



## PRESENTATION SECONDARY SCHOOL WEXFORD

### STUDENT CODE OF BEHAVIOUR

An effective and fair discipline system implemented consistently in the school is expected to create an atmosphere where each student feels secure and is taught to accept responsibility for their 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, Wexford you are required to be:

- ✓ **Caring and respectful towards others**
- ✓ **Committed to your study and strive to follow our school motto. "Our, Best Always." In all areas of school life.**
- ✓ **To Be Present, Participate and Progress to best of your ability**
- ✓ **Respectful of the rights of other students to learn and of teachers to teach**

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, inclusive and effective learning environment.

**The school, therefore, has the following expectations of all 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 and maintain a good working relationship with the school. Parents/guardians will support their **child** by attending to all school correspondence in a timely manner and by attending Parent Teacher Meetings, arranged School Meetings and Parent Information Meetings.*
- ✓ *Parents/ Guardians will sign all school communications and be supportive of all agreed School Intervention Plans*
- ✓ *Parents will strive to ensure daily attendance by their **child** 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.*

## VSWare Positive Behaviour System

- ✓ Our school rewards system is designed to motivate students by recognising the great things they do. Students are awarded praise points online, making things a lot quicker and easier than the traditional paper-based school reward systems
- ✓ Reward systems are an effective way in which you can celebrate student achievement and positive student behaviour.
- ✓ The use of rewards within the classroom are 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 these rewards systems should be consistent and fair, providing students with motivation and encouragement
- ✓ Our school reward systems are where students are awarded points or commendations for doing something well. This might be for working extra hard on a piece of work or based on something like extra-curricular involvement, attendance, examinations, or adhering to the school rules.
- ✓ Students are rewarded based on how many points they have received.
- ✓ Every student starts with 100 points – points can be added or deducted.
- ✓ Every time a student receives 20 points – they will receive a Well-Done Card
- ✓ VSWare Behaviour System is an ‘add on’ to promote Positive Behaviour Management and Positive Reinforcement.
- ✓ Points can also be deducted for several reasons – the usual School Sanctions are still in place – such as Behaviour Reflection Workshop, In-School Suspensions & Out-School Suspensions.
- ✓ 3 negative entries – may result in a Behavior Reflection Workshop (BRW) – this will be monitored by the BRW Coordinator in liaison with the Year Heads & Deputy Principals
- ✓ Students who are deducted points will be monitored and interventions may be implemented.
- ✓ Parents & guardians have access to our online **VSWare** system and can monitor where their child is at, under the behaviour tab.
- ✓ Parents are encouraged to check the VSWare Positive Behaviour System regularly.
- ✓ An Assistant Principal is responsible for monitoring and tracking of the year groups.
- ✓ Civic Spirit Awards are given to students at our Awards Night.
- ✓ The top three students from each tutor class, will receive a certificate and a medal. The student with the highest points for each year group will receive a trophy at Awards Night.

### **Junior students will receive the following:**

- ✓ 120 points - Well Done Card
- ✓ 140 points - Second Well Done Card
- ✓ 160 points – Well Done Card and a “Our best, always” badge to wear with pride on their uniform
- ✓ At the end of each of October Midterm, Christmas and Easter, the names of students who have accumulated over 140 points will be entered into a raffle for prizes.

### **Senior students will receive the following:**

- ✓ 130 points -Bronze badge plus voucher for Oven Door
- ✓ 160 points -Silver badge plus voucher for Oven Door
- ✓ 180 points -Gold badge plus voucher for Oven Door

### **Positive Behaviour Management Team:**

- ✓ Consists of a number of teachers & an Assistant Principal has the role of tracking students' behaviour in the school, both positive and negative points.
- ✓ The Assistant Principal, after liaising with the Senior Leadership Team, links in with students regularly to check on why some may be losing points and to set targets and goals for these students.
- ✓ They may sometimes put students on a Positive Behaviour Plan.
- ✓ An Assistant Principal is also responsible for Well Done Cards, Prizes, Badges, & Awards Night.

## Students

<b>Rule 1</b>	<b>RESEPECT FOR SELF &amp; OTHERS</b>
<b>EXPECTATIONS</b>	<p>Students are expected to be mannerly and respectful towards teachers, students and all members of the school community always. Bad language will not be tolerated.</p> <ul style="list-style-type: none"> <li>✓ Outside school times when in school uniform 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.</li> <li>✓ Loitering in the vicinity of the school is not allowed.</li> </ul> <p>School will close to all student from 4.15pm, with exception of those doing Supervised Study, or involved in Extra-Curricular activities.</p>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Disrespectful/defiant behaviour or abusive language will may lead to suspension.</li> <li>✓ Any misconduct that brings the school into disrepute will be dealt with severely. Students may be brought to the <b>Board of Management</b></li> </ul>
<b>RULE 2</b>	<b>ABSENCE &amp; PUNCTUALITY</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ All students must have their Journal with them at all times.</li> <li>✓ Students are expected to be present and on time for all classes morning and afternoon and to attend school regularly. Absences should be entered on the VSware system by parent/guardian or a “Reason for Absence Slip” must be completed in the school journal and signed by parent/guardian and presented to all teachers on return from absences.</li> <li>✓ Students who are late to school are required to sign the register and complete the reason for lateness. They should get a Late Stamp from Attendance Officer or General Office.</li> <li>✓ Absence from class requires the permission of the class teacher. Student should have this noted in the relevant section in their school journal, <b>which is carried with them</b></li> </ul> <p><b><u>If a student needs to leave the school during school hours:</u></b></p> <ol style="list-style-type: none"> <li>1) Permission must be sought from Tutor, Year Head, Deputy Principal or Principal.</li> <li>2) If sick during the day student must have their journal signed by a member of staff in the permission to ring home section.</li> <li>3) A note on VSware from parent or guardian or written explanation in the journal is needed (except when going home sick)</li> <li>4) <b>Student must sign out at General Office and sign in on return (if applicable), completing all sections of register.</b></li> <li>5) <b>Phone calls by students to request to be collected (e.g. when ill) must only be made through the General Office or by a member of school staff.</b></li> <li>6) <b>Student must be collected by a family member at the office or make suitable prior arrangement with school management.</b></li> <li>7) <b>Students in 5<sup>th</sup> and 6<sup>th</sup> year can, with notification on VSware or written parental permission in the school journal, leave school once correct procedures are followed.</b></li> </ol>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Persistent lateness to school and/or class or failure to produce a note may result in Behaviour Reflection Workshop and/or suspension.</li> <li>✓ Failure to attend Behaviour Reflection Workshop on given day, will result in attending the following Behaviour Reflection Workshop. Repeated absences from Behaviour Reflection Workshop may result in suspension.</li> <li>✓ 3 incidences of lateness may merit a Behaviour Reflection Workshop</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Students who absent themselves from class without permission may incur Behaviour Reflection Workshop and/or suspension</li> <li>✓ Students who do not follow correct procedure for leaving school during the school day may incur a Behaviour Reflection Workshop. Repeated incidents may incur a suspension.</li> <li>✓ For students who <b>are truant</b> the following procedure will apply: <ol style="list-style-type: none"> <li>1) First incident: parents contacted, and student may incur a Behaviour Reflection Workshop and/or in-school suspension.</li> <li>2) Second and further incidences: parents contacted and suspension.</li> <li>3) Interventions may be put in place such as Attendance Tracker, Behaviour Plan.</li> <li>4) Persistent truancy may be referred to the Board of Management.</li> </ol> </li> <li>✓ Parents/Guardian may be contacted to verify permission.</li> </ul>
<b>RULE 3</b>	<b>LUNCHTIME</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ <b>Students must remain on the school premises throughout the entire school day.</b></li> <li>✓ <b>6<sup>th</sup> Year students are allowed to leave for lunch the 1<sup>st</sup> Thursday of each month.</b></li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ <b>Students leaving the school grounds at lunchtime without permission:</b> parents contacted, and student may incur Behaviour Reflection Workshop and/or in-school suspension.</li> </ul>
<b>RULE 4</b>	<b>CLASSWORK</b>
<b>EXPECTATIONS</b>	<p>Each student is expected to</p> <ul style="list-style-type: none"> <li>✓ Come prepared for class, with iPad charged</li> <li>✓ Work consistently and conscientiously</li> <li>✓ Use their iPad for classwork only</li> <li>✓ Perform the homework assigned to the best of <b>their</b> ability and in line with the School's Homework Policy.</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Three incidences of No Homework completed may merit a Behaviour Reflection Workshop and VSware points deducted.</li> <li>✓ <b>Interventions will be put in place for those who consistently do not complete their homework</b></li> <li>✓ <b>E.g. Student Tracker, Parents Contacted.</b></li> <li>✓ <b>Students using the iPad, without permission, to communicate with other students during class time may incur a Behaviour Reflection Workshop and/or suspension.</b></li> </ul>
<b>RULE 5</b>	<b>UNIFORM/JEWELLERY/MAKE-UP</b>
<b>EXPECTATIONS</b>	<p><u><b>UNIFORM</b></u></p> <ul style="list-style-type: none"> <li>✓ The correct wearing of <b>school uniform</b> during school hours <i>and going to and from school</i> is a strict requirement.</li> <li>✓ The PE Half-Zip does not constitute replacement of school coat or school jumper</li> <li>✓ Students who have PE either first two classes or last two classes can come to school in PE uniform or go home in PE Uniform.</li> <li>✓ Students travelling to a school related event will wear their full school uniform.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ As a sign of respect for oneself and for others a neat, tidy and well-groomed appearance is essential.</li> <li>✓ Hair should be neat and tidy and appropriate for school or work.</li> <li>✓ Uniform checks will be held regularly.</li> </ul> <p><b><u>JEWELLERY</u></b></p> <ul style="list-style-type: none"> <li>✓ In the interest of safety only one pair of small earrings.</li> <li>✓ No other visible body piercings are allowed.</li> <li>✓ Spacers allowed for a two week period only.</li> </ul> <p><b><u>MAKE UP</u></b></p> <ul style="list-style-type: none"> <li>✓ No obvious make-up allowed; any colour nail varnish is allowed.</li> <li>✓ Nail enhancements are not permitted.</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ <b>Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform.</b> Spare items of school uniform are may be available for students should the need arise.</li> <li>✓ <b>Students not wearing the correct school uniform will receive negative VSWare points,</b> and may receive a Behaviour Reflection Workshop. Students may be sent to the Study Hall and parents contacted.</li> <li>✓ <b>Medical reasons will be taken into consideration.</b></li> <li>✓ <b>Students may not be allowed to travel if not in full uniform.</b></li> <li>✓ <b>Students who are wearing jewellery that is not in line with the Code of Behaviour will be asked to remove where possible</b> and may be sent to the Study Hall for the day and parent contacted.</li> <li>✓ Repeated incidences will result in Behaviour Reflection Workshop and/or suspension.</li> </ul>
<b>RULE 6</b>	<b>RESPECT FOR PROPERTY</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ Students must keep their classrooms and school grounds tidy.</li> <li>✓ Students must share the responsibility for keeping their assigned lunch area and classroom tidy.</li> <li>✓ Because of the damage it causes to valuable property chewing gum is not allowed</li> <li>✓ Students must respect school security and fire alarm systems.</li> <li>✓ Students must respect the school property and the property of other students.</li> <li>✓ Students must take responsibility for the safe keeping of their own property including books and all other valuables.</li> <li>✓ <b>Books should be stored correctly in Lockers or in Base Rooms/Assigned Areas</b></li> <li>✓ Lockers must be kept always locked.</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Students found littering or using chewing gum may merit an additional task with a school committee and/or a Behaviour Reflection Workshop</li> <li>✓ <b>Student Lockers remain the property of the school. Lockers not used correctly will be reassigned.</b></li> <li>✓ Any interference with another student's property or school property may incur a suspension, be referred to the Board of Management and external agencies contacted. This may lead to prosecution and fine</li> <li>✓ Any interference with school security or fire alarm is considered to be a very serious offence and may lead to suspension.</li> </ul>

<b>RULE 7</b>	<b>SUBSTANCE ABUSE</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ <b>Smoking</b> is illegal at all times in or around school premises and on school outings. Students are prohibited from smoking anywhere in school uniform.</li> <li>✓ This also includes <b>E cigarettes</b>.</li> <li>✓ <b>The possession of alcohol, drugs or drug paraphernalia or being under the influence of alcohol or any illegal substances</b> on school premises or at school events or anywhere in school uniform is strictly prohibited.</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Students smoking while in uniform and in or around school and on school outings will be suspended.</li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>
<b>RULE 8</b>	<b>MOBILE PHONES</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ Phones must be always be off except at break time and at lunch time.</li> <li>✓ Phones are not allowed to be used between the break of classes at any location in school</li> <li>✓ They can be used before 8.50 and after 3.50 (Mon &amp; Tuesday) and after 3pm Wednesday – Friday.</li> <li>✓ Cameras or recording devices must-only be used in school or on any school-related activities with the specific permission of a member of staff and in accordance with the terms of the Child Protection Procedures – School Protocols</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ If a student is found to have a phone powered on at times other than those specified, the phone will be confiscated for the day.</li> <li>✓ Negative VsWare points will be given</li> <li>✓ Repeated incidents may result in suspension.</li> <li>✓ Unauthorised use of a camera or recording device will incur suspension. This is the case for before and after school, on school grounds and on any school related activity.</li> <li>✓ Uploading or sharing of unauthorised images or recordings on social media platforms will be dealt with severely.</li> </ul>
<b>RULE 9</b>	<b>BULLYING</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ Bullying of any type is unacceptable.</li> <li>✓ The anti-bullying policy must be accepted by all and adhered to by all.</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Any incidents of bullying will be dealt with as per the policy</li> <li>✓ A bullying report is made to the Board of Management at each board meeting.</li> <li>✓ Some cases of bullying may be asked to present at the Board of Management</li> </ul>
<b>RULE 10</b>	<b>INTERNET</b>
<b>EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>✓ The Internet Acceptable Use Policy must be accepted by all</li> <li>✓ It is expected that all students will be mindful and careful when using social media</li> </ul>
<b>OUTCOMES</b>	<ul style="list-style-type: none"> <li>✓ Any offences will be dealt with as per the Internet Use Policy.</li> </ul>

## **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 expulsion.
- ✓ These sanctions will be imposed as per the school's Policy on Suspension and Expulsion which is available **on our website**

## **ESSENTIALS OF SCHOOL UNIFORM**

- ✓ Official bottle green knee length skirt or official school trousers - two recommended. Uniform should be bought to allow for growth in the future.
- ✓ V-neck bottle green jumper with school crest – two recommended.
- ✓ Two white shirts with collar and reverse for seniors / Two Honey Gold shirts with collar and reverse for juniors.
- ✓ **Bottle green socks or black socks or plain black or green tights.**
- ✓ A green school jacket or green school fleece **with school crest.**
- ✓ A pair of **flat black or brown school shoes** – no boots and no high heels or platform shoes allowed.
- ✓ **No canvas or pumps or sketchers allowed.**
- ✓ Red or wine school scarf only. No other colours or patterns permitted. School scarves with crest available in school.
- ✓ White apron for Home Economics students.
- ✓ Care of the uniform is important and it needs to be maintained.
- ✓ **Follow instructions on** care labels carefully.
- ✓ Students should put their names on the labels of all items including PE uniform and School Coat.

## **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 **they** must have a relevant signed note in **the** journal from parent/guardian. Persistent or ongoing illness will require a doctor's certificate.

Students who come unprepared for class:

- ✓ First incident: Recorded on Vsware
- ✓ Second incident: Recorded on Vsware and PE related task.
- ✓ Third incident: Recorded on Vsware, sanction Behaviour Reflection Workshop

## **P.E. UNIFORM**

- ✓ **Navy track-suit bottoms or navy leggings. No contrasting-coloured stripes or logos allowed.**
- ✓ School Sports Top with **crest**
- ✓ School Half-Zip with **Crest**
- ✓ Securely fastened sports runners and sports socks. Canvas shoes are not allowed.
- ✓ Sports shorts optional for warmer days - red, navy, blue, black, white or GAA club shorts will suffice.
- ✓ **The Half-Zip does not constitute a replacement for school jumper or school coat.** Unless advised by teacher for school trip, school workshops or sport related activity.
- ✓ **Students who have PE either first two classes or last two classes can come to school in PE uniform or go home in PE Uniform. Change in and out of PE gear at either small break or lunch.**

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



## **Behaviour Reflection Workshop PROCEDURES**

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

- ✓ Parents are encouraged to check student's Behaviour Tab on VSWare regularly
- ✓ Parents/guardians will be notified by post when a student is given a Behaviour Reflection Workshop
- ✓ The student must attend Behaviour Reflection Workshop on the date stated in the letter, **unless under very special circumstances including medical appointments.**
- ✓ **This must be notified to the staff member in charge of the Behaviour Reflection Workshop in advance on the VSware absence notifications or as a written note in the journal. In this case, the student will attend the next scheduled BRW.**
- ✓ **Students may request deferral of their Behaviour Reflection Workshop to allow them to attend an extra-curricular event, e.e. sports match, debate, etc.**
- ✓ If a student fails to turn up to their Behaviour Reflection Workshop then they will attend a Behaviour Reflection Workshop when the next session of the Behaviour Reflection Workshop is scheduled and will receive negative VSware points.
- ✓ If the student fails to turn up for that Behaviour Reflection Workshop then they will attend the next Behaviour Reflection Workshop , failure to attend may result in suspension.
- ✓ Behaviour Reflection Workshops will be held regularly and Parent/Guardians will be notified, in advance
- ✓ Behaviour Reflection Workshops will be recorded on the VSWare System.

**NOTE: If a student is absent on the day of their Behaviour Reflection Workshop , then their Behaviour Reflection Workshop will be transferred automatically to another day.**

## **SUPERVISION OF STUDENTS**

- ✓ The school building and grounds are supervised for 30 minutes before school starts and for 15 minutes after school finishes.
- ✓ Due to Insurance reasons the school will close to all students from 4.15pm every day, with exception of those doing Supervised Study, or involved in any Extra-Curricular activities.
- ✓ Room 1 will remain open from 3.50pm (Mon) and 3.30pm (Tues-Fri) until 4.15pm for students to stay until collected. Room 1 is NOT an Unsupervised Study Room; it is a waiting area only.
- ✓ Supervised study is available after school. In the assigned study hall, school closes to all students except those doing Supervised Study or involved in extra-curricular activities at 4.15pm.

## **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](http://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.*

**We understand & are aware that all students and parents/guardians wish to contribute to a caring, respectful learning environment and the Board of Management therefore asks that you show your support for and willingness to abide by the code.**

## **AGREEMENT TO ABIDE BY THE CODE OF BEHAVIOUR**

I understand, accept and will agree to abide to the Code of Behaviour of Presentation Secondary School, Wexford. I will support the school staff & Senior Leadership Team in the provision of a respectful, inclusive and high standard Learning and Teaching environment.

Signed: \_\_\_\_\_ (Student)

Signed: \_\_\_\_\_  
(Parent/Guardian)

Signed: \_\_\_\_\_  
(Tutor)