

Scoil Naomh Mhuire NS, Staplestown, Donadea, Co. Kildare

Code of Behaviour

Our Code of Behaviour was reviewed and revised by a sub-committee consisting of members of the Board of Management, staff and parents during the summer term of the 2016/2017 school year, following open consultation with staff, parents and Board of Management. It has been revised to ensure that it is in compliance with legal requirements and good practice as set out in *Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008*.

Under the Education Welfare Act, 2000, Section 3 all schools have an obligation to prepare a code of behaviour in respect of the students registered at the school.

Relationship to Characteristic Spirit of the School:

Scoil Naomh Mhuire is a co-educational, Roman Catholic, primary school, which aims to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual including a living relationship with God and with other people.

We strive to utilise the full school community resources to create a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and developed. (*Mission Statement*)

A clear understanding among all the partners of the standards of behaviour required, and the procedures to be adopted where there are breaches of the code will help ensure a harmonious environment where all can work effectively. For this reason all parents/guardians will be informed that the Code of Behaviour has been revised and is available in the office, on the school website and on the school Facebook page. Parents must sign the Acceptance Statement confirming that they will make all reasonable efforts to ensure compliance with the Code of Behaviour by their child.

Aims:

Through this code we aim to promote positive behaviour and to allow the school to function in an orderly and harmonious way. It aims to enhance the learning environment where children can make progress in all aspects of their development. We aim to create a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

Strategies to promote Positive Behaviour:

- Ensuring that pupils are treated fairly, equally and firmly
- A quiet word or gesture to show approval
- Matching work with pupil's abilities. A prize/reward carefully noted by the teacher to ensure that **all** children at regular stages during the school year are rewarded for effort/behaviour/skill etc.
- A comment in a pupil's exercise book
- A visit to another member of staff or the Principal for commendation
- A word of praise in front of a group or class
- Delegating some responsibility or privilege
- A mention to a parent – written or verbal
- Teacher records improvement in the behaviour of a pupil who was previously disruptive
- Implementation of programmes such as **Circle Time** to promote positive behaviour
- The use of Golden Time or other such systems of reward within the classroom
- Good Manners Week every year

The above list is not comprehensive and consists of examples only.

SCHOOL RULES

Children cannot remember long lists of rules, teachers will focus on teaching children to respect themselves and others.

School Rules:

School rules are devised with regard to the health, safety and welfare of all members of the school community. The School Rules listed below provide clear guidelines for all members of the school community.

1. In the interest of safety pupils must walk within the school building and quietness is expected while children are getting ready to enter/exit class i.e. while lining up, while putting on coats etc.
2. Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy.

3. Pupils must respect their own and school property. This includes books, equipment, furniture and the general classroom environment.
4. Pupils should only bring food or drinks to school that comply with our Healthy Lunch Policy
5. Pupils must observe the School Uniform Policy.
6. Pupils are not allowed to bring unsafe products e.g. glass bottles or correction fluids to school
7. Bad or disrespectful language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is considered a serious breach of the code.
8. Pupils are not allowed mobile phones at any time in school or at any school related event. If a child is found with a mobile phone it will be confiscated.
9. Pupils may not leave the school building without permission.
10. Pupils must observe the Internet Usage Policy.
11. Bullying is never allowed. Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Refer to Anti-Bullying policy.
12. Solvents, matches, cigarettes, alcohol or drugs or other dangerous or toxic substances are not allowed.
13. Pupils may not take part in any activity or behave in any way which would deliberately put themselves or others at risk.
14. Pupils must not be aggressive, insulting, violent, threatening, or intimidating towards any person.
15. Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

Behaviour in Class and in School Building:

- Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.
- It is school policy that every pupil listens to the class teacher, works hard; making best use of their time in school and does their best.

Behaviour in the Playground:

- All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.
- Misdemeanours consist of any action that puts the safety of self or others at risk.
- Fighting, rough play or any physical force is never allowed or tolerated.
- In the interests of safety, climbing on the school railings, gate and walls and trees is strictly forbidden.
- When the bell rings or whistle blows during playtimes the children stop playing, stand in their places and don't move to their class lines until they hear the second whistle or bell
- Children do not enter the school building without getting permission from teachers.
- Any pupils who are seen to break any of the playground rules will be put on a timeout at the wall, for a length of time that matches one minute for every year of their age.
- All misdemeanours will be recorded in the yard book.
- Pupils must be visible to teachers at all times and are not allowed play behind the

Wet days:

- Pupils do activities in class based on the class teacher's instructions or supervising teacher's instructions.
- Pupils are expected to stay in their places on wet days unless otherwise directed by the class or supervising teacher.

Tour Rules:

- Refer to School Tour Policy (see school website)

SANCTIONS

Disciplinary Actions and Sanctions to deal with Misdemeanours:

The degree of misdemeanour i.e minor, serious or gross will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/ frequency of such misdemeanours.

Examples of Minor Misdemeanours:

Interrupting class work / Regularly arriving late for school / Running in the school building / Littering around the school / Placing unfinished food in bins / Not completing homework without good reason (note from a parent / guardian required) / Being discourteous or unmannerly / Leaving seat without permission at break times. / not complying with the Healthy Lunch Policy or the Uniform policy

Steps to be taken when dealing with Minor Misdemeanours

- The class teacher will normally deal with classroom misdemeanour
- Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.

- Remove the child from the situation.
- Loss of privileges such as “Golden Time”, game time, extra recreation time, etc.
- Noting of incidences of yard misdemeanour in yard book
- Note in homework journal or other to parents / guardians

Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours

- Each class teacher will keep a record of regular instances of misdemeanour in classroom discipline book
- The child will receive detention (supervised) during playtime with written work to do
- Following repeated recorded instances the pupil is sent to the Principal
- Should the behaviour not improve, a note will be sent home to parents / guardians
- Child will be removed from class and sent to “partner teacher’s” class.
- Class teacher will meet with parent(s)/guardian. Details of all misdemeanours will be given to parents.

Examples of Serious Misdemeanours

- Constant occurrences of Minor Misdemeanours
- Failing to comply with any of the school rules numbered 7 – 11 inclusive.

Examples of Steps to be taken when dealing with Serious Misdemeanour

- Pupil is sent to Principal
- Principal contacts parent / guardian
- Pupils may be removed from activity if endangering self or others.
- The pupil will write an account of what they have done. They may also receive supervised detention during playtime, with written work. Temporary separation from peers, friend and others may also occur.
- A record is kept of all serious misdemeanours

Examples of Gross Misdemeanours

- Repeated occurrences of Serious Misdemeanours
- Failing to comply with any of the school rules numbered 12 – 15

Examples of Steps to be taken when dealing with Gross Misdemeanours

- Principal contacts parent / guardian immediately and parents will be called to meet the principal in the school.
- While waiting for the parent’s / guardian’s presence in the school or while the discussion is taking place, the child may be removed from class and placed in another classroom with written work to do. The child writes an account of what happened and how they will behave in the future. The Board of Management has authorised the Chairperson or Principal to sanction an immediate suspension following discussion with the parents. If parents do not attend the meeting, the pupils may be suspended and parents informed by letter.
- Suspension or expulsion may be considered.
- A record is kept of the incident.

Procedure for Suspension

Suspension will be in accordance with the Education Welfare Act 2000.

- Parents / Guardians are invited to meet with class teacher, Principal and / Chairperson of Board of Management to discuss the incident of gross misdemeanour or repeated incidents of serious misdemeanour.
- Communication to parents regarding the suspension of a pupil or the possibility of a suspension will be in writing.
- A written statement of the terms and date of termination of a suspension will be given to parents/guardians.
- If the suspension of a pupil equals to or exceeds six days, the Principal will inform the Education Welfare Officer in writing
- When a period of suspension ends, the pupil should be readmitted formally to class by the Principal
- Where a satisfactory resolution of a problem is achieved, a pupil may be readmitted to school within a suspension period at the discretion of the Chairperson of the Board of Management and the Principal.

Procedure for Expulsion

Expulsion will be in accordance with the Education Welfare Act 2000

Decisions to expel should follow fair procedures including:

- A detailed investigation carried out under the direction of the Principal.
- A recommendation to the Board of Management is made by the Principal.
- Consideration by the Board of Management of the Principal’s recommendation;
- The Board of Management holds a hearing of the parents and the Principal.
- Board of Management deliberates following the hearing
- The Board of Management will inform the National Education Welfare Board of a decision to expel

- The student cannot be expelled before the passage of 20 days from the date that the NEWB receives this written notification
- Consultations will be arranged by the Educational Welfare Officer between the parents and the school.
- Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel.

Decisions to expel are subject to appeal under S. 29 of the Education Act

Implementation

Every member of the school community has a role to play in the implementation of the Code of Behaviour.

Board of Management's Responsibilities

- To ensure that a Code of Behaviour is prepared and ratified
- To support the Principal and staff in implementing the code.

Principal's Responsibilities

- It is the principal's responsibility to ensure that the school's Code of Behaviour is administered in a manner which is consistent and fair to all pupils.
- Promote a positive climate in the school.
- Arrange for review of the Code, as required.

Teachers' Responsibilities

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

Pupils' Responsibilities

- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Know and follow school and class rules.

Parents/Guardians' Responsibilities

- Encourage children to have a sense of respect for themselves and for property.
- Ensure that children attend regularly and punctually
- Be interested in, support and encourage their children's school work.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.

The standards and rules contained in this code of behaviour apply in any situation where the pupil, although outside the school, is still the responsibility of the school. Examples include school tours, games and extracurricular activities and attendance at events organised by the school.

SUCCESS CRITERIA

(By which the policy will be monitored)

- Atmosphere of discipline within the school
- Children are aware of the school rules
- Staff apply the school rules consistently
- Growth in self-discipline amongst pupils
- Co-operation between parents, teachers and pupils in maintaining the code
- Comments or compliments on good behaviour
- All children working to the best of their ability
- Class working to the best of their ability
- Improvement in behaviour and atmosphere of mutual respect

This Code of Behaviour will be reviewed yearly

ACCEPTANCE OF CODE OF BEHAVIOUR

Parent(s) / Guardian(s) of all pupils registered in Scoil Naomh Mhuire must read and accept our Code of Behaviour.

I have read the Scoil Naomh Mhuire's Code of Behaviour and accept that it is reasonable and appropriate to the welfare of my child and all the children in Scoil Naomh Mhuire, Staplestown.

I agree to the implementation of this Code and will endeavour to will make all reasonable efforts to ensure compliance with the code by my child.

By accepting this Code of Behaviour, I am accepting all school policies as implemented by the Board of Management in consultation with parents and staff.

Please sign and return.

Parental Acceptance of Code of Behaviour

_____ (child's name).

Parent/Guardian _____ Date: _____

Parent/Guardian _____ Date: _____