

Borrisokane Community College

School Plan

September 2022

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Part 1 – Relatively Permanent Features

Section 1

Mission Statement

*We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.*

“Is ar scáth a chéile a mhairimid”

Section 2

School Profile

Introduction

Borrisokane Community College has been at the centre of life in our community for more than half a century. We aim to provide a high quality comprehensive education which caters for the diverse skills and aptitudes of our school community.

We are committed to the care and development of each individual in a happy school atmosphere which offers children and young adults opportunities to develop as good citizens, proud of their inherited values and beliefs. Our school operates on the premise of due respect for the beliefs of all.

Our School is a community where students, staff and parents support each other; an effective school results from productive teamwork; Ni neart go chur le cheile. In that context Borrisokane Community College is an effective school and, on behalf of our Board of Management, I wish to state that we will continue to commit ourselves to providing a College where the education of children takes pride of place and where the highest standards and aspirations will continue to be our challenge.

The new building project was completed during the summer of 2013 and as a result state of the art facilities are available in all subject areas. A refurbishment of the three storey workhouse building took place in 2017 which provided additional classrooms, a games room, library and toilets.

Temporary Accommodation will be provide during 2023 and a Design Team is in place to design additional permanent accommodation.

Matthew Carr.
Principal.

Section 3

School Structures and Resources

Staff

Principal:	Matthew Carr
Deputy Principal:	Paula Molloy
School Chaplains:	Rev Terry Mitchell, Fr. M. Cooney, Rev Stephen Foster.
Religion:	Clare O'Brien, Ceire Hogan, Cornelia Walsh, Edwina Cleere.
Languages:	Orla Cunningham, Noel Cronin, Eimear Lyons, Aoife Forde, Marie D'Arcy, Ramona Morgan, Lisa Doolan, Darren O'Connell, Davina Fogarty, Mairead Maxwell, Cait Ryan, Hannah Costello, Lisa Duffy, Elaine Linehan, Orlagh Heavey, Laura Mahoney, Robyn Hoffler, James Stapleton, Niamh Liddane, Ruth Shanahan, Emilee Austin, Leah Kelly, Michael Togher Clancy.
Technology:	Macdara MacLochlainn, Mark McGinn, Peter Dillon, Sean Ryan, Cathal Bennis.
Maths:	Eileen Kenny, Davina Fogarty, Denise Lally, Deirdre Kyne, Ruth Dillon, Katorina Maher, Jennifer Collison, Niamh O'Sullivan.
Science:	Niamh O'Sullivan, Mary Brady, Cathy Keogh, Laura Walshe, Rachel Ahern, Jacqueline Hayes.
Business Studies:	Tomas Maher, Marie D'Arcy, Deirdre Kyne, Louise Ryan, Laura Downey.
History & Geography:	Aoife Forde, Eimear McGrath, Catriona Maher, Darren O'Connell, Mairead Maxwell, Cait Ryan, Robyn Hoffler, Tony Gleeson, James Stapleton
Home Economics:	Marianne Bergin, Cornelia Walsh, Eimear Cahalan, Ceire Hogan, Leah Kelly, Aine Kennedy.
Information Technology:	Tomas Maher, Deirdre Kyne, Davina Fogarty, Mark McGinn, Laura Downey, Cathal Bennis, Jennifer Collison, Robyn Hoffler, Peter Dillon.
Art:	Eileen Forde, Aoife Sheils.
Physical Education:	Orla Cunningham, Eileen Kenny, Eimear McGrath, Ruth Dillon, Jennifer Collison, Peadar Lyons
Music:	Noel Cronin, Lisa Duffy.
Career Guidance:	Trudy Carroll, Caroline Glynn.
Autism Centre:	Louise Ryan, Eimear Cahalan, Cait Ryan, Sean Ryan, Aine Shanahan, Aoife Sheils, Ramona Morgan.
Resource:	Angela Butler, Jackie Hayes, Ramona Morgan, Louise Ryan, Niamh O'Sullivan, Aine Shanahan, Trudy Carroll, Sean Ryan, Gearoid Larkin, Eoin Cleary.
Secretary:	Nadia Rahmoune, Elina Feehan.
Caretaker:	Gerard Maher.
Special Needs Assistants:	Mary Brooks, Margaret Connolly, Antoinette McLoughlin, Pamela Guinan, Michelle Hogan, Cathy Kelly.

In School Management Structures

Post Holders and their Roles and Responsibilities

School Name:	Borrisokane Community College
Date of posting:	10 th October 2022

Post Holder:	Level of Post (API or APII)	Associated Role:	Summary of Responsibilities:
Marianne Bergin	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on 5th Year. • Student Support Programmes.
Noel Cronin	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on TY year • Christmas Concert Coordinator
Eimear Lyons	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on 6th year • First Aid Coordinator
Tomas Maher	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on 3rd year • Student Lockers
Caitriona Maher	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on 2nd Year • School Self Evaluation Coordinator
Ramona Morgan	API	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • SEN Coordinator • Inclusion Programme Coordinator
Louise Ryan (Maternity Leave) Cait Ryan Acting.	AP1	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • Leader Teaching & Learning focus on 6th Year • SEN – ASD Centre Coordinator
Orla Cunningham	P. Cord.	<ul style="list-style-type: none"> • Leader Teaching & Learning • Coordinator 	<ul style="list-style-type: none"> • TY/LCA Coordinator • Support TY/LCA Students
Mark McGinn	AP1 Acting	<ul style="list-style-type: none"> • Leader Teaching & Learning 	<ul style="list-style-type: none"> • Leader Teaching & Learning • Health & Safety

		<ul style="list-style-type: none"> Coordinator 	<ul style="list-style-type: none"> Junior Cycle – CBA/OAL CPD Coordinator Data Collection – Academic Tracking and Attendance. School/Subject Department Planning.
Marie D’Arcy	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Supervised Study Library School Newsletter
Eileen Kenny	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Staff Induction/School Placement Coordinator Droichead Coordinator
Eileen Forde	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Promotion of School Social Media Creative Schools Coordinator
Ceire Hogan	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Mentoring Coordinator Student/Staff Wellbeing Coordinator Student Support Team
Aoife Forde	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> State Exams Coordinator Supports for Gifted and Talented Students
Davina Fogarty	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Digital Technologies STE(A)M Coordinator
Cait Ryan	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> SEN Coordinator – ASD Centre and Student Support Files Inclusion Coordinator – All students – International, SEN, ASD, LGBT+, etc
Deirdre Kyne (Acting)	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Student Council Sustainability Coordinator
Elaine Linehan (Acting)	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Erasmus Coordinator SEN Assistant Coordinator
Aine Shanahan (Maternity Leave)	APII	<ul style="list-style-type: none"> Leader Teaching & Learning Coordinator 	<ul style="list-style-type: none"> Stock Taking

Signed by the Principal: <i>Matthew Carr.</i>	Date: 10 th October 2022
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- As a member of the Middle Management Team all Assistant Principal I post holders have a role in Leading Teaching and Learning in school and supporting the Senior Management Team in developing and implementing the School Development Plan.
- AP1 and an AP2 Post Holders will work together as teams to support Teaching & Learning. This will lead to a supportive and collaborative approach to leadership.
- Post Holders who are involved in other activities in the school can include this as part of their end of year report.

Management Structures

Tipperary Education & Training Board is responsible for the management of eleven schools throughout Tipperary including Borrisokane Community College. This places extra resources at our disposal, enabling us to offer a wider curriculum than if we were on our own. The College also has a Board of Management, composed of representatives of parents, ETB members and teachers. The Board of Management meet to discuss the school's programme, facilities, etc.

Board of Management Members:

Mr. Dave Lawless	Parents' Representative
Mr. Mark McGinn,	Teachers' Representative
Mr. Joe Murphy,	Community Representative
Ms. Virginia O'Dowd	TETB Representative (Chairperson)
Mr Shane Lee	TETB Representative
Ms. Marie D'Arcy	Teacher Representative
Ms Deirdre O'Brolchain,	Parents' Representative
Ms. Maura Kennedy,	Community Representative
Mr. Tony McKenna	Community Representative
Mr. John O'Farrell	Community Representative
Ms. Ann Tierney	Community Representative
Mr. Matthew Carr,	Secretary
Ms Paula Molloy	Recording Secretary

Parents' Association

The College has a very active Parents' Association with representatives from each part of the catchment area. Various fund raising events are organised throughout the year and the funds raised are used to update facilities at the school. From April to December 2013 the Parents Association raised over €100,000 to equip the Autism Centre to a high standard and to provide activities for students outside of the centre e.g. horse riding, swimming, outdoor education centre, etc.

In addition to these formal structures, parents are always welcome to call to the school to view our facilities or discuss the progress of their children. In addition each year, we have Parent/Teacher meetings when parents are invited to the school to meet all teachers. Meetings for parents of first years are organised in early October to give them an idea of what new subjects involve and ideas on how parents can help with their child's education. Meetings also take place when students are making important decisions such as choosing subjects for the Junior and Leaving Certificate.

The aims of the Parents' Association are:

- to represent the views of parents.
- to inform parents of developments in education and in the school.
- to foster co-operation between parents, teachers and school management.

Borrisokane Community College

New Staff Policy and Teacher Induction Process

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

“Is ar scáth a chéile a mhairimid”

The aims of this Staff Policy is to ensure that new staff:

- Feel supported and confident in taking up their new position.
- Can build on their strengths and abilities and contribute their unique skills to the school.
- Feel empowered through an understanding and appreciation of the values and vision of Borrisokane Community College and Tipperary ETB.
- Contribute to both the school and their role effectively.

Rationale

The purpose of this policy is to provide a framework and guidelines for the induction of any new member of the teaching staff into the traditions, practices and expectations of our school. The Principal, Deputy Principal, Professional Support Team (PST) and experienced staff are all available and willing to assist the professional development of inductees.

Communication of New Staff Policy to wider School Community

A copy of this policy is made available to school personnel, BOM and the Parents Association. This policy is accessible to all parents on request and can be viewed on the school website. The policy will be made available to all new staff.

This policy is presented in four sections.

- Section A pertaining to New Teaching Staff and the Newly Qualified Teacher (NQT).
- Section B pertaining to the Newly Qualified Teacher (NQT) only.
- Section C pertaining to the School Placement Student specifically.
- Section D pertaining to Substitution Staff.

A. NEW TEACHING STAFF (including the NQT)

Responsibilities of the New Teacher

The new teacher is expected to adhere to the responsibilities set out in the following stages and is expected to be proactive in developing and enhancing their professional skill set.

Stage 1

This stage occurs before the commencement of the school year. The following documentation must be provided to the ETB:

- Proof of Academic Records.
- Proof of teaching Council Registration.
- Proof of Garda Vetting and Statutory Declaration.

If the appointment occurs mid-academic year this stage is to be completed prior to the initiation date of the contract.

Stage 2

This stage occurs in advance of the commencement of the school year. In this stage the inductee is introduced to the basic school environment, school traditions and school policies and procedures. This process is organised by an experienced member of staff or member of the PST.

The following is organised/provided/facilitated for the inductee during this stage:

- Tour of school/classroom facilities.
- Introduction to staff/departamental colleagues.
- Facilitation of class grouping handover from previous academic year and year plans where applicable.
- Explanation of Supervision and Substitution.
- School Email Account setup.
- Login details for school network.
- Explanation on use of ePortal and the Microsoft Office platform.
- Digital Policy Booklet.

If the appointment occurs mid academic year this stage is to be completed as soon as possible.

Stage 3

This stage occurs throughout the school year. Meetings of the Mentor and new staff take place regularly and may be formal or informal and additional meetings may take place if necessary. Items for meeting agendas are as follows, the time scale can vary.

Item	Persons involved
Mentor meets with the new staff member(s) and facilitates a meeting with the Subject Department Coordinator	Mentor New Staff member Subject Department Coordinator
Involvement in focus groups/extra/co-curricular activities in the school	Mentor New Staff member Subject Department Coordinator
School Planning Committees explained and encouraged	Mentor New Staff member Principal/Deputy Principal
Monthly Assessments as per Assessment Policy with Formative Feedback explained	Mentor New Staff member Subject Department Coordinator
Procedures to be followed during House Exams	Mentor New Staff member Subject Department Coordinator Deputy Principal
Procedures for Mock Exams	Mentor New Staff member Subject Department Coordinator Deputy Principal
Procedures for coursework, orals	New Staff member Subject Department Coordinator
New staff member participates in two review meetings with Principal as part of ETB induction	New Staff member Principal
Reflect on the year – participate in review meeting with Principal if applicable	Mentor New Staff member Principal/Deputy Principal

B. Newly Qualified Teacher (NQT) ONLY

Droichead

Borrisokane Community College is a Droichead school. This means that we provide the in-school Droichead process for NQT's. Appropriate professional engagement with the Droichead process is a requirement for all NQT's joining our school. Successful completion of Droichead does not guarantee employee retention. That decision is made by management according to allocation, budgets and curricular needs.

The NQT undertakes:

- To register for the Droichead process via the Register on Teaching Council website.
- To complete a minimum of 200 timetabled hours of professional teaching work.
- To engage with PST compiling a needs analysis.
- To arrange and engage with suitable organised observations of practice.
- To reflect professionally on practice using professional conversations with the PST and the compilation of the Taisce.
- To participate in and contribute to, departmental and school-wide meetings and boards.
- To perform professionally, employing courtesy, manners and respect in all relationships.
- To engage significantly in school life both in (curricular) and outside the classroom (extra-curricular).
- To attend required number of Education Centre cluster meetings and other professional learning activities across a minimum of two school terms.
- To complete Form D and submit it to the Teaching Council at the end of the process.

The PST undertakes:

The purpose of Droichead is to offer systematic professional support to the NQT as he or she or them continue to develop as a lifelong learner. This support will be provided in the first instance by a named mentor (experienced teacher member of the PST)

The Mentor and PST as appropriate, will support the NQT adhering to the following procedure:

- To identify NQT's needs through a needs analysis and outline a formal plan accordingly.
- To structure reflective practice in line with needs analysis.
- To assist in arranging observational practices both of and by experienced teachers in subject area and non-subject areas.
- To meet regularly to advise and support learning, practice and reflection while monitoring TAISCE development.
- To observe and provide formative feedback to the NQT on planning and practice.
- To create and retain accurate and written records which are ethical and conscious of our schools Data Protection Policy.
- To complete Form D professionally at the end of the process.
- To update staff at meetings on the process when required.

Time Frame	Item	Persons Involved
August/ September	Register on Teaching Council website	NQT
	Confirmation email received from Teaching Council (retained by NQT and filed by PST)	NQT & PST
September	<ul style="list-style-type: none">• Initial meeting of NQT's and PST Team• Introduction of Droichead Programme• Discuss schedule of work for the year ahead	NQT & PST

	<ul style="list-style-type: none"> Match an NQT with a PST mentor 	
	Register for cluster meetings in local Education Centre	NQT
October	<ul style="list-style-type: none"> Mentor and NQT draw up a 'needs analysis' Droichead plan and timeline agreed PST will decide with the NQT on a suitable time and date for the NQT to observe the mentor teaching 	Mentor & NQT meetings: - <ol style="list-style-type: none"> 1. Pre-observation 2. Observation 3. Reflection/Feedback session
Mid Term break		
November	NQT will observe experienced teacher outside the Droichead team within their subject	NQT and other experienced teacher on staff
	*PST will decide with NQT on a suitable date and time for the PST member to observe the NQT teaching	Mentor & NQT meetings: - <ol style="list-style-type: none"> 1. Pre observation 2. Observation 3. Reflection/Feedback session
December	*This may also happen in December	
Christmas Holidays		
January	<ul style="list-style-type: none"> Meeting with Full PST Team to plan for the term ahead i.e. Set up dates and time for NQT and PST Team observations Reflect as a team on the process so far 	Full PST Team and NQT
February	PST Team 1- PST observes NQT for the second time	Mentor & NQT meetings: - <ol style="list-style-type: none"> 1. Pre observation 2. Observation 3. Reflection/Feedback session
March	PST Team 2- PST observes NQT for the second time	Mentor & NQT meetings: - <ol style="list-style-type: none"> 1. Pre observation 2. Observation 3. Reflection/Feedback session
Easter Holidays		
April/ May	Review meeting Reflect on year Plan for year ahead	PST & NQT

* The above timelines are subject to change depending on the needs of the NQT and PST for example, an NQT's contract may not start till later in the year.

* Every individual timetable is created based on the needs of the NQT and the PST.

C. STUDENT TEACHERS ON SCHOOL PLACEMENT

Rationale:

The provision of school placement for students is mutually beneficial and as such carries responsibilities for both parties. The school undertakes to provide a mentoring teacher, sufficient access to management, extra-curricular opportunities and the appropriate number of hours required by the school placement student. In return for the provision of this supportive environment the school placement student is expected to remain for the duration of the placement and adhere to certain conditions to ensure continuation of the teaching placement.

Role of Co-operating Teacher

All student teachers on placement will be assigned a suitable co-operating teacher or teachers who are committed to working with and supporting them. It is envisaged that, over the course of a school placement, the student teacher will move gradually from a strongly supported experience in the classroom to teaching independently.

Co-operating Teachers' Roles and Responsibilities:

While student teachers are teaching independently, co-operating teachers will engage with student teachers on an ongoing basis to fulfil the following responsibilities:

- Introduce the student teacher to: the students, the classroom, the teacher's plan of work for that class, class rules and procedures, and the role of other staff directly involved with the class.
- Afford the student teacher opportunities to observe their teaching (and that of their colleagues).
- Inform the student teacher regarding students' needs and attainments.
- Assign the teaching of areas of the curriculum to the student teacher while retaining the primary responsibility for the progress of the students.
- Meet regularly to discuss the student teacher's planning and resources.
- At regular intervals offer to observe the student teacher's practice and provide oral or written feedback in an encouraging and sensitive manner.
- Encourage, support and facilitate the student teacher in: critical reflection on his/her/they practice, the use of a variety of teaching methodologies and in engaging with and responding appropriately to feedback from students.
- Encourage the student teacher to seek advice and support where necessary.
- Allow the student teacher to teach independently, as their competence develops (in line with HEI requirements for the particular placement), and as deemed appropriate by the co-operating teacher and the Principal/Deputy Principal.
- Work collaboratively with the student teacher, HEI personnel and the school Principal/Deputy Principal.
- Advise the Principal/Deputy Principal of any serious concerns regarding a student teacher's practice or profession conduct.

Induction of Student Teachers on School Placement

Student teachers will, prior to commencing their placement, be provided with an orientation of the key personnel, ethos and work of the school. This orientation shall involve student teachers being provided with an information pack and associated links sent that will include details of key school policies, in particular the school's Student Code of Behaviour, Child Protection, Health and Safety, Homework and Student Teacher Placement policies. The Student Teacher Placement Mentor will meet the student teachers before the beginning of their school placement to explain the roles and responsibilities of the student teacher and the school.

Protocol for Student Teachers on School Placement

The Principal/Deputy Principal/Post Holder will allocate student teachers to a co-operating teacher and classes, having regard for:

1. The stage the student teacher is at in his/her/they initial teacher education programme.
2. The particular needs of the learners in a particular class.
3. The requirement for the student teacher to experience an appropriate range of placement contexts.

The School Placement Student undertakes to:

- Uphold the ethos of the school.
- Treat all members of the school community with respect at all times.
- Adhere to all school codes and policies.
- Maintain professional standards in dress, attendance, punctuality, language and relationships.
- Plan for teaching, learning and assessment of assigned classes including Assessment of Learning and Assessment for Learning.
- Engage in structured formal observation of classroom practice and professional conversations with experienced teachers.
- Participate in school based orientation and induction programmes.
- Maintain at all times, a professional relationship with students. Professionalism implies competence, responsibility, integrity and impartiality.
- Engage with structured feedback for HEI personnel, Principal/Deputy Principal and cooperating teachers on practice observed.
- Engage with critical reflection on practice, both individually and with colleagues.
- Observe confidentiality in relation to any matters that are discussed.

The School Placement Student may be required to partake in the following activities:

- Attendance at staff meetings.
- School based research, which is relevant to the school placement.
- Engage with parents.
- Engage with other professionals.
- Engagement with school based continuing professional development and or school development planning.

D. SUBSTITUTION STAFF

Teacher Induction Post Holder is responsible for the induction of substitution staff.

Substitution Staff undertake to:

- Uphold the ethos of the school.
- Treat all members of the school community with respect at all times.
- Adhere to all school codes and policies.
- Maintain professional standards in dress, attendance, punctuality, language and relationships.
- Maintain at all times, a professional relationship with students. Professionalism implies competence, responsibility, integrity and impartiality.
- Observe confidentiality in relation to any matters that are discussed.

Induction includes the following items:

- Explanation of Supervision and Substitution.

- Login details for school network.
- Sub teacher School Email Account.
- Login details for ePortal.
- Explanation on use of ePortal and the Microsoft Office platform.
- Digital Policy Booklet.
- Discipline procedures.
- Child Protection Policy.
- Documentation for submission to ETB office.

Policy Adoption and Review

This policy was adopted by Tipperary ETB Senior Management Team on 10th May 2022 and will be due for review during the school year 2025/2026.

Dissemination and Publication

This policy will be made available to school personnel and published on the school website.

Roll Call/Exam Results/Breaktime-Lunchtime Supervision/Photocopying/Computer Facilities

Roll Call

The roll is called at the beginning of each class by the teacher on EPortal. Roll Call at first class becomes the registration for the day.

Students are given an opportunity on a regular basis to write a confidential note at roll call, on those mornings, an envelope will be provided, notes should be placed in the envelope which is then sealed and handed into the Deputy Principal or Principal's office. Students should be encouraged to use the notes as an opportunity to make constructive suggestions for the improvement of College life and also to bring cases of bullying etc. to our notice.

The following guidelines should be used when completing the Roll:

- (a) Students should be assigned seats
- (b) Check that each student is present.
- (c) If a student is not present choose from the following options
 - Absent
 - Illness
 - Other
 - School Activity
 - Suspended
 - Unexplained absence
 - Urgent family reason
 - LateClick on the appropriate option and double click adjacent to the students name under the column entitled "AM"
- (d) Ask students for a note for absences if there is an "A" under previous dates.
- (e) Click into the date which the note is for and chose one of the following to explain the absence
 - Illness
 - Urgent Family Reasons
 - Suspended
 - Other
 - Unexplained
 - Transferred to another School.Receiving this information is important as it is requested by the Education Welfare Board.
- (f) If student has not furnished a note, ask for student diary and fill in absence details on the page provided and ask student to have note signed by Parent/Guardian.

Exam results: All house exam results and comments by Year Heads are submitted through Eportal.

Break time and Lunchtime Supervision

Staff involved in supervision will be advised regarding the area to be covered. There are five main areas to be supervised. If you are assigned to Area two, initially the queue in the sports hall corridor will need to be supervised until all students have been served food. Students are advised to queue at the left hand side of the corridor, in two's, no pushing or queue jumping should be tolerated, students engaging in such behaviour should be placed at the rear of the queue. It is also advisable to check the toilets on a regular basis. Students should not be allowed to bring food into toilet area or to eat anywhere other than seated in the Canteen. Please ensure students follow the procedures outlined in the policy. Students who wish to remain indoors during lunchtime should use the Canteen. If you are supervising in the Canteen encourage students to use

bins provided for litter, students should be discouraged from sitting on tables. Each year group is designated an area to sit in the canteen. Whilst eating students must be sitting facing into the table. When finished eating they may sit and chat to their friends in their designated areas but are not permitted to walk around the canteen. The teacher supervising in the canteen must also supervise the queue for the cold food counter. At the end of lunchtime ensure that all students return to class on time by blowing whistle seven minutes before the recommencement of class. The school bell will also ring at this time.

Photocopying:

Photocopiers are available in the following locations – Staffroom, Staff Work area, DCG Room 109, Art Room. All staff are assigned a code for the copier. Codes are available from the Principal. Please copy on both sides of the page. Please keep copying to a minimum. A system called Papercut is used to monitor photocopying usage.

Computer facilities:

The computers in the staff work area are available to all staff, (Talk to the I.T. dept. about e-mail, passwords, etc.)

Tea/coffee facilities:

Tea and coffee making facilities are available at all times in the staff room, a small fee is collected each term to purchase the necessities.

A microwave is also available for use, Canteen facilities are provided for staff and students and a wide variety of food may be purchased there.

Staff should make every effort to keep the staffroom clean and tidy.

Courses and Subjects

Junior Cycle

At Borrisokane Community College we allow each student an opportunity to get a taste of our full range of subjects during his/her first term. At the end of the first term the students decide on the subjects they wish to take at Certificate examination level. The class teachers, and Careers Guidance Counsellor advise students on making the best choice. Parents are also consulted at this stage through a meeting that takes place in November.

Junior Cycle Subjects

Core Examination subjects studied by all students:

Irish, English, Maths, Science, History,

Option subjects - students study three for the Junior Cert:

Geography, Art, Business Studies, French, German, Home Economics, Graphics, Wood Technology, Engineering, Music.

Short Courses

Civic, Social and Political Education, Social Personal and Health Education, Physical Education, Digital Media Literacy, Coding.

Non-examination subject:

Religion.

Transition Year

Following from the more structured and prescriptive learning experiences of the Junior Cycle, the Transition Year is an opportunity to take stock, to explore new and different ways of learning, to expand the learning environment beyond the college into the wider community and the world of work and to lay a secure foundation for more mature decision-making with regard to Leaving Certificate and all that is to follow in the future. In Borrisokane Community College Transition Year is optional.

Curriculum for Transition Year

Core Subjects

Maths, English, Irish, French, German, Geography, History, Physical Education, Drama, Career Guidance.

Modules

Biology, Chemistry, Agricultural Science, Physics, Construction Studies, Engineering, Design and Communication Graphics, Art, Information Technology, Business.

Additional Courses

Religious Education: An introduction to World Religions. A Module of Relationships and Sexuality Education is delivered.

Coaching Course: Soccer and GAA coaching courses are delivered with certificates on completion.

First Aid: As part of our Heart Safe School Initiative all students are trained in the life saving skills of CPR.

S.P.H.E.: Topics covered include Mental Health Awareness, Gender Issues and Relationships.

Debating and Public Speaking in both English and Irish.

Community Education: Students interact with the older people of the area in their own homes, in the community centre and the nursing home. They also visit the primary school.

Work Experience: Two periods of two weeks work experience are provided each year. A variety of work situations is available to the college. Students are closely monitored by the college while on work experience.

Other educational activities are organized for students throughout the year. One such example is Law Day.

Education Trips: A wide variety of Educational Trips are organised during the year including:

- Outdoor Education Centre trip for three days during September.
- Trips to the Theatre.
- Media Training Day in Kairos Studios, Maynooth, Co. Kildare.
- Optional Trip to Paris.
- One Day Personal Development Training

Assessment: Continuous Assessment takes place throughout the year with projects and portfolios in many subjects. Students are interviewed at the end of the year. School Reports are issued to parents three times during the year when credits are awarded to students in all subjects. At the end of the year a display night takes place where parents are invited to see the wide range of projects completed by students during the year. Certificates are presented on the display night.

Senior Cycle

All Leaving Certificate Subjects are offered at Higher and Ordinary Levels. The following is our list of Leaving Certificate Examination Subjects.

Irish, English, Mathematics, Biology, Physics, Chemistry, Home Economics, Engineering, Construction Studies, Art, Geography, French, German, History, Business, Design & Communication Graphics, Agricultural Science, Music, Accounting, Physical Education.

The following non-examination subjects are also offered:
Religion, Career Guidance.

Leaving Cert. Vocational Programme

Students taking part in the traditional Leaving Certificate will also be offered two link modules to give a more vocationally oriented curriculum. The two link modules are:

Preparation for the World of Work, Enterprise Education.

Work Experience will also be completed as part of the Leaving Certificate Vocational Programme. Students will be awarded points on the successful completion of the link modules which can be used to increase their Leaving Certificate points for entry to colleges.

Leaving Certificate Applied Programme

The Leaving Certificate Applied Programme is a distinct self-contained two year Leaving Certificate programme aimed at preparing students for adult and working life.

Two year programme consists of four half year blocks called sessions and achievements are credited in each of these sessions.

Subjects covered:

Preparation for Work, Work Experience, Hotel, Catering & Tourism, Art, Enterprise, Communications Irish, Social Education, French, Agriculture/Horticulture, Maths, Information Technology, Craft and Design, Engineering, Science, Construction and Manufacturing.

On completion of the Leaving Certificate Applied, our students have progressed to work and further education in the Post Leaving Certificate area.

Learning Support

The college has in place a policy for assisting students with Special Educational Needs (available on request).

- Consultation takes place with parents and primary schools to establish if students have special needs.
- Psychological Assessments obtained where available.
- Resource hours sought to assist students
- Early in first year all students are assessed
- Psychological Assessment may be carried out if necessary

- Individual support programmes are put in place for students where necessary
- The college has at present on staff four Resource/Learning Support Teachers and three Special Needs Assistants
- Parents should inform the college if students have an exemption from Irish and supply supporting documentation on enrolling.

At Senior Cycle level the LCA Programme caters for students who require learning support with its in-built continuous assessment approach.

Borrisokane Community College School Uniform

All students are expected to wear the school uniform at all times in school and when representing the school.

- Clothes** Blackwatch tartan skirt (Skirt must not be altered in length and worn below the knee.)
Navy uniform trousers – For girls the Hunter brand sold by shop below or equivalent uniform trousers. For boys plain navy school uniform trousers.
Fashion navy trousers will not be acceptable. (Further details available by checking the sample at the school).
Bottle green v-neck jumper with college crest.
White shirt (2).
Navy School Jacket with Crest.
- Footwear:** Black, Brown, Navy Shoes.
Black, Brown, Navy and Navy/Green Decks.
The only runners that can form part of the school uniform are complete black runners.
Canvas, Uggs, Vans or similar footwear are not allowed.

If wearing a T-Shirt inside the uniform shirt, if visible it must be white and have no collar.

School Jacket: The school jacket is available from Slattery's Nenagh only and is a navy jacket with the school crest. This is the only jacket that students will be allowed wear on school grounds. Other jackets will have to be taken off on arrival at the school and cannot be worn during the school day.

The school uniform above is available from Slattery's 68/70 Pearse Street Nenagh, Co. Tipperary.

PE Uniform:

See details below for **PE Uniform** which was introduced from the beginning of the school year 2021/2022.

- School Tracksuit top: Crewneck or Quarter Zip options available.
- School Tracksuit Bottoms.
- Optional T Shirt also available.

Runners for PE should be non-marking. Light runners such as Converse or Canvas shoes are not suitable as they are unsafe.

The PE Uniform is available to order online at the following website: www.xgear.ie/collections/borrisokane-community-college

Please place your order as early as possible to ensure availability for the beginning of the school year.

Orders will be available from the school for collection prior to school opening. Lead time is approximately 5 weeks.

Facilities and Activities

Students' Council

Two representatives from each year group form the students' council. They meet on a regular basis with their staff liaison person where they discuss issues of concern to students. The students' council has been involved in fundraising activities to improve life for the whole college community.

Prefects

The prefects are a group of Leaving Certificate students who take on responsibilities in the college by supervising students in the dining hall and other areas designated in the school.

Cairde

This is a group of Transition Year students who volunteer to work with our new First Years each year. This group of about twenty students assist with First Year Induction Day and act as mentors and friends to First Years as they settle into the routine of Borrisokane Community College. They also organise and participate in activities for First Year students e.g. a retreat during the first term.

Other Opportunities

Scholarships, Gaisce Awards, Green Schools, VEC Awards, Awards Ceremony, Christmas Concert, Supervised Study, Third Level Scholarships, Homework Club, Big Brother Big Sister

Language Scholarships: A number of scholarships to the Gaeltacht are awarded annually to students from the college. This is an excellent opportunity for the students who receive the scholarships to improve their standard of Irish, as well as having a very educational and enjoyable holiday.

Scholarships are also awarded to students in the French and German areas each year. The students attend residential summer courses in colleges in Ireland. These courses give students the opportunity of actually living a foreign language for three weeks in their own country without having to contend with the extra expenses, worry and anxiety involved in going abroad.

Gaisce Awards: Gaisce is the National Challenge Award from the President of Ireland to the young people of Ireland between 15 and 25 years of age. There are three awards reflecting different levels of time commitment: Bronze (9 months), Silver (15 months), Gold (2 years).

Green Schools: This group endeavours to increase the awareness of recycling and waste management within the college community. Its aim is to get the Green Flag for the college.

Christmas Concerts: The annual Christmas Concert is held in December and is a very important part of the college year. A large number of students participate in the concert showing their abilities in Music, Song, Dance and Drama. Due to its popularity in recent years the number of performances had to be increased to two evening concerts.

Supervised Study: Supervised study is available to students from 4.20p.m. to 6.30 p.m. Monday to Thursday. It is very popular and has aided students in their high achievement in examinations. The Parents Association subsidises the cost of study.

Third Level Scholarships: Third Level Universities offer scholarships to students based on the points achieved in the Leaving Certificate results. Each year a number of our students receive these prestigious scholarships which give financial support towards their studies.

Homework Club: Staff volunteer their time to support students in completing their homework. Students are very positive towards this support finding huge benefit from their involvement in the programme.

Extra Curricular Activities

A wide range of extra curricular activities is offered to boys and girls in the sporting and non sporting areas. Camogie, Football, Soccer, Hurling, Ladies' Football, Ladies' Soccer, Rugby, Basketball, Athletics, Drama, Debating, Public Speaking, Draughts, Chess, Home Garden, Concerts, Boxercise, Dance, Aerobics, Yoga.

Facilities

The College has undergone a complete refurbishment which provides us with state of the art facilities for all subjects.

The new school buildings include the following:

Home Economics Kitchen, Dress Design, 3 Science Laboratories, Demonstration Room, Art & Craft Room, Music & Drama Room, Engineering Room, 2 Construction Studies Rooms, Design & Communication Graphics Room, Multimedia Learning Laboratory, Information Technology Room, 2 Lecture Rooms, Library, Mathematics Room, Guidance Suite, Adult Education Room, Learning Support Room, 2 Social Studies Rooms, 7 General Classrooms, Reception & Administration Suite of Offices, 6 Pastoral Offices, Meeting Room, 5 toilet blocks, Sports Hall, Dressing Rooms, First Aid Room, Staffroom, Fitness Suite, Dining Hall, Lift access for students or staff with disabilities, 4 Outdoor Basketball Courts, GAA and Soccer Playing Fields, Ball Wall.

Autism Centre

The aim of the Autism Centre is to provide an integrated education for students diagnosed with Autistic Spectrum Disorders in their own locality, removing the necessity for them to travel long distances for education, as was historically the case.

The Autism Unit includes the following:

2 Classrooms, Multi Sensory Room, Daily Living Skills Room, Practical Activities Room, Activities Room, Office, Meeting Room, Toilets, Storage, Linen/Sluice Room, Outdoor Play area, Sensory Garden.

Career Guidance

The career guidance office has a comprehensive library of careers information. It has a computer and a range of Vocational Interest and Aptitude Tests enabling us to offer a comprehensive Careers and Counselling service. The Career Guidance teacher meets students on an individual basis to assist them in making decisions on courses and careers. Provision is also available for parents to meet the Career Guidance Teacher. Information Nights are organised for parents in relation to choosing subjects and the C.A.O. System.

Religious Education

Each class group has an allocation of class periods for religious education per week. The programme studies the Christian Church's creed/beliefs, code/moral laws and worship.

If it is a parent's wish that a student does not participate in religion class please send this request in writing to the school Principal. For supervision purposes the student will remain in the class but can work individually on homework or study.

Counsellor

A Counsellor is currently employed as a result of funding received from Tusla, Child and Family Agency. Students are referred to the Counsellor by the Principal, Chaplain and Pastoral Team. All students before attending the Counsellor must have parental consent. This is a confidential service where only issues where a person is in danger or reports of abuse are referred to the School Principal. The Counsellor as part of the service may involve parents if necessary. In some circumstances students may be referred to outside agencies for additional or specialised support. Parents will be informed if students are to be referred to an outside agency unless it would put the student in danger.

Life Long Learning

We provide a comprehensive range of Adult & Community Education Courses.

We provide opportunities for adults who would like to return to education and want to brush up on skills or would like to acquire new skills. We offer a variety of hobby courses. A free and confidential literacy and numeracy service is available here too. For more information about the service available and for giving ideas about how we could benefit the community through education, please contact: 067-27268.

Section 4

School Policies

The school community (parents, teachers, students, board of management) have developed policy in a number of areas. These policy documents are available in the school and copies of policies which apply to students and/or parents/guardians are circulated to them.

Policy has been developed in the following areas:

- School Charters
- Code of Behaviour
- School Visits, Meeting with Teachers
- Anti Bullying Policy
- Child Protection Policy
- Substance Use Policy
- Social, Personal & Health Education
- Admissions Policy
- Student Teacher Policy
- Smoke Free Policy
- Special Educational Needs Policy
- Healthy Eating & Healthy Living Policy
- School Attendance Strategy
- Policy for dealing with students who present with illness or injury during school
- Crisis Response Policy
- Book Scheme Policy
- Pastoral Care Policy
- Finance Policy
- Homework Policy
- Fundraising Policy
- Exemption from Irish Policy
- Complaints Policy
- Data Protection Policy
- iPads Acceptable Usage Policy
- Internet Acceptable Use Policy
- Social Media Policy
- Policy on Staff travelling on School Trips
- House Exams/State Exams
- One to One Teaching and Counselling
- First Aid
- Administration of Medicines
- Work Experience
- External Speakers and Coaches
- Digital Learning Plan
- Reporting and Assessment
- Wellbeing
- Gifted and Talented Students Policy
- STE(A)M Education Policy
- Digitalised Guidance Plan
- School Calendar

School Charters

Mission Statement:

We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.
“Is ar scáth a chéile a mhairimid”

Charter for Parents/Guardian's

Rights

- To have access to the school's policies and guidelines
- To have access to information about their child
- To feel confident in sharing issues or concerns
- To have your child spoken to in a professional and controlled manner
- To ensure your child will have access to all areas of the curriculum subject to available resources
- To participate in the Parents Association

Responsibilities

- To encourage and support their children by showing interest in their work and school life
- To praise their child's efforts
- To provide space and time for your child to do their homework
- To support the wearing of the school uniform
- To keep up to date with the school journal
- To monitor the use of mobile phones and the internet
- To ensure your child attends regularly and punctually
- To ensure that your child does not leave school early unless in exceptional circumstances
- To attend meetings organised by the school
- To support your child by attending concerts/activities etc.
- To listen to both school and child when a problem occurs
- To inform the school of any change of circumstances
- To support the school positively

Charter for Staff

Rights

- To work in a clean, attractive and safe environment free from verbal, physical abuse/intimidation
- To be allowed teach without interruption or disruption
- To be kept up to date about changes and developments as they occur
- To have fair and equal access to staff development
- To be treated in a professional manner by all colleagues
- To be supported by management whilst carrying out duties
- To be supported in the delivery of the curriculum
- To have adequate resources to deliver the curriculum effectively
- To have adequate time to carry out professional duties
- To have personal welfare issues dealt with in a sensitive and confidential manner

Responsibilities

- To prepare effective teaching resources
- To manage time effectively
- To be punctual and attend in accordance with timetable
- To keep up to date with changes and developments
- To incorporate learning opportunities into the curriculum
- To treat all pupils, staff and parents/guardian's in a professional manner
- To help provide a caring environment for all
- To support management in the implementation of decisions
- To help maintain a clean, safe and attractive work environment

Charter for Students

Rights

- To the highest standard of education to meet the individual needs of students
- To be safe and secure in a non-bullying environment
- To be treated with respect
- To be taught in a clean and orderly environment
- To have access to all areas of the curriculum subject to available resources
- To have classes start punctually and have lessons that are well prepared
- To be assessed regularly (homework-testing)
- To have access to extra-curricular activities
- To have property treated with respect

Responsibilities

- To be well behaved both inside and outside the school and obey school rules
- To work hard in class and cooperate with teacher
- To arrive punctually, be prepared for class and do nothing to interrupt the teaching of the lesson
- To leave school early with permission only in exceptional circumstances
- To work to the best of ability at all homework and assessments
- To treat everyone with respect
- To wear the correct uniform and take care of property
- To aim to take part in extra curricular activities
- To not bully others through verbal, text, internet and exclusion
- To use language and materials that are appropriate and inoffensive
- To support the school in implementing the Code of Behaviour

Code of Behaviour and Discipline

Click on this link - <https://www.borrisokanecc.ie/wp-content/uploads/sites/8/2022/06/Code-of-Behaviour-June-2022.pdf>

SCHOOL POLICY CONCERNING SCHOOL VISITS AND MEETINGS WITH TEACHERS.

This policy will make for good communications procedures between home and school and will result in a positive school environment where incidents when they do occur will be dealt with speedily and effectively. This policy will ensure that teachers and students are not disturbed during formal classes.

School Visits.

All visitors to the school must report to the Secretary's Office and sign the visitors' book. The visitor will wait until a member of staff accompanies them to the appropriate part of the school or until the person they wish to meet is available.

Visitors wearing identifiable company uniforms may carry out their duties after reporting to the Secretary's office.

Meetings with Teachers

If a parent/guardian wishes to discuss any matter in relation to a student's progress in the classroom:

1. Ring the Secretary and seek an appointment to meet the teacher. The Secretary will find out when the teacher is available and ring the parent and agree a time. The Principal or Deputy Principal may sit in on this meeting if required by either party.
2. If further discussion is necessary the parent can make an appointment to see the Principal.
3. If the matter has still not been resolved the parent can write to the Secretary of the Board of Management and ask to have the matter discussed there.

If a Parent/Guardian wishes to discuss any other matter in relation to a student's well being in the School they should -

1. Make an appointment to see the Principal.
2. If further discussion is necessary write to the Secretary of the Board of Management and have the matter discussed there.

Child Safeguarding Statement

Borrisokane Community College is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Borrisokane Community College has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is **Matthew Carr**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Paula Molloy**
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school 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 comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- 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 and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

5. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:

- Has provided each member of staff with a copy of the school's Child Safeguarding Statement

- Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
 - The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

6. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
7. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on February 20th 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on June 23rd 2022.

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal/Secretary to the Board of Management

Date: _____

Date: _____

Borrisokane Community College

Checklist for Review of the Child Safeguarding Statement June 2022

The [*Child Protection Procedures for Primary and Post-Primary Schools 2017*](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the [*Children First Act 2015*](#), to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the [*Children First Act 2015*](#), the [*Addendum to Children First \(2019\)*](#) and the [*Child Protection Procedures for Primary and Post-Primary Schools 2017*](#).

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Are there both a DLP and a Deputy DLP currently appointed?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes

19. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
20. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	N/A
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
23. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
24. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Yes
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	Yes
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
32. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
33. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
35. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
37. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
39. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	N/A
40. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

Borrisokane Community College **Child Safeguarding Risk Assessment**

Written Assessment of Risk of Borrisokane Community College

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Borrisokane Community College.

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Annual Sports/Fun Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE.
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on Child Protection Notification System (CPNS)
 - Children with medical needs
- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - Sports Coaches
 - External Tutors/Guest Speakers
 - Volunteers/Parents in school activities
 - Visitors/contractors present in school during school hours
 - Visitors/contractors present during after school activities

- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Homework Club/Evening Study
- Online teaching and learning

2. The school has identified the following risk of harm in respect of its activities -

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g., school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm during online teaching and learning

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the SPHE curriculum

- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and Safety Policy
- The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda Vetting
- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages board of management members to avail of relevant training
 - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures in respect of student teacher placements
- The school will put an intimate care policy/plan in place in respect of students who require such care as the need arises.
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- The school has in place a policy and procedures for the administration of medication to pupils

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks

identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on February 20th 2018 and reviewed at the Board of Management meeting on June 23rd 2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

SECTION 1. Introduction, Context and Rationale of this policy

This policy is developed within the context of the school Mission statement:

*We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.
“Is ar scáth a chéile a mhairimid”*

Overall Aims of S.P.H.E. (RSE) The aims of the S.P.H.E. programme are

- To enable to students to develop skills for self-fulfilment and living in community
- To promote self-esteem and self-confidence
- To enable the students to develop a framework for responsible decision-making
- To provide opportunities for reflection and discussion
- To promote physical, mental and emotional health and well-being.

The general aim of education is to contribute to the development of all aspects of the individual for personal and family life, for living in the community and for leisure. Our commitment in Borrisokane Community College to student formation in the area of personal and social development arises out of the holistic aim of education in this school and encompasses all the dimensions of life, including the physical, mental, emotional, spiritual, social and environmental, and the complex interplay between these dimensions, which contributes to personal wellbeing and to positive inter-personal relationships. A young person who has a high degree of self-worth, a sense of security and a positive self-image will be more disposed to school life, will be more aware of the relationship between lifestyle, environment and health and be more conscious of the challenge to support personal, family and policy choices that promote health in all its dimensions.

The Social, Personal and Health Education offered to our young people is as important as any other area of the curriculum and is conducted under the umbrella ‘Wellbeing’.

Social, personal and health education (SPHE) provides students with a unique opportunity to develop the skills and competence to learn about themselves and to care for themselves and others and to make informed decisions about their health, personal lives, and social development. Students can be enabled to participate as active and responsible adults in the personal and social dimensions of society and to make responsible decisions that respect their own dignity and the dignity of others.

Section 2. SPHE Policy Context and Rationale

The school acknowledges that the primary responsibility for the personal development of children rests with their parents. However, it also accepts, as outlined in the 1998 Education Act, its role in supporting parents in this work. Section 4 of the Rules and Programme for Secondary Schools requires schools to have an agreed policy for RSE and a suitable RSE programme in place for all students at both Junior and Senior cycle.

The policy is also developed in the context of the DES circulars M48/00 (Syllabus) M11/03, 0023/2010 and 0037/2010 and the Education Act (1998) which specifies that:

‘A recognised school shall promote the moral, spiritual, social and personal development of students and provide health education for them, in consultation with their parents, having regard to the characteristic spirit of the school’

Further to this details on the Wellbeing from Circular Letters from the Department of Education and Skills on Arrangements for the Implementation of the Framework for Junior Cycle are taken into account in development of this policy. The philosophy of the policy also draws on the NEPS document “Wellbeing in Post-Primary schools” and the Department of Education and Skills ‘Junior Cycle Wellbeing Guidelines’. The school adopts and adheres to the DES Child Protection Procedures, Children First Legislation (2017) and has a Child Protection Policy / Child Safeguarding Statement, with the Principal as Designated Liaison Person (DLP) and the Deputy Principals as the Deputy DLPs. The RSE Policy is cognisant of all aspects of our current Child Protection Policy / Child Safeguarding Statement.

This policy is informed by:

- The Mission Statement of Borrisokane Community College
- The Code of Behaviour
- The Child Protection Policy / Child Safeguarding Statement
- The Internet Acceptable Use Policy
- The Special Educational Needs Policy
- The Guidance Plan

Section 3 Scope of this policy

The policy will apply to all aspects of teaching and learning about all aspects of Social, Personal and Health Education. Discussion about these aspects of human development also takes place in classes other than RSE / SPHE / Health Education. It is therefore important that all teachers are familiar with the RSE policy. The policy will apply to school staff, students, Board of Management, parents, visiting speakers and external facilitators.

The connection between Wellbeing, SPHE and RSE policies

The Culture of the school is foundational in providing the context for SPHE/RSE education as core values are developed and promoted through overall culture. We believe the ways in which every member of staff relates to one another and to the students, and the quality of relationships between the students themselves, form the foundation for personal and social development in a school. Every teacher, every class and cocurricular/extracurricular activity offers opportunities for enhancing the personal and social development of the students. Borrisokane Community College aims to create an environment which fully supports SPHE and where:

- People feel valued
- Self-esteem is fostered
- Respect, tolerance and fairness are evident
- High expectations and standards are promoted
- There is support for those with difficulties
- Open communication is the norm
- Effort is recognised and rewarded
- Uniqueness and difference are valued
- Conflict is handled constructively
- Initiative and creativity are encouraged
- Social, moral and civic values are promoted.

Section 4: Practical issues in relation to SPHE

Due to the non-compulsory nature of senior level SPHE, where demand for exam content is high, not all students have full access to all aspects of the senior SPHE curriculum.

Section 5: RELATIONSHIPS AND SEXUALITY POLICY (RSE Policy)

Our RSE policy is nested within the overall context of the SPHE programme and the ethos of the school as outlined above. The RSE policy acknowledges the importance of RSE being taught in the context of Wellbeing / SPHE Health Education and a whole-school climate that is inclusive and respectful.

SPHE/Wellbeing provide opportunities for students to develop personal and social skills which foster integrity, self-confidence and self-esteem while nurturing sensitivity to the feelings and rights of others. The Guidelines for RSE state that SPHE is ‘spiral, developmental in nature and age appropriate in content and methodology.’ (NCCA, 1995, 1.2). The RSE programme is designed to follow this principle and pattern. SPHE covers areas such as self-esteem, assertiveness, communication and decision-making skills – all of which can contribute to the effectiveness of the RSE programme. SPHE adds the dimension to education of empowering people to manage their own lives.

By providing RSE through an SPHE programme we teach students personal skills to increase their personal effectiveness so that, in the context of their own lives, they are able to make informed decisions in relation to their sexuality and relationships with others. Currently, SPHE is part of the Junior Cycle timetable as

well as Transition Year, Fifth and Sixth Year timetables. The RSE module is taught to all Junior Cycle classes for six to ten class periods after the Christmas Holidays in January - February. At Senior Cycle, classes participate in their RSE module, which is usually scheduled in January. There is continued emphasis on health and well-being, responsibility and decision-making throughout the RSE programme.

The school's RSE policy guides teachers in the treatment of issues in accordance with the mission statement of the school. It is important that teachers of RSE understand that their role is to express the views of the whole school community on these sensitive issues, and not their own personal views. In this regard, it should be noted that:

1. Schools are required to deliver all aspects of the RSE curriculum, including those in relation to sexual orientation, contraception, sexually transmitted infections etc. This can be done within the context in which the teaching of the programme is informed by the school ethos.
2. A school can express its ethos while at the same time facilitating students in discussing a range of views in relation to topics within the RSE programme.

5.1 Aims of the RSE programme in Borrisokane Community College

- To build on the primary school programme which strives to help young people learn at home and at school about their own development and about their friendships and relationships with others.
- To promote an understanding of sexuality.
- To promote a positive attitude towards one's own sexuality and one's relationships with others.
- To enable students to develop attitudes and values towards their sexuality in a moral, spiritual and social framework.
- To promote knowledge of and respect for human reproduction.
- To provide young people with information and skills to evaluate critically the wide range of information, opinions, attitudes and values offered today, in order that they will make positive, moral, caring and responsible decisions about themselves and the way they live their lives, while also respecting the dignity of others.
- The school recognises that parents are the primary educators and home is the natural and primary environment in which RSE should take place.

5.2 Scope and aims of this section on RSE

- The policy ensures clarity and consensus on how RSE is taught in the school.
- It articulates the relationship of RSE to SPHE.
- It articulates the aims of the RSE programme.
- It clarifies the rights, roles and responsibilities of all within the school community in relation to the RSE programme, with particular reference to school staff, students, parents and the Board of Management.
- It ensures that teachers, parents and students understand how the teaching of RSE is linked to the school ethos.
- It provides information on the practicalities of delivering the programme.

What the School Currently Provides: Formal examples of RSE in action in Borrisokane Community College include the teaching of 'TRUST' - Teaching relationships, understanding sexuality teaching for Senior Cycle, the 'Growing Up Gay and Bisexual in Ireland' programme (SPHE-PDST) and 'Lockers' (SPHE-PDST). All Junior and Senior classes receive a minimum of six class periods of RSE in each academic year. Some aspects of RSE are approached during subjects such as Biology, CSPE, Guidance and Counselling, Home Economics, Physical Education, Religious Education and Science. Some are taught informally using a cross curricular approach and support what is taught in Junior Cycle SPHE [e.g. CSPE / RE – values, rights and responsibilities]. Where there are cross-curricular links with SPHE / RSE the school ethos is respected at all times and informs what is taught. The RSE programme is supported by the Student Support Team and by the Management and Staff of the school.

Section 6. General guidelines for the provision and organisation of SPHE and RSE in Borrisokane Community College

6.1 Timetabling of SPHE and RSE

SPHE is an integral part of the Wellbeing / SPHE programme and is timetabled in all Junior Cycle classes. A module of RSE is taught to Transition Year in timetabled SPHE classes. In the case of Fifth and Sixth

Year students RSE is taught within a designated period in the RE timetable and is supported in separate timetabled RSE in SPHE classes available to some students. The programme is delivered in a mixed setting of boys and girls.

Students with Additional Needs: Students who have additional educational needs may need more help than others in coping with the physical and emotional aspects of growing up. They may also need more help in learning what sorts of behaviour are and are not acceptable, and in being warned and prepared against abuse by others. This additional help is supported by the SEN team.

6.2 Guest Speakers in SPHE and RSE

Outside speakers are sometimes invited into the SPHE / RSE class to facilitate learning on specific aspects of the programme

a) It is school policy that most of the SPHE / RSE programme is best discussed openly with teachers who are known and trusted by the students. However, visitors can enhance the quality of the provision as long as they are used in addition to, not instead of, a planned programme of SPHE / RSE.

b) The SPHE Co-ordinator / RSE teacher will inform the visitor, well in advance of the visit, of this RSE policy on the school website, and request that they familiarise themselves with its content. After gaining approval from the Principal for the visit the organiser makes the visitor aware of the ethos of the school and the manner of delivery of the SPHE / RSE programme.

c) Agree the content of the presentation in advance

Issues to consider include:

i) The degree of explicitness of the content and presentation.

ii) Will the visitor be accompanied by teaching staff?

iii) Will the teaching staff take an active role in the visitor's activities?

iv) How will the visitor be prepared for the visit?

v) How will the visit be built upon and followed up

d) Do preparatory and follow up work where possible

e) The Principal, Deputy Principals and the Administration Office staff should be informed of the date and name of the visitor.

f) At the end of the session a vote of thanks should be given by a student and the visitor escorted to the main door.

6.3 Provision of Support, Training and Staff Development:

- A Co-ordinator of SPHE has been provided
- Teachers are encouraged and facilitated to attend RSE and SPHE training,
- Teachers of RSE and SPHE have access to teaching materials and resources,
- Teachers who express an interest in SPHE / RSE will be given consideration.

6.4 Inclusion of Parents:

The Parents' Council is consulted on the design and review of the SPHE / RSE policy. The views expressed by parents will be taken into account when reviewing the policy.

Parents have a responsibility to inform themselves of the SPHE / RSE programme content and to prepare their sons / daughters for the information they will acquire around the sensitive areas covered in RSE. The RSE policy is available to view or download from www.borrisokanecce.ie or a copy may be requested by a parent from the school office. Parents are asked to familiarise themselves with the policy content.

Parents of all students are notified by letter in students journal at least one week in advance of the RSE module commencement

While all partners in the school community - teaching staff, students, parents and management - are agreed on the programme, we recognise, nevertheless, the right of any parent who so wishes to request that his/her daughter should not participate in the programme.

6.4.1 Withdrawing students from the RSE programme

I. The Education Act (1998; section 30, subsection (2)(e)) provides that a student is not required to attend instruction in any subject which is contrary to the conscience of the parent or in the case of a student who has reached the age of eighteen years, the student. Parents have a right therefore to withdraw their son / daughter from all or any aspect of the RSE Programme. Parents must notify the teacher in advance of their wish to have their child withdrawn from all or part of the programme.

II. Issues such as overpopulation, ethics and birth control are met in a minor way in subjects such as Science, Geography and RE. However, as any discussion is limited and set within the context of the other subject concerned, it does not constitute part of the formal RSE Programme.

III. Parents do not have to give reasons for withdrawal, but we respectfully invite them to do so – we aim to resolve misunderstandings if possible. Once a parent’s written request to withdraw is made, that request must be complied with until revoked by the parent, or when the student becomes 18 and can revoke it personally.

IV. If a student is withdrawn from the lessons pertaining to the sensitive elements of the RSE programme, parents must give a notice in writing to the school that they are withdrawing their child. The student may be accommodated in another teacher’s classroom in the school.

What we do if a request for withdrawal from the RSE programme is made by a parent:

- I. We discuss the nature of the concerns with the student’s parent and, if appropriate, attempt to reassure them (initially such discussion takes place at a meeting with the RSE teacher but the Principal may become involved if necessary).
- II. We consider whether the programme can be amended or improved in a way that will reassure parents - care is taken not to undermine the integrity of the RSE programme and the entitlement of the other students.
- III. We attempt to ensure that where a student is withdrawn from RSE there is no disruption to other parts of their education.
- IV. We point out that students who have been withdrawn may be vulnerable to teasing - we therefore attempt to cause minimal embarrassment to the student and minimal disruption to the programme.
- V. We also point out that students may sometimes receive inaccurate information from their peers.
- VI. We offer parents access to appropriate information and resources.

Section 7. Ethical / Moral Considerations – Guidelines for Teachers

7.1. Answering Explicit Questions: It is natural that students should wish to ask questions in the area of SPHE/RSE. While it is important to create an environment in SPHE/RSE in which students can discuss issues openly, teachers may not be able to answer all questions asked by students and can set appropriate limits. If any questions asked by students are deemed to be inappropriate, the teacher will refer the student to their parents or state that this information may be available at a later stage of the curriculum. Teachers may choose to say that it is not appropriate to deal with that question at this time. If a teacher becomes concerned about a matter that has been raised he/she should seek advice from the Principal. When deciding whether or not to answer questions the teacher should consider the age and readiness of the students, the RSE programme content, the ethos of the school, the RSE policy and use their professional judgment. With regard to matters of a confidential nature, the school cannot take any responsibility for what is discussed among students outside of the RSE lesson.

7.2. Confidentiality: Teachers strive to create a safe learning environment for all students. While students should not be encouraged to disclose personal or private information in SPHE / RSE classes, there may be times when they talk about their own lives. It is important that students are made aware of the limits of confidentiality and that teachers do not give unconditional guarantees of confidentiality. Confidentiality should be respected unless the teacher feels that the child is at risk or where there are reasonable grounds to believe that a law may be broken. In such a case, the appropriate action should be taken in accordance with the procedures set down in the Child Protection Procedures for Post-Primary Schools, the school’s Child Protection Policy / Child Safeguarding Statement and the Children First legislation (2017) i.e. the teacher must inform the Designated Liaison Person, and ensure that that all reporting procedures are complied with.

7.3. Sexual Activity: Teachers should give young people information on the age of consent which, following the passage of Criminal Law (Sexual Offences) Act 2006, is seventeen years of age for both males and females. In all cases where the school becomes aware of underage sexual activity the school will take appropriate steps to inform the child’s parents, in accordance with Children First legislation.

7.4. Out-of-School Factors: The school also recognises the many out-of-school factors which affect the development of a positive attitude to sexuality during adolescence - the social lives of students, the relationships they form, their behaviour within these relationships, the peer expectations of relationships, the

reading material of students, their exposure to sexually explicit material / pornography on video / smart phones, television and through music. The RSE programme will attempt to heighten the students' awareness of the influences of these forces on the development of their values and attitudes and empower them to make informed decisions and choices.

7.5. Lesbian, Gay, Bisexual and Transgender Identities, Sexual Orientations and Related Issues: Teachers do not promote any one life-style as the only acceptable one for society and therefore it is inevitable and natural that sexual orientation, sexual identity and gender identity will be discussed during a programme of sex education. One of the advantages of exploring LGBT+ identities and issues is the opportunity to correct false ideas, assumptions and address prejudice. Discussion of sexual and gender identity and sexual orientation should be appropriate to the age of the students.

7.6. Sensitive Issues e.g. Sexual Activity, Abortion and Contraception Sensitive topics will be dealt with in an age-appropriate, open manner, looking at all sides of the issues in a nondirective way, within the context of the school's ethos and DES-NCCA guidelines. SPHE/RSE teachers give young people information on the age of consent which, following the passage of the Criminal Law (Sexual Offences) Act, 2006, is seventeen years of age for both males and females. The post-primary RSE Curriculum Guidelines state that the subject of family planning should be covered within the Senior Cycle RSE programme. The RSE programme requires that young people are provided with information about methods of contraception and this is done within the values and moral framework of the ethos of Borrisokane Community College.

Section 8 Implementation Arrangements, Roles and Responsibilities

The Board of Management has assigned the role of co-ordinating the implementation of this policy to the Principal and the SPHE Team.

This policy is ratified by the Board of Management and is the agreed policy of Borrisokane Community College. All teaching staff will need to be familiar with this policy and aware of any changes implied in curriculum delivery.

The Board of Management and Senior Management Team are committed to ensuring access to CPD opportunities for all teachers involved in SPHE and RSE, to providing relevant RSE school resources and to supporting efforts of parents to provide educational opportunities for other parents.

Senior Management and the Board of Management facilitate teachers to participate in professional development opportunities, with due regard to the school budget and Supervision/Substitution rota, and the need for the ongoing teaching and learning programme of the school to continue with as little disturbance as possible.

Any teacher has the right to opt out of teaching the sensitive elements of RSE, following reasonable notification to the Principal. It is the responsibility of the Board of Management to ensure content is covered by another teacher or an outside speaker.

Section 9. Policy Review

The policy will be reviewed and evaluated regularly under the direction of the Board of Management. Ongoing review and evaluation will take cognisance of changing information, guidelines, legislation and feedback from parents, students, teachers and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school self-evaluation and policy planning.

To review and evaluate the policy, it will be necessary to gauge the impact and effectiveness of the policy by examining the extent to which:

- SPHE and RSE is being successfully taught to all students.
- Resource materials are available to teachers
- The timetable facilitates the implementation of the RSE programme e.g. at Senior Cycle, that all classes at Senior Cycle are taught RSE.
- Appropriate professional development for teachers is available and relevant teachers are availing of it.
- Staff are aware of the policy.
- Students are aware of the policy.
- Parents are aware of the policy.

Specifically important to the review and evaluation of the SPHE and RSE Policy and Programme are:

- Student reflection: A confidential survey of students is conducted once the RSE lessons are completed. Feedback is sought from the Student Council.
- Staff review and feedback when policy is updated.
- Parental feedback, including at parent-teacher meetings and Parents' Association meetings, if relevant.
- Feedback is sought as part of our School Self-Evaluation process and helps to inform future planning.

Ratified by the Board of Management on 25th June 2020

POLICY FOR ADMISSION TO SCHOOL YEAR

2023/2024

Click this link for the Policy - https://www.borrisokanecce.ie/wp-content/uploads/sites/8/2022/10/Admission-Policy-2023_24.pdf

School Policy concerning Student Teachers.

1. The student teacher should be supplied with the Teacher induction Pack during the pre-visit.
2. All teachers in a subject department should be offered the choice of working with the student.
3. It is strongly recommended that the student teacher should not be given a class for the full schedule of periods each week e.g. two or three classes out of five.
4. Examination classes should not be given to the student teacher.
5. Transition year classes are suitable for student teachers.
6. The student teacher must work closely with the class teacher outlining areas covered.
7. Discipline: The normal discipline system will be used. Again consultation with class teachers is essential. The class teacher may remove problem students if it is deemed necessary.
8. The student teacher is expected to remain in the school throughout the school day and is encouraged to get involved in extra curricular activities.
9. Class preparation is vital. All equipment, apparatus for experiments etc. should be organized prior to the commencement of class.
10. External examiners should consult with the class teacher at the end of the teaching practice session.
11. Students on work experience are welcome in the staffroom. Students must observe confidentiality in relation to any matters that are discussed there. Occasionally sensitive issues in relation to students are discussed. During such discussions students on work experience may be asked to absent themselves from the staffroom.
12. In all aspects of work within the school confidentiality must be observed.

Borrisokane Community College Policy on Science Teaching Practice Students from University of Limerick

Borrisokane Community College has always and will continue to welcome student teachers from the University of Limerick.

However because of time constraints with completion of course work assignments we feel it is important to highlight the following criteria for accepting student teachers in the future:

- Many of the classes assigned to the student teacher will be part of the Transition Year Programme.
- If assigning junior or fifth year classes it will be for a maximum of two class periods per week.
- Student Teachers must complete the content assigned by Borrisokane Community College teachers over the period of teaching practice as per the Department of Education syllabi and in consultation with the class teacher.
- All tutors visiting from the University of Limerick must communicate with the relevant science teacher after each visit.
- A copy of the report given to the student by the tutor from the University of Limerick should be given to a Science teacher after the visit.

We hope that implementing the above policy will lead to benefits to both Borrisokane Community College students and the student teacher.

Borrisokane Community College

Smoke-Free Policy

Purpose

Exposure to second-hand smoke/Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all staff, students, employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy

It is the policy of Borrisokane Community College that all of its premises (both internal and external) are smoke-free and that all staff, students, and employees have a right to work and study in a smoke-free environment. Smoking is prohibited throughout the entire premises with no exceptions. This policy applies to all staff, students, employees, consultants, contractors, customers and visitors. This policy applies to all school vehicles and vehicles hired on behalf of the school.

Note: For the purpose of this policy the premises include the area within the site boundary of Borrisokane Community College and all buildings thereon under the control of Borrisokane Community College.

Application of Policy

No person shall distribute or use any tobacco product in any areas of the school or the school grounds. Individuals supervising students off school grounds are prohibited from distributing or using any tobacco product. No school property may be used for advertising of any tobacco product. Groups using the school or grounds must agree to comply with the policy and inform all persons that the policy remains in force on evenings, weekends and other times the school is not in session.

Implementation

Overall responsibility for policy implementation rests with the Principal or other person for the time being in charge of the college. All members, staff and students have an obligation to adhere to, and facilitate the implementation of this policy.

The Principal shall inform all staff, existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Principal and staff shall inform all students of the policy and their role in the implementation and monitoring of the policy. All new and prospective staff, employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Policy Infringements

Infringements by students will be dealt with through the schools Code of Behaviour. The punishment for smoking by students is suspension from school. Infringements by staff will be dealt with under local disciplinary procedures. Infringements by customers, clients etc., will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine.

Smoking Cessation

Information on how to obtain help quitting smoking is available from: The National Smokers Quitline (1850 201 203. 8am – 10 pm) or the Health Promotion Service of the local health board (067 42339).

Procedure if a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

- 1.** Draw the person 's attention to the "No Smoking " signs and advise that he/she is committing an offence by smoking on the premises.
- 2.** Advise the person that it is also an offence for the occupier, manager and any other person for the time being in charge of the premises to permit anyone to smoke in contravention of the law.
- 3.** Advise the person that the business has a smoke-free policy to ensure a safe working environment for staff and customers. And that under the policy staff are obliged to refuse service to customers who persist in smoking.
- 4.** If the person continues to smoke immediately request that he/she leaves the premises.
- 5.** If the person refuses, implement normal procedure for antisocial/illegal behaviour in the premises.
- 6.** Maintain an appropriate record of all such incidents and notify all staff of action taken.
- 7.** In all cases where physical violence is threatened or encountered, notify and/or seek the assistance of the Gardaí.

Borrisokane Community College School Book Scheme 2022/2023.

- The Book Rental Scheme is open to all students in Fifth and Sixth Year.
- Before receiving books the full amount payable for the relevant year(s) must be lodged to the school
- Receipts will be issued for all money received
- Books will be given out at the end of August prior to school opening for fifth year students. All other year groups will receive their books when the school opens.
- Parents/Students must sign for books received
- Students must take care of books
- Books lost or destroyed will have to be replaced by parents/students
- In the majority of cases books given out will be covered
- Students who do not take care of books will be excluded from future years of the book scheme
- To prevent excessive wear of textbooks, copy books or any other materials should not be placed inside books
- Books should not be written on with pen and before returning books all pencil marks must be erased.
- All books not required for the next school year must be returned to the school by the end of the current school year. Junior & Leaving Certificate Students at the end of their exams
- Some books are applicable only to a particular year of an exam e.g. Leaving Certificate Poetry Books. These books will be given out as part of the Book Scheme but are not returnable and as a result the full price of the book will be used in calculating the fee for the year.
- Only books identified on the book list will be included in the scheme.
- The cost of the Brennan School Insurance is included in the Book Scheme Fee – currently €9 for 24 hour cover
- The cost of the School Journal is included in the Book Scheme Fee. – Currently €8.
- When returning books they should be given back in a bag/box with the name of the student printed clearly on the bag/box.
- Books can only be changed by teachers in exceptional circumstances. All changes of books will have to be approved by the Principal.
- Cost of the Book Scheme 2022-2023. This charge includes all text books, Brennan Personal Accident Insurance, Journal and Career Guidance Test.
 - Fifth & Sixth Year €200

Procedure for Book Scheme

Parents are informed of the book scheme in the spring time each year in preparation for the following September.

Payments for the scheme are made to the school secretary or Way2Pay Electronic Payment System. Receipts are issued for all payments made.

All monies received are lodged to the ETB Accounts.

Books are ordered by the school from the company who was successful in the ETB Tendering Process.

Students receive books mainly at the beginning of the school year with some books given out during the year as required.

A record of books given out to students is kept by the post holder. All books are stamped and coded before students receive them.

Books are returned to the school when the student is finished using them and the books are repaired where necessary and handed out to other students if the book is still on the booklist.

Borrisokane Community College

Pastoral Care Policy

Mission Statement

We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.
“Is ar scáth a chéile a mhairimid”

Statement

We understand Pastoral Care *‘as an approach to education which endeavours to value and develop each member of the school community. It promotes learning at every level of the student.’* (The Year Head, Monahan 1998 IAPCE). This approach animates the nature of our pastoral care provision. All members of the school community – students, staff and parents have a role in implementing pastoral care in line with our mission statement. Each member of the school community has access to the relevant pastoral structures and procedures. More than anything else we seek to nurture positive relationships as the core resource in developing a pastoral approach. This policy endeavors to put in place the framework necessary to underpin and support this approach. The policy will address the following areas:

- ❖ Pastoral role: definitions and responsibilities
- ❖ Pastoral programmes
- ❖ Pastoral procedures
- ❖ Resources and professional development
- ❖ Monitoring and evaluation

Pastoral Roles

Year Head

- Monitor Academic Progress
- Setting up study plans for students
- Monitor Attendance
- Oversee in conjunction with Class Tutor – student lates and absences
- Get a copy of results of all exams and discuss with students
- Sign reports going home and put in a comment
- Regular contact with Parents – letter, phone and meetings.
- Student Personal Development
- Co-ordinate Parent/Teacher Meeting for year group
- Role in Implementing the Behaviour Code
- Involved in Positive Discipline
- Assemblies of year group important – motivation, reward system
- Track persistent offenders
- Time must be given to recognising the good student
- Monitor uniform and deal with offenders
- Year Head highlight issues in relation to year group to all staff at morning breaks
- Facilitating regular meetings of the team of tutors to review and plan
- Co-ordinating all information given to and received from year heads and tutors, and checking action has been taken
- Reporting to and liaising with, the Principal, Deputy Principal and pastoral team regarding the year group
- To know personally each student in the year group
- Keeping and overseeing records concerning students.
- Liaising with student representatives in the Year Group

- Assistant Principals supervise on corridors

Class Tutor

A Class Tutor is the teacher who, on behalf of the school community, undertakes the role of caring for a class group in order to promote learning at every level of the person.

- Builds a relationship with each student
- Explains the school behaviour code on a regular basis
- Encourages regular attendance and punctuality
- Has access to information on students
- Looks out for medical issues
- Encourages support of, and participation, in the ethos of the school
- Encourages development of study skills
- Promotes class spirit and cohesion – Trip, Talks.
- Encourages exam preparation
- Plays a part in induction
- Distributes school information to parents as necessary
- Collects funds and information from parents as necessary
- Meets monthly with year group of tutors and year heads
- Participates in annual review of pastoral care
- Passes information to subject teachers when necessary

Counsellor

A Counsellor is currently employed as a result of funding received from the Tusla Child & Family Agency. Students are referred to the Counsellor by the principal, chaplain and pastoral team. All students before attending the Counsellor must have parental consent. This is a confidential service where only issues where a person is in danger or reports of abuse are referred to the School Principal. The Counsellor as part of the service may involve parents if necessary. In some circumstances students may be referred to outside agencies for additional or specialised support. Parents will be informed if students are to be referred to an outside agency unless it would put the student in danger.

The Chaplain coordinates the system of students meeting the Counsellor.

Guidance Counsellor

The role of the Guidance Counsellor is to help students with decision making, problem solving and behavioural change in relation to their personal, social and career development. This includes classroom guidance activities and one to one meetings with students. The Guidance Counsellor is also available to meet parents if required.

The guidance teacher for year groups attends Year Head Class tutor meetings to get and give feedback on students.

Pastoral Care Team

The Pastoral Care team meets on a weekly basis to review students who have care needs and put in place a programme of care for these students. Year Heads will complete a form to refer students to the Pastoral Care Team. Any staff who have concerns about students should refer them to the relevant Year Head. The Pastoral Care team discuss student's issues and may refer students to internal school personnel – Guidance Counsellor, Teachers with Guidance hours, Chaplain, Home School Liaison Teacher. Students may also be referred to the Counsellor who is employed on a temporary basis as a result of funding received from the HSE and other sources. In some cases students are referred to outside agencies such as the H.S.E. The Pastoral Care team also forms the Crisis Response Team and has a role in ensuring a process is in place to bring the school through a crisis situation and in the event of a crisis, to coordinate the process.

Cairde

Cairde are a group of Transition Year students selected every year to Mentor the first year students. The Cairde are invited to apply for the role. The core duty of the Cairde is to make the transition from Primary to Post Primary school as easy as possible. This is carried out by arranging a Cairde to be in charge of a small group of first years. The Cairde then help the first years by getting to know them, help them with any issues that arise by guiding them towards help and they monitor bullying.

Pastoral Programmes

SPHE

The SPHE policy should be referred to for the content and implementation of the SPHE Programme.

Religion

Each class group from first year to fifth year has an allocation of two class periods of religious education per week. Sixth year students have an allocation of one class period per week. The programme studies the Christian Church's, creeds/beliefs, code/moral laws and worship. An experiential approach to religious education is promoted. The aim is to develop the spiritual dimension of the individual and of the school itself. Classes are supplemented by the school retreat and the work of the Church of Ireland and Catholic Chaplains. Religious services take place throughout the year to celebrate special occasions in the church and school.

Aims of Religious Education

- to provide the opportunity for students to worship God
- to consider spiritual and moral issues
- to explore their own beliefs
- to encourage participation in services
- to develop community spirit
- to promote a common ethos and shared values
- to reinforce positive attitudes

Pastoral Procedures

Record Keeping

A file is kept on all students. This contains information on the students – personal details, Psychological Reports, Discipline Reports, Doctors notes, Attendance, etc. The Class Tutor, Year Head, Deputy Principal and Principal have access to this file. Year Heads also have details on student's achievements in examinations. Special Needs information is stored by the Special Needs coordinator in a confidential file and relevant information is made available to teachers as necessary. Parents may request access to information held in the school on their child.

Crisis Response – A policy has being developed in this area.

Summary Checklist

1. Gather the facts – Who? What? When? Where?
2. Contact appropriate agencies
3. Convene the Crisis Response Team
4. Organise for supervision of students
5. Inform Staff
6. Agree on a statement of facts
7. Identify high risk students
8. Appoint someone to deal with phone enquiries
9. Organise timetable for the day
10. Inform parents/guardians
11. Inform students

12. Make contact with the bereaved family
13. Organise support
14. Respond to the media.

Linking with parents

The Year Head is the formal link between the school and parents. Parents are encouraged to contact the Year Head in relation to any issues concerning their child. The school journal is used as a link between home and school. Parents and staff should use the relevant pages in the journal for two way communication. Parents are welcome to contact the school to discuss with school personnel issues in relation to their child. If parents wish to arrange a meeting with school staff they should refer to the school policy on Meetings with Teachers. A copy of this is available in the students journal.

Linking with students council

The student's council were consulted in relation to drawing up this policy and will be encouraged to give feed back on any issues affecting students. A useful tool for feedback from students is the morning notes system. Students are regularly asked to write a note at roll call primarily in relation to bullying issues and also any other issues they may wish to highlight. These notes are treated in confidence and are read only by the Principal or Deputy Principal. Any issues highlighted in the notes are investigated.

Resources and professional development

The school is committed to providing the necessary resources to underpin this pastoral policy. In particular we are committed to providing where possible tailored professional development programmes for Class Tutors and Year Heads and other roles mentioned in the policy. There will also be annual opportunities for the full staff to review the effectiveness of these roles and other pastoral issues.

Monitoring and evaluation

This policy was drawn up during the school year 2007/2008. It was reviewed by the staff, parents association, students council and adopted by the Board of Management on 18th February 2008. The policy will be reviewed annually by the Pastoral Care Team and all the partners will be consulted in relation to any changes to the policy.

Borrisokane Community College

Policy on Finance

November 2007. Revised December 4th 2007.

Approved by Board of Management – 28th April 2008.

Reviewed January 2012.

Reviewed January 2013.

Purpose:

- To comply with Tipperary ETB procedures
- Safe custody of Money
- Protection of Employees who handle money

Accounts:

The school currently has two accounts as follows

1. Administration Account – used for some school activities
2. Parents Association Account – used for the Family Levy and all activities of the Parents Association.

All accounts require two signatures of which one must be the Principal.

Money is lodged directly to the ETB Account for school activities, use of school premises and where staff are paid.

The ETB office will check the Administration Account on a regular basis. This check will be carried out by submitting accounts to the ETB Office four times per year, and by ETB staff visiting the school and monitoring accounts.

An income and expenditure analysis will be available for all accounts.

All payments to staff must be processed through the ETB payroll system.

The ETB account will be used to make payments for which invoices must be submitted to the Staff Office at Borrisokane Community College. In exceptional circumstances payments will be made from the school account. The ETB will reimburse the school account for such payments.

Lodgements must be made regularly and the minimum cash should be held on the premises in the school safe. To help with this all staff should submit money for lodgement before 12noon each day.

Collecting money from students:

Money is collected from students and families for various reasons/activities e.g. tours, buses to games and other activities, Parents Association Levy and Study.

Tours: A list of students should be drawn up using the Record Template.

The cost of the tour per student must be recorded. The total collected and the total cost of the tour must be recorded. Any discrepancies with an explanation must be given.

If collecting over €50 per student an individual ETB receipt should be given to the student. The Record Template must be submitted to the Staff Officer.

Buses to non extra curricular activities and tours: The full cost of the bus must be collected from the students travelling. When submitting money please ensure that the cost of the activities on the trip and the cost of the bus are kept separate. Details of money lodged number of students who paid and details of any payments made from money collected e.g. payments to Referees, Grounds Staff etc should be recorded on the Record Template and the Record Template should be handed in to the office at the time of handing over the money to the Staff Officer.

Buses to Extra Curricular Activities: The Parents Association subsidise the cost of buses to extra curricular activities (games, debates, and competitions). The current rate is €7. Teachers organising Extra Curricular Activities should collect the €7 from each student and submit it to the Staff Officer. The Parents Committee will be informed regularly of the income and expenditure on buses.

Collection of Money from students for other items e.g. mock exams, books, equipment etc.

The teacher collects the money from students and uses the Record Template to record the money collected. All monies collected should be given to the Staff Officer for lodgement to the ETB Account. The money should be in an envelope with a record on the outside as below.

In some cases teachers may collect money from students for books or equipment and then purchase and pay for the items themselves. This practice is acceptable provided the teacher collects only the exact cost of the items from the students.

Parents Association Levy:

The levy is currently €50 per family. A letter is circulated to all families prior to the beginning of the school year. The levy is requested using the Way2Pay system. A receipt will be issued when the levy is paid. A report on the levies lodged will be presented to committee meetings as part of the Treasurers Report.

Study:

This person supervising the study session collects the fee from students and records money received. All money collected should be immediately given to the Staff Officer for checking and lodgement to the ETB Account. The lodgement should be recorded in the record book and signed for by the post holder. On a monthly basis the ETB issues details of all lodgements and these must be reconciled with the lodgements from the school.

Lodgement of Money:

The School Secretary will be responsible for the lodgement of all money to the ETB Account and the. When giving money to the School Secretary it must be in an envelope with the following details on the outside:

- a. Purpose.
- b. Date
- c. Amount
- d. Signature of the two persons who checked the amount

All coins should be bagged to the appropriate amounts in Bank Coin Bags.

The staff member handing over the money must check the amount with another member of staff or with the School Secretary. The details of the money must be entered in the record book by the staff member who was responsible for collecting the money and the names of the two persons who checked the amount must be entered in the record book.

The School Secretary should arrange lodgement of all money as soon as possible. The lodgement number should be given to the bank so that it will appear on the bank statement. The date of lodgement should be recorded in the record book.

The details of all expenditure will be recorded on a spreadsheet by the Principal.

Payments: All invoices for payments must be submitted to the School Secretary for processing through the ETB Account. In exceptional circumstances the Principal may make a payment by cheque from the School Administration Account.

Bank reconciliation: A reconciliation will be carried out on a monthly basis by the Principal for the School Administration Account and a reconciliation with ETB Receipts will be carried out regularly. Any discrepancies found will be checked out and the procedures will be adapted to help prevent discrepancies occurring in the future.

Borrisokane Community College

Collection of money from students Record Template Lodgement No(s) from Office: _____

Purpose: _____ Date of activity: _____

Teacher in charge: _____ Bus Company: _____

Total Cost of Bus: _____ No of Students travelling: _____

Cost per student: _____ (Bus) _____ (Activities) _____ (Total Cost).

List of students.

No.	Name	No.	Name
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Total cost: _____

Total Collected: _____

Profit/Loss: _____

Total for Lodgement _____

Signed: _____ (Teacher Organising)

Explanation of discrepancies:

Homework Policy

Relationship with School Ethos

Borrisokane Community College's mission statement emphasises the promotion of a caring and committed environment. Our homework policy promotes a whole school approach to homework inclusive of parents/guardians, teachers and students, recognising that homework helps to reinforce learning.

Guidelines for Homework:

Students can be asked to demonstrate understanding through various homework activities including completion of written assignments, project work, presentations, performances, student reflection on learning and planning for improvement/target setting.

Homework can be given in various formats to promote the development of key skills. Allowing student's learning to be visible and giving them the opportunity to plan for improvement.

Types of homework may vary and hence appropriate time should be given regardless of the type of homework given. Time spent on homework will depend on the ability of individual students. The following is a suggested guideline for homework/study.

- First Year: 1.5 hours
- Second Year: 2 hours
- Third Year: 2.5 hours (increasing closer to exam times)
- Transition Year and LCA: may vary depending on project work/modules etc.
- Fifth Year: 3 hours
- Sixth Year: 3-4 hours.

Purpose of Homework

- > To reinforce classroom learning.
- > To extend learning through additional revision and additional activities.
- > To encourage self-directed and discovery learning.
- > To prepare in advance for the next lesson.
- > To access resources not available in the classroom.
- > To give students an opportunity to demonstrate key skills.
- > To assess progress made in class.
- > To encourage home support in a student's learning.
- > To develop good school and home links.

Types of Homework

> The type of homework will vary according to the subject, purpose of the homework and the ability of the student. Homework tasks may be given in any of the following formats; written, oral, research, reading, listening or revision.

The Student Journal in relation to Homework

> The purpose of the school journal is to assist students in developing a good homework routine.

> Students are required to have their journals in their possession at all times. This improves their organisational skills.

> Parents are requested to sign/initial the journal daily for Junior Cycle and weekly for Senior students.

> Teachers use Eportal or the journal to inform parents of any homework related issues.

> Parents can use the journal if an unforeseen circumstance has arisen to provide an explanation for incomplete homework.

> Students are encouraged to take pride in their school journal and keep it free of graffiti or any offensive material. If a student defaces or loses their journal she/he will be required to replace it at an additional cost.

The Role of Students

>> It is the student's responsibility to record their homework correctly and ask for teacher's assistance if needed.

> Students should ask for help at home if difficulties arise with homework.

> It is important that students attempt homework in order to make progress.

> If a student is absent from class for any reason including any school related extra-curricular event it is student responsibility to find out work missed and homework given.

The Role of Parents:

> To support the school's Homework Policy

> To encourage students to attempt all homework including non-written work and support them to complete it to the best of their ability.

> To provide suitable conditions for homework e.g. a desk, a quiet space, the appropriate materials.

> To monitor and minimise distractions e.g. phones, TV, social media etc.

> To have a copy of the student's timetable.

> To decide with the student a routine around their homework e.g. a timeframe and appropriate breaks.

> Sign the student journal as outlined above.

> It is the parents' responsibility to inform the class teacher of any reason why a student was unable to complete their homework, or if a student has difficulty in completing the homework. A parent may communicate this through the student's journal.

> To monitor any homework related issues reported on Eportal.

The Role of Teachers:

> Homework is communicated clearly to students allowing sufficient time to record it in their journal and seek clarification from the teacher.

> Homework should be displayed on the board.

> Teachers where possible, are aware of dates in the school calendar where students are engaged with Classroom Based Assessment (CBA's), Assessment Task (AT's), Oral exams and practical exams. Hence allocating more time to complete homework if necessary to support student's Well Being.

> Homework when possible should be inclusive of all and differentiated accordingly.

> Teachers should provide help and support to students when requested. Teachers may provide success criteria stating what a good piece of homework should look like.

> Teacher's feedback on homework is important for students to make progress. Teachers can use various strategies to correct homework given. Feedback can be given orally or written by the teacher and through Peer and Self-assessment.

> Teachers may inform parents through the journal/ eportal if homework is not completed or attempted. The year head issues any homework related sanctions in line with the school's Code of Behaviour.

> Teachers may allow students start their homework before the end of class to give the opportunity for students to ask questions or seek clarification regarding the homework.

Special Educational Needs/ Learning Support

Learning Support/SEN teachers may collaborate with subject teachers in relation to Inclusion and Differentiation. Learning Support/SEN teachers may work in guiding students through difficult tasks. Team teaching takes place in some subjects and is also very effective in checking that students are clear about their homework before the end of class and have recorded it in journal.

Homework Supports

- **Parents** are the most important support that a student has when completing homework
- **Homework club** has been running in the school since 2009 with first year students. Teachers, SNA's and Transition Year students supervise from 4.15pm – 5.30pm. Teachers assist with any difficulties and the students engage in peer tutoring. There is a short break for refreshments and games. The cost per student is 5 euro per term.
- **The Year Head** supports students with homework issues as they monitor academic success and attendance. If a student has 3 or more homework offences the year head will contact parents and put the student on a homework card.
- **The Class Tutor** The class tutor explains each section of the student's journal and homework procedures to students on their first day at school. Throughout the year the tutor encourages the development of study skills, encourages exam preparation and after school study as well as

undertaking the role of caring for a class group to encourage learning. The tutor checks daily/weekly that the journal has been signed by the parent/guardian.

- **Guidance Counsellor** can provide one-to-one guidance and positively reinforce the importance of homework. Guidance is significant when students choose subject options. Choosing subjects of personal interest or subjects necessary to secure a college course motivates students to study and to complete homework.
- **After School Study** takes place from 4.20 pm until 6.30 pm, Monday to Thursday. This facility is available to all students. Students can pay per day or per term. Any student that disrupts study gets a verbal warning and if the behaviour persists students are removed. A roll-book is kept for record of attendance and study is supervised by a teacher.
- **Study Skills:** Students are given the opportunity to develop their homework skills. Individual teachers offer useful guidelines and tips for studying within their subject. The Year Head, learning support/SEN teachers and class teachers reinforce the study techniques to students throughout the year.
- **LCA Mentoring;** Mentoring of students in LCA focuses students on project work deadlines. The mentoring teacher helps the students to set targets for project progression. LCA students have many tasks but communication between the student, anchor teacher and mentoring teacher supports project completion.

Arrangements for monitoring and evaluating homework policy

The homework policy will be monitored and amended accordingly. This policy will be reviewed regularly to assess its effectiveness. The key criterion should be the extent to which the policy is contributing to the progress students make at school and their attitude to learning.

This policy was developed during the school year 2009/2010 and reviewed during the school year 2016/2017.

Ratified by Board of Management: 15th June 2017

Borrisokane Community College Fundraising Policy

The mission statement of Borrisokane Community College states:

“We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being”.

In line with this statement Borrisokane Community College seeks to develop in its students a care and concern for others. Accordingly, Borrisokane Community College encourages its students to take part in fundraising activities for a limited number of designated causes each year.

During the academic year, a maximum of 4 non-uniform days may take place to raise money for charities decided on from an approved list at the beginning of the year. One of these days will be for North Tipperary Hospice and one will run for Trick or Treat for Temple Street. A maximum of one bake sale per term will also be allowed to raise funds for approved charities. The student council may also engage in fundraising activities in order to raise funds to improve school facilities for students.

From time to time staff members may offer students an opportunity to raise funds for a designated cause. Such activities are in order after consultation with school management. If students wish to fundraise, they need to seek permission from school management and have a liaison teacher assigned to them for this task. These are the only occasions on which the student population may be approached towards fundraising. Any individual or organisation raising funds for a recognised cause may by appointment speak to management to discuss same.

School staff with the approval of school management may organise a fundraiser for a chosen charity among the School Staff.

The Parent's Association also engage in fundraising activities for the school community. The Parent's Association collects a levy from each family every year. The amount of the levy is determined by the Parent's Association. The Parent's Association may also organise other fundraising activities e.g. bag packing weekend in local shops. The funds generated are used for school activities sanctioned by the Parent's Association.

The school community shall be made aware of money raised by fundraising activities carried out by groups within the school through, announcements, a fundraising noticeboard and the school's social media sites. This policy was reviewed during the school year 2019/20 and ratified by the Board of Management on 25th June 2020.

Exemption from Irish Policy

Borrisokane Community College Exemption from the Study of Irish Policy

Relationship to the school Ethos:

This policy is in keeping with the mission statement of the school which seeks to promote a caring and committed school community which facilitates the education of all our students.

Aims and Objectives:

1. To allow for students of differing abilities, interests, and circumstances.
2. To enhance inclusion within the school and to streamline the full integration of all
3. To comply with guidelines given in Circular 53/19

Categories of students eligible:

The grounds for making an application for exemption from the study of Irish are listed in Section 2.2 of Circular 0053/2019 which sets out the exceptional circumstances in which consideration may be given to granting a student an exemption from the study of Irish. These are:

- a. students whose education up to 12 years of age (or up to the final year of their primary education) was received outside the state and where they did not have opportunity to engage in the study of Irish,
- b. students who were previously enrolled as recognised students in a primary or post- primary school who are being re-enrolled after a period spent abroad, provided that at least three consecutive years have elapsed since the previous enrolment in the State and are at least 12 years of age on re-enrolment,
- c. i. students who present with significant learning difficulties that are persistent, despite having had access to a differentiated approach to language and literacy learning in both Irish and English over time.
Documentary evidence to this effect, held by the school should include Student Support Plans detailing
 1. regular reviews of learning needs as part of an ongoing cycle of assessment
 2. target-setting
 3. evidence-informed intervention and review, including test scores (word reading, reading comprehension, spelling, other scores of language/literacy) at key points of review.and
ii. at the time of the application for exemption present with a Standardised Score on a discrete test in either Word Reading, Reading Comprehension or Spelling at/below the **10th percentile.**

Granting an exemption from the study of Irish

A written application for an exemption is made by the parent or guardian to the school principal on behalf of their child or the student themselves if they are over 18. The application should state the reasons why the exemption is being sought and a form is provided for this (Appendix 1). The student must meet one of the criteria mentioned above.

In deciding whether to grant or refuse an exemption, the Principal will, as relevant, consult with the parent(s)/guardian(s) and the student on whose behalf the application is being made, or the student where he/she is the applicant, and relevant school personnel in order to satisfy himself/herself that all key evidence has been assessed.

A meeting will take place with the Principal, SENCO or relevant Special Education Teacher (SET), parents and students. The consequences of an exemption from Irish will be explained to parents and student. Parents will be given a copy of all relevant documentation.

Students attending ASD centre

In line with Circular 0053/2019, a formal application for a Certificate of Exemption is not required for students attending the ASD centre. Pupils in the ASD classes in Borrisokane Community College will therefore be exempt without holding a Certificate of Exemption if that is what they and their parents wish. Students will be issued with a formal exemption certificate if moving to mainstream education. The consequences of being exempt from Irish will be communicated to both parents and students before this is issued. Students in the ASD centre will be allowed to continue to study Irish if this is appropriate to their needs.

Processing the application for exemption from the study of Irish

The school principal, on behalf of the school's board of management, processes applications received by the school for a Certificate of Exemption from the study of Irish after they have been reviewed by the Special Educational Needs Coordinator or relevant SET. The formal written application submitted by the parent(s)/guardian(s)/student must indicate the exceptional circumstance that forms the basis for the application in accordance with criteria explained above.

In considering the application the principal will:

1. Ensure that the date of receipt of the application by the school is recorded on the form.
2. Acknowledge receipt of the application for exemption from the study of Irish in writing.
3. Discuss the written application with the parent(s)/guardian(s)/student and confirm the criteria on which the application is based as soon as practicable following receipt of a written application.
4. Advise the parent(s)/guardian(s)/student of the next steps in processing the application.
5. Inform the parent(s)/guardian(s)/student regarding any implication of an exemption from the study of Irish for the student while in post-primary education and into the future.
6. Inform the parent(s)/guardian(s)/student that the application will be processed and the outcome confirmed in writing within 21 school days of receipt of the application.
7. Explain to the parent(s)/guardian(s)/student that a signed Certificate of Exemption will issue where a decision is reached that an exemption from the study of Irish may be granted.
8. Inform the parent(s)/guardian(s)/student that, where an application is refused, the reason(s) as to why it was refused; and the school's decision may be appealed to the Irish Exemptions Appeal Committee within 30 calendar days from the date the decision of the school was notified in writing to the parent(s)/guardian(s)/student.
9. Explain to the parent(s)/guardian(s)/student, and the student on whose behalf the application has been made, the arrangements for the student's learning in the case of an exemption being granted.
10. Use the provided Quick Guide and Checklists (Appendix 2 and Appendix 3) to guide the processing of applications in the case of the relevant sub-paragraph in Section 2.2 of the Circular.
11. Convey the outcome of the application in writing to the parent(s)/guardian(s)/student.
12. Make arrangements for the retention of the application form and all supporting documentation, including a copy of the Certificate of Exemption (Appendix 4) where applicable, and the Checklist in accordance with data protection law.

Appeals procedure?

Where an application for an exemption from the study of Irish is refused, the parent(s)/guardian(s)/student, may appeal the decision not to grant an exemption to the Irish Exemptions

Appeal Committee within 30 calendar days from the date on which the schools decision was notified in writing (Appendix 5). The appeal will be confined to a review of whether the school adhered to the guidelines for processing the application for exemption as set out in the Circular.

This written appeal should contain the specific reason(s) why the decision is being appealed by the applicant and the circumstances in which it is considered that the process has not been correctly applied. A parent/guardian/ student who is unhappy with the outcome of the appeal to the Irish Exemptions Appeal Committee will have recourse to the offices of the Ombudsman for Children if the student on whose behalf the application is made is under 18 years of age, or to the Ombudsman.

Record keeping / Reporting

All documentation concerning the application and processing process will be maintained in the Principal's Exemption File as relevant and be available for review by authorised Department of Education and Skills officials. The Principal will report relevant information concerning Irish exemptions to the Department of Education and Skills.

Arrangements for students who are exempt from the study of Irish

Where a student has been granted an exemption from Irish due to learning needs they shall attend support classes to address their learning needs. If a student is granted an exemption on other grounds they will remain in the Irish class and study where possible.

Sharing information of student's Certificate of Exemption between schools

It is the responsibility of the parent(s)/guardian(s) or the student (where he/she is the applicant) to ensure that a copy of the student's Certificate of Exemption is made available to Borrisokane Community College on enrolment into the school.

Further Information and Guidance:

Further information including Application Forms, Guidance Information, and Appeals Form can be found on the Department of Education & Skills website at this link:

<https://www.education.ie/en/Parents/Information/Irish-Exemption/>

APPENDIX 1: APPLICATION FORM FOR EXEMPTION FROM THE STUDY OF IRISH

Application for Exemption from the Study of Irish Post-Primary Schools

For completion by the parent(s)/guardian(s) on behalf of a student or a student who has reached 18 years of age

Name of student: _____

Date of birth: _____

Year: _____

Name of school: _____

I/We wish to apply for an exemption from the study of Irish on behalf of _____ or I _____ (student who has reached 18 years) wish to apply for an exemption from the study of Irish. Please indicate (☐) the ground for applying for an exemption from the study of Irish in accordance with Circular 0053/2019

2.2a: Students whose education up to 12 years of age (or up to and including the final year of primary education) was received outside the state and where they did not have opportunity to engage in the study of Irish.

2.2b: Students who were previously enrolled as a recognised students in a primary or post primary school who are being re-enrolled after a period spent abroad, provided that at least three consecutive years have elapsed since the previous enrolment in the state and are at least 12 years of age on re-enrolment.

2.2c: Students who present with significant and persistent learning difficulties and present with a Standardised Score in a discrete test at/below the 10th percentile in either Word Reading, Reading Comprehension or Spelling.

Please provide detail of any supporting documentation being submitted to the school

1. _____
2. _____
3. _____
4. _____

I/We the undersigned understand that documentation provided may be reviewed for the purpose of processing this application by relevant school personnel and other professionals where necessary.

Signed _____ Date: _____

Signed _____ Date: _____

For the school: Date of receipt of application: _____

Principal: _____ Date: _____ School roll number: _____



Code of Practice for dealing with Complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by *Tipperary* Education & Training Board

Nationally agreed 1 March 2011

INTRODUCTION

The Code of Practice for dealing with complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by a Vocational Education Committee (VEC) was developed following discussions at national level between the Irish Vocational Education Association (IVEA) on behalf of member Vocational Education Committees (VECs) and trade unions representing VEC staff, to foster an environment where communication between parents, staff and school/college/centre/office management is open and positive.

Procedures are necessary to ensure fair treatment for all. It is necessary that procedures be agreed, known and observed in the interest of good relations in the educational, school and workplace environment.

This Code of Practice was formally agreed at national level between the parties concerned on **1st March 2011** with a view to addressing the concerns of all parties to the education process so that schools, colleges and centres for education function as efficiently and effectively as possible and with due respect to the entire school/college/centre/office community. This responsibility is exercised on a day-to-day basis by Principals of schools/colleges, Directors/Managers of centres for education and appropriate line manager/s within head office under the care of **North Tipperary VEC**.

It is the policy of **North Tipperary VEC** to provide a fair, consistent and equitable mechanism for processing complaints by parents/guardians or students (who have reached the age of 18 years) against a VEC staff member and to do so in a manner that affords all concerned full rights in accordance with natural justice. This procedure outlines the procedures which should be followed by all – VEC, staff, parents/guardians and/or students over 18 years of age and/or their representatives, in the event of complaints being made against staff.

Investigations of complaints will be handled with sensitivity and due respect to the rights of both the complainant and the staff member concerned. Throughout this procedure, all communication between the staff member, parent/guardian and or student (who has reached the age of 18 years) must take place in an atmosphere that is calm, dignified and in a climate that respects the viewpoint of either party to the Complaints Procedure. This procedure is intended to resolve complaints outside of recourse to legal process.

It is understood that all complaints will be investigated with minimum delay and in accordance with principles of natural justice. Every effort will be made to adhere to the time limits prescribed in the procedure. The time limits laid down under the Formal Procedure may be extended by mutual agreement of the parties concerned, or by the person(s) appointed to manage/investigate the complaint, provided the grounds for extending the time limits are reasonable.

EXCLUSIONS

- (a) Complaints considered by the Principal/Director/appropriate line manager to be frivolous or vexatious
- (b) Anonymous complaints
- (c) Complaints which are appropriate to another Code of Practice/procedure.
- (d) Complaints which do not relate to the work of a staff member in a VEC school/college/centre/office
- (e) Complaints in respect of child abuse which are dealt with under separate guidelines and procedures issued by the Department of Education and Science
- (f) Complaints which are the subject of legal proceedings
- (g) Complaints in relation to teacher/principal professional competence which should be processed under the Department of Education and Science circular letter 59/2009.

GOOD PRACTICE

Where a complaint arises, the parties concerned (complainant, staff member/s and management representative/s) are encouraged to strive to understand the other party's position and should seek, as far as possible, a mutually acceptable solution through informal means.

Without prejudice to his/her right to invoke immediately the Formal Procedure, a parent/guardian /student (aged eighteen years or over) who believes s/he has been treated unjustly or unfairly is encouraged to raise his/her complaint, as a matter of first instance, through an informal approach with the staff member.

MEDIATION

Mediation, if appropriate, and subject to the agreement of the parties to the grievance, is not excluded by way of a mechanism to resolving complaints at informal or formal stages.

Any information disclosed in the course of mediation must remain within the mediation process. It must not be disclosed and cannot be used in furthering a complaint through this procedure or any other process and must remain confidential to the mediation process. In the event that mediation is unsuccessful, the Complaints Procedure can be re-invoked at the same stage and without prejudice to the parties having engaged in a mediated process.

THE PROCEDURE

Complaints, whether verbal or in writing, should be processed informally through stages 1 and 2 of the procedure and a copy of any written complaint be given to the staff member concerned.

The complainant will be informed if the complaint is amenable to processing within the terms of this procedure and if not, the reasons for this decision.

A complaint(s) may be withdrawn at any stage of the procedure. All complaints received will be entered in the complainant's file. Where the complaint is withdrawn, a note to this effect will be entered in the file.

Parties to a complaint do not require legal representation. A staff member may be accompanied by a trade union representative or friend at any meeting convened under this procedure. A parent/guardian/adult student may be accompanied by a friend or someone unconnected to the complaint.

Stage 1 – Self-initiated attempt at resolving the complaint

1.1 A **parent/guardian/student** (aged eighteen years or over) who wishes to make a complaint should, unless there is good and sufficient reason in the first instance, make an appointment to discuss the matter with the staff member concerned with a view to resolving the complaint. The staff member has the right to refer the complaint to the Principal and in this context, to respond to the Principal on the complaint. In such circumstances the complaint moves directly to stage 2.1. In an administration office context, if the matter cannot be resolved, the parent/guardian/adult student should seek an appointment with the Section/Department head. A copy of the Procedure should be made available to the parent/guardian/adult student.

1.3 If at this point the matter cannot be resolved, the matter should proceed to stage 2 ideally within a **maximum of ten working¹ days**.

Stage 2 – Facilitation meetings with the Principal/Head of Centre with a view to resolving the complaint

2.1 A **parent/guardian/student** (aged eighteen years or over) who is unable to resolve the complaint at stage 1 may seek an appointment to report and discuss the matter with the Principal/Head of the Centre with a view to resolving the complaint. The Principal/Head of Centre will arrange such a meeting. In some instances and where deemed appropriate by the Principal/Head of Centre, it may be necessary for the parties concerned (subject to mutual agreement of both parties to the complaint) to meet with the Principal/Head of Centre with a view to resolving the complaint. The Deputy may be nominated by the Principal to facilitate this stage of the process.

In either circumstance, such a meeting will take place within a **maximum of a further ten working days**.

Any documentation relating to the complaint should be provided to the parties no later than three days prior to the meeting/s with the Principal/Head of Centre.

The purpose of such meeting/s is to seek a resolution of the complaint to the satisfaction of the parties concerned.

2.2 Following the facilitation process, the Principal/Head of Centre will communicate the outcome verbally to both parties. **In the event of the matter being resolved, the parties will be requested to sign a statement to the effect that the matter is concluded to the agreement of the parties concerned.**

2.3 **If after** stages 2.1 and 2.2 the complaint is still unresolved, the parent/guardian/adult student should be advised that they may raise the matter formally (in writing) with the VEC (under Stage 3).

¹ "Working days" are understood in a school context to be counted as days on which the school is open for student instruction

- 2.4** In the case of a complaint against a Principal/Head of Centre, the parent/guardian/adult student should discuss his/her complaint with the Principal/Head of Centre. Meeting/s in relation to complaints against a Principal/Head of Centre may be facilitated by the Deputy Principal/Deputy Head of Centre. If the parent/guardian/adult student is unable to resolve the complaint with the Principal/Head of Centre, the complaint may be processed under Stages 3 and 4 of this procedure.

It is envisaged that the overwhelming majority of complaints will be resolved to the satisfaction of the parties to the complaint without recourse to progressive stages in the Procedure.

Stage 3 – Formal investigation of the complaint by an independent team

- 3.1** If the **complaint** is not resolved at stages 1 or 2, then the parent/guardian/adult student should lodge the complaint in writing, with the VEC within **ten working days of the date of issue of the findings from stage 2**.
- 3.2** The VEC should formally acknowledge receipt of the complaint. A copy of the complaint should be supplied to the other party/parties to the complaint advising that the VEC is convening an investigation team and that further details will be advised concerning the date, time, venue etc. of the investigation meeting/s. An investigation team nominated by the employer² comprising two investigators drawn from the agreed panel (*see appendix 1*), in addition to an impartial recording secretary (drawn from the vocational education sector), will be convened by the employer for the purposes of conducting an official investigation of the complaint.
- 3.3** **The investigation team shall:**
- (a) Supply the staff member with a copy of the written complaint and a copy of all other evidence submitted by the parent/guardian/adult student including any relevant material concerned to the facilitation process undertaken by the Principal/Head of Centre at Stage 2.2.
 - (b) Supply the parent/guardian/adult student with copy of all written documentation concerning the complaint supplied by the staff member and any relevant material concerned to the facilitation process undertaken by the Principal/Head of Centre at Stage 2.2.
 - (c) Supply both parties with a copy of the **terms of reference** under which the investigation will be conducted (*appendix 2*) including a reasonable **“no later than”** timeframe within which the parties to the complaint will be furnished with the official investigation report.
 - (d) Be responsible for keeping all parties apprised of developments appropriate to the ongoing investigation.
 - (e) Conduct the investigation in accordance with the specified terms of reference.
- 3.4** Following the conclusion of the investigation process, the investigation team will provide a written report for Chief Executive Officer (CEO) or a person nominated by the CEO. The investigation report shall advise under each element of the complaint as to whether the complaint is upheld or not upheld.
- 3.5** The CEO or nominated person is responsible for furnishing a copy of the report to the parties concerned within five working days. Covering correspondence will advise a right of appeal to the Chief Executive Officer of the VEC or a person nominated by the CEO, and include the terms of reference of the appeal procedure (*appendix 3*).
- 3.6** Appeals (and all supporting documentation) must be marked *“private and confidential for the attention of the Chief Executive Officer (or the person so advised as the CEO’s nominee)”* and submitted by registered post within a maximum of **10 working days of the issue date of the investigation report by the CEO or his nominee** to the parties to the complaint.
- 3.7** Following the expiration of the appeal period, the CEO of the VEC will take appropriate action based on the findings of the report and such action may include initiating the appropriate disciplinary procedure.

² All practical arrangements for the conduct of the investigation (at stage 3) will be made through the HR Department of the VEC

Stage 4 – Appeal of the investigation report finding/s to the CEO of the VEC

- 4.1 **In the event that an appeal is lodged with the Chief Executive Officer of the VEC or a person nominated by the CEO, the terms of reference for the appeal stage outlined in appendix 3 including the appropriate timeframes should be followed.** The appeal hearing shall be convened **within fifteen working days** of the receipt of the appeal letter and supporting documentation.
- 4.2 **The CEO or his/her nominee (acting in the capacity of Appeals Officer) shall convey his/her decision, in writing,** to the appellant(s) within **five** working days of the decision being taken.
- 4.3 *The decision of the CEO under the Complaints Procedure shall be final.*
- 4.4 *Any disciplinary process initiated by the VEC, will be undertaken under the terms of the³ appropriate disciplinary procedure for staff concerned.*

³ Department of Education and Skills circular 59/2009 in respect of *Procedures for the Suspension and Dismissal of Teachers and Principals*

Protection and Support

North Tipperary VEC is committed to providing a healthy working and learning environment in its schools, colleges, centres and offices. Students, parents, guardians and staff will be protected from discrimination or victimisation for filing a complaint or assisting in an investigation.

Retaliation against a student on whose behalf a complaint has been lodged is considered a disciplinary offence. Equally, a malicious complaint made against a staff member will be treated as misconduct under the school/college/centre's disciplinary procedures.

Record Keeping

Any documentation in respect of the complaint at stages 1 and/or 2, including a covering statement of the outcome reached at each stage, will be treated as confidential and retained by the school/centre in a dedicated complaints' file established for such purpose.

Any documentation in respect of the complaint at stages 3 and/or 4, including a covering statement of the outcome reached at each stage, will be treated as confidential and retained by the VEC in a dedicated complaints' file established for such purpose.

Where a complaint has been rejected or deemed unfounded, all documentation relating to complaint should be removed from any personnel file of the staff member concerned. It will be retained in the dedicated complaints' procedure file in accordance with VEC Data Protection/Retention policy.

Review

This Complaints Procedure will arise for review by the parties to this agreement at national level no later than two years from the official implementation date.

VEC Adoption Date

The Code of Practice for dealing with complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by a Vocational Education Committee (VEC) has been formally adopted on 12th March 2012.

Signature: David Leahy
<Name of Chief Executive Officer>

Appendix 1 – Panel of Investigators (for reference to Stage 3 investigations)

Select one nominee from panel A and one nominee from panel B in accordance with the protocol advised below.

Contact details for investigators are available from IVEA head office tel. 01 4966033 or from respective trade unions subscribing to this Code.

Panel A – Management Nominees	Panel B - Union nominees
	<i>Subpanel A – Nominated by ASTI:</i>
1 Mr Rodger Curran	1. Mr Michael Corley
2. Ms Deirdre Frawley	2. Ms Niamh Walker
3. Mr Gearoid O’Bradaigh	<i>Subpanel B – Nominated by IMPACT/UNITE/SIPTU:</i>
4. Mr Barra O’Brian	1. Mr Pat Leyden
5. Mr Pat O’Connor	2. Mr Caoimhín O’ Tuathail
6. Ms Josephine O’Donnell	<i>Subpanel C – Nominated by TUI:</i>
7. Mr Sean O’Longáin	1. Mr Tommy Glynn
8. Dr Barney O’Reilly	2. Ms Dympna Reilly
	3. Ms Marion Drennan
	4. Mr Eddie O’Riordan

Protocol for selection from Panels of Investigators under Stage 3 Formal Procedure

Nominees comprising both panels A and B are fully endorsed in their capacity to act as independent investigators empanelled for the purpose of conducting investigations in accordance with Formal Procedure Stage 3. The role of the investigator is not an advocacy role but an independent investigation role irrespective of the body nominating them.

There is **no provision** for the complainant (i.e. parent/guardian/adult student) or the staff member concerned to a complaint proposed for investigation at Formal Stage 3, to reject a nominee proposed from either or both panels (Panel A or B) save in the very exceptional circumstance where an individual drawn from a panel is related to, or a personal friend of, either the complainant or the staff member concerned to the complaint. In such circumstances it is the responsibility (whether complainant or staff member) to disclose such interests by contacting the VEC Human Resources Department by phone/email/in writing **prior** to any investigation commencing so as to facilitate the selection, by the VEC as employer, of an alternative investigator to conduct the Formal Stage 3 investigation.

Selection from the panel will be undertaken by the VEC as employer in accordance with this protocol:

- Where an investigation is required under Formal Stage 3, one nominee from Panel A (management nominees) **and** one nominee from Panel B (union nominees) will be selected to comprise the investigation team.

For management nominees on Panel A

- For management nominees, select a nominee (commencing at number 1 and sequentially thereafter for other investigations), having regard to such matters as the investigator's availability and geographical distance.

For union nominees on Panel B

- Where a staff member is a member of a specified trade union subscribing to this Code, the nominee will be drawn from the respective subpanel (under Panel B) concerned.
- Where a staff member is not a member of a specified trade union, the nominee can be drawn from the first subpanel (and thereafter for subsequent investigations working down through the names on the full Panel B listing) having regard to the investigator's availability and other matters of geographical distance.

Other related matters:

New unrelated complaints: In circumstances where new complaints may arise in the future, the next listed nominee on either Panel A or Panel B (including the subpanels where applicable), will be contacted and selected having regard to the investigator's availability and geographical distance.

Fee structure for investigators: The parties to this Code recommend that a fee not exceeding €650 gross, be paid to each investigator conducting an investigation plus appropriate rates for travel and subsistence. Costs arising from the preparation of an investigation report will be considered to be part of the fee of €650 gross and not an additional cost. The preparation of the investigation report should be undertaken by agreement between the two investigators comprising the investigation team.

Appendix 2 - Terms of Reference for Conducting an Investigation under Stage 3 of the *Code of Practice for dealing with Complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by North Tipperar Vocational Education Committee (VEC)*

Scope of Investigation:

The independent investigation to be conducted by <name of investigators> will cover the specific complaint of <nature of complaint> made by <name of Complainant(s)> against <name of respondent(s)>. At the conclusion of the process, **the investigation report shall advise under each element of the complaint as to whether the complaint is upheld or not upheld.**

The complaint is made under the *Code of Practice for dealing with complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by a Vocational Education Committee (VEC) (adopted by <Name of VEC> on X date).*

Investigation procedure:

General

1. The investigation will at all times adhere to the principles of natural justice and fair process.
2. During the course of the investigation all parties are required to respect the privacy of all others involved and to treat all aspects relating to it with total confidentiality. The investigators will assure all parties of the confidentiality of the investigation insofar as that is practicable for the proper and fair conducting of the investigation or save where the investigators are required to disclose any information pursuant to an order of the Court or the provision of the Data Protection Acts 1988 and 2003.
3. On commencement of the investigation, the investigators will be in sole control of the procedures/process and shall be the final arbitrators on any matters of procedure raised with them. During the course of the investigation, the investigators will maintain contact with a nominated representative within <Named VEC> and may seek relevant information from and/or the assistance of that person in line with the demands of the investigation. For the purpose of this investigation the liaison person will be <member of HR team>.
4. The investigators may seek any information or raise any issue with the parties, which the investigators consider relevant to investigating the complaint.
5. Refusal or failure to co-operate by any party with the investigation will not prevent the investigators issuing a report based on the information available.

Investigation Process

6. The complainant will provide a written statement of the complaint and any supporting documentation they may wish to rely on to support their case.
7. The staff member will be furnished with this documentation and advised (by covering letter) of a date by which their written response should be remitted to the investigators.
8. In the course of the investigation, the investigator will meet with the complainant and any of his/her witnesses or relevant person(s); and then with the staff member and any of his/her witnesses or relevant person(s). It may be necessary for witnesses previously interviewed or additional persons named in the course of the investigation to be (re)interviewed with a view to establishing facts or gathering additional information. The investigation team may decide also to convene a meeting/s of both parties.
9. A record of all meetings will be taken by an impartial recording secretary drawn from the vocational education sector. All participants will be provided with a written record of their meeting and will be given an opportunity to

verify and agreed its content prior to its being made available to other relevant parties to the investigation. The investigators will arbitrate on any element of the record of the meeting/s which is disputed.

10. Parties to a complaint do not require legal representation. A staff member may be accompanied by a trade union representative or friend at any meeting convened under this procedure. A parent/guardian/adult student may be accompanied by a friend or someone unconnected to the complaint. Investigators should be informed of the names of any person/s accompanying the staff member or complainant **three days prior to the first investigation meeting/s**.
11. Both parties will be provided with a written record of all meetings, any documentation or material in relation to the complaint and with all other information upon which the investigators may rely upon in arriving at their decision. Parties to the complaint will be given an opportunity to respond in writing, or if necessary in person, to this material before the investigators consider the evidence.
12. On completion of the investigation, having duly considered all the evidence submitted and representations made, the investigators will produce a written report for the CEO of *<Name of VEC>*, or a person nominated by the CEO, containing the findings of the investigation.
A copy of the report will be given by the CEO or nominated person to the complainant and the staff member/s.
13. **The investigation report will set out:**
 - a. the details of the original complaint
 - b. the staff member/s response
 - c. any documentation relating to previous stages of the procedure
 - d. witness statements/evidence
 - e. the facts of the investigation
 - f. the findings arising from the investigation.
14. The investigators will furnish the report as quickly as practicable with an expected timeframe of three weeks after the investigators confirm that the investigative stage of the process has concluded.

END.

Appendix 3 - Terms of Reference for Stage 4 Appeals in accordance with *The Code of Practice for dealing with complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by a Vocational Education Committee (VEC)*

Formal Procedure Stage 4 states:

“In the event that an appeal is lodged with the Chief Executive Officer of the VEC or a person nominated by the CEO, the terms of reference for the appeal stage outlined in appendix 3 including the appropriate timeframes should be followed”.

Terms of reference for appeals under Formal Procedure Stage 4

It is open to either party to a complaint to appeal the decision from Formal Procedure Stage 3 to Formal Procedure Stage 4 which will be heard by the Chief Executive Officer of the VEC or his/her nominee.

1. What constitutes grounds for an appeal?

Importantly, it is not the role of the CEO or his/her nominee acting in the capacity of an Appeals Officer (at stage 4) to re-investigate the original complaint/s previously investigated at stage 3 of the procedure or indeed incidents giving rise to that complaint/s. Rather, s/he will review the appeal on the grounds presented by the appellant in response to the findings or conduct of the investigation undertaken at stage 3.

In this regard, examples of appeal grounds may include:

- (a) The provisions of the agreed procedures were not adhered to
- (b) At the time, all the relevant facts were not ascertained
- (c) At the time, all the relevant facts were not considered or were not considered reasonably
- (d) The appellant concerned was not afforded a reasonable opportunity to answer the allegation
- (e) The finding is not supported by the evidence
- (f) The general principles of procedural fairness were not applied.
- (g) And other ground/s for appeal as may be permitted by the Appeals Officer in line with good practice.

2. Activating an appeal

In activating an appeal, the appellant should lodge the appeal, in writing, marked ***“private and confidential for the attention of the Chief Executive Officer (or the person so advised as the CEO’s nominee)”*** and submit the appeal (with all supporting documentation) **by registered post within a maximum of 10 working days of the issue date of the investigation report (referenced in 3.4).**

Appeal grounds should be clearly stated and specific. Supporting examples should be provided under the appeal grounds and where more than one appeal ground is specified, supporting examples should be provided for each appeal ground.

3. Responding to appeal documentation

On receipt of the appeal and supporting appeal ground/s’ documentation, the CEO or his/her nominee (i.e. the Appeals Officer) should:

- (1) Review the appeal and supporting documentation.
- (2) In line with the principles of procedural fairness, a review of the papers to the appeal by the Appeals Officer, will result in the arrangement of an appeal hearing date where the appellant (and his/her representatives) and others as may be determined by the Appeals Officer, will be requested to attend an appeal hearing on a specified date determined by the Appeals Officer.
- (3) The appeal hearing shall be convened **within fifteen working days** of the receipt of the appeal letter and supporting documentation.
- (4) It will be the responsibility of the VEC (through the HR Department) to make all necessary practical arrangements for the appeal hearing to be convened on the specified date - including advising the party/parties to the appeal (in writing and/or by phone) of the details of the date, time and venue arranged.

4. How an appeal hearing generally operates

The overall objective is to hear the appeal against the finding/s of the investigation or investigation report undertaken at Stage 3. Parties to a complaint do not require legal representation. A staff member may be accompanied by a trade union representative or friend at any meeting convened under this procedure. A parent/guardian/adult student may be accompanied by a friend or someone unconnected to the complaint.

The appellant (and his/her representative/s) are provided with an opportunity to speak to their written statements of appeal.

The Appeals Officer may also wish to ask some questions. Again, the appeal hearing will not be a review of the investigation but a consideration of the stated grounds of appeal.

5. Finding/s/Decision arising from an appeal

The Appeals Officer shall deliver his/her decision in writing to the appellant **within five working days of the date of the appeal hearing**. This concludes the provision for appeal under the procedure.

Any disciplinary process initiated by the VEC, will be undertaken under the terms of the⁴ appropriate disciplinary procedure for staff concerned.

Where a complaint has been rejected or deemed unfounded, all documentation relating to complaint should be removed from any personnel file of the staff member concerned. It will be retained in the dedicated complaints' procedure file in accordance with VEC Data Protection/Retention policy.

END

ComplaintsProcedureFinal1March2011

⁴ Department of Education and Skills circular 59/2009 in respect of *Procedures for the Suspension and Dismissal of Teachers and Principals*

Policy on the Secondments and Absences for involvement with State Examinations Commission and other programmes.

Purpose:

Tipperary Education & Training Board recognises that teachers gain valuable experience by their involvement in the Junior, Leaving Certificate, Leaving Certificate Vocational Programme, Leaving Certificate Applied Programme and QQI , JCT and other approved programmes. The experience gained has to be balanced against the loss of teaching time to our students when teachers are out of school on official business.

Involvement in marking of state examinations and other programmes will be at the discretion of school management, Director of Schools and the C.E of Tipperary Education and Training Board.

SEC Examination marking outside of school year:

Marking of some examinations take place outside of the school year. Tipperary Education & Training Board supports and encourages teachers to engage in marking of examinations outside of class contact time.

SEC including Oral and Practical Examinations, marking during school year:

Staff involvement in examination marking will normally be limited to a maximum of one person being absent from school for this purpose at any time. This may be increased to two with the agreement of the school principal who may take local circumstances into account.

Involvement as Associates for JCT, Secondments etc.

Staff involvement will normally be limited to a maximum of one person being absent from school for this purposes at any time. Permitted absences will range from 5 to a maximum of 10 school days. This may be increased to two teachers with the agreement of the school principal who may take local circumstances into account.

To achieve this, the following system will apply.

1. At the beginning of each school year teachers will be informed of the policy.
2. A Calendar will be available in each school to record staff booking/attendance at examinations marking.
3. Teachers will be informed when application forms are received for examiners from the State Examinations Commission and for other absences.
4. Applications will be made in the first instance to the School Principal. At the time of application normally one person will be approved to apply for marking for any period, but this may be increased to two with the agreement of the school principal who may take local circumstances into consideration. The teacher(s) applying must book their slot on the calendar.
5. The closing date for applications to the school principal will be eight working days before the Examinations Commission closing date. This is to allow for applications to be signed by the C.E.
6. If more than one (two in exceptional circumstances) person(s) wish to apply for a particular time then the following will apply.
 - a. Teachers who have not attended previous marking will be placed at the top of the list.
 - b. Teachers who have attended previously will be put on a panel with the teacher who attended most recently placed at the lowest point on the panel.
 - c. If more than one teacher is at point one on the panel then a lottery will be used to choose the person to apply for the marking.

- d. Normally a teacher in their first year teaching with Tipperary Education & Training Board will not receive approval to be involved in marking.
- 7. Teachers may discover that the appointed time for marking by the Examinations Commission changes from what was previously booked on the calendar, should this occur the teacher may be allowed attend provided no other activity is taking place on that day(s) that requires the absence of teaching staff.
- 8. To minimise disruption to students, teachers involved in marking will be required to leave work for their students for the period they are involved in the marking.

18th May 2017

Data Protection Policy

CCTV Policy

**The above policies are available on Tipperary Education & Training Board website
www.tipperaryeb.ie**

Anti-Bullying Policy

Click this link for Policy - <https://www.borrisokanecc.ie/wp-content/uploads/sites/8/2021/08/Anti-Bullying-Policy-1.pdf>

ANNEXURE 2 Checklist for Annual Review of the Anti-bullying Policy and its Implementation

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Yes /No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Y
Has the Board published the policy on the school website and provided a copy to the Parents Association?	Y
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Y
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Y
Has the Board ensured that the policy has been adequately communicated to all pupils?	Y
Has the policy documented the prevention and education strategies that the school applies?	Y
Have all the prevention and education strategies been implemented?	Y
Has the effectiveness of the prevention and education strategies that have been examined?	Y
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Y
Has the Board received and minuted the periodic summary reports of the Principal?	Y
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Y
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	Y
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	N
Have any Ombudsman for Children investigations into the school's handling of a bullying situation case been initiated or completed?	N
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	Y
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	N/A
Has the Board put in place an action plan to address any areas for improvement?	N/A

ANNEXURE 1 Template for Recording Bullying Behaviour.

1. Name of Pupil being bullied and class group

Name: _____ Class: _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

3. Source of bullying concern/report
(tick relevant box(es))

Pupil concerned	
Other Pupil	
Parent	
Teacher	
Other	

4. Location of incidents (tick
relevant box(es))

Playground	
Classroom	
Corridor	
Toilets	
School Bus	
Other	

5. Name of Person(s) who reported the bullying concern

--

6. Type of Bullying Behaviour (tick relevant box(es))

Physical Aggression		Cyber-bullying	
Damage of Property		Intimidation	
Isolation/Exclusion		Malicious Gossip	
Name Calling		Other (specify)	

7. Where behaviour is regarded as identity-based bullying. Indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of Traveller Community	Other (specify)

8. Brief Description of bullying behaviour and its impact

9. Details of action taken

Signed: _____ (Relevant Teacher)

Date: _____

Date submitted to Principal/Deputy Principal _____

ANNEXURE 2 Checklist for Annual Review of the Anti-bullying Policy and its Implementation

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

Yes /No

Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Y
Has the Board published the policy on the school website and provided a copy to the Parents Association	Y
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Y
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Y
Has the Board ensured that the policy has been adequately communicated to all pupils?	Y
Has the policy documented the prevention and education strategies that the school applies?	Y
Have all of the prevention and education strategies been implemented?	Y
Has the effectiveness of the prevention and education strategies that have been examined?	Y
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Y
Has the Board received and minuted the periodic summary reports of the Principal?	Y
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Y
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	Y
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	N
Have any Ombudsman for Children investigations into the school's handling of a bullying situation case been initiated or completed?	N
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	Y
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	N/A
Has the Board put in place an action plan to address any areas for improvement?	N/A

Signed: Joe Murphy

(Chairperson of Board of Management) Date:

June 2022

Date of next review: June 2023

Sign Matthew Carr (Principal)

Gifts Policy:

Retirements:

Contribution of €10 to €20 from all who worked with the person who is retiring.

Weddings:

A Contribution of €10 from all staff whether attending the wedding or not.

A present to the value of approximately €400 to be given.

Births:

Presents to be organised by the Social Committee. A present to be given. e.g. flowers and card

Other occasions:

The Social Committee to look after other occasions such as funerals, presents for staff on long term sick leave etc.

The Social Fund to have a collection to keep a float as the need arises. A record to be kept by the Social Committee and staff to be informed of expenditure on an annual basis.

Note: Donations for gifts are voluntary and the above is a guide for amounts.

Tipperary Education & Training Board

DATA PROTECTION POLICY

[Follow this link for Policy](#)

<http://tipperary.etb.ie/wp-content/uploads/sites/23/2018/05/TETB-Data-Protection-Policy.pdf>



CCTV POLICY

Tipperary Education and Training Board

**POLICY ON THE USE OF CLOSED CIRCUIT TELEVISION (CCTV) SYSTEMS
IN SCHOOLS/COLLEGES AND OTHER EDUCATION AND ADMINISTRATIVE
CENTRES UNDER THE REMIT OF TIPPERARY EDUCATION AND TRAINING
BOARD**

Click on this link for the CCTV Policy

<http://tipperary.etb.ie/wp-content/uploads/sites/23/2018/05/TETB-CCTV-Policy.pdf>

Borrisokane Community College

Our Digital Learning Plan

Click on this link for Digital Learning Plan - <https://www.borrisokanecce.ie/wp-content/uploads/sites/8/2018/06/Our-Digital-Learning-Plan.pdf>

CRITICAL INCIDENT POLICY.

Our mission in Borrisokane Community College is

“to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being”.

“Is ar scáth a chéile a mhairimid”

Click on this link for Policy - <https://www.borrisokanecce.ie/wp-content/uploads/sites/8/2018/06/Critical-Incident-Policy.pdf>

Borrisokane Community College Induction Plan for NQTs

We seek to promote a caring and committed school community which facilitates the learning of our students
and where each individual is valued as a unique human being.

Is ar scath a cheile a mharamaid.

National Induction Programme for Teachers (NIPT):

... to support NQTs in their first year of teaching, by providing a high quality, effective programme of induction, that builds on learning from the initial teacher education (ITE) stage...

NIPT Motto: "To ask for support is a sign of strength"

Defining Induction:

International Context:

"... a specific phase in the lifetime of a teacher ... with its unique challenges, requirements and needs..."
(Britton *et al*, 2003)

Ireland:

"...a programme of teacher education ... to offer systematic professional and personal support to the newly qualified teacher." (Teaching Council, 2011)

Teaching Council Policy on the Continuum of Teacher Education (2011)

"...the purpose of an induction programme is to offer systematic professional and personal support to the newly qualified teacher. The support is primarily school based and given at school level by an experienced teacher, usually called a mentor"

"It also recognises the important part induction plays in enriching schools themselves as learning environments, including the significant changes in work practices that innovative induction programmes both require and offer."

What is an NQT?

An NQT is a newly qualified teacher who is beginning their teaching career, regardless of the date of qualification.

Probation:

Probation is completed when an NQT has demonstrated to the Teaching Council that he or she has met certain post-qualification criteria.

Professional Learning Portfolio: (Taisce)

A professional learning portfolio is a document which is developed over time by the NQT to support the process of reflection on his or her practise. The portfolio may provide a focus for the professional conversations which are central to Droichead (and Induction programme at Borrisokane Community College) and allow the NQT to identify areas in which he or she may need support or guidance. It may be created in hard copy or electronic format.

National Induction Workshop Programme

The National Induction Workshop Programme is a series of workshops, funded by the Department of Education and Skills and designed to meet the particular needs of NQTs. The programme, which is coordinated by the NIPT, builds on the learning that took place during initial teacher education (ITE). Engagement in the NIPT induction workshop programme is a requirement for all NQTs wishing to be fully registered with the Teaching Council.

Elements of an Effective Induction Programme:

- Mentoring
- Support for and of Mentor
- Support for and of Principal
- Whole-school support
- Release time
- Reflective Practise- dialogue, observation and feedback
- Professional development experiences
- Evaluation of programme by participants

School based Induction Activities:

All NQTs are expected to be involved in school based Induction Activities.

Note for Droichead NQTs, up to 6 hours of the 20 Induction hours can be used for School based Induction Activities and NQTs can attend 3 x 2 hour Clusters (1 per term) resulting in 12 hours (ie 4 workshops to complete externally see www.teacherinduction.ie)

Induction Activities Include:

Mentor/NQT Meetings

Using planning guidelines to support and advise NQTs

Linking with other staff: SNA, SEN-Resource teacher, Learning support teacher etc.

Observation by NQT of:

- Other classes in own school or other school
- Teachers teaching NQTs classes
- Teachers demonstrating/modelling classes
- Mentor teaching

Co-teaching

Observation of NQT by mentor (PST for Droichead NQTs)

Benefit of induction for Borrisokane Community College:

- Professional support
- Professional conversations
- Professional development
- Shared values
- Deprivatization of practise
- Collaboration
- Culture of openness
- Focus on the enhancement of teaching and learning for students.

(Feedback from Principals' Mind Map Exercise Phase 6, NIPT)

Induction for NQTs at Borrisokane Community College is based on NIPT Guidelines.

There are 2 NIPT trained mentors on staff.

Droichead:

Borrisokane Community College is a Droichead School and became involved in the Pilot Project in September 2014.

NQTs who meet Droichead criteria will undergo school based induction and will fulfil Droichead conditions.

In line with Droichead requirements, a PST was set up in October 2014 consisting of the Principal, Mentor and link person. Training was attended by the Mary O'Callaghan, Tomas Maher and Jackie Hayes. Three further staff mentors undertook IMT: Jackie Hayes, Caitriona Maher, Ramona Morgan in 2014/15.

In 2015/16: Tomas Maher completed Droichead training together with Principal Matthew Carr.

In 2016/17: Elaine Dunne completed Droichead training. Mary O'Callaghan was also seconded to the NIPT as a Regional Development Officer.

NQTs on staff 2014-2015:

Cait Ryan (Droichead)

Sauna Madden Murphy (Droichead)

Aine Shanahan (non-Droichead)

Droichead NQTs on staff 2015-2016:

Grace Talbot (August- April 2015/16)

Aidan Haugh (March –June 2016)

Droichead NQTs on staff 2016-2017:

Elaine Linehan

Maura Coffey

Sean Ryan

Laura Walshe

James McEvoy

Droichead NQTs on staff 2018-2019:

No NQT's

NOTES FOR NQTs new to Borrisokane Community College (2016/17):

In order for an NQT to be fully registered by the Teaching Council and NQT must:

1. Register as an NQT with Limerick Education Centre (all NQTs) using the Dr 1 form.
2. NQT receives confirmation email from LEC, retained by NQT and copy filed by PST.
3. Teach 200 hours; ongoing contract.
4. Attend 3 cluster meetings in Education Centres.
5. Keep a Taisce-Portfolio of Reflective Practice.
6. Engage in a professional learning activity.



What is Droichead:

Droichead is an integrated professional induction framework for newly qualified teachers.

Droichead has been designed in collaboration with the profession to reflect the importance of induction for new teachers as they are formally welcomed into the most important profession in society. It is grounded in the belief that those best placed to conduct this formal welcome are experienced colleagues who have relevant and in-depth knowledge of teaching and learning in their respective schools.

Droichead recognises the effectiveness of the reconceptualised programmes of initial teacher education and particularly the extended school placement, in the professional preparation of student teachers. It builds on that phase, taking as its starting point the areas for further learning that have been identified by the NQT in collaboration with the HEI as part of the school placement experience. At the same time, it recognises that induction is a distinct phase of the continuum of teacher education, a socialisation process into the teaching profession. This integrated framework includes both school-based and additional professional learning activities to address the needs of teachers as they begin their careers.

Roles:

While Induction is considered to be a whole school approach at Borrisokane Community College, Induction is facilitated by the Mentor, Principal and NQT.

Below outlines the roles of the NQT, Mentor and Principal in the Induction Process.

Role of the NQT in Induction:

- To participate fully in the induction programme at Borrisokane Community College and undertake elements of the programme
- Work in partnership as part of the school team
- Be fully cognisant of the duty of care to all students in the school
- Accept responsibility for seeking help and advice
- Maintain the schools professional ethos in terms of appearance and conduct
- Learn from the established good practise of teachers in the school and/or elsewhere
- Consider the Professional feedback of the Principal, Mentor and other staff who advise about teaching and learning
- Be thoroughly prepared for all lessons and to have long and short term planning available and up to date.
- Be aware of all school policies

- Accept and give feedback in a constructive, open and professional manner
- Attend professional development sessions and contribute to group learning by participating fully
- Be aware of the continuum of professional development and his/her own responsibilities therein.
- Reflect and evaluate practice with regard to The Professional Code of Conduct.

Note: if an NQT wishes to raise concerns regarding the induction process, it will be raised firstly at school level with the PST link teacher, Mentor or Principal.

Role of the Mentor/PST Link Teacher in Induction:

- To provide personal, professional and pedagogical support for the NQT.
- To coordinate the Induction Plan and induction activities in collaboration with the Principal and NQT.
- To attend Mentor Professional Development where possible.
- To liaise with the Principal in providing short updates at staff meetings on the process of induction of NQTs.
- To liaise with other staff members in relation to opportunities for the NQT to visit their classrooms and work alongside them.
- To enable and empower the NQT to seek/source answers to questions.
- To establish clear boundaries for the Mentor-NQT relationship.
- To clarify school policies and procedures for the NQT.
- To work in partnership with the NQT in the classroom eg observing and giving feedback.
- Where practical, to liaise with other schools in the area for the purposes of observing and sharing practice.
- To accept and give feedback in a constructive, open and professional manner.
- To engage in action planning with the NQT.
- To adopt a professional approach at all times.
- Facilitate School based Induction activities
- Facilitate observations

Role of the Principal in Induction:

- To select a Mentor
- To brief the NQT on the nature and purpose of induction within the school.
- To outline at the initial meeting the roles of the Mentor, NQT and Principal as outlined in this Induction Plan.
- To support the mentor and NQT.
- To attend NIPT professional development for principals where possible.

- To brief the school staff, parents and Board of Management on the nature and purpose of the schools involvement in the NIPT.
- To liaise with the Mentor and NQT regarding inputs at staff meetings on the Induction Programme.
- To facilitate/arrange substitution cover for school-based induction activities.
- To oversee the planning and preparation for teaching and learning by NQTs and put arrangements in place to support same.
- To develop a whole-school policy on Induction.

Added Roles-Droichead:

(The Droichead Pilot Programme: A guide for Pilot schools 2014-2015, The Teaching Council)

From the perspective of the NQT, in order to fulfil the Droichead condition, he or she must:

- A. Engage in a period of school based induction
- B. Be confirmed by [an] experienced fellow professional[s], following that process, as having satisfied certain criteria and
- C. Complete a minimum period of post qualification professional practise, which may take place in one or more schools.

Role of the Professional Support Team (PST):

The role of the PST is to support and guide the NQT in the first stages of his/her professional journey, and with the exception of the Mentor, to form an opinion in relation to the NQTs practise and make a recommendation to the Teaching Council.

What is the PST?

The PST is a team of experienced and fully registered teachers, including the Principal and Mentor, who work collaboratively to support the NQT during the Droichead Process, and who support his/her entry into both the school and the profession.

Members of the PST:

The PST is made up of experienced and fully registered teachers with a minimum of 5 years teaching experience from the school. The role of member of the PST is decided by the PST at their first meeting. The PST meet formally once per term and meetings are minuted and stored on sharepoint and in the Droichead Folder.

Role of the Professional Link Person:

- Undergo PST Training
- Comply with all protocols and formats for observation in line with those developed by the PST

- Undergo observation by NQT
- Undergo evaluation of the NQT in accordance with Droichead criteria

Working Collaboratively: Observation of teaching and learning:

Protocols in place for Observation:

- NQT observing experienced teachers teaching- beginning with the Mentor followed by PST members/ other classes/teachers within the school
- Mentor observing NQT teaching
- Mentor giving feedback to NQT
- Other PST Member (s)

Observation Process for all:

1. Protocols set
2. Pre Observation discussion
3. Observation
4. Post observation discussion
5. Action planning
6. Review

Observations of NQT will be pre organised and dependant on the needs of the NQT. NQTs chooses classes for observation.

Sample Induction Calendar of events:**Please note that Calendar will be amended depending on NQTs needs**

Month	Activity	Activities
August	Induction meeting for all new staff in NQTs	
September	Meeting of PST	
October	Observation, Prioritizing based on needs Action planning	
November	Observation Parent teacher meeting prep	
December	PST/NQT Cluster Meeting Limerick Education Centre- 2hrs	
January	PST Meeting Observation	
February		
March		
April	PST Meeting	
May	PST Meeting	

Observation templates:

Notes:

All Observation templates are completed by the NQT- Actions are agreed with PST member & a copy of the completed template kept by PST & NQT

Overleaf Outlines the Observation templates agreed by the PST for the Year 2014-2015- and continued to use in 2015/16 following review.

Observation templates are adapted from NIPT Mentor Guide & Droichead PST training recommendations

1. NQT observation of Mentor and PST :

2. Template for Reflection and Observing NQT

1. NQT observation of Mentor and Professional Other:

Teacher:	NQT as Observer:
Date:	Focus:
Time:	
Subject:	
Class:	
2 aspects I found interesting and might use/adapt for my own class:	
Aspect 1:	Aspect 2:
1 aspect that I would like to find out more about:	
Aspect:	

2. Template for Reflection and Observing NQT:

NQT:	
PST Member	
Date & Time:	
Class:	
Subject:	
Learning Outcomes:	
Focus of the observation:	
Areas that worked well:	
Areas to work on:	
Strategies for moving forward:	
Next Observation:	
Signatures:	

iPad Acceptable Usage Policy

Introduction

In Borrisokane Community College we acknowledge the support of our parents in the iPad initiative. We anticipate this support will continue and that this initiative will enhance learning and teaching for all participating students.

This policy must be read in conjunction with the Borrisokane Community College's Acceptable Use (of the Internet) Policy which is published on the Borrisokane Community College website.

Equipment

Parents/Guardians are responsible for purchasing the iPad and ebooks/apps for their son/daughter.

Parents/Guardians are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad.

Insurance can be arranged through the school. Whilst parents/guardians retain ownership and possession of the iPad, they agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware.

Usage, within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, the school's AUP and the Code of Behaviour and School Rules.

Damage or Loss of Equipment

Students must report any damage or loss to the Class Teacher, Repair Team, the Principal and or Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issues

Standards for Personal iPad Care

Student Responsibilities:

- Arrive to school each day with a fully charged iPad.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents/guardians.
- iPads should not be used outside of class time without the permission of the teacher to ensure students get a break from technology for Health and Safety reasons.
- Adhere to this policy and the (AUP) of Borrisokane Community College at all times.
- Students are advised to take precautions while using any form of public transport, including travelling on public footpaths or cycle paths, to and from school while carrying their device.
- When using an iPad in class the iPad must be flat on the desk. Use of the camera (screen shots, photos video, etc. can only take place in school or attending school activities with the teachers permission.
- Apps can only be downloaded to the iPad with the schools permission. A list of approved apps will be available.

Note: The Acceptable Use Policy is published on the school's website:

- Report any problems, damage or theft immediately to your Class Teacher, iPad repair team and/or Principal and/or Deputy Principal.
- Report any issues and interference created by any other student because of iPad possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- iPads are to be left in lockers during break/lunchtime.

- Do not interfere with any safety systems installed on the iPad.

Parental/Guardian Responsibilities

- Parents/Guardians should inspect the iPad periodically to ensure that it is in good working order.
- Parents/Guardians should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.
- Parents/Guardians should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Borrisokane Community College has a filtering system in place which prevents access to inappropriate material on the internet. Parents/Guardians need to ensure that a similar system is in place at home and should monitor their child's usage of the internet.

School's Responsibilities:

- To enforce this Policy, the AUP and the Code of Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the iPad by all students.
- To provide a locker (annual rental fee for use of locker) for safe storage for all students who use an iPad.
- To provide a safe storage area for students who use iPads during breaks and to advise students about the safekeeping of iPads when on tours, trips or activities.
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

Carrying the iPad

- ☐ Transport the iPad in the iPad case, safety case and school bag whilst travelling to and from school and during the school day.
- ☐ Leave the iPad in locker when not in use.

Screen Care

- ☐ Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- ☐ Cover – Screen Cover prevents against scratches.

Personal Health & Safety

- ☐ Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- ☐ Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- ☐ Do not provide your personal information to anyone over the Internet.
- ☐ Do not share your passwords with anyone.
- ☐ Keep the iPad in a secure location when it is not at school.

Restricted Use and Confiscation

Students who breach this Policy and/or the AUP and/or any reasonable standards of user of the iPad will be subject to the School Code of Behaviour. A student may be put on restricted/limited access to the iPad, at school management discretion, during the school day, for a limited period, until such time as the school management determines the student has satisfied the conditions for non-restrictive use as specified by the school management. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. A sanction for inappropriate use of the iPad may apply in line with code of behaviour. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- ☐ Excessive damage
- ☐ Excessive loss
- ☐ Non-acceptance and/or compliance with this policy and the AUP.
- ☐ Inappropriate use of any App which includes the camera.
- ☐ Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- ☐ Failing to follow the flat desk policy in class.
- ☐ Violating standards for Personal iPad Care.
- ☐ Failing to co-operate with school's investigations of misuse of iPad.
- ☐ Repeated failure to bring iPad to class/failure to bring fully charged.

This version of the iPad Acceptable Use Policy was created during the school year 2012/2013 and was ratified by the Board of Management of Borrisokane Community College on 20th June 2013.

The policy was reviewed by the Board of Management on October 22nd 2014 and June 10th 2015.

The policy was reviewed during the school year 2015/2016 and ratified by the Board of Management on April 21st 2016.

The policy was adopted by Tipperary Education & Training Board on June 7th 2016.

Borrisokane Community College

Social Media Policy

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RATIONALE

There can be little doubt that we currently live in an information age where the majority of the content (photographs, music, video, print) we consume and create is of a digital nature. The distribution and sharing of such material on the Internet via Social Media sites has become a feature of our times. Young people are now said to be 'digital natives' as the creation and sharing of content comes naturally to them.

Unfortunately there is scope for irresponsible and inappropriate use of Social Media sites and this can lead to bullying, harassment and illegal activity whilst online. We therefore need a policy to ensure the safe & 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.

RELATION TO MISSION

Borrisokane Community College's Mission Statement promotes a caring school community with an emphasis on respect for others and the promotion of positive behaviours that will enable students to participate safely in a digital world.

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.
- * To increase the importance of digital literacy (while using social media) in line with the National Strategy to improve literacy and numeracy among children and young people 2011-2020

POLICY CONTENT

1. Strategies to be taught to students to enable safe & responsible use of Social Media.

Social Media Sites: Students are advised that they should never join anonymous sites as these sites have caused extreme upset to students and young people in the past. Students and Parents should not link with staff personal Social Media Sites

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 customizing the recipients of your posts. Activities on Facebook, including the applications teens 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. Teens should not do this for safety and privacy reasons. Teens 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 Class Tutor, Year Head, 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.

Chat & VOIP services. (These allow for communication that may be typed or spoken with or without webcam access): When using the above you should only communicate with people you trust and remember that other people may be able to view all aspects of the communication.

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.

Appendix A contains links to some online resources that may be useful in dealing with the above subject.

Appendix B contains information on reporting inappropriate use on the Facebook site.

2. 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 and its Board of Management 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.

3. Guidelines for staff on the use of Social Media sites.

Personal use of Social Media: Use of these sites by staff in school is governed by Borrisokane Community College Acceptable Use Policy and the recently published 'Code of Professional Conduct' from the Teaching Council. See Appendix C.

Staff should not use their personal profiles to conduct school business or communicate with Students or their Parents.

Educational use by staff: Social Media sites can offer educational opportunities for collaboration on projects, presentation of ideas and sharing of class materials and resources. Staff should be guided by the following principles when incorporating Social Media into their teaching.

- * The starting point for all Social Media interaction should be via a link in your Subject Department section on the school's SharePoint website or school website.

- * The educational advantage of the use of the Social Media site in question should be clear and permission sought from the school Principal before use.
- * Material that is confidential in nature such as student names, grades etc. should never be posted.
- * ‘Groups’ should be used when collaborating on Facebook. Membership of these can be strictly controlled and users do not have to be friends of other users or the group’s creator.
- * Pay strict attention to intellectual property and copyright laws.
- * All students participating in the online collaboration should be advised of their responsibility to use the site appropriately as per sections 1 & 2 above.
- * Staff are expected to exercise sound judgement and maintain the highest professional standards while using Social Media in the school.

ROLES AND RESPONSIBILITIES

1. The Board of Management will approve the policy and ensure its development and evaluation.
2. The Principal and Deputy Principal will be responsible for the dissemination of the policy and the application of consequences.
3. Year Heads will outline unacceptable uses of Social Media to students and be responsible for keeping records of breaches of Section 2 of the Policy.
4. The Principal and the Parents Committee will organise for the provision of a Parents Information Evening on Internet safety.
5. Class Tutors will be alert to the signs and possibilities of Bullying within their groups.
6. Strategies to ensure online safety will be taught as part of the SPHE anti-bullying programme.
7. Subject Teachers will report any incidents of online bullying and be mindful of their obligations under Child Protection Guidelines.
8. The Guidance Counsellor and Care Team will provide support for students who have been victims of online bullying.
9. Programme Co-ordinators will ensure that their section of the school’s website complies with this policy.
10. Subject Teachers will adhere to the guidelines outlined in Section 3 of the policy above.

REVIEW AND EVALUATION

This Policy was created during the school year 2012/2013 and was ratified by the Board of Management of Borrisokane Community College on 25th April 2013.

The effectiveness of this policy will be monitored by the Principal and Deputy Principal. The policy will be reviewed annually or as needs dictate during the academic year.

APPENDIX A

Follow the links below for resources to assist in educating students on the responsible use of the Internet and Social Media. <http://www.makeitsecure.org/en/young-users.html> <http://www.make-it-safe.net/>
<http://www.webwise.ie/> <http://www.facebook.com/safety/groups/teens/>
<http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-en> www.watchyourspace.ie
www.thinkb4uclick.ie www.safekids.com

APPENDIX B

Procedure for Alerting Facebook in the case of Bullying or the posting of inappropriate images.

The link below can be used to report the above to Facebook who generally take such reports seriously and quickly remove the offensive material. <http://www.facebook.com/help/?page=178608028874393&ref=bc>

Procedure for Reporting a Fake Profile on Facebook.

The first piece of action to be taken by a person, in respect of whom a fake profile on Facebook has been set up, is to contact the Facebook Help Centre immediately and require Facebook to remove the fake profile. This can be done using the link to the Help Centre below. Facebook state that the profile will be removed within 24 hours from notification. <http://www.facebook.com/help/?faq=167722253287296>

Procedure for having inappropriate or offensive clips removed from YouTube

YouTube may be alerted to inappropriate uses by selecting the 'Flag' option beside the clip. YouTube will then ask you to select one of six reasons why the video is inappropriate: Sexual Content; Violent or Repulsive Content; Hateful or Abusive Content; Harmful Dangerous Acts; Infringement of Personal Rights; Spam. Once you have indicated the reason YouTube will review the clip within 48 hours and delete it if necessary

APPENDIX C

Guidelines for staff on Personal use of Social Media websites

From the Teaching Council Code of Conduct

Teachers should:

3.3.6 communicate effectively with pupils/students, colleagues, parents, school management and others in a manner that is professional, collaborative and supportive, and based on trust and respect.

3.3.7 ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

3.3.8 ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format.

3.3.9 ensure that they do not knowingly access, download or otherwise have in their possession, illegal materials/images in electronic or other format.

This policy was reviewed during the school year 2015/2016 and adopted by the Board of Management on June 16th 2016.

School Attendance Strategy.



Borrisokane Community College Statement of Strategy for School Attendance

Name of school	Borrisokane Community College
Address	Ballyhaden, Borrisokane, Co. Tipperary
Roll Number	72370P
The school's vision and values in relation to attendance	<p>Research shows that those who do not succeed in education have a significantly greater prospect of living in poverty and generally have much poorer life chances. Regular school attendance and participation in training is crucial to avoid this trap.</p> <p>Children must attend school regularly because:</p> <ul style="list-style-type: none">• A good education gives a child the best possible start in life.• If a child goes to school regularly he or she will be better able to keep up with schoolwork and may grow to enjoy school.• Employers want people who are reliable. Children who think it is ok to miss out on school may also think it is ok to stay off work.• Missing out on school friendships can affect a child's ability to make and keep friendships throughout life.• Children who attend school regularly are less likely to be drawn into anti-social behaviour and/or become involved in crime. <p>Children should only be absent from school when it is absolutely necessary e.g. due to illness, family bereavement or other exceptional family circumstances. Year Heads, class mentors and teachers will remind students regularly of the importance of good attendance.</p>
The school's high expectations around attendance	<p>Management and teachers place a high priority on attendance. These expectations are shared by the Board of Management, school management, staff and parents/guardians.</p> <p>Extract from Code of Behaviour on School Attendance and Punctuality.</p>

	<p>I understand that in order to achieve to the best of my ability my attendance must be regular and I should only be absent from school or leave early in exceptional circumstances. I have a duty to be punctual for school and classes. Eportal is the official record of my attendance at school and will be checked when I need a reference. I will require a note from my parents in my journal explaining absence, which must be produced on my first day returning to school. This explanation will be then recorded on Eportal. I understand that prolonged absence will be notified to Tusla. A medical certificate should be furnished for illness where possible.</p>
How attendance will be monitored	<ul style="list-style-type: none"> • Attendance records available on Eportal. Staff, parents and students have access to Eportal • Parents/Guardians will be required to present themselves at the school to sign out a student early. • In the event of a student being absent for a period without notification to the school, the Year head will make contact with home. Parent/Guardian will be contacted again after 15 days unexplained absence and Tusla will be notified after 20 days. • Rewards will be put in place for classes with the best attendance and/or students with most improved attendance in the year e.g. 'Every Day Counts 20 Day Challenge' • Students will be required to report to the Year Head with a note from parent/guardian if signing in late. • Teachers when unavailable for class will provide assignments and revision tasks for students. • Year Heads will monitor attendance at morning assembly (Mon-Thurs 9.00am-9.10am). Parents/Guardians of those who do not attend assembly or who present late frequently will be contacted by the Year Head • Attendance will be addressed at mentoring sessions with class mentors. • A monthly review of lates and absences is presented to the Year Heads by the Principal, this information is then transferred to student journals at assembly or by class mentors.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<p>At Borrisokane Community College, we set a target of full attendance for all students.</p> <ul style="list-style-type: none"> • Students and Parents/Guardians are made aware of the importance of full attendance and also the negative effects that absenteeism has on student learning and wellbeing. • The academic calendar for the entire school year is sent home, available on the school website and included in the student journal and parents/guardians are strongly discouraged from taking their children out of school during term time.

	<ul style="list-style-type: none"> • As a staff we are very aware of the correlation between disengagement and poor attendance. Attendance is monitored very closely and as soon as a pattern of absenteeism begins to emerge the Year Head informs class mentors and parents/guardians. • Teachers use various teaching methodologies to make sure students are engaged as student disengagement is one of the main reasons why students have high absentee levels. • The Board of Management and Parents' Committee is kept up to date on attendance patterns • A record of attendance is available on Eportal and forms part of the student's report at Christmas and Summer. It is also discussed at parent teacher meetings. • The importance of regular attendance is emphasised at school assemblies and class mentoring sessions. • Parent's Committee given strategies and documentation from Tusla regarding school attendance and the 'Every Day Counts' Campaign. • There is a broad range of extra-curricular activities offered to encourage student participation and good attendance. • Students are encouraged to get involved with Student Council, Green Schools, HPS/Wellbeing committee, extracurricular activities of interest to them etc. to foster a sense of belonging. • Mentoring of first year students is provided through the Cairde programme. • Students with full attendance are awarded the Tusla certificate at the end of the school year and students with very good attendance (5 days or less absent) will also receive a cert at year group assembly at end of year. • Classes with best attendance rewarded following 20 Day 'Every Day Counts' Campaign. • Early identification and intervention is important for students with poor attendance. As soon as a pattern of absenteeism emerges, the Year Head meets with the student and makes verbal contact with parent/guardian to discuss causes of absenteeism. • We use school structures such as the Student Support Team to support individual students with poor attendance and to draw up an intervention programme. • Circulation of Tusla 'Don't Let Your Child Miss Out' leaflet for parents/guardians through school website. • The Response to Intervention Framework will be used in cases where whole-school structures do not meet the need of a student (Support for All, Support for Some, Support for Few)
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	<ul style="list-style-type: none"> • If parents/guardians have difficulty in getting their child to attend school, they should make contact with the relevant Year Head for their child. Parents/Guardians and children will be supported by the Year Head and Student Support Team. This may take the form of a meeting or meetings with one or more of the following – Career Guidance Counsellor, Chaplain, Class Mentor, Year Head, Deputy Principal, Principal. • If our intervention programme is unsuccessful we refer the student's case to Tusla's Educational Welfare Services or other child/family support services
School roles in relation to attendance	Our school secretary, Teachers, Class Mentors, Year Heads, SEN Co-ordinator, Guidance Counsellors, Student Support Team, Chaplain, Deputy Principal and Principal all play an active role in ensuring that we have good attendance.
Partnership arrangements (parents, students, other schools, youth and community groups)	Our school has links with a number of networks to raise awareness and to promote good attendance. These include: <ul style="list-style-type: none"> - Parents' Committee & Student Council - School Board of Management - Tusla Education Welfare Services Officer - Garda Youth Development Project (DEN) - Principals of other local secondary schools - Collaboration with local transport providers - Tusla Social Work Dept. - Silver Arch Family Resource Centre, Nenagh
How the Statement of Strategy will be monitored	The senior management team in the school will monitor the Statement of Strategy. The strategy will also be monitored by the Student Support Team. If the strategy is not working effectively it will be re-evaluated and new strategies will be put into place.
Review process and date for review	This policy will be reviewed on a regular basis. The review will take place with the school partners – students, staff, parents/guardians and Board of Management.
Date the Statement of Strategy was approved by the Board of Management	Approved June 25 th 2020
Date the Statement of Strategy submitted to Tusla	June 2020

Borrisokane Community College Diagnostic Testing Policy.

Why test?

- 1) Standardized testing gives teachers guidance to help them determine what and how to teach students.
- 2) They give parents a good idea of how their children are doing as compared to students across the country.
- 3) They allow students' progress to be tracked over the years. When students take the same type of test on more than one occasion (adjusted for age level) it is easy to see if a student is improving, losing ground academically, or staying about the same. (For example, if a child is taking a norm-referenced test and scores in the 75th percentile in first year and the 80th percentile in the third year, you can see that the child is gaining ground in school.)
- 4) The Standard Age Score and Reading Age are important for tracking individual pupils' progress.
- 5) Identify those pupils who may benefit from being tested individually, informing target setting and intervention.
- 6) Can be used to evaluate intervention strategies and teaching methods.

School Based Tests

CAT4 test

WRAT test

DAT test

PASS test

Group Reading Test.

From time to time other tests may be carried out both formal and informal as necessary/appropriate when required such as writing samples, reading samples, handwriting samples etc.

What is the CAT4 test?

CAT4 is the new edition of GL Assessment's well established Cognitive Abilities Test, Ireland's most widely used test of reasoning abilities for pupils aged 7 to 17+ years. CAT4 Irish Edition has been fully standardised for Ireland from ages 10:06 to 17+ years on a sample of 6,500 pupils, providing accurate, up-to-date data.

Reasons for using the CAT4 Test.

- Identify gifted and talented pupils and those that may be coasting in class.
- Pinpoint underachieving pupils and help in setting targets for future attainment.

- Identify a pupil's strengths, weaknesses and learning preferences, providing accurate and reliable information that is essential for personalised learning and goal setting.
- Identifies children with special educational needs
- Easily highlights any inconsistencies between attainment and ability.

Feedback

- Parent Report aids better understanding of their child's preferred learning style and includes recommendations which empower parents to support their child's study at home.
- Teachers also receive a group report of all first year students.

The WRAT Test

The **Wide Range Achievement Test 4 (WRAT4)** is an achievement **test** which measures an individual's ability to read words, comprehend sentences, spell, and compute solutions to math problems.

Student who score below the 10th percentile in the CAT4 may be required to complete the WRAT test.

DAT - Differential Aptitude Test

The Differential Aptitude Tests (DATs) were developed in the US, but have been standardised for use in Irish schools. The DATs are designed for use in educational and vocational guidance and are used by school counsellors, personnel officers, psychologists and all persons concerned with assessing the intellectual characteristics and educational or vocational aptitudes of adolescents. The tests are suitable for pre-Junior Certificate to Leaving Certificate students.

They are group-administered tests of cognitive skills, divided into eight subtests. The subtests are **Verbal Reasoning, Numerical Ability, Clerical Speed and Accuracy, Abstract Reasoning, Mechanical Reasoning, Space Relations, Spelling, and Language Usage.** .

The DAT was standardised on over 10,000 students attending Irish post-primary schools. A combined Verbal Reasoning and Numerical Ability score can be used as an index of scholastic ability.

Feedback of results: DAT test is explained in TY Guidance classes and students receive a copy of individual results.

PASS Test

Pupil Attitudes to Self and School (PASS) is an all-age attitudinal survey that provides a measurement of a pupil's attitudes towards themselves as learners and their attitudes towards school, suitable for pupils aged 4 to 18+.

When will tests be administered:

First Years

CAT4 E All first year students take the CAT test in September/October of first year. Mainstream teachers and SEN team review the scores. Some students may be identified for further assessment, WRAT test or a NEPS assessment. Students with scores below the 10th percentile who haven't had a Psychological assessment may require further testing/ support.

DATs TY or Fifth

All TY students take the DAT test, students who go directly in 5th year also complete the DAT test in October of 5th year. The test is explained to students in class and to parents at parent/teacher meetings. The DAT test is a useful resource for students when choosing subjects/college courses.

PASS test

Pupil Attitudes to Self and School (PASS) is a unique online survey that provides a reliable, standardised measure of a pupil's attitudes. Authored by a team of educational psychologists, *PASS* helps to identify any hidden barriers to learning and can help support broader intervention strategies. All students in Borrisokane Community College will complete the test during the school year 2016/2017

Group Reading Test

The *New Group Reading Test (NGRT)* is used in groups to assess and monitor reading and comprehension - and if necessary, phonemic awareness. This can help identify, for instance, competent readers with weak comprehension skills who would benefit from a follow-up individual assessment and learning support. In 2016/2017 all First year students will sit this group reading test.

Autism Spectrum Disorder Related Assessment

TTAP TEACCH Transition Assessment Profile (Post-Primary)

Description

The TEACCH Transition Assessment Profile (TTAP)—Second Edition is an assessment for older children, adolescents and adults with ASD with special emphasis on transitional needs. Teachers can use this tool to assist individuals with ASD to prepare for a successful adult life (i.e. personal development, recreational living, adult integration into employment and residential arrangements, etc.). It includes both an initial formal assessment instrument and an ongoing informal assessment instrument.

The formal assessment will help teachers identify the individual's initial transition goals, his/her strengths and weaknesses, and can be used to facilitate educational and transitional planning. Emphasis is on evaluating the six major functional skill areas within three different contexts, direct observation, home and school/work

The Assessment of Functional Living Skills (AFLS)

The AFLS is comprised of The AFLS Guide and assessment protocols that assess functional, practical, and essential skills of everyday life. The key areas assessed using this test are basic living skills, home skills, vocational skills, school skills and community participation skills.

ABLLS-R

The revised assessment of basic language and learning skills (**ABLLS-R**) is an assessment tool, curriculum guide, and skills-tracking system used to help guide the instruction of language and critical learner skills for children with autism or other developmental disabilities.

VB-MAPP

This set contains 1 individual child scoring protocol and 1 Instructor's Manual and Placement Guide. **The VB-MAPP Instructors Manual and Placement Guide** The VB-MAPP Instructor's Manual and Placement Guide contains a description of how to use Skinner's analysis of verbal behaviour for language assessment, the assessment instructions, and the specific scoring criteria for each of the 170 milestones. In addition, the Manual contains a placement guide that offers specific suggestions for programming and direction for each of the 170 milestones achieved, as well as suggestions for IEP goals for each skill presented in the three levels of the VB-MAPP. **The VB-MAPP Individual Child Protocol.** The VB-MAPP Individual Child Protocol contains scoring forms and charts for each of the 170 milestones, the 24 language and learning barriers, the transition to less restrictive settings assessment, and the over 900 tasks contained in the task analysis of each skill area.

Observation profiles

An observation profile is built up on a student to identify their areas of strength and weakness. A template which focused on the areas of social interaction, social communication, social imagination and flexible thinking, motor and organizational skills, taken from Asperger Syndrome: A Practical Guide for Teachers.

Checklists:

Social Skills checklists are used to compliment the other assessments a variety of templates are used such as the DATA social skills template from the University of Washington, a template from The Autistic Spectrum: A Guide for Parents and Professionals and templates from the Talkabout program.

Basic Skills checklist are used to check and observe skills templates are used from the Basic Life Skills Menu and the Life Skills program planner.

Language and Communication checklists

Motor Skills checklists

Speech and Language checklists

Maths Assessment:

Folens Maths assessment:

A traffic light system enables each child to evaluate their learning

Activity Book revision sections reflect standardised tests

Textbook Check Up pages revise topics in a variety of ways

Four seasonal assessments are available in the Teacher's Resource Books

Literacy Assessment:

Dolch

SNIP

Toe by Toe

Schonell Graded spelling tests

Referral System

Mainstream teachers can refer students to the SEN team see attached referral form. Students may be referred to NEPS for an assessment parental permission is sought in such cases. Students may also be referred to CAMHS and before a referral parental permission is sought. Referrals may also be made to other professionals such as Occupational therapists and Speech and Language therapists with the consent of parents.

Sharing of Results with teachers

- CAT4 test results are available on Sharepoint for all staff to access. They are also available on Eportal.
- A meeting is held yearly where mainstream teachers meet SEN teachers. Feedback is provided to staff in relation to testing at this meeting.
- Teachers can speak to SEN team and Guidance Counsellor in relation to individual students informally.

Reasonable Accommodations in the State Exams (RACE)

Students who are eligible to apply for RACE in the state exams will complete the WRAT test before the RACE application if necessary.

Confidentiality.

All test results are dealt with in a confidential and sensitive manner. All test results are available to parents on request.

When appropriate this information may be shared with appropriate personnel, such as School Psychologist or SENO or relevant teachers.

Storage

Paperwork relating to SEN testing is kept in the SEN office other test results are kept by the Guidance Department or in the ASD Centre. The CAT4 tests are available on Eportal.

This policy was developed during the school year 2015/2016 and was ratified by the Board of Management on June 16th 2016.

Substance Use Policy for Borrisokane Community College.

1. Scope of Policy

Except where otherwise stated, this policy applies to all students, staff and other users of the school premises including parents, visitors, auxiliary staff members. It is in force during normal school hours including school break time and lunch time. It is also applicable going to or coming from school. The policy applies to the school building and grounds and to any area where a school related activity takes place. e.g., School Tour. All drug related incidents to be reported to the Principal or Deputy Principal, as appropriate at the time, who will inform the management team and other staff as appropriate.

2. Relationship to the Schools Mission Statement

“We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.”
“Is ar scáth a chéile a mhairimid”

3. Rationale for Substance Use Policy

This policy has been formulated to protect all the students and staff in the school. In a society where drugs, legal & illegal, are widely available, it is important for schools to develop policies and procedures in advance of drug-related issues coming to attention. No school or parent can afford to be complacent or think that their children are not at risk. As a result, Borrisokane Community College has updated our Substance Use Policy.

Rationale

- The Education Act (1998) provides that schools should promote the social and personal development of students and provide health education for them.
- The Social Personal and Health Education curriculum, of which substance misuse prevention education is an integral part, is a mandatory subject on the junior cycle curriculum and must be taught to all junior students.
- The National Drugs Strategy (interim) 2009-2016 requires every school to have a substance use policy in place.
- Action 21 of the National Drugs Strategy (interim) 2009-2016 mandates the Department of Education to monitor the implementation of substance use policies in schools through the whole school evaluation process as operated by the Inspectorate. It is also mandated to ensure that best practice is disseminated to all schools.
- The 2003 European School Survey Project on Alcohol and other Drugs (E.S.P.A.D.) report highlighted the seriousness of the problem among 16-year-olds in Ireland, as compared to the other 34 E.S.P.A.D. countries surveyed. Alcohol was identified as being the dominant drug of misuse in Ireland, with girls ranking higher than boys in terms of regular alcohol use. In terms of drug use in Ireland, there was a notable increase in lifetime use of any illicit drug between 1999 (32%) and 2003 (40%), up eight per cent.

4. Goals

This policy aims to:

- Provide a comprehensive programme of prevention education for all pupils in substance misuse in the context of Social, Personal and Health Education (SPHE) in the school community.
- To equip the school to deal with issues relating to substance use in a planned and considered way and in accordance with its statutory responsibilities.
- To manage incidents of substance misuse in a clear and consistent manner.
- To support parents and pupils and staff in understanding and addressing substance misuse.

- To minimise the dangers caused to young people by substance misuse within schools/communities.

5. Policy Content

Education concerning substance misuse:

The educational aims of Borrisokane Community College in relation to substance use are:

- To enable students to make informed, healthy and responsible choices
- To provide honest and age-appropriate information on substance use
- To increase the self-esteem and confidence of students
- To equip students with social and personal skills
- To minimise harm by offering supportive and appropriate interventions

At Junior Level students will receive Drug Education through SPHE class and through the Let's Learn About Alcohol and Drugs Together (LLADAT), when available. It is also delivered through the Drinkaware programme delivered in 1st and 2nd year Wellbeing class.

At Senior Level students will receive Drug Education through SPHE and R.E class. Drug Education will be supported by teaching staff in other subject areas. It is supplemented with talks and workshops by visiting speakers.

Pastoral and Support Services:

- Guidance Counsellors, Year Heads and Student Support Team
- Wellbeing Team/student support team/mentoring team responsible for planning awareness initiatives
- Referrals to outside agencies
- Training programmes for students as they become available and are considered appropriate
- Guest Speakers from outside agencies (Where outside speakers or agencies are used, it will be planned and integrated into the programme and compliment the school's approach. A teacher will be present with the group during the presentation and follow up/evaluation will be carried out. The suitability and organisation of these speakers is managed by the Student Support Team in consultation with the principal.)

Parental Involvement: Parents and guardians have the most influence on the lives of children, and are, therefore, crucial in any prevention issues that arise, so as, to complement all programmes.

Managing Incidents:

The Involvement and Roles of Various Parties in an Incident Investigation:

The school should respond to incidents involving alcohol, tobacco and drug use in a planned and considered way. In certain cases, it may be necessary to seek legal advice. Due care will be important in deciding on the balance between a pastoral and a disciplinary response. An appropriate pastoral response to an incident involving alcohol, tobacco and drug use may include referral to a support agency. It should be stressed that the ultimate sanction of expulsion can have the effect of alienating a student from mainstream sources of help and may result in this student becoming more involved in the culture of drug misuse. Where a member of staff requires support, schools may consider facilitating links with an Employee Assistance Scheme.

The Principal, the Deputy Principal or nominated staff member is the person responsible for all matters in this area.

The principal or nominated person will have the following duties and responsibilities:

1. The principal is responsible for dealing with abuse incidents arising at the school.

2. All reports of abuse or suspected incidents must be reported to the principal.
3. The principal makes all decisions regarding investigation of an incident: communication with, liaison with and reporting to relevant parties; and disclosure of information regarding an investigation.
4. The principal is responsible for keeping all relevant parties properly informed regarding investigation documents.
5. The principal is responsible for the secure and confidential storage of any written documentation and records associated with an incident.
6. The principal is responsible for taking possession of any banned or prohibited substances or drug paraphernalia and deciding what should be done with same upon appropriate advice.
7. The principal may seek the assistance of the deputy principal, year head, and or school guidance counsellor in conducting an incident investigation.
8. The principal will decide on the appropriate sanction in line with the Code of Behaviour. Incidents of a serious nature may be referred to the Board of Management.

Duty of Staff:

The school requires all staff to report immediately, any incidents where pupils/employees/visitors:

- Encounter the use/suspected use of alcohol/drugs on the school premises, in the school grounds or during a school related activity
- Exhibit symptoms/behaviour that may suggest the use of alcohol/drugs
- Make an open disclosure of use
- Are involved or suspected of being involved in the distribution, purchase or use of alcohol/drugs
- Discover suspect substances /paraphernalia in the school

The school personnel will seek to establish the facts and to be clear about the nature of the incident before deciding on a course of action. The student should not be confronted openly before his/her peers. There should be no assumption of guilt regarding substance misuse/abuse, as there are a variety of conditions, which might mimic the suspected misuse of substances. The possession of tablets might be for medicinal use. The teacher is entitled to request the surrender of a suspicious substance or paraphernalia. This should be handed over without fuss. The teacher should not seek to search the pupil or his/her possessions. Where there is a refusal to co-operate, the pupil should be brought to the principal/deputy principal whose responsibility it is to proceed with the matter.

On Health and Safety grounds the Principal/Deputy Principal can request the student in question to surrender the suspicious substance and to co-operate in revealing the contents of bags, clothing and personal possessions if necessary.

In the case of lack of co-operation from the student, the parents should be informed of the situation and that the Gardaí may also have to be notified. The student's bags, and personal property should be isolated until the parents/Gardaí arrive.

Borrisokane Community College reserves the right to search school property including lockers at any time. The Principal/Deputy Principal will recognise that the Health and Safety and the wellbeing of the student/students are paramount and will seek medical aid if deemed necessary. The student will be provided with the appropriate guidance and support they need.

A student may be asked to provide a medical certificate to indicate they are drugs free and are not a threat to Health and Safety before they return to school.

Additional School Supports:

The relevant support systems of the school will be available: Guidance Counsellors, Year Head Tutor, Class teachers, SPHE coordinator, Student Support Teams and internal additional supports. It is the responsibility of the Principal/Deputy Principal to request the intervention of such persons as may be helpful to the issue.

Types of Incidents:

Prescribed medication

Parents of students taking prescribed medication should inform the school in writing of that fact. Staff are not personally obliged to administer medicines. It is recognised that children with long term recurring health problems such as asthma, epilepsy, diabetes etc. be accommodated within the school. However, proper procedures for the administration of such medicines must be made. Parents/guardians are to be encouraged to provide maximum support and assistance in helping the school accommodate such students. This would include measures such as self-medication where necessary and only after approval from a GP/consultant or under parental supervision.

In the case where a student is suffering from a life-threatening illness, parents/guardians should consult with the Principal/Deputy Principal and should outline clearly in writing what may and may not be done in a particular emergency situation with particular reference to what may be at risk to the student. This must be backed up with a letter from the GP/consultant caring for the student.

In the case of medical emergencies where staff have been given medication to administer, only the smallest dose possible to ensure recovery, until a medical expert can take over, should be provided for administration. Confirmation of this should be obtained from the GP responsible for the child in question before the school would agree to hold such life-saving medication in its care. No member of staff has the authority to administer any other medication or over the shelf painkillers to a student without parental approval and permission from the principal.

Tobacco and Smoking Devices

Smoking is prohibited on the school premises both during and outside normal school hours including school break time and lunch time. It applies to all those using the premises. Students are also governed by this policy when representing the school or involved in any school activity both during and outside normal school hours including school break time and lunch time and including going to and coming from school or when wearing the school uniform and wherever our school Code of Behaviour applies.

Alcohol and Drugs

Where a student:

- a) Is suspected of taking a drug type substance
- b) Displays the apparent effects of alcohol or drugs
- c) Brings an illegal substance or alcohol on to the school premises or is found in possession of same
- d) Is suspected of supplying illegal substances or alcohol to other students

The parents of children under 18 will be informed. Where found to be true or where circumstantial evidence indicates same, the Gardaí and social services may be informed. The sanction for an alcohol or drugs offence will be in line with the Code of Behaviour and will be dealt with in the Major Offence category.

On Health and Safety grounds the Principal/Deputy Principal can request the student in question to surrender the suspicious substance/paraphernalia and to co-operate in revealing the contents of bags, lockers, clothing and personal possessions and request the support of the parents if necessary. Any substances/paraphernalia etc. found will be confiscated, sealed in a container in the presence of a witness and handed over to the Gardaí or destroyed.

Where a student is found promoting or glorifying a drugs culture in word or deed or the use of drug paraphernalia the matter must be reported to the Principal/Deputy Principal. The student will be interviewed and advised. The parents will be informed. The students may be referred for counselling. Sanctions may be applied in line with the school Code of Behaviour.

Borrisokane Community College reserves the right to determine that a said behaviour or action is in breach of our policy and has the right to apply sanctions that are fair and in keeping with the gravity of the offence.

Adults

A staff member presenting under the influence of alcohol or drugs will not be allowed take part in his/her normal duties. The matter will be reported to the principal. Such an incident would be regarded as professional misconduct and a breach of contract. The matter will be reported to Tipperary Education & Training Board who will decide on the course of action.

The school operates a NO SMOKING POLICY in accordance with the present national legislation. Staff should not smoke in view of students or on outside activities including sporting events and school tours.

6. Provision for Training and Staff Development

Staff will be made aware of training available through the PDST and Education Centres.

7. Review

Borrisokane Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practises.

Borrisokane Community College reserves the right to alter this policy document in the light of any new developments before a full review takes place.

Educational Tours and Out of School Activities Policy

Mission Statement:

*We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.*

“Is ar scáth a chéile a mhairimid”

Rationale:

This policy has been drawn up in the context of the Department of Education and Skills Circular Letter M 2004 – Educational Tours by School Groups (both inside and outside the state).

School tours, class trips and outings provide educational opportunities which cannot be provided by school activities alone. Educational tours provide students with an opportunity to enrich their intellectual, cultural, and social skills. School tours also enhance learning activities and facilitate the development of leadership, teamwork, and communication skills.

Borrisokane Community College – Covid-19 Response Plan

In line with government legislation and Public Health Guidelines, Borrisokane Community College has developed a COVID-19 Response Plan for the school year 2021-22. It is the responsibility of all members of the school community to familiarize themselves with the plan and carry it out. All school policies should be implemented regarding the procedures outlined in the Borrisokane Community College COVID-19 Response Plan. Failure to comply with this plan constitutes a serious threat to the health and safety of other members of the school community and will be treated as a major offence under the Code of Behavior.

Foreign School Tours – Responsibilities of the Tour Leader and steps involved in the planning and administration of the tour.

- Distribute letter to students informing them of the foreign school tour and also encouraging them to save for the tour over the following months.
- Check the Tour Companies Insurance Cover so that it complies with ETB requirements.
- Obtain quotation from Tour Company.
- It is best practice to book the bus through the tour company so that the Travel Insurance covers the bus trips to and from the Airport or Port.
- Estimate the cost per student to cover expenses.
- Produce a letter outlining the proposed tour for parents. Additional letters, giving details of the tour, will be supplied to parents before travel.
- Collect signed consent forms (signed by parents/guardians/student over 18) and collect signed forms from students which show that they will abide by the code of behaviour while away on tour.
- Oversee all lodgements on the Way2Pay system and ensure that all students pay on time and meet relevant deadlines.
- Lodge all cash payments and issue receipts accordingly.
- Keep a financial record of all income and expenditure and meet with the Principal after the tour to discuss finances.
- Plan the itinerary with the Tour Company.
- Photocopy passports and send passport details to the tour company. All passports must be valid for at least 6 months following the trip.
- Collect E111 forms two weeks beforehand, copy them and return to students.
- Obtain medical forms (see Appendix One) from all students. These medical forms are to be signed by parents/guardians/student over 18. The tour leader should make contact with parents/guardians/student

over 18, prior to the commencement of the trip, if there are any issues of concern regarding illness, type of medication being taken etc.

- Photocopy all tour documentation and give a copy to the teachers travelling on the tour.
- Obtain contact phone numbers from all students and get contact phone numbers of parents/guardians/student over 18.
- Give students and parents a contact number/ school mobile number so that the tour leader can be contacted while on tour.
- Allocate rooms for students in the hotel according to their preferences (where possible).
- Meet students before the tour to discuss the tour, health and safety and be available to answer any questions from parents/guardians/student over 18 and students.
- Get a letter from the principal showing the names of the students travelling on the tour and a letter (if relevant) for entry into sites e.g., Phantasialand (theme park in Germany) or Disneyland (Paris).
- Tour Leader and accompanying staff have overall responsibility for the health, safety, and welfare of all students while on tour, both daytime and at night.
- Keep an eye on students who do not fit in socially, students with special educational needs and students with any other issue (medical, financial etc.)
- In the case of School Exchange trips, it is normal that students are accommodated with Host Families. For Child Protection reasons a Garda/Police Vetting must be carried out on adult members of the Host Family household if such a system exists in the country. If no vetting system is in existence written confirmation must be sought from the Exchange School that no child protection concerns exist with the Host Families.
- Prior to the trip taking place the School Principal must be supplied with a detailed Itinerary for the trip, flight details, accommodation details, risk assessment details, list of students and their personal and family contact details, contact details for all staff on the trip. In the case of trips involving Host Families contact details for Host Families must be included.

Tour Company

Under the provisions of the Transport (Tour Operators and Travel Agents) Act 1982 a tour operator is defined as:

“a person other than a carrier who arranges for the purpose of selling or offering for sale to any person accommodation for travel by air, sea or land transport commencing in the State to destinations outside the State or Northern Ireland or who holds himself out by advertising or otherwise as one who may make available such accommodation, facilities or other services.”

Borrisokane Community College will use a licensed and bonded tour operator or travel agent to arrange foreign travel packages which include accommodation and other services. The tour operator or travel agent chosen to arrange the overseas trip must hold a current license. The full list of current license holders can be found on the website for the Commission for Aviation Regulation – www.aviationreg.ie

Staff travelling on School Tours

In deciding what staff members travel on the trip, the make up of the group of students travelling needs to be taken into account especially in relation to Gender and Special Needs. When deciding what staff member travels on a particular trip it may be necessary to look at what staff members have travelled on other tours during the particular school year. Staff members will be selected as follows:

1. Group Leader(s)
2. At least one other staff member who has travelled previously to the same destination or on a similar type of tour
3. One place at least for a staff member interested in travelling for the first time on a foreign trip – (In choosing this person a draw could be made from all interested or the person with the longest teaching experience in the school and has not travelled on a trip in the past could be chosen)

4. Retired staff person if interested
5. If further places are available, select an additional person from 2 or 3 above

If more than one person in any of the categories 2 to 5 is interested in travelling, then a draw will take place. In the event that the number of teachers interested in travelling exceeds the number of places available a reserve list will be compiled.

Teachers and school staff who organise and/or travel on school tours and/or facilitate extra curricular activities do so in a professional capacity. The primary duty of teachers and school staff is to care for and ensure the safety of all students on tour.

Students with Special Educational Needs

Students with Special Educational Needs are included on school tours and are offered the opportunity to take part. Adequate arrangements for supervision of all students are arranged as appropriate depending on the nature and duration of the tour. Where a school tour takes place over a number of days involving travel out of the country the supervision ratio may need to vary to cater for the needs of some students. Applications from students with more complex care needs will be reviewed on a case-by-case basis and advice from professionals will be sought if needed. If it is felt that the care needs of a student cannot be adequately catered for on a school tour the application to be included in the tour will have to be refused.

Travel Arrangements

Travel arrangements are from "school to school". The school cannot accept requests to collect or drop students off anywhere other than at Borrisokane Community College. Parents/Guardians/student over 18 must accept full responsibility for the punctual arrival and collection of their son/daughter/self from Borrisokane Community College.

Finances

- The Tour Leader and the Principal should be involved in the financial administration of a school tour/school activity.
- Separate financial records should be maintained for each school tour/school activity. An accurate record of all participating students and the money paid by each student should be maintained by the tour leader or the teacher in charge of the activity.
- When money is paid through the electronic Payment System (Way2Pay) a text receipt will be issued to the parent/guardian registered on the Way2Pay system.
- A financial report on the tour/school activity should be given to the principal after the tour/school activity.
- In line with Data Protection, a copy of all receipts, permission slips and other records pertaining to the tour/school activity should be kept for a period of five years. This material should be submitted to the principal at the end of the tour/school activity where it will be securely stored. Data in relation to each tour/school activity will be securely disposed of at the end of the five-year period.

Managing risk on Educational Trips

Teachers planning to take students on school tours, school trips or school activities need to be familiar with the IPB Insurance Step by Step Guide to Managing Risk on Educational Trips as this guide assists our school in the management of risk on educational trips.

Adequate planning and risk assessment can help to ensure that all participants have a positive, safe experience and benefit from a tour/trip/school activity. A risk assessment for each proposed tour/trip/activity will enable our school to determine the number of teachers that should accompany students on each tour/trip/activity, and it will help to ensure the health safety and wellbeing of all involved. A risk assessment will consist of

1. Identifying the risks

2. Assessing the risks
3. Managing the risks
4. Monitor and review the risks

Buses: Only approved Bus Operators to be used for transporting students on school trips. For Foreign trips it is best practice to book the bus through the tour company so that the Travel Insurance covers the bus trips to and from the Airport or Port.

All buses are now equipped with seat belts and the staff member supervising on the bus must inform students at the beginning of all journeys to wear their seatbelts.

Procedure for organising any group outing from the school (including debating, theatre visits, educational trips, matches, tours etc.)

Day Trips within Ireland (including Northern Ireland)

1. Day trips may take place during the school day or may extend beyond normal school hours.
2. Members of staff who wish to take students on a day trip must get approval from the Principal before organising the trip.
3. Once the Principal has approved a trip, the organiser should send a letter/message to Parent detailing the trip, details including times of departure/return, requirement for students etc. A complete list of participating students must be given to the Principal/Deputy Principal prior to the trip.
4. Booking of Buses will be through the school office. The Organising Teacher will complete a School Tour Booking Form. The School Secretary will book the bus in line with the Tipperary ETB Bus Hire Contract.
5. Written permission from parents/guardians/student over 18 is required for all outings from school by students. See appendix 2 for permission for trips that cost less than €15 and that take place on a single day. This permit is in the students' journal and must be signed by parents/guardians/student over 18 at the beginning of the school year.
6. The cost of the trip must be covered by those participating students. An exception to this is for extracurricular activities. In the case of extracurricular activities, the cost of all bus trips is currently €5. The Parents Association support extracurricular activities by subsidising the cost of buses.
7. On all day trips there must be an appropriate ratio between the number of students and the number of staff travelling. On a private coach there should be at least one member of staff in addition to the driver.
8. Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to the event and also in some case a fee will be charged to take part in an activity.
9. A detailed record of all monies paid and by whom should be given to the principal. Appendix 3 may be used to record the relevant financial details of the trip and the names of the students taking part. A copy of this form must be handed in to the school office if lodging money.
10. The school will always have the mobile/contact number of the Coach Company or staff involved in case of delays or any other occurrences.
11. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians/student over 18 to ensure that arrangements are in place for their sons/daughters/own self journey to/from the school.
12. Students will return to the school following all trips. Due to Health and Safety students cannot be dropped off on the route from the trip.
13. An accident/incident Report Form must be completed for all accidents or incidents which have occurred during the trip. This must be submitted to the main office or the principal. Any issues of misbehaviour must be reported to the relevant Year Head and recorded on EPortal.
14. Permission slips, receipts and any other documentation relating to the trip should be given to the principal at the end of the outing. This is to ensure compliance with Tipperary ETB Data Protection Policies.

Sporting Trips/Activities

1. Booking of Buses will be through the school office. The Organising Teacher will complete a School Tour Booking Form. The School Secretary will book the bus in line with the Tipperary ETB Bus Hire Contract.

2. A detailed record of all monies paid and by whom should be given to the principal. Appendix 3 may be used to record the relevant financial details of the trip and the names of the students taking part. A copy of this form must be handed in to the school office if lodging money.
3. Each coach is responsible for taking a properly equipped first aid kit to the match.
4. If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance or other mode of transport directly. The coach will also contact the school if assistance is needed. If there is a need to call an ambulance parents will need to be contacted.
5. Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the school office or Principal. Staff will appraise students of the necessary safety equipment for each respective sport.
6. When an away match is organised during school hours, the number of staff travelling must be dependent upon the staffing requirements of the activities in school. Generally, one teacher will travel with a team. The needs of the students in school must receive priority when organising such matches.

Behaviour on School Trips

- In drawing up a list of participants, attention must be given to the behaviour record of applicants. The Tour Leader, Year Head, in consultation with the principal and/or Deputy Principal, may refuse any student permission to go on an outing, for previous serious misbehaviour.
- All students are subject to the Code of Behaviour for Borrisokane Community College while on any outing/tour from the school.
- Parents/guardians/student over 18 must be made fully aware that a student may be sent home (or flown home in the event of a foreign tour) at the expense of parents/guardians if the behaviour of the student warrants it.

Monitoring and evaluation

- This policy was drawn up during the school year 2016/2017. It was reviewed by the staff, parent's association, student's council during the school year 2021/2022.
- This policy was adopted by Tipperary ETB Senior Management Team on 10th May 2022.
- The policy will be reviewed regularly, and all the partners will be consulted in relation to any changes to the policy.

Appendix 1

Borrisokane Community College Medical Form

Please complete in block capitals

Note: All information is treated in the strictest confidence

Student's Name: _____

Parent (Guardian) Name(s): _____

Address: _____

Contact Phone Numbers: Home: _____

Mobile: _____

Work /Other: _____

Pupil's Mobile Phone No: _____

Doctor's Name: _____

Doctor's Phone number: _____

Specialist's Name _____

Specialist's Phone number _____

Nature of pupil's illness _____

Medication being taken _____

Details of any allergies _____

Any further medical information _____

Does the Tour Leader have permission to take your son/daughter to a doctor if necessary (*please circle*):

Yes

No

Does the Tour Leader have permission to administer medication to your son/daughter (*please circle*):

Yes

No

Specific Dietary requirements

Signatures _____

Appendix 2

The following permission sheet is in the students Journal and must be completed by parents at the beginning of the school year.

PERMISSION TO TAKE PART IN TOURS AS PART OF EXTRA CURRICULAR ACTIVITIES

During the school year a wide range of Extra Curricular Activities in the Educational, Sporting and Cultural areas are made available to students. These activities usually involve students taking part in activities outside of the school when students will travel on buses or walk to facilities close to the school. A teacher will accompany students taking part in tours. In some cases, the trip to the activity may extend outside school hours. In such cases parents / guardians/student over 18 must arrange for the collection of their child/self when they return to the school.

I _____ (Parent's/Guardian's/student over 18 Name) give _____
(Child's Name) permission to take part in the following activities during the school year 2022/2023.

List of activities: Debates, Quizzes, Public Speaking, Drama, Culture Day Activities, Hurling, Football, Soccer, Camogie, Basketball, Rugby, Athletics, Career Information Tours, Field trips relating to various subjects, Visits to Colleges.

Note: Parent/Guardian may delete any activity not consented to.

I understand that the Code of Behaviour applies during all school activities. I will arrange for my child to be collected when they return from the activities if it is outside school hours.

Note: Activities costing in excess of €15 or of more than one day's duration require individual consent from parents/guardians. Should such activities be arranged parents/ guardians/student over 18 will receive a letter.

Signed: _____ (Parent/Guardian).

Date: _____

Appendix 3 Borrisokane Community College
Collection of money from students Record Template

Lodgment No(s) from Office: _____

Purpose: _____ Date of activity: _____

Teacher in charge: _____ Bus Company: _____

Total Cost of Bus: _____ No of Students travelling: _____

Cost per student: _____ (Bus) _____ (Activities) _____ (Total Cost).

List of students.

No.	Name	No.	Name
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Total cost: _____

Total Collected: _____

Profit/Loss: _____

Total for Lodgment _____

Explanation of discrepancies:

Signed: _____

(Teacher Organising)

Approved: _____

(Principal)

Risk Assessment items to consider:

1. Number of Students
2. Language Issues
3. Finance
4. Location of Trip
5. First Aid Supplies
6. Climate
7. Activities – High Risk/Low Risk
8. Communication while on trip
9. Travel Insurance
10. Other Insurances
11. Method of Transport
12. Will students be unsupervised during the trip – e.g. shopping
13. Observe Covid procedures

When Considering Risks the Following Chart should be used.

Likelihood				Impact			
A	B	C	D	A	B	C	D
Very High	High	Medium	Low	Minor	Moderate	Major	Severe

State Exams:

In order that students give themselves the opportunity to achieve their best in state examinations it is recommended that all Junior and Leaving Certificate students remain in their exam centre until the end of the examination session.

Junior Certificate students who decide to leave the exam centre before the end of the examination period will be detained in a classroom for a period longer than that of the duration of the exam. Students will be expected to sit quietly and prepare for future examinations.

Misbehaviour during the state examinations period will be dealt with in line with Borrisokane Community College Code of Behaviour.

House Exams

1. **Venue:** The Sports Complex is a suitable area to accommodate students sitting house exams. Examinations will also be accommodated in classrooms. The Lecture rooms due to space are a very suitable area. House exam venues will as far as possible mirror state exam venues.

2. The role of the supervisor:

To allow for efficient supervision the following is recommended.

- (a) A teacher assigned to supervision should make him/herself available for same.
- (b) A supervisor should give his/her undivided attention to the task and not do corrections.
- (c) Supervisors should not hold conversations amongst themselves
- (d) Sanctions should be invoked by supervisors in the event of rules being breached by students
- (e) Supervisors should only clarify confusion arising from an exam paper, not help students overcome a lack of knowledge
- (f) Copies of the timetable will be placed around the school.
- (g) Students needing to use the toilet facilities (in exceptional circumstances) should be accompanied by a supervisor to the door of the exam centre
- (h) If a student leaves the exam centre during the exam the supervisor must record this on the students exam script showing time left and time returned.
- (i) All supervisors should be present throughout the exam period
- (j) Supervisors should not leave their centre until the next supervisor arrives to take over.
- (k) Instructions on exam papers should be clear and writing legible
- (l) When teachers are organising exams they should ensure that there is sufficient work for the students for the period given

3. Exam Centre Rules:

- (a) Schoolbags must be closed and tucked underneath their desk for the duration of the exam.
- (b) Mobile phones/Musical Equipment must be left in schoolbag and turned off.
- (c) Students should use toilet facilities before entering the exam centre, so they do not have to leave during the exam.
- (d) Students must remain in assigned seat until all scripts are collected and permission given to leave.
- (e) Remain silent while in the Exam Centre

A summary of rules for students will be displayed in exam centres and around the school. Teachers can draw attention to this if any issues occur.

4. Arrangements for examination papers

- (a) The Deputy Principal will decide on a location for the exams

- (b) Year Head will prepare a list of students for each centre and a seating arrangement.
- (c) Papers to be supplied with the details on the envelope completed and the correct number of papers for each level in each centre.
- (d) Envelopes to be given to Deputy Principal well in advance of the exams. A box for this purpose will be available in the Deputy Principals Office.
- (c) The envelope with exam scripts will be given to the supervisor prior to the exam. Class teachers will not be required to hand out exam papers.
- (d) Answer books will be supplied to students for Mock Exams. For all other House Exams, students will use their own A4 Pad.
- (e) Exam Centres should be locked at the end of each exam session by the supervisor. Please ensure that both sides of double doors are locked.
- (f) Rules and regulations for state exams are given to each student prior to the mock exam.

5.Sanctions

- (a) Isolate students within the exam centre as far from peers as possible.
- (b) Students who do not sit quietly when finished should be given additional work e.g. a penalty sheet
- (c) Students causing **major disruption** will be treated in line with the code of behaviour for a student causing major disruption in a class i.e. contact Principal or Deputy Principal who will remove student from the centre.

This policy was ratified by the Board of Management on May 1st 2018 and will be reviewed on a regular basis.

Borrisokane Community College Special Education Needs Policy.



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

Inclusion:

The school makes provision for inclusion of all students including those with Special Educational Needs (SEN). The following areas are covered in the school plan which is updated annually.

- The school admission policy
- The school attendance strategy
- The promotion of a school ethos
- Procedures for arranging the transfer of students from primary schools, from other post-primary schools and to third level institutions and the world of work.

Inclusion in education refers not only to students with SEN, but also to embracing within the school all students who have learning differences - for example

- those who are members of the Traveler community,
- those living in areas of social or economic deprivation,
- those from other cultures, whose first language may not be English or Irish.

Inclusion does not seek to remove or disregard differences between individuals: in its essence, inclusion implies the right to appropriate education.

It aims to enable all students to fully belong to the school community (DES, 2007).

From our mission statement it is the policy of Borrisokane Community College to cater for the inclusion of all students including those with special educational needs.

Under Circular No 0014/2017 (CL14/17) a new allocation system has been set up in the school to address the needs of students who need extra support

This policy has been drawn up in consultation with staff, parents and the Board of Management of the school.

SEN Plan:

The SEN team have drawn up a SEN plan. This details the roles and responsibilities of staff, parents, outside agencies and the Board of Management with regard to students who have special educational needs. It also outlines the different categories of SEN and strategies that can be used to differentiate teaching for these students.

Transition from Primary to Secondary

The early identification of students who have special educational needs is of extreme importance. In line with our special education needs plan the following procedures will take place prior to students commencing at Borrisokane Community College.

a. Parents will be requested to provide information on special learning needs on the enrolment form. If Psychological reports and any other relevant professional reports are available parents should provide a copy to the school.

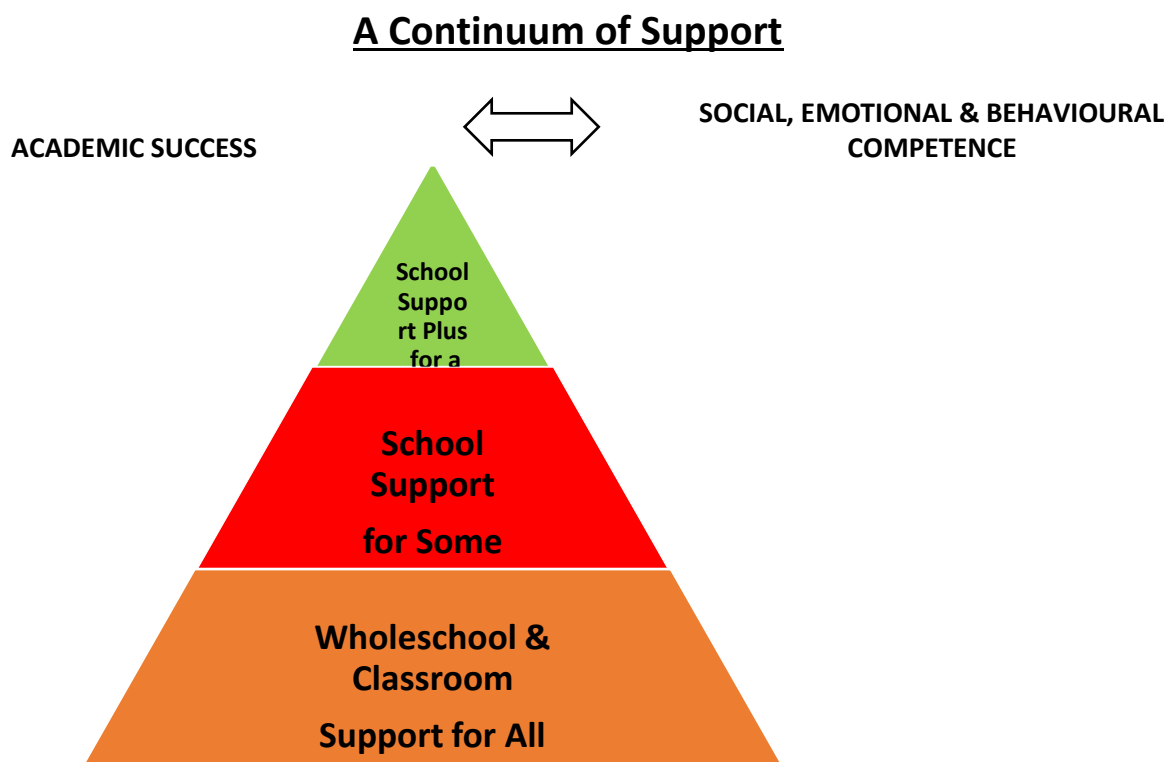
b. After enrolment information on all students will be requested from their previous school. Permission for requesting this information indicating results of screening tests will be sought from parents on the enrolment form. All Primary schools should submit student passports prior to transition. If possible previous learning plans should be made available to the SEN team. A transition package is available from Borrisokane Community College on request.

c. If Psychological Reports are available which indicate the child requires resource teaching hours and/or learning support the school will allocate support under the new allocation model C14/17 based on need. Special Needs Assistant applications will be made to the National Council for Special Education in conjunction with the Special Education Needs Organiser in line with current circulars from the Department of Education and Skills.

d. Students who are allocated additional teaching hours by the school will be provided with their support through individual, small group and team teaching interventions. Where appropriate a reduced timetable may be recommended. If special needs assistant hours are allocated the school will decide how to allocate them to the child to address their individual needs.

Identification:

The needs of pupils with special educational needs can best be considered in terms of a continuum and therefore, support given is also on the basis of a continuum. Borrisokane Community College follows guidelines set out by NEPS for the continuum for Support post primary. Stage 1 refers to support for ALL, this is a process of prevention, effective mainstream teaching and early identification. Stage 2 refers to School Support (for Some), this is an assessment and intervention process which is directed to some students, or groups of students who require some additional input. Finally, Stage 3 refers to School Support Plus (for a Few) is generally characterised by more intensive and individualised supports. This level of intervention is for students with complex and/or enduring needs and relatively few students will need this level of support.



Developing a student support plan is the outcome of a problem-solving process, involving school staff, parent(s)/ guardian(s) and the student. We start by identifying concerns, we gather information, we put together a plan and we review it.

In line with Circular 14/17 when identifying students for support, Borrisokane Community College considers the following:

- Standardised tests can be used to screen and identify students' performance in reading and mathematics. Those students performing below the 10th percentile should be prioritised for support in literacy and numeracy.
- Students who were previously in receipt of supplementary teaching from a resource or learning support teacher and who continue to experience significant learning difficulties
- Students who are identified as having significant needs through a process of ongoing assessment and intervention as set out in the Continuum of Support Process (DES, 2010). This will be evidenced through school-based assessment of attainment, and behavioural, social and emotional functioning and ongoing monitoring of learning outcomes. Schools should also consider needs set out in professional reports, where available.
- Students with mild or transient educational needs including those associated with speech and language difficulties, social or emotional problems, or co-ordination or attention control difficulties.
- Students who have Specific Learning Disabilities.
- Students with significant Special Educational Needs. For example, students with significant learning, behavioural, emotional, physical and sensory needs. These students need additional teaching support because they require highly individualised and differentiated learning programs that are tailored to their needs.
- Schools should also carefully consider the needs of other students who may present with a range of learning whose interaction may present a significant barrier to the students' learning and ability to access the curriculum.
- Students who have additional literacy or language learning needs including those students who need additional English Additional Language Support.

Diagnostic Screening and Referrals

In the first term of the child commencing their education at Borrisokane Community College a screening test (CAT 4) will be conducted by the Guidance Counsellor with the aid of the SEN department where appropriate. A reading test (NGRIT) and a math's test (PTM) will also be administered during the first term. These tests are reviewed and may be used as one form of evidence to establish if a student needs extra support in school in line with the NEPs Continuum of Support

Borrisokane Community College follows the staged approach to intervention from the National Educational Psychologist Service (NEPS). If concerns are raised about a student, strategies are first put in place in the classroom by the mainstream teacher who may liaise with the SET teacher for advice and put in place a classroom support plan in line with stage 1 of the NEPs continuum of Support. If this is not successful, the mainstream teacher can refer the student using the SEN referral form (which is available on SharePoint and the SEN noticeboard) as per the SEN plan. The student may receive some learning support and be referred to the SEN department for assessment. At this time the student may be put on stage 2 of the Continuum of support and offered learning support or depending on these results the student may then be referred for further testing by NEPS or other relevant agencies.

Parents can also contact the schools to discuss any concerns they may have regarding their child with the SEN department.

Planning for SEN:

Student support files will be compiled from the Psychological Reports (where available), formal and informal assessments and parent and teacher observations. A Student Support file will be completed using the template devised by NEPS. Input from mainstream teachers, parents and students may be used to compile the student support plan. It is the responsibility of mainstream teachers to make themselves aware of all students with Special Educational Needs that they teach. To aid in this, a list is made available of all students in the school who require resource or learning support. Also, the SEN team will disseminate information to teachers as appropriate on an on-going basis. SET teachers are available to give advice on inclusion and how to differentiate the curriculum for students with SEN to all staff where appropriate.

From time to time the SEN department will organize whole staff CPD on relevant SEN's. All staff are encouraged to attend where possible.

Educational Planning:

As stated in CL 14/17 educational planning is an essential element of a whole-school approach to meeting students' needs. A student's educational support plan should include clear, measurable learning targets, and specify the resources and interventions that will be used to address student needs in line with the continuum of support process. Individualised support plans for students should be developed through a collaborative process involving relevant teachers, parents/guardians, the students themselves and outside professionals, as necessary. The individualised planning process should include regular reviews of learning targets as part of an ongoing cycle of assessment, target setting, intervention and review.

The Role of the Classroom Teacher

Section 22 (1) of the Education Act 1998 states the primacy of the teacher in the education and personal development of students in schools. The classroom teacher is responsible for educating all students in his/her class, including any student with a special educational need. The class teacher has primary responsibility for the progress and care of all students in his/her classroom, including students with special educational needs. It is the responsibility of the classroom teacher to ensure that each student is taught in a stimulating and supportive classroom environment where all students feel equal and valued.

In line with Continuum of Support Guidelines, the class teacher may gather information through formal and informal means, with a view to informing interventions. The classroom teacher also has a central role in identifying and responding to students with additional needs, including differentiating the curriculum as appropriate. These responses will be informed and assisted by collaboration with colleagues, parents/guardians and others such as the school's NEPS psychologist, and the local Special Educational Needs Organiser. The classroom teacher will also make specific accommodations for students within the class as a result of concerns about a student's progress, application, communication, behaviour or interaction with peers and the development of a programme of differentiated instruction for that student.

Additional Teaching Support

Many children require additional teaching support in schools. In such circumstances, the classroom teacher will be supported by Special Education Teachers, who will have access to additional training in the area of special education, and who will work closely with the class teacher to provide additional teaching support for children with special educational needs.

The classroom teacher, in consultation with the Special Educational Teacher as required, will consider ways in which the curriculum can be differentiated or adapted to suit the needs of individual students. This may also involve identifying the most appropriate teaching strategies and programmes to meet the student's needs, and whether additional teaching supports are required. Parents should normally be consulted as part of this process.

Curricular Inclusion:

It is the policy of Borrisokane Community College, to include all students in mainstream classes where appropriate and when it is in their best interest to do so. Where withdrawal is necessary students are removed from Irish (where a student has a certificate of exemption) and non-exam classes where appropriate. Students who have been identified as needing extra support in English and Maths may receive team teaching support.

In consultation with the Guidance Teacher, Mainstream Teacher, Special Education Teacher, Parents and Principal a reduced timetable may be recommended and arranged to facilitate learning support (see SEN plan).

Gifted Children: Students who fall within the gifted and talented range are acknowledged. The school will follow the NCCA guidelines in supporting these students.

In Line with CI 14/17 additional teaching support can be provided in a variety of ways. The special educational teacher might work in the classroom with the class teacher or withdraw students in small groups and/or individually for a period of time (depending upon the nature of student's needs) for intensive teaching of key skills. The range of teaching supports should include team-teaching, small group teaching and, where necessary, individualised teaching to address specific learning needs.

Individualised learning needs can be addressed in a variety of ways and should not be solely equated with withdrawal from class for one-to-one or group tuition. Configurations of team-teaching have been shown to

provide an appropriate model for engaging with individual needs in the collective setting of the classroom. As necessary, this can be combined with withdrawal for intensive teaching of specific skills, based on level of need.

Irish Exemptions:

In line with our Irish Exemption Policy and Department of Education & Skills Circular 10/94 parents of students who meet the criteria for an Irish Exemption must complete an application form and apply to the School Principal for the Irish Exemption.

Reasonable Accommodations for the Certificate Exams (RACE).

If a student meets the criteria for RACE within Department guidelines for RACE every effort will be made to accommodate these in our in-house exams (See SEN plan) where possible.

An application may be made to the State Examinations Commission with regard to accommodations for the Junior Certificate and Leaving Certificate exams.

Literacy and Numeracy

Literacy and numeracy are key areas within the SEN department. Special Education teachers may assess literacy and numeracy of students with SEN. The following are some of the formal assessment tests available to teachers, WRAT IV, WIAT II Teachers edition etc. along with informal assessments (See SEN plan for further information)

Self-Evaluation

The SEN team are constantly reviewing initiatives it provides and looking for ways to improve the support it offers. Currently this process takes place informally during discussions between members of the team and formally in team meetings. In September during the first subject department meeting the SEN team sets targets that it aims to achieve in the coming year. At the end of the year the team reviews the progress made on goals set previously and any outstanding issues are discussed. (See SEN plan)

Policy review: This policy was reviewed during the school year 2017/2018.

This policy was ratified by Borrisokane Community College Board of Management on June 14th 2018.

The Policy will be reviewed on a regular basis.

Borrisokane Community College

One-to-One Policy – Counselling and Teaching



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

It is the policy of this school that one-to – one counselling and teaching is often in the best interest of the student. Where one-to one sessions occur, this will take place in an open environment i.e. staff member and pupil visible through a glass panelled door.

One-to-One counselling (External Counsellor/Guidance Counsellor) Procedure

General

The external counsellor is a fully qualified IACP counsellor and garda vetted. The guidance counsellor is a fully qualified guidance counsellor member of the Teaching Council and Garda Vetted.

As a full member of the (IACP) Irish Association for Counselling & Psychotherapy the counsellor is compliant with IACP the Code of ethics and practice for Counsellors/Psychotherapists. The guidance counsellor is a full member of the Institute of Guidance Counsellors (IGC) and is available to attend five sessions of Supervision through the IGC each academic year.

The counsellor will have sensible regard for the student's beliefs and values. They will work in ways to promote the students' personal autonomy, freedom of choice and self-direction.

The counsellor records a list of students detailing who they met on a one-to-one basis and relevant notes regarding the sessions.

All one-to-one meetings with students take place in the counselling/guidance office.

Any concerns (Child Protection) that the counsellor has regarding the safety of a student is discussed with the Principal (DLP) as a matter of urgency. If the principal is unavailable, the issue will be discussed with the Deputy Principal (DDLDP).

Responsibilities and Duties of the Counsellor:

Students may be referred to the external counsellor by the Student Support Team following consultation with the Principal. Students may be referred to the Guidance Counsellor by the Student Support Team, Year Head, SEN team or can self-refer. In the sessions the counsellor should always be mindful of

- their role and explain the boundaries within the counsellor/student relationship
- their qualifications, areas of expertise and relevant limitations
- the nature of counselling activities involved and the reasons for undertaking them and the benefits to the student in the case of counselling
- any referral options which may benefit the student where any presenting issue is beyond the external counsellors current level of competency
- confidentiality in the counselling process and the limits of confidentiality
- the students right to engage in and withdraw from involvement in the process at any stage
- seeking consent in advance from parents/guardians for the student to attend counselling session(s). Written permission will be obtained from at least one parent/guardian prior to the commencement of therapy.

- keeping all written records in a locked filing cabinet in the guidance counselling/Principal's office. When making or keeping records, care should be taken to distinguish between fact, observation and opinion and, to include only such information as is required for the purpose of professional involvement with the student. Where a decision is made, the basis for the decision is noted. Statutory and data protection responsibility with regard to records applies to all media, whether written hardcopy, electronic or digitally recorded.

One-to-One Meeting/Teaching with Students

General

All one-to-one **meetings** with students take place in an open environment with a glass panelled door. One to one **teaching may** occur between students and Special Education teachers. Work carried out by Special Needs Assistants will also be completed in an open environment under the direction of a class teacher. From time to time outside professionals may be required to meet with/assess students in a one to one setting. This includes visits from external agencies for example, NCSE, NEPS, SEC, TUSLA etc. All personnel working with children on a one to one basis must be Garda Vetted.

Responsibilities and Duties of Teachers

Teachers have a responsibility to inform students of the extent and limitations of confidentiality with respect to the schools policies and safe guarding of the wellbeing of the student. Students should be informed of the limits of confidentiality where information about them may need to be shared. If issues of safety override those of confidentiality and a concern around child protection arises the concern will be discussed with the DLP as a matter of urgency. DLP/Principal will inform parents of any child protection related issues in line with Child Protection procedures.

Record Keeping and Access to Records

All written records are kept in a locked filing cabinet in the teacher's office and/or recorded on School IT based reporting system. When making or keeping records, care should be taken to distinguish between fact, observation and opinion and, to include only such information as is required for the purpose of professional involvement with the student. Where a decision is made, the basis for the decision is noted. Statutory and data protection responsibility with regard to records applies to all media, whether written, hardcopy, electronic or digitally recorded. For SEN students all student support files recorded and stored in accordance with the SEN Policy.

This policy was ratified by Borrisokane Community College Board of Management on June 14th 2018. This Policy will be reviewed on a regular basis.

Borrisokane Community College

FIRST AID POLICY



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

The **First Aid Policy** at Borrisokane Community College is in operation to ensure that every student, member of staff and visitor will be looked after in the event of an accident or becoming unwell.

In the event of an accident all members of the school community should be aware of the following procedure.

Aims:

The aims of the First Aid Procedures are as follows:

- To assess and treat minor injuries.
- To identify major injuries and treat same.
- To provide basic First Aid treatment for minor injuries.
- To provide a common approach for administering First Aid
- To ensure that safe practices are being followed in the administration of First Aid.

First Aid Procedures

Minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

First Aid will be given to a student who becomes unwell during school activities.

Location of First Aid:

There is a First Aid box in the staff room and in all practical classrooms in the school. The post holder with responsibility for First Aid will replenish the First Aid boxes and ensure that they contain all necessary equipment. Teacher should inform post holder when supplies are needed.

Administering First Aid

All staff members will treat pupils requiring First Aid.

Content of First Aid Kit:

- Disposable gloves, Icepack, Sterile Saline Pods, Surgical Tape, Bandages, Moist Sterile Wipes, Dressing, Scissors.
- Travel First Aid Bags are taken by the teacher on out of school activities.

Treatments:

- Cuts, grazes, blood injuries –Staff member, while wearing disposable gloves cleans wound using sterile wipes.
- All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – ice pack applied. Parents/Guardians are contacted if necessary.
- Head Injuries are always checked and reported to management. The injured child is monitored, and Parents/Guardians are notified.
- The purpose of the telephone call is to alert Parents/Guardians of the possibility of concussion symptoms emerging later, when child has left school.

Treatment of Serious Injury

- In case of emergency, teacher present will call for support.
- Management will be notified and if it is considered prudent, an ambulance will be called. Parents/Guardians will be contacted.
- Medication will be given in accordance with Administration of Medication Policy.

Records:

- An Accident Report Form is filled out for all serious injuries or accidents. Accident Report Form available from the school office.
- These records are submitted to Tipperary ETB, and a copy is retained in the school office.

Enrolment:

- Child's enrolment form allows Parents/Guardians to inform the school regarding a pupil's health/allergies.
- Parents should inform the school if there is any updated information.
- Staff will be informed as appropriate.

Staff Training.

- Staff training is organised through Tipperary ETB.

This policy was ratified by Borrisokane Community College Board of Management on June 14th 2018.

This Policy will be reviewed on a regular basis.

Borrisokane Community College Administration of Medicines Policy



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

This policy has been formulated by Borrisokane Community College. This policy has been prepared with reference to 'Managing Chronic Health Conditions at school – a resource pack for teachers and parents' prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland.

The aims of this policy are

- To meet the needs of students who require administration of essential medications during the school day, in compliance with legislation and in line with best practice.
- To protect school representatives by ensuring that any involvement in medication administration complies with legislation and best practice guidelines.

Content

Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in the school and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

Prescription medication can only be stored/administered in the school following the submission of the written authority of the parents/guardians to the school Principal.

This authority should authorise school representatives and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances under which it should be given.

School representatives who administer medication will be provided with training as required, and records of any such training will be maintained by the school.

The school reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

The authority from parents/guardians requesting administration of medicines must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix), summarising essential information to inform training of staff and safe administration of the medication.

Parents/guardians will also be asked to provide a signed Indemnity Form (see Appendix).

Where a student may require medication, a minimum of three staff representatives will be identified to ensure cover during sick leave, course days, etc. and inform contingency planning.

Parents/guardians will be informed of staff representatives who are authorised to administer medication. Alternative options will be discussed with the student's parents/guardians in circumstances of unavailability.

If it is agreed that the medication can be stored and administered in the school, it will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline auto injector, which may be required urgently), it will be securely stored in a sealed, transparent, unbreakable container labelled with the student's name, expiry date, dosage, circumstances under which it should be administered and consent of the parent/guardian to self-administration, where possible, medication should be self-administered by the student under adult supervision.

It is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock and that it has not passed its expiry date. In the event that medication passes its expiry date without being used, the student's parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy).

It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. If this is the case the medications will be stored separately to food and other items. The medication will be stored in a secure container so as to avoid interference/tampering with the medication(s).

A change in medication and/or dosage will require immediate submission of an updated request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – Information and Consent Form will need to be updated. It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their child's medication is stored is also amended.

A written record of all medication administered in the school will be maintained. When medication is administered by school representatives to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents/ guardians will be notified by telephone. Under certain circumstances, it may be appropriate for an older student to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-medication, and they should engage at all times with the Principal and administrators with regard to any issues identified, failing which, they cannot expect the Authority granted to be of any effect.

The Principal will audit the medication books at least once a year to ensure that the actual administration of medication complies with the information on the Authority for Administration of Medication – Information and Consent Form. Identified discrepancies will be addressed to parents/guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest.

Timeframe for Implementation

This policy will be implemented from the beginning of the 2018/19 Academic Year.

Timeframe for Review

This Policy will be reviewed on a regular basis.

Early review will be undertaken if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant 'Authority for Administration of Medication – Information and Consent Form'.
- Feedback indicates that any aspect of the policy is causing a student or any other member of the school community undue distress.

Adoption and Communication

The Board of Management adopted this policy at a meeting on June 14th 2018 and the policy is available on the school website.

Authority for Administration of Medication

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's name:	
Date of birth:	
Name of medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances should medication be given to the student at school/college?	
Other medication being taken:	

I consent to the student's self-administration of this medication:	Yes	No
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GP'S Name:	Phone Number:
1 st emergency contact:	Mobile:
2 nd emergency contact:	Mobile:

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I authorise administration/supervision of medication by school staff in dosage of
to.....the student identified above under the circumstances outlined above.

I understand that information about my child’s medical condition and treatment will be shared with school/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in an emergency, and to relevant insurers as required.

Signed: Date:
.....
(Parent’s Signature)

Print name:
.....
.....

Signed: Date:
.....
(Student’s Signature)

Administration of Medicines in Schools/Colleges – Indemnity Form

THIS INDEMNITY made the _____ day of 20____ BETWEEN

_____ (lawful father and mother/guardians of)

_____ (hereinafter called ‘the parent/guardians’ of) the One

Part) AND for and on behalf of Borrisokane Community College Board of Management as administrators of Borrisokane Community College situated at Ballyhaden, Borrisokane, in the County of Tipperary hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother or guardians of
_____ a student of Borrisokane Community College.
2. The student presents on an ongoing basis with the condition known as

3. The student may, while attending the said educational institution, require in emergency circumstances the administration of medication, viz
_____ <name of condition>.
4. The parents/guardians have authorised administration of the said medication, in emergency circumstances, by the said school representatives as may from time to time be available.

NOW IT IS HEREBY AGREED by and between the parents/guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff, and students of the said school can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed: _____
PARENTS SIGNATURE

Student Name: _____

Borrisokane Community College

Work Experience Policy



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

Purposes of Work Experience:

Borrisokane Community College recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable students to participate fully and succeed in the workplace and in society. Work experience should:

- Provide learning opportunities not available in the classroom.
- Provide an understanding and appreciation of the workplace environment.
- Allow students to discover personal strengths in a different environment.
- Increase students' self-confidence in relation to applying for employment.
- Allow students to showcase their abilities to an employer.
- Increase the student's chances of securing employment.

Policy Statement

Borrisokane Community College includes appropriate work experience as an integral element of the TY/LCA and LCVP programmes in our college.

Procedures

1. Before placement, preparation for work experience will be done in class.
2. On obtaining a work placement the student and prospective employer will be given/sent an information pack.
3. During the placement, our School/Centre may contact/visit the place of work to monitor progress.
4. On completion of the placement, our School/Centre will request a report from the employer.
5. During and after their placement, students will detail their learning from the process.

Remuneration

Employers are not expected to remunerate students during work placement, or to pay travel or subsistence costs incurred.

Some specific requirements

Certain specific work placements have specific requirements, for example, certification in Manual Handling, First Aid or 'Safe Pass'. Garda vetting will be necessary for students seeking placement in situations where they may be working with children or vulnerable adults. Any students requiring Garda vetting for their placement must ensure it is done in sufficient time for the vetting process to be completed prior to the start date of their placement.

Insurance

Students are covered by Tipperary ETB's insurance during work placement, subject to certain conditions and exceptions as laid out in the Insurance Policy. Students will not be allowed attend work experience unless it is covered by the ETB Insurance Scheme.

Requirements of students on work experience

All students shall be responsible for finding their own work experience placement. When taking up work experience students are expected to represent our college to the best of their ability. Students on work experience remain subject to our college's Code of Behaviour and, in addition, should comply with any guidelines laid down by the employer.

Learning: Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent in the work environment. It is advised that work experience placement should be in a different work environment to that of a family business/part time job/Borrisokane Community College. Students will be prepared for work experience during the World of Work module (LCVP) and appropriate class/modules for TY and LCA prior to going on work experience. All students are required to complete a work experience diary for LCVP/LCA work experience and encouraged to do the same for TY work experience.

Attendance: Dates for work experience will be set in the preceding year of a student entering LCVP/TY/LCA. All work experience shall take place during dates set by the school. Students must be engaged in work experience for the allocated work experience period. Students are expected to be present and punctual at their designated work experience place during normal working hours. All students are responsible for their own transport arrangements to work placement.

Absence: If a student is unable to attend work experience, s/he must inform the employer immediately and contact the course coordinator at Borrisokane Community College.

Appropriate Dress/Hygiene: Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Students must comply with this code.

Instructions/Initiative: Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

Documentation: All paperwork must be submitted well in advance of each work placement. All work experience requires a Work Experience Agreement signed by the employer and parents/guardians. Students are required to keep/collect all relevant work experience documentation as advised by the class teacher/coordinator.

Health & Safety: While Borrisokane Community College continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety and welfare whilst the student is on an employer's premises. As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employers facilitating work experience should review the relevant sections of the 'Protection of Young Persons (Employment) Act 1996' to ensure compliance. Parents/Guardians must give full consent for the work placement to take place and be satisfied that these placements are appropriate and safe for their son/daughter.

All employers will be requested to complete the Employer Form below prior to commencement of Work Experience.

Confidentiality: Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience mentor in our college.

If students have a genuine difficulty during work experience, they should contact Borrisokane Community College immediately on 067-27268.

Student responsibilities on Work Experience:

- Be on time and adhere to employers start and finish times.
- Inform the employer and school of any unavoidable absences.
- Respect and comply with all rules, procedures and reasonable requests from the employer.
- Adhere to all health and safety guidelines and procedures.
- Maintain the good name of Borrisokane Community College.
- Respect the employer.
- Respect the place of work e.g. clean up after yourself.
- Report anything that makes you feel uncomfortable to the employer, your parents or the school at the earliest possible time.
- If something arises that causes distress seek support from your parents or the school.

- Pilfering, stealing or interfering with employer's equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the schools code of behaviour.
- Students must work closely with their LCVP teacher / TY/LCA/LCVP Coordinator and keep them fully informed.
- Credits – in order to gain credits for LCA Work Experience, students need to have satisfactory attendance in the work place and in work experience class, complete the work experience diaries and all Key Assignments in class.

This policy was ratified by Borrisokane Community College Board of Management on June 14th 2018.

This Policy will be reviewed on a regular basis.

Work Experience/Work Shadowing Employer Form

Instructions: Please complete the following form & tick the appropriate boxes

Name of Employer: _____

Address of Employer: _____

Telephone Number of Employer: _____

Name of Student: _____

Telephone Number of Student: _____

Description/Nature of Work the student will be undertaking _____

3. Will the student be left unsupervised at any time while working Yes ☐ No ☐

4. Will the student be given tasks involving lifting Yes ☐ No ☐

If you stated yes briefly explain what the students would be lifting _____

5. Will the student be operating any mechanical machinery Yes ☐ No ☐

6. Will the student be working with or near hazardous chemicals Yes ☐ No ☐

If you stated yes briefly explain _____

7. Will the student need protective clothing and equipment (PPE)

Yes ☐ No ☐

If you stated yes will you provide the protective clothing and equipment

Yes ☐ No ☐

8. Will the student be working at a height Yes ☐ No ☐

If you stated yes briefly explain _____

9. Will you familiarise students with building and emergency procedures in the workplace

Yes ☐ No ☐

10. Name: _____

Signature: _____

Date: _____

***Thank you for completing this form & for giving the student an invaluable opportunity
In the event of an accident please notify the school immediately***

Borrisokane Community College

Policy for External Speakers/Coaches



Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

- 1. Policy and procedures for the use of external persons to supplement delivery of the curriculum.**
- 2. Policy and procedures for the use of external sports coaches.**

The Board of Management of Borrisokane Community College seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time the Board has a legitimate interest in avoiding disruption to the educational process and protecting the safety and welfare of the students and staff. It is our aim to make sure that our school is protecting students and staff, during school time and extra-curricular activities and to ensure that visitors comply with the *Policy and Procedures for the use of External Persons to Supplement Delivery of the Curriculum* and the *Policy and Procedures for the use of External Sports Coaches*.

This policy should be read with the following:

- Borrisokane Community College Child Safeguarding Statement

Aims of policy:

The aim of this policy is to provide guidelines for all visitors to the school and in doing so;

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

Type of visitor where this policy will apply:

- Guest speakers to supplement the delivery of the curriculum.
- External sports coaches.

Responsibilities:

The school principal shall have the authority to determine which guest speakers/coaches are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. If a teacher wishes to invite a guest speaker/coach to the school, it is their responsibility to receive prior clearance from the principal.

General requirements for speakers and coaches:

- All curricular support speakers and sports coaches shall report to the school office when arriving/leaving the school premises and sign in/out in the school visitors book (as per notice at school reception).
- All speakers may be requested to produce an appropriate form of identification at reception.
- All external persons to support the curriculum and extracurricular activities must comply with Board of Management and Department of Education & Skills policies, administrative rules and school regulations.

1. Guest speakers to supplement the delivery of the curriculum

- Guest speakers may be invited to the school where the principal's authorisation has been sought and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.
- All speakers should have current garda vetting
- Guest speakers and external teachers (even if appropriately vetted) are never left unsupervised with students. The class teacher or supervising teacher is responsible for the students at all times. The school has a responsibility to check out the credentials of the speaker and to ensure that the materials in use by guests are appropriate.

2. External Sports Coaches

- Will work under the supervision of a designated teacher.
- Should have a recognised qualification in the activity they are to deliver.
- Must have attended Child Protection vetting
- All coaches should have current Garda Vetting
- Should have appropriate experience of working with young people.

This policy was ratified by the Board of Management on June 14th 2018 and will be reviewed as required.

BORRISOKANE COMMUNITY COLLEGE



INTERNET ACCEPTABLE USE POLICY



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

INTERNET ACCEPTABLE USE POLICY

School Name	Borrisokane Community College
Address	Borrisokane Co. Tipperary
Telephone	06727268
Email	info@borrisokanecc.ie
Website	http://www.borrisokanecc.ie

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12. Introduction

This policy was developed during the school year 2018/2019 and approved by the Board of Management on June 10th 2019.

The policy was reviewed during the school year 2020/2021, approved by the Executive on 7th January 2021, noted at TETB Meeting in February 2021 and by Borrisokane Community College Board of Management on March 25th 2021

2. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed in line with our code of behaviour.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Borrisokane Community College.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Borrisokane Community College.

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

Borrisokane Community College staff will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Borrisokane Community College staff will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Borrisokane Community College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE, CSPE and Digital Learning curriculum.
- Internet safety advice and support opportunities are provided to pupils in Borrisokane Community College through our SPHE, ICT, Cairde programmes and by class teachers.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Borrisokane Community College participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed regularly by the following stakeholders:

- Board of Management, teaching staff, pupils and parents.

This policy has been developed in consultation with the school community including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the relevant Year Head should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Committee.

3. Content Filtering

Borrisokane Community College has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6: This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

4. Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their Year Head or Class Tutor.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff 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.

Pupils will use the school's internet connection only for educational and career development activities. Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

5. Email and Messaging

- School email accounts only must be used for all email messaging. Personal email accounts must not be used for school business.
- Pupils should not under any circumstances share their email account login details with other pupils.

- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should only use school email to communicate with peers about school related material.
- Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Pupils should not open emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

6. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Borrisokane Community College:

- Use of instant messaging services and apps including Snapchat, G Chat etc. is not allowed in Borrisokane Community College.
- Use of blogs such as Tumblr etc. is not allowed in Borrisokane Community College.
- Uploading to video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Borrisokane Community College Community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Borrisokane Community College Community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Borrisokane Community College into disrepute.

Staff and pupils must not represent your personal views as those of Borrisokane Community College on any social medium.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

7. Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Borrisokane Community College:

- Pupils are allowed to bring personal internet-enabled devices into Borrisokane Community College.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are allowed to use personal internet-enabled devices during social time in line with our mobile phone and tablet policy.

8. Images and Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Borrisokane Community College pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with permission from staff.

Written permission from parents/carers/students over 18 will be obtained before photographs of pupils are published on the school website or social media.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

9. Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Borrisokane Community College to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

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 will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

10. School Websites

Websites may only be created with permission of a teacher.

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Borrisokane Community College will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with the permission of parents or students who are over 18.

Personal student information including home address and contact details will not be published on Borrisokane Community College web pages.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

11. Supporting Teaching and Learning Online

Arising from Public Health Emergency 2020, Circular Letter 0074/2020 requires all schools have in place a communication and learning platform that supports schools to respond in the event of a partial or full school closure in the future. Ideally, communication and learning should be consolidated within one platform.

However, if schools are of the view that additional software is required to meet their needs, they are free to employ such software. It must be GDPR compliant and approved by the school's Board of Management.

Role of the whole school platform

The platform should facilitate:

- Communication between staff, parents and Board of Management.
- Communication between teachers and students.

Remote and in-school learning to include assigning, feedback and assessment of work and the facilitation of live or recorded lessons.

Borrisokane Community College have selected **Microsoft Teams** for all communication/teaching and learning between teachers and students (2 and 3 above).

Microsoft Outlook will also be used as a method of communication between staff, parents and the school community at large.

Professional Development to **support platform adoption and remote learning**

- Whole-school training will continue to take place in the form of teacher-led workshops on the use of MS Teams for remote teaching and learning.
- The Wriggle Connect Platform is also available to a selection of teachers.
- The needs of the staff are regularly assessed through surveys.
- Supports/strategies will be put in place for disadvantaged and SEN students, and parents will be supported to assist students learning at home e.g. Training videos for parents on the use of Teams will be recorded and made available on the school website.

Guidelines for online/remote learning for students and teachers:

- Teachers and students will be available and signed into Microsoft Teams for live classes and meetings before the lesson begins.
- Distance learning will follow the students school timetable. This allows teachers, students and parents to plan ahead for each lesson.
- Participants will have their camera turned on. (at the discretion of the teacher)
- Participants will have their microphone muted.
- Participants will be dressed appropriately.
- Participants will be in a quiet room with an appropriate and tidy background with no distractions from other household members.
- Teachers will remove any student not complying with the above guidelines from meetings/live lessons.
- Live lessons may be recorded (by the teacher only) to share with students later.
- If a lesson will be recorded, students will be notified in advance.
- Teacher notes will be made available online.
- Students have a responsibility to engage with content shared and assigned by teachers when not in attendance at regular school classes.
- Student engagement will be monitored by the **insights** feature on Microsoft Teams and can be shared with parents and guardians.
- Borrisokane Community College Code of Behaviour will apply for online and remote teaching lessons
- Attendance, engagement, and behaviour will be monitored via ePortal.

Guidelines for online/remote learning for Parents and Guardians:

- Parents and Guardians should support and encourage their son's/daughter's participation in online and live lessons.
- Parents and Guardians should continue to revise and reinforce online safety measures with students. A useful website for all members of the school community on Internet Safety is www.webwise.ie
- Parents and Guardians should have a copy of the student's timetable in the home that can be easily accessed to ensure that they are fully aware of the student's daily schedule. Timetable is available on EPortal.
- Parents and Guardians should support teachers by encouraging their children to log in and participate in online lessons.
- Parents and Guardians shall not record any live lessons under any circumstances.
- Parents and Guardians shall not initiate conversations with teachers before, during or after any live lessons.
- If Parents and Guardians wish to discuss the students' progress with a teacher, this should be arranged via the appropriate avenue, as it would be in a school setting i.e. contact the teacher by email or contact the school office by email or telephone. All staff email and contact details are available on the school website.
- Parents and Guardians should ensure the following:
 - Students have an appropriate study area to conduct remote learning free from interruptions from other members of the household.
 - Students are dressed appropriately for online learning.
 - Students have all necessary equipment for each of their subjects.
 - Students follow their school timetable while learning remotely.
- If the student is unable to engage with online/remote learning, the parent or guardian should notify the relevant Year Head.
- Parents should ensure that they are regularly checking ePortal for information on their child's progress, their attendance and engagement with remote learning.

Borrisokane Community College

Healthy Living and Healthy Eating Policy

Mission Statement:

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

Introduction:

In Borrisokane Community College all students will be given the opportunity to choose a lifestyle that is active, healthy and meaningful. This will contribute to the preparation of the student for a life of autonomous wellbeing.

During the school year 2018/2019, a committee was formed to update this policy. The policy adopts a whole school approach that involves students, teachers, canteen caterer, parents and a dietician from the Irish Heart Foundation. High on the agenda was to launch "Wellfest Week" a whole school approach to healthy eating and living and renew the 'Healthy Eating Award'.

Rationale:

For young people to achieve their potential it is essential they eat healthily and have a healthy lifestyle, it provides the building blocks for life-long health and wellbeing.

We establish eating habits at a young age, what we eat affects our own immediate health and the choices we make during our youth will determine how healthy we will be in later life. We know from recent Irish and European studies that our young people eat too much sugar, salt and fats and not enough fruit and vegetables. There is a clear link between what we eat and our risk of becoming overweight/obese and of getting heart disease and diabetes. What we eat when we are young has an impact on our quality of life in adulthood. If we encourage young people to choose and enjoy healthy foods, we give them lifetime encouragement to make healthful choices. Young people spend a large part of the day in school where they eat at least one of their main meals. The home plays the major role in determining healthy eating habits for example; eating a nourishing breakfast and lunch allows them to take full advantage of the education provided for them.

Regular exercise is important to teenagers because it helps maintain their physical and mental health. Teens should strive for at least 60 minutes of moderate to vigorous physical activity daily, aiming to spend less time being sedentary and more time being active, according to Teens Health. If teenagers can discover physical activities they enjoy, they are more likely to exercise on a regular basis and continue exercising into adulthood. So again we can make an important contribution here.

A **whole school approach** is recommended as it creates a sense of ownership. This involves providing a physical and social environment that encourages healthy eating. Teaching healthy eating and healthy living skills that extend outside of the classroom- Developing Important Life-skills. Having consistent healthy eating messages throughout the whole school.

Our policy is both timely and critical for the health and development of children especially due to the recent research highlighting increase in teenage obesity and diabetes.

- Healthy Ireland Survey (2015) established that 1 in 5 secondary school aged children are overweight, moreover 15% of the population aged 15 and over are considered overweight or obese
- 85,000 of our young people will die prematurely from obesity
- Irish teenagers aged 15 to 19 have the 10th highest obesity level in the developed world
- The prevalence of diabetes is increasing rapidly

Aims and Objectives

This policy aims to help all involved in our school - students, parents, and staff – to develop a positive attitude towards eating and an appreciation of the contribution that good food makes to our physical and mental health.

The policy will:

- Contribute to the nutritional knowledge of the students so as to help them develop the skills and confidence needed to make healthy food choices.
- Actively encourage all members of the school community to avail of the healthier alternatives available to them.

- Foster positive attitudes towards food with a view to improving concentration, learning and physical energy levels.
- Include all members of the school community in the development and promotion of this policy

Success Criteria

The success of this policy will be measured in terms of:

- ✓ how the pupils participate and levels of enthusiasm in relation to healthy eating and living
- ✓ That all families are more aware of and improve their food choices.
- ✓ That teachers continue to note the knock-on effects in terms of good learning.
- ✓ That by taking a cross curricular approach to this initiative, there are benefits to promoting healthy food for healthy minds.

Promoting Healthy Eating in the Canteen

Healthy Eating is encouraged by the products available in the canteen and by the pricing structure where the cost of the main course dinner at lunchtime is kept to a minimum.

The following are school food standards that we implement in our canteen as recommended by the Irish Heart Foundation. These guidelines apply to food the whole school day, including breakfasts, morning breaks and lunch. Ideally they form part of the overall health promoting school activities, to help support everyone's efforts in improving our, health and wellbeing

Bread

- Cereals and Grains of One or more portions of food from this group are offered at each meal.
- A choice of wholemeal/grain is included e.g. wholemeal bread, cereal, rice, pasta, potato with skin.
- Starchy food cooked in fat or oil is available no more than three days each week e.g. Chips, wedges.

Fruit and Vegetables

- One or more portions of vegetables or salads is offered as part of a hot meal, or sandwich or as an accompaniment every day.
- A new wider variety of whole or chopped fruit is available all day, every day.
- If desert is offered at meal times, it is fruit based at least twice per week.

Dairy Foods

- At least one portion of food from this group is provided in the canteen every day and low fat options are available e.g. Low fat spread, yoghurt, milk, and cheese.

Meat, Fish, Egg or Beans

- At least one meat or poultry and one other choice of food from this group is offered daily.
- Fish is offered as part of a main dish at least once a week. Oil rich fish is included on the menu at least once a week such as salmon as a main dish or as a sandwich choice.

Healthier drinks

- There is access to fresh drinking water in water fountains throughout the school. There are no sugar sweetened drinks. No added sugar juice drinks and milk (<5% sugar content) are available.

Foods high in Fat sugar and salt

- Foods from the top shelf of the food pyramid e.g. high in fat, sugar and salt are minimised in the school e.g. Standard size chocolate bars, high fat crisps, sweets or sugar sweetened drinks are not available. Alternatives such as unsalted nuts*, cereal bars (<150kcal), rice & oatcakes, flapjacks etc are available.
- Food that is deep-fried, or batter-coated, or processed is offered no more than twice a week. Wednesday is the only day chips are sold.
- Tuesday, Thursday and Friday are designated healthy days where snacks with less sugar, fat and salt are available like homemade flapjacks and healthier chocolate brownies.

A healthy lunch box includes

- At least 2 portions from the bread/cereals group e.g. pasta, rice, cous cous, potato etc

- **One portion from the meat and the meat alternatives group** e.g. ham, chicken, beans etc 2-3 portions from fruits and vegetables.
- **One portion from the dairy products.** E.g. yoghurt, milk, cheese etc

The following foods **do not** support a healthy lunch policy and **should be excluded** from your lunch box; crisps, sweets, bars (including chocolate based cereal bars), lollypops, chocolate, winders, chocolate buns and sugar sweetened drinks.

Healthy snack options (Lower in sugar and fat)

Foods from the top tier of the food pyramid should not be included in your child's lunchbox. Sometimes it can be difficult to think of alternatives to these. Here are some tasty alternatives.

- ✓ Fruit (for example, an apple or banana, handful of grapes)
- ✓ Vegetables
- ✓ Plain pop corn
- ✓ Plain breadsticks, unsalted plain or wholewheat crackers, crispbreads or water biscuits served with fruit or cheese.
- ✓ Plain rice cakes.
- ✓ Natural or low fat yogurt with fresh fruit (fresh, frozen or tinned in its own juice)
- ✓ Wholemeal or plain scones.
- ✓ Fruit bun or mini fruit loaf.*
- ✓ A slice of banana bread or home tray bake.*
- ✓ Sugar-free jelly pots or fruit jelly.
- ✓ Pot of custard or rice pudding.

*These are best taken with meals (when they are less damaging to the teeth) and should not be taken too frequently between meals. These snacks are nutritious, but still contain some sugar, fat and salt.

Promoting Healthy Living & Eating

School Meals Programme: Funding is made available from the Department of Social and Family Affairs for needy students. The parents' and student's will be informed of the scheme and how to apply for it. The Principal will decide the eligibility of students based on applications received. Parents must apply every year to avail of this.

Healthy Eating Award: Due to the hard-work of the whole school community with special mention to the canteen caterer and his staff, we have renewed the 'Healthy Eating Award' for all the positive changes that have been made since 2016.

P.E. Classes:

- All class groups in the school have one timetabled 58minute P.E. class each week.
- P.E. Curriculum: Junior students follow the PE syllabus laid down by the Department of Education & Science which includes a number of areas of study representative of a range of practical activities, each of which has particular characteristics and contributes to the attainment of the overall aim of physical education. These areas of study are – Adventure, Athletics, Dance, Invasion Game, Net and fielding games, Gymnastics, Health related activity. We are currently implementing the new JCT short course including CBA's. Transition year and Leaving Certificate Applied students get the opportunity to sample adventure activities in Outdoor Education centres. Transition year students also get to take part in Wheel chair basketball during the year.
- Senior Cycle PE is now offered as an exam subject

North Tipperary Sports Partnership: This is an organization operating in conjunction with the local ETB and the Irish Sports Council. They recently provided funding towards classes in the school where we targeted girls who enjoyed keep fit classes for all levels of fitness as well as designing fitness plans and sports science elements of LC PE. A Sport Leadership Course was also provided for the LCA's for the first time.

Our Student Support Team which meet weekly give many supports to students and the whole idea of Health Promotion has grown from the seeds sown by the student support Team over the years.

The Health Promoting School Committee at Borrisokane Community College organised many events over the past few years including a day that will never be forgotten by those present when Bressie, the band Heathers, Jim Breen from Cycle Against Suicide and local GAA Player Seamus Hennessy addressed the whole school in the Sports Hall. The message from Cycle Against Suicide *“It OK NOT TO FEEL OK AND ITS ABSOLUTELY OK TO ASK FOR HELP”* lifted the roof of the sports hall when it was sung by all present. This is still a strong message that is continuously echoed throughout the whole school. The 'Jim Breen Cycle against suicide' was such a success last year that it has been made an annual event in the school now. This is organised by a combination HPS committee, healthy eating and living committee and the PE department.

Heart Safe School: The school is committed to obtaining Heart Safe School status from the Irish Heart Foundation. Transition Year students obtained training in CPR and this will allow them to train their family members in these lifesaving skills. The school promotes Healthy Eating and Exercise which will help reduce heart disease. There are two AED located in the school, one in the staffroom and one in the office. A large number of staff are now currently trained users. The school was awarded Heart School Status in May 2016.

Ty Future Leaders Programme: is a joint initiative from the GAA and the Professional Development Service for Teachers (PDST). It is a cross-curricular programme comprising of a series of modules designed to encourage maturity, initiative, responsibility and leadership skills in pupils. The Programme gives pupils the knowledge and skills to support all roles required in the effective staging of Gaelic Games. As part of the programme pupils are challenged to organise and run a GAA Super Games Blitz or set up a Super Games Centre for younger students and/or support coaching of younger players in their school or community.

Sli na Slainte: The school has registered with the Sli na Slainte, a health promotion initiative of the Irish Heart Foundation aimed at encouraging people to walk on a regular basis. It also aims to collaborate school and the local communities through physical activities. It maps distance in both Km's and steps for the 3 routes. It gives an estimated time of how long each route should take to give students a indication of fitness levels and to set improvement targets.

Facilities: The school has state of the art facilities: sports hall, fully equipped gym, 4 outdoor courts, soccer pitch, GAA pitch, 1km walkway, athletics track which is available to us by the community when needed. A ball-wall and new changing room facilities are currently under construction.

Extra-Curricular Activities: There is a broad range of activities available to all students including - soccer, hurling/camogie, football, basketball, tennis, athletics, badminton, pool, table tennis, golf, horse riding, aquatics, cycling, 1st year homework club, a supervised library and Junior maths clinic.

Many other activities take place in the school to promote positive health each year including:

- The Friendship Café which opens on Wednesday's and Thursdays, supervised voluntarily by teachers from the Student Support Team
- Mentoring Sessions
- Friendship week
- Anti-bullying awareness week
- Well-fest weekly newsletters emailed to all staff and students
- Retreats
- Fancy Dress for Temple Street feel good fundraiser day
- Speakers for students' staff and parents on various topics which this year involved an invaluable Soar workshop for some 2nd and 5th year Students and a “Let's talk about drugs together programme” delivered over the course of two nights.
- Student council random acts of kindness
- Billy Goulding Fundraiser- 3rd Year sleepover
- Ty Healthy Relationships Programme
- Gender swap non uniform day
- Walk for Living Links
- First year sports day
- Weekly staff after school sports activities

Teaching and Learning

The promotion of healthy eating is addressed through the following subjects- Home Economics, Social Personal and Health Education, Science and Physical Education as well as through social and cultural activities and all extra-curricular activities.

The missing ingredients in school food policy

While health and nutrition education has improved, nutritionists say that Critical Thinking and Cooking Experience are lacking. Students know what they should be eating but they don't read food labels, understand food labels, know portion sizes, understand the function of foods, have no cooking skills and have a conflicting array of claims and beliefs about certain foods. To help address we should maximise the time spent doing Home Economics in 1st year and Transition Year and include elements of Critical Thinking and Cooking Experience in a whole school context during mentoring and well-fest week.

Co-Curricular Activities: The following subject areas will endeavour to support and promote the Healthy Living and Healthy Eating policy – Drama, Religion, Business, Art and English as well as the Transition year, LCA, SPHE and LCVP programmes

Mentoring: A questionnaire was carried out with a sample population of the students to explore current healthy eating and living habits. The results from this gave us a focus for our mentoring session content. A mentoring session was delivered to all students focusing on “Healthy Eating and Living”. A power-point was used to generate discussion. Students were shown a you tube clip to show the effects of energy drinks on the body and they were given handouts on healthy eating, food labelling and portion sizes.

Well-fest Week: has now replaced Active Schools Week, Positive Mental Health Week and Healthy Eating week which this year was launched with a Sean and Conor Price fundraiser concert and Noel McGrath as a guest speaker. It comprised of the following: Health and well-being homework activities, Healthy pancakes for sale on pancake Tuesday, Basketball, Soccer Volleyball, Zumba, Rounder's, 6th Years V Staff Volleyball match, Pilates, Fitness Tests, Pedometer challenge for staff, Fair trade events, Breast Cancer Awareness Talk, Mini Sports Day, Cookery demonstration from head chef in Ballyfin House, CPR training, well-being coffee morning for 6th Years and mindfulness activities. A sugar board made by Transition Year students was displayed in the reception area of the school highlighting visually how much sugar is in popular drinks and foods eaten by teens.

Power points circulated from the committee to all SPHE teachers to encourage a continuation from the mentoring power point. Topics included

- ✓ A guide to the food pyramid
- ✓ Healthy lunchboxes
- ✓ Food labelling – Traffic Light Labels
- ✓ Sugar
- ✓ Hydration
- ✓ Importance of daily physical activity

Well-fest highlighted all aspects of Healthy Eating and living, positive mental health and mindfulness.

Guest Speaker: Visitors and guest speakers will be invited where possible to offer their expertise on physical and mental health. Highlighting the connection between Food and Mood.

Parents: Parents are aware of relevant healthy eating information in the school and in general via the school website and the Parents Association. A presentation was given to the parents' association and feedback welcomed.

Promoting the policy: The policy is promoted through the flat screen in the canteen, noticeboards around the school, poster displays, in many subject areas, mentoring sessions and year head assemblies.

Areas for improvement/Targets: The following are the areas we wish to focus on in the near future:

- ✓ Provide information on healthy eating and living through the Student Journal, School Website and school social media pages
- ✓ Strive towards getting the Active School Flag
- ✓ Provide whole-school CPR training
- ✓ Maintain the Healthy Eating Award
- ✓ Get feedback from Canteen Caterer and promote any new initiatives in the canteen
- ✓ Not all fundraisers to be cake sales, set a maximum number to be spread out over the year
- ✓ Healthier eating habits in after school study- no energy drinks or fizzy drinks

- ✓ School trips stop at food outlets that have a variety of choices available to students

Evaluation:

An evaluation will be carried out regularly by a group of staff, students, canteen management and parent's representatives.

This policy was reviewed during the school year 2018/2019 and adopted by the Board of Management on June 10th 2019.

BORRISOKANE COMMUNITY COLLEGE



Assessment Policy



Assessment Policy

Borrisokane Community College

Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

“Is ar scáth a chéile a mhairimid”

At Borrisokane Community College we are mindful that teaching, learning and assessment are all connected.

1. Definition

The term “Assessment” refers generally to the gathering and interpretation of information related to a student’s learning abilities, learning attainments, learning strengths and learning needs.

2. Why Assess?

- to monitor a student’s progress and to provide the teacher with information to make decisions about what and how the student is learning.
- to provide students and parents with information regarding progress and meeting targets.
- to establish baseline data in relation to a student’s attainments in certain subjects.
- to assess a student’s eligibility for additional support and services.

3. Types of Assessment

- **Formative** – Questioning, Observation, AFL
- **Summative** - Exams, Class Tests
- **Diagnostic** – CAT 4, NGRT, WIATT III-T, PTM DATS

4. Legislation

The Education Act (1998) requires schools to regularly evaluate students and periodically report the results of the evaluation to students and their parents. In fulfilling this requirement, schools develop assessment procedures, which provide an accurate account of a student’s progress and achievement.

5. Assessments

5.1 Formative Assessment:

Definition:

Formative assessment involves a range of strategies designed to give both students, teachers and parents feedback about students’ understanding of elements of their learning in courses. The aim is to improve learning.

Borrisokane Community College has adopted the Assessment for Learning (AFL) approach to formative assessment. Assessment is formative when either formal or informal procedures are used to gather evidence of learning during the learning process. Its purpose is to use the whole process of assessment to adapt teaching to meet student needs and help learners improve their learning. It is formative because its intention is to form, shape or guide the next steps in learning. The process permits teachers and students to collect information about student progress, and to suggest adjustments to the teacher’s approach to instruction and the student’s approach to learning. Assessment for Learning covers all of the aspects of formative assessment but has a particular focus on the student having an active role in his/her learning. It is about ‘learning to learn’. We recognise, however, that not all aspects of this approach

are of benefit in all curriculum areas and the discretion of the teacher is advised to adapt the theory to suit the particular demands of the subject. The use of Assessment for Learning strategies allows the teacher to continuously assess their students and ensure that learning is at the optimum level.

An example of AFL used here in Borrisokane Community College; the class teacher gives students the opportunities to self/peer assess their own work or their peer's work. This allows students to identify gaps in their own learning and give and receive positive feedback to and from their peers.

Other examples of Assessment for Learning strategies which can be used are:

- Learning Intentions and Homework given at the beginning of lessons
- Criteria for success - co-creation with students
- Questioning techniques
- Wait time after asking questions
- Summarising/Reflection at the end of the lesson
- Comment only marking
- Beginning the next lesson with a recap
- Pair/Group Work
- Setting targets
- In-class Peer Assessment
- Use of Microsoft Teams to upload class notes, assignments, success criteria, exemplars and solutions/mark schemes
- The use of Monthly Assessments for every year group (excl. TYs). These Monthly Assessment Results are entered on ePortal. Written formative feedback is given to students on their piece of work, test etc. Verbal feedback is also regularly given to students. We encourage students to record this oral feedback on their work.
- Formative Feedback is recorded on ePortal for parents to engage in their child's learning at the following times during the school year.

5.2. Summary of when Formative Feedback is recorded on ePortal

Year	Feedback 1	Feedback 2	Feedback 3
1 st Year (feedback also given at PT meeting)	December		June
2 nd & 5 th	November	February	June
3 rd & 6 th	October	December	March

5.3 Teachers Professional Development

Borrisokane Community College continues to encourage teacher's professional development to develop assessment processes. Cohorts of teachers engage in Instructional Leadership and Evaluation Leadership training. This learning is shared with staff through staff meetings, subject department meetings and teach meets. These professional development hours can be put towards Croke Park hours.

5.4. Summative Assessment: (Summary of House Exams)

Definition:

Summative Assessment refers to the assessment of learning and aims to provide a summary of the achievements of the learner.

Assessment is summative when it is used to evaluate student learning at the end of the instructional process or of a period of learning. The purpose is to summarise the students' achievements and to determine whether, and to what degree the students have demonstrated understanding of that learning by comparing it against agreed success criteria or features of quality

5.5 House Exams & Duration

Year	In addition to House Exams	Exams	Time of Year	Duration	Location
1 st	Monthly Assessment	House Exams	Summer	1 hour	Official Exam Centre
2 nd	Monthly Assessments/CBA	CBAs	Throughout the year*	In line with SEC spec	Classroom
		House Exams	Summer (not all subjects examined due to CBA timescale)	1 – 2 hours	Official Exam Centre
3 rd	Monthly Assessments/CBA	CBAs	Throughout the year*	In line with SEC spec	Classroom
		House Exams	Pre-Mocks October	1 – 2 hours	Official Exam Centre
		Mocks	February	2 hours - In line with State exam times	Official Exam Centre
		Junior Cycle	Summer	2 hours - In line with State exam times	As per State exam locations
TYs		Complete assignments/modules/projects during each session. These contribute towards the credits awarded for each session. The year is broken into two sessions ending in December and May			
5 th	Monthly Assessments	House Exams	November	2 hours	Official Exam Centre
		House Exams	Summer	2 hours	Official Exam Centre
5 LCA	1 Task Session 1	House Exams	November	2 hours	Official Exam Centre
	2 Tasks Session 2	Irish/Modern Foreign Language Assessment	Summer- end of year 1	As per State exam times	Official Exam Centre
	Personal Reflection Task Key Assignment	Tasks			
6 th	Monthly Assessments	House Exams	Pre-Mocks Oct	1 – 2 hours	Official Exam Centre
		Mocks	February	In line with State exam times	Official Exam Centre
		LCVP	First Wednesday in May	As per State exam times	As per assigned State exam locations
		Practical & Oral State Exams	As per State exam timetable	As per State exam times	As per assigned State exam locations
		Leaving Certificate			As per assigned State exam locations
			Summer	As per State exam	As per assigned State exam locations
6 LCA	3 Tasks Session 3	House Exams	Pre-Mocks Oct	1- 2 hours	Official Exam Centre
	Personal Reflection Task	Mocks 6 subjects assessed	February	In line with State exam times	Official Exam Centre

	Key Assignments	Tasks	Summer- end of year 2	As per State exam times	
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* Over the two-year period Junior Cycle students complete 1 or 2 CBAs and Assessment Task depending on the subject requirements. These form part of results inputted for Monthly Assessments.

Changes to House Exams and Duration due to Covid 19

In the event of unforeseen circumstances, exam structure will have to be adjusted depending on public health advice.

- *All years - exam start and finish times may need to be altered to allow for social distancing and max number of students allowed in one area.*
- *In the event of school closure, it is then recommended that assessments will take place on TEAMS with the use of assignments set with set start and finish times and submit online.*

5.6 Assessment of Non-written aspects of Subjects:

An increasing number of subjects have elements which are examined at certificate level by non-written methods e.g., Practical Subjects, Language subjects, History and Geography at Leaving Certificate level. Students will be given a percentage of marks in their house exams in relation to these non-written elements. Teachers will assess students by project work or class questioning during the term or the submission of a project at the end of term.

6. Framework for Junior Cycle (2015)

The Framework for Junior Cycle (2015) emphasises the importance of valuing, acknowledging and affirming all students' learning opportunities and experiences during the three years of Junior Cycle. The new assessment procedures at Junior Cycle value the different aspects of students' learning and the range of approaches, both formative and summative, that generate evidence of this learning by students.

6.1 Junior Cycle Profile of Achievement (JCPA)

Student achievements are now reported to students and parents/guardians on the Junior Cycle Profile of Achievement (JCPA). The JCPA will capture the different assessment elements undertaken over the three years of Junior Cycle, including the grades which are issued by the State Examinations Commission (SEC). The JCPA captures any combination of the following: CBA's, Short Courses, State Certified Examination (including the Assessment Task), L2LP, L1LP, Wellbeing and Other Areas of Learning.

6.2 Classroom-Based Assessments (CBAs)

- They contribute to and build on the use of formative assessment in the classroom happen during normal class time.
- They resemble the learning that happens on a daily basis
- They capture the knowledge and skills that are not easily assessed in a timed pen and paper type examination.
- The class teacher assesses them at a common level.
- There are two CBAs for each subject; the first one in 2nd year and a second one in 3rd year (changes have been made in line with Circular Number: 0076/2020)
- They are assessed through pen and paper assessment, self-peer assessment, portfolios, journals, observations, exhibitions, oral presentations, experiments, interviews and projects.

Achievement in CBA's are reported on using the following descriptors:

- Exceptional
- Above expectations

- In line with expectations
- Yet to meet expectations

6.3 SLAR (Subject Learning and Assessment Review Meeting)

A SLAR (Subject Learning and Assessment Review Meeting) meeting takes place after each CBA. Teachers share and discuss samples of their assessments of student work and build a common understanding about the quality of student learning. Each SLAR will be subject specific, last 2 hours and will be facilitated by a teacher of the subject.

The purpose of the SLAR is to:

- Develop a collegial professional culture
- Ensure consistency and fairness
- Build confidence about the judgements that teachers make

6.4 Assessment Task

The Assessment Task will be completed during class time under the supervision of the teacher and will take place over two lesson periods. The Assessment Task script is sent, along with the final assessment at the end of third year, to the State Examinations Commission (SEC) to be marked. It accounts for up to 10% of the State-Certified Examination and is incorporated into the grade that a student receives for their final SEC examination.

6.5 Level 1 and Level 2

Level 1 and Level 2 are offered in school for a small minority of students. They complete a portfolio over three years from learning objectives from the Level 1 & 2 curriculum.

6.6 Final Examination

The final examinations take place in June.

The key points to note are:

- All exams are no longer than two hours in duration
- Students take a maximum of ten subjects
- All subjects available at a common level apart from English, Mathematics and Irish where there will be two levels (Higher and Ordinary)
- Exams assessed by SEC using the following set of grades:
 - Distinction
 - Higher Merit
 - Merit
 - Achieved
 - Partially achieved
 - Not achieved

7. Transition Year Assessment

7.1 Transition Year Grading System

Transition Year in Borrisokane Community College is graded on a Pass, Merit or Distinction basis. The grading is determined by the awarding of credits. These credits are awarded at the end of two sessions, January and May. A report will be issued at the end of each session showing the credits for each subject and a teachers comment.

10 Credits	per core subject
10 Credits	attendance and punctuality
20 Credits	overall participation and interview

At the end of TY students will receive a certificate awarding

60-70%	Pass
70-85%	Merit
85-100%	Distinction

7.2 TY Exams:

Transition Year Students can be assessed through class exams throughout the year. These exams can be used in the awarding of credits at the teacher's discretion.

8. Leaving Certificate Applied Assessment

8.1 Leaving Certificate Applied Grading System

Leaving Certificate Applied is graded on a Pass, Merit or Distinction basis. Students who achieve less than 120 or leave the program early will receive a record of experience. The grading is determined by the awarding of credits in subjects.

The credit breakdown is as follows:	Pass	120 - 139 Credits.
	Merit	140 - 169 Credits.
	Distinction	170 - 200 Credits.

8.2 LCA Modes of Assessment

The LCA assessment is based on:

a. Satisfactory completion of modules

- Evidence of completion of 4 key assignments for each module
- One credit per course module in which there is a final exam
- Two credits per course module in which there is no final exam

b. 90% attendance worth 62 Credits (31%)

This section is recorded in school by subject teachers who submit records for each session to the LCA coordinator who uploads them to the SEC online entry system. All evidence and records are kept in house.

c. LCA tasks worth 70 Credits (35%)

LCA students undertake 7 tasks which are assessed through an interview by an external examiner. These tasks account for 10 credits each, totalling 70 Credits (35%)

- Vocational Preparation
- Vocational Education (x2)

- General Education
- Contemporary Issue
- Personal Reflection
- Practical Achievement

d. Final Examinations

worth 68 credits (34%)

- English & Communication
- Vocational Specialisms 1- Graphics and Construction
- Vocational Specialisms 2 - Hotel Catering and Tourism
- Language Year 1 Irish
- Language Year 2 French/German/Spanish
- Social Education
- Mathematical Applications

State Exams: Exams are run by the SEC in June of each year. LCA 1 will have a language assessment at the end of year one and the remaining exams are accessed at the end of year 2.

LCA Mocks: Assessments take place in February each year. LCA 1 are assessed in the language and LCA 2 are assessed in 6 subjects which are organised to exactly replicate the final exams.

9. Leaving Certificate Assessment Breakdown

Subject	Breakdown	%
English	Written Exam 2 papers	100%
Irish	Oral Aural Written Exam	40% 10% 50%
Maths	Written Exam - 2 papers	100%
Accounting	Written Exam	100%
Agricultural Science	Project Work Written Exam	25% 75%
Art, History & Appreciation (new course starting Sept 2021)	Project Practical day Exam Written Exam	50% 20% 30%
Biology	Written Exam	100%
Business	Written Exam	100%
Chemistry	Written Exam	100%
Computer Science	Project Written Exam	30% 70%
Construction Studies	Project Portfolio Experiments Practical Day Exam Written Exam	10% 10% 15% 25% 50%
Design & Communication Graphics	Project Written Exam	40% 60%
Engineering	<u>Higher:</u> Project	25%

	Practical Exam Written Theory Exam <u>Ordinary:</u> Project Practical Exam Written Theory Exam	25% 50% 30% 30% 40%
French	<u>Higher:</u> Oral Aural <u>Ordinary:</u> Oral Aural Written Exam	25% 20% 20% 25% 55% (both levels)
Geography	Project Written Exam	20% 80%
German	Oral Aural Written Exam	25% 25% 50%
History	Research Study Report Written Exam	20% 80%
Home Economics	Food Studies Coursework Written Exam	20% 80%
Link Modules	Portfolio [due March of 6 th year] Written Exam [first Wednesday in May]	60% 40%
Music	Listening Composing Performance Remaining 25% is chosen by student in either listening, composing or performing.	25% 25% 25% 25%
Physics	Written Exam	100%
Physical Education	Physical Activity Project (PAP) Performance Assessment Written Exam	20% 30% 50%

10. Involving the Partners

10.1 Our Partners

It is well known that the student's progress in school is best achieved when all partners – student, teacher and parents/guardians are working together.

The following are the responsibilities of each partner:

- **Student:** Prepare well for exam. Follow guidelines for study at home as outlined in the school journal. Students are encouraged to self-assess and peer assess with guidance from their teacher. Keep up to date with results on ePortal and set targets for future results. Attend Parent/Student/Teacher Meetings and Information Evenings.
- **Class Teacher:** Prepare student, set targets and upload to EPortal, give students the criteria for assessment, set exam, correct exam (following AFL guidelines), assign projects, meet CBA deadlines, participate in SLARs, give formative feedback to student, fill in results and reports on ePortal monthly, deadline 7th day of following month, organise aural and oral assessments outside of timetabled exams as well as completing forms for the SEN coordinator to facilitate in SEN and student assessment.

- **Parent:** Show interest in student's schoolwork, exam preparation, exam performance as well as to encourage, motivate and act on recommendations and feedback.
 - Attend Parent/Student/Teacher Meeting and Information Evenings.
 - Check ePortal regularly.
 - Provide a quiet place to study.
- **Year Head:** Input Year Head comment onto ePortal student reports, speak to students regarding performance if necessary, comment on progress. Work with Mentor teacher to monitor and track academic progress of student in year group.
- **Class Mentor:** Mentor will have access to a copy of each students' report to see how they are performing across all classes. Work with Year Head to monitor and track academic progress of student in year group.
- **Subject Department:** Discuss assessment at subject department meetings. Use common assessments and follow the same marking scheme, ideally the same test should be given to classes in the year group, share ideas and compare results of assessments with national averages.

11. Communication with Parents/Guardians:

Communication with Parents /Guardians about assessments happens through the following:

Parent/Teacher Meetings

First year parents/guardians/teacher meetings take place twice a year. All other year groups have one parent/teacher meeting each year.

All parents/guardians are reminded to pay attention to the school calendar for meeting dates.

Students are invited and encouraged to attend the parent/teacher meetings.

Parents have access to results on ePortal

Parents and Students encouraged to use ePortal, the school app and school website.

School Examination Reports

Following each house exam Parents/Guardians can view on ePortal reports on their child's progress. These reports contain formative and summative information and constructive comments by teacher and Year Head and signed by the Principal.

12. Special Needs Students

Within Borrisokane Community College formal and informal diagnostic assessment, take place throughout the academic year.

12.1 Psychometric Tests

The following tests are administered to 1st Year students by the Guidance Counsellor and Special Needs Teachers at the beginning of October each year:

- CAT4
- PTM

- NGRT

When the results of the tests become available:

- The SEN team meets to identify students in need of extra support.
- Students who score below the 10th percentile in one of the above tests are offered a class of support during RE.
- Students identified as having possible needs requiring further investigation are referred to the National Educational Psychological Service (NEPS) Psychologist. Parents are involved in this referral and subsequent assessment if assessment is recommended.
- Students may also be referred to the Community OT if needed.

12.2 Standardised Testing

The Guidance Counsellor and Special Needs Teachers administer the following tests to First Year students during the first half term.

CAT 4

The Cognitive Abilities Test (CAT4) is a diagnostic assessment that is designed to help students and their teachers understand how they learn and what their academic potential might be. It assesses how students think in areas that are known to make a difference to learning.

While many tests focus on a child's attainment in core subjects, CAT4 is designed to give schools a much broader, more rounded view of each child, their potential and how they learn. Results help teachers decide about the pace of learning that is right for a student and whether additional support or challenge is needed.

Tasks involve thinking about shapes and patterns (Non-Verbal Reasoning), words (Verbal Reasoning), numbers (Quantitative Reasoning) and some questions are answered by mentally generating and transforming visual images (Spatial Ability).

NGRT

The New Group Reading Test (NGRT) enables you to assess students' reading and comprehension skills in a single test – helping to identify those students who may need further support. Results of these assessments are reported back to parents after the assessments are complete using a specific template explaining the results.

PTM

Progress Test in Maths (PTM) is a standardised assessment of pupils' mathematical skills and knowledge. PTM assesses two dimensions of maths learning:

1. Mathematical content knowledge
2. Understanding and applying mathematical processes through reasoning and problem solving (including reasoning and problem solving)

PTM looks at a student's ability and their achievement in Maths and Reading. They help to identify students who may need extra support (below the 10th percentile) and those who may need to be challenged further. They allow teachers to differentiate appropriately and may help parents and students when it comes to subject option choices.

PASS test

Pupils Attitude to Self and School (PASS) which looks at a student's attitude to school may also be administered. PASS is an all-age survey for pupils aged 4 – 18+ years that will help you understand pupils' mindsets as they come back to school, and if they are confident, ready and motivated to learn.

12.3 DATS Assessments

Differential Aptitude Tests for Guidance (DATS) is carried out by the Guidance Team who assess Transition Year (TY) students in October. This assessment helps to guide students who are making decisions about senior cycle subjects. Together, the Guidance Counsellor along with the student and parents use the results of these assessments to make an informed decision in relation to subjects the student has a strong aptitude for. The results of the test are forwarded to parents.

12.4 RACE Assessments and Students with SEN

From time-to-time testing may take place in support class in order to set up a Student Support Plan, investigate an Irish exemption, investigate if a child needs to be referred to NEPS or OT for an outside assessment or apply for RACE. Along with reading records and writing samples, the following tests may be used:

- **WIAT III Teacher's edition:** an application is made to the Department of Education and Skills with regard to accommodations for the Junior Certificate, Leaving Certificate and Leaving Certificate Applied exams based on the SEC criteria for RACE using the WIAT III Teachers. The WIATT III Teachers assessment is used to assess single word reading test and spelling.
- **DASH (Detailed Assessment of Speed of Handwriting) 9 years to 16 years 11 months,** is used to assess handwriting speed is also used for students who need an application made for the use of a Word Processor or a Scribe.
- **DASH (Detailed Assessment of Speed of Handwriting) 17+ years,** is used to assess handwriting speed is also used for students who need an application made for the use of a Word Processor or a Scribe.

Along with the above testing if further testing is required it will be facilitated if deemed necessary.

Psychological/Medical Reports

All class teachers are aware of students who have Psychological/Medical reports and implement the recommendations in assessing students.

12.4 Outside Agencies

Throughout the year, the SEN Coordinator /ASD coordinator may meet with National Educational Psychological Service (NEPS), Visiting Teacher Service for the Visually and Hearing impairments, Occupational Therapists (O.T), Speech and Language Therapist (SLT), Physiotherapist, Psychologists from Childrens Services, CAHMS, Family Support Centres, School Completions Officer and home. Ongoing observations take place to monitor the students' progress.

13. Policy Adoption and Review

This policy was adopted by Tipperary ETB and noted by Borrisokane Community College Board of Management on June 24th 2021 and will be due for review during the school year 2024/2025.

14. Dissemination and Publication

This policy will be made available to school personnel and published on the school website.

Wellbeing Policy



WE SEEK TO PROMOTE A CARING AND
COMMITTED SCHOOL COMMUNITY
WHICH WILL FACILITATE THE EDUCATION OF
OUR STUDENTS
AND WHERE EACH INDIVIDUAL IS VALUED AS A
UNIQUE HUMAN BEING.

“IS AR SCÁTH A CHÉILE A MHAIRIMID”

Wellbeing Policy

This document is prepared by the wellbeing committee on behalf of, and in consultation with, the Borrisokane Community College staff, students, parents and board of management.

Our Vision

The Wellbeing Committee **aims** to lead the school community in the creation of an environment where; *“Borrisokane Community College students want to come to school because they feel safe, connected, supported, cared about and challenged. They will leave Borrisokane Community College proud, resilient, respected and respectful of others, able to be responsible for their actions and capable of building positive relationships with a range of people.”*

We hope to build on and reinforce the results of recent whole school PASS testing which indicated that the vast majority of students feel connected to the school community.

STRUCTURE OF THE POLICY

The philosophy of this policy is based on the Junior Cycle Wellbeing guidelines the aim of which is to support schools in planning and developing a coherent Wellbeing programme that builds on the understandings, practices and curricula for wellbeing already existing in schools.

The framework for Junior Cycle (2015) provides for a new area of learning at junior cycle called Wellbeing. Wellbeing will cross the three years of junior cycle and build on substantial work already taking place in schools in support of students’ wellbeing. This area of learning will make the school’s culture, ethos, and commitment to wellbeing visible to students. It will include learning opportunities to enhance the physical, mental, emotional and social wellbeing of students. It will enable students to build life skills and develop a strong sense of connectedness to their school and to their community. The junior cycle Wellbeing programme will begin with 300 hours of timetabled engagement in 2017 and build up to 400 hours by 2020 as the new junior cycle is implemented fully in schools.

The Wellbeing Policy Statement and Framework for Practice 2018-2023 was launched by the Minister for Education and Skills in July 2018.

The policy includes a set of Statements of Effective Practice in relation to wellbeing promotion within the school system. The statements will support schools in reviewing their current provision in each of the four key areas of wellbeing promotion and in setting goals for improvement. The Wellbeing Policy Statement and Framework for Practice is available to download <https://www.education.ie/en/Publications/Policy-Reports/wellbeing-policy-statement-and-framework-for-practice-2018%E2%80%932023.pdf>

ACHIEVING OUR VISION

We aim to achieve our vision through;

1. Use of the School Self-Evaluation process developing and implementing policies and procedures to support student wellbeing.
2. Building on the good work already happening in our school to ensure that best practice of whole-school wellbeing promotion is embedded across the system.
3. A multicomponent whole school preventative approach to the promotion of wellbeing with interventions at both universal and targeted levels
4. Ensuring student wellbeing is central to teaching practices and student learning.
5. Raising awareness in the school community of issues related to student wellbeing.
6. Embedding the four key areas of wellbeing promotion in our school by 2023 – Culture and Environment, Curriculum, Policy & Planning, Relationships & Partnerships.
7. School wide inclusion of wellbeing in subject and programme plans.

WELLBEING-an overview

Wellbeing is described as the state of being comfortable, healthy and happy. In Borrisokane Community College we also believe that wellbeing is a balancing process between skills/resources and challenges.

Our priority is the contentment and wellbeing of our students as outlined in our mission statement. “We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being”.

The wellbeing in a school starts with the frontline staff and there is a commitment in Borrisokane CC to promote the emotional and social wellbeing of all. It is the goal of the College to create a mutually respectful atmosphere between all individuals involved within our school including management, teachers, staff members, students, parents, & visitors. We recognise the importance of students having one good adult role model in their lives and seek to provide this within our school community.

CURRICULAR PROVISION

- From September 2017 wellbeing will require a minimum of 300 hours timetabled engagement and 400 hours by 2020.
- All subject planning will include Wellbeing and teachers should embed wellbeing into their curriculum and ensure it is visible to students.
- Wellbeing will be further embedded into the school curriculum through three key subject areas which are; CSPE, SPHE, PE and guidance related learning.
- Wellbeing is inclusive of all and some students are offered Level 2 priority learning units including wellbeing.

WELLBEING INDICATORS

There are six indicators central to wellbeing;

1. Active
2. Responsible
3. Connected
4. Resilient
5. Respected
6. Aware

From September 2017 a poster displaying these indicators has been displayed in all classrooms.

WELLFEST WEEK

- The aim of the annual Wellfest week is to create awareness around all elements of health including being active, making healthy food choices and looking after your mental health. This week adds to the positive atmosphere of the school. Ultimately, it seeks to highlight what keeps us well, content and whole.

Activities include- Poetry competitions, information area with posters in the foyer on health and wellbeing, meditation and yoga classes, positive thoughts presentation, mindfulness coloring competition's, sporting boot camps, SOAR workshops and talks on mental wellness/coping strategies from outside agencies such as St. Patrick's Mental Health Hospital through the Walk in

Your Shoes Campaign, funky shoes day and workshops on Health and Wellness from Templemore College of Further Education for example.

ADDITIONAL

- The school is a key setting for health promotion. Borrisokane Community College became a “Health Promoting School” in January 2016. HPS supports a whole school approach to promoting health and well-being. It strives to create an environment where positive relationships are fostered among students, staff, parents, guardians and the wider school community. There is a strong evidence base for engaging in the HPS process. Ongoing evaluations of the ENHPS report the following outcomes:
 - Improved staff well-being
 - Better learning outcomes for students
 - A more coordinated approach to social, physical and environmental needs
 - Increased student self-esteem
 - Lowered incidence of bullying
 - School environment is safer and more secure
 - Better understanding of a school’s health aims
 - Improved relationships within the school
 - More involvement of parents
 - Better use of external agencies.
- Music and Drama play an important role in the college with musical instruments, the music room and the option to join the school choir and strings orchestra available to all students. Our annual Christmas Concert/TY night/school service/graduation service also gives students the opportunity to display their talent on an annual basis.
- The ability to plan effectively is a skill, which can be of great practical value to students during their time at school, in their future studies and in the world of work. By encouraging students to get involved in enterprise activities teachers can help them to make informed decisions based on careful research and analysis. Through involvement in the college’s Christmas Market and other enterprise initiatives students are facilitated in planning, setting up and running their own enterprise projects as vehicles of learning. It helps students to grasp real life skills associated with running a real enterprise including, working as part of a team, managing production and finances, organising a sales and marketing campaign and liaising directly with customers and the media.
- Subject related weeks help to build positive relationships, improve self-esteem and develop transferable skills. They contribute to the wellbeing of the students by giving them the opportunity to learn in many different ways. By interacting with their classmates and teachers, and by taking part in activities inside and outside the classroom, each student is challenged to problem solve outside of their comfort zone. These weeks promote positive supportive relationships within the school and wider community.
 - Mentoring Programmes such as Cairde and academic mentoring of LCA/exam class students.
 - Transitioning programmes
 - Friendship Café/Seomra Caidrimh
 - Library
 - Alert Programme in conjunction with the NBSS
 - Meditation and Yoga in PE and RE.
 - Rainbows
 - School Counselling Service/College Chaplain/Guidance Counsellor
- Foreign Trips-Annual trips to Holland, Paris, London, Germany and Erasmus projects develop student’s intercultural skills and cultural awareness. This allows students to develop their self-confidence and develop their coping skills, independence and self-awareness.
- Check & Connect and Focus In/Out

All of these activities and more incorporate all of the six wellbeing indicators.

Links with other policies

As all school policies are developed and reviewed we refer to the Wellbeing Framework.

GUIDANCE RELATED LEARNING

Guidance in schools refers to a range of learning experiences that helps students to develop self-management skills leading to effective choices and decisions in their lives. It is made up of three areas; personal and social development, educational guidance and career guidance. Whole school guidance related learning can be delivered by all staff.

ROLE OF THE YEAR GROUP LEADER OF TEACHING AND LEARNING

- Monitoring of academic progress.
- Implementation of code of behavior, which helps, provide a safe space for all students in which to develop linking directly to our ethos.
- Liaise with class tutors/mentors with regard to the progress of the students individually and class groups collectively.
- Develop relationships with students, teachers and parents. In 2017/2018 we introduced a whole school mentoring programme where each teacher had contact time with a small group of students once per term. Over the next few years we will continue to review mentoring and embed the programme to support all students.
- Work within student support structures.
- Support a positive work ethic in the year.
- Acknowledgment of achievement through positive feedback.
- Hold assemblies thus providing a forum for students to voice their issues/opinions.

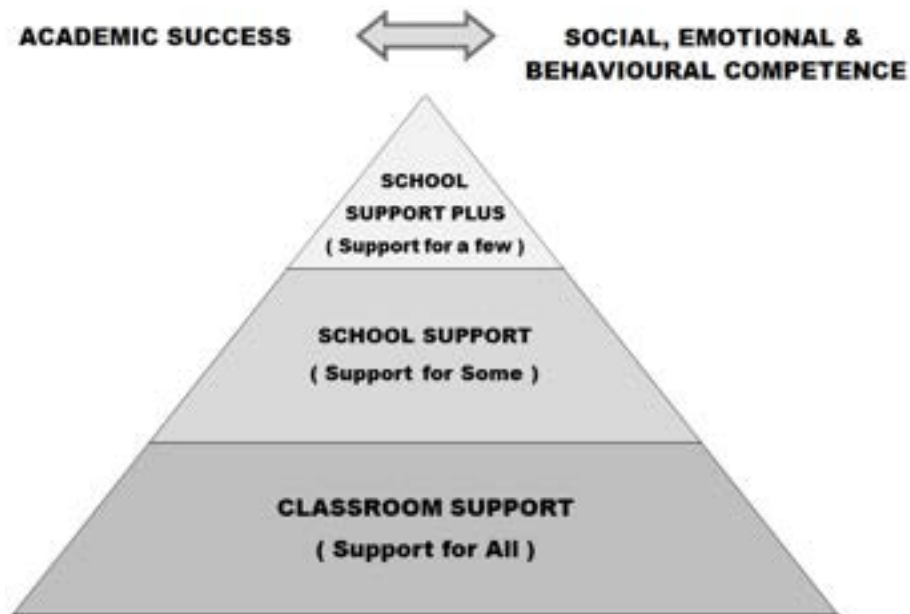
Professional and personal commitment to the wellbeing of our students

Our staff sees its role as supporting and developing student potential in keeping with our mission statement, we seek to promote a caring and committed school community where each individual is valued as a unique human being. Staff at the school aspire to develop the whole person, spiritual, emotional, intellectual, social, cultural and physical. All relationships in our school are built on the central tenet of respect. To launch our wellbeing policy, we focused on the area of respect and highlighted this with the re-introduction of our respect charter in all classrooms.

- R – Respond to others with kindness
- E – Establish friendships with all classmates
- S - Share responsibilities
- P – Prepare for class
- E – Expect the best of yourself
- C – Co-operate with others
- T – Talk appropriately to peers and adults

Student Support

Once concerns are identified, information is then gathered and a plan is created and reviewed in line with NEPs continuum of support. The support offered is broken into 3 categories as outlined below.



Support for ALL

At this level we adopt a whole school approach. We have a series of policies and procedures that promote wellbeing for all members of the school community. Processes on this level aim at (i) the establishment of a safe environment that is conducive to wellbeing and which supports the prevention of factors that negatively impact on wellbeing, (2) promotion of an understanding of and commitment to wellbeing (3) early identification and intervention in the cases of challenge

Support for Some

There is a more focused approach adopted with a number of identifiable groups of young people who are at risk of developing unhealthy patterns of behaviour. These structures seek to provide a more targeted support structure to promote and scaffold wellbeing for these identified groups. A recent addition in this area is the Alert programme, supported by the National Behaviour Support Service (NBSS). Our student support team, SEN team and management team also contribute to supporting students in this area.

Support for a few

This support focuses on putting in place interventions for young people with more complex and enduring needs. Work with this group of students is structured under the development of an ISP (Individual Student Profile/Plan) and IBP (Individual Behaviour Plan). The details of the development of these plans are outlined in the SEN policy of the school. In some cases, students under the care of the student support team will also have a student support file.

Staff Wellbeing

Staff at Borrisokane Community College work in a supported environment. Undoubtedly, the nature of the role, in seeking to develop the whole person is hugely demanding. At Board of Management meetings, the principal's report keeps the board informed of the work of staff. This is formally affirmed at staff gatherings, through the agreed report and through contact from the principal, deputy principal and Chair of the Board with individual members of staff.

The College has been recently upgraded to include more modern staff facilities and workrooms as well as subject relevant technology and software that is up to date. Teacher based classrooms are in the majority and this has led to improved working conditions for staff. Our staff room is well equipped and provides a communal space for staff. There is a separate staff workroom area available.

School management work collaboratively with the whole staff. Management respect the professional commitment of each staff member and regard them as colleagues and friends. Management is understanding of the complex pressures which may come to bear on all members of staff from time to time and respond with compassion. Staff members are encouraged and supported to take on new roles, gain further qualifications or attend relevant CPD courses.

Borrisokane Community College promotes a culture of collaborative collegiality locally, nationally and internationally. This is achieved through regular subject department meetings, whole staff meetings, staff planning committees and an online network of resources on Sharepoint, as well as participation in

programmes such as the Learning School Project and Erasmus+. The whole school email system and digital school calendar are used regularly to ensure all staff are aware of important events and opportunities. The school has a staff social committee which organise events periodically throughout the year to enhance personal relationships between staff members. Carecall is available to all teachers, provided by the ETB, as well as individual union related supports that staff can avail of.

POLICY PROTOCOL

All elements of this policy are reviewed periodically, through informal student feedback on the speakers, programmes and activities, by questionnaires and small group discussions. The policy document will be formally reviewed on a regular basis from the time of ratification.

Ratified by the Board of Management: June 10th 2019

Appendix 1:

WORK TO DATE

Wellbeing Committee Work to Date as of March 2017:

At the beginning of the new academic year 2016/17 a committee of 6 interested teachers was established to focus on the area of student wellbeing. The following is a breakdown of work completed and action points identified, as well as future aims:

Activities undertaken;

Planning session with PDST mentor - Bríd Kennedy

Identification of policy focus and discussion of pre-existing policies and initiatives to be linked in.

Agreement of structure of policy as well as multiple drafts, reviewed and agreed on at regular meetings.

SSE 6 step process followed

A random sample of students from each year group was surveyed to investigate areas of wellbeing in need of further attention.

Results of this were reviewed and summarised before being taken to a focus group of student council members to gain more in depth feedback.

Similarly, an online survey was distributed to all staff members to gauge opinion on wellbeing in the school from their perspective.

Both sets of results and the focus group feedback were taken into account in deciding an area of action for this academic year.

Email to all staff to inform them of area of action and invite feedback.

Also liaised with teachers of SPHE/religion and care team members in finalising the area of action to ensure cohesion of efforts.

Re-introduction of Respect charter, copies for classrooms and highlight at roll call.

Going forward;

- School commitment to Wellbeing visible to students, developing a culture of well-becoming
- Students to be involved in decisions which affect them as much as possible
- More positive wellbeing means more positive cognitive outcomes
- Holiday related posters in different languages and from different traditions
- Continued drafting of Wellbeing policy, specifically the Evaluation and Conclusion sections
- PASS test results from all students to be analysed once available.
- Committee to present an update on the Wellbeing policy at whole staff meeting – April 5th
- The committee going forward aims to comprise representatives in line with the wellbeing guidelines.

Work carried out by the Wellbeing Committee in 2018/2019:

- Updated Wellbeing policy
- Wellbeing in Subject Department Plans (staff reminded at final staff meeting)
- Focus areas: Policy and Planning, Relationships
- Wellbeing Promotion Indicators for Success being met:

Policy & Planning

- Schools and centres for education use a Self-Evaluation Wellbeing Promotion Process to develop, implement and review wellbeing promotion.
- Schools and centres for education incorporate wellbeing promotion into whole school policies and practices.

Relationships & Partnerships

- Children and young people, their parents and other external partners are actively involved in wellbeing promotion within the school community.
- All adults in schools and centres for education have an increased awareness of the importance of wellbeing promotion, including listening to children and young people, and signposting them to internal or external pathways for support when needed.

- Wellbeing Tree at Christmas
- Time-Out/Take 5 for your Mental Health Presentation
- No phone day (in line with Internet Safety Day)
- Staff Wellbeing Activity - 1 hour of Croke Park - Walk/Pilates/Sport/Personal Planning Time
- Staff Room Treat Days
- Motivational quotes for teachers put up in prominent areas
- Chocolates and motivational quotes given to teachers as a token of appreciation
- Student Wellbeing: Coffee Morning 6th years
- Mindfulness Workshops at lunch – Trudy
- Lollipops given to students – Good Luck gesture for exam students
- Staff Lotto-final day and staff feedback will be sought for staff lotto once a month next year



Borrisokane Community College

Digitalised Whole School Guidance Plan



Digitalised Whole School Guidance Plan

Borrisokane Community College:

Academic Year 2020/2021

Introduction to Digitalised Guidance

This resource outlines the decisions made at local school level about the logistics of digitalised / online school guidance provision in our school.

All content was discussed and agreed between School Management and the School Guidance Counsellors. The approach to digitalised Guidance in our school is documented here in line with:

A Whole School Guidance Framework document (NCGE, 2017)

<https://www.ncge.ie/resource/ncge-whole-school-guidance-framework>

(Covid-19) Support information for Guidance Counsellors in Schools (NCGE, 2020)

<https://www.ncge.ie/resource/covid-19-ncge-support-information-GC-schools>

Continuity of Guidance Counselling - Guidelines for schools providing online support for students (DES, 2020)

<https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf>

Continuity of Schooling (DES, 2020)

www.education.ie/en/Schools-Colleges/Information/continuity-of-schooling/continuity-of-schooling.html

Digitalised Guidance is provided in our school in line with the continuum of support model (NCGE, 2017 p12): Guidance for A Few, Guidance for Some, Guidance for All. This resource outlines the provision of digitalised guidance in line with that continuum. The first section outlines the logistical approach for 'Guidance for A Few,' a second section notes the approach for 'Guidance for Some', and the third section refers to 'Guidance for All.' In addition, a final section outlines how our school will coordinate Whole School Guidance, should the school have to close for part of the year or if some staff must self-isolate.

Guidance for A Few:

In Borrisokane Community College ALL students will have access to one-to-one supports from teachers, support teams and the Guidance Counsellor, where appropriate.

Parents / Guardians will be informed that these services are available by notification through email/phone/post if our school must close during academic year 2020/2021.

In each of these communications, parents are invited to contact the school directly should they wish to discuss the provision of such supports.

In Borrisokane Community College we agree to undertake our **‘Guidance for a Few’** (one-to-one sessions) as follows:

Platform Used:	Microsoft Teams
How and when students may be contacted:	<p>A schedule of virtual meetings should be planned with students by email during a limited time frame (e.g., following the ‘normal’ local school timetable, 9am-3:40pm). Contact with students should not occur outside of these agreed times.</p> <p>Personal phone numbers will not be exchanged between the Guidance Counsellor and students / parents / guardians.</p>
Contact with parents may arise when:	<p>A Child Protection issue arises.</p> <p>If the student requires referral to an external agency.</p> <p>If the student is experiencing suicidal ideation.</p>
Students are identified as needing one-to-one support through several school processes:	<p><u>Self-Referral</u> – students may self-refer by sending an email to the Guidance Counsellor. Students are notified about how to connect with the guidance counsellor at the beginning of the school year and regularly throughout the year. Students will be reminded via email at the start of the school closure.</p> <p><u>Student support team</u>: Teachers are aware they can contact the student support team by email if they are concerned about a student. The student support team will then take appropriate action which may include referral to the Guidance Counsellor.</p> <p><u>Parents</u>: If parents are concerned for their children, they may contact the Year Head, School Management or Guidance Counsellor. Parents are informed of how to contact staff members on the school website and in the welcome letter sent at the start of the year. Parents can also contact school reception who will then link in with relevant staff member.</p> <p><u>Teachers</u>: May refer a student via email.</p>
Frequency of Contact:	The agreed procedures to facilitate students to be notified of their initial appointment in advance in Borrisokane Community College] is through school email.

	<p>Further contact will be agreed with students as appropriate during each meeting.</p> <p>This will be clearly communicated to the student in each meeting and/or at the beginning of the series of sessions e.g. 'We will work together for three sessions and review our plan on the third session'.</p>
Session Length:	Each one-to-one meeting would not exceed the duration of normal appointment or lesson times e.g., 58 minutes, except in the event of an emergency.
Contract:	<p>A contract will be made with students at the beginning of the one-to-one session as it would have been in a 'face to face' situation.</p> <p>Included in this contract, it will be noted that neither party will record or take photographs of the session.</p> <p>A record of the session will be kept by the Guidance Counsellor, in line with normal professional practice and the school's 'Confidentiality Policy.'</p>
DLP and DDLP:	<p>During school closure while digitalised guidance is taking place, our school procedures for communication with the DLP and the DDLP are via Teams, email or phone.</p> <p>If an emergency/child protection issue arises during a time when digitalised guidance is taking place, the agreed protocol is to: Ring the DLP or DDLP and follow up with email.</p>
Communication with management:	<p>School management are fully aware of and have agreed on all aspects of this document.</p> <p>This document was discussed and agreed on January 14th 2021.</p> <p>It is agreed that this document will be reviewed throughout school closure.</p> <p>The guidance counsellor will meet on a weekly basis to update management on how digitalised one-to-one guidance appointments are progressing; this update will happen during the Care Team meeting.</p>

Record Keeping & GDPR:	<p>A record of every one-to-one guidance counselling meeting will be kept by the Guidance Counsellor and stored appropriately in line with normal professional practice</p> <p>In our school we store paper records. The Guidance Counsellor ensures these are safely stored, are not accessible to others and are returned to the school premises as soon as is practicable.</p>
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Guidance for Some:

A definition of ‘Guidance for Some’ can be found on the ‘Whole School Guidance Framework’ document (NCGE, 2017 p13)

www.ncge.ie/resource/ncge-whole-school-guidance-framework

In Borrisokane Community College, digitalised ‘Guidance for Some’ will operate in line with our school’s ‘Remote Learning Policy’ as follows:

- Guidance classes will take place during their allocated timetabled time.
- Where appropriate small group guidance will take place on topics relevant to those groups of students, such as talks on studying in Europe, applying to UCAS etc.
- These small ‘groups’ of students will be formed through Teams invitations and school email
- Student work will be collected and feedback given via Teams and email.
- Students/Parents are welcome to email the Guidance Counsellors regarding specific questions and will be dealt with during normal school hours.

Guidance for All:

A definition of ‘Guidance for All’ can be found on the ‘Whole School Guidance Framework’ document (NCGE, 2017 p12)

www.ncge.ie/resource/ncge-whole-school-guidance-framework

In Borrisokane Community College digitalised ‘Guidance for All’ will operate in line with our school’s ‘Remote Learning Policy’ as follows:

- The Guidance Counsellor makes contact with all class groups according to the Remote Learning School timetable.
- The Guidance Department will continue to post weekly content relevant to the student body via social media.
- Due to the high volume of emails during school closure, the Guidance Department will be mindful of not overwhelming students with too much information via this method of communication.
- 3rd Level Institutes will continue to present to students through online meetings. These will be monitored by the Guidance Counsellor(s).

Coordination of Whole School Guidance:

This section describes how the school approaches the management and coordination of whole school guidance if a blended/digitalised approach must be undertaken in our school.

If there is a child protection concern the Guidance Counsellor will contact the DP or DLP via telephone. The Student Support Team will continue to meet weekly via Teams and follow its usual protocols of discussing students on Focus In and Focus Out and arrange Check and Connect with students who need support. Feedback on the past week will be presented to the meeting and any referrals from staff will be reviewed.

The content of this document has been agreed by Matthew Carr (Principal) and [Annette Tierney & Trudy Carroll \(Guidance Counsellors\)](#) on 14/01/2021

This document will be reviewed and updated throughout school closure.

BORRISOKANE COMMUNITY COLLEGE



GIFTED AND TALENTED STUDENTS' POLICY



1. Context

Borrisokane Community College aims to help each student achieve their full potential academically, physically, emotionally and socially in a happy secure environment. A central theme of the mission statement is to provide a community environment in which each student can develop to their full human potential. Furthermore, the school supports the principle of inclusiveness, particularly with reference to the enrolment of children with additional needs.

Our policy on special needs supports these aims and is written in the context of relevant legislation and Circulars.

2. Definitions

Gifted and talented students are those who are achieving or who have the potential to achieve, at a level substantially beyond the rest of their peer group inside our school. A reasonable working definition which is accepted world-wide in educational and psychological circles is that a child who shows exceptional ability in one or more areas such as mathematical, verbal, spatial awareness, musical, or artistic ability may be considered gifted. The term 'gifted' tends to be reserved for those with an IQ greater than 130, i.e., the top 2% of the population. (SESS 2004). A talent, however, is often an ability that has become a highly developed skill through practice (DCU.ie2020). This may be in one or more of the following areas:

- General intellectual ability or talent
- Specific academic aptitude or talent
- Visual and performing arts and sports
- Leadership ability
- Creative and productive thinking
- Problem solving ability
- Mechanical ingenuity
- Special abilities in empathy, understanding and negotiation.

For the purpose of this policy the term **“gifted”** refers to learners who perform, or who are potentially able to perform, extremely highly in one or more subjects in the statutory school curriculum (other than art and design, music, and P.E.), along with those who have scored above the standard age score of 120 in standardised testing, (those in the superior and very superior range).

The term **“talented”** refer to learners who excel, or who are potentially able to excel, in one or more specific fields such as art, music, P.E., or performing arts.

Twice exceptional children

Twice exceptional students are students who have been identified as gifted but also present with some sort of disability or additional learning need. Children can be gifted when they also have a learning difficulty or physical disabilities, vision, hearing or speech impairments, autism spectrum disorder or emotional disabilities.

The most common forms of dual exceptionality are gifted students with Dyslexia, Dyspraxia, Attention Deficit Disorder (ADD) and Asperger's Syndrome. Instances of visual and auditory disability may also occur.

3. Characteristics of Gifted and Talented Students

In comparison with their peers, when engaged in their area of expertise, gifted and talented students will tend to:

- Show a passion for particular subjects or areas of interest and seek to pursue them
- Master the rules of a domain easily and transfer their insights to new problems
- Analyse their own behaviour and hence use a greater range of learning strategies than others (self-regulation)
- Make connections between past and present learning
- Demonstrate intellectual curiosity
- Show intellectual maturity and enjoy engaging in depth with subject material
- Actively and enthusiastically engage in debate and discussion on a particular subject
- Produce original and creative responses to common problems

In addition, gifted and talented students may develop particular characteristics as they progress through the school, such as:

- A tendency to question rules and authority
- A well-developed sense of humour; and
- Growing self-determination, stamina and powers of concentration.

Aims and Objectives:

The **aims** of this policy are that clear guidelines are set out for:

- An agreed, shared definition of the terms “able”, “gifted”, “talented” and “exceptionally able”
- The identification of talented and gifted students as soon as possible
- Meeting students’ needs with a range of appropriate strategies

- Raising staff awareness of the range of strategies available to them
- Providing access to a suitably differentiated and challenging curriculum
- Appointing a Gifted and Talented co-ordinator to co-ordinate the above

The **objectives** of the policy are:

- To foster a culture of achievement by creating a climate of learning and excellence throughout the school
- To put an emphasis on creating opportunities for pupils to identify their gifts and talents and for abilities to flourish
- To promote opportunities for disadvantaged learners
- To work in close partnership with, and involve, parents/carers to help them promote children's learning and development
- To ensure that all who are involved with children are aware of the procedures for identifying their needs, supporting and teaching them
- To work in close partnership, where appropriate, with outside agencies to support the needs and provision for able and talented children
- Students are assessed in a way or ways appropriate to their individual needs
- Students are monitored and reassessed to establish their changing needs
- Students are provided with all possible support as they need it throughout their time in the school
- Students are integrated socially in the school community

4. Identification of the Gifted and Talented

Before identifying any student as gifted or talented in a particular area, we aim to ensure all students have had the opportunity to learn and succeed in that area. This makes the process of identification fair. A gifted or talented student can be identified using a variety of methods. The specific procedure will vary according to the subject area but may include elements of the following:

- Teacher nomination
- Year Head nomination
- Mentor nomination
- Assessment results within school
- Assessment results outside school
- CATS and DATS testing
- Reports carried out by Educational Psychologists
- Peer nomination
- Parental nomination
- Identification by a previous teacher or school
- Identification by a primary school
- Identification by an external agency or organisation, such as the State Examinations Commission
- Primary school reports
- Self-nomination

Staff in Borrisokane Community College have a responsibility to recognise and value students' abilities. Everyone in the school community is encouraged to be involved in identifying the gifted and talented, including teachers, parents and fellow students; and appropriate ways should be used to acquire their nominations. There is a range of checklists available that suggest generic characteristics of gifted and talented learners.

It is worth remembering that gifted and talented students can be:

- Good all-rounders
- High achievers in one area
- Of high ability but low motivation
- Of good verbal ability but of poor writing skills
- Very able but short attention span

- Very able but with a learning difficulty or disability which masks their achievements
- Very able with poor social skills; and/or
- Keen to disguise their abilities.

Assessment methods:

- Teacher observation
- Classroom Based Assessments
- Cognitive Abilities Tests. Cat 4 / DATS
- Reading and Maths testing NGRT/PTM
- In house subject tests and assessments
- Response to increased challenge

Once identified the class teacher/mentor will work alongside the Gifted and Talented Coordinator. Student achievements will be monitored and evaluated against set individual targets. This process will include:

- Regular observation and recording of progress across the curriculum
- Encouraging students to assess and review their own performance
- Valuing out of school achievements
- Intervention activities to prevent underachievement
- Agree, plan and implement appropriate provision
- Set up Student Support File

5. Provision for the Gifted and Talented

Opportunities for extension and enrichment are built into Subject Plans.

Curriculum planning areas refer specifically to the gifted and talented. Subject departments plans should also state what identification procedures they use and what provision is in place.

In Borrisokane Community College we aim to:

- Use data that has been collected to inform us of gifted and talented students
- Encourage all students to be independent learners and to take ownership of learning
- Recognise achievement
- Provide a range of extra-curricular activities and clubs
- Always provide work at an appropriate level; and
- Provide opportunities for all students to work with like-minded peers
- Use SSE opportunities to ensure that their classroom practice continues to provide for gifted and talented students

Classroom Differentiation

- Teachers have high expectations.
- Tasks are designed to take account of the levels of existing knowledge, skills and understanding
- There are planned extension opportunities or open-ended tasks; and
- There is access to higher tier exam entries

School-Based Provision

This will vary according to the subject area and will be covered using a variety of methods:

- School-based clubs and (e.g., Language Clubs, Book Club; Debating etc)
- Student councils
- Enrichment opportunities (Gaisce Award)
- Opportunities for performance (School Musical and sports events)
- Leadership opportunities (e.g., European Youth Parliament, Prefects)

Out of School Provision

Borrisokane Community College will explore and develop community links to provide opportunities for gifted and talented students to develop. Students will be encouraged to fulfil their potential in those areas which they are gifted or talented without reducing the breadth of their curriculum and personal experience. For example:

- Work experience
- Participation in the DCU Centre for Talented Youth summer and year-long programmes
- Participation in the DCU Centre for Talented Youth Early University Programme during Transition Year
- Participation in the Maths and Science Olympiad
- Competitions (e.g., Debating, Young Scientists)
- Inter-school sports competitions (hurling, football, camogie, soccer, basketball etc)
- STEM opportunities and courses

6. Leadership Roles and Responsibilities

Role of the Board of Management:

- To approve the policy and ensure its implementation.

Role of Management Team:

- Work with colleagues to promote learning opportunities for the gifted and talented
- Decide on an agreed target and action plan for inclusion in the School Improvement Plan
- Disseminate opportunities for gifted and talented students (e.g., Open University and online courses; summer schools; competitions and challenges; and leadership opportunities)
- Audit and evaluate provision for gifted and talented students
- Identify gifted and talented students by a variety of subject-specific methods and by analysing relevant assessment data
- Develop and implement activities or programmes of work that cater for the needs of gifted and talented students
- Develop or acquire resources for use with gifted and talented students

Role of The Gifted and Talented Co-ordinator:

- Liaise with class teachers, mentors and year heads
- Collate the assessment materials and results
- Work with the teacher to support the student and plan provision
- Contact parents and keep them informed
- Work with all parties to decide on strategies to be used to maximise learning and development
- Review provision on a regular basis

Role of Guidance and SEN Team:

- Deliver content for gifted and talented students
- Oversee the administration of CATS and DATS tests and analysis thereof
- Devise a Student Support File for gifted and talented students

Role of Subject Teachers:

- Identify gifted and talented students by a variety of subject-specific methods

Subject teachers will monitor programmes of work to ensure that they are appropriate for gifted and talented students. This will include looking for:

- Curriculum differentiation – providing different learning activities for students who have different learning needs, needs that go beyond that of others in the class

- Enrichment – learning that is outside of the core learning which most students will undertake
- Extension – enabling students to move through the curriculum at a faster rate than normal. It can mean ‘acceleration’ or skipping sections to allow students to move further ahead. It can also mean ‘compacting’ the curriculum so that it is denser and more complex. It should give opportunities for students to work in depth, and to work at the students’ individual rate
- Acceleration of students – into groups beyond their age-group, when appropriate
- Competitions – though not exclusively for the gifted and talented, they can activate and strengthen feeling for a particular subject and help develop subject-relevant skills

Role of Subject Departments

- Identify gifted and talented students by a variety of subject-specific methods and by analysing relevant assessment data
- Develop and implement activities or programmes of work that cater for the needs of gifted and talented students
- Develop or acquire resources for use with gifted and talented students

Administration

- Create a GAT department plan containing guides to classroom level planning
- Create Student Support File with parents and pupils which should include learning and behaviour targets which must be reviewed to ensure they are being met
- GAT personnel keep a record of all assessments and reassessments conducted
- Adequate storage of all reports from external professionals and all correspondence from the Department of Education
- All reports relating to special educational needs of existing and incoming students should be made available to AEN personnel on request
- GAT personnel maintain a register of all reports from external professionals and devise means of informing relevant personnel of the existence of such files

Access to information policy

- All information is managed in accordance with the directive of both the Freedom of Information and Data Protection Act

Continued Professional Development

- Regular training for GAT Co-ordinator
- Appropriate in-service for all staff

This policy was adopted by Tipperary ETB and noted by Borrisokane Community College Board of Management on **June 24th 2021** and will be due for review during the school year 2024/2025.

BORRISOKANE COMMUNITY COLLEGE



STE(A)M EDUCATION POLICY



STE(A)M Education Borrisokane Community College 2021

Borrisokane Community College Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being. “Is ar scáth a chéile a mhairimid”

What is STE(A)M?

Science, Technology, Engineering, Arts and Mathematics permeate every aspect of today's world, and the innovations that emerge from these fields underpin much economic development leading to the establishment of creative enterprises and rewarding careers.

People working in STE(A)M in Ireland are changing the face of the world we live in everyday, whether it is by making life-saving drugs and devices, researching new cures for cancer or creating new technologies that keep us healthier, safer and of course, entertain us.

Our education system plays a key role in equipping learners with the knowledge, skills and dispositions to effect these changes.

Science enables us to develop our interest in, and understanding of, the living, material and physical world and develops the skills of collaboration, research, critical enquiry and experimentation.

Technology covers a range of fields which involve the application of knowledge, skills and computational thinking to extend human capabilities and to help satisfy human needs and wants, operating at the interface of science and society.

Engineering is about the design and creation of products and processes, drawing on scientific methods to provide the skills and knowledge to solve real-world problems.

Art(s) is about creativity and design, develops critical thinking skills.

Mathematics equips us with the skills needed to interpret and analyse information, simplify and solve problems, assess risk, make informed decisions and further understand the world around us through modelling both abstract and concrete problems.

STE(A)M education focuses on developing a range of Key Skills that are essential for living and working in today's world. Learners will engage in a range of activities that include:

- using their skills and content knowledge to creatively solve problems
- imagining, questioning and exploring
- collaborating with others
- engaging in inquiry and analysis
- innovating, designing and making
- testing and modifying their solutions to complex problems

Performance of Irish students - Rationale for promotion of STE(A)M

Irish students' performance is significantly weaker than that achieved by students in countries where STEM performance is outstanding. Their performance in the Trends in Mathematics and Science Study (TIMSS) and the Programme for International Student Assessment (PISA) shows that:

- TIMSS 2015: At 4th Class in primary level, Irish students ranked 2nd in Mathematics out of the 22 participating EU member states/territories and 9th out of all 49 countries participating. Irish students ranked 10th in Science out of the 22 EU participating member states/territories and 19th out of all 47 countries. At post primary level, second year students ranked 1st in Mathematics out of the 8 EU participating member states/territories and 9th out of all 39 participating countries. In Science, Irish students ranked 3rd out of the 8 EU participating member states/territories and 10th out of all 39 participating countries.
- PISA 2015: In Science Irish students ranked 6th among EU member states/territories and 19th out of all countries participating. In Mathematics, Irish students ranked 9th among EU member states/territories and 18th out of all countries participating. This data shows the progress that we are making in relation to STE(A)M education and while it indicates encouraging trends an analysis of the uptake of Mathematics in the Junior Cycle Examination, from 2012 to 2017, shows an increase in the proportion of students taking higher-level, from 52% in 2012 to just above 59% in 2017. The proportion of girls taking higher-level Mathematics in the Junior Cycle increased from 24% of the Mathematics cohort in 2012 to 29% in 2017.

There has also been an increase in the proportion of students taking higher-level Mathematics in the Leaving Certificate in recent years. In 2017, 30% of Leaving Certificate students sat higher-level Mathematics, an increase of 8% from 2012. In 2017, 41% of the total cohort who sat higher-level Mathematics were girls, a decrease of 5% from 2012.

In 2017, 14% of all students sat Physics and 17% sat Chemistry at Leaving Certificate. Both Physics and Chemistry have shown a small increase in uptake from 2012 to 2017 (+1.3% and +3.6%

respectively). With regard to uptake of Science subjects by girls at Leaving Certificate in 2017, almost 60% took Biology, while less than 20% took Physics or Chemistry. The numbers of Leaving Certificate students taking Engineering in 2017 was 9% while in Technology the uptake was slightly less than 3%.

We at Borrisokane Community College will look to promote STE(A)M with the aim of increasing uptake in STE(A)M for all.

Objectives for STE(A)M Borrisokane Community College

For learners:

- We will provide a STE(A)M education experience that enables all learners, including those at risk of educational disadvantage and learners with special educational needs, to participate, influence and succeed in a changing world
- All learners will have an understanding of STE(A)M disciplines, methods and processes, and an attitude towards STE(A)M education
- Uptake of STE(A)M related subjects will increase for learners of all backgrounds, ability and gender, with a particular focus on uptake by females
- All learners will have access to information on STE(A)M careers

For Teachers:

- Teachers will have an understanding of STE(A)M disciplines, methods and processes
- Building on cultures of collaborative professionalism, teachers will provide effective and engaging STE(A)M teaching, learning and assessment approaches where appropriate
- Teachers where practicable will provide collaborative environments, both in and out of school, for STE(A)M learning, fostering curiosity, inquiry, persistence, resilience and creativity
- Teachers will share STE(A)M practice in collaborative settings

For Community:

- Our students will be equipped with the relevant STE(A)M skills and understanding to engage and lead in an ever-changing world
- Our students will be enabled to actively engage in informed STE(A)M discussions
- We will encourage a growing proportion of school leavers into STE(A)M studies and careers

Targets and Implementation of STE(A)M in Borrisokane Community College 2020-2022

- Increasing participation of learners in STE(A)M education
- Create a STE(A)M Team in school-student lead
- Increase uptake of STE(A)M subjects for learners of all backgrounds, ability and gender increasing awareness of STEM education
- Undertake awareness programmes that promote STE(A)M
- Enhance support for learners to make informed choices about STE(A)M higher and further education and training options
- Provide for digital technologies to support STE(A)M education
- School to establish links with business and industry
- Provide STE(A)M training for all staff
- STE(A)M to be developed through SSE and SIP
- Introduce Computer Science as a Leaving Certificate subject

SSE - Looking at our Schools

Domain 2 - Learner Experiences

Students experience opportunities to develop the skills and attitudes necessary for lifelong learning	Students make meaningful connections between learning in different subjects and areas of the curriculum.	Students make meaningful and authentic connections between learning in different subjects and areas of the curriculum.
	Students make meaningful connections between school-based learning and learning that takes place in other contexts.	Students make meaningful and authentic connections between school-based learning and learning that takes place in other contexts.
	Students can, with some guidance, transfer and apply skills learned in one context to another context.	Students can, of their own initiative , transfer and apply skills learned in one context to another context.
	Students are aware of the key skills underpinning the curriculum and of their relevance to present and future learning.	Students can explain the key skills underpinning the curriculum and understand their relevance to present and future learning.
	They take the opportunities provided by curricular and other learning experiences to apply and develop these key skills.	They take the opportunities provided by curricular and other learning experiences to apply and develop these key skills consciously and deliberately .
	Students have an age-appropriate understanding of the concept of lifelong learning, and are well disposed to continuing education and training.	Students have an age-appropriate understanding of the concept of lifelong learning, and see themselves engaging in continuing education and training.

Domain 4 – Teachers’ Collective / Collaborative Practice

Teachers work together to devise learning opportunities for students across and beyond the curriculum	Teachers plan collaboratively for learning activities that enable students to make meaningful connections between learning in different subjects.	Teachers plan collaboratively for learning activities that enable students to make meaningful and progressively more challenging connections between learning in different subjects.
	Teachers collaboratively plan learning experiences that help students to see learning as a holistic and lifelong endeavour.	Teachers collaboratively plan learning experiences that enable and empower students to see learning as a holistic and lifelong endeavour.
	Teachers work effectively with each other and with parents to support students with identified learning needs.	Teachers work very effectively with each other and with parents to support students with identified learning needs.
	Teachers use parent-teacher meetings and other communication with parents constructively to support parents’ meaningful involvement in their children’s education.	Teachers use parent-teacher meetings and other communication with parents very constructively to support parents’ meaningful involvement in their children’s education and development as learners .
	Teachers collaborate with relevant and appropriate outside personnel to provide meaningful learning experiences for students.	Teachers collaborate with relevant and appropriate outside personnel to provide meaningful learning experiences for students, and work together to ensure that the learning is integrated .

Section 5

Review and Evaluation

- The School Plan will be revisited at the beginning of each school year by the Staff, Board of Management, Parents Association and Students.
- The developed school policies will be reviewed annually at staff meetings
- Each year a general review of the school will take place and new policy will be developed in areas as needs arise

Part 2 - Developmental Section

Section 1

List of School Priorities 2001-2002

- **Special Needs Education**
- **Substitution/Supervision/Teacher Hobbies/Teacher Induction**
- **Admissions Policy**
- **Healthy Living**
- **Physical Appearance of School**

List of School Priorities 2002-2003

- **Special Needs Education**
- **Subject Options**
- **School Environment**
- **Mental Health**
- **Internet Acceptable Use Policy.**
- **Girls Uniform**

List of School Priorities 2003-2004

- **Student Involvement**
- **Achieving to Ability, Subject Options, Teaching/Learning**
- **School Environment and Facilities**
- **Homework, Free Classes, Study, Punctuality, Attendance.**
- **Information Technology**

List of School Priorities 2004-2005

- **Student Achievement, Behaviour, Homework**

- **Finance**
- **Facilities/Resources- Extra Curricular Activities**
- **Curriculum Planning/Coordination, Access to Subjects.**
- **Information Technology:**
- **Healthy Eating Policy Development**
- **A draft Attendance Strategy was developed**

List of School Priorities 2005-2006

- **Student Achievement, Behaviour, Homework**
- **Finance**
- **Facilities/Resources- Extra Curricular Activities**
- **Curriculum Planning/Coordination, Access to Subjects.**
- **Information Technology:**
- **Social Personal & Health Education Policy**
- **Student Support**
- **Guidance Plan**

List of School Priorities 2006-2007

- **Subject Department Planning**
- **Student Motivation and Homework**
- **Review of Posts of Responsibility**
- **Healthy & Safety Review**

List of School Priorities 2007-2008

- **Subject Department Planning**
- **Weight of School Bags**
- **Guidance Plan**
 - **Changing Subjects and Levels**
- **Awards Ceremony**
- **Book Scheme**
- **Pastoral Care Policy**
- **Review of Role of Class Tutor – Special Duties Management Team**
- **Finance Policy**

List of School Priorities 2008-2009

- **Subject Department Planning**
- **Review of Code of Behaviour**
 - **Mentoring**
 - **Charters**
- **Fundraising Policy**
- **Healthy Living and Healthy Eating Policy review**
- **Anti Bullying Policy review**
- **Special Needs Policy Review**
- **Team Teaching training**
- **Integrating Information and Communications Technology**

List of School Priorities 2009-2010

- **Subject Department Planning**
- **Policy on Irish Exemptions**

- **Homework Policy**
- **Exceptionally Able Students Policy – Draft policy developed**
- **EAL students policy – Draft policy developed**
- **ICT Review – Audit carried out**
- **Code of Behaviour**
 - **NBSS**
 - **Low level disruption**
 - **Behaviour Plans**

List of School Priorities 2010-2011

- **Subject Department Planning**
- **Develop an Assessment Policy**
- **Learning School Project**
- **Building Project**
- **Review Special Needs Policy**
- **Code of Behaviour review**
- **Develop the Autism Unit**
- **Transition from Primary to Post Primary**

List of School Priorities 2011-2012

- **Review the Anti-Bullying Policy**
- **Ensure that resources for all subject areas in the new school are fitting for 21st century education. Plan for the integration of ICT into all subject areas.**
- **Review the Posts of Responsibility in the light of further cutbacks**
- **Focus on improvements in Teaching & Learning through the Learning School Project Model**
- **Focus on specific issues in relation student behaviour and organisation**
- **Continue review of Special Needs Policy.**
- **Use Self Evaluation as a tool for school improvement**
- **Review the provision of extracurricular activities**
- **Review the support to students and parents in making Subject Choices.**
- **Review the Health and Safety Guidelines from the HSA.**
- **Complete the extension to the canteen to provide additional recreational facilities for students.**
- **Subject Department Planning**

List of Priorities 2012 2013

- **Implementation of the revised Anti-Bullying Policy**
- **Improve the integration of ICT into all subject areas.**
- **Complete the review of the Posts of Responsibility.**
- **Review the Special Needs Policy**
- **Develop a Policy on Data Protection**
- **Focus on Numeracy across all subject areas.**
- **Focus on improvements in Teaching & Learning through the Learning School Project Model**
- **Focus on specific issues in relation student behaviour and organization**
- **Use Self Evaluation as a tool for school improvement**
- **Focus on School Attendance**
- **Review the Health and Safety Guidelines from the HSA**

- **Complete the extension to the canteen, new school buildings and additional carparking.**

List of Priorities 2013 2014

- **Continue the integration of ICT into all subject areas and develop the ICT Plan.**
- **Focus on Numeracy & Literacy across all subject areas.**
- **Focus on Student Motivation and Homework Completion**
- **Focus on School Attendance and Punctuality**
- **Develop a Green School Policy**
- **Focus on improvements in Teaching & Learning through the Learning School Project Model**
- **Use Self Evaluation as a tool for school improvement**
- **Review the Health and Safety Guidelines from the HSA and update the Health & Safety Statement to take account of the new school buildings**
- **Increase student accommodation and develop the three storey workhouse buildings and toilets in the canteen.**
- **Review the LCA Programme**

List of Priorities 2014 2015

- **Focus on Numeracy & Literacy across all subject areas concentrating on School Improvement Plans Targets and Actions.**
- **Focus on Attendance, Punctuality and Homework Completion**
- **Achieve the first Green School Flag**
- **Complete the additional accommodation in the Three Storey Building**
- **Develop an area in relation to Teaching & Learning**
- **Achieve Inclusive Education Status for the school in line with the Inclusive Education Framework**
- **Continue the integration of ICT into all subject areas and further develop the ICT Plan.**
- **Support new staff and review Induction Policy**
- **Develop a Health Promoting School**

List of Priorities 2015 2016

- **Focus on Numeracy & Literacy across all subject areas concentrating on School Improvement Plans Targets and Actions.**
- **Focus on Attendance, Punctuality and Homework Completion implementing targets for the School Improvement Plan – Teaching & Learning. Focus on student motivation.**
- **Continue Green School Initiatives**
- **Complete the additional accommodation in the Three Storey Building**
- **Achieve Inclusive Education Status for the school in line with the Inclusive Education Framework**
- **Continue the integration of ICT into all subject areas and further develop the ICT Plan.**
- **Achieve Health Promoting School Status**
- **Review school policies in the following areas – Management Team member to coordinate with the support of a team:**
 1. **Substance Use Policy - Marianne**
 2. **Healthy Eating & Healthy Living Policy - Orla**
 3. **School Attendance Strategy - Suzanne**
 4. **Book Scheme Policy - Paula**
 5. **ICT Policies – Tomas**
 6. **Induction of Staff – Mary**
 7. **Develop School Tour Policy – Noel**
 8. **Diagnostic Testing Policy – SEN Team**

Priorities for school year 2015/2016

- ▶ Focus on Numeracy & Literacy across all subject areas concentrating on School Improvement Plans Targets and Actions.
- ▶ Focus on Attendance, Punctuality and Homework Completion implementing targets for the School Improvement Plan – Teaching & Learning. Focus on student motivation.
- ▶ Continue Green School Initiatives
- ▶ Complete the additional accommodation in the Three Storey Building
- ▶ Achieve Inclusive Education Status for the school in line with the Inclusive Education Framework
- ▶ Continue the integration of ICT into all subject areas and further develop the ICT Plan.
- ▶ Achieve Health Promoting School Status
- ▶ Further Develop the Students Council
- ▶ Review school policies in the following areas
 - ▶ Substance Use Policy
 - ▶ Healthy Eating & Healthy Living Policy
 - ▶ School Attendance Strategy
 - ▶ Book Scheme Policy
 - ▶ ICT Policies
 - ▶ Induction of Staff
 - ▶ Develop School Tour Policy
 - ▶ Diagnostic Testing Policy

Priorities for School Year 2016/2017:

- **Focus on Literacy across all subject areas concentrating on School Improvement Plan Targets and Actions.**
- **Focus on Teaching and Learning in particular Homework Completion and motivation of students through regular testing, tracking and target setting.**
- **Review the Junior Cycle Programme.**
- **Focus on Attendance and Punctuality. Implement strategies from School Attendance Strategy.**
- **Continue Green School Initiatives**
- **Complete the additional accommodation in the Three Storey Building**
- **Focus on remaining areas of the Inclusive Education Framework**
- **Continue the integration of ICT into all subject areas and further develop the ICT Plan.**
- **Review school policies in the following areas**
 1. ICT Policies
 2. Develop School Tour Policy
 3. Review Homework Policy
 4. Review SPHE Policy
 5. Develop Policy on Well Being

Priorities for School Year 2017-2018:

- **Continue to Focus on Literacy & Numeracy across all subject areas**
- **Focus on Teaching and Learning in particular Differentiation, Student Reflection.**
- **Setup a Mentoring Programme for all students.**
- **Review the Junior Cycle Programme.**
- **Focus on Attendance and Punctuality. Implement strategies from School Attendance Strategy.**
- **Continue Green School Initiatives**
- **Provide additional dressing rooms.**
- **Further develop the History Project**

- **Continue the integration of ICT into all subject areas and further develop the ICT Plan.**
- **Review school policies in the following areas**
 1. House Exams/State Exams
 2. Special Education Needs Policy
 3. Assessment Policy
 4. One to One Teaching and Counselling
 5. First Aid
 6. Administration of Medicines
 7. Work Experience
 8. External Speakers and Coaches

1. Priorities for School Year 2018/2019:

- **Focus on Literacy & Numeracy across all subject areas concentrating on School Improvement Plan Targets and Actions.**
- **Focus on Teaching and Learning - Differentiation, Student Reflection, Feedback and Reporting.**
- **Embed the Mentoring Programme for students.**
- **Finalise the Junior Cycle Programme.**
- **Focus on Attendance and Punctuality. Implement strategies from School Attendance Strategy.**
- **Provide additional Dressing Rooms and Ball Wall.**
- **Continue the integration of Digital Learning into all subject areas and further develop the Digital Plan.**
- **Review New Wellbeing Framework from DES**
- **Review Transition Year Programme**
- **Review use of Mobile phones and Tablets.**
- **Review school policies in the following areas**
 1. Digital Media Acceptable Use Policy
 2. Assessment Policy
 3. Healthy Eating and Healthy Living Policy
 4. Wellbeing Policy Review

Priorities for School Year 2019/2020:

- **Focus on Teaching and Learning through the School Improvement Plan Targets and Actions in particular: Success Criteria, Student Reflection, Feedback, Student Voice in the classroom, Literacy and Numeracy.**
- **Review the Mentoring Programme for students and Class Tutor system.**
- **Focus on Attendance and Punctuality. Implement the new Assembly System and keep under review.**
- **Continue the integration of Digital Learning into all subject areas and further develop the Digital Plan.**
- **Review school policies in the following areas**
 1. SPHE/RSE
 2. Attendance Strategy
 3. Guidance Plan
 4. Admissions Policy
 5. Fundraising Policy

Priorities for School Year 2020/2021:

- **Planning for managing Covid-19 – Health & Safety Procedures and Supervision of Students.**
- **Focus on Teaching and Learning through the School Improvement Plan Targets and Actions in particular: Learning Intentions, Success Criteria, Effective Questioning, Formative Feedback, Student Reflection, Student Voice in the classroom, Literacy and Numeracy, Target Setting with Students.**
- **Focus on Wellbeing using the Mentoring Programme to help reintegrate students at the beginning of the new school year.**
- **Investigate the integration of the TAKE 1 Sustainability Programme from ETBI**
- **Continue the integration of Digital Learning into all subject areas and further develop the Digital Plan with a particular focus on using Microsoft Teams to aid with Blended Learning.**
- **Review school policies in the following areas**
 1. Review School Tours Policy
 2. Policy for Physical Education and managing student behaviour in Dressing Rooms.
 3. Review Assessment Policy
 4. Review ICT Policies re Distant Learning.
 5. Develop a Policy for Exceptionally Able Students.
 6. Move learning from Forbairt Programme to other subject Departments
 7. Develop STEAM Policy
 8. Review Subject Department Plans

Priorities for School Year 2021/2022:

- **Planning for managing Covid-19 – Health & Safety Procedures and Supervision of Students.**
- **Focus on Teaching and Learning through the School Improvement Plan Targets and Actions in particular: Focus on Assessment for Learning – emphasis on co-creating success criteria and recording oral feedback. Incorporating elements of Universal Design for Learning (UDL) in lessons.**
- **In the area of Wellbeing introduce the Helping Hands Programme across the school coordinated through the Mentoring System. Implement the LGBTI+ Safe and Supportive School Programme with training for all staff.**
- **Further develop actions for Sustainability – TAKE1 and WWGS Programmes.**
- **In the Digital Learning area introduce Computer Science as a senior cycle subject. Fully integrate Microsoft Teams with all staff and students. Increase creativity using Digital Technology. Obtain the Digital School Award.**
- **Implement the first stage of the Active Schools Programme**
- **Continue working towards the ASIAM Friendly School.**
- **Continue the European Projects – Erasmus+, E-twinning.**
- **Continue the promotion of STE(A)M across the school.**
- **Review school policies in the following areas**
 1. Review School Tours Policy
 2. Staff Induction Policy
 3. Substance Use Policy
 4. Review Subject Department Plans

Priorities for School Year 2022/2023:

- **Focus on Teaching and Learning through the School Improvement Plan Targets and Actions in particular: Focus on Assessment for Learning – using Learning Intentions and emphasis on co-creating**

success criteria and recording oral feedback. Use Universal Design for Learning (UDL) strategies to complement L&T in relation to differentiation where practical. Rollout the Provision Mapping Initiative across the school.

- In the area of Wellbeing roll out the Helping Hands Programme across the school coordinated through the Mentoring System. Implement the Action Plan for the Jigsaw – One Good School Initiative.
- Further develop actions for Sustainability – TAKE1 and WWGS Programmes.
- In the Digital Learning area continue to integrate Microsoft Teams and OneNote with all staff and students. Integrate iPads at senior cycle.
- Implement the first stage of the Active Schools Programme
- Continue working on the Aslam Friendly School initiatives by creating a structure which fosters a culture that is inclusive of autistic students.
- Continue the European Projects – Erasmus+, E-twinning.
- Continue the promotion of STE(A)M across the school.
- Develop a Creative School Plan to promote the arts and culture areas.
- Continue to Develop the Active Schools Programme
- Review school policies in the following areas
 1. Review Guidance Plan
 2. Review Code of Behaviour
 3. Review Critical Incident Policy
 4. Review Subject Department Plans

Section 4

Subject Department Coordinators 2022/2023

Subject	Coordinator	Subject	Coordinator
Irish	Eimear Lyons	MFL- French/German	Darren O’Connell
English	Ruth Shanahan	LCVP	Deirdre Kyne
Maths	Katorina Maher	Engineering	Cathal Bennis
History	Aoife Forde	Art	Eileen Forde
Geography	Mairead Maxwell	Business Studies	Laura Downey
Science	Mary Brady	Home Economics	Cornelia Walsh
P.E.	Eimear McGrath	Special Needs	Ramona Morgan
Construction Studies	Sean Ryan	DCG	Peter Dillon
Music	Noel Cronin	CSPE	Rachel Ahern
SPHE	Marianne Bergin	Digital Skills	Davina Fogarty
Guidance	Trudy Carroll & Caroline Glynn	Wellbeing	Trudy Carroll
Religion	Clare O’Brien		

Section 4: Policies Developed during School Year 2021/2022

The following policies were developed/updated during the school year and were ratified by Tipperary ETB Senior Management Team and noted by the Board of Management at its meetings during the year.

- a. Review School Tours Policy
- b. Staff Induction Policy
- c. Substance Use Policy
- d. Review Subject Department Plans

End of Year Report School Year 2021/2022.

Scholarships: Tipperary ETB offers scholarships to students to the Gaeltacht and Foreign Language Courses. The college we use for Gaeltacht Scholarships is Coláiste Sheosaimh, Galway. As no scholarships were available for the last two years due to Covid-19 we decided to offer additional scholarships this year. Normally students in 2nd and 5th year were offered scholarships but this year we also offered students in Transition Year the opportunity to apply for a scholarship. The rate offered for the scholarship is €300 per students and the course normally costs €650. For each scholarship offered by Tipperary ETB during periods D&E Coláiste Sheosaimh will also offer a €300 scholarship. Tipperary ETB will fund €3300 towards Gaeltacht Scholarships which allows eleven students to be offered a scholarship. On top of this another nine students are offered scholarships funded by Coláiste Sheosaimh. Five 5th year students, four Transition Year students and eleven second year students were offered scholarships.

In the case of the foreign language scholarships interest from students was low with the student who was awarded the German Scholarship not taking it and one fifth year student was awarded a scholarship to a course in France. The cost of this course is €1635 and the scholarship will cover €1300

Examinations: All year groups were assessed during the month of May and reports were made available to parents over the past week. Third year students have completed the Junior Cycle examinations and sixth year students will be finished the Leaving Certificate examinations on Tuesday next. The state exams have proceeded well and students seem to be overall happy with the examination papers. Three students will be availing of the Deferred Leaving Certificate in some or all subjects due to illness. The Deferred Examinations will commence next week in one or two schools in each county.

School Inspection: On May 12th we had a visit from a Department of Education Inspector to carry out an Incidental Inspection. The Inspector visited three first year classes and carried out a check of the Child Protection policy. The feedback on the three lessons observed was very positive.

Awards Ceremony: The Awards Ceremony took place on May 19th and was a very enjoyable event. Darragh Egan presented the awards and Clodagh Kelly Director of Schools Tipperary ETB presented the ETB Ethos Awards.

Leaving Certificate Graduation Ceremony: The Graduation Ceremony took place on May 26th. This year it took place in the Sports Hall and was a very nice occasion for students and their families.

Building Projects: The project to provide temporary classrooms for the next school year is still at design stage and tenders are due to be advertised in the coming weeks.

Tenders to setup a Design Team for the Additional Accommodation project are currently advertised with a closing date of next week. Once the Design Team are appointed, they will commence the design process and submit proposals to the Department of Education.

To tidy up the entrance to the school at the town end a walled fence was erected recently and the roadway will finished with tarmac during the summer.

Posts of Responsibility

All post holders completed their end of year report – copies of reports emailed to Board Members.

Extra Curricular Activities:

Themed weeks were organised including Friendship, Well Fest, Maths, Geography, Science, Literacy, Stand Up, Erasmus+, Autism Awareness, Seachtain na Gaeilge, Gaeilge 24.

Fundraising events were organised including a non-uniform day for North Tipperary Hospice €1000, Trick or Treat for Temple Street Hospital €855, Collection for Ukraine - €1077, Novas Sleepout - €1370, Leaving Certificate Applied Class Bake Sale for Irish Cancer Society - €270. As I Am Autism Charity Collection - €365, Mark Pollock Run in the Dark €540

A very successful May Day for Sustainability took place across Tipperary ETB on May 11th. Borrisokane Community College was a hive of activity with many subject areas promoting sustainability topics on the day. A Clothes Swap event took place during the same week which was well supported by students and staff.

First Year students took part in Bike Safety Day supported by the local Cycling Club and Tipperary Sports Partnership.

The PE teachers organised a First year Sports Day at the end of the school term.

iPlay activity took place for the integration of students in ASD Centre with mainstream students. Transition year students were involved in supporting the students in the ASD Centre.

Students had success in Athletics competitions at East Munster, Munster and All Ireland level.

School Trips: End of year trips took place for first, second and third year students at the end of May. This was a welcome return for students who really enjoyed their days out. Club na nÓg group had a trip to Dromineer Water Sports.

Transition Year:

The Transition Year Show took place on two evenings in May and was a huge success with an almost full house each evening. We also had a show for Primary School students on the Wednesday.

Transition year students who were involved in the Gaisce Programme had their adventure trip to Waterford over two days.

Transition Year students had Work Experience for the two final weeks of the school year. Thank you to all the providers of Work Experience to Transition Year students.

Summer Provision Programme: The Summer Provision Programme was offered to students again this year with over forty students taking part over the past two weeks. Students enjoyed the classes and activities provided, both in school and out of school trips including swimming in Roscrea, Bowling in Limerick, and a boat trip in Killaloe. Classes and activities took place in the school both indoors and outdoors. We had five teachers and two Special Needs Assistants delivering the programme.

Parents Association:

The Parents Committee had a meeting in May. The Parents Committee members assisted with the raffle and car parking for the Transition Year Show and provided refreshments after the Leaving Certificate Graduation. Currently the Parents Committee has plans for the new school year including – Talk for Parents at the AGM in October, Table Quiz for parents and students at the end of October, Bag Packing in Dunnes Stores at the end of November/early December. The Parents committee has organised a recycle of uniforms for Tuesday evening next.

Students Council:

The Students Council met regularly during the school year. Representatives of the Student Council presented to the Board of Management meeting in May on their activities of this year. They have plans for next year as follows:

- Getting the Friendship Café up and running again
- Helping students adjust to the new mobile phone policy
- Look at providing Student Cards to students
- Improving Sustainability elements – possibly an additional water fountain

Stock Taking:

A complete stock take was done over the past few months. A list of items for depletion will be sent to the ETB for updating on the Stock system.

Risk Management

We have submitted an updated Risk Management Report to Tipperary ETB – copy attached.

The maintenance of equipment is ongoing – Playground Equipment, Lifts, Fire Alarm, Fall Arrest System, Heating Boilers, Fire Extinguishers, Security Alarm and CCTV System, Gas Proving System.

School Risk Assessments will be carried out in September.

School Self-Evaluation: Legislative and Regulatory Checklist (Post-Primary)

Checklist attached - To be signed by Chairperson and Principal.

Attendance Report

Attendance Report 2021/2022		
Absent Number of Days	Total U16's	Total All.
20 to 29 days	81	139
30 to 39 days	28	79
40 to 49 days	18	54
Greater than 50	24	99

Links to School Planning Newsletter

December 2021: <https://sway.office.com/MEouRFQntusPjMvW?ref=Link>

April/May 2022: <https://sway.office.com/olwErc1jX99SD83c?ref=Link>

Borrisokane Community College

Our Self-Evaluation Report and Improvement Plan 2022-2023

1. Introduction

This document records the outcomes of our last improvement plan, the findings of this self-evaluation, and our current improvement plan, including targets and the actions we will implement to meet the targets.

1.1 Outcomes of our last improvement plans:

Numeracy 2013-2016	Literacy 2014- 2017	Learning & Teaching 2015-2018	Learning & Teaching 2016-2019	Learning & Teaching 2017-2020	Learning & Teaching 2018-2021	Learning & Teaching 2019-2022	Learning & Teaching 2020-2023	Learning & Teaching 2021- 2024	Learning & Teaching 2022- 2025
Numeracy Rich Environment Numeracy Moments Common Conversions Collaboration of Resources Maths Events	Keywords DEAR Literacy Week Literacy Events Library	Groupwork Student Reflection Homework Use of Journals Effective Questioning	Groupwork Effective Questioning Learning Intentions Differentiation SharePoint One Note	Learning Intentions Success Criteria Effective Questioning Differentiation Reflection Groupwork Target Setting One Note/SharePoint	Learning Intentions Success Criteria Formative Feedback Reflection Target Setting Mentoring Differentiation Effective Questioning One Note Wellbeing	Learning Intentions Success Criteria Formative Feedback Reflection Target Setting Mentoring Differentiation Effective Questioning One Note Wellbeing Student Voice Attendance	Learning Intentions Success Criteria Formative Feedback Reflection Target Setting Mentoring Differentiation Effective Questioning One Note MS Teams Wellbeing Student Voice Attendance STEAM	AFL- Co-Creating Success Criteria Formative Feedback & Reporting UDL- Differentiation/Target Setting/ Mentoring MS Teams Wellbeing-LGBTI+ Student Voice Attendance STEAM GAT students ASIAM	AFL-UDL Differentiation/Target Setting Digital Learning Wellbeing/Mentoring Attendance Provision Planning- AEN/ASD Sustainability Creative Schools Erasmus

1.2 The focus of this evaluation

We undertook self-evaluation of teaching and learning during the period Sept 2018-May 2021. We evaluated aspects of teaching and learning through feedback from Staff meetings, Surveys from main stakeholders (Parents, Students and Staff) and guidance by the quality framework, LAOS 2016.

2. Findings Effective- Highly Effective Practice in our School

Practice	Effective/ Highly Effective
Use of Learning Intentions	Highly Effective
Creation of Success Criteria	Highly Effective
Formative Feedback to Students	Highly Effective
MS Teams	Highly Effective
Wellbeing/Mentoring	Highly Effective
Practice	Effective
<i>Formative Feedback on Reports</i>	<i>Effective</i>
Co-Creating Success Criteria	Effective
Reflection	Effective
Groupwork	Effective
Target Setting	Effective
Gifted and Talented Students	Effective
STE(A)M	Effective

This is how we know:

- Online Feedback from Students
- Online Feedback from Staff Meetings.
- Online Feedback from Parents at PT Meetings or Information Evenings.
- Online Feedback Dr. Joe O'Connell
- Feedback from Parents Association

Looking At Our School

School Improvement Plan 2022-2023

Criteria for Success.

Domain 1 – Learner Outcomes

Students enjoy their learning, are motivated to learn and expect to achieve as learners

Domain 2- Learner Experience

Students reflect on their progress as learners and develop a sense of ownership of and responsibility for their learning.

Students experience opportunities to develop the skills and attitudes necessary for lifelong learning.

Students will:

- Be aware of and understand the value **of AFL in classroom.**
 - Be able to **report on, present** and explain the process and outcome of the learning activities to a highly competent level.
 - Be involved in the **creation of success criteria** in class.
 - Engage and learn through **feedback.**
 - **Engage with recording own feedback.**
 - **Encourage parents to engage with Eportal and feedback given on reports.**
 - **Assess their progress** and consult with teachers in order to develop as learners.
 - **Follow guidance** they receive to improve their work.
 - Complete regular **Student Reflection**
 - Demonstrate a reflective approach to classwork and homework.
 - Meet deadlines for submission of work and engage in alternative methods of assessment.
-
- Aim to develop further interest in **STEAM** related **activities.**
-
- **Attend school and class every day and on time.**
 - Complete homework and assignments given

- Understanding of learning intentions and success criteria demonstrated through copies, surveys, verbally.
- Competency in line with ability demonstrated in CBA's.

Formative Feedback

- Frequent Formative Feedback evident in copies, verbally, MS Teams and school reports.
- **CBA** presentations
- Parent Teacher Meetings
- Eportal Reports.

Foster a commitment to inclusion, equality of opportunity and Students have the necessary knowledge, skills and attitudes required to understand themselves and their relationship-the holistic development of each student

- **Wellbeing-all students to feel safe and supported**
- **ASIAM- create an inclusive culture and have an understanding of autism among staff and students**
- **Provision Mapping and Planning- inclusive for all as per continuum.**

Wellbeing- LGBTI+ Safe and Supportive Schools

- Address educational inequities through inclusive policies and practices.

ASIAM- Autism Friendly Schools Project

- It is designed to reaffirm good practice and support those wishing to foster a culture that is inclusive of autistic students



Borrisokane Community College SSE Priorities Sept 2022



SSE is a process of internal review- it is a collaborative, reflective and inclusive process to try to continuously improve our school.

Our priorities for Sept 2022 are outlined below.

We encourage everyone to read and participate in the process of SSE.



Teaching & Learning

For T&L we will focus on the following in class:

- Learning Intentions
- Success Criteria with emphasis on co-creating success criteria with students.
- Providing Formative Feedback on the piece of work. Please encourage students to record oral feedback. When reporting to parents please make feedback as formative as possible.
- Encourage student reflection
- Set Targets with students (completed on Eportal by mid Sept)
- Use UDL strategies to complement L&T in relation to differentiation where practicable

Digital Learning

- All students know how to access and use Teams and One Note.
- All classes set up by Class Teacher on Teams
- New staff training provided as required
- Continued Use of ipads at Senior Cycle
- Create lists of Useful apps at senior cycle

STE(A)M

To promote STE(A)M across the school along with STE(A)M committee we aim:

- Build on work completed by 1st years 2021/22
- Complete a project with 1st Year 2022/23 incorporating their teachers of Science, Wood Technology, Engineering, Graphics, Art & Maths.
- Link with STE(A)M in action JCT

Wellbeing and Mentoring

- Helping Hands Programme roll-out to all years.
- Data gathered from HH1 will be used by YH and Mentors to develop positive relationships with groups.
- Run Mentoring Sessions
- Jigsaw- One Good School Initiative, work on Action Plan for 2022/23

Subject Department Plan Review

- All subject Department Plans to be reviewed and updated by Sept 30th 2022 to include Ethos, links to SIP and assessment

Policy Review 2022/2023

- Code of Behaviour
- Guidance Plan
- Critical Incident

Principal, DP, AP1 & AP2 Meetings

- Management Team to meet 4 times per year
- Team link on all SDP committees for feedback
- Work on Attendance, Punctuality, Uniform & Implementation of Mobile Phone Policy.
- Work on Code of Behaviour and Ladder of Intervention
- Work together on Academic Tracking

Provision Plan

- Implement Positive Behaviour Strategy catch them being good
- Mainstream meeting with SET at beginning of year
- Link Eportal with SEN data
- Encourage use of meaningful groupwork and UDL development
- Link between SET & GAT
- Teacher & SNA collaboration

Active Schools Programme

- ASP Section on Website.
- Develop Social Media
- Get school community Involved from Early in Academic Year

World Wide Global Schools Sustainability

- Continue initiatives in school and increase focus on SDG.
- 'clothes swap' to be held in 2022/23
- Participate in SDG Challenge Workshops
- Continue Work on Signage for Polytunnel
- Continue work on Bee/Insect Hotel

Creative Schools

- Secure Funding
- Develop a School plan to create and strengthen links between the school and arts&culture.

ASIAM Friendly School

- Create a structure which fosters a culture that is inclusive of autistic students.
- Level 2 Modules & Short Courses for students in ASD Centre.

Erasmus + ETWINNING

- Complete Europe Evolving Project
- Continue Include Me Project
- Commence new Project that will include Job shadowing and student mobility.
- Commence new ETwinning Project.

Borrisokane Community College Calendar 2022/2023

Staff Professional Development Friday August 26th **6 hours**

Staff Planning Monday August 29th **6 hours**

First Year Induction - Monday August 22nd.

First Day of Term All Students - Tuesday August 30th.

Leaving Certificate Geography Field Trip – Monday 12th September

Friendship Week – September 19th to September 23rd

TY DAT tests – week commencing September 19th

Staff Meeting - Monday October 3rd 4.00 - 6.00 – **2 hours**

Board of Management Meeting – Monday October 3rd

Maths Week – October 3rd to October 7th

Sixth Year Exams – October 25th to October 28th

Mid-Term Break - Monday October 31st - Friday November 4th.

Meeting for Leaving Certificate Parents on the CAO system – Tuesday November 8th 8 pm.

Science Week – November 7th to November 11th November.

Open Night – Tuesday November 15th 7.30pm - **3 hours**

Geography Week – Monday 14th to Friday 18th November.

Staff Training Junior Cycle – 23rd November – no school for students.

First Year Parent/Student/Teacher Meeting – Thursday November 24th 4.15pm to 6.45pm – **3 hours**

Board of Management Meeting – Thursday November 24th

Parent/Student/Teacher Meeting 3rd and 6th Year -Thursday December 1st 4.15pm to 6.45pm

Fifth Year Exams – Wednesday November 30th – Friday December 2nd.

Enterprise Week – December 5th to December 9th

LCPE Project – Friday December 9th.

Christmas Holidays – Closing Wednesday December 21st – Reopen Thursday January 5th

Junior Cycle Cluster Day training – 19th January 2023 – no school for students.

Parent/Student/Teacher Meeting 2nd and 5th Year - Thursday January 26th 4.15 pm to 6.45pm

Board of Management Meeting – Thursday January 26th

Staff Meeting Tuesday January 31st 4.00 - 6.00 - **2 hours**

Mock Exams - Monday January 30th – Friday February 10th.

Bank Holiday – February 6th.

Transition Year Work Experience – Tuesday February 7th - Friday February 10th.

LCVP Work Experience – Wednesday February 8th – Friday February 10th.

Mid – Term Break – Monday 13th – Friday 17th February.

Meeting for parents of 3rd and TY students – Senior Cycle Options Wednesday March 1st 8pm.

Staff Meeting Wednesday March 1st - 4.00 - 6.00 – **2 hours**

Closing Date for LCVP Portfolio – Friday March 3rd.

Literacy Week – Monday March 6th to Friday March 10th

LC Computer Science Coursework – March 3rd.

Closing Date for Leaving Certificate History Project – Friday March 10th.

Seachtain na Gaeilge – March 6th to March 16th

St Patrick's Day Bank Holiday – Friday March 17th

Parent /Student/Teacher Meeting 1st and Transition Year - Thursday March 23rd 4.15pm to 6.45pm

LCPE Practical Performance – March 24th

Board of Management Meeting – Thursday March 23rd

School Show – 29th and 30th March.

WellFest Week – Monday March 27th – Friday March 31st.

Meeting for First year Parents on Choosing Option Subjects – Wednesday April 19th 8pm.

Easter Holidays – Closing Friday March 31st – Re-open Monday April 17th.

Staff Meeting Monday April 17th - 4.00 - 6.00 – **2 hours**

Bank Holiday – Monday May 1st

Staff Meeting Wednesday May 3rd 4.00 - 6.00 - **2 hours**

Transition Year Tour Week of 8th May.

Board of Management Meeting – Thursday May 11th.

Transition Year Work Experience – Monday May 22nd to Friday June 2nd

Summer Exams – Monday 29th May.

Summer Holidays – Friday 2nd June.

Junior & Leaving Certificate Exams commence Wednesday June 7th 2023.

Board of Management Meeting – Thursday June 22nd

Junior & Leaving Certificate Exams finish Tuesday June 27th 2023.

Croke Park hours not on calendar – to bring to total of 36 hours.

School Planning Committee Meeting.

Remaining hours – Subject Department Meetings – max 2 hours, Peer Observation, CPD, etc.

If involved in Peer Observation for one class of observation and meeting before and after of 15 mins each –

Total 1.5 hrs.

Up to 5 hrs can be used for relevant pre-approved CPD.

Junior Cycle 2nd & 3rd year Assessment Dates 2022/2023

If a student is absent for a CBA or AT they must furnish a doctors cert and can only complete if examined before SLAR meeting has taken place.

3rd year Subjects:	Duration	Completion Dates
CBA 1 PE		
CBA 1 CSPE		
CBA 1 SPHE		
CBA 2 Visual Art		
CBA 2 Home Economics		
CBA 2 Geography	3 weeks	
CBA 2 Business Studies	4 weeks	
CBA 2 MFL – French and German	3 weeks	
CBA 2 Maths	3 weeks	
CBA 2 Music		
CBA 2 History	3 weeks	
CBA 2 Science	3 weeks	
CBA 2 English	3 weeks	
CBA 2 Maths		
CBA 1 & 2 Gaelge		

2nd year Subjects	Duration	Completion Dates
CBA 1 PE		
CBA 1 SPHE		
CBA 1 CSPE		
CBA 1 Visual Art		
CBA 1 Home Economics		
CBA 1 Geography	3 weeks	
CBA 1 Business Studies	4 weeks	
CBA 1 MFL – French and German	3 weeks	
CBA 1 Maths	3 weeks	
CBA 1 Music		
CBA 1 History	3 weeks	
CBA 1 Science	3 weeks	
CBA 1 English	3 weeks	
CBA 1 Engineering		
CBA 1 Graphics		
CBA 1 Wood Technology		

New Junior Cycle – Grading.

CBA's will be reported on EPortal and on the Junior Cycle Profile of Achievement (JCPA) using the following descriptors:

Descriptor	Code on EPortal and School Reports
Exceptional	EXC
Above Expectations	ABV
In Line with Expectations	INL
Yet to Meet Expectations	YME

Grades for Examinations.

Subject with the new subject specification will use the following descriptors:

Descriptor	Percentage	Code on EPortal and School Reports.
Distinction	90 to 100%	DN
Higher Merit	75 to 89%	HM
Merit	55 to 74%	ME
Achieved	40 to 54%	ACH
Partially Achieved	20 to 39%	PAR
Not Graded	0 to 19%	NG