

***SCOIL PHOBAIL CHABÁN TSÍLE***

CABINTEELY COMMUNITY SCHOOL

***LÁMHLEABHAR NA DTUISMITHEÓIRÍ AGUS NA NDALTAÍ***

**PARENTS AND STUDENTS HANDBOOK**

## **CABINTEELY COMMUNITY SCHOOL**

In 1962 the Ursuline Sisters from Waterford first came to Cabinteely at the request of the then Archbishop of Dublin, Most Reverend Dr. McQuaid. They bought Kilbogget House and the lands associated with it from the Broderick family. Kilbogget House is now the centrepiece of Shrewsbury Wood, a housing estate situated beside the school. The Ursuline Convent is located in this estate. The school began for the first time on the 4th September 1963 under the title of "Our Lady of the Angels". It was a Secondary Day School and a private Primary School for girls. In the following years the school developed in the Convent buildings and in prefab classrooms until the new Secondary School building was opened in 1970. This two storey building is now occupied by the Community School.

In the years 1970-1975 it became clear that major expansion would be required. Plans were made to allow the school to become a Community School. On the 1st August 1975 a Board of Management formally took over the management of the school and it became **Cabinteely Community School**.

Work on the main school building commenced in March 1977 and it was ready for use in the school year 1978-1979. The school Sports Hall became available in September 1982. The Ursuline Junior School closed in June of 1984. Its buildings, including St. Angela's Hall, were purchased, on behalf of the Community School, by the Department of Education & Science.

### **The Community School**

The purpose of the Community School is to integrate the functions traditionally served by the Secondary and the Vocational sectors of Post-Primary education.

## **Management.**

The school is managed in accordance with a Deed of Trust which was signed in the Autumn of 1981. The Trustees for the school are:

The Congregational Leader of the Irish Ursuline Union

The Roman Catholic Archbishop of Dublin

County Dublin Vocational Education Committee

## **The Board of Management**

The School Board of Management consists of :

Two nominees of the Ursuline Order

One nominee of the Roman Catholic Archbishop of Dublin

Three nominees of County Dublin V.E.C.

Two nominees elected by the teachers in the school.

Two nominees elected by the parents.

The Principal is a non-voting member of the Board and is responsible for implementing the Board's policies in the day to day management of the school.

## **The Parents' Association**

All parents are automatically members of this Association. It provides for the formal involvement of parents in the affairs of the school. It is through the Association that the parents' nominees on the Board of Management are elected and can consult with parents and bring forward their views at Board level.

It is important for students that their parents should show an interest and pride in the school they attend. Throughout the year the Parents' Association organises meetings and events in which parents can show their support for the school and its activities. Such practical involvement by parents will ensure that the highest standards are maintained by the school.

The Annual General Meeting of the Association usually takes place in the Autumn term of each year at which the Parents Council is elected.

## **Admission of Students.**

### ***Policy***

The Admissions Policy for Cabinteely Community School is drafted in accordance with section 15 (2) (d) of the Education Act, 1998.

All decisions made in respect of applications for admission are based on the criteria as outlined in this policy.

Admission to Cabinteely Community School is open to all students who, in the professional judgement of the school authority, and based on appropriate documentation/reports, are suitable for the course applied for and whose educational needs can be met by the school taking into account the safety and rights of all relevant persons and subject to the functions of the Minister pursuant to section 7(1) of the Education Act 1998.

All applicants to the school should have satisfactorily completed the eight year Primary School Curriculum as laid down by the Department of Education and Science or its equivalent if from abroad.

### **Criteria for Admission**

Cabinteely Community School was established to provide a comprehensive, co-educational system of post primary and on going education for those living in the locality of the school. (Deed of Trust) Accordingly the school operates its enrolment on the basis of a defined catchment area. For the purposes of eligibility for enrolment the catchment area of Cabinteely Community School is defined as the area bounded by:

- Deansgrange Road / Kill Lane / Westminster Road to the North.
- Monkstown Road / Newtownpark Avenue / Marian Park / Brookvale to the North West.
- DunLaoghaire Road / Crofton Road / Harbour Road to the East.
- Quinn's Road / Ballycorus Road to the South.

- Brighton Road / Enniskerry Road to the West.

To be deemed to be “living within the catchment area” the child should be permanently resident within the catchment area on the final date for receipt of applications for the relevant year of entry to the school.

- **To be eligible for consideration for admission a child must, in the first instance, be living within the catchment area.**

The only exception to this is for (a) children who do not live in the catchment area but who have a brother or sister attending Cabinteely Community School and (b) children who do not live in the catchment area but who are attending National Schools within the catchment area. While consideration will be given to children from the latter two groups in the order stated above priority will be given to those resident in the catchment area.

As a recognised school under the Education Act 1998 the school follows the curriculum as laid down by that Act, which may be amended from time to time. All children enrolled in the school are obliged to undertake the standard curriculum and sit examinations at the appropriate level.

- **To be eligible for consideration for admission a child must be able to demonstrate that he/she can avail of the curriculum which is the primary service provided by the school.**

In instances where there may be doubt as to whether the applicant can avail of the curriculum the school may seek additional records/information from the feeder primary school and/or any Psychological Reports/Educational Reports before considering the application.

#### Inclusiveness

Cabinteely Community School is supportive of the principle of inclusiveness in particular in regard to students with a disability or other special educational needs. Where a child with a special educational need or disability satisfies the criteria for admission the school will use resources, both financial and personnel, provided by the Department of Education and Science to make reasonable provision and accommodation for these students up to a nominal cost. In circumstances where it is unduly difficult for a child to avail of the services the school provides, consideration

will be given where resources permit to reducing the amount of the standard curriculum which such students are obliged to undertake by up to a maximum of thirty per cent (30%) of the time tabled hours.

Participation in the life of the school is open to all students including those students with disability and special educational needs in so far as is reasonably practicable. Where the Principal deems it necessary parents must discuss fully in a Case Conference with the Principal, Resource Teacher, Psychologist, previous Principal or specialist staff, the needs of the child prior to admission to ascertain that the school is in a position to meet the child's particular needs.

1. An applicant for enrolment may present with a degree of disability physical and /or intellectual for which the school, having regard to the physical structure of the school premises, the limitations of existing staff, the absence of appropriate supports both in terms of facilities and specialist personnel, could not reasonably accommodate and provide for even with additional resources from DES and in such circumstances the board reserves the right to refuse enrolment.
2. The Board of Management of Cabinteely Community School also reserves the right to refuse to enrol student(s) with disability in circumstances where to do so would by virtue of the disability make impossible or have a seriously detrimental effect on the provision by Cabinteely Community School of its services to other students.

### **Admission Procedures**

#### First year applications

For incoming students from Primary schools the following procedures apply:

- Applications must be submitted in writing and should be made on the official Application Form.
- All applications for First Year are acknowledged within 21 days of receiving them.
- Applications must be received by the end of October (The Closing Date) for the following school year

- Notification of child's acceptance, subject to their satisfying the admission criteria, is issued within 21 days of the Closing Date. Those who cannot be accepted at that time are placed on a waiting list and are informed in due course if a vacancy occurs.
- Applicants are called to the school for an obligatory Assessment Test in the Spring Term.
- All those children who have been accepted and their parents are interviewed by a member of staff in order to complete the admission procedures on Registration day which is usually just before the end of Spring Term.
- Prior to registering a child parents are furnished with a copy of the schools Code of Behaviour (the Code). Parents are required to confirm in writing their acceptance of the Code as a condition in registering their child in school.

The closing date for receipt of applications for First Year is the end of October preceding the year of entry. If at this time, there are more applications than there are places available, priority is given, firstly to those living within the catchment area secondly, to children who do not live within the catchment area but who have a brother or sister attending Cabinteely Community School and thirdly, to children not living in the catchment area who are attending mainstream National Schools within the catchment area. Any remaining places will be filled by lottery.

Applications received after the closing date are placed on a waiting list and are informed in due course if a suitable vacancy occurs. Late applications will be deemed ineligible for consideration if the school authorities believe that by offering the late applicant a place it will result in the displacement of another student from a class best suited to their needs. Acceptance of an Application Form does not in any way guarantee a place in the school.

Enrolment in Cabinteely Community School is limited by school capacity and by the requirements of the school curriculum and organisation as prescribed from time to time by the Board of Management and as determined by Department of Education and Science regulations and standards.

A maximum of 112 places are generally available in first year. In certain circumstances however, it may be necessary to limit the number of places available to 92.

The number of entrants into first year will determine the number of classes formed. A minimum of 110 students is required for the formation of five class groups. Where five classes are formed the number of places available in three of the classes will be capped at 16, 20 and 20 respectively. A maximum of 92 students may be accepted where four class groups are formed. In this instance the number of places available in two of the classes will be capped at 16 and 20 respectively. In no instance will a class group exceed 30 in number.

### **Mid Year Applications**

Applications to join the school mid-year will only be considered from students who have moved into the catchment area since the commencement of the school year. Submission of an application in such circumstances does not guarantee a place in the school.

In circumstances which the Principal deems exceptional, the Principal may seek approval from the Board of Management to consider a mid term application on behalf of a student already resident within the catchment area.

### **Applications for entry into a year other than First Year**

Applications will be considered from students living within the catchment area and who are attending other second level schools for places which may be available in Second, Fourth (Transition) and Fifth Year. Applications from students who have recently moved into the catchment area will be considered for all years including Third and Sixth Year.

To be eligible for consideration applications to transfer from other schools **must** be received by the end of April for the following school year.

Before a decision is made in respect of the application:-

- The parent(s) of the student (or the student who is over 18 years of age) must submit a completed form of enquiry seeking transfer to Cabinteely Community

School, stating clearly the reasons for this request.

- The Principal of the school which the student is attending or last attended must submit a completed form of enquiry and return same to the Principal of Cabinteely Community School together with photocopies of the two most recent terms/examination reports and other relevant documentation in relation to the student.

Each application will be treated on its merits. Places will be offered only if vacancies have arisen and if the Principal, acting on behalf of the Board of Management considers that it is advisable to do so. The applicant's school record to date and the likely effect of the applicant's admission to the school for both the applicant and the wider school community are matters of major consideration in determining an applicant's suitability for admission to the school. As a matter of policy transfers from other schools will only be considered where :

- The child is deemed to be living within the Catchment Area.
- The applications is made in good time
- There is clear evidence that the student has experienced difficulties that are not of his/her making and that every effort has been made at his present school to resolve matters.
- There has been no history of substance misuse, misbehaviour, absenteeism or lack of commitment to school work.

A statement from the principal of his/her present school to confirm the above will always be required where applications are being made in these circumstances.

Where a student has left Cabinteely Community School voluntarily, to take up employment or to attend another educational establishment, subsequently makes a formal application for re-admission to the school, the Board of Management shall take a decision as to whether or not to re-admit the student to the school, having thoroughly reviewed the application form, the students previous record in the school in relation to application to work, participation in school activities, attendance, behaviour etc, including records submitted by any relevant previous school.

Prior to admission to Cabinteely Community School all students will be required to sign a written undertaking to comply with the School's Code of Behaviour. Parents will be required to sign a form indicating their acceptance of the School's Code of Behaviour and offering a commitment to support the school in this regard.

***Informing the Community***

The local community will be informed of the school procedures regarding admissions by some or all of the following strategies.

- Open Night / Open Day
- Liaison with primary schools.
- School prospectus.
- Enrolment Form.
- Church Announcements.
- Advertisements in local media.
- Other relevant forms of information release.

## **School Finances**

The school is financed directly by the Department of Education. No direct fees are payable on behalf of Second Level students.

When new pupils are enrolled, and when existing pupils are re-registered each year, a voluntary contribution towards the affairs of the Parents' Association is requested on behalf of each pupil. Funds contributed in this way are used at the discretion of the Parents' Council to improve the quality of the services and facilities of the school.

Situations will arise throughout the year when parents will find it necessary to pay for various activities. Should these present serious difficulty, parents should contact the Principal who, although funds are limited, will make every effort to help on a strictly confidential basis.

## **School Books and Accessories**

Parents are responsible for the supply of uniforms, school books, stationary etc. for their children.

Book lists are supplied to students each year in the month of May. Every effort is made to keep down costs and to minimise changes of books from year to year. The demands of the curriculum are such, however, that teachers must use their professional judgement to make the fullest use of the best available textbooks.

## **Grants towards the cost of school books and accessories.**

The school administers this scheme on behalf of the Department of Education & Science. Parents who feel that their circumstances are such as to warrant aid under the scheme should contact the Principal or Deputy Principal immediately.

Grant Application Forms are available from the school on request. Completed application forms must be submitted to the school before 1<sup>st</sup> June.

### **School Book Rental Scheme.**

A school book rental scheme is in operation in the school for 1st, 2nd 3rd and 4<sup>th</sup> year students.

The following conditions apply to the scheme:

1. The scheme is voluntary. Book lists are supplied to parents in the normal way.
2. A security deposit is payable on behalf of each student who joins the scheme. This deposit is held against the safe return of all books rented to pupils under the scheme. If books are lost or damaged, some or all of this deposit is retained to cover such loss or damage. Full compensation for lost books is required before readmission to the scheme. In the normal course this deposit will be returned when a pupil leaves the scheme having safely returned all the rented books.
3. A rental charge which is payable each year (in addition to the initial security deposit) secures the rental of all relevant text books listed in the book list as and when required throughout the school year. Purchase of school stationary and disposable materials remains the responsibility of parents.
4. To qualify for admission to the scheme the deposit and rental charge must be paid on or before **1st June each year**. This deadline is **absolute** - no late applications can be considered.
5. The Department of Education & Science Book Grant scheme is operated separately from this scheme. Application forms for the book grant scheme must be submitted to the school office before 1st June. If a pupil is deemed eligible the grant will be used to offset part of the rental charge for the year.

**The outstanding balance and the security deposit are still payable.**

6. The books supplied under the scheme remain at all times the property of the school. They are subject to inspection at any time by a member of the teaching staff.

7. Membership of the scheme is at the discretion of the school Principal. Any pupils found to be abusing, defacing or disposing of rented books will be dismissed from the scheme and will be required to supply their own text books for the remainder of their time in the school.

8. Books supplied under the scheme may be new or second hand at the discretion of the Principal.

9. Admission to the scheme in the second and subsequent years is conditional on the safe return of all books supplied in the previous year.

### **Free Transport**

It is possible for students who are forced to travel more than three miles to school to avail of free or subsidised transport. Parents may contact the school for details of this scheme.

### **Insurance**

The Board of Management of the school is indemnified by the Department of Education & Science for legal liabilities arising from accidental injury or loss suffered by pupils or other persons using the services of the school. Claims arising from such injuries or loss, can only be met where negligence is proved on the part of the Board or its Agents.

If there is no such negligence, or if such negligence cannot be proved, a claim for compensation cannot be met.

The Parents' Association administers a Personal Accident Insurance Scheme for pupils. This is an inexpensive, no-fault, insurance which can provide for

medical/dental expenses incurred as a result of accidental injury to pupils in school. This is a voluntary scheme. All parents are encouraged to have their children included. Details may be obtained from the School Office.

**The Board of Management accepts no responsibility for personal property which may be lost or stolen while in school.**

**Children should not bring unnecessary sums of money or valuable personal property to school. Personal lockers may be rented in order to assist students in taking care of their property. These facilities, however, are there to help and cannot be considered to impose any liability on the Board of Management for property kept in them. Lockers are rented on a yearly basis and remain the property of the school. The lockers are liable to inspection at any time by the school authorities and any abuse of the system may result in a students locker privileges being withdrawn.**

## **Health and Safety**

The Board of Management makes every effort to provide a safe and healthy environment for all our pupils and staff. All of the school's plant, equipment and procedures are constantly reviewed to ensure that they meet fully the standards required by Safety and Health legislation.

Parents and pupils have serious responsibilities in this regard:

- a) Every pupil must take reasonable care for his/her own safety, health and welfare, and that of any other person who may be affected by his or her acts or omissions while in school.
- b) All pupils must observe fully the rules of conduct set down for their own safety in all areas of the school, especially in Practical Classrooms.
- c) All pupils must use, in such manner as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means of securing their safety, health or welfare while at school.
- d) All pupils must observe fully school regulations designed for their own safety and conduct themselves in a manner conducive to the safety and welfare of themselves and others.

**Any pupil who is found to be abusing or interfering in any way with safety equipment will incur an immediate suspension from school.**

**The school cannot accept responsibility for students who absent themselves from school for any purpose without prior permission having being obtained from the school authorities.**

### **MOTORBIKES/CARS**

Students coming to school on motorbikes must, in the interest of Health and Safety, observe the following:

1. Keep to the speed limit of 10 kph

2. Park in the Designated Parking Area
3. Dismount at the entrance to the Designated Parking Area; disengage the engine and push the motorbike to the parking bay.

Students with cars must observe the 10 kph speed limit; refrain from playing loud music and park their cars outside St. Angela's Hall.

At the start of the School Year in September *all* motorbike and car users must furnish the School Office with the make, Model and registration number of their vehicles.

**Failure to observe these Safety Rules may result in the student not being allowed to park on the premises.**

## **EMERGENCY EVACUATION PROCEDURES**

The following instructions must be observed by all students in the event of any emergency evacuation of the school buildings.

On hearing a fire warning or other evacuation instruction:

### **When in Class**

Orders will be given by the teacher in charge.

Follow them strictly in silence.

### **When NOT in Class**

Form single file and go to nearest exit.

Do not run.

Do not laugh, talk or make noise.

Do not attempt to pass others.

Do not return for anything you have forgotten.

Go directly to Assembly points, i.e.

**Car Park - St. Angela's Hall 4th, 5th, 6th, PLC**

**Car Park - Sports Hall - 1st 2nd and 3rd years**

Line up in class groups for roll call.

**These instructions are posted prominently throughout all school buildings.**

**A copy of the Schools Policy Statement on Safety, Health and Welfare at Work is available on request.**

## STUDIES

The organisation of the curriculum and the direction of each student's course of studies is the responsibility of the Principal in consultation with teaching staff.

During the first three years all students are prepared for the Junior Certificate in Education. The subjects offered are:

Irish, English, Mathematics,  
History, Geography, Business Studies.  
French, Science, C.S.P.E.,  
Home Economics, Woodwork, Metalwork,  
Art, Music, Technical Graphics.

After the Junior Certificate, students may proceed to:

1. A Transition Year Programme followed by a two-year Leaving Certificate Programme;

**OR** 2. A two-year Leaving Certificate Applied Programme.

The **Transition Year** Programme is designed:

- To consolidate the work of the Junior Cycle so that the students are better fitted to undertake the two-year Leaving Certificate and maximise their results.
- To provide courses and activities which would not normally form part of the Leaving Certificate programme. These will be expected to provide a broader range of experience for the students and a greater understanding of their future needs.

All students in the Programme take

**Irish, Mathematics, English, History, Geography, Religion, Physical Education, Computer Studies, Keyboard Skills, French.**

Other course modules include:

**Business Studies, Art, Home Economics, Woodwork, Metalwork, CAD (Computer Aided Design), Careers, Technical Drawing, Leisure and Recreation, Music and Drama.**

Research assignments and project work are an important part of the programme.

Each student undertakes two weeks of work experience during the year. This is an essential and integral part of the programme.

The supply of text books and essential materials is organised by the school. To meet the cost of this, each student is asked to pay a rental fee. Day to day stationary and writing materials are the responsibility of the student. Other costs may be involved from time to time for transport to out of school activities.

The Leaving Certificate may take the form of the **Traditional Leaving Certificate Programme** or the **Leaving Certificate Applied**

The **Traditional** Leaving Certificate subjects are:

Irish, English, Mathematics,

History, Geography,

French, Physics, Chemistry, Biology,

Accounting, Business Organisation, Home Economics, Art, Music

Construction Studies, Engineering, Technical Drawing,

All of these subjects, which are taken at both Higher and Ordinary levels, are subject to availability.

Generally, subjects taken at Leaving Certificate level must have been taken already for the Junior Certificate.

## **Leaving Certificate Applied.**

The Leaving Certificate Applied is a full 2 year Leaving Certificate which aims to prepare pupils for adult and working life. It meets very well the needs of pupils who are not adequately served by the more traditional Leaving Certificate. There is a final Leaving Certificate Examination at the end of the 2 years. A substantial part of the final certification is gained by continuous assessment throughout the programme.

Students gaining the Leaving Certificate Applied will have access to a variety of Post Leaving Cert training courses, many of which are certified by the National Council for Vocational Awards. It will be possible for students, through this route, to gain access to Third Level education in the Institutes of Technology and the Universities.

The Leaving Certificate Applied is a suitable option for those who aspire to

- further study through Post Leaving Certificate courses (PLCs) or other specialist vocational courses,
- direct transition to employment.

It is **not** a suitable option for those who wish to transfer to third-level education directly.

A maximum of eighteen places are available on the Leaving Certificate Applied Programme. In certain circumstances, however it may be necessary to reduce the number of places to below that limit.

## **Subject Changes**

The choice of course and of subjects offered to each individual is determined by an assessment of the students' capabilities and the most efficient use of available resources. Parents are required to take final responsibility for the choices adopted by their children.

Sometimes a student may wish to change subjects or to drop a subject during the school year. Such a change is a serious decision, not to be taken lightly. Before any change is made, the parent should send a note to the appropriate Year Head, outlining

the proposed change. The Deputy Principal will consider the request in consultation with the student and appropriate teacher. He will make a recommendation to the parents who should then indicate their wishes in writing.

**NO STUDENT MAY CHANGE HIS/HER COURSE OF STUDIES WITHOUT THE EXPRESS CONSENT OF THE DEPUTY PRINCIPAL, WHICH WILL ONLY BE GIVEN AFTER THE FOREGOING PROCEDURE HAS BEEN CARRIED OUT.**

### **Religious Education**

The school is a multi-denominational school. This means that facilities may be made available for denominational religious education for all students in accordance with the wishes of their parents. In practice, the students are predominantly Roman Catholic, but a small number of children of other religious persuasions are enrolled and find that the atmosphere of the school is conducive to the development of their religious beliefs.

There is a full-time Chaplain nominated by the Catholic Archbishop of Dublin who is responsible for providing necessary religious worship and counselling for students and teachers in the tenets of the Roman Catholic faith.

There is a full programme of religious instruction for Catholic children which all are expected to attend. No student may be excused religious education classes without the express consent of the Deputy Principal.

### **Physical Education**

Provision is made for all pupils to have a Physical Education class once a week. This is a compulsory part of the curriculum unless, for health reasons, it is considered necessary that an individual pupil be excused. In such cases a written request from parents should be submitted to the appropriate Year Head.

### **Extra Curricular Activities**

It is important that every student should take part in some form of activity outside of study. An extensive programme of such activities takes place throughout the year - games and sporting activities, music, debating, school magazine, computer club, etc.

### **Class Organisation**

Classes are formed in such a way as to allow students to make the fullest use of their individual talents. Wherever possible special classes for courses at different levels, as dictated by the requirements of Junior and Leaving Certificate examinations, are formed. Class numbers are limited to 16 and 24 for two of the classes formed in First Year.

### **Guidance Counsellor**

The school has a full-time Guidance Counsellor whose duties are:

1. To advise students on all aspects of careers, appropriate subject choices for entry qualifications to particular careers and further education.
2. To offer counselling on personal or behavioural problems which may arise, and put parents in touch with outside advisory agencies if this should appear necessary.

Students and parents may request an appointment with the Guidance Counsellor at any time.

A copy of the school Guidance Plan is available to Parents on request.

## Homework

Homework is a necessary part of the teaching process and may be set for students in a variety of ways:

- (a) Short exercises each night;
- (b) An exercise to be completed over a few days;
- (c) Learning work;
- (d) Project work which may be extended over a few weeks.

### The Homework Journal.

The journal is a compulsory and essential item for every student and is available for purchase in the school.

- It is used to record both praise which the student has earned or equally any problems which may arise.
- It is a log of each student's achievements in the course of the year and must be kept carefully by students.
- It is a means of communication between parents and teachers.

Parents should check and sign the homework notebook weekly or more frequently as required.

Students must have the Journal in school at all times. **Any student arriving in school without the journal will be denied access to class until the situation is rectified.** Students who deface their Journal will be required to replace it.

The back of the Journal contains the following notes:

- Explanation for Absence
- Note to/from Parent/Guardian

These are the only notes that will be accepted. We would ask for Parents/Guardians cooperation in this respect.

### **Study Practice**

All students have between 4 and 9 subjects per day. Each lesson must be studied that evening by reading over the subject several times and then summarising verbally and in writing. The sooner the reinforcement (study), the better the understanding and retention.

When students are absent they are still accountable for homework assignments. Parents are encouraged to see that this happens. Homework is a vital part of a child's education because it trains them to work independently and it must be stressed that parents' co-operation and commitment is essential.

The time spent by students at homework varies with their ability and age. In general, a Junior student should study for at least 1½- 2 hours per night while the Leaving Cert. programme requires up to 3 hours per night incorporating both homework and revision. On a night when a student finds that he/she has less written work this should be regarded as an opportunity for revision.

### **Examinations and Reports**

Third year students have a “mock examination” before Christmas. Sixth years students have their “mock exam” in February. These mock examinations are organised on the same basis as the Public Examinations in June and are considered to be an important part of the students preparation for these Public Examinations. There is a small fee payable for students to sit the “Mock Examinations”.

1st, 2nd, 4th and 5th Year students have formal house examinations at the end of the Christmas and Summer terms.

Each pupil receives 3 reports per year. For 3rd and 6th years these are issued in November, Christmas and Easter. For all others reports are issued at Christmas, Easter

and Summer.

These reports are an important part of the communication between school and parents. They give an indication of student performance, effort, behaviour, attendance and punctuality. Parents will find it useful to keep these reports as a record of improvement or otherwise during the course of their children's' school careers.

## **Code of Conduct**

Our Code of Conduct is the result of a collaborative effort on the part of parents, teachers, management and senior pupils. It complies with the Department of Education Circular M33/91 “Guidelines towards a positive policy for School Behaviour and Discipline”.

Our school cares for each student. Education is a right and represents opportunity. All students have the right to:

- Do their work in an atmosphere of peace and tranquillity.
- Study and learn in accordance with their own ability.
- Enjoy a learning environment where the individual talents of each person are respected and fostered.
- Appropriate support and guidance when coping with the demands of school life.
- To progress without interference from others.

The good name and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Working together in partnership with parents, the teaching staff is committed to the endeavour of providing all students with an education which will enable them to take on the challenges of the adult world with ease and assurance. Each of the partners, teachers, parents and students have roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.

### **Parents: Roles and Responsibilities**

The support of parents is vital for the emotional and academic welfare of each student. Parents are encouraged to help their children by:

- Ensuring that they attend school punctually and well-equipped;

- Encouraging their children to aim for excellence;
- Providing them with a quiet place and the opportunity to study;
- Taking an interest in their daily school life;
- Supporting the authority and discipline of the school, thereby helping their children to achieve maturity, self-discipline and self-control;
- Discouraging them from engaging in outside jobs during the school term since this has such a detrimental effect on the academic progress of all students
- Keeping in regular contact with the school;
- Contacting the school immediately if anxieties arise in relation to any aspect of a child's life in school;
- Informing the school about any incidents of bullying;
- Attending scheduled meetings.

All parents are encouraged to become actively involved in the Parents' Association which is a vehicle for their voice in school affairs and which, through its nominees on the Board of Management, has a direct input into the management of the school.

We have an "open door" policy in the school and our aim is that all parents should find the school a friendly and inviting place and have no hesitation about coming in to discuss any concerns they may have about their children. The Home-School Co-ordinator's role is to facilitate informally this easy and open relationship between the home and the school by supporting parents as they carry out their vital role.

**Please note that, for reasons of safety and security, all visitors to the school are obliged to report to the school office on arrival.**

## **The Staff: Roles and Responsibilities**

### **The Subject Teacher**

While the immediate responsibility of each teacher is to deliver the curriculum in their

own subject area, they also have responsibility for classroom discipline.

Teachers and pupils are required to ensure that rules for classroom conduct are maintained by all. All teachers are responsible for ensuring that school rules are observed throughout the school.

### **The Class Tutor**

Each class in the school has a particular teacher who is designated the Class Tutor. The Class Tutor is expected to develop a particular relationship with the class group and to help students in the class with their day-to-day problems.

The Class Tutor has particular responsibility for:

1. Inspecting and Monitoring the Homework Journal.
2. Ensuring that all students are fully familiar with rules and procedures of the school.
3. Reporting regularly to the year head on the progress of the class.

The work of the Class Tutors in each year group is co-ordinated by the Year Head.

### **The Year Head**

Each year group in the school has a Year Head who has overall responsibility for the class groups in the year.

The Year Head's responsibilities are:

1. To co-ordinate the work of the Class Tutors in the year group.
2. To have regard for the overall conduct and progress of each pupil in the year group.
3. To encourage and motivate pupils. To impose sanctions where necessary.
4. To keep parents informed of all matters relating to their children's education and to be available to meet parents to discuss issues which may be of concern to them.

5. To keep the Senior Management Team fully informed of any problems or difficulties which may arise for the group as a whole or for individual pupils.

### **Senior Management Team**

This group consists of the Principal, the Deputy Principal.

### **The Deputy Principal**

The Deputy Principal has overall responsibility for discipline and student care. His particular responsibilities in this regard are:

1. To co-ordinate and monitor the work of the Year Heads.
2. To have regard for the overall standard of discipline throughout the school and to ensure that agreed disciplinary procedures are observed by all concerned.
3. To receive reports from Year Heads on particular matters of discipline and to recommend or undertake appropriate action.
4. To keep the Principal fully informed of any problems or difficulties which may arise for individual pupils or groups of pupils.

### **The Principal**

Final responsibility for all disciplinary matters rests with the Principal. He shall, in consultation with a committee consisting of the other members of the Senior Management Team and the Year Heads, maintain a continuous review of disciplinary procedures and problems. Parents and pupils have a right to consult with the Principal on any matters of concern to them.

### **The Students: Roles and Responsibilities**

While the whole educational undertaking is geared towards aiding the student as

he/she matures into young adulthood, an essential aspect of this is the development of a sense of personal responsibility. The school promotes the notion that behaviour is based on the principle of personal choice and that students who disregard the rules of the school have chosen to do so and must accept the consequences. These rules are the product of a consensus between parents, pupils and teachers. Students must be aware of clear boundaries between acceptable and unacceptable behaviour. Being a student in our school presumes a willingness to abide by the rules.

### **Student Representative Council**

The Student Representative Council is the voice of the students in school affairs. It meets regularly with senior management and has a direct consultative input into decisions which affect students.

### **Prefects.**

Towards the end of each year, the year head of 5th year, in consultation with teachers and the Deputy Principal, proposes the names of twelve fifth year students to act as school Prefects for the following year. These students deserve the esteem and respect of the staff and pupils and it is essential that they are given our full support in the exercise of the duties assigned to them. They are entrusted with certain important duties and it is regarded as an extremely prestigious position.

### **Games Captains**

In the month of September each year the Physical Education teachers nominate a boy and girl from Sixth Year to act as Games Captains.

### **The School Captains**

These are the most significant student positions in the school and the choice of candidates reflects the esteem of the students and the staff. In September each year the sixth year students hold among themselves an election for the position of School Captain. From this election they are expected to submit four names to the Principal from which the School Captains are to be selected. These four names are voted upon by staff members in order to make the final selection.

The school Captains represent not just the pupils but the whole school and may be called upon to represent the school on public occasions and to meet with any visiting dignitaries. Therefore, a certain demeanour is expected. The names of the School Captains are engraved in a Roll of Honour in the main Assembly Area .

## **Attendance**

If the school is to be in a position to deliver the highest quality of education for a child, it is essential that high attendance standards should be maintained. Absences from school affect not only absentees but also those who are present in terms of overall morale and the necessity for teachers to repeat material which has been missed. **Working together, the home and the school can ensure that pupils will realise their potential by regular attendance.**

Parents are asked to :

- ❖ Explain absences by a note which should be sent to the Class Tutor. If a student is absent for three consecutive days, a telephone call or message should be sent to the school. Section 18, Education Welfare bill 1999: “Where a child is absent from school during part of a school day or for a school day or more than a school day, the parent of such child as soon as practicable, but not later than 3 school days after the child’s last attendance at the school shall notify the Principal of the reason for the child’s absence”. **Students who return to school without a note following an absence may not be re-admitted. Parents may be advised to take them home.**
- ❖ Exercise discretion in distinguishing between genuine illnesses which require time off school and minor complaints which do not.
- ❖ Make every effort to arrange medical and dental appointments after school hours. In cases where this is impossible, students should be instructed to return to school after the appointment.
- ❖ Support your child’s education by refusing requests for ‘official’ days off for

activities which might include shopping, holidays or preparation for social events.

- ❖ Ensure that your children are not so fatigued from part-time work that time is missed from school.
- ❖ Refrain from taking family holidays during school term. The Attendance Officer is obliged to include any such days in the total absences for the year.

The school extols the value of good attendance at every opportunity. At end-of-term certificates are awarded both to those with excellent records and those who have improved. Exemplary attendance, is rewarded by certificates from the Principal on Prize Day. School reports notify parents of the number of absences which have been recorded.

### **Procedures**

- 1. Rolls are taken each morning at Assembly and at the beginning of every class. Teachers are circulated with absentee lists so that the name of any pupil not present in class but officially in attendance may be forwarded to the relevant Year Head.**
- 2. The school operates an Attendance Office which monitors student attendance. Parents may be contacted by the attendance office to clarify matters regarding attendance particularly where it would appear the student is absent from school.**
- 3. Students who are whatever reason have to leave school early, are obliged to sign – out at the Main Office before leaving the school premises.**
- 4. No student may be absent for any reason from class unless permission has been obtained from the Year Head or Senior Management Team.**
- 5. Students who absent themselves from class without permission will be deemed to have suspended themselves from school. They may only return to school after a formal meeting of their parents and Year Head and a**

- written undertaking being given that such behaviour will not occur again.
6. **In the event of a repeated absence from school without permission the student will not be permitted to attend school again until both parents and pupil have met with the Deputy Principal or Principal. The Educational Welfare Officer will be informed of this.**
  7. **The school will contact the Educational Welfare Officer where the aggregate number of school days on which the student is absent from school is twenty or more. The school will also contact the Educational Welfare Officer where a student is, in the opinion of the school, not attending regularly.**
  8. **The Attendance Officer meets the Deputy Principal regularly to consider specific cases and to monitor the progress of pupils whose attendance has been a problem in the past. If a pupil fails to achieve a minimum level of attendance his or her enrolment in the school may be terminated. The Educational Welfare Officer is contacted prior to removing a student from the school register.**

## **Truancy Watch**

As a community, the attendance of pupils is all our business and parents are urged to contact the school if they notice any students in the area during school hours. This will be treated as confidential information but will be enable us to provide all pupils with the best educational service.

## **Punctuality**

A good record of punctuality is an essential part of any student's preparation for life as well as being essential to the smooth running of the school and to the continuity of teaching and learning.

1. **All students are required to be in school every morning at 8.55 a.m. and in class every afternoon at the designated time.**
2. **Students who arrive late for school in the morning or afternoon must sign the late book and have their Journal stamped before entering class. *Failure to sign the Late Book will result in an automatic Wednesday detention.***
3. A note of explanation ***must*** be provided the day following the late coming and given to the Punctuality Officer at Assembly, who will keep a computerised record of all late comings.  
**Failure to provide a note of explanation will result in an automatic Wednesday detention (1.30pm to 2.30 pm)**
3. The following sanctions may apply to those arriving late for school.
  - a. Letter home from Year Head reminding parents / guardians of the school's policy on punctuality.
  - b. Letter from Year Head drawing attention to number of lates.

Student will have Year Head's detention (Wednesday 1.30 pm to 2.30 pm)

- c. Letter from Year Head asking parents / guardians to make an appointment to see him / her. Student will have a Saturday morning detention (9.30 a.m. to 11.30 a.m.)
  - d. If the above procedures have not resolved the problem, students will be suspended from school until their parents/guardians have made an appointment to see the Deputy Principal.
4. Students who arrive late to classes without permission will have sanctions imposed by their Subject Teachers and will be reported to their Year Head if a pattern of late coming develops.

## **STUDENT BEHAVIOUR**

All students in Cabinteely Community School are encouraged to make a **positive** impact in the school community through **positive** behaviour.

In Cabinteely Community School, discipline is considered to be training which enables students to make appropriate choices in a supportive climate. There are a set of clearly of clearly defined school and classroom rules which recognise good behaviour and which applies sanctions when necessary. At Cabinteely Community School, we place a strong emphasis on recognising and commending appropriate behaviours.

## **POSITIVE BEHAVIOUR CODE**

As a student at Cabinteely Community School, you are expected to:

- Respect yourself
- Respect the authority of all staff
  - Follow instructions immediately
  - Speak in an appropriate and respectful manner

- Respect other students
- Use appropriate language
- Be courteous and polite
- Work and socialise in a safe and responsible manner
- Follow classroom and school rules
- Respect property
- Use school equipment and materials properly
- Treat other students' possessions with respect
- Display a positive attitude

## **UNACCEPTABLE BEHAVIOURS**

The following behaviours are deemed to be unacceptable in school:

- Failure to avail of learning opportunities or preventing others from learning
- Preventing staff from working
- Defiance of authority
- Deliberate disruption
- Fighting – verbal or physical threat or action against another person
- Theft
- Vandalism – deliberate destruction of or damage to property
- Harassment and/or intimidation of students or staff, like name calling, writing/passing notes, body actions, etc.
- Foul language – offensive or coarse language
- 

Students who consistently display **positive** behaviour are recognised by teachers with verbal and written praise, personal recognition from the Year Head, Deputy Principal or Principal, reports, letters home, comments in Journal, Prize Day, etc.

Students who consistently display **negative** behaviour are encouraged by teachers to

adopt more positive behaviour patterns. Negative behaviour has a number of clearly defined consequences.

## **CONSEQUENCES**

There are times when students do not observe the school's positive behaviour code.

When this occurs, one or more of the following interventions may be carried out:

- Extra written work
- Lunchtime detention
- Verbal warning from school personnel
- Communication with parent/guardian
- Referral to Year Head/Deputy Principal/Principal
- Meeting with parent/guardian
- Removal from specified class or activity
- After school detention
- Behaviour contract
- Referral for evaluation of suspected learning, behavioural or emotional problem
- Restitution of damage to property
- Student on report
- Curtailed day
- Saturday morning detention
- Temporary removal from class(es)
- Suspension from school
- Referral to Social Services or Gardaí
- Referral to Board of Management for expulsion

## **LOSS OF PRIVILEGES**

In the interest of health, safety and student welfare, the management reserves the right to withdraw privileges from a student in instances where that student's behaviour

would be a cause for concern given his or her record in the school.

Examples of privileges would be school trips, school sports, participation in school shows, attendance at Graduation Ball, etc.

### **Classroom Code**

- 1. Pupils are expected to attend promptly for class.**
- 2. Each pupil must occupy the place in class assigned by the teacher.**
- 3. Pupils are expected to have all necessary books and materials when coming to class.**
- 4. All homework assignments must be completed by each pupil in accordance with the direction of the teacher.**
- 5. Students must not interrupt the conduct of the class without first obtaining the permission of the teacher to speak.**
- 6. Class finishes only when the teacher dismisses the class.**
- 7. Students are expected to keep classrooms tidy at all times.**
- 8. Any student who engages in abusive behaviour or who uses abusive language may be suspended immediately.**
- 9. Tippex may not be brought into school.**
- 10. Mobile phones must be turned off between 8.50 a.m. and 12.40 p.m. and again between 1.25 p.m. and 4.05 p.m. Mobile phones may be confiscated from students who are in breach of this rule and will only be returned to students after contact has been made by parents with the Deputy Principal.**

### **Around the School**

1. **General movement about the school should be characterised by respect for others and for the buildings. Running on corridors and all forms of rough behaviour within the school buildings and grounds is forbidden.**
2. **Smoking is forbidden either on the school premises or while representing the school in uniform. Students in breach of this rule will be sent home.**
3. **Parents will, at the discretion of the principal, be required to compensate the school for any damage caused by their children to furniture or fittings whether accidental or otherwise.**
4. **Students must always use the proper bins for the disposal of litter. Chewing gum is forbidden. Students found in breach of this rule may be subject to a fine.**
5. **Lockers are available for students to keep their belongings. These lockers are rented on a yearly basis and remain the property of the school.**

**No student may share or change lockers with another student unless prior permission has been given by the Deputy Principal.**

**The school can accept no responsibility for the personal property of students. Lockers are liable to inspection at any time by the school authorities and any abuse of the system may result in a student's locker privileges being withdrawn.**

6. **Students are entitled to have their goods safeguarded. Students found guilty of stealing will be automatically suspended and may, in due course, be subject to expulsion.**

## **School Uniform**

**The official school uniform is as follows:**

**Junior Boys:** Navy Jacket (only available from the uniform suppliers), grey shirt, grey pants, jade green round-necked jumper with school crest, grey socks, black or brown formal shoes.

**Junior Girls:** Navy Jacket (only available from the uniform suppliers), navy blouse,

jade green round-necked jumper with school crest, tartan skirt, navy socks, black or brown formal shoes.

**Senior Boys:** Navy Jacket (only available from the uniform suppliers), grey shirt, grey pants, navy round-necked jumper with school crest, grey socks, black or brown formal shoes.

**Senior Girls:** Navy Jacket (only available from the uniform suppliers), blue blouse, navy V-necked jumper with school crest, tartan skirt, navy socks, black or brown formal shoes.

- 1. Students who are out of uniform may be sent home from school by their Year Head unless they have a note from their parents. This note will usually apply for one day only except in exceptional circumstances.**
- 2. Denim and hoodies are not considered suitable for school and denim jackets or hoodies worn to school are subject to confiscation.**
- 3. For reasons of hygiene, runners/trainers are not considered suitable in school.**
- 4. Dyed hair (other than natural colour dyes) or other extreme fashions in hairstyle are not allowed. Earrings (other than simple studs or small rings on girls) or the wearing of excessive jewellery is not permitted. The principal will rule on the acceptability of any particular trend or fashion from time to time, as the need arises.**

## **Morning and Lunchtime Breaks**

- 1. Students may not, under any circumstances, leave the school grounds during the morning break.**
- 2. Students may, with their parent's permission, go home for the lunch break. Such permission must be given in writing at the beginning of the school year. Junior students who are not going home are obliged to**

**remain in the school grounds. The surrounding fields are regarded as out of bounds.**

- 3. During lunch break students are expected to eat their lunch in the areas designated to them for this purpose.**
- 4. Students are expected to keep lunch areas clean and tidy. Litter bins must be used for the disposal of litter and students found littering or chewing gum are subject to a fine. A cleaning roster operates whereby students assist with cleaning duties under the direction of Prefects and supervising teachers.**
- 5. In the interests of safety, cycling on the school grounds is totally forbidden.**

### **Outside of School**

- 1. Students are expected to behave in a proper manner when travelling to and from school.**
- 2. Students who, by their behaviour on their way to or from school, bring the good name of the school into disrepute will be subject to disciplinary action.**
- 3. Students travelling in school groups to games or school tours must observe all regulations laid down for the conduct of such events.**

### **Safety and Well-being**

In Cabinteely Community School we are committed to addressing the needs of the whole school in relation to alcohol, tobacco and drug use. In so far as possible, the school guarantees a safe environment for all and emphasises that in the discharge of

their duties, teachers act in loco parentis (in place of parents) and are conscious of their duty of care. **A copy of the schools Policy Statement on Alcohol, Tobacco and Drug Use is available to all parents and students on request.**

### **Smoking**

**Smoking is illegal in public buildings and is therefore forbidden in the school. Smoking or the possession of cigarettes in any part of the school buildings, its vicinity or while in school uniform is prohibited. Those in breach of this rule will warrant suspension.**

### **Drugs and Alcohol**

**The possession, use or distribution of illegal substances or alcohol will result in immediate suspension and may lead to expulsion. In all instances where a pupil is found to be distributing substances the Principal will recommend to the Board of Management that the pupil be expelled from the school.**

### **Fire Extinguishers**

**Interference with fire extinguishers or the fire alarm system is a very serious offence and will have two-fold consequences:**

- **Automatic suspension;**
- **Costs are to be met by the student.**

### **The Student Care Team**

The school is ever-aware of the ongoing personal problems which many students have to deal with on a daily basis. Many of our students need support and to co-ordinate this the Student Care Team consisting of the Guidance Counsellor, Chaplain, Home-School Liaison officer, Resource Teacher and the Remedial teacher was set up. The group both discusses general issues in the school which may affect student care and ensures that students who have particular problems always know that they have somebody to talk to.

## **Bullying**

**Bullying can be defined as “offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self confidence and which may cause them to suffer stress”. Bullying is behaviour which is generally persistent, systematic and ongoing.**

**Harassment takes place where a person subjects the victim to any unwelcome act, request or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material, which in request of the victim is based on any discriminatory ground and which could reasonably, be regarded as offensive, humiliating or intimidating to him or her.**

## **Rights**

In our school everybody is valued. We have the right to be ourselves and we must remember that everybody else has that right also.

All students have the right to be educated in a safe and secure environment. Pupils cannot satisfactorily do their work if they are burdened with anxiety, humiliation and fear. No one should have to cope with name-calling, constant slugging, marginalisation or threats of violence.

All staff have the right to work in a safe and secure environment. Staff also have the right to their good name and the right to expect that they will be vigorously defended against unfounded allegations and unwarranted attacks on their character. No one should have to cope with behaviour which undermines an individual’s right to dignity at work.

## **Responsibilities: A whole school approach**

We all have a responsibility towards each other. Our school is a “telling school” in which bullying behaviour is not protected by a misplaced code of secrecy among students. The quality of the school is based on the quality of relationships between all of the partners. Teachers are trained to deal with bullying, properly and discreetly and therefore students can approach them in confidence and trust in their sensitive handling of the situation.

Parents know their children best and can quickly recognise when all is not well. We urge parents to support the school community by encouraging their children to tell teachers of any problems they may be experiencing or see others experiencing. Parents should contact the school themselves if necessary. Open communication between home and school is the only way of ensuring a healthy and happy school atmosphere in which all pupils feel valued. All allegations of bullying / harassment will be fully investigated by the school authorities in accordance with agreed procedures.

### **Sanctions**

Bullying and harassment is behaviour that is destructive to a positive working atmosphere and will not be tolerated. **It is regarded as an extreme form of misbehaviour and whether it is directed against students or staff may be grounds for disciplinary action up to and including expulsion.**

**Students fighting either in school or travelling to and from school may be suspended or expelled.**

### **Preparation for Life**

The thrust of our anti-bullying programme is to prevent such behaviour through education aimed at making students aware that they are responsible for their own behaviour. An attitude of non-tolerance of bullying behaviour is essential to enable young people develop with an independence of spirit that will enable them to better cope with the adult world.

**Parents have an obligation to ensure that their child does not engage in any form**

**of behaviour which could be regarded as bullying or harassment. Parents must also ensure that their child fully understands the consequences for them should they choose to engage in this sort of behaviour.**

## **Rewards and Sanctions**

At Cabinteely Community School we recognise that students - like all of us - respond more positively to encouragement than to criticism. Consequently, we have devised a system of rewards whereby the efforts of the student whether in the academic field or otherwise are recognised and applauded. As part of their personal development our aim is to make students aware that their behaviour is chosen and that their good efforts will be acknowledged and celebrated.

Inappropriate behaviour is also a choice and brings its own consequences. We want to encourage our students to choose the most appropriate way to succeed with school, their friends, adults, their work, everything. Therefore, we want to reinforce their good choices by rewarding it with:

- **Verbal and written praise;**
- **Letters or phone-calls home;**
- **Special certificates;**
- **Prizes;**
- **Commendation by the Principal;**
- **Prize Day;**
- **Outstanding references.**

A clear set of sanctions are in place to deal with students who choose inappropriate behaviour. These include:

- **Verbal warnings;**
- **Letters home;**
- **Extra work;**
- **Detention;**
- **Being placed on Journal.**

### **Suspension from class or from school**

In the case of serious breaches of discipline or of continuous disruptive behaviour a pupil may be suspended from a particular class or from school for a period of time.

This sanction may only be imposed by the Principal or Deputy Principal.

Circumstances in which suspension might be considered include:

- Repeated incidents of indiscipline in spite of warnings and counselling by staff.
- Failure to recognise and submit to legitimate authority.
- Behaviour which is considered to interfere with the right to learn of other students.
- Particularly serious incidents which endanger the welfare of others.
- Damage to school property.
- Smoking on the school premises or while in uniform.
- Stealing from other students, staff or the school.
- Behaviour, inside or outside of school, which is deemed dangerous to the good name and reputation of the school.

### **Expulsion**

This is an option which will be used in the case of conduct which is considered to be a serious infringement of the rights of other students or staff.

It shall be imposed for

(I.) Very serious breaches of school rules

or

(II.) In cases where the rights of a greater number of students are being denied because of the continual disruptive behaviour of an individual.

Very serious breaches of school rules includes:

- Acts of violence against other students or staff.
- Interference with safety equipment or any other act which would endanger the safety of others.
- Major damage to school property or to the property of school employees.
- The possession, use or distribution of illegal substances on the school premises, school trips or while in school uniform.

- Bullying and harassment whether it is directed against students or staff.
- Continued behaviour which prevents staff from their right to work or which undermines the right of staff to dignity at work.

Such a penalty can only be imposed by the Principal with the approval of the Board of Management. In such cases the Principal must inform parents of his intention to impose this penalty and of their right to appeal to the Board on behalf of their child. Appropriate opportunity must be given to the parents to present their appeal to the members of the Board before the recommendation of the Principal is considered. The school will inform the Educational Welfare Officer of its intentions in this regard.

Under Section 29 of the Education Act, 1998, parents may appeal certain decisions made by a schools Board of Management, including expulsion, to the Secretary General of the Department of Education and Science.

## **Cabinteely Community School**

**In our school we strive to:**

- ❖ Hold each and every individual in esteem as of right.**
- ❖ Provide a wide and flexible curriculum which will meet with the individual needs of all students.**
- ❖ Provide all students with a professional teaching service and seek to evaluate the extent to which each individual is successfully maximising his/her natural gifts and opportunities.**
- ❖ Assist and encourage all students to develop their moral, ethical spiritual and religious lives, with respect for their consciences and the religious and moral values of their families.**
- ❖ Provide all students with an ordered, disciplined, caring and supportive environment which will encourage and develop their self image, their confidence and their psychological well-being.**
- ❖ Provide a wide range of co-curricular activities which will promote and develop the personality, character and social skills of the students.**
- ❖ Provide structures for co-operation with parents in carrying out and enhancing their function as primary educators of their children.**