



# 2023

## ST BRENDAN'S COLLEGE BEHAVIOUR MANAGEMENT PROCEDURES

The contents of this document contain a series of procedures and protocols designed to assist with the behaviour management of the students at St Brendan's College. They are to be read in conjunction with the relevant EREA policy and procedures.

Approved by:	Jonathon Gill – AP Middle School	Approval Date:	18/08/2023
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## RATIONALE

When dealing with boys in an educational context it is imperative that rules, intended to regulate student behaviour are clear and concise. Essentially boys need to know:

- *What are the rules?*
- *Who is in charge?*
- *That consequences will be administered consistently.*

St Brendan's College, a Catholic School in the Edmund Rice tradition, is a part of a network of educational institutions governed by *Edmund Rice Colleges*. As such, the College is mandated to be authentic to the four Touchstones of *Gospel Spirituality, Justice and Solidarity, Liberating Education and Inclusive Community*. Therefore, regardless of the circumstances, when considering a response to inappropriate behaviour it must be done so, through the lens of the Touchstones. In practice, this involves staff considering the student's individual needs and documented circumstances when applying these procedures.

The following document outlines procedures concerning the College response to managing student behaviour. These procedures are specifically designed to complement the following school policies and programs:

- Behaviour management
- Uniform and Grooming
- Mobile phone
- Bullying
- Student Code of Conduct
- Responsible Thinking Program

As a body of professionals who operate in the realm of *Boys' Education* it is essential that the day-to-day practices of managing student behaviour are firmly anchored to the concept of '*Right Relationships*'. Listed below are key components of *Right Relationships*.

- An implicit and explicit understanding of the role of the teacher and the student.
- Maintenance of the position of the 'adult' at all times.
- Appropriate recognition of the student as an individual.
- Acknowledgment of the fact that boys will make poor decisions concerning their behaviour.
- Maintenance of the dignity of the student at all times.

For ease of use, the abbreviations listed below are included in this document.

**CRT** = Classroom Teacher

**RTC** = Responsible Thinking Centre

**HOY** = Head of Year

**HOR** = Head of Residence

**HOS** = Head of School

**HOB** = Head of Boarding

**DP** = Deputy Principal.

# STUDENT CODE OF CONDUCT

An inclusive, productive and sustainable school culture must have clear guidelines and expectations for both staff and students. As stated earlier, one of the keys to Right Relationships is a clear understanding of the respective roles of the teacher and student. The staff of St Brendan's College are mandated by Edmund Rice Colleges to abide by a Code of Conduct. Similarly, the students must also have clear guidelines and expectations concerning their rights and responsibilities whilst in the care of the College.

## Safety and Security

Each student at St Brendan's has a right to a safe and secure environment. The need to be safe and protected and to have his property respected is paramount. It is the student's responsibility to:

- respect others and treat them with understanding
- respect the rights of others by treating College property, student property, staff property with due care
- not endanger others
- not to steal, damage or destroy other people's or the College's property
- seek permission if he wishes to borrow
- stay on the College grounds within designated areas unless otherwise directed

## Application to Learning

- Line-up outside the room before entry
- Raise hands to speak or ask questions
- Remain seated unless directed to do otherwise
- Teachers to be addressed as Sir, Ms/Mrs or by surname (No nick names)
- No calling out to other students across the classroom
- Hands-off other boys and the property of other boys
- Listening for teacher instructions or for other student comments or responses
- Stand behind chairs at the end of the lesson for final instructions
- Leave the room as you found it
- Appropriate use of electronic learning platforms (eg, TEAMS, email, Student Cafe)

## Courtesy and respect

Each student has the right to be treated fairly and respected for the person he is. It is the student's responsibility to:

- be punctual
- show respect and courtesy in speech and actions to teachers, other students, non-teaching staff and College volunteers
- help others in times of need
- treat others fairly and provide encouragement to others

## **Public Profile**

Each student has the privilege of being a part of St Brendan's College. As such, each student must endeavour to keep the reputation of the College in high esteem. It is the student's responsibility to:

- behave appropriately in public and use socially acceptable language.
- adhere to the College Uniform and Grooming policy
- play interschool sport fairly and in the best interest of the game
- keep the College grounds free from litter and vandalism
- maintain a responsible online profile which enhances the reputation of the student and the College

## **Conduct**

Each student needs to know why his misbehaviour is unacceptable and to understand the consequences of such behaviour. It is the student's responsibility to:

- know the College rules and to obey them
- behave in a socially acceptable manner in person and online
- face the consequences which may come from his actions
- act responsibly when injustice occurs

## **Religious Environment**

Each student has the right to religious freedom and practice. It is the student's responsibility to:

- maintain an attitude of respect and prayerfulness at liturgies and in the Chapel
- participate in liturgies, retreats and class lessons in religious education
- show reverence for the religious views of others at all times

# **MANAGING DISRUPTIVE CLASSROOM BEHAVIOUR**

St Brendan's subscribes to and endorses the philosophies of Responsible Thinking. As such, the College has clear protocols when a student either wilfully or unintentionally disrupts the integrity of the classroom.

# THE RESPONSIBLE THINKING PROCESS

The key component of the Responsible Thinking Process (RTP) process is its focus on how students can achieve their goals without getting in the way of others who are trying to do the same thing. In short, it teaches students how to respect others, while at the same time learning what constitutes disruptive behaviour.

## Disruptive behaviour:

Disruptive behaviour may include but is not limited to:

- Making indiscriminate noises that interrupt the flow of a lesson
- Calling out, or making loud, obtrusive or inappropriate noises
- Talking to other students while the teacher is talking
- Talking or distracting another student when the class is working on a prescribed task.

## Automatic Referrals

Circumstances may arise where a teacher may have to skip asking the RTP questions and say,

“I see by your behaviour that you need to go to the Planning Room”. These are referred

to as “Automatics” and include:

- Violence/fighting
- Obscene language to staff or students
- Aggression or intimidation towards staff
- Unsafe behaviour in areas where staying would put others (or himself) at risk
- Deliberate interruption of the RTP process with other students

RTP operates on the philosophy that students have the right to learn and teachers have the right to teach in safety. No one has the right to disrupt, to prevent others from learning, or to violate the rights of others. When a disruptive incident occurs, the student is asked a series of questions to prompt the student to take responsibility for their actions. He will be reminded of the rule and given a choice of where he wants to be — either in the class/learning environment (following the accepted rules) or in the Planning Room. If after this reminder there is a further disruption or breach of rules the student loses the right to be in the classroom and has chosen by his behaviour to go to the Planning Room.

In the Planning Room the student works under supervision and is required to address the behaviour that was occurring in the class/learning environment. The student is assisted by Planning Room staff to develop a plan to resolve any classroom conflict and to avoid further similar disruptions. The student is then required to negotiate re-entry to the class/learning environment on the basis of this plan with the teacher. The student must also include in his plan how work missed will be completed, this will normally occur during an after-school detention, issued for each referral from class.

## RTP CONSEQUENCES

### 3 Referrals from the same class

- Mediation and HOY to assist with renegotiation
- Classroom teacher card issued and monitored by the HOY

*Note: If a student's behaviour during the mediation process is deemed to be uncooperative or dismissive the HOY/HOS may activate pause or a suspension. In other words, "Go home and come back when you are ready to learn".*



### 3 Referrals from different classes

- Blue Monitoring card
- Detention (after each referral)
- Withdrawal from all extra-curricular activities



### 5 Referrals from classes

- Head of school contract at the discretion of the HOS in consultation with HOY, including a possible enrolment review discussion with the parents/care givers
- Red card to be monitored by the HOS
- Withdrawal from all extra-curricular activities



### Any referral Post Intervention

Where a student is continually/wilfully disruptive in the classroom, post five referrals, the HOS in consultation with HOY may:

- Activate an enrolment Pause or an internal or external suspension
- Initiate an enrolment review interview with the parents/care givers
- Activate a Head of School Contract and / or Enrolment Warning Letter
- Withdrawal from all extra-curricular activities

**Note:** Any student who is issued with an RTP referral must attend an after-school session for each referral. These sessions will be conducted in the RTC on any Monday to Thursday afternoon.

# LEVELS OF INAPPROPRIATE BEHAVIOUR

An understanding of inappropriate behaviour is imperative when applying consequences that are just and fair. For the purpose of managing student behaviour, the College has categorised breaches of the Student Code of Conduct and of the School Rules into three levels.

## Level 1:

- None completion of homework
- Low level disruptive behaviour in the classroom
- Minor breaches of the uniform policy
- Low level obstinate behaviour
- Low level inappropriate language
- Low level risky behaviour
- Late to Class
- Littering

## Level 2:

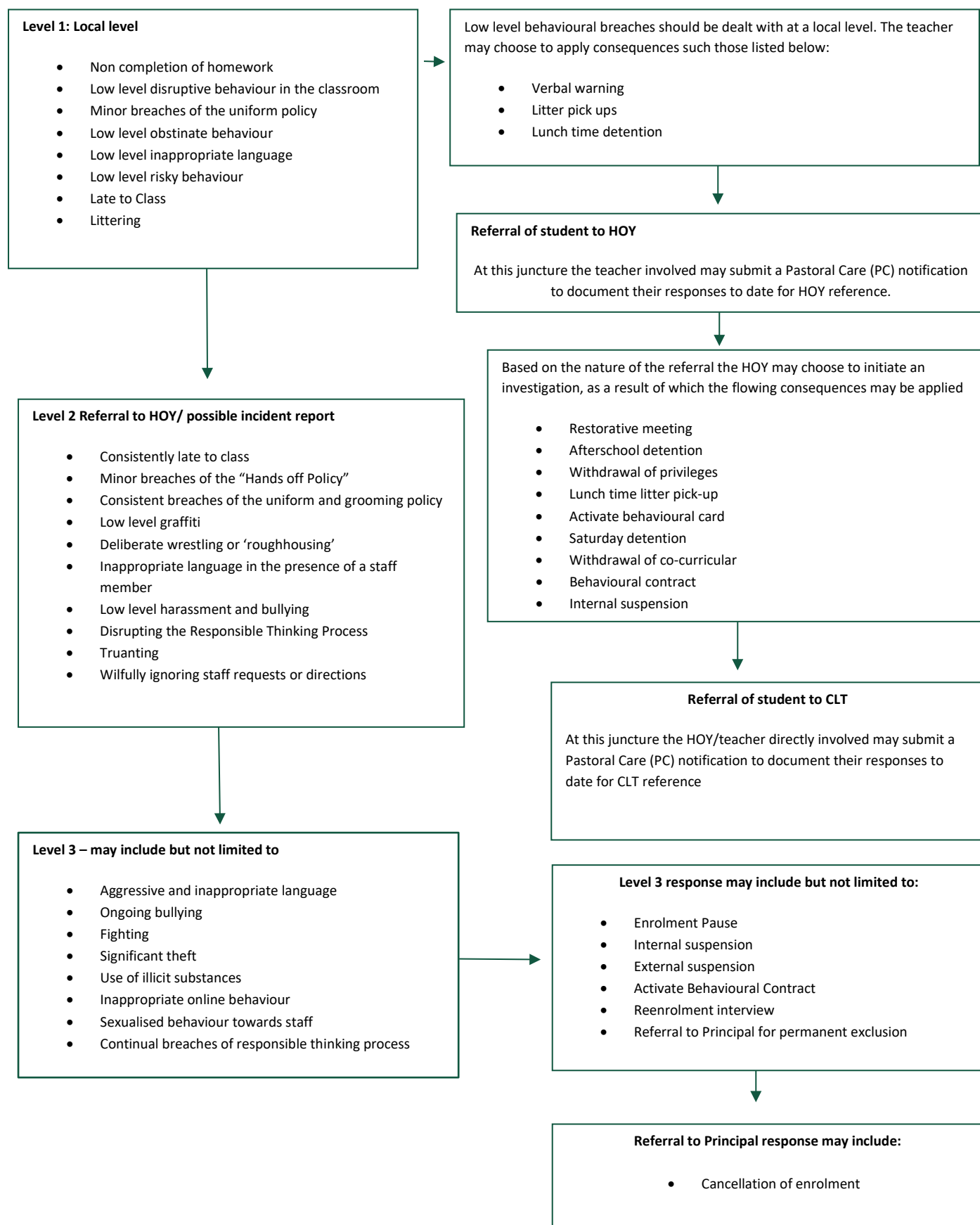
- Consistently late to class
- Minor breaches of the “Hands off Policy”
- Consistent breaches of the uniform and grooming policy
- Low level graffiti
- Deliberate wrestling or ‘roughhousing’
- Inappropriate language in the presence of a staff member
- Low level harassment
- Disrupting the Responsible Thinking Process
- Truanting
- Wilfully ignoring staff requests or directions

## Level 3

- Disrespectful/Aggressive/obscene language directed at a student or staff member
- Acts of physical violence toward a staff member or another student
- Consistent truanting
- Intimidating behaviour towards other members of the College community
- Inappropriate use of a mobile phone (unauthorised filming or photography)
- Use of illicit substances
- Wilful graffiti of school property, particularly if it involves defamatory images of other members of the College Community
- Continuation of the following behaviours post intervention
  - disrupting the learning environment
  - bullying
  - smoking/vaping



The following flow Chart represents a summary of the school processes related to each level of behaviour. Both the breaches on the left, and responses on the right are possible examples, however the final response is ultimately at the discretion of the College Principal.



## HOMEWORK DETENTION FLOWCHART

The Student will be given a second opportunity to complete the H/W or the set class work by the classroom teacher.



If the Student fails to complete the set work they will be referred to a Faculty Detention.

These detentions could take the following forms:

- A 15-20 minute lunchtime work session
- A 20-30 minute after school session
- A 30-50 minute after-school tutorial.

While not always possible it is preferable that the teacher makes contact with the parents, however it is ultimately the student's responsibility to attend detentions and notify their parents to help them learn to take responsibility for their behaviour.



If the student fails to attend the faculty detention the teacher/HOD will submit the student's name to the RTC coordinator. The student will then attend an after school RTC detention.



If the student fails to attend the RTC detention they will be referred to the appropriate HOY. The student will then be required to attend a double after school RTC session. The HOY will make contact with home to restate expectations around student attendance at detentions.



If the student fails to attend the RTC detention they will be referred to the HOY and issued with a Saturday detention if the student has outstanding responsibilities by the end of the week.

## MANAGING INAPPROPRIATE USE OF MOBILE PHONES

In line with changes announced by the Queensland Government mobile phones are banned at school. Given the harm that inappropriate use can cause the College must have suitable consequences in place. Below are the expectations for student mobile phones while they are on College grounds:

1. Student mobile phone usage is not permitted in the day school precinct between the hours of 8.00am and 3.00pm
2. Boarding students must keep their mobile phone in the boarding school as directed by their Head of Residence.
3. Local students are advised to keep their mobile phone at home. In circumstances where this is not possible, the student's phone must be turned off and in their school bag.
4. Personal mobile phones are not permitted on an individual's person during school hours.
5. Local students who do not wish to store their phone in their bag can use their locker or see their respective Assistant Principal Head of School to arrange a locker if they don't currently have one.

If students are found in breach of the above conditions the following processes will be followed.

### First Infringement

- The student's phone will be confiscated and held at student reception.
- The student can collect their phone at the conclusion of the school day.
- The student's parents will be contacted in a timely manner via a PC entry email.
- The student will be issued with an after-school detention.

### Second Infringement

- The student's phone will be confiscated.
- The student can collect their phone at the conclusion of the school day.
- The student's parents will be notified by their son's Head of Year.
- The student will be issued with a Saturday detention.
- The student must hand their phone into student reception at the beginning of each day for a period of one school week.

### Third Infringement

- The student's phone will be confiscated, parents/caregivers notified.
- Excluding extraordinary circumstances, the student will be stood down from all College related activities including class, effective immediately.
- Parents/caregivers will be required to collect the phone from the student's respective Assistant Principal Head of School.

### **What will happen if a student is wilfully noncompliant?**

- The matter will be referred to the student's respective Head of Year or Assistant Principal Head of school.
- The student will be stood down from all school related activities effective immediately.

### **Storage and Collection of Mobile Phones**

- Confiscated student phones will be securely stored at student reception and can be collected after school. Student reception is open until 4.00pm for student or parent phone collection.
- Allowances will not be made for students with scheduled bus departures where collecting their phone may mean they will miss their bus. Please discuss your expectations regarding this possibility with your son and the importance of them taking responsibility for their belongings and their actions.

### **Significant Breach (Social Media posts and/or Unauthorised filming or Photography)**

In the event of a significant breach of the mobile phone use, the following steps may be taken depending on the individual circumstances and the severity of the behaviour.

- Internal Suspension administered by the HOY in conjunction with HOS and DP
- External Pause administered by the HOS in conjunction with HOY and DP and under the provision of the EREA Student Discipline Procedures (20317076.1)
- External Suspension administered by the HOS in conjunction with HOY and DP and under the provision of the EREA Student Discipline Procedures (20317076.1)
- Permanent Exclusion Administered by the College Principal in consultation with the HOY, HOS or DP and under the provision of the EREA Student Discipline Procedures (20317076.1)
- Possible police involvement

## **MANAGEMENT OF BULLYING BEHAVIOUR**

The school community does not condone bullying or harassment and the following process has been established to help deal with such unacceptable behaviour.

### **First Response**

In all instances of student misbehaviour it is paramount that the HOY in conjunction with the HOS has a clear understanding of the context in which such behaviour occurs. Subsequently, when responding to circumstances involving bullying the HOY may choose, in conjunction with the school Counsellor to activate "*Methods of Shared Concern*". Such an approach should be employed when the perpetrators are not fully aware of the impact of their actions. Often boys are able to resolve their differences through mediated conversations to help them understand how their actions impact others so they can be more respectful of their peers.

If deemed necessary the HOY may choose to issue the bully with an Official Caution, a record of which should be recorded in TASS and on the students main file. If an official caution is issued the parents/guardian of the bully must be notified.

**Note:** If the incident is deemed by the HOY/HOR as malicious and premeditated, with intention to significantly defame or cause injury, a member of the College Leadership Team must be consulted to determine an appropriate response.

## Continued Bullying Post Initial Intervention

When a further bullying incident is substantiated the following steps will be enacted depending on the severity of the behaviour:

- An interview with the parents of the bully
- An Official Caution placed on the student's file
- Counsellor involvement to support the student
- Behavioural contract/ Enrolment Warning Letter
- External Suspension/ Enrolment Pause
- Enrolment review meeting with the Principal

The EREA Policy outlines discretionary authority to the Principal to determine further suspension and/or exclusion for students who continually breach College regulations and policy.

- Based on the severity of the bullying incident, a student may commence at any stage of the outlined process.
- The interview process may involve the Principal, Deputy Principal, AP Residential or other staff at any of the stages.

**Note:** If the bullying or harassment causes harm to a student this may be dealt with under the EREA Child Youth Protection Policy.

## MANAGING SMOKING, VAPING OR POSSESSION OF E – CIGARETTES

By virtue, St Brendan's is '**duty bound**' to ensure its students are adopting habits that are conducive to a healthy lifestyle. Given the undisputed medical evidence about the health implications of cigarette smoking and vaping and the fact that it is illegal to smoke on the school property, St Brendan's treats this issue seriously.

Therefore, it is imperative that appropriate deterrents are put in place and adhered to. The process outlined below specifically pertains to circumstances where students are caught vaping, smoking, smelling of cigarette smoke or found to have cigarettes or vapes on their possession.

### Level One - Student caught first the first time.

1. Three day external suspension.
2. Contact made with the parents to discuss the impact on the student's ongoing enrolment.

### Level Two - Student caught a second time.

1. Enrolment Pause enacted while Principal reviews the student's enrolment.
2. Enrolment review meeting with parents and student to discuss the conditions for student's return to school or cancellation of enrolment as determined by the Principal.
3. First and Final Warning Letter issued to student and parents

### **Level Three - Repeated infringements**

- The student's ongoing enrolment will be considered at this stage. Other behaviours may also be considered. The decision will be determined by the Principal and under the provision of the EREA Student Discipline Procedures (20317076.1)

### **Level Four - Selling or Distributing Smoking or Vaping Products at School.**

- The student's ongoing enrolment will be immediately Paused and their enrolment reviewed by the Principal. Other behaviours may also be considered, however any decision to cancel a student's enrolment will be determined by the Principal and under the provision of the EREA Student Discipline Procedures (20317076.1)

## **MANAGING ENROLMENT PAUSE, SUSPENSION AND RE-ENTRY PROCEDURES**

### **SUSPENSION**

The Principal or another Authorised Delegate is the only staff member with the power to decide upon the Suspension of an enrolled student. Any decision by the Principal or an Authorised Delegate to suspend a student from the College, regardless of the length of time, is a very serious disciplinary action.

The Principal may suspend a student from the College if they are reasonably satisfied a ground exists for the Suspension. When deciding whether to suspend a student from the College, the following matters will be taken into consideration:

- a) the severity of the student's breach of the Code of Conduct, Enrolment Contract, or any other policy of the College;
- b) the severity of the student's disobedience or misbehavior;
- c) the level of the conduct and whether it adversely affects, or is likely to adversely affect, other students or the good order and management of the College;
- d) whether the student's attendance at the school poses an unacceptable risk to the safety or wellbeing of the student, of other students or of staff;
- e) whether the student is charged with a serious offence (as defined in the Working with Children (Risk Management and Screening) Act 2000 (Qld)); and
- f) the student is charged with an offence, other than a serious offence, and the Principal is reasonably satisfied it would not be in the best interests of the student, of other students or staff for the student to attend the College while the charge is pending.

The Suspension of a student will typically (although not always) be appropriate in circumstances where the behaviour of the student giving rise to disciplinary action is an isolated incident, or where, in the sole discretion of the Principal or an Authorised Delegate, the behaviour is determined to be not severe enough to warrant Exclusion of the student from the College. A Suspension is intended to allow the student time to reflect on the consequences of their actions and prepare for restorative meetings with fellow students, teachers and College Leaders.

Where the Principal or Authorised Delegate is deciding whether to suspend a student, the Principal or Authorised Delegate will:

- a) consider whether the student's behaviour constitutes grounds for Suspension;
- b) provide an explanation to the student and/or the Parents as to why the student's behaviour warrants Suspension.

If the Principal then decides to proceed with the Suspension, the Principal or an Authorised Delegate must inform the student and their parent/guardian of the decision and outline the date on which the Suspension will commence and finish. The Principal, in their sole discretion, may determine the length of a student's suspension.

A Suspension of the student will be documented in the College's records. The Principal and/or Authorised Delegate may take into consideration prior Suspensions when determining what disciplinary action ought to be taken against a student in circumstances of further misbehavior or misconduct of the student in the future.

The Principal or Authorised Delegate must ensure a staff member is appointed as the contact for the student and their Parents while the Suspension is in effect. The Principal must also take reasonable steps to arrange for the student's access to an educational program that allows them to continue their education during the Suspension.

## **ENROLMENT PAUSE**

A Pause is an interim measure which will be taken by the College prior to making a formal decision regarding the disciplinary action to be taken against the student. When determining whether it is appropriate for a Pause to be applied, the Principal or other Authorised Delegate will have regard to:

- a) whether the student's attendance at the College would put the health and safety of the student, of other students, staff or other agents of the College at risk; and
- b) whether the student's conduct gives rise to the possibility of the student being suspended or excluded from the College having regard to the matters outlined in this Policy in respect of each.

The Principal or an Authorised Delegate when reasonably practicable (but not imperative) consult with the Parents or the student prior to making a decision to Pause the student's enrolment at the College.

The Principal or Authorised Delegate exercises sole discretion in deciding whether to Pause a student's enrolment at the College.

## **RE-ENTRY**

At the end of the period of Suspension or Pause, the Principal will organise for a conference with relevant staff, the student, and the student's Parents to ensure a mutual understanding surrounding the path for the student's education and expected behaviour.

The Principal will also oversee any proposed strategies to be implemented to ensure that the understanding is affected.

The outcomes of this conference will be recorded in writing and communicated to the student and the student's Parents. A copy will be placed on the student's file.

Following the student's re-entry to the College, the student may be required to participate in a behaviour management plan, so that the student's behaviour can be monitored. Further misconduct of the student following re-entry may result in more serious disciplinary action being taken against the student, including exclusion from the College.

## **WITHDRAWAL**

The Parents may decide to withdraw the student from the College upon consultation with the Principal or other Authorised Delegate.

Upon request, the Principal or other Authorised Delegate may assist the Parents in locating another suitable education provider for the student.

## **EXCLUSION**

The Principal is the only staff member with the power to make a decision about the exclusion of an enrolled student.

When a student of the College is excluded, the Enrolment Contract governing the enrolment of that student will be terminated immediately.

Exclusion is the most serious disciplinary action that the Principal can take against a student and must only be used if other disciplinary consequences are demonstrably inadequate to deal with the student's behaviour. A student is not required to have been suspended for misconduct prior to the Principal or an Authorised Delegate making a decision to exclude the student from the College.

The Principal may exclude a student from College if they are reasonably satisfied that a ground exists for the exclusion. When deciding whether to Exclude a student from the College, the following matters will be taken into consideration as grounds for exclusion:

- a) persistent or serious disobedience, misconduct, misbehaviour or negative behaviours;
- b) persistent or serious breaches of the College's Code of Conduct, Enrolment Contract or other policies or procedures of the College;
- c) conduct that adversely affects, or is likely to adversely affect, other students or staff;
- d) conduct that adversely affects, or is likely to adversely affect, the good order and management of the College;



- e) the student's attendance at the College poses an unacceptable risk to the safety or wellbeing of other students or of staff; and
- f) if Suspension of the student is inadequate to deal with the disobedience, misbehaviour, conduct or risk.

It is also a ground for exclusion if the student has been convicted of an offence and the Principal is reasonably satisfied it would not be in the best interests of other students or of staff for the student to remain enrolled at the College.

The Principal or Authorised Delegate exercises absolute discretion when determining whether the student's behaviour or conduct warrants exclusion from the College.

Where the Principal is considering a decision to exclude a student, the Principal will:

- (a) consider whether the student's behaviour constitutes grounds for exclusion;
- (b) ensure documentation is completed to explain how they believe the student's behaviour meets the ground/s;
- (c) provide the student and their Parents with an opportunity to view the relevant evidence about the student's behaviour and to discuss or respond to the allegations prior to a disciplinary decision being made; and
- (d) discuss the exclusion with the Director of Schools.

If the Principal makes the decision not to proceed with the Exclusion, they may consider a less serious disciplinary action such as a Pause, Suspension or an alternative consequence.

If the Principal decides to propose the exclusion of a student, the Principal or an Authorised Delegate must inform the student and their Parents of the decision.

## **ALTERNATIVE CONSEQUENCES**

Should the Principal or other Authorised Delegate decide not to proceed with any of the above serious disciplinary consequences, a range of Alternative Consequences are available against students who have breached College rules or are disobedient.

These disciplinary consequences include:

- a) warnings or reprimands (verbal and written);
- b) time outs;
- c) clean up duties;
- d) cancellation of privileges;
- e) withdrawal from college activities; and/or
- f) lunch-time or after-school detentions.

## NOTIFICATION OF DECISION

The decision made under these Procedures will be communicated in writing to the student's Parents. The Principal will also attempt to communicate this decision verbally.

The student, and the student's Parents must abide by the decision.

## REVIEW OF DECISION

A student or the Parents may seek a review of a decision made under these Procedures. All appeals must be made in writing, setting out the grounds of appeal.

A request to review a decision to suspend a student must be made to the Principal or other Authorised Delegate.

A request to review a decision to exclude a student must be made to the Director of Schools within four term weeks of the decision being made.

## NO SCHOOL NO PLAY RULE

Students who breach the Code of Conduct or other College rules may have their right to represent the College withdrawn. This includes sporting, cultural, musical or other College activities as determined by the HOY or HOS.

1. The “No school No play” rule will be enacted primarily as a response to students who are disrupting the learning environment. Therefore, RTC reports, behavioural TASS entries and incident reports will be taken into consideration when implementing this rule.
2. It is at the discretion of the Head of Year who will make the decision in consultation with the Head of School.
3. Academic application will also be considered when implementing the “No school NO Play rule”. However it is important that staff do not operate outside the existing guidelines of the Home Learning and Assessment policy.
4. A single significant breach of school regulation may also result in the “NO School No Play”.

## ST BRENDAN’S COLLEGE SCHOOL RULES

As a member of the St Brendan’s College Community

1. I will ensure my behaviours and attitudes are respectful toward all staff, students and property.
2. I will place safe behaviours at the heart of all I do.
3. I will comply with all that is lawful.
4. I will come to the learning environment on time, prepared and ready.