed at staff meetings. Peer Mentors/Student Council are encouraged to monitor and report unacceptable behaviour

Communication

With Staff: Staff meetings, School Reports, School Handbook, Deputy Principal/Principal, Student Support, Informal meetings

With Students: School Journal, Student Pack, Card System, Student Council/Peer Mentors, SPHE (Social, Political & Health Education), Staff members, Induction day, Enrolment, Transfer program.

With Parents/Guardians: Parent Pack, Letters to parents/guardians from HSCL, Staff, Deputy Principal/Principal, Information events, Open days, Enrolment.

Roles and Responsibilities - people who will make our policy happen.

Board of Management: The Board of Management is responsible for ensuring that the policy is up to date and is reviewed. The Board of Management is responsible all for expulsions and for suspensions for any period of more than three days.

Staff: Senior management anchors the Promoting Positive Behaviour Policy, keeping all records, implementing the discipline code, organising training and communication, calling meetings of student support, linking in with Home School Liaison, Learning Support, Guidance, Chaplain, SPHE, Care Team, Staff, Students and Parents.

All staff members have a role in promoting and ensuring that good behaviour is the norm in our school. Extra support is provided by Pastoral care, Student Support, Guidance, HSCL, SPHE, Resource teacher, SNAs and class teachers.

Parents/Guardians: In our school the role of the parent/guardian in supporting positive behaviour is pivotal. Without their support there is little we can achieve. Therefore, regular communication is maintained and in the case of dealing with in-appropriate behaviour, the parents/guardians are contacted whilst the student is being spoken with so that they are part of the process. Follow up support is provided and between the school and the home we can support all our students to improve their behaviour.

Students: Students are reminded from the start that they are responsible for their own behaviour, that they alone can change it and that we are there to support them along with their parents/guardians. Students are encouraged to participate in the process and are reminded that we all make mistakes and the main thing is to learn from them. Hence there is a positive attitude to the system on behalf of the students. Student Council have a major input into this policy as they report directly to Senior Management and they have a responsibility under their charter to comment on and have an input into policies such as the code of behaviour.

Success Criteria - how we know our policy is working.

Good behaviour is seen as the norm.

Students, teachers, staff and parents/guardians work together to promote positive behaviour in our school.

The policy procedures laid down work smoothly, fairly, and effectively.

All the partners are part of the process through regular communication and training.

There is regular monitoring and review of the policy by all partners to ensure that it is fit for purpose.

Monitoring Procedures - check on how our policy is working.

- ✓ Staff meetings
- ✓ Records
- ✓ Student Support /Various teams
- ✓ Senior Management

- ✓ Parent/guardian feedback/HSCL
- ✓ Student council/Student feedback

Review Procedures - identify improvements which will make our policy work better.

- Staff meetings.
- Student Council raise issues which are brought to the attention of Senior Management.
- Student Support which promotes best practise
- Parent/guardian feedback
- Student feedback
- Whole school audit of code of behaviour

This Policy on Promoting Positive Behaviour has been prepared in accordance with the NEWB Guidelines on Developing a Code of Behaviour (Education Act 1998, Education Welfare Act 2000)

Signed: **Chairperson of BOM** _____ **Date: 9th March 2021**
 Principal _____ **Date:** _____

Review Date: September 2024

The Board of Management of Lanesboro Community College delegates authority to the Principal/ Acting Principal to suspend a student.

Signed: _____ (chairperson of BOM)

Date: _____

A student, who persistently breaks the rules, whose behaviour impacts on the safety, health or welfare of students, teachers or staff of the school or who in the opinion of the staff interrupts the education of other students, may be suspended or expelled from the school in line with the procedures listed above.

While not all actions can be categorised in this document, the guiding principle is that any action or behaviour which hinders the smooth running of the school, places students, teachers or staff in any danger, impacts on the safety, health or welfare of students, teachers or staff of the school or could bring the school into disrepute is wrong and sanctions will be imposed as a consequence.

This Code of Behaviour applies to all students while on school property, while on school trips or outings, while representing the school in any activity and while attending any activity in which the school is participating.

This Code of Behaviour has been approved by the Board of Management on the 9th March 2021 after consultation with the Student Council, Parents' Association, Staff and both Patrons.

☐

I have read and I understand the Code of Behaviour of Lanesboro Community College (Please tick box)

☐

I accept its contents and my role in its implementation (Please tick box)

Student's signature: _____

Parent/Guardian's Signature: _____

Date: _____

Appendix 1

Behaviour Referral Form

The offences listed below are considered very serious and may incur sanctions up to and including automatic suspension.

1. Bullying (Physical, Verbal, Emotional, Psychological or Cyber bullying)
2. Verbal harassment of a teacher inside or outside school
3. Physical harassment of a teacher inside or outside school
4. Damage of a teacher's property
5. Damage of a student's property
6. Blatant disobedience of a teacher
7. Theft
8. Vandalism
9. Leaving School without permission
10. Not attending class
11. Putting others health or safety at risk.
12. Possession or use of prohibited substances or items (including tobacco, cigarettes, drugs, vaping devices/substances, knives or any implement which could cause injury to self or others)
13. Disruption of class/ study
14. The use of mobile phone/digital device in class without teachers permission
15. Recording/photographing of any student or staff
16. Forging parent's/guardian's signature
17. Any offence, not listed above that would undermine the authority of the teacher or of management.

In the interests of the general student body, the school reserves the right to search a student's property i.e.: a locker, schoolbag or to give an instruction to a student to empty his/her school bag or pocket or remove a jacket. This may arise in the context of substance abuse, theft or

possession of any item that may endanger the health or safety of others. The search will be authorised by the Deputy Principal or the Principal. The search will be conducted in the presence of at least two staff members.

Details of offence:

Pupils Name: _____

Class:

Teachers Signature: _____

Date:

Appendix 2

School Regulations



My duties as a student

1. I will recognise the right of each class member to learn. Therefore, I won't disturb the class or deprive any pupil of that right.
2. I will recognise without question the right of teachers to do their work without having to correct me in class for inattention or misbehaviour.
3. I will recognise the rights my parents/guardians have to expect my best effort so I will make my best effort in School and with homework. I will record my homework in a school journal and I will carry out all homework assigned by teachers.
4. I will not become involved in any form of Bullying.
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6. I will not smoke/vape within the School boundary, in the vicinity of the school or while in school uniform.
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11. I will avoid throwing litter within the school and school grounds.
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16. I will not use obscene language or gestures
17. I am aware that inappropriate use of mobile phones will lead to confiscation of same for a period of not less than three full days.

18. I will remain within the school boundaries as outlined in Appendix 3. If leaving school grounds, it is my responsibility to ensure that I have a note signed by my parent/guardian and furthermore that they have signed me out at the office.
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20. I will follow all school guidelines for reducing the spread of Covid - 19. These include but are not limited to;
 - b) Wearing a face mask,
 - b) proper hand hygiene,
 - c) proper cough etiquette,
 - d) social distancing,
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I accept that sanctions may be imposed for any breaches of these duties.

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While not all actions can be categorised in this document, the guiding principle is that any action or behaviour which hinders the smooth running of the school, places students or staff in any danger or could bring the school into disrepute is wrong and sanctions will be imposed as a consequence.

This Code of Behaviour applies to all students while on school property, while on school trips or outings, while representing the school in any activity and while attending any activity in which the school is participating.

This Code of Behaviour has been approved by the Board of Management on 9th March 2021 after consultation with the Student Council, Parents' Association, Staff and both Patrons.

☐ I have read and I understand the Code of Behaviour of Lanesboro Community College (Please tick box)

☐ I accept its contents and my role in its implementation (Please tick box)

Student's signature: _____

Parent/Guardian's Signature: _____

Date: _____

Appendix 3



Appendix 4

Updated procedures in response to Covid - 19

In response to guidelines from the HSE to help minimise the spread of Covid -19, we are adapting some of the practices in our school.

The following are some of the updated procedures/practices which we are putting in place:

Absence from school

If your child is absent from school we ask you to text the school on 087 1333207 explaining the reason for this absence, using the phone which you have given us as your contact number. (This replaces the need for you to send in a note the next day)

Late for school

If your child is going to be late for school, please text us on 087 1333207 to let us know. When your child arrives in school, they then need to report to Breda so that our records are correct on VS ware. (This replaces the need for your child to 'sign in' with Breda in the office)

Leaving school early

If your child needs to leave school early, then please text the school that morning to inform us that you will be collecting them and the time at which you will be collecting them. The student must be collected by the parent as before. You then report to Mr. Lyons/Ms. Reynolds before you take your child from the school. (This replaces the need for you to 'sign out' your child)

