

Mission Statement

Scoil Mhuire gan Smál is a co-educational secondary school founded in 1952 and now under the trusteeship of the Diocese of Cloyne.

The school upholds the Catholic Ethos, but it also welcomes students of other religious beliefs or none. Communal Prayer and liturgical celebrations are all an integral part of school life.

The school provides a holistic education through a broad and balanced curriculum. A comprehensive extra-curricular programme of culture, social, sport and other activities is provided within the school. These develop self-esteem and a positive attitude both at individual and group level.

The Board of Management, teachers, administrative and ancillary staff seek to promote a secure and a caring community environment and a balanced curriculum, which is student centred.

We provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all learners to take their place in life and work in the future.

We strive for academic excellence, while fostering and encouraging all types of talent.

Principal's Message

Ba mhaith liom fáilte ar ais a chur roimh gach dalta go Scoil Mhuire gan Smál. Ba mhaith liom fáilte speisialta a chur roimh dhaltaí na céad bliana agus na daltaí nua atá sna blianta eile. Ta súil agam go mbeidh bliain shona chomhlíontach ag gach éinne sa scoil an bhliain seo chugainn. Ta fiúntas faoi leith ag baint le gach dalta sa scoil ach is é dochas gach múinteoir go mbeidh cumas ag gach dalta a gcuid feidireachtaí féin a chomhlíonadh.

Chun na torthaí atá tuilte agat a fháil, caithfidh tú obair go dian. Post lán aimsearach is ea obair an dalta agus caithfidh tú tosaíocht a thabhairt don obair scoile. Ba bhliain rathúil í 2019/2020 agus d'éirigh thar barr le daltaí in ana-chuid réimsí. D'éirigh le daltaí torthaí thar na bearta a fháil sna scrúdaithe stáit. Chuir cursaí spóirt, dramaíocht agus ceoil an dlaoi mullaigh le rath na bliana.

Tá súil againn, le dian-obair uait, go neireoidh leat cur leis an meas atá ag an scoil sa bhliain amach romhainn.

Padraig Sheehan

Principal

Code of Positive Behaviour

Our Code of Behaviour is developed in the context of the school's mission statement.

“We provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all learners to take their place in life and work in the future”

The Code of Behaviour is an integral part of the positive school ethos where learning and personal development can take place in a safe and caring environment. The Positive Behaviour Policy/Code is firmly rooted in mutual respect, justice, the common good and concern for health and safety. An essential element of this is good, open communication between the partners. Scoil Mhuire gan Smál believes that such an approach will be beneficial for students, teachers, management, parents/guardians and the Board of Management alike.

Some of the most important school expectations are listed below and we expect co-operation from students and parents.

Use of this Journal

The Student Journal is an important means in maintaining an effective home/school link. The student Journal is the primary method of communication between the school and home in order to inform parents/guardians regarding their child's progress, development and behaviour.

Students of Scoil Mhuire gan Smál are expected to:

- Have their journals in class each day and if attending lunchtime detention.
- Place the journal on their desk at the start of every class period.
- To refrain from writing in the areas assigned for teachers' or parent/guardian notes.
- To maintain the journal in good condition and therefore to avoid using the journal as a folder for handouts etc. To refrain from defacing the journal in any way.
- To ensure that notes regarding absences, late arrivals and appointments written in their journal from parents/guardians are presented to the relevant person.
- A student attending lunchtime detention must have their journal with them.

Procedures for the use of the Student Journal and expectations for Homework:

- Journals should be checked and signed weekly by a parent/guardian with regard to completion of homework, teachers' comments, and any other communication from tutors, Year Head etc
- Any note received by a student in the journal must be signed by parent/guardian on the day of receipt.
- Tutors and Year Heads will monitor the journals to ensure that any student struggling with homework and/or other issues/behaviours are identified and supported in their efforts to address these issues and/or behaviours.
- Explanatory notes for students regarding planned outside appointments must be written into journals by parent/guardian. Every effort should be made to schedule appointments outside of school time.
- Record all homework, both written and study for all class periods.
- Permission to leave class must be written into the journal by a teacher and the student must have the journal with them.
- Appointments with Guidance Councillor or other members of staff will be written into the Student Journal.

Homework Guidelines

Each Student

- Can expect to be assigned homework each night.
- Must write down all homework, both written and oral.
- Must complete all homework to the best of his/her ability.
- Must catch up on homework after absence.
- If absent on school activity, must make every effort to get homework completed
Parents will be informed when students show a pattern of failing to complete prescribed homework.

Students may be placed on a Homework Monitoring Card /System to monitor progress and seek improvement.

How long should a student spend on Homework

1 st Year	1.5 Hours per night
2 nd Year	2 Hours per night
3 rd Year	2.5 Hours per night
TYO	Project based with deadlines. 2 Hours per night
5 th Year	3 Hours per night
6 th Year	3.5-4 Hours per night

These are guidelines only and will vary during the year. These include study time, and should increase as school and state examinations approach.

Uniform and Appearance

- The school uniform must be worn correctly at school, travelling to and from school and at all school functions. Students wearing the SMGS uniform represent the school to the wider community and are expected to behave in a manner which will not bring the school into disrepute.
- Pupils not in uniform are automatically confined to school grounds irrespective of the content of the note (unless excused by the Principal or Deputy Principal). Repeated failure/refusal to wear the uniform will incur sanctions up to and including suspension.
- Boys wear grey school trousers, blue and white striped shirt, wine coloured tie and blue jumper with school crest.
- Girls wear grey school trousers. No leggings flared or stretch trousers will be accepted. They also wear a blue and white striped shirt, wine coloured tie, and blue jumper with school crest.
- Shoes must be black, navy or dark brown leather/leatherette, with no obvious branding, stripes or decoration. No boots, trainers/runners/canvas and/or fabric based shoes partial or otherwise. Refer to samples on school website if needed.
- Hoodies are not allowed while in school uniform. Coats, jackets and sweatshirts are not permitted to be worn in class or in the school building apart from when permission is granted by Management.
- The school tracksuit is **only** to be worn for P.E. class, apart from when permission is granted by Management.
- Medical certificates must be supplied in incidents of injury etc which may necessitate a student wearing a tracksuit.
- The PE ¼ zip top is not a substitute for the official school jumper.
- SMGS training gear is not a substitute for either the official school or P.E. uniform and should not be worn in place of either.
- Students in breach of the Uniform and Appearance Policy **MUST** have a note of explanation from a parent/guardian in their student journal. This note **MUST** be shown to the Principal / Deputy Principals before 8.35am and a uniform stamp received. In cases where the situation cannot be immediately corrected, a reasonable time frame will be given to correct the situation.
- Students may wear a single pair of small ear studs in the earlobe and one ring on the ring finger of one hand. Excess jewellery will be confiscated and will not be returned until the end of term.
- Students are **NOT** allowed to wear facial jewellery/body piercings and will be expected to remove same if worn. Tattoos to be covered at all times.
- Make up, fake nails and fake tan are not allowed.
- Hair should be clean, neat and tidy. Extreme hairstyles such as partial shaves or vibrant hair colours are strictly forbidden. The Principal / Deputy Principals will decide as to the acceptability of any particular haircut. The parents of pupils with unacceptable haircuts will be contacted with a view to taking the student home to rectify the hairstyle.

Physical Education

- P.E uniform consists of navy SMGS tracksuit pants, ¼ zip SMGS top, matching tee shirt and runners with built in arch support. A cross trainer is a good all-round runner. If a student is unable to participate in P.E., a written explanation from a parent / guardian MUST be presented to the P.E. teacher prior to class.
- A doctor's cert is required by the school should a student be unable to participate in P.E. for a period of more than 3 weeks.

Attendance and Punctuality

Students of Scoil Mhuire gan Smál are expected to be:

- In attendance every day.
- To be in the correct classroom in time for commencement of each class.
- To eat in their designated areas/classroom during lunch and breaks and to leave these areas clean and in good order.
- To remain on the school grounds during lunch and break, with the exception of those with authorised 'Lunchtime Passes' and sixth year students who have permission to leave during the main lunchtime.

School Procedures in relation to Attendance and Punctuality

- School begins at 8.35am and afternoon classes begin at 1.30pm. Students should be in attendance at least 5 minutes before these times.
- Students arriving late to school must sign the Late Book at reception and must get their journal stamped with a late pass by the Principal / Deputy Principals before they can be accepted into class. In cases where it is possible a note of explanation should be provided by parent/guardian. Regular offenders are noted and a copy of same given to Year Heads on a weekly basis to follow up with students/parents.
- Parents/Guardians may be contacted by the school via phone/text to confirm note or to be informed of punctuality issues and/or absences.
- Pupils who have to leave school during the school day must produce a written note from their parents and show it to the Principal / Deputy Principals before 8.35am and must sign the Out Book when leaving school.
- In the event of a student becoming ill during the school day they are requested to inform the Principal or Deputy Principals. Contact with home can only then be made through the main office. It is expected that students will follow the mobile phone policy and not use their mobile devices to contact home. A parent / guardian must collect the student and the student MUST sign the Out Book before leaving the school.
- If a pupil is absent from school, the student must deposit a signed absence slip from their parent/guardian in the designated post box for their year group. The National Education Welfare Board requires this. Perforated absence notes are available in the back of the journal.

General Expectations

Scoil Mhuire gan Smál aims to foster an atmosphere in the classroom where teaching and learning flourishes. Meeting general expectations of positive behaviour and showing respect to others contributes greatly to an atmosphere where all students have the opportunity to meet their potential

It is expected that students of Scoil Mhuire gan Smál:

- Show courtesy manners and respect to each other, staff, fellow students, visitors, etc. at all times and in all places.
- Follow instructions from teachers and others in authority at all times and in all places.
- Be supportive and respectful of their fellow students.
- To play his/her part in making the school a safe and happy place, free from any fear, misery, hurt and injury.
- Play his/her part in neither acting in a bullying or threatening manner or condoning and tolerating such behaviours in others.
- Walk, not run, on the right-hand side of the corridors when moving to or from class and to queue in an orderly manner outside the school shop during break/lunch and also while waiting in corridors to enter a classroom.
- Refrain from the use of inappropriate, insulting or threatening language.
- Refrain from any attempt to destroy, deface (i.e. graffiti), damage and/or vandalise either school property (buildings, plant, equipment, fittings, materials, shrubs, trees etc) or the property of others (clothing, books equipment, cars etc). Students will be held liable for any damage to school property.
- Refrain from littering any area of the school buildings, grounds and its environs.
- Follow the rules regarding the non-use of tippex, markers and chewing gum in the interest of hygiene and the general good of the school.
- Scoil Mhuire gan Smál does not permit the consumption of energy drinks or fizzy drinks on the school premises which can have an adverse effect on students' concentration. Students are expected to adhere to this policy.

Behaviours which support and enable a culture of Teaching and Learning

Students are expected to:

- Be on time for every class.
- Access lockers at set times - before school, morning break, lunchtime and after school. This encourages students to develop organisational skills and independence.
- Enter rooms in an orderly fashion and adhere to a seating plan.
- Be respectful of others at all times and not to distract or interfere with the progress of the classroom.

- Come to class properly prepared for the subject and have all books, equipment and the student journal on the desk for class. Students must participate in the work of the class at all times.
- Complete homework and present it to the teacher on time. Use the student journal to record all homework both written and oral.
- Not to leave the room during class time except in exceptional circumstances. Where a student is allowed out of class at a teacher's discretion, he/she must have a note signed in his/her journal indicating the time and the reason for the absence from class. It is the responsibility of the student to have the journal signed.
- If a student is unable to participate in P.E., a written explanation from a parent/guardian must be presented to the P.E. teacher prior to class. A doctor's cert is required by the school should a student be unable to participate in P.E. for a period of more than 3 weeks.
- To refrain from eating and drinking during class. Water bottles should be kept in their bags and not on the desk.
- Remain in their base rooms and not enter the classrooms of other students except where the student is timetabled for class in the room or with permission from a teacher.
- Respect the space in which they work and to leave classrooms neat and tidy at the end of every class. Chairs should be placed on the tops of tables at the end of every day. A physical space left clear of clutter and neat and tidy promotes a sense of wellbeing and supports the business of teaching and learning.

Expectations related to Mobile Phones/Internet/Electronic Devices

All students of Scoil Mhuire Gan Smál are expected to:

- Have their mobile phones switched off and out of sight on school grounds at all times during the school day from 08.30am-15.40pm.
- Refrain from using for intimidating, bullying or demeaning other people.
- Refrain from contacting parents/guardians or other people using your own or another person's mobile phone.
- Refrain from taking photographs or using recording equipment on the school grounds unless under the supervision of a teacher and only for educational purposes.
- Be aware of the consequences of breaching the mobile phone policy of Scoil Mhuire Gan Smál.
- (Refer to the school's ICT Acceptable Use and Mobile Phone Policy and Anti Bullying Policy)

Expectations related to Substance Abuse

All students of Scoil Mhuire Gan Smál are expected to:

- Observe the law relating to smoking and illicit drugs and substances.
- Refrain from smoking, consuming, possessing, supplying and/or arranging for the supply of cigarettes (including e-cigarettes), alcohol, illegal drugs or other illegal substances within the school and its environs and while taking part in school activities outside of the school and on school tours and in any other situation where the school uniform is being worn.
- Be aware that the misuse of all other legal and illegal substances is strictly forbidden, and each case will be dealt with in line with the school's Substance Abuse Policy.
- Students should not smoke while in school uniform.

Supervised Study

- Supervised evening study runs in the school throughout the school year. The study days are Monday, Tuesday, Thursday and Friday.
- Junior students' study in C1/C2 and in R8 from 3.45pm and may leave at 5.45pm. Senior students' study in the Study Hall from 3.45pm until 6.45pm.
- Supervised study application forms along with study rules/guidelines are available through the main office. All guidelines to be strictly adhered to.
- The fee of €50 for a 6-week term must be paid in advance of the start of the study period.
- Students present on school premises for reasons other than supervised study, after school, require the permission of management.

Anti-Bullying

Coming to school should be an enjoyable and safe place for all. We take Bullying very seriously. Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

If you feel you are being bullied

You should tell your class tutor, friends, parents / guardians, family, any teacher, one of the Deputy Principals or the Principal.

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved rather than to apportion blame. (Full policy available on our Website)

All students are encouraged to participate in Friendship week which takes place on an annual basis. Anti-bullying lessons are delivered in class during this week and various activities take place.

Throughout the year Junior Cycle students are facilitated through the SPHE programme which includes modules related to bullying. Senior Cycle students are facilitated through the senior religious education programme which incorporates a focus on positive relationships.

System of Rewards and Recognition

Scoil Mhuire gan Smál promotes positive and improved behaviour by students through a system of rewards and recognition. Students who strive to show respect, follow the school rules, work diligently to the best of their ability, behave well, participate in all aspects of school life and contribute to the inclusive, caring spirit of the school will be acknowledged and rewarded.

Among the ways of rewarding and acknowledging the efforts made by students:

- Realtfn. – Written report where a student excels in certain areas of school life.
- Verbal praise and acknowledgement
- Public affirmation by school management (over the intercom, twitter, facebook, school website, school app etc)
- Written comments in journal in relation to behaviour and/or efforts made academically.
- Gradam Díograise; annual awards night.
- Leadership roles within the school: Prefect system, members of the student Council, Head Boy, Head Girl, Meitheal leaders etc
- Value placed on listening to the Student Voice.
- Displays of students' work.
- Trips, outings, prizes etc

Gradaim Scoile 2018/19 - Class Awards

Insert award winners here from separate file

Expectations for Positive Behaviour

Expectations for Positive Behaviour

**Insert page here of Code of behaviour
infographic from separate file**

Defined Sanctions

Type of Misconduct	Disciplinary Measure
Punctuality	Sign Late Book and journal stamped by DP. Regular offenders' i.e. 2+ per week = detention & text home for repeat offenders. Refer to NEWB
Incorrect Uniform	Students must give written explanation to P /DP before 8.40am. Uniform checked in 1 st class by all teachers. Continuous breaches of Uniform will lead to sanctions up to and including suspension.
Jewellery / Makeup / Appearance	Inappropriate jewellery removed and confiscated until end of term. Makeup/nails – student asked to remove it/them - Refer to Year Head Inappropriate Hairstyles – Parents contacted, and student sent home to rectify
Chewing Gum	€5 Fine or Lunchtime cleaning duties. Year Head informed
Smoking / Vaping	Refer to DP/Principal. €40 Fine or detention Wed Afternoon (4hrs)
Mobile Phones / Elec. Devices/Smart Watches	1 st Offence device confiscated, held in office for 7 days. 2 nd Offence device kept for a month and thereafter till the end of term.
Absences	Note of explanation required by student on day returning to school. Student posts it to Year group post box/ Year Head to follow up on those not provided.
School Journal	Defaced or lost – refer to Year Head. Replacement €10.00

	Required and signed should a student need to leave class.
Lack of Equipment / Books etc	Reprimand and journal entry/report form. Refer to Tutor / Year Head. If problem persists parents are contacted.
Homework Issues	Reprimand, journal entry/report form and lunch detention to complete assigned homework. Regular issue- Refer to Tutor /Year Head – Homework Monitoring put in place for 1 week. Involvement of the Guidance/SEN department where necessary
Notes in Journals not Signed	Reprimand / Inform Year Head. Contact parents
Leaving School grounds at lunch without permission	Inform DP. First Offence: Detention x 4 / Parents contacted Second Offence: Suspension for one day
Unauthorised absence from Class	Journal entry /report form and detention Inform Year Head /Parents contacted. /Referral to SMT. Sanctions ranging from lunchtime detention to after school detention. Suspension at the discretion of the Principal.
Inappropriate Behaviour, e.g. Horseplay, throwing objects, Language, Back answering, Disrespect	Journal entry / Report form. Referral to Year Head /Deputy Principal Detention / Report Card Further sanctions depending on the severity of incident. Suspension at the discretion of the Principal
Deliberate damage to School Property	Refer to Principal/Deputy Principal. Parents Contacted. Wed detention / Suspension. Financial Remuneration
Fighting / Mitching	Referral to Principal/Deputy Principal Suspension

Bullying	All incidents will be investigated thoroughly by School Management. The procedures as outlined in the Anti-Bullying Policy will be implemented
Antagonistic behaviour towards all others within School	Refer to Principal/Deputy Principal Parents contacted Detention/Report card / Suspension
Alcohol / Illicit substances	Report to Principal / BOM/Outside authorities where appropriate Suspension/ Expulsion

Extra-Curricular Activities

We pride ourselves on our successes and achievements over the years in a broad range of extra-curricular activities. The school continues to emphasise the importance of participating in these as part of a holistic education.

We strongly urge all students to participate in their chosen activities, and to avail of these opportunities to develop themselves socially as well as educationally. Parental support in this regard is a vital ingredient in helping the students continued involvement in our extra-curricular programmes.

We request that both you and your son/daughter, having read through the Code of Positive Behaviour in the previous pages, please fill in the details below.

(Full version of Code available on our Website)

I agree to accept and adhere to all the expectations as laid out in the Code of Positive Behaviour of the school and I understand that failure to meet these expectations will lead to disciplinary action.

Students Signature _____

I acknowledge these expectations and I accept that failure to meet these expectations by

_____ will result in disciplinary action.

Parent / Guardian Signature _____

Date _____ Thank you for your cooperation in this matter

School Calendar 2020-2021

1st Term

August 26th	Staff Day	<div style="border: 1px solid black; padding: 5px; color: red; text-align: center;">Some dates and times may change due to Covid-19 restrictions.</div>
August 27th	1st Yrs.	
August 28th	1st and 5th Yrs	
August 31st	1st, 5th and 6th Yrs.	
September 1st	1st, 2nd, 5th and 6th Yrs.	
September 1st	TYO induction evening for parents/students.	
September 2nd	All students attend.	
September 15th	Staff meeting	
September 29th	Open Night for incoming students 2021/2022 (7.00pm)	
September	AGM of Parents Association	
October 2nd & 5th	School Closed	
October 13th	6th Yr. Parent teacher meeting	
October 26th – 30th	Mid-Term	
November 5th	3rd Yr. Parent teacher meeting.	
November 9th – 20th	TYO Work Experience	
November 12th	Gradaim Dfograise / Awards Night	
November 24th	2nd Yr. Parent teacher meeting	
December 7th	School closed	
December 10th	Staff meeting	
December 14th	Start of Christmas Assessments	
December 16th – 20th	TYO Volunteer Week	
December 23rd – Jan 5th	Christmas Holidays	

2nd Term

January 6th	School reopens
February 1st	Start of Pre-Examinations
February 8th – 12th	TYO Work Experience
February 15th – 19th	Mid-Term
February 25th	5th Yr. Parent teacher meeting
March 4th	1st Yr. Parent teacher meeting
March 17th	School closed (St Patrick's Day)
March 23rd	TYO Parent teacher meeting
March 29th - April 9th	Easter Holidays

3rd Term

April 12th	School reopens
April 13th	Staff Meeting
May 3rd & 4th	School Closed
May 20th	Staff meeting
May 27th	Start of End of Term Assessments
June 4th	Last day of term
June 9th	Start of State Examinations

Croke Park Agreement 33Hrs

Staff Day 6hrs

5 * PT Meetings 9hrs

4 * Staff Meetings 5hrs

Open Night 3hrs

Staff Subject Planning 4 hrs

CPD / Planning 6hrs
