

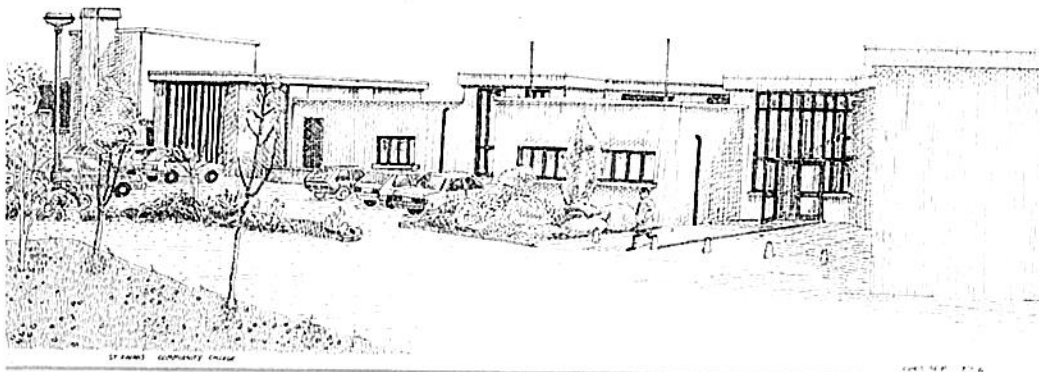
Code of Positive Behaviour Policy

2026-2027

St. Finian's Community College



Core Values: Respect · Responsibility · Diversity · Equality



This is a partnership document

Code of Positive Behaviour

This code is explained to students at the beginning of every school year and as necessary during the year. Students with learning difficulties will have this code explained to them by an SNA assigned to them.

Introduction

At St. Finian's Community College, we are committed to maintaining a caring, inclusive learning community where each person is valued and accorded respect and dignity

This policy applies to students of the school when they are in school uniform, whether in the school building, travelling to and from an organised event and/or on a school trip. The school code of behaviour will apply if there is a clear connection with the school and a demonstrable impact on its work.

The school reserves the right to adapt or modify this code in response to changing patterns of behaviour among students.

The following legislation was considered in the creation of our Code of Behaviour:

- Article 42 of the Irish Constitution
- United Nations Convention on the Rights of the Child
- Education Act 1998- Sections 28 & 29
- Education (Welfare) Act 2000-Section 23
- Equal Status Act 2000
- EPSEN Act 2004

Restorative Practice

At all times the school endeavours to employ a restorative approach to promote positive behaviour. Staff members have received training in Restorative Practice and the school continually engages in a process of embedding Restorative Practice at the core of our school's policy.

Restorative practice allows students to reflect on their behaviour and how it has affected them or others in the class. It helps develop and sustain a happy and caring school environment by actively developing positive relationships, preventing the escalation of conflict and handling conflict in a healthy way.

Using a restorative approach creates an ethos of respect and inclusion. We believe that this approach underpins the core values of our school- respect, responsibility, diversity and equality. The use of Restorative Practice gives students the opportunity to-

- acknowledge their actions
- take accountability for their actions
- affords students the opportunity to put things right
- take responsibility for their behaviour

Inclusion of all students

St. Finian's Community College places a high value on respect, tolerance and the acceptance of diversity which is central to the policies and practices in the school. Our activities address the needs of all of our students including those with special education needs

Our Aims are:

- To provide an inclusive, calm, friendly, disciplined and safe environment.
- To provide a broad, diverse curriculum relevant to the needs of all our students.
- To promote the development of the whole person and to afford the opportunity to develop his/her full potential.
- To foster in each person a positive self-image and a sense of responsibility and personal integrity.
- To promote respect for the rights and beliefs of others, and to encourage all to be tolerant, caring and responsible members of society.

Rationale

At St. Finian's Community College we believe that this Positive Behaviour Policy should be framed in such a way as to encourage cooperation and independence.

An essential element of this is good open communication between the partners.

We believe that such an approach will be beneficial for students, teachers, Parents/Guardians and the Board of Management alike and that it will also encourage students to take a positive view of cooperation and interdependence into their adult life.

The objectives of this policy are:

- To enable the efficient operation of the school in a manner which allows the school's overall mission statement to be realised.
- To maintain good order throughout the school, respect for each person in the school and the school environment.
- To foster self-discipline in students with the aim of developing positive behaviour patterns based on respect and tolerance of others and the learning environment.
- To develop interpersonal skills which will help students to work cooperatively, give them the ability to solve problems, develop relationships and resolve conflict in a positive manner.

Celebrating Student Successes and Achievements

At St. Finian's Community College positive student behaviour is applauded and encouraged. To this end we constantly seek out ways of recognising and rewarding good behaviour and effort. We are proud that the vast majority of our students complete their education here without ever needing to be sanctioned for misbehaviour. These students make an invaluable contribution to school life and we acknowledge and celebrate this every year at our awards ceremonies.

- Students' achievements are also shared with the school community on school notice boards, the school website, in school newsletters, in presentations to the school's Board of Management and on the school's social media platforms.
- The Principal/Deputy Principal/Year Head conduct assemblies with student year groups throughout the school year. The emphasis of these assemblies is motivational with practical advice on study skills, organisational skills and behavioural strategies. Students' improvements and achievements will be noted and applauded.

- Periodically during the year, class groups are rewarded for their positive contribution. At the end of the school year some class groups enjoy a fun day out with their class tutor/Year Head. Continued effort is encouraged in all areas of the students' personal, social and educational development. If any student experiences difficulty they will be fully supported.
- Student successes are also acknowledged in other ways, e.g.,
 - Ethos Awards, Attendance Awards, Academic Awards, Sports Awards
 - Student Leadership Awards
 - Tyro Points System
 - Graduations
 - Phone Calls to Parents/Guardians

Class teachers use the student journals and Tyro to record positive behaviour on a daily basis.

Students' successes both in school and outside school will be lauded during the Principal/Deputy Principals' daily intercom announcements.

Role and Responsibilities of Parents/Guardians

Parents have an increasingly important role to play in the education process. The more a parent participates in the education of his/her child, the more likely that the child will succeed at school.

We ask all parents/guardians of children in the school to:

- Download the Tyro App and monitor it regularly as this will be primary means of communication from the school to parents
- Be aware of all policies/guidelines which are published by the school. These are published on the school's website.
- Ensure that their children adhere to the school rules in their entirety.
- Help their children to develop a good habit of attendance and punctuality
- Check journals to see that all homework – written and learning – is completed, and sign the journal at the end of the week
- Ensure their children arrive to school each day in full uniform
- Monitor school reports on Tyro and contact the school if they have any concerns regarding their child's progress
- Attend parent-teacher meetings
- Reinforce the policy on the use of mobile phones and electronic devices with their children (see Mobile Phone and Smart Device Policy)
- Reinforce the policy of Healthy Eating with their children

If your child needs to leave school early for an appointment please inform the school in writing – space for this is provided at the back of the journal. This information can also be communicated to the school via the Tyro App.

Students must always leave the school building by the main door and report their departure to the main office. **If you need to contact your child in school, please do so by ringing the office number (01) 8402623.**

Roles and Responsibilities of Students

Students are the centre of the school community. The Code of Positive Behaviour/school rules of St Finian's Community College are designed to ensure a safe and supportive environment, which facilitates effective teaching and learning.

Students of St Finian's Community College are expected to respect the authority of the school and to follow instructions of staff at all times.

Students are responsible for their own behaviour and should engage in responsible and positive behaviour by:

- Upholding the core values of the school- respect, responsibility, diversity and equality
- Respecting each other, the college staff and any visitors to the college
- Creating a positive learning atmosphere in the classroom
- Be punctual for both school and classes
- Working to the best of their ability to achieve the best possible education
- Acting in a safe manner and considering the safety of others
- Showing respect for other peoples' property and the school environment
- Supporting the Student Council in its role as a voice for the students
- Raising issues which concern the student with the appropriate person- Tutor, Year Head, guidance counsellor, Deputy Principal, etc.

This code is not exhaustive and the Principal may on occasion need to take a decision based on best practice for the good of other students and staff and the school. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

Attendance and Punctuality

- Students must be in school at 8.30 a.m. to be on time for registration (Pastoral Care) at 8.40 a.m.
- Students who arrive late must present themselves at the office and will receive a "late stamp" in their journal.
- Students who are leaving early must get written permission in their journal from a Deputy Principal or Year Head. If a student feels unwell during the day, the student must go to the appropriate Year Head to obtain permission to go to the office to ring home.
- Under no circumstances is a student permitted to contact home and arrange to be collected from school without going through the appropriate procedures (see Mobile Phone and Smart Device Policy). Students must sign out at reception before they leave.
- Students should only go to the lockers before Pastoral Care, at lunchtime (1.34pm-1.42pm) and at the end of the school day.
- All students are required to have a journal with them while in attendance at school. Journals are not to be defaced. A note of explanation should be written in the school journal to account for late arrival, or the full day or part day absence of a student. Parents/Guardians are required by the Education Welfare Act (2000) to provide an explanation for each absence. It is not sufficient merely to confirm the absence as follows: 'my son/daughter was out'. This information can also be communicated to the school via the Tyro App.
- Students are required to attend all classes punctually and regularly.
- Students are required to sign in at the office if they arrive in school after 8.40 a.m. and to sign out at the office if they are leaving early – after they have received permission from their Tutor/ Year Head.

- Students should have all homework done and books ready for the school day. Students should check their timetable for the day to ensure that no relevant books/copies are left at home or in the locker.
- If a student should feel sick during the school day, the student must report to their Year Head, or the Deputy Principal. Under no circumstance is a student to contact a parent and arrange to be collected from the school without going through the appropriate procedures. Students must ensure that they sign out before they leave the school.
- The written permission of a teacher is required if a student is absent from any timetabled school activity. Please note: We are obliged under the Education Welfare Act (2000) to report to the EWO (Tulsa) any student who is absent for more than 20 school days.

Classroom Code of Behaviour

- Arrive to class on time and enter the classroom quietly with your teacher's permission.
- Place mobile phone pouch or "mobile phone pass" (see Mobile Phone and Smart Device Policy) on desk at beginning of each class
- Put all class materials including your school journal neatly on the desk.
- Do nothing to distract others during class time.
- All homework should be written carefully in your homework journal.
- Ask for permission if you need to leave the classroom and only if absolutely necessary. Leaving the classroom without permission is a serious offence and may result in detention or suspension.
- Eating and drinking during class is not allowed. In line with the school's Healthy Eating Policy, high energy and high caffeine drinks are not permitted in school
- Keep the classroom tidy. Any damage to school property whether accidental or deliberate must be made good by the student/parents/guardians of the student
- Please follow teacher's instructions so that the process of teaching and learning is not disrupted.

Before school

- Students should arrive on time and prepared for the school day.
- For safety reasons, any student who cycles to school must get off the bicycle at the school gate and wheel the bicycle to the bicycle stand at the side of the school. Students must lock their bicycle to a stand using their own lock.
- Students must present themselves at the front door of the school- students must turn their mobile phone to flight mode or turn the phone off in the presence of the designated staff member and lock the phone in their assigned pouch for the duration of the school day. If the student is not bringing a mobile phone to school, with their parent/guardian's consent, they must present their "mobile phone pass" to the staff member for inspection.

Lunchtime

- All Junior Cycle students must stay in school during lunchtime.
- Senior students who are afforded the privilege of being permitted to leave the school premises at lunch break should be aware that any misconduct which they might engage in could reflect adversely on the good standing and reputation of the school in the local community. For this reason, the school authority reserves the right to withdraw the privilege where it is deemed appropriate.

- Senior students who choose to leave the school grounds at lunchtime must return to school before the afternoon bells sounds at 1.42pm. If a senior student arrives late after lunch they will receive a "late stamp" in their journal.
- Students must leave their lunch area tidy after lunch has finished (follow lunchtime rota).
- Students may use their lockers from 1.34pm-1.42pm and must arrive on time for their first afternoon class.

Encouraging Healthy Eating

Fizzy drinks, energy drinks, high energy content drinks and high caffeine content drinks are **banned** within the school grounds. (For example, Cola, Red Bull, Monster, Lucozade, and Boost.)

Staff have the right to confiscate fizzy drinks, energy drinks, high energy drinks and high caffeine drinks or any other foods deemed inappropriate, from students on school grounds.

A vending machine providing healthy food and drink options is available in the school and may be used at breaktime and lunchtime.

(Please see Healthy Eating Policy for further information)

Behaviour on corridors

- Students should walk promptly and carefully to their next class using the one-way clockwise system.
- Students must leave mobile phone pouch or pass on teacher's desk if they have permission to go to the toilet. Permission will be recorded by the teacher in the student's journal and on Tyro.
- The school may seek a medical report for any student who needs to attend the toilet an inordinate number of times. Parents are asked to inform class tutors or school authorities if this is the case.

After school ends

- Students must carry out teachers' instructions and ensure that the room is left tidy and clean. Students should carefully place their chair on their desk at the end of the last class to assist in the cleaning of classrooms.
- Students may unlock their mobile phone on the unlocking devices as they exit the building through the main door and the exits at the side of the school. If a student decides to re-enter the school for any reason, they must lock their phone away in their mobile phone pouch again (the school remains a mobile phone-free zone at all times).
- Students who cycle to school must collect their bicycle from the bike stand at the side of the school. For safety reasons, students must wheel their bicycle to the school gate before getting on the bicycle to cycle home.
- In the interests of health and safety, students are asked not to congregate outside the school gate/railings at any time. Students should also not loiter outside houses in the vicinity of the school area. Students should leave the area immediately after school and proceed home.

Code of Behaviour during Extra-Curricular Activities

Representing the school in any extra-curricular activity, either as a participant or spectator should be seen as a privilege and an honour for the students involved. Students must have a positive behaviour record within the school to be considered for such activities, including trips and tours.

Students involved must follow the instructions of the teacher(s) in charge at all times. Participation in extracurricular activities is always at the discretion of the school management.

All students involved in representing the school should adhere to the following rules: students are not permitted to film/record/photograph during a school outing without the permission of the parties concerned. The Mobile Phone and Smart Device Policy continues to apply during extra-curricular activities.

- School uniform, including the school coat, must be worn to all extra-curricular activities unless otherwise specified by a teacher.
- Where students are visiting another school or any other companies/organisations buildings/properties, any guidelines set out by the owner/management involved must be followed.
- Any malicious damage or theft of property by a student on extra-curricular activities will result in a ban from such activities for duration set out by the school and may also result in an official detention or suspension, depending on the seriousness of the incident. Any school equipment lent to a student in relation to the activities must be used carefully and any deliberate damage or loss paid for by the student or parent/guardian.
- In relation to finals of competitions, any student who has been given permission by the Principal/Deputy Principal to watch the event should be aware that they are representing the school and must follow all the rules of extra-curricular activities. Any such students misbehaving will be banned from attending such events.
- With regard to sports activities, violence either verbal or physical towards teammates, opponents, officials or supporters will not be tolerated. The school will deal with each case individually and punishments may involve a student being banned for a number of games, a complete exclusion from school teams, detention/detentions or a school suspension may be invoked.

Participation in extracurricular activities is always at the discretion of the school management.

Uniform

It is essential that students maintain a high standard of personal appearance when wearing the college uniform. Please refer to the school's Uniform Policy for further details.

Property

- Students are responsible for the care of their own property. All personal property must be marked with the owner's name.
- Students must respect the property of others. Those who take or borrow the property of others without permission are liable to serious sanctions.
- Students should not bring any valuable items to school. The school can not be held responsible for the disappearance of or damage to any such items. With regard to bringing a mobile phone to school, please refer to the school's Mobile Phone and Smart Device Policy.

- Vandalism against property is a serious anti-social act which spoils the environment for everyone. Any act of vandalism against the property of the school or of any person in the school is regarded as a serious offence and will be dealt with accordingly. Sanctions ranging from cleaning duties, financial compensation, suspension or other penalty as deemed appropriate by the school authority may be imposed against anyone responsible for such an offence.

Respect for the school environment

- Chewing gum is not allowed in school. Any student using chewing gum is liable to community-based cleaning duty.
- Littering the school or school grounds is forbidden and students found littering are liable to community-based cleaning duty.
- Students are only allowed to eat or drink in the canteen, outside the building or in designated classrooms at break or lunchtime on wet days. Students are not allowed to eat while on the corridors.
- Students who avail of the canteen must behave in a manner that allows others to eat their food in a pleasant atmosphere, and students must tidy up after themselves.

Lockers

Students who have school lockers must accept the following conditions

1. Students are only allowed to use lockers before school, at lunchtime (1.34pm-1.42pm) and after school ends
2. Students are only allowed to use lockers assigned to them by the school
3. Lockers are liable to inspection at any time
4. The cost of replacing lost locks is the responsibility of the student
5. Students are responsible for all property left in their lockers
6. The cost of replacing or repairing damage to a locker is the responsibility of the student who caused the damage
7. Anyone infringing the above regulations may not be reallocated a locker
8. Students should report any irregular interference with their lockers to their Year Head.

Artificial Intelligence (AI)

For the latest guidelines on the appropriate use of Artificial Intelligence (AI), please refer to the school's Acceptable Use Policy which can be found on the school's website.

Personal Safety

Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Irresponsible or anti-social behaviour will not be tolerated. (Please refer to the school's Bí Cineálta Policy).

The use, distribution or possession of drugs, lethal substances, aerosols, "fast gas"/nitrous oxide, tobacco/tobacco pouches or products, vapes or any alcoholic beverages are strictly forbidden to students within the college, on the college premises, while attending college events or when wearing the college uniform. Students are strictly forbidden to enter the premises and/or to attend school events under the influence of any of the above-mentioned substances. (Please refer to the school's Substance Abuse Policy).

Those who remain in the company of students who smoke or use alcohol or other mood-altering substances and make no obvious effort to leave the scene will be liable for serious disciplinary sanctions.

It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student.

Students are strictly forbidden from possessing, using or bringing to the college materials or weapons which may cause injury or have detrimental effects on the college community. Any of the above activities will result in immediate suspension and may warrant expulsion. (Please refer to the college Suspension and Permanent Exclusion Policy).

In addition, the school reserves the right to invoke the Positive Behaviour Policy to deal with incidents of misbehaviour which takes place outside the school premises and to impose the full range of sanctions, up to and including expulsion, in respect of such incidents. It is without prejudice the right of the school authority to report any matters it deems appropriate to An Garda Síochána.

If a teacher suspects that a student is in possession either of a prohibited item (some examples listed previously) or of the property of another, the teacher is entitled to require the student to empty his/her/their pockets and/or locker and/or bags for inspection. This should be witnessed by another member of staff. A student who refuses to submit to such an inspection faces serious sanction.

Safety Rules

Students are responsible – i.e., answerable to school authorities – both for their own safety and for the safety of others. School rules cannot cover every possible circumstance. The following list of safety rules is not exhaustive and should be taken as examples.

- Students are expected to behave in a calm, respectful manner on corridors, on the school grounds and while representing the school during school outings/trips/activities.
- Aggressive behaviour towards staff and students will result in serious sanctions.
- The use of Tippex and solvent based markers is prohibited.
- Only one student is allowed in a bathroom cubicle at any time.
- Laser pointers and laser pens are prohibited.
- The bringing to school of fireworks, stink bombs, water guns and items deemed a danger to students and staff is forbidden and will face serious sanction.

Use of any prohibited items will result in their confiscation.

School Completion Programme

St. Finian's Community College participates in the School Completion Programme (SCP) which seeks to make the experience of school more positive for young people and encourages them to complete their education and achieve their full potential. SCP works in partnership with young people, teachers, parents and the other agencies that may be involved in a young person's life to offer positive supports and tackle the causes of educational disadvantage.

To assist the school in meeting the needs of young people, SCP offers the following services:

- Esteem-building activities offered in conjunction with local youth and sporting organisations
- Awards for attendance and punctuality

- Educational and fun trips and activities for students
- Supporting JCSP and LCA
- Breakfast Club and School Meals
- Individual Support Programmes
- Attendance Monitoring and Tracking
- Personal Development modules
- Intercultural and Integration Programmes
- Supporting school musicals and choir
- Care and support for all students
- Counselling for students to help them through difficult times.

STAGES IN APPLYING SANCTIONS FOR UNACCEPTABLE BEHAVIOUR

Classroom Teacher

Stage 1 Sanctions can include (refer to checklist):

- Warning
- Extra work/ punishment work
- Break time or lunch time or after school unofficial detention (30 mins or less)
- Written reports from class teacher in journal
- Phone call to Parents/Guardians
- May not be allowed on school trip
- Record incident and action taken on Tyro system
- Refer to tutor or a more serious incident to Year Head

Tutor

Stage 2

If a student interferes with teaching and learning in the classroom on a consistent basis

- Refer to Tutor Checklist
- Student Support Sheet may be issued to student

Year Head

Stage 3

- Year Head will communicate with Parents/ Guardians
- Year Head may put a student on official detention (after school Friday for one hour)
- Student may be put on official report (Green Stage 1/ Yellow Stage 2/Red Stage 3).
- At any stage the report may be reviewed
- Student may be referred for counselling or mentoring

Principal / Deputy Principal

Stage 4

- The Principal, and in her absence the Deputy Principals, has the final authority in dealing with matters of discipline in the day to day running of the school.
- The Principal will communicate with the Parents/ Guardians.
- Student may be referred for counselling or mentoring.
- Suspension

Board of Management

Stage 5

- Meeting of Parents/ Guardians with the Board of Management.
- Further suspension(s)/ exclusion

St. Finian's Community College Expectations					
	Classrooms	Lockers	Corridors	Yard/Area	Toilets
Be Prepared	- Be on time for each class - Bring journal and required materials and equipment to each class - Be ready to learn - Place mobile phone pouch or phone free pass on desk	- Arrive in good time to access my locker - Use lockers at the correct times only - Bring required books and materials from lockers	- Walk in a clockwise direction on the corridor - Use the one-way system - Move promptly from one class to the next - Use appropriate language and level of voice	- Use break or lunch area designated to my year group - Line up quietly if using canteen facilities	- Seek permission from classroom teacher - Use toilets at designated times only - Leave mobile phone pouch on teacher's desk
Be Respectful	- Treat others as I would like to be treated - Show good manners to the teacher and other students - One Voice: put up my hand and wait - Respect the property of others and the school - Keep my classroom tidy - Place my chair back under the table at end of each class	- Be patient and wait my turn - One locker, one person - Allow other students to access lockers nearby	- Act in a safe manner: consider the safety of others - Line up for my teacher outside classroom	- Behave in a calm and respectful manner - Follow instructions from supervising teachers	- Respect the privacy and dignity of others - Respect the space and keep it tidy for everyone - One cubicle, one student
Be Responsible	- Take ownership of my learning - Work to the best of my ability - Let my teacher know if I need help - Record and attempt all homework	- Keep my locker clean and tidy - Ensure my locker is locked before I leave the area	- Keep corridors clear and allow others to pass - Check noticeboards for important information	- Leave my area tidy - Exit and re-enter building through designated doors only	- Only use the toilets designated for my year group - Return immediately to classroom when finished using the facilities - Report if the area needs attention

Our Motto "Serious about Success"

All parents and students on enrolment to St. Finian's C.C. agreed and signed that they have read and fully agree to follow the Code of Positive Behaviour of St. Finian's Community College, and any subsequent amendments to the policy.

This Code of Positive Behaviour Policy was ratified by the Board of Management:

Signed:	Signed:
<i>Brigid Mankon</i>	<i>John Paul Reilly</i>
Chairperson of the Board of Management	Principal (Secretary to the Board)
Date:	Date:
<i>18/6/2026</i>	<i>18/6/2026</i>