

# INFORMATION & POLICIES

## 2024-25

---

**ST CIARAN'S COLLEGE**

*Including Everyone, Inspiring all to Succeed*



---

# CONTENTS

STAR Values	4
SCHOOL AIMS	5
PASTORAL CARE	6
PASTORAL SUPPORT & COUNSELLING	7
PERSONAL DEVELOPMENT	8
RELATIONSHIPS & SEXUALITY	9
HEALTH PROMOTION	10
BEHAVIOUR FOR LEARNING	11
CLASSROOM RULES	12
BUSES	12
REWARDS & ACTIONS	12
REFERRAL	13
SUSPENSION & EXPULSION	14
SUPERVISION	15
EXAMS	16
STUDYING IN SCHOOL DURING EXAM TIME	17
SAFETY CODE FOR THE ENVIRONMENT & COMMUNITY	18
ROLE OF PARENTS	19
ANTI-BULLYING POLICY	20
CYBER-BULLYING	21
SAFEGUARDING	22
SCHOOL UNIFORM	24
GIRLS UNIFORM	24
BOYS UNIFORM	24
PE KIT	25

---

JEWELLERY	25
HAIR	25
MAKE-UP / NAIL VARNISH	25
<b>ATTENDANCE &amp; PUNCTUALITY</b>	<b>26</b>
PARENTAL RESPONSIBILITY	26
PUNCTUALITY	27
<b>MEDICAL MATTERS</b>	<b>28</b>
ADMINISTERING MEDICAL POLICY	28
<b>DRUGS &amp; SOLVENT POLICY</b>	<b>31</b>
<b>ALCOLHOL</b>	<b>33</b>
<b>MOBILE PHONES</b>	<b>35</b>
SCHOOL DEVICES	35
MISUSE OF PHONES	36
EXAMINATIONS	36
<b>ACCEPTABLE USE OF INTERNET POLICY (SUMMARY)</b>	<b>37</b>
<b>PERSONAL PROPERTY</b>	<b>39</b>
<b>TEXTBOOKS</b>	<b>39</b>
<b>CHARGING POLICY</b>	<b>39</b>
<b>ACCESS TO DOCUMENTS</b>	<b>40</b>
<b>COMPLAINTS PROCEDURE</b>	<b>40</b>
<b>ST CIARAN'S COLLEGE LEARNING SUPPORT VISION</b>	<b>41</b>
DEFINING SPECIAL EDUCATIONAL NEEDS	41
OBJECTIVES	42
<b>KEY DATES 2024-25</b>	<b>44</b>
<b>STAFF LIST</b>	<b>45</b>

---

# STAR Values



The STAR values infographic above is designed to provide pupils, staff, and parents with a concise, engaging summary of the Positive Behaviour Policy and values which we hope to develop within pupils in our school.

These are the core values of St Ciaran's, and the aim is that they will become the common language of the school, embedded in everyday activities and conversations. These values have always been developed in St Ciaran's pupils, and this is an attempt to make them more prominent and visible for pupils.

The rationale behind producing this summary (from Paul Dix; "When the Adults Change, Everything Changes") is that it is accessible for all pupils and is a more practical tool than a 35-page policy document.

The values will be included in the SIMS Merits, and they can also be used as a focus for targets on behaviour reports.

The STAR values support our motto, "Including Everyone, Inspiring all to Succeed", and will enhance the culture of "Inclusion, Aspiration, Growth, Success" which exists in St Ciaran's.

***Including Everyone, Inspiring All to Succeed!***

---

# SCHOOL AIMS

To promote the education of our students in a Christian environment, recognising the gifts of everyone in developing their spiritual, academic, physical and artistic potential. As a Catholic School St. Ciaran's will encourage students towards a sense of vocation and service to others in whatever career they choose.

Working with our families and local parish communities we strive to create an atmosphere where respect for the individual is always present and where a positive ethos of merit and reward are central to our pastoral provision.

St. Ciaran's will always strive to be a caring school where the welfare of staff and students is the focus of our daily work.

As a school community we will do our best...

- To motivate students and make learning an enjoyable experience.
- To ensure that every student acquires the basic skills of literacy, numeracy and I.C.T.
- To use statutory and other appropriate methods of assessment for all students.
- To provide a suitable environment for the entire educational process.
- To strive towards high standards of work and maximum individual progress regardless of ability or gender.
- To encourage loyalty to and respect for school, family, and community.
- To develop the students' sense of responsibility towards society and the preservation of the environment.
- To foster by example attitudes of respect, tolerance, and honesty.
- To promote students' self-image and self-esteem.
- To involve students of all ages in the administration of the school preparing them to take responsibility in their adult lives.
- To encourage a healthy lifestyle promoting the wellbeing of the whole person.
- To foster good community relations through community service, sport, art, music, Irish culture, and any other activity where people work together.
- To further develop links with our partner primary schools.
- To welcome all new students and staff allowing them to feel valued members of the school community.

- 
- To work closely with all outside organisations in the interests of our students.
  - To promote an awareness of the rights of the individual.
  - To foster and nurture the gifts of our staff and students.
  - To promote self-discipline and a positive attitude towards authority.
  - To promote good relationships throughout the school.

## **PASTORAL CARE**

Pastoral Care is concerned with the wellbeing of all students and is the responsibility of all staff within the school.

Our pastoral system aims to:

- Actively support the aims of the school
- Contribute to the personal, social and emotional development of each individual through the pastoral curriculum
- Acknowledge and celebrate the achievements of all.

Each student has a Form Teacher, who gives guidance, help and support to a form group. As well as teach and meet their form group regularly, they also meet their students individually on a regular basis. They monitor progress, encourage success, and support students when necessary. In addition to teaching their subject they have an overview of each student's welfare. They maintain links between home and school to ensure that students adhere to the school's daily routine including:

- Academic progress
- Attendance and punctuality
- Behaviour
- Homework
- Uniform

---

The Form Teachers in each year group are led by the Year Head of the Year Group who co-ordinate their work and become involved student matters when there are continuing concerns about progress or behaviour.

The Vice Principal in charge of Care and Welfare will oversee the Form Teachers and Year Heads of the Year Groups and will become involved in specific student matters when concerns become more persistent and/or serious.

Where parents have concerns, they are encouraged to contact their child's Form Teacher by telephone to discuss matters or to arrange an appointment.

The initial class placement in Year 8 is determined by information provided by the student's Primary School, and the results of a MIDYIS assessment undertaken in St. Ciaran's. Subsequently student placement is kept under review on an annual basis to ensure optimum support and progress.

## **PASTORAL SUPPORT & COUNSELLING**

Our Pastoral Support Programme is a school based and coordinated intervention to help individual students to improve their social, emotional and behaviour skills. As a result, students who need help should be able to better manage their behaviour.

Pastoral Support will be needed for those students whose behaviour is deteriorating rapidly.

Pastoral Support will identify precise and realistic outcomes for the child or young person to work towards. The Vice Principal and Year Heads will coordinate and oversee the Pastoral Support Programme planning and process. This work will focus on meeting the needs of the young person and will be practical and manageable.

Links Counselling Service is an independent counselling service provided to schools. They are committed to meeting the psychological needs of children, young people, and families to support them on their journey towards health and wellbeing. They offer high quality, non-judgemental, confidential counselling support to the highest professional standards.

Many of our young people must deal with bereavement, family change, loss of friendships and many worries associated with growing up in today's world. We want our young people to know that we are here to listen and support in a confidential way.

---

# PERSONAL DEVELOPMENT

The Personal Development Programme is statutory for Years 8 to 12. There is also provision for Post 16 groups. It works around ten themes that reflect the development of the whole person. It helps learners to recognise and achieve their potential, become active citizens and make informed, responsible choices through their lives.

The themes are listed below:

- Health and the Whole Person
- Feelings and Emotions
- Managing Influences and Making Decisions
- Self-Concept
- Managing Change
- Morals, Values and Beliefs
- Learning about Learning
- Safety and Managing Risk
- Relationships and Sexuality
- Drugs Awareness

Research has shown that health promotion and, in particular, the development of emotional intelligence is vital to the wellbeing of our young people.

Emotional intelligence a person's ability to recognise their own feelings, those of others and be able to manage their own health, emotions and relationships effectively is part and parcel of this school's ethos.

We hope to further create learning opportunities that allow our students to not only acquire knowledge but also to develop values, attitudes, skills and emotional intelligence.



---

# RELATIONSHIPS & SEXUALITY

All students will be enabled to value their sexuality as a God-given gift, which permeates every area of their life. They are entitled to education in personal relationships and other sensitive issues which need to be addressed in the life of a teenager today.

This policy reflects the importance the school attaches to education in personal relationships. It is impossible to prepare students for the opportunities, responsibilities, and experiences of life without recognising their need to appreciate and understand their own sexuality.

The programme must therefore address this issue in every year of their time in school, so that the education received is gradual, positive, and commensurate with their physical and mental development.

The teachings of the Catholic Church will underlie the education provided in personal relationships and sex education. This will not be taught in isolation but will always be taught in the context of moral education with an emphasis on Christian values within marriage and family life. The Living Love Programme designed by the Catholic Schools' Trustee Service will be delivered to pupils in Years 8-12.

The school acknowledges the primary responsibility of parents with regards to education in personal relationships (sex education) for their children, and the fact that parents have the right to withdraw their children from any part of the sex education programme.

However, this school also recognises the fact that many parents rely on school, to provide education in personal relationships (sex education) for their children. This policy endeavours to realise the wishes of these parents.

Care and sensitive attention must be given to students who find themselves in situations where they need to seek individual help. If such situations arise, and cannot be dealt with in the classroom, then a member of the Senior Pastoral Team should be consulted before any action is taken.

All members of staff must ensure that any advice given does not impinge on the rights of parents. However, if the child is distressed or a member of staff has cause to suspect a child is distressed, the Principal, Vice Principal, and Year Head be notified without delay.

Members of staff must not enter into pacts of confidentiality with students if the information disclosed places the student in moral or physical risk or in breach of the law, or if by doing so the member of staff would be usurping the rights or responsibilities of parents.

---

Where the school becomes aware that a student is engaging in an activity which is likely to place them in “moral or physical risk or in breach of the law”, steps will be taken to inform the parents and in consultation with them, to devise a suitable plan of action.

Education in Relationships and Sexuality is by its very nature a cross-curricular theme. While the PD Programme, Religious Education (RE) Department, the Science Department and the Personal Development (PD) Programme have the major responsibilities for delivering this curriculum, other departments also have an input. It is essential therefore, that all departments have a good working knowledge of this policy document. It is inevitable, particularly in secondary schools, the teaching of apparently unrelated topics will occasionally lead to a discussion of aspects of sexual behaviour.

Provided that such discussion is relatively limited and set within the context of the subject concerned, it will not constitute part of a programme of sex education.

The Board of Governors appreciate the difficulties faced by teachers in answering questions (some of which will inevitably be asked out of mischief) on sensitive issues in the classroom situation. In deciding how to respond, teachers will need to consider factors such as the age of the student/students, the appropriateness of the question, and whether it would be better answered during or after the lesson.

The Governors have every confidence in the professional and ethical judgements of the teaching staff, in their consideration of these and other matters, and their ability to handle such situations within the spirit of this policy.

Where outside speakers are used to deliver part of this curriculum, they will be made familiar with this policy and asked to make their contribution in a manner, which is in keeping with the teaching of the Catholic Church.

## HEALTH PROMOTION

St. Ciaran’s College actively supports healthy eating and drinking throughout the day. Our aim is to ensure that all aspects of food and nutrition in school promote the health and wellbeing of our students, staff and visitors to our school. We do this through:

- The formal curriculum to ensure that information relating to food and nutrition in Home Economics, Science and Personal Development is consistent and up to date.
- The school canteen in the provision of healthier choices at lunchtime.

We encourage students to bring in **healthy snacks only** to school and we will ensure that ‘Healthy Eating’ is actively promoted throughout the school year.

---

# BEHAVIOUR FOR LEARNING

Successful learning and high achievement depend on good behaviour. High quality education requires all members of the school community to live up to the spirit of our core values. We believe everyone has an equal right to learn in a safe happy environment. We do not tolerate foul language, aggressive or bullying behaviour.

Unacceptable behaviour is any behaviour or action which interferes with staff and student entitlement to be safe, respected equally and to be able to get on with their teaching and learning. Students may be withdrawn from class at different times during any school day.

This is an integral part of our discipline policy and provides students with time to think about their behaviour before returning to class. Students are expected to exercise self-discipline, take responsibility for their actions and to make learning their priority in school. Teachers are aware of the importance of good classroom management with work that is challenging but accessible, differentiated and with clear instructions, relevant pace, and constructive feedback.

To support effective learning, we expect all teachers and parents to always promote the Behaviour for Learning Policy consistently.

If a parent or a student has a concern, we urge them to tell us. We will listen and act to solve problems sympathetically and promptly.

## **Our expectations of our students are;**

- Attend school regularly and on time
- Conform to the agreed standards of work and behaviour in the classroom and throughout the school
- Be co-operative with teachers in all aspects of your learning
- Treat others with respect
- Refrain from physically, emotionally or verbally abusing others
- Come adequately prepared for lessons
- Complete all classwork, homework and coursework to the best of your ability
- Wear the full school uniform to and from, as well as in, school
- Treat the school buildings and all other property with respect
- Adhere to deadlines for the completion of work
- Make proper use of your Pupil Planner

---

## CLASSROOM RULES

- I will respect my teacher.
- I will arrive punctually with my class properly equipped for work.
- I will work to the best of my ability and allow others to do the same.
- I will listen to and follow teachers' instructions first time given.
- I will treat others, their work and equipment with respect.
- I will not use abusive language in class.
- I will put my hand up if I need to ask or answer a question.
- I will wait at my seat at the end of class and exit in a safe manner.
- I will not chew gum.

## BUSES

Pupils must assemble in the allocated areas at the side of the school. Pupils must board the bus in a safe and orderly manner. Year 8 pupils are asked to sit at the front of the bus. All pupils must wear seat belts where available.

We expect our pupils to maintain the same high standards of behaviour on their journeys to and from school as they are required to show in school. If there is an issue on the bus this should be reported in the first instance to the bus driver or bus prefect. If the matter remains unresolved then pupils should inform their Form Teacher as soon as possible.

Any breach of conduct while travelling on a bus may result in an extra study after school or more serious offences can result in a temporary suspension of bus pass. Pupils are reminded that when wearing school uniform, they are representing the school.

## REWARDS & ACTIONS

We recognise that many of our students are well motivated and are keen to make the most of the opportunities that St. Ciaran's has to offer. We reward their efforts in a range of ways:

- Verbal praise and note in Pupil Planner
- Merit Prizes/assemblies
- Merits
- Trips
- Special Events within school—KS3/4/5 Prize-giving and Sports Day
- Letter/phone call home

---

Each class at Key Stage 3 and 4 will have a MERIT/DEMERIT record.

The Merit/Demerit system reflects the school's positive ethos of reward and merit. We actively recognise the good in our students and this is recorded using merits. Built into the Merit/Demerit system is a monthly reward when the first five students in every class at Key Stage 3 and 4 are recognised at assembly and awarded a prize that month. A certificate is presented, and the student should put this in their record of achievement.

It may be necessary for a student to remain in school on days when others are on educational trips. This decision will be made in the light of health and safety. Breaches of discipline are recorded as a demerit by the classroom teacher and monitored by the following—**Form Teacher, Year Head, Senior Teacher, Vice Principal.**

The action to be taken is as follows:

Inappropriate behaviour in the classroom is recorded as follows.

- Demerits are listed on the system.
- Subject teacher records using SIMS.
- Demerits are given to individuals only.

The Form Teacher will alert pupils to the accumulation of demerits.

#### Demerit Scale

5	Letter home.
10	Extra study (1) after school. Behaviour report for three weeks
15	Placed on Extra Study (2) after school. Referral to Behaviour Support Teacher
20	Placed on Extra Study (3) after school. Meeting with relevant Pastoral Team and parent to create a support plan/behaviour target
25	Meeting between Pastoral Team and pupil to review support plan
30	Possible referrals to EA Behaviour Support Team/ review of support plan

## **REFERRAL**

This system operates alongside the Merit / Demerit system. A pupil may be referred for behaviour that is more inappropriate than those defined by a Demerit.

Criteria is as follows but is by no means an exhaustive list.

- Bullying.
- Disrespect towards staff, teaching and non- teaching.
- Endangering the safety of themselves or others. Damage to school or personal property.

- 
- Absent from school/class without permission. Stealing.
  - Smoking.
  - Failure to cooperate with procedures in the LRA.

Due to the serious nature of these actions, the following steps will be taken:

At all times any meetings with students will be recorded, details of the incident, any action taken by the teacher etc. and any other relevant information will be passed on to the following:

- Form Teacher
- Year Head and Senior Teacher Link: Year Group
- Vice Principal
- Front Office File

## **SUSPENSION & EXPULSION**

In cases of severe misbehaviour or to protect other students from harm or as a last resort it may be necessary to suspend a student and/or to expel him/her.

Examples of such behaviours are listed below:

- Continued persistent repetition of behaviours which do not comply with our codes of conduct
- Repeated Bullying behaviour
- Repeated verbal abuse of another student
- Repeated verbal abuse of a member of staff
- Fighting
- Behaviour which endangers others
- Possessing items which might endanger others
- Damaging property
- Theft
- Use of illegal substances/alcohol on the school premises
- Bringing the school into disrepute
- Verbal/physical abuse of staff or their property out of school

***This is not an exhaustive list and the degree of seriousness of a particular offence will determine the category under which it will be considered.***

- Only the Principal may suspend a student from school.
- An initial period of suspension may not exceed five days.
- Only the Board of Governors may expel a student from school.

---

## COVID-19 RELATED INCIDENTS

The EA has authorised St Ciaran's to make provision in the Behaviour for Learning Policy for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

Pupils who put their own safety or the health and safety of others who attend, work or visit the school at risk with deliberate actions related to COVID-19 will face consequences according to these guidelines.

Where students breach our codes of behaviour, actions may be imposed. These include:

- Verbal reprimand and note in homework diary
- Extra Study – breaktime/lunchtime/after school
- Behaviour report
- Internal supervision (completion of work under supervision of a senior teacher)
- Trips/school sporting events- non-participation
- Informal/formal warning, persistent repetition of behaviours which do not comply with our codes of conduct is likely to lead to contact with parents by telephone, letter and/or interview.

***Breaches of the school codes of behaviour will be recorded.***

As a student of St. Ciaran's, we expect a very high standard of behaviour and self- discipline. Please read the school rules carefully and behave in a polite and co-operative way towards everyone who works in or visits the school.

We ask that all students respect everyone in our school, its buildings and the environs of the school.

## SUPERVISION

Although some staff are in school before 8.45am, supervision will be limited. Members of the Senior Leadership Team will provide limited supervision from 8.45am-9.00am until the duty teams provide cover from 9.00am-9.15am.

---

# EXAMS

Decisions as to Tier of Entry for examinations will be based on assessment results, progress and engagement in the subject and the professional judgement of teachers.

**Exam Procedures:** All students should undertake a structured revision programme for all subjects examined throughout the year. Teachers will make students aware of the key study methods and provide every support for their students.

During public exams students are asked to note the following:

- Students must attend in full uniform when sitting formal examinations or when attending study sessions.
- Ballygawley town is out of bounds during the exams. If students normally walk to and from school, then they continue to do so.
- If students come to school by bus they must come directly to school. Students should also arrange to be collected after an exam. If this is not possible, they must go to the study where they will be supervised. If students are remaining in school, they must bring books to study for the next exam. Students who normally walk to and from school are not affected by this procedure.
- If a public exam is missed, it is not possible to repeat it.
- If in exceptional circumstances, the student is unable to attend; the school must be notified before 8.45am on the morning of the exam.
- Students who are arriving for an examination only are not required to sign in, as the invigilator will call a roll in the exam hall.
- The Chief Invigilator from the Exam Board oversees the examination hall.
- Student should arrive in good time, have all writing materials with them and may not borrow as this can lead to misunderstandings about talking in a public examination hall. All students should bring calculators when required. The school cannot provide calculators.
- The Examination Boards have absolutely banned mobile phones and electronic devices from the examination hall.
- Students must not talk or disturb any other student in the examination hall. If they do and are evicted by the Chief Invigilator, this will affect their results.
- Students giving cause for concern leading up to or during the exams will be provided with a separate venue within the school for all examinations. Parents will be expected to bring these students in and collect them on the days they have an exam. Invigilators will supervise these students until a parent/ carer collects them.



- 
- Where a student engages in persistent disruption during examinations, has engaged in serious misbehaviour during the school year or is suspended, he/she may be required to sit their examination in a venue other than at St. Ciaran's or in an alternative exam centre. In these circumstances, parent/carers will be required to arrange suitable transport to and from the venue.
  - At all times, students must follow the instructions of the Invigilator.

## **STUDYING IN SCHOOL DURING EXAM TIME**

- Students may come in to school to study before an exam. In this case they must sign in. When leaving the school again they must sign out and be collected by a relative. The signing-in book for Year 14 will be in the library where Year 14 students will remain with the Librarian. Year 12 will sign in with the study supervisor if remaining in school.
- Students are not allowed to use the I.T. facilities unless a teacher is present.
- To minimise any potential disruption to other classes which are continuing with their school, it is important that while in school, students are expected to:
  - Always conform to the school rules and
  - Be either in the supervised study area or working with a teacher in his/ her classroom or undertaking examinations in the Hall.
- The school will only take responsibility for students while they are on the school premises.

---

# SAFETY CODE FOR THE ENVIRONMENT & COMMUNITY

- Be sensible: Keep to the right when moving round the building.
- Behave in a quiet orderly fashion throughout the school.
- Respect the private space of others.
- Be sure to remain on the school grounds during the school day unless permission has been given to leave by your Form Teacher and a member of Senior Management.
- On leaving/returning to the school, where permission has been given, ensure that they and their parent sign the signing in/out book.
- Never enter rooms/offices without permission from a member of the teaching staff.
- Play safely: ensure all ball games take place on the playing fields or tennis courts only.
- Be careful: glass bottles, laser pens, cigarettes, matches, objects/items associated with smoking and any item which could endanger others may not be brought into school. E-cigarettes are not permitted, and aerosol cans are not allowed because of their effect on asthma sufferers.
- Be considerate: put litter in the bin. Consume food, drink and sweets only in the canteens.
- Chewing gum is not allowed in school because it is unsightly and cannot be easily removed.
- If you see graffiti, inform the caretaker.
- Behave sensibly outside school: you represent St. Ciaran's on your way to/from school and you should never behave in a way that could bring the school into disrepute.
- Food should not be ordered from premises outside the school. We have an excellent canteen, which provides food for our students and operates a healthy eating policy.

---

# ROLE OF PARENTS

Parents are the first and most important educators of their children, and you will assist us enormously in our work if you continue to:

- Work in partnership with the school to secure the best for your child.
- Support and encourage your child in school by taking an active interest in his/her work and progress.
- Endeavour to ensure that your child's behaviour is always of the highest order – in class, throughout the school, and on the way to, and from school.
- Ensure that your child arrives punctually and is properly dressed and equipped for school.
- Take an active interest in your child's homework and ensure that all homework is completed satisfactorily.
- Attend all parent meetings.
- Download the school app to access school communications and use where required to make online payments.
- Please ensure that your child takes their usual bus home.

If you wish to speak to or meet with a teacher, please use the appropriate channels:

- Arrange an appointment via the front office beforehand.
- In an emergency, report to reception where you will be redirected, or an appointment can be made.
- Support the school's Behaviour for Learning Policy, and when necessary, the school's system of actions which are designed to re-establish acceptable behaviour.
- Check your child's Pupil Planner and sign at least weekly.
- Read, sign and return any reports which may be used to monitor behaviour and/or progress.
- Notify the school on the first day of any absence and support this with a written explanation in your Child's Pupil Planner on return to school.
- Photographing Students— students may be photographed during the school year. If you have any objection to your child being photographed, please contact the school.

***The Pupil Planner is an important avenue of communication between school and home. It provides a means of commenting on homework, providing explanations for absence and appointments etc.***

---

# ANTI-BULLYING POLICY

St. Ciaran's College is committed to providing an environment where students and teachers have the right to learn and teach free from harm and intimidation. Each member of the school community is valued and respected and has basic rights. Bullying is not acceptable behaviour at St. Ciaran's.

Bullying is viewed as an act of aggression, causing pain, discomfort or embarrassment to another. It includes name-calling, territorial ownership, physical violence, and emotional hurt; put downs, freezing individuals out from your group, demands for money or possessions. Bullying can be planned or unintentional, by individuals or by groups, of a continual or isolated nature.

All students and staff have a right to co-exist in a safe and harm-free environment. This includes all types of harm; physical and psychological.

- Students and staff have a right to have any fears treated seriously.
- Acts of bullying can be greatly reduced in an educated, co-operative, fair and supportive environment.
- We must challenge bullying behaviour in school because bullying makes students unhappy.
- Students who are being bullied are unlikely to concentrate fully on their schoolwork.
- Some students avoid being bullied by not going to school.
- Students who observe unchallenged bullying behaviour are likely to copy this anti- social behaviour.
- All pupils involved need to be supported.

## ***Our policy aims to:***

- Prevent or reduce incidents of bullying
- Provide a clearly defined framework for dealing with the victims and the perpetrators of incidents of bullying if they occur
- Ensure that this framework is understood and trusted by students, parents and staff

## ***Teachers help counter bullying in our school by:***

- Providing information to students of the unacceptable nature of bullying via student diary, curriculum and form class activities
- Being receptive and supportive to the pupils involved
- Advising students of more appropriate behaviour
- Reporting incidents using a 'register on SIMS'
- Following-up any reported incidents, including parent contact
- Providing feedback to the staff member who reported original incident
- Using a method of counselling/discussion to help resolve situations
- Implementing the Anti-Bullying Policy and school rules in a fair and consistent manner

---

***Students can help by:***

- Telling someone who can help
- Supporting the bullied student
- Taking a strong position and telling the bully their behaviour is 'not on', and not joining in
- Not letting the bully's threats put you off
- Reporting any attempt to repeat bullying behaviour
- Following the Behaviour Guidelines

***If a parent discovers any signs of bullying, then immediate action should be taken;***

- Establish the full details of what has been happening. These should be written down with a record of dates and times if possible.
- Contact the school as soon as possible.

Their Year Head will interview students who are reported for a first bullying or harassment incident.

***They will be informed that:***

- Their behaviour is unacceptable
- Any further bullying of students who reported the incident is equally unacceptable
- More appropriate behaviours will be suggested
- Appropriate action may include an apology, a commitment not to re-offend, and explanation of possible consequences if behaviour is repeated, restorative meetings, mentoring.
- A subsequent incident will be dealt with under the Behaviour Policy guidelines.
- Actions/consequences will be in line with guidance from the Northern Ireland Anti- Bullying Forum and the Department of Education.

## **CYBER-BULLYING**

Cyber Bullying involves the use of information and communication technologies such as e-mail, mobile phone, texting, picture messaging, online chat, instant messaging and blogging to abuse or threaten another person.

There are concerns that new forms of bullying are evolving with the development of information and communications technology.

---

Childline reports that 11% of calls to do with internet issues mentioned problems with cyber-bullying. This organisation reports that children and young people have experienced this:

- By text or video messaging on mobile phones and any computer with camera facilities.
- When using chat rooms or instant messaging. For example, Snap chat, Sexting.
- By email.
- On an internet, school or community website.

Our Anti-Bullying Policy provides guidelines for the prevention of bullying and for intervention when needed. Copies are available from the front office and will be available on our school website.

All allegations of bullying will be taken seriously and investigated thoroughly. There will be a zero-tolerance policy on bullying and put-downs.

## **SAFEGUARDING**

St. Ciaran's College is committed to the provision of a suitable environment for students to develop and mature, safe as far as possible, from psychological or physical harm.

- All members of staff have a duty to help protect children from abuse, or the risk of abuse.
- To protect students in its care and to comply with the requirements of the Department of Education for Northern Ireland, this school will refer any concerns about the wellbeing of its students to the local Social Services Department.
- This school has a Designated Teacher – Mr Brendan Rodgers (Vice Principal) who deals with safeguarding issues.
- Any member of staff who knows or suspects that a student is being harmed, or is at risk of being harmed, has a duty to convey his/her concern to the Designated Teacher or Principal.
- The school will then, as required by law, inform Social Services. School staff do not carry out investigations or decide whether children may have been abused. That is a matter for the specialist agencies.
- Every possible care will be taken to minimise the possibility of mistaken referrals but this cannot be guaranteed. No one has a choice when it comes to protecting children. The welfare of the child is paramount.

- 
- Safeguarding issues are addressed through the curriculum as appropriate, especially in personal, social and health education.
  - This school also seeks to ensure that bullying is identified and dealt with so that any harm caused by other students can be minimised. All students are encouraged to show respect for others. Parents are expected to help children to behave in non-violent and non-abusive ways.
  - No matter how skilfully and sensitively students are managed, a small minority may occasionally engage in inappropriate behaviour, which threatens their own safety and/or the safety of other students and staff. As part of our pastoral duty staff must take all reasonable steps to ensure that the welfare of all students is safeguarded and that their safety is preserved.

In accordance with the Education (NI) Order 1998, a member of staff may use 'safe handling, (i.e. the minimum force necessary) to prevent a student from physically harming himself or others or seriously damaging property [such force will be used only in a manner which attempts to preserve the dignity of all concerned]. The use of safe handling will always depend on the circumstances of the case, and a copy of the school's detailed policy on 'Safe handling' is available, on request, from the school office.

If it is necessary to use physical force in such circumstances or if any student is injured accidentally, parents will be informed immediately.

Students will not be punished within the school by any form of hitting, slapping, shaking, or other degrading treatment.

Any complaint about staff behaviour should be made to the Principal or to the Chairperson of the Governing Body. All those involved, both student and staff, are entitled to a fair hearing. The school under local inter-agency procedures will report complaints, which raise safeguarding issues.

---

# SCHOOL UNIFORM

School uniform is a visible statement of each student's allegiance to this school community. Full uniform must therefore be worn at all times and is a condition of each student's daily admission to this school.

The regulations relating to the school uniform are detailed below. We ask for your fullest co-operation in ensuring that your child adheres to the uniform regulations.

The school feels it is very important for the students to follow the school rules concerning uniform and to always be neat and tidy.

All items of clothing and equipment should be marked with the student's name.

## GIRLS UNIFORM

- Turquoise blouse
- Kingfisher blue skirt (*worn to the knee*)
- Silver grey, fine knit, V-neck jumper
- School clip-on tie
- Black shoes only (*Not trainers / Vans etc.*)
- Black blazer with school crest
- Grey socks/black tights in winter
- School scarf only



## BOYS UNIFORM

- Grey shirt
- Black trousers and black socks
- Black, fine knit, V-neck jumper (*Compulsory for Year 8 to Year 12*)
- School clip-on tie
- Formal black shoes only (*Not trainers / Vans etc.*)
- Black blazer with school crest
- School scarf only

***Training shoes may not be worn at any time other than during P.E. Alternative clothing under school blazers is not acceptable.***



---

## PE KIT

Our PE kit is unisex and is available from Begleys Sports, Dungannon in shop or online (028 87 722122)

Kit prices range from:

- Jerseys           £30—£35
- Shorts             £15—£18
- Socks             £7.50—£9



## JEWELLERY

Girls who wish to, may wear a plain stud in the bottom of each ear lobe. It has always been the policy that boys do not wear earrings. Other forms of facial jewellery (Eyebrow piercing) are not permitted. For safety reasons finger rings and chains should not be worn. Any items, which do not comply with the requirements indicated above, will be confiscated and parents will be asked to collect them from the school office.

## HAIR

Extremes of hair fashion and the use of unnatural colours are not permitted. Hairstyle and colour must be of an appropriate nature, neat and tidy. Where students wish to add colour to their hair, they must use a colour that is close to their natural colour. The overall effect should be subtle.

## MAKE-UP / NAIL VARNISH

Students in Year 11 & 12 & Post 16 may wear only discreet (light) foundation to match their natural skin tone. Eye shadow, thick eyeliner, eyebrow pencil or mascara is not permitted to be worn at any time during the school day.

Nails can be painted with **only** clear or 'French' manicure polish. Health & Safety considerations dictate that nails must be kept short, and no false nails are permitted.

---

# ATTENDANCE & PUNCTUALITY

Full attendance is vital:

- To ensure success in all aspects of school life, including public examinations
- To ensure that each student is within the care of the school
- To secure a positive reference which will assist in securing a place in further education and/or employment.

It is a legal requirement that registered students of compulsory school age attend regularly and punctually. An explanation for every absence is required. If such explanation is not forthcoming from the student's parent/guardian, the absence will be treated as unauthorised.

Unauthorised absence is an absence without permission from a member of Senior Management/Year Heads and includes all unexplained or unjustified absence. Minding the house, looking after family members, shopping or going on a trip/ holiday in term time will not normally be acceptable reasons for absence.

## PARENTAL RESPONSIBILITY

- It is the responsibility of parents to ensure that their children attend school and arrive in good time for class each morning.
- A student should only be absent for an unavoidable reason, which would usually mean ill health or family bereavement.
- Except in exceptional circumstances, medical and dental appointments etc. should not be made during school hours.
- If a student is unfit to attend, parents should contact the school before 9.30am on the first day of absence and provide a written signed note on his/her return. This can be done via the school app or be in the form of a letter to the Form Teacher or via a note in the Homework Diary.
- Half-days and/or earlier departures from the school should only be requested when necessary and must always be sought by a written request. It is important that the school shall have confidence in the person collecting the student at the school. Accordingly, except in exceptional circumstances, that person should be the parent or guardian or clearly authorised designated adult. Authorisation from parent/carers should be in writing.

---

Students must always remain on the school premises throughout the school day. The exceptions to this rule are as follows:

- Students who live near the school and who wish to go home for lunch each day may do so on condition that they have been issued with a lunch permit and return to school by 1.00/1:40pm. Permits will be issued on receipt of a letter from parents requesting such permission.
- In the case of an unavoidable medical or dental appointment, a student, having first obtained the permission of his or her Head of Year, must sign out at the school office, and sign back in on his/her return. This is to ensure that we have an up-to-date and accurate record at all times, as is our legal obligation, of all who are (and are not) on the school premises.

## **PUNCTUALITY**

- All students should be in school before 9.10am each morning to ensure that they are ready to go to Assembly/Form Class at 9.15am.
- Students who arrive after this 9.15am but before 9.25am go to Form Class where they will be marked late and the reason recorded. Pupils who arrive after 9.25am must report to reception, where the time and reason for lateness will be recorded.
- Any student who is late for a valid reason must provide a note from a parent/carer on arrival to school.
- Any student who is late without a valid reason on more than one occasion may be asked to complete an extra study session at break-time or after-school.

---

# MEDICAL MATTERS

In accordance with the Health and Safety regulations, there are several qualified First Aiders in St. Ciaran's College and there is a Medical Room. This is to ensure that all accidents/illnesses are appropriately dealt with during the school day.

Students who are ill during the school day should first report to the office. All incidents of illness will be recorded, with date, time, problem and action taken. On occasion it may be necessary to send your child home and if so, or in the event of students requiring emergency attention from the hospital, the school will telephone to make an appropriate arrangement with the contact person/persons indicated in the student's record.

Except in extreme emergencies, the school is unable to accompany students to the hospital. If we are unable to arrange transport for the student with the contact person, we will organise someone within the school to carry out this task and advise the parent/carer as soon as possible about what is happening.

As an important part of our records, we need to record the medical details and/or special needs of all our students e.g. diabetes, asthma, epilepsy. Therefore, it is essential that parents complete the relevant form to allow us to record all the necessary details. These details may be required if students become ill at school. Parents are encouraged to contact the school if they wish to discuss medical matters relating to their child.

## ADMINISTERING MEDICAL POLICY

At St. Ciaran's College there are students who may need to take medication during school hours for long or short-term medical needs, or in emergency situations. The most common ailments suffered by students are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase. Staff are therefore being increasingly called on to administer medication to students.

### ***Who is responsible for administering medication?***

The prime responsibility for a student's health rests with the parent/carer. However, to enable students requiring medication to participate fully in school activities, staff will agree to assist a child with medical needs.

---

### ***Short Term Medication***

There are times when students request painkillers at school including aspirin and paracetamol. Staff are not permitted to give non-prescribed medication without prior written approval from the parent/ carer as staff may not be aware of any previous dose taken or whether the medication will react with another medicine. The teacher in charge will supervise the student taking medication.

*No student under 16 should be given medicine without the parent/carer's consent.*

### ***Prescribed Medication – long term medical needs***

Some students may have medical conditions, which will require regular administration of medication in order to maintain their access to education. These students are regarded as having a medical need but are able to attend school regularly with support from the school.

In some cases, students may be more at risk than their classmates. In these cases, Health Care Plan will be completed in order to safeguard their health and safety and will identify the individual procedures in place for that student.

### ***Storage of Medication***

There are medicines, which would be harmful to anyone for whom they are not prescribed. As St. Ciaran's staff agrees to the administration of medicine, they have a duty to ensure that no one else's health is put at risk.

### ***First Aid***

The Health and Safety (First Aid) regulations (NI) require that adequate and appropriate equipment; facilities and personnel are provided at St. Ciaran's to enable first aid to be given to students who are injured or become ill at school.

Students can suffer injuries or fall ill at school and may require immediate attention or even the ambulance service in serious cases. First aid covers the arrangements qualified staff make to ensure that this happens. It can save lives and prevent minor injuries becoming serious ones.

---

### ***Procedures for attending to sick and injured students***

In the event of a student feeling unwell or sustaining an injury during the school day he or she should be sent to personnel with First Aid experience.

Once relevant details have been recorded the student will return to class (this is to avoid students sitting in the front foyer). If the student is unable to remain in school appropriate arrangements will be made to ensure the safety of that student. Where possible a parent/carer will be contacted (under no circumstances are students to make their own arrangements by using the pay phone or their mobile). In the event of a student being sent back to class the teacher will monitor their progress.

If the student is seriously ill or injured they will be supervised in the medical room until arrangements can be made to contact parents/carers or be taken to the medical centre.

Before leaving school the parent/carer should sign their child out at the reception desk using the device provided thus removing the child from school care.

In the event of the school being unable to contact a parent/carer, the sick student can be comfortably accommodated in the medical room. The student must be always supervised; on no account must that student be left unattended.

Should a student's health give cause for concern as the result of an accident or sudden illness, professional help will be sought immediately from the local medical centre or in extreme cases the emergency services. Names of doctors are in the medical files in the front office.

At no time can a member of teaching or non-teaching staff administer medication to a student unless they have written consent from a parent/carer.

At the beginning of every academic year we ask parents/carers to complete a medical form stating their child's medical needs and any special arrangements that need to be put in place. This register is regularly updated and held in the front office. It is in the interests of your child that we have these details and all appropriate contact numbers in the case of an emergency.

In the event of an accident the classroom teacher, teacher on duty or member of staff who arrives first, will record all details. The Accident Book is held in the front office and the details of the incident should be recorded clearly stating the exact nature of the accident and the care plan that was followed. An EA form must also be completed within 24 hours of the incident. The Principal should be informed immediately in the case of an accident.

---

# DRUGS & SOLVENT POLICY

The word “substance” or “drug” covers anything taken into the body to change the way it functions. It includes medicines, alcohol, tobacco, as well as illegal drugs such as ecstasy and cannabis. While recognising that tobacco and alcohol are the drugs with which our students are most likely to experiment, there is a growing concern that students are finding themselves in situations where illegal substances are being made available to them.

Whilst we acknowledge that the numbers of young people who use and misuse substances is rising, it is important to recognise that the vast majority of young people are choosing not to use substances. However, it is also important to realise that school children even those in the early years in secondary school are likely to be exposed to the effects and influences of drug misuse in the wider community and that is now an issue in rural areas just as much as in deprived inner-city areas.

In drawing up this policy consideration has been given to:

- Substance abuse prevention and
- Methods of intervention if a student is found abusing drugs.

The policy deals with drugs and solvents, alcohol and tobacco as separate issues.

## ***Prevention***

The programmes of work in Personal Development (PD), Science, Physical Education and Religious Education (RE) cover the physical and moral effects of drug and solvent abuse in our society and are presented in such a way as to discourage experimentation. In the PD and RE the programmes help students to develop mature responses to the dangers of substance abuse and how to deal with pressure of the peer group when confronted socially with alcohol, cigarettes and drugs. It is hoped that all areas of the curriculum will contribute to developing an awareness of the dangers of substance abuse.

Each member of staff in our school will be made aware of the problems, signs and symptoms of drug and solvent abuse and has a responsibility to adhere to and promote this policy. Opportunities will be created to update staff regularly in the battle against drug abuse and parents will be provided with relevant literature from time to time.

---

### ***Procedures should an incident occur involving drugs or solvents.***

Should an incident occur in the school where students are involved in the abuse of drugs or solvents, the following procedures will be carried out:

#### Legally Held Substances

In the case of misuse of legally held substances, the member of staff who discovers the incident should call the member of staff with First Aid Training and the designated teacher who will;

- Assess the situation
- Ensure the safety of the student and others
- Give emergency aid and seek medical attention if necessary
- Inform parents
- It is important that he/she remains calm especially if sniffing is suspected
- Make sure the student has plenty of fresh air
- If they want to sleep, turn them on their side so that they won't choke on their vomit

Students will, if it is thought necessary, be taken to a health centre to receive medical assistance.

#### Illegally Held Substances

In the case of misuse of illegally held substances, the above steps will be taken. Advice and guidance will be sought if necessary, from EA Assistant Education Officer with responsibility for Drug and Solvent abuse. Should any illegal substance be found on the premises staff should take possession of the evidence preferably in the presence of a witness. The relevant authorities, e.g. the parents and the community police liaison officer should be informed.

Suspicion of trafficking in illegal drugs in school will lead to an investigation co-ordinated by the Designated Teacher (Mr B. Rodgers). If an offence is confirmed the person or persons concerned will be suspended pending recommendation of expulsion by the Board of Governors. In the interim, guidance will be given to students and parents on the availability of specialist advice from support agencies.

Incidents where students are suspected of buying illegal drugs in school or bringing illegal drugs into school will be investigated and, if this is found to be happening, counselled by the Designated Teacher and by other support agencies as appropriate. Parents will be informed. If the offence is confirmed the person or persons concerned will be dealt with according to the school's disciplinary procedures.

Students suspected of taking drugs outside school will be monitored and, if appropriate, offered counselling and their parents will be informed. The school and parents can then work together to support the young person involved. The Governors will expect parents to inform the Principal or Designated Teacher if they suspect their children of drug taking.



---

Any incident involving the misuse of drugs or solvents will be carefully documented and records kept in confidential files; it will be dealt with confidentially.

Should an incident involving drugs or solvent abuse occur in school, its implications will be considered by a team, which will include the following staff members:

- Designated Teacher / Vice Principal – Mr B Rodgers
- Principal—Mr P Lavery

The team will meet on a regular basis to:

- assess the local drug scene/consider information supplied to the school
- decide if any action needs to be taken and
- review the policy.

The Principal will deal with the involvement of the media.

All staff – teaching and non-teaching will be made aware of the above procedures.

## **ALCOLHOL**

### ***Prevention***

The Health Education programme in school also covers the consequences of alcohol abuse. Students will not be permitted to bring alcohol into school or to consume it in school or on any school activity.

### ***Intervention***

Students breaking this rule will be dealt with according to the school disciplinary procedures.

## **SMOKING**

From Monday 30<sup>th</sup> April '07 smoking was banned in all public buildings. The No Smoking policy was ratified by the Board of Governors on the 6<sup>th</sup> June 2007. Smoking is an addictive habit, which causes an appalling amount of preventable death, disability and suffering. In Northern Ireland, over 2,500 people die every year because of smoking.

Passive smoking, once thought to be only a nuisance is now acknowledged to be harmful to health. This school has a responsibility to promote healthy lifestyles and in pursuit of this, teaches students about the hazards of smoking as part of the health education cross- curricular theme. The school wishes to provide an environment, which compliments this teaching. It also wants to protect the health of staff and visitors to the school. The No Smoking Action also applies to the use of E-cigarettes & Vapes.

---

## ***Objectives***

- To educate students and staff about the serious health risks of smoking and the subsequent benefits of stopping.
- To provide support for those who wish to stop smoking.
- To demonstrate the school's commitment to promoting the health of its staff, its students and the community it serves.
- To protect non-smokers from environmental tobacco smoke.

## ***St. Ciaran's Policy on Smoking***

- The school is a restricted smoking environment.
- Neither staff nor students are not permitted to smoke cigarettes or E-cigarettes while on the school premises or within the school environs.
- Staff should not permit students to smoke on any school trip and actively discourage it on buses and in public places.
- Students will be educated on the effects of smoking cigarettes or E-cigarettes and given opportunities to learn the skills necessary to resist the pressures to smoke. They will be able to make informed decisions on smoking.

---

# MOBILE PHONES

Pupils are not permitted to use mobile phones in school. This includes during lessons and outside lessons. Phones should be turned off if they are brought to school by pupils.

Mobile phones or any other recording device can be on occasion a cause for concern in school due to:

- Privacy and Safeguarding issues arising from the picture and video recording. We are informed that without a person's knowledge pictures can be taken before being transferred to other users including internet sites, Facebook, Snapchat, Instagram etc.
- Their use in cases of bullying where individuals encourage name calling either verbally or by text/picture/video messaging.
- The potential to distract students from their studies.
- The school having no control over outgoing calls which may be made for unnecessary or inappropriate purposes.
- The potential for theft/loss on the way to or from school of what can be an expensive item.
- The time-consuming nature of monitoring mobile phone use.

## SCHOOL DEVICES

- Pupils using school-based equipment should adhere to the guidelines given in class.
- Pupils should be mindful of the fact that the mobile device they may use is the property of the EA and therefore can be inspected or withdrawn at any time.
- Pupils should have no expectation of privacy when using any mobile device or computer in St. Ciaran's. All activity will be monitored and screened at intervals by the EA.
- Inappropriate use / misuse of a mobile device may lead to disciplinary procedures being invoked by the school.

---

## MISUSE OF PHONES

- St. Ciaran's Staff have the right to check phones for inappropriate content when confiscated.
- First Offence: phone confiscated and returned to a designated adult.
- Second Offence: phone confiscated and returned to a designated adult. However, the pupil will carry out an Extra Study After School.
- Third Offence etc. as for second offence.
- If a pupil refuses to hand over their phone contact will be made with parent/carer who will be asked to encourage the pupil to hand it over. If they continue to refuse it may lead to suspension. Pupils who refuse to hand over phones to staff teachers may be placed under individual supervision.

## EXAMINATIONS

Parents should note that CCEA and other Examination Boards classify mobile phones and smart watches as "unauthorised items". **An examination candidate is therefore in breach of the regulations if he/she is in possession of a mobile phone (whether it is switched on or not) or a smart watch in an examination room.** Such an infringement of the regulations can mean disqualification from the current examination.

MP3 players are now on the increase and are not necessary in school. They are a distraction and should not be used in any circumstances. We have no way of monitoring what is listened to, and they will be confiscated to be returned to a parent/carer.

---

# ACCEPTABLE USE OF INTERNET POLICY (SUMMARY)

St. Ciaran's College appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which St Ciaran's facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the Internet.

**Our separately published Use of the Internet Policy and an acceptable use of the computer system describes the school's policy regarding the use of School computers and how we maintain the integrity of our system and ensure that it is used properly.**

Outside of School, St. Ciaran's parents and carers bear responsibility for the same guidance regarding Internet use as they exercise with information sources such as television, telephones, movies, and other media. We have no way to monitor how our students use the Internet at home or how they use other communications or electronic media, nor does the school have any interest in monitoring such use.

However, we do expect that in using the Internet and other media, both at home and at School, students will act lawfully (for example, use of illegal sites is not acceptable). Additionally, we expect that students shall, always both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Behaviour for Learning Policy. This is particularly important regarding information and data that may be placed on the Internet or communicated via other media relating to students, staff, and with regard to St. Ciaran's College itself.

Each individual student must exercise his/her own discretion and judgment as to:

- whether he/she creates or participates in an Internet blog or chat room,
- or he/she uploads any video or other content
- whether to access the Internet to create a personal profile or to comment on any other individual or the school.
- whether it is misuse of email
- or print material that is harmful or inappropriate.

We assume that every individual using the Internet knows that the absolute privacy of information and data placed on the Internet and sent electronically cannot be guaranteed. If he/she fails to act responsibly in that regard the information and content placed on the Internet or communicated via other media can have a seriously harmful effect on others.

---

**While we cannot and have no desire to monitor any individual's non-school use of the Internet and other communications media, we do have an appropriate interest in ensuring that all individuals associated with the school are treated with respect and dignity at all times (again, consistent with our Code of Conduct). This is a serious responsibility that each student accepted upon his/her enrolment at St. Ciaran's.**

In view of the school's expectation that students will adhere to our Code of Conduct and act responsibly at all times, we want to make it clear that the **Code of Conduct is applicable to the use of the Internet and other communications media outside of School.**

Accordingly, the following standards should be adhered to by students in connection with the use of the Internet and other media and regarding content placed on the Internet and other media regarding a student's peers, staff members, or the school:

- Content may not be obscene, or lewd, nor may it contain sexual innuendo or sexually explicit material.
- Content may not be potentially or defamatory, inflammatory, abusive, threatening, harassing, invasive of privacy, or injurious.
- Content should be free of racist, sexist, prejudicial, or otherwise objectionable material, including personal attacks against others.
- Content may not be of a kind that may cause or does result in harm, injury, embarrassment, or disruption to the school.
- Content may not include personal contact information (i.e., address, telephone)
- regarding any other person without the prior authorization of that person.
- No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily);
- Content and the use of the Internet and other media may not be in violation of any law. When deemed appropriate by the school, we will notify the appropriate agencies if necessary to protect members of the St. Ciaran's community.
- All content must be in compliance with the School's Code of Conduct.

**Any violation of this policy may result in disciplinary action as deemed appropriate by the school, up to and including expulsion. We also rely on all students to take reasonable steps to ensure that no violation by any of their peers occurs.**

Our assumption, in establishing this policy, is that many students use the Internet and other communications media in an appropriate manner. Moreover, they do so without regard to whether the school has established any policy relating to such use. Instead, they understand that freedom of expression carries with it certain important responsibilities that should be adhered to as a matter of personal ethics. Our hope is that we never have to investigate or act in response to a violation of the above policy.

The information above applies to conduct on Google classrooms and all software programmes and applications used for remote learning.

---

## PERSONAL PROPERTY

Students are responsible for their own property. Money or valuables should not be left in changing rooms or classrooms. Valuables and large sums of money may be left in the office for safekeeping. The school cannot accept responsibility for money or property lost or damaged on the school premises.

## TEXTBOOKS

Textbooks are the property of the school and must be returned at the conclusion of each course or module (usually in June each year). Parents and students should ensure that books are properly cared for. Students will be charged for the replacement cost of books not returned or returned damaged.

## CHARGING POLICY

Under the Education Reform Act schools only ask for voluntary contributions for school visits providing the Board of Governors have decided upon a charging policy.

They have decided:

1. That the school will be able to ask for voluntary contributions for school trips/ visits which take place during school hours.
2. Where trips take place remission of charges relating to transport will be made to parents on income support or family credit.
3. The school considers educational visits to be an important part of the school curriculum. Providing parents continue to make voluntary contributions, there is no reason why these trips should not continue.
4. The school will charge for the cost of entering a student for a second approved public examination in the same academic year when preparation by the school enables the student to take more than one examination in that subject.
5. The school will charge for the cost of any re-scrutiny of examination results if the parents request such a re-scrutiny.
6. The school will charge for the cost of ingredients or materials needed for practical subjects (such as Home Economics, Technology and Design and Music) if parents have indicated in advance a wish to own the finished product.
7. The school will charge for the cost of repairs to school property or equipment, which has been damaged deliberately or through carelessness by the student. Where more than one student is involved, the costs will be apportioned between them.

---

## ACCESS TO DOCUMENTS

Certain documents/policies are available in the school office and parents are welcome to look at any of these. Please telephone or call at the school if you wish to do so.

The documents include:

- the current school prospectus
- the Board of Governors' Annual Report
- Department of Education Orders and Circulars about the curriculum
- the school curriculum policy statement
- Behaviour for Learning Policy
- P.D. policy
- R.S.E. policy
- Anti-bullying policy

## COMPLAINTS PROCEDURE

We hope that parents/carers will always get in touch with us if they are in any way concerned with their Childs' education. In the first instance a complaint or concern should normally be referred verbally to the Form Teacher, Year Head, Senior Teacher, Assistant Principal so that they may be allowed an opportunity to address the issue, as in many instances, these can arise through a simple misunderstanding.

If your complaint remains unresolved, or if you wish to address the matter directly with the Principal or if your concern relates to the Principal, you should contact the school office to arrange a meeting with him. You should let the Principal know in advance the nature of your concerns so that he can prepare for the meeting. Obviously, we will do all we can to resolve any concerns parents and carers might have and we will try to ensure that the problems are resolved. (This information can also be found on the Website)

If you still believe that your complaint has not been dealt with in a satisfactory manner, or in a case where you decide it appropriate to raise an issue at this level, you may write to the Chairperson of Board of Governors or contact the Parent representative on the Board of Governors through the school office [Names of all the Governors are available from the school Office]. The Chairperson will be responsible for bringing your complaint to a Governors' Sub-Committee which will investigate and respond to your complaint.

Complaints shall be dealt with in accordance with Article 33 of the Education Reform (N.I.) Order 1989 and regulations as subsequently made of the Department of Education. Full details of the complaints procedure are available from the school office on request.



---

# ST CIARAN'S COLLEGE LEARNING SUPPORT VISION

St. Ciaran's College is an all-ability school which promotes inclusion and aims to **“enable” and “empower”** all of our pupils at every ability level to reach their potential and be the best they can be. We offer an integrated model of Learning Support Centre which promotes inclusion as pupils have access to mainstream activities and classes. We have high expectations of all pupils and believe that meeting the individual needs of all pupils is a whole school priority.

Across the school we aim to identify pupil need, provide intervention and support which encourages all pupils to succeed. With the help of family and community we strive to promote a Christian ethos which encourages pupils to have faith in themselves, develop their knowledge, abilities and imagination, to ensure a better understanding of themselves, of their society and of the world, as encapsulated in our school prayer and our school motto **“Fortis in Fide”** which means strong in faith.

St. Ciaran's is a social institution as well as a place of work. It promotes the highest academic success, providing a broad education – intellectual, cultural, artistic and athletic and strives to build good relationships between pupils and staff.

The school aims to create an atmosphere wherein all pupils enjoy learning in a secure and stimulating environment.

This positive influence enables our pupils to face the future with self-esteem and confidence, making a constructive contribution to their community and workplace using their gifts to enhance the life of their community.

**‘There is a variety of gifts but always the same Spirit; there are all sorts of service to be done but always the same Lord; working in all sorts of ways in different people, it is the same God who is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose’ (1 Corinthians 12:4- 7).**

## DEFINING SPECIAL EDUCATIONAL NEEDS

***‘A child has special educational needs if he or she has a learning difficulty, which calls for special educational provision to be made for him or her.’***

A child has a learning difficulty if he or she:

- Has a significantly greater difficulty in learning than many children the same age.
- Has a disability which either prevents or hinders the child from making use of educational facilities of a kind provided for children of the same age in schools within the Education Boards.

---

## OBJECTIVES

**'I have come that you may have life and have it to the full'. (John 10:10)**

*The central aim of St. Ciaran's Learning Support Policy is to develop the self-image of the pupils, to strengthen and develop their literacy and numeracy skills, to ensure their entitlement to a broad, balanced, relevant and differentiated education.*

These objectives are central to the policy:

- To work in partnership with parents and inform them of their child's SEN provision and any special arrangement.
- To ensure that Special Educational needs are identified early, parents informed and any intervention made is reviewed regularly.
- To enable pupils to access the school's broad, and balanced, relevant curriculum with a focus on inclusion and integration.
- The development of self-esteem, independence and respect for themselves and for others.
- Assessment and testing will be formative as well as summative and used to benefit the pupils and aid the teaching staff in their work.
- Tracking progress of pupils through use of data, assessments, teacher feedback, assistant feedback... The creation of an environment which is happy, sensitive and secure.
- Encouragement of maximum participation by pupils/ parents/guardians to achieve partnership in education.
- The use of teaching strategies which are suited to different learning styles, and which ensure effective learning,
- The recognition and celebration of all achievements made by the pupils in whatever sphere.
- An awareness that education must provide for the diversity of life and not just for academic achievement.
- Effective deployment and use of resources for the benefits of those they are intended, e.g. Literacy support teacher, classroom assistants, use of assistive technology.
- Literacy teaching support programmes, numeracy support programmes, mentoring.
- The monitoring and evaluation of progress by subject and Learning Tutors (Form teachers) leading to planning. Supporting the continued professional development of assistants and teachers in SEN issues.
- Ensuring that pupils are fully involved in all decisions that affect their education. partnerships with Primary Schools, other Second Level Colleges, Further Education Colleges and all agencies who contribute to the development of education and experiences of our pupils.

---

# SCHOOL DAY

<b>Registration</b>	<b>9:15 – 9:25</b>
Period 1	9:25 – 10:05
Period 2	10:05 – 10:45
<b>Break</b>	<b>10:45 - 11:00</b>
Period 3	11:00 – 11:40
Period 4	11:40 – 12:20
<b>Junior Lunch/ Period 5 for Seniors</b>	<b>12.20 – 1.00</b>
<b>Senior Lunch/ Period 6 for Juniors</b>	<b>1.00 – 1.40</b>
Period 7	1.40 – 2.20
Period 8	2.20 – 3.00
Period 9	3.00 – 3.40

---

## KEY DATES 2024-25

Staff training	<b>Tuesday 27<sup>th</sup> August – 29<sup>th</sup> August 2024</b>
Bank Holiday	<b>Monday 26 August 2024</b>
Year 8 Pupil/Parent Induction	<b>Friday 30<sup>th</sup> August 2024</b>
School reopens for Year 8, 11 and 13	<b>Monday 2<sup>nd</sup> September 2024</b>
School reopens for Year 10, 12 and 14	<b>Tuesday 3<sup>rd</sup> September 2024</b>
School reopens for all pupils	<b>Wednesday 4<sup>th</sup> September 2024</b>
Prize Night	<b>Thursday 12<sup>th</sup> September 2024</b>
Staff training	<b>Friday 13<sup>th</sup> September 2024</b>
Formal	<b>Thursday 24<sup>th</sup> October 2024</b>
Halloween:	<b>Mon 28<sup>th</sup> October to Fri 1<sup>st</sup> November 2024</b>
Christmas:	<b>Mon 23<sup>rd</sup> December to Fri 3<sup>rd</sup> January 2025</b>
Staff Training	<b>Friday 17<sup>th</sup> January 2025</b>
Open Night	<b>Thursday 16<sup>th</sup> January 2025</b>
Staff Training	<b>Wed 12<sup>th</sup> February 2025</b>
Spring Mid Term:	<b>Wed 12<sup>th</sup> February - Fri 14<sup>th</sup> February 2025</b>
Staff Training	<b>Tuesday 18<sup>th</sup> March 2025</b>
St Patrick's Day (Holiday):	<b>Monday 17<sup>th</sup> March 2025</b>
Easter:	<b>Wed 16<sup>th</sup> April to Fri 25<sup>th</sup> April 2025</b>
Staff Training	<b>Wed 16<sup>th</sup> &amp; Thurs 17<sup>th</sup> April 2025</b>
Bank Holiday:	<b>Monday 5<sup>th</sup> May 2025</b>
Bank Holiday	<b>Monday 26<sup>th</sup> May 2025</b>
KS3 Prizegiving	<b>Friday 20<sup>th</sup> June 2025</b>
Last Pupil Day	<b>Monday 30<sup>th</sup> June 2025</b>

# STAFF LIST

	NAME	Responsibility	Pastoral Structure
1	Lavery, Mr P.	Principal	
2	Rodgers, Mr B.	Vice Principal & Designated Teacher	Link - Year 9 & 10
3	Donnelly, Mrs M.	Senior Teacher – Self Evaluation & Improvement	Link – Post 16
4	McGirr, Mrs C.	Senior Teacher – Primary Links & Staff Development	Link – Year 8
5	McMahon, Mrs S.	Senior Teacher – SENCo	
6	McMullan, Mr F.	Senior Teacher – Teaching & Learning	Link - Year 11 & 12
7	Ayna, Mrs L.	Head of Dept – Maths & Numeracy	Form Teacher – 12LA
8	Campbell, Mr J.	Cover/Timetable Scheduler & Systems Manager	
9	Canavan, Mr P.	Head of Dept – RE & Liturgical Events	Form Teacher – 14PC
10	Cleary, Mrs B.	Head of Dept – History	Form Teacher – 11BC
11	Cleary, Mrs N.	Head of Dept – P.E.	Form Teacher – 11NC
12	Corrigan, Miss M.		Form Teacher – 8CM
13	Coyle, Mrs M.		
14	Daly, Miss A.		Form Teacher - 12AD
15	Devlin, Mr F.	Youth Centre Co-ordinator	
16	Donaghy, Miss M.		Form Teacher – 9MD
17	Donnelly, Mrs L.	Head of Dept - Music	Form Teacher – 9LD
18	Gallagher, Mrs C.	Head of Dept – Home Economics	Form Teacher – 10CG
19	Gallagher, Mrs T.	Health & Well Being Co-ordinator & Teacher Tutor	Form Teacher – 13TG
20	Halligan, Mr N.	Head of Year – 11 & Merit System	Year Head - 11
21	Hannigan, Mrs P.	Head of Dept – Languages & Newcomer Students	Form Teacher – 11PH
22	Hoy, Miss C.		Form Teacher – 8CH
23	Hughes, Miss M.	BTEC Co-ordinator	Form Teacher – 11MS
24	Kelly, Mrs A.	Head of Dept – Art & Design	Form Teacher – 10AK
25	Kelly, Mrs S.		
26	Kilpatrick, Miss A.		Form Teacher – 9KA
27	Kerr, Mrs M.		Form Teacher – 11MK
29	Lennon, Mr A.		Form Teacher - 12AL
30	Lyons, Mrs P.		Form Teacher – 13PL
31	Mallon, Miss R.	Head of Post 16 & Attendance	Year Head - 13/14
32	Marlow, Mrs D.	Educational Technology Co-ordinator	Form Teacher – 9DMW
33	McCann, Mr D.		Form Teacher – 10DC
34	McCaughy, Mrs A.	Head of Dept – Technology	Form Teacher – 13AH
35	McDaid, Mrs M.C.		Form Teacher – 8MI
36	McConnell, Miss C.	Head of Dept – Business Studies	Form Teacher – 10CO
37	McGirr, Mrs F.		Form Teacher – 14FG
38	McGuigan, Mrs L.		Form Teacher – 12LG
39	McKenna, Miss D.	Head of Year – 8	Year Head – 8

40	McLoughlin, Mrs C.	Head of Dept – Geography & Eco Schools	Form Teacher – 8CL
41	McManus, Mr B.	Head of Careers	
42	McNamara Miss G.	Head of Year – 9	Year Head – 9
43	Mellon, Mrs R.		Form Teacher – 14RN
44	Mulgrew, Miss E.		
45	Murphy, Mrs A.	Head of Year – 10	Year Head – 10
46	Murphy, Mrs P.	Head of Dept – Science & STEM Enhancement	Form Teacher – 12PM
47	O'Donnell, Miss M.	Exams Officer	
48	O'Donnell, Mrs C.	Head of Dept - English	Form Teacher – 13CD
49	O'Hagan, Mrs M.	Assistant Learning Support Co-ordinator	
50	Oguz, Miss S.	Head of Year – 12	Year Head - 12
51	Pearson, Ms R.		Form Teacher – 8RP
52	Rafferty, Miss C.R		Form Teacher – 9RC
53	Rafferty, Mrs E.		
54	Rafferty, Miss G.		Form Teacher – 9GR
55	Sherry, Mr C.	Literacy Co-ordinator	Form Teacher – 11CS
56	St. George, Miss A.	Head of Dept – IT & School App / Website	Form Teacher – 12AG
57	Teague, Miss L.	Public Relations Officer	
58	Watson, Mr D.		Form Teacher – 8DW

### TEMPORARY STAFF 2024-25

59	Cullen, Mr S.	(Technology Dept)	Form Teacher – 9SC
60	Donnelly, Mr M.	(English Dept)	Form Teacher – 10MC
61	Keenan, Mrs S.		
62	McGuinness, Miss G	(PE Dept)	
63	Morrison, Ms L.	(Art Dept)	Form Teacher – 14LM
64	Oguz, Mr J.		Form Teacher – 10JO
65	Ruddy, Miss D.		Form Teacher – 8DR