CODE OF BEHAVIOUR

We in Loreto Balbriggan endeavour *to develop all the abilities of our students in order that they realise their full potential and use their talents for the service of others. We also aim to encourage self confidence and self esteem in a happy atmosphere and structured environment.*
The school community, collaborating together in mutual respect, strives for holistic excellence.

Parental co-operation is considered fundamental to the implementation of the school's policy. By enrolling their children in the school parents indicate agreement with the aims and ethos of the school. This code applies to all school activities.

RESPECT AND COURTESY

The quality of relationships depends to a large degree on respect for each other, on courtesy and good manners. It follows that in Loreto Balbriggan it is expected that students will

- treat each other and all members of the school community with respect and courtesy both inside and outside the school.
- show kindness to everyone in the school community.
- contribute to an atmosphere of support and inclusion.
- take direction and instruction from all members of staff.
- not interfere with your fellow students' learning by disrupting or interrupting their lessons
- respect all school property and the property of your fellow students. This includes all books and any equipment loaned out to junior cycle students as part of the Schoolbook Scheme.

ATTENDANCE AND PUNCTUALITY

Full attendance is promoted in Loreto Balbriggan as it facilitates holistic participation in school life. Students are encouraged to take responsibility for their own learning and achieve their full potential through regular presence in class.

Punctuality is essential to school life as it leads to a better learning environment for all. It is integral to the efficient running of the school.

- Attendance at school is a legal requirement in accordance with the Education (Welfare) Act 2000. Students must attend school each day between 9.10 a.m. and 4 p.m., 9.10 a.m. and 1.20 p.m. on Wednesday. Under the Education Welfare Act, we are obliged to report absences aggregating 20 days to the Education Welfare Board.
- Students must go from class to class without delay.
- If a student has to leave school early, permission from parent or guardian must be given beforehand on Compass. Before leaving the school the student should then collect a departure slip from the office.
- Students must remain on the school premises at lunchtime. This does not apply to:
    - 6th Year students
    - Students who have a lunchtime pass.
      To obtain a lunchtime pass a student must
        - live a short distance from the school

    - have written permission from a parent/guardian
    - present their journal to the relevant Deputy Principal
- Students may not absent themselves from class. Anyone feeling unwell should report to the office.
- Attendance at all school activities, including those outside school premises, is expected for those involved.
- A transition year student who is absent for 20 days or more without medical certification will not graduate at the end of the year.

CORRESPONDENCE

Communication with parents is essential to the effective running of the school.

- Parents/guardians and students will receive communication from the school through the Compass portal via push notification, newsfeed and/or email. The school cannot accept responsibility for missed communications due to out-of-date or incorrect contact details entered into Compass and it is very important that these are checked by parents to ensure they are right.
- Parents/guardians wishing to communicate with a teacher should do so only through the school office, 01 8411594. If the teacher is unavailable at that time, please leave details (name, daughter's name and class, telephone number and purpose of call) and a return call will be made at a convenient time.
- Letters addressed to parents/guardians should not be opened by students and should be delivered promptly.
- Communication by telephone between students and parents/guardians must be made through the school office and **not** on personal mobile phones.
- Parents/guardians and students should make frequent reference to the school website, www.loretobalbriggan.ie and monitor your child's profile on the compass portal.

STUDENT MOBILE PHONE

While Loreto Balbriggan accepts that it is a student's right to have a mobile phone, the following aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

- Where a student brings a mobile to school, the phone must be switched off (unheard and unseen) and may not be used on the school premises - at any time, for any purpose - unless directed by a teacher. This includes contact with parents. Students are directed to use the school telephone to contact parents, if needed and if appropriate. Similarly, parents/guardians are asked not to contact students by mobile at any time during the school day. Contact should only be made through the school office.
- Failing the above, students will have the phone and the sim card confiscated until the end of the next school day.
- When a student's phone is confiscated the parent/guardian will be notified before the end of the school day.
- On a second occasion of confiscation within an academic year, a major offence will be recorded on the student chronicle and a detention will apply.
- No photographs may be taken or recordings (video or audio) made with mobile phones. Using phones in such a way can seriously infringe on people's rights.

- The school reserves the right to view the contents of the confiscated mobile phone, in the presence of the student, to ensure it contains no images or information which might compromise any member of the school community. Any photographs or recordings taken in the school building, on the school grounds or during any school activity, in or outside the school may be removed before the phone is returned.
- Students participating in school-related activities (e.g. study, extra-curricular activities, school trips, tours and all school events) must abide by the mobile phone rules governing these activities. On these occasions students are permitted to take suitable photographs and recordings, with teacher's permission, however students and visitors should be ethically and morally mindful of posting on social media and of keeping in-line with privacy laws.
- Incidents where students use mobile phones to bully other students will be treated as serious breaches of discipline. See Bí Cinealta. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school will consider it appropriate to involve the Gardaí in such incidents.
- The school accepts no responsibility for loss, theft or damage to mobile phones on the premises. The safety and security of mobile phones is wholly a matter for students/parents/guardians.
- It is strongly advised that students use passwords to ensure that no unauthorised use of their phones can be made.
- Students who refuse to hand over their mobile phone when requested will be suspended.

The above should be read in conjunction with the Acceptable Use Policy and Bí Cinealta which reference mobile phones and other electronic devices.

UNIFORM AND APPEARANCE

Students should be aware that they represent the school at all times when wearing the school uniform (precise details of the uniform are found on the school website) and that their behaviour and appearance should be in keeping with the ethos and values of the school.

- Students are expected to wear the uniform in a neat and tidy fashion.
- The PE uniform should only be worn on the day PE is timetabled. The normal school uniform must be worn on non PE days, including days when students have training or a match but do not have PE timetabled for that day.
- All items of uniform should be marked clearly with the owner's name in indelible ink.
- Footwear should be flat and plain black/navy. Any form of converse or Uggs are not permitted with either uniform. PE footwear should be suitable for sport with
- white soles.
- Students may wear four discreet studs in total and one ring on each hand.
- Students may wear two pairs of discreet earrings and one ring on each hand. One discreet gold or silver chain and subtle bracelets are also permitted.
- Facial/visible body piercings and visible tattoos are not allowed with the exception of a single nose stud.
- If worn, makeup should be light and discreet. Excessive and inappropriate
- makeup is not permitted.
- Eyelashes that do not present as natural are not permitted.
- For health and safety reasons, long acrylic nails are not allowed.
- If worn, nail polish should be clear or pale pink. No inappropriate nail decoration or extreme nail colours are permitted.

- Hairstyles must be neat and tidy. Hair accessories must be discreet and navy, bottle green, black or white. Students are not allowed to shave their heads and they are expected to maintain one natural hair colour.
- Gloves, hats and scarves should be of school colours (navy or bottle green).
- Non-uniform items will be confiscated.

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

HOMEWORK AND JOURNAL

Homework reinforces schoolwork. It should be completed to ensure that students make the most of their opportunities to get a good education.

- Homework must be completed. If not, the student journal must be presented to the subject teacher with an explanatory note.
- The journal must be produced when requested.
- All students are obliged to have a student journal with them every day to record their homework.
- It is the students' responsibility to catch up on classwork and homework if they miss a lesson.
- TY students are expected to use their journal to record all course work for subjects and modules and all activities they are involved in during the year. They are expected to complete the weekly reflections and other content in the journal when they have some free time during the day.
- Students are responsible for keeping journals in good condition. The Year Head may request the student to replace a journal in unacceptable condition, at a cost of €12.

HEALTH AND SAFETY

All members of the school community have the right to work in a safe and healthy environment, free from any form of harassment, intimidation or bullying. Irresponsible or anti-social behaviour will not be tolerated.

- The use or handling of any illegal substance is strictly forbidden.
- Smoking (including vaping) and alcohol are forbidden in school at all times, during all school-related activities and on all occasions where the school uniform is worn.
- Interfering with safety equipment or notices is a serious offence.
- Students must observe the one-way system and move between classes without running.
- Students are expected to behave in a safe and orderly manner whilst travelling to and from school.

AWARDS AND AFFIRMATIONS

We believe that praise and helpful advice demonstrate support and care for the student and go far towards establishing good attitudes and behaviour.
Below are some examples of how this support is demonstrated:

- Recognising and giving positive feedback about behaviour and attitude
- Merit on Compass and by email to parents/guardians
- Reduced homework, night off homework
- Subject-related games
- Trips, outings, films
- Class prizes
- Work exhibited or posted on school social media
- Recognition of achievement at assemblies / on the intercom
- Opportunities to participate in school and public competitions
- The individual teacher may adopt an award system for his/her class
- An annual prize giving ceremony is held at the end of the school year. The talents, achievements and efforts of students across all aspects of school life, including attendance, are acknowledged and rewarded.

INAPPROPRIATE BEHAVIOUR

The aim of the Code of Behaviour is to provide an environment which is supportive of the learning of every student. Strategies for dealing with misconduct focus on the behaviour, not the person, as the problem. The strategies are used to help all students appreciate and benefit from a positive learning environment. In dealing with students who do not follow the Code of Behaviour, we aim to help those students to learn that their behaviour is unacceptable and to help them recognise the effects of their actions and behaviour on others. Students can learn to take responsibility for their behaviour and to realise that they have choices and that all actions have consequences. It can also serve to signal to other students and staff that their well-being is being protected.

CHRONICLE POINTS

1 POINT - One Chronicle point will be recorded in each of the following cases:

- Failure to present homework
- Copying of homework
- Failure to have correct books and/or materials for class
- Late-coming
- Talking in class
- Failure to provide relevant notes promptly
- Failure to have journal signed
- Littering
- Failure to wear school uniform/comply with school dress code
- Use of bad language
- Chewing gum
- No P.E. gear
- Use of locker outside allowed time

This list is not exhaustive

Note:
If five Chronicle points are recorded in close succession, a detention will apply.

5 POINTS - Five Chronicle points will be recorded in each of the following cases:

- Showing disrespect to a member of the school community
- Unruly or aggressive behaviour or language while in school uniform inside or outside school
- Interference with fellow students' right to learn
- Disruptive behaviour in class
- Bullying
- Using parent/guardian log-in details on Compass
- Forging parents'/guardians' signatures
- Theft
- Copying at exams
- Graffiti and other damage of school property
- Smoking/Vaping
- Abuse of substances
- Missing school/class without permission
- Not following the school Acceptable Use Policy
- Not following the mobile phone policy
- Second or subsequent use of mobile phone without permission
- Not following the Code of Behaviour while participating in school-related activities
- Not attending detention
- In a toilet cubicle with another student(s)

This list is not exhaustive

Note: The above will result in detention or suspension, as deemed appropriate by School Management.

Students are expected to behave in an appropriate manner both inside and outside the school. Any behaviour which brings the school's reputation into disrepute is deemed a serious breach of the Code of Behaviour.

PROCEDURES FOR WHEN A STUDENT DOES NOT FOLLOW THE CODE OF BEHAVIOUR

Outlined below are the procedures for dealing with students who do not follow the Code of Behaviour. At any stage the Principal/Deputy Principal may be consulted and participate in the process.

1. Misconduct will be dealt with by the class teacher in the first instance – reasoning with students advice on how to improve).
2. Sanctions will be recorded using the Compass chronicle
3. Repeated misbehaviour will result in referral to the form teacher
4. Persistent or serious misbehaviour will be reported to the Year Head
5. A student may be put on report. This report is used to closely monitor attendance, behaviour and/or work effort.

6. If a student is un co-operative, disrespectful or consistently disruptive in a particular class, she may be suspended from that class for up to a week, to allow other students to progress with their work. The student involved will be supervised.
7. When five Compass Chronicle points have been recorded the pupil will be assigned a detention.
8. Detention will take place on a Tuesday afternoon from 4.10 – 5.10 p.m. Parents will be informed of this in writing/email in advance to enable them to make any necessary travel arrangements.
9. After the second consecutive detention or otherwise on the third non consecutive detention:
    (a) Principal or Deputy-Principal will be informed
    (b) Pupil will meet Deputy-Principal, form teacher and/or Year Head
    (c) Parents will be informed in writing and/or a phone call
    (d) Parents and student may be requested to meet school personnel

    Suspension may also occur at this stage at the discretion of the Principal.
10. In the event of a serious breach of discipline the process of sanctions may start at stage eleven.

During COVID 19 restrictions this particularly applies to any behaviour that undermines the school's capacity to stay open or, given the inevitable increased reliance on digital technology, that seriously breaches the school's Acceptable Usage Policy.

11. Suspension from school can be imposed at the discretion of the Principal/Board of Management.

INTERVENTIONS

The following interventions may be used to assist students and to give specific help to those who find it particularly difficult to uphold the Code of Behaviour.

- Interview between students and member of staff, usually the Form Teacher and/or Year Head and/or Deputy Principal
- Referral to a Guidance Counsellor or Chaplain
- Referral by the school to an outside agency for assistance in behaviour modification

- Referral to a psychologist for testing and/or help in behaviour modification.

This policy was fully reviewed on 12/10/21 by Paula Gartland, Glenda Finneran and Rachel Gallen following on from consultation with staff, parents and students.

This Code of Behaviour should be read in conjunction with the following:

Acceptable Use Policy

Attendance strategy

Bí Cinealta

Signed: Veronica McDermott Date: 15th June 2026

Chairperson, Board of Management

Signed: Niamh McNally Date: 15th June 2026

Principal