



east glendalough school CODE OF CONDUCT

*'The purpose of this code is to reflect the unique ethos of the School, as well as to set down some guidelines as to what is expected of its students. This code provides a framework to ensure that each student's behaviour is in keeping with the school's stated aims, and is set out to support the teaching and learning which takes place inside and outside the classroom in EGS. **At all times, emphasis is placed on politeness, kindness, courtesy, co-operation, honesty and integrity and respect for others and for their property.**'*



East Glendalough School Code of Conduct¹

1. Introduction

East Glendalough School was established in 1987 to serve the Protestant community of an area approximating to the eastern half of the diocese of Glendalough. It is a comprehensive co-educational day school, offering a broad Christian education through a wide curriculum of subjects approved by the Department of Education, together with sports and extra-curricular activities. The school is committed to the welfare of all in its care and pupils are encouraged to participate as fully as possible in the life of the school. Positive endeavour and achievement will be acknowledged and rewarded.

The purpose of this code is to reflect the unique ethos of the School outlined above ², as well as to set down some guidelines as to what is expected of its students. This code provides a framework to ensure that each student's behaviour is in keeping with the school's stated aims, and is set out to support the teaching and learning which takes place inside and outside the classroom in EGS. **At all times, emphasis is placed on politeness, kindness, courtesy, co-operation, honesty and integrity and respect for others and for their property.** Any action/behaviour which, in the opinion of the school authorities, offends courtesy, good taste, common sense or honesty will be deemed a breach of school regulations. Good order, respect for others and positive behaviour must be observed by all students, and any students who break the rules must be held responsible for the consequences. Not every school rule can be contained in such a Code; attention of students and parents is drawn to the suite of policies available on www.egs.ie.

There are a number of areas outlined below where students and their parents ³ are required to contribute to the harmonious and efficient operation of the school. These guidelines create and foster an atmosphere which is conducive to teaching and learning and the promotion of a safe, happy environment in which students can achieve to their full potential and which support and enhance student wellbeing⁴.

Staff meet frequently and exchange information to identify content and factors affecting behaviour, to identify strategies and to review progress. Emphasis is placed on maintaining positive relationships throughout. Students are supported through Pastoral Care Teams⁵ and the Continuum of Support⁶

It should be noted, however, that these guidelines do not constitute a comprehensive or definitive set of "School Rules". It is simply not possible to detail everything regarding a student's behaviour and the East

¹ This code has been developed using the NEWB Guidelines (2008), and is for the purposes of the Education Act (1998) a Code of Behaviour

² See also the *East Glendalough School Statement of Ethos*

³ Wherever the word "parent" is used, it is understood to also refer to "guardian" if appropriate.

⁴ NCCA – *Wellbeing Policy Statement and Framework for Practice* (2019)

⁵ *Student Support Teams in Post Primary Schools*, DE (2021)

⁶ NCSE (2017)

Glendalough School authorities reserve the right to make the final decision in interpreting this Code and related matters.

Students are expected to maintain their highest academic standards. In all things, students in EGS should have the ambition to give of their very best, and maintain excellent efforts in all areas. The School will encourage its students to maintain the best effort grades they can: we can ask no more.

Students should attend all classes, be on time, have the correct texts/equipment required and complete all work required. Disruption to the class and the orderly operation of the School day will be treated seriously. Students should be aware of house exam and State Examination rules and abide by them. Plagiarism or the inappropriate use of technologies in producing work will be treated seriously.

2. Attendance and Punctuality ⁷

- 2.1 Students are required to attend school regularly. It is the duty of parents to ensure regular attendance. If a student is absent, parents should inform the School of the reason on returning to school. Requests for absence from school must be made in writing to the Principal or Year Head.
- 2.2 Students are not allowed to leave school during school hours without the permission of the Principal via the School Office. All students leaving the School for any reason must sign out at the School Office. Permission for a student to leave school early must be requested in writing (either by email to notes@egs.ie or by using the School's attendance app) by the parent. When a student alights from a School bus, car or bicycle, or when they arrive at School on foot, they are assumed to be in School and should not leave after this time.
- 2.3 Punctuality is essential at all times.
- 2.4 Students who arrive late to school should report to the school office immediately and sign the late-book. Students who are late for school without good reason will be asked to make up the time at lunchtime. Parents are expected to explain any lateness to school, other than bus transport delay, in writing to the School by the following day at the latest, and as a preference on the day of the late arrival.⁸
- 2.5 Students should proceed directly from one classroom to another at class changeover time and should not normally go to their lockers between or during classes. Students should organise the necessary books and equipment for the forthcoming classes during break times.
- 2.6 Students may, at teacher discretion, be granted a small break during the middle of a double period. This is meant to be a one or two-minute break, and is not to be abused.
- 2.7 Students are expected to leave the school grounds within fifteen minutes of the end of the last class each day unless they are involved in an official school activity, and then within 15 minutes of the end of such activity. The School will not be open to receive students before 8.00am unless by arrangement.

⁷ See the East Glendalough School Attendance and Participation Strategy

⁸ Students/Parents are asked to present a note from any appointment (medical/dental/clinical, etc) on their arrival.

3. Uniform

- 3.1 Students must wear full school uniform correctly at school, while travelling to and from school, at school functions and at games. A full uniform list is available from the School Office or on the website.⁹
- 3.2 All clothing and personal equipment is to be kept clean and in good repair and to be worn appropriately. Uniform (and all personal belongings) must be named.
- 3.3 There are limited and specific occasions where students may not be in uniform. When this is the case, care should be taken to ensure that clothing is appropriate and sensible

4. Schoolwork and Homework

- 4.1 Every student is expected to work diligently in order to make the best possible progress. Basic practical steps in this direction require: attentive participation in class; having all necessary books and equipment; presenting neatly completed work and reviewing each day's class-work through systematic study.
- 4.2 Students must make every effort to complete their homework properly and on time. Homework and study are essential parts of the education of each student at East Glendalough School.¹⁰
- 4.3 All students are expected to attend and to participate fully in Physical Education (PE) and Games, Religious Education (RE), Civic, Social and Political Education (CSPE), Guidance and Social, Personal and Health Education (SPHE - to include Relationships and Sexuality Education (RSE)) classes unless they have a written explanation from a parent authenticating the reason for not doing so. These form part of the Wellbeing curriculum at Junior Cycle, and both PE and RSE (SPHE from 2024) are part of the core curriculum at Senior Cycle
- 4.4 When absent from classes, students are expected to take responsibility for catching up on work missed.

5. Extra-Curricular Activities

- 5.1 Extra-curricular activity plays a large part in the life of East Glendalough School.¹¹ Students are expected to participate and give of their best at all times. The highest standards of behaviour are expected during extra-curricular activities and school trips.¹² Depending on the activity, uniform or appropriate sports attire/equipment may be required.
- 5.2 If a student is absent from class in order to participate in an extra-curricular activity s/he should make all reasonable effort to complete homework and to catch up on all work missed. If it is felt

⁹ See also the *East Glendalough School Uniform Policy*, which is updated in June every year.

¹⁰ See also the *East Glendalough School Homework Policy* and the *East Glendalough School Teaching and Learning Policy*.

¹¹ See also the *East Glendalough School Extra-Curricular Activity Policy*.

¹² See also the *East Glendalough School School Trips Policy*.

that such absence from class is having a detrimental effect on academic progress, the situation will be reviewed by the Principal.

- 5.3 If a student is unable to attend a rehearsal or practice, where possible as a courtesy s/he should speak to the teacher/coach, in person, beforehand to explain their absence. If returning from an injury, it may be necessary to supply a note confirming fitness to participate.
- 5.4 If a student fails to turn up for a match or performance without good reason they let the rest of the group down and may be sanctioned for this.

6. Parents

- 6.1 Parents are expected to support their children in school and to take an active interest in their progress.
- 6.2 Parents with children in the School automatically become members of the Parents' Association of the School and are expected to attend the annual Parent Teacher meetings and the Parents Association Annual General Meeting.
- 6.3 If there is any matter which parents wish to discuss, they should first contact the teacher concerned; only if this is not possible, they may contact the Form Teacher, Junior/Senior School Head, Deputy Principal and finally the Principal. Contact the office to make an appointment. Likewise, parents should make themselves available to discuss their child's progress, if requested to do so by the School.¹³

7. Property & the Environment

- 7.1 Students must endeavour to keep the school environment safe and tidy. Care must be taken not to leave any litter in school buildings, school grounds or elsewhere. Eating is only allowed in the designated areas and at the designated times. Students must bring home all belongings not in their lockers at the end of each term and half-term.
- 7.2 Chewing gum is strictly forbidden within the school environment.
- 7.3 Students must respect school property and the property of others. Any damage to furniture or fittings may have to be paid for by those responsible. Deliberately damaging or defacing property is not acceptable behaviour and will result in a severe sanction.
- 7.4 The School cannot be held responsible for lost property. Personal belongings should be clearly named.
- 7.5 Expensive items should not be brought to school. Money or valuables should not be left in resource areas, changing rooms or school bags. For safe keeping they may be left with the appropriate teacher, in the student's locker or in the school office.

¹³ *Agreed Procedures for dealing with parental complaints about teachers (available on website)*

- 7.6 Lockers and padlocks are the property of the School. Improper care or use of a locker will result in a student losing the privilege of being allowed use one. The School management have the right to open and inspect a locker at any time.
- 7.7 Students should endeavour to keep their property in their locker, if not they should use the appropriate spaces, bag racks and coat hooks provided. The floor should be kept clear of obstructions.
- 7.8 As EGS is a green school, students should be environmentally aware. Use the appropriate bins provided to have a litter free school, to use re-usable bottles, cups etc, and to actively reduce waste and single-use items.

8. Health and Safety

- 8.1 Students should behave at all times with due regard for their safety and for the safety of others.¹⁴
- 8.2 All forms of bullying are unacceptable and should be reported to the school authorities.¹⁵ East Glendalough School is a telling School and an inclusive School which promotes a culture of upstanding students. A telling School is one where students are encouraged to tell someone, preferably a parent or a staff member, about any difficulties they - or others - are experiencing.
- 8.3 East Glendalough School is a school where positive mental health is promoted. Students are encouraged to speak to someone - by themselves or on behalf of someone else - if all is not as it should be.
- 8.4 No nuts or nut products are allowed in School
- 8.5 When the fire bell sounds, students should follow the fire drill procedures.
- 8.6 Students should exercise great care and responsibility while travelling to and from school. Special care must be taken at and near roads and at the school gates/carpark.
- 8.7 Students are required to queue in an orderly manner for buses and to exercise special care when getting on and off buses.
- 8.8 Any unauthorised involvement with, or possession of, dangerous objects, vapes/e-cigarettes tobacco, other nicotine-containing substances, alcohol, harmful substances or illegal drugs is strictly forbidden and may lead to suspension and/or dismissal from school.¹⁶ Energy/Caffeine drinks/sachets and such materials are prohibited.

9. Social Media and Online Privacy

- 9.1 Circulating, publishing or distributing (including on the internet) material associated with School activities, including, but not limited to, material in relation to staff and students, where such

¹⁴ See also the *East Glendalough School Health & Safety Policy* and the *East Glendalough School Safety Statement*.

¹⁵ See also the *East Glendalough School Anti-Bullying Policy*.

¹⁶ See also the *East Glendalough School Substance Use and Misuse Policy*.

circulation undermines, humiliates or causes damage to the School or another person, is considered a serious breach of School discipline.¹⁷

- 9.2 The expectation of high standards relating to behaviour, when using social media shall apply outside school hours as well as when students are in school. Students from 1st to Transition Year will not be allowed to use phones/devices at social times.
- 9.3 Misuse of personal electronic or telephonic equipment will lead to these items being confiscated and held by the School for a period of time¹⁸. Misuse of school electronic equipment may result in restricted use or none at all, and have disciplinary consequences.
- 9.4 As part of any disciplinary action, the Board of Management reserves the right to suspend or expel a student where it considers the actions to warrant such sanctions.

10. Disciplinary Procedures

- 10.1 Once enrolled a student is subject to the discipline of the school and is entitled to remain as a student for as long as the discipline and rules of the school are obeyed.¹⁹ These rules therefore apply in school, on all school activities and where life in school is affected.
- 10.2 The school policy is to reward academic endeavour, good behaviour and positive contribution to school life. However, sanctions may be necessary when these are not evident or forthcoming.
- 10.3 Discipline ladder – in general the following represents the normal discipline ladder in the School:
Teacher – Form Teacher – Year Head – Deputy Principal – Principal – Board of Management
- 10.4 Disciplinary procedures: Minor breaches of discipline and failure to produce work in class will be dealt with by the teacher concerned. Persistent or more serious offences will be punished by the class teacher or Form Teacher. Where a problem then persists the class/Form Teacher will refer the matter to the Year Head, or to the Deputy Principal, who is in charge of discipline. Serious misdemeanours and repeated offences can be referred to the Principal and to the Board of Management.

A range of sanctions exist and may be used

- Lunchtime detentions, formal or informal, will be issued as appropriate by the teacher.
- Where a student's conduct warrants it, they may not be permitted to travel on School activities.
- An accumulation of these, or more serious individual incidents may result in an after-school detention, about which parents will be directly notified.
- Where a student's conduct warrants it, the Principal has authority to suspend a student. The Board of Management reserves the right to confirm suspension and to cancel enrolment.²⁰

¹⁷ See also the East Glendalough School ICT and Mobile Phone Acceptable Use Policy .

¹⁸ See also the East Glendalough School ICT and Mobile Phone Acceptable Use Policy

¹⁹ See also the *East Glendalough School Disciplinary Procedures Policy*.

²⁰ See also the *East Glendalough School Pupil Exclusion Procedures*.

11. Reward

The school acknowledges academic endeavour, good behaviour and positive contribution to school life through reward systems such as:

- Presentation of prizes
- Recognition at assemblies, in school publications and on School-approved social media as appropriate
- A system of awards called Distinctions and Commendations
- Display of good work;
- Increased delegation of responsibility to students.
- Praise by staff
- Buncloch Award for citizenship
- Cox-Weir Award for kindness

12. Concluding Note

- 12.1 Parents and students should ensure that they are familiar with all other school policies (details of which may be had from the School Office or on the website).
- 12.2 Parents and students are reminded that it is not possible to detail everything regarding a student's behaviour in a Code of Conduct such as this. The school authorities reserve the right to make the final decision in interpreting this Code and related matters.

Reviewed and approved by the

Parents' Association Committee:

October 2023

Head prefects:

October 2023

Teaching Staff:

October 2023

Board of Management:

November 2023