
A Brief Guide to Your Code of Behaviour

Respect

- ✓ **Respect** yourself.
- ✓ **Respect** all students, staff and visitors.
- ✓ **Respect** your property.
- ✓ **Respect** the property of others and the school.
- ✓ **Respect** the privacy of others by not using camera phones /cameras in school.

Health & Safety

- ✓ Ensure your actions do not put **you at risk**.
- ✓ Ensure your actions do not put **others at risk**.
- ✓ Explain your **absences** from school with notes and follow the correct procedures.

Uniform

- ✓ Wear your full uniform **properly** and with **pride**.

Punctuality & Class

- ✓ Be **on time** for school/class.
- ✓ Be **fully prepared** for all classes (book, pens, homework P.E. gear etc.).
- ✓ Do your **very best** at all times

Personal Development

- ✓ If you make mistakes/get into trouble accept any consequences willingly.
- ✓ Learn from your mistakes.
- ✓ Be proud of your achievements.



CODE OF BEHAVIOUR – 2025–26



*Presentation Secondary School,
Milltown, Co. Kerry*

Presentation Secondary School is a Co-Educational School under the Trusteeship of the CEIST (through the Presentation Sisters), based on the vision of Nano Nagle and Blessed Edmund Rice of bringing God's love to all people and is dedicated to an all-round Christian education based on Gospel values.

Promoting positive behaviour and good discipline in the Catholic School is part of the moral guidance of students.

Ethos & Promoting Positive Behaviour

Students of Presentation Secondary School are expected, at all times, to respect and adhere to Christian values. Students are expected to;

- Act justly
- Be honest and truthful
- Show a respectful attitude to teachers, fellow pupils, parents, secretary, caretaker and visitors to the school.
- Be courteous and concerned for the good of others
- Observe good manners at all times
- Show respect for their environment
- Co-operate actively in the work of Presentation Secondary School
- Non-platonic displays of affection/relationships are not allowed.

Purpose of the Code of Behaviour

- 1) To instil a sense of self worth and self-respect.
- 2) To provide a classroom environment conducive to learning.
- 3) To develop socially acceptable behaviour by showing common courtesy and respect for the feelings of others
- 4) Every student has the right to the best education and therefore has the right to the best conditions that make this possible.
- 5) Consistent and effective promotion of positive behaviour develop a good teacher-pupil relationship and encourage co-operation between home and school.
- 6) The promotion of positive behaviour and effective pastoral care will be implemented as far as possible to minimise the need for corrective discipline/sanctions.

Discipline Procedures

Students of Presentation Secondary School, Milltown are expected to comply with the school's Code of Behaviour. Parents/Guardians of students are required to read the Code of Behaviour and indicate on the attached form that they and the student, have read, understood and agree with the content. Failure to follow the code outlined will result in the school taking action according to the discipline procedures and sanctions outlined in the Code of Behaviour.

The management and teachers of the school will seek to ensure, as far as possible, that the organisation, curriculum, teaching methods and general atmosphere of the school are such that disciplinary problems do not arise and the application of sanctions is called for as rarely as possible.

However, where a student acts in a manner prejudicial to the learning environment, good order or the interest/safety of others, the school has a right and duty to intervene where necessary and impose sanctions. The sanctions to be employed will depend on the nature and seriousness of the misdemeanour and care should be taken to avoid group punishments where possible.

Each incident/behaviour will be assessed individually in line with the sanctions outlined herein. Occasionally however, it may be necessary to take further and/or additional measures as well as those outlined in this code.

In all cases a written record will be kept of the misdemeanour and students will be afforded the opportunity to explain their behaviour and state their case.

Sanctions which may be used include:

- **Reasoning with the student**
- **Verbal reprimand/correction** (*including advice on how to improve*)
- **Temporary separation from peers, friends etc.**
- **Detained to complete work/additional exercises during part of lunch break** (*max 20mins*)
- **Given appropriate & reasonable additional work to complete at home**
- **Lunchtime detention**
 - Teachers will inform parents of lunchtime detentions through the Student Journal and Year Heads through the 'Student Incident Recording System.' (VSware)
 - A double detention will be imposed on those who are late or a triple detention for those who fail to attend the original detention - failure to attend these will result in parents being contacted and the student being placed in After-School Detention (*in addition to the original lunchtime detentions*)
 - Only in exceptional circumstances & on written request from parents will a deferment be allowed.
- **Loss of privileges** - this may include not leaving premises at lunchtime, shortened break times,
 - withdrawal from trips/activities and/or other loss of privileges (*Year Head, Dep.Principal, Principal*)
- **After-school detention** - (*Year Head, Dep.Principal, Principal*)
 - In cases of persistent misconduct or serious incidents of misbehaviour the Principal/Deputy/Year Head may place a student in after school detention(s). Parents will be informed of the sanction by phone and in writing. Parents will be asked to ensure that the student has a suitable means of travelling home after detention.
- **Temporary removal from class** (*if issue/incident relates to in-class behaviour*)
- **Suspension from school**
- **Exclusion** (*via Board of Management*). Exclusion will only be considered after every possible effort to improve behaviour has failed & other sanctions in this code have been exhausted or if the seriousness of the offence justifies consideration of immediate exclusion.

The sanction(s) to be employed in any given situation will depend on the nature and seriousness of the misdemeanour. If a student refuses to accept the sanction(s) parents will be contacted.

If a parent/guardian refuses to accept a sanction(s) the Principal/Deputy Principal will speak with the parent(s) to discuss the issue further. Where an agreement still cannot be reached between the parent(s) and the school, the issue will move to the next stage of sanctions as outlined above. If the parent continues to refuse to accept the sanction(s) and a further attempt at agreement have failed, the student will be suspended. The parent/guardian will have the right to appeal the suspension to the Board of Management.

Process

Incidents of poor/inappropriate behaviour will generally be dealt with in the first instance by the classroom teachers/supervisor. Where an issue is ongoing the subject teacher/supervisor may seek support/advice from the Class Tutor to assist in resolving the matter.

Where there is no improvement in the situation the class teacher will contact the parents/guardians via the student journal and/or by phone to discuss their concerns and seek parental assistance with a resolution.

Serious incidents/concerns and/or persistent misbehaviour may be referred to the Year Head.

Where ongoing issues cannot be resolved or are of an extremely serious nature, students may be referred to the Principal/Deputy Principal.

In addition to the sanctions and process outlined here students will also be offered pastoral supports and assistance, for example referral to the school counsellor/guidance counsellors(s) and/or other outside agencies.

PUNCTUALITY & ATTENDANCE

1) Students are required to be on time for school/classes.

2) Arriving Late

Latecomers must;

- **Have a note from parents/guardians explaining why they are late (or submitted via app)**
- **Report to the School Office for a late slip.**

Notes can be submitted in the student journal and/or via the school app.

Persistent latecomers may be required to attend detention and/or may be referred to the Year Head.

3) Leaving School Early

Students who need to leave school early must:

- Have a note from parents/guardians. *Notes can be submitted in the student journal and/or via the school app.*
- Report to the school office to await parental collection.

**All students must be collected from the School Office
by a parent/guardian**

4) Students who need to leave class during class-time should receive written permission from their teacher (*in Student Journal*).

5) Junior students (1st, 2nd & 3rd Years) are not permitted to leave the school grounds during break/lunch.

N.B. Explanatory notes, written, dated and signed by a Parent/Guardian are required to;

- Explain a students **absence** from school on the day of his/her return (*Also available on school App*)
- Obtain **permission to leave** school during the day
- Explain **late** arrival in school
- Be excused from **PE** (*Students who are excused from physical participation in PE will be assigned a leadership role for the duration of their injury/illness.*)

Notes can be submitted in the student journal and/or via the school app.

TRUANCY FROM CLASS/PART OF A DAY IS AN EXTREMELY SERIOUS OFFENCE & MAY INCUR SUSPENSION.

Under the Education Welfare Act (2001) all school have a legal obligation to notify the Educational Welfare Officer of frequent absenteeism.

UNIFORM

The wearing of our school uniform promotes respect for self and one's peers. While in uniform our students represent our school community, we expect our students to be aware of the proud educational values of our school. This awareness should be reflected in the respect shown to all when wearing the uniform.

The following uniform is **obligatory** and is to be worn each school day unless specifically permitted not to do so.

Girls

- Grey shirt
- Blue round-necked jumper
- Kilt (*mid-calf length*)
- Grey School Trousers (*specific style from supplier*)
- **Plain black** tights
- **Plain black** shoes or runners
(Soles may be white but rest of shoe/runner must be plain Black, including the laces. No open toe or high heel allowed.)

*Where a student's faith requires wearing the hijab these must be navy or black hijab.
The wearing of the niqab (wearing of the full veil over the face) is not permitted.*

Boys

- Grey shirt
- Blue round-necked jumper
- Black trousers (*Style not to be altered or tapered*)
- **Plain black** shoes or runners
(Soles may be white but rest of shoe/runner must be plain Black, including the laces.)

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- 1) Official School uniform must be neat, tidy and worn correctly at all times.
 - 2) **Denim is not allowed under any circumstances.**
 - 3) School trousers style not to be altered or tapered.
 - 4) Kilts must be worn at mid-calf length.
 - 5) Piercings - Students may wear one small, single stud earring in each ear (*long or dangle earrings are not to be worn*).
 - Students are not permitted to wear/display any other visible piercing/jewellery or tattooing. Students will be required to **remove facial/body piercings**, other than the single stud earrings permitted above.
 - All piercings (including single studs) must be removed prior to PE class as per PE policy.
 - 6) Wearing of makeup, including false eyelashes is not permitted. Nails should be kept at a moderate length to avoid any risk of injury or difficulty in writing.
 - 7) Students are required to remove non-uniform jackets/tops/hoodies while inside the building.
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Students who are not in full school uniform for any reason must;

- Report to their Year Head before school.
- Have an **explanatory note** from parents which is signed by Year Head before going to class.
- The student must show the note to the teacher at the beginning of each class.
- Students who are not in full school uniform **must not leave** the school premises at **break/lunch**
- In such cases **denim is not to be worn** as substitute clothing.

Persistent breaches of the uniform code may incur further sanctions including temporary removal from class until the Year Head meets with the student's parent(s)/guardian.

Students who cannot wear school uniform for extended periods due to medical reasons will be required to submit a medical certificate to this effect.

Once a student is present in school, they are required to bring in their PE gear, change, and partake in either a non-physical or leadership role in their PE lesson. Injuries/illness which require being excused from PE for a period longer than 1 week will require confirmation of this from a medical practitioner.

SCHOOL PROPERTY

All students are expected to work towards maintaining a caring and co-operative spirit in the school. Any deliberate damage to school property or that of any member of the school community will require restitution.

- 1) Students are expected to help maintain cleanliness in their classrooms and lunch spaces.
- 2) **Eating/drinking** during class is **not permitted**.
 - Students may only eat in the canteen/designated area, during break and lunch.
 - Soft drinks in **cans** are not permitted in school.
 - Students are also not permitted to consume high sugar, caffeinated soft drinks while in school and/or at school events. (High sugar is classed as more than 5g per 100ml)
Such items will not be sold in the school canteen.
- 3) **Vandalism, graffiti, theft or damage** to **school property** are serious offences and will incur the following:
 - Parents will be contacted
 - Compensation for damages may be sought.
 - Other sanctions listed in this code may be applied
- 4) **Chewing gum** is not permitted in school. Chewing of gum will result in lunchtime detention
- 5) Liquid **Tippex** should not be used in school. Tippex rollers/tapes are permitted.
- 6) **School books** must be kept in good condition.
 - Students who fail to do so or who lose the books allocated to them will be required to pay the cost of replacing the book to the school.
- 7) **Student Lockers** are school property and must not be misused, deliberately damaged or defaced in any way.
 - Where lockers are vandalised/misused students will forfeit the use of a locker.
 - Students are responsible for ensuring their locker is locked at all times.
 - Students must ensure their locker is left empty and clean at the end of the school year.
 - Students are responsible for the security of the locker pin code and must not share this with anyone else.
 - Students must not interfere with or access another student's locker for any reason.

STUDENT PROPERTY & EQUIPMENT

- 1) Each student is responsible for his/her own property. All personal belongings must be clearly marked with owner's name. (e.g. uniform, jackets, books, etc)
- 2) Each student should have the following each day;-
 - Student Journal
 - Correct textbooks/equipment for each class
 - Fully completed homework

3) Mobile Phones / Electronic Equipment

- Mobile phones must be **switched off** and **placed in lockers** as soon as students arrive in school every morning.
- **Phones MUST remain in lockers until the end of the school day.**
- **Students MUST NOT use their phone and/or have their phone on their person during the school day.**
- **Students in breach of this rule will have their phone confiscated until the end of the school day.**

Further sanctions may be implemented for repeated breaches of the mobile phone rule including, but not limited to, parents being contacted and the phone remaining in school overnight.

Cameras, Camera-Phones & Media Devices

- Using a phone/camera/media device to take pictures/recordings during school time or on school activities without specific permission from a teacher, is an infringement of privacy and is therefore not permitted.
- Students must not use/publish/upload images, comments and/or photos of other students or staff without specific consent from the individual(s) concerned.
- In the interest of personal privacy students who engage in the above activities may incur suspension.

**Parents/guardians who need to contact students while they are in school
MUST do so via the School Office.**

**Students who need to contact parents while they are in school
MUST also do so by using the phone in the School Office.**

Other Electronic Equipment

MP3 players, cameras, camcorders and other audio/video/gaming equipment are not to be used during school hours or on school property.

- Such equipment will be confiscated until the end of the school day.

Valuables

Students are advised **not to bring valuable items** to schools. (eg. *valuable jewellery, devices, equipment, clothes, and footwear*)

- A box is available for watches, jewellery, money etc during P.E. class and all students should ensure they have deposited such items in this box.
- The school cannot accept responsibility for items lost on the premises.

HEALTH, SAFETY & WELLBEING OF STUDENTS

- 1) In order to help ensure that all students can feel comfortable and safe in the school environment **students must keep company with other students from their own year group only**. This is to help avoid perceptions of and/or actual intimidation and social difficulties between year groups and individuals.
- 2) Senior students will be permitted to leave the school premise at break and lunch once their parents have submitted a permission form. Students must remain inside the **specified town boundaries** at all breaks, and before and after school. All students are made aware of the acceptable town boundaries. Students who leave the specified boundaries at these times will be debarred from leaving the school premises during all breaks for a period of two weeks. Junior students (1st, 2nd, 3rd Years) are not permitted to leave the premises at break/lunch.
- 3) Students who cycle to school must dismount and walk their **bicycles** on school grounds.
- 4) Students who drive themselves to school must ensure all legal and insurance related requirements are met before they do so. They are advised not to carry other students in their vehicles unless **they have** received written permission from the other students' parent/guardian. Students should not drive during break/lunch unless they have been signed out from school by a parent/guardian via the school app.
- 5) Interference with **fire alarms/extinguishers** is illegal and will be treated as a serious offence carrying a minimum fine of €20 and/or further sanctions.
- 6) **Cigarette smoking/vaping**, or smoking, possession, consumption, inhalation or otherwise taking of drugs, tobacco, alcohol or any harmful/mood altering substances **while in school uniform** or **on school activities, is strictly forbidden**. This includes while walking to and from school and when off-site at break/lunch (Seniors). Any attempt to encourage or involve others in such activities is also prohibited.

Students caught smoking/vaping will incur the following sanctions;

- Parents will be informed.
- Debarred from leaving the school premises during all breaks for a period of two weeks and/or loss of lunch/break privileges.
- After-school detention
- Subsequent offences will merit suspension.

Students who are in the company of those who are smoking/vaping will be given a verbal warning. Subsequent incidents of smoking/vaping or being with a student who is smoking will then result in loss of break/lunch privileges and parents will be contacted.

Incidents involving possession, use of, or intoxication from alcohol, drugs or illegal/harmful substances will necessitate the following;-

- Student(s) will be removed from class immediately.
- Parents/guardians will be sent for.
- Such incidents will result in suspension pending a full investigation, after which further sanctions may be applied. This may include a further period of suspension or exclusion. *Each individual case will be assessed and the approach level of sanctions will be used according to the seriousness of the incident and the extent of the student's involvement.*
- The Juvenile Liaison Officer of An Garda Síochána will be informed of all drugs or substance abuse related incidents.
- Where appropriate relevant support agencies will also be contacted and students may also be required to speak with the school counsellor.

The above rules on smoking/vaping and use of alcohol/harmful substances applies to all students taking part in school activities/events regardless of time, venue or the students' age.

Anti-Social Behaviour / Fighting / Bullying / Intimidation

Threatening and/or dangerous behaviour towards any member of the school community will not be tolerated.

Physical fighting, including but not limited to hitting, kicking, pulling, pushing wrestling in school is unacceptable as it poses a risk to all students involved.

Pretend fighting/wrestling or physical ‘messaging’ can also pose a serious risk to the safety of others, albeit unintentional, and for that reason is also unacceptable.

Bullying behaviour and/or intimidation will be dealt with in accordance with the school’s Anti-Bullying Policy/Charter and sanctions applied from this Code of Behaviour as appropriate.

Behaviour, in person or through social media/technology, which poses a risk to other members of the school community or prevents others from experiencing school in a safe and comfortable environment is unacceptable.

All students must sign-up to and adhere to the school’s Anti-Bullying Policy/Charter.

The following serious offences may necessitate parents being contacted and may result in suspension of those involved and/or other sanctions outlined in this code.

- a) Bullying/Intimidation, in person or through social media/technology.
- b) Fighting (including pretend fighting/wrestling/physical ‘messaging’)
- c) Disrespecting members of staff.

Repeat offences may incur the more serious sanction of referral to the Board of Management for exclusion.

Classroom Procedures

Students are expected to act in a calm, safe and respectful manner when in a classroom/school corridors

All students should;

- Line-up in single file along the wall outside the classroom. Students may not enter the classroom until their teacher is present.
- Go immediately to their allocated seat and take out their books for that class.
- Place their Student Journal on the desk at the start of each class.
- Have all books, homework & equipment required for each class. *Students may only go to their lockers at the following times:- before school, break, lunch, and after school.*
- Place chairs neatly under the table at the end of each class to avoid accidents and congestion.
- Ensure the space in which they were working is clean and tidy before leaving the room.
- Students are asked not to open windows or adjust blinds without the teacher’s permission.
- Where students need to use the bathroom during class time the relevant section of the journal should be used.

To reduce interruptions to class time students are encouraged, where possible, to use the bathroom facilities before school, during break/lunch, and after school. Parents should inform the Year Head if there are any relevant personal or medical issues around this matter.

SUSPENSION / EXCLUSION

(from Admissions Policy)

There may be cases of unacceptable behaviour where it will be in the best interests of the school community/ or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are the options available to the Principal and/or the Board of Management in these situations.

The Principal has the authority, under the Articles of Management for Secondary Schools, to suspend “*any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting*”. [Article 19(b)]

If, in the judgement of the Principal, a student should be permanently excluded, the “*Principal shall refer the matter to the Board of Management for the decision*”. [Article 19(c)]

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles for procedural fairness.

Depending on the nature and extent of the misbehaviour the support of other agencies, such as the National Education Welfare Board or the National Educational Psychological Service, may be sought by the Board of Management.

SUSPENSION

Suspension allows students time to reflect on the behaviour which led to suspension, to acknowledge and accept responsibility for their behaviour and to accept responsibility for changing their behaviour to meet the school’s expectation in the future.

Suspension may occur as a result of

- a) A single/small number of incidents of a serious nature b) On-going unacceptable behaviour

a) Parents will be asked to meet with the Principal to discuss the incident(s). The suspension can then be formalised in line with the procedures outlined in this policy.

b) Suspension for on-going unacceptable behaviour will usually only occur after the school has:

- ❖ Ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented.
- ❖ Ensured relevant support personnel (internal and/or external) have been involved where appropriate.
- ❖ Ensured that discussion has occurred with the student and parent/guardian regarding specific behaviours which the school considers unacceptable and which may lead to suspension.
- ❖ Recorded previous sanctions/actions taken.

Suspension Procedures

- ❖ The Principal (or in the absence of the Principal, the acting or Deputy Principal) makes the decision to suspend based on the rules and procedures set out in the Code of Behaviour.
- ❖ The student is informed of the reason for the suspension and is given an opportunity to respond.
- ❖ Except in extremely serious circumstances, the student will be supervised or remain in class until the suspension takes effect. Students will generally not be sent home during the school day unless they are collected by a parent/guardian.

The parents/guardians will be invited to the school for a meeting at which they will be informed of the reason(s) for the suspension and will be given an opportunity to respond, before the suspension is formalised. The parents/guardians will also be informed of the suspension in writing.

- ❖ In some circumstances the Principal may need to suspend immediately. Such incidents may include, but are not confined to, aggressive or intimidating behaviour, violence or the threat of violence, presence of weapons, illegal drugs, serious disrespect to a member of staff, potentially putting students/staff/themselves at risk or threatening to do so etc.

If the suspension is to be immediate (eg in the interests of health & safety) parents/guardians will be informed by phone where possible, followed by written confirmation.

- ❖ The formal letter of suspension will include:
 - Notice of the suspension as well as the effective date and duration of the suspension;
 - Reason(s) for the suspension
 - Expectations for the students while on suspension (for example; consideration of their behaviour & the consequences, study etc) as well as requirements which need to be in place when they return to school, where deemed necessary (for example; commitment to improved behaviour/attitude, written apology, completed assignments etc)
 - Importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of their parents/guardians while on suspension;
 - In cases where suspension is longer than 6 days or the student has been suspended for 20 days or more in the school year, a statement that the Education Welfare Board has been informed
 - In cases where the suspension is for a period of 7 school days or more* a statement informing parents/guardians of their right to appeal in writing to the Board of Management.
 - In cases where consideration is being given to exclusion, this should also be included.

Removing a Suspension

Grounds for removing a suspension may include:

- ❖ The Principal and/or the Board of Management may agree that another sanction be applied after discussion with parents/guardians
- ❖ New circumstances come to light.
- ❖ Other grounds/information affecting the case.

Length of Suspension

The Principal will decide the length of time a student will be suspended for. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer.

If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

Appeals Procedure

The nature of school life and timescale required to convene a Board of Management meeting mean that formal appeals to the Board of Management on short suspensions issued by the Principal are often impractical. In such cases the suspension will be implemented, but parents have the right to appeal short suspensions (*less than 7 days*) in writing, in order that the suspension record be removed from the students file, if the appeal is upheld.

A formal written appeal may be made in the case of long suspensions (7 + days)*. Appeals must be made in writing to the Board of Management through the Secretary to the Board of Management.

The appeal will be considered by either the entire Board or a Sub-committee of the same. The school may insist that the student remain at home while any appeal on a suspension is in process.

EXCLUSIONS

Exclusions will only occur after the school has;-

- ❖ ...ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented;
- ❖ ...ensured support personnel (internal and/or external) have been involved where appropriate;
- ❖ ...ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to exclusion;
- ❖ ...provided verbal and written warnings at appropriate times detailing the student's behaviour and the schools expectations of the student;
- ❖ ...recorded previous sanctions/actions taken and copies of all correspondence retained.
- ❖ ...informed parents/guardians of the Principals intention to recommend exclusion to the Board of Management.
- ❖ ...provided the parents/guardians with a full copy of the Principal's submission regarding the student's behaviour and the case being made to the Board of Management.
- ❖ ...invited the parents/guardians to a Board of Management meeting and invited them to make a response (written or oral).

.....and the Board of Management has;-

- ❖ ...received a written submission from the Principal recommending exclusion.
- ❖ ...received a response (written or oral) from the parents
- ❖ ...examined all the relevant documentation and considered the student's record in the school
- ❖ ...taken legal/expert advice where appropriate.
- ❖ ...discussed the case in detail
- ❖ ...considered all relevant matters, including the impact of behaviour on the school community as a whole.
- ❖ ...made a final decision to exclude the student
- ❖ ...communicated the decision to the parents formally through the Secretary of the Board of Management by registered post.
- ❖ ...informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act(2000)

- ❖ ...the formal letter of notification will include the following:
 - Notice and the effective date of the exclusion.
 - Reasons for the exclusion.
 - A statement that the Education Welfare Board has been informed of the exclusion.
 - A statement that the student is under the care and responsibility of their parent/guardian for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
 - A statement informing parents/guardians of their right to appeal (*Section 29 - Education Act 1998*)

The school may insist that the student remains at home while the exclusion process and/or any related appeal are concluded.



Code of Behaviour Acceptance Contract



*Presentation Secondary School,
Milltown, Co. Kerry*

**I have read the rules for the school year 2025-26 as outlined in
the Code of Behaviour.**

~ ~ ~

**I accept that the rules contained in the Code of Behaviour are necessary for
the smooth and effective running of the school.**

~ ~ ~

**I accept that the Code of Behaviour applies to all students taking part in
school activities regardless of time, venue or the student's age.**

~ ~ ~

**I acknowledge that the school has a duty to enforce these rules,
and that the school may take such appropriate steps as it
decides in order to enforce them.**

~ ~ ~

Name of Son/Daughter _____

Class _____

Student Signature _____

Signature of Parent _____

Date _____

**Please read the Code of Behaviour carefully before
signing the above form and returning it to the school.**