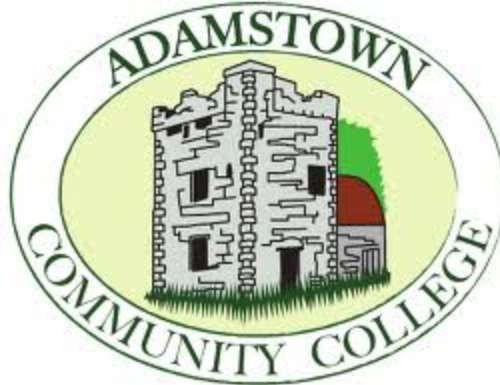


Adamstown Community College



Code of Positive Behaviour

In order to create a positive learning and work environment parents/guardians and students are asked to read carefully the following code and indicate they understand and accept the code by signing the sections at the end.

Scope:

This policy applies to all students attending Adamstown Community College.

Introduction:

This Code of Positive Behaviour was drawn up in partnership with all stakeholders: students, staff, parents/guardians and the Board of Management. It relates to all school activities including those outside of normal school time.

Its purpose is to encourage good conduct throughout the college and to foster an atmosphere that is conducive to teaching and learning.

Adamstown Community College will promote a happy and caring environment where students are encouraged and supported to reach their full potential. The emphasis will be placed on quality teaching and learning, positive behaviour and the pursuit of standards of excellence in all areas of college activities. Our philosophy is based on respect, tolerance and understanding.

Students are expected to observe the Code of Positive Behaviour at all times while on the school campus, while traveling to or from school and while participating in any school related activity.

Policy Aims:

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the college community and a sense of pride in our school.
- To outline the strategies to be used to promote positive behaviour and to outline a structure of fair and consistent sanctions that will be used in response.
- To recognise a good partnership between school and home as a means to achieve positive behaviour from students.
- To acknowledge and respect the potential of each individual: spiritual, emotional, intellectual and physical.

1. Attendance:

- 1.1 Good attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve his/her full academic potential and to benefit from all college activities and support initiatives.
- 1.2 Students are expected to attend school as outlined in the school calendar and to attend all classes. Holiday arrangements should be in coordination with the school calendar. Where possible medical and dental appointments should be made outside of school hours.
- 1.3 To help monitor attendance students have a student identification card. It is the student's' responsibility to swipe in each morning to record entry into the college. Attendance is electronically recorded in VSWare which is accessible by parents/guardians. An accurate record of attendance is a requirement of the school.
- 1.4 Parents/guardians are obliged to provide the College with a reason for absence in writing using the absence notes section of the student journal on the student's return to school. All notes should be given to the Class Tutor or handed to the school secretary as necessary.
- 1.5 Under the Education Welfare Act 2000, Section 18, it is the duty of the Principal to inform the Education Welfare Officer of any student who misses 20 days or more within one school year.
- 1.6 When in school, students are deemed to be under the care of the College. Any student leaving early from school must have permission from their parents in the form of a written note in the journal. All notes must be signed by the tutor or year head and students must sign out at the main reception.

2. Punctuality:

- 2.1 Punctuality is an essential life skill and is expected in any workplace. Students are expected to be in school prior to 8.35am. After this they will be deemed late. To allow uninterrupted teaching and learning students must be on time for every lesson.
- 2.2 Sanctions to deal with the issue of punctuality are outlined in the Sanctions Policy which is available on the school website or on request from the school office.

3. Promotion of good behaviour:

- 3.1 To foster a positive learning and teaching atmosphere students are expected to show respect for themselves, their peers, staff, visitors to the College and the school environment.
- 3.2 Good behaviour extends outside of the classroom into the corridors, canteen and yard areas, promoting safety, wellbeing and respect for all members of the College.
- 3.3 A student is responsible for organising equipment and materials for every lesson to enhance their learning experience.
- 3.4 Maintaining a clean and tidy classroom benefits all members of the College. All students and staff are expected to contribute to the upkeep of the College environment.
- 3.5 Chewing gum is strictly forbidden on the College premises.
- 3.6 Students are expected to complete homework on time and to the best of their ability.
- 3.7 Health and safety is a shared responsibility. Understanding and implementation of the College's Health and Safety Policy is a requirement of all students and staff.

4. Uniform and appearance:

- 4.1 Students are expected to wear the school uniform in line with the agreed uniform policy and to remember that they are ambassadors for the school while in uniform.
- 4.2 The wearing of jewellery should not pose a health and safety risk within the school environment, piercings deemed to pose a risk must be removed on request. Piercing must be discrete.
- 4.3 The wearing of make-up or other beauty products should be discreet and cannot pose any health and safety risk.
- 4.4 The wearing of the hijab for religious reasons is permitted but it must be made from a flame-retardant material for safety reasons.

5. College Journal:

- 5.1 The school journal is a means of communication between home and school and is used to record behaviour, homework and notes.
- 5.2 Each student is provided with a school journal at the beginning of the school year. It is the student's responsibility to have the journal with them at all times. The journal must be kept neat and tidy and be displayed on the desk during class.
- 5.3 Parents/guardians are requested to sign the journal on a weekly basis.

6. Lockers:

- 6.1 Lockers are provided to students for the duration of the school year. Students are given a locker key at the beginning of the school year and it is their responsibility to keep it safe.
- 6.2 Students are permitted to access their lockers at the start of the school day, at break times, and at the end of the day in order to minimise disruptions to the learning environment.
- 6.3 It is the student's responsibility to keep their locker and the locker area neat and tidy. Students are expected to act in a safe and respectful manner at the locker area at all times during break times and before and after school.
- 6.4 Ownership of the lockers are retained by the school management.

7. Personal safety:

- 7.1 Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation, bullying, irresponsible or antisocial behaviour. Please refer to the college Anti Bullying Policy.
- 7.2 The use or possession of illegal drugs, lethal substances, tobacco or any alcoholic beverages is strictly forbidden to students on the school campus, while travelling to and from school or while attending school events.
Students are strictly forbidden to enter the school premises and/or to attend school events under the influence of any of the above-mentioned substances. Please refer to The Sanction Policy.
- 7.3 Whilst on the school campus or on school activities, students are strictly forbidden from possessing materials or weapons which may harm members of the school community or damage property.

- 7.4 It is the responsibility of parents/guardians to provide the school with relevant information (in writing) in relation to the health of a student. Written permission must also be given if a student is taking medication.
- 7.5 Whilst the restrictions are in place to reduce the spread of Covid-19, students attending post primary schools are required to wear a face covering when a physical distance of 2 metres from other students or staff cannot be maintained. [Covid-19 Response plan for safe reopening of Post Primary Schools \(Pages 18/19\)](#) A face mask is recommended as the best form of protection but a visor is an acceptable alternative. The expert medical advice is that a visor is not as effective as a face mask. [Here](#)

8. Rewards:

- 8.1 Adamstown Community College strives to promote a positive school atmosphere and realises that acknowledging positive student contribution to school life is important. We aim to encourage and promote enthusiasm, dedication and hard work by recognising those students who strive to do their best. Examples include:
- A word of acknowledgement to the student by a teacher for progress or effort made
 - A note on VSware or in the journal to record positive contributions to class or the school environment
 - Displays of students' work in corridors and classrooms
 - A mention to the tutor of progress made by the student
 - Awarding of merits in the journal to offer praise for effort, participation and achievement in class
 - Special mention of successful students or groups of students over the school intercom or assembly to provide recognition, support and encouragement of achievements
- 8.2 In addition to that mentioned above we also have a number of reward systems in place to further endorse such positive behaviour. The merit system is widely used throughout the school to recognise students when they make a positive contribution to school life. At the end of term certificates and prizes are presented to both individuals and class groups who have achieved the most merits.
- 8.3 On a yearly basis certificates of attendance are also awarded to those students who have achieved 100% attendance for the academic year.
- 8.4 At the end of the school year there are two special awards :
- 'Student of the Year'. This is based on academic achievement and participation throughout the year.
- 'Spirit of the College'. This is awarded to the student who embodies the school ethos

throughout the academic year. One student per year group is honoured with each award.

This code is not exhaustive and the Principal may on occasion need to take a decision based on best practice for the good of other students and staff and the school. If necessary, the Principal will act independently of the above procedures for the greater good of the school community. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

9. Roles and responsibilities of various parties:

Roles / Responsibilities of Teaching Staff and School Management:

Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Rewarding positive behaviour and learning achievements/effort and general progress.
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable all students to achieve their potential.
- Supporting students through an effective pastoral care system and through the 'Social, Personal and Health Education' programme.

Roles and Responsibilities of Parents/Guardians:

Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their children's progress.
- Informing the school of concerns which may affect the child's progress.
- Providing feedback through the Parents' Council in relation to policies.

Roles and Responsibilities of Students:

The students are the centre of the school community. Each student is responsible for his/her own behaviour and will engage in responsible and positive behaviour by:

- Respecting each other, the college staff and any visitors to the college.

- Creating a positive learning atmosphere in the classroom.
- Working to the best of their ability to achieve the best possible education.
- Acting in a safe manner and considering the safety of others.
- Showing respect for other people's property and the school environment.
- Supporting the Student Council in its role as a voice for the students.
- Raising issues which concern you with the appropriate person.

10. Monitoring:

School staff will monitor the implementation of the code of positive behaviour.

11. Review:

This code will be reviewed by the staff members and adopted by the Board of Management annually.

As Parents/Guardians and students, we have read and fully accept the disciplinary procedures and Code of Behaviour.

Non engagement with the Code of Positive behaviour will be managed by reference to the College's Sanctions Policy.

Parent/guardian's signature:

Síniú: _____

Student's signature:

Síniú: _____

Date:

Dáta: _____

