



CODE OF BEHAVIOUR

Summary Sanctions

Conduct deemed prejudicial to good order and discipline

- Class disruption.
- Minor misbehaviour.
- Incomplete homework.
- Incomplete uniform.
- Not having correct books, copies, materials or PE Gear.
- Arriving late for class.



Referral

- Sanction available to all teaching staff.
- Referral Notice given to Class Head.
- Punishment exercise will be decided by the teacher.
- Punishment exercise must have an academic or pastoral dimension.



Lunchtime Detention

- Three Referrals merit the automatic issue of Lunchtime Detention.
- This sanction is available at the discretion of the Class Head, Deputy Principal & Principal, based on the objective evaluation of the referral.
- Class Head refers Detention Notice to the Principal /Deputy Principal including punishment exercise.

Saturday Detention

- Three Lunchtime Detentions merit the automatic issue of a Saturday Detention.
- This sanction is available at the discretion of the Class Head, Deputy Principal & Principal, based on an objective evaluation of the referral.
- Class Head refers Detention Notice to Principal/Deputy Principal.
- Saturday Detention Notice is sent to Parents/Guardians.



In-School Suspension

- Three Saturday Detentions lead to an In-School Suspension.
- This sanction is available at the discretion of the Deputy Principal & Principal, based on an objective evaluation of the referral.
- Class Head refers In-School Suspension Notice to Principal/Deputy Principal.
- In-school Suspension Notice is sent to Parents/Guardians.



Formal Suspension

- Three In-School Suspensions merit the automatic issue of a formal Suspension.
- This sanction is available at the discretion of the Principal based on an objective evaluation of the referral.
- Formal Suspension Notice is given to Parents/Guardians.



Principal: Mr. Daniel Hyland | Deputy Principal: Mr. Cormac Hannon

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1. The Principal has sole authority under the code of behaviour to issue to any sanction up to Formal Suspension to any student subject to the principles of *Natural Justice* and *Fair Procedures*
2. The Deputy Principal has authority under the code of behaviour to issue to any penalty up to In-School Suspension to any student subject to the principles of *Natural Justice* and *Fair Procedures*.
3. The Class Heads/Year Head have authority under the code of behaviour to issue to any sanction up to Saturday Detention to any student subject to the principles of *Natural Justice* and *Fair Procedures*.
4. The Class Head/Year Head/Deputy Principal/Principal have the authority to clear referrals subject to the principles of *Natural Justice* and *Fair Procedures*. It is advisable that the decision maker consults with the teacher involved in the referral.
5. The Students who have been referred for minor misbehaviour will find those misdemeanours filed for future reference should the student engage in a serious breach of the code of behaviour. The accrued referrals for minor misbehaviour will be expunged in a new school year.
6. **Data Protection:** All personal information recorded will be stored securely by the school and will be used for the purposes of the disciplinary action. These forms will be retained by the Principal for the duration of 7 years after the student leaves school. This information will not be disclosed to any third party without the students' consent, except where necessary to comply with statutory requirements or to provide normal services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about the student.



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Referral Number	Sanction
1	Discretionary and reasonable punishment exercise
2	Discretionary and reasonable punishment exercise
3	Lunchtime Detention
4	Lunchtime Detention
5	Lunchtime Detention
6	Saturday Detention
7	Saturday Detention
8	Saturday Detention
9	In-School Suspension
10	In-School Suspension
11	In-School Suspension
12	Formal Suspension



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