Appendix to School Self-Evaluation Report 2023/2024:

**Legislative and regulatory checklist**

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| **Issue** | **Relevant legislation, rule or circular** | **Is the school fully meeting the requirements of the relevant legislation, rule or circular?** | **If no, indicate aspects to be developed** |
| Valid enrolment of students | M51/93 | Yes |  |
| Repeating a year – conditions to be met | M2/95 | Yes |  |
| Time in school  -Length of school year (minimum of 166 days for all year groups)  -Length of school week (minimum of 28 hours for all year groups) | Circular M29/95 | Yes  Yes |  |
| Standardisation of school year | Circular 034/2011 | Yes |  |
| Procedures for making September returns to the Department | Circular 56/2009 and instructions issued annually regarding return deadlines | Yes |  |
| Annual returns to the National Educational Welfare Board (NEWB) | Education and Welfare Act 2000 | Yes |  |
| Arrangements for parent/teacher and staff meetings | Circular M58/04 | Yes |  |
| Implementation of national agreement regarding additional time requirement | Circular 25/2011 | Yes |  |
| Development of school plan | Section 21 Education Act 1998 | Yes |  |
| Engagement with school self-evaluation process | Circular 40/2012 | Yes |  |

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| **Issue** | **Relevant legislation, rule or circular** | **Is the school fully meeting the requirements of the relevant legislation, rule or circular?** | **If no, indicate aspects to be developed** |
| Whole-school guidance plan | Section 21 Education Act 1998 | Yes |  |
| Guidance provision in post-primary schools | Education Act 1998 (section 9( c)), Circular PPT 12/05, Circular 09/2012, section 4 | Yes |  |
| Delivery of CSPE to all junior cycle classes | Circular M12/01, Circular M13/05 | Yes |  |
| Exemption from the study of Irish | Circular M10/94 | Yes |  |
| Implementation of national literacy strategy | Circular 25/2012 | Yes |  |
| In-school management structures | Section V Education Act 1998, Circular 04/98, Circular M29/02, Circular 22/2009, Circular 08/2013 | Yes |  |
| Limited alleviation on filling posts of responsibility for school year 2011/2012 | Circular 53/2011 | Yes |  |
| Parents as partners in education | Circular M27/91 | Yes |  |
| Implementation of child protection procedures | Circular 65/2011  Please record the following information in relation to child protection | Yes |  |

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| **Issue** | **Relevant legislation, rule or circular** | |  | |  | | **Is the school fully meeting the requirements of the relevant legislation, rule or circular?** | | **If no, indicate aspects to be developed** |
|  | * Number of cases where a report involving a child in the school was submitted by the DLP to the HSE * Number of cases where a report involving a child in the school was submitted by the DLP to the HSE and the school board of management informed * Number of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made * Number of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made and the school board of management informed | |  | | 5  5  0  0 | |  | |  |
| Implement of complaints procedure as appropriate | Section 28 Education Act 1998  Please record the following information in relation to complaints made by parents during this school year | |  | |  | | Yes | |  |
|  | * Number of formal parental complaints received * Number of formal complaints processed * Number of formal complaints not fully processed by the end of this year | |  | | 0  0  0 | |  | |  |
| Refusal to enrol | Section 29 Education Act 1998  Please record the following information in relation to appeals taken in accordance with Section | |  | |  | | N/A | |  |
| **Issue** | | **Relevant legislation, rule or circular** | |  | | **Is the school fully meeting the requirements of the relevant legislation, rule or circular?** | | **If no, indicate aspects to be developed** | |
|  | | 29 against the school during this school year | |  | |  | |  | |
|  | | Number of section 29 cases taken against the school  Number of cases processed at informal stage  Number of cases heard  Number of appeals upheld  Number of appeals dismissed | | 0  0  0  0  0 | |  | |  | |
| Suspension of students | | Section 29 Education Act 1998  Please record the following information in relation to appeals taken in accordance with Section | |  | |  | |  | |
|  | | Number of section 29 cases taken against the school  Number of cases processed at informal stage  Number of cases heard  Number of appeals upheld  Number of appeals dismissed | | 0  0  0  0  0 | |  | |  | |
| **Issue** | | **Relevant legislation, rule or circular** | |  | | **Is the school fully meeting the requirements of the relevant legislation, rule or circular?** | | **If no, indicate aspects to be developed** | |
| Expulsion of students | | Section 29 Education Act 1998  Please record the following information in relation to appeals taken in accordance with Section 29 against the school during this school year | |  | |  | |  | |
|  | | Number of section 29 cases taken against the school  Number of cases processed at informal stage  Number of cases heard  Number of appeals upheld  Number of appeals dismissed | | 0  0  0  0  0 | |  | |  | |

Appendix to School Self-Evaluation report: policy checklist

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| Policy | Relevant legislation, circulars, guidelines | Has the policy been approved by the Board of Management? | If no, indicate aspects to be developed |
| Enrolment policy | Section 15(2)(d) of Education Act  Equal Status Acts 2000-2011 | Yes |  |
| Code of behaviour including anti-bullying policy1 | Circular M33/91  NEWB guidelines  Section 23, Education (Welfare) Act 2000  Equal Status Acts 2000-2011  *Anti-bullying Procedures for Primary and Post-primary schools* 2013 and Circular 45/13 | Yes |  |
| Attendance and participation strategy2 | Circular M51/93  Section 22, Education (Welfare) Act 2000 | Yes |  |
| Health and Safety Statement | Health and Safety Act 2005 Section 20 | Yes |  |
| Data protection | Data Protection Act 1998  Data Protection (Amendment Act) 2003 | Yes |  |
| Special educational needs policy3 | Education Act (1998)  Equal Status Acts (2000 to 2011). | Yes |  |

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1 Under the provisions of the Education (Welfare) Act (2000) (section 23) the school’s code of behaviour should conform to the specifications stated.

2 Under the provisions of the Education (Welfare) Act (2000) (section 22) the school’s attendance strategy should conform with the provisions stipulated.

3 Section 9 of the Education Act (1998) requires a school to “use its available resources” to identify and provide for the educational needs of those “with a disability or other special educational needs”.

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|  | Education (Welfare) Act (2000)  Education for Persons with Special Educational Needs Act (EPSEN) 4 (2004)  Disability Act (2005) |  |  |
| Social, personal and health education (SPHE)/Relationships and sexuality education (RSE) policy | Circulars 37/2010, 23/2010, M27/08, M11/03, M22/00, M20/96, M4/95 | Yes |  |
| Substance use policy | Department of Education and Skills Directive; guidelines issued to schools in 2002 | Yes |  |
| Internet acceptable use policy | National Council for Technology in Education (NCTE) Guidelines, 2012 | Yes | Reviewed  May 2016 |
| Child Protection Policy | Circular 0065/2011 | Yes | Reviewed March 2016 |

4 The EPSEN Act requires that schools be inclusive of and provide an appropriate education for students with special educational needs.