

The High School

DUBLIN



Established 1870

Website address

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**Information for
Parents and Pupils
including
The Code of Conduct
and
The Uniform Code
2019 - 2020**

Introduction

The ethos of The High School

The High School is a co-educational secondary school with over 700 pupils. It was founded by the Erasmus Smith Trust in 1870 as a day school for boys. In 1971 the school moved from its original location in Harcourt Street to its present 23 acre setting at Danum in Rathgar. The High School amalgamated with the Diocesan Secondary School for Girls and became fully co-educational in 1974. It provides education for pupils from Church of Ireland families and other Protestant denominations whilst also having places available for those of other denominations and faiths. The High School has always been a liberal, tolerant, and inclusive institution which actively promotes an understanding and awareness of the benefits associated with diversity and plurality in Irish society.

The school gives its pupils the opportunity to explore the humanities, sciences, arts, business studies, and technical subjects. In addition it provides religious, moral, and physical education in order to meet its founding objectives of preparing pupils for the demands of business and professional life, and of attaining high academic standards in the broad range of disciplines required for third level education.

Our stated mission is the pursuit of excellence in all areas of school life which is achieved by maintaining a clear focus on developing the full potential of every pupil. We emphasize the fundamental importance of a wide range of moral values including honesty, integrity, kindness, and respect. In doing so our ultimate goal is to enable pupils to take their place in society as responsible, informed, thinking, and tolerant human beings.

How The High School is governed

The ultimate authority within the school and the body in which ownership of the school is vested is the Board of Governors of the Erasmus Smith Trust. The Trust was originally endowed by a Tipperary landowner, Erasmus Smith, in 1669. At one time the Trust was responsible for supporting many grammar schools and hundreds of primary schools across the country. Now, The High School is the only school for which it is responsible. The Board was enlarged when the amalgamation with the Diocesan Secondary School for Girls took place in 1974.

There can be a maximum of thirty-two members of the Board, including the Archbishops of Armagh and Dublin, the Bishop of Tuam, and the Provost of Trinity College, Dublin as *ex-officio* members. Nine of the members are nominees of the Dublin and Glendalough Diocesan Board of Education. The Board usually meets twice a year and appoints a Management Committee to supervise the management of the school between meetings of the Board. The Management Committee meets approximately monthly during the school year and currently has twenty one members, composed of sixteen Governors, the Principal, two teachers and two parents (all four of whom also attend Board meetings). Four sub-committees report regularly to the Management Committee and the Board. These are the Finance Committee, the Grounds and Property Committee, the Education Committee, and the Sports and Recreation Committee. The teaching staff and the Parents' Association are represented on all of these committees. The Registrar of the Trust is also currently the Administrator of the school and acts as secretary to the Board and its committees.

The day-to-day management of the school (including the selection and appointment of staff) is delegated by the Board and the Management Committee to the Principal.

This system of altruistic governorship has supported the development of The High School as a thriving and progressive educational institution for almost 150 years. The governors have complemented the experience and immediate knowledge of the school possessed by the teaching staff and parents by offering their considerable expertise in a wide range of occupations. This expertise is valuable at committee level but also in the work done quietly by governors between committee meetings, often by providing detailed assistance and support to the Principal and to the Administrator in carrying out their daily management of the school. Their detachment from the daily operation of the school can bring an objective and long-term view to bear. As the Trustees of the school, the governors are responsible for determining the ethos of the school in all major matters, including admissions, employment, sporting, cultural, and religious outlook.

Mission statement

The mission statement has been prepared through a consultative process involving each section of the school community - governors, staff, parents, and pupils.

*Our mission as an educational community is the pursuit of excellence
and the development of the full potential of all.*

We emphasise values such as integrity, kindness, and respect.

*Our aim is to enable pupils to take their place in society as responsible,
informed, thinking, and tolerant human beings.*

The following information is issued for your assistance and guidance. Please discuss appropriate sections with your children and then keep it carefully in a permanent file.

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ACCESS & SCHOOL HOURS

Entrance to the school site may be made either through the main entrance in Zion Road at any time, or by the gate in the school fence beside the River Dodder footbridge which is open 08.15-09.15 and 15.55-17.30 (13.15-13.30 on Wednesday).

School hours are 08.55-15.55 on Monday, Tuesday, Thursday, and Friday; and 08.55-13.15 on Wednesday. Pupils may have access to the school building from 08.00. Pupils not attending Assembly due to the weekly rota are expected to be in class by 08.55.

In the interests of safety, there must be no cycling on school premises and parents are asked not to bring their cars inside the school gates, except when attending school functions. Parents and pupils are requested to respect local residents and their property and driveways. Please ensure that no obstruction is caused, particularly before and after school.

Cyclists are strongly encouraged to wear cycling helmets, to use front and rear lights as well as reflective bands during the winter months, and to lock bicycles in designated areas only.

Punctuality

All pupils are required to be in school by 8.40am. Assembly will be held between 8.40 and 8.50am to allow lessons to begin promptly at 8.55am. It will not be possible to enter the school after 8.40am other than via the Reception area where late arrivals will be recorded by Prefects.

~~Pupils who arrive late between 08.55 and 09.15 must report to the Prefect on duty.~~ Pupils who arrive after 8.55am for any reason must report to the Office immediately. Pupils must bring a note to the Office or parents can e-mail or telephone to explain lateness; pupils will be punished for consistent lateness by serving a Late Detention at 8.25am.

Assembly

This is the only opportunity for the school community as a whole to meet together and is therefore greatly valued. A variety of appropriate spiritual, moral, and ethical themes is presented by visiting speakers, pupil groups, members of staff, and the Principal. The school choir and orchestra perform individually and collectively on occasion. In addition to the opportunity for spiritual reflection and prayer, Assembly also provides a vehicle for school information to be disseminated and for good team and individual performances in sport, music, debating, and other competitions to be highlighted and appreciated. It is a formal event and the highest standards of behaviour **and uniform** are expected and required throughout.

Appointments - leaving school early

Pupils may not leave the school premises during school hours without the express permission of the Principal. Parents must contact the office by letter, phone call or e-mail (office@highschoolublin.com) in advance of their child leaving as permission needs to be validated. Medical and other appointments must be made outside of school hours where possible.

Pupils must inform their parents if they are planning to stay late in school or if they are detained for disciplinary reasons. Pupils are expected to leave the school at 15.55 (13.15, Wednesday) unless involved in a scheduled activity with a member of staff responsible for supervision.

Supervised study

Our supervised study scheme will continue this year and is available for all pupils, from 16.00 to 18.00 on Monday, Tuesday, Thursday, and Friday during school terms if there is sufficient demand. In order for supervised study to operate effectively, it must be a requirement of both the pupil and the parents. It cannot be seen as a "minding" facility. We therefore have a regulation that abuse of supervised study will result in the withdrawal of the place without refund of the fee paid. An atmosphere of complete silence will be observed. The fee will be €60 per four weeks. Attendance at supervised study is an additional service provided by the school and is considered to be a privilege which may be withdrawn for poor behaviour.

ABSENCE - Education Welfare Act

The Education Welfare Act (2000) requires that absence is explained to the school and that the school keeps records of the reasons given. On the first day of absence parents/guardians are required to telephone the Office on 01-4997514 or e-mail 'deborah@highschooldublin.com' to explain the absence by 09.30. **Pupils absent for any reason must also (by law) bring a letter from a parent or guardian stating the reason for the absence on their return to school.** These should be addressed to the Office with the name and class of the pupil written on the envelope. The letter should be handed in to the Office either before or immediately after Assembly.

Parents or guardians are asked to make every effort to arrange medical and dental appointments outside school hours. Where this is not possible at least a day's notice should be given to the Office. **Where parents expect that their children may need to be absent from school for a day for any other reason, a letter/phone call/e-mail explaining the circumstances should be sent to the Principal in advance (office@highschooldublin.com).** If a pupil has to leave school early for a medical or other appointment, a letter/e-mail should be brought/sent to the Office that morning. Permission slips to leave the school early must be collected from the Office.

The High School expects its pupils to be present throughout school terms in accordance with the requirements of the Department of Education and Skills. The High School is required to notify the Education Welfare Service of the Child and Family Agency if a pupil is absent for more than 20 days or where any absence gives cause for concern. Further information is available from the national helpline at 1890 363666.

Holidays during school terms

The Education Welfare Act (2000) requires pupils to attend school for 167 days during the year. The High School recommends that time should not be taken from the school term for family holidays. We regret that we are not in a position to provide work programmes or "catch up" programmes for pupils who take holidays during school terms.

ATTENDANCE & CONTRACT

Attendance of a pupil at The High School is governed by the Pupil Entry Confirmation Form and Entrance Form.

- Discipline at The High School, Dublin, is based on co-operation and mutual respect between pupils and teachers, backed by good communication between the school and parents. The objectives are to encourage qualities of self-discipline and consideration in pupils. Rules are there to protect the honour and the well-being of both pupils and the school. There is an implicit undertaking that every pupil will obey the school rules made or to be made by the Principal and the Board of Governors.
- If the Principal is satisfied upon due enquiry that any pupil has committed an act of gross misbehaviour, or wilfully or persistently committed acts of serious misbehaviour, he may request his or her parents or guardian to remove him or her forthwith or at the end of the current term, and such pupil shall be removed accordingly. No claim shall arise for the return or remission of any portion of the payment made or due for the term in which a pupil is so removed.
- Notice of at least a full term must be given before parents or guardians withdraw a pupil, in default of which one third of the fees for a year will be payable, unless the Governors decide otherwise.
- Fees must be paid as and when the current arrangements for payment require.
- Deposits are forfeited if a place is cancelled or if full notice is not received (as above). They will only be returned on completion of one academic year, a term's notice or on completion of six years at The High School.

BOOKS & STATIONERY

Text books are normally purchased by parents from a book list supplied in the early summer. The High School supplies all basic stationery free of charge to pupils and expects that only school-supplied exercise books and jotters will be used. Stationery will be distributed to new pupils on the first day of term.

CATERING

Full meals, snacks, and a sandwich/roll/panini bar are available on Monday, Tuesday, Thursday, and Friday in the Dining Room. Pupils should be provided with cash to pay for these meals which are reasonably priced (approximately €3.75 will provide a substantial meal). A cashless system for use in the Dining Room is under review at present. Special dietary requirements should be discussed with the Catering Manager. A limited number of items are available on Wednesday for those staying after school for sports or other activities. Any parent wishing to see the menu is welcome to visit the Dining Room. Pupils may also bring their own lunch and eat it in the Dining Room. It is not permitted for pupils to consume food and/or drink anywhere on the grounds and property of The High School other than in the Dining Room and/or The Reynolds Hall. The consumption of food and/or drink in the Sixth Form Common Room (or on its terrace) is a privilege afforded to Form 6 pupils on condition that these areas are left clean and tidy afterwards.

CCTV

CCTV is in operation in parts of the school grounds and in circulation areas inside the buildings. A policy covering its use is available on request.

CHILD PROTECTION

New "Child Protection Procedures for Post-Primary Schools 2017" have been developed and published and all the staff at The High School have undertaken training courses as required. The new procedures take account of the Children First Act, 2015 and the "Children First: National Guidance for the Protection and Welfare of Children" published by the Minister for Children and Youth Affairs in 2017 (hereinafter referred to as "Children First National Guidance 2017"). These procedures apply to The High School. "The Children First Act 2015" and "Children First National Guidance 2017" have placed certain statutory obligations on certain professionals, including all registered teachers. It has also placed certain statutory obligations on certain organisations that provide services to children, including all schools. These new procedures give direction and guidance to schools' authorities and to school personnel in relation to meeting their new statutory obligations under the Children First Act, 2015 and in the continued implementation of the best practice (non-statutory) guidance set out in Children First National Guidance 2017.

The procedures include:

- (i) the reporting procedures to be followed by registered teachers in respect of their role as mandated persons, including a requirement to liaise with the Designated Liaison Person (DLP) and, where applicable, to submit mandated reports jointly with the DLP to TUSLA;
- (ii) guidance and direction for schools in relation to meeting their statutory obligations in relation to Child Safeguarding Statements.
- (iii) significantly enhanced oversight measures which are aimed at ensuring full compliance by schools with the Children First Act 2015, Children First National Guidance 2017 and with the Department's requirements as set out in the procedures for schools.

The procedures, which have been adopted as policy by the Board of Governors, will henceforth guide our response in the important areas of neglect, emotional abuse, physical abuse, and sexual abuse of children. In line with the procedures, the Board has appointed the Principal as the Designated Liaison Person (DLP) and the Deputy Principal as the Deputy Designated Liaison Person (DDLDP) for child protection. **Parents or pupils who have concerns in any of these areas should contact the Principal as the Designated**

Liaison Person (DLP) in the first instance. The full text and summary of the *Children First* document can be accessed on the Department of Children and Youth Affairs website at: www.dcy.gov.ie by clicking on the link entitled 'Children First Guidance'. The procedures can be accessed on the Department of Education and Skills website at: www.education.ie by clicking on the link entitled "Child Protection Information" and then click on Circular 0081/2017 – Publication of the new "Child Protection Procedures for Primary and Post-Primary Schools 2017". A copy of both documents may be inspected at the school. All new employees are vetted in accordance with current regulations.

CONTACT DETAILS

Address and telephone number of families

It is vitally important that school records are accurate so that a range of communications may be delivered effectively to parents, whether routinely or in the event of an emergency. If there have been any changes to your home address, e-mail address or telephone numbers please contact the Office immediately with revised details.

Text message system for parents

The school operates a text system to parents. It is used for important messages and to check pupil absence. In the case of pupil absence, parents are requested to telephone or e-mail the school office on the morning of the first day of absence. In the event that we do not hear from you texts will be sent to the mobiles of both parents/guardians where applicable, so parents/guardians will need to liaise with each other about who contacts the school office to explain the pupil absence. For security reasons, the texts will have an originating number but you will not be able to reply to them. The school will accept no responsibility for non-delivery. It is the responsibility of parents/guardians to ensure that the school is kept informed of up-to-date mobile telephone numbers.

Contacting staff

There is a specific Form Teacher entrusted with taking a special interest in each pupil and to whom you and your child should initially take problems of a minor nature. In each year, the Year Head manages a team of Form Teachers, monitors the academic and general progress of the pupils, and organises formal and informal contacts with parents as necessary. You are welcome to contact the Form Teacher or Year Head responsible for your child by telephoning or writing to the school office. We prefer that parents contact teaching and/or pastoral staff sooner rather than later if they have any cause for concern or if they wish to have any information. The normal procedure in the event of a concern over progress or conduct generally is to contact the Year Head. If the concern is over a particular subject, the Year Head should be asked to facilitate a meeting with the subject teacher in the first instance. The Year Heads for the coming school year are as follows:

Form 1 - Mr R Giles
Form 4 - Mr A Malin

Form 2 - Mr B McNamara
Form 5 - Ms S Hutchinson Edgar

Form 3 - Ms R Missen
Form 6 - Dr C Whitford

CURRICULUM

The curriculum as at present is stated below. However, in our search for continuous improvement and in our efforts to suit as many pupils as possible, the curriculum is reviewed annually and is subject to alteration. Therefore, when the time comes for subject choices to be made in Transition Year or Form 5, booklets summarising the curriculum and describing each course are issued to pupils and parents. Information meetings are also held. If there is insufficient demand for a course or if it proves impossible to timetable, the school reserves the right to withdraw it. If a class is full, the school will request a pupil to make another choice.

Junior Cycle - Forms 1, 2, and 3

All pupils study the following subjects:

English; Irish; Mathematics; History; Geography; General Science; Civic, Social, and Political Education (CSPE); Religious Education; Physical Education; Social, Personal, and Health Education (SPHE); and Musicianship.

The first eight of the above subjects will be presented by all pupils in the Junior Certificate examinations at the end of Form 3. Two further examination subjects are chosen and studied until the end of Form 3, one from each of the following Option Groups. A continental language is essential for entry to many courses at NUI and is an important component of many other 3rd level courses. It is strongly recommended that pupils choose a continental language; consultation with the school is advised for pupils with learning difficulties.

Group 1 - Business Studies; Classical Studies; French; Home Economics; Materials Technology (Wood); Spanish; and Visual Art.

Group 2 - Business Studies; French; German; Music; Technical Graphics; Spanish; and Visual Art.

Transition Year

All pupils study the following for the whole year:

English; Irish; Mathematics; History; Geography; Science; Physical Education; Games; Careers Guidance and Social, Personal, and Health Education (SPHE).

A series of revolving modules is taken by all students for 6 weeks each:

Creative Writing or Educational Skills, Education for Future, Information & Communication Technologies, Media Studies, Religious/Personal Studies, Financial Survival Skills.

One subject is chosen from each of the following option groups to be taken for the whole year:

Option Group A

Business A (a foundation course for the Leaving Certificate); Design & Communication Graphics ((a foundation course for the Leaving Certificate for those who have not studied Technical Graphics for the Junior Certificate); French (for those who have already studied the language); German (a foundation course for the Leaving Certificate for those who have not studied the language); Spanish (a foundation course for the Leaving Certificate for those who have not studied the language); Road Safety Authority course.

Option Group B

Accounting and Economics (a foundation course for the Leaving Certificate); Business B (Enterprise); French (for those who have already studied the language); German (for those who have already studied the language); Construction Studies (useful if you wish to study for the Leaving Certificate), European Studies and Global Issues.

Two subjects are chosen from each of the following option groups to be taken for half the year each:

Option Group C

Art, Bridge, Chinese (introduction to language and culture); Dance; Food & Culinary Skills (for beginners); Judo, Photography, Rock/Pop Musical Show; Woodwork,

Option Group D

Chinese (introduction to language and culture); Crafts; Drama; Food & Culinary Skills (for beginners); Music; Orienteering; Pilates; Website Creation and Publishing; Woodwork.

Leaving Certificate

1. All pupils take English, Irish, and Mathematics.
2. Four further subjects should be chosen, one from each of the four following option groups. The same subjects may not be chosen in two different groups. It should be noted that subjects for which the demand may be small, such as Music, may be later allocated to different groups than those indicated to satisfy the requirements of the greatest number of potential students.

W	X	Y	Z
Accounting	Art	Biology	Biology

Applied Mathematics	Business	Chemistry	Classical Studies
Art	Geography	Construction Studies	French
French	History	Economics	German
Geography	Home Economics	History	Home Economics
German	Physics	Music	Design & Communication Graphics
Spanish	Spanish	Politics and Society	

3. In addition two periods per week are allotted to Option Group V, and the subjects timetabled in this group may include extra Art, Computer Applications, Geology, extra Higher Level Irish, Physical Education and Woodwork. The classes in Geology prepare pupils for the Matriculation Examination at Trinity College, Dublin. Because of the demanding nature of higher level Irish, pupils taking this subject at Leaving Certificate are strongly recommended to study it during the V Option periods in addition to the normal Irish class periods. Pupils opting for Geology should be aware that this is a strongly academic course which requires considerable commitment and hard work.

4. The school does not recommend that pupils take **extra subjects** for certificate examinations, as this may result in the pupil not being able to cover the normal range of subjects properly and may result in lower grades than might otherwise be expected. In any case, only the best six subjects in the Leaving Certificate may be counted towards the points total for entry to third level colleges. If a pupil takes an extra subject outside the school, the full details of the course (hours per week, venue, name of teacher) must be supplied in writing to the Principal and a request by the parents must be made in writing to request permission for the pupil to sit this subject paper at The High School for their Junior or Leaving Certificate.

DATA PROTECTION

The General Data Protection Regulation (GDPR) came into force on 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. Data protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their personal data. The High School has formulated a relevant, meaningful and up-to-date Data Protection Policy which should provide the information needed to ensure that such policy is supported by robust procedures that can be developed and regularly reviewed in line with best practice and good governance.

Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for the school to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, National Educational Welfare Board. Contact details will also be used to notify you of school events and activities. The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should write to the Principal should you wish to update or access your child's personal data.

EXTRA-CURRICULAR ACTIVITIES

The following is a brief summary of the clubs, societies and activities open to pupils at The High School. For more information contact the teacher listed.

Art Portfolio Development Club: takes place after school. Contact Mr Hanan.

Board Games: in the library on Fridays during Junior Lunch. Contact Ms Wiggle.

Chess Club: contact Mr Griffin

The Choir and the Orchestra: for those who enjoy making music. Contact Ms Bourke.

The Christian Union aims to provide an informal forum of lively discussion and debate on Christian issues as well as supporting people in their lives as Christians. Contact Mr Wilkinson (senior) / Ms Reilly (junior).

Club na Gaeilge: contact Ms March.

The Debating Society meets regularly at lunchtime to discuss topics of local and global interest. The society has enjoyed a good deal of success in the past in open competition. Contact Ms Hutchinson Edgar (senior) and Ms Walker (junior).

Drama: Junior drama takes place after school for part of the year. Contact Ms Browne and Mr Milofsky.

Film Club: contact Ms Lyons.

Green Schools Committee: promotes awareness of environmental issues. This is currently led by pupils, please contact the office.

Lego Club: contact Mr O'Sullivan / Mr Deane.

Linguistics Olympiad: contact Ms May

Model United Nations (MUN) & European Youth Parliament: exploring and debating key world issues. Contact Ms Wilson.

Photography & Animation Club: meets at lunchtimes. Contact Mr Hanan.

Quiz teams are entered periodically into competitions.

Reading Club: takes place before school, contact Ms Wiggle.

School Council: is an elected body to represent pupils. Contact Ms Hutchinson Edgar.

Science Club: contact Dr Whitford.

Young Scientist Exhibition: contact Dr Whitford.

The following teachers should be contacted for further information on the sports offered on an extra-curricular basis at The High School:

Athletics	Ms Hutchinson Edgar, Ms Fallon, Mr Irwin
Badminton	Ms Rugg
Basketball	Ms Jones
Cricket	Mr Malin
Cross Country	Ms Hutchinson Edgar, Ms Fallon, Mr Irwin
Hillwalking/Rock Climbing	Ms McDonnell, Mr McNamara
Hockey (Girls)	Ms Jones
Hockey (Boys)	Mr Fitzpatrick
Rugby	Mr Malin
Swimming	Mr Malin, Ms Jones
Table Tennis	Ms Jones
Tennis (Girls)	Ms Jones, Mr Sullivan, Mr McDonnell
Tennis (Boys)	Mr Sullivan

Participation in school activities is strongly encouraged so that pupils can maximise the positive nature of their school experience.

FINANCIAL ASSISTANCE

1. Examination fee waiver and foreign exchange trip grant

The Department of Education and Skills waives certificate examination fees in the case of medical card holders. The Parents' Association provides a grant for similar families who would like one of their children to avail of an opportunity to participate in the language exchange programme operated by the school. Application for this grant should be made confidentially and in writing to the Principal, before 1st February for the exam fee waiver and the Parents' Association foreign exchange trip grant. In the case of the certificate examination fee waiver, the applicant must be a medical card holder and must supply the card to the school to be photocopied.

2. Secondary Education Committee (SEC) grants

Grants are available from the SEC for necessitous pupils of Protestant denominations. Please refer to www.secgrant.ie for further information and eligibility criteria.

3. Other financial support

In cases of serious necessity, and subject to the eligibility for a SEC grant, a list of suggested charities is available to which families of minority denominations may apply.

HOME LEARNING

Home learning is valuable for the following reasons:

- It can help pupils to make more rapid progress in learning.
- It can allow pupils to develop the practice of working on their own without the constant presence of the teacher or other pupils on the one hand and the external discipline of the timetable, bells etc. on the other. This way of working is vital at the later stages of secondary education and after.
- Work at home can provide the quiet and private conditions needed for creative and thoughtful work of all kinds.
- It can allow valuable practice of skills learned in the classroom.
- It can involve parents and others in the pupils' work for their mutual benefit.
- It can give opportunities for long term research and other work.
- It can form an important part of the pupil's notes.
- This gives pupils valuable experience of working to deadlines and facilitates staff with their marking schedules.
- It forms a link with the methods of study crucial to success at Secondary School.

The nature of home learning

The High School's approach to home learning with a view to 'quality over quantity'. Therefore, home learning may not be given every class. It will only be given when there are clear learning outcomes to be achieved and when the pupils clearly understand what is required of them. We have a system whereby most subject teachers set home learning when it is relevant to do so. The nature of the home learning will vary between year groups, different classes and topics of study. Home learning is not generally set for school holidays. Marking home learning forms an integral part of our assessment. We aim to return marked home learning to the pupils as soon as possible, for inclusion in that topic of work and while the exercise is fresh in the pupils' mind. Each home learning may involve the following:

- Reading, Writing, Spelling.
- Watching a T.V. programme, videos, downloads, YouTube etc
- Carrying out a project, this may involve research, collection of information for an individual or group project.
- Observing / recording.
- Making a model to exemplify an item of work.
- Completing an exercise to practice, enforce or apply aspects of the class work. e.g. writing up practical work.
- Flipped classroom is an instructional strategy and a type of blended learning that reverses the traditional learning environment by delivering instructional content, often online, outside of the classroom. It moves activities, including those that may have traditionally been considered homework, into the classroom.

The task selected by the class teacher is commensurate with the ability of the pupils.

How does the school help pupils organise their home learning?

- Each pupil is given a home learning journal at the beginning of the year. It says when the home learning for each subject area will be set and when it is due in.
- We try to make sure that our instructions concerning home learning are clear to everyone.
- We aim to mark or respond to home learning regularly and in a way that is helpful to pupils.
- Tutors may check on a weekly basis that home learning details are filled in the home learning journal.

How can parents or guardians help with home learning?

- Check that home learning details are filled in clearly and regularly in the home learning diary.
- Help your child organise his or her time to best advantage so that things are not all left to the last minute or even forgotten.
- Try to make sure that there are suitable working conditions at home.
- Take a positive and active interest in your child's work at home rather than just insisting that it is done.
- Let us know if there are problems with home learning that you cannot resolve. Perhaps your child seems to be doing too much, or not enough, or is finding it too easy or too difficult. Contact the class tutor in the first instance who will be glad to help. If the problem persists the Year Head will deal with the issue.

Failure to hand in home learning

We expect completed home learning to be given in on time. If home learning is not submitted the following action may be taken as appropriate:

- The class teacher will have a discussion with the pupil to find out if there are good reasons for the failure to hand in the work - the Form Teacher may be informed;
- The class teacher or Form Teacher may contact the parents;
- Pupils may be issued a report which will be monitored by the Year Head.
- Pupils may be told to attend a lunch time or early morning detention or Wednesday afternoon detention to complete the work.

Timetable Guidelines

It should be noted that the times mentioned below are guidelines. Pupils are expected to allow for flexibility of approach by teachers in the setting of home learning. Time guidelines are, of necessity, calculated for the "average" pupil. It may take some pupils longer to complete home learning and some pupils may complete home learning more quickly, according to their ability. High ability pupils who complete work very quickly should be encouraged by their parents to undertake additional study at home and to extend their knowledge of a subject by reading extra resources. Study for tests and revision will usually be in addition to the normal allocation of homework. In general, as pupils mature through their school years they are encouraged to take more responsibility for their own learning. Senior cycle pupils, in particular, are expected to be fully responsible for planning their home learning and revision and should never have to be "chased" for assignments.

Forms 1 and 2

All subjects which will be examined in the Junior Certificate should set approximately three quarters of an hour of home learning each week. Other subjects should set occasional home learning averaging 15 minutes per week (for example, an hour once a month or half an hour per fortnight). This will result in a total of approximately 7 hours per week, which could be 1½ hours each night from Monday to Thursday and 1 hour on Friday or at the weekend.

Form 3

All subjects which will be examined in the Junior Certificate should set approximately 1 hour of home learning each week. Other subjects should set occasional homework averaging 15 minutes per week (for example, an hour once a month or half an hour per fortnight). This will result in a total of approximately 9 hours per week. In addition, regular revision and study should be part of a pupil's programme.

Point to note:

The timings above are only guidelines they may change throughout the year. A pupil should still be able to do Home learning and be involved in extra-curricular activities. Pupils should be able to manage both, and it is not reasonable to have to give up either.

IT

The main points of this policy can be summarised in the key sentences below. Users are NOT permitted to undertake any of the following actions:

- Logging on to the network with another user's account
- Using computers to send offensive or harassing material to others, either internal or external to the school.
- Altering the settings of the computers or making other changes which render them unusable by others
- Tampering physically with the equipment
- Attempting to access unauthorised areas of the network
- Accessing inappropriate web sites or trying to circumvent the school's systems. This includes the use of proxy servers or VPNs for this purpose.
- Attempting to spread viruses or malware via the network
- Using school computers for any form of illegal activity, including software and music piracy.

Breach of the acceptable use policy may result in disciplinary action being taken.

For the purpose of this document, any electronic, mobile, computing device (*for example laptop, netbook, tablet, and mobile phone*) will be referred to as a mobile device. Secondly, pupils and members of staff will be referred to as users. Lastly, viruses references a virus, malware or malicious software.

The following rules apply to all computers which are provided by the school or connected to the school network.

General Conduct and Use

Any damage to equipment should be reported to the member of staff in charge of IT. The same applies to any apparent malfunction of equipment.

Use of the Network

When logging on to the network, *users* must always use their own user identification and password.

1. Any *users* who identifies a security problem on the Highschool School network must notify ICT immediately.
2. *Users* must never divulge their passwords or write them down unless required to do so by ICT for support purposes. Any *users* who suspects that their password has been compromised, accidentally or otherwise, should change their password without delay and report this potential security breach to ICT.
3. *Users* must not use the network to gain unauthorized access to any other computer network.
4. *Users* must not attempt to spread computer viruses.
5. *Users* must understand that the information they hold on the school network is not private.
6. *Users* must not store personal documents/pictures/music on their school documents area (U:\ drive).
7. Before leaving a computer, *users* must always log off the network or lock their terminal and check that this procedure is completed.

Data Protection is the responsibility of all users.

- *Users* must not disclose to a third party the personal details of another *User* or a *user's* family. When sending emails, *Users* should ensure the anonymity of addressees by making use of the BCC (blind carbon copy) functionality when addressing emails.
- *Users* must ensure that they do not retain copies of the personal details of another *Users* their devices without prior consent. Data of this type can be accessed via vsWare, therefore, paper copies of lists and/or other pupil data should remain in school in a secure manor.
- *Users* must ensure that devices connected to school accounts are kept secure whilst in and out of school and report any loss to ICT immediately.
- *Users* must not store school material on cloud folders (*outside of the OneDrive specified*), USB sticks or external hard drives. (*USB sticks are not encrypted and can be easily mislaid*)
- Do not disclose personal or sensitive data to third parties without authorisation from the Principal and person in question.
- *Users* should also refer to the School Data Protection Policy.

Electronic mail (E-mail) provides a written record and should be treated as such.

- *Users* must not send electronic communications which are impolite, indecent, abusive, discriminatory, racist or in any way intended to make the recipient feel uncomfortable.
- *Users* must not make inappropriate use of the email system and address book, such as sending bulk emails, chain emails or for personal marketing purposes.
- *Users* must not use their email account to send or exchange material of an undesirable or illegal nature.
- School email accounts should only be used for purposes relating to school matters.

Internet Rules - Whilst the school internet facilities exist principally for enhancing the educational purposes of the school, *Users* may make personal use of the internet in their own time provided this doesn't detrimentally affect the school's primary function. *Users* should also be aware that all internet usage is logged.

- *Users* must not breach another person's copyright in any material.

- *Users* must not attempt to access inappropriate websites using the school network and should be aware that all websites accessed are logged.
- *Users* must not upload or download any unauthorised software or attempt to run that software. In particular hacking, encryption and other system tools are expressly forbidden.
- *Users* must not engage in activities that are prohibited under Irish Law. Thus the transmission of material subject to copyright or protected by trade secret is forbidden.

Rules for pupils

The following rules are provided for your own protection and to ensure the best possible use of our facilities.

- The internet is provided as an educational resource and is to be used for that purpose only.
- You may not participate in chat room sessions without the express permission of a teacher who is present for the entire session and who is made aware of the nature of the chat.
- You may not open e-mail attachments from unsolicited or unknown sources. Please ask a teacher to open them for you.
- You may not register or sign visitor books at Web sites without permission.
- You may not give personal details, about yourself or anybody else, such as name, address, telephone number over the internet without the permission of a teacher who has monitored what you are doing.
- You should never arrange to meet anyone through the internet without obtaining permission from your parents or teacher and without being accompanied to the meeting by a parent or teacher.
- Any encounter with material on the internet which makes you feel uncomfortable or threatened or which you feel is undesirable or unsafe should be reported immediately to a teacher.
- If you breach these regulations or attempt to access material which is considered undesirable or which is illegal (e.g. pornography, subversive material, drug abuse information, etc.) you may experience serious consequences, which could include withdrawal of your right to use the IT facilities, detention, suspension or expulsion from the school, depending on the nature of the breach.
- You should be aware that your use of the internet is recorded and can be easily monitored and traced.
- By entering the computer room, you are automatically agreeing to abide by these rules.

Advice for teachers and parents

It is important to stress at the outset that, due to the nature of the technology and the uses and abuses to which it is put, it is not possible to guarantee the safety of all children using ICT. However, with appropriate precautions, it should be possible to greatly minimise the risks involved. It is widely believed that the potential benefits for pupils and teachers of using this technology far outweigh any risks involved.

Any dangers inherent in Internet use can be compared to similar risks associated with other electronic media. Adequate supervision is vital, as it would be in the case of a child's television viewing. Controlling access to the sites and services used and ensuring that children act responsibly while on-line are important steps in the process. Children and young adults should be informed that their on-line activities will be monitored and that they are accountable for their behaviour. It should be noted that the Code of Conduct states that the misuse of instant messaging, social networking sites, blogs, on-line personal/ general polling sites, or chat rooms for the purpose of victimising or denigrating a pupil, member of staff, or anyone

associated with the school community through the use of aggressive, threatening, offensive, embarrassing, demeaning or abusive postings will result in disciplinary action being taken against the perpetrator.

There are three main categories of risk associated with Internet usage:

- Exposure to illegal and/or harmful images and text, whether violent, hate-based or of a sexual nature.
- Receiving messages which are demeaning, threatening or in other ways disturbing to the well-being of the child.
- Being lured into a physical encounter which might threaten the safety and well-being of the child. Cases have been reported where undesirable people have used the Internet to initiate contact with a child, gain the child's confidence and ultimately to arrange a face-to-face meeting.

The school website

It is the policy of the school to maintain a high-quality website which celebrates what is best about the school and its pupils and where pupils may display material such as project work and essays. The positive reinforcement of pupil achievements is of great value to the school community.

The weekly school newsletter is posted on the website and can include photographs of the pupils who have participated in the activities reported. Pupils' names are not published beside their photographs where the pupil is identifiable in the photograph in accordance with Department of Education and Skills guidelines on the safe use of the internet. Any parent who does not wish their son or daughter's photograph or their work to appear on the website should inform the school office in writing. Otherwise, permission to publish is assumed to have been given.

ILLNESS / ACCIDENTS / PRESCRIBED MEDICATION

The services of the Nurse are available for pupils who become unwell or injured during school hours and for most home sports fixtures. Conditions which arise at home or minor accidents which occur at home should be dealt with at home or by the family doctor. When accident cases (arising in school) require a check-up or treatment in a hospital casualty unit, parents are contacted by telephone to arrange transport. If they are not available, or in cases requiring urgent attention, the school arranges transport and will supply the fee required for hospital out-patient treatment, on the understanding that this will be refunded promptly. As children of medical card holders are exempt from this charge, parents should ensure that children are aware of their status. Efficiency in such situations clearly depends on the school office having an up-to-date list of both home and work telephone numbers for parents, so if your telephone number has altered please notify us in writing. Please note that it is school policy that the nurse should be notified of cases where pupils are taking prescribed medication and that this medication should be administered under her supervision.

Prescribed Medication

With ongoing prescription medication for chronic health conditions, it is useful to leave several extra doses with the nurse, to be held in the locked medical cabinet.

Other medication which should be kept with the nurse for emergencies:

Allergies: if a pupil is required to carry an EpiPen/Anapen, a spare pen should be left with the nurse;

Asthma: preventer/reliever inhaler, as required;

Type 1 Diabetes: Insulin vial or pen (in the fridge), Glucometer + test strips;

Recent history of Epileptic Seizures: Buccal Midazolam

necessary to forbid a pupil from bringing a mobile phone unit into school or to confiscate it for longer intervals as appropriate.

The use of a mobile phone unit during school or mock examinations is not permitted under any circumstances. The State Examination Commission has banned mobile phone units from the examination hall; violation of this rule will result in serious consequences which will be enforced on individual candidates by the Department of Education and Skills.

Pupils bring phones to the school at the owner's risk and The High School will not accept any responsibility for loss or damage. Appropriate use of phones is expected from all pupils. **Any use of mobile phone units to intimidate, harass, or embarrass a pupil, member of staff, or anyone associated with the school community represents a breach of the Code of Conduct and will be dealt with under the existing disciplinary policies of the school.** The Code of Conduct states that the use of mobile phones to make aggressive or threatening calls, to send offensive, embarrassing or abusive text messages, e-mails, photographs, or video clips either directly or via the Internet to a pupil, member of staff, or anyone associated with the school community will result in disciplinary action being taken against the perpetrator.

NEWSLETTER

The school publishes a weekly e-newsletter which is distributed to all members of the school community. In addition to news and photographs, this newsletter contains important and useful information for parents and parents should ensure that they see the e-newsletter each week. The same information can be accessed on the school website at www.highschoolublin.com.

OFFICE HOURS

The office is normally open from 08.30 until 16.30, Monday to Friday, except for the period 13.15 to 14.00 on Wednesday. After hours, the telephone defaults into answer-phone mode. Parents should not ring the school after hours unless absolutely necessary. During holiday periods, the office is normally open 09.00-13.00 and 14.00-16.00.

PARENTS INFORMATION & PARENT-TEACHER MEETINGS

At present, parents are invited to attend a number of meetings with appropriate staff during the time their children are pupils at The High School. There is a meeting in the Autumn term for parents of pupils entering Form 1 the following September. These parents and their children again meet with staff the day before school opens in late August/September. In October, the same parent group is invited to another meeting and a tour of the school. In the Spring term there are meetings for the parents of pupils in Forms 3 and 4 at which information is given on the Transition Year programme and on the Leaving Certificate, respectively. Other matters of interest are also discussed.

The Parents' Association holds regular meetings where topics of general interest are discussed, often with visiting speakers. The Parents' Association committee is consulted on many school policies and representatives are invited to attend Board and committee meetings. Offers of help from parents who wish to be involved in the school are very welcome.

Parents wishing to discuss the progress of their children are invited to contact the appropriate Year Head who will obtain the necessary information and arrange to meet them or put them in touch with other staff as required. If you are anxious about your child's progress or about any other problem, please contact the Year Head sooner rather than later. The Year Heads also consult with the staff in October and February with a view to identifying pupils who are consistently and significantly under-achieving. They will then contact parents to discuss the concerns.

Parent-teacher meetings, for which a parent may request appointments with each of his/her child's teachers, currently take place annually in Forms 1, 2, 3, 5, and 6 under the terms of an agreement with the Parents' Association and according to national regulations. Practical arrangements for the meetings are undertaken by the Parents' Association Committee and facilitated by the office using a computerised booking system. **Please adhere strictly to the deadline to confirm your appointments with the teachers.** The system is kept under review and suggestions for improvement are welcome.

PARTIES

The Parents' Association kindly facilitates the organisation of groups of parents to run a celebration party on the Form 6 Graduation night following the school reception. It also organises an excursion for Junior Certificate students on the night they receive their results in September. **No other parties are organised in connection with the school and the school has no control whatever over any parties organised by pupils which purport to be school functions. Parents in doubt should telephone the school for information.** For example, the school does **not** organise a party at the end of the Junior Certificate or Leaving Certificate examinations and does not organise "pre-debs" parties. The "Debs" dance itself is run by a group of past pupils from the graduating Form 6, usually in October. The school is not responsible for the manner in which any party is organised or supervised.

PASTORAL CARE

If there are family difficulties or serious problems within the home there is often an effect on a pupil's work or behaviour at school. It is very helpful if we are told about serious problems so that we can adopt a sympathetic and supportive attitude to the pupil involved who may be feeling very lonely or insecure. Please telephone or write to the appropriate Year Head or to the Principal in such circumstances. You can rest assured that your confidentiality will be respected.

P.E. & GAMES CLASSES

Notes excusing pupils from Games classes for medical reasons should be handed to the appropriate sports coach before 11.15am. Pupils who have forgotten their sports equipment must also contact the appropriate sports coach before 11.15am and, if permitted, go to the non-games class. Parents are asked to encourage their children to bring in the correct sports gear on PE and Games days. A notice to advise where pupils go for Non-Games classes is in the office.

PERSONAL PROPERTY

It is absolutely essential that all property brought on to the school premises, including clothing and games equipment, is clearly and permanently named. Bicycles should always be locked to the fixing rails in the cycle sheds only and should be insured (along with any other valuable property) on an *All Risks Policy*. Money and valuables must not be left unattended anywhere. The High School undertakes no responsibility for the safety of pupils' property. Valuable items such as mobile telephones, expensive watches, designer clothes and shoes, music players, and CDs should not be brought into school. The school does not accept responsibility for property lost or stolen. Bicycles which are not stored in the bicycle shed may be double-locked or removed.

Items which are dangerous or which cause damage (e.g. knives, ball-bearing guns, other weapons, lighters, matches, fireworks, laser pens or lights, liquid Tippex, or chewing gum) must never be brought to school and will be confiscated.

Items which contravene school rules or which are used to disrupt the normal running of the school will also be confiscated. Confiscated items will be kept in the office and may be reclaimed by parents after the period of confiscation. If possession of the item is illegal it will be handed to the Gardaí.

RECORDS

The school keeps filed records of pupils' application forms, medical forms, term reports, certificate examination results, correspondence to and from parents, psychological reports supplied by parents, extra-curricular activity records, and differential aptitude test results. These records are available to be seen by parents if required. Application should be made in writing to the Principal giving adequate notice. After pupils have left school the records are archived and notice of at least a week is required for access; this period is longer outside school terms.

REPORTS

These are issued to parents at the end of December for all pupils; a few weeks after the "mock" examinations for Forms 3 and 6; and at the end of June for Forms 1, 2, 4, and 5. In addition, Form 4 parents receive a report containing pupil reflections on learning in Transition Year. The Year Heads also consult with the staff in October and February with a view to identifying pupils who are consistently and significantly under-achieving. They will then contact parents to discuss the concerns.

SAFETY

Pupils are expected to exercise personal responsibility for the safety of themselves and their fellow pupils; to observe standards of dress consistent with safety and/or hygiene (this includes unsuitable dress and footwear, knives and any other items considered dangerous - these items may not be brought to school); to observe all the safety rules of the school and, in particular, the instructions of the teaching staff given in an emergency; to use and not wilfully to misuse, neglect, or interfere with equipment and facilities provided for their safety.

STATE EXAMINATIONS

Special Consideration for State Examinations (Reasonable Accommodations)

The purpose of special consideration is to alleviate the effect of the candidate's additional needs so that he or she has a fair chance to perform well. Depending on the level of need, there are facilities available such as having papers read to the candidate, Braille translations, low vision aids, recording answers on tape or word processor, having the paper marked by an expert examiner, using a special room in a hospital. It is important to note the conditions limiting special consideration before suggesting that the school should apply. **The physical disability or specific learning difficulty must be severe.**

Most of the applications from The High School concern pupils with impaired hearing or vision or pupils who have been diagnosed as severely dyslexic or similar, and who have then under-performed in school examinations. Applications for pupils with moderate difficulties are invariably refused. Application must now be made by the school two years in advance of the examination, for example, September 2018 for examination in June 2020. Parents concerned about special consideration should contact Ms M Browne, Support for Learning Co-ordinator.

Subject choice and examination levels

The High School offers a range of subject choices and appropriate levels for entry to public examinations at Junior Certificate, Transition Year, and Leaving Certificate programmes. It is intended that pupils should be able to study their first choice of subject in the vast majority of cases subject to resource and availability.

However, it may not be possible to accommodate every pupil under all circumstances. In this instance a pupil should discuss an alternative combination of subjects with the Guidance Counsellor. **It is only possible to amend subject choice under exceptional circumstances.** A pupil should make an appointment to consult with the Guidance Counsellor in the first instance. The decision of the Year Head in consultation with the Principal is final in all matters of subject choice.

The appropriate level suitable for entry to public examinations is determined by the relevant Subject Co-ordinator in consultation with Subject Teachers, Form Teachers, Guidance Counsellors, and the Year Head. The professional recommendation of an appropriate level suitable for entry to public examinations is based on close consideration of the educational welfare of the individual pupil. The decision of the Subject Co-ordinator in consultation with the Principal is final in all matters of level of entry to public examinations at Junior Certificate. It is strongly advised that the recommendation of an appropriate level made by the relevant Subject Co-ordinator is implemented at Leaving Certificate.

TRANSPORT

** The High School operates a bus route (subsidised by The Erasmus Smith Trust) to and from West Dublin. The route varies from year to year to suit the requirements of the passengers but usually serves such areas as Celbridge, Lucan, Clondalkin, Newlands Cross, Belgard Road and Tallaght.

Dublin side of Celbridge ↔ Lucan ↔ Clondalkin ↔ Newlands Cross ↔ Belgard Rd Junction ↔ Main St Tallaght

Applicants for the bus should contact the school in the spring and discuss whether their requirements can be serviced. The transport is considered to be a privilege for the pupils concerned and they are required to observe the highest standards of behaviour. Annual cost (€400 approx.) will be included on your invoice.

** Morning Pick-Up from LUAS, Milltown

The HSD minibus collects pupils from the Milltown Luas stop at 08.30. This is a morning service only.

** Dublin Bus

The current Dublin Bus Nos 65 and 65B buses pass close to The High School, as well as all 15 and 14 buses.

TRIPS

School trips, excursions, and extra-curricular activities are organised from time to time to a wide variety of destinations or at the school. The staff who supervise these trips and activities do so voluntarily and in the interests of the pupils. Therefore, it is very important that they are not put under additional stress in such circumstances. **Pupils are expected to behave in an exemplary manner while on trips and when participating in activities and all school rules with regard to alcohol, smoking, drug abuse, vandalism, general behaviour, and courtesy apply fully.** Staff are authorised to make special arrangements to send misbehaving pupils home at the expense of their parents. This may even involve an expensive flight if the trip is abroad. The arrangements for a trip are under the control of the member of staff in charge, in consultation with the Principal, and may not be altered in any way by the pupil or parents involved.

Staff are authorised to search pupils and their belongings if they have reason to suspect a breach of the Code of Conduct. Searches will be conducted appropriately and by two members of staff; such occasions are very rare. If pupils misbehave while on a trip or activity, a record of such misbehaviour will be kept by the school and those pupils may not apply for further trips or excursions for a set period. In serious cases a full range of sanctions will be applied including suspension or expulsion from school. Considerable effort goes into the organisation of a trip or activity and the purpose is for everybody to enjoy themselves, while showing respect for the enjoyment of other pupils and of staff. Trips and activities are a privilege, not a right, and it is open to the school to refuse to allow pupils to participate who have a poor disciplinary record in school or who disrupt normal classes. It should never be assumed that because a trip operates in one year that the

same trip will operate in a subsequent year. The programme of trips varies constantly and no guarantee is offered that any particular trip will operate in any particular year.



Code of Conduct

The Code of Conduct was written following extensive consultation with pupils, the Parents' Association, and staff. All references to gender are intended to be inclusive. All parts of this booklet relevant to conduct are deemed to be part of the Code of Conduct.

Discipline

Discipline at The High School is founded on the principles of respect for people, environment, property, as well as health, safety, and welfare. All rules and regulations follow from these basic principles which are intended to create and maintain a happy and stable school community featuring secure boundaries of mutual respect.

Pupils and parents will be made aware of these principles through circulars to the home, talks given by Form Teachers and Year Heads, occasional announcements in Assembly, but, above all, by the consistent application of these principles by all members of staff.

The best way in which the school can promote happiness and fulfilment is if the greatest possible courtesy and respect is shown by all members of the school community to one another regardless of circumstances. All members of the school community are expected to respect each other's dignity. Every pupil is expected to be courteous, friendly, and well-behaved while in school, travelling to and from school, in uniform or while attending school functions, excursions, or sports fixtures. Because of the value placed on mutual respect and dignity by the school community, a pupil will be suspended from school or excluded from class for a day when foul or threatening language has been used towards any member of staff. It is also prohibited for any member of staff to use foul or threatening language towards a pupil.

Smoking, consumption of alcohol and/or illegal drugs, vandalism, theft and other serious breaches of discipline in any of the above situations may result in suspension or expulsion from the school.

This outcome can have serious effects on pupils' personal lives, friendships, wider relationships, and career prospects. The High School will follow fair procedures based on the principles of natural justice in accordance with NEWB guidelines when proposing to suspend or expel a pupil.

It is the duty of every pupil to attend school regularly and punctually, to contribute positively to the learning environment in every class, to take responsibility for his/her own academic work, and to observe the highest standards of behaviour at all times. It is the responsibility of every member of staff to encourage such attitudes and to take appropriate action when pupils do not co-operate. The desired outcome is a productive, stable, and happy working environment. Praise and positive consequences are seen as more important by the staff in maintaining a good relationship with pupils than punishment and negative consequences. It is an established policy of The High School that it endeavours to provide an appropriate education for all its pupils and in that context the right to education of the overwhelming majority of pupils must never be subverted by a disruptive minority. The consequence of disrupting teaching and learning will be that the pupil(s) concerned will be subject to a range of sanctions. It should be emphasised that the choice of consequences, good or bad, is entirely that of the pupil. The teacher is not the initiator of sanctions. The pupil, by his or her misdemeanour, has chosen the consequence of extra work, detention, or report.

Methods of “being positive” which are suggested to staff:

- Praise
- Affirmation of pupils' self-esteem and self-worth
- Record system showing progress as well as high grades
- Praise for progress as well as achievement
- Complimenting good behaviour, initiative, courtesy, and neat appearance

- “Catching” people doing something good or helping someone else
- Giving grades for presentation and effort as well as achievement (for example, in project work which benefits weaker pupils)
- Using a positive reward system - negative marks lead to a detention, but positive marks cancel out negative ones.
- Agreeing rewards with a pupil or class for better effort or better behaviour - a discussion, debate, quiz, video, or excursion.

Sanctions recommended for use at The High School:

These are in an approximate order of ascending seriousness but there is flexibility in how sanctions are used.

- Reasoning with a pupil would normally precede the use of a sanction
- Rebuke
- Moving position or isolating in class, sitting at the front of the class
- Points system
- Extra work
- Detention by subject teacher for 10, 30, or 60 minutes at breaks or after school
- Report to Form Teacher
- Detention by Form Teacher
- Detention for 1½ hours on Wednesday afternoon from 13.45 to 15.15 (see below)
- Sending to Year Head to sit at back of class
- Report to Year Head
- Letter of apology signed by pupil and with a parent’s signature to verify that they have seen it
- Detention by Year Head before or after school
- Report by Form Teacher or Year Head to parents
- Exclusion from class
- Break and lunchtime detention
- 3 hour detention on Wednesday afternoon (by Year Head, Deputy Principal, or Principal - for serious offences or an accumulation of offences - may include work on the school environment under the supervision of the grounds staff)
- Report to Deputy Principal
- Suspension
- Expulsion

Pupils are encouraged to clean up litter in and around the school as a matter of routine. This can also be set as an appropriate sanction for poor behaviour. It is intended that gloves will be kept by the catering staff for those who request them when picking up litter.

A class-by-class report on behaviour, homework, classwork, and attitudes can be initiated by the Year Head. It can be used as a disciplinary measure but is probably more productive if viewed as a positive tool which encourages the pupil to become more organised and focused on their work.

Detention system

There is a regular detention system of one-and-a-half hours on Wednesday afternoons from 1.45 pm to 3.15 pm. Written notice of a detention is given to a pupil at least the previous day. Detention will take precedence over other commitments in almost all circumstances. In very exceptional cases the Year Head will decide if a detention may be postponed. Only the Principal or Deputy Principal will have the authority to cancel a detention in case of dispute.

A detention represents a formal sanction on the part of the school.

It is not permitted to complete any work in detention other than that set by the relevant member of staff. Any failure to respect the detention system or evident lack of care in completing the work set will normally result in a further detention being issued. A pupil who is frequently in detention may expect their case to be

referred for consideration by the Serious Discipline Committee; this may result in suspension or expulsion from The High School.

End of term misbehaviour

The behaviour of all pupils at the end of term is expected to be to exactly the same standard as during the remainder of the year. The school provides a reception, organises a graduation service and ceremony, and the Parents' Association facilitates a party for Form 6 parents and pupils at the end of term. This occasion is planned in consultation with parents and pupils and has proved to be very successful.

End of term misbehaviour of any description is not tolerated at The High School.

It is important that parents and pupils fully understand that the sanctions which may be applied in this context following due process include suspension or expulsion from the school necessitating pupils to find an alternative venue for their Certificate examinations.

Serious breaches of discipline

This policy exists to ensure that the interests of parents, pupils, staff, and the school are fairly served on the rare occasions when a pupil is accused of a serious breach of discipline or of an accumulation of other offences which may result in a suspension or expulsion. The High School will follow fair procedures based on the principles of natural justice in accordance with NEWB guidelines when proposing to suspend or expel a pupil.

Breaches of discipline such as the following may be regarded as serious - vandalism, theft, substance abuse, malicious injury, fighting, inappropriate sexual behaviour, gross misbehaviour (such as striking or threatening a teacher or another person), repeatedly defying or swearing at a teacher, or serious bullying/cyber-bullying. This incomplete list is not exhaustive and is intended for the purpose of exemplification.

The parents of the pupil concerned will be invited to an interview with the Year Head and the Principal or Deputy Principal. The pupil may be present for all or part. The details of the breach will be read to the parents and the pupil's academic record, character, and conduct in the past (as well as their contribution to the school through sports, clubs, and societies) will be taken into account.

The Principal or Deputy Principal may consult with other staff and/or call a meeting of the Serious Discipline Committee of the school and will then decide on a course of action and will communicate his/her decision to the parents (and usually the pupil). The Serious Discipline Committee consists of the Principal, the Deputy Principals, the Guidance Counsellor, the Year Heads and the Form Teacher of the pupil under discussion. There will be, in case of long suspensions (more than three days) or expulsions, a right of appeal to the Appeals Committee of the Board of Governors. The Appeals Committee consists of two governors nominated by the Chairman of the Board of Governors and the Chairman who chairs the appeal. In the event of the unavailability of the Chairman, he may nominate an additional governor and appoint a substitute Chair of the committee. The appeal will check that proper procedures have been followed and that the sanction is commensurate with the breach. The members of the Appeals Committee will be impartial and will not have been involved in the investigation or the original decision concerning the sanction to be imposed. The decision of the Appeals Committee is made on behalf of the Board of Governors and is final from the viewpoint of the school. A further appeal to the Department of Education and Skills may be possible in some circumstances according to the regulations in force at the time. This is known as the Section 29 appeal procedure of the Education Act (1998) and details are available from the Principal or from the Child and Family Agency.

A pupil returning from suspension will be helped by the appropriate staff to re-integrate into the school as smoothly as possible and will be advised on how to avoid any future trouble. A pupil and/or parents may be required to sign a written undertaking to obey the rules of the school. This will state that the pupil may be removed from The High School for breaking that agreement.

Smoking

Smoking is forbidden on the school grounds and/or property, on the way to and from school, in the vicinity of the school, in uniform, at school functions or matches, or on school trips. It is forbidden for a pupil to have cigarettes, tobacco, matches, or lighters in their possession or to be in the company of people who are smoking in any of these circumstances.

The risk to health from smoking is very serious. In short, pupils put themselves at risk of death from lung cancer and a variety of other illnesses from smoking or being in the company of groups of people who smoke (passive smoking). The damage can be done as a teenager even though the cancer may not occur until later in life.

The school policy regarding sanctions for smoking is as follows:

On a first offence, the pupil will be detained at break times for a week and may be asked to complete written exercises, to participate in manual work, or cleaning up litter. The parents and pupil are warned by the Deputy Principal that the next stage is suspension. In the event that the pupil does not co-operate at break time suspension is automatic.

On a second offence, the pupil is suspended. Further offences could result in long suspensions or the pupil being asked to leave the school.

Alcohol

The consumption of alcohol prior to coming to school, while on the school grounds and/or property, or while coming to, participating in, or in association with any school function, activity, or excursion is expressly forbidden. It is also forbidden for a pupil to have alcohol in their possession, to be in the company of people who are consuming alcohol, or to be intoxicated in any of these circumstances. If a pupil breaches the Code of Conduct in these circumstances the case will be referred to the Serious Discipline Committee; the pupils concerned are likely to be suspended or expelled. It is illegal for any person under 18 to purchase alcohol or to represent themselves as being over 18 in order to obtain alcohol. It is also an offence for a person under 18 to consume alcohol in a private residence except with the explicit consent of their parent or guardian.

Alcohol is the most common drug used and misused by young people in Ireland. It has been established that the early initiation of alcohol use by teenagers increases the risk of problematic use or dependence in later life. The prolonged misuse or sporadic abuse of alcohol is known to have a serious impact on the health, welfare, and safety of the individual and family concerned, for example, alcohol is implicated in many road traffic accidents and is often associated with other breaches of the law. This policy is outlined in the interests of protecting the health, safety, and welfare of all our pupils.

Drug misuse

The use, possession, promotion, or supply of illegal drugs by any pupil attending the school is regarded as one of the most serious breaches of the Code of Conduct; all cases will be automatically referred to the Serious Discipline Committee regardless of circumstances. In each case, the pupil or pupils concerned are likely to be expelled. This policy applies to pupils on the school grounds and/or property, while travelling to and from school, while in the vicinity of the school, while in school uniform, or while on any school-related activity in this country or abroad. In the case of any pupil found to be using illegal drugs, to be in possession of them, to be supplying them to another pupil, or to be under the influence of them while in school, it is the policy of this school to inform and involve both the Gardaí as well as the parents or guardians of the pupil in each instance. This statement of our policy extends to the misuse of solvents, head shop drugs, over-the-counter drugs, and prescription drugs by pupils under the same circumstances. It is outlined in the interests of protecting the health, safety, and welfare of all our pupils.

The use of illegal drugs by young people in Ireland - most commonly herbal cannabis - is higher than the European average. It is often difficult to tell if someone is using illegal drugs because different substances can affect people in different ways. However, the following signs apply in a great many cases:

- Sudden changes in mood and behaviour

- Abnormal sleep patterns
- Loss of appetite
- Depression
- Lack of motivation
- Lying and stealing money or goods
- Secrecy about activities and whereabouts
- Keeping late hours and new or strange friends

There is no certain way to identify illegal substances except by detailed analysis. However, signs to look out for include:

- Small plastic or elaborately folded wraps
- Burnt foil and spoons, syringes and small bottles
- Herbal substance or a solid, crumbly brown resin
- Shredded cigarettes
- Unusual pills, powders or liquids in small quantities
- Strong sweet smoky smell

The wide range of negative educational, medical, social, and legal consequences of illegal drug use can be devastating for the individual and their family. It is important that parents and pupils understand that a conviction under the Misuse of Drugs Act can affect future employment prospects; many countries refuse visas to people with drug convictions; and the use of illegal drugs will often invalidate insurance policies, including holiday, vehicle, and health cover. The High School has an education programme which seeks to inform pupils about the dangers of misusing drugs and to equip them with the necessary life skills. This programme is delivered in Social, Personal and Health Education classes from Form 1 to Form 4 and in Transition Year courses; the topic is also mentioned in other subjects.

Bullying

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else, exercised repeatedly over a period of time. Among its manifestations are fighting, hitting, pushing, shoving, threatening, name-calling, excluding, or manipulating friendships. The use of mobile phones or websites such as Facebook and Twitter to circulate or publish damaging comments or images, or to organise the exclusion of people from social groups is regarded as cyber-bullying (see below for details). The High School creates the clear expectation that every child has the right to be free of fear in school, coming to and from school, and at home.

Bullying of any description will not be tolerated at The High School.

All pupils, prefects, and members of the school staff are encouraged to report cases of suspected bullying to the Year Heads or the Deputy Principal. Pupils, parents, and staff are encouraged to report their suspicions earlier rather than later. The main goal of our approach is to teach pupils who are experiencing unhappy relationships a better way to relate to each other. If you are worried about bullying, telephone or speak in confidence to your child's form teacher, year head, guidance counsellor, or telephone the school office. The High School has adopted the Department of Education and Skills procedures on child protection and subscribes to existing national policies on harassment and sexual harassment. These policies are available from the Principal in the event of a difficulty arising.

It is important to assess the difference between "normal" difficulties in relationships while growing up and what constitutes "bullying". Where there are difficulties in the relationships between pupils, it can be inappropriate and unhelpful to apply the title "bullying" to the situation in the first instance. On investigation it is often found that there is a complex web of interactive relationships at play, with many factors contributing to the unhappiness of the pupils involved. It is very seldom the case that there is what people expect to be a straightforward example of deliberate "bullying" by one pupil of another. Sometimes there can be contributory factors which have their roots in the home and family or in interactions which have little or nothing to do with time spent in school, but which cause an impact on relationships during school hours. Equally, there can be problems which do have their roots in school. We can offer help in both cases and unhappy relationships should be brought to the attention of the school. In the first instance, it is usual to telephone the Year Head and to request advice and an investigation. Please do not come into the school in the first instance as that may draw unnecessary attention to your child. Parents are encouraged to

err on the side of contacting us rather than not contacting us, especially because pupils are likely to try to insist that no contact with the school should be made, to avoid "making the situation worse". A confidential framework and many years of experience and sensitivity in dealing with such situations will be brought to bear. If it becomes necessary to move away from confidentiality in order to deal with the situation, a strategy for achieving that will be planned with the reporting family. Reporting bullying while requesting that no action be taken is pointless.

A variety of methods may be used when investigating such difficulties. The personnel involved may include the Year Head, the Form Teacher, other members of the teaching, administrative, grounds, supervisory or sports staff, the Guidance Counsellor, the Nurse, the Deputy Principal and the Principal, depending on the situation. Usually, only a few of the above would be involved. In most cases the Year Head assesses the report with the Guidance Counsellor informally and a course of action is planned. This may involve a confidential meeting or meetings with the reporting pupil, parents, or both. It may involve counselling and support for the reporting pupil and/or confidential counselling for the other pupils involved in the interactions. It may also involve factual investigation and a period of observation (which can be up to a month) to ascertain independently as far as possible what the facts are. Sometimes repeated counselling sessions or referral to an external psychologist are necessary. Punishment is not usually used in the first instance - it can itself be seen by a pupil as inappropriate use of power. Punishment is used if bullying behaviour is actually identified and if it continues after the initial warnings and counselling. In almost all cases, our methods work - if allowed to. Sometimes a great deal of time, space, calm, and contact are necessary.

The school, as part of its normal curriculum, educates children about respect for each other and about appropriate and inappropriate relationships, including behaviour which may be labelled as "bullying". These issues are dealt with in the curriculum, particularly in Social, Personal, and Health Education (SPHE) and Civic, Social, and Political Education (CSPE). Awareness raising measures are undertaken for staff, parents, and pupils, for example, when available a drama group is invited to engage in an exploration of what constitutes "bullying" with Junior Cycle pupils.

Cyber-bullying

The use of mobile phones to make aggressive or threatening calls, to send offensive, embarrassing or abusive text messages, e-mails, photographs, or video clips either directly or indirectly via the Internet to a pupil, member of staff, or anyone associated with the school community will be regarded as a breach of the Code of Conduct and result in disciplinary action being taken against the perpetrator. The misuse of the Internet via instant messaging, social networking sites, blogs, on-line personal/general polling sites, or chat rooms for the purpose of victimising or denigrating a pupil, member of staff, or anyone associated with the school community through the use of aggressive, threatening, offensive, embarrassing, demeaning or abusive postings will be regarded as a breach of the Code of Conduct and result in disciplinary action being taken against the perpetrator.

The High School creates the clear expectation that every child has the right to be free of fear in school, coming to and from school, and at home.

Cyber-bullying will not be tolerated at The High School.

All pupils, prefects, members of staff, and the wider school community are encouraged to report cases of suspected cyber-bullying to the relevant Year Head or the Deputy Principal. Pupils, parents, and staff are encouraged to report their suspicions earlier rather than later. If you are concerned about cyber-bullying, telephone or speak in confidence to your child's form teacher, year head, guidance counsellor, or telephone the school office.

Property

Every pupil is expected to have respect for the property of the school, the staff and other students. Pupils are expected to hand in to the Office or to the Reception any article found lying around. It is not acceptable to keep it for a while or to use it for a while. It goes without saying that pupils should not damage property or write graffiti anywhere. If property is damaged accidentally pupils are expected to report it **immediately** to the office, the Administrator, their Year Head or the School Sergeant. Interference with school property such as fire hoses and extinguishers, blackboards, blinds, or furniture will be taken very seriously. Pupils are also

expected to have due care and respect for their own property and to use their lockers. Everything should be clearly named. Parents are responsible for any damage to property caused by pupils.

Detention system for late arrival at school

Late detention is held once a week from 8.25 am to 8.50 am for those pupils who have been late for school twice in the preceding week. Late-comers to detention must also come to detention the following week. A pupil who is still unable to be punctual may expect to be detained on a Wednesday afternoon or Saturday morning. A list of those in late detention is put up at the beginning of each week. Records of punctuality are kept by the school and are consulted prior to the writing of a reference.

Leaving school without permission

No pupil may leave the school premises during the school day without the permission of the Principal, Deputy Principal, or in medical cases, the Nurse. Pupils who leave without permission will be sanctioned appropriately. Pupils may not leave school to participate in demonstrations as these are unsupervised and potentially dangerous circumstances. If a pupil leaves the school premises without permission, responsibility for the pupil's safety reverts to the parent and the school will accept no liability in case of accident or injury. Permission slips to leave school can be obtained from Deborah in the school office, but written or verbal consent from parents must be received by the school in advance of any slip being written.

Privacy

The central value of respect for other people which underlies our Code of Conduct includes respect for their privacy. It is therefore not permitted for pupils to record or circulate conversations, telephone calls, images, whether still or moving, or any other private information without the consent of the subject or subjects. This particularly refers to sound recorders, computers, video cameras, still cameras, mobile telephones capable of capturing images, and any other similar equipment. Failure to observe this provision will be seen as a breach of the Code of Conduct and may result in the confiscation of the equipment and the application of disciplinary sanctions. Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline and will be dealt with under that section of our Code of Conduct. This could result in suspension or expulsion from school depending on the circumstances.

School Buses

These guidelines have been drawn up by the school in consultation with the bus companies and are intended to ensure an atmosphere of order, safety, and mutual respect between pupils and driver. They apply to our West Dublin and West Wicklow buses, school mini-buses, and all other forms of bus and coach transport utilised by the school for sports or trips.

All pupils on the school buses are expected to behave in an orderly manner and to obey the reasonable instructions of the driver or a Prefect with regard to seating and behaviour. The driver may instruct a particular pupil to sit in a particular seat if he/she wishes. Pupils may not stand up and walk around the bus or change seats at will while the bus is being driven. There is to be no unruly shouting, damage to the bus, litter, objects thrown, or other poor behaviour. Food and drink should not be consumed on the bus, except with the driver's permission. Seat belts must be worn at all times.

The driver is not expected to have to discipline pupils. His/her responsibility is to drive the bus safely. He/she is required to refer disciplinary incidents to the school authorities. There is to be no criticism of the driver or undermining of his/her authority where he/she has referred a pupil's misbehaviour to the school.

If pupils misbehave on the school bus, the privilege of travelling on it will be withdrawn by the school for a period or permanently, depending on the circumstances. There will be no refund of charges paid in such circumstances.