

St Peter's College,
Dunboyne, Co. Meath
71950F

Code of Behaviour

Implemented: 15th June 2026

Review Date: 20th June 2027

Signed: Maria Murphy (Chairperson of BOM)

'The Code of Behaviour (conduct) is the set of programmes, practices and procedures that altogether form the school's plan for helping students in the school to behave well and learn well'.

(Page 2, NEWB Guidelines)

1. Mission Statement

Everybody in St Peter's College is entitled to an education in a safe and healthy environment and in an atmosphere of **Dóchas** (hope), **Dúchas** (faithfulness), **Díocas** (commitment), and mutual respect. It is the responsibility of all members of the school community to create this environment. St Peter's College places a strong emphasis on acknowledging and commending positive behaviour, academic excellence, and participation in all school activities.

This policy applies to all students of St Peter's College and relates to all school activities both during and outside school hours. Once a student is recognisable as a student of St Peter's

College (i.e. wearing our school uniform) then the school reserves its right to safeguard its good name.

There are some basic principles that underpin our Code of Behaviour. These include:

- Creating a safe, secure learning environment for all students and staff by promoting a sense of mutual respect among all members of the community.
- Implementing effective procedures which allow for the day to day running of the school and which meet the demands of current legislation.
- Providing clarity about expectations and responses for students
- Recognising that everyone's behaviour matters.
- Focusing on promoting good behaviour and self- discipline
- Recognising the importance of relationships
- Focusing on personal responsibility
- Ensuring fairness and equity
- Promoting equality
- Recognising educational vulnerability
- Attending to the welfare of students
- Promoting safety and freedom from threat

Outlining the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.

2. Organisation of School Discipline

2.1 Clearly defined Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour. Clearly defined roles and responsibilities allow for consistency among staff as well as ensuring that there is a planned approach to helping students to change their own behaviour.

2.2 Students:

The school expects that students irrespective of age will, at all times, adhere to and uphold the code of behaviour.

2.3 Teachers:

The school acknowledges the role of teachers in the development and operation of the code of behaviour. The school recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. Teachers in St Peter's College have special responsibilities for operating as Tutors, Ceannairí (Year Heads), Guidance Counsellors and Learning Support teachers. The teaching staff may refer issues on to the psychological services and other agencies when required. Teachers review the Code of Behaviour annually and ensure that they are aware of all changes and implement the policy as written.

2.4 Deputy Principal and Principal:

Management are involved in establishing structures and procedures for the implementation and monitoring of the policy. They ensure the policy is reviewed regularly and after an appropriate length of time. The Principal reports to the Board of Management at each meeting regarding breaches of the Code of Behaviour that has led to suspensions or expulsions.

2.5 Ancillary staff:

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful delivery of our code of behaviour. In particular, they have responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

2.6 Board of Management:

The Board of Management is the decision-making body of the school. The school acknowledges the role of the Board of Management in the development and operation of the code of behaviour. All policies are developed with the authority of the Board and must be approved by it before becoming official school policy. The Board of Management has a statutory obligation to provide students with a safe place to learn and staff with a safe place to work.

2.7 Role of Parents/Guardians

The support and co-operation of parents and guardians is essential to the effective operation of the Code of Behaviour. The purpose of this policy is to keep parents informed of any problems before they escalate. Parents are asked:

1. To work with the school to ensure their child(ren) receive the best education possible.
2. To keep in contact with the school.
3. To only allow their child to leave school during the school day for urgent medical appointments. If such an emergency arises, to give their child a note in their journal to be presented at the main office or add an attendance note to Compass and to collect their child to attend all appointments. **If a parent is not in a position to collect their child, they can nominate another adult.**
4. To ensure that pupils attend regularly and punctually.
5. To regularly check the school journal to ensure homework is being recorded and completed.
6. To regularly check the students Educational Profile on the school system to monitor comments from teachers and to view students' academic reports.
7. To provide written explanation for unavoidable absences or lateness in the appropriate section of the journal or by adding an attendance note on Compass.
8. To inform teachers if problems are encountered relating to homework/schoolwork.
9. To attend parent/teacher meetings.
10. If at any time a student is experiencing personal difficulties, such as those caused by serious illness in the home, bereavement or if they have any other cause for anxiety, parents are urged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties.
11. To ensure your child has the correct school uniform including footwear each day that they present to school.

**NB Parents who need to meet a teacher must make an appointment through the office.
All parents must check in at reception on entering the school grounds.**

2.8 Students over 18 who have removed their parent/guardians from their contact details must on their own behalf comply with the points in 2.7

3. Responsibilities of each student

3.1 All students of St. Peter's College are always expected to be respectful and mannerly.

Because:

1. St. Peter's College is a friendly, caring, and happy place.
2. This creates a positive, productive environment for all to work in.
3. Respecting others is part of community living.
4. Respecting others means maintaining appropriate boundaries.

This means:

5. Greeting people in a polite and friendly way.
6. Allowing everyone to contribute in class.
7. Respecting the opinions of others.
8. Never using physical violence, intimidation or making threats of violence.
9. Following a teacher's instruction without question.
10. Never using inappropriate language or gestures.
11. Not behaving in a defiant manner towards any member of the school community.

3.2 All students of St. Peter's College are expected to wear the full school uniform as intended and present themselves in a clean, neat and tidy manner.

Because:

1. The uniform represents the students respect for themselves, the school, and others.
2. The uniform promotes the equality of the student.
3. The uniform promotes a sense of pride in the school community.

This means:

4. Junior students wear a white shirt, green jumper, school skirt or navy trousers, black leather shoes (see PowerPoint presentation on the school website) and a green jacket.

5. Senior students wear a white shirt, green jumper with mustard stitching around the collar, school skirt or navy trousers, black leather shoes (see PowerPoint presentation on the school website) and a navy school jacket.
6. No bobbins etc. are to be used to tie jumpers or jackets up. Any student using a bobbin or other items to tie up their jumpers will be asked to remove them.
7. For PE, please see section 8.3 below.
8. Durags may be worn but they must be a single block colour with no branding.
9. All items of clothing should be clearly and discreetly labelled.
10. Any non-school jackets will be confiscated. Parents can collect these jackets from the school office.
11. Nails must be kept neat and tidy – this means no longer than 1.75cm from the nail bed.
12. Only senior students may wear eye makeup. Junior students who present with eye makeup will be sent to the main office and be required to remove the eye makeup before attending classes.
13. Students may wear light foundation and lip gloss but lipstick is not allowed.
14. Students who do not present to school in full correct uniform will be placed on detention. If there is repeated failure to wear complete uniform (including footwear) parents/guardians will provide a second set of uniform including footwear to the school.

3.3 All students in St. Peter's College are expected to attend classes and to remain on the school premises throughout the school day.

Because:

1. Regular class attendance is essential for learning and progress.
2. The school has a duty of care for the students during the school day.

This means:

3. Written permission is required for any absence from school or class.
4. "Mitching" - playing truant from school is unacceptable and will lead to a suspension from school.

5. Junior students have no permission to leave the school grounds during break time or lunch time unless they have signed out at the student office with their parent/guardian.
6. To leave the school grounds during the school day all students must sign out at the student office (and be collected by their parent/guardian if they are under 18).
7. Senior students who do not return to school after lunch will be recorded as absent and this will be treated by Ceannairí as truancy. Senior students must sign out at the office at lunch time if they are not returning after lunch.
8. Following signing out for an urgent medical appointment, students will only be allowed to sign back in to attend classes on presentation of a medical attendance note or in the presence of a parent.
9. Teachers will not permit students to class who are marked absent in previous classes and have not signed in at the office.
10. If students do not sign back in on the day of the appointment, they must present the medical attendance note on their return to school or upload to Compass or they will be considered truant and will face sanction for truancy.
11. All students (under and over 18 years old) who wish to sign out as they are unwell must be collected by an adult who will take responsibility for their care.
12. If a pattern of uncertified absences is noted by the school, the Ceannaire will contact parents/guardians/student to ascertain if there is a medical reason for absence. If this pattern continues without medical certification, then all such further absences will be recorded as USA – Unauthorised Student Absence. Students with USA on their profile will receive a suspension and will not be permitted to attend any school tours, non-curricular trips or events. This information will be noted on any school references and students may not be considered for some school awards.

3.4 Students of St. Peter's College are always expected to have their Journal with them.

Because:

1. It is a record of home and school communication.
2. It is a record of all homework assignments.
3. It is a reminder of equipment needed for class.
4. It is a record of positive and negative behaviour.
5. It contains valuable information necessary for student life.

This means:

6. Having your journal on your desk during class.
7. Recording all homework assignments in it.
8. Presenting it to your Tutor on your first day back after absence.
9. Producing it when requested by any member of staff.
10. Getting your parent or guardian to note any appointments or concerns in it.
11. Keeping it in good condition.

3.5 All students of St. Peter's College are expected to be organised and prepared for class.

Because:

1. Lessons can start on time and achieve maximum learning.
2. Being organised will prevent you from being late for class and avoids disruption to the teaching and learning to you and others.
3. Learning cannot take place without the relevant books or equipment.
4. Labelling prevents loss of belongings.

This means:

5. Labelling all personal property and books.
6. Knowing your timetable and having it written into the homework journal.
7. Organising relevant items for class the night before (e.g. PE gear, ingredients etc).
8. Not going to lockers between classes.
9. Organising class materials before school starts, at break time and at lunch time.

3.6 Students of St. Peter's College are expected to fulfil all responsibilities regarding their homework and classwork:

Because:

1. Homework is an integral part of school life.
2. Homework reinforces the learning which took place in class.
3. Homework allows students to work to deadlines and to participate in independent learning.
4. Homework helps students to focus on areas requiring further work.
5. Revision is essential for maximum performance in exams.

This means:

6. Recording all homework in the school journal – written, oral, aural, project and practical work.
7. Completing homework neatly, in full and on time.
8. Being willing to comply with all instructions and participate fully in tasks given by the teacher.
9. Finding out and completing homework missed through absence or extracurricular activities.
10. Homework must be your own work – artificial intelligence (AI) can only be utilised under the instruction of the teacher.

3.7 All students of St. Peter's College are expected to be punctual and to account for absence, lateness, or appointments in writing from parents or guardians.

Because:

1. Everyday counts.
2. Being punctual allows class to start on time.
3. Punctuality promotes personal responsibilities and respect.
4. The school has a legal responsibility to keep accurate records.

This means:

5. Being in class on time for the commencement of first period.
6. Presenting appointment note to class teachers and Tutor.
7. Reporting to the main office if you are late to school.
8. Seniors must sign out at the beginning of lunchtime if they are not returning to classes after lunch otherwise, they will be considered as truant.
9. Going promptly to each lesson.
10. Parent/ guardian notifying the school on the first day of absence.
11. Signing out only if a note is presented in the Journal to the main office.

3.8 No student of St. Peter's College is permitted to have a mobile phone, smart watch, smart glasses or any internet enabled device on school grounds. Please refer to the schools Acceptable Use Policy.

Because:

1. Electronic devices cause distraction and disruption to a productive learning environment.
2. Recording people on undisclosed electronic devices is an invasion of personal privacy and can cause major upset and embarrassment.
3. The use of mobile phones on school property and during school hours can facilitate bullying.

This means:

4. Leaving mobile phones, smart watches, smart glasses or other internet enabled devices at home.
5. Students are not allowed to use devices at any point during the school day.
6. Students are not allowed to charge devices on site. Any device found being charged will be confiscated in line with the Acceptable Use Policy.
7. If students choose to bring devices on site, the safety of those devices is solely the responsibility of the student.
8. Parents should not attempt to communicate with students through their mobile phones during the school day.
9. All communications between parents and students must be through the school office.
10. A student must hand over mobile phones or any other internet enabled device if they are seen, heard or found by a teacher. Failure to do so will lead to a suspension for the student.
11. During class times the PE hall and surrounding grounds are considered part of the school campus so mobiles etc cannot be used in these locations.
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3.9 All students of St. Peter's College are expected to comply with the law in relation to illegal/controlled substances (drugs, alcohol, vapes, snus, cigarettes, e-cigarettes etc). Please refer to Substance Use Policy.

Because:

1. These substances are illegal/controlled/not permitted on school grounds or while in uniform.
2. These substances are addictive.
3. These substances have serious health consequences.

This means:

4. No student should use or be in possession of illegal/controlled substances. Any student found to be in possession of such substances will face disciplinary action up to and including expulsion from St. Peter's College.
5. No student should be found to be distributing any illegal/controlled substance to other students, including vapes or vaping products, on the school grounds or in school uniform. This will lead to full disciplinary action being taken up to and including expulsion from St. Peter's College.
6. No student is allowed to come on site under the influence of alcohol or any illegal substance.
7. No student is allowed to consume alcohol, smoke, vape on the school premises or in school uniform or during school related activities.

3.10 All students of St. Peter's College are expected to respect the school property and that of others.

Because:

1. Stealing is a crime.
2. Damage to school property causes cost and distress.
3. Misuse of school equipment can lead to injury.
4. Defacing school property damages the appearance of the school.
5. Littering is unacceptable and unsightly.

This means:

6. Under no circumstances is chewing gum permitted on the school grounds. It leads to the defacement of the school grounds and school property. A student found chewing gum will be asked to bin it and will be placed on lunchtime detention. If

a student is repeatedly found chewing gum, they will be given a gum cleaning detention by their Ceannaire.

7. Stealing (taking without express permission) of a students, teachers or school property is totally prohibited (The monetary value associated with the items is irrelevant.)
8. Moving another person's property without permission is prohibited.
9. Being careful with all school property and equipment to prevent damage to it.
10. Following instructions on the safe use of equipment.
11. Not writing or drawing on or defacing any school property.
12. Keeping classrooms clean and tidy. Placing all chairs on desks at the end of each school day.

4. Expected Behaviour

4.1 In-class Behaviour

The school is a learning environment. It is important, therefore, that a high standard of discipline is maintained so that all students can benefit from their classes.

1. Parents/Guardians are required to understand that **authority within the classroom rests with the staff member in charge of the classroom.**
2. Students are required to respect the right of other students to learn and must not disrupt the progress of class work.
3. Bad language, intimidation, offensive or disruptive behaviour, this includes talking out of turn or not taking your assigned seat, will not be tolerated and will be subject to serious sanction.
4. Students are expected to come to class in good time with all books and/or equipment required for the lesson in question.
5. Students are required to enter and leave classrooms in an orderly manner following the teacher's instruction.
6. Homework assignments must be written into the homework journal at the end of each class and must be completed on time.
7. Students should address each other and staff politely.
8. When students are on a school device they must adhere to the Acceptable Use Policy.

4.2 Behaviour on Trips and Outings

When on trips and outings away from the school each student is expected to remember that they go as a representative of the school and must at all times behave in an exemplary manner, complying with all directions of the person(s) in charge. All school rules remain in force while participating in such trips and outings, including the ban on smoking and the consumption of alcohol and/or other illegal/controlled substances.

5. Compass

Compass is an online platform that is used to record and monitor student behaviour. All parents and students receive Compass access information. St Peter's College requests that all parents download the Compass App to their mobile phone. If a student has misplaced their login details, please contact the school office at StPetersCollege@lmetb.ie.

- Compass holds a record in relation to a student's attendance on a daily basis.
- Compass holds a record of a student's behaviour recorded throughout the school day.
- Any homework or deadlines missed will be recorded on Compass.
- All student reports can be accessed on Compass. They are no longer posted home.
- Parents are encouraged to check the Compass App on a regular basis.

6. Study

An essential requirement for good study is to have goals and objectives. Clear career aspirations can provide motivation for students. Good study habits are essential if you wish to make progress in school. The following points may prove useful and helpful:

- Students are expected to record homework in their journal at the end of each class.
- Homework should be completed to the best of every student's ability.
- Constant revision is a necessary part of schoolwork.
- Time missed from school should be made up on the return to school.

7. Rewards:

The school believes that it is important to acknowledge and reward, in a positive way, those who demonstrate a high level of co-operation and good behaviour and live out the values espoused at the beginning of this policy. Positive class behaviour is recorded on Compass. Positive behaviour whilst on trips and/or achievements in extra-curricular activities are rewarded by teachers publicly complimenting the students on the school intercom, school

social media pages, school screens around the building and at year group assemblies. The Harmony programme is also run in the school to promote good relationships and behaviour in our students.

Commitment, Academic Progress, Citizenship and Positive Behaviour are all areas in which students can be rewarded. St. Peter's College holds a student Awards Day at the end of each academic year. Awards are given to students who have contributed to the life of the school through their efforts, talents, co-operation, and personal qualities. Some categories recognised are:

- Achievement both academic and extra-curricular
- Full Attendance
- Subject specific awards
- Brádan Feasa – Student of the Year
- Sports Awards
- Arts Culture Awards
- Principal's Awards
- Academic Awards

There is also a Caomhnóirí and Monitor System in place in St. Peter's College. This gives students an opportunity to exercise responsibility and to show leadership and initiative. It enables and promotes student voice in St. Peter's College.

8. Dress and Appearance

8.1 Acrylic Nails, Gel or False nails

For health, safety and hygiene reasons, students are encouraged **not** to wear acrylic nails, gel nails or fake nails during school term. For practical subjects' acrylic nails are highly impractical. It should be noted that the wearing of acrylic nails is penalised during practical state exams. For PE acrylic nails pose a serious safety risk for students wearing them. **All nails must be kept neat and tidy, no longer than 1.75cm from the nail bed.**

8.2 Jewellery

It is suggested that students do not wear expensive jewellery to school as the school cannot be responsible for the loss of such property.

Students can wear discreet earrings in their ears.

Only plain stud facial piercings may be worn (2mm in diameter) consisting of plain metal or plastic retainers or plain facial hoop (no greater than 8mm diameter). No crystal studs or facial

hoops greater than 8mm diameter are permitted. Any non-compliant facial studs/hoops will need to be removed to attend class.

It is strongly advised that body piercings are not worn to school as they pose a serious health and safety issue during PE and extra-curricular activities.

8.3 School Uniform

Students who present to school in incorrect uniform will be placed on detention.

Students who present in PE gear on a non PE day or fully out of uniform will not be permitted to class and will be placed on detention.

1 st , 2 nd , 3 rd Year Uniform	4 th , 5 th 6 th Year Uniform	PE Uniform
• Green Jumper with school crest • White shirt • Kilt – <u>must be worn to the middle of the knee</u> or Navy trousers • Green school jacket • Black leather shoes	• Green jumper with gold stitching around the collar and school crest • White shirt • Kilt – <u>must be worn to the middle of the knee</u> /Navy trousers • Navy school jacket • Black leather shoes	• All students must the wear school issued crested tracksuit bottoms or leggings or shorts. • Junior students must wear PE jumper or PE half zip and school polo shirt or school PE top. • 4th Year/Transition Year students must wear the PE Jumper/PE half zip or TY hoodie and the school polo shirt or school PE top.

	Transition Years are allowed to wear school PE gear to school on days when they are involved in physical activities. Transition Years will only be allowed to attend non-sporting events representing the school in full school uniform including footwear. Transition years should have at least two school polo shirts/school PE tops and two PE bottoms.	• 5th and 6th Year students can wear any school issued school hoodie, the school polo shirt or school PE top. • Students who present for PE in non-school issued PE gear will not be permitted to participate in PE class and will be placed on detention.
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8.4 Representing the school on non-curricular activities, extra curricular trips or matches.

Students will not be permitted to represent the school while on Ceannaire Diary or if they have been suspended during the academic year or have unauthorised student absence (USA) on their profile.

Students leaving the school grounds on any activity must be in full school uniform including footwear unless instructed to wear school PE gear due to the nature of the activity.

Students on school teams must wear full school PE gear when representing the school. Students who present in non-uniform sports gear will not be permitted to tog out, to get on a bus or attend class and will be sent home.

9. Leaving the School Premises

Students are not allowed to leave the school grounds during the school day. When at all possible, please try to arrange all medical/dental appointments outside of school hours. However, if there is no alternative and your son/daughter must leave school the following procedures must be followed.

1. Student must have a dated note in their journal from a parent/guardian or an attendance note on Compass.
2. Student can only leave class at the time specified on the note and must show it to their class teacher before leaving.
3. Student must present this note at the school office.
4. A parent or nominated adult must collect the student from the school office.
5. If a student is returning to school after an appointment they must be in the company of their parent or the attendance slip of the medical appointment must be presented to the office when signing back in to be admitted to classes.

9.1 Lunch time

Only senior students are allowed off the school campus at lunch time. All students must be back on site to be in class on time for period seven. Any student late from lunch will be placed on detention by their class teacher. If a student is repeatedly returning late the privilege of going downtown at lunch will be revoked. No student can leave the school campus at little break. Students are not allowed to enter the community centre building at break or lunchtime without a teacher's permission.

Senior students who do not return after lunch will be considered truant if they have not signed out at the office at the beginning of lunchtime.

10. Accident and Sickness Procedures. Please see First Aid policy.

It is the responsibility of all students to report any accidents that occur either to themselves or to others.

In the event of a student with a well-known medical condition, the school should receive all relevant information. It is the parent/guardian's responsibility to provide the school with all necessary medical information. The school expects that a student only attends school when they are feeling well. If, however, a student arrives to school unwell, contact will be made with

a Parent/Guardian to arrange for them to go home. It is essential therefore that we have three valid phone numbers to allow us to contact a student's Parent/Guardian or emergency contact. (Collected on enrolment)

In the case of an injury being sustained on the school campus

- Basic first aid will be administered on site.
- Contact will be made with Parents/Guardians where deemed necessary.
- In the event of an emergency an ambulance will be called.

All head injuries will be treated as concussion and contact will be made with Parent/Guardians to arrange for the student to be collected and brought home for further monitoring.

11. Care of Belongings and Property

Students are responsible for their own belongings. Students should not bring valuable items to school. It is recommended that all students jumpers and coats are labelled with the student's name. The school is not responsible for any articles lost or stolen on the premises.

Students who cause damage to school property or to the property of others will face sanctions. In some circumstances a student may face expulsion from school and will be expected to pay for repairs or replacements.

12. Lockers

Lockers are available for use for all students. It is the responsibility of each student to ensure that their locker is secured with a school issued padlock or combination lock. The combination or code should not be shared with anyone else.

Students can access their lockers during the following times:

- In the morning before period one class.
- During little break and lunchtime.
- End of the school day.

No student is permitted to be at their locker between classes. If a student is found to be at their locker between classes, they will face a sanction and if this occurs on numerous occasions the privilege of having a locker will be revoked for a period of time.

We remind parents/guardians and students that lockers are the property of the school and can be inspected by school authorities at any time.

13. Students who drive to school

Students are not permitted to park on school grounds. During school hours the community centre and its grounds are part of the school premises.

Students should not park in the adjoining housing estates during the school day as this causes obstruction for bin collection and ambulances. Students who drive to school must make arrangements with their friends who live in the vicinity of the school to park at their houses.

Students who drive to school are reminded that they will face a sanction if they are found to have transported students under 18 during the school day without written permission in their homework journal from those students' parents.

14. School Policies

Students (and Parents/Guardians) are requested to read and be familiar with the following Policies/Guidelines on a yearly basis:

- 1 Anti-Bullying policy
- 2 Substance Use policy
- 3 Acceptable Use Policy
- 4 Attendance and Participation policy
- 5 Admissions policy
- 6 Child Safety Statement
- 7 Homework policy
- 8 Health and Safety Statement
- 9 RSE Policy
- 10 Healthy Eating policy
- 11 Data Protection

14. Promoting good behaviour In St Peter's College

1. Verbal praise for student in private/in class/at assembly
2. Positive notes in the Journal or on Compass student profile
3. Díocas programme, stickers, pins, postcards and prizes
4. Restorative practice
5. Stamps/Stickers in the Journal

6. Phone call home to parents
7. Small prizes throughout the year
8. Display of student work in classrooms and on corridors
9. Leadership Roles given to pupils: Monitors, Caomhnóirí, Student Council representatives
10. Prize- giving ceremony in May every year. Awards for attendance, good behaviour, hard work, citizenship, sporting, and cultural activities will be presented.
11. Public acknowledgement of student achievement through the school social media accounts and on the school screens.
12. Exploring with students how people should treat each other.
13. Involving students in the preparation of the school and classroom rules.
14. Adults model the behaviour expected of the students.
15. Setting high, clear, consistent, and widely understood standards.
16. Good school and class routines

15 Sanctions and interventions

St Peter's College has a "ladder of referral" system and for the most part all misbehaviours will be dealt with by this system. However, should an incident occur such as serious verbal abuse or physical assault of any person in the school community, theft, alcohol or drug abuse or possession of offensive weapons then these behaviours will automatically be reported to the Deputy Principal/ Principal.

15.1 The subject teacher may use any or all of the following sanctions/interventions.

1. Reasoning with the pupil.
2. A firm reprimand.
3. A note on Compass student profile
4. A note to parents in the journal.
5. An email via Compass to parents
6. Extra work given to the pupil.
7. Penalty sheets.
8. Letter of apology required for poor behaviour.
9. Learning opportunity before, during or after school.
10. Teacher detention

11. Contact parents via phone call or meeting.
12. Referral to Tutor or Ceannaire.

15.2 The Tutor may use any of the above sanctions/interventions plus those listed below:

1. Tutor Report.
2. Student requirement to complete an incident report form.
3. Agree an improvement plan.
4. Referral to the counselling services available in the school.
5. Arrange meeting with Parents.

15.3 The Ceannaire may use the above sanctions plus those listed below:

1. Detention- lunchtime or other arranged times.
2. Ceannaire Diary – any student on Ceannaire Diary loses school privileges e.g. they cannot represent the school on any school team, or they cannot go down the town for lunch.
3. Recommend suspension to Deputy Principal/Principal.
4. Develop an Individual Behaviour Plan (IBP) in consultation with tutor, student, and parent/guardian.
5. School community work e.g. cleaning.
6. Withdrawal of privileges e.g. being temporarily withdrawn from a school sports team.

15.4 The Deputy Principal/Principal may use any of the above sanctions/interventions plus those listed below:

1. Arrange meeting with student, parents and Ceannaire.
2. Temporary withdrawal from particular subject(s) for a limited time.
3. Seek cost of repair of damaged property from the student.
4. Develop an alternative Individual Behaviour Plan (IBP) in consultation with the Tutor, Ceannaire, student and parent/guardian.
5. Suspension (in consultation with the Principal).
6. Referral to Principal.

15.5 The Principal may use any of the above sanctions/interventions plus those listed below:

1. In all cases of suspension, the Principal will inform the Board of Management.
2. The Principal will inform the National Education Welfare Board (NEWB) if a student had been suspended for more than 6 consecutive school days in any school year.
3. The Principal may recommend that a student engages with services outside of the school for help in modifying their behaviours.
4. The Principal may refer the student to the school counsellor/GP/ psychologist.
5. The Principal may refer the pupil to relevant authorities, including An Garda Síochána
6. The Principal will consult with the Chairperson of the BOM if a suspension of more than three days is required.

16 Suspension

Please see the LMETB Expulsion and Suspension Policy which can be found on the school website www.stpeterscc.ie or attached to the end of this document.

17 Exclusion

In order to maintain good order and discipline and to ensure the safety of all members of the school community it may be necessary to permanently exclude a student from the school.

Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by a student then the Principal will refer this matter to the Board of Management.

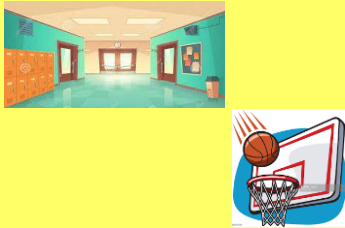
The rules of natural justice shall be adhered to and parents (and pupils over the age of 18) will be given an opportunity to respond in their own defence prior to any decision being made.

Where the Board is of the opinion that the student should be excluded it shall notify TUSLA, in writing, of its opinions and reasons.

Parents may appeal the decision of the Board of Management to the Department of Education.



St Peter's College School Wide Expectations

	I am: Respectful	I am: Organised	I am: An achiever	I am: Responsible
Classroom 	- One voice at a time - Raise hand to speak - Enter the classroom respectfully - Allow others to learn and the teacher to teach - Use appropriate language	- Arrive on time for class - Have homework, books and materials for class - Have journal on the desk - Keep locker tidy - Look after your belongings	- Always try your best - Stay focused on the task - Complete homework and do your best - Ask for help when needed - Pay attention in class	- Come to school everyday - Dress in full uniform - Be prepared to begin the lesson - Keep your classroom clean - Respect other people's things
Toilets 	- Keep area clean and tidy - Flush toilet after use - Respect others privacy	- Take journal with you - Wash hands - Put paper towels in the bin	Use toilets at break time and lunchtime	- Remember to move on quickly - Tell the teacher if there is something wrong with the toilets
Outside the classroom 	- Be kind to everyone in the school - Walk slowly around the school - Respect the property of the school - Include others - Act in a safe way	- Stand in a single line outside the classroom - Put litter in the bin - Be prepared for class at all times	- Take pride in representing your school - Eat healthy food and avoid fizzy drinks - Return to class quickly after break and lunch	- Use appropriate language and voice level - Follow instructions - Bullying is wrong and you should tell a teacher if you see or hear anything

St Peter's College Code of Behaviour Main Rules:

Everybody in St Peter's College is allowed an education in a safe and healthy environment. For this to happen we must follow the school rules as best we can. We can always ask for help if we do not understand some of the rules. We must remember if we do not follow the rules we might get in trouble with our parents or teachers.

Responsibilities of each student:

1. All students of St Peter's College are expected to be respectful and mannerly.



2. All students are expected to wear full school uniform in a clean and tidy manner.

School Uniform



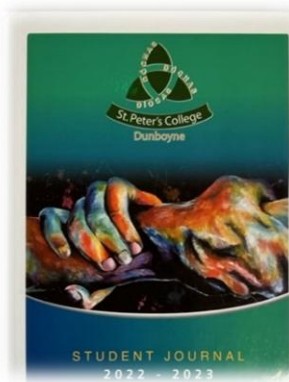
School PE uniform



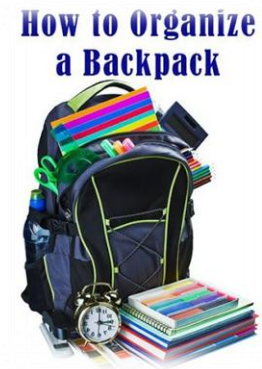
3. All students are expected to attend class and stay on school premises throughout the school day.



4. All students should have their school journal with them in all classes.



5. All students should be organised for every class.



6. All students should make sure they complete all classwork and homework.



7. All students should be on time for school and for class.



8. Students are not allowed mobile phones in school.



9. Students are not to use or have banned substances in school.



10. All students must respect people's things and do not take things that don't belong to them.



11. All students must be quiet and pay attention in class.



12. All students must be safe on class trips.



13. Students are not allowed long nail extensions.



14. Students are not allowed to wear large earrings. All facial piercings must comply with school rules.





The most important thing to remember is sometimes we get upset or angry or forget to follow the rules. If we forget and break the rules this might happen:

- You might get in trouble with your teacher
- You might get in trouble with you Tutor
- You might get in trouble with your Ceannaire
- You might get in trouble with The Deputy Principal
- You might get in trouble with The Principal
- You might get suspended
- You might get expelled



Hopefully this does not happen. Just remember always follow the rules.

School Policy Board of Management Ratification Documentation

School Name	St Peter's College, Dunboyne
Policy	Code of Behaviour

Ratified at the BOM meeting on:	15 Date June Month 2026 Year
Proposed By:	Niall Kelly
Seconded By:	Olivia Barrett
Signed:	Mara Murphy Chairperson
Signed:	Deirdre Maye Principal