



Clonakilty Community College
Colaiste Phobail Chloch na gCoillte
Roll Number: 70950A

Behaviour for Learning Policy

Board of Management ratified:	14 th September 2023
Date of next review:	May 2025

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Table of Contents:

Aims of the document	3
General Expectations for students, staff, parents	3
Our CCC Expectations of Behaviour	4
School Day / Access to the building	4
Attendance	4
Punctuality	5
Uniform	5
Smoking / Vaping	5
Bullying Behaviour	5
Illicit Substances	6
Mobile Phones	6
Damage to CCC property	6
Homework	7
Being prepared	7
Acknowledging positive behaviour and achievements	7
Litter	8
When things go wrong	9
Strategies for dealing with negative behaviour	9
Ladder of referral	10
Suspensions	12
Expulsions	13
Confirmation of acceptance of this Policy	14
List of Appendices	
Appendix 1 CCC Matrix of Expected Behaviours	15
Appendix 2 Roles and Responsibilities of CCC Staff	16
Appendix 3 Steps to take when you need to contact CCC	17
Appendix 4 Procedures for Expulsion	18
Appendix 5 Contract of Positive Behaviour	21
Glossary of Terms/Abbreviations	22

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Aims of this document

We believe that a secure and positive learning environment will promote the highest expectations for all and in turn allow all students to achieve their full potential.

To that aim, this document will provide staff, students and parents/guardians with clear guidelines and strategies to promote positive behaviour and to support students in taking responsibility for their behaviour/choices.

We recognise that structure and self-discipline are vital parts of a young person's education and training for life. In our college it is important to establish fair and transparent guidelines for all to follow – although we recognise the need for a degree of flexibility when faced with behavioural diversity in the classroom and accept that a 'one size fits all' approach is not always possible or sufficient.

The responsibility of implementing our Behaviour for Learning Policy rests with the management, staff, parents/guardians. The Policy has been drafted in consultation with all stakeholders of our college community.

Relationships are at the heart of everything we do in our school. We are committed to building positive and healthy relationships that support wellbeing. Our hope is that we all feel valued and connected. When things go wrong, as sometimes they do, by developing compassion and accountability we will seek to find a way forward together. Acknowledging the harm to relationships that has been caused, deciding on action(s) in the community that will try to make amends for what has happened to support everyone involved.

The Education (Welfare) Act 2000, NEWB guidelines and DE circulars have guided this policy.

General Expectations for students, staff and parents:

Our Behaviour for Learning Policy intends to safeguard students' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment.

To this end each member of our school community has a responsibility for the promotion of good behaviour and a role in developing relationships in a spirit of mutual respect.

The standards of behaviour that we expect from all stakeholders include:

- Trust in each other
- Honest communication
- Support and help for each other
- Respect for self and others
- Encourage each other and acknowledging progress
- Kindness and willingness to help others

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

- Courtesy and good manners
- Fairness, equality, justice
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

It is a given that teachers are expected to act in accordance with the *Code of Professional Conduct for Teachers* (Teaching Council, 2016).

<https://www.teachingcouncil.ie/en/publications/fitness-to-teach/code-of-professional-conduct-for-teachers1.pdf>

Our CCC Expectations of Behaviour

These rules are intended to safeguard students' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment.

Parents/Guardians are asked to support teachers in their implementation to maximise the child's full potential – our overall aim.

All students and parents/guardians will be asked to sign our Behaviour for Learning Policy at registration and annually in their school journal. (This may be done digitally).

The expectations/rules apply to all school contexts (such as, but not limited to: classrooms, corridors, toilets, school buses, school trips, after-school clubs, supervised study, extra-curricular activities, lunch time outside school grounds, all school premises and anywhere near the school).

These expectations/rules also apply to all interactions between students, between students and teachers when outside of school hours – including online/digital communication.

School day and access

- The first class starts at 9.00am – we expect students to be on the premises and presenting for class at 8.55am.
- School finishes at 3.55pm Mondays, 3.15pm all other days.
- Students can access the school from 8am (on the condition that students remain in the Assembly area until 8.30am).
- There is no supervision after school so unless students are attending organised activities with staff or supervised study then all students are expected to leave the building as soon as possible – given time to access lockers/toilets.

Attendance

- All students are expected to attend on all 166 days of the school year.
- Absence due to genuine reason should be notified to the office by phone: 023-8833877 or email office@clonakiltycc.ie or in the school journal (to be shown to Tutor/Year Head).

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

- All students are expected to attend all classes on their timetable throughout the day unless they have a note from another member of staff/parent/guardian excusing their absence.
- Students are not permitted to leave the school premises during school hours unless they have shown a note to Class Tutor/Year Head/DP/P.
- 3rd Years up to 6th Years are permitted to leave the school during lunchtime at 1.15pm – 1st and 2nd Years are not allowed to leave the school at any time during the school day.
- If a student is leaving the building during the day they must report to reception to “sign out” having shown the note to Tutor/Year Head/DP/P.

Punctuality

- Students should be on the premises no later than 8.55am each morning as the first class starts at 9.00am.
- Students should arrive on time during the day to all classes unless they have a note from another teacher excusing their lateness or to explain where they are.
- Students should arrive back from lunch no later than 1.50pm and present for class at 1.55pm.
- All students **arriving late** must present at the main school office on arrival so they can then be marked as “Late” and to ensure that a text message is not sent home in error regarding absence.

Uniform

- Navy trousers/skirt.
- Striped College shirt.
- All Black or all navy footwear.
- School Jumper/School crested half-zip top
- Students can wear their own coats/jackets/hoodies to and from school but must remove them while in the building.
- Tracksuit – on sale at different times during the school year from our Tracksuit supplier McKeever Sports. Online purchase.
- Students will be asked to remove jewellery that we consider a safety risk to themselves or others.
- Students are expected to present in full uniform and take pride in their neat appearance.
- Full uniform is also worn by students taking State Exams.
- Full uniform is also worn by students while on school trips – unless otherwise instructed by the teacher in charge of the trip.

Smoking/Vaping

- Smoking/Vaping on or near the school buildings is against school rules.
- Anyone found to be doing this will be subject to automatic suspension.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Bullying Behaviour

CCC does not tolerate bullying in any form. We recognise the very serious nature of bullying and the negative impact that it can have on the lives of students and staff. A safe learning, working, and social environment is the fundamental right of all within the school community and external parties visiting the school. Unwanted verbal, non-verbal and online behaviour which causes harm does not reflect the ethos of community and respect which is valued by our school. We recognise the very serious nature of bullying and the negative impact that it can have on the lives of students and staff. We wish to support students who are being bullied and assist students to challenge this behaviour when witnessing it. We strongly encourage reporting of experiences of bullying or incidents when witnessed. We also aim to bring awareness to those who are responsible for bullying of the harmful impact it has with the expressed intention that the behaviour should not be repeated.

Bullying is “repeated, unwanted, negative behaviour” by one person or group towards another person. This is dealt with through our Anti Bullying Policy.

Note: Negative behaviour that takes place online where others can see a once-off post/comment/image is deemed as bullying.

Illicit substances

Possession, consumption or supply of illicit substances is a serious breach of the CCC Rules and will be dealt with using immediate suspension and, potentially, expulsion.

Mobile phones

- During class:
 - Phones must be OUT, FACE DOWN and OFF
 - Teachers may ask students to put phones on the teacher’s desk at the start of class and collect at the end of class
 - Teachers may allow students to use their phones for educational purposes
 - While doing so students must use their phones **only** as instructed by the teacher.
- During the school day on school premises:
 - Phones must be switched off and be out of sight.
 - Students who are allowed out to lunch may use their phones while off school premises.

Students who break those rules must hand up their phone each morning for a week to Deputy Principal and parents will be notified – for first offence.

Should this happen again there will be a meeting organised with parent/guardian regarding phone usage and further sanction imposed.

- Taking images/videos/sound recordings of any other students or teacher is strictly against CCC Rules.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Note: Students who break this rule are subject to immediate suspension.

- Toilets should be used before school, at breaks and after school.
- Where a student has been given permission to leave class to go to the toilets then the student should put their phone on the teachers desk or leave it on his/her desk face down and off – **Students may not go to the toilet during class unless they leave their phone behind.**
- Parents: Should you need to contact your daughter/son you **must** contact the office. Please do not contact them during school time on their mobile phones. If there is an emergency we will assist immediately.

Damage to CCC property

School property is for use by all and to be enjoyed by all. Intentional damage to school property is a serious breach of the CCC Rules and is grounds for immediate suspension. Student/Parent/Guardian may also be asked to pay for repair of damage.

Homework

Homework should be given that is meaningful and to reinforce learning that has taken place in school. Homework may take a wide variety of forms and is at the discretion of the teacher. Homework should be differentiated for those students who need differentiated work.

All homework should be completed or at the very least honestly attempted by students.

Homework journals should be signed each week by parent/guardian of students in Junior Cycle.

Please see our Homework and Study Policy.

Being prepared for class/school

- The best thing to bring to class is a positive attitude.
- Students are also expected to bring the stationary and books/copies as directed by the teacher.
- Bags should be packed and journals should be checked the night before coming to school to make sure that students are prepared.
- Lockers should be used before and after school and also at the morning break and lunchtime. If students are organised there is no need to use lockers at any other times.

Acknowledging positive behaviour and achievements

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

It is our intention in CCC to acknowledge the students' good behaviour and also their achievements in CCC and also outside CCC. Students and parent/guardians have access to this Behaviour Tab on VSWare.

Ways in which we acknowledge positive behaviour, attitude, effort, improvement and achievements:

- Positive verbal comments in class or on meeting students regarding work/achievements.
- Positive written feedback on work in journal/in copies.
- Positive comment put on student VSWare Behaviour Tab.
 - *It is the undertaking of the staff that we try to outweigh negative comments with positive ones where possible when it comes to using VSWare Behaviour Tab.*
- School Awards.
- Recognition during Tutor Time.
- Recognition during Assemblies.
- Positive email/letter/phonecall home to parent/guardian.
- Attendance Awards in December and May.
- Student displays throughout the school.
- Social Media/Internet recognition.
- School TV Screen displays.

Litter

CCC has a Green Flag and a Green Schools Team who help to keep the school and surrounding area tidy. We expect all members of the CCC community to respect the school and surrounding area by placing litter in the bins provided.

Sustainability

We expect students to play their part in the CCC Sustainability efforts. This can include:

- Not using once-off plastic bottles.
- Bringing their own bottles for refilling at our filtered water fountains.
- Reduce the use of plastic.

When things go wrong

When things go wrong facts and details will be gathered by the appropriate staff member. Students will be given a chance to tell their story. Natural justice will be a cornerstone of any investigation. When facts have been gathered the appropriate staff member will deal with the issue depending on the seriousness of said issue.

Strategies for dealing with negative behaviour

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Sometimes students will make mistakes, errors of judgement and there is a need for intervention by CCC. Sanctions are meant to be a form of constructive intervention. They should be applied in a respectful, fair and consistent manner. They are, most importantly, intended to empower the students to understand the consequences of their behaviour, take responsibility and changing it in the future.

The following are potential next steps in trying to ensure that the mistake is not repeated:

- Verbal reprimand
- Reasoning – giving student 1-to-1 advice on how to improve
- Relocation of assigned seat within classroom
- Removal of student from a classroom to DP/P – (3 strikes and out)
- Negative note on VSWare
- Additional work assigned
- Internal community service at lunchtime/after school (such as litter duty, assisting caretakers at end of day etc)
- Behaviour Monitoring Card enacted by Year Head
- Detention at lunch time/after school – Year Head/DP/P informs parent/guardian
- Confiscation of items
- Contact made with parent/guardian
- Use of the Anti-Bullying Policy
- Suspension
- Expulsion

Note:

1. *This list is not exhaustive and other sanctions may be imposed which are reasonable and in line with the nature of the incident.*
2. *Any detention will be notified to parent/guardian via student journal/phonecall/text, at least, on the day before the detention.*

Ladder of referral – classroom misbehaviour/lack of homework/effort/punctuality

It is essential that there is clarity for students, parents/guardians and staff on how issues are dealt with. Below is a graphic which shows the nature of how issues should be dealt with.

Step 1: When initial misbehaviour occurs

Classroom teacher role:

- Classroom teacher points out the behaviour using non-verbal or verbal means.
- Classroom teacher can advise the student on how to improve behaviour – best done in a 1-to-1 conversation outside the class as opposed to in front of the class.
- Classroom teacher can issue an appropriate sanction.
- Classroom teacher can issue a breaktime/lunchtime detention.
- If a student does not respond during a class then this is a situation where the teacher cannot teach and the other students cannot learn – “3-strikes and out” can be used to remove the student from the class so that teaching and learning can continue.
- Teachers are encouraged to speak in a calmer atmosphere to students when issues arise and to try reasoning and a restorative approach.
- Negative Behaviour/detention noted in VSWare.
- At all times a plan to improve behaviour should be discussed between students and classroom teacher.

Tutor role:

- Tutor can regularly check behaviour of students in their Tutor Class and may intervene when a negative note is put on VSWare.
- Behaviour can be discussed / Sanction can be given / Plan to improve behaviour can be made / Mediation can be enacted

Step 2: Where misbehaviour is repeated

Classroom teacher role:

- Issue/Action/Sanction taken should be noted by the teacher on VSWare and procedures followed as above.
- Issue must be escalated to Tutor to make them aware of repeated issue.

Tutor role:

- Tutor must meet briefly with the student to discuss the repeated misbehaviour.
- Sanction may be imposed.
- Contact of parent/guardian may be made.
- Tutor can escalate to Year Head.

Step 3: Further intervention is needed – after escalation to Year Head

Year Head Role:

- Year Head must meet 1-to-1 with the student when behaviour has been escalated by Tutor.
- Parent/Guardian may be invited in to attend this meeting.
- Behaviour can be discussed / Sanction can be given / Plan to improve behaviour can be made / Mediation can be enacted
- Monitoring Card may be appropriate.
- Referral to Student Support Team may be appropriate.
- Immediate referral to Chaplain/Guidance Counsellor may be needed.
- Year Head must make notes of interventions and sanctions and put them onto VSWare.
- Escalation of issue to DP where the Year Head feels all avenues have been exhausted and still there is no improvement within a reasonable timeframe.

Step 4: Intervention from Senior Management needed – after escalation by Year Head

DP Role:

- Deputy Principal will review the information at hand on VSWare Behaviour Tab / Notes section or any other relevant documentation.
- Deputy Principal will decide on course of action to take next which will most likely include a meeting with parent/guardian along with Year Head.
- Deputy Principal will decide on whether the Principal should, at this stage, be involved or not.
- Student may be put on Report Card.
- Other interventions/behaviour plans may also be put in place.
- Suspension may be recommended to the Principal.

Step 5: Suspension recommended by DP to P

P/DP Roles:

- Principal will review the recommendation made by the Deputy Principal and all of the information associated.
- Parent/Guardian and student will have a right to reply to the DP's recommendation.
- Principal shall then make a decision on the appropriateness of suspension or other sanction.

Suspensions

A student may be suspended:

- For a one-off serious breach of CCC rules,
- Due to conduct which is not in line with CCC expected behaviours,
- When repeated behaviour which is negatively impacting teaching and learning,
- Where the continued presence of the students constitutes a threat to safety of themselves and, or, others,
- where repeated interventions have not been successful.

Note: This list is not exhaustive.

Procedures for suspension:

- Parent/Guardian will be called to a meeting and presented with the details of the issue at hand.
- Parent/Guardian/Student are given the chance to respond to the details presented by the Deputy Principal (or Year Head/Principal).
- Principal will then decide on whether to suspend and, if so, for how long (Deputy Principal may suspend in place of the Principal).
- Written notification will be posted to the parent/guardian the following day outlining:
 - Duration of suspension
 - Reason for suspension
 - Recommended study programme
 - Arrangements for returning to school once suspension has been completed
 - Any possible "Behaviour Contract" that must be signed
 - The provision for an appeal of suspension to the Board of Management.

Note: In exceptional circumstances it could come to pass that a meeting with parent/guardian may be postponed and the reason(s) for this will be communicated by phone to parent/guardian.

Suspension during a State examination will be used where there is:

- A threat to good order in the conduct of the examination
- A threat to the safety of other students and personnel
- A threat to the right of other students to do their examination in a calm atmosphere.

The Board of Management acknowledges that the decision to impose a suspension does not remove the duty to follow due process and fair procedures.

After the suspension ends:

Clonakilty Community College endeavours to successfully reintegrate the suspended student into school life following a suspension. The procedure includes:

- Parents may be requested to attend a meeting with the student on the day of his/her return to school.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

- Undertakings of good behaviour may be requested in writing.
- Agreed supports e.g. counselling, referral to NEPS, other pastoral supports may form part of the student's reintegration into the College.
- The student will be placed on a monitoring card for a period of one week on return to school.

Appeals

- As the principles of natural justice demand that there must be a right of appeal, a student aged over 18 years or his/her parent/guardian may appeal the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Chairperson of the Board of Management, stating the grounds on which the appeal is being made.
- However, the school may insist that the student remain at home while the appeal proceeds. If an appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's record.
- Where the total number of days for which the student has been suspended in the current school year reaches 20 days, the parents/guardians, or a student aged over 18 years, may appeal the suspension under section 29 of the Education Act 1998, and will be given information on how to appeal.

Expulsions

In the unfortunate event of extreme cases of poor behaviour, where every effort has been made to rehabilitate the student and where all other sanctions have been applied, the Board of Management can impose an expulsion.

The decision to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

Note: This list is not exhaustive.

A single incident of serious misconduct may be grounds for expulsion. The kinds of behaviour that might result in a proposal to expel based on a single breach of the CCC Expectations could include:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault.

Note: This list is not exhaustive.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Full details of the Procedure for expulsion are available in Appendix 4.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Appendix 1:

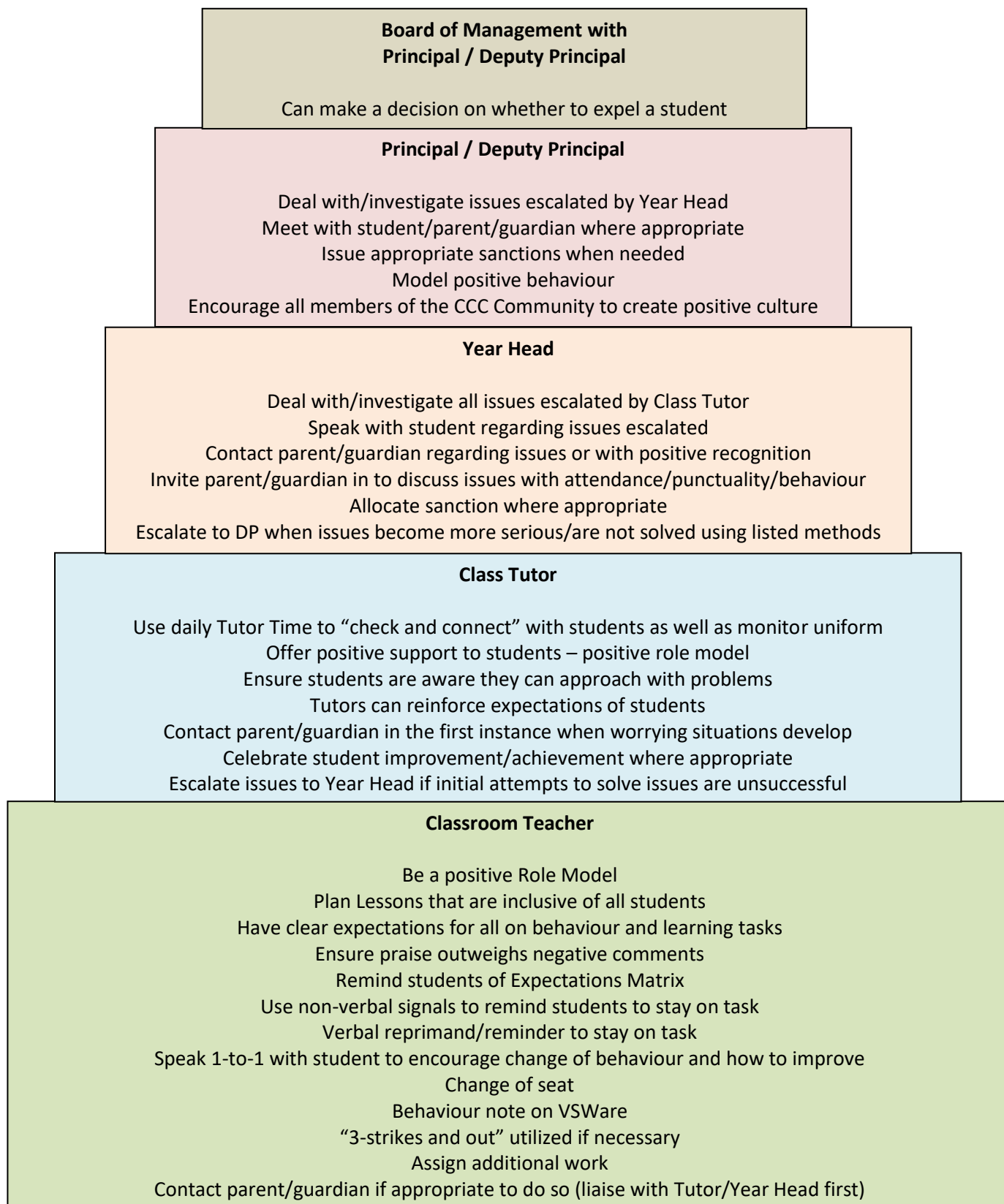
CCC Matrix of Expected Behaviours

Behaviour Matrix	Classroom	Corridors/Stairs	Assembly	Lockers	Toilets	School Trips / Out in public
Be Prepared	<ul style="list-style-type: none"> Line up outside Bring all equipment Bring a positive attitude Have your HW completed/attempted Remove your coat/hoodie Try your best 	<ul style="list-style-type: none"> Walk on the left Go directly No mobiles to be used on corridors/stairs 	<ul style="list-style-type: none"> Use appropriate volume No mobile phones to be used 	<ul style="list-style-type: none"> Use at designated times only Be organised 	<ul style="list-style-type: none"> Get permission Go directly there and back No mobiles can be taken into the toilet when out of class 	<ul style="list-style-type: none"> Have permission form signed Have all necessary gear and equipment Be organised
Be Respectful	<ul style="list-style-type: none"> Listen Hands up & Wait One Voice Tidy your desk at the end of class Push in your chair at the end of class 	<ul style="list-style-type: none"> Use appropriate voice volume Be polite 	<ul style="list-style-type: none"> Use bins provided 	<ul style="list-style-type: none"> Wait your turn without pushing Respect others' space Leave the area when you are finished 	<ul style="list-style-type: none"> Keep the toilets clean 	<ul style="list-style-type: none"> Treat members of the public with respect Treat members of staff in local businesses with respect
Be Responsible	<ul style="list-style-type: none"> Follow instructions Take responsibility for actions/mistakes Allow everyone to learn Allow teachers to teach Stay tuned in Mobiles out, off, face down on desk 	<ul style="list-style-type: none"> Use respectful language Be mindful of others Move safely 	<ul style="list-style-type: none"> Share responsibility to tidy up Take pride in how clean the school is 	<ul style="list-style-type: none"> Keep area tidy Use bins provided 	<ul style="list-style-type: none"> Wash your hands Dry your hands Use bins 	<ul style="list-style-type: none"> Take pride in representing your school well Follow the instructions of the person in charge

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Appendix 2:

Roles and responsibilities




As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Appendix 3: Steps to take when you need to contact the school


If your concern relates to admin (fees, books, absence notice, late arrival, leaving early for appointment, problems with VSWare/Way2Pay account):

 Contact front office: eMail office@clonakiltycc.ie Ph 023 – 8833877


If your concern relates to your child's performance or issues in a particular subject area:

 Contact the subject teacher using the school journal or by contacting the main office.
NOTE: when directly contacting teachers via eMail please do so during the hours of 9am-5pm Mon-Fri.


If your concern relates to issues outside the classroom of a minor nature:

 Contact the Class Tutor. The Class Tutor can attempt to solve the problem or pass the issue on to the Year Head.
NOTE: when directly contacting Class Tutors via eMail please do so during the hours of 9am-5pm Mon-Fri.


If your concern relates to allegations of bullying, issues outside the classroom of a more serious nature:

 Contact the Year Head directly.
NOTE: when directly contacting Year Head via eMail please do so during the hours of 9am-5pm Mon-Fri.

If your concern relates to Subject Options/State Exams/CAO applications:

 Contact the Guidance Counsellor.
NOTE: when directly contacting the Guidance Counsellor via eMail please do so during the hours of 9am-5pm Mon-Fri.

If your concern relates to Additional Needs that your child might have (SEN, Irish Exemptions, Learning Support, RACE applications, Assistive Technology):

 Contact the SEN Coordinator.
NOTE: when directly contacting SEN Coordinator via eMail please do so during the hours of 9am-5pm Mon-Fri.

Note: teachers are not obliged to respond to queries outside of normal hours 9am-5pm.

Note: Our website is designed to answer many questions for you so don't hesitate to go online to find the answer www.clonakiltycc.ie

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Appendix 4

Procedures for Expulsion

A detailed investigation will be carried out under the direction of the Principal

In investigating an allegation, in line with fair procedures, the Principal will:

1. inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
2. Give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.
3. Parents will be informed in writing of the alleged misbehaviour and the proposed investigation in order to have a permanent record of having let them know.

A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

The Principal will:

1. inform the parents / student that the Board of Management is being asked to consider expulsion
2. ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
3. provide the Board of Management with the same comprehensive records as are given to parents
4. notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
5. advise the parents that they can make a written and oral submission to the Board of Management
6. Ensure that parents have enough notice to allow them to prepare for the hearing.

Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing:

1. It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation is properly conducted in line with fair procedures.
2. The Board should undertake its own review of all documentation and the circumstances of the case.
3. Where a Board of Management decides to consider expelling a student, it must hold a hearing.
4. At the hearing, the Principal and the parents, or a student aged eighteen years or over, put their case to the Board in each other's presence.
5. After both sides have been heard, the Board should ensure that the Principal and parents are not present for the Board's deliberations.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Board of Management deliberations and actions following the hearing:

1. Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.
2. Where the Board of Management is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion.
3. The Board of Management should refer to National Educational Welfare Board reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification
4. The Board should inform the parents in writing about its conclusions and the next steps in the process.
5. Where expulsion is proposed, the parents should be told that the Board of Management will now inform the Educational Welfare Officer.

Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer must:

1. Make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance
2. Convene a meeting of those parties who agree to attend. The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation should focus on alternative educational possibilities. In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student's future education. Pending these consultations about the student's continued education, a Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured.
3. A Board may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel. Parents will be notified immediately that the expulsion will now proceed. Parents and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel.

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Appeals: A parent, or a student aged eighteen years or over, may appeal a decision to expel to:

- Cork ETB
- The Department of Education
- National Educational Welfare Board.

Support Available: We make every effort to aid students in understanding the consequences of their behaviour and indeed the potential consequences of their actions. This system we call our System of Care which is outlined in our Pastoral Care Policy. Our internal supports include:

- Mentoring where appropriate
- Subject Teacher/SNA where relevant
- Tutor
- Year Head
- Guidance Counsellor
- Chaplain
- Deputy Principal/Principal

We also use the relevant External supports which include:

- NEPS (National Educational Psychological Service)
- Child and Family Agency (TUSLA)
- National Council for Special Education
- HSE
- National Behavioural Support Service
- Gardaí including the Juvenile Liaison Officer
- Adolescent Mental Health Services
- Other relevant local services

Appendix 5

Contract of Positive Behaviour

Student Name: _____

Date: _____

I left Clonakilty Community College due to "Inappropriate behaviour". This included:

--

My Goals are to:

--

Consequences if goals are not met:

--

I am agreeing to a trial period of one Month beginning on _____.

This contract will be reviewed on _____.

Signed	
Student:	Year Head:
Parent/Guardian:	Principal/Deputy Principal:

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

We have read the College Behaviour for Learning Policy.

Both I and _____ (*insert student's name*) agree to adhere to this Policy.

Signed Student: _____

Signed Parent/Guardian: _____

Date: _____

As a college we wish to empower our students with the skills to be confident and independent young adults enabling them to reach their full potential.

Glossary of Terms/Abbreviations

CCC	Clonakilty Community College
BfL	Behaviour for Learning
TC	Teaching Council
VSWare	The school online database – parents and students can also access
P	Principal of CCC
DP	Deputy Principal of CCC
YH	Year Head – staff with responsibility to oversee the students in a year group
NEPS	National Educational Psychological Services
CETB	Cork Education and Training Board – Patron of CCC
DE	Department of Education
SNA	Special Needs Assistant
GC	Guidance Counsellor
HSE	Health Service Executive
NEWB	National Education Welfare Board