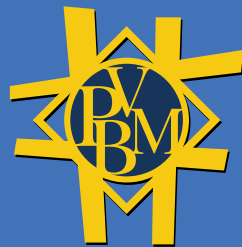


# Coláiste Nano Nagle

## Presentation Secondary School

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### Our Mission

Our school is a Christian community under the trusteeship of CEIST, which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order.

A primary aim of our school is the pursuit of academic excellence.

We seek to develop the full potential of each person; intellectual, spiritual, emotional, social, physical and creative.

To achieve this, the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.

### Our School Prayer

O God, we offer you all the thoughts words and actions of this day for your greater honour and glory, through Christ Our Lord, Amen.





## Coláiste Nano Nagle

### Presentation Secondary School



### Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Year: \_\_\_\_\_

Class: \_\_\_\_\_

Year Head: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Locker Number: \_\_\_\_\_



### Emergency Information

Next of Kin: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Contact Phone Nos: \_\_\_\_\_

Parent/Guardian e-mail address : \_\_\_\_\_

Special Medical Requirements: \_\_\_\_\_



Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00					
9.40					
10.20					
11.00	Morning Break				
11.10					
11.50					
12.30					
1.10	Lunch				
1.40					
2.20					
3.00			Home		
3.40	Home				

### Other Areas of Learning




## School Calendar 2020-2021

FIRST TERM	
School Re-Opens	Monday 31st August 2020
Information Evening for First Year Parents	Monday 7th September 2020, 7 pm – 8 pm
Junior Certificate Results	The date for the state certificate issued by the DES and school-based certificate is TBC.
Open Evening	Thursday 15th October 2020, 7 pm – 9 pm
Anti-Bullying Week	TBC
Transition Year Work Placement	Monday 12th October – Friday 23rd October 2020
School Closed, Bank Holiday	Monday 26th October 2020
Mid-Term Break	Tuesday 27th October – Friday 30th October 2020, Reopening Mon 2nd November 2020
Parent/Teacher Meetings, 3rd Years and 6th Years	Monday 9th November 2020, 4.15 pm – 6.45 pm, School finishes at 3.25 pm
LCVP Work Placement	Monday 9th November – Friday 13th November 2020
College Awareness Week	Monday 23rd – Friday 27th November 2020
6 LCA Work Placement	Monday 16th November – Friday 27th November 2020
Mid-Term Examinations for Junior and Leaving Certificate Students	Week beginning 23rd November 2020
5 LCA Work Placement	Monday 30th November – Friday 11th December 2020
Christmas House Examinations	Week beginning Monday 14th December 2020
Final Day of First Term	Tuesday 22nd December 2020, (Christmas Holidays)



## SECOND TERM

School Re-Opens	Wednesday 6th January 2021
Parent/Teacher Meetings, 2nd and 5th Years	Monday 18th January 2021, 4.15 pm – 6.45 pm, School finishes at 3.25 pm
Parent/Teacher Meeting, 1st and TY Years	Monday 25th January 2021, 4.15 pm – 6.45 pm, School finishes at 3.25 pm
Pre-Junior Certificate and Leaving Certificate Examinations	Week beginning Monday 1st February 2021
Transition Year Work Placement	Monday 1st February – Friday 12th February 2021
Information Evening for Third Year Parents	Monday 8th February 2021, 6.00 pm – 7.00 pm
Mid-Term Break	Monday 15th February – Friday 19th February 2021, Reopening Monday 22nd February 2021
Seachtaine na Gaeilge	Monday 15th – Friday 19th March 2021
School Closed, St Patrick's Day	Wednesday 17th March 2021
Intercultural Day	Friday 19th March 2021
Final Day of Second Term	Friday 26th March 2021, (Easter Holidays)

## THIRD TERM

School Re-Opens	Monday 12th April 2021
School Closed, Bank Holiday	Monday 3rd May 2021
School Closed	Tuesday 4th May 2021
JCSP Graduation	Wednesday 5th May 2021
Active School Week	TBC
Sports Day	Friday 14th May 2021
Student Excellence Awards	Tuesday 18th May 2021
Transition Year Graduation	Wednesday 26th May 2021
Leaving Certificate Graduation	Thursday 27th May 2021
Induction of Incoming First Years	Friday 28th May 2021
Summer House Examinations	Monday 31st May – Friday 4th June 2021
Summer Holidays	Friday 4th June 2021
State Examinations	Wednesday 9th June 2021



### Merits


### Class Teacher




Merits


Class Teacher




### Merits


### Class Teacher






## Merits


## Class Teacher




### Merits


### Class Teacher




# In Colaiste Nano Nagle:

We aim to give each student every opportunity to learn and develop as a person in a committed, caring and friendly atmosphere.

We also believe that all members of our school community have a responsibility to contribute to this atmosphere by:

- Doing their best work.
- Respecting the rights of others, that is teachers' right to teach, students' rights to learn and the right of other staff to carry out their duties.
- Treating others well.
- Taking care of the building and equipment.

## In Colaiste Nano Nagle we support our aims with:

### Rules

The things that students should be doing in the classroom and around the school.

### Awards

The recognition students will be given when they choose to follow the school rules.

### Sanctions

The action taken by teachers when students choose to break the rules.









## Overview of School Rules Top Tips for Success in Our School



Have excellent attendance

Come to school in full uniform

Respect every person (including yourself), place and thing

Move quietly and safely around the school campus, always walking on the right

Arrive on time for all classes

Always have your journal in class and signed each week by your parent/guardian, keep it in good condition and give it to the teacher when asked

Remember to have a note in your journal from your parent/guardian if you are late, absent or have to leave school early

Be prepared for class by having all your books and materials

Have your homework properly completed and open for inspection on the desk

Listen to the teacher

Ask a question if you don't understand by raising your hand and waiting for the teacher to respond

Work to the best of your ability in class with a positive attitude

Write your homework in your journal

Mobile phones, recording and music devices should not be used in school



## My Locker – My Responsibility

What do I need to organise?

1. I need to have my locker key to school everyday.
2. I need to have a copy of my timetable on the inside of my locker.
3. I need to write my homework in my Journal in each class.

How should my locker look?



When can I go to my locker?

I am only allowed to go to my locker at these times:

- 8.50 Before school
- Morning Break Time
- 1.30 – 1.35: Lunch Time
- After school

Remember

Before school get your books for the first **3** lessons and organise books for the rest of the day in sets of **2-3**.

At Break time get your books for the middle **3** lessons.

At Lunch time get your books for the **2-3** afternoon lessons.

At Home time organise your books and bag for tomorrow!



# OUR CLASS ROUTINE

10 Steps towards a Positive Learning Environment

Step

Instruction

What does it look like?

1.

Stand outside the classroom quietly and wait to meet your teacher (if requested to do so).  
Jackets should be off.



2.

Enter the classroom quietly and go to your seat (one may have been assigned to you).



3.

Get out your Journal, books, copies, pencil case and any other materials you need for class (these should be in your schoolbag).

The teacher may use this time to write homework on the board.



4.

Tuck your bag away neatly under the desk.  
Make sure your phone is off and all food and drink is in your bag.



Ready to go!

5.

Roll Call.

Give the teacher silence when the roll is being taken.  
Silence should also be observed during prayer time.





Step

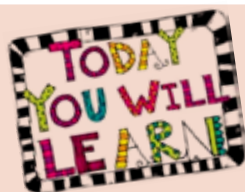
Instruction

What does it look like?

6.

The **learning intention(s)** for this class is/are.....

The **success criteria** for this class are.....



7.

HW – Write your H/W in your Journal (this may happen later in the class)

The homework for this class is.....

Allow sufficient time for H/W to be explained and taken down. H/W will be acknowledged daily in class.



8.

During class always remember – one voice, hands up, listen. Be positive and give each class your best shot.



9.

Review of what we learned in class today.



10.

Leave classroom neat and tidy.  
Tuck your chair in under the desk.

Wipe the board clean.

The teacher will tell you when the class is dismissed.





## What happens when you FOLLOW the rules?

1. You will be helping to make your school a better place to learn.
2. You will do well in your exams.
3. You will get on with teachers.
4. You will make your parents/guardians proud.
5. You will get merits/positive comments in class and in your Journal or a Good News Postcard will be sent to your home.
6. Your achievements will be rewarded at our Student Excellence Awards.





# What happens if you BREAK the rules?

For breaking the rules there are consequences:

1. Reminder
2. Warning
3. Note in journal and/or written sanction
4. Detention
5. Suspension
6. Contract
7. Expulsion

For serious breaches of the rules such as:

1. Verbal abuse of others
2. Bullying
3. Fighting or dangerous behaviour in or near the school
4. Vandalism
5. Use of illegal substances
6. Continuous misbehaviour

Students can be sent home immediately, suspended and reported to the Board of Management.

In such cases parents/guardians have a right to appeal a decision of the Board of Management.

For vandalism the school can impose a fine.





# Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)



# COVER YOUR COUGH AND SNEEZE

STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK



When you cough or sneeze **cover your nose and mouth** with a tissue

**OR** Cough or sneeze into your elbow, **not your hands.**

**Throw away**  
**your tissue!**



**Clean your hands**  
**after coughing**  
**or sneezing.**



# THANKS!



Teams can be  
accessed through  
the Microsoft  
Teams App

## Step 1

How to access my Team  
Learning Space!

If using your **phone**, download the following Phone Apps!



Microsoft Teams



Microsoft Outlook



Microsoft Word



Microsoft PowerPoint

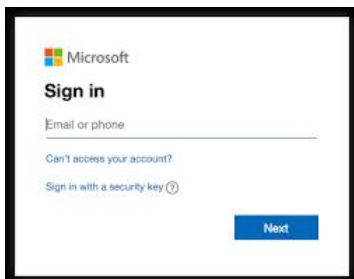
## Step 2

Sign into the Microsoft Platform

If using a **Laptop or PC** use the following URL's

[teams.office.com](https://teams.office.com) – to access **Teams** only

[portal.office.com](https://portal.office.com) – to access **all Microsoft 365 Apps**



Remember passwords  
are case sensitive.  
Make sure you do not  
share your password  
with anyone.





# A Student's Guide to Online Classroom Etiquette

## Work Space

Choose a workspace that is suitable for the online classroom.

Be aware of what others will see in the background.



## Shhh...



Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



## Be on time

Turn up – the class is to help you and your learning. Be on time for your online classes

## No Photos

Do not take screenshots or photos of others online



## School Rules

School rules apply in the online classroom. Think before you type. Keep focused on the task assigned.



## Speak up & ask for help

Contact teachers during school hours or make an agreement about contact times



## Respect

Respect everyone's views online

## Presentation



Dress Appropriately

## Enjoy it!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.



# Stay safe, Stay healthy



# Coláiste Nano Nagle Presentation Secondary School

Presentation Campus - Sexton Street, Limerick



## CODE OF BEHAVIOUR

Updated May 2020



# Code of Behaviour

## Table of Contents

1. Attendance & Punctuality
2. General Conduct
3. Teaching and Learning Environment
4. Rewards & Affirmations
5. Safety, Health & Welfare
6. Dress & Appearance
7. Technology
8. Sanctions
9. Uniform

**Appendix 1** - Supports

**Appendix 2** - Sanctions





## Code of Behaviour

Coláiste Nano Nagle is a Catholic School under the trusteeship of CEIST, which has had a tradition in education in Limerick for more than 150 years.

As a community, all members, students, staff and parents are encouraged to support each other in building a caring community where justice, courtesy and respect permeates the life of the whole school.

This code of behaviour has been developed in conjunction with management, teaching staff, parents and students.

## Mission Statement

Our school is a Christian community under the trusteeship of CEIST, which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order. A primary aim of our school is the pursuit of academic excellence. We seek to develop the full potential of each person; intellectual, spiritual, emotional, social, physical and creative. To achieve this, the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.



## Definition of Code of Behaviour

Under Section 23 of Education (Welfare) Act 2000, the Board of Management of Coláiste Nano Nagle legally requires a Code of Behaviour in respect of students registered in the school. The Code is defined as a set of behaviours, acceptable standards of conduct and principles of best practice which have been prepared and are fundamental to positive and inclusive interaction between students and school personnel.



## Scope of the Code

The Code of Coláiste Nano Nagle applies to all students who are admitted to our school in line with our Admissions Policy.

### Aims:

1. This Code promotes positive behaviour aiming to enhance the learning environment.
2. Good behaviour and co-operation ensure effective teaching and learning and thus enables students to reach their full potential.
3. It is our policy to encourage and acknowledge positive behaviour and to foster and develop qualities such as responsibility and leadership.
4. We strive for reasonableness and consistency at all times in the implementation of rules and sanctions.
5. Coláiste Nano Nagle is characterised by high standards in all areas of the school. The school is grounded in a spirit of respect for all.
6. We aim to maintain the Catholic Ethos, in the spirit of Nano Nagle, optimising the holistic development of our students.



### 1. Attendance & Punctuality

Regular attendance and punctuality at all times is essential. A note in the school journal from the parent/guardian explaining the student's absence should be provided to the school in advance of the absence if possible, and otherwise should be given to the school immediately on returning to school.

Once a student has missed 20+ days a formal referral is made to the Education Welfare Services Child and Family Agency as required by the Education Welfare Act 2000. Other actions are taken at 5, 10, 15 days as part of a system for addressing absenteeism which is detailed on the school's Attendance Policy.

Late arrival of students for class is disruptive to the teaching and learning environment therefore all students are encouraged to manage time effectively. Students coming late to school in the morning must sign in with the Deputy Principal. Persistent lateness will result in parents having to sign in their daughter. If a student is late for class it will be recorded in the journal and appropriate sanctions will apply.

In the course of the school day students are under the care of school authorities and may only leave the school grounds with the permission of the Principal or the Deputy Principal. Students must be signed-out before leaving and signed-in on their return to school.

If a parent/guardian requests that their daughter leave the school during the course of the day a note in the school journal from the parent/guardian explaining the reason for the student leaving must be given to the school in advance if possible, and otherwise must be given to the school at the time the student is leaving the school. Only a parent/guardian can sign a student out. Students are not permitted to leave unaccompanied. The school management requests that a student only be signed out for exceptional circumstances. Where possible, all student appointments should be scheduled outside the school day.



## 2. General Conduct

### (a) Respect

The school as a community (students, management, teaching staff, Special Needs Assistants, secretaries, caretakers, cleaning staff and visitors) places a strong emphasis on respecting the rights of others. Enshrined in this is the right to grow as a responsible person, the right of students to work to their full potential and achieve success at school, the right of the teacher to be able to do her/his work without constant interruption and the right of all members of the school community to be treated with respect and fairness.

### (b) Respect for School Property and Environment

As we all value working in a Green Flag School, students are encouraged to keep the school clean and tidy and not to interfere with school property or the property of others.

The school will not accept responsibility for loss or theft of a student's property which must be kept in her own secure locker or with her at all times. All personal belongings must be marked with the student's full name.

Students must show care for school property and make good any damage done to school property.

Chewing gum, tippex and graffiti are not allowed as they potentially destroy furniture, carpet, clothes, shoes, etc.

### (c) Religious Functions

Students are expected to attend all school events including liturgies, celebrations, and festivals, extra-curricular and inter-school events.

Students are expected to respect the Catholic characteristic spirit of Coláiste Nano Nagle in which they are enrolled as a student.

### (d) School Reputation

Each student is encouraged to uphold the good reputation of Coláiste Nano Nagle at all times in and outside school. Students are directed to behave with courtesy and consideration respecting the rights of others. If a student acts in a manner that is damaging to the reputation of Coláiste Nano Nagle while outside of school, whether in uniform or not, appropriate sanctions may apply.

## 3. Teaching and Learning Environment

We all expect that you do your best in class and at your homework.

### (a) This means that you

- Listen to your teachers and follow instructions given
- Do not disturb the class





- Raise your hand if you wish to ask a question
- Do all your homework each night - written and learning
- Work to the best of your ability
- Always bring your journal to class and write in the homework given. Journals should be kept neat and tidy at all times. Students must have the journal with them every day and present it to teachers when it is requested.
- Ensure that the journal is signed each week by a parent\guardian.
- Appreciate that the classroom is for teaching and learning therefore eating or drinking must be restricted to break times and the designated eating areas.
- Only enter the Central College Limerick building when accompanied by your teacher
- Speak appropriately and with respect to all individuals in the classroom, both the teacher and other students

## (b) Because

- The teacher has a right to teach
- Other students have a right to learn
- Parents\guardians have the right to expect that you do your best at all times.
- Homework helps revise work already done
- The journal helps you to organise your homework so that you will succeed in school

We expect that you come properly prepared for your subjects.



## (c) This means that

- You manage your locker carefully and ensure that it is secured at all times
- You have the books, pens, copies, etc. needed in each class
- You bring any specialist equipment needed e.g. P.E. gear, drawing equipment, cooking ingredients, etc
- If you are absent from class throughout the day, you are responsible for catching up on any class work or homework assigned.

## (d) Because

- Your belongings are your own personal responsibility
- You waste time if you do not have your materials needed for each class
- You cannot do your subjects without materials
- You fall behind if you don't take responsibility for your own learning



## 4. Rewards and Affirmations

Coláiste Nano Nagle emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student has different capabilities and talents. We try to offer support and guidance to students experiencing difficulties.

Students are rewarded for consistent effort and participation, academic, creative, artistic and sporting achievement and any other co-curricular participation.



### (a) Rewards and affirmation includes:

- Written commendations in school journal.
- Verbal Praise from staff members is regularly used to reward and encourage good work and behaviour
- Certificates of achievement
- Merit stickers leading to a prize.
- Announcements at assemblies and by means of school intercom.
- Students may be rewarded with additional outside school activities.
- Student Excellence Awards.
- School newsletter.



## 5. Safety, Health and Welfare

The safety health and welfare of all students and staff is given a high level of importance in this school. Consequently the school will deal severely with any student who endangers the safety of others. Students must not take part in activities which are likely to injure others.

### (a) Fire

Fire can have fatal consequences. A high standard of fire precaution is vital to ensure the safety of all. In the interests of security and health & safety CCTV cameras have been installed both externally and internally in the school.

- Everyone shall be familiar with the fire evacuation procedures of the school and shall attend all organised fire drills.
- Fire fighting equipment, alarm systems and emergency glass are installed to protect us all thus cannot be interfered with.
- Possession of flammable substances, e.g. lighter fluid, matches, fireworks and bangers can potentially endanger life and therefore must not be brought onto the school grounds.

## (b) Smoking

Smoking/vaping outside the school grounds while in school uniform damages the reputation of the school and will therefore be dealt with as a breach of our Code of Behaviour and sanctions will apply.



## (c) Use of Alcohol/Illegal Substances

Smoking, the possession/consumption of alcohol, solvent abuse, the use/supply of illegal drugs/substances or the use of any substance that alters behaviour are prohibited, within school grounds or on school outings/occasions, which may result in immediate suspension or more serious sanctions up to and including exclusion from school in accordance with our Drugs Policy. The school reserves the right to search the bag(s) of all students of whom the school is suspicious may be in possession of illegal substances.



## (d) Bullying

Every student and staff member in the Coláiste Nano Nagle has a right to learn and work in a safe environment. Each student has the right to an education free from fear and intimidation.

Members of staff accept a collective responsibility, under the direction of management, to act in preventing bullying/aggressive behaviour by any member of the school. The school also recognises the important role of the parent/guardian in monitoring their child's social & moral development. Through an increased awareness of the potential damaging effects of bullying, Coláiste Nano Nagle has developed supportive strategies for the prevention of such behaviour.

### (i) Definition of Bullying

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others.

### (ii) Examples of Bullying

- Physical – hitting, kicking, taking or damaging someone's property
- Verbal – name-calling, mocking, making offensive remarks
- Indirect – spreading rumours about someone, exclusion from social group, sending malicious e-mails or text messages on mobile phones or through social networking sites on the Internet
- Excluding or insulting others because of individual characteristics such as unconventionality, ethnic origin, nationality, sexual orientation or disability



### (iii) Reporting Bullying

A victim's silence is the greatest weapon of the person engaged in bullying behaviour. Any student who is witness to bullying should confide in her guidance counsellor, class teacher, year head or any subject teacher.

Any report or account of an incident will be investigated thoroughly. Confidentiality is paramount. If any degree of bullying is identified it will be considered a breach of the Code of Behaviour and prompt action will be taken by school management. Parents/guardians will be notified and action will be taken according to the school's Anti-bullying policy.

### (e) Visitors to the School

Parents and guardians or close family members are welcome to visit the secondary school but must report to the school reception.

Should a parent/guardian wish to meet the Principal, Deputy Principal or any member of staff an appointment must be made through the school office only.

Parents are asked to respect the integrity of the school day and ensure that their daughter remains in school every day for the full school day. Parents are advised not to arrive to the school unannounced to remove their daughter from the premises. In the case of a family emergency, contact must be made through the school office only.

### (f) Student Personal Safety

- (i) The Board of Management and Staff are not responsible for items/property lost, damaged or stolen in the school. Nor are they responsible for injury to students caused by the student's own negligence or disobedience of instruction, or when withdrawn by parents during school hours.
- (ii) Students are required to participate in all formal curricular and recreational activities. Students who, for health or other reasons are prevented from so doing must provide a note signed by her parent/guardian to that effect. In the event that a student is unable to participate on an ongoing basis a medical certificate is required.
- (iii) Parents/Guardians must inform School Management, i.e., Principal, Deputy Principal, in the event of a student suffering from any medical condition that may require emergency medical treatment, and stipulate the requirement and course of action. Parents/Guardians, must ensure that a student suffering an ongoing illness has the correct medication with them at all times.
- (iv) In the interest of health, safety and hygiene, students shall only be allowed to eat in specific designated areas.
- (v) Students should respect the school's toilet facilities and the right of all to avail of and use a clean and hygienic environment. Students must not delay in the toilet area.
- (vi) Students must exercise due care and attention to traffic on both entering and leaving through the school pedestrian gates. It is essential in the interest of safety that students only cross the road with the use of the traffic signal system.





(vii) For personal safety reasons, the only jewellery that students are allowed to wear is that which is outlined under section 6 of this code. Student footwear should be flat and appropriately fastened.

(viii) To ensure the safety and security of all on Presentation Campus, CCTV Cameras are in operation in the school.

## (g) Healthy Eating

Coláiste Nano Nagle promotes healthy eating as part of student wellbeing. We are a water only school. All unhealthy fizzy/energy drinks brought on to the school grounds will be confiscated and discarded.

## 6. Dress and Appearance

We expect that you come to school in full uniform.

### (a) This means that

- Only the official uniform and permitted jewellery may be worn
- Hair must be kept clean, neat and tidy. Extreme styles and colours of hair are not to be worn
- Nails must be kept at an appropriate length under health and safety grounds and extreme styles and colours are not to be worn. Gel and acrylic nails are not to be worn under educational and health and safety grounds.
- Students must take pride in their appearance and present themselves neatly and tidily in school each day.

### (b) Because

- The wearing of the school uniform gives a sense of school identity and is a visible sign that the student intends to keep all the school rules.
- We all have a responsibility to maintain a positive image of the school.

### (c) School Uniform

- School Jumper
- White Shirt
- School Tie
- Plain dark navy/maroon Hijab (must be worn inside the school shirt)
- School Skirt
- Maroon Socks
- Navy/Black low heeled shoes (not runners)
- School Jacket or Plain Navy Jacket (no large logos)
- Half zip top (shirt and tie must be visible at all times)



### (d) P.E. Uniform

- Navy Tracksuit Leggings
- Lemon School Polo Shirt



### (e) Jewellery

- Students may wear only one ring, sleeper or plain stud earrings (one in each ear) and watch.
- Large earrings, chains etc are not to be worn with school uniform.
- Facial/tongue piercings are not allowed and if present, a student will be asked to remove the piercing.



## 7. Technology

### (a) Colaíste Nano Nagle – Mobile Phone Policy

- Student mobile phones must be powered off for the full school day.
- Students are not permitted to use mobile phones during field trips, excursions or other off campus supervised activities unless permission has been given by school management.
- Mobile phones are brought to and kept at school, entirely at their owner's risk. The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting. Students and parents should recognise, however, that mobile phones are a highly prized target for theft and, accordingly, phones should always be stored in a safe and secure place.
- Parents and students should ensure that such phones are properly and adequately insured as personal property.
- Any students using a mobile phone in class or on the school grounds during the school day will have the phone confiscated. The only exception is if it is being done under teacher supervision for a teaching and learning purpose. A confiscated powered off phone will be retained by the school for two days and returned at the end of the second day upon payment of €5. If a phone is confiscated on a Friday it will be retained over the weekend and returned to the student before the commencement of the first day of the next school week.
- Refusal to hand up a mobile phone to school management will result in a suspension.

### (b) Photographing/Recording

In the interest of personal privacy, any student photographing or recording either another student or member(s) of staff on any technological/digital device will be dealt with very seriously by means of suspension of up to five school days and/or referral to the Board of Management.

Recording or photographing within the school or any out of school activity/trip is only allowed with the permission of school management or a member of the teaching staff.

### (c) iPod/MP3 Players

As school is for learning, any devices used to listen to recreational music must not be used in, or brought to school.



## 8. Sanctions (see Appendix 2)

### (a) Teacher

Most instances of misbehaviour or indiscipline may be dealt with immediately by the teacher. He/she has a number of options available, depending on the nature of the offence.

Persistent misbehaviour is recorded in writing by the subject teacher and reported to the relevant Year Head. In certain cases students may be referred to the Discipline Committee, Behaviour Support Classroom, Guidance Counsellor, Deputy Principal, Principal or Board of Management.

### (b) The Year Head

Each year group has a teacher assigned as Year Head who will deal with any serious breaches of discipline. The Year Head is responsible for investigating any alleged misbehaviour and will report on same. The Year Head is a member of the discipline committee.

### (c) The Discipline Committee

The Discipline Committee consists of the five year heads. On incidents of serious or continuous misbehaviour, a student will be required to meet with members of the Discipline Committee, sanctions may be issued and notification will be sent home. It may also be necessary to refer cases of misbehaviour onto the Principal or the Board of Management. It is the role of the Discipline Committee to apply and implement the Discipline Structure.

In the interest of Natural Justice every effort is made to encourage and assist students to reflect on and change their behaviour, guiding them to adopt a more positive and productive role within the school community. This is done through interventions such as individual educational planning, counselling and other general supports as made available from the DES.

The way in which fair procedures are applied will take account of the seriousness of the alleged misbehaviour and will have regard to what is reasonable in the context of our school. See Appendix 2 for a list of supports provided.

### **Sanction for the Non-Completion of Homework**

Students who persistently fail to complete homework assignments may be given after school detention on a Friday.



# Discipline Structure

Low Level Disruption

**First Low Level Incident Sheet** (3 separate incidents) → A verbal warning by Year Head (**Pastoral approach**)

**Second Low Level Incident Sheet** (3 separate incidents) → A verbal warning by Year Head (**Pastoral approach**)

Medium Level Disruption

**Third Low Level Incident Sheet** (3 separate incidents)

OR

**1st High Level Incident Sheet**

→ Meeting with members of the DC  
Student placed on **D1**  
Letter sent home

**No Further Improvement**

→ Meeting with members of the DC  
Student placed on **first D2**  
Letter sent home

**No Further Improvement**

→ Meeting with members of the DC  
Student placed on **second D2**  
Letter sent home

**No Further Improvement**

→ Meeting with members of the DC  
Student placed on **third D2**  
Letter sent home

High Level Disruption

**No Further Improvement**

→ Meeting with DC  
Student suspended  
Placed on **first D3**  
Parent/Guardian and student meet with the Principal and/or DP on return to school.

**No Further Improvement**

→ Meeting with DC  
Student suspended  
Placed on **second D3**  
Parent/Guardian and student meet with the Principal and/or DP on return to school.

**No Further Improvement**

→ Meeting with DC  
Student suspended  
Placed on **third D3**  
Parent/Guardian and student meet with the Principal and/or DP on return to school.

**No Further Improvement**

→ Meeting with DC  
Student suspended  
Placed on **D4**  
Parent/Guardian and student meet with the Principal and/or DP on return to school.

**No Further Improvement**

→ Student Referred to BOM  
Parent/Guardian and student meet with the BOM

**D1**

**D2**

**D3**

**D4**

**D5**

DC - Discipline Committee

DP - Deputy Principal

BOM - Board of Management

**Note 1:** Entry can occur at any level of the discipline structure depending on the severity of the incident.

**Note 2:** A core group will meet with Junior Cycle students keeping the student's wellbeing central in the process.

**Note 3:** Progression through the stages of the discipline structure is at the discretion of the Year Head, Discipline Committee, Deputy Principal and Principal.

**Note 4:** Student wellbeing and welfare is central in the Discipline Structure and supports will be offered to students at the discretion of the Year Head, Discipline Committee, Deputy Principal and Principal. See Appendix 1 for a list of these supports.

**Note 5:** See Appendix 2 for a list of school sanctions.



### (e) Suspension/Exclusion

In extreme cases of misconduct, the Principal may recommend to the Board of Management that a student be excluded from the school.

In accordance with Section 24 of the Education (Welfare) Act 2000, subsections (1) to (5.5) certain procedures will be followed before a student may be suspended or expelled.

The NEWB will be informed of any suspension of 6 days or more and of any exclusion from the school.

#### Appeal

- Appeals may be made to the DES in the case of exclusion or where the cumulative total number of days on suspension for a student exceeds twenty in any one year.
- Every effort shall be made between the parties directly involved to resolve the matter at issue.
- If there is still no resolution the appellant may present the case to the Board of Management, thereafter to the trustees and finally to the Secretary General of the Department of Education and Science as provided in Section 28 and 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

This code has been ratified by the Board of Management and will be reviewed within 3 years of ratification.





## ACCEPTANCE OF CODE OF BEHAVIOUR

I/We have been supplied with the Coláiste Nano Nagle Code of Behaviour, by the School Principal on \_\_\_\_\_.

This Code of Behaviour is acceptable to me/us.

I/We understand and accept that I/we are enrolling my/our daughter \_\_\_\_\_ in Coláiste Nano Nagle subject to this code and I/we undertake to make all reasonable efforts, as long as she is a student at Coláiste Nano Nagle to ensure that she complies with the provisions of the code.

Signed:

Signed: \_\_\_\_\_  
**PARENT/GUARDIAN**

Signed: \_\_\_\_\_  
**PARENT/GUARDIAN**

Signed: \_\_\_\_\_  
**STUDENT**

Date: \_\_\_\_\_



## Appendix 1 – Supports

- Year Head Report
- Referral to HSCL
- Referral to the Guidance Counsellor
- Referral to the Learning Support Department
- Referral to the Behaviour Support Classroom
- Placement in an appropriate school programme
- Referral to a School Completion Programme
- Placed on temporary shortened days
- Referrals to external agencies

## Appendix 2 – Sanctions

### Subject Teacher Sanctions

- Change seating arrangement
- Verbal Warning
- Spoken to after class
- Note in journal
- Disciplinary Incident sheet completed
- Referral of student to Year Head, Deputy Principal or Principal
- Assignment of extra homework
- Assignment to lunch time detention for lateness to class or persistent failure to bring journal to class.

### Year Head Sanctions

- Verbal Warning
- Letter home to parent/guardian
- Misbehaviour recorded in the student's discipline file
- Referral to Discipline Committee, Deputy Principal, Principal
- Referral to behaviour support classroom
- Exclusion from certain school based co-curricular activities

### Discipline Committee Sanctions

- Meeting of student with the Discipline Committee
- Student placed on report which must be presented to and completed by the subject teacher and reviewed by the Discipline Committee

- Student assigned a level according to disciplinary structure as outlined in the code of behaviour.
- Communication to and meeting with the parents/guardians in relation to students behaviour
- Referral of student to Principal or Deputy Principal
- Recommendation to suspend in certain cases
- Recommendation that, in certain cases, a sixth year student may not be allowed to attend the Leaving Certificate Graduation Ceremony
- Recommendation to refer student to the Board of Management

### Principal/Deputy Principal Sanctions

- Meet with student to discuss behaviour
- Student placed on Principal's report form which must be presented and completed by each subject teacher and reviewed by the Principal
- Meet with student and/or parents to discuss students behaviour
- Meet with the student, parent/guardian and discipline committee
- Suspension
- Sixth year student not permitted to attend the Leaving Certificate Graduation Ceremony
- Recommendation of exclusion of a student to the Board of Management

### Board of Management Sanctions

- Ultimate sanction is the exclusion of a student from school

### Other Sanctions

- After School Detention takes place on a stated school day for one hour after school. Parents will be contacted beforehand and informed of the reason for detention which will enable them to make suitable arrangements for getting students home.
- Lunchtime Detention.
- Loss or defacement of school journal will result in the student replacing the journal at her own expense.



## CONSENT FORM

### Photographs and Digital Images of Students

Coláiste Nano Nagle maintains a digital bank of photographs, recorded video images of school events held over years and printed year photographs/pamphlets. Photographs/images/videos may be published on the school website, trustee's website, school's social media accounts, in brochures, newsletters, yearbooks, newspapers, sport, competitions, drama, school pamphlets, year group photographs and other similar school related publications..

#### Tick box to provide consent:

- ☐ I hereby consent for my daughter's photograph/digital image to be taken and processed as part of Coláiste Nano Nagle's activities and included in all the above-mentioned records and shared with the school's photographer for the purpose of processing the photographs.
- ☐ I hereby consent to my daughter's full name being published with a press photograph.

*Please note that websites/social media sites can be viewed throughout the world and not just in Ireland. It is the responsibility of the parents/guardians to let us know if you want to withdraw or change your agreement at any time.*

Signed: \_\_\_\_\_

**PARENT/GUARDIAN**

Date: \_\_\_\_\_



## Attendance Tracker

For **each day** you are absent mark an **A** in the box:

For **each part** of a day you are absent mark **P** in the box:

### August 2020

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
17		18		19		20		21	
24		25		26		27		28	

### September 2020

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
31 Aug		1		2		3		4	
7		8		9		10		11	
14		15		x		17		18	
21		22		23		24		25	
x		29		30		1 Oct		2 Oct	

### October 2020

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
5		6		7		8		9	
12		13		14		15		16	
19		20		21		22		23	
x		x		x		x		x	

Total number of days absent up to October Midterm Break:

### November 2020

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
2		3		4		5		6	
9		10		11		12		13	
16		17		18		19		20	
23		24		25		26		27	

### December 2020

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
30 Nov		1		2		3		4	
7		8		9		10		11	
14		15		16		17		18	
21		x		x		x		x	
x		x		x		x			

Total number of days absent from August to Christmas:





## January 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
								x	
x		x		6		7		8	
11		12		13		14		15	
18		19		20		21		22	
25		26		27		28		29	

## February 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
1		2		3		4		5	
8		9		10		11		12	
x		x		x		x		x	
22		23		24		25		26	

## March 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
1		2		3		4		5	
8		9		10		11		12	
15		16		x		18		19	
22		23		24		25		26	

## April 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
						x		x	
x		x		x		x		x	
12		13		14		15		16	
19		20		21		22		23	
26		27		28		29		30	

Total number of days absent from August to Easter:

## May 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
x		4		5		6		7	
10		11		12		13		14	
17		18		19		20		21	
24		25		26		27		28	

## May/June 2021

Monday	Mark	Tuesday	Mark	Wednesday	Mark	Thursday	Mark	Friday	Mark
31		1		2		3		x	

Total number of days absent in the entire year since August:



## Pledge of Attendance

### STUDENT PLEDGE:

I, \_\_\_\_\_, pledge to attend school and class, every day, on time. If I am absent from school, I will bring in a note, as soon as I return, written in the Record of Absence section in my journal, explaining my absence. I will ensure that this note contains all the necessary details of my absence. I will also complete all the assignments that I missed.

I will respect myself, my education, and my community by having good school attendance and by being involved in my education. I will come to school prepared to learn and with a positive attitude.

By signing this pledge, I agree to do my best each and every day!

### PARENT/GUARDIAN PLEDGE:

I, \_\_\_\_\_, pledge to help my daughter to attend school and class, every day, on time. Where possible, I will ensure that all appointments are made out of school hours, as I understand the importance of attendance. If my daughter is absent from school, I will send a note explaining her absence as soon as she returns and make sure that she completes all of the assignments that she missed.

I understand that regular attendance and punctuality are vital parts of my daughter's success. I agree to help monitor my daughter's daily attendance and to partner with the school if my daughter has any issues.

By signing this pledge, I agree to support and encourage my daughter to do her best each and every day. I will also make a conscious effort to ensure my daughter completes the Attendance Tracker for each and every term.

Signed: \_\_\_\_\_

**STUDENT**

Signed: \_\_\_\_\_

**PARENT/GUARDIAN**



## Assessment for Learning Strategies



Am I learning in the best way for me?

What are my strengths and weaknesses?

How am I doing?

What is really making me think?

How will I know if my work is good?

What do I need to do to improve?

How am I going to make this improvement?

What are my targets?

Where do I have to focus my revision?

What can I remember and understand?

### Have you ever asked yourself any of the above questions?

The following are six strategies your teachers are going to use with you this year to help you better understand your subjects and the progress you are making with them.

1. Traffic Lights
2. Waiting Time
3. 2 Stars and a Wish
4. Question Maker
5. 3-2-1
6. Sharing Learning Intentions and Success Criteria





## Strategy 1. Traffic Lights

There are 4 different coloured laminated pages at the back of your journal used to show if you understand the topic being covered in class.

**Green**

to indicate you fully understand material being covered

**Orange**

to indicate you understand some but not all material being covered

**Red**

to indicate you do not understand material being covered

**Blue**

to indicate you understand the material being covered and can share it with others



## Strategy 2. Waiting Time

When the teacher asks a question, rather than taking an answer from a student straight away, you will be given time to think about your answer, usually 30-60 seconds, to allow you time to form an answer by yourself.

## Strategy 3. Two Stars and a Wish

Using this method, you will help assess each other's work by finding two positives about another students' work and awarding stars for each, and one wish for how that student might improve on a certain aspect of their work.

eg: I want to give you a star for the start of your story and a star for the way you described the atmosphere in the room. I wish that you will tell us more about the incident that created the atmosphere.



## Strategy 4. Question Maker

The Question maker contains question stems, the beginning of possible questions, to help you make questions on the topic you are studying. You can use these questions for your own revision or with fellow classmates to enhance both yours and their understanding of the topic. Your teacher may also use them to assess your understanding of the topic.



## Question Stems

How many...?
Can you name the...?
Who was it that...?
Which of the following are true/false...?
Can you provide an example of...?
Can you write in your own words...?
Can you provide a definition of...in your own words?
Do you know another instance where...?
What differences exist between...?
Compare...with...?
What are the advantages and disadvantages of...?
Do you think...is a good thing or a bad thing?

Can you make three questions on the topic you are studying using the stems provided?



## Strategy 5. 3-2-1

This strategy is used to recap on what you have covered in class, how you found the topic and to identify areas which still need clarification.

3. Things I learned today...
2. Things I found interesting...
1. Questions I still have...

## Strategy 6. Sharing Learning Intentions and Success Criteria

At the beginning of each class/topic your teacher will share the learning intentions and success criteria. Learning intentions are statements, created by the teacher, which describes clearly what the teacher wants you to know, understand, and be able to do as a result of learning and teaching activities. The success criteria will help you recognise when you have succeeded. (Please see step six in our 10 step classroom routine.)

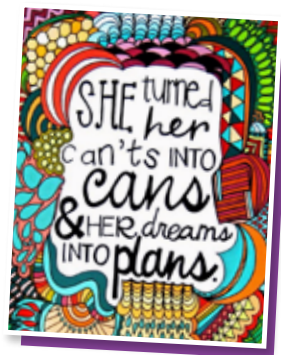
## Study Techniques – Be Positive!

Having a positive attitude is the single most important influence on your success at school. You must really want to achieve. The more you really want to succeed, the more likely you are to achieve it!

## Classroom Learning

You must try to guard against daydreaming in class. It is important to keep focused. To help you do this:

- Tune in to the teacher
- Ask yourself how the lesson fits into what you already know
- Take some notes!



The Diagram Method, or *Mind Mapping*, is an excellent form of note taking for class lessons. This method is explained in detail later in the journal.



## Taking Notes From Your Textbook

Keep notes short and to the point – don't write sentences. Make key points and number the list. Note the following:

- Additional points on the subject
- Page numbers to refer back to
- Questions you need to ask your teacher
- Page references for maps, diagrams etc.
- Keep your notes visually interesting by using colour and diagrams.



## Study Methods

"More important than studying hard is to have a good strategy"

A great deal of the time you spend studying can be wasted time! Are you getting good value for the time you are putting in? Or are you just daydreaming and forgetting the information learnt almost immediately?

"Learning is not just reading. You can read a page and at the end not remember any of it. Learning must involve some activity."

1. Read the passage, or vocabulary list slowly with concentration.
2. Check how much you remember by jotting it down roughly.
3. Repeat until you can remember all of it.
4. While reading a passage make a brief summary of it. Don't copy any sentences directly from the book. This doesn't involve any thought and you are less likely to remember it.

## Homework

- Homework is work that is given to you by a teacher to be completed outside of class time.
- It can take the form of written work and/or learning.
- Remember you always have homework. It is important to learn the material that was covered in class.

## Duration of Homework

1st Year	1.5 hours
2nd Year	2-2.5 hours
3rd Year	2.5-3 hours
TY	1-2 hours
5th Year	2.5-3 hours
6th Year	3.5-4 hours

Regular revision and exam preparation are essential





Remember don't just copy it from the book. Read it first, then close the book and attempt the questions. If you get stuck, read it again and try again. Learn from your mistakes.

Home Study & Revision – Set yourself a specific task to complete in a specific time. Remember you are preparing for a closed book exam against the clock. Get actively involved in your study – take notes, practise diagrams and test yourself. Try to incorporate the Principal of Learning:

**"Have a Go – Make a Mistake – Correct It"**

Before you begin a study session – Jot down everything you already know, no matter how little!! Then look through the book to see how you did and begin your note taking. When you are finished the session, about 25 minutes, close your books and test yourself again. It is only when books are closed and you are testing yourself that you are really studying!

## Improve your concentration by:

- having a clear, realistic idea of what you want to achieve in each study session
- not wasting time with things you don't understand – get help
- being active while studying by taking notes, drawing diagrams, testing yourself
- stopping when you're tired – take a break and come back to it later
- changing the subject when your mind begins to wander
- introducing a reward system – if I finish by seven I'll ...
- not studying late at night.

It is important to find a suitable place to do your homework/study.

- A tidy desk with an upright chair in a comfortable room is a great help
- Good lighting and a comfortable temperature is important
- Turn off the television when studying
- Turn off your mobile phone/CD Player/iPod/Radio etc when studying
- Do not allow oneself to be interrupted during study periods.
- Remember if you cannot find a quiet space at home then use the afterschool study facilities in school.

