

# Stratford College

Information for Parents and Students





## Part 1 School Information

### INTRODUCTION

Stratford College is a fee-paying, co-educational secondary-level school recognised by the Irish Department of Education and Science (DES). As such, it operates within the regulations laid down by the DES and depends largely on the grants and teacher resources provided by the DES. The school follows the curricular programmes prescribed by the Department, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. Implementation of school policy must have due regard to the resources and funding available.

### History

The Irish Jewish Community is about 350 years old with the numbers peaking in 1946 at nearly 4,000. The community created and maintains its own religious, educational, charitable and social institutions, some of which have been generously supported by the state.

### Education

The two educational institutions in the community are Stratford National School and Stratford College, collectively known as Stratford Schools. Stratford Schools share a common ethos, management, and campus, many facilities and some staff.

Stratford College, a highly regarded small co-educational fee paying secondary school, was founded in the 1950s by members of the Jewish Community in Dublin and is the only secondary school with a Jewish ethos, as defined by the Chief Rabbi of Ireland, in the state. However, for over 30 years its reputation for providing a broad based liberal pupil centred education has attracted students from a variety of religious and cultural background who have made a valuable contribution to the life of the school.

### Ethos

Stratford College was founded by the Dublin Jewish Community and provides a secondary education within a Jewish ethos, as defined by The Chief Rabbi of Ireland. It also welcomes pupils from other denominations and those of none. This richness of heritage combined with our experience of valuing other minority groups and of individuals makes our school truly unique. We welcome students from primary schools who share our commitment to such cultural and religious diversity.

Our Mission Statement aims to provide a teaching and learning community committed to quality and excellence in education. We are dedicated to:

- Providing a nurturing environment where each individual can develop self-esteem and a sense of their place in, and responsibility to, society.
- Instructing Jewish students in their religion while fostering mutual respect for all traditions.



- Promoting personal achievement and academic success.
- Respecting the unique potential of every student and encouraging each to maximise it.

The founding values continue to inspire the school today; those of educating our students in an inclusive academic environment which seeks to foster in young people a sense of personal and academic achievement, of respect for diversity and of service to the community.

### **Patronage/Trusteeship and Management**

The responsibility for the provision of Jewish education in Dublin is Dublin Talmud Torah, an elected group of people from the Jewish Community and one of several Jewish institutions in Dublin. Dublin Talmud Torah dates back to 1920s. The Patron, Trustees and management of the school belong to this body.

The ownership of Stratford College is vested in the Trustees of Stratford Schools. There are three current Trustees who are responsible for determining the nature and purpose of the school in all management activities. The School Manager is nominated by the members of Dublin Talmud Torah and is ratified by the Trustees. S/he is responsible for the running of the school. The day- to- day management of the school is delegated to the Principal.

### **The Role of School Manager**

The School Manager manages the school on behalf of the Trustees of Dublin Talmud Torah (incorporating Stratford Schools). The School Manager is aware, in exercising his responsibilities, that he does so for the benefit of the students and their parents (Education Act, IV Section 15(1)). The School Manager is authorised by the Trustees to undertake responsibility for the conduct, management and financial administration of the school. The School Manager is made aware of his responsibilities initially by the Principal and through ongoing support provided by the Joint Managerial Body (JMB).

For those students that are not Jewish, the School Manager is conscious of his remit to practically demonstrate its respect for 'diversity of values, beliefs, and traditions' [Education Act, 1998]. In exercising his policy- making and decision making responsibilities the School Manager upholds the characteristic spirit of the school.

### *Consultation with Trustees*

The School Manager consults with the Trustees of Dublin Talmud Torah (incorporating Stratford Schools). An Annual Report from the School Manager is sent to the Trustees and an opportunity is provided for dialogue in relation to significant development plans and/or current issues of concern for the School Manager.



### *Admissions Policy*

The Admissions Policy for the school has been published in accordance with the requirements of the Education Act, 1998.

### *Efficient Use of Resources*

The efficient use of resources for the benefit of the students is an important aspect of the School Manager's role. Accountability procedures are in place which includes an annual financial report to the Trustees and to the Financial Management section of the JMB. Recruitment and appointment of teachers and staff are done in accordance with relevant procedures.

### *Report to Parents*

A report is prepared by the Principal and is delivered to the AGM of the Parents' Association.

### *Statutory Obligations*

Regular attendance at monthly meetings of the JMB by the Principal and JMB Bulletins ensure that the School Manager is kept up-to-date with his legal responsibilities. Various pieces of legislation have implications for the School Manager in relations to its statutory responsibilities and his duties as employer e.g.

Education Act  
Education Welfare Act  
Employment Legislation  
Dignity in the Workplace  
Equal Status Act  
Educations for Persons with Special Educations Needs  
Data Protection Act  
Health and Safety Legislation  
Disability Legislation

### **PROGRAMMES**

Stratford College offers a three year junior cycle programme leading to the Junior Certificate Examination of the Department of Education and Science, a Transition Year Programme in Fourth Year and a two year programme leading to the DES Leaving Certificate Examination.

The Junior Cycle curriculum includes Irish, English, Mathematics, French, History, Geography, Science, Business Studies, Classical Studies or Hebrew, Art, Civics, Social and



Political Education (CSPE), Information Communication Technology (ICT) and Social, Personal and Health (SPHE) incorporating Relationships and Sexuality Education (RSE).

Transition Year (TY) aims to give students the opportunity to discover and develop their own strengths and abilities. The curriculum allows students to examine, understand and develop their changing role within the life of the school, local community and society in general in a less formal academic setting.

The Senior Cycle curriculum offers a wide range of academic subjects. In addition to the core subject choices may be made from Biology, Chemistry, Physics, History, Geography, Classical Studies, Hebrew, French, Music, Accounting, Business or Economics, Arts and Crafts and Leaving Certificate Vocational Programme (LCVP). Co-curricular classes in ICT, Career Guidance and SPHE are also part of the timetable.

*A copy of our school policy on Social, Personal and Health Education is available on the school website or from the Principal following a written request.*

External Certification is also available in ICT; First Aid, Speech and Drama, Personal and Social Development. Certifying bodies include Oxford, Cambridge and RSA Examinations (OCR), European Computer Driver's Licence (ECDL; Beginners and Advanced), The Order of Malta, the Leinster School of Music and An Gaisce / The President's Award.

### **GUIDANCE AND COUNSELLING**

The Guidance and Counselling service provided by the College enables students and parents to make informed decisions at key transitional stages. The Guidance Counsellor will collaborate with staff on issues requiring specialist skills and advocate students' concerns.

Information and advice is given to parents and students about curricular and career options in individual meetings, classes and seminars throughout the year.

### **CO-CURRICULAR**

Drama, debating, An Gaisce, music, multi-media and community involvement are actively encouraged and weekly classes are held in sport. Professional coaching is provided in Basketball, Tennis and senior level physical fitness.

### **SCHOOL OPENING DETAILS:**

<b>School Day:</b>	Monday – Thursday	9.00am – 3.45pm
	Friday	9.00am – 1.10pm

<b>School building opening hours:</b>	Monday – Thursday	8.30am – 4.30pm
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	Friday	(excluding co-curricular activities) 8.30am – 3.30pm (ditto)
<b>School office opening hours:</b>	Monday – Thursday	8.45am – 4.30pm
	Friday	8.45am – 2.30pm (winter) /3.30pm (summer)
<b>Class structures:</b>	One group of 28 students approx. in each of 6 years.	

## **Management and Administrative Details**

**Chairman of the Trustees:** Mr. Alan Green

**School Manager:** Mr. Alan Green

**Principal:** Ms Patricia Gordon

**Deputy Principal:** Mr Roderick Cody

**Office Administrator:** Mrs Janice O’Byrne

**School Secretary:** Ms Dorothy Cunningham

**School Caretaker:** Mr Brendan Meehan



## Part 2 School Policies

### ADMISSIONS POLICY

- (i) The school admissions policy of Stratford College will reflect at all times the educational philosophy and aims of the Trustees of the school, and on behalf of the Trustees, the School Manager of the school. The admissions policy will also, at all times, reflect the school's mission and the ethos upon which the school has been founded. This includes respect for the individual, justice, fairness and co-operation with the wider community among other principles. The admissions policy is an all inclusive one where no one student will be unfairly discriminated against in regard to their entry to the school on the grounds of religion, race, colour, socio-economic background or primary school origin.
- (ii) Stratford College is committed to maintaining its Jewish/multi-denominational, co-educational student body and reserves the right to offer places accordingly.
- (iii) The school reserves the right to refuse an applicant pupil who, in the opinion of the school, may pose an unacceptable threat to the safety and welfare of pupils or staff or to the reputation and/or the ethos of the school.
- (iv) Application for entry to Stratford College will only be considered on a school application form which is available from the office on request or on-line at the school website. There are 28 places in each class.
- (v) The six year cycle is compulsory for all students save for exceptional circumstances.
- (vi) Consideration will be given to applicants in the following order:-
  - Jewish Students
  - Siblings of current students of Stratford College.
  - Pupils of Stratford National School which shares the common educational philosophy and ethos of Stratford College.
  - Children of past pupils and staff of Stratford College.
  - Children of staff of Stratford National School
  - Pupils of multi-denominational schools
  - Geographical proximity
  - Others
- (vii) All other applications for places in Stratford College will be dealt with in date order of application.
- (viii) All prospective students and parents *are expected to be aware of the 'School Code of Behaviour and Discipline'* and it is assumed that they will abide by the school's rules, aims and objectives.
- (ix) Jewish students are obliged to attend Hebrew/Jewish Studies and Jewish prayers. All students are required to observe the ethos of the school.
- (x) Stratford College students wear a uniform from 1st to 5th Year (incl.). The boys wear trousers and the girls wear skirts.
- (xi) Any student of the school who persistently disobeys the school rules or whose behaviour is deemed by the staff and by the School Manager to be unacceptable



for a student of the school or whose behaviour is deemed to have brought the school into disrepute, will forfeit his/ her place in Stratford College. Procedures regarding suspension and expulsion are explained in *the Code of Behaviour and Discipline*.

- (xii) Parents/guardians and /or students over 18 years of age may appeal a decision to refuse to enrol, to suspend for a period of 20 days or more or to exclude to the School Manager and failing this to The Secretary General of the Department of Education under Section 29 of the Education Act, 1998. Such appeals should be in writing and made within **42** days of the notification of such a decision cf. Circular M48/01.

(xiii) **Fees**

The school is a fee paying voluntary school. Places are reserved following receipt of deposit. This deposit is part deductible against fees for year of entry and part for final year. Fees are payable in two moieties. Alternative arrangements for payment can be made in agreement with the Office Administrator. Financial assistance may be sought from the Board of Jewish Guardians.

Transfers, if any, from Stratford College should be notified to the Principal in writing well in advance, that is a term's notice. Failure to do so may result in the incurring of a half- year's fees in lieu, exceptional circumstances excluded. References are not provided for schools which are not recognised by the Department of Education and Science.

### **Entrance Scholarship Exam Regulations**

The school will run an entrance scholarship exam for incoming 1<sup>st</sup> Year students in the spring of the year pre- entry.

1. Eligible students : All interested incoming 1<sup>st</sup> Year applicants. **Parents should notify the school of their intention to enter their son/daughter to sit these exams.**
2. There will be two **academic scholarships** available: one x -half scholarship and one ¼ of a scholarship (i.e. annual fees).
3. The scholarships will be awarded on the results of an examination to be held in the Spring of the year of entry.
4. The scholarships will be valid for three years as long as the student remains a student of the school and that his/her academic performance is satisfactory as recommended by the Principal. Following review they may be extended for the following three years.



5. The examination will be held in Irish (unless exempt), English and Maths and will be of 6<sup>th</sup> Class primary school curricula standard.
- (xiv) The School Manager reserves the right to refuse/consider an application in exceptional circumstances.
- (xv) This Admissions Policy may be amended from time to time at the discretion of the School Manager. Such amendments will be notified to all relevant authorities.

### **Special Needs**

The school welcomes applications from students of all abilities. However, the school reserves the right to refuse admission to those presenting with a disability or a range of disabilities (physical and/or intellectual) in circumstances where the school believes it would not be able to provide an appropriate education to that student either by virtue of the physical limitations of the school itself, the limitations of staff, the shortage of staff, the lack of available resources and/or the degree of disruption that the enrolment of the student concerned would cause to the other students enrolled in the school.

In order to assess the needs of students the school will access the student's records from primary school well in advance of entry into the school. This may involve requesting a copy of the student's medical/psychological or individual educational report if available. The school may deem it necessary to request immediate assessment in order to assist it in establishing educational and training needs of the student relevant to his/her special needs and to profile the support services required. This will require parental permission. Having gathered all the relevant information, the management will assess how these needs can be met in consultation with the parents/guardians and in recognition of the school's capabilities to provide the appropriate resources. The Department of Education and Science may be requested to provide additional resources. In some cases the school may not be able to provide adequate resources for a student and will therefore be unable to enrol the student.

*A copy of our school policy on Special Needs is available on the school website or from the Principal following a written request.*

### **Newcomers**

Newcomer applicants should provide the following with their application forms:

- Copies of passports of student and parents
- A copy of Birth Certificate (translated by sworn translator or else certified by the relevant embassy in Ireland).
- School reports (translated by above).



- Personal Public Service Number (PPS No.)
- Irish tax details for the previous year.
- Name & address of accommodation with contact referee.
- Authentication of details above by the relevant embassy in Ireland.

### ***Health Information***

Any relevant health information should be notified to the school in writing on registration. Subsequent relevant diagnoses should be notified in writing as soon as possible. The administration of medication by staff can only be undertaken following medical advice, the signing of an indemnity form and the provision of relevant training, if appropriate, and/or the provision of trained medical personnel by the DES.

### ***Transfers***

Any applicants for vacancies in classes other than 1<sup>st</sup> Year, will be interviewed by the Principal, on behalf of the School Manager. The prospective student will be required to show that his/her behaviour and general progress up that point would be deemed to be compatible with the school ethos, aims and objectives and that they would have made sufficient academic progress to allow them to cope with the demands of a particular year. To this end information will be requested from the student's former schools concerning attendance, educational progress, disabilities and special needs. Transition Year is compulsory in Stratford College and applications from students wishing to transfer into 5<sup>th</sup> Year from junior cycle will not, save in exceptional circumstances, be considered. Enrolment for such applicants would normally take place at the beginning of the academic year.

With the best interest of the student in mind and his/her educational welfare and considering the issues relating to mid-year transfer which may include subject choices, class sizes and available resources, the management of the school may decide to refuse admission at that time and advise parents/guardians to reapply if they so wish for the following year.

### ***Attendance***

The Education Welfare Act, 2000 stipulates that the Educational Welfare Officer should be notified of the name of any student who is absent for 20 days or more. All absences should be explained by a note from parent(s)/guardian(s). A copy of the school's policy on Attendance is available on the school website or from the Principal following a written request.



### **Enrolment Procedures**

For those students wishing to enrol in Stratford College a school application form must be completed and returned to the School Principal. Non- applicants from Stratford National School are invited to apply. Consideration of offers will begin with reference to the order of priority as previously outlined. Places will be reserved on receipt of a non-refundable deposit, deductible from the **final** year's fees and a declaration of acceptance of the Code of Behaviour and Discipline within 14 days of a written offer being made. Payment of the deposit does not guarantee a place as decisions may be reversed in the light of any further relevant information.

*It should also be noted that under The Department of Education and Science Rules and Regulations secondary school students must be aged 12 on 1<sup>st</sup> January in the calendar year following the applicant's entry into 1<sup>st</sup> Year.*

### **Information Meeting**

An information meeting will be held for all applicants for admission in 1.5 year's time and new parents of 1<sup>st</sup> Year students in the spring prior to admission. Offers will be made for the next year following this meeting.

### **Assessment and Orientation**

All registered 1<sup>st</sup> Years are required to complete an assessment test after registration in order to help the school to assess the needs of the student. This test is not used to exclude any student as the school operates a policy of mixed ability teaching. Students will be notified concerning the date of this test which will also include a short orientation programme. The school calendar, book and uniform lists will be sent to parent(s)/guardian(s) in the June prior to enrolment. Enrolment which takes place at the beginning of the school year (September) will take place on the school being satisfied that Stratford College is an appropriate choice of school for the student in question.

### **Curriculum**

The secular day begins at 9.00am. From Monday to Thursday there are 9 periods; on Fridays there are 6 periods and classes finish at 1.10pm

### **Junior Cycle**

#### **1<sup>st</sup> YEAR**

Each of the following subjects has 4 periods a week:

Irish, English, Maths, French, History, Geography, Science, Business, Art, Physical Education (PE), Classical Studies/\*Jewish Studies

*\* Jewish Studies is compulsory for Jewish Students.*



These subjects have 1/2 periods a week:

Physical Education (PE; 2)), Social, Personal, Health Education (SPHE), Civics Social Personal Education (CSPE), Information & Communications Technology (ICT),

## **2<sup>nd</sup> YEAR**

Each of the following subjects has 4 periods a week:

Irish, English, Maths, French, History, Geography, Science, Business, Art, Classical Studies//*\*Jewish Studies*

*\* Jewish Studies is compulsory for Jewish Students.*

These subjects have 1/2 periods a week:

Physical Education (PE; 2), Social, Personal, Health Education (SPHE), Civics Social Personal Education (CSPE), Information & Communications Technology (ICT),

## **3<sup>rd</sup> YEAR**

Each of the following subjects has 4 periods a week:

Irish, English, Maths (5), French, History, Geography, Science, Business, Art, Classical Studies/*\*Jewish Studies*

*\* Jewish Studies is compulsory for Jewish Students*

These subjects have 1 a week:

Physical Education (PE;) Social, Personal, Health Education (SPHE), Civics Social Personal Education (CSPE), Information & Communications Technology (ICT),

## **TRANSITION YEAR**

**5 periods a week:** French; English & Drama (incl Film Technology)

**4 periods a week:** Maths; Irish

**2 periods a week:** Art; IT; Classics/*\*Jewish Studies*; Geography & Environmental Studies.

**1 period a week :** Social, Personal, Health Education (SPHE); Guidance

*\* Jewish Studies is compulsory for Jewish Students*

## **MODULES**

**3 periods a week:** Physical Education (PE see diary for sports modules)



**2 periods a week:** Business & Enterprise; Music & Music Technology; Physics & Chemistry/Biology; Information & Communications Technology (ICT); Civics Social Personal Education (CSPE)/ Holocaust Studies.

### 5<sup>th</sup> YEAR

Each of these subjects have 5 periods a week:  
Irish, English, Maths.

*You may choose a subject from each of the blocks below.*

#### OPTIONS

French	Biology	Physics	Chemistry	Classical Studies
	Accounting	Geography	History	*Jewish Studies/Hebrew Studies
	Music	Art	Business	LCVP (subject to eligibility)

In addition: Physical Education (PE), Guidance (incl Careers & Social, Personal, Health Education (SPHE)),

*\* Jewish/Hebrew Studies is compulsory for Jewish Students*

### 6<sup>th</sup> YEAR

Each of these subjects have 5 periods a week:

Irish, English, Maths.

*You may choose a subject from each of the blocks below*

#### OPTIONS

French	Biology	Physics	Chemistry	Classical Studies
	Accounting	Geography	History	*Jewish Studies/Hebrew



				Studies
	Music	Art	Business	LCVP (subject to eligibility)

In addition: Physical Education (PE), Guidance (incl Careers & Social, Personal, Health Education (SPHE)).

*\* Jewish/Hebrew Studies is compulsory for Jewish Students*

### Calendar

The school calendar complies with DES regulations, the Jewish religious calendar and the DES calendar where possible. The most solemn Jewish holy days fall in the Autumn and in the Spring and are subject to change. When they fall outside regular school holidays the school observes them and makes up the required days at other times during the year. See *Introduction to Judaism* on School Policies section of website for more information.

### Communication

General announcements will be posted on the school website [www.stratfordcollege.ie](http://www.stratfordcollege.ie) and/or by text message.

All planned school closures are published in the school calendar. Any change to this will be circulated by post and posted on the school website.

Class outings will be notified in writing to parent(s)/guardian(s) **only** in the advent of meeting places /times being different from normal school arrangements.

Formal communication is arranged so that there is contact from the school at least every two months approximately on the progress of students. This is either written/oral communication as outlined below.

- Subject teacher/Class Tutor will use student journal to communicate homework/class/behavioural difficulties.
- Progress Reports offer formative assessment and will be issued as per the school calendar.
- House Exam Reports offer are an official school transcript of results achieved and include comments as appropriate on individual application and aptitude in subject areas.
- Parent-Teacher meetings are an opportunity to have a brief meeting with all relevant staff.



## Information Meetings

- 1<sup>st</sup> Year Information Nights are held in the spring prior to enrolment and in the September of enrolment.
- 5<sup>th</sup> /6<sup>th</sup> Year Careers Information Night
- 5<sup>th</sup> Year Subject Choice Meeting
- Transition Year Information Night

The Stratford College Newsletter is issued once a year and there is a monthly newsletter posted on our website.

Communication of a general nature i.e. planned absence, lateness, etc. is by letter to the Class Tutor in the student journal or by text message.

Request for general feedback on your son/daughter should be made to the Class Tutor. An appointment will be arranged, if possible and your son/daughter's progress will be discussed in general. Such a request may be made through the school office or through the student journal.

Arranging an appointment with the subject teacher/Guidance Counsellor/Learning Support teacher can provide specific information with regard to a specific subject.

**Any further, necessary communication should be directed in the first instance to your son/daughter's Class Tutor.**

## **Co-Curricular Activities and Trips**

The Aim of the school is to encourage students to participate in, and to add to the life of the school. Co-Curricular activities in Stratford College are those taken on by students to enhance their school life. The areas covered are the following;

After school sport: Basketball, Football, Tennis,

Lunchtime clubs: Photography, Choir, Debating, Drama, Chess, Games, Green committee.

Trips within or without Ireland are organised at the discretion of the subject teacher with the approval of the Principal. Participation in these trips is also at the discretion of the Principal.



*Our school policy on school trips is available on our website or from the Principal following a written request.*

## **Code of Behaviour and Discipline**

The *Code of Behaviour and Discipline* of Stratford College is an important document. Being part of a group demands such qualities as self-discipline, mutual courtesy and respect by each member of this school community: staff, parents and students. A close observation of the code, which is based on best practice, aims to provide the most conducive and safe learning environment for every student, something to which each is entitled. Appeals to bend the code by individual students or parents are unhelpful to the smooth running of the school.

Stratford College's *Code of Behaviour and Discipline* is a conventional and traditional code. However, once accepted there is an obligation on all to support the *Code* and its spirit wholeheartedly. Moreover, any action or behaviour that brings the College into disrepute will result in immediate suspension and/or exclusion. Please read this document carefully and discuss it with your son/daughter before agreeing to its standards. Parents and students are reminded that students should always represent Stratford College with pride whether in or outside the school and not bring the school into disrepute.

### *Role of Parents/Guardians*

1. Parents/Guardians are expected to support their children by taking an active interest in their progress and to support the *Code of Behaviour and Discipline* of Stratford College.
2. If there is any topic/issue that Parents/Guardians wish to discuss they are advised to make contact with the relevant Class Tutor. Similarly, Class Tutors, in co-operation with the Dean of Discipline, may request meetings with Parent/Guardian to discuss a student's progress. The structure of the school day and the demands of the timetable do not permit impromptu meetings between teachers and parents.
3. Students and parents should

### *Role of Staff*

1. If a student breaches the terms of *The Code of Behaviour*, the matter will be dealt with, initially, by the appropriate staff member. This may involve a reprimand, a punishment exercise, withdrawal of privileges, giving of a demerit. Depending on the



gravity, the matter may be referred to the Class Tutor and possibly to the Dean of Discipline.

2. The Class Tutor is responsible for monitoring the overall conduct and dress code of students and the collation of merits and demerits.
3. In some cases, a Discipline Committee may be convened by the Principal. This will consist of the Dean of Discipline and appropriate staff members and will investigate serious breaches of discipline as determined by the Principal.
4. Parents will be notified by relevant staff of detention and, in the case of suspension, will be met with by the Dean of Discipline.
5. All staff should acknowledge positive behaviour by students through verbal praise, positive notes in their journals etc.

#### *Role of Students*

All students are expected to respect the ethos of Stratford College. The highest possible standard of conduct inside and outside the school is expected.

Failure to co-operate with staff may result in referral to the school's Discipline Committee and/or suspension. Parents will be notified of any such action.

The School Manager of Stratford College reserves the right to exclude a student from the school if s/he consistently fails to co-operate with the school's *Code of Behaviour and Discipline* and its spirit.

Close boy/girl relationships in school may inhibit school learning for them and for their classmates.

When students are being accepted or chosen for a school tour, previous behaviour may be taken into consideration.

When moving inside the school building students should always walk and keep to the left of the corridors.

#### *Merit*

Stratford College promotes and acknowledges academic progress, good behaviour and a positive contribution to school life.

The school achieves this through the following systems:

- Annual Awards Ceremony



- Monthly Assembly
- School Newsletter, Notice Boards
- Delegation of duties to senior students elected as Prefects and members of the Student Council.

The purpose of the merit system is to recognise and reward all those pupils who seldom get into trouble and who make our job as teachers pleasant.

*A merit may be awarded for the following:-*

1. Outstanding work
2. Outstanding progress
3. Helpfulness, beyond the call of duty
4. No lates – every half term
5. No misdemeanours – every half term
6. Classroom tidiness – every half term

Class Tutors will acknowledge merits in mid-year and end of year school reports.

*Demerit*

A student will incur a demerit when s/he behaves in a manner that is counterproductive to his/her own education and/or to the learning environment of other students. Teachers must be allowed to teach and students to learn.

*Disciplinary Procedures*

1. The subject teacher, Class Tutor, Dean of Discipline and/or the Principal in that order, may deal with a breach of The Code of Behaviour.
2. The Principal and/or a Discipline Committee convened by the Principal, consisting of the Dean of Discipline and appropriate staff members, will investigate a serious breach of *The Code of Behaviour*.
3. Detention will be awarded on receipt of three demerits.
4. Detention is held at regular intervals for a maximum duration of two hours. Written notice of detention will be posted, telephoned or texted to students and parents; the timing is at the discretion of the school staff and may not be altered. A student who fails to attend detention, exceptional circumstances excluded, will be automatically suspended for one day. In the event of the date of detention, awarded



for minor misdemeanours, clashing with a school organised event, the date will be re-arranged.

5. Two detentions due to misbehaviour followed by a third incidence warranting detention will result in an in-house suspension i.e. exclusion from class for one day. Two further detentions due to misbehaviour, followed by a third incidence of misbehaviour warranting detention will result in a one-day suspension from school. Detentions are held outside normal school hours and is one hour for less serious breaches and two hours for more serious ones.

Sanctions are as follows:

1. Verbal correction
2. Notes in school journal
3. Referral to Class Tutor
4. Referral to Dean of Discipline
5. Telephone contact with parents
6. Formal meeting with parents
7. Detention
8. In-house suspension
9. Suspension
10. Expulsion

6. Serious disciplinary issues will be referred to the Principal/School Manager with a recommendation for suspension and/or exclusion.

#### *Property*

1. Stratford College encourages a policy of environmental friendliness. As such students must not litter in classrooms or in the school grounds. Students are expected to comply with all requests from teachers in relation to keeping their surroundings clean and tidy.
2. Mobile phones and personal stereos etc. are not permitted during class time and may not be carried by a student outside the hall even if turned off. These devices may only be used by students at break or lunch times and should be kept in lockers. Any phone found on a student's person other than at break times will be confiscated for **7 days** and should be collected by a parent/guardian only on the 7<sup>th</sup> day from the school office. Parents / Guardians are advised that all urgent communication for students should be directed through the School Secretary.
3. Students should be discouraged from bringing large amounts of cash into the school and are advised that they bring all personal items of property into school at their



own risk. Other items should be left in the student's locker and it is mandatory to purchase a lock for their lockers.

4. The College accepts no responsibility for loss or damage to a pupil's property. Schoolbooks and copies, uniform and sports gear should be clearly labelled.
5. Students must respect school property and must make restitution for the damage or defacing of either school property or the property of another student.
6. Chewing gum is forbidden in all areas of the school.
7. It is strictly forbidden for a student to take photos in school without a teacher's knowledge. This applies to when the teacher is on school property, while in school uniform and on occasions when the student can be connected to the school.

### **Green Code**

#### **"Encourage to clean, Always think Green"**

#### *Health & Safety*

1. Pupils should take the utmost care when on the school premises and have regard to their own safety and the safety of others. Pupils should show respect and courtesy to each other and to the members of staff at all times.
2. In keeping with our anti-bullying policy, all forms of bullying are totally unacceptable. They should be reported immediately to the relevant Form Teacher, staff member or Senior Prefect *cf. Anti-Bullying Policy*.
3. The drinking of alcohol, the smoking of tobacco and the possession of or involvement in illegal drugs is totally forbidden and may result in suspension and possible expulsion from the college *cf. Substance Abuse Policy*.
4. Students, when moving around the school, should walk and not run. All cyclists should dismount at the school gates. From thereon they should push their bicycles or motorcycles to the bicycle racks.
5. All students should observe the *Student Computer User Policy* which is available on our school website or from the Principal following written request.



### *School & Homework*

1. Each pupil is expected to complete all homework to the best of his/her ability and on time.
2. Copybooks should be kept in good condition and written exercises should be completed neatly.
3. When in class pupils should work to the best of their ability, listening carefully and attentively and participate actively by asking questions etc.
4. A letter should explain any absences from class by students from parents/guardians in advance when possible. Pupils should make every effort to catch up on material missed as a result of these absences. It is the student's responsibility to approach the teacher for help in this area.

*A copy of our school policy on Homework and Assessment is available on the school website or form the Principal following a written request.*

### *Attendance & Punctuality*

1. Students are required to attend school regularly. It is the duty of parents to ensure regular attendance. If a pupil is absent, parents are asked to submit a letter of explanation on returning to school. Requests for all absences from school must be made in writing to the Class Tutor.
2. Students, apart from 6<sup>th</sup> Years and Prefects are not allowed to leave school during school hours without the permission of the Principal / Class Tutor.
3. Punctuality is essential at all times. Students who arrive late to school are required to report to the school office immediately and sign the late-book. Students, who change classrooms, should proceed directly from one classroom to another at class changeover time and should not normally go to their lockers between or during classes. Students should organise necessary books and equipment first thing in the morning, at break and at lunchtime for subsequent classes. Students who are persistently late for class may not be admitted to class.



4. On Fridays school finishes at 1.10pm. Break times are at 11.05 - 11.15am and 1.10– 1.45pm. Jewish students are obliged to attend prayers each morning at 8.40 am and to attend Hebrew and/or Jewish Studies. Classes begin at 9.00 am and finish at 3.45pm.

*A copy of our school policy on Attendance is available on the school website or from the Principal following a written request.*

### *Uniform*

*Domestic circumstances, except in exceptional circumstances, do not preclude a student from observing the dress code of Stratford College.*

1. All students, with the exception of 6<sup>th</sup> Years, must wear complete school uniform at school, while travelling to and from school, at school functions and at games. Sports uniform should be worn to school on relevant sports days. A complete uniform list is available from the school office. 6<sup>th</sup> Years should observe an appropriate dress code, which will be determined at the discretion of the staff.
2. If for any reason a student is not wearing complete school uniform, a letter from the parent stating the reason should be handed to the Class Tutor. Students not wearing the full uniform will be sent home and may return when dressed correctly.
3. Hairstyles should be simple traditional styles, which are at the discretion of the staff. Senior boys should be clean-shaven. Jewellery and make-up must be discreet. Earrings may be worn by girls only and should also be discreet. Skirts should be worn below the knee. . Studs only and only studs or piercings are permitted in other parts of the body. Clear, plastic retainers may be used.

### *Dietary Restrictions*

Students should not bring ham/pork or shell fish into the school. Food provided at all formal school events by the Tuck Shop is kosher.

### *Procedures for Suspension/Expulsion*

#### General

1. Suspension will usually only occur after the Principal has:
  - ensured all discipline options under the Code of Behaviour have been applied and documented.



- ensured all appropriate support personnel (internal and external) have been involved as relevant.
  - Ensured that discussion has occurred with the student and parent / guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension.
  - ensured that diagnostic assessments have been carried out where appropriate (i.e. NEPS), particularly where unacceptable behaviour is ongoing and consistent.
  - (except in cases of very serious misconduct) provided a formal written warning detailing these behaviours, as well as clear expectations of what is required of the student in the future.
    - recorded all action taken, and
    - copied all correspondence
2. Principal may suspend immediately in some circumstances e.g. violence, threats of violence, illegal drugs etc. for a maximum of 6 days.
3. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer.
4. If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

### *Appeals*

A formal appeal system may be initiated for suspensions of 3 days or more. A request for such an appeal should be made in writing and will be considered, in the first place by the School Manager and Principal. Any such appeal will consider procedural fairness and the right of a student to an impartial judgement (cf. Appendix 1). Appeals may be made to The Secretary General of the Department of Education and Science in the event of the cumulative period of suspension being 20 days or more. This must be done in writing within **42** days of notification of suspension cf. Circular M48/01.

Expulsion can only occur after the Principal has:

- ensured all discipline options under the Code of Behaviour have been applied and documented
- ensured all appropriate support personnel (internal and external) have been involved as relevant
- ensured all other procedures, referrals, supports have been exhausted
- ensured that discussion has occurred with the student and parent / guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to expulsion
- provided formal verbal and written warnings at appropriate times detailing these behaviours, as well as clear expectations of what was required of the student in the future



- recorded all action taken, and
- copied all correspondence
- informed the parents/guardians of his/her intention to recommend expulsion to the School Manager
- Invited the parents/guardians to the School Manager hearing and
- Invited the parents/guardians to make a written submission in advance of the Management Meeting.
- Provided the parents /guardians with a full, written description of the allegations against the student and the case being made at the meeting, together with copies of all documentation, statements etc. supporting that case.
- Made a formal expulsion recommendation to the School Manager with full supporting documentation.

Expulsion can only occur after the School Manager has

Heard the Principal's case against the student (this case should be made in the presence of the parents/guardians)

- Heard the Parents'/guardians' response
- Examined all the documentation
- Considered the student's record in the school
- Taken legal / expert advice
- Ensured the Principal is not present for the Manager's discussion and decision on the matter.
- Discussed the case in detail
- Considered all procedural matters as previously outlined
- Made a final decision to expel
- Communicated the decision to the parents formally through the Principal
- Informed the Education Welfare officer under Section 24(1) of the Education Welfare Act 2000.

## **Jewish Education**

### *Jewish Prayers*

The School day begins with the traditional but abbreviated Shacharit prayer.

### *Jewish Curricula*

The school follows the Department of Education and Science curricula for Junior Certificate Jewish Studies (Pilot; 4 periods a week). Leaving Certificate Hebrew Studies (5 periods a week) **or** the non examinable option of senior level Jewish Studies is also provided (3 periods a week). See *Jewish Education in Stratford College* for more details.



### **Parents' Association**

The Parents play a very important role in the life of the school. They contribute their expertise, talents and time to the school in many ways and we are indebted to them for all three. A copy of the Constitution of the Parents' Association is available on the website or from the Principal following written request.

### **Pastoral Care**

The school's pastoral care structures and class organisation arrangements enable all students to participate in the life of the school in a way that promotes their social development.

*A copy of the school policies on Pastoral Care, Substance Abuse or on Anti-Bullying is available on the school website or from the Principal following a written request.*

### **Policy and Procedures on the Reporting of Suspected Child Abuse**

Stratford College has adopted the Department of Education *Guidelines for the Protection of Children: Post-Primary*. A copy of this is available on the Downloads section of the school website. This document was adopted by the School in the academic year 2005.

- ⇒ In the case of reasonable grounds for concern for the welfare of a student i.e. a specific indication from a child that s/he was abused; a statement from a person who witnessed abuse; an illness, injury or behaviour consistent with abuse; a symptom which is supported by supporting evidence of deliberate harm or negligence; consistent signs of neglect, a written report should be made to the Principal or in his/her absence, the Deputy Principal.
  
- ⇒ The Principal should notify the School Manager about the concerns expressed.
  
- ⇒ Following investigation and with reference to *The Guidelines* above the Principal may forward a report to the Child Care Manager of the relevant Health Board.

### **Photograph and Film**

From time to time, and **only by authorisation of the Principal**, photographs and/or film may be taken of your son/daughter which may be used for official school publications i.e. school prospectus, newsletter, website or school activities.



Please note that surveillance cameras (CCTV) are used as part of securing the school property and individual belongings.

### **Student Record Keeping**

In the spirit of a caring and supportive community Stratford College aims to ensure that a system of record keeping is established and maintained which supports the teaching and learning process and recognises the value of good communication. Such a policy will also promote a sense of community with teachers, students and parents adopting a partnership approach. Student Records are defined as anything held in written or electronic form that refers to a student's education progress.

*A copy of our policy on Student Record Keeping is available on our website or from the Principal following a written request.*

### **Student Council:**

Aims & Objectives:

- To discuss matters relevant to student affairs and be able to make proposals.
- To organise extra curricular activities within the school, e.g. clubs, sporting.
- To provide a link and improve communication at all levels - staff, students and parents.
- To provide a forum for students to voice their opinions on relevant issues.
- To encourage students to become self-confident, responsible and create a more caring atmosphere.
- Assisting with general prefect activity, i.e. annual walks, first year induction.
- To incorporate a student support network in areas such as: bullying awareness.
- Changes to the constitution may be made based on student council majority vote and principal's approval.
- To consider and maintain the ethos of the school i.e. Jewish.

*A copy of the Constitution of the Student Council is available on the school website or from the Principal following a written request.*

### **School Books for Needy Students**

Each year the Department of Education & Science allocates a grant to this school to enable us to give assistance towards the purchase of school textbooks for students in need. The level of assistance available depends on the number of students eligible for support, the course being followed by the student and the level of the grant which the school receives.



The Department of Education & Science guidelines define a needy student as one from a family where there is

- Genuine hardship because of unemployment/short time working
- Prolonged illness of a parent
- Large family size with inadequate means
- Single parent families
- Other family circumstances indicating financial hardship

Indications of inadequate financial means include

- Families dependent on social welfare
- Families eligible for Family Income Supplement (FIS) or the Back to School Clothing and Footwear Scheme
- Families experiencing financial hardship because of particular circumstances

Entitlement to a medical card does not necessarily indicate eligibility.

In order to enable the school to allocate the Book Grant in the fairest way possible, we request parents/guardians of Jewish students who fulfil the criteria above to complete the enclosed Application Form and return it to the School Office with all relevant receipts.

Given the sensitivity of this issue, we want to assure you that all applications will be treated with the utmost confidentiality.

### **The School Plan**

The School Plan is a legislative requirement for every school. The plan is comprised of policies and procedures, many of which are referred to in this document. Progress in other areas of the plan is reported on at management, staff and parent association meetings.



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