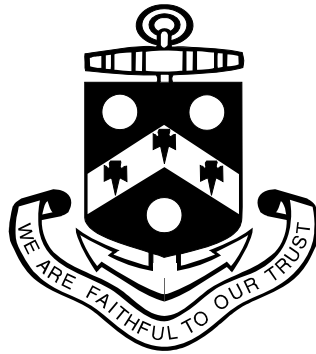


The High School RATHGAR • DUBLIN 6



Established 1870

Website address
www.highschoolublin.com
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Information for parents and pupils

2011-2012

Introduction

The ethos of The High School

The school is a coeducational secondary school with about 780 pupils. It was founded by the Erasmus Smith Trust in 1870 as a day school for boys. Originally located in Harcourt Street, it moved in 1971 to its present 23 acre setting in Rathgar. In 1974 the High School amalgamated with the Diocesan School for Girls and became coeducational. It provides education mainly for pupils from Church of Ireland families, while having places available for those of other denominations and faiths. The experience gained through the working out of this policy and through respecting the needs of minority groups and individuals enriches the whole life of the school.

The school gives its pupils the opportunity to explore the humanities, sciences, arts, business studies and technical subjects. In addition it provides religious, moral and physical education in order to meet its founding objectives of preparing pupils for the demands of business and professional life, and of attaining high academic standards in the broad range of disciplines required for third level education.

How The High School is governed

The ultimate authority within the school and the body in which ownership of the school is vested is the Board of Governors of the Erasmus Smith Trust. The Trust was originally endowed by a Tipperary landowner, Erasmus Smith, in the 17th century. The Trust was, at one time, responsible for many grammar schools and hundreds of primary schools. Now, the High School is the only school for which it is responsible. The Board was enlarged when the amalgamation with the Diocesan Secondary School for Girls took place in 1974 and the additional dimension has proved valuable.

There can be a maximum of thirty-two members of the Board, including the Archbishops of Armagh and Dublin, the Bishop of Tuam and the Provost of Trinity College, Dublin as ex-officio members. Nine of the members are nominees of the Diocesan Board of Education. The Board usually meets twice a year and appoints a Management Committee to supervise the management of the school between meetings of the Board. The Management Committee meets approximately monthly during the school year and currently has twenty one members, composed of sixteen Governors, the Principal, two teachers and two parents (all four of whom also attend Board meetings). The Registrar of the Trust is also currently the Administrator of the school and acts as secretary to the Board and most of its committees.

The everyday management of the school and the selection and appointment of staff is delegated by the Board and the Management Committee to the Principal.

Four sub-committees report regularly to the Management Committee and the Board. These are the Finance Committee, the Grounds & Property Committee, the Education Committee and the Sports Committee. The teaching staff and the Parents' Association are represented on all of these committees.

The system of altruistic governorship has seen the school through more than 125 years as a thriving, developing, forward-looking institution. The governors have complemented the experience and immediate knowledge of the school possessed by the teaching staff and parents by offering their considerable expertise in a wide range of occupations. This expertise is valuable at committee level but also in the work done quietly by governors between committee meetings, often providing detailed assistance and support to the Principal and to the Administrator in carrying out their daily management of the school. Their detachment from the daily operation of the school can bring an objective and long-term view to bear. As the Trustees of the school, the governors are responsible for determining the ethos of the school in all major matters, including admissions, employment, sports, cultural and religious outlook, etc.

Mission statement

The mission statement has been prepared through a consultative process involving each section of the school community - governors, staff, parents and pupils.

Our mission as an educational community is the pursuit of excellence and the development of the full potential of all. We emphasise values such as integrity, kindness and respect. Our aim is to enable pupils to take their place in society as responsible, informed, thinking and tolerant human beings.

This information is issued for your assistance and guidance. Please discuss appropriate sections with your children and then keep it carefully in a permanent file.

Access to school premises and school hours

Entrance to the school site may be made either through the main entrance in Zion Road at any time, or by the gate in the school fence beside the River Dodder footbridge which is open 0815 - 0915 and 1555 - 1630 (1315 - 1330 on Wednesday).

School hours are 0855 - 1555 on Monday, Tuesday, Thursday and Friday; 0855 - 1315 on Wednesday. Pupils may have access to the school building from 0815. Pupils not attending assembly due to the weekly rota are expected to be in class by 0855.

Pupils may not leave the school premises during school hours without the permission of the Deputy Principal. Pupils must inform their parents if they are planning to stay late in school or if they are detained for disciplinary reasons. Pupils are expected to leave the school at 1555 (1315 Wednesday) unless involved in a scheduled activity with a member of staff responsible. There is a facility for a pupil who is waiting for a brother or sister or to be collected late to study in Room A8 but parents must note that **this is not supervised**. Supervised study is available as described on page 15. The general prohibition concerning leaving the school premises applies fully to situations where pupils decide to hold "demonstrations" on political issues. There has been a tendency in recent years for outside bodies, individuals and the media to encourage such occasions. An unsupervised and uncontrollable situation develops if pupils leave school in groups and pupils are exposed to danger. The school will accept no responsibility for pupils in such circumstances and will impose sanctions on them when they return. Depending on the circumstances, these sanctions may be serious.

In the interests of safety, there must be no cycling on school premises and **parents are asked not to bring their cars inside the school gates**, except when attending school functions. Pupils may not drive or park cars in the school grounds. Parents and pupils are requested to respect local residents and their property and driveways. Please ensure that no obstruction is caused, particularly before and after school.

Motorcycles may be left in the parking area inside the main gate, but only with the Deputy Principal's permission. **All pupils who bring cars or motorcycles to school must supply registration number to the Deputy Principal**. Permission to drive to school may be withdrawn in cases of dangerous driving or abuse of school rules or lack of courtesy to neighbours and parents. **Cyclists** are strongly encouraged to wear cycling helmets, to use reflective bands during the winter months and to lock bicycles.

Address and telephone number of families

It is vitally important that school records are correct, so that letters may be delivered correctly and so that parents may be contacted quickly in the event of an emergency. If there have been any changes in your address or telephone numbers please let us know.

Absence - Education Welfare Act

The Education Welfare Act 2000 requires that absence is explained to the school and that the school keeps records of the reasons given. On the first day of absence, parents are required to telephone the Office to explain the absence. Pupils absent for any reason must also (by law) bring a letter including the reason for the absence from a parent or guardian on their return to school. These should be addressed to the Office, and the name and class of the pupil written on the envelope. These should be handed in to the Office either before or immediately after assembly. Parents are asked to make every effort to arrange medical and dental appointments outside school hours. Where this is not possible, at least a day's notice should be given to the Office.

Where parents expect that their children may need to be absent from school for a day for any other reason, a letter **explaining the circumstances** should be sent to the Principal **in advance**. If a pupil has to leave school early for a medical or other appointment, a letter should be brought to the office that morning.

The school is required to notify the National Education Welfare Board if a child is absent for more than 20 days or where any absence gives cause for concern. Further information is available from the national helpline at 1890 363666.

Activities

The following is a brief summary of the clubs and societies open to pupils in The High School. For more information contact the teacher listed.

Art Portfolio Development Club: takes place after school. Contact: Miss Killane

The **Choir** and the **Orchestra** : for those who enjoy making music, contact Ms Bourke and Ms White

The **Chess Club** operates at lunch breaks, contact Mr Griffin

The **Christian Union** aims to provide an informal forum of lively discussion and debate on Christian issues, as well as supporting people in their lives as Christians. It meets at lunch break each week. Contacts: Mr Wilkinson, Ms Carson

The **Computer Club** allows students to avail of the excellent facilities including multimedia, desktop publishing and the Internet. Interested students should speak to Mr McBride for more information.

The **Debating Society** meets regularly at lunchtime to discuss topics of local and global interest. The society has enjoyed a good

deal of success in the past in open competition. Contact: Mrs Hutchinson-Edgar (senior), Ms Rellis (junior)

Drama - junior drama takes place after school for part of the year. The major production is in Form 5.

The **Erasmian & Diocesan Times** is the school's yearbook and is compiled by Form 5 pupils.

European Computer Driving Licence - information on ECDL is available from Mr McBride

European Youth Parliament and Model United Nations: Contact: Ms Rellis

Film and Media Club: Contact: Ms Missen

Friends of the Library : by invitation. Those interested in making greater use of the library facilities should speak to Mrs King

Green Schools Group: Contact Ms Hutchinson-Edgar

Photographic Society: after school, contact Miss Killane

President's Award (Gaisce): A series of personal challenges started in Transition Year. Contact: Mr Miller

Quiz teams are entered periodically into competitions.

School Council: an elected body to represent pupils. Contact Mrs Hutchinson-Edgar

Science Club: Contact Dr Whitford

Young Scientist Exhibition: Contact Dr Whitford

The following teachers should be contacted for further information on the sports offered after school by The High School:

Athletics	Mr Irwin
Badminton	Ms Thorp, Mr Flynn
Basketball (Boys)	Mr Malin
Basketball (Girls)	Mr M. Critchley, Ms S. Jones
Canoeing	Mr Cryan
Cricket (Boys)	Mr Malin
Cricket (Girls)	Mr Fitzpatrick
Cross Country	Mr Irwin
Hillwalking/Rock Climbing	Mr Cryan
Hockey (Girls)	Ms S. Jones
Hockey (Boys)	Mr Fitzpatrick
Rugby	Mr Malin
Soccer (internal leagues)	Mr Griffin
Swimming	Mr Malin
Tennis (Girls)	Ms S. Jones
Tennis (Boys)	Mr McDonnell

Participation in school activities is encouraged. Pupils can maximise the positive nature of their school experience in this way.

Assembly

This is the only opportunity for the school community as a whole to meet together and is therefore valued. A variety of appropriate spiritual, moral and ethical themes is presented by staff, pupil groups, visiting speakers and the Principal. We hear the school choir and orchestra on occasion. In addition to the opportunity for spiritual reflection and prayer, assembly also provides a vehicle for school information to be disseminated and for good team and individual performances in sport, music, debating, competitions etc. to be highlighted and appreciated.

Books and Stationery

Text books are normally purchased by parents from a book list supplied in the early summer.

The school supplies all basic stationery free of charge to pupils and expects that only school supplied exercise books and jotters will be used. Stationery will be distributed to new pupils on the first day of term.

CCTV

CCTV is in operation in parts of the school grounds and in circulation areas inside the buildings. A policy covering its use is published on the school website on the downloadable documents page.

Certificate Examinations

The period leading up to and during the Certificate examinations can be one of great stress for some pupils. Parents can help by encouraging steady work throughout the year, good planning of revision and a balanced lifestyle which includes rest and physical exercise as well as work. Parental expectation has been identified by research as the primary cause of stress to students. It is also wise to play down a lot of the hype created by the media during this period. One of the problems which can be easily avoided is the possibility of a pupil getting into trouble at school for disobeying the normal rules. (See "End of term behaviour" under the Code of Conduct heading).

Before and during the Certificate Examinations pupils are expected to behave in accordance with the normal rules of the school. Pupils are excused the wearing of uniform after the end of the normal school term and during the Certificate examinations but their dress and appearance are expected to be neat, clean and moderate. Although it is the earnest wish of the school that such should never occur, it is at the discretion of the Principal to refuse a candidate entry to the Certificate examinations.

It is the responsibility of the pupil to ensure that his/her examination subjects and levels are correct when the appropriate staff check them with the pupils, usually in March. Pupils are asked to sign the examination entry to verify its accuracy. Leaving Certificate candidates may change levels on the day of the examination. Junior Certificate candidates may not. It is the responsibility of the pupil to discuss his/her subjects and levels with his/her parents.

Re-checks of Certificate examination results should only be requested if the result is substantially at variance to that which the pupil's teacher expected. Requests for re-checks are at the discretion of the Principal. A substantial fee is charged for a re-check and it is rare for a result to be altered. In the event of an application being made, the fee should be sent in to the school with a written request **immediately** the results are issued in the case of the Junior Certificate. In the case of the Leaving Certificate, there is now a facility whereby the papers may be viewed at the school prior to such a request. Information on the viewing times will be given to candidates with their results.

Child Protection

The Department of Education and Science has published a document entitled "Child Protection Guidelines for Post-Primary Schools". The Guidelines are based on the 1999 publication "Children First: National Guidelines for the Protection of Children". The Guidelines, which have been adopted as policy by the Board of Governors, will henceforth guide our response in the very important areas of neglect, emotional abuse, physical abuse and sexual abuse of children. In line with the guidelines, the Board has appointed the Principal as the Designated Liaison Person (DLP) for child protection. Parents who have concerns in any of these areas should contact the Principal. The full text and summary of the "Children First" document can be accessed on the Department of Health and Children website at: www.dohc.ie Click on "Publications", click on "1999", and click on "Children First: National Guidelines for the Protection and Welfare of Children". The actual Guidelines can be accessed on the Department of Education and Science website at: www.education.ie click on "Child Protection Guidelines" in the "Information by Topic" section, click on "post primary" and then click on "Child Protection Guidelines for Post Primary Schools—September 2004". A copy of both documents may be inspected at the school. New employees are vetted in accordance with current regulations.

Code of conduct

The code of conduct was written following consultation with pupils, the Parents' Association and staff. All references to gender are intended to be inclusive. All parts of this booklet relevant to conduct are deemed to be part of the code of conduct.

Discipline at The High School is founded on the principles of respect for people, environment, property and safety. All rules follow from these basic principles which are intended to create and maintain a happy and stable community.

Pupils and parents will be made aware of these principles through circulars to the home, talks given by Form Teachers and Year Heads, occasional announcements in Assembly, but, above all, by the consistent application of these principles by all members of staff.

The best way in which the school can operate with the maximum happiness and fulfilment for everybody is if the maximum courtesy and respect is shown for other people. All members of the school community are expected to respect each other's dignity. Every pupil is expected to be courteous, friendly and well-behaved while in school, travelling to and from school, in uniform or while attending school functions, trips or sports fixtures, etc. Because of the value placed on mutual respect and dignity by the school community, a pupil is usually suspended from school or excluded from class for a day when foul or threatening language has been used towards an employee. It is also prohibited for an employee to use foul or threatening language towards a pupil. **Smoking, consumption of alcohol and drugs, vandalism, theft and other serious breaches of discipline in any of the above situations may result in suspension or removal from the school.** Such an occurrence can have serious effects on pupils' lives, friendships and careers.

It is the duty of every pupil to attend school regularly and punctually, to contribute positively to the learning environment in every class, to take responsibility for his/her own work and to have a good standard of behaviour. It is the responsibility of every member of staff to encourage such attitudes and to take appropriate action when pupils do not co-operate. The consequence of such is a productive, stable and happy working environment. The consequence of detracting from the learning atmosphere is a less productive class where the pupil has invited sanctions to be used. It should be emphasised that the choice of consequences, good or bad, is entirely that of the pupil. The teacher is not the initiator of sanctions. The pupil, by his misdemeanour, has chosen the consequence of extra work, detention, report, etc. It is the policy of the school that it endeavours, to the greatest possible extent, to provide an appropriate education for all pupils and, in that context, the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.

Praise and positive consequences are seen as more important by the staff in maintaining a good relationship with pupils than

punishment and negative consequences.

Methods of “being positive” which are suggested to staff:

- Praise
- Affirmation of pupils’ self-esteem and self-worth
- Record system showing progress as well as high grades
- Praise for progress as well as achievement
- Complimenting good behaviour, initiative, courtesy, neat appearance, etc.
- “Catching” people doing something good or helping someone else
- Giving grades for presentation and effort as well as achievement (in projects for example - benefits weaker pupils)
- Keeping a “black” and “white” mark system - so many black marks leads to a detention, but white marks cancel out black ones
- Agreeing rewards with a pupil or class for better effort or better behaviour - a discussion, a debate, a quiz, a video, an outing, etc.

Sanctions recommended for use at The High School:

These are in an approximate order of ascending seriousness but there is flexibility in how sanctions are used.

- Reasoning with a pupil would normally precede the use of a sanction
- Rebuke
- Moving position or isolating in class, sitting at the front of the class
- Points system (e.g. blackmark system)
- Extra work
- Detention by subject teacher for 10, 30 or 60 minutes at breaks or after school
- Report to Form Teacher
- Detention by Form Teacher
- Detention for 1½ hours on Wednesday afternoon from 1345 to 1515 (see below)
- Sending to Year Head to sit at back of class
- Report to Year Head
- Letter of apology signed by pupil and with a parent’s signature to verify that they have seen it
- Detention by Year Head before or after school
- Report by Form Teacher or Year Head to parents
- Break and lunchtime detention
- Exclusion from class
- 3 hour detention on Wednesday afternoon (by Year Head, Deputy Principal or Principal - for serious offences or an accumulation of offences - may include work on the school environment under the supervision of the grounds staff)
- Report to Deputy Principal
- Suspension or expulsion

Pupils are encouraged to clean up litter as a matter of routine. This can also be set as a very appropriate sanction for poor behaviour. It is intended that gloves will be kept by the catering staff for those who request them when picking up litter.

A class by class report on behaviour, homework, classwork and attitudes can be initiated by the Year Head. It can be viewed as disciplinary but is probably more productive if viewed as a positive tool by which the pupil can be better organised and focused on work.

Detention system

There is a regular detention system of one and a half hours on Wednesday afternoons from 1.45 to 3.15 p.m. Written notice of a detention is given to a pupil at least the previous day. Detention will take precedence over other commitments in almost all circumstances. In very exceptional cases the Year Head will decide if a detention may be postponed. Only the Principal or Deputy Principal will have the authority to cancel a detention in a case of dispute. Any disrespect to the detention system or lack of care with the work set will normally result in a further detention being given. A pupil who is frequently in detention may expect to be referred for consideration under the serious discipline policy.

End of term behaviour

The behaviour of all pupils at the end of term is expected to be to the same standard as during the remainder of the year. The school provides a reception and graduation ceremony and the Parents' Association facilitates a party for Form 6. This occasion is planned in consultation with the pupils and has proved to be very successful. "End of term" misbehaviour is not tolerated at this school and it is important that parents and pupils fully understand that the sanctions which may be applied include expulsion from the school, necessitating pupils to find an alternative venue for their Certificate examinations.

Serious breaches of discipline

This policy exists to ensure that the interests of parents, pupils, staff and the school are fairly served on the rare occasions when a pupil is accused of a serious breach of discipline or of an accumulation of other offences which may result in a lengthy suspension or in expulsion.

Breaches of discipline such as the following may be regarded as serious - vandalism, theft, substance abuse, malicious injury, fighting, inappropriate sexual behaviour, gross misbehaviour such as striking or threatening a teacher or another person, repeatedly defying or swearing at a teacher, repeated or serious bullying.

The parents of the pupil concerned will be invited to an interview with the Year Head and the Principal or Deputy Principal. The pupil may be present for all or part. The details of the breach will be read to the parents and the pupil's contribution to the school, clubs, sports, academic record, character, conduct in the past, etc. will be taken into account.

The Principal or Deputy Principal may consult with other staff and/or call a meeting of the Serious Discipline Committee of the school and will then decide on a course of action and will communicate his/her decision to the parents (and usually the pupil). There will be, in case of long (more than three days) suspensions or expulsions, a right of appeal to the Appeals Committee of the Board of Governors. The appeal will check that proper procedures have been followed and that the sanction is commensurate with the breach. The members of the appeal committee will be impartial and will not have been involved in the investigation or the original decision concerning the sanction to be imposed. The decision of the Appeals Committee is made on behalf of the Board and is final, from the viewpoint of the school. A further appeal, to the Department of Education & Science, may be possible in some circumstances, according to the regulations in force at the time. This is known as the Section 29 appeal procedure (of the Education Act 1998). Details are available from the Principal or from the National Education Welfare Board.

A pupil returning from suspension will be helped by the appropriate staff to re-integrate into the school as smoothly as possible and will be advised on how to avoid any future trouble. A pupil and/or parents may be required to sign a written undertaking to obey the rules of the school. This will state that the pupil may be removed from the school for breaking that agreement.

(The Serious Discipline Committee consists of the Principal, the Deputy Principal, the Guidance Counsellor, the Year Heads and the Form Teacher of the pupil under discussion. The Appeals Committee consists of two governors nominated by the Chairman of the Board of Governors and the Chairman, who chairs the appeal. In the event of the unavailability of the Chairman, he may nominate an additional governor and appoint a substitute Chair of the committee.)

Smoking

Smoking is forbidden in the school, the grounds, on the way to and from school, in uniform, at school functions or matches, etc., or on school trips. It is forbidden for a pupil to have cigarettes, tobacco, matches or lighters in his possession in the same circumstances or to be in the company of people who are smoking.

The risk to health from smoking is very serious. In short, pupils put themselves at risk of death from lung cancer and a variety of other illnesses from smoking or being in groups of people who smoke (passive smoking). The damage can be done as a teenager even though the cancer may not occur until later in life.

The school policy is:

- On a first offence, the pupil will be detained at break times for a week and may be asked to complete written exercises, to participate in manual work or cleaning up litter. The parents and pupil are warned by the Deputy Principal that the next stage is suspension. In addition, in the event that the pupil does not co-operate at breaktime, suspension is automatic.
- On a second offence, the pupil is suspended. Further offences could result in long suspensions or the pupil being asked to leave the school.

Drug abuse

The school has an education programme which seeks to inform pupils about the dangers of abusing drugs and to equip them with the necessary lifeskills to resist the offer of drugs. This programme takes place in stages from Form 1 to Form 4 in Social, Personal and Health Education classes and in Transition Year courses, though the topic is also mentioned in other subjects as well.

In the case of any pupil found to be using illegal drugs, to be in possession of them, to be supplying them to another pupil or to be under the influence of them while in school, it is the policy of this school to inform and involve the Garda Síochána and the parents of the pupil, offering advice to parents on where to obtain expert professional help.

Having anything to do with illegal drugs is regarded by the school as one of the most serious breaches there could be of our code of conduct and any case would be referred to the serious discipline committee of the school. In almost all circumstances, the pupil or pupils concerned would be expelled from the school. This policy also applies to pupils while travelling to and from school, while in school uniform, while in the vicinity of the school or while on any school related activity in this country or abroad (e.g. excursions, field trips).

Some examples of illegal drugs are cannabis or hash, ecstasy, cocaine, heroin, etc. It is in the interests of pupils to think carefully about this policy and its consequences. It is, for example, not often realised that people with drug-related convictions may never travel to the United States and many other countries for the rest of their lives, even for student work or a holiday. Many employment opportunities may also be closed to such people.

This statement of our policy is made in the interests of protecting the health and well-being of all of our pupils.

Alcohol

It is not appropriate for a pupil to consume alcohol prior to coming to school, while in school or while coming to, participating in or in association with any school function, activity or excursion. Consumption of alcohol may result in the serious discipline policy being invoked and in pupils not being allowed to participate in school trips for a set period.

Prescribed drugs

It is school policy that the Nurse should be notified in all cases where a pupil is taking prescribed drugs. The drugs should be administered under the supervision of the Nurse.

Bullying

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else, exercised repeatedly over a period of time. Among its manifestations are fighting, hitting, pushing, shoving, threatening, name-calling, excluding, manipulating friendships, etc. The use of mobile phones or websites such as Bebo.com to circulate or publish nasty comments or images, or to organise the exclusion of people from social groups can be seen as a form of bullying. It is important to assess the difference between "normal" difficulties in relationships while growing up and what constitutes "bullying". Where there are difficulties in the relationships between pupils, it can be inappropriate and unhelpful to apply the title "bullying" to the situation in the first instance. On investigation it is often found that there is a complex web of interactive relationships at play, with many factors contributing to the unhappiness of the pupils involved. It is very seldom the case that there is what people expect to be a straightforward example of deliberate "bullying" by one pupil of another. Sometimes there can be contributory factors which have their roots in the home and family or in interactions which have little or nothing to do with time spent in school, but which cause an impact on relationships during school hours. Equally, there can be problems which do have their roots in school. We can offer help in both cases and unhappy relationships should be brought to the attention of the school. In the first instance, it is usual to telephone the Year Head and to request advice and an investigation. Please do not come into the school in the first instance as that may draw unnecessary attention to your child. Parents are encouraged to err on the side of contacting us rather than not contacting us, especially because pupils are likely to try to insist that no contact with the school should be made, to avoid "making the situation worse". A confidential framework and many years of experience and sensitivity in dealing with such situations will be brought to bear. If it becomes necessary to move away from confidentiality in order to deal with the situation, a strategy for achieving that will be planned with the reporting family. Reporting bullying while requesting that no action be taken is pointless.

A variety of methods may be used when investigating such difficulties. The personnel involved may include the Year Head, the Form Teacher, other members of the teaching, administrative, grounds, supervisory or sports staff, the Guidance Counsellor, the Nurse, the Deputy Principal and the Principal, depending on the situation. Usually, only a few of the above would be involved. Usually the Year Head would assess the report with the Guidance Counsellor informally and a course of action would be planned. This may involve a confidential meeting or meetings with the reporting pupil, parents or both. It may involve counselling and support for the reporting pupil and/or confidential counselling for the other pupils involved in the interactions. It may also involve factual investigation and a period of observation (which can be up to a month) to ascertain independently as far as possible what the facts are. Sometimes repeated counselling sessions are necessary, or referral to an external psychologist. Punishment is not usually used in the first instance - it can itself be seen by a pupil as inappropriate use of power. Punishment is used if bullying behaviour is actually identified and if it continues after the initial warnings and counselling. In almost all cases, our methods work if allowed to. Sometimes a great deal of time, space, calm and contact are necessary.

The school, as part of its normal curriculum, educates children about respect for each other and about appropriate and inappropriate relationships, including behaviour which may be labelled as "bullying". These issues are dealt with in the curriculum, particularly in Social, Personal and Health Education (SPHE) and Civic, Social and Political Education (CSPE). Awareness raising measures are undertaken for staff, parents and pupils. When available, for example, a drama group is invited to engage in an exploration of what constitutes "bullying" with junior cycle pupils. All pupils, prefects and members of the school staff are encouraged to report suspected bullying to the Year Heads or the Deputy Principal.

The school creates the expectation that every child has the right to be free of fear in school and coming to and from school.. Pupils, parents and staff are encouraged to report their suspicions earlier rather than later. The main goal of our approach is to teach pupils who are experiencing unhappy relationships a better way to relate to each other. **Bullying will not be tolerated at The High School.**

So, if worried about bullying, telephone or speak in confidence to your child's form teacher, year head, guidance counsellor, or telephone the school office.

The school subscribes to the Department of Education & Science guidelines on child protection and to existing national policies on harassment and sexual harassment. These policies are available from the Principal in the event of a difficulty arising.

Property

Every pupil is expected to have respect for the property of the school, the staff and other students. Pupils are expected to hand in to the office or the School Sergeant any article found lying around. It is not acceptable to keep it for a while or to use it for a while.

It goes without saying that pupils should not damage property or write graffiti anywhere. If property is damaged accidentally pupils are expected to report it **immediately** to the office, the Administrator, their Year Head or the School Sergeant. Interference with school property such as fire hoses and extinguishers, blackboards, blinds, furniture, etc. will be taken very seriously. Pupils are also expected to have due care and respect for their own property and to use their lockers. Everything should be clearly named. Parents are responsible for any damage to property caused by pupils.

Detention system for late arrival at school

Late detention is held once a week from 8.25 to 8.50 a.m. for those pupils who have been late for school twice in the preceding week. Late-comers to detention must also come to detention the following week. A pupil who is still unable to be punctual may expect to be detained on a Wednesday afternoon. A list of those in late detention is put up at the beginning of each week. Records of punctuality are kept by the school and are consulted prior to the writing of a reference.

Leaving school without permission

No pupil may leave the school premises during the school day without the permission of the Principal or Deputy Principal, or in medical cases the Nurse. Pupils who leave without permission will be sanctioned appropriately. Pupils may not leave to participate in demonstrations, as these are unsupervised, dangerous circumstances. If a pupil leaves the school premises without permission, responsibility for the pupil's safety reverts to the parent and the school will accept no liability in case of accident or injury.

Privacy

The central value of respect for other people which underlies our code of conduct includes respect for their privacy. It is therefore not permitted for pupils to record or circulate conversations, telephone calls, images whether still or moving or any other private information without the consent of the subject or subjects. This particularly refers to sound recorders, computers, video cameras, still cameras, mobile telephones capable of capturing images and any other similar equipment. Failure to observe this provision will be seen as a breach of the code of conduct and may result in the confiscation of the equipment and the application of disciplinary sanctions. Circulating or publishing (including on the Internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a "joke" or not, may be considered as a serious breach of discipline and may be dealt with under that section of our code of conduct. This could result in suspension or expulsion from school depending on the circumstances.

School Buses

These guidelines have been drawn up by the school in consultation with the bus companies and are intended to ensure an atmosphere of order, safety and mutual respect between pupils and driver. They apply to our West Dublin bus, school mini-buses and all other forms of bus and coach transport utilised by the school for sports, trips etc.

All pupils on the school buses are expected to behave in an orderly manner and to obey the reasonable instructions of the driver or a Prefect with regard to seating and behaviour. The driver may instruct a particular pupil to sit in a particular seat if he/she wishes. Pupils may not stand up and walk around the bus or change seats at will while the bus is being driven. There is to be no unruly shouting, damage to the bus, litter, objects thrown or other poor behaviour. Food and drink should not be consumed on the bus, except with the driver's permission. Seat belts must be worn at all times.

The driver is not expected to have to discipline pupils. His/her responsibility is to drive the bus safely. He/she is required to refer disciplinary incidents to the school authorities. There is to be no criticism of the driver or undermining of his/her authority where he/she has referred a pupil's misbehaviour to the school.

If pupils misbehave on the school bus, the privilege of travelling on it will be withdrawn by the school for a period or permanently, depending on the circumstances. There will be no refund of charges paid in such circumstances.

Contract of attendance

Attendance of a pupil at The High School is governed by the following contract:

- Discipline at The High School, Dublin, is based on co-operation and mutual respect between pupils and teachers, backed by good communication between the school and parents. The objectives are to encourage qualities of self-discipline and consideration in pupils. Rules are there to protect the honour and the well-being of both pupils and the school. There is an implicit undertaking that every pupil will obey the school rules made or to be made by the Principal and the Board of Governors.
- If the Principal is satisfied upon due enquiry that any pupil has committed an act of gross misbehaviour, or wilfully or persistently committed acts of serious misbehaviour, he may request his or her parents or guardian to remove him or her forthwith or at the end of the current term, and such pupil shall be removed accordingly. No claim shall arise for the return or remission of any portion of the payment made or due for the term in which a pupil is so removed.
- Notice of at least a full term must be given before parents or guardian withdraw a pupil, in default of which one third of the fees for a year will be payable, unless the Governors decide otherwise.
- Fees must be paid as and when the current arrangements for payment require.

Contacting staff

There is a specific Form Teacher entrusted with taking a special interest in each pupil and to whom your child should initially take problems of a minor nature. In each year, the Year Head liaises with the Form Teachers, monitors the academic and general progress of the pupils and organises formal and informal contacts with parents as necessary. You are welcome to contact the Form Teacher or Year Head responsible for your child by telephoning or writing to the school office. We prefer that parents contact sooner rather than later if they have any cause for concern or if they wish to have any information. The normal procedure in the event of a concern over progress or conduct generally is to contact the Year Head. If the concern is over a particular subject, the Year Head should be asked to facilitate a meeting with the subject teacher in the first instance. The Year Heads for the coming school year are as follows:

Form 1 - Mr P. McCaughey
Form 5 - Mr T. Gill

Form 2 - Mr R. Giles
Form 6 - Dr C. Whitford

Form 3 - Ms A. Parle

Form 4 - Mr A. Malin

Curriculum

The curriculum as at present is stated below. However, in our search for continuous improvement and in our efforts to suit as many pupils as possible, the curriculum is reviewed annually and is subject to alteration. Therefore, when the time comes for subject choices to be made in Transition Year or Form 5, booklets summarising the curriculum and describing each course are issued to pupils and parents. Information meetings are also held. If there is insufficient demand for a course or if it proves impossible to timetable, the school reserves the right to withdraw it. If a class is full, the school will request a pupil to make another choice.

Junior Cycle - Forms 1,2,3

All pupils study the following subjects:

English, Irish, Mathematics, History, Geography, Science, Civic, Social & Political Education, Religious Education, Physical Education and Music (a general course).

The first seven of the above subjects will be presented by all pupils in the Junior Certificate examinations at the end of Form 3, and R.E. may also be taken in the Junior Certificate at the option of the individual pupils. Two further examination subjects are chosen and studied until the end of Form 3, one from each of the following Option Groups. A continental language is essential for entry to N.U.I. and is an important component of many other 3rd level courses. It is strongly recommended that pupils choose a continental language. Consultation with the school is advised for pupils with learning difficulties.

Group 1 - Art, Craft and Design; Business Studies; Classical Studies; French; Home Economics; Musicianship (the Junior Certificate course); Materials Technology (Wood)

Group 2 - Art, Craft and Design; Business Studies; French; German; Technical Graphics.

Transition Year

All pupils study the following for the whole year:

Irish, English, Science, Maths, History, Geography, P.E., Games, Guidance, Social Personal & Health Education

A series of revolving modules is taken by all students for 6 weeks each:

Creative Writing or Educational Skills, Education for Future, Information & Communication Technologies, Media Studies, Religious/Personal Studies, Financial Survival Skills

One subject is chosen from each of the following option groups to be taken for the whole year:

Option Group A

Business, French, German for beginners (with the aim of reaching Junior Certificate standard in one year), Spanish for beginners (with the aim of reaching Junior Certificate standard in one year), Technical Drawing, Road Safety

Option Group B

Accounting, Business Studies, French, German, Construction Studies, European Studies

Two subjects are chosen from each of the following option groups to be taken for half the year each:

Option Group C

Art, Bridge, Dance, Home Economics, Judo, Photography, Rock/Pop musical show production, Woodwork,

Option Group D

Crafts, Drama, Home Economics, Music, Orienteering, Pilates, Woodwork, Website design and publishing

Leaving Certificate

1. All pupils take English, Irish and Mathematics.
2. Four further subjects should be chosen, one from each of the four following option groups. The same subjects may not be

chosen in two different groups. It should be noted that subjects for which the demand may be small, such as Music may be later allocated to different groups than those indicated to satisfy the requirements of the greatest number of potential students.

W	X	Y	Z
Accounting	Business	Biology	Biology
Applied Maths	Geography	Chemistry	Classical Studies
Art	History	Construction Studies	French
French	Physics	Economics	German
Geography	Spanish	History	Home Economics (Social & Sci.)
	Home Economics (Social & Sci.)	Music	Design & Communication Graphics
	Art		

3. In addition two periods per week are allotted to Option Group V, and the subjects timetabled in this group may include Art, Computer Applications, Geology, Honours Irish, Physical Education and Woodwork. The classes in Geology prepare pupils for the Matriculation Examination of T.C.D. Because of the demanding nature of higher level Irish, pupils taking this subject at Leaving Certificate are strongly recommended to study it during the V Option periods in addition to the normal Irish class periods. Pupils opting for Geology should be aware that this is a strongly academic course which requires considerable commitment and hard work.

4. The school does not recommend that pupils take **extra subjects** for certificate examinations, as this may result in the pupil not being able to cover the normal range of subjects properly and may result in lower grades than might otherwise be expected. In any case, only the best six subjects may be counted towards the points total for entry to third level colleges. If a pupil decides to ignore this advice and take an extra subject outside the school, the full details of the course (hours per week, venue, name of teacher) must be supplied in writing to the Principal in order to certify its validity for entrance to the Leaving Certificate.

Data Protection

The school is a Data Controller under the Data Protection Acts 1998 and 2003. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for the school to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, National Educational Welfare Board. Contact details will also be used to notify you of school events and activities. The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should write to the Principal should you wish to update or access your child's personal data. Department of Education & Skills Circular letter 0047/2010 contains a notice to parents, guardians and students over 18 from the Department of Education and Skills outlining how personal data of students in this school is returned to the Department of Education and Skills, and how this data is fairly processed and in compliance with the Data Protection Acts 1988 and 2003. The circular is available to view at the Department website www.education.ie on the circulars page.

Dinners

Full meals (from a menu of about 15 items), snacks and a sandwich/roll/panini bar are available on Monday, Tuesday, Thursday and Friday in the dining room. Pupils should be provided with cash to pay for these meals which are reasonably priced (Approx. Euro 3.50 will provide a substantial meal). Special dietary requirements should be discussed with the Catering Manager. A limited number of items is available on Wednesday for those staying after school for sports. Any parent wishing to see the menu is welcome to visit the dining room. Pupils may also bring their own lunch and eat it in the Reynolds Hall.

Excuses for games classes

Notes excusing pupils from games classes for medical reasons should be handed to the appropriate sports coach before 11.15 a.m.. Pupils who have forgotten their sports equipment must also contact the appropriate sport coach before 11.15 a.m. and, if permitted, go to the non-games class. Parents are asked to encourage their children to bring in the correct sports gear on PE and games days.

Family problems?

When there are serious problems within the home there is often an effect on a pupil's work or behaviour at school. It is very helpful if we are told about serious problems so that we can adopt a sympathetic attitude to the pupil involved who may be feeling very lonely or insecure. Please telephone or write to the appropriate Year Head or to the Principal in such circumstances. You can rest assured that your confidentiality will be respected.

Financial assistance:

1. Book grant, Examination fee waiver, foreign exchange trip grant

The Department of Education book grant scheme was abolished by the Government in the 2008 budget but has been restored on a temporary basis. The Department waives certificate examination fees in the case of medical card holders. The Parents' Association provides a grant for similar families who would like one of their children to avail of an opportunity to participate in the language exchange programme operated by the school. Application for these grants should be made confidentially and in writing to the Principal, **before February 1st for the exam fee waiver and the Parents' Association foreign exchange trip grant, before the 1st September for the book grant.** In the case of the certificate examination fee waiver, the applicant must be a medical card holder and must supply the card to the school to be photocopied.

2. Secondary Education Committee grants

Grants are available from the SEC for pupils of Protestant denominations. Application forms are available from the Accountant and are sent automatically to eligible families. Applications are means tested and grants are awarded on a sliding scale. These grants are government funded and are substantial and eligible parents are strongly recommended to apply. At present, the closing date for applications is February 28 of the year of entry, although late applications for pupils changing school or entering school are usually accepted. Families applying early will be given an indication of their grant level.

3. Charities

In cases of serious necessity, the Accountant can provide a list of suggested charities to which families of minority religions may apply.

Holidays during school terms

The Education Welfare Act requires pupils to attend school for 167 days during the year. The school recommends that time should not be taken from the school term for family holidays. We regret that we are not in a position to provide work programmes or "catch up" programmes for pupils who take holidays during terms.

Homework policy

Homework is valuable for the following reasons:

1. It can help pupils to make more rapid progress in learning.
2. It can allow pupils to develop the practice of working on their own without the constant presence of the teacher or other pupils on the one hand and the external discipline of the timetable, bells etc. on the other. This way of working is vital at the later stages of secondary education and after.
3. Work at home can provide the quiet and private conditions needed for creative and thoughtful work of all kinds.
4. It can allow valuable practice of skills learned in the classroom.
5. It can allow pupils to use materials and other sources of information that are not always available in the classroom.
6. It can involve parents and others in the pupils' work for their mutual benefit.
7. It can give opportunities for long term research and other work.
8. It can form an important part of the pupil's notes.
9. It gives pupils valuable experience of working to deadlines.
10. It forms a link with the study techniques crucial to success at secondary school.
11. It enables teachers to evaluate their work and the standard of their pupils.
12. Schools which set and regularly correct homework achieve better examination results.
13. Learning is strongly reinforced if a pupils goes over in the evening what was learned during the day.

The nature of homework

We have a system whereby most subjects set homework every week for each class. This may consist of one written and one learning homework, a longer written assignment or a number of shorter written or learning tasks. The nature of the homework will vary between year groups, different classes and topics of study. Marking homework forms an integral part of our assessment. We aim to return marked homework to the pupils as soon as possible, to reinforce that topic of work and while the exercise is fresh in the pupil's mind.

Homework may involve the following:

- reading/writing/spelling.
- watching a T.V. programme;
- carrying out a project. This may involve research, collection of information for an individual or group project;
- observing/recording;
- making a model to exemplify an item of work.
- completing an exercise to practice, enforce or apply aspects of the class work, e.g. writing up practical work or notes.
- revising or taking notes on material covered in class that day

The task selected by the class teacher will be commensurate with the ability of the pupils. In mixed ability classes, the teachers may ask pupils to complete different tasks according to their ability.

How the school helps pupils to organise their homework

- Each pupil is given a homework diary at the beginning of the year. The pupil should record a homework on the page assigned to the day when it was set and also should note the day when the homework is due. Pupils are expected to plan their homework so that assignments do not accumulate.
- We try to make sure that our instructions concerning homework are clear to everyone in the class, and that all pupils have plenty of time to copy down what is expected.
- We aim to mark or respond to homework regularly, and in a way that is helpful to pupils.
- Form teachers periodically check that homework details are filled in the homework diary for pupils in Forms 1-3.
- When a pupil has been having problems with poor organisation or completion of homework the teacher may use the diary as a communication with parents and may ask parents to sign that homework has been completed.

How can parents or guardians help with homework?

- Check that homework details are filled in clearly and regularly in the homework diary. There is space there for your regular signature.
- Help your child organise his or her time to best advantage so that things are not all left to the last minute or even forgotten.
- Try to make sure that there are suitable working conditions (space, light, ventilation) at home.
- Take a positive and active interest in your child's work at home rather than just insisting that it is done.
- Let us know if there are problems with homework that you cannot resolve. Perhaps your child seems to be doing too much, or not enough, or is finding it too easy or too difficult. Contact the form teacher in the first instance who will be glad to help.

Failure to hand in homework

- We expect completed homework to be given in on time. If homework is not given in appropriate action is taken:
- the class teacher will have a discussion with the pupil to find out if there are good reasons for the failure to hand in the work - the form teacher may be informed;
- the class teacher or form teacher may contact the parents;
- a homework report may be issued;
- pupils may be told to attend a lunch time or early morning detention to complete the work;
- the pupil may be asked to complete a record form

The completed form may be kept with the staff record of that pupil to provide evidence for a specific or general problem which may be referred to the Year Head, parent or guardian. For persistent failure to complete homework, a pupil may be placed on report card by the Year Head and ultimately suspended from school.

Timetable guidelines

It should be noted that the times mentioned below are guidelines. Pupils are expected to allow for flexibility of approach by teachers in the setting of homework. Time guidelines are, of necessity, calculated for the "average" pupil. It may take some pupils longer to complete homework and some pupils may complete homework more quickly, according to their ability. High ability pupils who complete work very quickly should be encouraged by their parents to undertake additional study at home and to extend their knowledge of a subject by reading extra resources. Study for tests and revision will usually be in addition to the normal allocation of homework. In general, as pupils mature through their school years they are encouraged to take more responsibility for their own learning. Senior cycle pupils, in particular, are expected to be fully responsible for planning their homework and revision and should never have to be "chased" for assignments.

Form 1 and 2

All subjects which will be examined in the Junior Certificate should set approximately three quarters of an hour of homework each week. Other subjects should set occasional homework averaging 15 minutes per week (e.g. an hour once a month or half an hour per fortnight). This will result in a total of approximately 7 hours per week, which could be 1½ hours each night from Monday to Thursday and 1 hour on Friday or at the weekend.

Form 3

All subjects which will be examined in the Junior Certificate should set approximately 1 hour of homework each week. Other subjects should set occasional homework averaging 15 minutes per week (e.g. an hour once a month or half an hour per fortnight). This will result in a total of approximately 9 hours per week. In addition, regular revision and study should be part of a pupil's programme.

Form 4

Transition Year has its own homework policy which will be incorporated into this policy. The variety of activity undertaken as “work” outside school should total about 9 hours per week. This might include project research, organisation of work experience placements, visits to sources of use to work in Transition Year, etc.

Forms 5 and 6

All subjects which will be examined in the Leaving Certificate should set approximately 1 and a half hours of homework each week. This will result in a total of approximately 10.5 hours per week. As pupils progress through the senior cycle this may be increased a little and regular revision and study should be encouraged to be part of the pupil’s programme.

In order to ensure a reasonably even distribution of homework, the teacher should ask to see what other homeworks have been set when considering what the deadline should be, but pleas from the pupils that they have “too much” should not result in less being set, but rather in a different deadline.

Illness and accidents in school

The services of the school Nurse are available for students who become unwell or injured during school hours and for most home sports fixtures. Conditions which arise at home or minor accidents which occur at home should be dealt with at home or by the family doctor. When accident cases (arising in school) require a check-up or treatment in a hospital casualty unit, parents are contacted by telephone to arrange transport. If they are not available, or in cases requiring urgent attention, the school arranges transport and will supply the fee required for hospital out-patient treatment, on the understanding that this will be refunded promptly. As children of medical card holders are exempt from this charge, parents should ensure that children are aware of their status. Efficiency in such situations clearly depends on the school office having an up-to-date list of both home and work telephone numbers for parents, so **if your telephone number has altered please notify us in writing.**

Please note that it is school policy that the Nurse should be notified of cases where pupils are taking prescribed medication and that this medication should be administered under her supervision.

Insurance

The school takes out a personal accident policy on every student which covers permanent disability or loss of a limb due to accident at any time, even when not in school. It does not cover minor injuries and parents who require such cover should obtain it themselves through an insurance broker. The school does not accept responsibility for property lost or stolen. In the event of an accident or if you require further information, please contact the Administrator for details. The IRFU operates a special insurance scheme for rugby players and all players in the school are automatically covered. However, AON insurances offer a top-up scheme with higher benefits and the parents of all rugby players are recommended to consider this top-up scheme which is available directly from AON at 10 Lansdowne Road, Ballsbridge, Dublin 4. Tel: 6059300.

A summary of the benefits of the personal accident policy (as in June 2009) is as follows:

Death by accident.....	€30,000	Permanent Disability.....	100,000	Medical expenses.....	30,000
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A summary of the benefits of the IRFU policy (as in June 2008) is as follows:

Death.....	12,500	Permanent total disablement.....	650,000
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Our insurers have notified us that cover is not available on the personal accident insurance which the school takes out for all pupils for skiing, hill-walking, rock climbing or caving. Parents should see that their own family personal accident insurance policies cover these activities if a pupil is participating.

Lateness

Pupils who arrive late between 0855 and 0915 must report to the prefect on duty. Pupils who arrive after 0915 for any reason must report to the Office immediately. Pupils must bring a note to the Office to explain lateness and will be punished for consistent lateness by detention at 0825. (See also the code of conduct)

Litter

It is the duty of all members of the school community to maintain a pleasant and clean environment. If pupils are asked to pick up litter they must co-operate, whether or not they dropped it. Gloves are available from the catering staff if required.

Lockers and sports bags

The rental charge for the year will be €15, charged on the school account. Pupils may use only the locker allocated to them. Lockers remain the property of the school and must not be used for any purpose contrary to school rules. Lockers may be searched by appropriate school staff with the authority of the Principal. Sports bags should be of such design that they will fit into a locker. The

lockers are tall and thin, so a "sausage" shaped bag will fit while a wide holdall will not!

Mobile telephones

Mobile Phone/Camera Phone/Handsets (referred as mobile phone units from now) may be brought into school. Mobile phone units may be used before assembly and during break-times. They must be powered/switched off in assembly, in the library, every class including P.E and Games, at all times in changing rooms, and during all other formal school activities e.g. clubs and sports. They must remain off between classes. If any pupil is found to have a mobile phone unit switched on during the above times the phone will be confiscated for one week. The parents of the student concerned will be contacted. More serious sanctions will be used for repeat offenders. Students bring phones to the school at the owner's risk and High School will not accept any responsibility for loss or damage. Appropriate use of phones is expected from all students. Any use of mobile phone units to intimidate, harass, embarrass or which conflicts with the privacy policy will be dealt with under the existing discipline or bullying policies of the school.

Newsletter

The school publishes a weekly newsletter which is given to pupils. This often contains important information for parents and parents should ensure that they see the newsletter each week. The same information can be accessed on the school website at www.highschoolublin.com

Notice of leaving

Where a pupil is leaving before the completion of Form 6, **notice of removal must be given to the Principal in writing not less than two months before the end of a school term, failing which the full fees for the following term are payable.** This regulation is essential to the efficient allocation of places, and is incorporated in the undertaking signed by parents prior to a pupil entering the school.

Office hours

The office is normally open from 0830 until 1630, Monday to Friday, except for the period 1315 to 1400 Wednesday. After hours, the telephone is normally answered by the School Sergeant who is resident on the campus. Parents should not ring the school after hours unless absolutely necessary. The Principal may be contacted after hours in cases of emergency by telephoning the School Sergeant. During holiday periods, the office is normally open 0900-1300 and 1400-1600.

On-Line policy (Internet)

The High School possesses a high speed internet connection which is networked to all of the computers in the Information and Communication Technology Centre. The facility is used in various classes and after school as an educational resource by pupils and teachers. It also facilitates contact with schools all over the world, some of which are associated with the school in various projects. It is an educational resource of considerable significance and value but one which also has inherent dangers. In the interests of ensuring as safe an environment as possible for pupils and staff, this policy is being published. Content filtering mechanisms are in place and all web activity is recorded. Suggestions for amendments to the policy are welcome and should be communicated in writing to the Principal.

Rules for pupils

- The following rules are provided for your own protection and to ensure the best possible use of our facilities.
- The internet is provided as an educational resource and is to be used for that purpose only.
- You may not participate in chat room sessions without the express permission of a teacher who is present for the entire session and who is made aware of the nature of the chat.
- You may not open e-mail attachments from unsolicited or unknown sources. Please ask a teacher to open them for you.
- You may not register or sign visitor books at Web sites without permission.
- You may not give personal details, about yourself or anybody else, such as name, address, telephone number over the internet without the permission of a teacher who has monitored what you are doing.
- You should never arrange to meet anyone through the internet without obtaining permission from you parents or teacher and without being accompanied to the meeting by your parents or teacher.
- Any encounter with material on the internet which makes you feel uncomfortable or threatened or which you feel is undesirable or unsafe should be reported immediately to a teacher.
- If you breach these regulations or attempt to access material which is considered undesirable or which is illegal (e.g. pornography, subversive material, drug abuse information, etc.) you may experience serious consequences, which could include withdrawal of your right to use the ICT facilities, detention, suspension or expulsion from the school, depending on the nature of the breach.
- You should be aware that your use of the internet is recorded and can be easily monitored and traced.
- By entering the computer room, you are automatically agreeing to abide by these rules.

Advice for teachers and parents

It is important to stress at the outset that, due to the nature of the technology and the uses and abuses to which it is put, it is not possible to guarantee the safety of all children using the Internet, the World-Wide Web or other on-line services. However, with appropriate precautions, it should be possible to greatly minimise the risks involved. It is widely believed that the potential benefits for students and teachers of using this technology far outweigh any risks involved.

Any dangers inherent in Internet use can be compared to similar risks associated with other electronic media. Adequate supervision is vital, as it would be in the case of a child's television or video viewing. Controlling access to the sites and services used and ensuring that children act responsibly while on-line are important steps in the process. Children should be informed that their on-line activities will be monitored and that they are accountable for their behaviour.

There are three main categories of risk associated with Internet usage:

- Exposure to illegal and/or harmful images and text, whether violent, hate-based or of a sexual nature.
- Receiving messages which are demeaning, threatening or in other ways disturbing to the well-being of the child.
- Being lured into a physical encounter which might threaten the safety and well-being of the child. Cases have been reported where undesirable people have used the Internet to initiate contact with a child, gain the child's confidence and ultimately to arrange a face-to-face meeting.

The school website

It is the policy of the school to maintain a high quality website which celebrates what is best about the school and its pupils and where pupils may display material such as project work, essays, etc. The positive reinforcement of pupil achievements which results is of great value to the school community.

The weekly school newsletter is posted on the website, including the photographs of the pupils who have participated in particular activities. Pupils' names are not published beside their photographs where the pupil is identifiable in the photograph, in accordance with Department of Education & Science guidelines on the safe use of the internet. **Any parent who does not wish their son or daughter's photograph or their work to appear on the website should inform the school office in writing.** Otherwise, permission to publish is assumed to have been given.

Parents' meetings

At present, parents are asked to attend a number of meetings with appropriate staff during the time their children are pupils. There is a meeting in the Spring for parents of pupils entering Form 1 the following September. These parents and their children again meet with staff the day before school opens in September. In October, the same parent group is invited to another meeting and a tour of the school. In the Spring, there are meetings for the parents of pupils in Forms 3 and 4 at which information is given on the Transition Year programme and on the Leaving Certificate, respectively. Other matters of interest are also discussed.

The Parents' Association holds regular meetings where topics of general interest are discussed, often with visiting speakers. The Principal attends part of the Parents' Association Annual General Meeting and answers questions from the parents present on matters of general policy. The P.A. committee is consulted on many school policies and representatives are invited to attend Board meetings. Offers of help from parents who wish to be involved in the school are very welcome.

Parents wishing to discuss the progress of their children are invited to contact the appropriate Year Head, who will obtain the necessary information for them and will arrange to meet them or put them in touch with other staff as necessary. If, as a parent, you are anxious about your child's progress or about any other problem, please contact the Year Head sooner rather than later. The Year Heads also consult with the staff in October and February with a view to identifying pupils who are consistently and significantly under-achieving. They then contact parents to discuss the concerns.

Parent-teacher meetings for which a parent may request appointments with each of his/her child's teachers currently take place annually in Forms 1, 2, 3, 5 and 6 under the terms of an agreement with the Parents' Association and according to national regulations. Practical arrangements for the meetings are undertaken by the Parents' Association Committee. There is no parent-teacher meeting in Form 4 because each student experiences such a variety of teachers that a comprehensive meeting is logistically impossible to organise.

Parties

The Parents' Association kindly facilitates the organisation of groups of parents to run a celebration party on the Form 6 Graduation night, following the school reception. It also organises a non-alcohol party for Junior Certificate students on the night they receive their results in September. **No other parties are organised in connection with the school and the school has no control whatever over any parties organised by students which purport to be school functions. Parents in doubt should telephone the school for information.** For example, the school does **not** organise a party at the end of the Junior Cert. or Leaving Cert examinations and does not organise "pre-debs" parties. The "Debs" dance itself is run by a group of past pupils from the graduating Form 6, usually in October. The school is not responsible for the manner in which any party is organised or supervised.

Personal property

It is absolutely essential that **all** property brought on to the school premises, including clothing and games equipment, is clearly and permanently named. Bicycles should always be locked to the fixing rails in the cycle sheds and should be insured (along with any other valuable property) on an *All Risks Policy*. **Money and valuables must not be left unattended anywhere.** The High School undertakes no responsibility for the safety of pupils' property. Valuable items such as mobile telephones, expensive watches, designer clothes and shoes, music players, CDs should not be brought into school. The school does not accept responsibility for property lost or stolen. Bicycles not in the bicycle shed may be removed.

Items which are dangerous or which cause damage must never be brought to school and will be confiscated (e.g. knives, ball-bearing guns, other weapons, lighters, matches, laser pens or lights, liquid Tippex, chewing gum). Items which contravene school rules or which are used to disrupt the normal running of the school will also be confiscated. Confiscated items will be kept in the office and may be reclaimed by **parents** after the period of confiscation. If possession of the item is illegal it will be handed to the Gardaí.

Posted material

With regret, from August 2005 we are generally unable to supply second copies of posted material such as curricular information, yearbooks, notices, reports, etc. to parents who are separated etc. We realise the difficulties and sensitivities involved in such situations and did provide such copies for a small number of people in the past. However, the volume of requests has now reached an unmanageable level within our current administrative resources. We must, therefore, request that separated parents nominate one parent to receive the information and arrange to pass it on to the second parent. In the interests of the welfare of the child we request that parents/guardians cooperate in this matter. Please let the office know which parent is the nominated recipient. In a particularly difficult situation, please contact the Principal in writing enclosing copies of court orders, guardianship directives etc.

Records

The school keeps filed records of pupils' application forms, medical forms, term reports, certificate examination results, correspondence to and from parents, psychological reports supplied by parents, extra-curricular activity records completed by the pupils in Forms 5 and 6 and differential aptitude test results. These records are available to be seen by parents if required. Application should be made in writing to the Principal, giving adequate notice. After the pupils have left school the records are archived and notice of at least a week is required for access, longer outside school terms.

Reports

These are issued to parents at the end of November for pupils in Forms 3,6, at the end of January for pupils in Forms 1,2,4,5, a few weeks after the "mock" examinations for Forms 3, 6, and at the end of June for Forms 1, 2, 4 and 5. In addition, Form 4 parents receive a report containing student reflections on learning in Transition Year. The Year Heads also consult with the staff in October and February with a view to identifying pupils who are consistently and significantly under-achieving. They then contact parents to discuss the concerns.

Safety

Pupils are expected to exercise personal responsibility for the safety of themselves and their fellow students; to observe standards of dress consistent with safety and/or hygiene (this includes unsuitable dress and footwear, knives and any other items considered dangerous - dangerous items may not be brought to school); to observe all the safety rules of the school and, in particular, the instructions of the teaching staff given in an emergency; to use and not wilfully to misuse, neglect or interfere with equipment and facilities provided for their safety.

Sale of goods in school

No goods may be sold in the school without the permission of the Deputy Principal or the Principal.

School Plan

In accordance with legislative requirements, the school maintains a "School Plan". Most of the policies contained in the plan are also in this booklet. Any parent wishing to see the plan may request such an opportunity in writing to the Principal.

Social, Personal and Health Education

It is the policy of the school to operate an SPHE programme, incorporating Relationships and Sexuality Education. A full RSE policy is in existence and any parent who requires information may contact Ms T. Jones, SPHE co-ordinator.

Special Consideration for State Examinations (Disability)

The purpose of special consideration is to alleviate the effect of the candidate's disability so that he or she has a fair chance to perform well. Depending on the disability, there are facilities available such as having papers read to the candidate, Braille translations, low vision aids, recording answers on tape or wordprocessor, having the paper marked by an expert examiner, a special

room in a hospital, etc. It is important to note the conditions limiting special consideration before suggesting that the school should apply. The disability or specific learning difficulty must be severe. Being a slow learner is not a specific learning disability and therefore special consideration does not apply. Most of the applications from The High School concern pupils with impaired hearing or vision or pupils who have been diagnosed as severely dyslexic or similar, and who have then performed very badly in school and in examinations. Applications for pupils with moderate difficulties are invariably refused. Application must now be made by the school two years in advance of the examination, e.g. September 2012 for examination in June 2014. Parents concerned about special consideration should contact the co-ordinator of special needs.

Supervised study

Our supervised study scheme will continue this year and is available for all pupils, from 4.00 p.m. to 6.00 p.m. on Monday, Tuesday, Thursday and Fridays during school terms, if there is sufficient demand. In order for supervised study to operate effectively, it must be a requirement of both the pupil and the parents. It can not be seen as a "minding" facility. We therefore have a regulation that abuse of supervised study will result in the withdrawal of the place, without refund of the fee paid. An atmosphere of complete silence will be observed. The fee will be €60 per four weeks. Attendance at supervised study is an additional service provided by the school and is considered to be a privilege which may be withdrawn for poor behaviour.

Text messages to parents

The school operates an SMS text system to parents. It is used for emergency messages and to check pupil absence. In the case of pupil absence, parents are requested to telephone the school office on the morning of the first day of absence. In the event that we do not hear from you texts will be sent to the mobiles of both parents/guardians where applicable, so parents/guardians will need to liaise with each other about who contacts the school office to explain the pupil absence. For security reasons, the texts will have an originating number but you will not be able to reply to them. The school will accept no responsibility for misdelivery. It is the responsibility of parents/guardians to ensure that the school is kept informed of up to date mobile telephone numbers.

Trips & extra-curricular activities

School trips, holidays, excursions and extra-curricular activities are organised from time to time to a wide variety of destinations or at the school. The staff who supervise these trips and activities do so voluntarily and in the interests of the pupils. It is, therefore, very important that they are not put under stress in such circumstances. Pupils are expected to behave in an exemplary manner while on trips and when participating in activities and all school rules with regard to alcohol, smoking, drug abuse, vandalism, general behaviour and courtesy apply fully. Staff are authorised to make special arrangements to send misbehaving pupils home, at the expense of their parents. This may even involve an expensive flight if the trip is abroad. The arrangements for a trip are under the control of the member of staff in charge, in consultation with the Principal, and may not be altered in any way by the pupil or parents involved. Staff are authorised to search pupils and their belongings if they have reason to suspect a breach of the code of conduct. Searches will be conducted appropriately and by two members of staff. Such occasions are very rare.

If pupils misbehave while on a trip or activity, a record of such misbehaviour will be kept by the school and those pupils may not apply for further trips or excursions for a set period. In serious cases the normal sanctions may be applied, such as suspension or expulsion from school. Considerable effort goes into the organisation of a trip or activity and the purpose is for everybody to enjoy themselves, while showing respect for the enjoyment of other pupils and of staff. Trips and activities are a privilege, not a right, and it is open to the school to refuse to allow pupils to participate who have a poor disciplinary record in school or who disrupt normal classes. It should never be assumed that because a trip operates in one year that the same trip will operate in a subsequent year. The programme of trips varies constantly and no guarantee is offered that any particular trip will operate in any particular year.

Uniform

2011-12

The High School
RATHGAR • DUBLIN 6



Fax • 492 4427

Telephone • 492 2611

E-mail • office@highschooldublin.com

Website • www.highschooldublin.com

All boys must have:

School day wear

Black jumper with school crest
Charcoal grey or black formal trousers
Formal white shirts, school tie (mid October to March)
White short sleeve aertex polo shirts (April to mid October)
Formal black polishable leather shoes
Plain black, red or red and black outer jacket

PE, games

Crested school tracksuit *
Hooped jersey in school colours (a new crested version is now available)
Red polo shirt (crested), black shorts, white socks for PE
White rugby shorts for games
Black and red hooped socks
Shin guards
Gum shield
Appropriate shoes/boots for each activity

* = items marked * will be supplied in the school. In the case of Form 1 the tracksuit will be billed. Other items will be cash with order. PE teachers will arrange orders at the start of term.

Please read the following clarifications and please also note that the school does not wish to be so prescriptive and detailed in its uniform regulations. This situation has been forced on us by a minority of students who have sought opportunities to disobey the uniform.

All items of uniform except shoes and those marked * may be purchased from the school uniform suppliers, The Uniform Warehouse of Unit 3, Cranford Centre, Montrose, Dublin. 4; telephone 2830172 (beside the Montrose Hotel). This ensures uniformity of standards among the pupils and the standard supplied by our suppliers will be the standard applied within the school. Items marked * are manufactured especially for the school and variations will not be permitted.

Uniform is worn to encourage a sense of community, pride and identity and it also has the advantage of removing undesirable competition in dress standards. **We look forward to your full co-operation in ensuring that the public image of the school as expressed in the way your children dress and behave as they travel between the school and your home is of the highest possible standard.**

Pupils and their uniform are expected to be clean and neat at all times.

Ties should be worn neatly and up near the collar. **Shirts** should be tucked in during the winter uniform season. A sufficient supply of uniform items, especially shirts, should be purchased to ensure clean items are available to be worn to school. "It's in the wash" is not an acceptable excuse. Summer aertex polo shirts must be proper aertex shirts to the specification of our uniform supplier - shirts with cutoff shoulders, logos, or of smooth cotton t-shirt material will not be permitted.

All girls must have:

School day wear

Black jumper with school crest
School tartan skirt **or** charcoal grey or black formal trousers
Formal white shirts/blouses, school tie (mid October to March)
White short sleeve aertex polo shirts (April to mid October)
Formal black polishable leather shoes
Black ribbed tights when required
Plain black, red or red and black outer jacket

PE, games

Crested school tracksuit *
Crested hooded top (required for those on sports teams, may also be purchased by all girls) *
"Grays" hockey skort (required for all hockey teams) *
One red (crested) and one white polo shirt, black shorts, white socks for PE, games
Black and red hooped socks
Shin guards, gum shield, hockey stick
Appropriate shoes/boots for each activity

Hairstyles should not be extreme or such as to attract undue attention, e.g. shaved heads (minimum length blade 3), shaved "undercuts", unusually long (more than collar length) or short hair (less than blade 3) or pony tails (boys), obvious hair colouring or bleaching, braids, etc. are not permitted. Boys are expected to be clean shaven and may not wear beards or moustaches. **Makeup** which is obvious should not be worn.

Jewellery must be very simple - one signet ring and one small plain gold or silver coloured metal stud ear-ring in each earlobe. Students must change back into uniform when leaving the school after PE, games or other activities which end at 4.00 p.m. The school tracksuit may be worn after team practices which end at 5.30 p.m. but not at 4.00 p.m.

All pupils in Forms 1-6 must wear a formal or anorak style plain black, plain red or black and red waist length **outer jacket** with no logos, slogans or decorations (leather, denim and hoodies are not permitted). It is recommended that the jacket is waterproof. The school crested fleece with red arm flashes may be worn only as an outer jacket. Other sports items, such as black crested polo shirts and "baseball" hats may only be worn in association with sports.

Shoes for boys and girls are to be of formal black leather (polishable - no suede etc.), with black soles, no portions of another colour, and suitable for walking to and from school. For safety reasons, girls' heels should not be excessively high (2 inches max.). Track shoes, sneakers, Doc Marten boots or other boots are not acceptable.

The school **jumper** must be worn from a date which is announced in October to a date which is announced in April. In cold weather, additional non-uniform clothing worn during the school day must be completely under the uniform, i.e. under the shirt. White sweatshirts, singlets, etc are appropriate. Long sleeved T-shirts may not be worn under short sleeved shirts.

Trousers for boys and girls are to be formal. If a belt is worn it should be black. Jeans, cords, cotton drills, track suits or weatherproof trousers, trousers with metal studs or coloured seams (or coloured stripes or panels or patches or logos), will not be permitted. The trousers must be worn neatly and at top of the shoe length. Trousers which overlap shoes on to the floor or are too short will not be permitted. Trousers which are torn or scruffy or have seams ripped from the bottom up will also not be permitted. Girls have the option to wear plain black, formal trousers which are designed for girls' wear instead of the tartan skirt. The material of the trousers must be of good quality and a small flair will be permitted if so desired.

Pupils will not be allowed to wear other items on top of the uniform because fashion competition immediately sets in.

Please note that uniform (including black leather shoes) must be worn on the way to and from school as well as while in school. It is not acceptable for pupils to leave their uniform in school and change when they arrive. Pupils in breach of uniform regulations may be sanctioned or sent home. The decision of the Year Head in consultation with the Deputy Principal is final in all matters of appearance. If there is any doubt it is better to ask the advice of the Year Head in advance. We would prefer an atmosphere of co-operation to one of conflict.

Calendar

2011-2012

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August 2011

- 26 Friday Induction of Form 1 Pupils 1100-1200. Uniform is not worn. Do not bring books. New staff induction 14.30
- 29 Monday Autumn term commences 0855. (New pupils except Form 1 please enter by the front door and meet Year Heads)
TY induction day. Church of Ireland College Rathmines
School closes 1155. Staff meeting 1240

September

- 15 Thursday Higher Options Conference. 6th Year students only. Students without tickets attend school.
- 27 Tuesday TY Full Year outing.

October

- 3 Monday High School Parents' Association AGM 2000
- 10 Monday Meeting for parents of Form 1 pupils 1930
- 13 Thursday Form 3 parent-teacher meeting 1615, school closes 1540
- 18 Tuesday Form 6 parent-teacher meeting 1615, school closes 1540
- 26 Wednesday Parents' Evening and Prize Distribution 2000
- 28 Friday School closes for half-term 1155

November

- 7 Monday School re-opens 0855
- 8 Tuesday Form 5 parent-teacher meeting 1615, school closes 1540
- 14 Monday 4th year work experience (1 week)
- 17 Thursday Staff meeting 1615. No sports or activities after school.
- 24 Thursday Form 5 play (also Friday, Saturday) 20 00
- 28 Monday Form 6 parents CAO information meeting 1930
- 29 Tuesday Form 2 parent-teacher meeting 1615, school closes 1540

December

- 8 Thursday Form 4 rock-pop show 2.35-3.55 (Form 4 pupils only)
- 12 Monday Carol Service Zion Parish Church, 20 00
- 15 Thursday Differential Aptitude Tests (Transition Year) – attendance essential
- 16 Friday Examinations commence for Forms, 1, 2, 5
- 21 Wednesday Examinations end for Forms 1, 2, 5
TY charity challenge
- 22 Thursday Autumn term ends 11 55

Calendar

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January 2012

9 Monday	Spring term commences 0855
23 Monday	Staff meeting 1615. No sports or activities after school.
25 Wednesday	TY cultural trip 0900 -13.15
30 Monday	Examinations commence for Forms 3, 6 (two weeks)
31 Tuesday	Form 1 parent-teacher meeting 1615, school closes 1540

February

2 Thursday	Form 4 parents - meeting to discuss Leaving Certificate choices 1930
10 Friday	Half-term, school closes 11 55
20 Monday	School re-opens 0855
23 Thursday	Form 3 parents – meeting to discuss Transition Year 1930
27 Monday	Work experience commences for Form 4, for two weeks

March

1 Thursday	Parents of new pupils entering Form 1 in September 2012 meet at 1930
19 Monday	St Patrick's public holiday – school closed
21 Wednesday	UCD Campus visit – 5 th Year only
30 Friday	Term ends 11.55

April

16 Monday	Summer term commences 0855
18 Wednesday	Diagnostic tests for incoming Form 1 pupils 1500-1700

May

2 Wednesday	Music Scholarship examination 1400
4 Friday	School closes 11.55 May public holiday weekend
8 Tuesday	School opens 0855
12 Saturday	Scholarship examination 0930-1530
14 Monday	Sports Day 1435, school closes 3.55
17 Thursday	Rock-pop show for Form 4 pupils 1435-1600
24 Thursday	Transition Year presentations 1435
28 Monday	Examinations commence for Forms 1, 2, 5 Transition Year annual excursion (whole year group)
29 Tuesday	Examinations commence for Form 4
29 Tuesday	Staff meeting
31 Thursday	Examinations and term end for Form 4 at 11.00

June

1 Friday	Examinations end for Forms 1, 2 and 5. Summer term ends after last examination.
6 Wednesday	Junior and Leaving Certificate examinations for Forms 3 and 6 commence
22 Friday	Junior and Leaving Certificate examinations end.

Please note that in extreme circumstances where there are many unexpected school closures due to weather, following consultation, the Department of Education & Skills has provided that the Board of Governors may require that the school open on any or all of the first three days of the February half term and/or the first three days of the Easter holidays, to be known as contingency days. This is not an arrangement whereby the school will automatically open a day if it is closed for a day.

webwise.ie

98% of young people in Ireland use the Internet. 44% are online everyday.
28% access the Internet through personal devices like mobile phones and games machines.

Young people are primarily going online to make friends, play games, download music, and do their homework. As parents, the most important thing you can do to reduce the online risks is to engage with their digital lifestyle.

10 TIPS FOR PARENTS

1. Discover the Internet together

Be the one to introduce your child to the Internet. This could make it easier to share both positive and negative experiences in the future.

2. Agree with your child on rules for Internet use

Try to reach an agreement with your child on how long they should spend online and what types of sites and activities are ok.

3. Encourage your child to be careful when disclosing personal information

They should be selective about what personal information and photos they post to online spaces. Once material is online it is subject to all kinds of unauthorised use.

4. Talk about the risks associated with meeting online friends

Young people are making friends online but they should only physically meet these strangers in the company of an adult or others they trust.

5. Teach your child about 'source criticism' on the Internet

Not all information found online is correct. Educate your children on how to verify information they find.

6. Don't be too critical towards your child's exploration of the Internet

Remember, it is not always their fault if they come across inappropriate content on the Web.

7. Report online material you may consider illegal to the appropriate authorities

It is important that we all take responsibility for the Web and report matters which we believe could be illegal to www.hotline.ie.

8. Encourage respect for others

As in everyday life there are informal ethical rules for how to behave when relating to other people on the Internet.

9. Know your child's Internet use

To be able to guide your child's Internet use, whether it's on their mobile phone or PC, it is important to understand how children use the Internet and know what they like to do online.

10. Remember that the positive aspects of the Internet outweigh the negative aspects

The Internet is an excellent educational and recreational resource for children. Encourage your child to be Webwise and explore the Internet to its full potential.

Find out more at www.webwise.ie.

Webwise is the NCTE's Internet safety initiative. Webwise provides internet safety information, advice, and tools to parents, teachers, and students.

Webwise is part-funded by the EC's Safer Internet Programme.



