Foirm Iarratais

1. **Ainm** / Name .....
2. **Seoladh** / Address .....

   .....
3. **Cúrsa** A: 19/06 - 9/07 ☐ B: 10/07 - 31/07 ☐
4. **Scoil** / School .....

   Year 2021/22.....
5. **Male** ☐ **Female** ☐
6. **Dáta Breithe** / Date of Birth .....
7. Parents Mobile: .....

   Home/Other no.:.....

   Parents email address: **(please write clearly)**

   .....
8. Has the student a health problem ? Please attach all relevent details

   .....
9. I authorise the college to allow my child to take paracetamol under supervision if required. **I Do** ☐ **I Don't** ☐
10. Dietary requirements: No special needs ☐

    Coeliac ☐ Vegetarian ☐ Nut allergy ☐ Other ☐

    If other, please specify.....
11. Name and telephone no. of person who will accept responsibility of above student in parents absence.

    Name : .....Mobile : .....
12. Did you attend Coláiste Árainn Mhóir before? **Yes** ☐ **No** ☐
13. If yes, how many years did you attend ? .....
14. Name of **one** friend you wish to be accomodated with.

    .....
15. Please visit **www.colaisteam.com/tandc** and read our application process and terms and conditions.

    Please tick to accept :

    1. Terms and conditions ☐
    2. Code of behaviour ☐
    3. Permission to film / Photograph **Yes** ☐ **No** ☐

Student	**Parent**	**Date**

Please forward the completed form, a deposit of €200 and one self addressed envelope to address overleaf.

Cheques / Bank Drafts / Postal Orders made payable to :

Coláiste Árainn Mhóir.

Application Process 2022

2022 Courses.

- **If due to matters beyond our control 2022 courses are cancelled or numbers restricted, we will refund deposit and other fees paid less €20 administration fee. You will appreciate that Coláiste Árainn Mhóir is committed to ensuring the safety of all its students and staff and any further measures implemented will be in accordance with public health guidelines at that time.**

- **Coláiste Árainn Mhóir is committed to ensuring the safety of all its students and staff at all times, therefore Coláiste Árainn Mhóir reserves the right to cancel courses in the interests of health and safety of students, staff and island community.**

- **A final review/ decision on buses/travel will be made prior to commencement of courses in accordance with the most up to date information and guidelines.**

Application Process

Please read Terms and Conditions, College Rules and Code of Conduct carefully before completing and signing application form.

- **Application forms, college rules and Terms and Conditions can be downloaded from the college website www.colaisteam.com/tandc**

- **Please read college rules with the student, before he/she signs the application form. These signatures are necessary to process the application.**

- **Email address for one parent is essential. Please complete application form ensuring that parent's email address is clearly written. Incomplete and illegible forms may not be processed.**

- **Please ensure that 15 is signed by parent/ guardian and student denoting acceptance of rules and terms and conditions.**

- **Please forward completed application form with a deposit of €200 to Coláiste Árainn Mhóir, 84 Ennafort Park, Raheny, BÁC 5, D05AV91.**
  We do not have an online booking facility.

- Deposits are non refundable

Application Process 2022

- **If application is being delivered by hand, please place in the box which will be situated in the porch.**

- **Coláiste Árainn Mhóir will contact you within 14 days of receipt of application forms. Please allow this time as we can receive a large volume of applications especially when registration opens. Submitting an application form does not guarantee a place on the course.**

- **Places are allocated on a first come basis for pre junior certificate students within the confines of ensuring a balanced spread of each year group, school and gender. In the case of pre leaving certificate students, preference will be given to those students who have attended our courses previously and are then allocated taking gender, school and year group balance into consideration.**

- **Coláiste Árainn Mhóir reserves the right to refuse admission to a student if there is reason to believe that he/she would not benefit from the course, or for reasons of health and safety.**

Terms and Conditions

Terms and Conditions

By signing and submitting this application form you are submitting to having read, understood and fully accepted all of Coláiste Árainn Mhóir's terms and conditions, as listed thereafter.

- Although the terms and conditions at the time of booking apply when booking is made, our terms and conditions may be updated or amended from time to time. It is your responsibility to check whether the terms and conditions have changed.

- These provisions (terms, conditions, disclaimers and exclusions) shall be construed in accordance with the laws of the Republic of Ireland. If any of these provisions are deemed to be found unlawful, void or for any reason unenforceable then the provision or provisions so found shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions.

Covid 19

Please be aware that our COVID 19 Response Plan will be subject to change before the commencement of our summer courses. At this time, it is expected that students will have to complete and return a COVID 19 Declaration Form prior to travelling to our college. Additional medical documentation may also be required.

- Coláiste Árainn Mhóir reserves the right to alter, modify or cancel courses due to COVID 19 at any time.

- Coláiste Árainn Mhóir reserves the right to deny registration to applicants who do not successfully comply with the requirements of the COVID 19 Response Plan.

- Coláiste Árainn Mhóir reserves the right to deny registration of applicants suffering from serious illness or underlying health conditions. This is in the best interest and safety of the applicant.

- Coláiste Árainn Mhóir reserves the right to deny registration based on national and local restrictions due to Covid 19.

- Where an individual application or a course is cancelled students will be issued with a full refund minus a registration fee of €20.

- In the event that course numbers are required to be reduced due to COVID 19, or for any other reason, Coláiste Árainn Mhóir will determine placements on a "last in first out" basis.

Booking

- Coláiste Árainn Mhóír reserves the right of attendance on our courses.

- Coláiste Árainn Mhóir does not take responsibility for errors made by persons filling in the course date on the application form.

Terms and Conditions

- Receipt of completed application form with deposit does not guarantee a place on the course. If an applicant has been deemed eligible to attend Coláiste Árainn Mhóir and has been allocated a place, a receipt will be issued. Our response time may vary depending on the volume of applications to be processed. If a chosen course is full, Coláiste Árainn Mhóir will contact you to best advise you in relation to waiting lists, other available courses and refunds.

- When a course is full, a waiting list is opened in accordance with our admissions policy.

Health:

- Coláiste Árainn Mhóir is committed to ensuring the safety of all its students and staff at all times, therefore Coláiste Árainn Mhóir reserves the right to cancel courses in the interests of health and safety of students, staff and island community.

- In accordance with HSE guidelines, in the event of your child displaying symptoms of a contagious illness e.g. mumps, viral infection, flu, meningitis, COVID 19 etc it will be necessary for you to take your child home to avoid the spread of the illness.

- Medical attention is available during courses. Coláiste Árainn Mhóir is not responsible for the cost of doctor's visits, prescriptions or hospitalisation.

- All medicines and medical apparatus must be given to the college authorities/ Bean an tí as soon as the course begins. This includes both prescription and non-prescription medicine. The Bean an Tí will supervise and monitor the administration of all medicines. Parents must explain this requirement to the student. Coláiste Árainn Mhóir accepts no responsibility for medicines that are not handed to the Bean an Tí, and that they have not been made aware of. Exceptions to this can be granted by the course director in certain cases; i.e. inhalers…

Dress Code: In keeping with our child protection policy Coláiste Árainn Mhóir has introduced a simple dress code.

1. Due to our diverse age group the code requires that underclothes must be covered at all times.
2. Students may wear beachwear only on the beach.
3. Students must refrain from wearing potentially offensive logos on their clothing, jewellery etc.

Code of Conduct/Rules (See under Parents Area-Policies at www.colaisteam.com)

- It is the responsibility of parents/guardians to ensure that their children be aware of the College Rules and Code of Conduct in Coláiste Árainn Mhóir.

- No student may attend a course in Coláiste Árainn Mhóir until both he/she and his/her parents accept these rules and Code of Conduct, which is signified by signing the Declaration of Acceptance on the application form.(15)

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Coláiste Árainn Mhóir Code of Behaviour

Rationale

Coiste Choláiste Árainn Mhóir strives to provide a safe secure learning environment for all our students on all courses. Our college Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and cooperative atmosphere prevails.

Many people work together in our college and therefore a high level of courtesy and consideration for others is necessary. The landladies are particularly deserving of courtesy and consideration. Behaviour which is ill mannered, annoying, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

We wish to afford students every opportunity to benefit from and enjoy the course in Coláiste Árainn Mhóir while remaining safe at the same time. Positive aspects of students' behaviour will be emphasised because we understand the importance of praise. Students' satisfactory behaviour may be categorised under the following three headings:

Minor Breaches of Discipline such as being inattentive in class, being noisy in class or lodging house, rough play, being rude, bad timekeeping, being untidy.

Serious Breaches of Discipline such as bullying, putting self or another in danger, stealing, damaging property.

Gross Breaches of Discipline such as striking another person, wilful serious damage to property, leaving college or house without permission, putting self or another in grave danger, persistent bullying

Goals / Objectives

The aims of our Code of Behaviour are:

• To create an atmosphere that encourages and reinforces good behaviour
• To create a positive and safe environment for teaching and learning
• To build positive relationships of mutual respect and mutual support among students, staff, landladies and the local population.
• To encourage students to take personal responsibility for their learning and their behaviour
• To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation
• To ensure understanding by the parents, students, staff and management of the Code of Behaviour and the reasons for it
• To outline strategies to prevent unsatisfactory behaviour.
• To outline ways in which positive behaviour is acknowledged
• To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour

Roles and Responsibilities

The atmosphere in Coláiste Árainn Mhóir is created by the actions and the behaviour of everyone in the college. Everybody has responsibility for the promotion of good behaviour and a role in strengthening positive relationships of respect and trust. The college expects that students will at all times do their best to uphold this code of behaviour.

Coláiste Árainn Mhóir expects parents to support the code and encourage their sons/daughters to uphold it. The college also expects that parents will explain this Code of Conduct to them before their departure to the Gaeltacht. The quality of relationships between teachers and students is a powerful influence on behaviour in the school. The code fosters relationships of trust between students and teachers.

Coláiste Árainn Mhóir acknowledges that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. Ancillary staff, other college employees and landladies also have a responsibility to report incidents of misbehaviour they witness.

Coláiste Árainn Mhóir Rules and Regulations

Coláiste Árainn Mhóir rules and regulations apply throughout the period when you attend a college course. The rules describe in simple terms how to behave in order to learn well and to develop during the course. They are there to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment.

The rules apply during all college activities including morning Irish language classes, dancing, group-singing, music, games and sports' competitions, swimming, visits to the beach and other water related activities, céilithe and other entertainment, church services, and on college transport, on tours and in the lodging houses.

Therefore we expect

1 That you will make every effort to learn Irish and speak Irish
2 That you will respect yourself, other people and property
3 That you will not use any substance that may harm you
4 That you will keep yourself and others safe
5 That you will behave yourself in an appropriate manner

1) That you make every effort to learn and to speak Irish

This means

a) You make every effort to speak Irish in the morning language classes, at the dancing and singing classes, during games, at the night activities and at other entertainment, on tours and in the lodging houses.
b) You listen attentively and participate actively in class.
c) You don't disrupt classes or any other activity.
d) You have pen and copybook in the formal language classes every morning.

e) You practice your Irish throughout the course at every activity, around the college and in the lodging house with your friends, teachers and landlady.

Because

• Irish is the language of instruction and communication in Coláiste Árainn Mhóir.
• The teacher is trying to help you.
• Classes are a waste of time if you haven't a pen and copybook with you.
• It is unfair to other students who wish to learn if you are disrupting the class.
• The college is obliged to make every effort to ensure that your fluency and competency in Irish improves during your stay in the Gaeltacht.

2) **That you respect yourself, other people and property.**

This means:

a) You must accept the authority of the Headmaster, teachers and landlady at all times.
b) You show respect for the college staff, your fellow students, landlady, local people and local community.
c) Be helpful and treat other students, staff and landlady with good manners and respect.
d) Respect the instructions of your teachers, landlady and college management.
e) You do not partake in any form of bullying.
f) You don't use offensive or abusive language.
g) You use the litter bins in classrooms, in the college yard and in the lodging houses.
h) You respect the college property, landlady's property and the property of other people.
i) You behave properly on the college buses and ensure no damage to the interior of the buses in any way. You must accept any instructions given to you by the driver.

Because

• The onus is on the Headmaster, teachers and landlady to take care of you.
• Like you, other students are entitled to good manners and respect.
• Teachers and landladies are entitled to your respect and co-operation
• Bullying causes fear, hurt and misery
• Offensive or abusive language shows disrespect and can cause hurt
• Keeping the college environment and the lodging house pleasant and litter free is everyone's responsibility
• You would expect the same respect for your property

3) **That you will not use any illegal substances or other substance that could harm you**

This means:

a) Alcohol, illegal drugs and other illegal substances are totally forbidden.
b) You may not take, be in the possession of, be associated with, or show signs of having taken drugs or other illegal substances.
c) Smoking is strictly forbidden.
d) Alcohol is strictly forbidden.
e) You do not have in your possession or use cigarettes, e-cigarettes, lighters or matches at any time.
f) You may not enter a licensed premises and at no time may you consume, be in possession of, be associated with or show signs of having consumed alcohol.
g) You may not use solvents.

Because:

• Smoking is unhealthy and dangerous.

• Smoking and consuming alcohol on the college premises or in the lodging house is prohibited by law.
• Illegal and some other substances are dangerous and unhealthy.
• Health problems can result from skin contact with solvents or from inhalation of their vapors. In addition, many solvent vapours are flammable and explosive.

4) **That you will keep yourself and others safe**

This means:
a) You are not permitted to leave the lodging house between supper time and breakfast the following morning.
b) You are forbidden to go swimming at any time or in any place except during the time and in the place laid down.
c) You are forbidden to seek or take lifts in cars.
d) All aerosol sprays and naked lights such as candles are prohibited.
e) You must not leave the college area without first obtaining permission from the college authorities.
f) Walk in an orderly fashion and carefully on the roads.
g) That there is an absolute ban on knives, lasers and any type of offensive weapons.

Because
• It is dangerous to be absent from your lodging house at night without supervision.
• The sea is extremely dangerous
•There is no need for lifts and you don't know the driver.
• Aerosol sprays and naked lights are dangerous.
• The college must know where you are and are you under its supervision.
• Small, rural roads, particularly in a strange area, are dangerous.
• The college is responsible for you on your way to the college and on your return journey to the lodging house.
• Knives, lasers, matches and lighters are banned dangerous.

5. That you will behave yourself in an appropriate manner around the college

This means
a) You are at the college and back in the lodging house at the appointed times.
b) You avoid pushing or jostling other students.
c) You should avoid loud and unruly behaviour.
d) You don't break, damage or deface property or equipment belonging to the college or lodging house/landlady.
e) Chewing gum is forbidden in the college building and grounds.
f) You leave your mobile phone, powered off, in the care of your bean an tí.
g) You will not produce, display or circulate via Facebook and internet, etc. written words, pictures or other materials which may intimidate, embarrass or erode the reputation of another person.
h) You may only photograph or record images for your own personal use. You don't have permission to upload college-related images onto websites, Facebook etc.
i) Serious company-keeping is not allowed
j) You must follow the additional rules laid down by the landlady in the lodging house.

Because

• You disrupt the system if you are late and you waste your own time and the time of others.
• Positive behaviour contributes to running the college smoothly.
• Rough behaviour can lead to accident or injury.
• Obeying rules and teachers' instructions is safer and helps with supervision.
• Everyone is responsible for helping to keep the college environment pleasant
• Chewing gum destroys flooring, furniture, tarmac etc. throughout the college and in the lodging house.
• The use of mobile phone and other electronic devices is prohibited except at the appointed times . They disrupt the efforts of the college to create and to preserve an Irish speaking environment.
• The use of mobile phones and other electronic devices is disruptive to the effective running the college.
• Facebook and other online messages can be insulting and can hurt others.
• All students are entitled to privacy.
• It is at the discretion of the Headmaster to deal with company-keeping sensibly.
• The landlady has the right to organise her lodging house effectively.

Preventative Measures

In Coláiste Árainn Mhóir students will be encouraged in their efforts to uphold the Code of Behaviour by use of the following measures:

1 The Code of Behaviour is published in Irish and in English on the college website and a summarised version is published in the brochure and in the correspondence sent to parents before the beginning of the course.

2 Students and their parents are asked to read it and to sign their agreement with the content when registering. By doing so they acknowledge their support and cooperation with it. This is to ensure that parents and students understand what our rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.

3 The Code of Conduct is explained bilingually at the beginning of every course by the Headmaster. This is done so as to give students the opportunity to think and talk about behaviour, learning and rules so that they can understand what the Code of Behaviour means for them.

4 We recognise in Coláiste Árainn Mhóir that effective teaching and learning are closely linked to good behaviour. When students are engaged and motivated to learn, it is more likely that their behaviour will be positive.

5 If a student is in breach of a rule, he/she may be asked to explain the rule he/she has breached, to describe what effect this breach has had on members of the college community, and how he/she could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist them in upholding school rules in future.

6 Coláiste Árainn Mhóir's Anti-Bullying policy, which is also published on the college website, sets out the actions taken in relation to alleged breaches of the policy.

7 The college will ensure that standards and rules are communicated in a way that students with special educational needs can understand.

In Coláiste Árainn Mhóir teachers use the following methods to reward students for upholding the code of conduct:

• Verbal praise of student by teacher privately
• Positive comment regarding the student announced from the stage.
• Verbal praise of student at beginning of class.
• Leadership role offered to students as assistants/referees.
• Highlight students' work and achievements on notice boards.
• Highlight students' achievements to parents.

Strategies and Sanctions

The purpose of these strategies and sanctions is to bring about a change in behaviour. They help students to learn that their behaviour is unacceptable and to learn to take responsibility for their behaviour.

The following strategies and sanctions are used so that our students understand that they have choices about their own behaviour and that all choices have consequences. They are scaled so as to take account of the nature and context of the incident.

- A reminder or clarification of rule
- Caution to the student
- Interview or talk with the student outlining the expected behaviour
- Alter the seating arrangement or move the student's seat in the classroom
- Carrying out a useful task in the college
- Student to apologise to teacher, landlady or other staff member
- Telephone call to parents
- Removal of student from scene of incident while still under supervision

Strategies and sanctions for more serious incidents or for consistent breaches of our code of conduct include the following. These may be applied but not necessarily in the order listed

- Keep an official record of the breach of rules
- Withdrawal from certain college activities
- Telephone call to parents
- Expulsion from the college

The teacher is the frontline source of help for students. As a leader of learning and someone with an established relationship of trust, the teacher will have a strong influence with students. Each teacher has the responsibility for managing behaviour in his/her own classroom and will deal with routine incidents of misbehaviour through classroom management strategies. Students whose behaviour has not been modified despite the college's best efforts will be referred to the Course Headmaster.

Procedures in the event of consistent breaches of the Code of Behaviour

1. If an incident is repeated parents/guardians maybe informed of the offence (or offences) and asked to impress upon the student the importance of adhering to the college rules
2. If a student breaches the Irish speaking rule, he/she will be spoken and placed on the liosta béarla
3. In the event of a student repeatedly breaching the Irish speaking rule, the parents/guardians will be informed.
4. Students who are found using or in possession of a mobile phone on the school premises or its surrounds during the college day will be asked to surrender it.
5. There will be cases of indiscipline that will require the Headmaster to act independently of the above procedures in order to maintain the safety of students, the local families offering accommodation and staff.
6. The Headmaster has the authority to expel a student from the college if the seriousness of the offence deems this necessary.
7. Students will be automatically expelled from Árainn Mhóir if they breach the basic rules associated with safety such as use of illegal substances, consuming alcohol, absent at night from lodging house, swimming without permission and other serious breaches of rules such as continuous bullying and repeated misbehaving. This is not an exhaustive list.
9. A student may not be permitted to return to Coláiste Árainn Mhóír, the following year if Coláiste Árainn Mhóir Committee arrives at this decision.

In the event that the Principal and Deputy Principal are considering expelling a pupil from the course every effort will be made to contact the student's parent(s) in advance. The pupil will then be given an opportunity to converse with their parent(s) before a final decision is made whether or not to expel them from the college.

This policy was adopted by the Coláiste Árainn Mhóir Committee on 25/02/2022

Signed: _____ Date: (Chairperson of Coláiste Árainn Mhóir Committee)

Signed: _____ Date: (Secretary of Coláiste Árainn Mhóir Committee)

Date of next review: 2023