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Mission Statement

We sincerely hope that you can join with us in fulfilling our educational mission, which is:
'to facilitate the development of each student to his full academic, personal, spiritual and social potential in a catholic, caring, respectful and safe environment.'

Aims of the College

At St. Clement's we commit ourselves to the following educational objectives;

1. A Catholic Education, within the appropriate curriculum which stresses personal responsibility and healthy personal development through self-discipline, a positive attitude towards life, a sense of personal integrity and an appreciation of the worth of all individuals.
2. A realistic education which attempts to enable each student to cope with the problems of life by:
 - a) Having a confidence in God through a living faith
 - b) By being aware of others and their problems and having the capacity for being compassionate and sympathetic to those in need.
3. An education in basic skill to that when they leave the College, they are well prepared to become functional citizens in a society, to enter a third level institution or follow a career of their choice.

We achieve this by

- a) Taking a very personal interest in each student through our system of pastoral care
- b) Fostering open communication and close co-operation between school and the home
- c) Helping the student to relate to the school community through participation in social, recreational and cultural life of the college.
- d) Participating in the religious and liturgical life of the community
- e) Motivating the students to achieve their full potential

Role of the Parent

We in St. Clement's College recognise that parents have a primary role in the education of their children and we seek to promote this function. The level of parental support is one of the key measurements of the quality of education available in an institution and the depth of cooperation between the school and the parents play a significant role in the development of the boy achieving his full potential in the broadest sense.

The College facilitates the involvement of parents in the educational process by creating opportunities where they can:

- Become a member of the Parent's Council
- Participate in the school planning and review process
- Support teachers in implementing particular aspects of the school programme.
- Discuss the learning that has taken place in school with their children through the medium of the school journal
- Attend Parent Teacher meetings
- Attend information evenings arranged to address specific parental problems in the educational field.

Pastoral care Programme

This programme is anchored in the expertise gained from over one hundred and twenty years experience in the education of young boys. It flourishes within a framework that is tailored to the specific needs of students. It is attended to by

Class Tutors
Class Advisors
Year Heads
Career Guidance Counsellor
Redemptorist Chaplin
Pastoral Outreach worker

- Teachers, class tutors, and year heads monitor the academic and social development of the student in a particular year.
- A Career Guidance and Counselling service is provided for by a Guidance Counsellor
- Resource and learning support are available for students with special needs
- The Redemptorist Chaplain is part of the Pastoral Care Team, and also, together with the Religion Teachers and Parents, cares for the on-going faith and development of the student.

Communication between school and home:

The Management of the College encourages and fosters open communication between the school and the home. Parents are welcome to meet with the management and/ teaching staff to discuss their son's progress. To facilitate the good order and smooth running of the school, we request that you make an appointment through the secretary's office before visiting the school.

The School Community Environment:

It is our aim to provide a safe, caring and studious environment for all our students. Structures and proceedings have been put in place to safeguard the positive pastoral learning environment of the college. In this context, our school code of behaviour applies. This code encompasses the rationale for the rules, the legislative context within which the rules are set, the rules themselves and the sanctions applying for breaches of the rules.

Our Standard of Behaviour

This policy applies to the school management, students, teachers and parents/guardians. These standards will be applied in consideration of student's needs and they should be considered in relation to other policies

- Enrolment Policy
- Anti-Bullying Policy
- Substance Abuse Policy
- School rules
- Our standards of behaviour
- AUP
- Dignity in the workplace
- Anti Litter/Anti vandalism
- Homework policy
- Attendance strategy

It provides a framework in accordance with the mission statement where a climate is generated where each student can achieve his full potential. It has its origins in the duty of care that the Board of Management of the College must exercise under the Safety, Health and Welfare at Work Act 2005, to provide a safe place of work and a safe system of work for employees and for those affected by this work (the student). The Board shall "take other reasonable



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measures as it considers appropriate to ensure that good order and discipline are maintained in the school and that the safety of students is secured." In promoting inclusivity and participation by all the major stakeholders in the educational process there must be an acceptance that the school can only function effectively for the benefit of all by having a coherent system of structures and standards of behaviour that recognise the right of the pupils to learn unimpeded and the right of the teacher to teach without obstruction.

Standards of Behaviour

The management recognises the unique context in which incidents arise and will consider the particular needs of pupils and staff in each instance. The school management also recognises the difficulties which certain pupils may experience due to educational, social/family, emotional issues and which may impact on their behaviour. The school through its Pastoral Care Structures and Policies endeavour to address unacceptable behaviour by encouraging responsible behaviour and applying intervention strategies as appropriate. The school will seek the early intervention of parents/guardians in responding to incidents. In setting out this policy, the Board of Management aims to present to pupils, parents and staff the norms of behaviour and relationships that are essential for meeting the aspirations of the Mission Statement and the ethos of the school as respectful of the rights of all involved in the school to go about their business in a safe, caring and comfortable environment. It is important to promote the idea of positive behaviour among pupils and to have a system of rewards for pupils who display such conduct and attitudes. At St. Clement's Redemptorist College there is a tradition of pupil social involvement and a significant attachment to the school on the part of the students. Our school discipline strategies seek to encourage responsible behaviour and to provide all pupils with a satisfying school experience, as well as to discourage misconduct.

Legislative Context

The Education (Welfare) Act, 2000 (Section 23) places an obligation on Boards of Managements to prepare a Code of Behaviour in respect of student registered in the school.

Relevant legislation and legal instruments framing our Code of Behaviour

- The Constitution of Ireland
- The European Convention on Human Rights (1950)
- The UN Convention on the Rights of the Child (1989)
- Education Act 1998
- Education (Miscellaneous Provisions) Act 2007
- Education (Welfare) Act 2000
- Vocational Education Acts 1930-1999
- Vocational Education (Amendment) Act 2001
- Equal Status legislation
- Ombudsman for Children Act 2002
- Education of Persons with Special Needs Act 2004
- (EPSEN Act)
- Disability Act 2005
- Non-Fatal Offences against the Person Act 1997
- Health and Safety Legislation
- Data Protection Act, 1988
- Data Protection (Amendment) Act, 2003
- Age of Majority Act, 1985

The general principle of "in loco parentis"
This policy may be amended by the Board of Management of the College as the needs of the school dictate.

Context for the Standards

The standards aspire to generating a just and equitable framework where the interaction between all stakeholders will occur in a climate of mutual respect and where such encounters will provide experiences that are positive and enriching.

These standards are presented in order to provide for

- The safety and welfare of pupils
- The safety and welfare of staff and their ability to carry out their functions in an atmosphere free from threat or obstruction
- An orderly climate where students are entitled to learn and achieve their full potential.

SCHOOL'S STANDARD OF BEHAVIOUR AND VALUES

- 1 *Because St. Clement's seeks to be a centre of learning aimed at excellence in education and in the development of students to their fullest potential: therefore each student is expected to engage fully in the learning process and take personal responsibility for his learning both in the classroom and while doing homework.*
All homework, both written and learning must be completed to the best of the student's ability and presented on time.
- 2 *Because we work to promote a culture of respect for self, others and the wider community, therefore:*
Students must at all times be respectful and courteous to teachers, staff, visitors and fellow students both inside and outside the school.
- 3 *Because we assert the right of every member of the school community to work in a happy, caring, safe, non-threatening and supportive environment: therefore:*
Respect for the school property is required of all students.
- 4 *Because St. Clement's aims to facilitate the development of each student in a caring and respectful environment, and because we recognise the dignity of each individual in the school community: therefore:*
Honesty and integrity are expected at all times. Dishonesty and theft are serious offences.
- 5 *Because of the importance of consistency and commitment in the learning process and to comply with legislation; therefore*
Regularity in attending school and punctuality for all classes during the day are required of all students.
- 6 *Because Parents are obliged to fulfill their role as partners with the school, fostering open communication and close co-operation between school and home, actively supporting and reinforcing the school values, and also because of the requirements of The Education Welfare Act 2000 regarding school attendance: therefore:*
A written explanation for absence from school must be presented to the Year Head on immediate return from absence.
- 7 *Because St. Clement's wishes to foster in all students a sense of respect for school and self, and a sense of solidarity with the St. Clement's School Community, and to comply with regulations for health and safety, therefore:*
The standard school uniform of blue jumper with school crest, blue shirt, grey pants, blue and grey tie, brown or black shoes is obligatory for all



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students. The wearing of jewellery or emblems is strictly forbidden. Unusually coloured hairstyles or emblems designed on the hair are not allowed.

8 Because each student has the right to enjoy his learning and leisure free from bullying therefore:

Bullying in any form is not accepted and will not be tolerated. Victims of bullying will be offered help, advice and support. Perpetrators of bullying will be confronted and given realistic, firm and consistent guidelines to help control their behaviour.

9 Because St. Clement's seeks to be a place where true partnership is practiced, and because each student has the right to education in a relatively disruption free environment, and in accord with The Education Act 1998, therefore:

Disruptive behaviour in the classroom is unacceptable and will incur sanctions.

10 Because St. Clement's seeks to provide a safe, non-disruptive, caring and studious environment for all our students, and to safeguard the rights to privacy of all stakeholders in the school, therefore:

All electronic devices such as mobile phones, MP3 players, iPods must be switched off on arrival in school and stored in the student's locker for the duration of the school day. Breach of this standard of behaviour will result in the confiscation of the electronic device which will only be returned to a parent/guardian on payment of a fine that will be determined by the school authorities

11 Because St. Clement's College is a school that seeks to promote healthy lifestyles for all in a safe, supportive and non-threatening environment, and because of legal requirements, therefore:

The possession or use of cigarettes, alcohol or drugs on the school premises is forbidden.

12 Because each student is expected to allow for the smooth running of the school, as well as for the health and safety of all, therefore:

Should a student require permission to leave the school during the day, he must present a written request to the Principal or Deputy Principal at 9.30am. He must sign out in the administration office when leaving the school.

13 Because we focus on developing a well-rounded individual and recognise this is achieved by balancing the role of health, academic learning, fitness, and nutrition.

Attendance and full participation in P.E. activities is compulsory. Students must be aware of the great honour bestowed on them when they are called upon to represent their school in any sporting activity. St. Clement's College insists that such participants undertake the necessary training to fully partake in these sporting events

14 Because Parents, with the St. Clement's Staff, are partners in being committed to the education of their children, and in order that each student has the opportunity to develop the fullness of his academic and personal potential, therefore:

Part-time work during the academic year is considered a hindrance to satisfactory study

and is emphatically discouraged. Parents will be contacted if part-time work is seen to impact on the school behaviour or the academic performance of a student.

15 Because the college facilities are open to local groups outside of school time, all areas must be kept free of books and gear bags.

Students are responsible for storing books in their lockers at the end of the school day and removing all gear bags from the premises. The school will not be responsible for any gear bags left on the premises over night and any such bags that come to the attention of the maintenance staff will be removed and returned to the student on payment of a fine that will be determined by the school authorities.

These standards of behaviour will be applied in consideration of student's needs and are subject to periodic review.

Intervention Strategies and Sanctions

In the event of breaches of the standards it is hoped that early interventions of staff and parents will prevent act of minor misbehaviour culminating in major breaches of the standards.

Intervention Strategies

- Reasoning with the pupil
- Reprimanding (along with advice on how to improve)
- Additional homework

Any improvement in student behaviour following these early intercessions will be noted and encouraged by verbal recognition or notes in the journal affirming the positive change in attitude Unfortunately, where early intervention fails it is necessary to invoke certain sanctions in the event of breaches in the school standards. These sanctions are applied in the context of all school policies and procedures and are set within the legal framework outlined above.

- **Notes recorded in the student' journal.** The teacher will write a comment in the student's journal recording details of the offence (no homework etc.) The parent should sign the note and the Class Tutor maintains details of such notes, which will be lodged to the student's file.
- **Students put on report.** Where the student has accumulated a number of notes in the journal the class advisor or year head may put him on report. The report is a pre-printed form that is retained by the pupil over its duration. The student presents it to the teacher at the start of class and each teacher will initial the report and make a comment on it. The parent/guardian is expected to sign the report each evening. When the term of the report has expired the student should return it to the year head immediately where it will be filed in the student's file.
- **Students placed on Detention.** Individual teachers may detain students outside of school hours. 48 hours notice of such detention will be entered in the student's journal. Where an improvement in a student's attitude is noted following the interventions listed above, such progress in conduct will be communicated to the student and noted in the journal.



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Suspension & Expulsion

Serious incidences of misbehaviour may invoke suspension or expulsion. As these are serious matters they will be implemented in accordance with the Policy of Suspension and Expulsion.

Suspension will be here defined and understood as the necessary removal/withdrawal of a student from attendance at the school for a specified period of time as a consequence of an action or behaviour that is deemed serious and injurious to the good order and smooth running of the school. A pupil may also be removed from an individual class pending the resolution of an issue. Suspension is employed

- as a response to signal to the parent/guardian seeking support
- and to the pupil that his behaviour has been obstructive to the mission statement of the school and the student must address his behaviour; recognise that a particular standard of conduct is required and confirm that every effort will be made to adhere to the standards and policies of the school on his return.

Suspension may be from one to six days or until the Board can meet to consider the matter dependant on the circumstance.

Procedure

With reference to the Code of Behaviour and after having considered the particular situation the Principal/acting Principal is empowered by the Board to suspend a pupil for a term not exceeding five days. All suspensions will be reported to the Board of Management. This suspension can only be imposed following a thorough investigation of the reported incident. The parent/guardian of such a pupil shall be notified in writing by the Principal of the nature of the misbehaviour and the date(s) of suspension. The parent/guardian may be requested to come to the school to discuss the matter and the student's return is conditional upon agreeing to co-operate with the school standards and policies.

In all instances of suspension of a pupil the parent/guardian shall be informed that such a decision may be appealed to the Board of management. A suspension will not be served whilst the appeal is being processed.

Suspension of a pupil for longer than six days will be reported to the Educational Welfare Board.

A student may be suspended pending recommendation to the Board of Management for consideration of expulsion. In such circumstances the parents/guardian will be offered the opportunity to discuss the matter and be informed of their right to meet with and appeal to the Board of Management.

Expulsion

Expulsion is hereby defined as the permanent exclusion of a pupil from the school. Expulsion will only be resorted to in the most extreme cases of indiscipline and only after every other sanction has been exhausted or when the behaviour is of such gravity that expulsion is the only option. Such misbehaviour would arise due to

- a) The safety/welfare of the pupil
- b) The safety/welfare/ability of an employee to carry out their duties without threat or obstruction
- c) The safety/welfare/entitlement of another student to learn in an atmosphere free from threat or obstruction.

The ultimate decision to permanently exclude a student from the school rests with the Board of Management. Prior to expulsion they must inform the Educational Welfare Officer of the belief that a student should be expelled and their reason for so believing.

Procedure

A duly established sub-committee of the Board of Management consisting of a single representative of the trustees, parents, and teacher will investigate the incident, study reports, and hear evidence from all parties involved in the issue. On completion of the investigation and in the event of a positive result for the student involved, the committee will report to the Principal. In the event of the sub-committee recommending expulsion of the student, their decision will be delivered to the Board of Management. Parents will be informed in writing of their right to appeal to the Board at this meeting. In the event of the decision being ratified by the Board an expulsion will not be imposed within twenty days of the Educational Welfare Officer being notified. However, the Board may apply such sanctions for this period to ensure the good order and smooth running of the school and the safety of students and staff is secured. A decision to expel may be appealed by Parent/guardian to the Secretary General of the Dept. of Education and Science under the Education Act, 1998 Section 28,29.

Appeals Procedure

Under Section 28 of the Education Act 1998:

- a) The parent of the student, or in the case of a student who has reached the age of 18 years, may appeal to the Board of Management against a decision of a teacher or other member of staff of a school.
- b) Grievances of students, or their parent(s) relating to the student school (other than those, which may be dealt with under paragraph (a) or section 29, shall be heard.
- c) Appropriate remedial action shall, when necessary be taken as a consequence of an appeal or in response to a grievance

This section provides for procedures to be drafted for the purpose of processing complaints by parents against teachers or other members of staff of a school.

Under Section 29 of the Education Act 1998:

Where a board or person acting on behalf of a board

- a) Permanently excludes a student from attendance at a school, or
- b) Suspends a student from attendance at the school for a period to be prescribed for the purpose of this paragraph, or
- c) Refuses to enrol a student in a school.

The parent of the student, or in the case of a student who has reached the age of 18 years, may, within a reasonable time form the date that the parents or student was informed of the decision on expulsion and following the conclusion of any appeal procedures provided by the school or the patron, in accordance with section 28, appeal that decision to the Secretary General of the Department of Education and Science.

Distribution of the Policy

All parents/ guardians will receive a copy in the Parent's Pack which is distributed at the beginning of each academic year. They are encouraged to discuss this policy with their son. Students will be made aware of this policy primarily by their parents/guardians and secondly by their Class Advisor. Parents/guardians will be requested to sign the acceptance form as an essential part of the registering their son at the College. Any parent can receive a copy of this policy form the secretary's office and is posted to the school website www.stclements.ie