



CODE OF BEHAVIOUR



Welcome!

We would like to warmly welcome both new and returning students to Bruce College. For over thirty years now, the school's iconic location on top of St Patricks Hill has acted as beacon to a luminous future for our students. Bruce College is rightly proud of its long tradition of providing excellence in education to students and now you have become part of the school's community. Your time here with us will be transformative.

Our aim is to furnish you with top class tuition in an environment that is conducive to learning and that facilitates ambition. Your own determination will meld with Bruce College's model educational experience and will ensure that you maximise your academic potential in the Leaving Certificate. You are at the heart of our school.

We encourage you to engage on a regular basis with the guidance team as you consider your third level options. The guidance team has a wealth of experience and is there to help you to navigate a path towards the future and to lend a listening ear when necessary.

We encourage you also to continue and engage with extracurricular activities. By doing so you will maintain a balance in your lives between the academic and the non-academic.

We are on hand during the school day to answer your questions and to offer guidance to students. Please do not hesitate to call in to the office or Deputy Principals office and ask a question!

Respect!

One word sums up the bedrock of the excellent relationship between staff and students in your school: Respect! You will find that at Bruce College you will prosper in an environment where respect is shown by and given to all members of the school community. The atmosphere in the school can be described as one of collegial harmony as staff and students strive to be the best version of themselves every day.

Please take time to read and digest the contents of the Code of Behaviour. If you have any questions, do not hesitate to contact the school office.

Kind regards and welcome,

Micheál, Tara & Ana & Joanne

Code of Behaviour

Students must read this document carefully. Registration can only be completed when student and parents/ guardian have accepted our Code of Behaviour document.

Respect!

Students and staff at Bruce College behave with dignity and show respect towards each other at all times.

Bullying

- Bullying is not tolerated in any form. This includes comments, postings or any other submissions or images displayed on any online platform, social networking sites or via exclusion from any electronic communities. Bruce College's Anti-Bullying Policy is available on the school website.

Attendance

- Teachers will take attendance at the beginning of each class.
- Students will attend all classes and study periods as per their individualised timetable.
- If a student expects to be absent on a given day, parents/guardians will contact the school via phone/email at the relevant number/ email before 9.30am each day.
- Where absence exceeds five days of school a written explanation must be furnished to the Deputy Principal by parents/guardians.
- Parents will inform the school in advance when students have pre-arranged appointments by contacting the school office (see contact details for Year Groups below).
- If a student feels unwell during the school day, they will come to the school office. A parent/guardian will be contacted. Students will only be granted permission to leave the school when a parent/guardian has been made aware of the situation.
- In the event that parents/guardians are away from home and leaving the supervision of their student with a person 'in loco parentis', it is most important that Bruce College be given the name and contact number of the person or persons acting 'in loco parentis' in advance of the parents/guardians being away from home.
- Where there is a pattern of unexplained and continual student absences, the school's Disciplinary Procedure will be activated.
- Students may not leave the school premises between classes or during study periods.

Punctuality

- Students will attend all classes and study periods punctually as per their timetables.
- Where a pattern of persistent lateness emerges, the Deputy Principal will intervene.
- If a student expects to be late on a given day, parents/guardians will contact the school via phone/email at the relevant number/ email before 9.30am each day. If the school is not informed in such cases, this will result in the student being marked absent.

Contact Details:

021-4504122., susan@brucecollege.ie , School app.

Teachers' Classroom Management/Communicating with Teachers

- Subject teachers will manage their classroom spaces. In the interest of effective teaching and learning, it is important for students to adhere to any directions given by teachers in the classroom.
- The most effective means of communication between students and teachers is face to face during the school day. Students are requested not to email teachers.

Lunchtime 12.40-1.15

- Students are free to leave the school campus during lunch hour or, alternatively students can use the designated lunchrooms and the breakout areas on the school campus.
- We ask students to respect the school campus, to put litter in the bins provided and to leave the lunchrooms as tidy as they found them.
- Students are to respect the surrounding environs and are not to congregate in large crowds on St Patricks Hill, Bells Field, Audley Place.
- We ask students to be aware of other path users on St Patricks Hill as they exit and enter the school buildings at lunchtimes and at the end of the school day.
- Students must return in good time for their afternoon classes/study periods.

Dress Code

- Students will dress in a manner that is appropriate for a school setting. Decisions on this matter are at the discretion of school management.
- It is advisable for students to wear suitable footwear in the school.
- In the instance where a student's clothing/footwear is deemed to be inappropriate for a school setting, a member of the management team will speak to the student.
- The student may be requested to go home and to return in clothing/footwear that is appropriate for a school setting. In these cases a parent/guardian will be contacted before the student leaves the school campus.

Circulation Plan

- Students will follow the circulation plan and follow the one-way systems on certain corridors/stairwells in the school .
- Students will walk in single file on the right-hand-side of corridors/stairwells where there is a two-way system in place.

School Property

- Students will respect Bruce College's property and its environs and the property of other students and staff members. Students who engage in behaviour which damages school property/the property of other students and staff members will be subject to the school's Disciplinary Procedure.

Illegal Substances

- Possession of illegal substances for personal use or supply on school property/the environs of the school is strictly forbidden.
- Smoking/vaping is strictly forbidden on school property/the environs of the school.
- The possession/consumption/supply of alcohol by students on school premises is strictly forbidden.
- The school adopts a 'zero tolerance' approach in these instances and students in breach of these directives will be subject to the school's Disciplinary Procedure.

Use of Bruce College Logo/Brand

- Students are precluded from using Bruce College Logo/Brand on any social media platforms or in any online communication or any other form of media without the prior permission of management.



- Organising events in the name of Bruce College without prior permission of the management is strictly forbidden.
- Students who breach this element of the school's Code of Behaviour will be subject to the school's Disciplinary Procedure.
- All materials provided by Bruce College, which includes but is not restricted to notes and class recordings, are the intellectual property of the school and/or teachers. Any attempts to share/record/sell such materials will be considered a serious breach of the school Code of Behaviour. Students who breach this will be subject to the schools Disciplinary Procedure.

CCTV

- Bruce College school and grounds is monitored by a CCTV camera system.

Online Learning

- Students are expressly forbidden from sharing any Bruce College online resources.
- Students will have access to recordings of their classes as per our policy if absent or in the provision of support classes.
- Your attention is drawn to the Online Code of Behaviour Students are advised to read this document carefully.
- The best learning environment is in 'live' classes on-site where human interaction is at its most meaningful and effective. Students are expected to attend their classes as per their timetable on-site.

Disciplinary Procedure

Students are expected to abide by Bruce College's Code of Behaviour which students and parents/guardians will have signed at the beginning of the academic year/on commencing their education at Bruce College.

All minor incidents will firstly be dealt with informally by the class teacher/relevant member of staff. If the situation is not resolved at this juncture, the Disciplinary Procedure will be activated.

Stage One: The matter will be brought to the attention of the relevant Deputy Principal. The Deputy Principal will engage with the student(s) in an advisory and constructive manner in order to seek clarification on the issue(s) arising and to endeavour to resolve the issue(s) via in-school guidance and support resources. The incident will be recorded by the Deputy Principal. If the situation is not resolved at this stage and the behaviour is repeated, the Disciplinary Process will move to Stage Two.

Stage Two: A verbal warning will be issued to the student(s). The student(s)'s parents/guardians will be contacted by the Deputy Principal and the communication noted. Discussion with the relevant parties, with a view to resolution will take place at this juncture. If the situation is not resolved at this stage and the behaviour persists, the Disciplinary Process will move to Stage Three.

Stage Three: A written warning will be issued to the student(s) and their parents/guardians and parents/guardians will be invited to discuss the situation with the School Principal and Management Team.

Stage Four: In cases of persistent deviation from the school's Code of Behaviour by the student(s), Bruce College's Academic Council will be informed of the situation and a meeting of The Academic Council will be convened. Parents/guardians will be made aware of the date and time of the Academic Council meeting. The student(s) and parents/guardians have the right to make a submission to the Academic Council at this juncture in the Disciplinary Process. The Academic Council will decide what, if any sanctions, including suspension/expulsion, will ensue.

Appeals

Students and their parents/guardians have the right to appeal the case. The appeal should be submitted in writing to the school principal within 48 hours of the Academic Council meeting at stage four of the school's Disciplinary Process. Bruce College reserves the right in appropriate cases, to commence the Disciplinary Process at a point other than Stage One and/or to refer the matter to The Academic Council at any stage in the Disciplinary Process.

Bruce College also reserves the right to ask any student to withdraw from Bruce College at any stage during the academic year if there has been a serious breach of Bruce College's Code of Behaviour.



School Communications Policy

Bruce College provides students with the academic and pastoral support that enables them to reach their potential. Our team of exceptional teachers, mentors, guidance counsellors and administration staff are available to guide and support our students.

This document outlines the support available to students at Bruce College. The school office is open from 8.00am to 4.30pm, Monday to Friday and students can call in to speak with a member of our team at any time during the school day.

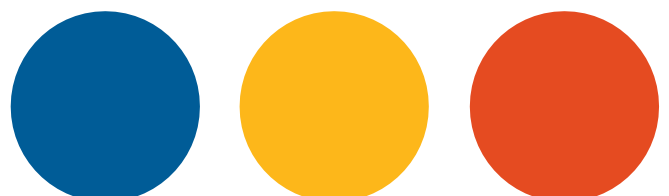
Principal

Micheál Landers is available to meet with students and parents during normal school hours, Monday to Friday. To arrange an appointment please contact the school office main number, or email susan@brucecollege.ie

Guidance & Resource Team

The guidance and resource team are available to meet with students during the school day. Appointments may be arranged by calling to the guidance or resource office or emailing the guidance counsellor directly

Our Deputy Principal and Assistant Principal are available to meet students during normal school hours



Communication with teachers

Teachers are available in class and on campus during the school day to respond to queries. The most effective communication with teachers is within the classroom setting.

Newsletters & Calendar

Our weekly newsletter 'The Audley' will be available regularly throughout the year . This information is also available on www.bruce.Collegeofeducation.ie

Notice Boards and Digital Screens

Students should also refer to the notice boards and screens located throughout the school for additional academic and co- curricular information.

Date of Policy: June 2024



Bruce College
Audley House, St Patricks Hill, Cork.

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