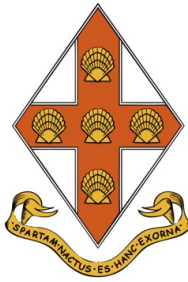


# Midleton College



## Code of Behaviour

### PREAMBLE

Midleton College is a co-educational boarding and day school recognised by the Department of Education and Skills. While our Code of Behaviour is founded in the Christian teaching of the Church of Ireland and its underlying principles are expressed in the College Ethos Statement, the College welcome applications from those of all religions and of none.

Our Code of Behaviour establishes the means through which, our central functions of teaching and learning in their varied forms, can occur effectively within an atmosphere of care, support and encouragement. It is fundamental to the successful daily routine of the College that teachers have the right to teach and that each student has the right to learn and enjoy school.

However, this College takes an holistic view of the educational development of each pupil. It is our aspiration that all pupils will have the opportunity to develop as people and to realize their own worth alongside that of others. Our aim is that our pupils will leave the College equipped to make an active contribution to the community. Opportunities for teaching and learning therefore are not restricted to the classroom. Thus, the Code of Behaviour extends beyond the classroom and embraces all activities occurring within the College, or on behalf of the College, in which our pupils participate.

Staff are also encouraged to take a personal interest in the welfare and progress of each pupil regardless of academic ability or personality. In implementing this Code of Behaviour, the Board of Management, Principal, Deputy Principal and any other designated College authority will consider any extenuating factors which may be relevant for consideration.

The Code of Behaviour has been compiled by the teaching staff in consultation with parent and pupil representatives. The final document has been considered and ratified by the Board of Management. It also has been submitted to and has the approval of the College Patron: the Board of Governors

Midleton College has introduced a number of policies to regulate School life and provide direction and instruction for everyone on issues which they may have to address from time to time. The College reserves the right to introduce further policies or amend existing policies from time to time as required.

## GENERAL BEHAVIOUR REQUIREMENTS

In applying our Code of Behaviour the College requires that all members of the College community, both staff and pupils, treat each other with respect and recognise the dignity and value of all.

**As Middleton College is a co-educational campus the following general rules must be observed at all times:**

Physical relationships between pupils are unacceptable.

Female dormitories and changing areas are exclusively for the use of female pupils.

Male dormitories and changing areas are exclusively for the use of male pupils.

The only pupils with right of access to any dormitory are those students who sleep there.

Only those residing in a particular dormitory must have right of access to those dormitories.

### **Child Protection Policy (CPP):**

The College Child Protection Policy is available from the office at any time and available on the College Website.

The Principal is the College Designated Liaison Person (DLP)

### **Uniform and Appearance**

Pupils are required to wear the College uniform to and from school, during the normal school day and at other times as designated by the College authorities. The uniform is a symbol of who we are and should be worn with a sense of pride in belonging.

The only clothing items permitted are those set out in the prescribed list. Any pupil wearing other clothing items will be withdrawn from class until s/he is wearing the proper uniform. It is the responsibility of parents/guardians to ensure that their daughters/sons comply with the College uniform requirements.

The College Health and Safety Policy prohibits facial jewellery or visible tattoos. Only stud earrings are permitted. Hair must be of a natural colour and worn neatly.

The designated authorities of the College will decide whether a pupil is complying with the uniform requirements or not.

### **Attendance**

All pupils are required to be in attendance by 8.50 a.m. each morning. Pupils who are late must provide a written explanation on the morning they are late. Any pupil who is late for school must go to the Deputy Principal to sign in before going to class. A pupil who is late more than 3 times in a fortnight without satisfactory explanation is subject to a disciplinary sanction.

### **Absence**

Parents/Guardians must contact the College on the first day of any period of absence, to inform as to the reason for a pupils' absence from school. On the day of return from an absence, a pupil must bring a written explanation and place it in the Absent Notes Box in the main building before going to class.

**In class and out of class**

As locker rooms are open only before school, during break, lunch and after school, pupils must equip themselves with all relevant materials for each section of the school day.

Pupils should arrive punctually for class. Pupils must ensure that they are attentive during class and do not interrupt either the teacher or another pupil. Classrooms should be left tidy at the end of each period.

When pupils are moving around the school they must ensure they do so in a safety conscious and courteous manner which will not cause damage to others, to property or to the environment.

Pupils are provided with a range of opportunities to participate in extra-curricular activities. They must adhere to the requirements specific to any particular activity and comply with all normal school rules during this participation.

Any pupils participating on field-trips, school tours or any other school-related activity, which occurs away from the College premises must comply with all normal school rules.

**Theft**

Attempting to, or actually having, stolen items belonging to any other person is regarded as a serious offence and will be subject to sanction which may lead to expulsion.

**Smoking / Alcohol / Illegal Drugs**

As the College wishes to promote a healthy environment smoking is prohibited. Pupils found in possession of cigarettes will be subject to sanction, which may include suspension.

Pupils found smoking on the College campus will be suspended for a first offence.

The possession and/or consumption of alcohol and/or illegal drugs are regarded as serious offences which may lead to expulsion.

**Bullying**

All members of the pupil community are entitled to be happy at school. Bullying will not be tolerated at Middleton College. The College Anti-Bullying Policy is issued to all parents/guardians and pupils, copies are available from the office.

**Information Technology Policy**

All pupils and members of staff are required to sign the College Acceptable Use Policy. Copies are available from the College office.

**Mobile Phone Policy**

Pupils are welcome to have mobile phones on campus. However, as the College is a co-educational residential campus mobile phones must not be camera/photograph enabled.

**Prescribed Medicines**

All prescribed medicine which pupils may require during school must be handed in to the Nurse's office on the first day of use. No prescribed medicines or drugs can be self-administered without written notification having been provided by a parent-guardian and agreed to by the Nurse.

**Leave out during school hours**

Pupils are allowed to leave the school premises during lunchtime only if permission has been given in writing by parents/guardians. During the school day any pupils wishing to leave the

school grounds must also have the permission of the member of staff on duty.

After arriving in the morning day pupils may not leave the school grounds until lunchtime, if permission has been granted, or otherwise until after school has finished.

### **Waste Management**

The College recycles cardboard, aluminium, plastics and paper. Pupils must use the designated bins for each item they wish to dispose of. Anyone seen dropping litter will be subject to the appropriate sanction.

### **Lunchtime procedure**

Day pupils may either have lunch with boarding pupils in the Dining Hall at the daily charge, purchase sandwiches/rolls and refreshments from the tuck shop or bring lunch to school with them.

All pupils eating their own lunch must do so in the pupil lunch room.

### **Boarder Leave Out After School**

1<sup>st</sup> and 2<sup>nd</sup> Form boarders are allowed to leave the school grounds on one afternoon each week for 30 minutes, if they do not have a previous commitment to extra-curricular activities. Pupils must seek permission of the member of staff on duty and sign out and sign back in on their return.

3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Form boarders are allowed to leave the school grounds on two afternoons per week for 30 minutes on each occasion. Pupils must seek permission of the member of staff on duty and sign out and sign back in on their return. Late return or failure to comply with any of the above requirements may result in leave permission being withdrawn from a pupil.

Leave times are from 4.15p, to 4.45pm or from 5.15pm to 5.45pm.

6<sup>th</sup> Form boarders are allowed to leave the school grounds for two afternoons per week for one hour on each occasion. Leave out times for 6<sup>th</sup> Forms are 4pm and 5pm.

The College reserves the right to refuse Weekend Leave Out to a boarding pupil if either the Principal or the Deputy Principal believe the pupil's reason for seeking leave out is inappropriate. If parents/guardians wish their son(s)/daughter(s) to go home at the same time every weekend they should confirm this in writing at the start of the term. Any changes to this understanding should be forwarded to the College Secretary in writing by the Thursday of the week concerned.

### **Leave Out During Weekends**

Leave out during the course of a weekend is granted by the member of staff on duty. Pupils must sign out with the member of staff and sign in again on their return.

### **Sunday Night Return**

Any pupil returning to school on a Sunday must report **immediately** to the member of staff on duty. Pupils returning to school on a Sunday night must do so in time for roll call at 9.30 p.m.

Boarding pupils returning early on a Sunday evening may not leave the school grounds again.

### **Monday Morning Return**

Boarding pupils returning on a Monday morning must sign in with the appropriate member of staff after Assembly in the Gym. Pupils must be on the premises by 8.45 a.m. and in full school uniform.

## **DISCIPLINARY STRUCTURES AND PROCEDURES**

It is the College's aim to foster a positive attitude to personal responsibility and behaviour. The primary goal is to encourage pupils to consider what they should do as part of their moral and ethical development. There are a range of means in which positive behaviour and achievement both within and beyond the classroom are recognised. These include daily Assembly, Form Assembly, individual classes, awards nights and Prize Day.

In the daily routine of school pupils can achieve high standards for themselves and make a positive contribution to the community in a variety of way.

Some examples are:

- Assisting new pupils or any visitors to the school.
- Being punctual to class and activities.
- Ensuring all equipment is brought to class.
- Completing homework to the best of their ability.
- Valuing yourself and other people.

In the event of a pupil engaging in a negative behaviour a structural series of disciplinary responses will be invoked. Depending on the nature of the conduct or incident, the school may begin the disciplinary process at any step in the disciplinary structure.

The chain of reporting proceeds from the Class Teacher to the Form Teacher to the Deputy Principal to the Principal, to the Board of Management.

### **Subject Teachers**

In the event of negative behaviour occurring in class, subject teachers have a range of sanctions available to them. These include:

- Verbal reprimand
- Moving the pupil to a different location within the class
- Assigning extra work
- Detaining the pupil at break-time / lunch-time
- Assigning cleaning tasks

This list is not exhaustive.

In the event of a disciplinary incident occurring, which, in the view of the class teacher is of sufficient severity to require further sanctioning, the matter must be referred to the relevant Form Teacher and, if necessary, the Deputy Principal.

Weekly Report Sheets are compiled by class teachers each Tuesday in which both positive achievements, and, if necessary, incidents of negative behaviour, are recorded. These are used by Form Teachers as a means of drawing together a regular composite picture of a pupil's performance.

### **Form Teachers**

Form Teachers may issue a Report Card to pupils as a means of monitoring their performance in class. These are issued on a Wednesday and run for one week. Pupils must present the Report Card to each teacher at the beginning of each class for the week. The teacher will make a

comment on the pupil's participation at the end of the class. The Report Card must be signed by a parent/guardian and returned to the Form Teacher by the following Wednesday.

The issuing of a Report Card is seen as a sanction in itself on the pupil's behaviour. In certain circumstances it may be necessary to proceed to another phase of the disciplinary structure.

### **Detention**

Form Teachers, the Deputy Principal and the Principal may issue a detention. Detention occurs on a Tuesday and a Thursday in the Library from 4.00 – 5.30 p.m. Pupils are required to attend the next available detention. Work will be set and must be completed.

Records are maintained in relation to behavioural offences that occur. This information may be used in meetings with parents/guardians, or as evidence in the event of further sanctions being deemed necessary.

### **Suspension /Expulsion**

A pupil may be suspended only by the Principal (up to a maximum of 5 days). Longer suspensions may be imposed by the Board of Management on the recommendation of the Principal. A pupil may be recommended for expulsion by the Principal to the Board of Management.

In the event of a pupil being recommended for expulsion the parents/guardians, or, in the case of a pupil 18 years of age or over, the pupil him/herself, will be notified of the meeting at which the Principal will make that recommendation to the Board and afforded the opportunity to attend it. Following such a meeting, there is a right of appeal as specified in Section 29 of The Education Act 1998.

### **Spot Checks**

As part of a preventative policy in relation to the possession of Alcohol and Illegal Drugs the College authorities may, from time to time, carry out spot checks of bags, lockers, dormitory areas, in the presence of the pupils' concerned.

### **Local Appeals Procedure**

Any parents/guardians who feel that a suspension or recommendation for expulsion is unreasonable may lodge an appeal addressed to the Chairperson of the Board of Management c/o The Principal. Any appeal must be made within seven days of the action complained of. The Principal shall, as soon as practicable after receipt of the Notice of Appeal, notify the Chairperson of receipt of the Appeal, and the Chairperson shall, within seven days of receipt of the notification from the Principal, appoint a subcommittee of the Board comprising three members. The subcommittee shall meet with the affected parties within seven days of its appointment, or such further period as it may decide having regard to all the circumstances, with a view to achieving a mutually agreed resolution to the matter. If agreement is not possible the subcommittee shall hold such further meeting, hearings or interviews deemed appropriate. The subcommittee shall be entitled to adjourn or defer meetings from time to time as required. The subcommittee shall issue its decision, if possible, within seven days of its final meeting. Any breach of time limits in these Rules, by the subcommittee, shall not invalidate any finding of the subcommittee. The decision of the subcommittee, shall be binding on parents/guardians and all other affected parties subject only to a right of further appeal being available pursuant to the Education Act 1998 and any Statutory amendment or modification thereof.

### **Concluding Points**

All pupils are subject to the School's various Policies as may be introduced from time to time.

These Policies include Policies on Bullying, IT use and mobile phone use. This list of Policies is not exhaustive and every pupil is obliged to familiarise himself/herself with the School's policies and procedures. The Policies are available on the School's website at [www.middletoncollege.ie](http://www.middletoncollege.ie). Failure to comply with any of the School's Policies may leave the pupil into Disciplinary procedures and sanction.

This Code of Behaviour will be issued to all prospective parents/guardians in advance of their daughters/sons being accepted into the College. It is a requirement of entry that parents/guardians sign their acceptance of the Code of Behaviour in advance of their daughters/sons being accepted into the College.

The Code of Behaviour is also issued to all members of staff and they are required to adhere to it while employed by the College.

As the College values the role played by the parents, teachers and students, all formal reviews of the Code of Behaviour will be circulated to parents/guardians, teachers and students and the opportunity afforded for submissions to the Board of Management.

**Adopted 2009**

**Updated by the Board of Management, February 2011**

**Updated version approved by the Patron, February 2009**