

## **Code of Behaviour**

### **Introduction**

Our school aims to provide a happy, secure, and friendly learning environment where children, parents, teachers, special needs assistants, ancillary staff, and the Board of Management work in partnership. Each individual is valued, encouraged, and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

This will enable the child to live a full life and will equip him/her to avail himself/herself of further education so that he/she may go on to live a full and useful life as an adult in society.

The staff are committed to the realisation of these objectives. Our aim is to create a happy, secure environment for our pupils, in which there is a sense of good order and a reasonable approach to discipline. In this way, a large group can be organised so that the school can operate smoothly for the benefit of all.

The revised Code of Behaviour comes into effect on **8<sup>th</sup> September 2023**. The code has been considered by the Parents Associations and staff, and approved by the BoM. The code is mindful of the Curriculum, the school's Health & Safety Statement, Anti-Bullying Policy, Admission & Participation Policy, and the Child Protection Policy.

In our school, we have a positive approach to teaching and learning. Positive rules for behaviour in class and out of class are learned by pupils at the beginning of their school year. Pupils are disciplined by being motivated to keep these rules. These rules are put in each student's journal at the start of the school year.

We have many ways of recognising good behaviour and effort, including awards, stamps, positive cards, smiles, positive comments, and homework passes. Good behaviour and achievement will be recognised. Consistent positive influences are the key to success in our school.

### **General Guidelines for Behaviour**

All pupils are expected to behave in a reasonable manner, showing consideration, courtesy, and respect for other pupils and adults at all times. Respect must also be shown for the property of the individual and of the school at all times.

### **Code of Behaviour**

The Code of Behaviour covers the following areas:

- Behaviour in class
- Behaviour in the playground
- Behaviour in the school environment and behaviour on school outings
- Homework

**Behaviour in Class**

Courtesy and respect are essential. Disrespectful behaviour towards other pupils or towards a teacher (i.e. defiance, cheek, insolence) is unacceptable. Pupils must respect the right of other pupils to learn. Any behaviour which interferes with this right (e.g. constant disruption of the class, persistent distracting of others) is considered unacceptable behaviour. In order that pupils benefit from their work in class, full co-operation is required at all times. Pupils must co-operate with instruction given by the teacher.

**The Essential Classroom Rules**

1. Be ready for class (i.e. have required books, belongings, stationary, etc.)
2. Good manners are expected at all times
3. Always do your best and allow others to do the same
4. Raise hand, wait for attention, and listen to the person who is speaking
5. Take good care of personal and classroom property – no writing on tables, graffiti on books etc
6. Ensure you are safe in class and make it safe for others

**Behaviour in the Playground**

Pupils should treat other pupils as they would like to be treated themselves. Any behaviour which endangers or offends others is not permitted. Rough behaviour (e.g. fighting, kicking, bad language, name-calling, spitting, hair-pulling, rough play) is prohibited. Games or activities considered to be dangerous shall be prohibited.

Any behaviour which interferes with other pupils' play is not permitted. **Pupils may not leave the playground for any reason during breaks** without permission from the supervising teacher, and this includes re-entering the school building.

**The Essential 'Out of Class' Rules**

1. Stay within the boundaries in the yard
2. Play safely and fairly. Treat others fairly, the way you would like to be treated
3. Keep yard and school environment litter free and tidy
4. Jumping / climbing over gates or walls is not permitted
5. Line up quickly and quietly, and leave and return to your class in an orderly fashion

**Behaviour in the School Environment & Behaviour on School Outings/Matches/Swimming/Tours**

Respect and courtesy to others is essential. Any kind of verbal or physical abuse of another pupil(s) is not acceptable. Use of foul language among pupils is unacceptable. Bullying or intimidation of other pupils is prohibited and is always regarded as a serious offence. Pupils must show respect for school property at all times. For reasons of safety and to minimise incidents, pupils should move about the school in an orderly manner.

Pupils are encouraged to be respectful of each other on their way to and from school. When on school outings, pupils are expected to behave in an orderly manner and show respect for public property. They should always co-operate fully with their teachers and special needs staff.

**Homework**

It is the policy of the school to assign homework on a regular basis. The time taken for this will vary from child to child, but should in most cases take between 15 minutes and one hour. Homework is recorded in each pupil's journal from 2<sup>nd</sup> to 6<sup>th</sup> class. Parents should sign the homework journal to confirm that the work has been fully attempted. If for some reason homework (or part of it) cannot be completed, parents are asked to note this in the homework journal.

Generally, homework is not given at weekends. Towards the end of 6<sup>th</sup> class, assignments may stretch over a weekend period.

Written work must be done neatly and carefully. Graffiti on textbooks and copy books is not permitted. Please refer to the school Homework Policy and Book Rental Policy for further information.

**Jewellery**

Students are permitted to wear stud earrings and/or a watch only.

**Mobile Phones/iPods/Electronic Games – see also Acceptable Use Policy**

Use of mobile phones, iPods, or electronic games during school hours is strictly forbidden. Children have access to the office phone if they need to contact parents during the school day. If a child needs to have access to a mobile phone after school, they must leave it in the office, switched off, where it will be stored safely until home time. If a child is found in possession of a mobile phone, it will be confiscated and a parent will be required to collect it from the Principal.

All electronic gadgets are prohibited on school outings, tours, and trips.

**School Uniform**

All pupils must wear the full school uniform. Jerseys are not to be worn under shirts, and footwear must be suitable for the school environment. In the event of very cold weather, children are encouraged to layer up and can wear skins/leggings

**School Journal**

The school journal is an important communication tool between parents and the school. Please read and sign the journal each night. Please ensure the personal information page in your school journal is completed. The school journal should always be kept neat and tidy, and free from graffiti.

**Misbehaviour Sanctions**

**The Sanctions Charter is applied consistently across the school and displayed in every classroom.**

**Yellow Rules apply within classroom****Red Rules apply where there is a risk to the health/safety of anyone**

When 'Yellow Rules' are broken, this is dealt with by the class teacher in the classroom eg

- Verbal reprimand
- Removal from group

- Withdrawal of privileges
- Withdrawal for a particular lesson
- Time out at break times
- Removal from classroom

If this does not remediate the situation, parents will be contacted either by phone, directly, or through a note in the journal. Following this, the Principal may need to be informed.

When 'Red Rules' are broken, the teacher will notify the Principal immediately.

- Yellow Rules = disruption in the classroom.
- Red Rules = risk to the health and/or safety of everyone.

### **Sanctions for Serious Misbehaviour**

#### **Stage 1 –**

The Principal is informed and the pupils name and incident are recorded on Aladdin school's system. Pupil will be removed from yard at break time for a specified number of days. Parents will be informed of this punishment by a note in the pupil's journal/email from teacher.

#### **Stage 2 –**

If a pupil is removed from yard more than three times in a fortnight, the class teacher, pupil, and parent must meet with the Principal, and draw up a contract of behaviour. This contract will be signed by the parent(s).

#### **Stage 3 – Internal Suspension**

Internal Suspension is when a pupil is removed from their base class and places in another class for up to three school days. This will be activated when stages 1 and 2 are exhausted or when another subsequent misbehaviour occurs.

#### **Stage 4 – Suspension**

This procedure is used in the case of gross misbehaviour and/or health and safety grounds.

- If Stage 3 is exhausted or there is a single incident of gross misbehaviour, the Principal requests a meeting with the parents. If considered warranted, the Principal reserves the right to suspend the pupil for 3 school days initially. This power of suspension is delegated to the Principal by the BoM.
- In certain circumstances, the Principal, with the approval of the Chairperson of the BoM, may suspend a pupil for 5 school days.
- A meeting of the BoM may authorise further suspension up to a maximum of 10 school days. Suspension will be in accordance with section 23 of the Education Welfare Act 2000.

**Appeal**

Parents of a pupil who has been suspended for 20 school days or more are entitled under Section 29 of the Education Act 1998 to appeal such a decision.

**Stage 5 – Expulsion**

This procedure may be considered in an extreme case, in accordance with Section 23 of the Education Welfare Act 2000.

**Grounds for Expulsion**

- Behaviour is persistent cause of significant disruption to the learning of others or to the teaching process.
- Continued presence of pupil constitutes a real and significant threat to safety
- Pupil is responsible for serious damage to property

**Automatic Expulsion**

The BoM may sanction automatic sanction automatic expulsion for certain prescribed behaviours:

- Sexual Assault
- Possession of illegal drugs or tobacco
- Supplying illegal drugs or tobacco to other pupils in the school
- Actual violence or physical assault
- Serious threat of violence against another pupil or member of staff

**Procedures in Respect to Expulsion**

1. Detailed investigation by school Principal
2. Recommendation by Principal to Board of Management
3. BoM considered Principal's recommendations and holds a hearing
4. BoM will come to a decision. If BoM recommends expulsion, they will propose a date which will allow for a 20-day 'cooling-off' period
5. Education Welfare Officer is informed of proposal to expel pupil and effective date of the proposal
6. Parents of the pupil are informed of rights to invoke a Section 29 Appeal under the Education Act 1998
7. Education Welfare Officer arranged consultations
8. Confirmation of decision

**Conclusion**

The essence of our Code of Behaviour is valuing people and encouraging them to accept responsibility for their own behaviour and to develop self-discipline.

**Review**

This Policy will be reviewed in **September 2024**

**Ratification**

This Policy was ratified by a member of the school's Board of Management on 8<sup>th</sup> **September 2023**

Signed:



Gerry Donohoe

Chairperson, BOM



Mary Farrell

Principal