

Ó Fiaich Institute Policy Documentation

Code of Practice Policy

2019/20

Ó FIAICH INSTITUTE



Ó Fiaich Institute

Ó Fiaich Institute
Dublin Road,
Dundalk,
Co. Louth

042 9331398
www.ofi.ie

Code of Practice

All Further Education learners will be expected to engage with their studies in a responsible and mature manner and must maintain standards to ensure that all learners achieve the maximum benefit from their respective courses.

Attendance

Our experience is that learners who perform well in assessments, who are successful in securing college places and/or employment, are those whose attendance is regular and punctual throughout the year. Learners are, therefore expected to attend all time-tabled classes. A minimum of 80% attendance is expected of all learners. Absence for reasons covered by a medical certificate fall outside minimum attendance requirements. **Medical certs must be presented to your coordinator within 3 days of your absence.**

Please refer to Attendance Policy for full procedures on attendance and procedures regarding poor and non-attendance.

Learners' attendance will be monitored in at regular intervals. In the case of unsatisfactory attendance, a learner will be issued with a verbal warning by the course co-ordinator. If attendance has not improved in a specified time you will have to attend a disciplinary committee. Learners who have very poor attendance may be asked to leave their course.

Learners who have applied for a maintenance grant will only receive the grant each month if their attendance is at **least 80%** for that month. Payments are made in monthly instalments over a 36 week span and only learners who have attended for a minimum of 80% of the college year will receive the final instalment. If you **fail to submit a medical cert on the first day of your return** your grant may not be paid for that month.

Punctuality

All learners are required to be in college in advance of their first scheduled class of the day. Currently classes are scheduled from 8.59am in the morning and good time keeping is essential. Careful note will be taken of each learner's punctuality record which will be referred to in any references issued, along with details of attendance.

Work rate

All learners will have either exams or assessments at Christmas and at the end of the year and they will receive official feedback after at Christmas which may include:

- Verbal feedback
- Typed reports handed to learners with verbal feedback
- Typed reports posted to learners
- Evidence of feedback retained and filed.

Each learner's progress will be assessed at regular intervals throughout the programme by their course coordinator. Any learner who is not making satisfactory progress will be scheduled to meet their course co-ordinator who will devise a plan of improvements. If these improvements are not

followed, and in cases where the learner is said to be not taking instruction and effecting the integrity of the programme, the learner may be asked to leave the course.

Assignments

All Further Education courses are partly assessed by means of Continuous Assessment (CA) through assignments and projects which learners must complete at various times during the academic year. Learners will be informed of each assignment and/or project by the relevant teacher and the deadline for the submission of each piece of work will be given in writing. The procedures around assignment submission is explained further in the Assignment Submission Policy.

Smoking

Learners are required, in accordance with current legislation, **not to smoke anywhere on the premises** (toilets, corridors, school grounds etc.). Learners who wish to smoke during breaks should leave the college grounds.

Parking

Learners are required to park in the in the designated learner car park. Learners must ensure not to park cars in a way that blocks the driveway on the entrance to the campus. Learners should be dropped off/picked up in the learner car park area to avoid obstruction to others. All users of the campus must observe the speed limit and all pedestrian crossings on the Campus grounds. Learners must ensure that they do not interfere with or lean against cars parked outside the Institute.

Ó Fiaich Institute cannot accept responsibility for personal possessions left in or around the building or in cars parked on the Campus grounds. **Vehicles and contents are left at owner's risk.**

Management will not accept responsibility for any damage, accidents or losses.

Mobile Phones

Mobile phones/electronic devices should be turned off at all times during classes and examinations. The use of electronic devices/mobile phones are not permitted during scheduled work placements.

Bullying

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

This includes:

- Deliberate exclusion, malicious gossip and other forms of relational bullying,
- Cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs or because of size/weight.

Note: Placing a once-off offensive or hurtful public message, image or statement where it can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When dealing with bullying the focus is to resolve any issues (rather than to apportion blame). In such cases learners will be asked to attend a disciplinary meeting with management which will be conducted with sensitivity and with due regard to the rights of all learners concerned.

If you (or someone you know) experience(s) bullying:

- Speak to your Course Co-ordinator who will investigate and attempt to resolve.
- If the matter is not resolved satisfactorily, it will be referred to the Disciplinary Panel.

Sanctions may include apologising to the victim(s) verbally and/or in writing, agreeing to have no contact with the victim, home suspension or exclusion from the course. If you are not satisfied that the college has dealt with a bullying case in accordance with the procedures outlined in the policy, you or parent(s)/guardian(s) may request to meet the Deputy Principal and/or Principal.

Learner I.D. Cards

All learners are required to have a Learner I.D. card on their person at all times while in the college and must show it to any member of staff if requested. Learners will only gain entry to the learner car park on production of their I.D. card.

Learner Photos

Photographs/digital images may be published on our websites and social media accounts or in brochures, newsletters, local and national newspapers and similar education and training-related productions. If you would prefer not to have your photograph/digital image taken and included in such records, please indicate on the Learner Contract form.

Behaviour

All learners are expected to treat all staff members and fellow learners with respect and to follow all instructions given by any staff member. If a learner fails to do so he/she may be brought before a Disciplinary Committee.

Social Area

The Social area in the single storey building is to be used as a library/ study space only, except during break/ lunch time. Learners who assemble in this area at any other time and are disruptive may be asked to leave this area and/or the college grounds. Learners must follow instruction given by any staff member in relation to this.

Expectation while in the Two Storey Building

As the Two Storey building is a shared learning space; FE learners are asked to:

- Ensure noise is kept to a minimum (please refrain from phone usage or leave the building to make/receive calls). No images should be taken of other learners in this area.
- Follow health and safety guidelines including; to keep left on stairs and corridors and ensure that food/drink are consumed in designated areas only.
- Ensure toilet are kept clean and tidy and report any instances where this may not be the case to management.