



Coláiste Bhaile an Droichid
Bridgetown College
Baile an Droichid Co Loch Garman
Bridgetown Co Wexford
Y35 R628



Bridgetown College

Code of Behaviour

2nd June 2016

Mission Statement

Bridgetown College aims to provide a holistic educational experience meeting the diverse of the community in a positive learning environment. We encourage all students to realise their full potential and develop a sense of self worth by promoting mutual respect, co-operation and tolerance.

Vision Statement

Bridging the Gap to a Better Future

T: (053) 9135257 email: bridgetowncollege@wwetb.ie Uimhir Rolla/Roll No: 71610E



School Rules

Rule No.	School Rule
Rule 1	Attend school regularly and be on time and fully prepared for each class.
Rule 2	Remain on the school grounds during the school day. The following areas are out of bounds at all times: behind the gym, oil tank and pre-fabs. Students should not loiter in the car park, at the front wall or at entrances to the school at any time. Students should only be in the Reception area if they are waiting for a parent or member of staff.
Rule 3	Co-operate with school staff inside and outside the classroom.
Rule 4	Behave in a quiet and orderly fashion and walk on the left hand side of the corridors.
Rule 5	Respect yourself, other students, school staff and visitors. Bullying or aggressive behaviour will not be tolerated.
Rule 6	Respect the school and the property of those in it. Students should be aware that they are responsible for their own property
Rule 7	Keep your Homework Journal in proper order, place it on your desk at the start of each class and record all homework.
Rule 8	Wear full uniform. Tongue studs and facial jewellery, other than earrings, are not allowed and jewellery may not be worn in practical classes. (The only jacket which may worn at school is the navy school jacket carrying the school crest)
Rule 9	Do not eat, drink or chew gum in class

Rule 10	Do not smoke or have tobacco, cigarettes, e-cigarettes, lighters or matches in your possession at school, while engaged in out-of-school activities, in the bus park or in the vicinity of the school. Students caught smoking on the school grounds, in the bus-park or in the vicinity of the school will receive an After School Detention. In the case of a second offence, students will be suspended. Because of the fire risk, students caught smoking inside the building will be suspended.
Rule 11	Alcohol and drugs are strictly forbidden at school and elsewhere in the course of school related activities.
Rule 12	Taking photographs, videoing or recording with a camera phone is forbidden at school and elsewhere in the course of school related activities. Mobile phones must be powered off and stored in school bags or lockers except during morning and lunch breaks.
Rule 13	Get permission before posting notices.

Teachers who are unhappy with the behaviour or work rate of a student may fill in an Incident Report Form (IRF). The IRF is passed on to the Year Head. The student will be spoken to and every effort will be made to give advice and encouragement. Where necessary reprimands may be issued and sanctions imposed. Parental contact will be made as deemed necessary by the Year Head, Deputy Principal or Principal.

Procedures for Dealing with Indiscipline

1. Isolated Minor Misdemeanour

(E.g. Breach of uniform code, chewing gum, lateness or not being prepared for class)

- | | | |
|--------------------|---|--|
| Immediate Response | - | investigate if necessary |
| | - | reprimand |
| | - | give advice/encouragement/warning. |
| Sanctions | - | apply mandatory sanction where one exists and for other situations consider lines, extra work. |
| Reporting teacher | - | note in journal and/or request an apology. |

2. Repeated Misdemeanours (guideline 2/3 incidents)

- | | | |
|---------------------|---|---|
| Immediate response: | - | reprimand |
| | - | the reporting teacher informs the student that an IRF is being completed and given to his/her Year Head |
| Sanctions: | - | mandatory sanction where one exists and for other situations consider lines, extra work, cleaning duties, and/or request a written apology from student to be signed by parents. In the case of outstanding homework, the work should be completed before the next class. |
| Parental Contact: | - | teacher may place note in journal to inform the parents/guardians that an IRF is being submitted to the Year Head |
| Referral: | - | The reporting teacher completes an IRF and places it in the year Head's pigeon-hole. |

The Year Head reprimands the student and gives advice and encouragement as appropriate. If a number of IRFs have been submitted in respect of the same student this is dealt with as persistent indiscipline.

3. Persistent Indiscipline

On receipt of a number of IRF's on an individual student, a Year head will

1. Set up an interview with the student to discuss the misbehaviour and, where necessary, issue a sanction.
2. If there is no improvement (max two more interviews), the student is placed 'On Report' for five days. Immediate parental contact.
3. If report shows no improvement, the parents are phoned/written to and an interview is set up with the Year Head and tutor (if the tutor so wishes).
4. If there is no improvement then a meeting is scheduled for the parents and Principal/Deputy Principal and the student is placed on 'Final Warning'. The student is also given an 'After School Detention'

If there is no immediate improvement the student is suspended.

3. Isolated Serious Incident

(Use of abusive language, abusive personal comments, violent behaviour or openly challenging the teacher's authority.)

1. When there is a serious incident that requires immediate intervention, the Year Head, if available, will deal with the situation. If the Year Head is not available, the Principal or Deputy Principal will deal with the incident.
2. If a teacher requires the presence of a Year Head in his/her classroom, he/she must send a student to get the Year Head. If the Year Head is not available, the Principal or Deputy Principal should be called to deal with the situation.
3. A student shall not be allowed back into any class until the teacher/, Year Head and Management resolve the situation.
4. A detailed IRF should be completed as soon as possible by the complainant and the IRF should be updated by the Year Head, Principal and or Deputy Principal to include interview notes. Parents/Guardians will be contacted.

5. Possible Interventions

If at any stage of the discipline process the Year Head, Deputy Principal or Principal feels that student might benefit from other help or support the following interventions might be considered:

- Referral to Guidance Counsellor
- Counselling
- Referral to N.E.P.S. psychologist
- Mentoring
- Application for a S.N.A
- Individual behavioural plan
- Reduced curriculum programme
- Referral to HSCL Officer
- Referral to School Completion Co-ordinator
- Referral to N.E.W.B
- Referral to Social Services

6. Sanctions

- Reprimand/advice on how to improve
- Temporary separation from peers/friends
- Loss of privileges
- Lines/rules
- Restitution for damage to or defacing of property
- Detention during breaks/outside school hours
- Prescribed additional homework
- Use of 'On Report'
- After-school detention
- Suspension on a temporary basis
- Expulsion

7. Procedures for Dealing with Suspensions or Expulsions

The principal has the authority to arrange detentions and impose suspensions.

The Board of Management has the power to expel a student from school following a recommendation from the principal. The recommendation could follow a single serious incident or serious and persistent misconduct.

In carrying out suspensions or expulsions, the College will act in accordance with the Education and Welfare Acts and WWETB expectations.

8. Returning from Suspension

After a suspension, a student must be accompanied by parent/guardian on return to school*and an apology made to the relevant teacher/teachers in the presence of parents and Principal/Deputy Principal. Students who have been suspended for persistent indiscipline will be placed 'On report'.

*This may not be necessary if the parent/guardian has had a meeting with the Principal/Deputy Principal prior to the student returning to school.