**Code of Behaviour**

In compliance with Section 23 of the Education Welfare Act 2000, the Board of Management of St. Colman’s N.S. have prepared and made a Code of Behaviour for its pupils, staff and parents

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 cooperate 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 cooperation. Therefore, any rules will be age appropriate, with clear agreed consequences.

Parents can cooperate 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 overridinpg 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 live with 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 are said to present the 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 respect 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.
* 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, availability of policies and an ethos of open communication
* To encourage the involvement of both home and school in the implementation of this policy

**Restorative Practice (**see restorative policy)

**Restorative Practice** is one approach that is utilised by our school. Restorative practice provides a focus on developing positive relationships between all members of the school community. It gives opportunities for pupils to take responsibility for their behaviour and learning. Restorative Practice is a process whereby children are given the opportunity to reflect on their behaviour and how they and others have been affected by it, so as to help heal broken relationships and prevent reoccurrence. Where suspension occurs, the school will use restorative practice involving all parties affected to help repair the harm done.

**Restorative Questions to respond to Challenging Behaviour**

* 1. What happened?
  2. What were you thinking about at the time?
  3. What have your thoughts been since?
  4. Who has been affected by what you did?
  5. In what way have they been affected?
  6. What do you think needs to happen to make things right?

**To help those harmed by other actions**

1. What did you think when you realised what had happened?

2. What have your thoughts been since?

3. How has this affected others?

4. What has been the hardest thing for you?

5. What do you think needs to happen to make things right?

**Whole school approach to Promoting Positive Behaviour**

An effective code of behaviour requires the co-operation of all stakeholders in the school. To this end there are specific roles and responsibilities in achieving high standards of behaviour in our school.

**Board of Management**

∙ Members of the Board of Management were involved in drafting this policy and the board will be involved in any future review of the policy.

∙ The Board of Management supports the code of behaviour in the school on an ongoing basis.

∙ The Board of Management supports the staff in implementing the code of behaviour and supports professional development in behaviour management education and training where necessary.

∙ The Board of Management gives authorisation for particular sanctions in the case of serious breaches of behaviour.

**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’.* A Code of Conduct for staff and volunteers ensures that the rights of the children are upheld.

**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.
* 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 (due to COVID -19 sanctions involving removal to another class can not take place. The class teacher will inform the principal of consistent unacceptable behaviour. The principal will speak to the child- if there is no improvement- parents will be contacted by the class teacher)**

* 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 **THIRD REMOVAL** is necessary the child will be sent to the **principal’s office.** The class teacher will inform the parent.
* **A third removal to the principal's office** within a **four week rolling period**-principal will contact 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,\* a meeting will be called including parents, class teacher, principal and pupil.
* The parents will be made aware that the Board of Management will be informed.
* If the issues with the pupil persist, a meeting between the parents and the Board of Management will take place. A decision to suspend the pupil for a period of time may be considered.
* **(due to COVID -19 sanctions involving removal to another class cannot take place. The class teacher will inform the principal of consistent unacceptable behaviour. The principal will speak to the child- If there is no improvement- parents will be contacted by the class teacher. If the behaviour continues \*)**

**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 the 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.
* 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/the bus doors in the drop off area (For H&S reasons pupils who engage in this behaviour must sit on the bench inside the front door and can only leave with the permission of the supervising adult)
* Children waiting for the private bus, must wait where the bicycles are parked for personal safety reasons. They will be supervised by a SNA until the bus arrives. If it is raining the children will sit line up single file along the corridor wall outside the principal’s office.

**Attendance at School**

* Pupils are required to attend school regularly and to be on time for school each day.
* St. Colman's N.S. is open to receive pupils at 9:10am.
* When a child is absent for all or part of a school day the parent must notify the class teacher/principal by phone/e-mail/filling in Aladdin-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 be 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, online work (seesaw, google classroom) 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)

**Sanction**

* Detention (see Detention policy)- Due to COVID-19 detention will not take place for the school year 2021/2022( first term -to be reviewed

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

* Respect for self and others
* Respect for others 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 is 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

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 differences.
* Teachers will initially contact parent/guardian by phone due to COVID-19 and if necessary, arrange to meet with a parent (observing social distancing and wearing masks) 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 (due to COVID-19 this cannot be done for the school year 2020/2021)
* 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 parents, written/email 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. Please note the list is not exhaustive

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

All everyday instances of a minor nature are dealt with by the class teacher

**Serious misbehaviour**

Examples:

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

**Gross misbehaviour**

Examples:

* Assault on a teacher or pupil
* Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
* Serious theft- Money, items of expense-ie laptop
* Serious damage to property
* Behaviour of a sexual nature
* Cyberbullying, Bullying using social media
* Gross Insubordination
* 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 ( due to COVID-19this cannot be done)
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(due to COVID-19this cannot be done)
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 detention, suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal by phone or email 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.(Social distancing and wearing of masks must be adhered to). 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 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

A parent has the right to appeal the principal’s decision to the chairperson of the Board of Management

**Plan of Action- Card system**

* Principal, teachers and secretary have Red Cards and Yellow Cards.
* A red card sent to the 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 the 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)
* E-mails 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.

**Appeals Process**

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

A parent has the right to appeal the principal’s decision to the chairperson of the Board of Management

**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.

**Special Amendments to St. Colman’s N.S. Behaviour Policy during COVID-19 Pandemic.**

**Behaviour Principles**

**In light of the need for children to behave differently and to follow specific rules on their return to school during the COVID-19 pandemic this amendment to the Behaviour Policy outlines specific changes to guidance that the pupils will have to follow. Our sole guiding principle when making any changes or adjustments to the policy is to keep our children, families and staff safe and place their wellbeing at the forefront of everything we do. It is expected that the students will be vigilant and co-operative, at all times in observing all protocols in place to prevent the spread of COVID-19, while at school and on the way to and from school. These amendments will need to be communicated to pupils, parents and staff.**

**Behaviour Expectations**

* Amended expectations about break times or play times, including where children may or may not play.
* Clear rules about coughing spitting at or towards any other person- this could lead to suspension at the discretion of the principal.
* Rewards and sanction system where appropriate if changed from the main body of the policy.
* Clear rules for pupils at home about conduct in relation to remote education.
* In the event of student behaviour that is deemed not to be fully compliant with the school protocols and/or a staff member’s request in relation to Health and Safety, the student concerned is subject to the sanctions outlined in this document regarding negative/unwanted behaviour.

Should a student repeatedly engage in behaviours which compromise the health and safety of our school community, the student and parents will be requested to meet with the Board of Management. Negative behaviours include:

* Deliberately coughing or sneezing in the direction of another member of the school community.
* Misuse of sanitisers and any other sanitisation equipment on the school grounds.
* Not following the clear directions laid out by the school e.g.- walk left hand side, sanitisation procedures and general hygiene practices on the school grounds.
* Refusal to carry out any/all reasonable requests made by staff members/management in order to prevent the spread of COVID-19 within our school community.
* Other serious breaches of the COVID-19 Response Plan/Rules.

**School Routines and Procedures**

* Following any altered routines for arrival or departure.
* Following instructions on who pupils can socialise at school.
* Moving around the school as per specific instructions, eg. one way systems, out of bound areas, single file.
* Rules about sharing any equipment or other items including drinking bottles
* Use of toilets.
* Strictly observing social distancing guidelines.
* Adhering to systems for moving within and between classrooms.

**Hygiene and Health Expectations**

* Following school instructions on hygiene, such as hand washing and sanitising.
* High expectations about sneezing, coughing, tissues and disposal (reinforce “catch it, bin it, kill it”) and avoid touching your mouth, nose and eyes with hands
* Tell an adult if you are experiencing symptoms of coronavirus.
* Notifying and remaining absent from school if experiencing symptoms of the virus.
* Following school procedures if symptoms of the virus manifest during the school day.
* Bringing home rubbish and waste from breaks and lunch times.

**Mental Health and Emotional Support**

* Curriculum changes to support children e.g. social stories, circle time, SPHE, wellness programme, collective focus
* Additional support that pupils can access and beyond classroom provision if required- citizeninformation.ie, DESNEPS advice & resources during COVID-19

**Ratification:**

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

Reviewed in 2011, 2015, 2017, 2018, 2020,September 2021

Chairperson : Fr. Martin Carley 3/9/21