



Code of Behaviour

In Sandymount Park Educate Together Secondary School, we strive to create a vibrant, welcoming school community in which every student feels a sense of belonging. Our aim is to become a school of teaching and learning excellence where students will flourish; enabled to reach their full potential whilst becoming confident, considerate, active members of society. We focus on providing students with opportunities to develop their own identity, both as individuals and as learners and to build strong bonds with others and the wider world.

Our values include Kindness, Respect, Empathy, Hard Work, Participation, Curiosity, Creativity, Democracy, Community.

Ratified: 10th June 2026

Review date: June 2027

This Code of Behaviour is prepared and published by the Board of Management of Sandymount Park ETSS in fulfilment of its statutory obligations under Section 23 of the Education (Welfare) Act 2000.

The Code of Behaviour works in conjunction with the Child Safeguarding Statement and all other school policies including the BÍ Cineálta Policy, Behaviours of Concern Policy, Suspension and Expulsion Policy, Acceptable Use Policy, School Trips Policy, Substance Use Policy and Dress Code. The Code of Behaviour also applies while representing the school, travelling to and from school and on school outings, sporting events and trips.

Introduction

At Sandymount Park ETSS, our Code of Behaviour reflects the values that define our school community - kindness, respect, empathy, and a commitment to excellence. Students are encouraged to take responsibility for their actions, learn from mistakes, and respond to challenges in a constructive way.

We take a positive, proactive approach to behaviour management, balancing individual needs with the educational rights of all. Clear expectations, consistent support, and mutual respect help young people develop as confident, considerate members of the community. When behaviour impacts on the rights, wellbeing or safety of others, appropriate interventions and sanctions - grounded in restorative principles - restore relationships and support better choices.

Core Expectations

- **Be respectful** - treat others as you would like to be treated. Be kind, considerate and polite in your words and actions.
- **Be responsible** - consider the impact of your actions on yourself, others, and the school environment.
- **Be honest** - do not cover up the truth.
- **Be gentle, kind and helpful** - do not hurt anybody's feelings or physical person.
- **Take care of property** - do not break or damage things. Never steal.
- **Listen** - do not interrupt or disrupt class. Follow staff instructions.
- **Work hard** - do not waste yours or others' time.
- **Arrive on time** - do not disturb others learning.
- **Be prepared** - do not forget your materials/homework/iPad. Use your locker effectively.
- **Be Involved** - attend every day and get involved in all aspects of school life.



The following are the rights of the students of Sandymount Park ETSS and the responsibilities which those rights require.

Rights	Responsibilities
To learn in an environment conducive to learning and positive interaction - free from intimidation, harassment, or hindrance.	To allow others to learn/teach and participate freely without harassment or intimidation.
To have one's views and opinions respected.	To respect the opinion of others.
To be treated with tolerance, understanding, fairness and respect.	To be tolerant, understanding and fair to everyone in the school.
To learn in a positive, happy and safe environment.	To ensure that our actions do not put the safety or wellbeing of any student or staff member at risk.
To a clean and pleasant environment.	To respect the environment and property of the school and assist in maintaining a clean school.
To participate and belong in the school community.	To work for and encourage a community spirit in the school.

All students are expected to uphold the following behavioural expectations that support a safe, respectful and positive learning environment for everyone:

- Each student is expected to behave in a way that supports learning for themselves and others.
- Each student is expected to be well behaved and to show respect for self and others and to show kindness and willingness to help others.
- Each student is expected to show respect for the property of the school, other people's property, and their own belongings.
- Each student is expected to attend school every day and be punctual.
- Each student is expected to do their best in all aspects of school life.
- Each student is expected to have everything needed for class and to keep their personal space and belongings tidy.
- Each student is expected to engage respectfully in restorative processes where appropriate.

Students with additional support needs

Some students may require additional supports, accommodations or interventions to help them meet behavioural expectations. These will be provided in line with the student's needs, the school's SEN Policy and relevant legislation.

This Code of Behaviour addresses general behaviour and behaviour management. More complex behaviours linked to additional needs, mental health, trauma or safeguarding concerns may be managed through individualised support plans and the school's Behaviours of Concern Policy. While reasonable accommodations will be provided, all students remain responsible for behaviour that impacts on the rights, wellbeing or safety of others.



Please note: *The expectations and rules outlined in this Code are not exhaustive. Students remain responsible for behaviour that infringes on the rights of others, compromises health and safety, or brings the school into disrepute, even where a specific behaviour is not listed.*

Acknowledging Positive Behaviour

We place a strong emphasis on acknowledging and commending positive behaviour, academic effort and participation in all aspects of school life. We recognise these contributions:

- In the school journal
- With postcards home
- At our weekly and end of term assemblies
- Through the House System
- At our end of year awards ceremony
- Through opportunities for student leadership

Guidelines for Behaviour in the School

The Education Welfare Act, Section 23, states that the Code of Behaviour shall specify “the standards of behaviour that shall be observed by each student attending the school.”

Attendance

- Students will attend school every day, remain for the full school day and, if absent, the school will be notified via the Unique Schools App, giving the reason and a copy of the medical cert where appropriate.
- The school is legally obliged to keep a record of all absences and to report to Tusla (the Educational Welfare Service) when a student is absent for 20 days or more during a school year and/or where there is a concern about a student’s attendance.
- Students will not absent themselves from class without permission.
- Students will not leave school without permission.
- In line with the School Trips Policy, a student’s attendance and punctuality record may be considered when deciding participation in a school trip. Students whose attendance or punctuality is a cause for concern may not be permitted to attend school trips.

Punctuality

Regular and punctual attendance is essential for student learning and academic progress. Students are expected to arrive at school on time each day.

- School begins at 8:30am. Students should arrive by 8:20am to allow time to access their lockers and organise themselves for the day ahead.

Late arrival - consequence

Arriving late to school/class disrupts the learning of both the student and their classmates. Developing punctuality is therefore an important life skill that supports responsibility, respect for others, and future success in education and work.

Any student who arrives late to school will be required to attend a 30-minute Late Reflection **on the same day**. This applies to all instances of late arrival.

Exemption

The only exemption to Late Reflection are:



- The student is attending a medical or other necessary appointment, **AND**
- A note has been logged in advance by 8:30am on the school app by a parent/guardian confirming the appointment.

Implementation

- Students arriving late must sign in at Reception/the Office via the Unique Schools App.
- Late Reflection will take place for 30 minutes after the end of the school day. At 3:35 pm on Mondays and Wednesdays and 2:35pm on Tuesdays, Thursdays and Fridays.
- Any student who fails to attend Late Reflection will face further sanctions in line with the school's Code of Behaviour.
- Persistent lateness will be addressed through the pastoral care team and may result in escalating consequences.

Early departure from school

- If a student needs to leave school early, notification must be submitted via the Unique Schools App. **This must be done before 8.30am on the morning the student is to leave early.** If notification is not received by 8:30am, the student **MUST** be signed out at the school office by an adult.
- Students are responsible for presenting to Reception at the agreed departure time.

Illness during the school day

- If a student is unwell, they must report to their teacher and the school office. The school will contact home to make arrangements for collection as necessary. Students must never leave the school without permission and should not contact parents directly by phone, email or any use of social media during the school day.
- Any student who reports to the school office feeling unwell must be collected by a parent/guardian. Students who are unwell will not be permitted to leave school early and make their own way home.

General Behaviour

- Students will show respect for school rules and the authority of staff.
- Students will dress in accordance with the School Dress Code.
- Students will treat themselves, fellow students, all school staff and visitors to the school with respect and will have consideration for the rights and feelings of others.
- Students will cooperate with and follow the guidance of all staff members.
- Students will cooperate with and be kind to each other.
- Students will be respectful, polite and considerate in their interaction with fellow students, staff and visitors at all times in lessons and on the school campus.
- Students will be polite and considerate of others while travelling to and from school, demonstrating our school values and conscious of the fact that their behaviour reflects on our school community.
- Students will use their iPad and personal devices in accordance with the Acceptable Use Policy.

Mobile Phones

- All students will be issued with a Phone Pouch, which they are expected to protect and bring to school each day. Lost or damaged pouches must be replaced at a cost of €15.



- Students must store their mobile phone in their Phone Pouch for the duration of the school day. During morning tutor time, students will present their pouch for inspection to confirm that their phone has been secured appropriately. The pouch may only be unlocked when students are leaving the school campus at the end of the school day.
- Any student who does not follow the Phone Pouch procedures will be subject to the following sanctions:
 - 1st offence:** Phone will be confiscated and stored securely. A parent/guardian will be required to collect the phone from the school office.
 - 2nd and subsequent offences:** Students who continue to refuse to follow the procedures will be subject to escalating sanctions in line with the Code of Behaviour.

School Environment

- Students are expected to respect school property and equipment and must not damage or misuse any part of the school or campus.
- Students are never to interfere with or damage in any way, furniture, windows, blinds, ICT equipment or any other equipment in the classroom.
- Students must help keep the school environment clean and tidy by placing litter and food waste in the appropriate bins.
- Students will remove litter when requested by a staff member.
- Students will place chairs on desks and tidy the room when requested.
- Tippex and permanent markers may not be used in school.
- Chewing gum is not permitted in school and will be confiscated.
- Energy and caffeinated drinks are not permitted in school and will be confiscated.
- Students may not eat during lessons. Water is the only drink permitted in classrooms.

Lockers

- Students are responsible for protecting their locker and ensuring it is securely locked at all times.
- Lockers should be kept clean, tidy and organised.
- Students may access lockers before school, at break and lunchtime, and after school only. Lockers may not be accessed between classes.
- Students must not open, access or tamper with another student's locker or belongings.

Toilets

The school is committed to maintaining safe, respectful and orderly toilet facilities for all students. The Board of Management recognises that toilet areas can present increased risks due to reduced supervision and therefore clear procedures and expectations are necessary to support student safety, wellbeing and learning.

- Students are expected to use toilet facilities before school, at break times and at lunchtime wherever possible.
- Toilet facilities are not social or gathering areas and students should return promptly to class after use.
- During lesson time, students may use the toilet only with the permission of the teacher.
- Teachers may refuse requests where appropriate, for example where students have recently had an opportunity to use the facilities, where there are concerns regarding repeated absence from class, or where misuse of the system has occurred.



The school recognises, however, that students may occasionally need to use the toilet during class and reasonable requests will be accommodated.

The following procedures apply:

- Students must ask permission before leaving class to use the toilet.
- Only one student may leave a classroom at a time unless otherwise directed by staff.
- Students must present their journal for signing by the teacher and return promptly.
- Teachers will maintain awareness of students who leave class, including departure and return times.
- Prolonged or repeated absence from class will be followed up.
- Students must go directly to and from the toilet facilities and may not visit other areas of the school.
- Gathering, vaping, loitering, bullying, horseplay or any inappropriate behaviour in toilet areas is strictly prohibited.
- Students must never enter a toilet stall with another student/students.
- Toilet facilities are monitored regularly by staff and any concerns regarding behaviour, safety or damage will be investigated.
- Deliberate misuse of toilet permissions or repeated disruption to learning through unnecessary requests may result in sanctions in line with the Code of Behaviour.
- Students with medical needs or specific additional needs will, where appropriate, be supported through individual arrangements agreed with parents/guardians and the school.

Behaviour for Learning

Classroom

- Students will always take responsibility for their learning by participating in class and doing their best.
- Students will work hard and persevere.
- Students will listen to each other and their teachers and will not disrupt the class; behaving in a manner that assists the teacher to teach and fellow students to learn.
- Students will not leave the class without permission.

Homework

Homework plays an important role in reinforcing learning, developing independent study habits and supporting academic progress.

- Students will record the homework in their journal, follow instructions on OneNote and complete the homework to the best of their ability.
- Homework should be completed and submitted on time.
- Students are expected to make a genuine effort with all assigned work and seek support from their teacher if they are experiencing difficulty.

Organisation and Routines

- Students will be on time for class.
- Students must not enter a classroom without a teacher present. Students are expected to line up in an orderly manner outside the classroom and wait for the teacher to arrive.



- Students will sit where assigned by the teacher and in a safe and proper manner.
- Students must bring their journal, iPads, copies and all required equipment to class.
- iPads must be brought to school fully charged.
- The iPad must only be used in class when instructed to do so by the teacher – otherwise it must be in the school bag.
- iPads are for class time only and are not allowed to be accessed during breaks without the permission of teachers/Deputy Principal/Principal.

School Journal

- The journal must be available at all times for inspection by either the school staff or parents.
- The journal must be properly maintained; students are not permitted to draw on or otherwise deface the journal or its cover. Defaced journals must be replaced. Replacement journals cost €15.
- All homework must be recorded in the journal each day.
- Parents/guardians and tutors are required to inspect and sign the journal on a weekly basis.

Bullying and Intimidation

Every individual has the right to be treated with respect, tolerance, understanding and in a just manner. Students must NEVER verbally, physically or psychologically disrespect fellow students, teachers or any other staff member or visitor to the school.

This means that students must never:

- Push, shove or run in corridors
- Engage in horse play or rough play on the school campus
- Use offensive language
- Slap, hit or kick anyone
- Spit at anyone
- Jeer others, their friends or their families
- Name-call
- Steal or damage property
- Threaten others in any way
- Ignore another student's presence, isolate or ostracise
- Make snide or disrespectful comments
- Deliberately exclude others from activities, groups or interactions in a manner that causes harm
- Make hostile facial expressions or make rude gestures
- Make hurtful or sarcastic comments, oral or written
- Use phones/mobile devices/social media to disrespect or intimidate

All incidents of bullying behaviour will be investigated and responded to in line with the school's Bí Cineálta (Anti-Bullying) Policy, which complies with the Anti-Bullying Procedures for Primary and Post-Primary Schools (DES 2013)



Health, Safety and Welfare of the School Community

In the interest of the welfare of students and staff in this school and in keeping with the Board of Management's statutory obligation to provide staff with a safe place of work, students must:

1. Always comply with the fire drill procedures. See Appendix I.
2. Always comply with the health and safety guidelines of the school.
3. Never eat, drink or be present in a classroom unless given permission by a teacher.
4. Never steal from, interfere with or damage the property of the school, of students or of any member of staff.
5. Never use physical violence towards any person in the school.
6. Never behave in a manner that threatens the safety of any person in the school.
7. Never bring, use or sell alcohol, drugs, tobacco, nicotine products, vapes or solvents, including smoking and vaping while in school, on school trips or while representing the school.
8. Never enter a toilet stall with another student/students.
9. Never come to school having taken alcohol/drugs or used solvents.
10. Never bring dangerous items or weapons of any description to the school.
11. Note: The school reserves the right to search student lockers where there are reasonable grounds to believe that a health, safety or welfare concern exists. Searches will be conducted by authorised members of staff and, where possible, in the presence of a second staff member. Parents/guardians may be informed as appropriate.

Interventions & Sanctions

If a student fails to observe the Code of Behaviour the following interventions, as considered appropriate, may be applied:

Initial Interventions

If a student fails to observe this Code of Behaviour the following actions may be taken by the relevant teacher/SNA/tutor/Progress Leader/ Deputy Principal/ Principal:

- They may be given a verbal reprimand.
- They may be given an opportunity to make amends through reflection, extra work or school duties at lunchtime/before/after school.
- They may be referred to their tutor.
- They may be referred to their progress leader.
- They may be referred to the guidance counsellor.
- They may be referred to the Deputy Principal or Principal.
- They may have a note sent home to their parent/guardian.
- Their parents/guardians may receive a phone call from the school.
- Their parents/guardians may be asked to attend a meeting in the school.
- They may be asked to participate in a support program as recommended by the Student Support Team (Principal/Deputy Principal/Guidance Counsellor/Progress Leader/Tutor).
- They may be required to participate in a behaviour monitoring programme.
- They may not be permitted to represent the school at events offsite such as matches or competitions.



- They may not be permitted to participate in school trips at home or abroad. A student's behaviour record will be considered when deciding participation in a school trip or outing. Repeated or serious breaches of the Code of Behaviour, including suspensions, failure to follow instructions or lack of co-operation, may result in exclusion from trips.

Student guide to resolving difficulties

All students, teachers and members of school staff have the right to be treated in a fair and reasonable manner. If a student feels they have been reprimanded in error, they should:

- Remain calm and interact in a positive manner
- Speak to the teacher at the end of class to attempt to resolve the matter
- Speak to the Tutor/Progress Leader/Guidance Counsellor
- Ask to speak to the Deputy Principal or Principal

Further Interventions

If a student persistently or seriously fails to observe this Code of Behaviour the school reserves the right to implement additional sanctions up and including suspension and expulsion.

Final Sanctions

The final sanctions open to the school, where a student persistently or seriously fails to observe the Code of Behaviour and/or which sanctions and supports as outlined in this Code of Behaviour have failed to resolve are:

- Temporary exclusion from school (suspension), please see (i) below
- Referral to Board of Management
- Permanent exclusion from school, please see (ii) below

- (i) Temporary exclusion from school (Suspension) is an extremely serious sanction. Suspensions can provide a respite for the student and others in the school community, give the student time to reflect on the link between their action(s) and its consequences and give staff time to plan ways of helping the student to change unacceptable behaviour to meet the school's expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

Suspension is most effective when it highlights the parent(s)/guardian(s) responsibilities for taking an active role in partnership with the school in working with their child to help them to improve their behaviour as required. Temporary exclusion can last for up to five days at any one time and up to twenty days in any school year.

Temporary exclusion can be used as a sanction in the following circumstances:

- Where the Student Support Team has exhausted the process outlined above in relation to a student's behaviour and application in class.
- Refusal by a student to abide by the regulations of the school.
- Deliberately misrepresenting a member of staff in order to cause offence, mislead others, or avoid responsibility/accountability.
- Bullying or threatening another student or any member of school staff.
- Verbal abuse of a teacher or any member of school staff.



- Discrimination or harassment of any member of the school community.
- Sexual harassment verbal or physical of any person in the school.
- Physical or verbal assault of any person in the school.
- The student's continued presence in the school, at this time, constitutes a threat to safety.
- Smoking/vaping in the school grounds or while representing the school.
- Entering a toilet stall with another student/students.
- Stealing from or interfering with the property of the school, its staff or students.
- Being absent from school without permission.
- Damaging school property.
- Misuse of social media and/or other online platforms such as to cause potential professional damage to a member of staff or to systematically bully a student or member of staff.
- Bringing drugs, illegal substances, alcohol or dangerous items or weapons into the school.
- Endangerment of the health, safety, welfare of others. The Board of Management has a statutory obligation to provide staff with a safe place of work.

A single incident or first offence of serious misconduct may be grounds for suspension.

- (ii) Permanent exclusion from School (Expulsion) is the most serious sanction. Expulsion is the ultimate sanction imposed by the school for serious breaches of the Code of Positive Behaviour and may be imposed only by the Board of Management. The Board of Management has the responsibility to deal with such issues in accordance with the principles of fairness and natural justice. Where the Principal considers a student should be excluded from school, the matter will be referred to the Board of Management for decision. In the case of expulsion, parents have the right of appeal.

A student can be recommended for expulsion in the following circumstances:

- Where there is an on-going refusal by a student to abide by the regulations of the school, and where the Principal, in consultation with the Board of Management, has, in their considered judgment, exhausted all reasonable options.
- Bringing alcohol, drugs, illegal substances or dangerous items or weapons into the school and selling or distributing same at any time.
- Physical or verbal assault on any person in the school community.
- Sexual harassment verbal or physical of any person in the school community.
- Gross misuse of social media and/or other online platforms such as to cause potential professional damage to a member of staff or to systematically bully a student or member of staff.
- Serious damage to school property.
- Breaking the law of the land while in school.
- Endangerment of the health, safety, welfare of others. The Board of Management has a statutory obligation to provide staff with a safe place of work.

A single incident or first offence of serious misconduct may be grounds for expulsion



Any decision regarding suspension or expulsion will be made in accordance with the principles of natural justice, fair procedures, the Education (Welfare) Act 2000 and the school's Suspension and Expulsion Policy.

Roles and Responsibilities

Board of Management

- Ratifies, monitors and reviews the Code of Behaviour.
- Supports the effective implementation of the Code throughout the school.
- Ensures that school procedures are fair, reasonable and in line with relevant legislation and Department of Education guidance.
- Considers serious disciplinary matters in accordance with the school's policies and procedures.

Principal

- Provides leadership in the implementation of the Code of Behaviour.
- Promotes a positive school culture that reflects the school's values.
- Ensures that behaviour procedures are applied fairly, consistently and in accordance with the principles of natural justice.
- Oversees behaviour support, intervention and disciplinary processes.

Teachers and School Staff

- Implement the Code of Behaviour consistently, fairly and respectfully.
- Promote positive behaviour, engagement and high standards of conduct.
- Support students in meeting behavioural expectations through guidance, encouragement and appropriate interventions.
- Maintain a safe, orderly and inclusive learning environment.

Parents/Guardians

- Support their child's attendance, punctuality, behaviour and engagement with school.
- Familiarise themselves with the Code of Behaviour and support its implementation.
- Work in partnership with the school to promote positive behaviour, wellbeing and learning.
- Engage constructively with the school when concerns arise regarding their child's behaviour.

Students

- Treat all members of the school community with respect, kindness and consideration.
- Take responsibility for their behaviour, learning and participation in school life.
- Follow the expectations outlined in the Code of Behaviour and cooperate with school staff.
- Comply with the Code of Behaviour while in school, travelling to and from school, participating in school activities, and representing the school in the wider community.

Review and Amendment

This Code of Behaviour will be reviewed annually by the staff and Board of Management, in consultation with parents/guardians and students where appropriate.

The Code may be amended from time to time in response to changing needs, legislation or Department of Education guidance. Parents/guardians and students will be notified of any significant changes.



Ratification and Implementation

This Code of Behaviour was ratified by the Board of Management on 10/06/26 and will be published on the school website and made available to all parents/guardians and students.

References and Related Policies

This Code of Behaviour should be read in conjunction with the following school policies:

- Child Safeguarding Statement
- Bí Cineálta (Anti-Bullying) Policy
- Suspension and Expulsion Policy
- Acceptable Use Policy
- Mobile Phone Policy
- Substance Use Policy
- School Dress Code
- School Trips Policy
- Special Educational Needs Policy
- Child Protection Policy

This Code of Behaviour is informed by the following legislation and guidance:

- Education Act 1998
- Education (Welfare) Act 2000
- Equal Status Acts 2000–2018
- Education for Persons with Special Educational Needs (EPSEN) Act 2004
- Children First Act 2015
- Data Protection Act 2018 / GDPR
- NEWB Developing a Code of Behaviour: Guidelines for Schools (2008)
- DES Suspension and Expulsion of Students: NEWB Guidelines for Schools (2008)

I have read, understand fully and agree to abide by the Code of Behaviour of Sandymount Park ETSS.

Student Name

Signature, Date

As Parents(s)/Guardians(s), we/I have read and fully accept the Code of Behaviour of Sandymount Park ETSS.

Parent/Guardian's Name

Signature, Date



Appendix I Fire Drill Procedures

On hearing the fire alarm students and staff should immediately stand and not collect coats, bags, books etc.

Fire Drill Procedures - Students

- Students must follow instructions given by their teachers.
- Walk to exit door in an orderly manner – the exit door is marked on the back of the classroom door.
- Leave coats, iPads and bags in the room.
- Aim to ensure the windows are closed.
- Keep noise and talk to a minimum.
- Proceed from the building to the Fire Assembly Point on the basketball court.
- Students line up in orderly lines in alphabetical order; in the lesson they were in and stay with that teacher at the Year assembly point
- Years should line up in their appointed zone
- Students must report any missing person to a member of staff.
- No student to return to the building until the 'All Clear' is given by the person in charge.

** Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point where their class is.*

Fire Drill Procedures - Staff

- Ensure that there is a clear pathway for all to proceed to the exit door
- Instruct students to move towards exit door
- Direct students to leave the room/building in a calm and orderly fashion
- Ensure coats, books and bags are left in the classroom
- If safe to do so, ensure the windows are closed
- Teachers exit the classroom after all students
- Close the door and put green '**Room Cleared**' sign on the door handle
- Ensure there is the minimum of noise or talk
- Ensure students proceed from the building directly to the Fire Assembly Point
- Students should line up in alphabetical order according to their last lesson
- Check attendance of current class group and report any missing person to the Principal
- No person is to return to the building until the 'All Clear' is given by the person in charge
- Once roll call is completed, teachers are to report their presence to Aisling and then return to their class group

**Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point. Teachers and SNAs not timetabled with a class group should form a line in the staff zone (beside Glendalough's designated zone) in alphabetical order.*

If there is fire near the basketball court, Sandymount Green in Sandymount Village will serve as a back-up assembly point

