

Heywood Community School



Information Handbook for Parents/Guardians

2025 - 2026



MISSION STATEMENT

Heywood Community School provides an educational setting in which the person is encouraged to grow at every level — personally, academically, spiritually, socially and culturally.

Dear Parent(s)/Guardian(s),

Welcome to the parents' handbook. In the following pages you will find the school calendar, the Code of Behavior and other useful information which will help you and your child get through the early days of the school year and then act as a reference throughout each term.

Please read the Code of Behavior carefully, and the accompanying School Policy on Suspension and Expulsion.

This handbook is just one aspect of the Heywood partnership between parents/guardians and the school- a partnership which will play an important role in the education and development of your child. Parent/teacher meetings, phone calls and arranged Tutor/Year Head meetings in the same way form part of that relationship. The Heywood Parents' Association also plays a vital role in providing an opportunity for parents to become involved in the updating of policy and to voice their opinions on various aspects of school life.

We look forward to working with you, and hope that the Heywood experience will be an enjoyable and rewarding one for you as parents and especially for your child as a student in our school.

Eamon Jackman

Principal

Peter Malone

Deputy Principal

Mary Harrington

Deputy Principal

A MESSAGE FROM THE PARENTS' ASSOCIATION

To Students, Parents, Guardians and Staff,

On behalf of the Parents' Association of Heywood Community School I would like to welcome all students, teachers and ancillary staff back for a new academic year. A special welcome to all new teachers and students including those to the third class of the ASD Ryan Centre. We hope the 2025/2026 school year will be a fulfilling and enjoyable one for all.

For all first-year students this is a challenging time, and it may take a little while to settle in and find your way around, but with much support the school offers there is no need to be anxious or worried. The Meitheal Programme is designed to allow mature students to mentor First Year students to integrate them into a new school environment. There are many other contacts if you have any anxieties or queries such as the Senior Prefects, your Subject Teacher, Class Tutor or Year Head. The school Chaplain and Guidance Counsellor will also support you.

We encourage all students to take part in the many activities that Heywood has to offer. These include public speaking, choir, sports, cultural and artistic events that abound in the school. By participating in some of these activities, you will get the opportunity to make new friends and enjoy new experiences.

We welcome back all teachers, especially all new teachers, clerical/administration, canteen and the care-taking staff. As parents/guardian(s) we appreciate all the great work you do on behalf of our children in Teaching and Learning, becoming involved in the many extra-curricular activities, fundraising event and by being available to talk to parent(s)/guardian(s) when necessary. We always assure you of our continued support.

The Parents' Association has become partners in the education process in Heywood by being involved in the updating of policy and by being invited to voice our opinions on aspects of school life.

We have seen many improvements and additions to the school buildings, facilities and equipment over the years. We are proud of our involvement in fundraising for all these initiatives and are delighted to work as a team with School Management for the benefit of the school and the wider community.

The A.G.M of the Parents' Association will take place on Monday 21st of October at 8pm. We would like to see as many parents attend if possible.

Finally, we would like to extend our thanks to all our students, especially the Leaving Certificate class of 2025. We wish them happiness and success in their future studies and careers.

May the school year of 2025/2026 be a rewarding and successful one for everyone.

Joanne Gilnagh, Chairperson Parents' Association.

SCHOOL CALENDAR 2025/2026

FIRST TERM

Wednesday 20 th of August	Return of all Staff (Croke Park Planning Day)
Thursday 21 st of August	Croke Park Planning Day.

Friday 22nd August	1 st Year Induction/Prayer Service. L.C. Results.
Monday 25 th August	1 st , 6 th and TY return to school
Tuesday 26 th August	Return to school for All Year Groups
Monday 22nd- 26 th September	Primary School's Visitations Tutor Check In Week
Tuesday 23rd September	Croke Park Planning Evening (1 hour)
Thursday 2 nd October	Open Night for Incoming First Years
Friday 17 th October	Foundation Day School Mass.
Monday 20 th October	Parents' Association A.G.M. (8.00 p.m.)
Tuesday 21 st October	Parent/Teacher Meeting for 3 rd Years
Mon 27th Oct - Fri 31st Oct	MID -TERM BREAK
Mon 3 rd to Fri 7 th of Nov	TY Work Experience
Monday 10 th of Nov	Tutor Check-in Week
Wednesday 12th November	Parent/Teacher Meeting for 4 th and 5 th Years
Thursday 13 th of November	Staff Day (Child Protection). No School (students)
Monday 24 th November.	Christmas Exams commence for 3 rd & 6 th Yrs
Thursday 27 th of November	Christmas Exams commence for 5 th Years
Tuesday 2 nd on December	Christmas Exams commence for First and Second Years.
Monday 8 th December	No School
Thursday 11 th December	Parent/Teacher Meeting for 6 th Year
Friday 19th December	Carol Service
Mon. 22nd Dec - Frid 2nd Jan	CHRISTMAS HOLIDAYS

SECOND TERM

Monday 5 th January 2026	Second Term Begins
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Wednesday 14 th January	Parent/Teacher Meeting for Second Years
Monday 19 th of January	Oide Subject Cluster Day. No school for students.
Thursday 22 nd January	Parent/Teacher Meeting for First Years
Mon 26 th - Friday 30 th January	Tutor Check In Week
Tuesday 27 th January	Croke Park Planning Evening
Monday 2 nd of February	Bank Holiday (No School).
Tuesday 3 rd Feb. – Fri. 13 th Feb	L. C. / J. C. Mock Examinations
Wed 11 th – Fri 13 th February	Fifth Year L.C.V.P. Work Experience
Mon 16th - Friday 20th Feb	MID -TERM BREAK
Monday 23 rd -Fri 27 th of Feb	TY Work Experience
Tuesday 24 th of February	Oide Whole School Planning (School closed for students).
Wednesday 25 th February	Planning Evening
Monday 23 rd Feb-Wed 25 th March	Easter Assessment Period
Thursday 26 th February	Talk to Parents of 3 rd Years- T. Y. Programme
Saturday 28 th February	Incoming First Year Assessment Morning
Thursday 5 th March	Talk to Parents on Fifth Year Subject Options.
Thursday 12 th March	TY Pop Up Restaurant. (Provisional date)
Monday 16 th March	No School
Tuesday 17 th March	Bank Holiday
Tuesday 24 th March	Croke Park Planning (1.5 hrs)
Mon 30th March- Fri 10th April	EASTER HOLIDAYS

THIRD TERM

Monday 13 th April	Third Term Begins
Monday 13 th – Friday 17 th April	Tutor Check in Week
Monday 4 th of May	Bank Holiday (No School)
Wednesday 6 th May	Planning Evening
Thursday 14 th May	Awards Ceremony
Thursday 21 st May	Graduation Ceremony
Mon 25 th - Fri 29 th May	Summer House Exams 1 st 2 nd , & 5 th Years

Friday 29th May	SUMMER HOLIDAYS
Wednesday 3rd June	State Exams Begin

GENERAL INFORMATION

Parent(s)/guardian(s) and students are asked to attend to the items below:

1A. Shape of the Day

Assembly each morning: 8.45a.m.

Classes:

Monday	9.00a.m. to 3.50p.m.
Tuesday	9.00a.m. to 3.50p.m.
Wednesday	9.00a.m. to 3.50p.m.
Thursday	9.00a.m. to 3.50p.m.
Friday	9.00a.m. to 1.20p.m.

1B. Roll Call

Official attendance of all students is taken every morning at Assembly. Attendance is also checked during the day.

1C. Late for School

Students are reminded that they must be signed in by their parent(s)/guardian(s) at the Main Office when late for school. **Signing in** is essential to ensure that a student's presence is recorded on the attendance system on Tyro. Sanctions may be imposed on students who regularly sign in late for school as it interrupts Teaching and Learning.

1D. Options

Fifth Year Students received their subject choices in June. Every effort was made to grant these choices within the constraints of the timetable. We hope that all students are happy with their allocation, but if you have any query on this matter, please contact Mr. Peter Malone, Deputy Principal

2. TYRO

Tyro is the School Managements System currently in operation. Parents/Guardians can access their son/daughter's school reports and timetables on TYRO. Parents can also view the attendance of their child, submit absence requests, give permissions and make online payments and receive important communication via TYRO Mail.

On admission/Enrolment, parents will receive their own unique username to access Tyro.

3. Homework Journal

The Heywood Community School Homework Journal will be distributed on the first day back. The cost of this book has been incorporated into the Free Books Scheme. All students must have a copy of this journal and use it in every class to record homework and general reminders. Please note that slips for absences have been included in the back pages.

Homework Journals should be used appropriately and will be

checked regularly by Tutors. School Diaries which are defaced will have to be replaced at a cost of €5.

4. Lockers

Students may have the use of a locker for the year. Cost of locker is incorporated into Student services and Extra-Curricular Fee. Students must provide their own padlock. The cost of any damage to lockers will have to be made good by the person using the locker. Lockers/Lock Checks will be carried out regularly by Tutors/Year Head. All the contents of lockers should be removed from Lockers at the end of the Year.

5 Calendar

Find **School Calendar for 2025/2026** school year at the beginning of this booklet. Parent(s)/guardian(s) are asked to note opening and closing dates and to follow the calendar closely during the year. Parent(s)/guardian(s) will be notified of any amended dates.

6. House Exams

Students must be present for all house exams as a prerequisite for advancing to the next year's course.

7. Healthy Options.

In an effort to support the promotion of healthy food options the Canteen will sell tea, soup, fruit juices, mineral water, fruit and lunches (baked potato, chicken curry, spaghetti Bolognese, pasta, chicken skewers etc.). The shop will sell fruit juices, mineral water, fruit and biscuit bars. The co-operation and support of parent(s)/guardian(s) in ensuring that their child does not bring sweets, minerals and any foodstuffs already withdrawn in the school for health reasons is essential for the success of this policy. A cashless system is now in operation.

8. Secretary's Office

As you can appreciate in a school of 760 students, the pressure on the office staff is immense. To alleviate the workload on the office, parent(s)/guardian(s) are reminded that the office cannot take responsibility for:

- * Ringing home re: lunches, gear bags, keys, school materials etc.**
- * Taking messages re: buses or alternative arrangements relating to students travelling home etc.**

Therefore parent(s)/guardian(s) are asked to ensure that their son/daughter has all the requirements for class each day and that domestic arrangements

are made before leaving for school. Thanking you for your co-operation in this matter.

Please ensure we have on our Communication System Tyro an up-to-date residential address, email address, mobile number(s) and details of your sons/daughter's medical history/medication etc. It is your responsibility to update the school should any of these details change.

9. Signing In/Out

In the interests of health and safety, students must be signed in or out of school by a Parent/ Guardian. If the parent/guardian is unavailable to sign out a student, written permission must be provided to allow the child to leave the school with a third party. In exceptional circumstances the principal will sign out students having contacted parent(s)/guardian(s) by phone.

10. School Traffic & Safety

The large volume of traffic to and from the school each morning and evening is a major safety issue for the school. Therefore, please note the following:

- ★ Buses will park in rotation in single file along the roundabout and in car park at rear of Sports Complex.
- ★ No cars should park along the roundabout. Parent(s)/guardian(s) collecting students from school are asked to park in the large tarmac (quad) area.

No parking allowed along the link road between the quad and roundabout. The co-operation of car and bus drivers is appreciated in ensuring the safety of students on the school grounds. Thanking you for your understanding on this issue.

12. Smoking/Vaping

See section on Smoking under Code of Behaviour.

13. Mobile Phones/Multi-Media Devices

See section on Mobile Phones/Multi-Media Devices under Code of Behaviour.

14. Talks/Study Skills Seminars

A series of talks for students will be organised over the year. Parent(s)/guardian(s) are asked to co-operate with the school to make these events a success and worthwhile for all students.

15. Transport

Parent(s)/guardian(s) are advised to check the availability of transport with the Transport Office. Tel:0906473277 or schools.athlone@buseireann.ie.

16. Parents A.G.M.

A reminder that the A.G.M. of the Parents' Association will be held on the 20th of October at 8pm.

17. Code of Behaviour

Please ensure that you and your child are familiar with this document which is contained in this booklet and in the student diary.

CODE OF BEHAVIOUR

Mission Statement

Heywood Community School provides an educational setting in which the person is encouraged to grow at every level – personally, academically, spiritually, socially and culturally.

Ethos Statement reviewed by the Trustees (2021).

Heywood Community School is a co-educational post-primary school under the joint patronage of The Salesians of Don Bosco Ireland and Laois and Offaly Education and Training Board.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social wellbeing of students within their community. Community Schools may also provide life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened in 1990 as a co-educational multi-denominational school following an amalgamation of the three religious run schools under the Catholic Trusteeship of: The Brigidine Sisters (Abbeyleix); Presentation Sisters (Durrow); and the Salesians of Don Bosco (Ballinakill), and one Vocational School (Abbeyleix). Together these schools have been serving the educational wellbeing of the young people of Co. Laois and beyond for nearly 150 years. The ethos of the school is one which maintains a deep respect for the diversity of values and beliefs found in the school community.

The values of Laois/Offaly ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of The Salesians of Don Bosco Ireland, Presentation Sisters and the Brigidine Sisters are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Heywood Community School are care, respect, community, inclusion, equality, justice, and fairness. These values combine to provide and support an atmosphere conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic

status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Heywood Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Heywood Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents, and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship, and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement, and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Heywood Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

In living the ethos, the school will raise awareness, develop concern and support for the vulnerable and disadvantaged in society. It will promote an awareness of justice and equality and establish a positive attitude towards the social inclusion of minority groups in a multi-cultural society. It will attempt to develop a community which facilitates the development of a spirit of service and care in which parents, guardians, educators, and young people work together for the good of the school, the community, and the environment. Heywood Community School recognises the importance of cultural and extracurricular activities for all. This incorporates respect for our national language, our heritage, our sporting, artistic and musical interests, and our sense of national community and school pride.

A cultural and extra- curricular programme is offered, and all students are encouraged to participate.

1. Standards of Behaviour

In our school students are encouraged to take responsibility for themselves, for their own learning, and for their discipline. This policy has been developed and modified in consultation with the stakeholders, which includes students and all members of the school community. **Inevitably some responsibilities remain unnamed, and it is the intention of the school to update this policy from time to time, as circumstances require. In the meantime, the list should not be regarded as exhaustive, and the mere fact that a particular matter is not specified in this code will not exonerate a student from blame should there be an infringement of another person's rights.**

The rules are kept to a minimum and emphasise personal responsibility, safety and respect for persons and property as fundamental requirements. The Board of Management, Principal, Deputy Principals, and all staff have the right and duty to ensure that the rights of all are respected. It is understood that the Board of Management acts in "loco parentis" and has a duty of care in upholding these rules, and that the scope of this policy covers conduct when in school uniform, in class, within the school grounds, at break-time and lunch time, while travelling to and from school, while on school trips and involved in school activities. **At enrolment the students and**

their parent(s)/guardian(s) are given a copy of the school rules and must sign these as part of the enrolment procedure.

2. Respect, Rights and Responsibilities.

In Heywood Community School there is one basic school requirement for all: **we must show respect for self, other people, the property of other people, and the environment in which we live.** Through respect for others, we aim to create a positive working environment and develop a spirit of community and togetherness. The school rules and the Code of Behaviour are based on these principles. The school rules and behavioural code are subject to changes as the need arises.

Respecting and Recognising the Rights of Others

- 2.1 Teachers have the right to work in an atmosphere of co-operation and mutual respect.
- 2.2 Every student has the right to be educated without disturbance from other students.
- 2.3 Respecting others means treating others with courtesy and fairness (good manners).
- 2.4 Respecting others also means resolving difficulties and conflict in a responsible and fair manner.
- 2.5 All adults employed in the school, parent(s)/guardian(s) and visitors to the school, have the right to expect full co-operation from all students inside and outside class.
- 2.6 Parent(s)/guardian(s) have the right to expect that their children will always work to the best of their ability.
- 2.7 Everyone has the right to work in a supportive and safe environment without the fear of being bullied.
- 2.8 All members of the school community have the right to enjoy their free time and break time without being bullied or intimidated.

Recognising One's Own Responsibilities

- 2.9 *Every student has a duty to work to the best of his/her ability in school.*
- 2.10 *Every student has a duty to treat everyone in a respectful manner.*
 - Every student must understand that fighting, bad language, inappropriate comments and rough behaviour show serious disrespect and shall not be tolerated.
 - Regular attendance is necessary if each student is to derive the full benefits of teaching and learning.
 - Every student has the responsibility to respect the authority of those charged with their care and education.
 - Every student is responsible for his/her own personal property.
 - Every student has a responsibility to respect all school property and that of others.

3. School, Classroom Rules and Blended Learning

Introduction

The purpose of the Code of Behaviour is to establish clearly for students, their parent(s)/guardian(s) and their teachers, the areas of responsibility and the standards of behaviour that Heywood Community School has set for its students

The Code of Behaviour is outlined in six main sections:

- **School attendance.**
- **Respect for others and the school environment.**
- **Dress, appearance, and property.**

- **Behaviour in the classroom, Blended Learning and representing the school.**
- **Discipline structure.**

4. School Attendance

4.1 In order to derive meaningful benefit from their education, a key element of pupil's experience is the quality time they spend in school. It is expected therefore that students will attend school regularly and punctually. Under the **“Educational Welfare Act 2000,” schools have a legal obligation to monitor attendance and report students to the National Education Welfare Board who have in excess of 20 days absence during the school year.** The following procedures are designed to facilitate the monitoring of attendance.

4.2 Attendance and Punctuality

- Progress at school requires optimum attendance and punctuality. It is expected that students will attend school regularly, unless they are prevented from doing so by illness.
- Students should acquire the habit of punctuality. School commences with early morning assembly at 8.45 a.m. each day. Students are expected to be present at the assembly. Lateness is only acceptable in cases of extreme emergency. The official record of attendance is taken at Assembly.
- When a student is absent from school, Parents should submit a reason for absence electronically via Tyro. Persistent or unexplained absences will be investigated by the Attendance Officer. Medical Certificates should be supplied if the student has attended doctor/hospital.
- A student wishing to leave school temporarily during the school day, e.g. for a dental visit, must present a note of explanation to the Year Head, and must be signed out and back in by a parent(s)/guardian(s)) at the Secretary's office.
- In the interests of safety, the school can only release a student into the care of a third party if permission has been granted by a parent/guardian in writing.
- Students are not permitted to leave the school grounds at any time of the day without permission
- **Students must be present for all house exams as a prerequisite for advancing to the next year's course.**

5. Respect for others and the School Environment

Respect and Courtesy

To promote learning in the school, students are encouraged to set goals for themselves regarding their relations with each other, their relations with people in authority, and their progress in their academic and other work. Each student will be encouraged to reach their potential in all areas. The school has a positive Pastoral Care System which encourages students through personal and group contact.

The school ethos is based on mutual respect and courtesy for all members of the school community. It is expected that all students show politeness, respect and courteous co-operation to **all** school staff, fellow students, visitors to the school and bus drivers at all times.

5.1 Visitors to the school are to be welcomed and directed to the Secretary's office.

5.2 Ill mannered, disruptive or dangerous behaviour will not be tolerated.

5.3 Pupils are expected to move quietly throughout the school in an orderly manner and to observe the one-way system in the corridors.

5.4 Any form of aggression or harassment, either physical or verbal to any member of the school community, will be viewed as contrary to the school ethos.

5.5 Any form of defiance to members of staff will not be tolerated.

5.6. Bad language or coarseness will not be tolerated.

6. Bullying

A stable secure learning environment is essential for students to be educated to the highest possible standard. Any form of bullying undermines the quality of education and may impose psychological damage. Heywood Community School does not tolerate bullying and is actively engaged in counteracting such behavior under the new Bi Cinnealta Anti Bullying Policy in consultation with teachers, Parents/Guardians and students.

See Heywood Community School's Bi Cinnealta Anti-Bullying Policy on School website: www.heywood.ie

Charter of Rights & Responsibilities

6.1 Each person in Heywood Community School has:

- The right to be respected, and the duty to respect others.
- The right not to accept, and the duty not to engage in, name-calling, physical abuse, ganging up, isolating or harassing other people.
- The right to report if this is happening to them, and the duty to report it if they see it happening to others. (Check-in class with Tutor).
- The right to learn and the duty to promote learning and recreation in a safe and enjoyable atmosphere is important.

6.2 Bullying in any form (verbal, physical or psychological, by phone texts or cyber) is not tolerated. Students who are experiencing bullying or who witness bullying or suspect that bullying is taking place are encouraged to report such incidents to their Tutor, Year Head or someone in authority, or to a parent/guardian who should contact the school. Information will be treated sensitively.

6.3 Cyber Bullying

- Offensive or defamatory messages, comments, photographs or videos of students or staff members posted or sent by a student to another student or a member of staff using any form of digital technology is strictly prohibited.
- Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action.
- As part of such disciplinary action, the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

6.4 Procedure in Countering Bullying

Heywood Community School's full procedures for investigation, follow up and recording of bullying behaviour and interventions for dealing with cases of bullying behaviour are detailed in our Bi Cinnealta Anti-bullying Policy is available in the Main Office and on the school website www.heywood.ie

- a. Staff are particularly vigilant of students who are considered at risk.
- b. **All students are made aware of the Bi Cinnealta policy in the School Diary**
- c. Pastoral classes raise awareness of the negative effects of bullying.
- d. Students are encouraged to report cases of bullying. Students are encouraged to develop a sense of self-worth.
- e. Reports of bullying are investigated in consultation with the Class Tutor, Year Head, Deputy Principals, and Principal.

7. Child Protection

Heywood Community School Child Protection Policy was reviewed in **May 2025**. In all matters concerning child protection, staff and management follow, as their school policy, the official Child Protection Procedures for Post Primary Schools. The new Child Protection Guidelines were adopted by the staff and Board of Management in March 2019.

See *Child Protection Policy on School website*: www.heywood.ie

8. Litter/Environment

Heywood Community School is involved in the Green School Initiative which endeavours to foster a caring attitude towards our environment. In the interests of health and safety and the protection of our environment, every effort should be made to maintain all areas inside and outside the school as litter free.

8.1 Litter must be disposed of in the bins provided.

8.2 Students are encouraged to recycle materials in appropriate bins.

8.3 Graffiti, vandalism, damage to trees, shrubs and the environment are not acceptable.

8.4 All students will be expected to partake in assigned clean-up duties after breaks and when requested to do so by members of staff. The support of all students in using the bins provided and keeping the school litter free will promote a healthy and safe environment for all.

9. Smoking/Vaping

Arising from the Public Health (Tobacco) Act 2002 it is the policy of Heywood Community School that all of its workplaces are smoke-free and that all employees, students and visitors to the school have a right to work and /or visit the school, in a smoke-free environment.

9.1 Smoking is prohibited within the entire school boundary and on school buses with no exceptions. Apart from its illegal aspect, students are endangering their health and the health of others, especially those suffering from respiratory problems of any kind. 9.2 Any student found smoking or in possession of cigarettes/Vapes, will face a serious sanction and possible suspension.

10. Addictive Substances

Addictive substances e.g. alcohol and illegal drugs are strictly banned in Heywood Community School. Any student found in possession of any of these substances, whether for use, sale or supply, will face the prospect of immediate suspension and possible expulsion following due process. The school will be obliged to inform parent(s)/guardian(s) and the relevant authorities

11. Other Hazards

Possession of any hazardous item that may cause either physical or emotional harm/ disturbance is strictly forbidden. Student(s) found in possession of any such items will face the prospect of immediate suspension and possible expulsion following due process.

12. Mobile Phones/Multi-Media/Other Technological Devices

12.1 I-pods/mp3 players, ear pods etc. should not be brought to school without permission, save in exceptional circumstances (eg. school tours which extend beyond the normal school hours).

12.2 Mobile phones should be turned off and left in students' lockers. The phone should never be turned on and/or used during the school day. (8.00a.m to 3.50p.m.) Students found using their mobile phone by a member of staff will have it confiscated.

12.3 Please note that the school is not responsible for phones or other multimedia devices that are lost, damaged or stolen.

12.4 Where teachers form the opinion that a student's mobile phone or other multimedia device causes a disruption of any sort in class or elsewhere, it will be confiscated. It must be given to the teacher on request, and it will be left in the school office. A letter will then be sent to the parent(s)/guardian(s) informing them of the incident and when the item confiscated can be collected.

12.5 To assist the school in implementing this policy, parents/guardians are asked not to contact students by mobile phone at any time during the school day. Contact with the school may be made through the school office on 0578733333.

12.6 Mobile phone usage by students from 3.50p.m. onwards on school trips and on the school, campus must be responsible, necessary and appropriate. Usage should be limited to necessary calls or texts to parent(s)/guardian(s) or family members relating to school issues i.e. buses, study, training, cancellation of a certain activity, time of return etc. Phones may still be confiscated by teachers while students remain on school grounds or while on a school trip if a teacher suspects that a phone is being used inappropriately.

12.7 Exchange students may have their phone or multi-media device, or cameras confiscated if using the same in an inappropriate manner or at an inappropriate time.

13. Behavior in the Classrooms/School Building.

Students should:

- a. Attend all classes on time
- b. Students should present in full school uniform.
- c. Only enter the classroom with the teacher present in an orderly manner.
- d. Have all assignments completed or at least attempted.
- e. Sit in their assigned seats.
- f. At the beginning of class take out all materials including the school diary and present on the school desk.
- g. Listen to and follow all instructions regarding the use and operation of equipment in specialised rooms.
- h. Engage in learning, having respect for all staff and students present in the classroom.
- i. Write all homework into school diary when assigned.
- j. Pack up when told to by the teacher.
- k. No mobile phone usage is permitted at any time in classrooms unless directed for teaching and learning by the teacher.

13.1 Behaviour on School Grounds

Students are required to remain within clearly defined areas in the playground, i.e. behind the double yellow or white lines at entrances and exits and other areas, and within the natural boundaries of the school.

Students are not permitted in the following areas:

- a. In front of the school during school time, unless dropped or collected by a parent/guardian or by instruction from a member of staff, including quad area, lawns and roundabout area.
- b. The driveway to the rear of the school.
- c. The back driveway leading to the village (except for local children coming to and going home from school).
- d. Students are not permitted to drive any vehicle onto the school grounds. Parents of Students who are fully paid members of evening Study may apply to the Board of Management for a permit to allow their son/daughter to drive their car to school. Under no circumstances are students permitted to carry another student to or from school.

13.2 All students are encouraged to participate in organised school extracurricular activities. Students who wish for some quiet time may use the library facilities or specified classrooms adjacent to Social Areas during lunch time.

Fire and Emergency Procedures

13.3 In the interest of health and safety, when the fire alarm sounds, all students must follow the instructions of teachers, health and safety signs and proceed without delay to the fire point on the quad at the front of the school where they will be accounted for.

14. Property

Each student is expected to respect the property of the school and of other students. The school provides lockers to support students in caring for their own property. It is the responsibility of each student to ensure that his/her locker is secured with a lock. Any form of theft or interference with the property of others will be treated as a serious offence.

- a. Every item brought to school should be clearly marked with the student's name.
- b. Students should get their books and materials for class at break times.
- c. The school cannot compensate students for articles lost or damaged.
- d. Compensation for any damage to school property will be the responsibility of the parent(s)/guardian(s) of the offending student.

15. Dress, Appearance and Property

15.1 School Uniform

All students are required to wear the correct uniform, be neat and tidy at all times, while at school, representing the school or while travelling to and from the school.

Girls

- a. Mid-grey **knee length skirt**, with inverted pleat at the front (Option of mid-grey ladies trousers).
- b. Petrol blue jumper with crest.
- c. Heywood silver-grey blouse.
- d. Grey knee socks or plain black opaque tights.
- e. Black leather shoes. No runners allowed. **No Runner style shoes allowed.**

2. Boys

- a. Mid-grey pants.
- b. Petrol blue jumper with crest.
- c. Heywood silver-grey shirt
- d. Grey/Dark socks only - no ankle socks allowed.
- e. Black leather shoes only. No runners allowed. **No Runner style shoes allowed.**

3. Boys and Girls/Jackets

Black waterproof school jacket with fleece lining and Heywood school crest.

(No other type of jacket is acceptable)

Unless in exceptional circumstances, jackets should not be worn in class or at Assembly.

P.E Uniform.

Students may wear their HCS school tracksuit on the day they have P.E. scheduled on their timetable. HCS Tracksuit bottoms are required in the classroom. **For P.E.-**All students must wear a Navy polo shirt/HCS Sports top, Heywood half zip, GAA shorts/H.C. S tracksuit bottoms as sold in Fyffes/Shaws, Sports socks.

Sports runners only. No converse Style Runners. No other Sports Jerseys allowed.

15.2 General Appearance

As a sign of respect for oneself and for others, a neat, tidy and well-groomed appearance is essential for all students. Hair should be neat and tidy, within the natural colour range and suitable for school and work. In the interest of safety, a limited amount of jewellery is permitted based on what is appropriate for school and work and at the discretion of school management. Facial jewellery is not permitted, but a discrete stud/blocker may be used for nose piercings. Large "hoop" style earrings, "bars" and Nose rings are not permitted as well as false nails including Gel,

Acrylic etc. on health and safety grounds. Appropriate and discreet use of make-up is allowed at management's discretion.

The wearing of the school uniform contributes much to the maintenance of order and discipline in the school and parent(s)/guardian(s) are asked to ensure that pupils are not negligent in this matter. In the interest of fairness to all, it will be necessary to take disciplinary action against those who breach these rules. The management will rule on the acceptability of individual cases in relation to any aspect of the uniform, dress or appearance.

16 Blended Learning and Representing the School.

16.1 Guidelines for Blended Learning

School approved educational platforms are in use to support and facilitate teaching and learning.

Heywood Community School email accounts are set up for all student- teacher class contact. **Personal email addresses are not permitted.**

17. Homework

17.1 School work must be supplemented by homework both written and oral. It is important for parent(s)/guardian(s) to ensure that their child devotes sufficient time to completing good quality homework. It is also recommended that time be spent at home studying work done in class each day.

- a. Homework, including written exercises, learning, revision and review, is given on a regular basis and students are required to complete it neatly and to the best of their ability.
- b. Students are required to note all homework assigned in their homework journal.
- c. Parent(s)/guardian(s) are required to ensure that when the homework, written and oral, is completed, the homework journal is then signed by them when required by the teacher.
- d. If for some reason, homework or part of it cannot be completed, parent(s)/guardian(s) are required to note this in the homework journal.
- e. Failure to hand in quality homework on time may result in disciplinary sanctions. Students who are reported for failure to do their homework on three occasions will be requested to attend Friday's homework detention for one hour from 1.30pm - 2.30pm.

Homework Journals are compulsory for all students. They form a means of communication between parent(s)/guardian(s), teachers, and students.

f. Homework assigned by each teacher should be entered in the pupil's journal each day. Parent(s)/guardian(s) should check this journal at least once a week. Homework journals are checked regularly by the Class Tutor at Assembly and during Tutor Check-in Class. Journals which have been defaced will have to be replaced at a cost. Sanctions will be imposed on students who repeatedly fail to hand up completed/good quality homework.

The co-operation of parents/guardians is greatly appreciated in all of the above.

g. Bathroom breaks: Students must get their homework journal signed by their teacher to leave class (corridor pass). Students are allowed to use the toilet before school, at the break of class and at break time and lunchtime. Students who persistently seek/need to visit the toilets during class will be requested to provide a note of explanation from their parents/guardians.

18. Representing the School

When representing the school, students are required to uphold by their courtesy and behaviour, the good reputation and ethos of the school, their family and themselves.

- a. Directions from the person(s) in charge must be complied with at all times.
- b. School rules remain in force, including the ban on smoking/vaping and the use of addictive substances.
- c. Students who persistently disregard school rules or show serious disrespect for members of the school community may not be allowed -for a period of time- take part in school trips; represent the school as an individual or as a team member; or take part in other forms of extracurricular activities. Such a decision will be taken by the Principal or Deputy Principals in consultation with the Year Head. Parent(s)/guardian(s) will be informed of the decision and the duration of the same.
- d. When on any school trip, and when not under the direct supervision of a teacher from Heywood Community School, student(s) must contact the teacher in charge to obtain permission before attending or taking part in any unscheduled or unusual occasion or outing in the host house or elsewhere.

To Promote Good Behaviour, Parents can support their children and the school by:

- Reading and Supporting the School's Code of Behaviour including all school policies.
- Actively encouraging their children to obey the rules of the school and respect all teachers, school staff and fellow students.
- Ensuring that their son/daughter has all the requirements for school (books, correct uniform) and ensure they complete homework and regular study.
- Communicate with their son/daughters' teachers, Tutor or Year Head with any concerns.
- Respond quickly to concerns raised by the school.
- Attend parent teacher meetings/meetings on request.

The school and its staff will promote positive behaviour by providing:

- A warm and welcoming environment for all students.
- All Year Groups will engage in an induction programme at the start of the year to explain the academic and behavioral standards expected of them.
- Students will be treated with respect.
- Daily Morning Assembly with Tutor and Year Head.
- Supporting the work of the Heywood Community School Student Leadership Team and the Student Council to ensure it plays a meaningful role in school life.
- Students will be offered advice on how to improve negative behaviour.
- Positive Behaviour and engagement will be highlighted during Health and Happiness week and Awards Night.
- The Pastoral Care team of Year Head and Tutor with the assistance of the Care Team will seek to attend to the needs of students in difficulty with behaviour and schoolwork.

19. Discipline Structure

19.1 The Subject/Class Teacher

The most important person in developing a friendly open atmosphere with mutual respect between teacher and student in the school is the class teacher. He/she is responsible for discipline within the class and will attempt to modify behaviour to ensure a positive learning environment within the classroom.

The accepted procedures for dealing with discipline issues include:

- Meeting and discussion with student. (The school reserves the right to meet with a student prior to parental communication before the meeting)
- Additional classwork or homework.
- Note to parent(s)/guardian(s) in journal/Phone call home to follow up.
- Litter or cleaning duties.
- Supervised lunchtime detention.

- Conduct Report issued to Year Head for persistent misbehavior or a once-off serious incident. Students must be informed of the Conduct Report. Report must be dated and signed.

19.2 The Class Tutor

The class tutor has responsibility for his/her assigned class group. The tutor's role is mainly a caring one, but also to consult with the student pastorally regarding minor misbehaviors. Positive behaviors should also be reported to the Tutor.

- Meeting and discussion with the student. (record kept). (The school reserves the right to meet with a student prior to parental communication before the meeting).
- Records Class Attendance with Year Head at Assembly
- Meets with their Class Group during Tutor Check-in Class.

19.3 The Year Head

The Year Head has overall responsibility for the students in the year group and is aided by the Tutor. Serious incidents and recurring minor incidents concerning any student must be referred to Year Head. When a student is referred to the Year Head he/she will decide on a course of action which will usually take one of the following forms:

The accepted procedures for dealing with discipline issues include:

- Meeting with a student. (The school reserves the right to meet with a student prior to parental communication before the meeting)
- Additional homework.
- Lunchtime detention.
- Contact parent(s)/guardian(s).
- On report.
- Litter or cleaning duties.
- Friday detention.
- Meeting with parent(s)/guardian(s).
- Referral to chaplain or counsellor for guidance (record kept).
- Withdrawal of privileges in consultation with parent(s)/guardian(s) and or double Friday detention.
- Referral to the Discipline Committee. The Discipline Committee will comprise of the relevant Year Head and Tutor. The Principal/Deputy Principals will be involved if necessary.
Restorative meetings.
- Referral to Principal/Deputy Principals.

19.4 The Principal/Deputy Principals

Referral to Principal/Deputy Principals will take place if necessary and all up-to-date back-up documentation regarding the student's file will be examined. These referrals should be reserved for very serious misbehavior or continuous misbehavior. In serious situations, however, the Principal/Deputy Principals may be directly involved from the outset (e.g. substance abuse, health and safety).

The accepted procedures at this stage include:

- Meeting and serious discussion with students. (The school reserves the right to meet with a student prior to parental communication before the meeting)
- Letter or phone call home.
- Litter and cleaning duties.
- Meeting with student and parent(s)/guardian(s).
- Possible referral to Chaplain or Counsellor.
- Suspension/referral to BOM under Discipline Item on Agenda.

In-House: A student may be suspended from classes but must be present on the school premises. In-house suspension may take any one of four forms, or a combination of the four forms specified below.

- Suspension at the back of class.
- Suspension in another class.
- Suspension from specified activities.
- Suspension from class outside Deputy Principals' or Principal's office.

Out of School: A student may be suspended from school for 2,3 or up to 5 days or for an extended period of time with Board of Management approval. It will be the responsibility of the student to make up for any loss of instructional time.

19.5 The Board of Management

The Principal has power for any cause which she/he judges adequate to suspend a student, subject to the approval of the Board of Management. The parent(s)/guardian(s) must be informed in writing of the decision, the reason for the dismissal, and of their right to appeal against the decision. A student aged over 18 years, or his/her parents/guardians may appeal against the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Secretary of the Board of Management, stating the grounds on which the appeal is being made. The appeal will then be heard by the Board of Management at the next meeting scheduled. If the appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's records.

19.6 Additional Support Staff

The Guidance Counsellor and Chaplain are available to meet students and parent(s)/ guardian(s) by appointment. The Guidance Counsellors are always ready to help with student worries or difficulties, which may be personal, related to study, subject options and later on career choices. If parent(s)/guardian(s) wish to make an appointment with the school counsellors or the Chaplain, they should contact the main office. Year Heads or Senior Management can refer to the Chaplain or to the Guidance Counsellors for any students requiring support. Staff members employed in the Ryan Centre (ASD Centre) are also available for support if required.

The school's Special Educational Needs Department, including staff members employed in the Ryan Centre (ASD Centre), also provides support for students with a range of learning and behavioural difficulties. Class Teachers, Year Heads, Senior Management can refer to the Resource/Learning Support teacher for any student they are concerned about.

20. Sanctions

Despite the best efforts of school staff, parent(s)/guardian(s) and students, it is inevitable that behavioural problems will occur. Sanctions are necessary to support the standards of behaviour. The Board of Management views such sanctions as corrective support rather than punishment: the purpose is to promote positive behaviour and a safe atmosphere in the school community, based on the principle of respect for all. The aim of the following sanction procedure is to ensure that misbehaviour can be corrected in a manner which is fair, effective, and dignified.

Each teacher is responsible for discipline within his/her own classroom. Routine reprimanding by the teacher in charge of the class will be the general procedure for minor incidents of indiscipline. The teacher may, depending on the offence, implement one of the following sanctions. As the seriousness of the incidents progresses other members of staff will be consulted.

20.1 Guidelines Concerning Misbehaviour

MINOR

1. Late for class/Late for school.
2. No books/pen/P.E gear etc.
3. No homework.
4. Incorrect uniform/general appearance.
5. Rubbish/ papers.
6. Caffeinated energy Drinks in school.
7. No diary.
8. Going to lockers.
9. Running/Boisterous behaviour in the corridor or in social areas.
10. Minor class disruptions.

Sanctions

1. Verbal correction reflecting age – warning.
2. Change of Seating arrangements.
3. Extra work relevant to the subject.
4. Suspension to another class.
5. Penalty sheet – repeat homework or extra work in the subject area.
6. Lunchtime Detention.
7. Communication with Parents using school diary – to be signed.
8. Follow up phone call with parents.
9. On report.
10. Penalty sheets specific to the subject area.
11. Clean-up duties.

SERIOUS

1. Persistent minor offences without improvement.
2. Smoking/Vaping
3. Damage to school property or property of others.
4. Graffiti on school property including Locker and the School Diary.
5. Phone/ going off/ using phone. Recording or taking a photograph/video of others/circulating this data on social platform/with others.
6. Cheek/ back answering.
7. Questioning the authority of the teacher.
8. Inappropriate comment re other students.
9. Writing on uniform and tearing uniform.
10. Out of bounds.
11. Littering.
12. Absent from class without permission.
13. Disrupting exams.
14. Sale of legal substances without permission.

Sanctions - Year of Head, Principal/Deputy Principals will decide on appropriate sanctions.

1. Conduct Report to Tutor/Year Head.
2. Clean up duties.
3. Lunchtime detention.

4. On- Report.
5. Contact Parent(s)/Guardians(s)
6. Friday detention.
7. Behavioural contract.
8. Sent home until work is completed.
9. Discipline committee meeting with Deputy Principal, Parents/Guardians/Student.
10. Letter of apology.
11. Withdrawal of privileges e.g. School Trips, Graduation.
12. Suspension (smoking/vaping), physical fighting.
13. Confiscation/suspension (phone).

VERY SERIOUS

1. Using foul language towards a member of staff.
2. Bullying/harassment (including cyber bullying and mobile phone bullying).
3. Fighting.
4. Policy of non-compliance.
5. Stealing.
6. Vandalism.
7. Grouping threateningly.
8. Aggressive/dangerous behaviour.
9. Personal comments towards a teacher or other staff member/student.
10. Truancy.
11. Not following adults/ teachers' directions.
12. Using phone to record or photograph others
13. Sharing data (photograph/recording) of others on social platform/with other students.
14. Persistent offences without improvement
15. Refusal to obey teachers or non- teaching staff.
16. Consuming alcohol.
17. Bringing in/exchanging or selling of illegal substances in school including vapes and cigarettes.

Sanctions: Principal/Deputy Principals will decide on appropriate sanctions in consultation with Year Head/Tutor.

1. Discipline committee
2. Friday detention.
3. Isolation / removed from class.
4. Privileges withdrawn e.g. School Trips, Graduation.
5. Behavioural contract.
6. Sent home until work is completed.
7. Suspension with assigned work to complete on return.
8. Expulsion.

Note: Serious Verbal or Physical assault/Online Bullying/Harrassment (Mobile Phone/social media) towards another student or member of staff. Such incidents may be reported to An Garda Siochana by the school. Victims of such assaults or their

parent(s)/guardian(s) will be advised by the school to formally report such incidents to their local Garda Station. A formal report usually results in a criminal investigation.

20.2. Detention

Detention takes place on Fridays after school from 1.30pm – 3.30pm.

Home-work detention takes place on Fridays from 1.30pm - 2.30pm.

When placing a student on detention the procedure is as follows:

(A) Communication via phone call by Year Head

(B) Letter posted home informing parent(s)/guardian(s) of the detention outlining reasons for same. A student who fails to attend Friday detention must complete the detention the following Friday.

- A student who arrives late for detention on more than two occasions will be referred to Year Head for further sanction.
- Students must do the work set by the supervising teacher in detention.
- A student who is late for detention should complete that day's detention and make up the time missed in Friday detention the following week or in lunchtime detention in consultation with their Year Head.
- Failure to behave in Friday detention will result in a double Friday detention or suspension.
- Repeated detentions for any reason require the further sanction of suspension.

A student who repeatedly fails to attend Friday Detention may face suspension.

20.3 Rewards

High expectations produce higher standards from students in course work, homework, and general behaviour.

Aims of rewards system:

1. To provide a structured system by which different levels of achievements can be recognised and rewarded.
2. To foster a culture in which praise and rewards become more widely used.
3. To provide a system that is clearly understood and valued by students and consistently applied by teachers.
4. To motivate students to improve and work to high standards.

Students are monitored in the following areas:

- Academic progress.
- Quality homework.
- Contribution to the school in the extracurricular area.
- Consistent improvement/most improved.
- Consideration and respect for others.

Rewards include:

- Verbal praise.
- Written comments in the School Diary.
- Certificate home.
- Acknowledgement to Parents via phone call/Parent Teacher Meeting.
- Competition Prize/Canteen Voucher.

In addition, the school will hold an annual Awards Ceremony at which students' contribution to the school will be recognised.

20.3. Modelling Standards of Behaviour – The Responsibility of Adults

Adults in the school have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other, since by their example they provide a powerful source of learning for students.

Parent(s)/guardian(s) are expected to model the standards that students are asked to respect. **To this end, they need to be familiar with the standards and to understand the importance of expecting students to behave according to these standards. Parent(s)/guardian(s) of all students should ensure that their child is familiar with and understands the Code of Behaviour.** The ways in which parent(s)/guardian(s) and teachers interact will provide students with a model of good working relationships.

20.4 Role of Adults, Parents and Guardians

The support and co-operation of parent(s)/guardian(s) is essential for the effective operation of the Code of Behaviour. If teachers and parent(s)/guardian(s) are not working in harmony, pupils inevitably suffer. The school's policy is to keep parent(s)/guardian(s) informed of any problems before they escalate.

Parent(s)/guardian(s) are invited to keep closely in contact with the school regarding all aspects of their child's progress. Organised contacts on the part of the school include annual parent/teacher meetings, School reports, Newsletters, Tyro Updates, educational meetings for parent(s)/guardian(s) relating to students' welfare and development. The school encourages parent(s)/guardian(s) to make full use of these opportunities. Parent(s)/guardian(s) are welcome to arrange a meeting with a particular Teacher, Class Tutor, Year Head, Principal or Deputy Principals.

The school appeals to parent(s)/guardian(s) to ensure that pupils attend regularly and punctually, and that a written explanation/TYRO Notification is provided without delay for unavoidable absence or lateness. Parent(s)/guardian(s) have a clear responsibility to ensure that their son/daughter devotes sufficient time to complete good quality homework.

It is also important for parent(s)/guardian(s) to inform teachers if problems are encountered concerning homework. If at any time, a student is experiencing personal difficulties, such as those caused by serious illness in the home, a bereavement, or if there is any other serious cause for anxiety, parent(s)/guardian(s) are encouraged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties.

In all matters of conduct the management and staff of the school wish to work in collaboration with parent(s)/guardian(s). We welcome comments and suggestions as to how the goal of a caring community might further be realised and contributed to by all.

Please refer to Heywood Community School website: www.heywood.ie for the following policies:

- **Anti-Bullying Policy**
- **Child Protection Policy**

- **G.D.P.R. Policy.**
- **Internet Usage Policy**
- **Code of Behaviour Policy**
- **Admission Policy/ The Ryan Centre'Policy**
- **Special Educational Needs Policy**
- **Protected Disclosure Policy**
- **Social Inclusion Policy**

(Further School Policies will be posted on www.heywood.ie during year 2025/2026)

21. Suspension and Expulsion Policy

The Board of Management of Heywood Community School in its procedures on suspension complies with Sections 22 and 23 of the Education (Welfare) Act 2000 and complies with Section 24 in its policy on expulsion. This policy applies to all partners in the education process, School Board of Management, teachers, students and parent(s)/guardian(s) and was developed in consultation with all of the above.

1. The policy was ratified by the Board of Management in November 2009 and implemented thereafter. Students and parent(s)/guardian(s) are informed of the policy on enrolment/admission to the school. It is also available on the school website www.heywood.ie.
2. A copy of the policy is given to each member of staff at the beginning of the academic year.
3. A review of the policy will take place at suitable intervals.

20.6 Discipline and Code of Behaviour

The School Discipline Policy and the Code of Behaviour contain relevant information on the sanctions employed by the school when a student breaks the Code of Behaviour. The Code of Behaviour is made available to all parent(s)/guardian(s) on application. The Board of Management of Heywood Community School will take any other reasonable measures to ensure good order and discipline in the school and always ensure the safety of students and staff.

Suspension

1. Withdrawal of permission from a pupil to attend school for a specified period of time.
2. Pending the completion of a particular event or instruction.
3. Withdrawal from a particular class or subject for a period may be used in some circumstances.
4. The effect on the educational progress of a student should be carefully considered within the context of the school's Code of Behaviour.

Internal Suspension

The school also operates an internal suspension system where students are required to attend school outside normal times.

Period of Suspension

- This depends on the severity of the offence but can vary from one to five days.
- The authority to suspend a pupil rests with the Principal of the school.

- In all instances, all suspensions are reported to the Principal or/and Deputy Principals.
- This authority is subject to the right of the parent(s)/guardian(s) (or of a pupil who is over 18 years) to appeal to the Board of Management.
- All suspensions are reported to the Board of Management for noting and review.
- Under the Education (Welfare) Act, Section 21 the principal will inform the Educational Welfare Officer in writing if a pupil is suspended for 6 days or more in any academic year.

Suspension as a Sanction

Suspension is a serious sanction and is only imposed where other efforts to resolve a disciplinary situation have failed.

The nature of an incident dictates that the student be removed from the school immediately.

Circumstances in which suspension is considered include:

- Repeated incidents of indiscipline in spite of warnings and counselling by staff.
- Failure to recognise and submit to the legitimate authority of the school.
- Behaviour, which is considered to interfere with the right to learn of other students.
- Particularly serious incidents, which endanger the welfare of others.
- Issues will be fully investigated by the Year Head and reported to the Principal/ Deputy Principals.
- Notes are kept of all incidents or events and witnesses to the event(s) may be interviewed. Such evidence might be called upon to support a decision to suspend.
- The student against whom the complaint is made will be given an opportunity to present his/her side of the story to the Discipline Committee.
- A written account may be sought from the student.
- The Principal/Deputy Principals may suspend a student for up to 5 days in consultation with the Chairperson of the Board of Management.
- Parent(s)/guardian(s) are contacted directly either by telephone or by letter, or both in respect of a suspension.
 - a. Parent(s)/guardian(s) are informed, in writing, of the reasons for the suspension.
 - b. The period of the suspension.
 - c. The requirements which must be fulfilled to gain reinstatement.
 - d. Their right to appeal the decision to suspend.
 - e. Procedures to be followed in making such an appeal.

All suspensions must be brought to the attention of the Board of Management for noting or discussion. For continuous disruptive and very serious breaches of discipline, the Board may suspend for longer periods. Where the Board suspends a student for 6 days or more, the NEWB is notified.

Pupils are not dismissed from school unless and until arrangements are made for their safe return to the care of their families. Students must complete assigned work for the continuity of Teaching and Learning.

All relevant personnel are required to keep records of all meetings and/or phone calls in connection with the suspension.

22. Expulsion

Expulsion is the most severe sanction available to the school against a student. It is only imposed for very serious breaches of school rules where it is evident that a student fails to recognise or submit to legitimate authority or where all other sanctions have failed or in cases where the rights of a greater number of students are being denied because of the continual disruptive behaviour of an individual.

- The procedures set out in paragraphs 1,2 and 3 under circumstances in which suspension is considered also apply in the case of an exclusion/ expulsion.
- Having considered all aspects of the case, if the Principal decides to recommend to the Board of Management that the student be expelled, she/he informs the student's parent(s)/guardian(s) in writing of:
 - f. The decision.
 - g. The reason/s for it.
 - h. Their right to make representations to the Board of Management on behalf of the student.
 - i. The requirement to give notice to the Secretary of the Board of Management of their intention to make such representations within 5 days to enable an early hearing by the Board of Management.

To ensure its independence as the final authority in the case, the Board of Management is not involved in the process leading to the decision of the Principal to recommend the expulsion of the student.

- Each step in this process is conducted in the presence of the Deputy Principals or, in their absence, the Year Head and in all instances contemporaneous notes are recorded.
- Arrangements are made for a joint meeting of the Board of Management with the Principal and the parent(s)/guardian(s). The recommendation of the Principal and the representations (if requested) of the parent(s)/guardian(s) should be heard by the Board at this meeting. When the Board has heard all of the evidence, the Chairperson will enquire whether any member has a conflict of interests in respect of the matter being considered by the Board.

The Decision

- If the recommendation of the Principal is rejected, it is a matter for the Board to decide on what conditions, if any, the student will be allowed back to school.
- If the recommendation of the Principal is approved the parent(s)/guardian(s) or, (in the case of students over 18 years) the student is informed of their right to appeal the decision to the Secretary General of the Department of Education and Science under Section 29 of the Education Act, 1998. The student will remain out of school until the outcome of the appeal is known.

NEWB

- Where the Board of Management takes the decision to expel a student, it will notify the designated Educational Welfare Officer of its opinion and the reasons. A student shall not be considered expelled before the passing of 20 school days from the receipt of such notification by the Educational Welfare Officer. The Board will co-operate fully with the Educational Welfare Officer in the fulfilment of his/her duties under Section 24 of the Education (Welfare) Act, 2000.
- The NEWB has the right, under section 29 of the Education Act, 1998, to appeal a decision of the Board of Management to expel and, if such an appeal is initiated by a parent or student to make submissions to the appeals committee.
 - The School will assist in finding a place in another school for a dismissed pupil,

particularly if the pupil is under school-leaving age.

Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent(s)/guardian(s) or student. Accordingly, Heywood Community School will advise parent(s)/guardian(s) of this right of appeal and associated time frame when informing them of any of the above categories of decisions. On ratification by the Board of Management, the finalised draft policy becomes the school's agreed policy.

All parent(s)/guardian(s) and students (aged over 18 years) are required to sign a statement to the effect that they have read the policy and agree that they are bound by it Within the framework of School Development Planning.

This policy will be reviewed/evaluated regularly taking cognizance of changing information, legislation, developments in the school-based programme and feedback from parent(s)/guardian(s), teachers and students.

FIRE EVACUATION REGULATIONS

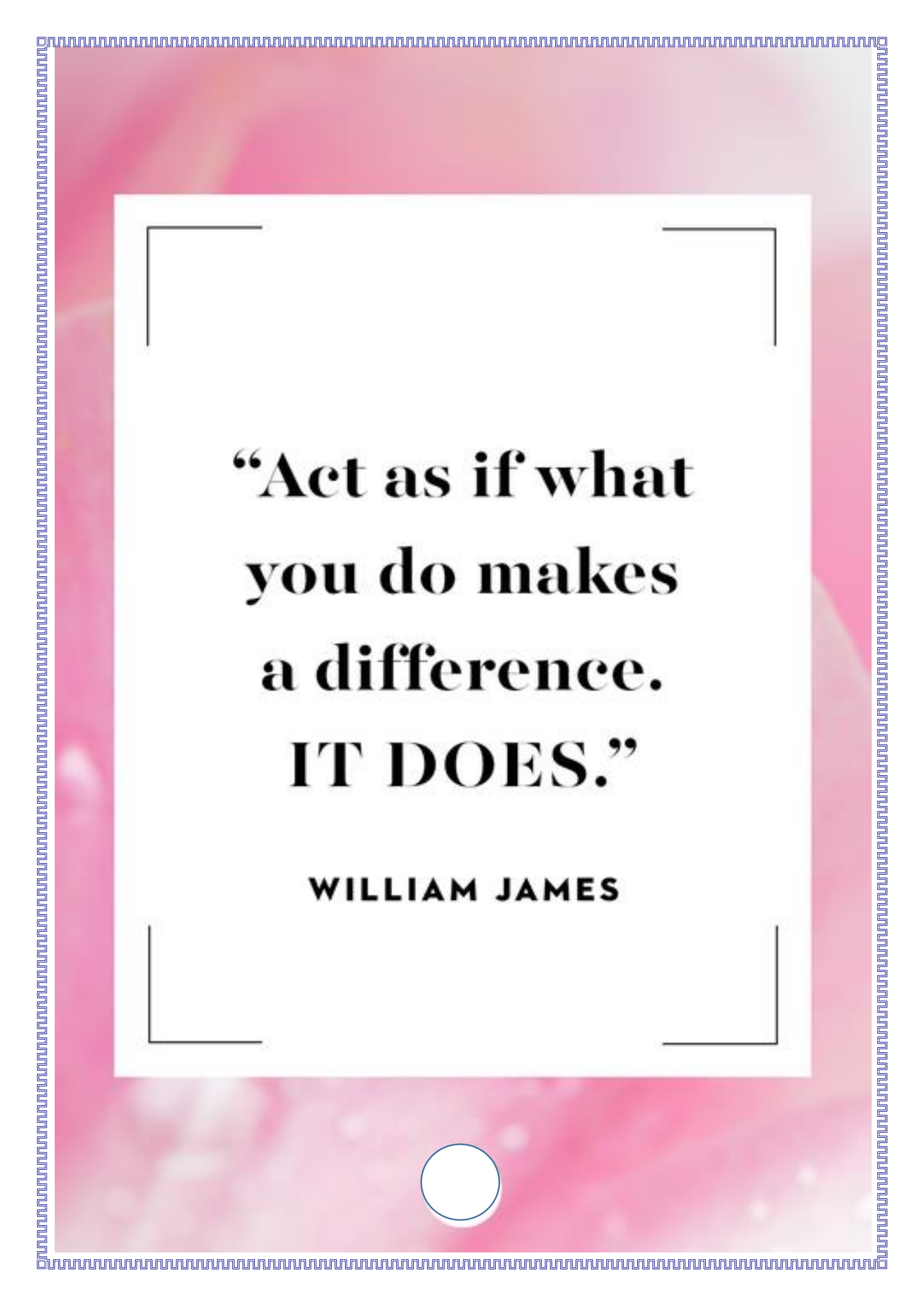
Heywood Community School has in operation a comprehensive procedure regarding fire evacuation regulations. This procedure is clearly displayed in all classrooms and social areas in the school. Students are expected to co-operate fully with the procedures as outlined. Interference with the alarm system or the fire-fighting equipment is a very serious offence and will be severely dealt with.

Students who deliberately interfere with the Alarm System may face suspension and/ or referral to the Board of Management with a recommendation to exclude on Health and Safety grounds.

GAMES DEPARTMENT STUDENT INFORMATION

Students participating in games are requested to note the following:

1. It is recommended that students **may only represent the school on two teams at any one time during the school year.** One team must be either hurling/camogie or Gaelic football/ladies football. Games teachers will meet with students during the first weeks of the school year.
2. Players who leave school during the year may not continue to represent the school on teams.
3. Players will be asked to pay a minimum of €4 for bus per away game. Cost will vary depending on distance (maximum €5).
4. Students must always show respect for games teachers.
5. In the interests of safety, students must wear a helmet and visor when training and representing the school in hurling and camogie.
6. It is the responsibility of each student who represents the school to return his/ her jersey/singlet to the team manager immediately after a game.
7. Heywood togs and shorts will be available for purchase in the school.
8. Heywood tracksuit is a requirement of all students participating in sports. Students who persistently disregard school rules or show serious disrespect for any member of the school community may not be allowed to represent the school-on-school teams, for a period. Such a decision will be taken by the Principal or Deputy Principals in consultation with the Year Head and trainer of the team. Parent(s)/guardian(s) will be informed of the decision and the duration of same



**“Act as if what
you do makes
a difference.
IT DOES.”**

WILLIAM JAMES

