



# **Coláiste Fhearghail Naofa**

## **St Fergal's College**

### **Code of Behaviour**

**Amended and ratified by the Board of Management 04<sup>th</sup> December 2025**

**Signed by:**

<b>Chairperson</b>	<b>Principal/Secretary</b>



## **Mission Statement.**

*St Fergal's College is a co-educational school which aims to provide a quality education for all our students in a caring and respectful environment.*

*We enable students to develop fully a sense of their own unique worth by providing a broadly based curriculum that fosters intellectual, spiritual, moral, emotional and physical growth.*

*We are committed to promoting good relationships between students, staff, parents and our community.*

*We aim to create a safe, healthy learning environment that nurtures self-discipline and encourages our students to take responsibility for their own learning.*

*We aim to educate our students not only for now, but also for life.*



## **How our code was developed**

This code was developed in consultation with all the education partners involved in the school. The Board of Management, teachers, parents and students, were all involved in producing this document.

### **Our Values.**

St Fergal's college is a coeducational multidenominational ETB school that promotes the values of care, equality, community, respect and excellence in education.

### **Our Vision**

The Code of Behaviour in St. Fergal's College is a statement of best practice which covers all aspects of school life. The code is designed to promote and maintain good behaviour and a positive school ethos. The health, safety and welfare of each member of the school community are the core concerns of this code.

In recognising the aspiration in the school mission statement to provide a quality education for all our students in a caring and respectful environment, there is a duty and responsibility for all to act in a manner which recognise the rights of all to fulfil their roles without threat, fear or obstruction and with the support and respect entitled to each individual.

### **Expectations**

The school expects good behaviour to be the norm and always acknowledges good behaviour. All members of the school community are expected to help maintain an atmosphere supportive of learning and to demonstrate courtesy and mutual respect. These are linked and mutually empowering objectives.

Good school discipline, which contributes to an effective and stimulating learning environment depends on full co-operation between all members of the school community. The support of parents/guardians greatly assists the school in the implementation of our Code of Behaviour. Parents/guardians, while not physically present in our school, exercise a huge influence on the behaviour of their children.

### **Aims**

- To create a school community based on respect for human dignity.
- To encourage an understanding of and adherence to the agreed principles of behaviour.
- To support effective teaching and learning.
- To promote positive healthy relationships across the spectrum of the school community.

### **Promoting Positive Relationships**

St. Fergal's College seeks to create a positive climate for teaching and learning in which each student can develop his/her educational potential. By working together, students, teachers and parents contribute to the creation of a learning community. Our learning community expects the highest standards of work, behaviour, attendance and punctuality. Students are expected to co-operate fully with teachers and all staff, and to challenge themselves to achieve their best in every aspect of life in the school. The highest standards and expectations are set for all.

Teachers are entitled to respect and the opportunity to focus on their teaching work without unfair distraction. All teachers share responsibility for good order in the corridors, school grounds and during school events. Teachers are primarily responsible for maintaining discipline in their own classes, in the context of the school's overall discipline structures. When misbehaviour arises the teacher will impose an appropriate reprimand and/or appropriate sanction.

Our learning community will:

- Show respect to all.
- Show kindness, fairness, courtesy and be willing to work with and help others.
- Attend school and be punctual.
- Follow the agreed school rules.



- Avail of all positive learning opportunities that arise at school.
- Work hard.
- Act sensibly and with due consideration for the dignity of others.

## **Acknowledging good behaviour, progress and effort**

In St. Fergal's College praise and rewards are emphasised and highly valued. Pupils will receive recognition for the positive contribution they make to school life. Such contributions include sound academic work and effort, positive contribution to school activities e.g. sport and good behaviour.

It is expected that good standards of behaviour will be encouraged through the fair application of the Code of Behaviour supported by a balanced combination of rewards and sanctions, as part of a positive school ethos. This system aims to support the Code of Behaviour and to develop a consistent pattern of rewards, which are known, understood and agreed to by all.

Awards include informal rewards and formal awards. Examples of informal rewards which staff are encouraged to use for academic achievement, appropriate behaviour and outstanding effort include, general praise and encouragement in class, letters home, comments to parents on VSware re behaviour, school work and term reports.

Our formal awards include the following:

### **Merit Award**

Merits will be awarded by the Year Head in recognition of good behaviour over the course of a school term.

### **Academic Award.**

This is awarded to students (male and female), who achieve the best results in their examinations.

### **Achievement Award**

This is awarded to students (male and female) who have shown a significant commitment to some aspect of life, whether in study, sport or extra-curricular activity.

### **Attendance Award**

This is awarded to students with 100% attendance record.

### **Sports Person of the Year**

This is awarded to students (male and female) who are considered to be best sports persons in each year group. They are nominated by their year group.

### **Active Citizen Award**

This is awarded to students who are active in voluntary work outside of school. Please note: students can be nominated for this award by parents or other interested parties using the form available on the website.

### **Tom Daly Award**

Tom Daly served this College for 42 years, 35 as Deputy Principal, an example of outstanding commitment and loyalty. This award is presented in his honour to a student or students for exceptional achievement.

### **Norma Cantillon Award**

Norma taught Art in St Fergal's College and died in-service. This award is in her memory and given to the Art student who is considered the best in the current year.

### **Robert Ryan Award**

Robert died in-service and this award is in his memory and awarded to the Leaving Certificate student, of the previous year, who is considered the best Engineering student.

### **Aoife Doocey Award.**

Aoife was a teacher of Gaeilge, French and History in St Fergal's College (2007-2019) and died in-service. This award is presented to the TY student who is considered to have been the best overall student.



### **Corn Ceoil Coláiste Fhearghail Naofa**

This Perpetual Trophy is presented to Leaving Certificate student/s to honour and recognise exceptional commitment to music.

### **Spink Ceomholtas Ceoltoiri Eireann Trophies**

These Perpetual Trophies were presented to the College in 2017 by Spink CCE to be awarded to the best Junior and Senior traditional musicians each year.

### **Issues of concern**

Where issues of concern arise, parents and / or students are encouraged to make an appointment (at an agreed suitable time) to meet with the relevant teacher, Year Head, Deputy Principal or Principal.

### **School Rules**

#### **1) General**

In the interest of order and safety, students must obey teachers and the school rules when walking within the building, on the school grounds and when using school transport.

Each school day begins at 8:35am, with class beginning at 8:40am. If a student arrives late, he/she must sign in at the school office before entering class. A student who arrives late for school on a regular basis will be subject to sanction.

Students may not leave the school at any time without a written request from their parent/ guardian. This request must be made:

- Using the absences feature on the VSware app
- An email to the secretary and the Year Head
- Or a phone call to the school secretary.

Junior Students must be collected by a Parent / Guardian and signed out at reception. Senior Students may be referred to the Principal or Deputy Principal by the Year Head.

Parents/guardians must provide an explanation or Medical Certificate to their Year Head or the school secretary. This request or explanation must be made:

- Using the absences feature on the VSware app
- An email to the secretary and the Year Head
- Or a phone call to the school secretary.

Students will wait quietly before class and enter the room in an orderly manner. Books, copies and other required equipment should be ready for use in class. Homework must be completed on time and presented neatly. Classes must not be disturbed with unnecessary noise or activity. Students must participate in class discussion and answer questions civilly. Fixtures and fittings must not be damaged.

#### **2) Uniform**

The full school uniform must be worn while students are in school, including during state examinations and on school outings, unless otherwise decided by the school authorities.

The school uniform consists of the following:

- Tartan calf length skirt (of the designated design), or grey, straight leg, school pants.



- Green knee length socks. A minimum of two pairs recommended.
- 2 Grey shirts. (Polo neck t-shirts are not allowed).
- Green jumper with school crest and red stripe at the neck and wrists.
- Crested school jacket.
- Black or navy leather shoes (no steel tips, platforms, boots, runners or other forms of sports footwear).
- Headscarves / hat may only be worn for religious or medical reasons following consultation with the Principal.

#### PE Uniform

- Red, round neck t-shirt, or as designed and available for the School by the local supplier.
- Crested school tracksuit bottoms
- Training top in the school colours with crest
- Trainers and shorts-students own choice

Teachers will check every student is in school uniform. Any student out of uniform or wearing inappropriate jewellery may occur a sanction. Students out of uniform will be referred, at a suitable time, to the relevant Year Head by the teacher and may be requested to wear a uniform supplied by the Year Head.

### 3) Hygiene and Appearance

A neat and presentable appearance, that reflects the values and image of St Fergal's, is encouraged and expected for all students.

Personal hygiene and the wearing of the school uniform in a presentable condition are signs of self-respect, personal maturity and respect for others.

- Students may not inappropriately dye, bleach or shave designs into their hair.
- Hair and makeup must be kept clean, neat and tidy.
- All piercings should be plain and discreet with neat plain jewellery i.e. no hoops or rings or colours.
- Students may only use aerosols in designated areas.

### 4) Respect, Manners and Courtesy

Everyone is entitled to be shown respect. All members of the school community are expected to treat each other with kindness and thoughtfulness. This includes all occasions of student-teacher contact outside school hours. The use of improper and offensive language is forbidden.

Acquiring habits of good manners and courtesy is an important training for life. The school always values and expects politeness, courtesy, co-operation and respect for others and for their property. Students should always act respectfully to others. This should include the appropriate way of addressing teachers or other adults and observe the normal courtesies in matters such as standing back, holding doors, putting your hand up before talking in class (unless otherwise directed) etc.

### 5) Anti-Social Behaviour

The school reserves the right to take serious disciplinary action (up to and including, suspension or expulsion) for serious anti-social or dangerous behaviour, or behaviour detrimental to the good name and welfare of its teachers, staff, students and/or the school.

### 6) Property

We are all entitled to a clean, litter-free environment. Such an environment makes life more pleasant for everyone. Every member of the school community is expected to play a part in achieving this by placing litter in the bins provided and by placing recyclable material in the recycling bins provided. Behaving correctly in this regard is also a demonstration of environmental awareness which is a key part of our learning.

Students are required to care for school buildings, furnishings and the property of others. The writing of graffiti and the chewing of gum are strictly prohibited. Damage to property must be reported immediately to the Principal or Deputy Principal and may have to be paid for.



## 7) School Journal

- a) Students must take their Journal to class each day, keep it in a neat and tidy condition and use it to record exactly the homework/study set in each subject. (See the Homework Policy: Appendix 1.)
- b) Students who do not have their journal must ask their Year Head for a temporary Journal.
- c) If a student loses his/her School Journal, or if the Year Head considers that the School Journal is in an unsatisfactory condition, s/he must purchase a new Journal.
- d) The misuse or destruction of a School Journal will be regarded as a serious breach of the school Code of Behaviour.
- e) It is the student's responsibility to ensure that the School Journal is checked and signed by a parent/guardian each week. All Junior Cycle students must get their journals signed for each school day to show that homework has been completed.
- f) Students are required to present the School Journal to teachers when requested. Failure to do so will be treated as a serious breach of the Code of Behaviour.

## 8) Absences from school (including late for school and leaving early)

St Fergal's College is obliged under The Education Welfare Act 2000 to put in place a system of strategies and measures, which encourage regular school attendance. Therefore, the College asks parents/guardians to work with the school in promoting an appreciation of learning among the students and in encouraging pupils to attend school regularly.

Each school day begins at 8.35am, with class beginning at 8.40am. If a student arrives late, they must ensure that this is recorded in the office before entering class. A student who arrives late for school on a regular basis may be subject to sanction.

For any absence from school, parents/guardians must request or provide an explanation e.g. Medical Cert to the school secretary and Year Head.

This request or explanation must be made:

- Using the absences feature on the VSware app
- An email to the secretary and the Year Head
- Or a phone call to the school secretary.

A student Junior Students must be collected by a Parent/Guardian and signed out at reception. Senior students must sign out at reception where permission to leave can be confirmed. They may be referred to the Year Head, Deputy Principal or Principal.

The school secretary or Year Heads may contact parent/guardians to confirm the reasons for absences/'lates'.

The school is also obliged to forward information in relation to absences to The National Educational Welfare Board and the local Education Welfare Officer.

## 9) Academic Honesty

St Fergal's College encourages students to believe in themselves and to act with integrity. Therefore, students are expected to submit work which is original and a product of their own endeavours.

## 10) Academic Effort

During the school year, students are expected to fully and diligently engage with their school work. Activities such as extra-curricular activities, additional tuition after school, part time work, holidays, hobbies, socialising etc. must not be allowed interfere with homework and classwork (See the Homework Policy: Appendix 1.)



Students are expected to use computers and computer networks solely for the purposes of education and curricular research. Students must not interfere with or reconfigure any computer hardware or software without the permission of a teacher. To do otherwise is a serious breach of Code of Behaviour.

Any student using Information and Communication Technology (ICT) for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the school and/or bringing the school into disrepute in any fashion will be immediately and severely sanctioned under the Code of Behaviour. These are serious breaches of the Code of Behaviour.

The school's ICT/Acceptable Use policy (Appendix 2.) forms part of this school's Code of Behaviour and must be signed by all students and parents / guardians.

## **12) Health and Safety**

St. Fergal's College aspires to create a safe environment for all members of the school community. The school has a detailed Health & Safety statement which is available from school authorities on request.

St. Fergal's College through its Wellbeing programme e.g. Social, Personal and Health Education programme (SPHE) aims to create student awareness of the choices available to them with regard to their health and personal safety. SPHE encourages them to take responsibility for their own actions.

St Fergal's College has a Healthy Eating Policy, which aims, among other things to promote healthy eating habits and a healthy body image among students. The following foods are not permitted: chewing gum, crisps, fizzy drinks and snack foods with a high sugar content. On occasion an exemption is applied when a school authorised Bake Sale takes place.

## **13) Bullying**

Bullying behaviour is not tolerated in this school. (See Anti-Bullying Policy, available on school website)

## **14) Sexual harassment**

Sexual harassment is unwanted conduct of a sexual nature or other conduct based on a person's sex which affects the dignity of men and women at work or at school. Examples of sexual harassment include:

- a) Unwanted physical or verbal advances
- b) Unwanted touching or physical gestures
- c) Comments and remarks of a sexual or discriminatory nature
- d) Unwelcome comments about personal appearance
- e) Demands of sexual favours
- f) Displays of pin-ups and pornographic material
- g) Innuendoes of a sexual nature or based on a person's sex

## **15) Substance Misuse**

Under the 1995 Tobacco (Health Promotion and Protection) Regulations and the Public Health (Tobacco) Act, 2002 (Section 47) Regulations 2003, smoking is illegal in all schools and enclosed places of work. Smoking /vaping or the possession of cigarettes/e-cigarettes/tobacco in the school grounds and going to and from school is forbidden.

Students may not have any dangerous object or substance in their possession. Students may not possess or partake of alcohol, prohibited substances or drugs (except prescribed medicines) in school, on the way to and from school, or on school outings or school related activities.

## **16) School Buses**

Students must travel directly to and from the College on their designated school bus unless required by Bus Eireann to change buses.

Breaches of these rules or misconduct on buses can result in temporary or permanent withdrawal of a student's bus ticket by Bus Eireann and will be regarded as breach of the school Code of Behaviour.



Students do not have permission to drive or park cars on the school premises.

## **18) Mobile Phones**

From September 2025, St. Fergal's College will operate a Locker Phone Storage System for all students. Each student will be provided with a transparent, lockable phone box securely attached to the outside of their school locker.

*Morning Procedure:*

On arrival at school, students must scan their allocated code on the app and lock their phone into the box. The mobile phone must remain in the transparent phone box, locked for the duration of the school day. Each student will have their own personal access code.

*Access to Phones:*

Phones must remain locked in the phone box during school hours (8:40 a.m. – 3:30 p.m.). Any removal or use of a phone without permission will be considered a serious breach of the Code of Behaviour and will result in an Incident Report (-11 on VSware) and a two-hour Friday detention. The confiscated phone will be left at reception and must be collected by a parent or guardian. A second offence will result in an automatic one-day suspension.

Only students with documented medical needs requiring a phone-based app will be permitted supervised access to their phone.

*End of Day:*

At the conclusion of the school day, students may unlock their phone box and take their phone home. This system applies to all mobile phones and similar personal electronic devices. Students are responsible for ensuring their device is placed in the phone box each morning.

Any breach of school rules may be recorded on VSware, in line with the school's disciplinary procedures and for the information of parents/guardians.

## **System of Referral and Procedures**

Teachers may keep written records of breaches of discipline by students. Records of serious breaches of discipline are retained in the students' files. Copies of letters sent to parents and records of phone calls and meetings with parents will be retained. A teacher will refer a student directly to the appropriate Year Head, Deputy Principal or Principal in the event of a serious breach of discipline. Such a breach will be recorded in an Incident Report and kept on file.

Any breach of the school rules may be recorded on VSware, for the purpose of the school's disciplinary procedures and for the information of parents/guardians

A serious breach of discipline may result in detention and, depending on the gravity and record of the student's misbehaviour, suspension or expulsion

Teachers do not remove a student from the classroom and leave him/her unsupervised outside the classroom. If immediate intervention is necessary, another student will be sent to the Deputy Principal with a message / note explaining the problem. If the Deputy is not available then the student with the message may seek the Principal.

The following measures/sanctions may be used depending on the seriousness of the offence: to be used by classroom teachers in the first instance.

- Reasoning with student;
- Verbal warning;
- Additional work or exercises;



- Separation from peers;
- Lunch or after-school detention;
- Note for Year Head on VSware.
- Note to parents on VSware
- Phone call to parents;
- Meeting with Parents/Guardians;

Referral Ladder: When it is not possible for a classroom teacher to resolve a behaviour issue or where it very serious or persistent then the following steps apply.

1. Referral to Year Head
2. Referral to Deputy Principal.
3. Referral to Principal, by the Deputy Principal, for serious breaches which may require suspension or expulsion. (where absolutely necessary staff may contact the Principal directly).

(A Year Head, the Deputy Principal or Principal may take measures or sanctions themselves in the event that they are the first to engage with instances of breaches of discipline e.g. on corridors or the school grounds.)

Note: Participation in extra-curricular activities (teams, trips, etc.) depends on good behaviour and attendance record.

### **Role of the classroom Teacher**

Deals with issues as they arise by, for example:

- Reasoning with students.
- Assigning a new seating position.
- Verbal reprimands
- Assigning additional assignments.
- Assigning class detention.
- Contacting home e.g. via email or phone call.
- Ongoing or very serious issues will be reported to the Year Head.
- Ongoing low-level disruption/misbehaviour can be reported on VSware.
- An Incident Report should be used in cases of serious breaches of this code e.g. physical assault, serious disruption of teaching and learning in a single class.

### **Role of the Year Head.**

Year Heads have overall responsibility for the pastoral care and discipline for their respective year group. A Year Head becomes involved where a student has not responded positively to a teacher's intervention, where misconduct has consequences beyond the class of an individual teacher, breaches of school rules outside of the classroom. The Year Head will fully investigate any serious incidences of misbehaviour, including bullying, and provide a report to the deputy principal and/or principal as appropriate. They will respond to the referral of a student in a manner which is proportionate to the breach of discipline and the student's record of behaviour. In seeking to correct inappropriate behaviour a Year Head may use one, or some, of the following:

- Seek class teacher reports.
- Professional conversation with teacher about classroom management strategies.
- Detention.
- Place the student on "report".
- Meet with student at the beginning and/or end of each day to monitor progress.
- Arrange a meeting with parents/guardians.
- Refer to Guidance Councillor.
- Refer to Deputy and/or Principal, as appropriate.



- Refer, if applicable, to appropriate external agencies following consultation with Deputy and/or Principal.
- Restorative Justice.
- Check and Connect. Students identified with particular behavioural needs who may benefit from mentoring from a particular teacher, who the student identifies as being a positive influence.

The nature of the misbehaviour will dictate the measure(s) deployed.

### **Role of the Deputy Principal**

- The Deputy Principal becomes involved at step 2 in the referral ladder. This may involve the instigation or development of a required investigation into an incident or incidents.
- The investigation required may lead to suspension or expulsion, as advised by the Deputy. In this regard, the guidelines of the NEWB should be followed.
- The Deputy Principal may sanction a student, including detention, for major incidents which a teacher highlights in circumstances where the Year Head is unavailable e.g. in class.

### **Role of the Principal.**

- Support the implementation of the Code of Behaviour.
- Encourage a sense of shared responsibility among the school community.
- Delegate responsibilities regarding behaviour to other professionals working in the school.
- The Principal becomes directly involved where:
- There are serious breaches of school rules, where neither the Deputy Principal or the Year Head is available.
- On the completion of an investigation or on foot of a single or number of Major Incident Reports and where the possible sanction is suspension or expulsion.

### **Detention**

Detention is an effective means of sanctioning students who persistently breach the Code of Behaviour.

Lunchtime or after school detention may be used by teachers and Year Heads for some breaches of the Code of Behaviour. It is supervised by the teacher setting the detention. Students who go home for lunch may have their detention deferred to facilitate them bringing in lunch.

After school detention on (Friday 1.15 pm -3.15pm) is supervised by Year Head/Deputy Principal/Principal. This detention is used as a sanction for:

When a Year Head or member of Senior Management decide that such a detention is warranted given persistent disruption or any other serious breach of the school Code of Behaviour. An Incident Report should be used to report such misbehaviour.

A Student who is absent from detention without prior agreement with the Year Head may be suspended. A letter will be sent home to inform parents. More than three Friday afternoon detentions may result in a suspension from school.

### **Policies and procedures for suspension and expulsion**

Suspension from school will be imposed where the Principal / Deputy is satisfied that this is warranted by serious offences such as bullying, theft, damage to persons or property, defiance of a teacher, or where a



student has failed to respond to other forms of sanction for repeated misbehaviour. In many cases, suspension is imposed for a limited number of days at the expiry of which the student may return to the College. In certain cases Parents may be required to meet the Principal/Deputy to determine the conditions under which the student is expected to return.

Students may be suspended for one or a combination of the following:

- Persistent bullying behaviour
- Challenging the authority of the teacher.
- Leaving school without permission.
- A physical or verbal assault of another person.

  

- Coming to school under the influence of alcohol or drugs.
- Consuming alcohol or taking drugs (except prescribed medicines) or other substances on the school grounds, school trips etc.
- Persistent breaches of school discipline where all other sanctions have been exhausted.

Students returning from suspension will be placed “on report” for a minimum of one week. Student and parent may be asked to sign a “Good Behaviour Contract”, which may need to be tailored for the particular student and circumstances.

### **Exclusion/Expulsion**

Where, following the procedures listed above there is no improvement in the behaviour of the student, or where there is a sufficiently serious single act or acts of misbehaviour, the Principal, or the Deputy Principal acting on behalf of the Principal may refer the case to the Board of Management and recommend exclusion/expulsion.

The Board may invite the student and his/her parents/guardians to a special meeting to discuss the matter.

### **Right of Appeal.**

In cases of exclusion/expulsion parents/guardians may appeal, in writing, to the Board of Management in the first instance and then to the Chief Executive, Laois and Offaly Education and Training Board (ETB). Following the appeal process the decision of the Board to expel a student along with the reasons for same will be forwarded to the Education Welfare Officer in writing. The expulsion shall not take effect before the passing of twenty school days following the receipt of this written notification by the Education Welfare Officer.

In cases of suspension parents/guardians may appeal the decision in writing, to the Board of Management of St Fergal’s College.



## Appendix 1

### **St. Fergal's College Homework Policy.**

#### **1. Rationale for Homework.**

Homework is an integral part of the learning process. Learning continues through the completion of homework. Teachers assign homework for a variety of reasons, including:

- To review and practice what has been learned in class during the day;
- To explore subjects in greater depth than is allowed by class time;
- To practice new skills and concepts and become competent in their use;
- To introduce students to independent learning for completion of projects;
- To carry out preparatory work for the next class;
- To develop study skills and encourage independence, self-discipline and responsibility.

Homework provides a link between school and home and gives parents/guardians the opportunity to reinforce the importance of learning.

#### **2. Types of Homework.**

Homework may be short term i.e. due the next day or long term e.g. the completion of a project. It may take the form of:

- Written work;
- Practical work;
- Oral work;
- Revision of material already covered;
- Or the learning of new material.

#### **3. Parent's/Guardian's Responsibilities:**

- Monitoring the Student's Journal on a daily basis and ensuring homework is completed on time and to the appropriate standard;
- Liaising with teachers via email or phone call.
- Encouraging a positive attitude to the completion of homework;
- Becoming involved with the student's learning and giving help and encouragement with difficult assignments.

#### **4. Student's Responsibilities:**

- Checking to ensure all books, Journal, P.E. gear, Art kit, pencil case etc. are in your schoolbag ready for homework, study or class next day;
- Finding a quiet place for homework/study and establishing a planned study routine;
- Avoiding distractions such as TV, radio, phones etc.;
- Ensuring all homework is completed neatly, accurately and on time;
- Using a dictionary to check the spelling of difficult subject specific words;
- Highlighting key words, phrases and topics for revision;
- Testing yourself regularly to check your understanding and learning.

#### **5. Teacher's Responsibilities :**

- Writing homework on the board if appropriate and allowing time for it to be entered into the Journal;
- Liaising with parents via email or phone call.
- Giving constructive and practical feedback on completed assignments;
- Giving advice on revision and study skills relevant to their subject area.

#### **6. Student Journal.**

Each student is given a Student Journal at the beginning of the school year to record details of homework for each school day. The Journal must be kept neatly and free from any graffiti. Lost or defaced Journals must be replaced (at a cost of €25 currently). The Journal remains the property of St. Fergal's College at all times.



Students should carefully record the instructions for their homework for each class. If no written homework is assigned it is automatically assumed that revision of the day's work is undertaken. There should be an entry in the Homework Journal for each class of the day. When homework is completed it should be marked as done in the space provided.

**If a student is absent from class for any reason s/he should find out what work was covered, what homework was given and have it completed before the next class.**

It is the student's responsibility to ensure that Parents/Guardians sign the Journal daily/weekly as instructed by the relevant Year Head.

**7. Recommended Homework/Study Timetable:**

**1<sup>st</sup> year:** 10-12 hours per week. (2 hours minimum per day, Monday-Friday.)

**2<sup>nd</sup> & 3<sup>rd</sup> year:** 12 -14 hours per week. (2.5 hours minimum per day, Monday-Friday.)

**Senior Cycle:** 18 -22 hours per week. (3 hours minimum per day, Mon – Sat/Sun.)

**8. Sanctions for non-completion of Homework**

- a) Note on VSware
- b) Detention/lunchtime detention may be given to students if the problem persists.
- c) Parents/Guardians may be invited to meet with the relevant Year Head to discuss on-going problems with homework.



## **Appendix 2**

### **Internet Safety: Acceptable Use Policy**

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

#### **School's Strategy**

St Fergal's College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### **Internet Use**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

#### **Email / Social Media**

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.



### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

### **School Website**

- Students will be given the opportunity to publish projects, artwork or school work online in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Students' work e.g. project work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips of students focusing on group activities. Content focusing on named individual students under 18 years of age will not be published on the school website without parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing a student photograph without permission.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

### **Personal Devices**

Students using their own technology in school without permission, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including detention, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.



### **School Matches and Use of School Grounds**

The rationale underpinning this policy is school custom and practice, best practice, equality, health and safety, and the pursuit of excellence in education. Another important reference point is the Standard in Looking at our School A Quality Framework for Post-primary Schools 2016 (issued by the school Inspectorate) which states that in Managing the organisation “School leaders: establish an orderly, secure and healthy environment, and maintain it through effective communication.”

Sport has a major role to play in school and society. St Fergal’s College encourages all students to engage in sporting activity as part of their overall development in particular their physical, social and emotional development. It is hoped that all students will grow and develop into mature responsible adults, which reflects the overall philosophy in our school.

1. Other than in exceptional circumstances outlined in point 7 below, only students who are on the team panel or who have a specific role/job in the interests of the team, can attend school games at home, including on the school grounds, or away.
2. For matches on the school grounds, this policy applies for during class time.
3. The team coach decides who is on the panel and who is needed to do a specific job.
4. The names of students who are on the panel, or who have a specific job to do, must be placed on a list, by the team coach. This list must be displayed on the Sports noticeboard in the staffroom and copied to the principal [or whoever may be deputising for the principal], the day before the game. Consent forms must be signed, annually, by parents/guardians of team players for them to take part in sporting activity, which involves leaving the school premises.
5. If a student is unavailable to play, other than due to illness/injury, they must notify the coach as soon as possible and preferably the day before the match so that their name can be removed from the panel.
6. No student can have a role/job to play for the coach at a school game unless the provisions outlined at 3 and 4, have been fulfilled. For clarification, this may involve students who are not on the panel.
7. Exceptional circumstances, referred to at 1 above, include situations where a school team has reached a provincial Leinster or All-Ireland final. Such exceptions must be authorised by the school Leadership and Management Team. If school management problems arise, e.g. a teacher substitution challenge in the school, the school principal [or by the Deputy or whoever may be deputising for the principal] may decide.
8. For circumstances other than school matches, e.g. a curricular activity in Science, permission is needed from the principal [or by the Deputy or whoever may be deputising for the Principal/Deputy Principal].