



Cabinteely Community School

The Learning Code 2023-24

The Learning Code in Cabinteely Community School aims to ensure that all students can learn and all teachers can teach without disruption. This code clearly lays out what behaviour is expected of all students in Cabinteely Community School. **All students and their parents/guardians must accept the Learning**

Code in order to enrol in the school.

Notes in the Journal

There are **four** types of notes in the back of the school journal, which may be filled in by staff for students;

| | |
|--------------------------|--|
| Courage Note | Excellent behaviour, doing really well at a task/assignment, being really helpful or kind |
| Reminder Note | Being late to class during the day/Forgetting books or equipment/Coming to class without completed homework/uniform |
| Report Note | Disrupting learning in class by talking, messing, eating, drinking, refusal to work or ignoring instructions, unkind comments to anyone, damaging property |
| Year Head Note | Given by a Year Head when student is on support book, may result in a sanction. |
| Phone Misuse Note | Given by staff when students use phones inappropriately, following a clear verbal warning. |

Notes to be shown to Parent/Class Teacher

All of these notes **MUST** be signed the evening after they are given by a parent/guardian and **MUST** be shown to the Class Teacher the next morning at the latest. The Reminder and Report Notes will involve extra work which must be presented to the teacher who wrote the note and the teacher will sign the note to say the student has done the work. Failure to do the work will result in additional work.

Positive Behaviour

Positive Behaviour will be rewarded in the following ways;

- Courage Note in the journal
- Merit awarded in journal on the Merit Page
- Positive comment by Class Teacher in weekly journal pages
- Phone call to/Meeting with parent/guardian
- *Well Done Cards* posted home
- CT Student of the Week (goes towards the Student of the Month)
- Student of the Month (goes towards the Year Head Student of the Year)
- Class of the Month (Inter class competition)
- Most Improved Student Award each week/month
- Recognition at weekly assemblies
- Showcase on school social media – website, Twitter, Instagram
- **End of Year Awards**

Supports for Learners

Cabinteely Community School believes strongly in providing every possible support to allow students to succeed and excel. Here are some of the supports available to our students;

- Class Teacher
- Year Head
- Care Team – Chaplain, Guidance Counsellor, Home School Community Liaison Teacher, Behaviour for Learning Teacher
- Special Educational Needs Department
- Meitheal Programme
- Friendship Room
- Support Books/Organisation Plans
- CT Review in Journal
- Merit Competitions/Student of the Month
- Homework Club/Supervised Study
- School Completion Activities

Disruption to Learning

There will also be sanctions for disruption to learning. These behaviours include;

- Talking, shouting, laughing, making noises, comments or gestures which insult any other person
- Ignoring instructions, asking unnecessary questions, deliberately delaying doing something
- Using inappropriate language
- Taking/damaging property without permission
- Refusal to hand the journal to a member of staff
- Refusing to go to another teacher's room when instructed
- Leaving the classroom without permission or not going to class as per timetable
- Tampering with the school journal
- Coming late to class without a note
- Coming to class without books, copies, equipment
- Not doing homework including learning homework
- Misuse of mobile phones for non-learning purposes

Stages of the Learning Code

The four stages of the Learning Code are as follows;

| STAGE 1 | |
|--|--|
| If you get... | What happens? |
| <ul style="list-style-type: none">• 5 Reminder notes + extra work and/or• 5 Report notes + extra work | <ul style="list-style-type: none">• After 5 Reminder Notes only, student goes on an Organisational Report• Learning Review Form to fill out at home• Meeting with parent/guardian• Stage 1 Support Book for 5 days, signed daily by CT and parent/guardian. |

| STAGE 2 | |
|--|---|
| If you get... | What happens? |
| <ul style="list-style-type: none">• 5 Reminder notes + extra work and/or• 5 Report notes + extra work | <ul style="list-style-type: none">• Meeting with parent/guardian• Meeting with Learning Code team to discuss progress• Stage 2 Support Book for 10 days, signed daily by CT and parent/guardian |

| STAGE 3 | |
|--|--|
| If you get... | What happens? |
| <ul style="list-style-type: none">• 5 Reminder notes + extra work and/or• 5 Report notes + extra work | <ul style="list-style-type: none">• Weekly meetings with parent/guardian to review Support Book• Stage 3 Support Book for 10 days• Your file may be referred to the Board of Management• Letter of commitment to Learning Code to be signed by student/parent or guardian |

| STAGE 4 | |
|--|---|
| If you get... | What happens? |
| <ul style="list-style-type: none">• 5 Reminder notes + extra work and/or• 5 Report notes + extra work | <ul style="list-style-type: none">• Weekly meetings with parent/guardian to review support book.• Individual Behaviour Contract to be signed• Stage 4 support book for 10 days• Your file will be brought to the Board of Management.• You may be asked to leave the school (expulsion) |

Year Head Note:

- If you get a **Year Head** note while on Support Book- you will get a Year Head detention.
- If you get a **Year Head** note while on Support Book at Stage 4, you may be suspended

Phone Misuse Note

- If you get three phone misuse notes in a semester, you and your parent/guardian will be asked to commit your phone to the year head during the school day. Refusal to do so will be a matter for the Board of Management.

Buy Back

- You can buy back one stage if you get no **Report or Reminder** Notes for five consecutive weeks.

Stage 4

Students may go straight to **Stage 4** for any of the following reasons, that decision will lie with the principal;

- Consistent refusal to co-operate with a staff member
- Gross disrespect to any member of the school community
- Fighting
- Theft
- Vandalism
- Bringing illegal substances into the school
- Bringing a weapon to school
- Bullying
- Inappropriate/Unsafe/Intimidating behaviour to staff or students
- Inappropriate use of technology of any kind
- Any behaviour which threatens the safety, security and learning environment of the school.

The board of management will decide on suspensions of over three days and on expulsions.

The Learning Code must be both accepted and supported by parents/guardians of students in Cabinteely Community School. Failure to comply with any aspect of the Learning Code may result in an invitation to attend a Board of Management meeting to explain non-compliance. The board will take the necessary action to ensure, as per the Education (Admissions to Schools) Act 2018, that the Learning Code is adhered to by all.

In signing this document, all parties agree to accept and support the Learning Code of Cabinteely Community School.

Signed:(student)

Date:

Signed:(parent/guardian)

Date:.....