

SCOIL MHUIRE AGUS ÍDE

NEWCASTLE WEST,
CO. LIMERICK

MISSION STATEMENT

Our aim and purpose in Scoil Mhuire agus Íde is to help our students to take their place in society as educated, mature and committed Christians. We want our school to be not only a centre of academic excellence but also a caring community where personal faith is nurtured and developed.

In Scoil Mhuire agus Íde we aim

- To create a caring environment in which everyone recognises the value of each individual and to encourage an awareness of and a response to the needs of others
- To foster an appetite for learning and to develop self-discipline, initiative, responsibility and perseverance
- To involve the students in the life-long process of education and to ensure that everyone achieves success in life
- To value all kinds of achievement, and to learn to cope with success and failure

The diversity of our school curriculum should enable students to develop the skills necessary for satisfying personal, social and working life, enabling them to become responsible and adaptable adults who are willing to make a contribution to society.

This ethos is demonstrated in everyday life of the school through our system of Pastoral Care in the following ways:

- by making the student the focus of school life
- through the collaboration of the parents and the whole school community
- by having a whole school response to the needs of our students – academically, socially and spiritually
- by classes and programmes that deal directly with the personal and social life of the students
- by nurturing, encouraging and challenging students
- by creating a positive climate of learning, respect and cooperation

**This journal must be carried with the student
at all times.**

**Each students Journal must be signed by a
parent/guardian each week to ensure that this
line of communication is maintained.**

A student will have to replace any damaged journal at their own cost.

UNIFORM:

The correct uniform must be worn at all times. We encourage students to take care of their uniform and maintain it in good condition. Labelling the uniform is recommended as from time to time uniform items get lost.

Students are to wear full school uniforms during the school day and must appear clean and tidy – parents/guardians are asked to cooperate with the school in this regard.

SMI O'Neill's uniform must be worn for P.E. classes.

GIRLS	BOYS
Bottle Green Jumper with Crest	Bottle Green Jumper with Crest
Bottle Green Skirt – Mid Calf Length / Black Tailored Pants – Regular fit NOT slim	Black Tailored Pants – Regular fit NOT slim
White Shirt	Grey Shirt
Bottle Green/Wine Tie	Bottle Green/Wine Tie
Bottle Green Socks	High Dark Socks
Black Leather Shoes or Navy Decks	Black Leather Shoes
SMI P.E. uniform and white soled trainers.	SMI P.E. uniform and white soled trainers.

We wish to emphasise that only black tailored regular fit trousers are acceptable (not slim fit)

Black leather shoes or deck shoes must be worn –Please note : NO runners, converse, boots, ugg boots, canvas shoes, biker boots ,Doc Martens etc.

School Day

Monday to Thursday: 8.50 – 15.30

Friday: 8.50– 13.00

Break: 1st, 2nd & 6th - 10.50 – 11.00.

3rd, TY & 5th - 10.20 - 10.30.

Lunch: 13.00 – 13.30

PLEASE NOTE: Students must be at school by 8.45 at latest as class begins at 8.50 am. If a student attends school wearing an incorrect uniform they may not be allowed to attend class until they are in the correct uniform.

Students are only under School Supervision from 8.30 a.m. to 3.45 p.m. (Except those in attendance in Evening study)

CODE OF BEHAVIOUR

SEPTEMBER 2025

Scoil Mhuire agus Íde is a Catholic all ability mixed school committed to providing opportunities to develop the unique talents of all our students in a positive, challenging and caring learning environment. Our Mission Statement and ethos urges all in the school community to be the best that we can be and to strive to achieve our personal best – whatever that may be. Our most important concern here in SMI is to provide a teaching and learning environment designed to achieve this.

Our Code of Behaviour aims to promote good behaviour and self-control, helping to create a safe, secure learning environment for all members of the school community. The core principles which underpin our Code of Behaviour are as follows:

- We aim to create a climate within our school which encourages and reinforces good behaviour
- To create a positive and safe environment for teaching and learning
- To encourage students to take personal responsibility for their learning and their behaviour
- To help our students to mature into responsible participating citizens
- To build positive relationships of mutual respect and mutual support among students, staff and parents
- To ensure that our school's high expectations for the behaviour of all the members of the school community are widely known and understood.

Anyone who studies in, works for or visits our school should be dealt with in a courteous manner. We aspire to work with parents at all times to achieve these standards.

In keeping with our ethos and standards all our school rules may be summarised in three phrases:

- **Respect Yourself**
- **Respect Others**
- **Respect Your Environment**

These should be kept in mind as you read the school's rules and regulations. The main reasons for having school rules are:

- To ensure safety and wellbeing.
- To create an orderly atmosphere which supports teaching and learning.

COMMUNICATION WITH PARENTS/GUARDIANS

It is our belief that the most effective schools tend to be those with the best relationships with parents/guardians, every effort will be made by the Principal and Staff to ensure that

parents/guardians are kept well-informed, through VShare, through student journal, through subject copy, by phone or by email. We believe that parents/guardians should not only be informed when their children are having difficulties but also when they are doing well.

Parents/guardians are also encouraged to communicate any concerns early to the school, through the school journal or by telephoning to make an appointment to meet with the Year Head.

THIS CODE WILL BE REVIEWED AT AGREED REGULAR INTERVALS.

School Rules and Regulations

- **Students are expected to be in attendance each day from 8.50 am to 3.30 p.m., except Friday when it is 8.50 am. to 1.00 pm. Students MUST be at school by 8.45 am as classes begin at 8.50 am.**
- **If a student needs to leave school during the school day the procedure is as follows: parents/guardians put a note on VShare , the student informs the Year Head and is only allowed to leave provided they are being collected by a parent/guardian who must also sign the student out.**
- **It is expected that parents communicate via the VShare App, using the Absence Request feature, the reason for the absence of all students on any given day.**
- **A student who leaves the school building without permission during the school day is liable to serious sanction.**
- **Students who arrive LATE FOR CLASS in the morning will have their names recorded and receive a 'LATE' stamp on their journal. A pattern of lates will result in parents being contacted and may also result in a serious sanction.**
- **Students who arrive after 8.50 am must be signed in by a parent/guardian.**
- **First, Second and Third Year are not allowed downtown during lunchtime. Canteen facilities are provided in the school. Students also have the option of bringing their own lunch. Senior students have been given the privilege of going out of school at lunchtime. The Board of Management wishes to advise that no student of Scoil Mhuire & Íde is allowed to have lunch in a Licensed Premises during this time. Breaching this rule will necessitate the student remaining in school during Lunchtime. Any reported incident of misbehaviour or lack of punctuality may result in this privilege being removed from Senior Students.**
- **Bullying, or any form of intimidation towards any person, whether student, teacher or any school personnel, is considered a serious offence. There are clear guidelines laid out in the schools new Bí Cineálta Policy which will be in effect from August 2025.**

- It is the duty of the Board of Management to ensure the health and safety of both staff and students. Any use of offensive language, harassment, gross misbehaviour, or aggressive, threatening or violent behaviour towards another member of the school community is not acceptable and will be regarded as a serious breach of the Code that warrants severe sanction.
- Courtesy, respect, and good manners are basic to good behaviour and are expected at all times.
- The school expects that students will follow all reasonable instructions given by any member of staff and co-operate as required.
- Students may not leave the classroom without permission - if permission is granted, the teacher writes a note in the student's Journal and the student brings his/her Journal with them.
- Scoil Mhuire agus Íde has a zero tolerance policy on the use of drugs, solvents and alcohol. If you use any of these substances you may be suspended or expelled.
- Smoking is absolutely forbidden in the school grounds and at school entrances. Please also note that it is against the law for anyone to smoke in the school.
- Vaping and using e-cigarettes is absolutely forbidden in or on the grounds of Scoil Mhuire agus Íde. Use of Vapes/e-cigarettes may result in suspension.
- Students are expected to care for their own and school property and respect that of others. Students must not interfere with property that does not belong to them.
- The school will provide each student with a combination lock for their locker to protect their books and valuables. Students must pay €20 for lost or misplaced locks. All belongings will be removed from lockers that are not locked. Any damage to lockers must be reported immediately to the Year Head, i.e. scratches or markings.
- Theft is a serious offence and may lead to suspension or expulsion.
- Vandalism and disrespect for school property is a most serious offence and students must make good any damage caused to property. All damage to property must be reported immediately to the office.
- Students involved in violent and/or dangerous behaviour may be removed from the premises for safety reasons, during any investigation, and the matter will be referred to the Board of Management. The NEWB(National Education Welfare Board) guidelines allow schools to act immediately where the students continued presence in the school constitutes a real and significant threat to

safety. Please note this includes the standards of behaviour expected during health emergencies

- Running, pushing, shouting etc. in any form within the school building is forbidden.
- Eating of sweets, lunches etc. is strictly forbidden in the classrooms and during class time.
- Students may have a bottle of water in their school bag BUT drinking water in The Computer room or when using technology including chrome books is strictly prohibited. Please note that fizzy drinks / energy drinks are forbidden.
- Items causing disruption or danger or nuisance are not allowed in school and will be confiscated, to be collected by parents or guardians at a specified time. These include, laser pens, sprays, permanent markers, Tippex, etc. Other items may be added to this list if and when necessary, and students, parents/guardians will be notified.
- Chewing gum is forbidden in the school and those found in breach of this will be given a sanction.
- Occasions may arise when it is considered necessary to search a student's property in the investigation of a particular breach of the Code of Behaviour e.g. substance use/abuse, theft. In the presence of the concerned student this might take the form of:
 - Search of a student's school bag
 - An instruction to a student to empty his/her school bag or pockets or locker

Such action must be authorised by the Principal, Deputy Principal or delegated agent. Where possible parents and guardians will be contacted by phone, made aware of the situation and their support for the action sought. Any search required will be carried out by the Principal, Deputy Principal or delegated agent, in the presence of another member of staff and the student involved.

- On their journey to and from school students are expected to show respect and consideration for fellow bus users (if applicable), road users and local residents.
- School authority over its students, therefore, is not confined to school grounds only. It also applies during lunchtime, on occasions such as school outings, trips to games, school tours etc. Once a student is clearly recognisable as a student of the school (e.g. wearing the school uniform) he/she is subject to the authority of the school. A student who behaves in a way that is likely to bring the school into disrepute will be severely sanctioned. The school has a right to safeguard its good name.

- **PLEASE NOTE: Students are not permitted to use their cars during the school day and are strictly forbidden from carrying any other students during this time.**
- In the interest of safety students are not allowed to use the school grounds for parking facilities.
- Any contact between a student and their parents/guardians must be done through the office phone and at the front office. Any contact made on a personal device within the school will lead to a sanction.
- **MOBILE PHONE use** is forbidden within the school except under the supervision of their teacher during class time. Students have access to the school phone in the office should they need to communicate with home. If a student needs a mobile phone for before/after school arrangements it must be secured safely and switched off. Spot checks may be carried out to ensure that mobile phones are powered off. Phones that are not powered off when spot checks take place may be confiscated. If a mobile phone is confiscated by a staff member, students are asked to turn off or lock his/her phone and the phone is then handed in to the office. The phone will only be returned to a parent/guardian when they come to the school to collect it. Due to the serious nature of unsupervised phone use in a school setting a repeat of this offence may incur a suspension.
- The use of mobile phone functionality in a Smartwatch is not permitted and is subject to the same sanctions as mobile phones. Please note Smartwatches can not be worn during exams.
- A student who refuses to hand up a mobile phone when requested by a teacher may incur a suspension, as this is considered a very serious breach of discipline.
- Misuse of the Internet within the school may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- All books and materials provided to students under the Free Schoolbooks Scheme remain the property of the school. Students are expected to take care of these resources and return them in good condition at the end of the school year or when requested. Failure to return books, or returning books that are excessively damaged or unusable, may result in a financial charge to cover the cost of replacement.
- **FULL SCHOOL UNIFORM** must be worn by students during the school day and on all school related outings – unless otherwise informed
- Jewellery to be kept to a minimum. Jewellery should be small, unobtrusive and not pose a hazard. Jewellery should therefore consist of one small ring, no more than two pairs of stud earrings and a watch. Large or long earrings are not

allowed. Any jewellery deemed to be a health and safety hazard by management must be removed. For safety reasons, jewellery must not be worn during P.E. or practical classes.

- Ear-rings of black or metal colours only can be worn by students.
- Face piercing and Nose rings are strictly forbidden.
- Any tattoos or body markers must be covered at all times.
- For health and safety reasons fingernails must not be excessively long. Students are not permitted to wear gel or acrylic nails. Please note students may be instructed to remove nails that are excessively long in the interests of health and safety.
- Students in First, Second and Third Year (Junior Years) are not allowed to wear make-up.

School Attendance

Each student is expected to be in full attendance in school everyday in line with the schools "Statement of Strategy of School Attendance". SMI reports to Túsla biannually. In this return all students missing over 20 days are reported. At any time during the school year the school can report the absence of a student if there is concern for the students attendance.

Students should only be absent from school for medical reasons, bereavement or exceptional family issues. Under no circumstances should a student be absent from the school for family trips or holidays. Any requests for exception to this rule should be made in writing to the school Principal or their acting agent.

The school reserves the right to amend or add to the above rules as becomes necessary.

Please note that CCTV cameras are placed strategically around the school for the safety of students and staff. These cameras can be used to support good behaviour and for the protection of property.

House Exams

House Exams are part of the academic year and the promotion structure of Scoil Mhuire agus Ide therefore, any student who does not sit these exams must produce a Medical Cert. In the absence of a Medical Cert. the student must apply to the Board of Management to be readmitted to the next school year.

The School reserves the right to amend or add to the above rules as becomes necessary.

Please note that CCTV cameras are placed strategically around the school for the safety of students and staff. These cameras can be used to support good behaviour and for the protection of property.

A MORE DETAILED OUTLINE OF SCALED SANCTIONS IN OPERATION IN SCOIL MHUIRE AGUS ÍDE

Sanctions are used so that our students experience the consequences of their misbehaviour, and are assisted and supported in modifying their behaviour. In SMI these sanctions are scaled to take account of the nature of the incident, the situation leading up to the incident and the age of the student.

Minor Infringements

Within the classroom, the subject/class teacher will correct and discipline a student where necessary. An Incident Report Sheet documenting the incident will be kept by the teacher concerned. The following are general guidelines but teachers are also free to develop their own individual system of classroom rules and sanctions collaboratively with each class.

- A firm reprimand is expected to be sufficient to correct inappropriate behaviour.
- The incident may be recorded in the student's Journal, to be noted and co-signed by parent/guardian and their assistance sought.
- The nature of the unacceptable behaviour will be explained to the student.
- Extra written work may be given to the student, or community work (community clean up, etc).
- An undertaking to abide by the class rules and Code of Behaviour may be sought.

Repeat of Misconduct or More Serious Misconduct

- Repeated misconduct or more serious misconduct will result in further sanctions and a record will be kept of the specific details of the incident by the teacher concerned and a copy will be kept in the school's administration system.
- Further sanctions can include
 - ✓ Immediate removal from the school due to a health & safety risk to students or staff on request of management.
 - ✓ Referral of the incident to the Year Head.
 - ✓ Further written work
 - ✓ Removal of the student from the scene of the incident. The student may be moved to a different place within the classroom or placed (with work) in another classroom by arrangement with that teacher.
 - ✓ Parents/guardians being contacted by telephone, letter or through VSWare.

- ✓ Lunch Time Detention. Students may be put on detention for failure to cooperate with the Code of Behaviour. Also students may be placed on an immediate lunchtime detention for poor behaviour during the school day. The Year Head will notify parents of detentions.
- ✓ Being put on a Daily Report.
- ✓ Being assigned a community task, such as collecting litter, tidying Assembly or Canteen area, etc.
- ✓ Exclusion from a certain activity or activities. This includes school events, trips and tours. This decision can be made at any point in advance of the activity, event, trip or tour. The student will incur any monetary cost as a result of the exclusion.
- ✓ Meeting with a parent/guardian in the school.

A Senior Management Meeting is held once a week to discuss/assess concerns regarding standards, welfare and behaviour.

Persistent Breaches of the Code

Sanctions for consistent breaches of our Code of Behaviour include:

- ✓ A meeting with the Senior Management.
- ✓ A written undertaking by the student to abide by the Code of Behaviour.
- ✓ In house suspension from a particular subject(s) for a limited time.
- ✓ Friday After School Detention. Parents/guardians will be notified of any detention, the date and duration of the Detention and they will be asked to sign a Detention Slip.
- ✓ Transition Year students who consistently breach the code of behaviour may be removed and placed into 5th Year.
- ✓ Suspension from school (in accordance with the school's policy on Suspension and Expulsion).
- ✓ Exclusion from school in accordance with the school's policy on Suspension and Expulsion).

Friday Detention

A 2 hour detention will take place on Fridays from 1pm to 3pm. Students who have a record of poor behaviour or who fail to cooperate with the class teacher may incur this sanction.

Suspension

Suspension is a very serious sanction. A student may be suspended when other interventions have failed and when the following procedures have been followed:

- ✓ The student has been reminded of his/her agreement to abide by the Code of Behaviour.
- ✓ Internal and external support has been considered
- ✓ Parents/guardians have been involved in discussion with the school.

- ✓ Diagnostic assessments have been carried out, where appropriate.
- ✓ The student has been given a written warning, together with clear expectations of what is required in the future.

Suspension following a Single Incident

Suspension following a single incident may occur in cases of very serious misconduct, some examples of which are:

- Disrespectful behaviour
- Abusive language
- Conflict between students
- Violent/aggressive behaviour or threats
- Presence of weapons or illegal substances, etc.
- Vandalism
- Interfering with safety equipment
- Stealing
- Smoking/Vaping
- Leaving school without permission
- Bringing the school into disrepute
- Threatening the safety of any member of the school community

Length of Suspension

The length of a suspension will relate to the seriousness of the misbehaviour leading to the suspension and to the student's recent record.

- ✓ When a student is suspended for a period of 5 days or more, the Principal will inform the Education Welfare Officer assigned to the school.
- ✓ If a student is suspended for a cumulative total of 20 days in one school year, the Principal will inform the Education Welfare Board.

Suspension Procedures

1. The Principal in consultation with the Disciplinary Committee (Management and the relevant Year Head) makes the decision to suspend based on the Code of Behaviour.
2. The student is informed of the reason for the suspension and is given an opportunity to respond.
3. Parents/guardians are contacted. They are invited to meet with the relevant Year Head and Principal or Deputy Principal.
4. The student will be supervised until suspension takes effect. He/she will not be sent home unless collected or authorised by a parent or guardian.
5. The formal letter will include:
 - Notice of suspension
 - Effective date(s) of suspension
 - Duration of suspension
 - Notification that the student is under parental care/supervision while suspended and emphasising the importance of parental support.

- On the morning of the suspension the student, accompanied by parent/guardian, will present at school in full school uniform at 8.30 am, they will meet the Year Head and the student will receive work which will be completed at home during the suspension period.*
- The student must stay away from the school and its vicinity and from all school organised events during a period of suspension.
- Statement that the Education Welfare Board has been informed, where appropriate.
- Information on right to appeal (internal school appeal and/or Section 29 Appeal).
- Procedures for the formal re-introduction of the student into school.
- Requirements to be fulfilled when the student returns, e.g. written apology/completed assignments.
- Notification if consideration is being given to expulsion.

The 're-admission following suspension' form will be enclosed with the letter.

***PLEASE NOTE:** A student on suspension must arrive at school in full school uniform on the morning of the suspension and collect work to be completed during suspension. This work must be submitted to the Year Head on return to school.

Re-admission following Suspension

- A parent or guardian will be requested to attend with the student on the day of their return.
- The student will be asked to give an undertaking to abide by the school code.
- Special conditions of returning, e.g. counselling, referral to NEPS (National Educational Psychological Service) or pastoral support will be agreed to by the parents/guardians and the student concerned.

Expulsion

A student may be expelled by the Board of Management if

- All other sanctions have failed
- His/her behaviour places the safety of any member of the school community at risk. The student's continued presence in the school constitutes a real and significant threat to the safety of any member of the school community (as per NEWB guidelines).
- His/her behaviour is such that it interferes with the Constitutional Right of others to an education.

A period of suspension will precede a recommended expulsion and the parents/guardians will be informed of their right to appeal the decision to the Board of Management and given a chance to do so. This information will be sent by post, or delivered by a member of staff. The Education Welfare Board will be informed.

Code of Behaviour Review

The Code of Behaviour is under regular review and the present document is a revised and updated version of our former code and involved consultation with the students, parents/guardians, staff and Board of Management of our school. The present process began in September 2009. The Code of Behaviour is official school policy. Each year the code of behaviour is updated and presented to the Board of Management for approval. Reviewed June 2025.

Implementation

Enrolment in Scoil Mhuire agus Íde presumes acceptance of the Code of Behaviour.

As the official Code of Behaviour of our school, all registered students of our school will receive a copy of it in their School Journal. Parents/guardians, or students over 18 years of age, will be required to sign acceptance of it.

The Code is also available from the school on request and is also available on the Policy Section of our website, www.smincw.ie.

RE-ADMISSION

At the discretion of the Principal, a student may be asked to re-apply for admission to the school up to and including 30th June for the following academic year. Re-admission will depend on conduct, application to studies and punctuality shown during the previous year. The Board of Management shall decide whether to re-admit the student.

Before making a decision to accept or reject a student who has applied under the previous paragraph for re-admission the student's parents/guardians will be informed by a registered letter by the Principal, or nominee of the Principal, that such decision is being considered. This letter will request the student's parents/guardians to meet the Board of Management at a specified time acceptable to all parties so as to afford them a full opportunity to comment on the decision being considered. If the parents/guardians fail to attend such a meeting and fail to provide a reasonable explanation for not doing so, the Board may determine the matter in their absence and may refuse re-admission to the student. The parents/guardians will be informed by a registered letter by the Board that re-admission has been refused.

In the event of the parents/guardians attending a meeting with the Board, if, having heard the parents/guardians, the Board considers that it is inappropriate to re-admit the student, the Board may refuse such re-admission. The parents/guardians will be informed by registered letter by the Board of Management of the decision.

APPEAL TO THE TRUSTEES

The student's parents/guardians may appeal to the Trustees against a decision of the Board, resulting in the expulsion of a student or refusing a student readmission to the school by giving written notice to the Trustees within 21 days of the Board's decision and such notice shall set out the grounds of appeal. The Trustees may affirm, revoke, or amend, any decision of the Board determining that a student has committed misbehaviour

or serious misbehaviour, imposing a penalty on a student or refusing a student readmission to the school.

Where the student/parents/guardians appeal to the Trustees against a decision of the Board, the Trustees will request the student/parents/guardians to meet with them at a specified time acceptable to all parties to give all parties a full opportunity to comment on the matters under appeal. If the student/parents/guardians fail to attend the meeting with the Trustees and fail to provide a reasonable explanation for not doing so, the Trustees may make such a decision as they consider appropriate, including affirming, revoking or amending any decision of the Board. The student/parents/guardians will be informed of its decision by registered letter.

In the event of the student/parents/guardians attending a meeting with the Trustees, the Trustees may after hearing the parties make such a decision as it considers appropriate including affirming, revoking or amending any decision of the Board. Notice of the decision of the Trustees will be sent to the student/parents/guardians by registered letter.

I have read and accept the Disciplinary system for students of
Scoil Mhuire agus Íde as outlines by the school authority

Student Signature: _____

Date: _____

Parent/Guardians's Signature: _____

Date: _____