

Boston N.S. Information Booklet



Boston National School

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Words of Welcome

We would like to welcome you to Boston N.S. We aim to create a happy and friendly school where the focus is on children and learning.

As a Roman Catholic School we promote the full and harmonious development of all aspects of the pupil. While Boston N.S. is a school with a Catholic Ethos it has due recognition for pupils of other faiths or no faiths and we extend a warm welcome to all our students.

We endeavour to support each child in their learning and their development so they can reach their full potential.

School Ethos

Boston National School is a Catholic Primary School under the patronage of the Catholic Bishop of Killaloe. It is a mixed, rural school where we aim to nurture and promote the holistic development of the children in a caring and safe environment.

School Organisation

Our school has 2 mainstream class teachers. They cater for Junior Infants to Sixth class. Class teachers are responsible for the children's welfare and delivery of the curriculum. We also have Learning Support teachers working in the school to support the two mainstream class teachers to enhance the learning for all students.

Board of Management

The Board of Management manages the school on behalf of the patron and is accountable to the patron (Bishop of the Diocese of Killaloe) and the Minister for Education and Skills. The Board must uphold the ethos of the school. The principal is responsible for the day-to-day management of the school, including providing guidance and direction to the teachers and other staff of the school and is accountable to the Board of Management (2015-2019).

The Board of Management is appointed for a four year term. The Patron nominates two members of the Board, two members are elected by parents and one by school staff. These members and the principal meet to co-opt two community nominees. Our Board of Management meets at least once a term. Below are the current members:

Chairperson: (Patrons Nominee) Anne Egan

Principal: Heather Lee

Treasurer: (Community Nominee) Margaret McMahon

Teacher: Sarah Bennett

Parent Nominee: Seamus Kearns

Parent Nominee: Olivia Dillon

Patrons Nominee: Kieran Kelly

Community Nominee: Sean Waters

Staff

Principal: Heather Lee

Deputy Principal: Sarah Bennett

Part-time Secretary: Loretta Egan

Caretaker/Cleaner: Rena O'Donoghue

Learning Support Teachers/Resource Teacher shared with neighbouring schools.

School Activities

Boston National School encourages participation by all its pupils, both boys and girls in a varied range of sporting and cultural activities.

Listed below are some of the activities that the pupils participate in:

Hurling

Camogie

Football

Swimming

Christmas Concerts/Carol Services

Soccer

Basketball

Gymnastics

Concertina playing

Irish Dancing

Guitar

Community Involvement

Boston National School has a strong connection with the local community. Our Newsletter is distributed via the local Church during school terms.

Green Schools

Boston National School actively participates in the Green School Programme and have received our first Green Flag under the theme 'Litter & Waste'. Green school helps pupils to recognise the importance of environmental issues. The pupils and teachers have now started working towards applying for their second Green Flag under the theme 'Energy'.

General Information - Timetable

Junior Infants and Senior Infants:

9.20am to 2pm

1st Class to 6th Class: 9.20am to 3pm

Pupils are requested to arrive at school by 9.20am. School doors are open from 9.15am. The Board of Management accept no responsibility for pupils arriving before that time. If a child has to be collected early, the parent should go to the classroom and sign out their child.

There is a 10 minute break at 11am and a 30 minute break at 12.40pm. Pupils are given time to eat their lunches at their desks before being allowed out to play. In general pupils are not allowed to remain indoors during playtime.

Infant classes finish school at 2pm. Boston Community Childcare Group provides afterschool care from 2pm-3pm for the infant classes.

Boston Community Childcare Group provides a Breakfast Club from 8.30 am to 9.15am after school Club from 2pm to 5.30pm. Please contact Karen Naughton on 087-997 4700 for more information.

Uniform

The uniform of Boston National School is as follows:

- A navy jumper
- Blue shirt or polo shirt
- Navy trousers, navy box pleat skirt or navy pinafore.
- If a skirt or pinafore is worn: navy or white tights or socks
- Tie (optional)
- Appropriate foot wear

The PE uniform of Boston National School is as follows:

- Navy school jumper
- Blue polo shirt
- Navy Tracksuit bottoms
- Appropriate footwear

The PE uniform will be worn on PE days or on a day specified by the class teacher.

Carpark

In the interest of Health and Safety the parish is allowing us to use the Church carpark which is across from the school and we encourage parents and visitors alike to use this facility.

School Bus

The school bus, service the school each morning and leaves the school each evening at 3pm. To avail of a place on the bus advance booking is to be done online through Bus Eireann. Website address www.buseireann.ie/schooltransport

Child Protection

Boston National School has adopted a Child Protection Policy which is reviewed annually and any child protection concerns should be reported to the Designated Liaison Person who is Heather Lee or the Deputy Designated Liaison Person who is Sarah Bennett. . All allegations and suspicions of child abuse have to be reported to the HSE. The policy is available on request.

Parent Contribution

We are very conscious in the school of collecting money for various items. For convenience, we set out a table for payments each year which is attached to the booklists.

Custody of Children

The school must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given the authority. The school treats all such cases confidentially. At the beginning of the year we ask that Usual Pick Up Arrangements form be completed and returned to the school.

Healthy Eating

Introductory Statements:

Good nutrition is essential for school children. Physical activity is integral to any healthy eating programme and hence should be promoted and encouraged.

We support parents in encouraging their children to develop healthy eating habits at an early age.

Guidelines

A healthy lunchbox & healthy snack for small break

- A healthy lunchbox includes food from each of the first four shelves of the food pyramid
- A healthy choice of **drink** includes water and milk at all times. Hot drinks such as soup or tea contained in a flask. No fizzy drinks allowed.
- The following **foods are not allowed at any time:** chewing gum, lollipops, fizzy or energy drinks, peanuts, pizza, chips or burgers.
- Parents should inform the school if a child is on a special diet or has an allergy e.g. nut.
- 'Treats' allowed on Fridays only. i.e. one treat in the lunch box. (1 fun size bar or 1 cereal bar or 1 of any of the fruit corner type yogurts.)
- Children eat their lunch while supervised in classrooms
- Children are encouraged to drink water/fluids at specified times during the school day.
- No treats or parties in school on birthdays.

Content:

1. Healthy Lunches

Parents/guardians are encouraged to provide children with a healthy lunch, which helps to maintain their level of concentration in the classroom throughout the day. A healthy lunch should, if possible, include a variety of foods from the bottom four shelves of the food pyramid.

These are:

- Bread/cereals/wraps/rolls/pitta pockets
- Fruit/vegetables for example: raw carrot sticks or cucumber)
- Milk, cheese and yoghurt
- Meat/chicken/fish and alternatives

Here are simple guidelines to help you and your child make that simple choice

Drinks: water or milk- should be in reusable or recyclable (no glass bottles please) which can be refilled every day. Fizzy drinks are not allowed.

Yoghurt in tubs: Please send a small yogurt, yogurts are not allowed that have chocolate, chocolate balls etc.

Sandwiches/crackers with a healthy filling.

All types of fruit (oranges should be peeled and ready to eat for younger children)

On Fridays parents/guardians may give a treat to their own child and teachers may give treats to their own class. These may be special occasions such as:

End-of-term/year parties

Halloween

Some specific occasions or events

Implementation:

If children bring prohibited food or drink into school they will be asked to put it away until after school as they are not permitted to eat unhealthy food in school.

If children persist in bringing unhealthy food to school the class teacher and principal will organise a meeting with their parents/guardians to remind them of the Healthy Eating Policy. It is very difficult to implement the policy successfully if all children do not adhere to the guidelines. It is also not fair on the children who comply with our Healthy Eating Policy to see children who clearly do not obey the rules.

Contact with School

Positive home/school relationships are encouraged in order that we can work together for your child to fully benefit from all our school has to offer.

If parents wish to make arrangements to meet with teachers please ring the school phone and leave a message. Please check your child's homework journal often and use the journal to send messages to the teacher.

Parent-teacher meetings will be organised during the first or second school term, at which time you will have an opportunity to formally meet your child's class teacher.

The **Text-a-parent** service is our main method of communication to notify parents by mobile phone of forthcoming school events and of school closings, etc...

Absence/Attendance

If your child is absent from school, on his/her return please write a note and record the dates of absence, reasons for absence and parent's/guardian's signature. Our school policy is as follows:

- A parent is obliged to cause a child between the ages of 6 and 16 to attend at "a national school or other suitable school" on each day that the school is open for instruction.
- The Education Welfare Act requires a parent to notify the school when a child is absent for part of a school day, a school day or more

than a school day in the manner prescribed by the school

- An absence may be notified by phone call on the first day of absence or by a note presented to the teacher on the day the child returns to school
- Individual school attendance is recorded in the Leabhar Rolla and is recorded in the I Leabhair Tinreamh.
- The school complies with Túsla requirements and reports pupils absent for 20 days or more.

Boston N.S. Homework Policy

Homework is seen as an integral and necessary part of the learning process. It is given to reinforce and consolidate the work being done in class.

Homework both oral and written should be written into the homework journal/copy. Parents are encouraged to take an active interest in their child's work. They should check and sign it each night and ensure that it is neat and in keeping with the standard of work in school. If the homework is taking too long or causing a problem parents should contact the teacher.

The suggested time for homework is as follows:

Infant's 30 mins approx.

1st and 2nd class 35-40 mins approx.

3rd and 4th class 45-50 mins approx

5th and 6th class 55-60 mins approx

The Board of Management and staff of Boston N.S. consider homework to be very important. Therefore incomplete homework without an explanatory note from the parents/guardians will result in the child completing his/her homework in school or completing it at home along with the homework assigned for that night. It is the responsibility of the parents/guardians to ensure that homework has been completed.

Accident/Illness at School

Children with bad colds, sore throats, diarrhoea or stomach upsets are best kept at home – even if they protest. They become tired quickly and may pass on infections.

Parents will be notified immediately if their child becomes ill or is seriously injured at school. Once

contact has been made by the school the child should be picked up as soon as possible.

If your child develops any contagious illness such as chickenpox please keep him/her away from school until the period of contagion is over and inform the teacher immediately.

If your child is not well, please do not send him or her to school. Sick children are much better off at home. Generally if your child is too sick to go on yard he/she is too sick to come to school.

Medication Policy

While the Board of Management has a duty to safeguard the health and safety of pupil when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Non prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- The medicine should not be kept by the pupil instead will be kept in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children must be readily accessible at all times of the school day.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.

- Written details are required from the parent/guardian to the Board of Management giving the name of the child,, name and dose of medication; the circumstances in which medication is to be given by the teacher and consent for it be given; when the parent is to be notified and where s/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instruction for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

If a child has a serious medical condition or allergy which may require emergency treatment, please contact the school office so that appropriate arrangements can be made.

Grievance/Complaints Procedure

A parent who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.

Where the parent/guardian is unable to resolve the complaint with the teacher she/he should approach the Principal Teacher with a view to resolving it.

If the complaint is still unresolved the parent should raise the matter with the Chairperson of the Board of Management with a view to resolving it. A full copy of the procedure is available on request.

Punctuality

Teachers will keep records of pupils who are regularly late and inform the principal.

The Principal will speak to parents.

If the pupil continues to be late, the Principal will write to parents outlining details of time missed.

Code of Behaviour Boston National School

INTRODUCTION

In compliance with Section 23 of the Education (Welfare) Act 2000, the Board of Management of *Boston N.S* has prepared and made available a Code of Behaviour for its Pupils, Staff and Parents.

The Code of Behaviour details:

1. The standards of behaviour that shall be observed by each pupil attending the school;
2. The whole school approach in promoting positive behaviour;
3. The measures that shall be taken when a pupil fails or refuses to observe those standards;
4. The procedures to be followed before a pupil may be suspended or expelled from the school concerned;
5. The grounds for removing a suspension imposed in relation to a pupil
6. The school's Anti-Bullying Policy; and
7. The procedures to be followed in relation to a child's absence from school.

The Code of Behaviour of *Boston N.S* has been developed in accordance with '*Developing a Code of Behaviour: Guidelines for Schools*', National Educational Welfare Board, 2008.

POLICY FORMULATION

In formulating this policy the Board of Management completed the following steps;

- i. Parents and Staff were informed that an initial draft of the Code of Behaviour was available and they were invited to make submissions on the content of the code within a specified timeframe.
- ii. Class teachers were requested to discuss the topic of 'rules' with their classes and submit a list of pupils suggestions to the Principal.
- iii. The initial draft of the Code of Behaviour was reviewed and where appropriate amended in-line with the feedback received.
- iv. The finalised draft of the policy was submitted for the Patron's Approval.

AIMS & OBJECTIVES OF THE CODE

The aims and objectives of the code are:

- To allow the school to function in an orderly way where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences
- To ensure the safety and well-being of all members of the school community
- To assist school staff, parents and pupils in understanding the systems and procedures that form part of the code of behaviour and to seek their co-operation in the application of these procedures
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

WHOLE SCHOOL APPROACH

The Board of Management recognises the importance of creating consistent values, policies, practices and relationships that support the Code of Behaviour. Such an environment may only be formed by involving the entire school community and in this respect the Board acknowledges the importance of the roles played by, the principal, teachers, ancillary staff and parents in the review and operation of the Code.

STANDARDS OF BEHAVIOUR

Pupils

General Behaviour

Each pupil is expected to:

- be well behaved and to show consideration for other children and adults
- show respect for the property of, the school, other children and their own belongings
- attend school on a regular basis and to be punctual
- do his/her best both in school and for homework.

Classroom Behaviour

Each pupil is expected to:

- listen – to the teacher and other pupils if they are speaking
- work – to the best of his/her ability
- value – school property and the belongings of fellow pupils.
- follow – the direction of his/her teacher
- obtain – his/her teachers permission to leave the classroom
- respect – the teacher, other pupils and visitors to the classroom.

Playground (Playing Pitches) Behaviour

Each pupil is expected to:

- play – safely avoiding any games or play that are rough or dangerous
- follow – the directions of the playground supervisor(s)
- remain – on school grounds at all times
- obtain – permission before re-entering the school building during break periods
- respect – the yard supervisor and fellow pupils
- avoid – swearing, fighting or name calling

Behaviour in other School Areas

Each pupil is expected to:

- walk – in the school

Behaviour during School Outings/Activities

Each pupil is expected to:

- follow – his/her teacher's directions at all times
- remain – with the teacher/supervisors and group of pupils at all times

- behave – politely towards those they meet on such trips
- observe – the rules of general good behaviour

Staff

It is the Principal's responsibility to ensure the school's Code of Behaviour is administered in a manner that is consistent and fair to all pupils. However each staff member has responsibility for the maintenance of discipline within common areas of the school.

Teaching staff are specifically responsible for the management of behaviour within their own class. They will:

- Discuss the Code of Behaviour with their class in an age appropriate manner at the beginning of the school year.
- Ensure the rules are displayed in the classroom.
- Encourage self-discipline and positive Behaviour.
- Ensure there is an appropriate level of supervision at all times.
- Implement the reward/sanction scheme in a fair and consistent manner.
- Keep a written record of all incidents of continued, serious or gross misconduct. This record will indicate the advice and/or warnings given to the child on the misbehaviour and, the consequences of its repetition.
- Inform pupils when instances of misbehaviour on their part are being recorded.
- Report repeated instances of serious misbehaviour to the Principal.

Parents/Guardians

Parents/guardians play a crucial role in shaping attitudes in their children which produce positive Behaviour in school. Parents/guardians can assist the school by encouraging their children to abide by the school rules, encouraging punctuality and regular attendance and by ensuring that homework is given due time and effort.

Should a parent/guardian be concerned about any aspect of their child's behaviour they are welcome to make an appointment to discuss their concerns.

In cases of an identified pattern of misbehaviour parents will be invited to participate in the intervention process.

PROMOTING POSITIVE BEHAVIOUR

As a general rule the school will endeavor to create an environment where positive Behaviour is reinforced through praise and reward. School staff will use encouraging language and gestures, both in class and around the school, so that positive Behaviour is instantly recognised and positively rewarded. Special attention will be paid to pupils who have previously been associated with poor Behaviour so that not only good Behaviour but also improvement in Behaviour is acknowledged.

A reward scheme for promoting positive Behaviour will be used. Such rewards will include;

- 'Congratulations' and 'Good News' certificates sent to parent(s)/guardian(s)
- letters to parent(s)/guardian(s)
- Special privileges
- Prize box
- Star of the week

INAPPROPRIATE BEHAVIOUR

In order to establish a common understanding and consistent response the Code of Behaviour classifies misbehaviour into three levels based on the degree of disruption caused by the misconduct. The Code also specifies the disciplinary actions and supportive interventions that will be employed.

Level One

Level 1: Behaviours

Level 1 behaviours are those that interfere with the orderly learning environment of the school, classroom, and common areas. Students learn through their mistakes. To this extent, responses to the daily behaviours, which occur in school, will be developmentally appropriate, instructive and positive. Children will be taught what is expected and how they should behave. Listed below are some examples of the types of Behaviour that are included in Level 1. Please note the list is not exhaustive.

- Failure to prepare for class, as defined by individual teachers
- Running in the hallways
- Disturbing the work or play of others

- Disrespectful language, tone, or manner
- Ignoring staff requests

Level 1: Disciplinary Actions

Consequences for Level 1 behaviour are dependent upon the severity and frequency of the specific behaviour. Teachers will discipline students at level 1. Some examples of Level 1 responses are:

- Verbal reprimand/reminder(s)
- Reinforcement of alternative positive behaviour
- Temporary separation from peers, friends or others
- Prescribing additional work
- Loss of privileges
- Parent contact
- Behaviour contract

Level 1 Supportive Interventions

Listed below are some examples of Level 1 supportive actions:

- Classroom-based interventions, such as Open Circle or class meetings, with the option of informal consultation, (e.g. with parent(s)/guardian(s) or staff members)
- Discussion of behaviour with the child
- Informal notes regarding incident/intervention/date. This information would be useful should a problem persist.

Level Two

Level 2: Behaviours

Level 2 behaviours are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well being of the students and staff. Listed below are some examples of the types of behaviour that are included in Level 2. Please note the list is not exhaustive.

- Repeated instances of Level 1 behaviour which have not been modified by intervention
- Behaviour which is dangerous to self or others (e.g. shoving, pushing, hitting)
- Intentionally damaging school or personal property
- Stealing
- Cheating
- Use of profanity
- Derogatory reference to another person's race, gender, religion, physical condition, disability, or ethnic origin

- Disrespectful language or behaviour toward an adult
- Possession or use of dangerous toys or sporting equipment (e.g. bow and arrows, any kind of knives, etc.)

Level 2: Disciplinary Actions

The disciplining of students for Level 2 behaviour is dependent upon the severity and frequency of the specific behaviour and developmentally appropriate levels. The disciplinary actions at Level 2 are administered by the Principal, and include the formal notification of parents, with written documentation. Some examples of Level 2 responses are:

- In school supervised detention
- Report submitted to the Board of Management
- Meeting with parent(s)/guardian(s)
- Suspension from school of one to five days, depending on the severity of the Behaviour
- Implementation of extensive Behaviour management plan

Level 2: Supportive Interventions

Listed below are some examples of Level 2 supportive actions:

- Team conference to include classroom teacher, other involved staff, Assistant Principal or Principal.
- Request for assistance from external agencies such as the National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education.
- Referral of a Child displaying behavioural problems for psychological assessment (with the parent(s)/guardian(s) consent).

Level Three

Level 3: Behaviours

Level 3 behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the school environment. Situations, which include illegal activity, may result in contact with the Garda Síochána after parental

involvement. Listed below are some examples of the types of behaviour that are included in Level 3. Please note that the list is not exhaustive.

- Repeated or serious instances of Level 2 behaviour which have not been modified by intervention
- Setting fires
- Intentional possession or use of weapons
- Violent fighting or intentionally causing physical harm to others
- Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, handicap, or ethnic origin

Level 3: Disciplinary Actions

Behaviour at Level 3 may involve suspension from school. The length of the suspension will depend upon the severity and frequency of the specific Behaviour. Specific information about due process and procedures in respect of the issuing of a suspension is contained in this document. Level 3 responses:

- **Suspension from school for one to five days:**
This response will occur with the first incidence of Level 3 behaviour or Level 2 behaviour of significant severity. The Principal following due process and procedure, can issue a suspension.
- **Suspension from school for five to ten days:**
This response will occur with the repeated incidence of Level 3 behaviour or a severe expression of this Behaviour. A suspension of this magnitude will only be issued with the approval of the Board of Management.
- **Expulsion:**
Repeated incidents of Level 3 behaviour can result in a pupil being expelled.

PROCEDURES FOR SUSPENSIONS & EXPULSIONS

Suspension

Definition of Suspension:

'requiring the student to absent himself/herself from the school for a specified, limited period of school days'

Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board

Authority to Suspend:

The Board of Management of *Boston N.S.* has formally and in writing delegated the authority to

impose an 'Immediate Suspension' to the Principal Teacher. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Furthermore, the Board of Management has formally and in writing delegated to the Principal Teacher the authority to impose an 'Automatic Suspension' for named behaviours detailed in this policy. An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

The Board retains its authority to suspend a student in all other cases/circumstances.

Immediate Suspension and Automatic Suspension

An 'Immediate Suspension' will be deemed to be necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils or staff of the school. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

An 'Automatic Suspension' is a suspension imposed for named behaviours. The Board of Management of *Boston N.S.* having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named behaviours will incur 'Automatic Suspension' as a sanction;

- Physical assault/violence resulting in bodily harm to a pupil or member of staff
or

- Physical violence resulting in serious damage to school property

An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Parent(s)/Guardian(s) will be informed of an Immediate or Automatic Suspension by telephone, and arrangements will be made with them for the pupil to be collected. In no circumstance will a student be sent home from school prior to his/her parent(s)/guardian(s) being notified. Formal written notification of the suspension will issue in due course, but no later than 2 school days after the imposition of the suspension. Such a notification will detail:

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s).

The Board of Management acknowledges that the decision to impose either an Immediate or Automatic Suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation, to be completed no later than 2 school days after the incident the Board will invite the pupil and his/her parent(s)/guardian(s) to a meeting to discuss;

- the circumstances surrounding the suspension,
- interventions to prevent a reoccurrence of such misconduct.

The Board of Management of *Boston N.S.* acknowledges the fundamental importance of impartiality in the investigation process. In this regard the following undertaking is given;

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure.

Procedures in Respect of Other Suspensions:

In cases other than those of Immediate or Automatic Suspension the following procedures will apply;

Where a preliminary assessment of the fact confirms serious misbehaviour that could warrant suspension, the Board of Management of *Boston N.S.* will initiate a formal investigation of the matter.

The following procedures will be observed;

A written letter containing the following information will issue to Parent(s)/guardian(s);

- details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in suspension.
- An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond before a decision is made or a sanction imposed.

The Board of Management of *Boston N.S.* acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.
- The person(s) involved in the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

Where a decision to suspend has been made the Chairperson of the Board of Management will provide written notification to the parent(s)/guardian(s) and the pupil of the decision. The letter will confirm:

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed

- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s)
- the provision for an appeal to the Board of Management.

Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days the parent(s)/guardian(s) will be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

Expulsion

Definition of Expulsion:

'A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.'

Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board

Authority to Suspend:

The authority to expel a pupil is reserved by the Board of Management.

Procedures in Respect of Expulsion:

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following procedures will apply:

- A detailed investigation will be carried out under the direction of the Principal (or a Nominee of the Board if required)
As part of the investigation a written letter containing the following information will issue to parent(s)/guardian(s);
- iii. details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in expulsion.
- iv. An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond

- b) The Principal (or BoM Nominee) will make a recommendation to the Board of Management

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

In this event the Principal (or nominee) will:

- inform the parent(s)/guardian(s) that the Board of Management is being asked to consider expulsion
 - ensure that parent(s)/guardians have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
 - provide the Board of Management with the same comprehensive records as are given to parent(s)/guardian(s)
- c) Consideration by the Board of Management of the Principal's (or BOM's Nominee) Recommendations & the Holding of a Hearing

If, having considered the Principal's report, the Board of Management decides to consider expelling a student a hearing will be scheduled.

The parent(s)/guardian(s) will be notified in writing

- as to the date, location and time of the hearing
- of their right to make a written and oral submission to the Board of Management
- that they may if they so choose be accompanied at the hearing

The Board of Management undertakes that the timing of such written notification will ensure that parent(s)/guardian(s) have enough notice to allow them to prepare for the hearing.

In respect of the expulsion hearing the Board gives an undertaking that;

- the meeting will be properly conducted in accordance with Board procedures

- ii. the principal (or BoM nominee) and parent(s)/guardian(s) will present their case to the Board in each other's presence
 - iii. each party will be given the opportunity to directly question the evidence of the other party
 - iv. the parent(s)/guardian(s) may make a case for a lesser sanction if they so choose
- opinion that the pupil should be expelled the Board
- i. Will notify the Educational Welfare Officer in writing by registered post of its opinion, and the reasons for this opinion.
 - ii. Will not expel the student before the passage of 20 school days from the date on which the Educational Welfare Officer receives this written notification
 - iii. Will in writing notify the parent(s)/guardian(s) of their decision and inform them that the Educational Welfare Officer is being contacted
 - iv. Will be represented at the consultation to be organized by the Educational Welfare Officer
 - v. Will suspend the student, if it is deemed likely that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other pupils or staff.
- e) Confirmation of the Decision to Expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel.

d) Board of Management Deliberations & Actions following the Hearing

Where the Board of Management, having considered all the facts of the case, is of the

Parent(s)/guardian(s) will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 or the Education Act 1998 and will be provide with information on the submission of such an appeal.

The Board of Management of Boston N.S. acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- i. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.
- ii. The person(s) involved in the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

Pupils will be told when a record is being made about their behaviour, and the reasons for keeping a record will be explained.

All records will be kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.