



HEWITT
COLLEGE

MAXIMISE YOUR POTENTIAL

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SCHOOL POLICIES 2022 | 2023

HEWITT COLLEGE POLICIES

Acceptable Use Policy - Internet

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. All computers, whether school property or student property, school network and individual devices are to be used for legitimate school business. Use of personal Wi-Fi hotspots, while in school, is prohibited. All users have a responsibility to use the school's computer resources and the internet in a professional, lawful and ethical manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions imposed. In extreme cases, this may result in suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

The school will employ a number of strategies in order to maximise learning opportunities, and reduce risks associated with the Internet. These strategies are as follows:

General

- The school has the right to regularly monitor students' internet usage;
- Hewitt College recommends that all parents | guardians refer to www.cybersafeireland.org to learn about how to keep children safe whilst online;
- Uploading and downloading of non-approved software will not be permitted;
- The use of CD-ROMs, Digital Memory Sticks or other Digital Storage Media by students, requires the permission of a teacher (no responsibility can be accepted for loss or damage to either the digital media or the data it may contain);
- Commercial or educational software may be uploaded onto the network as the need arises;
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials;

- Students will use the internet for educational purposes only;
- Students will be familiar with copyright issues relating to Leaving Certificate State Examination Projects and Assessments;
- Students will never disclose or publicise personal information relating to themselves or others;
- Downloading materials or images not relevant to their studies, is in direct breach of the school's AUP;
- Students will report accidental accessing of inappropriate materials;
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and | or network management reasons.

Email and Internet Chat

- Students are forbidden to use the school network for personal email and internet chat;
- Students will use approved class email accounts under supervision of, or permission from, a staff member;
- Students may only access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school under supervision of, or permission from, a staff member;
- Students will not send or receive any material that is illegal, that contains viruses, is obscene, defamatory or that is intended to annoy or intimidate another person;
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures;
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet;
- Students will note that sending and receiving email attachments is subject to permission from a staff member.

School Website

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. The publication of student work will be co-ordinated by a staff member;
- The school website www.hewittcollege.ie will be regularly checked to ensure that there is no content that compromises the safety of students or staff;
- Students' work may appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission;
- Digital photographs, audio or video clips of individual students will not be published on the school website without student's consent. Photographs, audio and video clips will focus on group activities. Video clips may be password protected;
- Personal student information including home address and contact details will be omitted from school web pages;
- Students will continue to own the copyright on any work published.

Legislation

- The school will retain information on the following legislation relating to use of the internet which teachers, staff members, students and parents | guardians should familiarise themselves with:
 - Data Protection (Amendment) Act 2003
 - Child Trafficking and Pornography Act 1998
 - 1993 Interception Act
 - Video Recordings Act 1989
 - The Data Protection Act 1988
- The school may also identify key support structures and organisations that deal with illegal material or harmful use of the internet.

Sanctions

- Misuse of the internet will result in disciplinary action, including: written warnings, withdrawal of access privileges and, in extreme cases, suspension and | or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities, including the Gardaí.

Remote Learning Policy

Remote Learning does not replace the benefits of face-to-face teaching in the classroom. However, Hewitt College has devised a Remote Learning Protocol to reflect the changed circumstances brought about by COVID-19 and the significant increase in the use of technology to continue learning.

It is essential that all stakeholders engage with distance learning to maximise student involvement. This protocol does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely. It also outlines online etiquette associated with being taught remotely. It acknowledges that remote teaching can place additional pressure on students, teachers and parents | guardians. This can be caused by poor internet connectivity, shared devices, childcare needs, more than one child attending school, to name but a few. This document sets out the protocol of the school in respect of the use of technology for remote teaching and learning.

This protocol covers any aspect of student remote learning as used by Hewitt College staff. In all cases, students must use their @hewittcollege.ie account to log in. Students are not to use any other account under any circumstances for the purposes of remote learning within the school. The application being used for distance learning is Microsoft Office365, incorporating:

- Microsoft Outlook (e-mail)
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. These must, in all cases, use an @hewittcollege.ie account as the login. Remote learning will take what is known as a blended approach and some teachers may use different methods to another teacher in covering the curriculum. For example:

- Some teachers may use regular live classes while others may not;
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework style tasks.

In all cases, the primary aim of the teacher is to cover the required curriculum areas for their specific subject. The teacher will decide on the most effective method to use to achieve this aim. Students should get in touch with their teacher promptly, but during school hours, if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable. Due to the volume of emails received by teachers, students should allow a full working day before expecting a response. If working during evenings or weekends, students should draft emails to teachers for sending during school hours.

Responsibilities while partaking in Remote Learning:

For teachers and staff:

- Teachers have overall control of the online interaction of their class;
- Disruptive students will be removed to enable other students their right to learn. Repeatedly disruptive students may receive a temporary ban (or other sanction on return to school) from all online access. Parent | Guardian will be contacted;
- Teachers will do their utmost to be available at the identified time on their timetable.

For students:

- It is the responsibility of the student to engage constructively with the online efforts of their teacher;
- Students are expected to dress appropriately for virtual classes;
- Students are to communicate through their @hewittcollege.ie account only. The use of any other account or e-mail address is expressly prohibited;

- Do not engage in communications with any account other than an @hewittcollege.ie account and report any such activity to the relevant teacher's @hewittcollege.ie email account;
- Students must always be civil and respectful to their teachers and fellow students;
- Students are not to record | photograph or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes – to anyone else without the permission of the creator of that content;
- Students understand that all their online activity is recorded. This includes anything they send or say via e-mail, Teams, and OneNote, and whether they are checking regularly for assigned work.

For Parents | Guardians:

- Parents | Guardians should ensure, on a daily basis, that their son | daughter is checking in regularly for assigned work and positively engaging in their remote learning
- It is important to be conscious of Child Protection Guidelines during virtual classes, be mindful of what might be displayed within backgrounds
- Live online classes should be viewed by your son | daughter only
- Parents | guardians should inform the school if their son | daughter experiences any difficulties associated with remote learning

Live Online Classes:

Teachers may deliver some of the course “live” using Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

During Online Classes:

- Students must always follow the direction of their teacher just as in the classroom;
- Students are not to turn on their video at any time unless instructed to do so by the teacher;

- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone;
- Students must not attempt to mute the teacher nor any other student;
- A virtual class link is intended for the student only. The teacher will decide who should receive the link. Do not photograph or forward any link to anyone else;
- Virtual sessions may be recorded by the teacher, and these recordings may be made available by the teacher to the class to watch back again later. These recordings may include any video, screenshares, whiteboards and audio from the class;
- Only the teacher is allowed record a session. No-one else is permitted to record;
- Some recordings may not be made available for sharing.

Data Privacy Statement:

Our Remote Learning Protocol operates in addition to the Internet Acceptable Usage Policy (AUP) and Code of Behaviour (which are available in this booklet).

For clarity, we have outlined aspects specific to Remote Learning and should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, the last time a student logged into their Office365 account
- In live classes using Teams, all audio, video, whiteboard use, annotations and screenshare activity of both teacher and participants

Why we retain it:

- To assist us in making sure students are engaging in remote learning and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- (In the event of the class being recorded) To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class

- To provide a record of activity in the event of a disciplinary or other issue arising during a live class

Where we retain it:

All recordings are kept within the school's own systems which requires a valid @hewittcollege.ie login to access.

Social Media Policy

This policy governs the publication of and commentary on social media by all members of Hewitt College.

Definition of Social Media

The term 'social media' covers a broad range of software applications. For the purposes of this policy, social media means any facility of online publication and commentary including, and not exclusive to, blogs, wikis and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, YouTube, Instagram, Tumblr, WhatsApp, TikTok, Viber, Snapchat, Pinterest, Reddit, Myspace, Vine, etc. It also covers all kinds of content that is shared online including text, photographs, images, video and audio files.

This policy is in addition to, and complements, any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Rationale

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with students, parent | | guardians, colleagues and the world at large. Modern students have grown up in a digital world. The creation, editing and sharing of digital content comes easily to students but occasionally so too does inappropriate and irresponsible use of these social media platforms.

This policy aims to ensure the safe and responsible use of social media by all members of the school community. This is necessary in order to protect students, staff and the good name of our school.

Aims

This policy aims to:

- Produce a set of strategies for students that will allow them to use social media safely and responsibly;
- Protect the integrity and good name of all members of the school community from online abuse;
- Outline behaviours which are unacceptable and the consequences for these;
- Provide guidance for staff on the appropriate use of social media.

Policy Content

Strategies to be highlighted to students to enable the safe and responsible use of social media:

- Use strict privacy settings;
- Review all of the options on your privacy settings page. Many sites default settings tend to keep information public until a user makes it private (although Facebook is a little stricter with minors' accounts). 'Friends Only' is a good choice for most items, but you can be even more selective;
- Be selective and control what you post;
- Be selective about what you share by customising the recipients of your posts. Activities on Facebook, including the apps students use and games they play, can be viewed by others. Remember: Everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly;
- Everything leaves a digital footprint. As a rule of thumb, if you wouldn't be comfortable posting something (pictures comments etc.) on a noticeboard in the school corridor then don't post it online;
- You should never post personal details such as your phone number, email address or home address;
- Remember that irresponsible online behaviour can damage your real-life reputation;
- Be selective with friends. Be careful who you make friends with online. In general, it is better to restrict friends to people you know and trust in the real world;
- Pre-approve tags. Choose the settings that allow you to see everything you've been tagged in (including photos) before the tag links to your page;

- Use notification settings. You can tell Facebook that you want to be notified of any activity performed on your name, including photo tags;
- Never post your location. Facebook lets users post their location on every post. Students should not do this for safety and privacy reasons. Students can also “tag” their friends’ location but you can prevent anyone from tagging your location in the How Tags Work section;
- If something has been posted that upsets you – tell someone;
- If someone is bullying you online, you should:
 - As in all cases of repeated unwanted aggression, you should tell your teacher, the Deputy Principal or Principal or any teacher in the school;
 - Keep and save any bullying emails or images you have been sent;
 - Take a screenshot of any comments that are threatening;
 - Make a note of the time and date that messages or images were sent, along with any details you have about the sender;
 - Not reply to any bullying messages or get into any online arguments.

Using Social Media on your Mobile Phone

If your profile is linked to your mobile phone, you should use the website’s privacy settings to ensure that your phone number is not visible.

Watch the clock – social media sites can be real time wasters. Hours and hours can go by online – time that should be spent doing homework, studying, reading or exercising.

Unacceptable uses of Social Media sites and their consequences

Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community;
- Forwarding or ‘Liking’ material that is likely to cause offence or hurt to a third party;
- Sending or posting messages or material that could damage the school’s image or reputation;

- Creating a fake profile that impersonates any another member of the school community;
- Sending or posting material that is confidential to the school;
- Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights;
- Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences, up to and including expulsion, may be exercised in certain cases. Please see the school’s Code of Behaviour for information on the full range of sanctions the school employs and our appeal procedures.

Admissions and Enrolment Policy

General Information

Hewitt College is a private, fee-paying, secondary school in Cork. The school provides education for the purpose of completing the Leaving Certificate Programme.

School Details

Address: Hewitt College, Hewitt House, 24 St. Patrick’s Hill, Cork. T23 K125

Telephone: 021 – 455 0430

Website: www.hewittcollege.ie

Email: admin@hewittcollege.ie

School Ethos

The school fully supports the principles of:

- Inclusiveness (in particular, in relation to the enrolment of students with a disability or other special educational needs);
- Equality with respect to access to and participation in education and to promote the means whereby students benefit from education;

- Parental choice in relation to the choice of school, having regard for the characteristic spirit of the school;
- Respect for the diversity of beliefs, languages, traditions and ways of life in society.

Language and Exemptions

Hewitt College Limited provides tuition through the English language for the purposes of state examinations in all cases. It is an essential requirement that all students have sufficient proficiency in the English Language, spoken and written. In particular, students must have a minimum qualification of Level 5 in English with the Cambridge English Language Examinations Board or other equivalent or organisation.

Responsibility for matriculation, satisfaction of entry requirements involving language ability to third level institutions, universities, within the European Union or outside the European Union shall be the sole responsibility of the individual student or candidate themselves and Hewitt College Limited, its servants or agents bear no responsibility of any kind whatsoever for failure of a candidate either to benefit from tuition provided by Hewitt College Limited or failure to comply with matriculation requirements for third level college University courses.

Many students may seek to obtain an exemption from studying the Irish language or sitting the Irish language examination in the Leaving Certificate examinations. All students should carefully inquire as to whether an exemption from sitting Irish examinations in the Leaving Certificate will satisfy the entry requirements of third level education colleges and universities in Ireland. Students are solely responsible for ensuring that they obtain any exemptions available to them in a timely manner, that they are entitled to such exemptions and that they comply with all examination requirements for the Department of Education and Science required to pass the Leaving Certificate examination as well as discharging all matriculation requirements for all third level colleges, institutions and universities in Ireland.

Curriculum

Hewitt College prepares students for the Leaving Certificate Programme.

Religious Denomination

Hewitt College is a non-denominational secondary school.

Fees

Hewitt College is a fee-paying secondary school. Maintenance and staffing costs are paid from fees.

Information concerning fees and other expenses will be provided at the interview process as part of the enrolment application procedure.

Admission to the school is contingent upon the student's fees and all other attendant and approved charges being discharged in a timely manner. No student shall have any right to remain a student in Hewitt College in the event that fees properly due and owing remain unpaid.

Hewitt College Limited has a no refund policy. Please note deposits after enrolment are non-refundable.

Financial Resources

The school does not receive a per capita student grant from the Department of Education and Science nor is it eligible for a range of other grants.

Leaving Certificate Fees

Hewitt College tuition fees does not include fees payable for sitting the Leaving Certificate examinations payable to the Department of Education and Science. All students are themselves responsible for discharging Leaving Certificate Examination Fees directly to the Department of Education and Science | State Examinations Commission in a timely manner. No responsibility of any kind will be accepted by Hewitt College Limited for any errors in this regard.

Central Applications Office

All students are responsible for paying their own Central Application Office fees or other college application fees in a timely manner directly to the Central Applications Office. Similarly, any students applying to attend third level colleges or universities outside of the Central Applications Office procedure will be responsible for compliance with all procedural requirements and payment of fees and expenses directly. Hewitt College Limited accepts no responsibility for any errors made in this regard.

Enrolment Procedures

The general criteria for application for enrolment include that the student:

- Has attained the age of seventeen years by 15 January of Leaving Certificate Examination Year;
- Accepts the School Ethos;
- Accepts, if offered a place in the school, to confirm in writing that they accept the school's Code of Behaviour and relevant school policies;
- Furthermore, if the student is offered a place in the school, his | her parents | guardians must confirm in writing that they accept the school's Ethos, Code of Behaviour and relevant school policies and that they shall comply with legislation which permits for the transfer of information from relevant schools.

Students with Special Educational Needs:

- The School welcomes applications from students with Special Educational Needs unless the nature and degree of those needs is such that to enrol the student concerned would be inconsistent with both the best interests of the student concerned and the effective provision of education for the other students with whom the student concerned is to be educated;
- While Hewitt College welcomes applications from students with Special Educational Needs, we do not have resource classes, special needs assistants or learning support classes. It is the duty of parents | guardians to ensure that the needs of their child can be met within the present structure of Hewitt College;
- Parents | Guardians are requested to outline the details of a son's | daughter's special educational needs on the Application Form;

Applications:

- It is important that all of the necessary details, documents, etc. sought are stated clearly on, and submitted with, the Application Form. Parents | Guardians may submit information in addition to that required by the school's Application Form;

- The enrolment procedure for entry into Hewitt College is contingent on an enrolment interview process. The school reserves the right to meet applicants and their parents | guardians to clarify the application;
- Completed Application Forms must be returned to the school;
- All applications will be responded to and offers of places made in writing;
- Applicants who are being offered places will be invited, within 7 days, to:
 - Confirm, in writing, acceptance or otherwise of the posting of the offer; and
 - Submit the completed registration form. On the registration form, the following should be stated:
 - Details of any medical condition which the school should be aware of should be clearly stated;
 - Relevant information concerning family circumstances should be clearly stated (e.g. if the son | daughter is adopted, if the parents | guardians are separated | divorced | deceased, if there is a disability, if there are mental health issues, if there is a family illness, etc.). The purpose of seeking this information is to assist the school in making the admission process sensitive to the needs of the student and parents | guardians).
- The following should accompany the registration form:
 - Signed confirmations that the applicant and their parents | guardians agree to respect the ethos of the school and adhere to the school's Code of Behaviour, school policies and shall comply with legislation which permits for the transfer of information from schools;
 - A non-refundable deposit of €1,000 (to be offset against the fees for the coming academic year). If the deposit is not paid, a place cannot be held and will be offered to the next applicant on the waiting list. Parents | Guardians agree that if they are withdrawing a student, three months' notice of withdrawal must be given in writing to the school or else a third of a year's fees, in lieu of notice, shall be payable to the school;

- A copy of previously undertaken psychological and | or medical assessments | reports, as appropriate. As regards individuals with specific disability or special needs, the parents | guardians may be requested to provide other information (including, where necessary, from professional assessment) to assist the school in establishing the educational and training needs of their son | daughter and to profile the support services required to enable management to assess how best the school could meet their needs. In such cases, the school will meet with the parents | guardians to discuss their son's | daughter's needs.
- Parents | Guardians of applicants who have accepted places may be invited to a meeting, the purpose of which is to provide all relevant information regarding their son's | daughter's induction into Hewitt College.
- Hewitt College will decide on applications for admission applying the following criteria:
 - The school must be satisfied that it can discharge its duty to provide an appropriate education for every student;
 - There shall, in the school's sole opinion, be a minimal disruption to existing students;
 - There is a vacancy within the school in the relevant year group, class, and subject groups in respect of which entry is sought;
 - The application is in line with the school's Admission Policy;
 - The transfer to the school must be, on the recommendation of the Principal:
 - In the best interest of the student;
 - Of the educational benefit to the student;
 - In the best interest of the school;
 - To assist in their decision as regards such criteria, the school will seek the permission of the applicant's parents | guardians to consult with the management of former schools attended by the applicant and | or consult with the relevant Educational Welfare Officer or relevant State Agency, as appropriate.

****Failure to comply with any aspect of the above will result in the enrolment offer being withdrawn.*

Appeals

- Parents | guardians of a student whose application for enrolment has been refused may make an appeal to the school. The school will endeavour to hear appeals which have been received in writing to the school within 14 days of the date of the letter notifying refusal to enrol. The school will determine the appeal in accordance with the Admission and Enrolment Policy.

Anti-Bullying Policy

Hewitt College is committed to the maintenance of a social environment in which all members of the school community can participate in all activities free from any form of harassment or discrimination of any nature whatsoever. All students are obliged to respect the rights of others and to uphold the school's commitment on harassment and discrimination at all times. Students shall not infringe the rights of others by engaging in any conduct which causes harassment or discrimination.

Unless we discipline ourselves, we cannot achieve these goals. Our young people must learn the value of discipline if they are to succeed. Hewitt College strives to provide a safe secure environment for the development of our students in which they can work and learn. All students have a duty to assist the learning process, and a duty to allow others to reach their potential. Students are expected to show respect for themselves and for all other members of the school community. Positive behaviour is affirmed and encouraged. Bullying, racism, sexism, harassment, substance abuse and violence will not be tolerated.

At Hewitt College, we acknowledge that parents | guardians play an important role in the education process and consequently a partnership approach to education is promoted.

It is imperative that our students and their parents | guardians will co-operate fully with the implementation of this Anti-Bullying Policy in our school, in order to maintain the highest standards of teaching and learning in the school community.

Principles of Best Practice

The school recognises the very serious nature of bullying and the negative impact that it can have on the lives of students and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- A positive school culture and climate which:
 - is welcoming of difference and diversity and is based on inclusivity;
 - encourages students to disclose and discuss incidents of bullying behaviour in a non-threatening environment;
 - and promotes respectful relationships across the school community;
- Effective leadership;
- A school-wide approach;
- A shared understanding of what bullying is and its impact;
- Implementation of education and prevention strategies (including awareness raising measures) that-
 - build empathy, respect and resilience in students; and
 - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;
- Effective supervision and monitoring of students;
- Supports for staff;
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and
- On-going evaluation of the effectiveness of the anti-bullying policy.

Definition of Bullying Behaviour

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.

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying;
- Cyber-bullying;
- Identity-based bullying such as homophobic or transphobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's Code of Behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and | or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

The school reserves the right to apply its Anti-Bullying Policy in respect of bullying, including any form of cyber-bullying, that occurs at a location, activity, function or programme that is not school related if in the opinion of the Principal the alleged bullying has created a hostile environment at school for the victim, has infringed on the rights of the victim at the school and | or has materially or substantially disrupted the education process or the orderly operation of the school.

Relevant Teachers | Staff Members

In many cases it is a teacher | staff member who will become aware of a bullying incident in the first instance, they are then required to refer the information they have gained onto the relevant teacher(s) for investigating and dealing with bullying as follows:

- Deputy Principal
- Principal

Education and Prevention Strategies

The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including, homophobic and transphobic bullying) that will be used by the school are as follows:

- The creation of a positive school environment for the learning, growth and development of each individual student while building empathy, respect and resilience;
- Teachers | Staff Members reiterating the importance of respect and leading by example and encouraging students to be inclusive this is particularly relevant to the prevention of bullying and the promotion of respect for diversity and inclusiveness;
- Staff vigilance in relation to bullying during and outside of class;
- Raising awareness of bullying across all curricular, co-curricular and extra-curricular areas;
- Provide effective supports for children with Special Education Needs with particular reference to the development of social skills and the transition from schools;
- Promotion of safe use of technology in class;
- Effective referral system within the school;
- Review of staff education, training and provision of support services as needed.

Procedures for Investigation

The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

- The primary aim in 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), no labelling of the individual will occur, just the action as bullying;
- In investigating and dealing with bullying, the teacher will exercise his | her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;

- All reports will be investigated and dealt with by the relevant staff member(s). In that way students will gain confidence in ‘telling’. This confidence factor is of vital importance. It will be made clear to all students that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly; Subject Teacher | Study Supervisors may also request statements be taken from the class as a whole;
- Non-academic staff such as secretaries, bus escorts, caretakers, cleaners will be encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to subject teachers | study supervisors or the relevant teacher (Deputy Principal);
- Parents | Guardians and students are required to co-operate with any investigation and assist the school in resolving any issues and restoring, as far as is practicable, the relationships of the parties involved as quickly as possible.

The investigation:

- The primary aim for the relevant teacher 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);
- Teachers should take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported by students, staff or parents | guardians; teachers should report the alleged incidents to the Relevant Teacher | Deputy Principal for investigation;
- Incidents are generally best investigated outside the classroom situation to ensure the privacy of all involved;
- All interviews will be conducted, in the Principal’s | Deputy Principal’s office with at least two staff members present, with sensitivity and with due regard to the rights of all students concerned. A parent | guardian will be invited to attend with their child. Students who are not directly involved can also provide very useful information in this way;
- When analysing incidents of bullying behaviour; the relevant staff member will seek answers to questions of what, where, when, who and why. This will be done in a calm

manner, setting an example in dealing effectively with a conflict in a non-aggressive manner; it may also be appropriate or helpful to ask those involved to write down their account of the incident(s);

- If a group is involved, each member will be interviewed individually at first. Each member may be asked for his | her account of what happened to ensure that everyone in the group is clear about each other's statements; Statements are usually read back to each member. Subject teachers may also request statements be taken from the class as a whole;
- The relevant staff member will keep a written record of all reports, statements taken, the actions taken and any discussions with those involved regarding same.

Action to be taken

- In cases where it has been determined by the relevant staff member that bullying behaviour has occurred, the parents | guardians of the parties involved will be contacted at an early stage to inform them of the matter and explain the actions being taken (by reference to the school policy). The school will give parents | guardians an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports for their students;
- Where the relevant staff member has determined that a student has been engaged in bullying behaviour, it should be made clear to them how they are in breach of the school's anti-bullying policy and efforts should be made to try to get him | her to see the situation from the perspective of the student being bullied;
- Any sanctions decided upon shall be communicated to the parents | guardians and the student by the Principal | Deputy Principal. Other staff will be informed by the relevant staff member as required;
- It shall be made clear to all involved (each set of students and parents | guardians) that in any situation where disciplinary sanctions are required, this is a private matter between the student being disciplined, his or her parents | guardians and the school.

Note: If it is established by a staff member that bullying has occurred, the relevant staff member will keep appropriate written records which will assist efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.

Follow-up

Each investigation must have a conclusion that is communicated clearly to all the parties involved:

- A follow-up meeting(s) with the relevant parties involved should be arranged separately with a view to possibly bringing them together at a later date if the student who has been bullied is ready and agreeable.;
- In cases where a staff member considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he | she has determined that bullying behaviour has occurred, it shall be recorded and copied to the Principal | Deputy Principal for reporting;
- In determining whether a bullying case has been adequately and appropriately addressed; a staff member must, as part of his | her professional judgement, take the following factors into account:
 - Whether the bullying behaviour has ceased;
 - Whether any issues between the parties have been resolved as far as is practicable;
 - Whether the relationships between the parties have been restored as far as is practicable; and
 - Any feedback received from the parties involved, their parents | guardians, the school Principal.

Appeals

Where a parent | guardian is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents | guardians must be referred, as appropriate, to the school's complaints procedures. In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents | guardians of their right to make a complaint to the Ombudsman for Children.

Serious Instances

Serious instances of bullying behaviour will be referred to the HSE Children and Family Services (TUSLA) and | or Gardaí as appropriate. Any parent | guardian who has a concern

about a child should report it to the Child and Family Agency. Please familiarise yourself with www.tusla.ie.

Programme of Support

The school's programme of support for working with students affected by bullying is as follows:

- The victim of bullying should be kept informed about what steps the offender has agreed to take to rectify the problem. He | she may also need to be offered advice and support with the Guidance Counsellor on building self-esteem and conflict management. It would be hoped that the development of such skills would prevent problems for the victim in the future;
- Students should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher;
- Follow up meetings should take place to closely monitor the situation. It may be possible to bring bully and victim together if the consent of both parties is received.

Supervision and Monitoring of Students

The school confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible as outlined in this policy.

Prevention of Harassment

The school confirms that it will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of students or staff or the harassment of students or staff on any of the nine grounds specified, i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

Child Protection Policy

The school recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities.

Accordingly, Hewitt College has agreed the following Child Protection Policy:

- Hewitt College has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools as part of this overall Child Protection Policy;
- The Designated Liaison Person (DLP) is Patricia McGrath, Principal;
- The Deputy Designated Liaison Person (Deputy DLP) is Maria Murphy, Deputy Principal;

In its policies, practices and activities, Hewitt College will adhere to the following principles of best practice in child protection and welfare:

The school will:

- Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- Develop a practice of openness with parents | guardians and encourage parental involvement in the education of their children;
- Fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult student with a special vulnerability.

Code of Behaviour Policy

By sending your son | daughter to Hewitt College, it is understood that you have read and accepted the school Code of Behaviour.

Our young people must learn the value of discipline if they are to succeed. Hewitt College strives to provide a safe secure environment for the development of our students in which they can work, learn and play. All students have a duty to assist the learning process, and a duty to allow others to reach their potential. Students are expected to show respect for themselves and for all other members of the school community. Positive behaviour is

affirmed and encouraged. Bullying, racism, sexism, harassment, substance abuse and violence will not be tolerated.

At Hewitt College, we acknowledge that parents | guardians play an important role in the education process and consequently a partnership approach to education is promoted. This is evidenced by a shared sense of purpose and mutual respect.

It is expected that our students and their parents | guardians will co-operate fully with the implementation of the Code of Behaviour in our school, in order to maintain the highest standards of teaching and learning in the school community.

Relations with Teachers and Others

Hewitt College is a community of students, teachers and ancillary staff therefore a high level of courtesy and consideration for others is necessary. We aim to uphold the characteristic spirit of good discipline, a strong work ethic, high educational attainment and good relationships;

- Student behaviour, manners and language should be appropriate and such as to bring credit to oneself and the school community;
- Students should treat all members of the school community and visitors to the school with respect and courtesy;
- Students should address members of staff properly and obey all instructions given by them;
- Students must remain quiet and orderly in their classrooms and must not leave the classroom without permission;
- Bullying, racism, sexism, harassment, substance abuse and violence will not be tolerated. The physical, verbal, emotional or sexual intimidation of any member of the school community is totally unacceptable;
- Students who bring discredit on the school by their behaviour outside the school may be subject to disciplinary action within the school;
- The possession or use of alcohol, illegal substances or drug paraphernalia on school property or during school related activities will not be tolerated. This may lead to a

report to the relevant bodies where expulsion may be considered and may also include the involvement of any appropriate outside agency.

Positive behaviour is promoted and encouraged by ensuring that:

- Our teachers | staff members act as positive role models;
- We have excellent classroom management;
- We provide attractive, orderly, learning environments;
- We have consistent whole school implementation of positive behaviour;
- We give positive feedback and good treatment of students.

At Hewitt College, we strive to develop self-disciplined, responsible students who respect themselves and the rights of others. We hope to develop:

- Students who are confident, self-reliant, independent, positive learners;
- Students are supported in selecting appropriate behaviour and strategies;
- Students have a good sense of identity and self-esteem.

Health and Safety

In the interest of health and safety at Hewitt College, both students and parents | guardians should take note of the following:

- Students must enter and leave the school only by recognised student entrances and exits;
- Students are expected to comply with all additional rules regarding health and safety (e.g. the correct use of apparatus and equipment) in specialist rooms.

Hewitt College is a smoke free environment. Students are forbidden to smoke within the school or anywhere on school premises.

School Property and Environment

The school expects each student to respect school buildings, furniture and fittings and the property of members of the school community. Students are expected to help in achieving a hygienic and pleasant environment in, and around the school. Students are expected to show respect for school property. Writing on desks, walls, lockers or any other form of damage is

strictly forbidden. In addition to having sanctions imposed on those guilty of such behaviour, the damaged property will have to be repaired or replaced by those responsible.

Accidental damage to school property should be reported to the Principal or Deputy Principal immediately.

Students who inflict deliberate graffiti or vandalism on the personal property of staff or students will incur serious sanctions, which may include suspension or dismissal from the school.

Failure to observe this rule may result in students having to remain during lunch hour to tidy school buildings. If this happens, following consultation, adequate notice (verbal) will be given to students and their parents | guardians, and if there is any difficulty, students or their parents | guardians may inform the Principal or Deputy Principal and alternative arrangements will be made.

The purpose of this policy is to encourage students to maintain a clean, healthy and safe environment for all:

- Students are expected to keep classrooms, corridors, study halls and school premises litter free at all times;
- Each student is responsible for his | her own property and goods. The school cannot accept responsibility for goods lost in school;
- Students are advised to have their names on all personal items, e.g. jackets, sports gear, books, etc.;
- Chewing gum is forbidden;
- A student who leaves the school premises without permission during any part of the day may be liable to suspension;
- Students may not loiter on St. Patrick's Hill;
- School premises are to be kept clean and tidy, all rubbish to be picked up.

Students' Property

Students take a large amount of property to school each day (books, equipment, coats, etc.). They must take care of their own property in a responsible way and they must respect the

property of others. Hewitt College is not responsible for lost or left belongings. Please note that lever arch folders are not permitted within the school.

Appearance and Dress Code

There is a non-uniform policy at Hewitt College. However, respectable and appropriate clothing should be worn.

We accept and respect the principles and requirements of a democratic society and have respect and promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

School Organisation

All students are expected to have their books and other class requirements and be in their designated classroom | study hall in a timely fashion.

Lunch Breaks

If students leave the school premises during breaks or lunch breaks, they must return promptly for classes | supervised study.

Public Houses are strictly out of bounds during the school day.

Going to and from School

- When travelling to and from school at any time during the school day, it is important that you have due consideration for the people and the property in the surrounding neighbourhood and community;
- Students who travel to and from school by bus are expected to behave always in a courteous manner, not cause disturbance;
- Smoking in or near the school premises is absolutely forbidden at all times (including mornings, breaks, evenings and weekends);

Visitors to the School

- Visits to the school should be by appointment as far as possible;
- All visitors should first report to the secretary's office;
- Visitors are requested not to approach a classroom unannounced;

- Students who meet a visitor are expected to be courteous and polite and to direct the visitor to the secretary's office;
- Students may not bring friends or acquaintances into the school premises or buildings without permission from the Principal | Deputy Principal.
- All external students attending grinds, supervised study or revision courses, must have completed necessary registration forms.

Parents | Guardians

- Should a parent | guardian wish to meet a student, s | he should first check in at the School Office;
- Parents | Guardians will have up to three opportunities to attend Parent | Teacher Meetings during the school year. If you have a matter you would like to discuss, please email (as relevant) the Subject Teacher or Deputy Principal or Principal. If necessary, a meeting can be arranged.

Behaviour inside School Building

Conduct outside the classroom | study hall is as important as inside. Students are expected to behave in a manner that reflects well on the school both inside and outside the school during the course of the school year. Students should at all times be polite and courteous. By showing respect for oneself and others, it promotes a respectful, caring atmosphere where the rights of all are respected and upheld:

- It is important that people should be able to move around the school easily. Do not cause obstruction by congregating in corridors or leaving bags in awkward places;
- Students should not run or shout in the corridors or stairs or obstruct other classes in any way;
- All movement to and from classes should be conducted in a mannerly way with no excessive noise or running;
- Obey the specific rules that apply to specialist rooms.

Classroom Code of Behaviour

It is essential that all students conduct themselves appropriately in the classroom:

- Students should be on time with all relevant books and materials needed for each class;
- Students should work to the best of their ability in order to realise their potential;
- Students must follow the teachers' | staff members' instructions;
- They must not interrupt a teacher when s | he is speaking;
- They must show respect to fellow students, avoid distracting behaviour; follow all safety rules in the room in question and have regard for the authority of the teacher;
- Students should enter and leave the classroom in a quiet and orderly manner at all times;
- Water is the only permitted drink in the classroom. Students are not permitted to leave class | study to refill water bottles;
- Chewing gum is strictly forbidden;
- Students attending practical classes (e.g. home economics, construction, art, etc.) must wait outside the classroom for the teacher. Upon entry, they must comply with any additional rules regarding safety in these specialist rooms;
- All students are expected to take part in the work of the class. Disruptive | disengaging behaviour of any kind is not tolerated;
- Students are expected to respect all school property and the property of fellow school community members;
- Students are responsible for keeping classrooms, eating and social areas tidy and litter free;
- Students may only leave the classroom with the permission of the teacher | staff member;
- All students must bring the official Student Journal to each class where homework is to be noted. Homework assigned must be completed. Failure to complete homework will only be excused when accompanied by a satisfactory note of explanation from parents | guardian written in the appropriate section of the official Student Journal;

- Students should leave the classroom in a quiet and orderly way, replacing furniture to its original position and picking up any litter;
- Aisles in classrooms should be kept free at all times and bags stored carefully;
- The ground floor and foyer must be kept free of all objects that have the potential to cause obstruction;
- Students should use toilets at official break times, where possible, to minimise disruption to class | study.

Mobile Phones and all Personal Audio Devices

Hewitt College accepts a student's right to have a mobile phone or personal audio device:

- All mobile phones and all personal audio devices (e.g. iPod, mp3 players, etc.) must be switched off in the school building except during breaks;
- Having phones turned on in classrooms and study areas during the school day will not be tolerated and will lead to immediate confiscation for 1 week;
- The inappropriate use of phones | cameras is strictly forbidden at all times while on school premises and during all school related activities. Students participating in school-related activities (e.g. study, extra-curricular activities, school trips, tours etc) must abide by these rules;
- Irresponsible use of these camera phones | cameras can lead to serious violations of people's rights and reputations. Bullying and harassment in any form, involving camera phones will be severely dealt with by school and other relevant authorities (e.g. the Gardaí);
- The penalty for inappropriate use of a phone | camera while in the school, within school boundaries or during school related activities, is immediate confiscation of the device for a minimum of 1 week;
- Parents | guardians who need to contact students in the case of an emergency must do so through the school office at 021 455 0430.

The school accepts no responsibility for the loss of, theft, or damage to mobile phones and personal audio devices while on school property.

A Litter Free School

It is in all our interests to have a litter-free school:

- Littering is not permitted anywhere within or around the school premises. Students who break this rule will be subject to disciplinary procedures;
- Every student is responsible for the tidiness of the classroom and litter should not be left for disposal by someone else;
- Students are responsible for keeping classrooms, eating and social areas tidy and litter free. Graffiti and damage to school property will not be tolerated;
- The chewing of gum is strictly prohibited within school and school premises;

Homework | Study

The school authorities require each student and his | her parents | guardians to arrange definite times of study and homework. Supervised Study is provided at Hewitt College for all students:

- Homework and revision are integral components of school work. Their purpose is to enable the student to develop the necessary and important skills required for written examinations and to be thoroughly familiar with the course content for every subject;
- The Student Journal is not a personal diary. Each student should have his | her Journal in school at all times. Homework assignments should be recorded in the Journal at the end of each class;
- Part-time work during the school term can have a negative effect on the educational welfare of students. Parents | guardians are asked to ensure that any such part-time work does not interfere in any way with either the time or energy needed for proper effective study. School work must take priority over any part-time occupation;
- Instances where students do not complete homework or where homework is unsatisfactory will be recorded in the student's Journal. This allows parents | guardians to monitor student's progress and take corrective action where necessary.

Procedures for Students who feel unwell

- Any student who feels unwell must report to the School Office;

- If a student feels unable to return to class, the secretary will telephone the student's parents | guardians;
- If it is not possible for a student to be collected by parents | guardians, the student will remain in the waiting area;
- A student may not leave the school without consent;
- In the case of an emergency, if parents | guardians cannot be contacted, the school will call a doctor or bring the student to hospital. Parents | guardians will be notified as soon as possible.

Attendance and Punctuality

Your son | daughter is expected to attend every day; casual absences will not be tolerated. It is essential that your son | daughter learns the discipline of regular and punctual attendance. This includes attendance at and participation in all house examinations, pre-examinations and state examinations. All students are expected to be in their designated classroom in a timely fashion.

Student Journal

School books are expensive and should be treated with due care. The Student Journal is not a personal diary and should not be treated as such:

- Graffiti | defacement of all books is not tolerated;
- The primary function of the Student Journal is to record homework assignments and to act as a means of communication between home and school;
- Incidents of misbehaviour and punctuality may be recorded in the Journal by the Subject Teacher | Study Supervisor and should be acknowledged and signed by a parent | guardian. The Student Journal should be presented at parent teacher meetings;
- Interference with notes from teachers or parents | guardians is prohibited;

Should a student lose his | her Journal a replacement must be purchased immediately by the student.

Attendance Policy

The aim of the Attendance Policy is to provide an environment that encourages all students to attend regularly and punctually. At Hewitt College, we are committed to ensuring that all students benefit fully from the education provided by regular and punctual attendance.

Progress at school requires the best level of attendance and punctuality because both are essential for efficient class work and to optimise educational outcomes. It is recognised that some students and their parents | guardians need to be supported at certain stages in meeting their attendance obligations and responsibilities. The rationale of this policy is consistent with the school's Code of Behaviour.

Good attendance is promoted in the school by a culture of high expectations, encouraging each student to take responsibility for their own learning and to achieve their full potential through regular presence in class. Throughout the curriculum, students are made aware of the incremental nature of learning and the implications for them of irregular attendance.

The Deputy Principal | Principal will meet with students for whom attendance or punctuality has been identified as an issue. Reports to parents | guardians will include a breakdown of attendance for the period in question.

The Deputy Principal supports and manages the implementation of the Attendance Policy.

Roles and Responsibilities

Students

- Arrive to school, classes and supervised study sessions, on time on a daily basis;
- Attend all scheduled classes everyday unless there is a valid reason for not doing so;
- Present an excuse on the day of return to class.

Subject Teacher | Study Supervisor

- Monitor attendance at every class | session.

School Office

- Maintain attendance records using school software;
- Email parents | guardians a note of absence;

- Accept excuses from parents | guardians for late arrivals (and absences) and reporting the late arrival.
- Process excuses for all absences, to prepare a weekly list of those still outstanding and to follow up lack of excuses with these students;

Deputy Principal

- Meet with students for whom attendance or punctuality is a problem in order to discuss and resolve the issue. Parents | Guardians may be asked to attend a meeting should the issues of attendance and | or punctuality remain unresolved.
- Oversee the implementation of the Attendance Policy;
- Discuss any students who appear to have patterns of non-attendance with relevant staff members;
- May make a verbal report to staff at the Pre-Parent | Teacher Meeting.
- Inform parents | guardians via email when their son | daughter has been absent for 5 days, 10 days and, subsequently, for 15 days.

Parents | Guardians

- Support the school's Attendance Policy;
- Provide a written excuse, via email to the office (admin@hewittcollege.ie), for their son's | daughter's absence on the first day of return to school.

Monitoring Daily Attendance

- During contact and meetings with parents | guardians the school encourages full attendance;
- The school does not condone absences for family holidays, etc. during term time and seeks to maintain the integrity of the school year. This is communicated to parents | guardians;
- Rolls are kept on our management system - per student, per day;
- Student attendance is monitored by: Deputy Principal and Subject Teacher | Study Supervisor;

- Absences must be explained by an email, and, if possible, by phone with the School Office, where this will be noted. It must be noted that written communication is required in all cases;
- Where the Deputy Principal notices recurrent absenteeism, they can liaise with the students and seek verification from the parents | guardians;
- Attendance patterns are routinely discussed at staff meetings;
- The Deputy Principal will contact home by phone | email where concerns arise regarding attendance;
- The Deputy Principal will monitor accumulations of absenteeism and consult with the Principal as necessary.

Monitoring absence during the school day

Punctuality

- A student who arrives late to school must sign in at the School Office before joining their class | supervised study. The student's journal will be marked LATE. Concerns arising from persistent lateness will be brought to the attention of the Deputy Principal by the Subject Teacher | Study Supervisor and dealt with appropriately.
- School Office and | or Deputy Principal will inform parents | guardians via email when their son | daughter has been late on 5 occasions.

Authorised Absence

- A student may never leave the school during class | supervised study without firstly asking the permission of the Principal | Deputy Principal. All students must sign out in the School Office before leaving the premises;
- Any request to leave school during the day must be confirmed by the parent | guardian (email or phone call to the office).
- If a student feels ill, or has been injured, he | she should report to the Principal | Deputy Principal. Permission to go home may be granted following consultation, by phone or email, between the student's parents | guardians and the school. A student must never leave the premises or go home without permission.

Unauthorised Absence

- A student may never leave the school without firstly asking the permission of the Principal | Deputy Principal. All students must sign out in the office before leaving the premises;
- All unauthorised absences will be strictly dealt with.

Homework Policy

This policy applies to students, parents | guardians and teachers and is in keeping with the school's fundamental aim to encourage each student to take responsibility for themselves, their learning and their property, to develop their full potential and to acquire skills necessary for life-long learning. The Homework Policy outlines the importance of homework and the key role students, parents | guardians and teaching staff play in supporting this policy document.

Regular homework is a key aspect of the learning process and contributes to the development of sound study skills. It consolidates, reinforces and supplements the work done in class and promotes independent learning and creativity.

School Reports

The school reports to parents | guardians on the progress of students.

Parent | teacher meetings offer valuable opportunities for the school to move beyond the marks, as it were, and to present more comprehensive assessments of progress. As well as allowing a focus on progress achieved, such meetings provide an opportunity to highlight areas that need specific attention and to indicate what needs to be done to improve student performance.

Role of Parents | Guardians

Homework at Hewitt College plays an important part in the education process. It provides a link between school and home and also gives parents | guardians the opportunity to reinforce the importance of learning. It provides parents | guardians with a means of becoming involved in the student's learning. Parents | guardians play a crucial role in shaping good attitudes and habits in relation to their son's | daughter's homework.

We ask that as parents | guardians you spend time monitoring your son's | daughter's journal and ensuring that homework is being recorded and then completed - according to the needs of the student. We ask that you encourage your son | daughter to persevere with difficult assignments; valuable learning comes from attempting as well as completing work.

Experience has shown that parental involvement with homework is invaluable for the student. Encouraging a positive attitude is most beneficial and parents | guardians can play a major role in this.

If for some reason the assigned homework is not done or completed a note from a parent | guardian explaining why is required.

Parents | guardians play an important supportive role in the area of homework and can aid the success of their son | daughter through the following:

- Reminding him | her to allow sufficient time to complete the homework assignments;
- Suggest that your son | daughter draws up a study timetable which should take account of all weekly activities such as sports, leisure, T.V. etc.;
- Checking periodically that the written homework submitted is neat and legible;
- Each student has a special school journal. Parents | guardians can help by ensuring that each item listed is carefully completed;
- In the event of homework not done, a note of explanation should be sent to the teacher;
- Supervise mobile phone use and internet access as appropriate to the age and needs of your child;
- Discuss your son's | daughter's homework with him | her. Ask how s | he is getting on at school and even if the response is brief, as is often the case with teenagers, continue to maintain an interest. Support your son's | daughter's efforts in completing homework with praise, positive affirmation and being of positive disposition;
- Attend parent-teacher meetings;
- It is not recommended that students engage in part-time work during the school week. Weekend work should not be allowed to interfere unduly with school work;

- Fully supporting the school, in any actions we take, to deal with matters relating to homework, study and application. Failure to meet homework requirement is taken seriously by the school as we are aware that the neglect of homework can only result in underachievement;
- To be aware of and support the school's policy on homework;
- Ensure that homework missed due to participation in extra-curricular activities is completed within the given time.

If a parent | guardian feels that her son | daughter is struggling with the amount of homework or degree of difficulty of some s | he may communicate this to the Subject Teacher | Study Supervisor | Deputy Principal.

Role of Students

- To record and do the assigned homework to the best of their ability and to present it in a neat and tidy manner;
- Students are expected to have all books, copies and equipment necessary for each subject in class each day;
- Every student is expected to have their student journal to record the homework assigned in each class. Students should record carefully the instructions for their homework. They should ask questions, when necessary, to clarify the assignment. Before leaving school, they should check that they have all the books, copies and any other material needed for that night's homework;
- In the event of a student not doing homework without a credible excuse, the teacher may impose sanctions and | or communicate with parents;
- Students should carefully plan for the completion of long-term projects;
- If a student is absent from class, s | he should find out what work was missed and what homework was given;
- Those involved in extracurricular activities must also complete their homework. For this purpose, it is worthwhile having a contact number of another student who was present in class;
- Students should expect to receive homework daily in all subject areas;

- Homework, both written and oral, is considered of equal importance;
- Homework is regarded as an extension of class work and as a preparation for the next day's work;
- In order to achieve, students must be prepared to spend time studying and revising as well as doing their homework;
- It is very important that all homework should be attempted as effort is extremely important;
- Seek help of teacher if a problem arises regarding homework;
- When difficulty is encountered, a student should refer to his | her notes or examples given in class. It is required that there would be some evidence of effort made;
- Present a note, signed by parent | guardian to relevant teacher explaining why the work is not done or completed.

Sanctions

Homework assignments and deadlines are set by subject teachers and must be adhered to. Breaches of the Homework Policy include but are not limited to:

- A verbal reprimand;
- A note home;
- Referral to the disciplinarian;
- Teachers may use appropriate strategies to deal with issues relating to homework.

Supervised Study Rules Policy

- During supervised study, students only have access to the study rooms and toilet areas. Students do not have access to other areas in the school;
- Study students must be present in the study hall at least 5 minutes before each session. Students are not allowed to enter the study hall once a study period has started;
- Late students will have to leave the premises (a student will not be allowed to remain on the school grounds if not attending study);
- To ensure an effective study environment, students must sit in the seat allocated to them and they are not allowed to leave their desk during a study session;

- Study students are not allowed to interrupt study in any way (talk, pass notes or books etc) during the study period. The study student will be sent home if interrupting study;
- Study students are not allowed to use mobile phones, iPods, MP3 players, laptops, iPads etc. during study. These will be confiscated, and the study students will be sent home;
- Eating food is strictly not allowed during the study sessions, this includes chewing gum. Bottled water is allowed;
- Students are solely responsible for all of their personal belongings. Hewitt College will not accept responsibility for damage to or loss of such belongings;
- Each student is responsible for their own area | desk in the study hall. Damage to property, litter or graffiti will not be tolerated;
- Hewitt College is not responsible for students who leave the premises for whatever reason;
- Hewitt College should be advised of any relevant medical conditions that the study students may have;
- Failure to comply with these rules will result in the student being asked to leave the supervised study session;

Students wishing to attend evening | weekend study must have submitted the attendance form to the school office otherwise they will not be granted admission to study.

Examination Rules Policy

All students at Hewitt College are considered external students by the State Examinations Commission. It is very important that each student and parent | guardian familiarise themselves with:

- External Candidate Information
- External Candidate Application Process.

This information is available at www.examinations.ie.

Examinations are designed to test the understanding of the concepts in the examined subject matter. It is essential that every student recognise the necessity of strict adherence to all examination rules, and the standards of academic integrity, to avoid any unauthorised practice and to avoid even the appearance of unauthorised practices.

Following are the exam rules and procedures in effect at Hewitt School:

- Students using a laptop are to bring them to the designated official one week prior to the exams having cleared the hard drive;
- All students must be in the examination centre at least ten minutes before the exam;
- There are no designated seating assignments in the exam centres. However, if one or more exams are administered in the same centre, you may be directed to a particular area of the room to sit. You are to sit in every other seat in the exam centre. Exam materials will be distributed once everyone is seated;
- If you are late you will not be permitted into the exam centre until papers have been distributed. No extra time will be allowed;
- Students must maintain silence in the exam centres;
- No questions may be asked except in relation to misprints and | or incorrect spellings;
- No borrowing of materials, e.g. log tables, calculators, etc., from any other students;
- Students will not be allowed to leave the exam centre during exams even if they have completed their examination;
- Bags | books must be left outside the exam centre in a tidy fashion;
- Mobile devices must be powered off during the exam;
- Food | drinks, other than water, are not allowed in exam centres;
- Once the exam has started there must be no talking - in the event of so doing, your exam will be cancelled;
- Staff members' instructions are to be followed without question.

Reasonable Accommodations

It is the responsibility of each individual student who wishes to avail of an accommodation in the Leaving Certificate or other examinations to comply with all requirements, rules and regulations of the Department of Education and Science. All candidates bear responsibility for compliance with R.A.C.E. or Assistive Technology.

All candidates must provide their own technological devices in a timely manner prior to Leaving Certificate examinations and satisfy the State Examinations Commission that they are properly compliant with all requirements. Hewitt College Limited takes no responsibility for failure of Assistive Technology Devices of any nature. All candidates must ensure that their computers, tablets or other devices are complaint with the requirements of the Department of Education and Science or any other examination authority and in proper working order.

School Rules Policy

- Students must attend all classes punctually;
- An explanatory note from home is necessary if students have been absent, arrive late or need to leave during the school day;
- Students must be respectful and courteous to each other, to visitors and to all members of the school staff;
- Students must work diligently and obey teachers' | staff members instructions promptly and complete all homework assigned;
- Smoking in or near the school premises at all times is absolutely forbidden;
- Possession of intoxicating liquor or illegal substances in school or at school related activities is strictly forbidden;
- Students are expected to show respect for school property and keep classrooms and school premises neat and tidy;
- The use of mobile phones in school is prohibited during school hours. Mobile phones are only allowed to be used at designated break times. Items confiscated will be held in the office for one week;
- Each student is required to have a Student Journal and must present it to any teacher when asked to;
- Any damage to school property will be dealt with severely;
- Any student in breach of school rules at school related events will be collected by a parent | guardian;

- Chewing gum is forbidden on school premises and is punishable by a fine to a named charity.

Suspension and Expulsion Policy

Through its Code of Behaviour, Hewitt College aims to create a calm, ordered, and work-oriented atmosphere in a caring and supporting environment based on respect for self and respect for others. In cases where students fail to observe the Code of Behaviour, it is necessary, for the good of the school community as a whole, to impose sanctions on such students, 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 principles of fairness and Natural Justice.

Suspension Principles

In certain cases of unacceptable behaviour, it will be in the best interests of the school community and | or the student involved, to remove the student from the school for a period of time. We follow the procedure outlined under the Articles of Management for Secondary Schools. The Principal has the authority to suspend a student from attending school for a period up to and including 3 days. The Principal will exercise this authority in a fair and non-discriminatory manner, having regard to his | her responsibility to the whole school community and to the principles of Natural Justice.

The purpose of suspension is one of corrective support rather than punishing students for misbehaviour. It is the intention of the school that suspension allows students the time, under the supervision of their parents | guardians, to reflect on their unacceptable behaviour; accept responsibility for the behaviour that led to the suspension; and to change their future behaviour to meet the expectations of the school.

In general, there are two sets of circumstances under which suspension will be imposed:

- Serious breaches of the Code of Behaviour that indicate that the student should be removed from the school immediately following due procedures;
- Repeated less serious breaches of the Code of Behaviour that have not been rectified by disciplinary measures short of suspension. In such cases, formal written warning

detailing the unacceptable behaviour will have been submitted to parents | guardians, along with an explanation of what is required of the student.

Serious breaches of the Code of Behaviour include, but are not limited to:

- Endangering the safety or health of any member of the school community;
- Disrespect or defiance towards or harassment or intimidation of a member of staff or the bullying of another member of the school community;
- Possession, use, or supply of prohibited substances (including alcohol, drugs, or associated paraphernalia) in the school, on school trips, or in the course of any school-related activity. Exception will be made only for legitimate medicinal use with the prior notification of the school authorities;
- Deliberate vandalism, including the writing of graffiti, in relation to school property or the property of a member of the school community;
- Interference with or persistent disruption of teaching and learning;
- Refusal to obey clear and reasonable instructions of staff members on a repeated basis;
- Smoking anywhere inside or in the immediate vicinity the school premises;
- The use of obscene, abusive, or otherwise inappropriate language;
- Stealing, fighting, or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that may be reported to the appropriate authorities;
- Tarnishing the good name and reputation of the school;
- Truancy, or leaving the school premises without the permission of the school authorities.

Less serious breaches of the Code of Behaviour include, but are not limited to:

- Eating or drinking in class or other areas not designated for food and beverage consumption;
- Failure to complete assigned homework;

- Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the notes and equipment required for class;
- Running, shouting, or horseplay of any description anywhere in the school;
- Tardiness for school or classes;
- Mobile phones being powered on during class | supervised study times;
- Congregating in the toilets.

Suspension Procedure

In the event that the Principal exercises his | her authority to suspend a student for a fixed duration, the following procedure will be used:

- The student will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised;
- The parents | guardians of the student will be informed in writing of the situation and invited to come to the school for a meeting;
- In cases where the suspension is to take effect immediately, such as in the interests of health and safety, parents | guardians will be informed by telephone, with written follow-up;
- Students will not be sent home during a school day unless collected by a parent | guardian or some other suitable arrangement is made.

All suspension decisions will include a formal letter of notification that will include, at least:

- Notice of the suspension;
- Effective date of the suspension;
- Duration of the suspension;
- Reasons for the suspension.

Where appropriate, this letter may also include some or all of the following:

- Expectations of the student while on suspension;

- Reference to the importance of parental assistance in resolving the matter causing suspension;
- A statement that the student is under the care and responsibility of parents | guardians while suspended;
- Information of the appeal rights and procedures regarding the suspension;
- Requirements to be met for the student's return to school.

In the interest of ensuring a fair and even-handed system for the imposition of suspension, the Principal will, among other things, take account of the following factors in determining the duration of a suspension:

- The age and state of health of the student;
- The student's previous record of behaviour at the school;
- Any mitigating circumstances unique to the student that might reasonably be taken into account in connection with the behaviour leading to the suspension;
- The degree to which parental, peer, or other pressure might have contributed to the behaviour;
- The severity of the behaviour, its frequency, and the likelihood of recurrence;
- The extent to which the behaviour impaired or will impair the normal functioning of the student and others in the school community;
- The degree to which the behaviour was a breach of the Code of Behaviour;
- Whether the incident leading to the suspension was the result of the student acting alone or as part of a group;
- The degree to which the student recognises and accepts that her behaviour was unacceptable and is prepared to exhibit genuine contrition.

Suspension Removal

As the principles of Natural Justice demand that there should be available a right of appeal to a higher authority, a student or his | her parents | guardians may appeal the Principal's decision to suspend. Such an appeal must be made in writing stating the grounds on which the appeal is being made. However, the school may insist that the student remain at home

while the appeal proceeds. In the event that an appeal is successful, the suspension will be lifted, and if the suspension has already been served, it will be expunged from the student's record.

Beyond success in such an appeal, a suspension may be rescinded in the following circumstances:

- The Principal may agree that an alternative sanction be applied following discussion with the student's parents | guardians;
- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand;
- Other mitigating factors consistent with the application of the principles of Natural Justice.

Suspension Completion

Upon completion of a suspension, the following procedures may apply for the formal reintroduction of the student into the school:

- Parents may be requested to attend with the student upon his | her return to school;
- A written or verbal apology may be required of the student for his | her misbehaviour;
- The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

Expulsion Principles

Expulsion is the ultimate sanction imposed by the school on a student and, as such, will only be exercised in relation to cases of extreme indiscipline. Given the severity of the potential sanction, the school, in accordance with the principles of Natural Justice, will investigate extreme indiscipline cases thoroughly in advance of any hearing that could result in an expulsion.

In general, there are two sets of circumstances in which expulsion may be considered to be appropriate by the school:

- Cases where the in-discipline of a student is so pervasive that teaching and learning become extremely difficult. Such cases include but are not limited to:

- The student being disruptive that s | he is seriously preventing other students from learning;
 - The student being uncontrollable and not amenable to any form of school discipline or authority;
 - Parents | guardians being unable or refusing to exercise their responsibility for the student;
 - The student being danger to himself | herself or to others;
 - When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or not being met;
 - The student's conduct acting as a source of serious bad example and having an adverse influence on other students in the school.
- First time offences of a very serious nature. Such cases include but are not limited to:
- Serious assault;
 - Trafficking in drugs;
 - Arriving in school under the influence of alcohol or drugs;
 - Serious burglary or theft;
 - Causing major damage to school property;
 - Gross insubordination to the Principal or other staff members;
 - Brandishing of an offensive weapon.

Expulsion Procedure

Except in exceptional circumstances, expulsion will only be resorted to after the Principal has:

- Ensured that all discipline options under the Code of Behaviour have been applied and documented;
- Ensured that all appropriate support personnel, both internal and external, have been involved;
- Ensured all other procedures, referrals, supports have been exhausted;

- Ensured that discussion has occurred with the student and parents | guardians regarding specific misbehaviour that the school considers unacceptable and that may lead to permanent exclusion;
- Provided formal verbal and written warnings at appropriate times dealing with such behaviours and provided clear expectations of what was required of the student in the future;
- Recorded all action taken and copied all correspondence;
- Informed the parents | guardians of his | her intention to recommend expulsion;
- Invited the parents | guardians to the hearing;
- Invited the parents | guardians to make a written submission in advance of the meeting;
- Provided the parents | guardians with a full, written description of the allegations against the student and the case being made, together with copies of all documentation, statements, and other materials supporting that case;
- Made a formal recommendation with full supporting documentation.

Following these actions by the Principal, expulsion will still only occur after management has:

- Heard the case against the student, which should be made in the presence of the parents | guardians;
- Heard the response of the parents | guardians;
- Examined all the documentation;
- Considered the student's record in the school;
- Taken legal | expert advice;
- Discussed the case in detail;
- Considered all the commitments made in the Code of Behaviour;
- Made a final decision to expel;

- Communicated the decision to expel to the parents | guardians formally by registered letter.

The formal letter of notification will include:

- Notice of the expulsion;
- Effective date of the expulsion;
- Reasons for the expulsion;
- Information and documentation on Appeal rights.

Expulsion Appeals

Parents | guardians have the right to appeal a decision of the school to expel a student.

Permanent expulsion may be appealed by a parent | guardian or by a student (over 18 years).

Any such appeal must be lodged within 42 calendar days of the decision. Please note that all fees are non-refundable in the case of expulsion.

Health and Safety Control of COVID-19 Policy (in accordance with Public Health Guidelines)

Under the Safety Health and Welfare at work Act 2005, Hewitt College is required to ensure, so far as is reasonably practicable, the safety, the health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents | guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy, students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and

the Department of Foreign Affairs and, as such, may be subject to change. Students and parents | guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents | Guardians are required to supply the school with a phone number(s) of available person(s) who can be contacted at all times and who will be able to collect a student from school should the need arise.

1. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- Fever
- Cough
- Shortness of breath
- Loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <http://www.hse.ie/coronavirus/>.

2. Standards of behaviour expected of students to help prevent the introduction or spread of COVID-19 in the school

Standard of behaviour expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to,:

- Maintaining distance, where possible, from other students and staff;
- Performing hand-hygiene with a hand sanitiser on entering the school;
- Repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- Maintaining good respiratory hygiene. In this regard students should:
 - Cover nose | mouth with a tissue when coughing | sneezing and dispose of used tissue in waste bin and perform hand hygiene;

- Cough or sneeze into the inner elbow rather than into your hand if no tissues are available:
- Keep contaminated hand away from eyes and nose:
- Carry out hand hygiene after contact with respiratory secretions and contaminated objects | materials;
- Not spit or deliberately cough or sneeze at or towards any other person in school;
- Not sharing materials or stationery, such as pens, calculators, rulers etc. with other students;
- Not attending school if displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE | GP advice;
- Not attending school where tested positive for COVID-19 and remaining out of school for such a period as is required in accordance with HSE | GP advice;
- Not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such a period as is required in accordance with HSE | GP advice;
- Not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for a such a period as is required in accordance with HSE | GP advice;
- Telling a teacher or other member of staff where a student feels unwell at school. In that regard;
- Students will be required to be collected from the school as soon as possible by a parent | guardian or a person designated by the parent | guardian for such purpose;
- Parents must ensure that the school has up-to-date contact details so that they can be contacted by the school community;
- Complying with any other such directions as advised by the DES and | or HSE and communicated to the school community.

Students should be aware that to above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into school and minimise its spread.

3. Failure to comply with the standards of behaviour

Failure by a student to comply with standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of Code of Behaviour of

Hewitt College and s | he may be subjected to sanction up to and including suspension or permanent exclusion.

Any action or sanctions taken in respect of alleged breaches of Code of Behaviour will be carried out in accordance with the provisions of the school's Code of Behaviour, the requirements of the NEWB guidelines on developing a Code of Behaviour and relevant requirements of the Education (Welfare) Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school maybe be removed from class, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with school's Code of Behaviour.