



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



# **Bridgetown College**

## **Code of Conduct**

### **Mission Statement**

Bridgetown College aims to provide a holistic educational experience meeting the diverse needs 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

Date Ratified: 24 March 2021

Signed: *Jim Moore*  
(Mr Jim Moore, Chairperson BOM)

T: (053) 9135257 email: [bridgetowncollege@wwetb.ie](mailto: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. <b>Students should only be in the Reception area if they are waiting for a parent or member of staff.</b>
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. <b>Bullying or aggressive behaviour will not be tolerated.</b>
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. <b>The only jacket which may worn at school is the navy school jacket with the school crest.</b>
Rule 9	Get permission before posting notices around the school.
Rule 10	Do not eat, drink or chew gum in class

Rule 11	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.
Rule 12	Alcohol and drugs are strictly forbidden <ul style="list-style-type: none"> <li>a. at school</li> <li>b. at any location during the school day</li> <li>c. in the course of out of school activities.</li> </ul>
Rule 13	Taking photographs, videoing or recording with a camera phone is forbidden at school and elsewhere in the course of school related activities. <b>Mobile phones must be powered off and stored in school bags or lockers except during morning and lunch breaks or where a teacher has given permission to use them.</b>
Rule 14	Posting of inappropriate material on any form of social media is strictly forbidden.
Rule 15	Any misbehaviour which occurs outside school that <ul style="list-style-type: none"> <li>a. brings the school into disrepute</li> <li>b. impacts negatively with other staff or students</li> <li>c. is at variance with standards of behaviour expected at school</li> <li>d. which has implications for health and safety or the welfare of students or staff</li> </ul> <p>is deemed to be unacceptable.</p>

## Suggested Procedures for Dealing with Indiscipline

### Isolated Minor Misdemeanour

1. Discussion with student.
2. Give advice/encouragement/warning.
3. Discuss possible sanction or consequence of repeating behaviour.
4. Apply mandatory sanction where one exists and for other situations consider extra work.
5. Note in journal and/or request an apology.

### Repeated Misdemeanours (guideline 2/3 incidents)

1. Discussion with student.
2. The reporting teacher informs the student that an Incident Referral Form (IRF) is being completed and given to his/her Year Head.
3. Mandatory sanction where one exists and for other situations consider extra work. In the case of outstanding homework, the work should be completed before the next class.
4. Restorative Practices to be engaged.
5. Contact may be made to inform the parents/guardians of recurring problems in relation to their child.
6. The reporting teacher may complete an IRF to refer the issue to the year head. The Year Head discusses the situation with 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.

### Persistent Indiscipline

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

1. Set up an interview with the student to discuss the misbehaviour and, where necessary, issue a sanction.
2. If there is no improvement, the student may be placed 'On Report' for five days. Parents will be contacted.
3. If report shows no improvement, the parents are phoned/written to and a meeting set up with the Year Head.
4. If there is no improvement, then a meeting is scheduled for the parents and Principal/Deputy Principal. Further sanctions may apply.

If there is no immediate improvement the student is suspended.

### Isolated Serious Incident

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 detailed IRF should be completed as soon as possible and the IRF should be updated by the Year Head, Principal and or Deputy Principal to include meeting notes. Parents/Guardians will be contacted. Sanctions will be issued as appropriate.

## 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
- Modified curriculum programme
- Referral to HSCL Officer
- Referral to School Completion Co-ordinator
- Referral to Tusla
- Referral to Social Services

## Possible Sanctions

- Advice on appropriate behaviour
- Extra work
- 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

## COVID Health and Safety Policy Students

In the current situation it is important for all students to closely follow all the COVID health and safety procedures in the school. Sanctions for non-cooperation with staff enforcing these rules will apply as appropriate. Please click on the link below for our COVID Health and Safety Policy for Students.

[COVID Health and Safety Policy for Students](#)