

PRESENTATION SECONDARY SCHOOL Ballingarry



CODE OF BEHAVIOUR 2024

Mission Statement

The Presentation Secondary School, Ballingarry is a rural co-educational school, in the tradition of the Presentation Sisters and under the trusteeship of CEIST. It cherishes values and is committed to justice and answering the needs of our times under the guidance of the CEIST Charter.

Presentation Secondary School gives priority to –

- Providing its students with education for life and living.
- Sharing and celebrating the Christian vision of life.
- Providing access to life-long learning for our community.

CEIST

Catholic Education, an Irish Schools Trust, CEIST, is a collaborative body for voluntary secondary schools of five religious orders – Presentation Sisters, Sisters of Mercy, Sisters of the Christian Retreat, Missionaries of the Sacred Heart and Daughters of Charity.

Presentation Secondary School, Ballingarry is under the Trusteeship of CEIST and our Code of Behaviour incorporates and supports the values and ideals of the CEIST Charter in order to ensure the continuation of quality education.

The core values of CEIST are intended to support and nourish the lives of the people who are at the heart of our schools – students, staff and parents. These are members of the school – their rights must be respected and their responsibilities should be performed in a manner which promotes the spiritual development of each person, achieves quality in learning and teaching, shows respect for every person, creates a sense of community and is founded on compassion and justice. These values can only be lived out if students, staff and parents work together for the common good of all.

In CEIST schools, processes should be put in place to deal with areas of conflict and disagreement so that the dignity of all members of the school can be protected.

- ***Promoting Spiritual and Human Development.***
We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.
- ***Achieving Quality in Teaching and Learning.***
We are committed to excellence and to continually improving the quality of teaching and learning.

- ***Showing respect for every person.***
We respect the unique and intrinsic value of every person.
- ***Creating Community.***
Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.
- ***Being Just and Responsible.***
We seek to act justly and responsibly in all our relationships.

Rationale

Presentation Secondary School, Ballingarry strives to be a community inspired by the Gospel values and the spirit of Nano Nagle, in which the dignity of each member of the school community is honoured and respected. The school Code of Behaviour is based on a system of positive rules, rewards and sanctions that follow Department of Education and Skills Guidelines in accordance with Section 23 of the Education Welfare Act 2000. The school reserves the right to adapt or modify this code in response to changing patterns of behaviour amongst students.

Aims of our Code of Behaviour

- To provide a safe learning environment in which every student can learn and strive to achieve their full potential
- To promote good behaviour, self-discipline and pride in our school
- To encourage students to take responsibility for their own behaviour and learning.

Ethos & Promoting Positive Behaviour

Good behaviour is expected to create an atmosphere where each student feels safe and is taught to accept responsibility for her actions. In co-operation with parents, and in the spirit of Nano Nagle, the school is committed to working to build a sense of pride in the school, and a sense of belonging and to foster respect for the whole school community.

As a student of Presentation Secondary School, Ballingarry you are expected to be:

- **Caring and respectful towards others**
- **Committed to your study**
- **Respectful of the rights of other students to learn and of teachers to teach**
- **Honest and truthful**
- **Courteous to fellow students, teachers, school staff, all members of the school community visitors to the school.**
- **Respectful to others when representing the school at outside school events, matches and competitions.**
- **Committed to keeping our school environment clean and tidy**

All students, parents, teachers and staff have the right to feel safe in their school. Our school promotes responsibility, respect, good manners and academic excellence in a safe, caring and effective learning environment.

The school, therefore, has the following expectations of all of its' Parents/Guardians, Staff and Students;

Parents/ Guardians

The responsibility of parents/guardians includes understanding and supporting the Code of Behaviour and being respectful of all in the school community. It is expected that parents will develop a good working relationship with the school. Parents/Guardians will support their son/daughter(s) by attending to all school correspondence and by attending Parent Teacher Meetings and Parent Information Meetings.

Parents will strive to ensure daily attendance by their son/daughter(s) and will provide and support a suitable learning environment at home.

Staff

All staff members are expected to understand and support the Code of Behaviour and to promote and develop respectful relationships with all members of the school community.

Teachers will be committed to the highest standards of professional service in their teaching and understand that their primary professional obligation is to their students. Teachers are expected to be familiar with and work within the terms of the Code of Professional Practice and Code of Professional Conduct as set out by the Teaching Council.

Positive behaviour

The school endeavours to employ a restorative approach to promote positive behaviour. Restorative practice allows students to reflect on their behaviour and how it has affected them or others in the class/school. It helps to develop and sustain a happy and caring school environment by actively developing positive relationships, preventing the escalation of conflict and handling conflict in a healthy way. It promotes an ethos of respect and inclusion and gives students the opportunity to be accountable and take responsibility for their behaviour.

Some of the following methods are used to promote positive behaviour;

- Verbal praise for the student in private and/or in class
- Positive points on our VS Ware system
- Motivational assemblies
- School trips and activities
- Leadership roles distributed such as Student Council and Prefect
- Class prizes
- Display of student work throughout the class and school
- Acknowledge of student achievement on the school communication systems and social media
- Awards ceremony at the end of the school year.

Discipline Procedures

Students of Presentation Secondary School, Ballingarry are expected to comply with the school's Code of Behaviour. Parents/Guardians of students are required to read the Code of Behaviour and to sign the student diary to indicate on the appropriate page, that they and the student, have read, understood and agree with the content. Parents/Guardians have to sign consent that they have read, understood and agree to comply with the Code of Behaviour when enrolling students in Presentation, Ballingarry.

The management, teachers and staff of the school will seek to ensure, as far as possible, that disciplinary issues do not arise and the application of sanctions is called for as rarely as possible.

However, where a student acts in a manner prejudicial to the learning environment, good order or the interest of others, the school has a right and duty to intervene where necessary and impose sanctions. In the interests of fairness, each incident will be assessed individually in line with the sanctions outlined in this code.

All discipline sanctions are imposed at the discretion of the Year Head, Deputy Principal, Principal and Board of Management.

	EXPECTATIONS		POSSIBLE SANCTIONS
<u>Rule</u> <u>(1)</u>	<u>RESPECT FOR SELF AND OTHERS</u> - Students are expected to be mannerly and respectful towards teachers, students and all members of the school community at all times. Bad language will not be tolerated. - Students are expected to behave in an appropriate manner (according to school rules) when on school outings and/or attending extracurricular events) - Outside school times and at school events it is expected that pupils will continue to conduct themselves in a dignified manner thus fostering the good name of the school. - The school building will close to all students from 4.20pm, with the exception of those doing Evening Study or involved in Extra-Curricular activities. - Company keeping of an exclusive nature is discouraged within the school and school grounds.	<u>Sanction</u>	- Reasoning with the Student - Verbal Warning (Including advice on how to improve behaviour) - Communication with Parents/Guardians - Loss of Privileges - Detention - Referral to Year Head, Deputy or Principal as appropriate - Disrespectful/defiant behaviour or abusive language may lead to suspension. - Any misconduct that brings the school into disrepute will be dealt with severely. Serious situations can be brought before the BOM.

<u>Rule</u> <u>(2)</u>	<u>ABSENCE/PUNCTUALITY</u> - All students must have their student journal with them at all times. - Students are expected to be present and on time for all classes morning and afternoon and to attend school regularly. A “Reason for Absence Slip” must be completed in the school journal by parent/guardian and presented to all teachers on return from absence from school - Students who are late to school are required to sign the late book in the General Office. - If no note (from parents/guardians in the school journal) is produced by latecomers, this absence will be recorded as unexplained and sent to the NEWB (National Education Welfare Board) - Absence from class requires the permission of the class teacher. Students should have a note in their school journal. <u>To leave the school during school hours:</u> - Students must get permission from Year Head, Deputy Principal or Principal. If sick during the day they must ask permission to ring home from their Year Head, Deputy Principal or Principal. - Students must have a note of explanation in their journal from parent/guardian (except when going home sick). Students must sign out at General Office and sign in on return (if applicable). Phone calls must only be made through the General Office. Student must be collected by a family member at the office or make suitable prior arrangement with school management. Parents/Guardians should be aware that the school will not accept responsibility for the safety and welfare of students who absent themselves for any reason without prior permission from the school authorities.	<u>Sanction</u>	In accordance with the Education Welfare Act 2000 the Principal has a legal obligation to inform the Education Welfare Officer if a student is absent from school for 20 days without explanation. - Persistent lateness to school and/or class or failure to produce a signed note in the school journal may result in detention, loss of privileges and/or suspension. - Failure to attend detention on given day, will result in doing detention the following week. - Students who absent themselves from class without permission may incur detention and/or suspension - For students who mitch school the following procedure will apply: - First incident: parents contacted and student may incur detention and/or in-school suspension. - Second and further incidences: suspension.
---	---	-------------------------------	--

<u>Rule</u> <u>(3)</u>	<u>LUNCHTIME</u> • Students must remain on the school premises throughout the entire school day. • Breaks must be taken in the areas specified (Central Area or Outside Eating Areas) • Students should ensure that the designated area that they were eating and/or drinking in is clean after they are finished. • Eating and/or drinking is not permitted on the corridors or classrooms at any stage during the school day. • Students are not allowed to run in the corridors (Health & Safety).	<u>Sanction</u>	Students leaving the school grounds at lunchtime without permission: • Parents contacted and student may incur detention and/or in-school suspension. Possible Sanctions for other Break-time violations: • Reasoning with the Student • Verbal Warning (Including advice on how to improve behaviour) • Loss of Privileges • Referral to Year Head • Detention
<u>Rule</u> <u>(4)</u>	<u>CLASSWORK</u> Each student is expected to • Be on time for school & classes • Line up outside the room in single file until the teacher is present • Go to allocated seat immediately • Place student journal on the desk • Have all books & equipment ready • Follow teachers' instructions • Work conscientiously • Perform the homework assigned to the best of their ability • Place chair neatly under table at the end of the class • Ensure the space in which they were working is clean and tidy before leaving the room • Move to the next class punctually • Eating and/or drinking during class is prohibited <i>LOCKERS: Students may only go to their lockers at the following times – before school, break, lunch and after school)</i>	<u>Sanction</u>	Homework/Classwork incomplete: Three incidences of no Homework/Classwork completed will merit a detention and an entry on VSWare under Behaviour Record. Behaviour Points may also be deducted (on VSWare Points System). Other possible sanctions for Classwork-related incidents: • Verbal Warning (Including advice on how to improve behaviour) • Reasoning with the Student • Separation from peers – students can be moved within the classroom • Temporary removal to another classroom • Extra classwork/homework • Detention • Referral to Year Head, Deputy or Principal as appropriate • Communication with Parents/Guardians • Suspension (persistent behaviour)

<u>Rule</u> <u>(5)</u>	<u>UNIFORM</u> - The correct wearing of the full <u>school uniform</u> during school hours <u>and going to and from school</u> is a strict requirement. - The PE uniform does not constitute replacement of the school coat or school uniform and may only be worn on the day(s) that the student is timetabled for PE. - As a sign of respect for oneself and for others a neat, tidy and well-groomed appearance is essential. Hair should be neat and tidy and appropriate for school or work. - Uniform will be checked daily (see Dress Code). <i>No excuses will be accepted for not wearing the full uniform as specified.</i> In the event that a medical condition requires a change of clothing – a <u>medical certificate</u> from the family doctor is required. <u>JEWELLERY</u> - In the interests of safety, only small stud earrings and one discreet ring on each hand is allowed. No other visible facial or body piercings or tattoos are allowed. <u>MAKE UP</u> - No make-up allowed. - Nail enhancements are not permitted. <i>Essentials of the school uniform are available in Appendix 1</i>	<u>Sanction</u>	Students not wearing the correct school uniform must report to the Deputy Principal's/Principal's office. - Spare items of school uniform are generally available for students should the need arise. - Students who are persistently attending school without the correct school uniform may not be allowed to attend class. PLEASE NOTE: The school jacket is the only jacket permitted for students in the school grounds. School jackets should be removed while inside the building if/when possible). - Jewellery, other than that allowed may be confiscated for the remainder of day. - Students who have unacceptable piercings may be sent to the Principal, Deputy or Year Head and parent contacted. Repeated incidences will result in detention and/or suspension. - Students will be asked to remove make-up and/or nail enhancements. Repeated incidences will lead to detention.
---	---	-------------------------------	---

<u>Rule 6)</u>	<u>RESPECT FOR PROPERTY</u> • Students should show pride in their school and must keep their classrooms and school grounds tidy and litter free. • Because of the damage it causes to valuable property chewing gum and liquid Tippex are not allowed. • Students must respect school security, safety and fire alarm systems. • Students must respect the school property and the property of other students. • Students must take responsibility for the safe keeping of their own property including books and all other valuables. • All personal belongings must be clearly marked with the owner's name (e.g. uniform, school coat, books, school journal etc.) • Lockers must be kept locked at all times. • Student lockers are school property and must not be misused. deliberately damaged or defaced in any way. • Students must ensure that their locker is left empty and clean at the end of the school year. • All equipment or materials used in class must be returned in a safe and tidy manner • Rented booked must be kept in good condition	<u>Sanction</u>	Students found littering or using chewing gum will incur clean up duty and/or other sanctions at the discretion of school management. Any interference with school security, fire extinguishers or the fire alarm is considered to be a very serious offence and may lead to suspension. Vandalism, graffiti, theft or damage to school property are serious offences, will incur a serious sanction and may be referred to the Board of Management and the Gardaí. PLEASE NOTE: THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE TO ANY ARTICLE LEFT IN SCHOOL BY THE STUDENTS. Any damage caused to school property will be dealt with severely and may incur suspension. Students who fail to do keep their rented books in good condition or lose the books allocated to them must pay the cost of replacing the book to the school.
------------------------------	---	-------------------------------	---

<u>Rule (7)</u>	<u>SUBSTANCE MISUSE</u> Smoking is illegal at all times in or around school premises and on school outings. Students are prohibited from smoking anywhere in school uniform. This also includes E cigarettes (vaping). Students should not be in the company of students who are smoking/vaping while in school uniform and in or around the school and/or on school outings. The possession of drugs or drug paraphernalia or being under the influence of alcohol or any illegal substances on school premises or at school events or anywhere in school uniform is strictly prohibited. (Policy on Substance Abuse).	<u>Sanction</u> Students smoking/vaping while in school uniform and in or around school and/or on school outings will lose privileges and have all paraphernalia confiscated. Parents/Guardians will be informed. Subsequent offences will merit suspension. Persistent offenders of this regulation will be referred to the Board of Management and may be referred to the Health Board, which could lead to prosecution and fine. Students who are in the company of those who are smoking/vaping will be given a verbal warning. Subsequent incidents of smoking/vaping or being in the company of a student who is smoking/vaping will result in the loss of privileges and parents will be contacted. Any student involved in a drug-related incident, as per the school's Policy on Substance Use, will be referred to the Board of Management who will impose sanctions up to and including expulsion as per the school's Suspension and Expulsion Policy. Incidents involving possession, use of, or intoxication from alcohol, drugs or illegal/harmful substances will necessitate the following: Student(s) will be removed from class immediately. Parents/guardians will be sent for. Such incidents will result in suspension pending a full investigation, after which further sanctions may be applied. This may include a further suspension or expulsion. The Juvenile Liaison Officer of An Garda Síochána will be informed of all drugs or substance abuse related incidents. Where appropriate, relevant support agencies will also be contacted and students may also be required to speak with the school counsellor.
-------------------------------	---	---

<u>Rule (8)</u>	<u>MOBILE PHONES & ELECTRONIC DEVICES</u> Lockers are provided that can be locked for safe storage of personal belongings. Phones must be switched OFF and placed in lockers as soon as students arrive in school every morning. Phones must remain in lockers until the end of the school day. Phones are not allowed to be used in school or on the school grounds (unless the teachers require the student to use the phone for educational reasons (AUP)) Cameras, media or recording devices must never be used in school or on any school-related activities unless in accordance with the terms of the Child Protection Procedures – School Protocols, GDPR and the schools' Acceptable Use Policy (AUP). Parent/guardians who need to contact students while they are in school may do so via the school office. Students who need to contact parents while they are in school must do so via the school office.	<u>Sanction</u>	If a student is found to have a phone powered on during school or visible during school while on the school premises or on school related trips/tours, the phone will be confiscated for the day. Students who are repeatedly in breach of the phone rule may have their phone held for a longer period of time and their parents/guardians will be asked to collect the phone. Detention and/or suspension may be implemented if the phone is powered on persistently in school or on school premises. Unauthorised use of a camera or recording device during the school day, on school premises or on school related activities - will incur suspension and/or involvement of the Gardai. This also applies before and after school while on school grounds.
-------------------------------	---	-------------------------------	--

<u>Rule(9)</u>	<u>BULLYING</u>		
	Bullying of any type or any threatening behaviour to any member of the school community will not be tolerated. Behaviour, in person or through social media/technology, which poses a risk to other members of the school community or prevents others from experiencing a safe school environment is unacceptable. The anti-bullying policy must be accepted and signed by all students and parents.		Any incidents of bullying will be dealt with as per the Anti-Bullying Policy.
<u>Rule(10)</u>	<u>INTERNET</u>		
	The Internet Acceptable Use Policy must be accepted by all. <i>An addendum to the AUP is available in Appendix 2 which outlines appropriate behaviour expectations during live/on-line learning.</i>		Any offences will be dealt with as per the Acceptable Use policy.
Rule (11)	<u>OUT OF BOUNDS</u>		
	In the interests of health and safety, students (from the time they come into school in the morning to the time they leave) must be present in the area designated by their timetable. (This includes break and lunchtime) Students must not leave the school building or premises unless on an authorised school outing/event. All students are requested to remain inside the school boundaries at all times and while awaiting school transport or collection		Parents/Guardians should be aware that the school will not accept responsibility for the safety and welfare of students who are in out of bounds areas for any reason without prior permission from the school authorities.

Areas for Special Mention

Teachers of specialist subjects will inform students of the correct and safe procedure for handling equipment and apparatus.

P.E. Classes

All students are expected to come with their gear and participate fully in P.E. class each week. If, as a result of illness or injury, a student is unable to participate then he/she must have a relevant signed note in her journal from her parent/guardian. Persistent or ongoing illness will require a doctor's certificate.

Students who come unprepared for class:

First incident: Recorded on VShare

Second incident: Recorded on VShare & PE related task.

Third incident: Recorded on VShare. Sanction: detention.

- ***The official PE uniform does not constitute a replacement for the school jumper or school jacket. Unless advised by teacher for school trip, school workshops or sport related activity.***
- Students who have PE first class must come to school in their school uniform. Students who have PE last two classes must change into their school uniform before going home.

NOTE: *In the interest of safety, no jewellery may be worn during P.E. classes.*

Home Economics

- Students must follow teacher's instructions at all times.
- Students must adhere to hygiene regulations.
- No jewellery is permitted for hygiene and safety reasons.
- Students must use equipment safely and with due care to themselves and others.
- Students must remain in their assigned units.

Science Laboratory

- Students must not enter the labs or use any equipment without supervision.
- Teachers will instruct students on the correct and safe use of equipment and chemicals – all instructions must be adhered to.
- No food or drinks are allowed in the labs.
- All students must remain in their assigned places unless otherwise instructed by the teacher.
- The labs must be locked at the end of each lesson and when not in use.

Art Room

- Students must respect their work and the work of others.
- Students must remain in their own work area so as to reduce movement for safety reasons.
- No student may enter the Art room or store room without permission and/or supervision.
- Students are responsible for their own work and art materials.
- The Art Room must be locked at the end of each class and when not in use.

Computer Rooms

- No food or drink is allowed in the Computer rooms.
- Students may not enter the rooms without permission or supervision.
- Teachers' instructions must be followed.
- Students will use the internet according to the Acceptable Use Policy.
- Down-loading/up-loading of inappropriate material is not permitted.
- The room should be left litter free.
- The room must be locked after each class and when not in use.

Materials Technology

- Proper safety equipment must be worn and teacher's instructions followed.
- Students must remain in their assigned places for their own safety.
- Students may not use equipment or enter the room without adequate supervision.
- The room must be locked after each class and when not in use.

Trips/Outside School Events

- Proper school uniform/PE Uniform must be worn to all sports and outside school events – as per teachers instructions. Students will not be allowed attend trips/events unless in specified uniform.
- Teachers instructions must be followed at all times.
- School rules apply for all trips and school related activities, including attendance at sports events.
- Students cannot attend sports events as a spectator unless adequate supervision from the school is available. (Health and Safety)
- A spectators bus with supervisors, will be considered for Final games only.

Sanctions

The following strategies may be used to counteract unacceptable behaviour. Further sanctions may be implemented at the discretion of management. This list is not exhaustive.

- Verbal reprimand (including advice on how to improve behaviour)
- Reasoning with the student
- Temporary separation from peers – students can be moved within the class
- Detained to complete work/additional exercises during part of lunch break (max. 20 minutes)
- Seek a verbal or written apology
- Given appropriate and reasonable additional work, removing graffiti, incurring cost of damage, replacing damaged equipment.
- Communication with parents/guardians – by way of VShare, school journal, phone call, reports, formal letter. (Parental involvement will be sought sooner rather than later)
- Lunchtime/Breaktime detention (Teachers will record lunchtime detentions in the school journal and on VShare). Failure to attend this detention will result in parents being contacted and further detention allocated.
- Loss of privileges – this may include not leaving premises at lunchtime, shortened break times, withdrawal from trips/activities and/or other loss of privileges (Loss of privileges can only be sanctioned by the Year Head, Deputy Principal, Principal)
- After school detention – In cases of persistent misconduct or serious incidents, the Principal or Deputy Principal may place a student in after-school detention. Parents will be informed of the sanction and will be asked to ensure that the student has a suitable means of travelling home after detention.
- Referral to Year Head, Deputy Principal or Principal as appropriate.
- Referral to the School Counsellor
- Debarment from class
- Use of school points system.
- Suspension from school
- Exclusion as per section 23 Education and Welfare Act 2000 with prior sanction of the Board of Management. Exclusion will only be considered after every possible effort to improve behaviour has failed and other sanctions in this code has been exhausted or if the seriousness of the offence justifies consideration of immediate exclusion.

After-school DETENTION PROCEDURES

In the interest of fairness to all students the following procedures apply.

- Parents/guardians will be contacted when a student is given after-school detention. A letter confirming after-school detention, the reason for it and the time and date of the detention will be sent to parents/guardians.
- The student must attend detention on the date stated on the letter.
- If a student fails to turn up for their detention then they will attend detention the following week.
- If the student fails to turn up for that detention, then a meeting will be arranged with parents/guardians to discuss further sanctions.
- Detentions will be held weekly and Parent/Guardians will be notified by post. A record will also be placed on VSWare.

NOTE: If a student is absent on the day of their detention, then their detention will be transferred to another day.

Positive Behaviour Rewards System

- ❖ Reward systems celebrate student achievement and positive student behaviour. The use of rewards within the classroom can be a form of extrinsic motivation for students, encouraging them to participate cooperatively in academic and social learning experiences.
- ❖ However, it is important to recognise that rewards systems should be consistent and fair.
- ❖ The school points system is used to record points awarded.
- ❖ Points can also be deducted for behaviour violating our code of behaviour.
- ❖ The Year Heads are responsible for the monitoring and tracking of the year groups. Year Heads will manage the awarding/removing of points.
- ❖ Recognition is given at our End of Year Awards, to those students who have gained the most points on the system.

POINTS SYSTEM

As part of our Code of Behaviour the following points system may be used in conjunction with our behaviour expectations above. The use of the points system may result in a sanction or award.

The list is not exhaustive and can be amended as appropriate.

Positive Behaviour	POINTS (+)	Negative Behaviour	POINTS (-)
Consistent positive leadership	+ 2	Damage to school Property	-3
Positive Leadership	+ 1	Fighting	-3
Homework/Classwork effort	+ 1	Bullying	-3
Exam results	+ 1	Mobile phone misuse	-3
Positive role model	+ 1	Truancy	-3

Sports/Extra-curricular achievement	+ 1	Inappropriate conduct on-line	-3
Sports/Extra-curricular involvement	+ 1	Persistent disruptive behaviour	-3
Project/Practical work effort	+ 1	Leaving school grounds without permission	-3
School journal in good condition	+ 1	Verbal abuse	-3
Attendance Record	+ 1	Smoking/Vaping	-3
Helpful behaviour to others	+ 1	Disrespect	-2
Kindness to others	+ 1	Littering	-1
		Persistent lateness	-1
		Unsatisfactory home/classwork effort	-1
		Rough play	-1
		Chewing gum	-1
		No PE uniform for PE class	-1
		No/missing equipment for class	-1
		Eating/drinking in class	-1

The award /accumulation of points will incur the following sanctions.

-3 points will incur lunchtime detention.

-6 points will incur after-school detention.

SUPERVISION OF STUDENTS

The school building and grounds are supervised for 30 minutes before school starts and for 30 minutes after school finishes.

The school will close to all students from 4.20 pm every day, with exception for those doing Supervised Study, or involved in any Extra-Curricular activities.

Pastoral Care and Guidance Counselling

Pastoral Care

This school aims to provide an excellent Pastoral Care service to help create a healthy and safe environment for all students. The Pastoral Care Team will organise support structures for students who experience behavioural difficulty in the school.

The Pastoral Care Team comprises of:-

- Principal
- Deputy Principal
- Year Head(s)
- Guidance Counsellor
- Two Class Teachers

Career Guidance

The school Guidance Counsellor is responsible for the planning and implementation of the school Guidance Programme. The counselling service offered within the school also provides educational, social and personal support to students.

During a consultation, the counsellor creates a confidential atmosphere, in which the students can have the confidence to seek advice.

The student may request counselling themselves or may be referred by the Principal or Deputy.

The Guidance Counsellor acts as part of an important link with NEPS (National Educational Psychological Service)

The Guidance Counsellor also gives formal classes in career information.

Record Keeping

Information relating to all students is kept on file.

These files are confidential and access is restricted. Under the freedom of Information Act 1997, members of the public have a right to access information held about them in the school. Requests for access to such information must be made in writing to the school authorities.

Health and Safety

This school aims to create a healthy and safe environment for all members of the school community. The School Safety Officer has drawn up a Health and Safety Statement for the whole school that outlines the actions to be taken to ensure reasonable standards of safety and outlines the steps to be taken in an emergency. Safety issues are reported to management and dealt with immediately.

Promotion of Health and Safety within the school:

- Students are asked to walk inside the school building and to conduct themselves appropriately on the corridors. Classrooms and corridors should be kept litter free.
- Bags and jackets must be stored appropriately to avoid accidents.
- Students should follow the instructions of all Staff at all times so that an ordered environment can be maintained.
- Lunch must be eaten in the Central Area, and all litter placed in bins provided to promote litter management.
- The school follows a Healthy Eating Policy and a selection of healthy lunches can be ordered. Coca Cola, crisps and chewing gum cannot be consumed on the premises.

Child Protection Policy

We in Presentation Secondary School, Ballingarry, want to ensure that all children in our care are safe from harm while they are with Staff, contract employees and volunteers working in our school.

We will do this by: -

- Giving Parents/Guardians, students, staff workers and volunteers, information about our policy.

- Ensuring that all our staff, workers and volunteers are carefully selected, trained and supervised.
- Providing students with the highest possible standard of care.

This is enshrined in the Child Protection Guidelines for Secondary Schools issued by the Department of Education and Skills and adopted by the school.

Anti-Bullying Policy

All members of the school community have the right to an environment free from bullying or harassment. These rights are protected under the Anti-Bullying Policy.

Policy on Illegal Substances

Presentation Secondary School, Ballingarry, does not condone the possession, use or supply of any illegal substances during any school activity or during school time, by any member of the school community. Exception is only granted to those on medication prescribed by a recognised GP and in possession of a medical certificate for same.

Policy on Lost Property

Students bring an amount of property to school each day. They are responsible for their own property and must respect the property of others.

All property belonging to a student must be clearly labelled.

Each student has the opportunity to avail of a school locker – and are responsible for securing same.

The school does not accept responsibility for theft, loss or damage to any article.

Policy on Homework

The school expects each student to take responsibility for the completion, to an acceptable standard, of all homework given.

Parents/Guardians play an important role in checking that homework is completed and the student is making the best effort.

School Outings / Trips

It is the school policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with school management.

The school recognises the benefits of outings to compliment normal school work, for educational or sporting purposes.

Some trips are organised as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity. The length of trips may vary from a short local visit to a longer trip involving staying away for several days.

School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by management, may be refused permission to participate in a school outing.

The school reserves the right to disallow a student from participation in a school trip if the health or safety of the student, other students or teachers is at risk.

On outings students are expected to: -

- Represent the school in an exemplary manner.
- Wear full uniform, unless otherwise informed.
- Comply with all directions from those in charge.
- Obey the school rules, including the ban on smoking and use of addictive substances.

Parents/Guardians and students should be aware that permission to travel on a school related activity is conditional on strict adherence to the school Code of Behaviour. This applies to all school events either during the day or outside the school day.

SERIOUS AND/OR PERSISTENT MISBEHAVIOUR AND/OR BULLYING

Students who seriously and/or persistently misbehave or bully will be referred to the Board of Management which has available to it sanctions up to and including exclusion.

Suspension

In cases of serious breaches of the Code or where there are repeated breaches, suspension will be an option. The Principal has the power to suspend a student for a period of up to five days, but can suspend for a period of up to twenty days with Board of Management approval. Periods of suspension above five days can only be imposed by the Board of Management.

Suspension usually occurs after other sanctions have been tried and failed and after the involvement of relevant support personnel from within the school.

Formal notification and or meetings with Parents/Guardians will also take place.

Following a period of suspension, Parents/Guardians/Students may be required to meet the Principal or Deputy and enter into a contract of good behaviour or asked to adhere to other conditions which may be specified, prior to the student returning to school.

Suspension will occur after the Principal has:-

- Ensured other discipline options available under the Code of Behaviour have been applied and recorded.
- Appropriate support personnel have been involved.
- Ensured that discussion has occurred with the Parent/Guardian/Student regarding misbehaviour that has occurred.
- Ensured that the Parent/Guardian has been fully informed of all sanctions and supports put in place by the school.
- Provided formal, verbal and written warnings at appropriate times detailing misbehaviour, as well as clear expectations of expected improvements in behaviour.
- Recorded all actions taken.
- Informed the Parent/Guardian of the intention to suspend or to recommend suspension to the Board of Management, and invited them to make their own submission on the matter.

Suspension during a State Exam

This sanction should be approved by the Board of Management and should only be used where there is:

- A threat to good order in the conduct of the examination.
- A threat to the safety of other students and personnel.
- A threat to the right of other students to do their examination in a calm atmosphere.

This sanction is treated like any other suspension, and the principles and fair procedures governing suspensions will be applied.

The Department of Education and Skills- *Best Practice Guidelines concerning Certificate Examinations* – offer guidance to schools.

The Principal will endeavour to provide an alternative centre for the student in these circumstances.

Immediate Suspension

The decision to immediately suspend a student requires serious grounds such as:-

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

Immediate suspension will occur after the Principal has:-

- Conducted a preliminary investigation that establishes the reason/s for suspension.
- Notified the Parent/Guardian and made arrangements for the collection of the student by the Parent/Guardian.

A formal report of the results of the investigation will be presented by the Principal at the next Board of Management meeting.

The Principal will report all suspensions in accordance with NEWB reporting guidelines. (Education Welfare Act -2000, section 21(4)a)

Exclusion

The Board of Management only, has the authority to exclude a student(s) from school.

A student is excluded from the school when the Board of Management makes a decision to permanently exclude that student from the school, having complied with the provisions of Section 24 of the Education and Welfare Act 2000 and the NEWB Guidelines 2008.

An exclusion is a very serious step and will result in cases of extreme misbehaviour.

An exclusion requires grounds such as:-

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

The school will have taken significant steps to address the misbehaviour including:-

- Meeting with Parent/Guardian and the student to try to find ways of helping the student change their behaviour.
- Making sure the student fully understands the consequences of their behaviour should it persist.
- Ensuring that all other possible options have been tried.
- Seeking the assistance of support agencies (National Educational Psychological Service, Health Service Executive Community Services, National Behaviour Support Service, Child and Adult Mental Health Services, National Council for Special Education)

The kinds of behaviour that may result in a proposal to expel on the basis of **a single breach** of the Code of Behaviour are:-

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

Where a preliminary assessment of the facts confirms serious misbehaviour that warrants expulsion:-

1. A detailed investigation will be carried out under the direction of the Principal.
2. A report is given by the Principal to the Board of Management.
3. The recommendation is considered by a specially convened meeting of the Board of Management, a hearing is held. Parents are notified and given the opportunity to attend and/ or respond.
4. Board of Management will consider the Principals Report and the parents response. Parents will be notified of the decision. NEWB will be notified.
5. Consultations are arranged by the Education Welfare Officer.
6. Confirmation is given of the decision to exclude.
7. Parents are informed of their rights to appeal.

It is a matter for each Board of Management to decide which of the tasks involved in these procedural steps requires separate meetings and which tasks can be accomplished together in a separate meeting, consistent with giving Parents/Guardians due notice of meetings and a fair and reasonable time to prepare for a Board hearing.

Appeals

Section 29 of the Education and Welfare Act 2000, gives parents and students (over 18 yrs) the right to appeal certain decisions made by the Principal or Board of Management.

Criteria for appeal:-

- Exclusion.
- Cumulative suspension of twenty days.
- Refusal to enrol.

Appeals must be made within forty-two calendar days from the date the parents/guardian or student was notified. Parents/Guardians have the right to appeal to the Trustees and/or to the Department of Education and Skills.

The rules of Natural Justice shall be adhered to at all times.

The Appeals procedure under section 29 of the Education Act 1998 begins with the provision of mediation by a member nominated by the Appeals Committee (DES)

For further details about the Appeals process, including requirements for documentation and steps in the process, refer to current Department of Education and Skills Guidelines or contact the Principal.

For your convenience a copy of the board of management request form and section 29 appeal forms are attached, all of which are available on <https://www.section29appeals.gov.ie/>

Oversubscription

As the refusal to enrol is due to the school being oversubscribed, you may appeal this decision under section 29(1)(c)(i) of the Education Act 1998, as amended. In the first instance you must request a review by the board of management of the decision to refuse admission. This must be requested within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-see-a-review-by-the-board-of-management>. You can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission->

[because-the-school-is-full](#). Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Reasons other than oversubscription

As the refusal to enrol is for a reason other than the school being oversubscribed, you may appeal the decision under section 29(1)(c)(ii) of the Education Act 1998, as amended. You may choose to request a review by the board of management of the decision to refuse admission. You are not obliged to, but if you choose to request a review you must request it within 21 calendar days from the date of the decision to refuse admission to the school. A board of management request form (BOMR1) is available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-see-a-review-by-the-board-of-management>. If you do request a review by the board of management, you can proceed to submit a section 29 appeal once you have received the outcome of the review by the board of management or once 42 calendar days have passed since the decision to refuse admission was made (whichever of these is the earliest). A section 29 appeal form can be downloaded at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 63 calendar days from the date of the decision to refuse admission.

Expulsion

Under 29(1)(a) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal must be made no later than 42 calendar days from the date of the confirmation to expel by the board of management.

Suspension

Under 29(1)(b) of the Education Act 1998, as amended you have the right to appeal this decision and can do so by downloading and completing a section 29 appeal form at <https://www.gov.ie/en/publication/19941-appeals-against-expulsion-or-suspension-for-a-period-or-periods-totaling-not-less-than-20-school-days-in-a-school-year/#how-to-appeal-if-my-child-has-been-expelled-from-school>. Alternatively you can submit your appeal online and upload the required documentation at <https://www.section29appeals.gov.ie/>. A section 29 appeal can be made where the board of management suspends a student for a period or periods totalling not less than 20 school days in a school year. The section 29 appeal must be made no later than 42 calendar days from the date of the last confirmed suspension.

Our schools Code of Behaviour has been prepared in accordance with the NEWB – ‘Developing a Code of Behaviour – Guidelines for schools’ (Education Welfare Act 2000)

An addendum to the Appeals process applies during emergency situations eg. Global pandemic.

A copy of the addendum is attached in Appendix 3.

EDUCATION (WELFARE) ACT, 2000

The provisions of the Education (Welfare) Act, 2000 apply to all students.

Copy available from the school on request or from the Department of Education website www.education.ie

The Board reserves the right to add to, modify or vary the school rules in the event that unforeseen circumstances arise that require such modification or variation at short notice where the interest of the pupils, staff or the school require it. Any such amendment will be communicated to all members of the school community.

This Policy was ratified by:

Signed:	3 rd March 2021	Angela Cahill	Principal/Staff
Signed:	11 th March 2021	Helen Ryan	Chair Parents Council
Signed:	22 nd February 2021	Kathleen Ryan	Chairperson – BoM

APPENDIX 1

ESSENTIALS OF SCHOOL UNIFORM

- ☐ It is compulsory for all students to wear the prescribed school uniform.
- Plaid pleated skirt or uniform mid-grey trousers.
 - White double reversed blouse or white shirt, royal blue v-necked jumper with school crest.
 - Black/dark shoes. (*Leather only*)
 - Runners/trainers are not allowed except for PE.
 - School Jacket

PE UNIFORM

- Official PE Uniform – school crested half-zip/crew neck. Plain navy tracksuit. School jacket.
- Non-marking trainers/runners.
- Sports shorts optional for warmer days – plain red, navy or white only.
- Boots required for all field games.
- Helmets are required for Hurling and Camogie.
- ***No jewellery of any description allowed in PE (Health and Safety)***

Care of the uniform is important and it needs to be maintained. Read care labels carefully. Students should put their names on the labels of all items including PE uniform and School Jacket.

APPENDIX 2

Interim Policy on the use of technology for remote e-learning 2020

Introduction:

The purpose of this policy is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While this policy informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure.

This policy does not set out to replace our Acceptable Usage Policy but rather intends to be an important addition to the area of learning from a digital platform.

The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation.

Schools must ensure that learning may be able to take place in an environment that is respectful and fair and meets its statutory duties.

Context Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher.

However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies.

This interim Policy has been developed during the Covid-19 Pandemic, when remote teaching and learning was imposed on the school community, without prior knowledge and preparation.

Presentation Secondary School, Ballingarry endeavours to make it very clear to all of our partners that the values that are instilled in all of our policies remain, no matter how we change our teaching and learning methodologies or the location of that teaching and learning. This includes remote learning or when a child is being taught in an environment that is not within the school building and the teacher is

working remotely and is not present with the student(s). We thank the school community for adhering to these guidelines for everyone's safety and welfare.

Presentation Secondary School, Ballingarry encourages all students to use Microsoft Office 365 as a Dept of Education approved Online Platform for engaging in remote teaching and learning.

All students have been given account details. If problems arise with Microsoft Office 365 they should contact info@presbg.com.

The primary online platform our school is currently using is Microsoft Teams.

1. Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, everyone's circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times. Parents and students need to be aware that teachers may have to send material/ assignments outside of regular school opening hours. This does not mean there is an expectation on the student to begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Teams outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours.
2. In so far as possible, provision for SEN students, will be made when using Remote Learning methodologies.
3. No matter what time a student and/ or teacher is on Teams i.e. whether the teacher is online giving a tutorial or not- the moment a student logs onto Teams they must abide by the school rules and the rules will be implemented if and when necessary.
4. Students cannot choose to leave a Team once a teacher has created one.
5. The material created by the teacher on Teams is the property of the teacher and students do not have permission to share to others outside of the Team unless given permission to do so. Recordings should not be made of any online tutorial unless with explicit permission from the teacher. In this instance, it is of utmost importance that any such recordings are not shared.
6. Teachers may choose to conduct live classes. Zoom or Microsoft Teams conference might be used. We would like to avoid the scenario of students being compelled to disable their webcams and/or muting their audio. In order to avoid this scenario, we are using a high trust model. Teachers will trust students to behave appropriately online, as they would in their real classroom. Students' attire must be suitable. Students will not record the class unless with the prior permission of the teacher conducting the live online class. If a recording is made with the permission of the teacher, it cannot be shared with anyone outside of the class.
7. Teachers are the owners/ managers of the Teams they create. Most Teams will be whole class groups but this may vary. When students are invited onto and put into a Team it is the exact

same as being in the classroom and being with a class group. They have a teacher and the school's rules continue to apply.

8. A teacher will only correspond to a student who is signed up to the correct Platform, unless alternatives have been agreed in advance with both parties.
9. A teacher will only correspond and engage with a student who is using and is logged into their school account.
10. Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents and the wider school community, but will not be used for the conduct of teaching and learning. Any such activity will only be on the official school social media account (Facebook and Instagram). All student names on student work should be redacted.
11. Other Teams created by students themselves within a Team created by the teacher is not permitted.
12. Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.
13. Any language directed towards a fellow student or teacher that is very aggressive/ threatening or offensive may also be reported to the Gardaí or TUSLA or both.
14. The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
15. All provisions relating to the child's data remains the same under GDPR procedures and guidelines.
16. As per all matters pertaining to our school's Code of Behaviour, if a student acts in a fashion that is contrary to our Code's expectations they may receive a sanction and/or Suspension/ recommendation to the Board of Management for Permanent Exclusion.
17. As far as is practicable, we recommend that teachers and students use the unexpected school closure time, for revision. This may not be feasible in all instances, and in particular for exam classes who may not have finished their courses yet; teachers may find it necessary to proceed with course work. It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes.

APPENDIX 3

Addendum to the Procedures for Hearing and Determining Appeals under Section 29 of the Education Act, 1998 on certain changes that will apply during the Covid19 public health emergency.

1. The public health measures put in place as a result of the current Covid19 public health emergency have necessitated certain temporary changes to the Procedures for Hearing and Determining Appeals under Section 29 of the Education Act 1998.
2. The changes that are set out in this addendum to the procedures have been determined by the Minister following consultation with the education partners and will apply until such time as public health guidance in respect of Covid19 permits a return to the normal arrangements as set out in the procedures.
3. All other provisions in the procedures continue to apply.
4. The appellants may be required to submit the appeal and supporting documentation electronically including by email to the Section 29 Administration Unit at section29@education.gov.ie
5. Both the appellant and board of management of the school concerned shall, where requested, supply an email address to the Section 29 Appeals Administration Unit for the purposes of correspondence from and with the Unit regarding the appeal.
6. The appellant and the board of management of the school concerned may be required to submit any required documentation electronically to the Section 29 Administration Unit including by email to the email address referred to above.
7. All letters, notifications and other written communications referred to in the procedures may be issued electronically to the parties from the Section 29 Administration Unit including by email to the email addresses provided by the parties concerned.
8. Hearings will be conducted by means of an audio only telephone conference call.
9. Parties to the appeal will be provided with directions to be followed in relation to connecting to the telephone conference call hearing and in relation to participation in the hearing. Those directions will include but are not limited to the following –
 - Parties are not permitted to record or partially record the hearing.
 - Only parties to whom prior permission has been given will be permitted to join and/or participate in the hearing
 - All parties present on the conference call must declare their presence to the hearing immediately on joining.
 - All documentation must be submitted prior to the hearing within the timeline specified by the Section 29 Administration Unit.
 - No additional documentation shall be submitted at the hearing itself.
10. The Appeals Committee's written notification under paragraph 36 of the procedures may be issued by email.
11. The written notification to the parties to the appeal under paragraph 37 of the procedures may be issued by email to the parties concerned.

APPENDIX 4: Update to Presentation Secondary School - Code of Behaviour (Emergency)

Given the ongoing Covid-19 pandemic, protecting the health, safety and wellbeing of all staff and students is paramount. We are adopting a shared collaborative approach in which we all have a responsibility to ensure the safety of one another.

We have taken some additional measures within the school community to ensure the safest possible learning and working environment for our students and staff. Presentation Secondary School Ballingarry will continue to be guided throughout this pandemic by NPHET and the DES.

At all times students are expected to comply fully with all directives as explained and outlined to them by management and staff, including but not limited to the notices displayed throughout the school.

Given the evolving nature of this pandemic, the demands and expectations will change in accordance with DES and Public Health advice.

Given the risk to health and safety – breaches with regard to non-compliance will be considered to be serious and dealt with according to the schools Code of Behaviour.

There is also an addendum to the procedures for hearing and determining Appeals that will apply during the Covid- 19 pandemic.

Use of Face coverings in Post Primary Schools:

The Department of Education and Science has issued the following clarification on the use of face coverings in post primary schools.

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Staff, students at post primary level are required to wear a face covering.

Unless presenting a medical certificate, certifying that the person falls into a category that exempts them from wearing a face covering – staff or students will be refused entry to the school.

Exemptions:

A medical certificate to certify that a person falls into a category listed below must be provided to the school by, or on behalf of, any person (staff or student) who claims that they are covered by the exemptions below:

- ***Any person with difficulty breathing who cannot wear a cloth face covering or visor.***
- ***Any person who is unable to remove the cloth covering or visor without assistance.***
- ***Any person who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.***

Physical Distancing when a face covering cannot be worn.

The view is that there will be a very small number who are covered by the limited exceptions who cannot wear a face covering or visor. The arrangements in place for physical distancing (1m) , hand hygiene, cough etiquette and cleaning will apply and be strictly observed.

Students using school transport:

All students on the post primary transport scheme are required to wear face coverings subject to the exemptions above.