

## **POLICY ON HOMEWORK**

In keeping with our Mission Statement, it is our policy to assign homework where necessary and appropriate each evening and at weekends.

### **Rationale for the Policy**

Regular homework is a valuable aspect of the learning process. It is directly responsible for the following:-

1. Developing life long learning.
2. Fostering responsibility.
3. Enhancing learning already covered in class.
4. Promoting good study and organisation habits.
5. Providing experience for the student in answering questions properly which is essential for exam purposes.
6. Helping teachers and parents to identify problem areas for students where extra help might be needed.

### **Goals of this Policy**

- To enhance the understanding of material covered in class.
- To enhance academic achievements of the students.
- To evaluate progress.
- To encourage parents to take an interest in and share responsibility for their student's work and progress.

### **Roles and Responsibilities**

#### **Board of Management**

- Ensure the policy is evaluated regularly.
- Approve the policy and amendments thereto.
- Receive reports from the Principal on the implementation of the Policy.

#### **Principal/Deputy Principal**

- Monitor and implement the policy.

#### **Teaching Staff**

- Implement the Policy.
- Review homework assignments and provide feedback to students.

#### **Parents**

- Support the Policy.
- Provide suitable conditions for homework.
- Encourage students to do homework.
- See that the suggested amount of time is spent on homework.
- Check that homework is done.
- Check the student's School Journal.

### Students

- Note all homework in the School Journal.
- Do all homework to a satisfactory standard and present it properly.

### **Content of the policy**

- We recommend that students devote the following times to homework per night:

<i>First Years</i>	1.5 – 2 hrs	<i>Second Years</i>	2 – 3 hrs
<i>Third Years</i>	2 – 3 hrs	<i>Fifth Years</i>	3 hrs
<i>Sixth Years</i>	3 – 4 hrs and some time at weekends.		

- We recommend that students make out a study timetable for themselves.
- Teachers will regularly check homework and give feedback to students.
- Special consideration is given to students with special educational needs.
- Homework set will be purposeful and meaningful to the class or for some future work.
- Pupils are coached in homework skills.
- Homework may consist of written assignments, reading, research or oral work.
- Parents will be informed when students do not carry out assigned tasks.
- Records of homework, grades and comments are kept by class teachers.
- Homework must be completed neatly for the assigned date.
- Failure to complete assigned homework satisfactorily is a breach of the School's code of Behaviour.
- Students are required to note the assigned homework in their School Journal.
- We recommend that students have a special quiet room in which they can study.
- Supervised study is available for three hours after school for students who wish to avail of it. Priority is given to exam classes. There is a fee for this facility.

### **Monitoring the Implementation**

- Individual teachers keep a record of student's homework and failure to complete homework satisfactorily..
- The Principal, Deputy Principal, Year Heads and subject teachers meet once a term to monitor the implementation of this policy.

# **POLICY ON STUDENTS UNIFORMS**

## **Rationale for the Policy**

- To eliminate competition in dress code.
- To ensure order and neatness in the area of dress.

## **Goals of the Policy**

- To ensure that appropriate dress is worn to school.
- To give clear guidance to parents/guardians and students in the area of school uniform

## **Content of the Policy**

### **i.Uniform**

- Students must wear the complete School Uniform at all times during school ours and official school functions and during the holding of in-house examinations and State examinations.
- Parents will be notified in advance of ‘non-uniform’ days or occasions on which students are not required to wear the School uniform.
- The School uniform is as follows:

#### **Boys:**

1. Blue Shirt
2. Blue School Jumper with crest
3. Grey school trousers and not tracksuits or ‘jeans’
4. Dark coloured shoes and not athletic shoes, ‘trainers’ or ‘runners’
5. White T Shirt (optional)

#### **Girls:**

1. Blue Blouse
2. Blue School Jumper with crest
3. School Skirt or navy school trousers and not tracksuits or ‘jeans’
4. Black tights/socks
5. Dark coloured shoes and not athletic shoes, ‘trainers’ or ‘runners’
6. White T Shirt (optional)

#### **PE classes (Boys & Girls)**

- appropriate athletic clothing
- athletic shoes, ‘trainers’ or ‘runners’

(d) Students may not wear jackets to or in class.

### **ii. Appearance**

- (a) Students must be neat and tidy in appearance. This also applies if students are given permission not to wear school uniform (e.g. non-uniform days, school tours or other extra-curricular activities connected with the school).
- (b) The following specific provisions apply to student's appearance:

**Boys:**

- Hair must be neat and tidy. 'Extreme' hairstyles are not permitted. An 'extreme' hairstyle may be a hairstyle which is excessively long, excessively short or coloured/dyed inappropriately.
- Students must be clean shaven. Beards are not permitted.
- Visible piercings are not permitted.
- Visible tattoos are not permitted.

**Girls:**

- Hair must be neat and tidy. 'Extreme' hairstyles are not permitted. An 'extreme' hairstyle may be a hairstyle which is excessively long, excessively short or coloured/dyed inappropriately.
- Excessive make-up is not permitted.
- Visible piercings except stud earrings are not permitted.
- Visible tattoos are not permitted.

**iii. General-School Uniform & Appearance**

- (a) Failure to comply with the above rules concerning the School Uniform and students' appearance is in breach of this Policy and of the School's Code of Behaviour.
- (b) The School reserves the right to decide whether any aspect of a student's appearance is in compliance with this policy and with the School's Code of Behaviour.
- (c) Student's who do not comply with the above rules concerning students' appearance may be:
- Required to contact parents/guardians to request that the correct uniform be brought to school.
  - suspended from class for the day i.e. sent to the Study hall.
  - Required to remove offending items.
- (d) Student's who do not comply with the above rules concerning students' appearance may also be suspended until the rules are observed to the School's satisfaction.

## Responsibilities

### ***Board of Management***

- To ensure that there is a Policy.
- To approve the Policy and amendments thereto.
- To receive regular evaluation.

### Principal/Deputy Principal

- To implement the policy.
- To notify parents of students in breach of the Policy.
- To impose sanctions in accordance with the Code of behaviour.

### Teaching staff

- To implement the Policy.

### Parents

- To ensure compliance with the Policy.

### *Students*

- To be familiar with the Policy.
- To take responsibility for their appearance.

### *Monitoring the Policy*

This will be carried out by the Principal/Deputy principal, Year Heads and teachers.

### *Review of the Policy*

This will be done by the staff annually.

## **POLICY ON LOCKERS**

(a) The School provides locker facilities for a limited number of students subject to payment of an annual rent. Lockers remain the property of the School. Where demand for lockers exceeds facilities available priority is given to First, Second and Third years in that order.

(b) Students will have access to their lockers during the following times:

- Before the first class in the morning.
- During morning break.
- During lunch break.
- After the final class in the afternoon.

(c) Students should report damaged lockers immediately. Failure to do so will result in the student concerned being held responsible for the damage. The

annual rent will be partially refunded at the end of the school year subject to return of the locker key and there being no damage for which the student concerned is responsible to the locker.

(d) Students to whom a locker has been assigned will be issued one locker key. Duplicating a locker key, whether by the person to whom the locker is assigned or any other person is a serious breach of this Code of Behaviour.

(e) Students are responsible for all items left in their locker whether such items belong to the student or not. Students should report lost locker keys immediately. Failure to do so is a breach of this Code of Behaviour.

(f) In the interests of maintaining safety and discipline in the School, students may be required to open and empty their locker in accordance with the following procedure:

i. The student will be requested to open and empty their locker in the presence of the school Principal/Deputy Principal, another adult nominated by the Principal/Deputy Principal and, if the student requests, another member of school staff or a student nominated by the student whose locker is to be opened and emptied.

ii. If the student agrees the locker will be opened by the Student and its contents examined in the presence of the student and the other persons described above.

iii. If the student refuses to permit the locker to be opened parents/guardians of the student concerned will be contacted and asked to come to the School. Pending arrival of a parent/guardian the student's locker key will be confiscated.

iv. On arriving at the School parent(s)/guardians will be requested to consent to the student's locker being opened and emptied in the presence of the Principal/Deputy Principal, another adult nominated by the Principal/Deputy Principal, the parents/guardians and the student.

v. If parents/guardians refuse to permit the locker to be opened or are unable to attend the School as described above the School may contact the Garda Síochána. The student's locker key will remain confiscated pending a search of the locker by members of the Garda Síochána.

vii. Failure to comply with a request to open a locker and empty its contents in accordance with the procedure described above is a serious breach of this Policy and of the School Code of Behaviour by the student concerned.

viii. Where it is not practical to operate this procedure (i.e. where the student concerned is absent from school) the Principal/Deputy Principal accompanied by another member of school staff may open a locker and examine its contents. Prior to doing so the Principal/deputy

Principal will make reasonable efforts to contact the student concerned and his/her parents/guardians in order to enable them to attend the School should they so wish, in which case the normal procedure described above will apply.

## **SCHOOL POLICY REGARDING MOBILE PHONES**

- Use of Mobile phones is strictly prohibited on the school grounds.
- Any student found using a mobile phone on the school grounds will have it confiscated. It may be retrieved from the School Office by the students' parents/guardians after a lapse of 30 days.
- Use of mobile phones on the School Grounds is a breach of this Policy and of the School Code of Behaviour.

## **POLICY REGARDING SCHOOL TOURS**

School Tours are a very important part of school life at Scoil Muire & Padraig.

- Circumstances permitting a continental tour may be offered to students in alternate school years. Priority will be given to senior students in allocating places. These tours are organised by the approved Post-holder on the Staff.
- For legal reasons 1 teacher per 8 students is recommended on such tours.
- On these trips strict behavioural guidelines will be issued and a contract entered into between student, parent/guardians and the school authorities.
- Students remain subject to the School Code of Behaviour while on school tours. In particular, the absolute prohibition on consumption or possession of alcohol, drugs and drug paraphernalia remains in place.
- The Behavioural guidelines will be issued in a letter communicated to the parents/guardian of those travelling. Both parties—the school authorities and the parents, will jointly sign this letter that will act as a contract governing all issues pertaining to the trip.
- Tours connected with a particular aspect of the curriculum are organised at the discretion of the subject teacher.
- The exact number of teachers accompanying all such groups will be determined by each individual situation.

- The school reserves the right to disallow any student from taking part in any given tour/outing.
- All trips are organised with the permission of the Principal.

## **POLICY ON THE SCHOOL ENVIRONMENT**

**Scope:** The whole school.

**Relationship to school's Mission Policy:** Care for all.

**Rationale for the Policy:** It is vital that all members of the school environment are treated with respect and that they in turn respect the physical environment of the school.

**Goals of this Policy:**

- For all stakeholders in the school to be treated with respect.
- For students to respect the school's social and physical environment.
- For all members of the school's community to be aware of bullying and to follow the school's Anti-Bullying Policy.
- To make the school a litter free zone.

**Content of the Policy:**

- This school promotes respect and responsibility at all levels of school life for all students, staff members, parents and Board of Management and expects the whole school to respect this.
- Classes that highlight the importance of the social and physical environment will be taught as an integrated component of the curriculum.
- Bullying behaviour will not be tolerated and will be dealt with by appropriate sanctions as outlined in the school's Anti-Bullying Policy and in accordance with the School Code of Behaviour.
- Activities are encouraged to enhance the social and physical environment.
- We aim to make the school a litter free zone. Bins are provided throughout the school grounds. Littering is a breach of this Policy and of the School code of Behaviour.



- Recycling of materials is encouraged.

**Roles and Responsibilities**

- The Board of Management are responsible for developing and implementing the Policy.
- The Principal is responsible for the operational management of the Policy.
- Teachers are responsible for implementing the Policy at class level.

**Resources of the Policy**

- Computer time to produce material on bullying.
- Time to implement the Policy.
- Bins to promote a litter free school.

**Success Criteria:**

- An atmosphere of respect in the school.
- A clean school.
- A safe school.
- A reduction in the number of bullying incidents in the school.

**Monitoring Procedure:**

- *Board of Management:* Ratify the policy and direct how it should be implemented.
- *Principal:* Will communicate the final policy to other stakeholders and manage its implementation.
- *Teachers:* Will respond to the policy and implement it at class level.

**Review of the Policy:**

**Teachers:** Will review the policy continuously and communicate suggested changes up the chain of command.

**Principal:** Will communicate with other stakeholders and report to the Board of Management.

**Board of Management:** Will conduct a formal review of the Policy.

**Time-Frame:** Fully implemented by September 2003.

<b><u>SCHOOL POLICY ON TRUANCY</u></b>
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Full school attendance is essential if a student is to fulfil his/her potential.

The school will not take responsibility for students who leave home in the morning and fail to attend school. The school will sanction students who fail to attend school or who leave school during the school day without permission in accordance with the School Code of Behaviour are found guilty of truancy.

The school complies with the regulations set down under the Education Welfare Act 2000. The school is obliged to contact the Education Welfare Officer in the event of a student being absent for more than 20 days in a school year.

## **POLICY ON PROPERTY**

### **Rationale for the policy**

- To maintain the school property and environment to the highest possible standard.
- To encourage students to take responsibility for their school environment, their property and their actions.
- To help students with the safe keeping of their personal property.

### **Goals of the Policy**

- To ensure that property belonging to both the school and members of the School community is respected and kept safe at all times.

### **Content of the Policy**

- (a) Each student is responsible for his or her own property. Student's property should be clearly marked with name and contact details.
- (b) Interference of any kind with another person's property including property belonging to the School is a serious breach of this Policy and of the School Code of behaviour. Interference includes but is not limited to theft.
- (c) Students should not bring valuable or irreplaceable items or large sums of money to school except where absolutely necessary. Such items or money may be left in the School Office for safekeeping, however the School does not accept liability for property or money lost, stolen or damaged while on the School Grounds.
- (d) Accidental damage to property through carelessness should be reported by students concerned immediately. Parents/guardians of students concerned may be required by the School to pay for the repair or replacement of damaged property as appropriate.

- (e) Deliberate damage to property or vandalism is a serious breach of this Policy and of the School Code of behaviour, whether occurring on school grounds and during school hours or not, and parents/guardians of students responsible will be required to pay for the repair or replacement of damaged property as appropriate in addition to other sanctions which may be imposed on students in accordance with the Code of Behaviour.
- (f) Stealing is a serious breach of this Policy and of the School Code of behaviour, whether the incident of theft occurs on school grounds and during school hours or not, and parents/guardians of students responsible will be required to pay for the replacement of stolen property in addition to other sanctions which may be imposed on students in accordance with the code of Behaviour.
- (g) Incidents of vandalism and theft may be reported to the Garda Siochana.
- (h) Chewing gum is not allowed in the School and will be confiscated if brought to school, in addition to any other sanctions which may be imposed on students concerned in accordance with the School Code of Behaviour.
- (i) Students are not allowed to bring mobile telephones to the School. Students found using a mobile telephone in the School found in the school will be confiscated and must be collected from the School Office by a parent or guardian, in addition to any other sanctions which may be imposed on students concerned in accordance with the School code of Behaviour.
- (j) A dangerous item/substance is any item/substance which could cause damage to a person or to property possession of which item/substance is not necessary for a school sanctioned activity.
- (k) Possession of a dangerous item/substance is a serious breach of this Policy and of the School Code of Behaviour, whether the item/substance is brought onto the School Grounds or not.

### **Search procedure**

- i. Parents/guardians are referred to the School's Policy regarding lockers as regards situations where it is necessary to examine the contents of a school locker.
- ii. Where the School has reasonable grounds for believing that a student has in his/her possession a dangerous item/substance or stolen property the procedure described in relation to lockers will be applied as regards the student's person and property, i.e. the student will first be requested to voluntarily disclose contents of pockets/schoolbags in the presence of

witnesses, failing which parents/guardians will be contacted etc.

iii. Under no circumstances will school staff attempt to effect a search of a student's person.

iv. Where an incident to which this provision applies occurs outside the Republic of Ireland i.e. on a school tour the School may contact appropriate police authorities in place of the Garda Síochána.