

**St. Joseph's,
Stanhope Secondary School**

*“Nurturing excellence in the
heart of the city.”*

“Together we Succeed”



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**St. Joseph's,
Stanhope Secondary School is a
Co-educational voluntary Catholic School
under the care of the
Sisters of Charity**

School Motto:

“Caritas Christi Urget Nos”

“The love of Christ urges us on”



MISSION STATEMENT:

Our school provides a safe, welcoming and respectful learning environment for all students irrespective of class, creed, culture or colour. We encourage each student to develop all the gifts and talents that they have been given. We recognise the sacred in self, others and all of creation.

Our Code of Behaviour

Your Son's/Daughter's wellbeing and educational progress are at the core of our school's work. All students are required to follow school rules so everyone can learn in an ordered, positive environment. Students are reminded to focus in particular on the **4 Bs at all times: be respectful, be ready, be your best, be a friend**. In order to achieve a positive, healthy and safe working environment, where mutual respect is valued, every pupil is expected to adhere to the school's Code of Behaviour.

Please sign below to indicate that you have read the Code of Behaviour, agree to its contents and that you have discussed it with your Son/Daughter.

Our Code of Behaviour Policy is available from our school office and our app.

Student's name: _____ Student's class _____

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Code of Behavior: Aims and Objectives

- To create a positive atmosphere within our school.
- To create a safe, secure, healthy and happy teaching and learning environment.
- To promote mutual respect and cooperation between all members of the school community.
- Outline expected standards of behavior.
- Promote and reward positive student behavior.
- Outline the supports available to students.
- Outline the procedures, supports, interventions and sanctions when the code of behavior is not followed.
- Outline the roles and responsibilities of members of the school community.
- To comply with the Provisions of the Education (Welfare) Act 2000, other relevant legislation and Department of Education and Skills guidelines and reports.

Behaviour Points System – VSWare

Our school community aims to promote the values of justice, respect, honesty, integrity, commitment and hospitality, recognising the importance and dignity of each person. To promote positive behaviour, a points based system is in operation and visible on VS Ware. Positive points are given for good behaviour. Points are removed to discourage poor behaviour. Students begin August and January with 100 points to encourage and motivate students positive behaviour. White and Blue referrals continue to be visible on VS Ware. Rewards for positive behaviour and support/interventions for negative behaviour are listed below.

Positive Points:

- +2pts – positive behaviour e.g. excellent effort, display of kindness, high performance in test or homework etc.
- +6pts – adherence to the 4B's i.e. Be Ready, Be Respectful, Be your Best, Be a Friend.
- +10pts – full attendance for a calendar month (YH), Exemplary conduct.

Positive point achievement is recognised by the following:

- 120pts – 150pts: Student's enter a raffle for voucher (Twice yearly)
- 151pts – 200+pts: Certificate and raffle for a larger prize (Twice yearly)

Negative Points:

- -2pts – Note in journal (e.g., No books, no homework, etc)
- -6pts – White referral (e.g. 3 no books or no homework etc.)
- -10pts – Blue referral i.e. gross misbehaviour

Student support/ intervention at the point level outlined below:

100	Students begin August and January on 100 points.
80	Year Head will have an informal chat with student. Plan devised to improve behaviour.
70	Student Support Meeting with Year Head, Phone home and a plan (student support card) put in place for 5 days. Parent to check VSWare comments
55	A 1 day suspension may be considered
40	Parent will be called to meet Year Head and Deputy Principal. An agreed plan to support student to improve their behaviour.
35	A 2 day suspension may be considered
20	Meeting with Year Head, Deputy Principal and or Principal
<20	Further suspension and or a referral to the Board of Management will be considered

General Rules

Our school is based on mutual respect, politeness and kindness. Students should show kindness and respect for school staff and one other at all times.

- Please remember while in school uniform you represent our school – unbecoming behaviour outside of school will be sanctioned.
- **Students must bring a suitable school bag with books to school and home again each day for the purpose of study and homework.**
- Money is to be kept on one's own person, and never in school bags.
- Articles of clothing, especially coats, PE gear and books, are to be clearly marked with owner's name.
- Students should be neat and tidy at all times.
- Chewing gum is strictly forbidden. Food may only be consumed during break times only.

- Care should be taken of all school furniture and equipment.
- All Students **must** remain in school for lunch.
- Healthy breakfasts and lunches will be available free of charge to all students.
- Students are strictly forbidden to leave the school grounds without the school authorisation.

Student Books and Resources

Students may store their belongings in their bags or in their lockers. **Students may not store books or resources anywhere else on school property e.g. classrooms, tables, floors, window ledges etc.**

At the end of the school day, books and belongings must be stored away in lockers or brought home.

Should a student leave their books or resources anywhere other than their bag/locker/home, these books and resources will be confiscated.

- On the first occasion, students will receive a warning, 0 points and a letter to be signed by their parent/guardian and returned to the school.
- Each additional time books and resources have to be removed, a €5 release fee must be paid to the school office before the books and resources will be returned to the student. -2 points on VS Ware will also be issued to the student.

Should students wish to avail of a locker, please contact the office.

School Uniform

- We set a high standard for our students and this includes their school uniform.
- Students must always maintain their uniform to a high standard.
- Uniforms take the pressure and stress away from students by standardizing the dress code.
- At Stanhope Secondary we will always try make our school a stress-free zone, this allows our students to focus on their academic study, personal growth and success.

Uniform requirements are:

- School jacket, school crest jumper, white shirt, school tie. Navy socks or black or navy tights. 1st Year students will have the option of grey trousers for 2025-2026. Option of navy trousers for all other year groups. All uniform items are available from Grant's only.
- Students must wear all black waterproof footwear or navy/black 'dubes', no platforms or converse. Students must have a change of suitable runners for PE.
- Non-uniform jackets may not be worn, school jackets only.
- Student may wear a plain navy scarf, alternative colours are not permitted.
- Our school adopts a no face make-up policy for Junior Cycle years. Senior students have the privilege of wearing subtle face make-up.
- Students may wear nail varnish but it must be removable, and taken off for cookery class.
- False nails, shellac nails, Biab etc. are not permitted.
- Subtle false eyelashes that are classic or natural may be worn. Students are not permitted to wear 'extreme' or 'Russian' style false eyelashes i.e. no sweeping brushes.
- Piercings, subtle ear and nose studs are permitted but these must be removed for PE and sport. Septum piercings and all other visible piercings are not permitted.
- No visible tattoos or body markings permitted.
- Subtle jewellery permitted, but should not be loose or dangling as this may lead to a Health & Safety issue.
- Students may dye their hair and wear their hair up or down. Hair must be tied up for PE and cookery classes.
- Hijabs must be short navy blue.
- Students PE uniform consists of School-crested ¼ Zip Top, School-crested Sports Jersey and choice of **School-crested Leggings, Tracksuit Bottoms, or Shorts**. Students only need to choose one option i.e. leggings, tracksuit bottoms or shorts to go with their zip top and sports jersey.
- Our new school tracksuit is **now available in Grant's**. Students that purchase our new school tracksuit no longer need to change for PE and can wear their new school tracksuit for their PE day on a trial basis.
- Student's that do not wear our full 3 item new tracksuit will need to continue to change for and after PE into their school uniform i.e. all navy or all black tracksuit bottoms (no leggings), a white polo shirt and the school hoodie.
- Students must bring a suitable school bag with books to school and home again each day for the purpose of study and homework.

- Students are not permitted to be in school in breach of their uniform. In the first instance they will be asked to correct their uniform breach, failing this, students may be sent home to return when their uniform is compliant with our school rules.

We welcome and appreciate your support in helping us create a stress-free zone by upholding the school uniform rules.

Students are not permitted to come to school in non-uniform. If a student arrives in non-uniform/incorrect uniform, they will be offered uniform items from our school. If this offer is refused their parent/guardian will be called to arrange supply of the correct uniform. With the agreement of the Parent/Guardian the student may be sent home to return with their correct uniform. Failing this, the student may be internally suspended within the school.

Incorrect uniform and consecutive day breaches of uniform

- Day 1 student is given a verbal warning to correct uniform by Year Head. The Year head records the breach on VS Ware with a '0' points incident.
- Day 2 student is given -2 points on VSWare and provided with a written warning in their Journal to be signed by parent/guardian.
- Day 3 student is provided with second written warning and given - 2 points on VSWare issued by the Year Head. Parent informed that student will be suspended should they arrive out of uniform on the fourth consecutive day.
- Day 4 if student is in breach of the uniform they are suspended for 1 day.

At 5 VSWare uniform entries the Year head makes contact with Parent/Guardian. At 10 the Year head meets with Parent.

Non Uniform Coats

The following applies to students that wear in non-uniform coats: Upon arrival non-uniform coats must be left in the office. These coats will be kept in the office and will be available for collection at the following times.

- | | | | |
|-------------|-----------|------------|-----------|
| • Monday | 4.00 p.m. | • Thursday | 4.00 p.m. |
| • Tuesday | 4.00 p.m. | • Friday | 1.05 p.m. |
| • Wednesday | 4.00 p.m. | | |

Students must sign in and sign out their coat in the log book.

Punctuality

All students must be in school by 8.30 a.m. Lessons begin each day at 8.40 a.m. A student that arrives to school after 8.30 a.m. without a valid note from a Medical/Professional for their appointment **is late for school and will go to the reflection room for 20 minutes at the end of the same day.** Late notes from any other source will not be accepted. Students must bring work with them to the reflection room. A graduated response is in place for repeat offenders. Please see our 'code of behaviour' for further details.

To assist students to be on time for class. The school operates a warning bell system, also known, as the 'movement bell'. This bell goes off 3 minutes before the start of the first class of the day and again before the beginning of the first class after lunch i.e. 8.37 a.m. and 1.37 p.m. Everyone moves and prepares for class upon hearing this bell. Students that are late for class will have this information recorded in the journal/VSWare by their class teacher.

Leaving School Early

Professional/medical appointments should be organised for outside of the school day. To minimise disruption to teaching and learning students may not leave for appointments during class time. Students should only be collected at little break or lunch time. Confirmation of the professional or medical appointments should be provided to our school office. Students that are unwell must be collected at our school office by a parent/guardian.

Homework Journal

The journal is one of the main methods of communication with the school and parents. It is important that students and parents familiarise themselves with the journal. Students record their homework in the student journal and parents should take an active approach to supporting their child with their homework. Students should have their journal with them for every class. Students that do not have the journal with them will be issued with -2 points.

Mobile Phones

Mobile Phones may not be used on school property without the consent of teaching staff. Camera Phones **may not** be used to take photographs/video on the school premises without the authorisation of staff. If a student is found using a phone or if the phone rings or beeps it will be confiscated by school staff. The student will receive - 6 points and 20 minutes in the reflection room after which their phone will be returned by the reflection teacher at the end of the day. If the student is already in the late room, time will be extended for 20 minutes.

Anti-Bullying Policy Stanhope Secondary School

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of Stanhope Secondary School has adopted an anti-bullying policy within the framework of the school's overall code of behaviour. Our policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the key principles of best practice in preventing and tackling bullying behaviour: *Our Anti-Bullying Policy is available from our school office and our school app.*

Suspension and Expulsion Policy

Through its Code of Behaviour – and in line with the Mission Statement - Stanhope Secondary School, Manor Street, Stoneybatter, Dublin 7, our school provides a safe, welcoming and respectful learning environment for all students irrespective of class, creed, culture or colour. We encourage our students to develop all the gifts and talents that they have been given. We recognise the sacred in self, others and all of creation. When a student fails to observe the Code of Behaviour it may result in the student incurring sanctions including suspension or expulsion where warranted. This policy outlines the school's approach to suspension and expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000 and the National Education Welfare Board Guidelines on Code of Behaviour 2008. *Our Suspension and Expulsion Policy is available from our school office and our school app.*

Student support meetings, cards/comments and the escalation of support

1. Form Teachers will check points on VS Ware. When students reach 70 points, the form tutor will request a behavioral support meeting with the student and the Year Head.
2. Students will be placed on a student support card/comments for one week after the behavioral support meeting. Between one and three tailored targets will be agreed with the student, their Form tutor and Year Head during the meeting. Parents/Guardians will be asked to check and sign the support card on a daily basis (they may also leave an optional comment if they wish). The Form Teacher will check the student support card each day for the parent/guardian's signature and the Year Head will review the support card at the end of the week. The Year Head will contact the parent/guardian if the card is not signed. If the agreed level of target/s is not met by the student, the Year Head will contact parent/guardian.
3. If a student reaches 55 points, A 1 day suspension may be considered.
4. At 40 points, the student will attend a second behavioral support meeting with the Parent/Guardian, the Year head and the Deputy Principal. An agreed plan to support student to improve their behaviour.
5. At 20 points a meeting with Year head, Deputy Principal and or Principal
6. The Principal reserves the right to exclude the student through suspension or refer the student to the board of management should the student fail to improve their behavior.

Detention

For serious or ongoing poor behavior, teachers may conduct their own detention. Parents/Guardians will be notified in advance of this by the Teacher. Detention usually lasts for 20 minutes.