



Loreto College Swords

Introductory Statement

The Principal and Board of Management support teachers in their efforts to create a positive teaching and learning environment in the school. The school seeks to promote partnership and communication between home and school through information sessions and meetings with parents and guardians. The school also wants students to participate in activities so that they may feel a sense of belonging to the school, develop socially and build positive relationships with students and teachers alike.

In Loreto College we aim to create a safe and caring environment for staff and students. Students are encouraged to develop a sense of personal responsibility for their own behaviour and to respect the needs and safety of others. Values such as courtesy and thoughtfulness should influence the behaviour of students at our school. In the spirit of justice and in the interest of co-operation and positive relationship students should exercise self-discipline and respect for others. This Code of Behaviour was drawn up in consultation with students, staff and parents in line with the *NEWB Guidelines, 2008*.

CODE OF BEHAVIOUR

The Code of Behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The primary purpose of the school is to create conditions and an atmosphere where efficient teaching and learning can take place. The guidelines relating to behaviour best reflect the expectations within which the school can operate to achieve these goals.

There are many different elements to the Code of Behaviour. Punctuality, procedures regarding absences, procedures for permission to leave the school, uniform, general behaviour, manners, respect, how we treat each other, the importance of homework and study and use of mobile phones, are all covered in the Code. There is also a section dealing with the school environment, including respect for school property. This Code incorporates procedures for suspension and expulsion.

It is the responsibility of students to observe school standards, to engage with the learning process and to treat other students and teachers with respect and courtesy during all school activities. Staff will endeavour to implement the Code of Behaviour in a fair and consistent manner.

Our Values

Underpinning the ideal of good behaviour is the value of respect. In **Loreto College, Swords** we place particular emphasis on:

1. **Respect for Loreto ethos and tradition**
2. **Respect for ourselves and wider school community**
3. **Respect for our school and its environment**

1. Showing respect for Loreto ethos and tradition means that:

- a) I respect the Catholic ethos of our school
- b) I respect all denominations and traditions equally

2.A Showing respect for myself means that:

- a) I develop my talents to the best of my ability.
- b) I behave myself properly in school and follow instructions issued by staff members.
- c) I develop a sense of personal responsibility. This means that I am organised and have all materials necessary to work in school, have homework completed and I am on time for all my classes each day

2.B Showing respect for the wider school community means that:

I do my work to the best of my ability and allow others to do the same

- a) I work quietly and listen to the person speaking at any one time.
- b) I sit at my assigned desk and take out my journal, materials, books etc
- c) I raise my hand and wait for teacher's attention if I have a question or comment.
- d) I enter and leave the classroom in an orderly fashion
- e) I walk to the right hand side as I pass other students and also while on the ramps and back stairs.
- f) I only go to my locker at specified times i.e. before and after school and at little and big breaks during the school day
- g) I respect everyone and their property and treat others as I would like them to treat me.
- h) I recognise and appreciate the role of adults in the school community: I greet them on the corridor and allow them through a doorway before me.
- i) I do not tolerate any form of bullying and I follow the school guidelines in relation to protecting those whom I suspect are being bullied (see Anti-Bullying policy)

3. Showing respect for our school and its environment means that:

- a) I am in full uniform each day in school and also when travelling to and from school
- b) I remain on school premises at all times. I may only leave the school with the permission of my Year Head, Deputy Principal or Principal or at lunchtime with a lunch pass.
- c) If I need to leave school early I must have my parents request a blue slip on VSWare and notify the office when leaving.
- d) I explain absences from school with a letter that is submitted from my parents/guardians on VSWare
- e) I follow all break-time and lunchtime regulations.
- f) I leave the classroom clean and tidy, I do not eat in any carpeted area and I tidy up after myself at break and lunch times and by placing litter in the bins provided
- g) I avoid causing unnecessary work for those who care for the school by avoiding causing litter and not defacing or damaging school property.

Our Expectations

Communicating the Code of Behaviour:

The school Code of Behaviour is made available to parents at their first meeting in Loreto College and is available from the school website.

The school Code of Behaviour is available to all students in their Homework Journals.

The Role of Students:

- **Take pride** in your school, your school uniform & belongings
- **Work** within the Code of Behaviour
- **Communicate** concerns about student behaviour
- **Take responsibility** for your own behaviour, belongings & safety

The Role of Staff:

- **Promote** positive behaviour
- **Model** good behaviour
- **Apply** discipline procedures consistently

The Role of Parents/Guardians is to:

- **Read** the Code of Behaviour
- **Discuss** the school's expectations for good behaviour with their daughter
- **Sign** the Code of Behaviour to show support
- **Attend** Parent /Teacher meetings
- **Communicate** any concerns that may affect student behaviour

Procedures for raising a concern about a matter:

- * Minor concerns can be addressed by writing a note in the Student Journal.
- Telephone the school (01 8407025) or email office@loretoswords.ie to make an appointment to meet a teacher.

Students should: Talk to a teacher.

Attendance:

All students should attend school every day.

- An explanatory note from parents on VSWare is required if a student is absent from school or is prevented from doing homework for any reason. Absence notes should be submitted on VSWare on or before the student's return to school.
- **If it is felt that the absence will be more than 2 days, parents are asked to notify the school via VSWare.**
- The Year Head will contact home if a parent fails to notify the school about a student's absence.
- The school must report absences of 20 days to the Education Welfare Officer (Education Welfare Act 2000)

Leaving School:

- A note in advance on VSWare to the Year Head is required for permission to leave school to attend medical/dental appointments. This is a blue slip request.
- In the event of a student becoming ill during the school day she must get permission from her teacher to go to her Year Head. If it is felt that the student would benefit by going home the Year Head or office staff will telephone the parents/guardians concerned and will record a blue slip on VSWare. In the interest of safety students must be collected from the school building. **Students must not telephone home themselves or leave the school without permission.** If a student is not returning or fails to return to school after lunch a parent/guardian is obliged to inform the school concerning the absence by phone on the same afternoon. Failure to do so may result in detention or suspension
- Students may be allowed to leave class but only with permission from the teacher of that class. Absence from class without permission may result in detention or suspension.

Lunch Pass: Students 1st -5th year who wish to go home for lunch must apply for a lunch pass.

Punctuality:

Any student who presents herself late to school must sign the late book at the front desk. Notes excusing lateness should be submitted on VSWare and sign the Late Book on arrival. Two lates in any week (with no explanation), including lateness to class, will merit detention. Failure to sign the late book may result in detention.

School Journal:

The journal is a means of communication between parents/guardians and the school. Students must have the journal at all times in school. The journal must be used appropriately. It may be reviewed by a staff member at any time and parents/guardians are requested to monitor it each week.

Uniform and Appearance:

Students are representing their school when in uniform. The school uniform as listed below must be worn at all times, including going to and from school and also to all school related events, unless otherwise specified. **All items must be clearly labelled with name and class.**

Uniform Regulations:

School jumper is green (juniors) or navy (seniors). School skirt is to be worn to the required length. Shoes are to be **navy/all black**, (not boots) There can be no visible logos. Only school jacket/coat is to be worn to and from school.

Jewellery:

Jewellery should be kept to a minimum

- * Neat earrings that comply with Health & Safety Regulations
- * Nose rings, septum piercings, facial and tongue piercings will not be acceptable at any time.
- * **Note:** no more than one nose stud can be worn.
- * Unconventional hair colouring is not acceptable. Non specified jewellery will be confiscated. Jackets, scarves, or hats must not be worn in class or on corridors.
- * Excessive face and eye make-up is not acceptable. Nails must be kept short and well groomed. Gel/acrylic nails are not advised for health and safety reasons.

i. PE Uniform:

Students wear PE uniform for PE only, and may only wear the P.E uniform on days when P.E. is timetabled.

ii. Match Days:

- Students are given time to change before matches.
- If match is in the morning after break time, change at morning break
- If match is in the afternoon, change at lunchtime
- For after school training change at end of day

Lockers and personal belongings:

Students are responsible for their own property and must ensure that the lockers assigned to them are locked. Access to lockers is only permitted at the following times: before school starts, at lunchtimes and after school. Lockers remain the property of the school.

Students are responsible for all their own belongings while on the school premises. Loreto College will not be responsible for items lost, stolen or damaged. Students should not bring valuable items to school.

School Internet Usage:

Refer to Acceptable User Policy

***Prohibited/Restricted Items**

- a) All illegal and recreational substances
 - b) Alcohol
 - c) Tobacco/ e cigarettes/ vapes
 - d) Mobile phones
 - (e) Tippex (bottles)
 - (f) Aerosols (spray)
 - (g) Chewing Gum
 - (h) Any offensive/dangerous items capable of causing injury
- } (as per substance use policy)
- } (as per policy on mobile phones)

This list should not be regarded as exhaustive

Mobile phones:

1. Loreto Collee Swords is a mobile free zone except in the following circumstances:
 - Students may use mobile phones for educational purposes **under teacher supervision**.
 - Students may use mobile phones during break times.
 - Students are not permitted to use mobile phones to take photographs or video on school property **at any time**.
2. **Sanctions:** Where a mobile phone is used outside of designated times for any reason, the phone will be confiscated and will be returned upon payment of a fine of €5. Extracted from mobile phone policy.

Privacy:

Circulating, publishing or distributing (including on the internet) material associated with school activities, including but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to another person is considered a breach of school discipline and may result in disciplinary action. As part of such disciplinary action, the Board of Management reserves the right to suspend or expel a student or students, where it considers the actions to warrant such sanctions.

Actions, which impede the work of the school or damage the spirit of trust, respect and co-operation, which we seek to create, are subject to sanctions as the need arises.

At all times the school reserves the right to question any student in relation to any incident. It also reserves the right to view and confiscate if necessary, the contents of a student's locker, bags, and/or to view any items carried by students on their person. This is in the interest of the welfare and health & safety of the entire school community. In the event that it is necessary to execute the right to view/confiscate items, parents/guardians are made aware of the necessity and the situation. This list should not be regarded as exhaustive and the mere fact that a particular matter is not specified in this code will not exonerate a student from blame should there be an infringement of another person's rights.

Breaktime/Lunchtime

- Food is only to be consumed in designated areas
- Eating is forbidden in classrooms, all carpeted areas and during class time
- Bottled water may be consumed in all areas of the school building but drinking is restricted during class time
- 6th year students are allowed to go outside school grounds at lunchtime
- Students with a lunch pass may go home (see section on leaving school)
- Students are expected to promote a litter free school at all times.

Related school policies:

All school policies are based upon this Code of Behaviour. These policies include, but are not limited to: Admissions, Anti-Bullying, Mobile Phones, Harassment & Sexual Harassment, AUP, Online Teaching and Learning, Extra-Curricular, School Trips and Tours, Uniform, Homework, Attendance, Health & Safety, CCTV, Additional Education Needs, Control of COVID-19, Whole School Guidance.

Promoting good behaviour

We encourage behaviour which is positive and which promotes the values of respect for ourselves and for those around us as defined in our Code of Behaviour. We acknowledge:

- good work ethic
- good presentation of work and appropriate behaviour in class
- students being caring or helpful to those around them.
- students showing initiative to promote a better school or to help those less well off in our community or in response to national/international events.
- students who perform well or who win recognition in their hobbies or chosen sport.
- students who perform well in State and school examinations

The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition, the school has in place, a variety of rewards to recognise and mark achievements and efforts across the full range of school activities such as:

- The awarding of certificates and badges at the beginning and end of year as part of formal school recognition events.
- Formal recognition within the school through the 5th and 6th Year Leadership Committees, the Student Council, by election of class representatives and through membership of the Arts, Sports and Catering Committees and by acting as assistant librarians to help the chief librarian and members of the library committee.
- Invitation to parents to the school for evening displays of students' work, e.g. Transition Year Awards night or for displays of students' artwork and also during the performance of the school concert.
- Where there are related exhibitions or displays, areas of geographical or historical interest or plays, performances and films, students may be brought to these events.
- Photographs and articles relating to achievements will be displayed within the school and these will be sent to local newspapers.
- Speakers or guest artists may also be invited to the school to reinforce students' learning.
- Showing educational DVDs appropriate to their subject area and by playing subject related games or competitions.

Peer Support and Education

Many areas of school life support the development of leadership skills and talents such as:

- The Leadership Committees
- 'Big Sister' programme
- The Student Council
- Morning Prayer group

The school website contains further details of the many groups and extra-curricular activities in our school.

Responding to inappropriate behaviour

All disciplinary procedures are dealt with in the light of the Loreto ethos. Sanctions imposed are designed to modify behaviour and to assist in the personal development of the student. The aim of the following sanction procedure is to ensure that incidents can be dealt with in a manner which is fair and effective.

Stage 1. Each teacher is responsible for discipline within his/her own classroom. Routine reprimanding by the teacher in charge of class will be the general procedure for minor incidents of indiscipline. The teacher may, additionally, depending on the offence, assign extra work and /or relocate the student.

Stage 2. If no meaningful improvement occurs the class teacher may bring the matter to the attention of the Year Head who may impose further sanctions e.g. verbal warning, penalty sheet, notify parents, remove student from class, progress report sheet and any other appropriate sanction.

Stage 3. Should further disciplinary action be necessary, the Year Head may put student 'on report' and notify parents. The Deputy Principal will be informed.

Stage 4. Should it be deemed necessary, parents will be asked to come to the school to discuss their daughter's behaviour with the Deputy Principal and Year Head.

Stage 5. Further indiscipline may result in the matter being referred to the Principal.

The Principal may:

- a. Request the parents to give in writing an undertaking on behalf of the student of future good behaviour.
- b. Request a similar undertaking from the student.
- c. Impose written conditions on the student remaining in the school.

A warning will be given that suspension from school could be the next step, should no improvement occur. (Ref: Suspension and Expulsion policy)

The consequences of unacceptable behaviour:

- Failure to follow staff instructions or to show respect to others may result in a verbal warning, detention or suspension depending on the circumstances.
- Failure to do detention may result in suspension.
- Items listed as forbidden will be confiscated and the student may be suspended or expelled.
- Unacceptable behaviour may result in a student forfeiting a place on a school trip.

Procedures for Detention:

Detention is a serious sanction.

After School Detention: Detention is generally held on Thursdays from 3:45 until 4:30pm. The Year Head may place a student on Detention. A letter is sent home by the Deputy Principal. Parents are given a minimum of 24 hours' notice.

Lunchtime Detention: A teacher may detain a pupil for 20 minutes of lunchtime. Parents/Guardians are given 24 hour notice via the Student Journal.

Suspension & Expulsion

Suspension The Board of Management in its procedures on suspension complies with sections 22 & 23 of the Education (Welfare) Act 2000 & complies with section 24 in its policy on expulsion. This policy applies to all partners in the education process, School Management (BOM), teachers, students & parents/guardians & was developed in consultation with all of the above.

Students aged eighteen years or more: On occasions when an adult student requests the school to restrict or limit communication with their parents in matters relating to their education, the school authorities will inform the parents/guardians of the student about the change in practice and the reasons.

Involving the Gardai: Where allegations of criminal behaviour are made about a student, these will be referred to the Gardai who have responsibility for investigating criminal matters.

Suspension

Withdrawal of permission from a pupil to attend school for a specified period of time or pending the completion of a particular event or instruction. Withdrawal from a particular class or subject for a period of time may be used in some circumstances.

Period of Suspension: This depends on the severity of the offence but can vary from one to five days.

Authority to suspend: The authority to suspend a pupil rests with the school's Board of Management. The Board of Management delegates this authority to the Principal formally and in writing and to the Deputy Principal in the Principal's absence. This authority to suspend is subject to the right of the parents (or of a pupil who is over 18 years) to appeal to the Board of Management. All suspensions are reported to the Board of Management. Under the Education (Welfare) Act, Section 21 the Principal will inform the Educational Welfare Officer in writing if a pupil is suspended for 20 days or more in any academic year.

Suspension is a serious sanction and is imposed where:

- Other efforts to resolve a disciplinary situation have failed
- The nature of an incident dictates that the student be removed from the school immediately
- The student has repeated incidents of indiscipline in spite of warnings and counselling by staff.
- The student fails to recognise and submit to legitimate authority.
- The student's behaviour is considered to interfere with the right to learn of other students.
- The student's continued presence in the school constitutes a threat to the safety or welfare of others.
- The student is responsible for serious damage to school property or to the property of others.
- The student fails to do detention or fails to sign the late book.

Actions, which impede the work of the school or damage the spirit of trust, respect and co-operation, which we seek to create, are subject to suspension.

Automatic Suspension: The following behaviours may incur an 'Automatic' suspension

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to safety
- The student is found to be fighting, smoking, using inappropriate language to a member of staff, interfering with a fire extinguisher or fire alarm.
- The student is responsible for serious damage to property.
- The student fails to turn up to Detention.
- The student possesses any kind of weapon or dangerous implement.
- Theft of school property or property belonging to staff or students.

Suspension during a State examination: Suspension during a State examination will only be used where it is approved by the Board of Management and where there is:

- a threat to good order in the conduct of the examination
- a threat to the safety of other students and personnel
- a threat to the right of other students to do their examination in a calm atmosphere.

Suspension procedure: Fair procedures will be followed in the investigation and decision-making process in line with the Education Welfare Act 2000 & the *NEWB Guidelines*. These concern the right to be heard and the right to impartiality.

The school recognises the serious nature of the sanction of suspension and this seriousness is reflected in the school's procedures. Parents and student will be given an opportunity to respond before the decision to suspend is made and before any sanction is imposed. In the case of an automatic suspension a formal investigation will immediately follow the imposition of the suspension. Parents/Guardians are contacted directly either by telephone or by letter or both to inform them in respect of a suspension. Parents are informed, in writing of:

- the reasons for the suspension and the period of the suspension
- the requirements and arrangements for returning to school which must be fulfilled to gain reinstatement (e.g. parents and students will be asked to reaffirm their commitment to the Code of Behaviour)
- their right to appeal the decision to suspend to the Board of Management
- the procedures to be followed in making such an appeal
- the right to appeal to the Secretary General of the DES under Section 29 of the Education Act.

Pupils are not dismissed from school unless and until arrangements are made for their safe return to the care of their families. All relevant personnel are required to keep records of all meetings and/or phone calls in connection with the suspension. All suspensions will be reported by the Principal to the Board of Management, with the reasons for and duration of each suspension.

Reinstatement following Suspension: Parents/Guardians will be required to meet with the Principal or staff delegated by the Principal to emphasise their parental responsibility in helping the student to behave well and to discuss a plan to change the unacceptable behaviour. Support may be given by the Care Team where deemed necessary.

Expulsion

Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour. Fair procedures will be followed in the investigation & decision-making process in line with the Education Welfare Act 2000 & the *NEWB Guidelines (Appendix1)*. These concern the right to be heard & the right to impartiality.

Authority to Expel: The Board of Management has the authority to expel a student under Sect. 24 of the Education (Welfare) Act 2000.

The Grounds for Expulsion: The school will attempt to address misbehaviour and avoid expulsion of a student by:

- Meeting with parents and the student to find ways of helping the student to change their behaviour
- Making sure the student understands the consequences of persistent misbehaviour
- Ensuring that all other options have been tried
- Seeking the assistance of relevant support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

The decision to expel a student may be taken by the Board of Management in extreme cases of unacceptable behaviour such as:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property.
- The student is in possession of, uses, or supplies drugs or illegal substances.
- The student is in possession of a weapon or dangerous implement.

The grounds for expulsion may be similar to the grounds for suspension Expulsion is only considered when school authorities have tried a series of interventions and believe they have exhausted all possibilities for changing a student's behaviour.

The following behaviours may incur an Automatic Expulsion or expulsion for a first offence:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs/substances to other students in the school
- Sexual assault

Expulsion Procedure: Fair procedures will be followed in the investigation and decision-making process in line with the Education Welfare Act 2000 & the *NEWB Guidelines (Appendix1)*. These concern the right to be heard & the right to impartiality.

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.

5. Consultations arranged by the Education Welfare Officer.
6. Confirmation of the decision to expel.

The Board of Management is the decision-making body in relation to expulsions. The Board of Management will decide which of the tasks involved in these procedural steps requires separate meetings and which tasks can be accomplished together in a single meeting, consistent with giving parents due notice of meetings and a fair and reasonable time to prepare for a Board hearing.

Step 1: A detailed investigation carried out under the direction of the Principal

The Principal will:

- Inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion. *Parents will be informed in writing of the alleged misbehaviour to ensure they are clear about what their daughter is alleged to have done and to underline the seriousness with which the school views the alleged misbehaviour.*
- Give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

Step 2: A recommendation to the Board of Management by the Principal

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

The Principal will:

- Inform the parents and the student that the Board of Management is being asked to consider expulsion
- Ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- Provide the Board of Management with the same comprehensive records as are given to parents
- Notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- Advise the parents that they can make a written and oral submission to the Board of Management
- Ensure that parents have enough notice to allow them to prepare for the hearing.

Step 3: Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing

The Board will:

- Review all documentation and the circumstances of the case.
- Ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations.

The Hearing:

The Board meeting for the purpose of the hearing will be properly conducted in accordance with Board procedures. **This is not a court of law** and the BOM will not allow representation by persons of legal authority.

At the hearing the Principal and the parents, or a student aged eighteen years or over, will put their case to the Board in each other's presence.

Each party will be allowed to question the evidence of the other party directly.

The meeting may also be an opportunity for parents to make their case for lessening the sanction.

In the conduct of the hearing the Board will strive to be, and be seen to be, impartial as between the Principal and the student.

After both sides have been heard, the Board will ensure that neither the Principal nor parents are present during its deliberations.

Step 4: Board of Management deliberations and actions following the hearing.

The Board has the responsibility to decide whether or not expulsion is the appropriate sanction. Where the Board, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must **notify the Educational Welfare Officer (EWO) in writing** of its opinion. (Education (Welfare) Act 2000, s24 (1)).

The Board will follow the NEWB reporting procedures for proposed expulsions.

The student will not be expelled before the passage of **20 school days** from the date on which the EWO receives this written notification. (Education (Welfare) Act 2000, s24 (1)).

The Board will notify the parents in writing about its conclusions and the next steps in the process.

The parents will be told that the Board will now inform the EWO. The expulsion will not be implemented until 20 days have elapsed from the time of notification of the EWO.

Step 5: Consultations arranged by the Educational Welfare Officer

Within 20 days of receipt of notification from the Board of Management of its opinion that a student should be expelled, the Education Welfare Officer must:

Make all reasonable efforts to hold individual consultations with the Principal, the parents, the student & anyone else who may be of assistance

Convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24).

Pending these consultations the Board of Management may take steps to ensure that good order is maintained & that the safety of students is secured (Education (Welfare) Act 2000, section 24 (5)).

The Board may consider it appropriate to suspend a student during this time where there is likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Step 6: Confirmation of the decision to expel

Where the 20 day period following notification to the EWO has elapsed, & where the Board remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel and will notify parents immediately that the expulsion will now proceed. Parents and student will be told of their right to appeal and supplied with the standard form on which to lodge an appeal. A formal record will be made of the decision to expel the student.

Appeals A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the DES (Education Act 1998 section 29). An appeal may be brought by the NEWB on behalf of a student.

This policy was reviewed and ratified by the Board of Management of Loreto College, Swords at its meeting held February 2024.

Mr Dan McDermott
Chairperson
Board of Management
Loreto College, Swords

Date: 7/02/2024

This Code of Behaviour including the use of suspension & expulsion will be reviewed regularly in consultation with students, Teachers and Parents