

2010



Coláiste Abbáin

# [GUIDELINES FOR STUDENT]

The following contains Coláiste Abbáin's Guidelines for Students.

**Coláiste Abbáin**  
Adamstown Vocational College  
Adamstown  
Co. Wexford



Tel: 054-9240564

Fax: 054-9240836

E-mail: [info@colaisteabbain.ie](mailto:info@colaisteabbain.ie)

### **GUIDELINES FOR STUDENTS**

<i>Absences:</i>	Special note to be left in Deputy Principal's office.
<i>Accidents/Illness:</i>	In all cases report to a member of staff or the office. Student can sit (unaccompanied) in the Lunch Hall for one class. After that Parents will be contacted.
<i>Appointments:</i>	Try to avoid during school hours. Produce a note prior to appointment, if possible.
<i>Books:</i>	Keep them covered, neat and with you. Remember to pay for your books.
<i>Breakfast Club:</i>	Available to all students free of charge.
<i>Chairs:</i>	Place on desks last class each day.
<i>Chewing Gum:</i>	Forbidden.
<i>Class Changes:</i>	Move promptly and quietly as a group. No running, pushing or shouting.
<i>Class Materials:</i>	Have them with you.
<i>Fire:</i>	Be familiar with Fire Drill. Obey Fire Drill instructions.
<i>Homework:</i>	Make an honest effort.
<i>Hygiene:</i>	Personal hygiene is most important.

<i>Diary:</i>	Use as directed. Students must have the diary in their possession at all times. All homework to be filled in after each class.
<i>Detention:</i>	Friday 1:00 – 1:30 in Room 17
<i>Litter:</i>	It is your school – please keep it tidy.
<i>Lockers:</i>	If you have one, keep it clean and empty at the end of each term. Use only at designated times.
<i>Lost Property:</i>	Bring to the Office.
<i>Lunch:</i>	Soup/Roll only 50 cents. Subsidised by Department of Social & Family Affairs.
<i>Mobile Phones:</i>	Refer to school regulations. If a phone has to be confiscated the parents/guardians must reclaim same.
<i>News Letters/ Letters Home:</i>	Give to Parents/Guardians on same day.
<i>Outings:</i>	School rules apply. Uniform essential when appropriate.
<i>Practical Subjects:</i>	Obey specific Lab. Workshop rules.
<i>Punctuality:</i>	Be on time.
<i>Recycling:</i>	Please use Recycling Bins around the school.
<i>Smoking:</i>	Forbidden. Offenders placed in Detention with a €10 fine.
<i>Substance Abuse:</i>	Forbidden – refer to School Drugs Policy.
<i>Student Contract:</i>	Code of Behaviour which students signed up to.

## **SANCTIONS**

Sanction imposed for breach of rules may vary from

- A simple reprimand for the particular misbehaviour.
- Referral of the matter on Discipline Book to Dean of Discipline who will impose an appropriate penalty.
- In more serious cases referral to Dean of Discipline which may result in student going "On Report" or going before a Discipline Board and/or parents being contacted.
- A Friday Detention may be imposed in such cases.
- In such cases Principal and Deputy Principal will be informed and involved.
- In cases of extremely serious once-off offences, the Principal will be informed and involved immediately and Suspension may follow. Parents will be notified in writing.
- In cases of persistent misbehaviour a student may be suspended for a fixed period of time not exceeding five days.
- Where a student's continued presence at school is seriously disruptive or detrimental to others, the ultimate sanction of expulsion may be recommended by the Principal to the Board of Management, subject to the right of appeal to the VEC by the Parent/Guardian. Such a sanction is seen as a last resort, only applied in very serious cases.

## **ROLE OF PARENTS**

The support and co-operation of parents is essential to the effective operation of the Code of Behaviour. If teacher and parents are not working in harmony, pupils inevitably suffer. The school's policy is to keep parents informed of any problems before they escalate.

Parents are invited to keep closely in contact with the school regarding all aspects of their child's progress. Organised contacts on the part of the school include Annual Parent Teacher meetings, twice yearly reports, educational meetings for parents relating to the students' opportunities. Parents are welcome to arrange a meeting with a particular subject teacher, class teacher, Principal or Deputy Principal.

The school appeals to parents to ensure that pupils attend regularly and punctually, and that a written explanation is provided without delay for unavoidable absence or lateness. Official absence forms will be used.

It is also important for parents to inform teachers if problems are encountered about homework. If, at any time, a student is experiencing difficulties, such as those caused by serious illness in the home or bereavement, if there is any other serious cause for anxiety, parents are urged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from such difficulties.