

CODE OF BEHAVIOUR
DISCIPLINARY PROCEDURE
COMMUNICATIONS POLICY



RESPECT
EXCELLENCE
AMBITION
INDEPENDENCE

Welcome!

We would like to warmly welcome both new and returning students to The Institute of Education. For over fifty years now, the school's iconic yellow doors on Leeson Street have acted as portals to a luminous future for our students. The Institute of Education is rightly proud of its long tradition of providing excellence in education to students and now you have become part of the school's community. Your time here with us will be transformative.

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

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



Hugh Brett
4th & 5th Yr Head



Yvonne O'Toole
Principal



Liam Dingle
Deputy Principal

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

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

Respect!

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

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

Kind regards and welcome,

Yvonne, Liam and Hugh.



Code of Behaviour

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

Respect!

Students and staff at The Institute of Education behave with dignity and show respect towards each other at all times.

Bullying

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

Attendance

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

Punctuality

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

Year Group Contact Details:

6th Year Office: 01-5824106/6613511, 6thyear@instituteofeducation.ie

5th Year Office: 01-5824105/6613511, 5thyear@instituteofeducation.ie

4th Year Office: 01-5824101/6613511, 4thyear@instituteofeducation.ie

Teachers' Classroom Management/Communicating with Teachers

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

Lunchtime

- 4th Year and 5th Year lunch: 11.30am-12.30pm
- 6th Year lunch: 12.30pm-13.30pm
- Students are free to leave the school campus during lunch hour or, alternatively students can use the designated lunchrooms and the breakout areas on the school campus. 4th and 5th year students will also have access to The Institute of Education Library in buildings 19-20 on Leeson Street during the lunch hour.
- We ask students to respect the school campus, to put litter in the bins provided and to leave the lunchrooms as tidy as they found them.
- We ask students to be aware of other path users on Leeson Street as they exit and enter the school buildings at lunchtimes and at the end of the school day.
- Take extreme care when crossing Leeson Street as there is a contraflow traffic system in operation with traffic travelling up and down the road.
- Students must return in good time for their afternoon classes/study periods.

Dress Code

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

Circulation Plan

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

School Property

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

Illegal Substances

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

Use of The Institute of Education Logo/Brand

- Students are precluded from using The Institute of Education Logo/Brand on any social media platforms or in any online communication or any other form of media without the prior permission of management.
- Organising events in the name of The Institute of Education without prior permission of the management is strictly forbidden.
- Students who breach this element of the school's Code of Behaviour will be subject to the school's Disciplinary Procedure.

CCTV

- The Institute of Education campus is monitored by a CCTV camera system.

Online Learning

- Students are expressly forbidden from sharing any Institute of Education online resources.
- Students will have access to recordings of their classes as per their timetable via the Panopto streaming/recording system. This resource is primarily intended as a revision resource.
- Your attention is drawn to the Online Code of Behaviour (see school website). Students are advised to read this document carefully.
- The best learning environment is in 'live' classes on-site where human interaction is at its most meaningful and effective. Students are expected to attend their classes as per their timetable on-site.

The Institute of Education reserves the right to review, amend and update the Code of Behaviour at any time.

Disciplinary Procedure

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

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

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

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

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

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

Appeals

Students and their parents/guardians have the right to appeal the case. The appeal should be submitted in writing to the school principal within 48 hours of the Academic Council meeting at stage four of the school's Disciplinary Process.

The Institute of Education reserves the right in appropriate cases, to commence the Disciplinary Process at a point other than Stage One and/or to refer the matter to The Academic Council at any stage in the Disciplinary Process.

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

The Institute of Education reserves the right to review, amend and update the Disciplinary Procedure at any time.

School Communications Policy

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

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

Below please find contact information for the school office:

Fourth year

Email: 4thyear@instituteofeducation.ie
Telephone: 01 5824101
Year head: Hugh Brett: hbrett@instituteofeducation.ie

Fifth year

Email: 5thyear@instituteofeducation.ie
Telephone: 01 5824105
Year head: Hugh Brett: hbrett@instituteofeducation.ie

Sixth year

Email: 6thyear@instituteofeducation.ie
Telephone: 01 5824106
Deputy Principal: Liam Dingle: ldingle@instituteofeducation.ie

(Our Year Heads are available from 7.30am to 5.30pm, Monday to Friday).

Principal

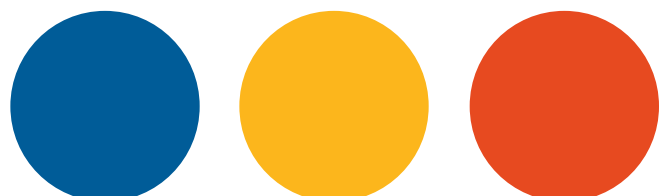
Yvonne O'Toole is available to meet with students and parents from 7.30am to 5.30pm, Monday to Friday. To arrange an appointment please email yotoole@instituteofeducation.ie

Guidance & Resource Team

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

Guidance Team:

Guidance - Aoife McArdle: amcardle@instituteofeducation.ie
Guidance & Resource - Helen Casey: hcasey@instituteofeducation.ie



Study Mentor

Orla Ní Shúilleabháin is available to provide individual mentoring to students. Please email onishuilleabhain@instituteofeducation.ie to arrange an appointment.

Helpdesk

If you have a query regarding online classes, notes or your timetable please contact the school's dedicated helpdesk <https://instituteofeducation.ie/help/>

Communication with teachers

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

The Buzz & Monthly Calendar

Our weekly newsletter 'The Buzz' and monthly calendar are emailed to students and parents and are also on the iSAMS portal. These publications contain details of all academic and extracurricular activities taking place in the school. This information is also available on www.instituteofeducation.ie

Notice Boards and Digital Screens

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

Date of Policy: June 2022





The Institute of Education
79 / 85 Lower Leeson Street, Dublin 2.



/ioedublin



theinstituteofeducationdublin

www.instituteofeducation.ie | e: info@instituteofeducation.ie | t: 01 6613511