Cód Iompair Ghaelcholáiste Phort Láirge

The Code of Behaviour of Gaelcholáiste Phort Láirge

Tá an Cód Iompar seo i gcomhréir le riachtanais an Acht Oideachais (Leas) 2000 agus na dtreoirlínte i dtaobh cód iompair a d'eisigh an Bord Náisiúnta um Leas Oideachais 2008. Tá sé le léamh in éineacht le polasaithe eile scoile ar nós:

- An Polasaí Cosaint Leanaí
- An Polasaí Frith Bhulaíochta
- Polasaí na Gaeilge
- An Polasaí Sláinte & Sábháilteachta
- Polasaí Úsáide Inghlactha Idirlín
- Polasaí Úsáide Inghlactha an Mhéarphad
- Polasaí Úsáide Substaintí
- Polasaí Turas Scoile
- Polasaí Scrúdaithe
- Polasaí Obair Bhaile/ Staidéir
- Polasaí Tinrimh & Poncúlachta
- Polasaí Cumarsáide

Bhí baint ag múinteoirí, ag tuismitheoirí, Comhairle na Scoláirí agus ag an mBord Bainistíochta le scríobh an Chód Iompair.

Tá an Cód seo ar fáil d'aon tuismitheoir nó dalta ó oifig na scoile agus ar fáil ar shuíomh gréasáin na scoile. Cuirfear cóip ar fáil do gach scoláire ag teacht isteach sa scoil sa chéad bhliain agus d'aon scoláire nua eile ag teacht isteach in aon bhliain eile. Iarrtar ar an scoláire agus ar na tuismitheoirí foirm ghlactha an Chód Iompair a shíniú.

I ngach cás sa pholasaí seo a úsáidtear an focal "tuismitheoir(í)" ciallaíonn sé "tuismitheoir(í)" nó "caomhnóir(í)".

This Code of Behaviour is consistent with the Education Act (Welfare) 2000 and the guidelines for a Code of Discipline issued by the National Education Welfare Board 2008. It is to be read in conjunction with other school policies such as:

- *Child Protection Policy*
- *The Anti-Bullying Policy*
- *Gaeilge Policy*
- *Health and Safety Policy*
- *Internet Acceptable Use Policy*
- *Laptop Acceptable Use Policy*
- *Substance Use Policy*
- *School Tour Policy*
- *Examination Policy*
- *Homework/ Study Policy*
- *Attendance & Punctuality Policy*
- *Communication Policy*

Teachers, parents, Student Council and the Board of Managements were all involved in writing the Code of Conduct.

The Code is available for any pupil or parent from the school office and on the school's website. A copy will be given to every child attending the school in first year and to any new student joining another year. The student and parents are asked to sign a form of acceptance of The Code of Behaviour.

In each case in this policy where the word "parent (s)" is used it means "parent (s)" or "guardian (s)".

Fís agus Aidhm na Scoile

Scoil lán-Ghaeilge í Gaelcholáiste Phort Láirge (GCPL) a fheidhmíonn trí mheán na Gaeilge, mar mheitheal oibre; ina bhfuil sé de dhualgas ar an bPríomhoide, ar an bhfoireann bhainistíochta agus ar gach múinteoir éiteas táirgiúil, tairbheach agus taitneamhach a chruthú. Iarrtar ar phobal na scoile (scoláirí, tuismitheoirí agus an fhoireann iomlán) an t-éiteas seo a thabhairt chucu féin agus í a fhorbairt i ngach bealach. Scoil Chaitliceach í a

Vision and Aim of the School

Gaelcholáiste Phort Láirge (GCPL) is an all Irish school that operates through the medium of Irish, as a co-operative working partnership; where it is the duty of the Principal, management team and every teacher to create a beneficial, productive and enjoyable ethos. The school community (students, parents and the school staff) are asked to embrace this ethos and foster it in every way possible.

chuireann fáilte roimh chách a bhfuil meas acu ar na luachanna sin a bhaineann le dearcadh carthanach na Críostaíochta i leith a chéile.	*We are a Catholic school where everyone who shows respect for the values of Christian charity towards one another is welcome.*
Ionchais na Scoile	***The School's Expectations***
Tá sé i gceist go mbeidh: • Meas ag an bpobal ar ár scoil agus ar na scoláirí mar shaoránaigh mhaithe agus mar Ghaeilgeoirí dílse. • Na scoláirí ag forbairt i gcónaí le dearcadh dearfach, comhoibritheach, macánta le bród á chothú iontu as dea-iarrachtaí déanta acu. • Na scoláirí ag glacadh freagrachta orthu féin, as a gcuid iompair agus as a gcuid oibre ionas dul chun cinn a dhéanamh go hacadúil agus go pearsanta. • Na scoláirí macánta agus dílis ag labhairt na Gaeilge. • Scoláirí in ann a gcuid iompair féin a leasú. • Atmaisféar an teagaisc agus na foghlama daingnithe go docht i gcultúr na scoile le scoláirí, múinteoirí agus tuismitheoirí ag obair as lámha a chéile mar mheitheal oibre.	*It is expected that:* • *All show respect for our school and for our pupils as good citizens and earnest Gaeilgeoirí.* • *The students constantly develop in a positive, co-operative and honest manner whilst being fostered with a sense of pride for their good efforts.* • *The students accept responsibility, for their own behaviour, and for their own work in order to progress academically and personally.* • *Students are honest and faithful to speaking Irish.* • *Students are able to reform their own behaviour.* • *An atmosphere of teaching and learning is firmly embedded in the culture of the school with students, teachers and parents working hand in hand in a cooperative working partnership.*
Bun Phrionsabail an Chóid Iompair	***Basic Principles of the Code of Behaviour***
Is iad bun aidhmeanna an chóid iompair seo ná: • Treoracha a thabhairt do na scoláirí i dtaobh an iompar a lorgaítear agus a bhítear ag súil leis uathu i nGaelcholáiste Phort Láirge ionas atmaisféar dearfach agus taitneamhach a chruthú do phobal uile na scoile; le cinntiú go maireann timpeallacht i réim go leanúnach ar ard chaighdeán, a mbíonn fabhrach don dea-fhoghlaim agus don fhorbairt phearsanta. • Meas a chothú do chách, don Ghaeilge agus don timpeallacht; le tuiscint gur duine ann féin é gach aon duine. • Míniú soiléir a thabhairt faoin gcóras monatóireachta agus luaíochta atá i bhfeidhm sa scoil a thacaíonn le atmaisféar dearfach a chothú agus a chabhraíonn le dul chun cinn acadúil agus iompar na scoláirí a mheas, a threorú agus a rianú. • Treoracha soiléire a thabhairt ar na próisis a leanfar i gcás go sáraíonn scoláire na rialacha scoile. Cinntiú go mbeidh cur i bhfeidhm na rialacha tuisceanach, mealltach, cothrom agus muinteartha le maithiúnas i gcroílár an chuir chuige.	*The fundamental aims of this code of behavior are to:* • *Give direction to the pupils with regard to the behavior expected and sought of them in Gaelcholáiste Phort Láirge in order to create a positive and pleasant atmosphere for all of the school community so as to ensure an environment conducive to learning and personal development is maintained to a very high standard.* • *Promote respect for all, for Gaeilge and the environment; to understand that each person has his own individuality.* • *Give clear explanation of the monitoring and merit system in operation in the school which supports the promotion of a positive atmosphere and assists in assessing, guiding and tracking the students' academic and behavioural progress.* • *Give clear guidelines regarding the processes which will be followed in the event of a student breaching the school's rules.* • *Ensure that the implementation of the rules will be understanding, encouraging and friendly with forgiveness central to their implementation.*

Straitéis i bhfeidhm ag Cothú Dea-iompair sa Scoil	***Strategies Promoting Good Behaviour in School***
Lorgaítear comhoibriú ó na scoláirí chun an dea-iompar a chothú agus a chinntiú sa scoil agus aithnítear an tábhacht a bhaineann le haitheantas a thabhairt dá gcuid iarrachtaí. Le cúnamh an dea-shampla, an chomhoibriú agus dearcadh spreagúil ó gach múinteoir tá na nósanna imeachta seo a leanas i bhfeidhm sa scoil a chothaíonn agus a aithníonn an dea-iompar: • **Moladh** - Tugtar moladh go foirmeálta agus go neamhfhoirmeálta do scoláirí a léiríonn tréithe an dea-scoláire ar nós: comhoibriú, dul chun cinn agus feabhas sa rang agus lasmuigh de, dílseacht agus cruinneas i labhairt na Gaeilge. • **Dea-chaidreamh** – Cothaíonn na múinteoirí dea-chaidreamh, leis na scoláirí i slite éagsúla ar nós, imeachtaí seach agus comhchuraclaim a chur ar fáil do na scoláirí, comhrá cairdiúil a fhorbairt leo, cluas le héisteachta a thabhairt dóibh agus cothrom na féinne a léiriú san idirchaidreamh leo i gcónaí. Cothaítear, forbraítear agus bítear ag súil i gcónaí go dtugann an fhoireann agus scoláirí omós dá chéile. • **Córas Luaíochta** - Tugtar aitheantas don dea-dhul chun cinn a dhéanann scoláirí i réimsí éagsúla de shaol na scoile ní hamháin go hacadúil ach go sóisialta chomh maith tríd chóras pointí luaíochta a chur i bhfeidhm do gach rang. Bronnfar pointí feabhais ar scoláirí a léiríonn tréithe an dea-scoláire nó a léiríonn go bhfuil dul chun cinn/ feabhas macánta á dhéanamh acu. Tá míniú ar an gcóras luaíochta seo sa Dialann, ar shuíomh gréasáin na scoile www.gcpl.ie agus pléann an t-oide ranga é lena rang ag tús na scoilbhliana agus i rith na bliana. Is féidir le tuismitheoirí tuairiscí dul chun cinn a bpáistí a rochtain agus a leanúint trí logáil isteach ar VSware ag baint úsáide as na sonraí logála pearsanta tugtha ag an scoil dóibh. Bronntar teastais ar na scoláirí a ghnóthaíonn na sprioc phointí leagtha amach. Ar na teastais a bhronntar tá: Gaeilgeoir na Míosa, Teastas Tinrimh, Teastas Molta, Teastas Sár-Scoláire, Teastas Barr Feabhais agus Scoláire na Bliana. • **Aitheantas agus Ceiliúradh** - Glactar grianghraif de na scoláirí a ghnóthaíonn teastais nó a bhaineann éachtaí	*Co-operation is sought from the students to foster and ensure good behavior in the school and the importance of recognising their efforts is acknowledged.* *Along with good example, co-operation and encouragement from all the teachers the school has the following practices in place that promote and acknowledge good behavior:* • ***Appraisement*** *- Students are given formal and informal praise that reflect the characteristics of the good student, such as: co-operation, progress and improvement in class and outside, loyalty and accuracy in speaking Irish.* • ***Good relationships*** *– The teachers promote good relationships with the students in different ways such as providing extra and co-curricular events for the students, engaging in friendly conversation with them, listening to them and always displaying fairness when interacting with them. Mutual respect is fostered, developed and expected between staff and students at all times.* • ***Merit System -*** *Acknowledgement is given to good progress made by students in different areas of school life, not only academically but socially, through the implementation of a system of reward points for each class. Students who show the characteristics of the good student or show that they are making progress / honest improvement will be awarded merit points.* *This reward system is explained in the Diary, on the school's website www.gcpl.ie and the class teacher discusses it with his class at the beginning of the school year and during the year.* *Parents can access and follow their child's progress reports by logging onto VSware using the personal login details provided to them by the school.* *Certificates are awarded to the students achieving the monthly / term/ annual point targets. The certificates awarded include: Irish Speaker of the Month, Recommendation Certificate, Certificate of High Achievement, Certificate of Excellence and Pupil of the Year Award.* • ***Recognition and Celebration -*** *Photographs are taken and displayed on the school notice board and on the website of students who are awarded*

amach i rith na bliana agus cuirtear iad ar taispeáint ar chlár fógraí na scoile agus ar an suíomh gréasáin. Aithnítear barr feabhais agus sár-ghnóthachtála ag Oíche Ghradaim ag deireadh na bliana gach bliain.

- **Cairdeas a chur chun cinn** – Aithnítear an tábhacht a bhaineann leis an gcairdeas i dtreo folláine agus forbairt iomlán na scoláirí. Moltar agus spreagtar an cairdeas ina measc i slite éagsúla m.sh. gaol an chairdis cothaithe idir na scoláirí agus an fhoireann, obair ghrúpa ranga, turais, imeachtaí seach-churaclaim, Séasúr an Chairdis eagraithe sa scoil roimh Nollaig gach bliain ina gcothaítear an dea-thoil agus gníomhartha an chairdis i measc na scoláirí agus na foirne freisin.
- **Teagmháil Bhaile Dhearfach** - Cuirtear nótaí molta abhaile sa Dialann nó ar Vsware ag aithint dul chun cinn.
- **Cleachtais Ranga** - Spreagtar agus moltar na scoláirí chun a bheith comhoibríoch agus comhbháiúil lena chéile. Cabhraíonn cleachtais ranga ar nós obair ghrúpa agus piarmheasúnú ag cothú meon na meithle seo.
- **Foireann Tacaíochta** - Tá ról lárnach ag an bhfoireann tacaíochta /tréadchúraim againn sa scoil ag cur an dea-iompar chun cinn sa scoil agus ag cinntiú go bhfuil cur i bhfeidhm na bpróiseas éifeachtach.

Glacann an t-**Oide Ranga** agus an **Ceann Bliana** róil lárnacha sa phróiseas mar threoraíthe agus meantóirí ranga nó bliainghrúpa agus ag cur próiseas monatóireachta/smachta an Chóid i bhfeidhm le héifeacht. Pléann an t- Oide Ranga agus an Ceann Bliana an Cód Iompair lena rang/bliainghrúpa mar chuid den phróiseas ionduchtaithe ag tús gach scoilbhliain. Nuair a dhéantar aon athbhreithniú nó athrú ar an bpolasaí pléann siad é leis na scoláirí.

Chomh maith leis sin dírítear ar ghnéithe éagsúla an Chóid Iompair agus polasaithe ábhartha eile ar nós an Polasaí Frith-Bhulaíochta sna ranganna OSPS agus OSSP ag tús na scoilbhliana agus de réir mar a bhíonn gá leis i rith na bliana.

Glacann an Ceann Bliana ceannas ar chur i bhfeidhm Córas an Chárta Bhuí/Dheirg mar chuid de phróiseas monatóireachta iompair /smachta na Scoile.

- **Tacaíocht ar Leith -** Tugtar tacaíocht ar leith do scoláirí na Chéad Bhliana mar tuigtear go dtógann sé tamall

certificates or who win awards. Excellence and high achievement are acknowledged at Award's Night at the end of each year.

- ***Promotion of Friendship -*** *The importance of friendship is recognised for the well-being and holistic development of the students. Friendship amongst them is commended and encouraged in different ways e.g. the relationship between the students and staff is promoted, class group work, trips, extra-curricular events, Friendship Week is organized before Christmas each year in which goodwill and acts of friendship are promoted among the students and among the staff as well.*
- ***Positive Communication with Home -****Positive notes are sent home in the Diary acknowledging progress.*
- ***Class Practices -*** *Students are encouraged to be co-operative and emphatic towards each other. Class practices such as group work and peer evaluation help foster this co-operative system.*
- ***Support Team -*** *The School's support team has a central role in promoting good behavioour in the school and ensuring effective implementation of the procedures in place.*

*The **Class Tutor** and **Year Head** play a central role in the process as guides and mentors for their class or year group and also in implementing effectively the monitoring /discipline process of the Code. The Class Tutor and Year Head discusse the Code of Behaviour with their class/year group as part of the induction process at the beginning of each school year. When any review ar change is made to the Code they also discuss this with the students.*

Focus is also placed on the various aspects of the Code of Behaviour and other relevant policies for example The Anti-Bullying Policy in SPHE and CSPE classes at the beginning of the school year and as may be necessary during the year.

The Year Head takes charge of the implementation of the Yellow / Red Card System as part of the School's monitoring of behaviour/ discipline process.

- ***Special Support -*** *Special support is given to First Year students as it is understood that it takes them time to adjust to secondary school. Extra support is also given to students with special needs and to those who have* difficulties, including students with *behavioural difficulties;*

orthu dul i dtaithí ar shaol na meánscoile. Aithnítear freisin go mbíonn gá tacaíocht ar leith a thabhairt do scoláirí le riachtanais speisialta agus dóibh siúd a mbíonn fadhbanna acu, san áireamh anseo tá scoláirí le fadhbanna iompair; le cúnamh ar fáil ón bhfoireann tréadchúraim/treorach/oidí ranga/ceann bliana de réir ár bPolasaí Treorach.

- **Ionchur ó Thuismitheoirí** - Lorgaítear ionchur agus tacaíocht óna tuismitheoirí go rialta i rith na bliana i slite éagsúla ar nós: tacaíocht le próiseas monatóireachta a bpáiste, ag dréachtú agus ag déanamh athbhreithnithe ar pholasaithe, ócáidí ceiliúrtha, Aifrinn, imeachtaí sóisialta srl.
- **Feasacht & Comhoibriú ón mBaile** - Iarrtar ar na tuismitheoirí teacht ar bord linn ag cur polasaithe éagsúla na Scoile i bhfeidhm le héifeacht. Cuirtear cóip den Chód Iompair agus an Polasaí Frith-Bhulaíochta abhaile do lucht na Chéad Bhliana agus scoláirí nua ag teacht isteach sa scoil agus iarrtar ar na tuismitheoirí an dá pholasaí seo a léamh lena bpáistí agus an Fhoirm Ghlactha ceangailte a shíniú agus a chur ar ais chun na scoile. Cuirtear na tuismitheoirí ar an eolas faoin gCód Iompair ag cruinnithe agus tugtar le fios dóibh go bhfuil sé ar fáil ar shuíomh gréasáin na scoile www.gcpl.ie. Iarrtar ar gach tuismitheoir an leagan den Chód Iompair agus den Pholasaí Frith-Bhulaíochta sa Dialann a phlé lena bpáistí agus iad a shíniú ag tús gach scoilbhliain.

  Nuair a dhéantar aon athbhreithniú nó athrú ar an bpolasaí pléitear é ag na leibhéil seo a leanas: Coiste na dTuismitheoirí, Comhairle na Scoláirí, An Bord Bainistíochta agus foireann na scoile.

  Is féidir le tuismitheoir nóta a chur i nDialann a p(h)áiste mar mhodh cumarsáide idir an mbaile agus an scoil. Sa chás go mbíonn gá ag tuismitheoir ceist nó fadhb a phlé i dtaobh iompair nó dul chun cinn a p(h)áiste sa scoil iarrtar air/uirthi, mar chéad chéim, teagmháil a dhéanamh leis an oifig agus coinne a dhéanamh leis an bpearsa cuí mar atá leagtha amach anseo:
- **Ceist dul chun cinn in ábhar** – Múinteoir Ábhair
- **Mion cheist iompair/bulaíochta srl.** – Oide Ranga.
- **Ceist iompair/bhulaíochta ar leibhéal dáiríre** - Ceann Bliana

(Féach Polasaí Cumarsáide & Polasaí Frith-Bhulaíochta)

with help from the pastoral care team /guidance /class teachers/year head following our Guidance Policy.

- ***Parental Imput*** *- Parental input and support is sought regularly throughout the year in different ways such as: support with the mentoring process of their child, drafting and reviewing policies, celebrations, masses, social events, etc.*

- ***Home Awareness & Cooperation***

Parents are asked to cooperate with us in implementing with effect the various policies of the School. A copy of the Code of Behaviour and the Anti-Bullying Policy is sent home to the First Year students and new students entering the school and the parents are asked to read both of these policies with their children and to sign and return to the school the Form of Acceptance attached. Parents are informed of the Code of Behaviour at meetings and are asked to support its implementation effectively. They are asked to discuss the version of the Code of Behavior and the Anti-Bullying Policy in the Diary with their children at the beginning of each school year and to sign them. First-year students and new students along with their parents are asked to read these two policies and to sign an acceptance form regarding the same.

When any review of or change to the policy is made it is discussed at the following levels: the Parents' Committee, the Students' Council, the Board of Management and staff.

A parent can write a note in his/her child's Diary as a means of communication between home and school. In the event of a parent wishing to discuss his/her child's behaviour or progress in school he/she is asked, as the initial step in addressing the concern, to contact the school office in order to make an appointment with the appropriate person as follows:

- ***Progress in a specific subject*** *– Subject Teacher*
- ***A minor behavioural/bullying concern*** *etc. – Class Tutor.*
- ***A serious behavioural/ bullying concern*** *– Year Head.*

(See Communication Policy & Anti-Bullying Policy)

Gnéithe Suntasacha an Chóid Iompair	*Significant Aspects of the Code of Behaviour*
1. An Ghaeilge Is í an Ghaeilge teanga laethúil na scoile, ag teacht chuig agus ag imeacht abhaile ón scoil, i mbun scrúduithe tí agus Stáit, ar aon turas scoile nó aon ghníomhaíocht eile a eagraítear ón scoil. Braitheann an tum-oideachas ar thimpeallacht lán-Ghaeilge a chruthú. **Riail na Gaeilge** - Is í an Ghaeilge teanga Ghaelcholáiste Phort Láirge. Tá an dualgas ar na scoláirí Gaeilge a labhairt i dtimpeallacht na scoile, ag ócáidí na scoile, ag taisteal ar scoil nó ar ócáidí nuair atá éide na scoile orthu. Iarrtar orthu iarracht mhacánta a dhéanamh an Ghaeilge a labhairt chomh cruinn líofa is ar féidir leo agus tugtar spreagadh agus tacaíocht dóibh ina leith. Tá córas monatóireachta i bhfeidhm I leith labhairt na Gaeilge chun polasaí labhairt na Gaeilge sa scoil a threisiú.	***1. An Ghaeilge*** *Gaeilge is the daily language of the school, coming to school and going home from school, undertaking school and State exams, as well as on school trips and other activities organised by the school. Immersion education is dependent upon creating an all Irish environment.* ***Riail na Gaeilge -*** *Irish is the language of Gaelcholáiste Phort Láirge. It is the duty of the students to speak Irish in the school environment, on school occasions, coming to and from school or on school occasions when wearing the school uniform. An honest effort is always expected from the students to speak as fluently and precise as possible and we endeavor to support and encourage them in doing so. A system to monitor the speaking of Gaeilge is in place to help enforce the policy of speaking Irish at school.*
2. Meas ar Phobal Beidh smacht bunaithe ar na prionsabail a bhaineann le meas a bheith ar dhaoine, ar an timpeallacht, ar mhaoin agus ar shábháilteacht. Leanann gach riail na bunphrionsabail seo a bhfuil sé mar aidhm againn pobal sásta, daingean a chruthú agus a chothú in atmasféar oscailte, cairdiúil, fáilteach , ina mbraithfidh gach éinne ar a c(h)ompórd . Beidh meas ag gach duine sa scoil ar phobal uile na scoile le béim ar an gcúirtéis agus omós do scoláirí agus do fhoireann na scoile. Ní ghlactar le haon chaitheamh anuas ná leithcheal ar éinne ar bhonn aitheantais: Cine, Creidimh, Míchumais, Claonadh Gnéasach nó Trasinscne, Stádas Sibhialta, Stádas Teaghlaigh, Aois nó Ballraíocht de Phobal an Lucht Siúil; mar atá sainithe faoi na hAchtanna um Stádas Comhionann. Beidh dearcadh oscailte i leith éagsúlachtaí agus pearsantachtaí. Bítear ag súil go mbeidh meas ag daltaí na scoile ar dhínit daltaí eile, meas a léiriú dá chéile agus a bheith cúirtéiseach, béasach lena chéile i gcónaí. Caithfidh daltaí na scoile meas a thaispeáint do chuairteoirí, do mhúinteoirí, do fhoireann tacaíochta agus do údaráis na Scoile. Caithfidh siad treoracha agus ceartú na múinteoirí agus údaráis na Scoile a leanúint i gcónaí le cúirtéis agus le béasaí laistigh den scoil agus le linn aon turais as an scoil.	***2. Community Respect*** *Discipline will be based on respect for people, for the environment, for property and for safety. All rules follow from these principles; our aim being to ensure, create and promote a happy community in an open, friendly, welcoming environment, where everyone feels at ease.* *Everyone in the school will respect all members of the school community with an emphasis on courtesy and respect towards students and towards the school staff. Discrimination, serious misconduct or disrespect will not be accepted on the grounds of: Race, Religion, Disability, Sexual Orientation or Transgender Orientation, Social Status, Family Status, Age or Association with Travelling Community; as defined under the Equal Status Acts. There will be a tolerance towards differences and personalities. We expect that students show respect for the dignity of other students and for the school staff; show respect towards each other and to always be courteous and mannerly towards each other .* *Students must show respect for visitors, teachers, support staff and School authorities. They must always follow in a courteous and mannerly way guidelines and corrections given by teachers and School officials in school and on school outings.* *Everyone has the right to expect respect for their own dignity in the School.*

Tá sé de cheart ag gach duine a bheith ag súil le hómós dá dhínit féin sa Scoil.	
3. Timpeallacht agus Fearas na Scoile Scoil ghlas atá againn le meas ar an dtimpeallacht áitiúil agus ar an saol mór. Iarrtar ar gach aon duine pleananna glasa na scoile á ghlacadh chucu féin agus suíomh agus foirgneamh na scoile a choimeád slachtmhar, glan, saor ó bhruscar caite timpeall, graffiti agus truailliú d'aon sórt. Iarrtar ar na scoláirí a gcuid bruscar a bhreith abhaile leo gach lá. Baineann fearas na scoile le gach duine agus is gá a bheith cúramach le haon fhearas, troscán nó aiseanna eile a chuireann an scoil ar fáil. **Tá cosc iomlán ar ghuma coganta sa scoil agus i dtimpeallacht na scoile. Tá cosc iomlán ar bhuidéil phlaisteacha aon uaire agus iarrtar ar gach éinne buidéil spóirt a úsáid ina áit.** Sa chas go ndéantar dochar d'aon toisc, nó trí easpa cúram réasúnta, beidh ar an scoláire/tuismitheoir íoc as costas an damáiste agus beidh smachtbhanna i gceist freisin.	***3. School Equipment and Environment*** *We are a green school with respect for the environment local and beyond. We ask everyone to embrace the school's green policy and to keep the school and buildings clean and tidy, free from litter, graffiti and pollution an any kind.* *Students are asked to take home their rubbish with them each day.* *School equipment is for everyone and it is important to be careful with it, with the furniture and with any other school resources made available.* ***Chewing gum is totally forbidden in the school and in the school premises. Single use plastic drinking bottles are also forbidden in the school and everyone is asked to use sport bottles instead.*** *In the event of deliberate damage being done or arising out of lack of reasonable care to any property, the student/parent will have to pay for the cost of the damage and a sanction will be imposed also.*
4. Lón Sláintiúil Ionas sláinte na scoláirí a chosaint agus a chothú tá polasaí lón sláintiúil i bhfeidhm againn sa scoil. Ionas an polasaí seo a chinntiú: • Iarrtar ar na scoláirí lón sláintiúil a bhreith ar scoil leo. • Ní cheadaítear deochanna carbónacha nó deochanna fuinnimh sa scoil nó ar thurais scoile. • Ní cheadaítear uathdhíoltóirí sa scoil ionas cosc a chur ar bhia/ deochanna milse agus mí-fholláine. • Sna ranganna OSPS, Treoir, Forbairt Phearsanta, Eacnamaíocht Bhaile agus Eolaíochta pléitear folláine bia leis na scoláirí ionas feasacht a mhúscailt iontu i dtaobh an cheangail idir bia folláin agus beatha folláin • Ní cheadaítear cnónna, ná ábhair le cnónna sa scoil le frithghníomhú ailléirgeach a chosc i measc scoláirí so-ghabhálacha.	***4. Healthy Lunch*** *In order to protect and promote students' health we have a healthy lunch policy in place in the school. To ensure this policy:* • *Students are asked to bring a healthy lunch to school.* • *Carbonated drinks or energy drinks are not permitted in the school or on school trips.* • *Vending machines are not permitted in the school to prevent sweet and unhealthy food / drink consumption.* • *In SPHE, Guidance, Personal Development, Home Economics and Science classes, healthy eating is discussed with the students in order to raise awareness of the link between healthy food and healthy living.* • *Nuts and nut products are not permitted in the school to prevent an allergic reaction among susceptible students.*
5. Obair agus Iompar Ranga ***"Cleachtadh a dhéanann máistreacht"*** ***Bítear ag súil i gcónaí go leanann gach scoláire treoir an mhúinteora ionas foghlaim éifeachtach a dhéanamh.*** ***Lorgaítear an comhoibriú seo a leanas ó gach scoláire mar ghnáth chleachtas ranga le cinntiú go bhfuil deis ag***	***5. Classwork and Class Behaviour*** ***"Practice makes perfect"*** ***It is always expected that every student follows the teacher's instructions in order to ensure effective learning.***

gach scoláire a bheith in atmaisféar dearfach foghlama gan cur isteach ó éinne: • A bheith in am don rang leis an bhfearas ceart go léir. • Dul díreach chuig an mbinse cuí agus an fearas agus an Dialann a thógaint amach ar an mbinse agus é a úsáid go feidhmiúil. • Iarracht ionraic, mhacánta a dhéanamh i rith an ranga, le meas agus cúirtéis á léiriú ar an múinteoir agus ar na comhscoláirí. • A bheith aireach, dícheallach, néata i mbun oibre. • Éisteacht agus glacadh le treoracha an mhúinteora agus a bheith gníomhach i bpróiseas na foghlama. • Obair bhaile agus foghlaim a bheith déanta go néata, críochnúil, macánta. • Lámh a chur in airde más mian ceist a chur agus fanacht leis an deis ón múinteoir. • Iarracht a dhéanamh go macánta gan torann a chruthú. • Gan ithe, ól ná guma a chogaint. Beidh deis deoch a ól gach 40 nóiméad idir ranganna. • Fanacht sa seomra ranga ar feadh tréimhse an ranga ar fad. Caithfear cead a fháil ón múinteoir, más gá, dul chuig an leithreas ach ní cheadaítear do scoláire dul chuig an leithreas sa chéad chúig nóiméad ag tús ranga ná sa chúig nóiméad ag deireadh ranga. Más mian le scoláire dul chuig an leithreas idir ranganna caithfidh sé iarraidh ar an múinteoir sa rang roimhe sin nóta mínithe a chur ina Dhialann ag ceadú dó dul. • An seomra a fhágáil néata, glan agus aon trealamh a úsáideadh a chur ar ais san áit chuí agus an chathaoir a shocrú ina háit faoin mbinse.	***The following cooperation is sought from each student as normal class practice so as to ensure a positive constructive learning atmosphere in the classroom:*** • *Be on time for the class with all the proper equipment.* • *Go directly to the correct desk and take out the equipment and Diary and use them effectively.* • *Make a true and honest effort during class, with respect and courtesy shown to the teacher and fellow students.* • *Be attentive, diligent and neat at work.* • *Listen and accept the teacher's instructions and participate actively in the learning process.* • *Homework and learning to be done neatly, thoroughly and honestly.* • *Raise your hand if you want to ask a question and wait for the teacher's response.* • *Honestly try to create no noise.* • *Not eat, drink or chew gum. There will be a chance to drink every 40 minutes between classes.* • *Stay in the classroom for the whole class period. Permission must be sought from the teacher, if it's necessary, to go to the toilet but a student is not allowed to go to the toilet in the first five minutes at the beginning of the class or five minutes at the end of the class. If a student wishes to go to the toilet between classes he must ask the teacher in the previous class to put an explanatory note in his diary allowing him to go.* • *Leave the room neat, clean and any equipment used returned to the appropriate place and the chair pushed in place under the desk.*
6. Obair Bhaile Is treisiú é an obair bhaile ar a mbíonn ar siúl sa rang agus tugann sé deis don scoláire foghlaim neamhspleách, féinthreoraithe a fhorbairt. (Tá Polasaí Staidéir/ Obair Bhaile ar leith againn). Tugtar treoir do gach bliain ar an méid ama ar cheart a chaitheamh ar obair scoile gach oíche. Má bhíonn aon deacracht ag tabhairt faoin obair bhaile, ba chóir é sin a chur in iúl don mhúinteoir i gceist, a luaithe agus is féidir agus nóta mínithe faoi ó thuismitheoir. Ní cheadaítear obair bhaile scríofa a dhéanamh ar scoil ach amháin le cead ó mhúinteoir nó le linn an staidéir mhaoirsithe tar éis scoile.	***6. Home Work*** *Homework is reinforcement of what is done in class and allows the student to develop independent, self-directed learning. (We have a separate Home Study / Study Policy).* *Every year a guideline is given regarding the amount of time be spent on homework every night. If there is any difficulty doing homework, this should be made known to the relevant teacher as soon as possible along with an explanatory note from a parent. Students are not permitted to do written homework in school unless they have permission from a teacher or during after school supervised study.*

7. An Dialann Scoile Is gá do gach scoláire aire mhaith a thabhairt don Dialann Scoile mar is áis iontach treorach é don scoláire do thuismitheoirí agus don oide ranga. Is gá do gach scoláire é a chur ar an mbinse ag tús gach rang ionas taifead a dhéanamh ar an obair bhaile & gur féidir leis an múinteoir é a seiceáil más gá. Is féidir an Dialann a úsáid chun teagmháil a dhéanamh idir thuismitheoir agus mhúinteoir. Má bhíonn gá le comhrá níos mine, ba chóir don tuismitheoir é seo a eagrú ag am oiriúnach; tríd an oifig, gan cur isteach ar obair an mhúinteora. Ba chóir don tuismitheoir an Dialann a shíniú, mar atá mínithe sa Pholasaí Obair Bhaile, chun súil a choimeád ar dhul chun cinn a p(h)áiste agus ar aon tuairisc ó mhúinteoir. Cuirfear Córas an Chárta Bháin/Bhuí/Dheirg i bhfeidhm sa chás go mbíonn faillí á dhéanamh ag scoláire ar a chúraimí maidir leis an Dialann Scoile.	***7. The School Diary*** *Every student must take good care of their School Diary as it is a very useful guide for the student, the parents and the class tutor. Every student must place it on the desk during every class to record homework and for the teacher to check it if necessary. The School Diary can be used for communication between parents and teachers. If a more detailed conversation is required, the parent should organise this at a suitable time that does not interfere with the teacher's work. Parents should sign the School Diary, as outlined in the Homework Policy, in order to keep track of the progress of their child and of any notes from teachers. The White/Yellow/Red Card System will be applied to cases where student negligence is displayed regarding the School Diary.*
8. Poncúlacht agus Tinreamh **Tá tinreamh rialta agus poncúlacht rí-thábhachtach ionas dul chun cinn tairbheach, éifeachtach a dhéanamh ní hamháin go hacadúil ach go sóisialta chomh maith.** • Ní mór do scoláire a bheith i láthair gach lá scoile. • Ní mór do gach scoláire a bheith ar scoil roimh thús an tráthchláir, agus caithfear síniú isteach ag oifig an rúnaí sa chás go bhfuil scoláire déanach. * • Ba chóir gluaiseacht ó rang go rang gan mhoill. • Sa chás go mbíonn scoláire as láthair ón scoil ní mór don tuismitheoir an scoil a chur ar an eolas faoi & cúis mínithe an mhaidin sin tríd VSware nó r-phost chuig eolas@gcpl.ie. • Ba cheart coinne a shocrú le dochtúirí, fiaclóirí srl. taobh amuigh de am scoile, más féidir. • Má tá scoláire as láthair níos mó ná fiche (20) lá scoile, tá sé de dhualgas ar an scoil Túsla a chur ar an eolas faoi. Má bhíonn buairt faoi neamhlaithreacht scoláire féadfaidh an scoil an cheist a phlé leis an mBord Náisiúnta um Leasa Oideachais (BNuLO) . • Níl cead suíomh na scoile a fhágáil i rith am scoile.* • Más gá do scoláire an scoil a fhágáil i rith an lae ní foláir do thuismitheoir/caomhnóir nó duine réamh-ainmnithe acu don oifig, an scoláire a shíniú amach sa leabhrán san oifig. Mura mbíonn an páiste ag an oifig nuair a thagann an tuismitheoir fanfaidh an tuismitheoir ann agus gheobhaidh an rúnaí an páiste ón seomra ranga. Caithfidh an scoláire síniú isteach arís	***8. Punctuality and Attendance*** ***Regular attendance and punctuality are vital in order to make beneficial, effective progress not only academically but socially as well.*** • *Students should be present every school day.* • *Every student should be present before the timetable begins, and if a student is late they must sign in at the secretary's office.* • *Necessary movement from class to class should be done without delay.* • *In the case of a student being absent from school the parent should that morning provide the reason for the absence through VSware or by e mail to eolas@gcpl.ie.* • *Appointments with the doctor, dentist, etc. should be organised outside of school time, if possible.* • *If a student is absent for more than twenty school days it is the duty of the school to inform the National Board of Education.* • *Students are not permitted to leave the school grounds during school time. ** • *Any student that needs to leave the school during the day must be signed out in the log book at the office by the parent/ guardian or a person whom the parents/ guardians in advance informs the office will be doing so. If the child is not already in the Reception area of the school the parent shall wait here while the secretary collects the student from the classroom. The student must sign back in*

má fhilleann sé chun na scoile níos déanaí. Tá dualgas ar na tuismitheoirí/caomhnóirí an scoil a chur ar an eolas má bhíonn aon athrú ar chaomhnóireacht. • Cúis sláinte amháin a thugann díolúine do dhalta gan páirt a ghlacadh sa rang Corpoideachais. Ba cheart do thuismitheoirí nóta scríofa a chur chuig an scoil faoi seo. Má bhíonn pátrún ann nach nglacann dalta páirt sa rang Corpoideachais beidh gá le teastas dochtúra faoi. **(Baineann sé seo le slándáil agus plean éalaithe tine)*	*if returning later. The duty lies with the parents/ guardians to inform the school of any change in guardianship.* • *A health reason is the only reason that gives a student exemption from taking part in Physical Education classes and parents should supply a written explanation to the school regarding this. Where a pattern arises of a student not participating in PE a medical certificate may be required by the school.* ** (This concerns safety and the fire escape plan).*
9. Éide Scoile Glactar leis go forleathan go dtugann éide scoile íomhá dá chuid féin do gach aon scoil agus ar an mbonn sin tá polasaí eide scoile i bhfeidhm againn sa scoil. Aithníonn an scoil féiniúlacht gach duine ach ní foláir do gach dalta a bheith gléasta go néata, glan, slán, gan smideadh agus san éide scoile ceart (nó an éide spóirt mar is cuí) agus iad ar scoil nó ar aon turas nó imeacht eile a eagraíonn an scoil agus le linn na scrúduithe Stáit. Iarrtar ar ár scoláirí an Ghaeilge a labhairt le bród mar theanga chumarsáide agus an éide scoile á chaitheamh acu. Tá cosc ar bhioráin aghaidhe – srón, beola, mala súl, srl. Sa chás go bhfuil tatú ar dhalta iarrtar air/uirthi é a chlúdach ar scoil nó ar aon ócáidí scoile. Is gá ingne a bheith gearr ar eagla gortú d'éinne eile agus níl cead ingne bréagacha a bheith ag aon scoláire. Má thagann dalta ar scoil gan an éide scoile ceart tabharfar an éide ar iasacht dó/dí don lá agus coimeádfaidh an scoil a c(h)uid éide féin go dtí go dtugann sé/sí an éide sin ar ais chuig an scoil agus go mbíonn an éide scoile ceart air/uirthi arís. Sa chás fánach go mbíonn cúis mhaith nach féidir le scoláire an éide foirmeálta a chaitheamh is féidir leis/léi an éide spóirt a chaitheamh ach nóta mínithe ón dtuismitheoir a thabhairt ar scoil an mhaidin sin ag míniú na cúise chuige sin. I gcás gníomhaíochtaí spóirt, tá baol gortaithe nó baol sláinte i gceist le cineálacha áirithe seodra agus maisiú coirp agus mar sin tá sé de dhualgas ar an scoláire cloí leis na rialacha sláinte agus sábháilteachta ábhartha agus aon chomhairle ó mhúinteoir ina thaobh a leanúint. *(Féach ar an bPolasaí Éide Scoile agus an Polasaí Sláinte & Sábháilteachta le sonraí níos mine a fháil).*	***9. School Uniform*** *It is widely accepted that the school uniform gives its own image to each school and on that basis we have a uniform policy in place in the school.* *The school recognises that everyone has a separate identity but everyone must be neatly, cleanly and safely dressed without makeup and wearing the proper uniform (or the sports clothes if appropriate) while they are at school; or on any trip; or on any other outing that the school organises and during State examinations.* *While wearing the school uniform we ask our students to use their Irish and to be proud to do so.* *Face piercings are forbidden – nose, lips, eyebrow, etc. In the case where a student has a tattoo he /she will be asked to cover it at school or on any school occasions. Nails need to be short in case of injury to anyone else and false nails are not permitted in school.* *If a pupil arrives at school without the correct school uniform, the uniform will be provided on loan for the day and the school will retain the student's clothes until he/she returns the uniform to the school and is wearing the proper school uniform. In the exceptional case where a student has a good reason for not wearing the formal uniform he/ she can wear the sports uniform but needs to bring an explanatory note from his/her parents that morning.* *In the case of sporting activities, there is an injury risk and/or a health risk with certain types of jewellery and body piercings. It is the duty of the students to co-operate with the common rules concerning jewellery and body piercing and to respect any advice from a teacher if there is a safety-risk or health-risk involved. (See School uniform Policy and Health & Safety Policy for more details).*

10. Gléasanna Seinnte Ceoil, Gutháin agus Earraí Leictreonacha Eile

Níl cead fón póca a bheith ag aon dalta ar scoil ná laistigh d'aon chuid de chlós na scoile agus ní mór gach aon ghléas leictreonach eile (nach gléas sláinte pearsanta í) a mhúchadh agus a chur as radharc a luaithe a shroicheann an scoláire suíomh na scoile agus le linn aon turas nó gníomhaíocht eile eagraithe ag an scoil. Is tríd an oifig amháin a déantar teagmháil le tuismitheoirí nó le héinne eile le linn am scoile.

Sa chás go mbíonn fón nó aon ghléas leictreonach eile, (seachas an mhéarpad scoile), le feiceáil i seilbh scoláire tógfaidh an múinteoir é. Cuirfidh an múinteoir an gléas i gclúdach agus séalóidh sé é i láthair an scoláire agus coimeádfar é san oifig (nó i seilbh an mhúinteora i gcás turais). Cuirfidh an oifig in iúl don tuismitheoir go bhfuil an fón/gléas tógtha agus caithfidh tuismitheoir teacht chun na scoile chun é a bhailiú. Cuirfear smachtbhanna i bhfeidhm de réir próiseas an Chárta Bháin/Bhuí/ Dheirg. Déanfaidh údaráis na scoile gach iarracht mhacánta aon fhón ina seilbh a choimeád slán sábháilte ach ní féidir leis an scoil a bheith freagrach as díobháil nó gadaíocht fóin aon scoláire, a d'fhéadfadh tarlú lasmuigh den aire réasúnta sin a bheadh á chur i bhfeidhm ag an duine i bhfeighil.

Ní cheadaítear fóin ná aon ghléas cumarsáide meáin eile ar aon turas scoile ach le cead an mhúinteora i bhfeighil agus ansin beidh rialacha srianta curtha i bhfeidhm i dtaobh an úsáid a bhaintear astu. Má theastaíonn ó thuismitheoirí go dtógfaidh a pháiste fón ar thuras ní foláir dóibh é sin a chur in iúl don scoil roimh ré agus ní foláir dóibh conradh a shíniú ag glacadh leis nach féidir le múinteoir a bheith freagrach as sábháilteacht an fóin ach laistigh den aire réasúnta sin a bheadh á thabhairt ag an múinteoir dó. Ní bheidh cead riamh ag aon scoláire fón a choimeád ina s(h)eilbh thar oíche ar thuras ach le cead deimhnithe ón múinteoir i gceannas.

Tuigtear go bhfuil ceamara ar ghutháin agus ar ghléasanna leictreonacha eile agus ní bheidh cead an fheidhm sin a úsáid ach sa chás go n'iarrann an scoláire an cead sin roimh ré ón múinteoir agus ón duine/daoine a bhfuil ina nábhair ghrianghraf. Is féidir an cárta dearg a chur i bhfeidhm láithreach má tá aon amhras go bhfuil mí-úsáid á bhaint as guthán nó gléas eile. Ní cheadaítear aon ghrúp-chat scoil bhunaithe le breis agus 6 sa ghrúpa. Má

10. Music Playing Devices, Mobile Phones and Other Electronic Devices

No student is permitted to have a mobile phone in school or within the school grounds. All other electronic devices (unless it is a personal health device) should be turned off before the student reaches the school grounds and during any trip or any other organised event arranged by the school. It is through the office only that contact is made with parents or otherwise during school time.

Where a student is found to have a phone or other electronic device, (apart from the school laptop), in his/her possession the teacher will confiscate it. The teacher will put the device in an envelope and seal it in the pupil's presence and deposit it in the office (or will hold it in his/her possession in the case of school trips). The office will inform the parent that the phone / device is confiscated and a parent must come to school to collect it. A sanction will be applied in accordance with the White / Yellow / Red Card process. School authorities will take due care and effort to keep any phone in their possession safe but the school cannot be responsible for damage or theft of any student's phone, which may be beyond the reasonable and due care applied by the person in charge.

Phones or other social media devices are not allowed on any school trip except with the permission of the teacher in charge and then restrictive rules regarding their use will apply. If parents want their child to take a phone on a trip they must inform the school beforehand and must sign a contract accepting that the teacher cannot be responsible for the safety of the phone beyond the reasonable and due care that the teacher is capable of applying. No student will ever have the opportunity to keep a phone in his/her possession overnight on a trip except where the teacher in charge has permitted so.

It is understood that there are cameras on mobile phones / other devices and this function will not be granted except where the student seeks prior permission from the teacher and from the intended subject(s) of the photograph. The red card can be used immediately if there is any suspicion that there is misuse of an electronic device. No school- based group-chat is allowed with more than 6 in the group. If a problem becomes apparent to the school's authorities regarding such communication it may be

thagann fadhb lena leithéid seo de chumarsáid chun solais do údarás na scoile d'fhéadfadh ceist bhulaíochta a bheith i gceist agus pléifear leis faoi Pholasaí Frith-Bhulaíochta na Scoile.	*regarded as a bullying issue and will be dealt with under the School's Anti-Bullying Policy.*
11. Bulaíocht Is ionann bulaíocht agus iompar diúltach neamhiarrtha, bíodh sé i bhfoirm iompair briathartha, síceolaíoch nó fisiciúil, a dhéanann duine aonair nó grúpa in aghaidh duine nó daoine eile, agus a déantar **arís agus arís** eile. Chomh maith is ionann bulaíochta agus **ag postáil** teachtaireacht, íomhá nó ráiteas **poiblí** goilliúnach **aon uaire** ar shuíomh gréasáin líonra **poiblí nó ar fhóram poiblí eile** ar féidir an teachtaireacht, an íomhá nó an ráiteas sin **a fheiceáil air agus/nó a bheith athráite ag daoine eile.** Nuair a thuairiscitear cás bulaíochta in aghaidh scoláire déanfar é a fhiosrú de réir na straitéis agus céimeanna leagtha amach sa Pholasaí Frith-Bhulaíochta. Sa chás go ndeimhnítear san fhiosrú seo gur tharla bulaíocht deileáilfear leis de réir Cód Iompair na scoile agus féadfar smachtbhanna a chur i bhfeidhm. Géilleann Polasaí Frith-Bhulaíochta Gaelcholáiste Phort Láirge go huile agus go hiomlán dá cheanglas de réir Gnásanna Frith-Bhulaíochta Bunscoile agus Iar-Bhunscoile a d'fhoilsigh an RO i Meán Fómhair 2013.Tá an Polasaí Frith-Bhulaíochta ar fáil mar cháipéis ar leith agus tá dlúth naisc idir é agus an Cód Iompair seo. (Féach Polasaí Frith-Bhulaíochta GCPL)	***11. Bullying*** *Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person or persons and which is* ***repeated over time****. Bullying also constitutes* ***posting*** *a* ***once-off*** *offensive or hurtful* ***public message, image or statement on a social network site or other public forum*** *where that message, image or statement can be viewed and/or repeated by other people.* *When a bullying case is reported against a student it will be investigated in accordance with the strategies and steps set out in the school's Anti-Bullying Policy. In the event that this investigation establishes that bullying has taken place it will be dealt with in accordance with the school's Code of Behaviour and sanctions will be imposed.* *Gaelcholáiste Phort Láirge's Anti-Bullying Policy is fully compliant with the requirements in accordance with the Primary and Post Primary Anti-Bullying Procedures published by the DES in September 2013. This Policy is available as a separate document and there are very close connections between that policy and this Code of Behaviour. (See Anti-Bullying Policy).*
<u>Córas Monatóireachta Iompair agus Smachta na Scoile</u>	***<u>The School's Monitoring of Behaviour and Discipline System</u>***
"Níl saoi gan locht" Glacaimid leis go bhféadfaidh amanna a bheith ann nuair is gá scoláire a cheartú do iompar mí-chuí. Nuair is mion eachtra mí-iompair aon uaire a bhíonn i gceist is ceartú neamh-fhoirmeálta a bhíonn ann, ina labhraíonn an múinteoir leis an scoláire, ceartaítear é agus mínítear an fáth nach bhfuil an t-iompar sin ceart. Féadfaidh an múinteoir mion smachtbhanna a chur ar scoláire ag dul le leibhéal an mhí-iompair má bhraitheann sé nach gá ach deis a thabhairt don scoláire machnamh a dhéanamh ar an mí-iompar aon uaire ionas ceartú a dhéanamh air. De ghnáth bíonn réiteach tapa ar a leithéid seo de mhí-iompar agus bíonn deireadh leis.	*We accept that there may be times when a student needs to be corrected for inappropriate behavior. When this is a minor once-off incident of misconduct correction is informal, where the teacher speaks to the student, corrects him and explains the reasons why such behaviour is not acceptable. The teacher may impose a minor sanction on the student, appropriate to the level of misconduct, if he feels that the student just needs the opportunity to reflect on the once-off misconduct in order to rectify it. Such misconduct is usually quickly resolved and it ends there.*

Córas Chárta Mhachnaimh/ Bháin/ Bhuí/Dheirg Tá míniú tugtha anseo thíos ar an bpróiseas agus ar na céimeanna a leanfar le linn na scoilbhliana i gcásanna ina mbíonn easpa dul chun cinn á dhéanamh ag scoláire ar scoil nó a chuid iompair ag cur isteach ar dhul chun cinn scoláirí eile nó pátrún deacrachta á léiriú aige/aici le Gnéithe Suntasacha an Chóid Iompair, mar atá soiléirithe thuas, (1 -11). Má bhraitheann an múinteoir go bhfuil fadhb nó pátrún mí-iompair ag forbairt ní foláir dó dul i muinín córas taifid VSware; ionas gur féidir monatóireacht a dhéanamh ar an iompar agus dul i ngleic le haon deacracht ag teacht chun cinn leis an dóchas gur féidir teacht ar réiteach tapa i slí chothrom agus chomhsheasmhach. Cuirfear smachtbhanna i bhfeidhm leis an gcuspóir go gcabhróidh sé leis an scoláire machnamh a dhéanamh ar an easpa dul chun cinn á dhéanamh aige/aici nó an mí-iompar ar bun aige/aici agus ar shlite le feabhsú. Bainfear úsáid as Córas an Chárta Bháin/ Bhuí/ Dheirg mar áis treorach agus meantóireachta don scoláire ionas an deis a thabhairt dó/di feabhsú agus machnamh a dhéanamh ar an deacracht aige/aici agus is áis chumarsáide é freisin idir an scoláire, an scoil agus na tuismitheoirí. **I gcás eachtra aon uaire d'iompar mí-chuí ar leibhéal tromchúiseach nó dúshlánach ar bun ag scoláire déanfaidh múinteoir ainmnithe m.sh ceann bliana an cás a fhiosrú agus d'féadfaí bogadh láithreach go céim 6 nó níos faide sa phróiseas ag brath ar leibhéal an mhí-iompair i gceist.**	***Reflection/White/Yellow/ Red Card System*** *Explanation is given below regarding the process and the steps that will be followed during the course of the school year in cases where a student displays a lack of progress in school or where his/her behaviour is affecting the progress of other students or where he/she is displaying a pattern of difficulty with* the *Significant Aspects of the Code of Behaviour, as explained above (1-11).* *If the teacher feels that a problem or pattern of misconduct is developing it must be noted on the school's VSware recording system, so that behavior can be tracked and any emerging difficulty tackled with the hope that a quick solution can be reached in a fair and consistent way.* *A sanction will be applied with the objective that it will help the student to reflect on his/her lack of progress or misconduct and on ways to improve. The White / Yellow / Red Card System will be used as guidance and mentoring for the student to enable him/her to improve and reflect on his/her difficulty and also as a means of communication between the student, the school and the parents.* ***In the event that a student engages in a one-off incident of inappropriate behavior at a serious or challenging level a nominated teacher eg. year head will investigate the matter and Step 6 or greater in the process may immediately be applied depending on the level of misbehavior involved.***
<u>**Bliain 1 agus Daltaí Nua ag teacht ó Scoileanna Béarla**</u> Glacaimid leis go dtógann sé am ar lucht na Chéad Bhliana socrú isteach sa mheánscoil agus ar an mbonn sin ní foláir an deis agus tacaíocht a thabhairt dóibh le dul i dtaithí ar na hathruithe go léir. Tugtar cúnamh agus tacaíocht bhreise dóibh chun na críche sin. Ní chuirfear an córas monatóireachta ná Córas an Chárta Bháin/Bhuí/Dheirg i bhfeidhm dóibh go dtí tar éis bhriseadh lár-téarma na Samhna sa chéad bhliain sa scoil agus ansin caitear go tuisceanach leo sa chur i bhfeidhm go dtí deireadh na chéad bhliana. Cuirfear an riail seo i bhfeidhm do scoláirí ag teacht ó scoileanna Béarla maidir leis an nGaeilge chomh maith.	<u>***First Years & New Students from English Schools***</u> *We accept that it takes time for First Years to adapt to the greater demands of secondary school and on that basis it is important to allow them time and the opportunity to adapt. They are given help and extra support for this purpose when they come into the school. The monitoring system or the White / Yellow / Red Card system will not apply to them until after the Halloween mid-term break of their first year in the school and then they will be given due consideration. This rule will also apply to new students from English-medium schools with regard to speaking Irish.*

Na Céimeanna a Leantar maidir le Cásanna Iompair Míchuí	***The Steps Taken regarding Incidents of Misbehaviour***
Lorgaítear lán-chomhoibriú ó scoláirí & tuismitheoirí sa phróiseas monatóireachta seo agus glacfar go han-dáiríre leis má chaileann scoláire an cárta nó muna gcloínn siad leis an bpróiseas a leanann é agus an coimeád Istigh. I gcásanna dá leithéid pléifear an scéal leis an bpríomhoide agus d'fhéadfadh sé tarlú go gcuirfear Céim 6 i bhfeidhm don scoláire sa phróiséas monatóireachta. **Céim 1** - **Dialann an Mhúinteora** Más gá do mhúinteoir scoláire a cheartú d'iompar mí-chuí déanfaidh **an múinteoir** taifead de i ndialann an mhúinteora agus féadfaidh sé/sí nóta a chur i ndialann an scoláire faoi, le síniú ag tuismitheoir. **Céim 1B -** Má bhíonn **an dara heachtra** d'iompar mí-chuí ar bun ag scoláire déanfaidh **an múinteoir** é a thaifead ar an gcóras monatóireachta in-scoile VSware. **Céim 2** - **Tuairiscí ar VSware** Má bhíonn **dhá eachtra** d'iompar mí-chuí tuairiscithe i leith scoláire ar Vsware pléifidh an t-oide ranga aon chás ag teacht chun solais leis an scoláire agus le múinteoirí & an Ceann Bliana agus le tuismitheoirí má cheaptar go bhfuil gá leis. Tabharfaidh an t-oide ranga **Cárta Machnaimh** don scoláire sin le comhlánú mar iarracht feabhas a dhéanamh. **Céim 3 – Coimeád Istigh** Má bhíonn **3 thaifead** d'iompar mí-chuí tuairiscithe i leith scoláire ar VSware beidh coimeád istigh ag an scoláire sin ar an Aoine óna 1.10 i.n. go dtí 2.30 i.n chun obair bhreise a dhéanamh. Tá dualgas ar an scoláire an obair seo a fháil óna múinteoirí ábhartha a chuir na tuairiscí ar VSware. Múintear scileanna dea-iompair do na daltaí a bhíonn ar choinneáil istigh chomh maith. Tabharfaidh an oifig **foláireamh 4 lá scoile** do na tuismitheoirí faoin gcoimeád istigh. **Céim 4 – Cárta Bán** Má bhíonn **tuairisc amháin eile** de mhí-iompar tuairiscithe ar scoláire ar VSware ina dhiaidh sin cuirfear an scoláire sin ar chárta monatóireachta bán le spriocanna feabhais pléite leis/léi agus leagtha síos ann dó/di mar threoir agus tacaíocht chun feabhas a dhéanamh. Cuirfear	***We expect full cooperation from students & parents in this monitoring process and it will be taken very seriously if a student loses the card or if they do not comply with the process that follows it and the detention.*** *In such cases, the matter will be discussed with the principal and the student may be progressed to Step 6 of the monitoring process.* ***1** - **Teacher's Diary*** *If a teacher needs to correct a student for inappropriate behavior **the teacher** will record this in the teacher's diary and he/ she may write a note on the matter in the student's diary, to be signed by the parents.* *If a student engages in the second incident of inappropriate behavior **the teacher** will record it on VSware, the in-school monitoring system.* ***Step 2 – Report on VSware*** *If there are 2 incidents of misbehaviour reported on the student on VSware the class tutor will discuss any matters arising with the student, teachers, the Year Head and parents if it is deemed necessary. The Class Tutor will give this student a **Reflection Sheet** to complete as an effort to improve.* ***Step 3** - **Detention*** *If there are **3 reports** of misbehaviour recorded on a student on VSware the student will be given detention on Friday from 1.10 p.m. until 2.30 pm to complete additional work. The student is obliged to obtain this work from the relevant teachers who posted the reports on VSware. Good behavioural skills will be taught to the students on detention also. The office will give the parents 4 days notification of this detention.* ***Step 4 – White Card*** *Should there **be one further incident** of misbehaviour reported on VSware the **student** will be placed on a white monitoring card with targets set out as a guide and support to improve. The parents will be informed about this by text home from the office. The student will follow the following system:*

na tuismitheoirí ar an eolas faoi seo trí théacs abhaile ón oifig. Leanfaidh an scoláire an córas seo a leanas: • Tabharfaidh an scoláire an cárta seo chuig gach múinteoir ag tús ranga agus scríobhfaidh an múinteoir nóta ann ag deireadh an ranga ag tuairisciú dul chun cinn an scoláire sa rang. Beidh cead ag múinteoir taifead a dhéanamh ar an gcárta bán lasmuigh den suíomh ranga freisin, más cuí (mar shampla labhairt Béarla, srl.). • Tógfaidh an scoláire an cárta abhaile; scríobhfaidh sé/sí cuntas athmhachnamach ar a dhul chun cinn, bunaithe ar a mbíonn scríofa ag na muinteoirí ann agus cuirfidh an tuismitheoir síniú ar an gcárta ansin. • Tabharfaidh an scoláire an cárta seo don Oide Ranga i rith na seachtaine le síniú agus le plé a dhéanamh ar an ndul chun cinn déanta. Pléifidh an t-Oide Ranga an scéal leis an gCeann Bliana. • Ag deireadh na seachtaine cuirfidh an t-Oide Ranga scéal abhaile faoin ndul chun cinn déanta. **Céim 5 – Coimeád Istigh** Sa chás ina mbíonn **tuairisc amháin eile** d'iompar mí-chuí eile curtha ar VSware i dtaobh scoláire, tar éis a bheith ar chárta bán coimeádfar an scoláire istigh ar an Aoine óna 1.10 i.n. go dtí 2.30 i.n chun obair bhreise a dhéanamh. Leanfar an próiseas céanna maidir leis an gcoimeád istigh seo agus atá mínithe i gCéim 3 thuas. **Céim 6 - Cárta Buí & Cumarsáid le Tuismitheoir** Sa chás ina mbíonn **tuairisc amháin eile** d'iompar mí-chuí eile curtha ar VSware i dtaobh scoláire rachaidh **an Ceann Bliana** i dteagmháil leis na tuismitheoirí faoi seo. • Cuirfidh an Ceann Bliana an scoláire ar chárta buí chun monatóireacht laethúil a dhéanamh ar dul chun cinn ar feadh na seachtaine. Cloífidh an scoláire leis an gcleachtas laethúil céanna leis an gCeann Bliana ar an gcárta seo agus a rinne sé ar an gcárta bán. • Buailfidh an Ceann Bliana leis an scoláire i rith na seachtaine chun an tuairisc a phlé. Cuirfidh an Ceann Bliana an cárta buí ar ceal má bhíonn iompar na seachtaine sásúil. Déanfaidh an Ceann Bliana teagmháil leis na tuismitheoirí faoi seo. • Pléifear moltaí leis an scoláire agus na tuismitheoirí ionas an scéal a fheabhsú don scoláire. • Tá dualgas ar an Scoil a bheith aireach do gach scoláire agus ball foirne agus ní foláir don Scoil	• *The student will give this card to each teacher at the beginning of the class and the teacher will write a comment on it at the end of the class noting the student's progress in class. A teacher may also record behaviour outside the class room on the card, if appropriate (for example speaking English etc.).* • *The student will take the card home; he/she will write a reflective account of his progress, based on what the teachers have written and the parent will then sign the card.* • *The student will take this card to the Class Tutor during the week to sign and to discuss the progress made. The Class Tutor will discuss the matter with the Year Head.* • *At the end of the week the Class Tutor will notify the parents of progress made.* ***Step 5 – Detention*** *Should there be one **further incident** of misbehavior recorded on a student on VSware, having been on a white card the student will be given detention on Friday from 1.10 p.m. until 2.30 pm The same process will apply for this detention as explained in Stage 3 above.* ***Step 6 - Yellow Card and Contact with Parent*** *Should there be one **further incident** of misbehavior recorded on a student on VSware the **Year Head** will contact the parents about this.* • *The Year Head will place the student on a yellow card in order to monitor daily progress throughout the week. The student will follow the same daily practice with the Year Head on this card as he/she followed on the white card.* • *The Year Head will meet the student during the week to discuss the report. The Year Head will cancel the yellow card if the behavior of the week is satisfactory. The Year Head will contact the parents regarding this.* • *The student will be given detention on Friday from 1.10 p.m. until 2.30 pm to complete additional work. The same process will apply for this detention as explained in Stage 3 above.*

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rialacha dochta a chur i bhfeidhm i gcásanna ina mbíonn aon athrú ar ghnáth chleachtais an lae sa seomra ranga. Má thugann scoláire an chúis a bheith ar chárta buí nó ar chéim níos faide ar aghaidh ná Céim 6 sa phróiseas tá an fhéidearthacht ann go bhféadfadh an scoláire sin rialacha a shárú ar thuras scoile/ gníomhaíocht lasmuigh den seomra ranga agus go mbeadh impleachtaí i gceist a chuirfeadh é/í féin nó duine eile i mbaol. Muna bhfuil an smachtbhanna comhlánaithe ag an scoláire roimh thuras ní bheidh cead aige/aici dul ar an turas.

- I gcásanna eisceachtúla agus ar an dtuiscint go bhfeadfadh breis ama a bheith ag teastáil ó scoláire chun an iompar a fheabhsú d'fhéadfadh an Ceann Bliana an deis a thabhairt don scoláire próiseas an Chárta Bhuí a leanúint ar feadh tréimhse níos faide, má bhíonn an chúis ann, seachas bogadh ar aghaidh go dtí an chéad chéim eile. Ar an mbonn sin d'fhéadfadh sé tarlú nach mbeadh cead ag scoláire ar chárta buí ar an mbonn seo dul ar thurais siamsúla/gníomhachtaí spraoíúla lasmuigh den seomra ranga ar feadh an tréimhse a mhaireann an mhonatóireacht ar an gcárta buí sin.

Céim 7 – Coimeád Istigh
Má bhíonn **7 gcinn de thaifead** d'iompar mí-chuí curtha ar VSWare don scoláire pléifidh an t-Oide Ranga agus an Ceann Bliana an cás. Beidh coimeád istigh ag an scoláire sin ar an Aoine óna 1.10 i.n. go dtí 2.30 i.n chun obair bhreise a dhéanamh.

Céim 8 - Cruinniú Scoláire & Tuismitheoirí le Ceann Bliana & Cárta Buí
Má bhíonn an t-ochtú tuairisc de thuairiscí d'iompar mí-chuí curtha ar Vsware don scoláire iarrtar ar na tuismitheoirí teacht chun na scoile chun an fhadhb a phlé leis an gCeann Bliana. Cuirfear an príomhoide ar an eolas faoi seo. Freastalóidh an scoláire ar an gcruinniú seo freisin. Pléifear straitéisí chun feabhais leis an scoláire ag an gcruinniú agus iarrtar ar an scoláire gach iarracht a dhéanamh na straitéis seo a leanúint. Cuirfear an scoláire ar chárta buí ar feadh seachtaine chun dul chun cinn a rianú agus a leabú.

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- *Suggestions will be discussed with the student and the parents in order to improve the situation for the student.*
- *The School has a duty of care to all its students and staff and the School is obliged to apply strict rules in situations where there is a change in day-to-day routine practices of the classroom. If a student has given reason to be placed on a yellow card or at a step greater than Step 6 in the process, the possibility exists that this student may breach school rules whilst on school trips /non-classroom activities and could place himself/herself in danger or endanger the safety of others. If the sanction for the misbehaviour is not completed prior to the trip the student will not be permitted to go on this trip.*
- *In exceptional cases and with the understanding that a student may need more time to improve their behavior, the Head of Year may give that student the opportunity to follow the Yellow Card process for a longer period of time, if needs be, rather than applying the progression to the next step. . A student on a yellow card on this basis may not be allowed to go on school leisure trips/pleasure activities outside the classroom for the duration of yellow card monitoring process.*

Step 7 – Coimeád Istigh
Should there be ***7 incidents*** *of misbehaviour reported on VSware on the student the Class Tutor and the Year Head will discuss the case.*
The student will be given detention on Friday from 1.10 p.m. until 2.30 pm. The same process will apply for this detention as explained in Stage 3 above.

Step 8 – Student & Parent Meeting with Year Head & Yellow Card
Should there be an ***8 incident*** *of misbehaviour reported on VSware on the student the parents will be asked to come to the school to discuss the problem with the Year Head. The principal will be informed of this. The student will also attend this meeting. Strategies to improve will be discussed with the student at this meeting and the student will be expected to follow these strategies. The student will be placed on a yellow card for a week to track & establish progress.*

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Céim 9 – Cárta Dearg **Sa chás go mbíonn sárú arís eile ag an scoláire ar na rialacha scoile c**uirfidh an Ceann Bliana an scoláire ar chárta dearg monatóireachta. Cloífidh an scoláire leis an gcleachtas laethúil céanna leis an gcárta seo agus a rinne sé ar chárta bán/buí. Cuirfidh an Ceann Bliana an cárta dearg ar ceal má bhíonn iompar na seachtaine sásúil. Ní bheidh cead ag scoláire a aimsíonn cárta dearg dul ar thurais/gníomhaíochtaí sparaoíúla. Féadfaidh an cosc seo leanúint go deireadh na scoilbhliana i gcás scoláire nár léirigh iarracht mhacánta chun feabhas a dhéanamh. Má bhíonn feabhas suntasach agus leanúnach le sonrú ar iompar an scoláire, áfach is féidir leis/léi iarratas i scríbhinn a chur chuig an bpríomhoide an smachtbhanna seo a bhaint. Déanfar athbhreithniú ar dhul chun cinn an scoláire sula ndéanfar aon chinneadh ina leith.	***Step 9 – Red Card*** *Should the student **once more** breach the school rules the Year Head will place the student on a red card to monitor behaviour and the student will follow the same daily practice with this card as on the white / yellow card. The Year Head will cancel the red card if the behavior of the week is satisfactory.* *A student on a red card will not be permitted to go on school trips. This sanction may apply up to the end of the school year In the case of a student that hasn't shown a real effort to improve. However, if a significant and consistent improvement is apparent in the student's behaviour, he/she can submit an application in writing to the Principal to remove this sanction. The student's progress will be reviewed before any decision is made on the matter.*
Céim 10 – **Cruinniú leis an bPríomhoide & Smachtbhanna** Má bhíonn sárú **amháin eile ag an scoláire ar na rialacha scoile** ina dhiaidh sin leanfar céim a 9 thuas arís ach an uair seo iarrfar ar na tuismitheoirí agus an scoláire teacht chun na scoile chun an scéal a phlé leis an bPríomhoide. D'fhéadfaí smachtbhanna a chur i bhfeidhm ar an scoláire ag dul le polasaí smachtbhannaí na scoile agus féadfaidh fionraí a bheith i gceist, (Féach Polasaí Fionraí). Cuirfear plean feabhais ar bun don scoláire ionas dul chun cinn a dhéanamh. Ag an bpointe seo féadfaidh sé tarlú go ndéanfaidh an scoil teagmháil leis na seirbhísí tacaíochta cuí m.sh. NEPS, chun comhairle agus tacaíocht a lorg don scoláire nach bhfuil tacaíochtaí pléite ina leith leis na seirbhísí cheana féin.	***Step 10 - Meeting with the** Principal & Sanction* *Should the student **once more** breach the school rules step 9 above will again be applied but this time the parents and the student will be asked to come to school to discuss the matter with the Principal. A sanction may be placed on the student in line with the school's sanctions policy and a sanction of suspension may also be imposed on the student. (See Suspension Policy).* *An improvement plan will be put in place for the student in order to progress. At this point the appropriate support services may be contacted eg NEPS, to seek advice and support for the student who hasn't been previously discussed with them.*
Céim 11 – **Cruinniú & Conradh** Má sháraíonn an scoláire rialacha na scoile **uair eile arís** iarrfar ar na tuismitheoirí agus ar scoláire teacht chuig cruinniú eile leis an bpríomhoide chun an cás a phlé. Ag an gcruinniú leis an bpríomhoide iarrfar ar an scoláire **conradh feabhais a shíniú** maraon le glacadh agus comhoibriú leis an bplean feabhais a chuirfear ar bun dó/di. Ag an bpointe seo féadfaidh sé tarlú go mbeidh gá na gnéithe éagsúla iompraíochta tuairiscithe i leith an scoláire a nascadh mar aon aonad amháin le breithmheas a dhéanamh ar dhul chun cinn an scoláire.	***Step 11** – **Meeting & Contract*** *Should the student **once more** breach the school rules the parents and student will be asked to attend another meeting with the principal to discuss the situation. The student will be asked to **sign a contract** of behaviour and to accept and cooperate with the improvement plan put in place for him/her. At this point it may be necessary to combine the various behavioural aspects reported on the student as one unit in order to fully assess the student's general progress.*

Céim 12 – Fionraí & an Bord Bainistíochta Má sháraíonn an scoláire rialacha na scoile **uair eile arís** d'fhéadfadh smachtbhanna fionraíochta a bheith i gceist don scoláire. Ar filleadh ar scoil don scoláire d'fhéadfaí iarraidh air/uirthi litir a scríobh (sínithe ag na tuismitheoirí) chuig an mBord Bainistíochta ag míniú cúis(eanna) an fhionraí. Cuirfear an scoláire ar chárta monatóireachta nuair a fhilleann sé ar ais ar scoil arís ionas dea-iompar a chinntiú & a leabú. (Féach Polasaí Fhionraí). **Céim 13 –Teacht os comhair an Bhoird Bhainistíochta** Má sháraíonn an scoláire rialacha na scoile **uair eile arís** féadfaidh an príomhoide an cás a phlé leis an mBord Bainistíochta. D'fhéadfaí iarraidh ar an scoláire teacht, i dteannta lena t(h)uismitheoirí, os comhair fo-choiste an Bhoird Bainistíochta. Tabharfar fógra i scríbhinn do thuismitheoirí roimh chruinniú den tsórt sin maraon le cóip den tuarascáil a ullmhaíodh don Bhord agus na sonraí ábhartha uile ar an eachtra(í) a thug an cinneadh an cás a thabhairt os comhair an Bhoird. (Féach Polasaí Díbeartha).	***Step 12 – Detention & the Board of Management*** *Should the student **once more** breach the school rules a sanction of suspension may be applied to the student. On returning to school the student may be asked to write a letter (signed by the parents) to the Board of Management explaining the reason (s) for the suspension. The student will be placed on a monitoring card when he/she returns to school again in order to ensure and embed good behaviour.* *(See Suspension Policy)* ***Step 13 – Meeting with Board of Management*** *Should the student **once more** breach the school rules the principal may bring the cas to the Board of Management. The student may be asked to come before a **disciplinary sub-committee** of the Board of Management with his/her parents. Parents will be given written notice in advance of such a meeting and a copy of the report prepared for the Board and all relevant details of the incident(s) leading to the decision to refer the case to the Board.* ***(See Expulsion Policy)***
B. Riail na Gaeilge: (Céim a 1 go 13 san áireamh)	***B. Riail na Gaeilge: (Step 1 to 13 inclusive)***
Os rud gurb í an Ghaeilge bunchloch GCPL tá béim ar leith curtha ar riail labhairt na Gaeilge sa scoil agus ar an mbonn sin glacaimid lena chur i bhfeidhm go han-dáiríre. Bítear ag súil leis go roghnaíonn scoláirí Gaelcholáiste Phort Láirge mar mheánscoil ionas oideachas a fháil trí mheán na Gaeilge agus de bharr a ndílseachta agus bá don teanga. Lorgaítear comhoibriú uathu an teanga a labhairt chomh cruinn, líofa agus is féidir leo, ionas an teanga a chur chun cinn sa scoil; leis an gcuspóir go mbeidh an Ghaeilge mar theanga bheo, chumarsáide ina measc go fadtréimhseach. Ionas an fóram teanga seo a chruthú agus a chinntiú sa scoil cuirtear an córas monatóireachta i bhfeidhm mar atá leagtha amach thuas i dtaobh iompair-mhí chuí **ó Chéim 1 ar aghaidh go dtí Céim 13** nuair a bhíonn gach deis ídithe. Ní chuirfear Céim 4 ná Céim 9 i bhfeidhm má sháraítear an riail arís ach bogfar ar aghairdh láithreach chuig an chéad chéim eile sa phróiseas.	*Irish is the fundamental basis of GCPL, therefore there is a particular emphasis on the rule of speaking Irish in the school and on that basis we seriously implement the rule. It is hoped that the students choose Gaelcholáiste Phort Láirge as a secondary school in order to gain education through the medium of Irish and as a result of loyalty and love for the language. Their co-operation is sought to speak the language as accurately, fluently as possible, in order to promote the language in the school; with the objective that Irish will be a living spoken language amongst them on a long term basis.* *In order to create and ensure this language forum in the school, the White / Yellow / Red Card system applies as set out above in relation to inappropriate behaviour, **from Step 1 on to Step 13** when all chances are exhausted.* *Step 4 or 9 will not apply to Riail na Gaeilge should a further breach occur, the process will immediately progress to the next step.*

Na Céimeanna a Leantar maidir le hObair Bhaile (Céim a 1 go 8 san áireamh)	***The Steps Followed regarding Homework*** *(Step 1 to 8 inclusive)*
Leanfar na céimeanna ar fad ó **Céim a 1 (don chéad ócáid gan obair bhaile tugtha isteach) go Céim a 8,** mar atá leagtha amach thuas i dtaobh iompair, chun monatóireacht a dhéanamh ar obair bhaile; le cinntiú go dtugann scoláirí an deis ceart dóibh féin dul chun cinn acadúil a dhéanamh agus le barr feabhais a bhaint amach sa phróiseas foghlama ar siúl acu. I gcás scoláirí a thagann chomh fada le céim 5 sa phróiseas féadfar iarraidh orthu conradh a shíniú go bhfanfaidh siad istigh tar éis scoile Luan go Déardaoin agus páirt ghníomhach a ghlacadh sa staidéar maoirsithe a bhíonn ar siúl sa scoil. I gcás scoláirí i mbun ullmhúcháin do scrúduithe Stáit bítear ag súil go leanann siad pleananna treoracha na múinteoirí agus tascanna a chomhlánú laistigh de spriocanna ama. Féadfaidh múinteoir tuairisc a chur ar VSware láithreach sa chás nach mbíonn na spriocanna seo bainte amach ag scoláire sa tréimhse ama leagtha síos.	*All the steps from* ***Step 1 (for the first instance of homework not being submitted) to step 8*** *will followed, as outlined above in relation to behaviour, to monitor homework; in order to ensure that students give themselves the opportunity to progress academically and to reach their potential in the learning process. In the case of students who come up to stage 5 in the process they may be asked to sign a contract that they will stay in after school Monday to Thursday and actively participate in the supervised study that takes place in school. In the case of students preparing for state examinations they are expected to follow the teachers' guiding plans and complete tasks within timeframes. A teacher may report any such incident immediately on the student's VSware progress profile if he / she has not met these goals.*
Na Céimeanna a Leantar maidir le Poncúlacht agus Tinreamh (Céim a 1 go 8 san áireamh)	***The Steps Followed Regarding Punctuality and Attendance*** *(Step1 to 8 inclusive)*
Tá treoracha sainiúla i bhfeidhm sa scoil chun taifead a dhéanamh ar thinreamh agus poncúlacht mar atá leagtha síos sa Ráiteas Straitéise i leith Freastal Scoile, (ar fáil sa scoil nó ar an suíomh idirlín na scoile). Chomh maith leis sin **leanfar na céimeanna céanna (ach 3 huaire sa téarma) mar atá leagtha amach thuas i dtaobh obair bhaile** chun monatóireacht a dhéanamh ar phoncúlacht, le cinntiú go dtugann scoláirí an deis ceart dóibh féin dul chun cinn acadúil a dhéanamh agus le cinntiú go bhfuil atmaisféar fabhrach don staidéar curtha i bhfeidhm i ngach rang go pras gan aon chur isteach ann ó scoláirí ag teacht déanach.	*There are specific guidelines in place in the school to record attendance and punctuality as set out in the Statement of Strategy for School Attendance (available in the school or on the school website). In addition, the same steps (except 3 times per term), as outlined above for homework will be followed to monitor punctuality, to ensure that students give themselves the proper opportunity to make academic progress and to ensure that a favorable atmosphere is established in the classroom as quickly as possible without any disruption from students arriving late.*
Rialacha Dochta an Ghaelcholáiste	***Strict Rules of the Gaelcholáiste***
Anseo thíos tá liosta de rialacha dochta na Scoile agus bítear ag súil go nglacann na daltaí leo i gcónaí. D'fhéadfaí dalta, a sháraíonn na rialacha seo, a chur ar fionraí. *(Féach Polasaí Fionraí agus Polasaí Díbeartha)* • Ní cheadaítear d'aon scoláirí timpeallacht na Scoile a fhágáil i rith an lá scoile gan nóta mínithe ó thuismitheoir.	***The following is a list of strict school rules and students are expected to follow them at all times. Students found to be in breach of these rules may be suspended or expelled (See Suspension Policy and Expulsion Policy).***

• Ní cheadaítear aon ghnó seachtrach a dhéanamh le linn am scoile nó ar aon turas scoile gan cead a fháil ó údaráis na scoile. • Caithfidh na scoláirí dea-iompar a chleachtadh ag fanacht ar bhusanna, ar bhusanna ag taisteal chun nó ón scoil agus ag dul chuig cluichí agus chuig aon ócáid scoile eile. • Tá cosc iomlán ar throid, foréigean, gadaíocht, rancás, ná le hiompar a d'fhéadfadh duine a chur i mbaol. • Tá cosc iomlán ar chiapadh ná gnéas chiapadh. • Ní ghlactar le droch bhéasaí ná le droch-theanga. • Tá cosc iomlán ar aon chineál bulaíochta sa Ghaelcholáiste, i dtimpeallacht na scoile, ag taisteal ar scoil nó ag ócáidí na scoile. Ní foláir do gach scoláire meas a léiriú ar a c(h)omhscoláirí agus glacadh le héagsúlacht. *(Féach Polasaí Frith-Bhulaíochta).* • Ní foláir do gach scoláire meas a léiriú ar fhoireann na scoile agus ar chuairteoirí chun na scoile. Ní foláir do gach scoláire glacadh le húdarás agus comhairle na múinteoirí, Ceann Bliana, Leas-Phríomhoide agus Príomhoide. • Tá cosc iomlán ar tobac, véipeanna, alcól, drugaí, substaintí mhídhleathacha agus ábhair dhainséaracha eile sa Ghaelcholáiste, i dtimpeallacht na scoile, ag taisteal ar bhusanna scoile nó ag ócáidí na scoile agus nuair atá éide na scoile á chaitheamh. • Caithfidh gach scoláire an Dialann Scoile a bheith aige ina s(h)eilbh ar scoil gach lá chun obair bhaile a thaifead agus mar áis chumarsáide idir an scoil agus an baile. • Is gá do gach scoláire nóta mínithe ón dtuismitheoir a thabhairt chuig an múinteoir ranga ar filleadh dó/dí chun na scoile sa chás go mbíonn sé as láthair. • I gcás tinnis ní mór don scoláire dul chuig an oifig agus é a chur in iúl d'údaráis na Scoile. **Is tríd an oifig amháin a dhéantar teagmháil le tuismitheoirí.** • Ní foláir do gach dalta meas a léiriú don scoil. Ní ghlactar le hiompar a d'fhéadfadh damáiste a dhéanamh do fhoirgneamh nó timpeallacht na scoile nó sealúchas daoine eile. • Ní foláir do gach scoláire comhoibriú le Córas Monatóireachta Iompair na Scoile.	• *Students are not permitted to leave the school grounds during the school day without a letter of explanation from a parent.* • *Students are not permitted to engage in any business external to the school or during school activities without prior consent from school authorities.* • *Students must behave appropriately while waiting for buses, travelling on a bus to/ from school, games or any other school related activities.* • *Physical aggression, violence, theft, rough play or behavior that could endanger someone.* • *Harassment or sexual harassment are not accepted.* • *Bad manners or foul language are not accepted.* • *Bullying of any kind is absolutely forbidden in the Gaelcholáiste, in the school's environment, travelling to or from school or at school activities. Every student is expected to respect his/her fellow students and to accept difference. (See Anti-Bullying Policy).* • *Every student is expected to respect staff and visitors to the school. Every student is expected to accept the authority and advice given by the teachers, Year Head, Deputy Principal and Principal.* • *Tobacco, vapes, alcohol, drugs, illegal substances and other dangerous materials are absolutely forbidden in the Gaelcholáiste, its environs or while travelling on school busses to and from school or on other school occasions and when wearing the school uniform.* • *Every student must have the School Diary in his/ her possession every day to record homework and as a means of communication between school and home.* • *Every student must provide a note to the class tutor from his/her parents on returning to school explaining the reason for the absence.* • *In the case of a student feeling sick he/she must go to the office to notify school authorities.* ***It is through the office only that contact can be made with parents.*** • *Every student is expected to respect the school. Behaviour that could cause damage to the school premises or surroundings or to other peoples' property is not accepted.*

	• *Every student is expected to cooperate with the School's System of Monitoring Behaviour.*
Athbhreithniú agus Uasdátú	***Review and Update***
Is cáipéis beo é an Cód Iompair agus dá bharr sin is féidir leis athrú ag am ar bith. Déanfar athbhreithniú ar an bpolasaí ar a laghad uair sa bhliain; tar éis plé déanta air ag na leibhéil éagsúla, 'sé sin ag cruinnithe foirne, cruinnithe an Bhoird Bhainistíochta agus ag cruinnithe ag an bhfoireann bainistíochta scoile le Comhairle na Scoláirí agus le Coiste na dTuismitheoirí. Cuirfear aon athrú in iúl do phobal na scoile de réir mar a tharlaíonn; mar atá mínithe thuas faoi *Straitéis i bhFeidhm ag Cothú an Dea-Iompair sa Scoil.* Cuirfear an polasaí uasdátaithe ar shuíomh na scoile www.gcpl.ie agus beidh sé ar fáil in oifig na scoile ach é a iarraidh.	*This is a live document and therefore is subject to change on an ongoing basis.* *The Code of Behaviour will be reviewed at least once a year; having being discussion at various levels, namely, staff/ planning meetings, Board of Management meetings, and staff management meetings with the Student Council and with the Parents' Council.* *Written notification of the review and any changes, as they occur, will be notified to the school community as explained above in the section Strategies in Place to Promote Good Behaviour. The updated policy will be put on the school website www.gcpl.ie and will be available at the school office on request.*

Glactha agus faofa ag cruinniú an Bhoird Bainistíochta ar:
Adopted and approved by the Board of Management meeting on:
Dáta: 20-01-2020

Rinne an Bord Bainistíochta an t-athbhreithniú is déanaí ar an bpolasaí seo ar:
The latest review of this policy was made by the Board of Management on:
Dáta: 24/03/2025

Síniú: *M.P. Ó Madagáin* (Cathaoirleach an Bhoird Bainistíochta/*Chairperson of the Board of Management*)

Síniú: *Cáit Ní Shé* (Príomhoide Ghaelcholáiste Phort Láirge/ Principal GCPL)