

Chanel College



Code of Behaviour and Discipline

Passed on 21/06/2021

INTRODUCTION

This *Code of Behaviour and Discipline* has been drawn up and developed in line with the 2008 NEWB Guidelines.

What is the Code of Behaviour?

This code is a set of procedures and practices that aims to help students behave well so that they can learn well. The code outlines how students, teachers and parents can work together to create a safe and happy environment. In our school, high standards of behaviour are expected and supported and our students are encouraged to take responsibility for themselves, their learning and their behaviour. Good behaviour creates a good learning environment.

Rationale for the Code of Behaviour?

School rules are necessary to:

- Create a positive, caring and respectful atmosphere that encourages and reinforces good behaviour.
- Foster a positive and safe environment for teaching and learning.
- Encourage students to take personal responsibility for their learning and behaviour.
- Build positive relationships of mutual respect and support among students, staff and parents.
- Ensure that Chanel College's high expectations for the behaviour of all the members of the school community are widely known and understood.

When does the Code of Behaviour apply?

When students enrol in our school, the student and his parents or guardians are obligated to read and sign the Code of Behaviour. This means that the student agrees to behave well throughout the school day, including travelling to and from school, while wearing the school uniform and/or on any school-related activity.

Mission Statement

Our mission in Chanel is to enable our students to reach their full potential so that they will make a positive difference in today's world. We strive to create a sense of community within the school and an informal but respectful atmosphere between students and staff members. In this pastoral environment, students are encouraged to take responsibility for themselves and for their learning.

Student Supports

The first priority of the management and staff of Chanel College is that all students are happy and fulfilled during their time with us. There is a comprehensive support system, of personnel and structures, to assist all students who may be experiencing difficulties in either their personal or educational life:

Internal

- Class Teacher
- Resource Teacher
- Learning Support Co-ordinator
- Guidance Counsellor
- School Completion Programme Co-ordinator
- College Chaplains
- Prefect / Student Peer Support / Mentoring (Buddy System)
- Attendance Officers
- Academic Monitors
- Year Team
- Student Support Team
- Deputy Principal
- Principal

Code of Behaviour and Discipline

Our primary aim is to work together as staff and students to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of cooperation and challenge, where each member of the college community is treated with mutual respect.

The Code of Behaviour and Discipline covers the following areas:

1. System of Rewards
2. Attendance / Punctuality
3. Uniform /Appearance
4. In the Classroom
5. General
6. Lunchtime and Break-time
7. Outside the College
8. Sanctions
9. Procedure for Suspension
10. Expulsion

1. System of Rewards

Rationale

It is the policy of Chanel College to recognise and reward good behaviour. Showing a commitment to school life, displaying a positive attitude and strong work ethic, being kind and respectful are behaviours that may be rewarded in the following ways:

Rewards

- Teachers praise effort and behaviour as part of teaching strategy.
- Positive comments in Student Journal/ the school administrative system.
- Telephone calls & emails to Parents / Guardians to mark achievements.
- Recognition and praise for individual and group achievements by staff during interaction with students.
- Acknowledgement and praise for individual and group achievements via PA announcements.
- Highlighting the positive at Year Group Assemblies.
- Highlighting the positive at Parent Teacher meetings.
- Certificates of Merit awarded to students for outstanding efforts either in or out of class.
- Leadership Certificates awarded to students who show recognisable leadership skills.
- Recognition of individual or group achievements in our College publications.
- Student of the Year - final year student who is deemed to have contributed most to the College.
- Transition Year Awards Night recognises the commitment of students to the spirit and purpose of Transition Year.
- End of term internal award ceremonies recognise and reward both achievement and effort within year groups.
- End of Year Awards Night is designed to recognise and reward both achievement and effort in all areas of College life.

2. Attendance / Punctuality

A direct relationship exists between students' daily attendance and academic performance, personal development and good work habits. The College is bound by law to record a student's attendance and inform The Educational Welfare Board if a student has been suspended for more than six days or if a student has been absent for 20 days.

Rules

- The academic day lasts from 8.40 am to 3.47 pm. Students must be in the College by 8.30am.
- Any student arriving late for morning or afternoon class must first sign in at the office and get their student journal stamped. Any student who is late for other classes throughout the day will have this recorded by the class teacher on the school administrative system.
- A Parent / Guardian must complete a note from the journal or email our office if:
 - The student is late and has a valid reason.
 - The student must leave the College during the day for a legitimate reason.
 - The student has been absent from the College the previous day or number of days.
- Parents / Guardians will be informed if a student is persistently late without a valid reason. Students who are persistently late will be assigned a late detention.
- The student may also be returned to the care of their Parents / Guardians if he is persistently late without a valid reason for a brief suspension.
- Students must arrive for class on time during the day.
- Students must never leave the College premises without approval by their Academic Monitor, YearHead, Deputy Principal or Principal.
- Having been granted permission to leave the student must sign out in the office.
- Leaving the building without permission or without signing out is a very serious matter. Sanctions such as detentions and or suspension will be applied in these circumstances.
- Under the direction of the Board of Management no student may leave the college without communication from their parent. If a student becomes unwell during the school day the parent will be informed before that student can leave the building.
- Parents / Guardians are requested not to make routine dental, optical or medical appointments during normal College hours.
- Family holidays, that would necessitate a student's absence from the College, must not be arranged outside official academic holiday periods.

3. Uniform / Appearance

Chanel College's Uniform Policy is as follows:

- Students must be clean and tidy and wear the full, correct uniform coming to the College, when at the College and when returning from the College.
- Full uniform must also be worn on all College related activities unless otherwise instructed.
- All items of uniform should be labelled with student's name.
- Only school jackets are permitted on the school grounds. Non-school jackets will be confiscated.

- Students who fail to wear full, correct uniform may not be admitted to class or attend College activities on that day.

The uniform consists of:

- Grey trousers
- Navy Chanel College jumper with crest
- Blue shirt
- Navy Chanel College jacket with crest. (Winter option available)
- Black shoes or runners.
 - No coloured soles or logos permitted.

On days where students have PE the college PE uniform must be worn. This includes:

- Navy tracksuit bottoms
- Navy Chanel College t-shirt with crest
- Navy Chanel College ¼ zip PE top
- Official Chanel College jacket with crest

Students should note the following:

- No ear, nose, tongue or visible body piercings permitted. Students who refuse to remove piercings will be sent home to rectify the matter.
- Non-school jackets are not permitted. Non-school jackets will be confiscated. In an instance where a student repeatedly wears a non-school coat, following confiscation the coat will only be returned to a parent or guardian.
- Visible tattoos are not permitted.
- Wearing of symbols, badges that may be considered offensive or discriminatory to others are not permitted.
- Neat hair is essential and must be of a natural colour

NOTE: The right is reserved to ask students to remove any of the above items at any time.

Practical Classes

Protective clothing and goggles must be worn as instructed.

4. In the Classroom

Rules

- Students must enter the classroom quietly in an orderly manner and on time.
- Students must sit in their allotted seat unless requested by a teacher to change.
- Correct uniform must always be worn in class.
- Students should take out journal, books and materials for class immediately.
- Students should produce homework on time or present a legitimate excuse at the beginning of class.
- Representing the college in extra-curricular activities is a privilege and is not an acceptable excuse for not doing homework. It is the student's responsibility to catch up on work missed.

- Students should participate positively in the work of the class and co-operate fully with the teacher's instructions.
- Students should have a student journal in class, well maintained with no graffiti.
- Where a student is late to class this will be recorded on the school administrative system by the class teacher. Attendance and punctuality will be monitored by the Academic Monitor and Yearhead.
- A sick student must notify the class teacher or College authorities before absenting themselves from class. Any unauthorised absence from class will be regarded as truancy and will be dealt with accordingly.
- If a student feels that he has been misunderstood he should wait until the end of class and politely request the opportunity to discuss the matter.
- Disrespect and defiance to any member of staff, permanent or substitute, will be viewed as a very serious breach of discipline.
- Any attempt to intimidate or threaten any teacher, ancillary staff or students, be it physically, verbally or by any other means will be viewed as a most serious breach of discipline.
- Students should never poke fun at or ridicule any student in their class or any student entering their classroom on a message.
- Drinking, eating and / or chewing gum is prohibited in the class.
- Intentional breaking, damaging or defacing of school furnishings is prohibited. Parents/Guardians will have to bear the cost of replacement and / or repair.
- Students must obey the specific rules and regulations governing specialist areas such as Science Laboratories, Audio-visual, Technical Graphics, DCG, Construction Studies, Art or Computer Studies as well as the Gym and playing fields.
- Students must obey fire drill procedures during fire drills and / or fire evacuation. Students must be careful around fire alarms and any setting off (deliberate or otherwise) or tampering with fire alarms will be viewed as a serious offence.

5. General

Rationale

The Chanel College community consists of over six hundred individuals. The rules outlined below are intended to create a healthy, safe, orderly and enjoyable environment for all.

Personal Belongings

- Students are responsible for their own belongings. Loss or damage to personal property is at the owners own risk.

Respect

- Students must show due respect to everyone in, or visiting, the College, including teaching and ancillary staff.
- Students should always stand back to allow adult employees priority on the College campus.

- If a student feels that he is being bullied, or is aware of other students who are being bullied, they should bring the matter immediately to the attention of their Academic Monitor, Year Head, the Principal or Deputy Principal.

Health and Safety

- Students must not run on corridors or on passages around the College.
- Students should avoid loud and unruly behaviour and walk on the left hand side at all times.
- Students must not leave bags in doorways, stairwells or within confined areas.
- Smoking, vaping and the consumption of any other tobacco or nicotine products is forbidden in the College campus and on any College outing or activity.
- High sugar, high caffeine or high energy are not permitted in school and will be confiscated.
- Alcoholic drink and drugs are banned and any breach will be viewed as extremely serious.
- Any student who is known to be involved in the taking, possession, supplying or procuring of drugs either on the College premises or otherwise will be dealt with in accordance with the College's Substance Use policy.
- Drinking or eating is prohibited around the College except in designated areas.
- Chewing gum is prohibited in all areas of the College campus.

College Environment

- Students should take pride in the College and its environment.
- All areas of the College should be kept clean and respected.
- Students should not litter but use the appropriate bins provided.
- Graffiti will not be tolerated.
- Intentional defacing or damaging College property is a serious breach. Parents/Guardians will be required to pay for the costs incurred by the College and student may face serious sanction.
- If a student breaks or damages any part of the College property, even by accident, they should own up to it immediately.

Personal Devices

- Mobile phone use is not permitted in the classroom or on the corridor unless under the expressed instruction of a teacher. Students caught using their phones while in the school building will face phone confiscation.
- Mobile phone confiscation is immediate, and phone is given to the office. The phone has to be collected by a parent or guardian at the end of the school day.
Failure to hand up phone immediately may lead to further sanctions.
Students are permitted to use their phones will in the school yard provided no photographs or recording are taken.
- In class, teachers may implement a "phonebox" where students must deposit their mobile phones under the supervision of the teacher. The purpose of the phonebox is to eliminate potential distractions for students. If a student declines to place their phone in the box and is

subsequently found using it in class, the phone will be confiscated and held in the school office for collection by a parent or guardian.

- When seeking permission to leave the class students are required to leave their phone on the teachers desk.
- The use of personal music devices, headphones, games consoles and other electronic devices are not permitted. The misuse of any technological equipment will warrant its confiscation. Students using mobile phones/technology in such a manner as to bring the name of the College into disrepute is in direct breach of the Colleges Acceptable Use Policy and sanctions will apply.
- Students are requested not to wear the college uniform while posting private non-school related activities on social media platforms which may bring the good name of the College into disrepute.

ICT

- The use of ICT is promoted in the College and is understood to play a valuable role in our students' education.
- Students are not permitted to use websites or other sites, which would be deemed inappropriate. Such sites include those with inappropriate material, social networking sites, texting/image texting sites or apps, video sites or gambling sites. This list is not exhaustive.
- Inappropriate use of ICT by students may lead to serious sanctions, up to and including expulsion.

Journal

- The student journal is an important means of communication between teachers and Parents/Guardians. Notes regarding absences, permissions and homework must be entered in it and signed by Parents/Guardians weekly. Year teams monitor the journal on a weekly basis and it is imperative that parents sign the journal each week.
- Students must have their journal with them every day and with them in every class. It is designed to help them organise their work, manage their time and review their progress. Failure to produce the journal in class may incur a sanction. Using the journal for anything other than school related matters is prohibited. Students are not allowed to remove or alter any comment placed in the journal by a member of staff nor misuse another student's journal. Misuse of the journal will result in sanction and may lead to its confiscation, in which case the student must replace it at their own expense.
- If a student loses their journal they must report it to the Year Head. The student may request a photocopy from reception to allow some time to look for the journal. If it is not found the student will have to purchase a new one.

Please note Journals are regularly checked by Year teams and Senior Management.

Lockers

- Students must put all items of value into lockers. The College cannot take responsibility for items of value that are left in public areas of the College. Students must ensure they have a padlock fitted on their locker at all times.
- Students are permitted to go to their lockers at the following times only:
 - Before class begins at 08:40 in the mornings.
 - At breaktime / lunchtime

- At the end of the academic day
- Lockers may be inspected at any time by any member of the senior management team.

Other

Respect is a cornerstone of the Ethos of Chanel College. To that end:

- Inappropriate physical contact between students is unacceptable during the course of the academic day or College related activities.
- Deliberately communicating in another language to the exclusion of others or for abusive reasons is unacceptable and will be dealt with by College management. Similarly, non-verbal communication using signals or gestures, which are intended to be abusive or rude, is unacceptable and will incur sanctions.

Lunchtime and Break-time

- Queue in an orderly fashion at the College Canteen.
- Loud or unruly behaviour will not be tolerated.
- Students may access the playing fields once accompanied by a supervisor and but must be visible at all times.

6. Homework

Homework is regarded as an extension of classwork and as a preparation for the next day's work. It is also seen as a way of measuring a student's progress. Students are expected to do all homework assigned each day by the teacher and to revise the work that is done in class to the best of their ability. *Homework* includes written homework, learning homework and revision.

- Following the DES guidelines, it is expected that the minimum amount of time spent at homework is as follows:
 - First Year: 1.5 hours
 - Second Year: 2 hours
 - Third Year: 2.5 to 3 hours
 - Fifth Year: 3 hours plus
 - Sixth Year: 3 - 4 hours
- All work set by teachers must be written into the School Journal by the student. Failure to complete assigned homework may result in disciplinary action. If for some reason the assigned homework is not done or completed a note in the journal from a parent explaining why is required.
- With the increased focus on student independent learning it is important that students recognise their responsibilities and adhere strictly to all guidelines around the submission of project and examination work.
- The College will support the students' efforts at homework through regular monitoring and assessment of the quality of homework presented. A study skills seminar will offered annually to each year group to shape good attitudes and habits in relation to homework and study.
- Parents/guardians are expected to foster and encourage a positive attitude in their child to homework and study through regular supervision of homework completion and monitoring of the student journal.

7. Outside College

The Board of Management stresses that any behaviour by a student of Chanel College which takes place off the College premises and outside the academic day but which impacts in a serious and negative way on other members of the College community is covered by the Code of Behaviour and Discipline and comes within the remit of the Board of Management. Such behaviours include:

- Intimidation, verbal attacks, threatening or bullying of another member of the college or likely to cause fear of College for this member.
- Interference with the property of any member of the College community, management or staff of the College.
- Involvement in the use or sale of illegal substances.
- Involvement in activities that bring the College into disrepute.

Suspension & Expulsion Policy

8.1 Rationale

Through its Code of Behaviour, and in line with the Mission Statement, Chanel College (the “College”) aims to create a calm and ordered atmosphere in a caring and supportive working environment based on respect for self and respect for others. When a student fails to observe the Code of Behaviour it may result in the student incurring sanctions including suspension or expulsion where warranted. This policy outlines the College’s approach to suspension and expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000, ESPEN Act 2004 and National Education Welfare Board Guidelines on Code of Behaviour 2008.

The College may apply a range of sanctions appropriate to the circumstances and seriousness of each individual case. These are tiered in nature to ensure a just and equitable approach that respects the dignity of all involved and depends on the seriousness of the breach of discipline in question. These include:

- A verbal warning
- A note home to Parents / Guardians in the Student Journal
- A phone call to Parents / Guardians
- Additional appropriate written work
- Detention
- The student may be put on report
- Meeting with parent / guardian
- Removal from College trip or extra-curricular activity
- Suspension
- Expulsion

The College has a referral system in place to address issues of on-going misbehaviour. Teachers will initially deal with disciplinary issues themselves within their own classroom. If this fails to resolve matters then the

issue will be referred from the teacher to the Year Head to the Deputy Principal/Principal. However, incidents of a serious nature may be referred directly to the Principal or Deputy Principal.

Possible Interventions/Supports:

The College has a range of interventions in place to support behaviour. The intervention(s) used will be appropriate to each case and include:

- Meeting with student and Year Head to explore the circumstances of the incidents), giving the student an opportunity to be heard
- Contact with Class Teacher
- Phone contact with Parents/Guardians
- Detention
- Temporary removal from a class
- Meeting with Parents/ Guardians and student with a view to moving forward
- Student placed "On Report" for a period of time
- Positive Support / Behaviour Plan
- Referral to school chaplain / counsellor
- Referral to Student Support Team
- Referral to appropriate support services in and/or out of school.

8.2. Procedure for Suspension.

In certain cases of unacceptable behaviour it may be in the best interests of the college community and/or the student involved to remove the student from school or from class for a period of time. The Principal may impose a suspension of up to 3 days (up to 5 days following consultation with the Chairperson of the Board of Management). Alternatively, in cases where the student has seriously and/or persistently misbehaved the Principal may refer the matter to the Board of Management who would meet within a reasonable period of time. In such an event the student will remain at home until the Board of Management reaches a decision. The Board of Management's decision will be communicated to the Parents / Guardians and student by post.

The Principal/Deputy Principal/Board of Management exercise this authority in a fair and non-discriminatory manner having regard to their responsibility to the whole school community and to the principles of natural justice. Procedures followed will include two essential parts:

- The right to be heard; and
- The right to impartiality

It is the intention of the school that suspension allows students the time, under the supervision of their Parent/Guardians, to reflect on their unacceptable behaviour, to accept responsibility for their behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

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

- The student and Parents/ Guardian will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised.
- In cases where the suspension is to take effect immediately, such as in the interests of health and safety, Parents/ Guardians will be informed by telephone, with written follow up.
- Students will not be sent home during a school day unless collected by a Parent/Guardian or some other suitable arrangement is made. All suspension decisions include a formal letter of notification that will include:
 - Notice of the suspension
 - Effective date of the suspension
 - Duration of the suspension
 - Procedure on return to school
 - Reasons for the suspension
 - A statement that the student is under the care and responsibility of Parents/ Guardians while suspended
 - Confirmation of the parent's right of appeal against the suspension

Examples of where circumstances under which suspension may be imposed, but are not limited to;

- In cases where the health and safety of the student or of others in the school community could be a risk it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedures.
- Repeated less serious breaches of the Code of Behaviour that have not been rectified by other interventions and disciplinary measures short of suspension.
- Abusive or threatening behaviour or language towards staff or other members of the school community
- Persistent disruption of learning and teaching
- Instances of bullying as per school Anti-Bullying Policy
- Smoking, vaping or consuming other tobacco or nicotine products on school premises or at school events, tours or school related activities
- The possession of alcohol or any illegal substance on school premises or at school events, tours or school related activities
- Any interference with school security or fire alarm systems
- Being involved in a physical fight on the school premises or anywhere in uniform
- Failure to attend detention
- Truancy i.e. unauthorised absence from school or classes
- Damaging school property
- Inappropriate use of camera/recording facilities on a mobile phone or personal device
- A threat to the good order and/or safety of others in the conduct of school or state examinations
- A serious breach of the Code of Behaviour that indicates that the student should be removed from the school

Appeal

The College will offer the opportunity to appeal the decision to suspend a student. A suspension imposed by the Principal may be appealed to the Board of Management. In this event, the suspension stands until

the Board of Management makes a decision to revoke it. Where the total number of days for which the student is suspended reaches twenty days in the current school year, the parents may appeal the suspension under Section 29 of the Education Act 1998 as amended by the Education (Miscellaneous Provisions) Act 2007. At the time when the parents are being formally notified of such a suspension, they should be told about their right to appeal to the Secretary General of the Department of Education and Science and should be given information about how to appeal. See Circular letter M48/01 Appeal Procedures. Under Section 29 of the Education Act, 1998 at the Department of Education and Science website at www.education.ie for full details.

Any suspension in excess of 6 days (cumulative) will be notified to the Educational Welfare Officer (EWO).

9. Expulsion.

9.1 Rationale.

Expulsion is the ultimate sanction imposed by the College on a student and as such will only be exercised by the Board of Management in cases of extreme indiscipline. Expulsion will be considered in cases where the indiscipline of a student is so pervasive that teaching and learning become extremely difficult and where school authorities have tried a series of other interventions, and believe they have exhausted all possibilities of changing the student's behaviour. Such cases include but are not limited to:

- If the behaviour of the student is repeatedly preventing teaching and learning from taking place on an ongoing basis.
- If the student's behaviour is uncontrollable or grossly defiant to school management or other staff members and is not amenable to any form of school discipline or authority.
- If the behaviour of the student is such that other members of the College community are intimidated or threatened by the student's continued presence in the College.
- If the behaviour of the student poses a threat to the health and safety of any member of the College community.
- If the behaviour of the student is such that it brings the good name and reputation of the College into disrepute.
- When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or being met.

9.2 Expulsion for First Offence.

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that will result in a proposal to expel on the basis of a single breach of the Code of Behaviour include but are not limited to:

- A serious threat of violence against another student or member of staff
- A serious act of violence or serious physical assault against another student or member of staff
- A student who is known to be involved in the taking of drugs on the way to and from the college, on college premises, while representing the college, on college related events or in college uniform

- A student who is known to be involved in the possession, supplying or procuring of drugs or drug paraphernalia in or out of school
- The unauthorised and/or inappropriate photographing, videoing, recording of a staff member or other members of the college community, inside or outside of school, and/or uploading the material to the internet
- The creating of offensive or abusive material and/or the posting of such on social media or other ICT platforms
- Sexual assault
- Sexual harassment
- A serious one-off offence which brings the good name and reputation of the college into disrepute

9.2 Expulsion Procedures.

When an expulsion is being considered:

- A detailed investigation, in line with fair procedures, will be carried out under the direction of the Principal. Student and Parents/ Guardians will be informed of the alleged misbehaviour and given every opportunity to respond to the complaint before a decision is made and before a sanction is imposed. Parents/ Guardians will be informed that the Principal will refer the matter to the Board of Management who will consider sanctions up to and including expulsion.
- Parents / Guardians will be notified by letter and / or by registered post that the matter has been referred to the Board and of the sanctions the Board will consider, up to and including expulsion.
- Parents / Guardians will be invited to attend the Board meeting. The student may also attend. It is up to the Principal to arrange the time of the meeting.
- If Parents / Guardians decline to attend the meeting they will be invited to make a written submission.
- Principal will meet with Parents / Guardians prior to the Board meeting and explain procedure.
- Principal will inform Parents / Guardians of his / her intended statement.
- Written version of Principal's statement will be made available to Parents/Guardians and board members prior to Board of Management meeting.
- During the hearing, the Principal and the Parents/Guardians (or the student if over 18) will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. After both sides have been heard, the Board will ensure that the Principal, Parents/Guardians and student are not present for the Board's deliberations.
- Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for its decision. The Board will inform the Parent/Guardians in writing about its conclusions, the next steps in the process, and that the Education Welfare Officer has been informed. The student will remain suspended during this time if the Board forms the opinion that the student's presence in the College will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

- The Principal will make all reasonable efforts to take part in the consultation meeting arranged by the Educational Welfare Officer within the 20 days after the notification of the intention to expel. The Principal may assist, with the agreement of the parent/guardian and without prejudice to the case, in sourcing another school for the student.
- Where the 20 day period following notification to the Education Welfare Officer has elapsed, and where the Board of Management remains of the opinion that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents/guardians will be notified immediately that the expulsion will now proceed.
- Parents / Guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Permanent exclusion may be appealed by a parent/guardian. Any such appeal must be lodged within 42 calendar days of the decision of the Board of Management.

The National Educational Welfare Board will be notified of the Board of Management's decision to expel.

The College reserves the right to review and amend this policy from time to time entirely at its discretion.

S Stapleton
Chairperson, Board of Management, Chanel College

Dated: 21/06/2021

NOTE: This policy is reviewed annually by the Board of Management.