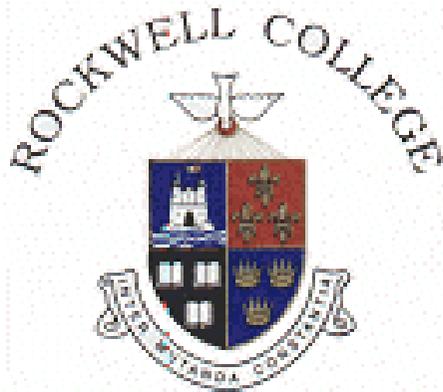


**Rockwell College**  
**Girl Boarders**  
**Information Handbook**



## Introduction

Rockwell College is a catholic co-educational secondary school comprising of day boarding and boarding boarders. At present, girl boarders do not reside on the college campus. The College arranges accommodation for boarders with host families.

All Host Family arrangements are made by the Residence Manager.

The majority of boarders who avail of Host Family accommodation come from overseas and the opportunity to stay with an Irish family can greatly enhance their educational experience in Ireland. Rockwell College aims to make this as positive an experience as possible and so implements a careful selection process for potential Host Families.

This booklet is aimed at providing a guideline to boarders within the Host Family arrangement



## Manager's Welcome

Welcome to Rockwell College, where we offer residential accommodation for boys and girls on a Seven-day and Five-day basis. Girls are catered for in locally based host families, while up to 130 boys board on-site in Shanahan Hall.

Our host families welcome girls into their homes and the girls take part in the normal family life and activities.

Pupils from all corners of Ireland and from around the world choose Rockwell College for their second-level education. Our pupils come from the United Kingdom, France, Germany, Spain, U.S.A, Japan and many more. This diversity of cultures creates a unique environment for all pupils attending the College and is part of the College ethos of inclusivity.

As a boarder in Rockwell College, you will experience a well-structured environment that promotes academic and social development in the Spiritan tradition.

Through the structure we offer and the guidance from staff students will develop a sense of independence and responsibility in their busy school day.

I look forward to welcoming you here.

Deirdre O'Connor

Residence Manager



## **Handbook Contents**

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- Transport & travel
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- Policy Documents
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### **Section 3: Discipline and Code of Behaviour**

- Residence Code of Behaviour
- Suspension and Expulsion Procedures

## Section 1: Boarding Information

### Contact Information

Rockwell College Reception & Administration

Monday to Friday 8:30am to 18:00

Phone: +353 62 61444

Email:	<a href="mailto:info@rockwellcollege.ie">info@rockwellcollege.ie</a>
Reception:	Ms Nicola Cleary
Admissions Secretary:	Ms Jeanette Hickey
Principal's Secretary:	Ms Eileen McCormack
Finance Manager	Ms Joan Kennedy
Accounts Secretary	Ms Josephine Hayes <a href="mailto:accounts@rockwellcollege.ie">accounts@rockwellcollege.ie</a>

### **Contact reception to access:**

Principal: Ms Audrey O'Byrne

Deputy Principal: Mr Conor Desmond

Health Centre

Year Deans

Website: [www.rockwellcollege.ie](http://www.rockwellcollege.ie)

Twitter: @rockwellcollege

Linkedin: Rockwell College

### **Rockwell College Residence**

Residence can be contacted via reception as above.

Residence Manager: Ms Deirdre O'Connor

Residence Office: +353 62 64184

Residence Mobile: +353 87 387 8677

Residence email: [residence@rockwellcollege.ie](mailto:residence@rockwellcollege.ie)

## **Living with a host family**

Host families are allocated when all girl boarding numbers are confirmed. This may be July or August. The Residence Manager can arrange with the host family to meet and visit the home prior to your arrival to Rockwell College. For overseas students, this is not possible. The family will meet with the boarder at Rockwell College Residence on the arrival evening. The boarding family may then accompany the host family to the family home to settle the boarder in.

## **Expectations of the boarding pupil**

Boarders residing on a short or long term basis should understand that they are living with a family, and that they will be offered opportunities to integrate with the family.

Boarders are required to behave in a manner that reflects this and therefore they will:

- Be mannerly and respectful to all members of the Host Family.
- Respect the normal rules of the house, such as bedtimes, meal times, use of electronic devices, personal hygiene, maintaining a tidy bedroom etc.
- Not engage in the use of alcohol, cigarettes, or drugs at any time.
- Adhere to curfews or other time-specific arrangements indicated by the Residence Manager or the Host Family
- Provide their phone contact details and ensure their phone is operational so that communication can be maintained.
- Endeavour to adapt to cultural differences, in respect of boarders from abroad.
- Inform the family of any medical conditions that may require monitoring via a letter from a medical professional.
- Inform the family of any dietary requirements to which the boarder is required to adhere on the advice of a medical or dietary professional.
- Engage with the family and bring to their attention, in a timely manner and respectfully, any issues which may arise.
- Respect all rules issued by the Residence Manager in relation to Host Families.

## **What you can expect from the Host Family**

- The provision of parental supervision at all times while in Host Family Care. The level of supervision will be dependent on the age and capacity of the boarder. The Host Family will act *in loco parentis*, and will provide the same care that a responsible parent would provide to their own children.
- The provision of suitable and age-appropriate accommodation in line with the requirements listed above.
- The provision of duvet, bed linen and towels, with linen and towels changes weekly.
- Transportation to and from school as it applies.
- The provision of a healthy breakfast and an evening snack- with consideration to reasonable preferences.
- The provision of full meals (breakfast, dinner, tea and snacks) on non-school days.
- To be included within the family, particularly for meals and family activities, eg family TV viewing, outings, family events.
- The availability to communicate with the boarder's own family should it be necessary.

## **Rockwell College supports**

Rockwell College aims to facilitate a successful hosting experience for both the boarder and the family. To support this, Rockwell College will:

- Provide the Residence Manager as the key contact point between the Host Family and the College. Open communication between the school, the boarder and the Host Family will be essential to a positive experience.
- Provide bus or car transport to and from the airport to Rockwell College at the start and end of each term. Host Families are responsible for transport between Rockwell College and the family home at the start and end of terms to meet the airport transport.
- Ensure the Host Family is informed of any personal or family issue pertaining to the boarder that may be deemed necessary to share. Rockwell College reserves the right to protect the privacy of the

boarder but understands that in certain cases the provision of information can help the boarder within the Host Family.

- Make every effort to ensure that a placement is suitable for both Host Family and boarder.

### **Dealing with difficulties**

While Rockwell College will endeavour to ensure that a positive relationship can be maintained between the Host Family and boarder, difficulties can sometimes arise. In such cases, the following will apply:

- The Host Family and boarder will be encouraged to address any issues that are arising between them in a clear manner and with mutual courtesy.
- If issues cannot be resolved, the Residence Manager will act as intermediary between the parties and will attempt to find a resolution.
- As a final resort only, alternative accommodation may be sought and the boarder accommodated elsewhere.

### **Transport**

The host family will drive girl boarders to and from school. On Friday evenings, 5-day boarding girls may be collected directly from school or may avail of college transfers as set out below. Any additional driving will be the decision of the host family.

Rockwell College has the benefits of being in a rural location, while being accessible to many towns with bus and train connections throughout the country. We will arrange transport at weekends to scheduled buses and trains which depart from local towns. Please contact the Residence Manager to arrange transport needs for your son or daughter at the start of the academic year. Where we cannot provide transport, we can arrange for a local, reputable taxi company, which will be charged to your reserve fee account. Parents who book a transport package at the beginning of the year, will receive a discount. The package can be booked as follows via the residence manager:

### Five day boarders transfer Package

Each weekend, mid-term breaks and school holidays

- Minibus to and from Thurles train station €300
- College car to and from Cahir/Cashel bus stop €150

### Seven day boarders transfer package:

Boarders' weekends, mid- term breaks and school holidays

- Minibus to and from Thurles train station €100
- College car to and from Cahir/ Cashel bus stop €50

### **Holidays and Mid Term travel**

Flights must be booked on the dates advised, and within the hours as set out, in order to avail of College transfers. Overseas students return home for school holidays.

Minors travelling overseas alone may need to be accompanied through check-in. This is airline dependant and parents must notify the Residence Manager if this is required. Minors can only be accompanied by staff on the designated dates and times.

Overseas students travel is the responsibility of the agent or guardian.

### **Permission to Leave the Host Family**

In exceptional circumstances, boarders in Host Families may ask for permission to attend functions or stay with school friends overnight. All permission will be assessed on an individual basis and in the best interest of the boarder.

Before permission can be granted:

The host family must agree with the arrangements, as they act *in loco parentis*.

The parents of the boarder must have given permission in writing to the host family.

The Residence Manager is contacted by the Host Family **well in advance** of all arrangements and agrees to the arrangement.

All supervision and travel arrangements must be **clear and accepted by** the Residence Manager and the host family.

Before permission can be granted

- The host family should be comfortable with the arrangements.
- The parents of the student should give permission in writing.
- The Residence Manager is informed and signs off.
- All travel arrangements are agreed by the Residence Manager and the host family.

***At no point can a boarder presume that arrangements have been made and agreed on. A failure to adhere to instructions is regarded as an extremely serious disciplinary matter.***

## **Pocket Money**

Overseas boarders can avail of a pocket money account. Parents will be given the account number into which the desired amount can be lodged for the term. Money can then be withdrawn by boarders on specific days. Boarders will not be permitted to withdraw money that is not lodged and cleared through their account. If boarders have pocket money remaining at the end of the year, this will be returned to the students.

## **What to Bring**

### **Clothes and Equipment**

#### **(a) School Uniform**

1. School Jumper
2. School tie
3. White shirt
4. Grey trousers or navy and white tartan skirt
5. Navy knee-length socks or tights
6. Black or brown leather shoes

*Uniform available in Clintons of Clonmel and on [www.clintons.ie](http://www.clintons.ie) and can be delivered to the school- ensure it is marked with your daughter's name*

### **(a) Sports Kit**

Students are required to wear the College sports kit for matches and travelling to away matches. The Rockwell College Sports kit is produced by Canterbury of New Zealand and supplied by Uniformity [www.uniformity.ie](http://www.uniformity.ie). All items can be purchased online. Kit consists of:

1. School Jersey
2. Pro Shorts
3. Classic 1/4zip jacket
4. Track pants
5. Shin guards/ mouth guard
6. Socks

Uniformity will deliver directly to your home or alternatively orders can be delivered to Rockwell College for collection on arrival in September.

Boarders should bring runners, studded boots, and their own portable equipment, ie, rackets, balls, etc.

Note: The College sports kit is not required for PE class- students own clothing is acceptable. Quality runners are required-no soft shoes.

### **Personal Items**

Boarders must bring their own supply of shower gels, soap, shampoo, toothpaste and all other items of personal use.

### **Electrical devices**

Only small personal electrical devices should be brought to the Host family house. TVs and Gaming consoles are not allowed. No heating or cooking devices are permitted.

Overseas students should ensure they have the correct plug/power adapter for use in Ireland. The standard voltage is 220v. We use 3 pin fused UK plug/socket. Only original manufacturers' chargers are permitted for safety reasons.

## **Section 2 College Information**

### **Book Lists**

Book lists are issued to all students in the month of June prior to the next school year. Lists are also available to view on the Rockwell College website, under the academic tab. Please ensure you choose the correct list. Books are available to order online from <https://www.stakelumofficesupplies.ie/rockwell-college-cashel> and can be delivered to the school. Please ensure you use the student's name when ordering for delivery.

### **Change of Address/Details**

Any change of address or contact details must be notified immediately to the Principal's secretary, Ms Eileen McCormack, Email [info@rockwellcollege.ie](mailto:info@rockwellcollege.ie)

### **Dining**

All meals are prepared on site in our kitchens, using only the highest quality, locally sourced ingredients. Our meals are wholesome, and aim to help sustain our students day by day for success in their academic studies and sports.

Special dietary requirements, food allergies or intolerances should be confirmed in writing to the Admissions Office prior to the beginning of the school year. It is the responsibility of parents to ensure the information is communicated in good time to the College.

## **Activities & Extra Curricular**

Sport in Rockwell College is an important part of a student's development and an important avenue for integrating and making friends. We are conscious that every child is different, and we hope that your child will find an extracurricular activity that he or she will enjoy. We believe it is important to challenge each child to fulfil his or her potential and to remain healthy and resilient for the challenges of life ahead.

The college offers a diverse range of sports including athletics, basketball, rugby, soccer, swimming, GAA and tennis. Some are available all year around, and others seasonally.

Facilities include three outdoor tennis courts, seven rugby pitches, indoor heated 20m pool (supervised), all weather pitch and training area, a soccer pitch, sports hall, and a weights/cardiovascular suite.

Non-sporting activities include debating, computers, International Relations Club, College musical and the College library.

## **Website**

The College website is [www.rockwellcollege.ie](http://www.rockwellcollege.ie)

The College website is [www.rockwellcollege.ie](http://www.rockwellcollege.ie)

The website is a useful place to keep informed about the latest news and events in Rockwell College. The calendar section informs of fixtures and events. The College Twitter is found at @rockwellcollege.

The Residence is on Instagram @rockwell\_college\_boarding. Photographs of Boarding Life are shared regularly.

## **Policy Documents**

Rockwell College updates policy documents regularly in line with good practice and are available on the College website. Policies specific to Boarding are available under the 'Residence' tab, and also displayed in the reception area in the Residence

## **Medical care**

The health centre is accessible in the College throughout the day. The College doctor, Dr John Farrell, is located at Market Yard, Cahir, Co. Tipperary, just 10 minutes from Rockwell College. Boarders will be brought to the doctor on instruction from the college nurse. Rockwell College is located 5 minutes from Cashel Hospital Minor Injuries Unit, and just 20 minutes from South Tipperary General Hospital.

In addition to medical care, the nurses work closely with the staff and chaplain in the provision of pastoral care. The nurses are always pleased to discuss any worries or concerns of parents or students.

It is the responsibility of parents to ensure that the Health Centre has your child's most up to date medical history. Non-disclosure of any condition means that your child cannot be properly cared for.

When a girl boarder is unwell, she may be cared for at home with the host family.

If a girl falls ill outside of school hours, the Host Family will bring the student to the School GP, or to the nearest Hospital or Care Doc system, in case of a medical emergency.

## **Medication**

If medication is prescribed for your child then this should be discussed with the nurse, who will ensure that it is administered correctly. The nursing staff will arrange repeat prescriptions, if required.

If parent would like us to administer non-prescribed medications to their child, such as cough medicine or regular anti-histamines, then please:

- Bring in suitable medication for your child's age
- Leave it in its original packaging
- Clearly mark it with your child's name.

***Boarders are strictly prohibited from keeping their own medication.***

See the website for Administration and Handling of Medicines policy.

## Pastoral Care & Support

At Rockwell College, we are very fortunate in having a large number of adults to whom students and their families may turn if they feel something needs to be sorted out or if they have any suggestions. There may be times when a boarder feels unhappy about being away from home, or about something which has happened. If this arises, then the most important thing to stress is that they should seek out an adult with whom they feel they can discuss it.

The Residence Manager is available to talk if there are any concerns about general routines, or about managing life as a boarder, most of which can be quickly and smoothly resolved. The concerns may be of a more serious nature, and of course, in such cases, the Principal may be consulted.

If you are unhappy about any issue, or the way you are treated at Rockwell College by another child or an adult, then you should speak to a grown-up who you feel you can trust.

Boarders might choose to speak to:

- The Host Parent
- The Residence Manager
- The College Chaplain
- The Deputy Principal or Principal
- The Nursing Staff
- The Guidance Counsellor

Rockwell College supports the concept of "One Good Adult" - that every student should have an adult in the College or Residence that they can turn to. This may also be a coach, a teacher or any adult staff member that they feel comfortable speaking with.

In addition to adult support, Prefects are appointed to all year groups within the College and also within the Residence. These pupils can be a useful support and intermediary for pupils with concerns.

There may be occasions when a boarder would prefer to speak to support outside of the Residence. Contact details will be available to boarders for Childline and the Ombudsman for Children.

This is established good practice in any environment where children are resident.

### **Childline**

By phone 24 hours a day: 1800 66 66 66  
One to One live chat 10am-4am every day: [www.childline.ie](http://www.childline.ie)  
Text 10am-4am daily: Text 'Talk' to 50101  
Text 'Bully' to 50101  
Text 'Help' to 50101

### **Ombudsman for Children**

Phone: 01 865 6800

Ombudsman for Children's Office  
Millennium House  
52-56 Great Strand Street, Dublin 1  
DO1 F5P8  
Email [oco@oco.ie](mailto:oco@oco.ie)

These contacts will be posted in good faith and to support pupils.

Rockwell College will regard it as a serious breach of conduct if any pupil knowingly engages in malicious or erroneous contact with the above.

## **Section 3: Discipline and Code of Behaviour**

**This section applies to the Host Family Setting also**

### **Introduction:**

- Background
- Mission Statement
- Rationale
- Link to other policies

### **Behaviour:**

- Expected behaviour
- Electronic Devices
- Health and Safety

- **Sanctions:**
- Scale of Sanctions

### **Suspension and Expulsion**

- Decision to Suspend or Expel
- Final Warning
- Procedures for Suspension
- Procedures for Expulsion

## **Introduction**

### **Background:**

Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a mixed ability, co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

### **Mission Statement:**

Rockwell College is a Catholic, co-educational school where boys and girls can grow and develop in a caring and supportive atmosphere. The pupil body comprises of boarders and day boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of

tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

**Rationale:**

The purpose of the Code of Behaviour is:

- To establish and clarify the standards of behaviour expected in the Residence.
- To outline the response to unacceptable behaviour and the sanctions applicable.

**Links to other policies**

The Code of Behaviour supports and is supported by a number of internal policy documents, including but not restricted to:

- Rockwell College Code of Behaviour
- Rockwell College Anti-bullying Policy
- Established Procedures of Rockwell College.
- Education (Welfare) Act 2000
- Rockwell College Substance Use Policy
- Rockwell College Internet Acceptable Use Policy
- College Trips and Exchange Policy
- Children First Act 2015
- Child Protection Procedures for Primary and Post Primary Schools 2017

**Behaviour**

Rockwell College recognises that boarding students will, on the whole, adhere to the expectations of the Residence in relation to positive behaviour. The management of the Residence, and therefore the comfort of all residents is entirely dependent on the cooperation and good behaviour of all involved. Students are expected to support the requests of staff.

The following are examples of the behaviour expected of all boarding pupils. Breaches of this behaviour will result in sanctions being applied.

### **Expected Behaviour:**

- Consistent good behaviour
- Polite and mannerly communication with all staff and boarders.
- Punctuality: To breakfast, study, mass or detention as directed by staff.
- Each student is expected and required to maintain high standards in his individual bedroom space and with his personal belongings.
- Respecting the peace and privacy of other boarders in their rooms.
- Silence after Lights Out. The College will not allow a minority of students to disrupt the sleeping patterns of the general student body.
- Presenting oneself properly for school or other events, including Mass
- The avoidance of Littering
- Following all staff / Dean Instructions.
- Demonstrating full respect for staff members or for fellow students.
- Responsible and age-appropriate use of internet facilities.
- Respect for others' property and the avoidance of Stealing and/or engaging in deception/misleading behaviour
- Avoiding use of abusive/offensive language
- Respect for property and avoiding Vandalism/defacing school property.
- Under no circumstances is the accessing, possession and/or distribution of pornographic material tolerated.

## Electronic Devices

Mobile phones must be surrendered at the designated time.

Electronic devices for any purpose other than educational is discouraged. The use of games consoles, laptops and all other electronic devices is permitted only after evening study on weekdays, and on weekends. Their use is prohibited during designated extracurricular times and after lights out. Their use should not interfere with the peace of other boarders. Failure to comply will result in the confiscation of the device for a minimum of two days. Three breaches will result in the device's permanent removal from the Residence.

## Health and Safety:

Rockwell College Residence adheres to good practise in relation to general Health and Safety concerns. Boarders are expected to act positively to ensure a high level of Health and Safety. For clarification, boarders should note that a boarder is in breach of Health and Safety Regulations for:

- Not keeping bedroom area tidy and clean.
- Use of Mobile phone or other personal electronic equipment after lights out.
- Possession of/distribution of/under the influence of Drugs.
- Possession of/distribution of under the influence of Alcohol.
- Possession of/use if items designed to cause injury or harm.
- Smoking (including vaping).
- Behaviour liable to cause injury or damage.
- Bullying (including cyber bullying).
- Physical violence.
- Breach of Fire Safety precautions.

In line with the Residence responsibility for safeguarding the health and safety of boarders, the following are STRICTLY PROHIBITED due to their potentially hazardous nature.

Candles	Lighters & Fuels
---------	------------------

Matches	Aromatherapy lamps/burners
Cigarettes, Tobacco, Vapes and Vaping liquids	Fairy lights
Cooking appliances	Multipoint adapters and extension leads
Kettles and Irons	Electric fires/fan heaters
Unauthorised appliances	Trailing leads
Leaving bags, gear, or other items where they are likely to cause an obstruction	
Any other behaviour that may result in damage or injury to those within Residence	

## **Sanctions**

### **Scale of Sanctions**

While it is hoped that sanctions will not have to be used in relation to a pupil's behaviour, the following will all be considered in line with the above.

- Verbal guidance on improvement of behaviour
- Verbal caution
- Recording in Incident Book
- Letter of Apology
- Reproduce excerpt from Code of Behaviour.
- Early out of Dorms
- Referral to Residence Manager
- Recording on VS Ware
- Community Service- such as litter collection
- Confiscation of phones/technology
- Restricted access to Residence
- Monetary Fine
- Detention – on a single or repeated basis
- Communication with parents
- Referral to the School Principal
- Saturday Detention

- Removal from an activity or trip
- Suspension from Residence/ Boarding
- Expulsion from Residence/Boarding

These are in an appropriate order of ascending seriousness. An accumulation of low-level breaches may result in a more serious sanction.

The Residence Manager may form the professional judgement that a student may not be suitable for boarding based on written evidence submitted by staff. Rockwell College requires that a student's behaviour is appropriate in all aspects of College life.

All sanctions will be administered with due regard for the principles of fairness and natural justice and with consideration of the rights and responsibilities of all parties. The procedures for Suspension and Expulsion are detailed in the Residence Handbook.

## **Suspension and expulsion procedures**

### **Rockwell College Residence**

#### **Introduction**

The Suspension and Expulsion Procedure of Rockwell College Residence was formulated in conjunction with the Code of Behaviour of Rockwell College Residence. The purpose of this document is to outline the school's approach in instances of Suspension or Expulsion and has been formulated taking due consideration of the principles of fairness and natural justice.

#### **Definitions**

Boarder: Any boarder registered as a boarder with the College.

Parents: Parents/guardians/ agents of Registered boarders

#### **Rationale**

Suspension is defined as "requiring the student to absent himself/herself from the Residence for a specified, limited number of days".

Expulsion is defined as "a decision to permanently exclude a boarder from the Residence".

It is the aim of Rockwell College that boarders would recognise the consequence of unacceptable behaviour and that this understanding would limit instances of poor behaviour. However, it is recognised that instances can take place that will require the removal of boarders on a temporary or

permanent basis. These procedures detail the approach taken in such instances.

## Objectives

This document is intended:

1. To ensure that the principles of fairness and natural justice are adhered to,
2. To ensure there is a clear understanding of how the College will approach instances of suspension or expulsion.
3. To ensure that all parties are fully informed on the College's approach.

## Decision to Suspend or Expel

Suspension or Expulsion will be considered as a sanction in instances when:

- A boarder's behaviour is having a detrimental effect on the education, behaviour or comfort and ease of other boarders.
- A boarder's presence in the school constitutes a threat to the safety of boarders or staff.
- A boarder has engaged in serious damage to property.
- A boarder's possession of that which may constitute a threat to safety including (but not limited to) legal or illegal substances and weapons.

This list is not exhaustive. The responsibility of College management is the protection of boarders' safety and welfare, therefore boarders who impact on that in ways not listed above may be liable to suspension or expulsion.

## Final Warning

Wherein a boarder has consistently breached the Code of Behaviour, the Residence Manager may issue a Final Warning to that boarder. The Final Warning will act as a notification to the boarder and their parent/guardian, that any further breach will result in the boarder being suspended pending a recommendation for expulsion being brought to the Board of Management.

## Procedures for Suspension:

Suspensions will be imposed with due regard for the principles of fairness and natural justice. The following applies in the case of Suspension as a sanction:

- The Principal of the College has the authority to suspend a boarder for a period of three days. This authority is given by the Board of Management to the Principal annually.
- The Board may authorise the Principal, with the approval of the Chairperson, to impose the suspension of up to five days in instances when the Board cannot be convened in a timely manner.
- Investigations will be carried out by the Principal or a designated staff member.
- Notes in writing will be kept of any investigation.
- Parents must be informed in writing of a suspension.
- Parents may appeal to the Board of Management if the suspension is imposed by the Principal. The Principal must inform the Board of suspensions.
- In circumstances where a boarder's presence or behaviour in the school poses an immediate and significant threat, the Principal may impose an immediate suspension.

### **Procedures for Expulsion**

Expulsions will be imposed with due regard for the principles of fairness and natural justice. The following applies in the case of expulsion as a sanction:

- A detailed investigation is carried out under the direction of the Principal. The boarder and parents are informed in writing of the allegation, the investigation and that it may result in expulsion.
- Parents and boarder are given reasonable opportunity to respond before a recommendation is made to the Board by the Principal.
- A recommendation is made by the Principal to the Board of Management.
- The Board of Management has the authority to expel a boarder following consideration of the allegation and whether expulsion is appropriate. The Board may consider the response issued by the parent/boarder in making their decision.
- If expelled, the boarder/parent may appeal to the Spiritan Education trust by applying in writing. The expulsion will be effective immediately.

