



**CLONGOWES**  
CLONGOWES WOOD COLLEGE SJ

## CODE OF BEHAVIOUR

Clongowes is a Catholic school in the Jesuit tradition. Central to the living and learning community in Clongowes is respect for every individual. This means that the unique character of each person is acknowledged and valued in the hope that one of the central aspirations of the College may be achieved, i.e. that we should be 'people for and with others'. Courtesy towards others should be the norm.

In Jesuit education, the pursuit of excellence is applied to all areas of College life, and therefore, our mission is the fullest possible development of every dimension of the person.

In particular, we seek to foster a sense of values and a commitment to the service of others. Thus we pledge ourselves to an ever-renewed faith— which actively promotes the struggle for greater justice in the world.

This leads to the objective of providing an education which will enable the Clongowes graduate to be

- Open to growth.
- Intellectually competent.
- Socially able.
- Culturally aware.
- Physically developed.
- Inspired by the values of the Gospel.
- Flexible and adaptive.
- Actively concerned about justice and peace.
- Committed to striving for excellence.
- Have a sense of belonging to the Church and having a part in its mission.

Under Section 23 of the Education (Welfare) Act 2000, this Policy has been developed in accordance with the TUSLA document [Developing a Code of Behaviour: Guidelines for Schools](#).

This Code of Behaviour applies to all school-related activities, including school tours, retreats, travelling to and from and attendance at sports events, concerts, debates, etc.

### **Standards of behaviour for students — preamble**

Clongowes Wood College aspires to be a community wherein mutual respect, cooperation and natural justice are integral features. The Code of Behaviour aims to respect the rights of all members of the College community — management, staff, students and parents. The fostering of personal and communal responsibility and self-discipline is a central concern of the College in the hope that individuals and groups will learn to take the fullest possible ownership of the values enshrined in the Mission Statement and behave accordingly.

This Code is informed by the principle of fairness, respects the principles of natural justice and seeks to promote equality for all students and staff. It is based on a commitment to the welfare of all

students. It promotes an atmosphere of dignity and freedom from harm or intimidation for both staff and students.

The School Rules are intended to have a formative function. They are necessary for the efficient management of large numbers of students and/or the personal development of each individual within the community. Should a grievance arise in the application of the School Rules, then an individual student has the right to appeal to the next figure of authority as set out in the management structures of the College. The ideal for the College is that each member of the community would aspire to be self-disciplined and to show concern for the needs of others.

The College will regularly review the behaviour and progress of each student to assess his suitability for the way of life which is particular to Clongowes as a boarding school.

### **Role of parents and guardians, and students**

Because of its nature as a Catholic boarding school in the Jesuit tradition Clongowes expects that parents and students will support the ethos of the College in a positive and proactive manner. It is the policy of Clongowes to keep parents and guardians informed of instances of serious or persistent misbehaviour.

In line with Article 42 of the Irish Constitution, Clongowes Wood College recognises parents as the primary and natural educators of our students. As a seven-day boarding school, the principle of *in loco parentis*, in the absence of parents on campus daily, the principle takes on a significant meaning.

The College encourages the involvement of parents/guardians at an early stage rather than as a last resort. Parents/guardians may be invited to come to Clongowes in order to discuss any misbehaviour on the part of a student with the appropriate member of staff.

Parents and guardians have a key role to play in ensuring that students abide fully with this Code of Behaviour. Such cooperation may help to avoid the need for disciplinary action or other consequences which unacceptable behaviour can cause for the students themselves and /or fellow students, staff members, and the general functioning of Clongowes. (Accordingly, it is College policy that all parents and guardians are issued with a copy of this Code of Behaviour when registering their son.)

### **Students**

To this end, all students are expected to participate positively with and contribute to the learning and living environment, including the co-curricular and religious activities proposed by the College, especially Sunday Mass in which the concept of community finds its expression in a particular way. Other activities include retreats, liturgies, prayer services, social outreach and faith formative programmes.

### **Parents**

The College requires the fullest cooperation of parents and expects attendance at parent-teacher meetings, parent days, information meetings, and other events. The College welcomes the support and contribution of the Parents' Association.

The acceptance of a place in Clongowes implies that parents and students agree to fulfil their responsibilities expressed in this document and their acceptance of the Code of Behaviour.

### **Notification of absence from school**

It is important that students be present in the College when class is in progress. Parents are requested, where at all possible, to make medical/dental appointments for their sons during school holidays and breaks.

Students should not be removed from school for family holidays, etc. outside the allocated holiday times. Parents should endeavour to have their sons in the College on the requisite number of school days as required by the Department of Education and Youth.

It is College policy not to approve requests for leave from the College to attend family holidays.

In accordance with the Education Welfare Act 2000, the College is obligated to inform the relevant Welfare Officer at TUSLA should students miss twenty or more school days for whatever reason or if they are suspended for six days or more in a given year. When the College foresees that it will become necessary to contact the TIJSLA, it will also attempt to contact the parents/guardians concerned.

## **Procedures to ensure positive behaviour**

The school values the good and positive behaviour of students and the spirit of friendship and community which exists.

All students are expected to do the following:

- Attend all classes.
- Be punctual for all classes and meetings.
- Do his best in class.
- Take responsibility for his own work, homework and learning materials.
- Ensure he has all his books, copies, school diary, equipment etc. for each class.
- Follow the school rules.
- Help to create a safe, positive learning environment through cooperation with the teacher and through respect for their fellow students.
- Respect all other students and their entitlement to learning.
- Participate in class.
- Participate in school activities.
- Follow the special rules that pertain to practical subjects.
- Engage respectfully with the teacher and attempt all work assigned.
- Bring an electronic device to class (mobile phone, tablet and laptop) only with the permission of his teacher and use it appropriately.
- Attend in "class dress", "formal dress", representative sports gear as directed and set out in the school rules.

The following is the minimum standard of behaviour expected from each student in the boarding context:

- Respect all students' space and personal belongings.
- Respect all common areas, including recreation rooms, kitchens and sports facilities.
- Take responsibility for the tidiness of his Cube / Room/ Study space.
- Attend all meals and meetings as requested.
- Register all leaves and check in on return from leave.
- Be aware of all fire procedures; and adhere to fire alarm protocols.
- Ensure the duty roster in dorms is followed. Fulfil dormitory duties as prescribed by the Prefect ● Adhere to dormitory routines, for example. lights flicked and lights out protocols.
- Visiting students must check in with the Prefect on duty— before entering another dormitory.
- Respect the requests and follow the instructions of the Prefect
- Be in possession of only one phone in school and handover the phone— to the Prefect at the designated time.
- Participate fully in all House activities and duties.

The following behaviour is unacceptable from any student:

- Disrespectful behaviour towards any member of staff or student
- Behaviour that is hurtful (including any form of bullying), (cf. Anti-Bullying Policy) ● Disruptive behaviour that interferes with teaching and learning.
- Damage to school or personal property.
- Truancy.
- Inappropriate use of social media that targets staff or students or brings the school into disrepute.

Breaches of the College's Anti-Bullying Policy will be treated very seriously and sanctions up to and including suspension or permanent exclusion may be imposed.

### **Measures to be taken for breach of standards**

- (a) Minor classroom behaviour will be dealt with by the classroom teacher. A record of such behaviours will be held by the classroom teacher and the teacher may note the behaviour concern on iSams.
- (b) Where patterns develop in relation to minor classroom behaviour, the classroom teacher will report such to the relevant Academic Year Head.
- (c) The Academic Year Head will meet with the Student.
- (d) A matter deemed serious misbehaviour will be forwarded for the attention of the Academic Year Head/ Year Prefect.
- (e) Academic Year Heads/ Year Prefects may impose appropriate sanctions, inform parents/guardians or do both. If the Academic Year Head/Year Prefect deems the situation to be of sufficient gravity he/she may refer the student to the Director of Studies/Head of Boarding who may refer to the Deputy Headmaster.
- (f) The Director of Studies, Deputy Headmaster, Head of Boarding, or Headmaster may refer a student to the School Counsellor, or other staff member who has a specific role or skill in helping to manage the situation.

Sanctions which would be considered appropriate for lack of work, work done poorly, inattentiveness, littering or other minor infringements in or outside class/study would include; repeat of homework, extra work, tidying of study hall or corridor etc. More serious sanctions would normally be administered by the Academic Year Head or Prefect.

Where a serious sanction is to be imposed, the Prefect and Academic Year Head will work in close collaboration to ensure the sanction has the desired effect. This is particularly important where these sanctions impinge on other activities in which the student is involved. Where sanctions impinge on co-curricular activities, the staff member organising these activities will be informed.

### **Detention**

Only Academic Year Heads (AYH) and Prefects can impose detention with appropriate notice. Teachers may refer a boy for such behaviour intervention to the AYH (classroom discipline) or Prefect (out-of-class discipline issues), but the AYH or Prefect is free to make a judgement on each case on its own merit.

Detention will be imposed only in the case of serious incidents or repeated misdemeanours.

### **Suspension**

Suspension means that a student will be required to absent himself from the school for a specified, limited period of school days. A student may be suspended for one or more of the following reasons:

- for persistent minor offences having failed to follow corrective directives from his
- Academic Year Head, Director of Studies, Prefect, Line Prefect, Assistant Head of
- Boarding, Head of Boarding or Deputy Headmaster
- for a single incident of serious misconduct
- for a serious breach of the College's Code of Behaviour
- for a serious breach of any of the College's Policies
- where the student's behaviour is having a seriously detrimental effect on the education of other students
- the student's continued presence in the school at this time constitutes a threat to safety
- the student is responsible for serious damage to property

### **Procedures for suspension**

The Board of Management has delegated formally and in writing the authority to suspend a student to the Headmaster.

Following fair procedures (cf. below), a student may be suspended by the Headmaster or in his absence the Deputy Headmaster, or in the absence of both by the Head of Boarding or the Director of Studies. Normally, except in cases when suspension is automatic, a period of suspension will be imposed following consultation with the Academic Year Head and/or the Line Prefect/Year Prefect of the student concerned. This sanction should be imposed with reference to the Code of Behaviour policy and to the specific incident.

The principle of impartiality in decision-making means it is preferable that, where possible, the Headmaster arranges for another member or members of staff to conduct the investigation and to present a full report on the facts of the case and any other relevant information to the Headmaster. The Headmaster is then free to take a view about whether the student did engage in the behaviour and about the sanction, based on the report of the investigation.

### **Fair procedures**

- a) Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:
- b) Inform the student about the complaint and give him/her an opportunity to respond
- c) Parents should be informed and given an opportunity to respond
- d) A meeting with parents and the student may be arranged to explore the matter further

In exceptional cases, e.g. for reasons of the safety of the student, other students, staff or others, suspension may be imposed immediately. The relevant members of staff will be informed as soon as possible.

Where an immediate suspension is considered by the Headmaster to be warranted, a formal investigation will immediately follow the imposition of the suspension. In the case of an immediate suspension, parents will be notified and arrangements made with them for the student to be collected.

The Headmaster must inform the Board of Management at its next meeting of any suspensions which are imposed. A student will not normally be suspended for a period of more than three days. However, in exceptional circumstances the Headmaster may suspend a student for up to five days if he deems it necessary to do so in order to achieve a particular objective. This will require the consideration and approval of the Board of Management. If a meeting of the Board cannot be convened in a timely fashion, then the Chair, on behalf of the Board, may authorise the Headmaster to impose a suspension of up to five days.

When a student is suspended by the Headmaster, he will normally report to his Prefect (or the Prefect on duty for his Line). Contact will then be made with the parents/guardians to inform them of the sanction and to request that the student be collected, as soon as possible on the day of suspension.

Where a serious sanction such as suspension is to be imposed, the prefect and AYH should be informed in advance of the advisory issued to all staff.

The suspended student will take responsibility for study and completing homework during the period of suspension. He should contact teachers and/or classmates to find out what work should be completed. Following the decision, the student's suspension will be recorded in the student's file. On the student's return to the College, he will present himself at Reception and wait to be readmitted to the school by the Prefect on duty.

### **Period and type of suspension**

In imposing a suspension and in deciding its duration, the following factors will be considered:

- (a) the seriousness of the breach/breaches of school regulations
- (b) the severity of the behaviour, the frequency of its occurrence and the likelihood of its recurring
- (c) the behaviour of the student up to the time of suspension (d) previous interventions
- (e) the age, state of health and special needs of the student
- (f) the possible negative impact of the student's behaviour on other students in the school.

### **Implementing a suspension**

- a) The parents/guardians of a student being suspended will be informed by: (i) telephone, where they can be contacted (ii) a letter sent to the home with the student
- b) The letter will contain: the reason(s) for suspension; the length and dates of the suspension; and the provision for an appeal to the Board of Management. The letter may also contain the following (depending on individual circumstances): the expectations of the student while on suspension; a statement of the importance of parental assistance in resolving the matter, including any commitments to be entered into by the student; and arrangements for the return of the student to school.

During the period of suspension, a student is not permitted to enter the school premises without prior permission. The suspension may be lifted temporarily to facilitate a student's participation in a State Examination.

The National Educational Welfare Board (NEWB) will be informed if the suspension is for six or more school days or if the student has been suspended for an aggregate of twenty or more days in the school year.

### **Appeal**

1. Parents/guardians (and students aged- 18 years or more) may appeal the decision to suspend to the Board of Management. They should furnish the Board in writing with full details of the appeal.
2. If the parents/guardians are not satisfied with the decision of the Board of Management, they may appeal to the Department of Education and Science under Section 29 of the Education Act 1998. Such an appeal regarding suspension can only be made where the suspension period brings the cumulative period of suspension to 20 school days or more in any one school year.

### **Removal of Suspension**

Where a student successfully appeals a suspension through the agreed procedures or where a student is later found to have been unfairly suspended, all records of his suspension will be removed from his file.

## Review of use of suspension

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that use of suspension is appropriate and effective.

## Permanent Exclusion

The Board of Management has the authority to permanently exclude a student from the school. This will normally follow an extreme case of unacceptable behaviour. Permanent exclusion will normally be imposed only as a last resort and will normally follow other attempts to resolve the misbehaviour of the student. Grounds for permanent exclusion may be similar to the grounds for suspension, except in degree of seriousness and/or persistence of unacceptable behaviour.

However, the Board of Management reserves the right to permanently exclude a student for a first offence where such an offence is deemed to be exceptionally serious.

The Headmaster, after appropriate consultation and due process, may give notice to the Board of an intention to exclude. A parent/guardian, or a student aged over eighteen years, may appeal a decision to permanently exclude to the Secretary General of the DES (Education Act 1998 Section 29). An appeal may be brought by the TUSLA on behalf of a student.

A student may leave himself open to permanent exclusion by reason of accumulation of disciplinary incidents. There are certain circumstances which may automatically lead to the permanent exclusion of a student from the College.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant permanent exclusion, the procedural steps will include:

- a) A detailed investigation carried out under the direction of the Headmaster.
- b) Parents/guardians will be informed in writing of the alleged misbehaviour,
- c) How it will be investigated
- d) That it could result in permanent exclusion.
- e) Both parents/guardians and students will be— given the opportunity to respond to the complaint of serious misbehaviour.

Where an intention to permanently exclude results from an investigation, a meeting with the student and their parents/guardians will be arranged:

Where the Headmaster forms a view, based on the investigation of the alleged misbehaviour, that permanent exclusion may be warranted, the Headmaster will make a recommendation to the Board of Management to consider permanent exclusion.

Clongowes is entitled to suspend a student from the school during the process when the Board is considering permanent exclusion as set out above.

As an alternative to permanent exclusion the Headmaster, may, at his discretion, decide to take an alternative form of disciplinary action against the student such as a period of suspension or any other sanction he deems appropriate including any of the measures outlined above.

The Headmaster will:

- a) inform the parents/guardians and the student that the Board of Management is being asked to consider permanent exclusion
- b) ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider permanent exclusion

- c) provide the Board of Management with the same records as supplied to parents
- d) notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- e) ensure that parents have enough notice to allow them to prepare for the hearing
- f) advise parents that they can make a written and oral submission to the Board of Management.

The Board of Management will consider the Headmaster's recommendation. It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board should undertake its own review of all documentation and the circumstances of the case. It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

If the Board decides to consider an intention to exclude the student it will hold a hearing.

The Board meeting for the purpose of the hearing should be properly conducted in accordance with Board procedures.

At the hearing, the Principal and the parents, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party should be allowed to question the evidence of the other party directly.

The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the Board must take care to ensure that they are, and are seen to be, impartial as between the Headmaster and the student.

Parents may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures.

After both sides have been heard, the Board should ensure that the Headmaster and parents are not present for the Board's deliberations.

Board of Management deliberations and actions following the hearing:

- (a) Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not permanent exclusion is the appropriate sanction.
- (b) Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be permanently excluded, the Board must notify the Educational Welfare Officer in writing of its opinion and the reasons for this opinion. (Education (Welfare) Act 2000, s24(1)).
- (c) The Board of Management will not effect exclusion within 20 days of the Educational Welfare Board being notified. Suspension may be applied for this period.
- (d) The Board will communicate its decision in writing to the parents and outline the next phase of the process involving the Educational Welfare Officer.
- (e) Following the twenty-day notification period and intervention of the Educational Welfare Officer, and where the Board remains of the view that the student should be permanently excluded, the Board will formally confirm the decision to exclude in writing.
- (f) Parents/guardians and the student will be informed of the right to appeal under the Education Act 1998, Section 29, and supplied with the standard form.

## Appeals

A parent, or a student aged over eighteen years, may appeal a decision to permanently exclude to the Secretary General of the Department of Education and Skills (Education Act 1998 Section 29). An appeal may also be brought by TUSLA on behalf of a student.

## Review of use of permanent exclusion

The Board of Management will review the use of permanent exclusion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that use of permanent exclusion is appropriate and effective.

This policy has been reviewed and ratified by the Board of Management in May 2026 and will be reviewed no later than every 3 years.

A handwritten signature in black ink, appearing to read "Daire Keogh". The signature is written in a cursive style with a large initial 'D'.

Prof. Daire Keogh  
Chair, Board of Management

20 May 2026