**Code of Behaviour**

The board acknowledges that the primary responsibility for the behaviour of pupils rests with parents and appreciates the important role which parents play in supporting good standards of behaviour in school. Parents co-operate with the school by encouraging pupils to abide by school rules and by visiting the school to discuss incidents of pupil misbehaviour when requested to do so by the principal or teachers.

The school has a central role in the children's social and moral development just as it does in their academic development. In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations that are either fulfilled or not.

The children bring to school a wide variety of behaviour. As a community environment, in school we must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. It follows that acceptable standards of behaviour are those that reflect these principles.

Children need limits set for them in order to feel secure and develop the skills for co-operation. Therefore any rules will be age appropriate, with clear agreed consequences.

Parents can co-operate with the school by encouraging their children to understand the need for school rules, by visiting the school and by talking to the members of staff, by making an appointment.

A code of behaviour is established to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a relatively disruption free environment. **(See Anti Bullying policy also)**

The over-riding emphasis of the code is the encouragement of positive behaviour in children and the cultivation of mutual respect and tolerance. In the interest of good order and safety it is most important that clearly defined guidelines for behaviour be known and understood by all of our pupils and that pupils see parents and teachers engaged in a co-operative enterprise on their behalf.

In school pupils have to learn to adapt to crowds, to share adult attention and to accept the authority of teachers who act in "loco parentis". Pupils who find it difficult to accept classroom conditions or who do not develop self control may present in school with discipline problems

**Aims of the Code**

* To create a positive learning environment that encourages and reinforces good behaviour
* To help pupils to become self-disciplined and to encourage a good standard of behaviour
* To promote self-esteem and positive relationships
* To encourage consistency of response to both positive and negative behaviour
* To foster a sense of responsibility and self-discipline in pupils and to support good behaviour patterns based on consideration and respect for the rights of others
* To facilitate the education and development of every child
* To foster respectful caring attitudes to one another and to the environment
* Pupils are expected to behave in a responsible manner towards themselves and others, showing consideration, courtesy and respect for other pupils and adults.
* Pupils are expected to uphold school standards with regard to language, dress and hairstyle e.g must wear school uniform (no bare ankles), no hair dye or logos shaved into their hair, and no inappropriate language.
* To enable teachers to teach without disruption
* To ensure that the school's expectations and strategies are widely known and understood through the parent’s handbook, the school homework journal availability of policies and an ethos of open communication
* To encourage the involvement of both home and school in the implementation of this policy

**Responsibility of Adults**

The adults encountered by the children at school have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other, as their example has an important influence on the children.

As adults we should aim to:

* Create a positive climate with realistic expectations
* Promote, through example, honesty and courtesy
* Provide a caring and effective learning environment
* Encourage relationships based on kindness, respect and understanding of the needs of others
* Ensure fair treatment for all regardless of age, gender, race, ability and disability
* Show appreciation of the efforts and contribution of all
* To discourage physical aggression and encourage ‘Kind *Hands, Kind Words, Kind Feet’.*

**The school code of behaviour covers**:

The classroom

The playground

The school environment

Activities away from the school environment

**Behaviour in class**

* ***Courtesy*** and ***respect*** are fundamental requirements in the classroom.
* Disrespectful behaviour towards other pupils or towards a teacher e.g. defiance, cheek, insolence or disobedience cannot be tolerated.
* Behaviour problems are to some extent situation specific and because of this teachers and parents do not always "see" the same child. (behaviours at school may differ from behaviour at home due to context)
* Children with a specific diagnosis must have a *specific* Behaviour Plan in place to deal with issues in the classroom.
* Pupils must respect the right of other pupils to learn.
* Discipline is a matter for every pupil.
* A minority of disruptive pupils can adversely affect the educational progress of an entire class. Any behaviour that interferes with this **right** e.g. ***constant disruption of the class, persistent distracting of others, disrespectful answers towards*** ***teacher or classmates is considered unacceptable behaviour.***
* In order that pupils may derive benefit from the work in class, full co-operation is required from pupils at all times.
* Pupils must co-operate with the instructions given by the class teacher.
* Pupils must remain seated in the classroom
* Pupils must remain seated during recreational periods on days when outdoor play is not possible.

**Sanctions specific to constant unacceptable behavior**

* Removal to a neighbouring classroom for an appropriate time in order to resolve a situation, giving all involved a chance to reflect and remain calm. Removal may/may not involve assigned work for pupil (to be decided by teacher depending on the misdemeanor)
* If a further removal is necessary the child may be sent to the **principal’s office.** The class teacher may inform the parent.
* In general a third removal to the principal's office within a four week rolling period will result the Principal contacting the parents/guardian.
* Should the child be sent to the Principal’s office on a fourth occasion within a two week period of speaking with the parents again, a meeting may be called including parents, class teacher, principal and pupil.
* The parents will be made aware that the Board of Management may be informed.
* If the issues with the pupil persist, a meeting between the parents and the Board of Management may take place. A decision to suspend the pupil for a period of time may be considered.

**Behaviour in the playground**

* Any behaviour which endangers oneself or others is not permitted.
* Rough behaviour e.g. fighting, kicking, spitting, pushing, shoving, name calling is forbidden
* Pupils may not leave the playground for any reason during breaks without the expressed permission of the supervising teachers. This includes re entering the building.
* Children must obey the instruction of Supervising Teacher
* Children must go to their line when the school bell rings.
* Complete silence while standing in an orderly line is expected when the teacher on duty rings the hand bell. (No bouncing or kicking footballs)
* The children must cross the school yard and enter the building in silent, single file.

**Sanction for playground misbehaviour**

* Child/children may asked to stand at the wall for a timed period
* Supervising teacher will inform class teacher who will deal with the issue as is appropriate to the level of misdemeanour.

**Behaviour in the school environment**

* Respect for others is the basic rule
* Verbal or physical abuse of other pupils is strictly forbidden
* Use of bad language- A child will be given one warning- if the use of bad language occurs again within a short period of time- the child’s parents will be informed by the child himself over the phone (unless this will cause the child’s behaviour to escalate in which case parents will be notified by Class teacher or Principal as necessary.
* Bullying or intimidation of other pupils will not be tolerated and is always regarded as a serious matter (see Anti-bullying policy)
* Pupils must show respect for school property
* Pupils must walk quietly and in an orderly manner in corridors
* Chewing gum is forbidden.
* Pupils must walk in an orderly fashion (with no pushing/pulling) to the front of the school at 3pm
* Pupils are expected to use the pedestrian crossing in a safe manner at all times coming and going from school
* Pupils must stand back and allow an adult to pass or to enter/exit the building
* Pupils must not loiter or interfere with children waiting for the bus in the waiting area by the bicycle stands.
* Children waiting for the private bus, must wait where the bicycles are parked for personal safety reasons. They will be supervised till the bus comes by an SNA. If it is raining the children will wait outside the principal’s office
* Pupils waiting for the bus who misbehave may be asked to sit on the bench inside the front door and can only leave with the permission of the supervising adult.
* .

**Attendance at School**

* Pupils are required to attend school regularly and to be in time for school each day.
* When a child is absent for all or part of a school day the parent must notify the class teacher/principal in writing-of the reasons for the child's absence (See Attendance Policy)

**School Related Activities off the School Premises:**

* Children taking part in school related activities off the premises, such as educational outings, sports events, school tours etc are expected to act responsibly, to listen and to obey the instructions of teachers, supervisors and guides, to be courteous to others and to respect property.
* If there is a serious discipline issue with a child he/she will be sanctioned in accordance with the external organisation’s/venue’s code of conduct. Parents will be contacted/ informed
* If necessary (and feasible) the child in question will collected by the principal and brought back to the school. Parents will be contacted/ informed.
* The school’s Code of Behaviour will be applied in all cases.

**Home work**

* It is the policy of this school to assign homework on a regular basis.
* All homework must be done promptly and completely.
* Parents should sign the Homework Journal to confirm that all homework has been completed.
* Homework may include memorization, written assignments or reading.
* If for some reason homework, or any part of it, cannot be completed parents are asked to note this in the Homework Journal
* Written work must be done neatly and carefully.
* Graffiti on text books and copy books is discouraged (See Homework Policy)

**General School Rules (comprehensive list available in school journal)**

* Respect for self and others
* Respect for other’s property
* Respect other students and their learning
* Kindness and willingness to help others
* Follow instructions from staff immediately
* Wear school uniform while at school and on school related activities.
* Bleaching/dyeing of hair not permitted. Tight haircuts with designs not permitted.
* Walk quietly in the school building
* Courtesy and good manners
* Readiness to use respectful ways of resolving difficulties and conflict
* Ask permission to leave the classroom
* Do your best in class
* Take responsibility for your own work
* Appropriate school attire

These can be summed up as 6 main rules;

* Respect/ Be nice
* Do your best
* Be tidy
* Be Safe
* Walk
* Listen

**Class Rules**

* At the beginning of each academic year, the class teacher will draft a list of class rules with the children so that the children take ownership
* In the senior classes the class teacher will go through the Code of Behaviour Policy with the children.
* These reflect and support the school rules, but are presented in a way that is accessible to the children.
* Class rules should be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community.
* Class rules should emphasise positive behaviour
* Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference.
* Teachers will arrange to meet with a parent if they have a concern about a child’s behaviour.

**Incentives**

Encouraging high standards of behaviour among pupils and creating and maintaining an orderly atmosphere for learning in the school will include the use of praise and reward for good behaviour. It will entail matching the curriculum to the aptitude of the pupils, the use of effective techniques for motivating pupils and the promotion of sound relationships between pupils and teachers. It will also involve, in some instances, the application of sanctions to register disapproval of unacceptable behaviour. When sanctions are involved pupils should understand that what they have done is not acceptable and that it is the *misbehaviou*r that is rejected and **not** the *person*

All children deserve encouragement to attain their own best. Children will be encouraged, praised and listened to at all times by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given:

* A quiet word or gesture to show approval
* A comment in a pupil’s exercise book
* A visit to another member of Staff or to the Principal for commendation
* A word of praise in front of a group or class
* A system of merit marks or stickers-ie Best Listener
* Delegating some special responsibility or privilege
* A mention to parent, written or verbal communication.
* Award at Monthly Assembly

**Unacceptable Behaviour**

Three levels of misbehaviour are recognised: Minor, Serious and Gross.

**Minor Misbehaviour.**

Are behaviours that interfere with the orderly learning environment of the school, classroom and common areas. Students learn through their mistakes. To this extent, responses to the daily behaviours, which occur in school, will be developmentally appropriate, instructive and positive. Children will be taught what is expected and how they should behave. Listed below are some examples of the types of behaviours that are included in level 1 Minor. (List is not exhaustive)

1. Failure to prepare for class, as defined by individual teachers including non completion of homework
2. Running in the hallways
3. Disturbing the work or play of others
4. Disrespectful language, tone or manner towards each other and/or staff (once off)
5. ignoring staff requests (once off)
6. Non wearing of the school uniform
7. Chewing Gum

If any of the above 3-7 are repeated the behaviour is considered a serious mis demeanour. All everyday instances of a minor nature are dealt with by the class teacher

**Serious misbehaviour (a deliberate act with intent)**

Examples (not exhaustive list):

1. Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
2. Behaviour that interferes with teaching and learning of other children
3. Threats or physical hurt to another person
4. Damage to property
5. Behaviour of a sexual nature
6. Theft of other children's property-lunch, clothing, books

**Gross misbehaviour (a deliberate act with intent)**

Examples: (not exhaustive list)

1. Assault on a teacher or pupil
2. Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
3. Serious theft- Money, items of expense-ie laptop
4. Serious damage to property
5. Behaviour of a sexual nature
6. Cyberbullying, Bullying using social media
7. Gross Insubordination
8. Leaving the school grounds without permission (unaccompanied by a responsible adult)- automatic one day suspension

 **Assaulting a teacher or another child**

Immediate 1 day suspension

 In cases of repeated minor, serious misbehaviour or single instances of gross misbehaviour, parents will be involved at an early stage and invited to meet the teacher, Principal and/or Board of Management to discuss their child’s behaviour and possible sanctions.

**Sanctions**

The use of sanctions or consequences should be characterised by certain features;

* It must be clear why the sanction is being applied
* The consequence must relate as closely as possible to the behaviour
* It must be made clear what changes in behaviour are required to avoid future sanctions
* Group punishment should be avoided as it breeds resentment
* There should be a clear distinction between minor and major offences
* It should be the behaviour rather than the person that is the focus

The following steps will be taken when the children behave inappropriately. They are listed in order of severity with one being for a minor misbehaviour and ten being for serious or gross misbehaviour. The list is by no means exhaustive. Teachers may put in place alternative measures bearing in mind the features by which sanctions should be characterised. The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupils devise strategies for this;

1. Reasoning with pupil
2. Verbal reprimand including advice on how to improve
3. Temporary separation from peers within class and/or temporary removal to another class
4. Prescribing extra work/ writing out the story of what happened
5. Loss of privileges
6. Partial loss of participation in a particular curricular area e.g. tag rugby (-10 mins)
7. Detention during break
8. Communication with parents
9. Referral to Principal
10. Principal communicating with parents
11. Referral to the Board of Management-which may result in Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000)

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health & safety.

**Suspension and Expulsion**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Where it is proposed to detain a pupil after school hours, the parents or guardians will be notified. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child’s case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as gross misbehaviour.

Where there are repeated instances of ***serious misbehaviour***, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of ***gross misbehaviour***, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act .Where a student is suspended from a school for a period of not less than 6 days the principal concerned shall forthwith so inform by notice in writing an educational welfare officer. (no need to report a suspension of 5 days or less to the welfare officer)

### Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil’s reinstatement will not constitute a risk to the pupil’s own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

**Children with Special Needs**

All children are required to comply with the code of behaviour. However the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or Principal will work closely with home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

**Irrespective of a child's diagnosis, if their behaviour causes a Health and Safety risk, physically or emotionally to another child(ren) or staff member then process for Suspension- Expulsion as outlined above is followed.**

The Board of Management authorise the principal the right to issue suspension up to 3 days without consulting the Board

**Appeals Process**

**If the Board of Management issues a suspension they will inform** the parents of their right to appeal the Board’s decision under section 29 of the Education Act 1998 to the Secretary General of the Department of Education and Science.

**Plan of Action- Card system**

* Principal, teacher's and secretary have Red Cards and Yellow Card.
* A red card sent to nearest class teacher or principal indicates support is needed urgently. That teacher **and/or** principal immediately go to the class indicated to support the class teacher.
* A yellow card indicates support needed, but not urgently- the class teacher **or** principal will go to the classroom as soon as possible.
* All SNA's have a red card for when on yard supervision- this is sent to Principal should immediate support be needed. .
* Green Card-Used for a child who is Diabetic-All involved with the child carry a green card marked with Teacher/SNA's name and child's initials
* Purple Card is used for a child who has Epilepsy-All involved with child carry a purple card- marked with Teacher's name and child's initials(See Chronic Illness Policy)

**Methods of Communicating with Parents**

Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established.

 Parents should be encouraged to talk in confidence to teachers about any significant developments in a child’s life, in the past or present, which may affect the child’s behaviour.

The following methods are to be used at all levels within the school:

* Informal parent/teacher meetings and Formal parent/teacher meetings
* Through children’s homework journal (infants do not have a homework journal-check bags)
* Letters/notes from school to home and from home to school
* School notice board
* Texting an agreed mobile number through text-a-parent.
* Appointment arranged through the office.
* Phone contact initiated by class teacher
* Email contact in specific situations.
* The school website, where parents can read copies of all of the school policies.

**Ratification:**

This revised policy was ratified by the Board of Management in November 2008.

 Reviewed in 2011, 2015, 2017, 2018 2019

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Fr. Martin Carley

 (Chairperson)

September 2019