



## **LORETO COLLEGE ST STEPHEN'S GREEN** **CODE OF BEHAVIOUR**

### **Introduction**

This policy was drawn up in consultation with all the school partners, including Board of Management, staff, parents and students and relates to all school activities both during and outside of normal school hours. In it we visualize the school as part of a living society.

Its principles stem from the mission statement of the Loreto Order, which highlights the importance of school life in developing the ability to be a caring, trusted member of society: "Each student is challenged to realise her full potential and to recognise the dignity of each human being".

Mary Ward believed in an integrated community of mutual respect. She urged its members to "be seekers of peace and doers of justice" aiming for the goals of "freedom, justice, sincerity and joy" through courtesy and co-operation.

#### **The aims of our code of behaviour are:**

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the school community.
- To recognise and respect the potential of each individual: spiritual, emotional, intellectual and physical.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of the school.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed sanctions that will be used in response.

Students of Loreto College St. Stephen's Green are expected to observe the Code of Behaviour at all times while on school property, while traveling to or from school and while participating in any school related activity.

## **1. Regular attendance**

Students are expected to attend school as outlined in the school calendar and to attend all classes. Attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve her full academic potential and to benefit from all school activities and support initiatives.

Students are expected to attend school Monday, Tuesday, Thursday, Friday from 08:45-15:45. Wednesday 08.45 – 12.55.

If a student is absent, a note of explanation from the parent/guardian is required on the student's return to school in accordance with the Education Act 1998.

A teacher's permission is required for any absence from class.

Students must register daily attendance using the 'Anseo' swipe system. Failure to do so impedes record-keeping and health and safety procedures.

Students from first to fifth year are not permitted to leave the school grounds during the school day once they have entered the building. Any student who needs to leave school early must present a note at Reception from a parent/guardian giving permission to do so. The note must be countersigned by the Year Head. Before leaving the building, the student will be required to sign out at reception.

Sixth Year students may sign out at lunchtime and sign in on their return.

## **2. Punctuality**

Students are expected to be punctual for school and for classes. In addition to being essential for the efficient running of the school, learning to be punctual is an essential life-skill and is expected in the workplace. Lockers should only be accessed before school, during small break, at lunch-time and after school. Adhering to these times should assist students in arriving punctually for class. Late-coming is inconvenient for all members of the school community and will incur sanctions.

## **3. Work Habits**

It is imperative that students be adequately prepared for each class. This entails having the correct course material, textbook or ipad and having any assigned homework completed prior to the class.

Learning to complete homework tasks satisfactorily is an extremely important part of school life. Most importantly, it allows the class as a whole to make progress. It also ensures maximization of personal academic potential and is a vital element of personal development. In future

educational and work settings, learning to complete projects and adhere to deadlines is essential. Each student is assigned a school journal at the beginning of the school year. It is important to note that this is not for the personal use of the student, but it is rather a means of communication between student, teacher and parent. The school journal should be treated with respect and each student must have it with her in class every day and available for inspection at all times. Loss or defacement of the journal will incur a charge to replace it.

Academic honesty is central to the work ethic of the school. Students are expected to submit work which is their own composition.

Students are expected to behave with integrity when working with technological devices in the school. Use of school technology is intended for training and research purposes only and students are prohibited from using school technology for personal recreational use or from tampering with computer software in any way.<sup>1</sup>

Use of information technology in bullying or defaming any member of the school community will incur sanctions, as will any misuse of technology that brings the school into disrepute.<sup>2</sup>

#### **4. Health and Safety**

It is essential that students take very seriously their responsibility for their own safety and for the safety of others. Students must not behave in any way which results in discomfort, or upset for those around them. These principles are central to basic concern for others and form the basis of a caring, civilised society.

Students are strictly forbidden from entering St. Stephen's Green or Iveagh Gardens unaccompanied by a teacher at any time during the school day or while wearing the school uniform.

Students must take instructions from an adult in charge with regard to their personal safety. Students must use pedestrian crossings on approaches to the school and should take due care around the city centre.

Hot liquids may only be consumed in the canteen and 6th Year Common Room.

#### **5. Respect**

It is both kind and thoughtful to treat others with respect. It is expected that students treat their fellow students, staff and guests with respect. Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school, while in uniform and during school related activities, including work experience, community care, tours, trips and visits.

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<sup>1</sup> Reference should be made to the Acceptable Use Policy which is available on the school website.

<sup>2</sup> Reference should be made to the Anti- Bullying Policy which is available on the school website.

Appropriate and respectful behaviour should be displayed during Morning Reflection, announcements and assemblies.

Respect for the school premises and property is expected at all times. Graffiti or any other defacement of the school premises is strictly forbidden.

At this school, we strive to create the best environment for learning and for the growth and development of each student. As a caring school community, we hold that all cruel and abusive behaviour is unacceptable and repugnant to the ethos of the school.

Bullying is the ultimate breach of respect.<sup>3</sup>

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others and has no place in this school.

Bullying behaviour, by its very nature, may cause personal psychological harm and damage to the educational process.

## **6. Smoking/and or Vaping**

Smoking and/or vaping is prohibited on the school premises, when students are involved in school related activities or while wearing school uniform.

Smoking is extremely detrimental to health.

## **7. Alcohol and Illicit Drugs**

Students are prohibited from the possession or consumption of alcohol and from being under the influence of alcohol while on the school premises, when students are involved in school-related activities or while wearing the school uniform.

Use, possession of, or dealing illicit drugs by students on the school premises, while involved in school related activities or while wearing the school uniform, are strictly forbidden.

Any of the above activities will result in immediate suspension and may warrant expulsion.

Excess alcohol intake and abuse of drugs is detrimental to health and to academic success. Use of, possession of and trafficking in illicit drugs is prohibited by law.

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<sup>3</sup> Reference should be made to the Anti-Bullying Policy which is available on the school website.

In order to promote and nurture a safe environment, students aware of any breach of the above rules should bring it to the attention of the school management. Any such information would be regarded as confidential.

## 8. Uniform and Appearance

The school uniform helps promote a sense of belonging to the school community and is a visual symbol of Loreto College, St. Stephen's Green. We are very proud to have a uniform which identifies and distinguishes our students. It is understood that students choosing to enrol in our school accept that the full school uniform (including the wearing of the appropriate school shoes) must be worn during the school day, when representing the school, when on school trips and also travelling to and from school.

Parents are asked to show their support in this regard by cooperating fully with the school in ensuring that students wear the full school uniform every day.

It is essential that students maintain a high standard of personal appearance when wearing the school uniform. Students are encouraged to take pride in their school, its traditions and values, and should be conscious that when wearing the school uniform, they are representatives of the school and their behaviour should reflect this.

- The formal school uniform consists of a wine crested jumper and/or wine crested fleece, a wine and white striped blouse, a wine skirt worn below the knee or navy and wine school trousers (as supplied by designated school uniform supplier), white knee length socks or navy tights and appropriate flat brown, black, maroon, or navy leather shoes.
- Navy school crested jacket - No jacket other than the school jacket may be worn. All jackets must be removed on arrival at school and may not be worn in the school building.
- The PE uniform consists of a school sports top, school crested hoody, school navy tracksuit bottoms or school navy leggings. Appropriate sports runners must be worn by all students for PE class and when wearing the school PE uniform. In the interest of health and safety, casual footwear such as converse/pumps/uggs etc will not be permitted to be worn during PE. Runners or sports shoes must only be worn as part of the PE uniform, unless a certified medical reason is given. School skirt or school shorts may be worn as an option only **during** PE class or training.
- The sports uniform (tracksuit, leggings, hoodie, sports top etc.) and the formal school uniform (skirt/trousers, shirt, jumper etc.) must not be combined with the exception of the school fleece. The PE uniform may be worn on the day PE is timetabled. The full formal school uniform must be worn on non PE days and on other occasions as prescribed by school management.

- During the colder winter months, students have many options for warmer layers already included in the formal school uniform, including the school fleece, navy tights or school trousers. In addition a white vest or white base layer (with no visible logos, no polonecks) may be worn as part of the formal uniform for extra warmth during the winter months (November to the end of March).
- Appropriate protective clothing must be worn during Art, Home Economics and Science practical classes.
- Hairstyle - All student's hair must be clean and tidy at all times. Hair colour must be a natural shade with no coloured hair braids. Hair accessories must be discreet.
- The wearing of jewellery should be viewed in the context of the school policy of requiring a high standard of appearance at all times. Earrings should be confined to a single small pair, worn on the lobes for all 1st to 3rd years and to a maximum of two pairs of small earrings for 4th, 5th & 6th years. With the exception of a watch, no other jewellery should be worn due to safety in practical classes and PE.
- Facial/visible body piercings and visible tattoos are not allowed with the exception of 6th years who may wear a single small nose stud.
- The wearing of false nails, false eyelashes and false tan is forbidden for all students. The wearing of makeup is not allowed for 1st to 3rd years. Senior students (4th, 5th & 6th years) only are permitted to wear discreet makeup (excessive and inappropriate makeup will not be permitted). Nail decoration and extreme nail colours are not permitted. Nails should be naturally coloured and discreet.

**The school authorities reserve the right to exercise their discretion and interpretation of all of the rules above. Their decision is final.**

Any student who arrives at school and is not in full school uniform must report to their Year Head or a member of the SMT before the school day begins. The school has a substantial supply of the various individual items of school uniform in the school.

If a student attends school without the full school uniform they will be provided with a loan of the missing item/s of school uniform to be worn for the school day. For students who develop a pattern of coming to school out of uniform, their Parent/Guardian will be contacted and the appropriate measures adopted as the school authorities deem fit. Students in breach of any school policy will be dealt with in accordance with the school's Code of Behaviour.

## IMPORTANT NOTE

It is the responsibility of each parent/guardian to ensure that every item of their child's uniform is labelled clearly with their child's name. Please use a waterproof marker. The school cannot take any responsibility for any item of student property either lost, stolen or damaged while in school.

### 9. Mobile phones (Please refer to Mobile Device Policy)<sup>4</sup>

[Mobile Device Policy](#)

### 10. Chewing gum and popcorn

Chewing gum is forbidden in the school and while wearing both the school and sports uniforms, as it causes much damage especially in carpeted areas of the building and to school property. A fine of €10 which will be donated to charity will be enforced. Popcorn is only permitted in the canteen area.

### The Promotion of Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Loreto College, St Stephen's Green we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. At the beginning of each academic year, each class examines the Code of Behaviour with a teacher. The following structure is in place to help students adhere to the Code of Behaviour:

- Subject teachers
- Tutors
- Year Heads
- Deputy Principal
- Principal

In addition, the school has in place, a variety of rewards to recognise and mark achievements and efforts across the full range of school activities.

Rewards may include:

- A quiet word of acknowledgement for a student by a teacher
- Praise for effort, participation or achievement in class

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<sup>4</sup> Reference should be made to the Mobile Phone Policy which is available on the school website.

- A positive note in the student's journal to be signed by a parent or guardian
- Certificates posted home to recognise excellent punctuality
- A special mention by the Year Head at weekly assembly
- Special mention of an individual or a group on the daily intercom announcements or the interactive whiteboard
- The awarding of badges to mark special responsibility in areas such as sport, music and social justice
- Commendation and the presentation of certificates at the May Year Group Assembly to mark participation, effort and achievement
- The award of prizes for outstanding achievement or contribution to school life at the annual Prizegiving day

## Sanctions

At Loreto College, St Stephen's Green we understand that in the real world of school, on occasion, students will fall short of what is expected of them in terms of behaviour. A system of sanctions is in place. The aim of any sanction is, firstly, to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of Behaviour and may signal to other students and staff that their well-being is being protected.

Sanctions may include:

- Verbal reprimand
- Incident slip for repeated infringements
- Removal from a group within a classroom
- Being sent to reception to rectify breaches of the school uniform code or for chewing gum with an appropriate donation to charity
- Withdrawal of privileges
- Use of the ladder of referral, ie to the Year Head, to the Deputy Principal, to the Principal who decide on an appropriate sanction
- Short detention for a period during the lunch break
- Wednesday afternoon detention
- Being suspended from school for a limited number of days at the expiry of which the student returns to school and is facilitated by the pastoral team in reintegrating. Students may be asked to furnish a written commitment to improved behaviour and will always be assured of the opportunity for a fresh start. Suspension may be imposed when the Principal is satisfied that it is warranted by a single very serious offence or where other sanctions have failed to deal satisfactorily with repeated misbehaviour.<sup>5</sup>
- Being expelled from school.<sup>6</sup> In the case of very extreme behaviour, the Board of Management may decide to expel a student.

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<sup>5</sup> Reference should be made to the Suspension and Expulsion Policy on the school website.

<sup>6</sup> *ibid*



The Code of Behaviour was drawn up in consultation with teachers, students and parents/guardians. It was ratified by the Board of Management at its meeting in October 2017. It will be reviewed annually with a major review in 2022.

The Uniform & Appearance section was updated and ratified by the Board of Management at its meeting on 9th May, 2024.