



Code of Positive Behaviour

Reviewed: December 2022

Ratified by Board of Management: January 2023

Signed: Karen Forde
Principal and secretary to the Board of Management.

Review date: January 2024

OVERALL AIM

The ultimate aim of education is the development of the young person. This is achieved when the student is mature enough to understand and manage their own needs, harmonise them with the needs of others, and willingly accept the discipline of the school authorities. The Code of Positive Behaviour also aims to prepare our students for life beyond school.

During their years at Ballincollig Community School, students are motivated and directed towards maturity and self-discipline at each stage of their development. The entire school community of students, staff, parents/guardians, and management strives to create a school ethos that is conducive to working in a positive and safe learning environment.

In accordance with The Education (Welfare) Act, 2000, The Children First Act 2015 and guidelines set by the Department of Education and Skills, this Code of Positive Behaviour has been drawn up by the Principal, in consultation with teaching staff, students, parents/guardians and has been approved by the Board of Management.

By adhering to this code, we hope that each student will reach their potential whilst benefiting from a holistic and secure learning environment.

CODE OF POSITIVE BEHAVIOUR OBJECTIVES

In order to create a happy and secure learning and teaching environment for students, teachers, and all other members of the school community, we require students to:

- Respect themselves, their peers, teachers, staff, and guests of the school.
- Respect property on the school premises and the school environment.
- Contribute to an inclusive environment that is supportive, healthy, safe and where diversity is celebrated.
- Attend school every day on time and have all the necessary resources prepared for each class.

- Students should always wear the full and correct school uniform/PE gear as per students' timetable.

These actions will encourage a cohesive and connected community spirit within our school.

Scope of the Code of Positive Behaviour

Students of Ballincollig Community School are expected to observe the Code of Positive Behaviour at all times while on school property. This also includes:

- Travelling on school buses.
- School Tours or organised out-of-school activities.
- Behaviour of students outside school while wearing school uniform.
- Behaviour of students while travelling to and from school.
- Conflict in school, which arises from out-of-school situations.
- Use of social media platforms which contravenes the schools Acceptable Use Policy.

Incentives and Rewards

The school recognises and acknowledges students positive behaviour and achievements throughout their time in BCS. Informal and formal recognition may include but is not limited to:

- Verbal/written praise and encouragement by class teachers, tutors, year heads, senior management.
- Student work displayed through-out the school building.
- Acknowledgement of student participation in both in-school and outside school activities.
- Éacht awards – a celebration of students' non-academic achievements held at the end of the school year.
- Academic awards – a celebration of students' academic success in the State Examinations.
- Positive Attendance Certificates and Improved Attendance Certificates. These are presented to students at the end of each school term.

GENERAL SCHOOL RULES

To maximise the learning and teaching experience within our school it is expected that students will adhere to all rules under each of the following criteria:

(a) General Behaviour

At Ballincollig Community School, the following high standards are expected of every student:

1. Actively participate and engage in the learning process in every class.
2. Complete assigned homework to the best of one's ability in every class.
3. Respect the personal items of others and not interfere with or take these belongings.
4. Respect school property always. Do not damage, interfere with, or take school property.
5. Behave in an orderly, respectful manner towards everyone on school grounds. This applies during break times, at lockers and whilst moving from one class to another and at all extra-curricular activities.
6. Phones are not allowed between the hours of 8:55 – 3:45. Under no circumstances can images be taken on school property or on school activities. Please see the school's Acceptable Use Policy.
7. Refrain from using offensive language.
8. Smoking, vaping, alcohol, and use of all non-prescribed drugs are prohibited. Please see the school Policy on Substance Use for further information.
9. Chewing gum and consuming caffeinated energy drinks is prohibited on school premises and whilst on school activities.
10. In keeping with the school's Green flag status students are asked to make a conscious effort to ensure the school is kept litter free at all times.
11. Students are not allowed to park cars/motorbikes/e-scooter and other such vehicles in the school car park from:

- 8.00am to 4.00pm - *Monday, Tuesday, Thursday and Friday*
- 8.00am to 1.30pm - *Wednesdays*

12. All forms of bullying are unacceptable under the school's Code of Positive Behaviour. Further information can be found in the school's Anti-Bullying Policy.
13. Wear the correct school uniform as set out under the "Dress code" section below.
14. MS Office and its applications have a supporting role in the learning and teaching experience in BCS. Teachers and students are encouraged to use this technology within teaching hours. Outside of these hours teachers/students are not expected to respond.

ATTENDANCE – EVERY SCHOOL DAY COUNTS

Ballincollig Community School places a high value on school attendance. Attendance positively impacts academic success and will enhance the community spirit in our school.

1. Attend school every day on time and remain for the full school day. This includes being on time for: assembly, classes and after break times.

Assembly: 8:55am – 9:00am Morning classes: 9:00am – 11:00am Morning break 11:00am – 11:15am Mid-morning classes: 11:15am – 1:15pm (<i>classes finish at 1:15 on Wednesdays</i>) Afternoon classes: 1:45 – 3:45pm
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2. Absenteeism: notes for absenteeism must be given to the Year Head and subject teachers on the day of return. All absences should be communicated using the school journal.
3. Leaving school during the day: Present a note in the school journal requesting to leave school early to the Year Head at morning assembly and to subject teachers when requested.
4. Prior to leaving school early, a student must present a note in the journal to the Principal/Deputy Principal to get permission to leave the school before signing out at the main office.
5. Illness: Any student who becomes ill during the day must present themselves to the Principal/Deputy Principal/Year Head who will then contact parents/guardians. Phone calls home must be made by the school, not the student. Parents/Guardians are encouraged to collect students who are ill from the main office.

6. Late for school: A note in the relevant section of the school journal from parents/guardians is required if a student is late for school. This note is to be presented to the Principal/Deputy Principal and then the student can be signed-in.
7. In line with The Education Welfare Act 2000 schools are obliged to report on school attendance to Túsla. In accordance with this Act, all absences of those students of more than 20 days must be reported to the National Education Welfare Board.
8. The school will communicate student absences to parents/guardians via text every morning. Year Heads will follow-up on extended absences via text message/letter/phone call/email.

Further information can be found in the school's Attendance and Participation policy.

Dress Code

Wearing correct school uniform promotes a culture of student solidarity and is in keeping with our sustainability/green school ethos.

1. The school uniform is extremely important at Ballincollig Community School. All students are expected to wear full school uniform, unless, when otherwise directed by the school.
2. If a student is not wearing full uniform on any given day, he/she/they must have a note of explanation from parents/guardians in the school journal. This note must be relevant to that specific day. This note is to be presented when requested by a member of staff. Students may be given an alternative uniform by a Deputy Principal/Principal to wear on any given occasion.
3. Students who develop a pattern of coming to school without full uniform, their Parent/Guardian will be contacted, and appropriate measures will be taken. This student may be provided with alternative school uniform.
4. Casual clothing (i.e. Hoodies, jackets etc.) are not allowed be worn at any time during the school day.
5. Skirts must be an acceptable length to school management.
6. A student representing the school for any reason must wear correct school uniform.

7. School uniform should be for school use only and should always be kept clean and neat.
8. Hair colour must be acceptable to the school. Students should have a neat, tidy, and natural looking hairstyle. All students are encouraged to have a natural appearance and not to use heavy make-up.
9. School coats are to be stored in student's lockers during class time.

For Health and Safety reasons only the following items are allowed:

- i. Stud earrings only - in the lobe of the ear.
- ii. A watch.
- iii. A necklace/chain may be worn but for Health and Safety reasons it must be worn inside the shirt.
- iv. Facial jewellery (even if covered by a plaster or clear piercings), rings, nose/mouth piercings will not be allowed. Any student wearing facial jewellery will be asked to remove it immediately. Such items may be confiscated, and a parent may be asked to retrieve the item at the end of the school day.
- v. Please note that in some situations in the interests of Health and Safety, teachers may ask students to remove all jewellery for the duration of the class.
- vi. The length of nail/eyelash extensions must be acceptable to the school authorities.

BCS UNIFORM AVAILABLE FROM EVAN G'S

Uniform

V-necked grey school jumper with BCS school crest

Navy school fleece (optional)

Pale blue school shirt

Navy and blue school tie

Navy school skirt/school trousers (generic options acceptable)

Navy tights/socks (if wearing skirt)

Plain black/navy/brown shoes.

PE Uniform

1st-3rd year – school tracksuit, school polo shirt, with option of sports shorts.

4th-6th year – school polo shirt, plain dark tracksuit bottoms, with option of sports shorts.

Leggings are not a part of the school uniform.

MOBILE PHONES/DIGITAL TECHNOLOGY

Technology has a recognised place in education. Students in Ballincollig Community School can expect to learn how to responsibly use MS Office and its applications under the guidance of classroom teachers. Please see the Acceptable Use policy for further information.

Students are not allowed to use their phones for any purpose (including study) at any time during the normal school day (8:55am-3:45pm). This includes phone calls, text messages, recording audio and video, taking still photographs, viewing and downloading of inappropriate material etc.

1. Recording (audio or visual), and taking photos are not permitted on school grounds at any time.
2. Mobile phones must be stored in lockers during the school day. (Management may ask to inspect the images on the phone and parents/guardians will be informed).
3. As a rule, phones are not allowed on any school day visits/trips including those to extra-curricular events. However, from time-to-time students may be given permission to use their phones to arrange collection time/point with parents/guardians.
4. The Code of Positive Behaviour applies on all digital learning platforms.
5. In line with these rules, Parents/Guardians are asked not to contact students on their digital devices at any point during the school day. All communications should be made with students by contacting the main office on 021 4871740.

Pastoral Supports and Stages of Intervention

Ballincollig Community School has a strong pastoral care system to support students and parents. Positive working relationships are encouraged between all stakeholders. Each class is assigned a Class Tutor who works closely with the Year Head. Their work is further supported by the school Chaplain, Guidance Counsellors, Resource teachers and SNA personnel. All staff work together to promote positive behaviour in the school.

Parents/Guardians are encouraged to take an active part in the education of their children. They must be familiar with the Code of Positive Behaviour. Parents/Guardians must accept and sign the Code of Positive Behaviour, monitor homework and sign the journal weekly. Parents/Guardians are invited to attend parent-teacher meetings and to communicate any concerns to the school either by writing a note in the journal or by contacting the relevant Deputy Principal/Year Head.

Stages of Intervention in BCS

Student Support Pastoral Care and Guidance

SANCTIONS AVAILABLE

- Formal/informal meeting with student
- Note in journal
- Detention
- Phone call home
- Referral to Year Head

SANCTIONS AVAILABLE

- Meeting with student and teacher
- Meeting with parent and student
- Detention –Lunchtime/ outside of school hours
- Payment for damage
- Informal behaviour Modification Contract
- Report card
- Referral to Principal
- Propose suspension
- Notes recorded on Vsware
- Referral to chaplain/counsellor/outside supports

SANCTIONS AVAILABLE

- Verbal reprimand
- Informal meeting with student
- Subject related work
- Note in journal
- Communication home
- Detention

SANCTIONS AVAILABLE

- Meeting with student
- Monitor behaviour
- Parental Contact
- Meeting with student and teacher
- Meeting with parent and student
- Detention –Lunchtime/ outside of school hours
- Payment for damage
- Referral to DP
- Report card
- Meeting with parent/student
- Notes recorded on VSWare

SANCTIONS AVAILABLE

- Meeting with student and teacher
- Meeting with parent and student
- Referral to chaplain/counsellor/outside supports
- Amended timetable
- Payment for damage/report card
- Suspension (see policy)
- Notes on Vsware
- Refer to BOM

Board of Management

Sanctions

- Reasoning with the student.
- Reprimand, including an explanation as to what is expected and how student can improve.
- Move seating position.
- Note in Journal (An entry in behaviour page in the journal)
- Additional work (to be signed by parent/guardian)
- Referral to Class Tutor/Year Head.
- Detention (after twenty-four hours' notice)
- After school detention by a Deputy Principal/Principal (after 48 hours' notice)
- Removal of privileges and students may not be allowed on school tours/trips and may be prohibited from taking part in extra-curricular activities.
- Any student while on report may not represent the school on teams/attend school tours/activities.
- Any student who defaces school property or the property of another may be asked to clean up/remove/pay for damage etc.
- A phone call and/or meeting with parents/guardians.
- A student may be put on report card for five school days. When a student is given a report card – they must ask their subject teachers to sign the card at the end of every class. The teachers will sign the card if (i)behaviour has been to the standard expected and (ii) if the student has worked well for the duration of the class. A student's report card will not be signed if the student does not comply with the school's code of positive behaviour in full.

There are three different grades of report cards (colour coded):

White: First offence

Yellow: Continued rule breaking and/or incomplete white report card

Red: Continued misbehaviour and/or incomplete yellow report card

If a student receives three report cards in one school year, then suspension may follow after communication/meeting with parents/guardians.

- In house suspension from class/a number of classes.

- Suspension from school (in accordance with school policy)
- Exclusion from school (in accordance with school policy and DES guidelines)
- Exclusion from school tours/activities.

This code of Positive Behaviour is not exhaustive. The Principal may need to make a decision based on best practice for the good of all other students, staff and the school. The advice of the Chairperson of the Board of Management will be sought in this scenario and will be communicated to parents/guardians.

Criteria for Success

Ballincollig Community School will accept the effectiveness of this Code of Positive Behaviour when:

- Behaviour including changed behaviour for the better is in line with and/or exceeds expectations.
- Quality teaching and learning is evident.
- Respectful relations exist between staff/students/parents/guardians and the wider community.
- It is understood and accepted by the school community.
- The well-being of all members of the school community is prioritized.

Reviewing the Code of Positive Behaviour

The Code of Positive Behaviour is subject to regular review and update. Attendance at Ballincollig Community School is conditional upon acceptance of this Code of Positive Behaviour. The Board of Management have the right to make the final decision regarding the interpretation and application of the code.

This policy is written in conjunction with all other school policies including the Child Protection Policy.