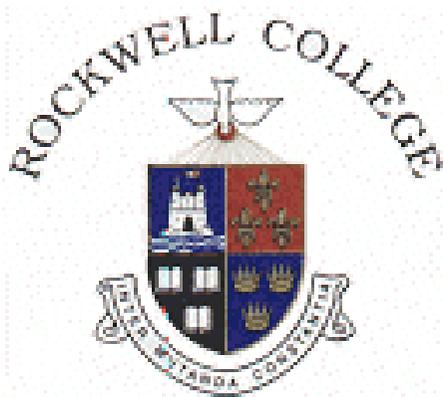


Rockwell College

Boarders Information Handbook



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 boarders and day-boarders educated in the Spiritan tradition. The College operates under the trusteeship of the Des Places Educational Association.

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.



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.

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.

Our boarding facilities are spacious and modern, providing a comfortable and high-quality living space. Shanahan Hall is a bright and spacious area which allows each student to feel comfortable and relaxed in their own space, creating a home from home environment. Facilities are upgraded annually.

Through the structure we offer and the guidance from boarding 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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Section 1 : Residence Information

Contact Information

For school, Year Dean and/or finance related queries

Rockwell College Reception & Administration

Monday to Friday 8:30am to 18:00

Phone: +353 62 61444

Email: info@rockwellcollege.ie

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 accounts@rockwellcollege.ie

Contact reception to access:

Principal:	Ms Audrey O'Byrne
Deputy Principal:	Mr Conor Desmond
Health Centre	
Year Deans	

Website:	www.rockwellcollege.ie
Twitter:	@rockwellcollege
Linkedin:	Rockwell College

Rockwell College Residence

For Boarding related queries

The 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

Daily Schedule

- **7:30am** Rise & Shower
- **8:00am.** Breakfast for all
- **8:40am** Assembly for all pupils
- **8:50am** Class (with ten-minute break at 10.50 and lunch at 13.00).
- **3:45pm** Class finishes
- **4:00pm** Sports and extra-curricular activities.
- **5:00pm.** Tea (all pupils).
- **5:45pm** Study (all pupils).
- **8:15pm** Supper.
- **8:30pm** Boarders' Study
- **9:15 pm** Return to Residence.
- **10:00 pm** First Years Lights Out.
- **10:15pm** Second Years Lights Out
- **10:30pm** Third, TY and Fifth Years Lights Out
- **11:00pm** 6th Years Lights Out

Weekends in Shanahan Hall

Weekends are somewhat less structured, giving Seven day boarders some much needed rest. However, routine is important, and there are activities organised for boarders who wish to take part.

Saturday study from 10am to 12pm is compulsory for 2nd to 6th year and optional for first years and overseas students attend English Language classes. A trip to the local town occupies the afternoon.

Boarders can take part in games and leagues organised by Residence Staff over the weekends in soccer, pool, table football. Alternatively, there is a supervised boarders swim on Saturday evening, and a selection of board games available freely in the common room.

On Sunday morning, all boarders attend mass. Once a month, excursions are organised to give boarders an opportunity to see some local and national history and culture. Sample excursions include Cahir Castle, Mitchelstown

caves, Kilkenny Castle as well as paintballing, karting, ice-skating and bowling. These fees are charged separately to the reserve account. Costs are kept as low as possible, and we encourage all boarders to go.

Saturday

- **8:30am** Rise & Shower
- **9:00am** Breakfast for all
- **10am-12pm** Study for 2nd, 3rd, 5th & 6th
- Cambridge Exam Classes
- Computers 4th year
- **12:45pm** Lunch
- **1:15pm** Supervised visit to Clonmel
- **5:00pm** Tea
- **7:30pm** Boarders swim
- **9:00pm** Movie in Cinema room
- **11:00pm** Lights out

Sunday

- **10:30am** Mass for all
- Optional study available
- **12.45:** Lunch
- **1.30pm** Sports and Games
- **5pm** Tea
- **8pm** 5 day boarders return
- **10:00pm**
- **to 11:pm** Lights out as per weeknight

Sunday trips are organised on a monthly basis for Seven day boarders.



Prefects

Boarders who have displayed leadership qualities are encouraged to apply for the role of prefect. These students are traditionally senior students who will be available to mentor, encourage and support the younger members of the boarding community. There is a close working relationship with boarding staff and senior prefects, supporting the pastoral care system in place.

Boarders Council

The Council is made up of representative boarders from each year group and meets monthly with the Residence Manager. Boarders are nominated onto the council by their peers at the start of the year. These nominated students will act as a student voice for their respective year group and be able to discuss and suggest different items for inclusion at the monthly meetings.

This is an opportunity for the boarders to discuss with staff any suggestions or thoughts they have for boarding. We value the input of all our boarders in the day to day running of the house. The Boarders Council ensures that their opinions are valued and listened to.

Student Induction

All boarders attending Rockwell College will be given a full induction, which will include much of the information given here, in addition to the rules and regulations in operation in the residence.

Transport

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. Transport can be arranged at weekends to scheduled buses and trains which depart from local towns. Please contact the Residence Manager at the beginning 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.



Holidays and Mid Term travel

Rockwell College organises a bus to Dublin airport on the last day of each term. 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 boarders with agents have their travel arranged by their agent, including minor check-in.

Permission to leave.

In the interest of the safety and welfare of all boarders, no boarder may leave the grounds without permission. To do so is regarded as a serious breach of discipline. Anyone wishing to leave must have permission from the Senior Dean on duty. This will only be given if parental approval has been received in writing at least two days in advance. Details of the adult taking responsibility for the boarder must be communicated.

Permission to leave with parents is also required for:

- Sunday outings after mass.
- Visits home on Saturday.
- Visits out after school or for special occasions.

Students leaving the College grounds must be signed out to the care of a parent or adult. If leaving during the school day, the student is signed out at the main College Reception. Outside of school hours, the student is signed out from the Residence. Where a seven day boarder is permitted to leave overnight, they must not return to the college prior to the agreed time.

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.

Boarders Weekends

Approximately every three weeks the Residence closes for a Boarders' Weekend. Irish residents return home for this weekend and our overseas students are accommodated by local Host Families. Overseas boarders with agents are that agent's responsibility on boarders' weekends.

School closes at 3:45pm on Friday evening, and boarders may return from 6pm on the Sunday evening.

Laundry

The laundry service is located in the Residence and is available Monday to Thursday. Boarders need to become accustomed to managing their own clothes, i.e., choosing clean clothes each day and putting soiled clothes into their laundry bag. Students will be responsible for collecting their laundry at the pick-up point.

A large laundry load costs €20 to wash, dry and iron, and is charged to the reserve fee account.

Note: All clothes must be marked with the student's name. No responsibility will be taken for unmarked clothes.

Boarding students are urged to use the school laundry for their clothing, both for hygiene reasons, and to maintain tidiness in the dormitories.

Every boarder is required to have and use a laundry bag/ basket in their room. Any item requiring special attention (e.g., wool, delicate) needs to be brought personally to the laundry service, and not included in the laundry bag with general washing.

Lost & Found.

There is a lost and found in the Residence laundry, students should check there for any missing clothing.

All unclaimed clothing will be given to charity at the end of each term.

What to Bring to Boarding

Clothes and Equipment

(a) School Uniform

School jumper, school tie, white shirt, grey trousers, black, brown, or grey socks and black or brown leather shoes.

Uniform available in Clintons of Clonmel and on www.clintons.ie

(b) 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 supplied by Uniformity 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. Socks
6. Mouth guard for rugby.

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, i.e., 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.

Bedding

Boarders must bring:

- 1 x Mattress protector
- 1 x duvet (Not feather)
- 1 x pillow
- 2 x duvet covers.
- 2 x single sheets
- 2 x pillowcases
- 1 x laundry bag.
- 1 x net washing bag for small items
- Towels



Linen supply:

The residence can supply linen for overseas students on request and subject to availability for a fee of €115. The linen package includes:

Duvet, Pillow, 2 x Sheets, 2 x Duvet covers, 2 x pillow covers, laundry bag, Mattress protector, net washing bag.

If you wish to avail of the linen supply, please notify the Residence Manager by email on residence@rockwellcollege.ie

Personal Items

Boarders must bring their own supply of shower gels, soap, shampoo, toothpaste and all other items of personal use. Non-uniform clothing is at parents discretion. In addition, boarders need to bring their own towels- these can be washed in laundry with clothes, as required.

Electrical devices

Only small personal electrical devices should be brought to the Residence. TVs and Gaming consoles are not encouraged. No heating or cooking devices are permitted. Extension cables are not permitted as they are a fire hazard.

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.

Dormitories

To encourage boarders to plan for the day ahead, the Residence is closed between 8.30am and 3.45pm. It is open after class to allow boarders to collect their sportswear. There is strictly no access to the Residence during class hours, including break and lunchtime. Pupils who access the Residence without permission will be sanctioned under the Code of Behaviour.

Bedrooms and dorms are not locked, and students are asked not to store items of high value or cash in their rooms. All boarders should bring a bicycle lock for their wardrobe doors. Safes are available to rent for an annual charge of €10.

Boarders are expected to treat the dormitories with respect. Rooms will be inspected on a daily basis. Rooms must be neat and tidy with beds made.

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 can be ordered online at <https://www.stakelumofficesupplies.ie/rockwell-college->

cashel and delivered to the school. Boarders for whom Rockwell College acts as agent will have their books supplied by the school.

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

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. Boarders can have input into the menu through the boarders' council.

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 and social media

The College website is 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

Health Centre

The health centre is accessible in the Residence and the College throughout the day. The College doctor 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 Deans 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.

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.

We keep routine over-the-counter medication in the Boarding House that you would expect to find in any home, e.g., Paracetamol, Ibuprofen and Panton, that can be administered when a child is unwell. Boarding or nursing staff will administer this to a child who is unwell according to established policy.

If parent would like us to administer non-prescribed medications to their child, such as cough medicine or regular antihistamines, 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.

Residence staff members have received Emergency Medicines training, and there are strict controls in place around the management of boarders' medical needs during the school day and in the Residence. However, Deans are not medical professionals, and will act under the instruction of the nursing staff. Best judgement may be used on occasion and in what they see as the best interest of the boarder in their care.

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. In the Residence, boarders' views are sought and respected, regarding any matters relating to their lives within the school, both informally throughout the day-to-day contact with individual staff and more formally through discussion forums, or via the Boarders' Council.

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 Deans are always 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 Residence Manager or Principal may be consulted.

The following guidelines are displayed in the dormitories and in public areas around the Residence:

Is someone making you feel unhappy?

Do you need to talk to an adult?

Do you want to complain about something?

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 Residence Deans
- 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
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
D01 F5P8
Email 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

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
- Expulsion from Residence

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.

