



# **ST. ULTAN'S SPECIAL SCHOOL**

## **ENROLMENT BOOK**





**St. Ultan's School**  
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***Principal:*** Jean Cunningham

***Deputy Principal:*** Eddie Martin

*Each class teacher's email can be obtained on request.*

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## SCHOOL TIMETABLE

<b>School Day:</b>	<b>9.00am – 2.40pm</b>
<b>Morning Break:</b>	<b>10.35am – 10.45am (Juniors)</b> <b>10.50am – 11.00am (Seniors)</b>
<b>Lunch Break:</b>	<b>12.30pm – 12.50pm (Seniors)</b> <b>2.55pm – 1.15pm (Juniors)</b>

- Parents/guardians who wish to collect their child from school early must make prior arrangements with the class teacher and principal. Parents/guardians will be required to sign the visitor's book to indicate that they have taken their child early from school.
- Students are not allowed to leave the school premises unless they have written permission from their parents/guardians or are accompanied by a member of school staff.
- If parents/guardians wish for a relative or family friend to collect their child from school, they must inform the school beforehand. No person other than those nominated by parents/guardians will be allowed to take a child from school without prior notification and consent.

*A copy of the school calendar for the 2017 – 18 school year is included with this booklet.*

## SCHOOL UNIFORM

### Junior School Uniform

### Classes 1 – 6

Navy Tracksuit  
Red Polo Shirt

- The navy tracksuit must be plain with no stripes or branding. It can be purchased in any shop of your choice.

- The school crest can be purchased separately in the school and sewn onto the navy tracksuit top. The crest is not required on the red polo shirt.

## Senior School Uniform

## Senior 1 – 6

<b>Boys</b>	<b>Girls</b>
Navy crested school jumper	Navy crested school jumper
Blue shirt	Blue shirt
Grey trousers	Navy trousers

The crested school jumper must be purchased in CJ Murtagh's, Haggard St., Trim. Shirts and trousers can be purchased in any shop of your choice.

### **P. E. Gear**

All students are required to wear their school uniform every day. On P.E. day students may bring a tracksuit or other suitable P.E. gear and change into their school uniform afterwards.

*All uniform items should be labelled with students' name.*

## **ATTENDANCE IN SCHOOL**

- Learning cannot take place if children are not in school. Therefore it is essential that your child attends school regularly. If your child is absent please inform the school of the reason for that absence by phone call, e-mail or by sending in a written explanation by note or in the home work journal. This complies with your obligations under the Educational Welfare Act (2000).
- The school is obliged to record all absences and reasons for absences and to report them to the National Educational Welfare Board (NEWB). These include the names of all students who miss more than 20 days.
- Teachers or the principal may contact parents/guardians if a child has been missing without explanation or is missing regularly. A meeting of parents/guardians and the principal may be set up to discuss the matter.

## COMMUNICATIONS BETWEEN HOME AND SCHOOL

- ◆ Any queries or information may be written into the homework journal for the attention of teacher.
- ◆ Please contact the school by note, phone or e-mail to make an appointment if you wish to discuss a matter with the teacher. If you need to speak to the teacher urgently, please try to do so between 9a.m. and 9.15a.m. After this time teachers will not be available to speak to you as they will be in class and it is important that pupils do not miss teaching time.
- ◆ Parent- teacher meetings are held in October/early November.
- ◆ The Aladdin texting service may also be used from time to time to circulate important notifications and information.
- ◆ Information relating to children such as personal details, contact details, notes on progress, attendance etc. are held in the Aladdin student data management system.
- ◆ It is essential that we have current and updated details of addresses and phone numbers. Please inform us of any changes in contact details as soon as possible.
- ◆ School news and information can also be found on our school website.

## HOMEWORK

- Homework is generally given to students every night from Monday to Thursday
- Homework might be given at the weekend if it has not been done during the week
- Students might earn homework passes and have a night free of homework
- Parents/guardians are requested to sign the homework journal to indicate that they have checked that the homework is complete
- An explanation (written or oral) should be provided if homework has not been done or finished
- Any challenges or issues regarding homework should be discussed by parents/guardians with the class teacher.

## SCHOOL LUNCHES & HEALTHY EATING

We encourage children to have healthy food in their lunch boxes. We ask that lunches do not include fizzy, isotonic or sports drinks, crisps, popcorn, chocolates, sweets, lollipops, jellies or any “junk” food.

**\*\*\*Chewing gum is not allowed\*\*\***

Here are some suggestions for lunch boxes

### **Bread and Alternatives**

Wholemeal bread, white bread, scones, fruit brack, rice cakes, pitta bread, crackers, rolls, tortilla breads, wraps, cracottes, baps, oat cakes, quiche, pizza.

### **Fillings**

Lean meat, fish, cheese, salad, egg, chicken, turkey, banana, tomato, jam, marmalade, peanut butter, pate.

### **Drinks**

Milk, water, smoothies, yoghurts, sugar free/low sugar drinks.

Milk and drinking water are available in the school for all students.

### **Snacks**

Fruit, chopped vegetables, cheese cubes, dried fruit (raisins, sultanas, apricot, banana, pineapple), nutri-grain cereal bars, (not the chocolate ones or the high in sugar content), fruit brack, bread sticks, banana bread, carrot cake, tinned fruit(in its juice), fromage frais, yoghurt, plain nuts, seeds (pumpkin seeds), potato cakes, flapjacks, fruit muffins, muesli bars, pasta, rice, etc

- Treats are allowed on special occasions such as birthdays
- All types of fruit should be peeled for younger children
- Cans and glasses are not permitted for safety and litter reasons.
- Try to keep foods which have wrappers to a minimum to help reduce our litter and waste.

## MOBILE PHONES & ELECTRONIC DEVICES

- ◆ Mobiles phones and other electronic devices are **not allowed** in the school for any reason during the school day. This rule applies to all school activities, on or off the school premises.
- ◆ If a student brings a mobile phone to school, it must be kept out of sight, switched off and not used at any time.
- ◆ If a student uses a mobile phone on school premises without permission they will be required to hand it over to a member of staff and their parents/guardians will be asked to collect it from the school office.
- ◆ The only exception to this rule is in an emergency or with the permission of a member of staff.
- ◆ Students who use mobile phones as an augmentative communication device are permitted to use them in school as an intrinsic part of their education programme.



# CODE OF BEHAVIOUR

## Rationale

The Code of Behaviour of St. Ultan's has been reviewed in order to:

- maintain and ensure the orderly climate for learning in the school.
- ensure that the existing policy is in compliance with legal requirements and good practice as set out in *'Developing a Code of Behaviour: Guidelines for Schools'* (National Educational Welfare Board, NEWB, 2008)
- as a requirement under the Education Welfare Act, 2000, Section 23 (1)

## Relationship to the Characteristic Spirit of the School

As outlined in the mission statement the main aim of our school is 'to foster self-esteem, confidence and a positive self-image, thus enabling the pupils to become valued and valuable members of their communities'. We believe that pupils must be guided towards positive, responsible self-behaviour if they are to achieve their potential in all aspects of their development. We expect the highest standard of behaviour possible in this school. We will strive to engender good behaviour in a caring and positive environment. Our Code of Behaviour will be most effective where there is respect, openness and co-operation between staff, parents, guardians and pupils. We will maintain a close working relationship with all partners to ensure that the Code is understood by all and thereby works for the personal and social development of each and every student.

## Aims:

The aims of the Code of Behaviour of St. Ultan's School are:

- To ensure an educational environment that is guided by our vision statement
- To allow the school to function in an orderly way to enable the children to make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences
- To ensure the safety and well-being of all members of the school community
- To assist parents/guardians and students in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner throughout the school
- To enable the students to be responsible for their own behaviour in a way that will enable them to live their lives happily and productively as adults.

## **Guidelines for Behaviour in the School**

The school recognises the variety of differences that exist between children and the need to understand and tolerate these differences. However, as children learn best in a well organised and caring environment, they will always be guided and enabled towards the best behaviour possible to enable them to learn and develop to the best of their potential in this school.

The main principle guiding the Code of Behaviour in St. Ultan's is **RESPECT**. We expect our students always to:

- Show respect for each and every person in the school
- Show courtesy, good manners and a willingness to co-operate and help others
- Show respect and care for the property of the school, other children's and their own belongings
- Attend school on a regular basis and be punctual
- Do their best always in class
- Take responsibility for their own work and behaviour
- Keep the rules of the classroom and the school

## **School Rules**

**Each student must always do their very best to:**

1. Treat each person in the school with respect
2. Show respect for property (no litter, no vandalism, belongings to be kept neat and tidy)
3. Co-operate with teachers, SNAs and classmates in doing work.
4. Complete all homework set by the teacher as best as you can
5. Attend school on time every day
6. Chewing gum is not allowed anywhere in the school
7. Mobiles phones and other electronic devices are not allowed in the school. If a pupil brings and takes out one of these items in school, they will be required to hand those over to a member of staff and parents/guardians will be asked to collect them from the school office. The school accepts no responsibility for the loss or damage to any phones or electronic devices if taken to school.
8. Dangerous play or 'mess fighting' is not allowed during break times
9. Bad, foul or inappropriate language and deliberate name calling is not allowed
10. Students may not leave the yard without permission.
11. Students must line up quietly when the bell rings.
12. Smoking or having cigarettes, lighters, alcohol or any other illegal substance is not allowed

**These rules must be followed at all times in the classroom, on the yard and during all school trips and out-of-school activities**

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### **Whole School Approach in Promoting Positive Behaviour**

It is the responsibility of the school management and staff along with students and their parents/guardians to work together to create a positive school climate that will support and promote good behaviour. In achieving this objective each partner has their own role and responsibility.

### **Board of Management**

The Board of Management has overall responsibility for the fair and consistent implementation of the Code of Behaviour. All serious matters regarding behaviour must be reported to the Board of Management.

### **Principal**

The Principal has final responsibility for the day-to-day running of the school. He/she ensures that the implementation of sanctions is fair, equitable and appropriate. Any concerns with regard to behavioural issues must be reported to the Principal.

### **Deputy Principal**

The Deputy Principal supports the Principal in the implementation of the Code of Behaviour. In the absence of the Principal he/she acts for the Principal.

### **School Staff – Teachers and Special Needs Assistants (SNAs)**

All teachers are responsible for discipline within his/her classroom as well as the orderly assembly and dismissal of his/her class at break time and at the end of the day. Students are never left unsupervised in St. Ultan's School between 8:50a.m. and 2:40p.m. Teachers make students aware of the school rules at the beginning of each school year. Teachers of older classes guide students towards the agreement of class rules at the beginning of the school year. Teachers report concerns regarding students' behaviour to the principal as they occur.

SNAs liaise with and support the teacher at all times in the maintenance of discipline and a calm working environment in the classroom. They assist students in their care needs to enable them to work successfully to the best of their ability. All new members of staff are made aware of the Code of Behaviour when they come to the school. Matters relating to the Code of Behaviour are discussed at all staff meeting most particularly the first staff meeting of the school year.

## **Parents**

On enrolment of their child, a copy of the Code of Behaviour will be given to parents/guardians who are requested to support the school staff in keeping the rules of the school. This can be done by:

- ensuring their child(ren) attend school regularly and punctually
- encouraging and helping their child(ren) to co-operate with the school's rules
- helping their child(ren) with their homework and ensuring that it is completed
- attending meetings in school as requested

The staff of our school always welcomes the opportunity to discuss with parents/guardians, any behavioural problems that may arise from time to time. With mutual respect, trust and goodwill these occasional problems are readily solved.

## **Positive Strategies**

**The emphasis in the school is on encouraging, highlighting and rewarding good behaviour rather than on punishing bad behaviour. At the same time it is no harm that parents/guardians are aware of the procedures used in the school and work with the school in ensuring that all children are happy at school.**

These are amongst the strategies that are consistently used in this school to encourage good behaviour.

## **PRAISE, PRAISE, PRAISE, PRAISE**

- A quiet word of approval to the student
- A word of praise in front of the class or group
- A reward system – stars, stickers, appropriate to the age and maturity level of the child
- A comment in student's copy or homework journal to show to parents
- A visit to the Principal or another member of staff for commendation
- Delegation of a special responsibility or privilege
- Special phone call or note to parents to report good behaviour

## **In the classroom**

- Each class has ground rules that all students are aware of and that must be kept daily
- Students are involved in deciding the class rules at the beginning of the year/term

- Class rules are displayed on a chart in the classroom
- Award systems such as stars, treats, etc. are used to encourage good behaviour

### **Responses and Sanctions for Bad Behaviour**

The purpose of sanctions is to encourage good behaviour and discourage bad behaviour. Sanctions are always administered with full regard of the students' age and particular special needs as well as the seriousness of the behaviour.

The following are sanctions that are used in St. Ultan's. They may not always be followed in this order. However, serious or continued bad behaviour will be treated with the more serious sanctions contained in this list.

- Quiet word with student or gesture/signal to stop bad behaviour
- Reprimand including advice on how to improve
- Ask the pupil the reason for their difficult behaviour and discuss alternatives
- Reminder of the class rules
- Time out
- Change position on class/Temporary isolation from group
- A longer discussion with pupil about behaviour away from the group
- Loss of privileges (e.g. no football, swimming) or extra duties or responsibilities
- Behaviour Contract
- Write out the list of school rules or the school rule that has been broken
- Detention
- Note in homework journal to be signed by parents
- Communication book to parents/guardians recording daily/weekly behaviour
- Phone call/chat to parent/guardian
- Recording of repeated bad behaviour and referral to principal
- Formal meeting with parents/guardians
- Suspension
- Expulsion

**Students will not be deprived of any part of the curriculum except on the grounds of health and safety.**

**Occasionally, other prudent, unlisted steps or sanctions may be taken.**

Initially, incidences of bad behaviour are dealt with by the class teacher. This includes talking to pupils about their behaviour and how they might improve. Discussion about behaviour and its' consequences also form a large part of the Social and Personal Health Education (SPHE) programme in this school at all class levels.

Teachers will actively promote good behaviour and aim to 'catch' reported offenders at activities where they can give positive feedback, thus promoting better behaviour. However, where these strategies have failed and where misbehaviour is more serious, it may be necessary to involve others including the principal, parents/guardians and the Board of Management. The principal and staff may also seek the assistance of NEPS, SESS, HSE or other agencies.

### **What are the misbehaviours in our school?**

Misbehaviours may be regarded as being minor, serious or gross. Staff will always make a judgement on an appropriate sanction for the misbehaviour based on common sense, the age and special needs of the child.

Minor offences include:

- Interrupting class or talking out of turn
- Running in class/corridor
- Littering around the school
- Regularly coming to school late
- Not completing classwork or homework (without note from parent/guardian)

When a minor misbehaviour occurs staff will take the following steps

#### **Step 1**

- Quiet word/signal to stop
- Verbal reprimand
- Time out
- Note in journal to be signed by parent/guardian
- Discussing reason for behaviour with student and reminding them of class/school rules

#### **Step 2 – If the minor misbehaviour continues on a regular basis**

- Change position in the class
- Detention\*
- Behaviour contract
- Removal of special privileges or duties
- Student sent to Principal/Deputy Principal
- Parents/guardians will be asked to come to school to discuss the issues

#### **\*Detention**

Detention is normally given for unfinished homework or classroom work or misbehaviour. It takes place during big break and is supervised by a staff member. Students' name, the date and reason for bad behaviour is recorded in the Detention

Book. After three detention periods, parents/guardians will be notified by class teacher and may be asked to come to the school to discuss the issues.

### **Misbehaviour on the Yard**

Incidents of misbehaviour on the yard will be dealt with as follows:

The staff members on duty who notices misbehaviour will reason with the student(s) misbehaving. If no improvement occurs the following sanctions may be imposed:

- Misbehaving student(s) must accompany the teacher on duty as they patrol the yard
- Impose a 'time out' period (at the wall of the middle building) where the pupil(s) will be asked to stay until allowed to return to play.
- Inform the class teacher who may impose further sanctions depending on the misbehaviour
- Send the student to detention

### **Serious Behaviour**

The following are examples of serious behaviour

- Constantly disruptive in class
- Telling lies
- Stealing
- Using bad or inappropriate language
- Answering back a staff member
- Being deliberately disobedient, disrespectful and unmannerly
- Damaging school or other person's property
- Bullying
- Deliberately hurting or endangering self or other pupils on the yard
- Leaving school premises without permission

Staff will take steps as outlined from Step 2 as above, but depending on the misbehaviour may proceed to the following steps when dealing with serious misbehaviour

- An account of all incidences will be entered in the students' incident sheet in the his/her file
- Parents /guardians will be invited to meet the teacher and/or principal to discuss the repeated behaviours

Suspension will be used as a sanction where all attempts at reasoning with a student have failed and where efforts of the school in consultation with the parents/guardians of the student have failed to achieve an improvement in the

behaviour of the student. Following verbal discussions a letter outlining items discussed will be sent to parents.

Communications to parents/guardians regarding the suspension of a student or the possibility of considering suspension as a sanction, will be in writing. (Copies of all correspondence will be retained.)

### **Gross Misbehaviours**

The following are examples of gross misbehaviours

- Deliberately engaging in threatening violent or aggressive behaviour towards staff or other pupils
- Persistently engaging in activities that have been identified by staff as dangerous or inappropriate
- Leaving school premises without permission
- Bringing dangerous items or substances to school

When dealing with Gross Misbehaviour, teachers will inform the principal and chairperson immediately and suspension may be sanctioned.

### **Suspension**

If a student misbehaves on a continuous basis, or there is a serious incident of misbehaviour, it may be necessary to suspend a student. Procedures for the suspension of a student are as follows:

- Parents/guardians are invited in writing to discuss the matter with the class teacher and the principal
- If the parents (and the student) do not give an undertaking in writing that the student will behave in an acceptable manner the student will be suspended.
- If the suspension is being invoked the parent/guardian will be informed of the terms of the sanction and the duration of suspension in writing
- The maximum period of the initial suspension is three school days
- A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of ten school days to allow for consultation with the students' parents/guardians. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed
- Following or during a period of suspension, the parent/guardian may apply to have a student re-instated to the school. The parent/guardian (and the student) must give an undertaking that the student will behave in accordance with the Code of Behaviour of the school and the principal must be satisfied that the re-instatement will not pose a risk to the student's own safety or to that of the other students and staff and will not have a detrimental effect on



the education of the other students. The Principal in consultation with the parents/guardians, the class teacher and the student (if appropriate) will facilitate the preparation of a behaviour plan for the student, and will admit the student formally to the class.

- Where a satisfactory resolution of the problem is achieved, a student will be re-admitted to the school within a suspension period at the discretion of the chairperson of the board and the principal.

### **Expulsion**

The Board of Management has the authority to expel a student in an extreme case (see *Developing a Code of Behaviour: Guidelines for Schools, pp.80 – 82, NEWB*) e.g. where repeated incidents of serious behaviour interfere with the educational opportunities of fellow students or where there is a threat to the health and safety of either students or staff. Where expulsion is considered the school authorities will have already tried a range of other interventions and will have formed the opinion that they have exhausted all possibilities for changing the students' behaviour. This sanction would be imposed under the terms of the Education Welfare Act (2000).

The above procedures with regard to the suspension/expulsion will comply with the Educational Act (1998). However in the event that a student becomes a danger to himself or others the parents/guardians will be asked to remove the child immediately – to allow time to put measures in place to ensure the safety of the child and others.

### **Appeals**

In all cases involving suspension by the principal, the parent/guardians have the right of appeal to the Board of Management. Under section 29 of the Education Act, 1998, parents (or students who have reached the age of 18) are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the Board of Management including (1) permanent exclusion from school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in one school year. Appeals must generally be made within 42 calendar days of the date that the decision of the school was notified to the parents/guardians or student (see Circular 22/02)

### **Keeping Records**

Students' behaviour is recorded on all annual and any other relevant school reports. Such records always include references to positive as well as negative behaviour.

Additional records of consistent misbehaviour may also be kept by the class teacher. All serious and continued misbehaviour will be reported to the principal.

- **Incidents of serious or consistent misbehaviour should be written in a factual and impartial manner and kept in the child's file or incident sheet.**

In line with the school's policy on record keeping, and data protection legislation, formal records in relation to students' behaviour are kept in a secure filing cabinet. Copies of all communications with parents/guardians will be retained in the school. Records of a more serious nature are recorded in a specific journal/incident sheet. All such records are retained until the pupil is 21 years of age.

## **ANTI- BULLYING POLICY**

**Our Anti – Bullying Policy should be read in conjunction with our Code of Behaviour.**

*Text of complete policy can be obtained from the school.*

### **Rationale**

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following **key principles of best practice** in preventing and tackling bullying behaviour:

#### **(a) A positive school culture and climate which**

- *is welcoming of difference and diversity and is based on inclusivity;*
- *encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and*
- *promotes respectful relationships across the school community;*

#### **(b) Effective leadership**

#### **(c) A school-wide approach**

#### **(d) A shared understanding of what bullying is and its impact**

#### **(e) Implementation of education and prevention strategies (including awareness raising measures) that-**

- *build empathy, respect and resilience in students and;*
- *explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;*

#### **(f) Effective supervision and monitoring of students**

#### **(g) Supports for staff**

- (h) Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- (i) On-going evaluation of the effectiveness of the anti-bullying policy.

### **What is Bullying?**

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

***Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.***

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour. Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

### **Dealing with Bullying**

The relevant teacher(s) for investigating and dealing with bullying in St. Ultan's are:

The class teachers initially

- Principal thereafter and as necessary
- All staff members, teachers, SNAs and ancillary staff are required to be vigilant at all times, and have a duty to report suspected and potentially bullying behaviour.

## **Prevention of Bullying**

One of the main aims of St. Ultan's School as identified in our mission statement is the development of positive behaviours, social skills, respect and self-esteem. This is integral to our ethos and daily work and activities. In so doing, we will promote an affirmative school culture in which good behaviour is encouraged and bullying behaviour is discouraged. Appropriate supervision of pupils is in place at all times. Any complaints of bullying are dealt with quickly and fairly by principal and staff.

Students are advised that St. Ultan's is a "telling" school and that it is responsible behaviour to tell an adult that they trust immediately. Awareness of bullying as a form of unacceptable behaviour is addressed in the classroom, at school assemblies and on every other occasion that the opportunity to teach awareness and skills arises. Bullying is a topic covered as part of the SPHE programme. Safe use of the internet and how bullying might happen on social media sites and its consequences is also taught to older students.

## **Procedures for Investigating and Dealing with Bullying**

***The primary aim of the staff of St. Ultan's School when investigating and dealing with bullying is to encourage all parties involved to reconciliation and resolution the conflict as far as is practicable. We also believe that it is important to enable students to understand what bullying behaviour can look and feel like and how it can have negative consequences and impacts on the other person. It is also important to enable all students to develop positive behaviours and social skills***

When a complaint of bullying is made or when bullying behaviour is observed the procedures for investigation, follow-up and documentation of the bullying behaviour are as follows:

### **Reporting**

1. All reports, including anonymous reports of bullying, will be investigated and dealt with by the class teacher. Any student may approach any member of staff at any time if they feel they are being bullied. Students should report to members of staff if they feel other students are being bullied. Students may post a report in the confidential "worry or concerns box" in their classroom. Parents

should contact the school if they feel their child is being bullied or involved in bullying. Teachers, SNAs, bus escorts and ancillary staff must also report any incidents of bullying behaviour witnessed by them to the principal/deputy principal or class teacher. Members of staff should approach the principal/chairperson if they feel they are being bullied,

2. The teacher who receives the report of the bullying behaviour generally investigates the incident. However, if the students involved are not in his/her class, he/she refers the matter to the teacher(s) of these students. If the students are in different classes, the teachers of each class will investigate the matter. If the students are in the same class, their teacher will lead the investigation. He/she may request the assistance and presence of another member of staff in the investigation and interview process.
3. The primary aim for the teacher(s) in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than apportion blame)
4. In investigating and dealing with bullying, the teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved. All reports of bullying will be investigated and dealt with by the teacher who will also report and discuss the matter with the principal
5. Teachers will use simple language and take a calm, non-confrontational, unemotional problem-solving approach in their investigations. Teachers will take into consideration all students understanding and concept of bullying, any language, communication, memory or recall difficulties that they might have. Ample time will also be given to all students involved to give their accounts. All interviews will be conducted with due regard to the rights of all students concerned.
6. Incidents will be investigated outside the classroom situation and to ensure the privacy of all involved.
7. The complaint will be investigated fully by the teacher by interviewing the students named and any others who may be able to provide information.

8. When analysing incidents of bullying behaviour, the teacher will seek answers to questions such as:
- *What happened*
  - *What were you thinking at the time?*
  - *Who has been hurt/upset?*
  - *How have they been hurt/upset?*
  - *What needs to be done to make things right?*
9. On occasions, it might be useful to allow students to write about or draw the incidents of bullying behaviour.
10. If a group is involved, each member will be interviewed individually at first. Thereafter, all those involved will be encouraged to meet as a group if appropriate. At the group meeting, each member will be asked for his/her account of what happened. At the group meeting, each member will be asked for his/her account of what happened so that everyone in the group gets an opportunity to make their statement and to hear all other statements relating to the matter. Each member of a group will be supported through the possible pressures that they may face from the other members of the group after interview by the teacher;
- If it is concluded that a student has been engaged in bullying behaviour, it will be explained to him/her that he has broken the school's Code of Behaviour. The teacher will talk through the matter with the student to help him/her to understand his/her behaviour, its' consequences and the impact it has on the person being bullied. The situation will be monitored closely following the investigation.
  - In cases where it has been determined that bullying has taken place parents/guardians will be informed at a very early stage and briefed throughout the investigation. They may be asked to come to the school to discuss the matter and work in partnership with the school toward a successful resolution, the restoration of the relationships and the development of positive behaviours for all parties involved.

### **Follow – Up**

In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into consideration

- Has the bullying behaviour ceased?
  - Have the issues between the parties been resolved as far as is practicable?
  - Have the relationships between the parties been restored as far as is practicable?
  - Is there feedback available from the parties involved, their parents/guardians/principal/deputy principal/other staff members
  - Follow – up meetings with the relevant parties (students, parents, and teachers) may be held if deemed appropriate and if the bullied student is agreeable.
- 
- The most important outcome for all students involved in bullying situations is that they understand what bullying behaviour is and how it negatively effects people’s lives. This will be explained and discussed carefully with all involved students. Where sanctions are administered they will be line with the Code of Behaviour of the school. Where bullying behaviour reoccurs, further discussion, advice and guidance on how to behave will be provided for all students involved. In some situations, students with their parents may be asked to enter a behaviour contract with the school. This will be carefully monitored by the principal and class teachers
  - It will also be made clear to all involved (each set of pupils and parents) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parents and the school;
- 
- The school may seek assistance and advice from outside agencies if necessary, such as National Educational Psychological Service (NEPS), the National Educational Welfare Board (NEWB), Child and Adolescent Mental Health Service (CAMHS) and the HSE/Tusla.
  - Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents must be referred, as appropriate, to the school’s complaints procedures;

## CHILD PROTECTION POLICY

***The following is a summary. The full text of the policy can be obtained from the school.***

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in the school's policies, practices and activities.

In accordance with the requirements of the Department of Education and Skills *Child Protection Procedures for Primary and Post Primary Schools*, the Board of Management of St. Ultan's has agreed the following child protection policy:

1. The Board of Management has adopted and will implement fully and without modification the *Child Protection Procedures for Primary and Post Primary Schools (DES)* as part of this overall child protection policy.
2. The Designated Liaison Person (D.L.P.) is **Jean Cunningham (Principal)**.
3. The Deputy Designated Liaison Person (Deputy D.L.P.) is Eddie Martin (Deputy Principal).
4. In its policies, practices and activities, St. Ultan's will adhere to the following principles of best practice in child protection and welfare.

The school will:

- (a) recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
  - (b) fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
  - (c) adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
  - (d) develop a practice of openness with parents/guardians and encourage parental involvement in the education of their children;
  - (e) fully respect confidentiality requirements in dealing with child protection matters.
5. Other policies particularly relevant to child protection include: the Code of Behaviour, Anti-Bullying Policy, Pupil Attendance Strategy and Supervision of Pupils .The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.
6. This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents/guardians on request. A copy of this policy will be made available to the



Department and the patron if requested.

7. This policy will be reviewed by the Board of Management once each school year.

## **ADMINISTRATION OF MEDICATION POLICY**

- If a child is taking medicine, please inform the school in advance. Any children showing illness should be kept at home from school.
- We do not have any trained medical personnel or staff in St. Ultan's. Our Special Needs Assistants (SNAs) and or teachers have agreed to administer necessary medication to a number of students with the approval of the Board of Management.
- Parents/guardians are asked to sign consent on the Enrolment Form granting the school permission to bring a child to the doctor/hospital for medical attention if he/she has an injury or accident and if the parent/guardian or other emergency contact persons cannot be contacted.
- Parents/guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available. If children are travelling by bus, parents/guardians are advised to give the medication to the driver or escort who will then hand it to a member of school staff. Please do not ask students to carry or deliver medication without discussing with the Principal.
- Parents/guardians are required to complete a Health/Medication section of the Enrolment Form in order to inform staff of any medical condition that their child may have. In the event that a child develops a medical condition at a later date following enrolment, parents/guardians are required to provide all relevant information as soon as possible.
- Where a child has a medical condition which may manifest itself whilst the child is at school, e.g. diabetes, epilepsy, parents/guardians must provide a clear description of the symptoms and the appropriate treatment to be followed afterwards

- If parents/guardians require the administration of medication or the monitoring of self-administration of medication they must provide the following information:
  - *The completed request form on page 6 of the yellow Enrolment Form.*
  - *A letter from the child's doctor outlining the requirement for and the name of the medication along with the instructions for the administration of the medication including time and dosage.*
  - *The completed indemnity form on page 7 of the yellow Enrolment Form.*
    - Where children are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
  
- If parents/guardians require the administration of medication in an emergency situation they must write to the Board of Management making their request. This request must provide the following:
  - *The completed request form on page 6 of the Enrolment Form.*
  - *A letter from the child's doctor outlining the requirement for and the name of the medication as well as the instructions for administration including time and dosage.*
  - *The completed indemnity form on page 7 of the yellow Enrolment Form.*
  
- If parents/guardians request that a staff member will use medical equipment in the administration of medication, e.g. inhalers, syringes, they must provide a demonstration of the use of such equipment. Alternatively, The Board of Management may request that an appropriately qualified medical person such as doctor, nurse provide a demonstration in the use of certain medical equipment and apparatus.
  
- Parents/guardians are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
  
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication to be provided in a new letter from doctor.
  
- Parents/guardians are required to provide a telephone number where they

may be contacted in the event of an emergency arising. They are also advised to supply the numbers of other persons who may be contacted if the school are unable to contact the parent/guardian himself or herself.

- All information provided by parents/guardians will be used by school staff to compile a Healthcare Plan for the child that will be available in the classroom for each member of staff working with the child.

## **ST. ULTAN'S ACCEPTABLE USE POLICY (AUP)**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The AUP is revised annually by school staff. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Internet sessions will always be supervised by a teacher and/or SNA.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage.
- Students and staff will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Internet will be used for educational purposes only.

- Students will seek permission before entering any Internet site, unless previously approved by the teacher and/or SNA.

### **World Wide Web**

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be advised to tell their teacher if they find any unsavoury material or messages.
- Students will never disclose or publicise personal information.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures
- Internet access is password protected. Passwords will not be given to students or visitors.
- Students will be aware that their usage will be monitored closely.

### **Email**

- Students will use approved class e-mail accounts under supervision or with permission from a teacher and/or SNA.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not send text messages to or from class email accounts.
- Students will never arrange a face-to-face meeting with someone they only know through e-mails or the internet.
- Students will only send and receive email attachments with the permission of their teacher.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

## **School Website**

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal pupil information including home address and contact details will not be published on the school web pages.
- The school website will avoid publishing the first and last name of students in photographs.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. The use of electronic games is prohibited in school.

## **Sanctions for Misuse**

Misuse of the Internet may result in disciplinary action, including verbal warnings, notification of parents, withdrawal of privileges and in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities

## **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

# **COMPLAINTS PROCEDURE**

Only those complaints about teachers which are written and signed by parents/guardians of pupils may be investigated formally by the Board of Management, except where those complaints are deemed by the Board to be:

- I. matters of professional competence and which are to be referred to the Department of Education and Skills
- II. frivolous or vexatious complaints and complaints that do not impinge on the work of a teacher in the school
- III. complaints in which either party has recourse to the law or to another existing procedure

Unwritten complaints not in the above category may be processed informally as set out in Stage 1 of this procedure.

### **Stage 1**

- 1.1. A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.
- 1.2. Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the principal teacher with a view to resolving it.

- 1.3 If the complaint is still unresolved, the parent/guardian should raise the matter with the chairperson of the Board of Management with a view to resolving it.

## **Stage 2**

- 2.1 If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the chairperson of the Board of Management.
- 2.2 The chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

## **Stage 3**

- 3.1 If the complaint is not resolved informally, the chairperson should, subject to the general authorisation of the Board and except in those cases where the chairperson deems the particular authorisation of the Board to be required:
  - a) supply the teacher with a copy of the written complaint; and
  - b) arrange a meeting with the teacher and, where applicable, the principal teacher with a view to resolving the complaint. Such a meeting should take place within the 10 days of receipt of the written complaint.

## **Stage 4**

- 4.1 If the complaint is still not resolved the chairperson should make a formal report to the Board within 10 days of the meeting referred to in 3.2 (b)
- 4.2 If the Board considers that the complaint is not substantiated the teacher and the complainant should be so informed within 3 days of the Board meeting.
- 4.3 If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:
  - a) The teacher should be informed that the investigation is proceeding to the next stage:
  - b) The teacher should be supplied with a copy of the written evidence in support of the complaint
  - c) The teacher should be requested to supply a written statement to the Board in response to the complaint;
  - d) The teacher should be afforded an opportunity to make a presentation of the case to the Board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;

- e) The Board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting;
- f) The meeting of the Board of Management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3.1(b).

### **Stage 5**

- 5.1 When the Board has completed its investigation, the chairperson should convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board
- 5.2 The decision of the Board should be final

