

Belonging • Believing • Becoming

Code of Behaviour 2026-2027

Ursuline College Sligo

CODE OF BEHAVIOUR

2026-2027

MISSION STATEMENT

Ursuline College is a school where students are educated in partnership with parents in a Catholic and caring community; where each individual is respected as unique; where ongoing efforts are made to develop every aspect of the person and where each one is prepared to take her place in society as a responsible citizen.

The philosophy of Ursuline education is based on the writings of St. Angela Merici, foundress of the Ursuline Congregation. In her writings, St Angela emphasised the following;

- Personal relationship with God
- The holistic education of each individual
- The dignity and uniqueness of each person
- The importance of courtesy and kindness
- The fostering of courage and confidence to live in justice and truth
- The encouragement of a caring and respectful attitude towards self, others and the environment.

ETHOS

Ursuline College tries to enable students to

- Be aware of God's unconditional love for them
- Know and live their Catholic faith through learning, liturgy, prayer and practice
- Be active participants of their community and church
- Be aware of others less fortunate than themselves and respond accordingly
- Be independent of mind in order to stand up for the truth

Ursuline educators strive that all students would

- Be active participants in their own learning
- Reach their academic potential
- Develop and love their cultural heritage while also appreciating and respecting the cultural differences of others
- Develop creativity in their use of leisure
- Develop active and enquiring minds, powers of discrimination, self- discipline and leadership skills
- Be responsible guardians of our planet.

SAFETY REGULATIONS

- Students must take reasonable care at all times to ensure their own safety and that of others.
- Students must obey **ALL** health & safety instructions given to them by school staff members.
- Students must never behave in a way that endangers the health or the safety of any person in the school.
- Students must not interfere with safety equipment such as fire alarms, fire extinguishers and hose reels. Should any student do so, immediate suspension will result. The student and their parents/guardians may be required to cover the cost of any damage caused.

FIRE OR OTHER EMERGENCY

In an emergency the ALARM BELL will sound.

If you hear the ALARM, follow the emergency code:

- Stop what you are doing and switch off any equipment you are using
- Listen to the instructions of your class teacher
- Leave the building by designated exit; Council members close doors
- DO NOT waste time collecting your possessions
- DO NOT run
- Make your way quickly and quietly to the designated Assembly Point on the school grounds (Hockey Pitch)
- Line up quietly and wait for your Council Member to take the roll
- Wait patiently and quietly until you receive further instructions.

School Rules and Regulations

Within the context of the school's Mission statement and stated ethos, school rules have been formulated in order to help students to develop their gifts and talents and to grow in self-discipline and responsibility. They are designed to create a positive and orderly atmosphere where each one is respected and where quality teaching and learning can occur. Respect is at the heart of school regulations at Ursuline College – respect for self, for others and for the school environment. Students are expected to understand and appreciate the wisdom of school rules and to take a positive attitude towards them.

We expect our students to take pride in their school and to realise that each one has a part to play in upholding the school's good name. We expect the highest standards of behaviour from our students at all times and we take very seriously any incidents of unacceptable behaviour that let both students and the school down.

Students are expected to:

- Show respect for themselves, staff members and fellow students at all times.
- Show respect for and pride in the school and its environment.
- Behave well at all times in the school, in the vicinity of the school, on school buses and in town.
- Be courteous and respectful towards members of staff if met outside of school at weekends or during holidays.
- Co-operate at all times with school authorities.
- Be punctual and regular in attending school.
- Work to the best of their ability in class, co-operating with teachers at all times.
- Appreciate the rights of other students to a positive learning environment.
- Behave respectfully in class so that everyone can learn and make progress.
- Prepare and present homework as required.
- Wear full school uniform to and from school and during the school day.
- Come to class with all the required books and materials.
- Participate positively in the life of the school.
- Students are responsible for ensuring their lockers remain locked and secure.

Students may not:

- Leave the school premises without permission at any time during the school day.
- Absent themselves from school for the day when parent/guardians expect them to be present.
- Absent themselves from class without permission from their teacher.
- Take or interfere with the property of others or damage school property.
- Access another student's locker without permission.
- Take, hide, borrow or interfere with another student's books, school materials or personal belongings.
- Smoke, vape or consume alcohol or any non-prescribed drugs on the school premises, during any school-related activity, on school buses, travelling to and from school or in the vicinity of the school or at any time while wearing the school uniform. Failure to respect this will result in suspension: expulsion will be considered should the situation demand it.
- Use personal digital devices such as mobile phones, tablets, smart speakers, wireless earbuds, cameras or any other electronic or recording equipment during the school day, unless explicitly authorised by a teacher for educational purposes. Students who bring such

devices to school do so at their own risk and are solely responsible for their safekeeping.

- Neither Tippex nor Chewing gum is allowed in school.
- The entire school grounds are smoke-free and vape-free. All members of the school community have the right to work in a smoke-free environment. Smoking and vaping are forbidden on the school premises, during the school day, when students are in school uniform or at school events or outings. Smoking/vaping is a health issue for all of us, whether active or passive. The issue is not simply a school issue; it is a legal one as well. Should students be found smoking/vaping, parents/guardians will be contacted and the student in question suspended.

As a Green School, Ursuline College is committed to ongoing efforts to conserve and protect our natural resources. Respect for and appreciation of the environment is expected from all students. Each one is expected to contribute to a clean and tidy environment inside and outside the school and to be mindful of paper, water and energy usage. Recycling is an ongoing part of the school's Green programme and requires the efforts of everyone in order to be successful. While each one's effort might seem to be small, the whole school effort is significant in terms of conserving our planet's resources.

UNIFORM POLICY

It is policy that all students attending Ursuline College wear our uniform. The wearing of the school uniform simplifies life for students; it removes the pressure of having to choose what to wear each day and helps students to focus on the learning to be done at school.

Students must wear full uniform at all times during school time, including evening study. Non-uniform items of clothing e.g. scarves/coloured polo- shirts/non-uniform jackets etc. may not be worn at any time. Students representing the school must do so in full school uniform, unless informed otherwise.

Ursuline College students are expected to be well-groomed at all times and to take pride in their appearance.

Should students go into town for lunch, they do so in full school uniform and the highest standards of behaviour are expected of them.

School uniform consists of the following:

- Navy/green/red tartan skirt with side pocket worn at **knee length.**
- Navy/green school uniform trousers, available from Mullaney's only. No other trousers are permitted.

- Navy round-necked jumper with green trim and Ursuline crest
- Green polo shirt
- Official school tracksuit and t-shirt for P.E. only. All students must wear the official school P.E t-shirt.
- School jacket is compulsory for all students; no other jacket may be worn
- Navy socks/tights. No Footies/No Show socks allowed.
- Footwear must be black or navy and must be flat. Given that Ursuline College has a number of flights of stairs, shoes other than flat ones are simply not acceptable. This is a Health and Safety issue. Runners/sports shoes may not be worn as part of the school uniform – these are for P.E. and sports only.
- Natural hair colour only is permitted.
- Jewellery should be kept to a minimum - a ring and one pair of stud/sleeper earrings only are permitted. If you have an existing facial piercing only a clear piercing retainer can be worn.
- Make-up may not be worn during the school day unless medically prescribed.
- Acrylic nails are prohibited for health & safety reasons.

All articles of clothing must be clearly marked with the student's name and class. Students are responsible for their own belongings.

JUNIOR & SENIOR CYCLE BOOK SCHEMES

The Junior & Senior Cycle Book Schemes, effective from the 2025/2026 school year, provides essential textbooks on loan to students for the duration of their Junior & Senior Cycle, removing the cost burden from families. These books, owned by the school and identified via a barcode system, must be returned in good condition at the end of 3rd & 6th year to ensure they can be reused by future students. Each set of books is intended to last for two cycles of the Junior Cycle & Senior Cycle. Students are responsible for maintaining the books in good condition, with the expectation that they will not be written on, damaged or defaced. Any lost or damaged books must be replaced at the expense of the parents/guardians.

ROAD SAFETY

We expect our students to behave in a courteous and responsible manner when crossing roads to and from school. Students must respect the rules of the road in particular with regard to pedestrian crossings. They must never act in such a way as to distract or endanger any other road users. Consideration for other road-users makes our roads safer for all.

Students need to take particular care at all times when alighting from buses.
The Staff car-park is for staff only. Neither parents/guardians, nor students driving cars may use the staff car park. Pedestrians must use the pathways around the staff car-park: for safety reasons, they may not use the car-park as a short cut.
Students' entry into and exit from the school is through the front gates. The back entrance is for staff and services only.

MOTORISED PERSONAL TRANSPORT (E-SCOOTERS, E-BIKES, ETC.)

For health and safety reasons, electric scooters, electric bikes and all other forms of motorised personal transport are not permitted to be used on school grounds. Students who travel to school using such transport must dismount and walk them from the school gates. The school accepts no responsibility for the storage, loss or damage of these vehicles. Misuse of motorised transport on or near school property will be treated as a serious safety concern.

USE OF TOILET CUBICLES

Only one student is permitted in a toilet cubicle at any time. Any breach of this rule will be considered a serious matter. For safety, privacy and hygiene reasons, students must respect the appropriate use of toilet facilities. Consuming food is strictly forbidden in toilet cubicles and toilet areas. There are designated eating areas in the school. Misuse of the toilet areas may result in disciplinary action.

LUNCH-TIME

No students are allowed to leave the school at break time.
1st and 2nd year students must stay in school at lunch-time. They may bring a packed lunch to school or purchase lunch in the canteen. We strongly encourage students to eat healthily at lunch-time.
Fifth year students organise Clubs for 1st years at lunch time. The clubs which are organised in consultation with First Years will reflect the interests of the First Year group. We encourage all First Years to take part in as many clubs as possible. Apart from the obvious enjoyment that students derive from the clubs, they also help them to get to know other students; this helps in the settling-in process.
3rd – 6th year students may take their lunch in school, either bringing lunch to school or purchasing lunch at school. Should students go into town for lunch, they do so in full uniform and the highest standards of behaviour are expected of them. Students are expected to be polite and

courteous wherever they go for lunch. They are expected to queue in a calm and orderly fashion and to be sensitive to the rights of other customers. Students may not loiter outside shops, restaurants or cafes and are expected to be responsible about their litter. Should any student behave inappropriately in town at lunch-time, she will be obliged to stay on the school premises for lunch thereafter.

ENERGY DRINKS

Energy drinks are strictly prohibited on school premises at all times. These drinks contain high levels of caffeine and sugar and are not suitable for a school environment. Students found with energy drinks will have them confiscated. Repeated breaches of this rule will be dealt with under the school's disciplinary procedures.

WATER BOTTLES

Students are permitted to bring reusable water bottles to school. However, bottles must be stored securely and not left on the floor in classrooms, corridors or communal areas, as they present a slipping hazard.

To ensure the safety of all members of the school community:

- Water bottles should be kept in school bags when not in use.
- Students should avoid carrying bottles in their hands while walking around the school.
- Staff may request that bottles be moved or removed if they are deemed to pose a risk to others.

HOT LIQUIDS AND TAKE-AWAY BEVERAGES

For health and safety reasons, students are not permitted to bring hot drinks or take-away beverages such as coffee, tea or hot chocolate onto school premises. These drinks pose a risk of burns and spills, particularly in crowded corridors or classrooms. The school provides access to safe drinking water and encourages the use of reusable water bottles containing cold drinks only.

MOBILE PHONES/SMART DEVICES

Should students need to contact home, they should come to the school office to make arrangements. The school prefers that students do not bring mobile phones/smart devices to school.

Smart Technology

Students are not permitted to have smartwatches/technology or on their person or in their possession during the school day.

For the purposes of this Code, a smartwatch or smart device is any device capable of communicating, accessing the internet, sending or receiving messages or notifications, recording audio, images or video, storing information or connecting to another digital device.
Standard wristwatches and basic fitness trackers that do not possess these functions are permitted.

Mobile phones, while being a very convenient way of keeping in touch with people, have the potential if used inappropriately, to cause distress to others. It is within this context that the school's policy on mobile phones has been formulated.
If parents, for safety/security reasons wish their daughters to carry mobiles to and from school, the school's mobile phone policy must be adhered to and the following procedures followed:

1. Courtesy, consideration and respect for others are paramount at all times with regard to the use of mobile phones.
2. On entering school grounds, phones must be switched off and put away for the entire school day. Should teachers ask students to use phones for class work, phones may be used only for that purpose and must then be turned off and put away.
3. Mobile phones cannot be used in any manner or place that is disruptive to the normal routine of the school or to other people. Phones may not be used for any purpose (e.g. phoning, texting, accessing online content, taking photos, checking the time, taking videos etc.) at any time on school grounds.
4. Phones brought to school are entirely at the owner's risk. The school accepts no responsibility whatsoever for loss, theft, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and pupils to ensure that mobile phones are properly and adequately insured as personal property. No school resources will be used to locate a lost/stolen phone.
5. In the case of trips, visits, exchanges and other off-site activities, mobile phones may not be used unless specifically permitted by the teacher(s) in charge. Mobile phones may not be brought to study or to detention.
6. Students may not record, photograph, film or share images, video or audio recordings of any member of the school community without permission.
7. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or

bully another person. Students may not, under any circumstances, take photographs on school premises. Any inappropriate reference to the school, staff members or fellow students made through digital platforms, social media, messaging services or mobile devices will be treated very seriously and dealt with accordingly. Should any student use a mobile phone in this way, An Garda Síochána may be informed.

8. Students may not use the school's name, crest, logo, photographs or branding without permission, nor create, contribute to or share online content that falsely represents or misrepresents the school or members of the school community.
9. Failure to comply with this policy will result in the phone being held at the school office for the duration of the school day.
    - First offence: The student may collect the phone from the school office on their way home. They will be given a letter to be signed by a parent/guardian and returned to their Year Head. This will result in -7 sanctions.
    - Second offence: The student will receive a detention and the Year Head will contact the parent/guardian directly, further sanctions may apply.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential if students are to achieve their full potential and benefit fully from school life. At Ursuline College, we believe that attendance is everyone's responsibility and that every student should be present for **every class, every day**. The Education Welfare Act (2000) places a legal obligation on schools to monitor student attendance. Where students are absent for more than 20 days, the school is required to report this to the Tusla Education Support Service. School and home need to work together to ensure that students gain the maximum benefit from their time at school.

Students spend approximately 63% of the year in school and have plenty of time for holidays, appointments etc. outside of school time. Every day missed can impact a student's academic, personal and social development.

Many Junior Cycle and Senior Cycle subjects include project work, practical assessments and coursework elements that must be completed during the school year. Regular attendance is therefore essential. Deadlines for project work are set down by the Department of Education and Youth each year. Teachers will inform students of these. It is the responsibility of students to ensure that they are present to complete project work on time, in this way ensuring that their work reflects their capabilities. The support of parents/guardians in this area is most important.

Late Arrivals

- Students arriving after the start of the school day, 8.50am, must report to the school office before attending class. Students should not proceed directly to class without signing in at the office.
- Parents/guardians are expected to record the reason for the late arrival using the VSware app. This is now the preferred method of communication.
- This will be recorded on VSware and a message will be sent to the relevant Year Head.

Signing Out

- Any student signing out during the school day must report to the school office. No student is permitted to leave the premises without first checking out at the office.
- Parents/guardians must inform the school in advance via the VSware app, by phone or by email, specifying the time and reason for signing out.
- Once confirmed, a message will be sent to the relevant Year Head.
- Students in 1st, 2nd and 3rd year must be collected from the school office by a parent/guardian or nominated adult.
- Students must sign back in at the office if they return to school following an appointment.

Please note appointments should be made for outside school hours where possible

Absences

Where a parent/guardian has notified the school that a student will be absent for an extended period of time (excluding for holidays):

- A message will be sent to the relevant Year Head in order to record the absence on VSware.
- The Year Head will contact the teachers of the student and request that the student is sent work on Teams.
- It is vitally important that parents/guardians do not write notes for their daughters for anything other than legitimate, unavoidable absences from school.
- Students who are absent are responsible for catching up on all work missed.
- Parents/guardians are encouraged to keep non-essential absences to an absolute minimum to ensure their child receives the full benefit of their education.

Early Attendance Intervention ("5-Day Rule")

The school operates an early intervention procedure whereby concerns regarding attendance may be flagged when a student accumulates five days of absence (full-day or partial-day absences) or

where patterns of absence emerge within a particular subject area.
In such circumstances, the Year Head may contact parents/guardians to discuss the attendance concern and to identify any supports that may be required.
The purpose of this contact is supportive and preventative, reinforcing the importance of regular attendance and maintaining positive communication between home and school.

The school is committed to working in partnership with students and parents/guardians to promote positive attendance patterns and to ensure that every student has the opportunity to participate fully in school life and achieve her potential.

HOMEWORK JOURNALS

Every student must have a homework journal. The journal helps students to plan and organise their homework and is also a means of communication between home and school.
Absence notes must be written into journals and must be written only by parents/guardians.
Parents/guardians must give an explanation of each period of absence in the journal.
The school encourages parents/guardians to check the journal from time to time in order to be sure that it contains entries signed only by themselves.
Parents/guardians are asked to review and sign the homework journal each week. Class Tutors will monitor journals regularly to support communication between home and school.

PARENTS/GUARDIANS

Parents/Guardians have a vital role in promoting good behaviour in school and so effective home/school liaison is most important. We ask parents/guardians to support the school fully in all matters and particularly in dealing with their daughter's progress and behaviour.
In instances where parents/guardians fail to support the school in implementing its discipline policy, students lose out and may develop patterns of indiscipline that prevent them from achieving their potential. It can be harder to say 'no' in the short-term but it reaps benefits for all in the medium to long term.

BEHAVIOUR

Our Code of Behaviour emphasises the importance of recognising and acknowledging positive behaviour within our school community. Positive behaviour creates a nurturing and inclusive environment, fostering respectful relationships, academic engagement and personal growth. It encourages acts of kindness, empathy and responsible citizenship, promoting a positive

atmosphere for all. Conversely, addressing negative behaviour is essential to maintain a safe and supportive learning environment. By addressing negative behaviour, we aim to promote accountability, personal responsibility and the understanding of consequences. Our Code of Behaviour strives to create a balanced approach that highlights the significance of positive behaviour while addressing and improving negative behaviour to ensure the well-being and success of every student in our school.

EXAMINATIONS & ACADEMIC INTEGRITY

All students are expected to approach assessments and examinations with honesty and integrity. If a student is found to be cheating or attempting to cheat during any in-house examination or assessment, their paper will not be marked. This includes using notes, unauthorised devices, communicating with others during the exam or any other form of dishonest behaviour. Incidents of this nature will be recorded and may result in further disciplinary action. This policy is in line with the regulations of the State Examinations Commission (SEC).

DISCIPLINE STRUCTURES

Level 1: Teacher and Student

- Classroom management issues should be addressed informally by the teacher and the student. Parents/guardians are required to sign their school journal.

Level 2: Teacher, Student and Class Tutor

- When a student repeatedly infringes on the code of behaviour, the teacher can involve the class tutor to address the issue.

Level 3: Class Tutor and Year Head

- If the student continues to violate the code of behaviour despite the intervention of the teacher and class tutor, the issue should be escalated to the Year Head.

Level 4: Year Head and Deputy Principal

- If the student's behaviour continues to be a problem and the accumulation of sanctions warrants it, the Year Head should involve the Deputy Principal.

Level 5: Year Head, Deputy Principal and Principal

- In severe cases where the student's behaviour poses a serious threat to the school community and or property, the Year Head, Deputy Principal and Principal should be involved.

Contacting Parents:

Contacting parents should be discretionary and done at any level depending on the severity of the student's behaviour. Parents should be informed of their child's behaviour and involved in the discipline process as appropriate.

Detention:

When a student receives a total of 14 sanctions, she will be required to serve a detention.

- Detention will typically take place over two lunchtime periods, with one detention equivalent to two lunchtimes (e.g. 30 minutes per day, over two consecutive days).
- In cases where the nature of the behaviour warrants it, a two-hour after-school detention (4:00pm–6:00pm) may be assigned instead.
- The Year Head will notify parents/guardians of the reason for the detention and confirm the dates and times it will be held.

Parents/guardians are expected to support the school in reinforcing the seriousness of detentions as part of the school's behaviour management process.

Positive Behaviour

Recording positive behaviour on VSware is essential for several reasons.
Recognition and encouragement: It allows for acknowledging and celebrating students' accomplishments, motivating them to continue their positive behaviour. Parental involvement: By documenting positive behaviour, parents/guardians can stay informed about their child's achievements and behaviour, fostering engagement and communication.

Building a positive school culture: Consistent use of VSware to record positive behaviour creates an environment where students feel valued and motivated to excel.

- Being consistently punctual +2
- Consistently adhering to the uniform policy +2
- Being consistently organised and prepared for class +2
- Completing homework consistently +2
- Actively engaging in and contributing to class +4
- Showing respect to students, teachers and other adults, by treating others with kindness, empathy and consideration, fostering a positive and inclusive school environment +4
- Maintaining positive and non-threatening behaviour, promoting a safe and inclusive environment for all +4
- Respecting property and environment: +4

- Volunteering and contributing to the school community +4

Negative Behaviour - Sanctions

- Repeatedly late for class -2
- Repeatedly out of uniform -2
- Repeatedly forgetting book/copies/resources/school journal -2
- Repeatedly not having homework completed -2
- Disruptive & interruptive behaviour -4
- Disrespect to students/teachers/other adults -4
- Absenting themselves form class without permission -4
- Using a phone without permission -7/-14
- Recording or taking a photograph of students/staff without their permission -14
- Behaviour that is threatening either verbally or physically -14
- Leaving the school premises without signing out (in person) -14
- Smoking/vaping/taking prohibited substances -14
- Vandalism/graffiti/wilful damage of property -14 + fine
- Littering/leaving break & lunch areas dirty -7

In-house suspension is a form of disciplinary action that involves removing a student from the regular classroom setting and assigning them to a designated area within the school for a specified period of time.

In-house suspension structure:

- The student will be supervised in a designated area within the school by a designated staff member.
- Extra work will be assigned by the student's teachers to ensure they are still meeting their academic responsibilities.
- The student's parents will be required to bring them to the school office in the morning and collect them from the school office at the end of the day.
- Lunch and break periods will be supervised to ensure the student does not interact with other students outside of the designated area.

The length of the in-house suspension will depend on the severity of the student's behaviour and the discretion of the school management. During the in-house suspension, the student will be expected to reflect on their behaviour and take steps to address any underlying issues that may have contributed to their actions. The goal of in-house suspension is to provide a consequence for

the student's behaviour while also providing an opportunity for them to learn from their mistakes and make positive changes moving forward.

Breach of school rules will lead to a graded system of sanctions, which is recorded on the student's behaviour record on VSware. The consequence of repeated bad behaviour can include: on report, detention, suspension or expulsion.

Participation in School Trips, Sporting Activities and Extra-Curricular Events

Participation in school trips, sporting activities and other extra-curricular events is a privilege and not an entitlement. Students whose behaviour has resulted in detention, suspension or other serious disciplinary measures may be excluded from such activities.

This decision will be made at the discretion of school management and will take into account the nature and seriousness of the behaviour, the student's overall conduct and any potential impact on the safety and wellbeing of themselves or others.

The school reserves the right to prioritise the safety, reputation and smooth running of all school-related events when making decisions regarding student participation.

Entry into Transition Year (TY)

Entry into Transition Year is a privilege and is not automatically granted. A student's behaviour and conduct throughout the Junior Cycle will be a key consideration in determining their suitability for the TY programme. Consistently respectful, responsible and cooperative behaviour is expected. Students with a history of serious disciplinary issues, poor engagement/attendance or ongoing breaches of the Code of Behaviour may not be offered a place in TY. Final decisions regarding TY admission rest with school management and will take into account the student's overall attitude, behaviour and readiness to engage positively with the programme.

Physical Aggression, Assault and Aggressive Behaviour

Physical aggression, assault, abusive language, threatening behaviour or any form of intimidation towards another student or member of staff is considered a serious breach of the Code of Behaviour.

Physical aggression includes any intentional physical act directed towards another person that is threatening, intimidating, harmful or has the potential to cause harm. This includes, but is not limited to, hitting, punching, kicking, pushing, fighting or any other behaviour that causes or is

intended to cause physical harm.

Abusive language, verbal aggression, threatening behaviour, harassment or behaviour intended to intimidate, humiliate or cause distress to another person is also unacceptable.

Any incident of physical aggression, assault or serious aggressive behaviour may result in the immediate removal of a student from class, contact with parents/guardians and suspension.

Depending on the nature and severity of the incident, the matter may also be referred to the Board of Management.

In cases of serious misconduct, persistent indiscipline or where the safety and wellbeing of others is compromised, a longer period of suspension may be imposed and/or the matter referred to the Board of Management. In exceptional circumstances, expulsion may be considered in accordance with school policy and relevant legislation.

With regard to dealing with misbehaviour, the following will apply:

- Verbal warning
- Extra work
- Giving of sanctions, proportionate to the offence
- Communication with parents – note in journal
- Community service in the school community
- Detention
- Loss of privileges e.g. participation in school events or tours
- Communication with parents – formal meeting
- Placing of student ‘on report'
- Suspension
- Expulsion

Each case is assessed individually and all sanctions aim to support the student in recognising the impact of their actions and making positive changes. Restorative practices may also be used alongside or in place of sanctions where appropriate.

Students will be required to pay the full cost of any damage caused to school equipment, facilities or property — regardless of malice, intent or whether the damage was accidental.

Year Heads will contact parents/guardians in cases of persistent misbehaviour. Where behaviour does not improve despite initial interventions, students may be placed ‘on report’. This involves daily monitoring of behaviour and academic engagement for a period of one week or longer,

depending on progress. Parents/guardians will be informed if their daughter is placed on report.

If a student has been placed in detention on two occasions, parents/guardians will be invited to a meeting with the Year Head and Deputy Principal to review concerns and agree on further supports or consequences. Should there be no improvement, the matter will be escalated to the Deputy Principal and Principal and if necessary, referred to the Board of Management.

Interference with or damage to fire equipment immediate suspension may result, and parents/guardians may be required to meet the cost of any damage caused.

Comprehensive procedures and protocols relating to Suspension and Expulsion are available under the “Policies” tab on the school website: www.ursulinecollegesligo.ie