



Illuminate Love Serve

KILDARE TOWN COMMUNITY SCHOOL

Student and Parent Charter **–Draft**

Purpose of This Charter

This Charter outlines the mutual rights and responsibilities of students, parents/guardians, and the school. It reflects our commitment to partnership, respect, and shared accountability in creating a positive learning environment.

Legal Basis: Education (Student and Parent Charter) Act 2024

Adopted by Board of Management: June 2026

Review Date: June 2029

SECTION 1: STUDENT RIGHTS

As a student of Kildare Town Community School, I have the right to:

1. Learn in a Safe Environment
 - Be free from bullying, harassment, discrimination, and intimidation
 - Access support when feeling unsafe or distressed
 - Learn without disruption or interference
2. Be Treated with Dignity and Respect
 - Have my voice heard and my opinions valued
 - Be treated fairly by all staff and peers
 - Have my individual needs recognised and supported
3. Quality Education
 - Access excellent teaching and appropriate curriculum
 - Receive support to achieve my full academic and personal potential
 - Participate in co-curricular and extra-curricular activities
4. Fair Procedures
 - Be heard before any sanction is applied
 - Know the reasons for any disciplinary action
 - Have access to appeals procedures
 - Be accompanied by parent/guardian at disciplinary meetings
5. Privacy and Data Protection
 - Have my personal information handled in accordance with GDPR
 - Access my school records when requested appropriately
6. Wellbeing Support
 - Access guidance, chaplaincy, and pastoral care
 - Receive support for mental health, emotional, or social difficulties
 - Be referred to external supports when appropriate

SECTION 2: STUDENT RESPONSIBILITIES

As a student of Kildare Town Community School, I have the responsibility to:

1. Uphold School Values
 - Live our motto: *Illuminate, Love, Serve*
 - Demonstrate respect, engagement, inclusivity, integrity, and care
2. Attend and Participate Fully
 - Attend school every day and be punctual
 - Come prepared with books, journal, equipment, and homework completed
 - Engage actively in all classes and learning activities
3. Respect Others
 - Treat all staff, students, and visitors with courtesy and respect
 - Follow instructions from all staff members
 - Refrain from bullying, harassment, or intimidation (including online)
4. Follow School Policies
 - Comply with Code of Behaviour, Anti-Bullying, Uniform, AUP, and all school policies
 - Use mobile phones and digital devices only as permitted
 - Wear full school uniform with pride
5. Contribute to a Positive Environment
 - Help others to learn by avoiding disruption
 - Care for school property, equipment, and resources
 - Keep the school clean and litter-free
6. Take Responsibility
 - Accept consequences for my actions
 - Engage positively with supports and sanctions
 - Communicate concerns to appropriate staff members
7. Represent the School Positively
 - Behave responsibly when wearing school uniform
 - Uphold school reputation in the community and online

SECTION 3: PARENT/GUARDIAN RIGHTS

As a parent/guardian of a student at Kildare Town Community School, I have the right to:

1. Partnership in Education
 - Be treated as a partner in my child's education
 - Have my views and concerns heard and respected
 - Receive regular communication about my child's progress and behaviour
2. Information and Transparency
 - Access school policies clearly and in accessible language
 - Be informed of curriculum, assessment, and school procedures
 - Receive timely notification of concerns regarding my child
3. Engagement and Communication
 - Attend parent-teacher meetings and school events
 - Contact teachers and management when necessary
 - Access my child's records in accordance with GDPR
4. Fair Procedures
 - Be notified before any serious sanction is applied to my child
 - Be present at meetings regarding suspensions or expulsions
 - Access complaints and appeals procedures
5. Support for My Child
 - Have my child's individual needs recognised and accommodated
 - Be informed of support services available (pastoral care, guidance, NEPS, external agencies)
 - Be consulted on interventions or supports for my child

SECTION 4: PARENT/GUARDIAN RESPONSIBILITIES

As a parent/guardian of a student at Kildare Town Community School, I have the responsibility to:

1. **Support School Policies**
 - Familiarise myself with and uphold all school policies
 - Ensure my child complies with Code of Behaviour and school rules
 - Reinforce the school's expectations for behaviour and attendance
2. **Ensure Attendance and Punctuality**
 - Ensure my child attends school every day and arrives on time
 - Notify the school via VSware of any absence before 10:30am
 - Schedule appointments outside school hours where possible
3. **Communicate Effectively**
 - Respond promptly to school communications
 - Keep contact details up to date
 - Attend parent-teacher meetings and appointments when requested
 - Communicate concerns respectfully through appropriate channels
4. **Support Learning at Home**
 - Monitor homework via journal and VSware
 - Provide a suitable study environment
 - Ensure my child has required books, equipment, and uniform
 - Sign journal weekly
5. **Model Respectful Behaviour**
 - Treat all staff, students, and community members with respect and courtesy
 - Support the school in addressing behavioural issues
 - Avoid undermining school authority in front of my child
6. **Engage in Partnership**
 - Work collaboratively with staff to support my child's progress
 - Participate in consultations (e.g., reviews of policies, Student Council initiatives)
 - Support school values and ethos
7. **Sign Out Procedures**
 - Use VSware to sign my child out if they need to leave during school hours
 - Collect my child in person from reception when leaving early
 - Notify school immediately if my child becomes ill during lunch off-site

SECTION 5: SCHOOL RIGHTS

Kildare Town Community School has the right to:

1. Provide a Safe Learning Environment
 - Implement policies and procedures to ensure safety and wellbeing
 - Apply fair and proportionate sanctions for breaches of behaviour
2. Expect Compliance
 - Require students and parents to uphold school policies
 - Refuse entry to students not in correct uniform (except with prior permission)
 - Confiscate prohibited items (mobile phones, vapes, inappropriate materials)
3. Make Educational Decisions
 - Set curriculum, timetables, and class groupings
 - Determine appropriate teaching methodologies
 - Assign homework and assessments
4. Protect Staff and Students
 - Take action against threatening, abusive, or aggressive behaviour
 - Report child protection concerns to Tusla
 - Involve Gardaí when criminal activity is suspected
5. Manage School Operations
 - Set term dates, school hours, and procedures
 - Determine use of school facilities
 - Control access to school premises

SECTION 6: SCHOOL RESPONSIBILITIES

Kildare Town Community School has the responsibility to:

1. Uphold Our Ethos
 - Live our motto: *Illuminate, Love, Serve*
 - Promote respect, kindness, inclusion, trust, integrity, and fairness
2. Provide Excellent Education
 - Deliver high-quality teaching and learning
 - Offer appropriate curriculum and assessment
 - Provide co-curricular and extra-curricular opportunities
 - Support holistic development of every student
3. Ensure Safety and Wellbeing
 - Maintain a safe, clean, and healthy environment
 - Implement and enforce Anti-Bullying and Child Safeguarding policies
 - Provide pastoral care, guidance, and chaplaincy support
 - Refer to external agencies when appropriate (NEPS, CAMHS, Tusla, NBSS)
4. Communicate Effectively
 - Provide clear, accessible information about policies and procedures
 - Report regularly on student progress (reports, VSware, parent-teacher meetings)
 - Respond promptly to parent communications
 - Notify parents of concerns or incidents in a timely manner
5. Apply Fair Procedures
 - Implement Code of Behaviour consistently and impartially
 - Give students and parents the right to be heard
 - Follow statutory procedures for suspensions and expulsions
 - Provide appeals mechanisms
6. Respect Rights
 - Treat all students, parents, and staff with dignity and respect
 - Protect privacy and comply with GDPR
 - Accommodate individual needs and promote inclusion
7. Engage in Partnership
 - Consult with Student Council, Parents' Council, and staff
 - Welcome parental involvement in school life
 - Review policies regularly in consultation with stakeholders

SECTION 7: COMPLAINTS PROCEDURE

If a student or parent has a concern or complaint:

Step 1: Informal Resolution

- Contact the relevant person directly (class teacher, Year Head, subject coordinator)
- Most issues are resolved quickly through direct communication

Step 2: Formal Complaint to Year Head/Deputy Principal

- If unresolved, submit concern in writing to Year Head or Deputy Principal
- Response within 10 school days

Step 3: Complaint to Principal

- If unresolved, submit complaint in writing to Principal
- Principal investigates and responds within 15 school days

Step 4: Board of Management

- If unresolved, submit complaint in writing to Chairperson of Board of Management via Principal
- Board considers complaint at next meeting
- Written response provided

Step 5: External Appeal

- Ombudsman for Children (students under 18): www.oco.ie
- Section 29 Appeal to Department of Education (admissions/suspensions/expulsions)
- Complaints about school management: Department of Education

Important: Complaints about child protection concerns must be reported immediately to Tusla and designated liaison person.

SECTION 8: DATA PROTECTION NOTICE

By enrolling in Kildare Town Community School, students and parents acknowledge that personal data (including special category personal data) will be processed by the school in accordance with GDPR.

Data collected includes: attendance, behaviour records, academic performance, medical information (where disclosed), images (for school use).

Rights: Access, rectification, erasure (subject to legal retention requirements), data portability.

Retention: Behaviour records retained for 7 years.

Contact: Data Protection Officer via school office.

Full Privacy Notice: Available on school website.

COMMITMENT STATEMENTS

Student Commitment

I have read the Kildare Town Community School Student and Parent Charter. I understand my rights and responsibilities and commit to upholding this Charter and all school policies.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Commitment

I have read the Kildare Town Community School Student and Parent Charter. I understand my rights and responsibilities and commit to working in partnership with the school to support my child's education and to uphold this Charter and all school policies.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



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Parent/Guardian Signature: _____ Date: _____