Coláiste Éamann Rís Card System

As with all school procedures subject teachers remain responsible for their own classroom management; subject teachers should exhaust all avenues before consulting with Class Tutors (note in journal, checking if note was signed, phone call home, liaise with school support teachers {Resource/BFL/Guidance etc.})

When an issue is brought to a Class Tutor, the Class Tutor should follow these steps under stage one:

1. Consult with VSware to gain a full picture of the student’s behaviour and consult with school support teachers {Resource/BFL/Guidance etc.} Consult weekly pastoral care list to see if the student is a cause for concern.

2. Call the student’s home – if the phone call home does not improve the student’s behaviour move on to step 3 (but give the student time to improve!)

3. Pass the student’s name on to the Year Head for detention

If, following detention, the student continues to disrupt class, move onto stage two:

STAGE TWO The student is placed on a Green Monitoring Card by the Class Tutor (available from the office and staffroom).

The Green Monitoring Card lasts for one week and should be signed each night by a parent/guardian. It is important to check that the Green Monitoring Card is being signed by a parent/guardian.

A Green Card should not be issued unless all the phases of stage one have been completed with a ‘cooling off’ time in between steps. There is a tick the box type section on the Green Card to ensure stage one has taken place. Enter onto VSware that the student has been placed on Green Card.

Only a Class Tutor (or BFL teacher – see note below) can issue a Green Card – the purpose of the card is to monitor student behaviour (in tandem with VSware) for one week. The difference is that the student is aware that we are monitoring their behaviour more closely.

All subject teachers record the student’s behaviour on the Green Monitoring Card (unfortunately there may be some duplication of work here – a negative comment [or ‘see VSware’ comment] might be entered onto the Green Monitoring Card and also on VSware)

On the Green Monitoring Card state the reason why the card was issued.

The back of the card also lists two behaviour targets – these should be phrased positively to encourage improvement in behaviour.

On completion, the Green Monitoring Card should be kept in the student’s file and a note entered onto VSware that the student has been placed on a monitoring card.

For each day completed in a positive/successful way; enter this on VSware as a ‘positive daily report card’ this is equal to 5 points per day – a student who completes a Green

Monitoring Card successfully would gain max 25 points (this could be done at the end of the week to save time).

If the Class Tutor deems that the student has not satisfactorily completed a Green Monitoring Card the matter should be referred to the Year Head – who may advise to repeat stage two or proceed to stage three.

STAGE THREE The Year Head will issue a Yellow Report Card to students who have not completed a Green Monitoring Card in a satisfactory way. A Yellow Report Card lasts for one week.

At their discretion, and for more serious breaches of the code of behaviour, Year Heads may issue a Yellow Card and skip stages one and two e.g. students returning from a Principal enforced suspension should be placed on a Yellow Card.

For each day completed in a positive/successful way; enter this on VSware as a ‘positive daily report card’ this is equal to 5 points per day – a student who completes a Yellow Report Card successfully would gain max 25 points.

If a student fails to complete two Yellow Cards in quick succession successfully/satisfactorily the student should be referred to the Deputy Principal/Principal with a recommendation for suspension.

STAGE FOUR Students who fail to complete two consecutive Yellow Report Cards are recommended for suspension.

STAGE FIVE Students returning from a Principal enforced suspension are placed on a Yellow Report Card by the Year Head.

STAGE SIX The Deputy Principal will issue a Red Card to students who continue to be disruptive having exhausted stages 1-5 and all Principa enforced suspensions. Following an unsuccessful Red Card the student will be recommended by the DP for serious suspension or expulsion.

Students returning from serious suspension (recommended by BOM) should be placed on a Red Card.

BFL As part of the behaviour support function, a Green Monitoring Card may be used by BFL. This would be used with targeted BFL students. It will be used as a tool to support BFL students who are working on specific learning targets – BFL teacher will liaise with Class Tutors regarding who she will place on Green Card.

The school reserves the right to enforce some or all of these stages. Any students guilty of a breach of the code of behaviour may, at the Principal’s decision, be recommended to the BOM for serious suspension or expulsion immediately, thereby bypassing this discipline structure.