



**Scoil Naomh Mhuire
Castlegal
Co Sligo**

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Code of Behaviour

This Code of Behaviour is in accordance with the guidelines "Developing a Code of Behaviour: Guidelines for Schools" published by the National Educational Welfare Board (NEWB, 2008). The Code of Behaviour also conforms with legislation as required by Section 23 of the Education Welfare Act (2000).

When parents enrol their child in Scoil Naomh Mhuire they are agreeing to support the implementation of the Code of Behaviour and other policies in the school.

Our Vision:

The vision for relationships and behaviour in Scoil Mhuire is that:

"Each individual through positive learning experiences will be stimulated to reach his/her full potential, face life confidently, find fulfilment and be respectful in an every changing world".

Aims:

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident. The code not only applies everywhere on the school premises but also applies at any school related activity whether on or off the premises such as school tours, swimming, sports activities, religious ceremonies etc.

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. *Teachers creating moments of success and then acknowledging them.*
- 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 disruptive pupil;
- Implementation of Programmes such as *Circle Time* to promote positive behaviour.

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

Golden Rules:

Children from Junior Infants – 6th classes will be reminded of these rules and will recite them and discuss them regularly. It is expected that the children will know them ‘by rote’ by the time they reach second class.

Be Gentle	Don't hurt anyone
Be kind and helpful	Don't hurt people's feelings
Be honest	Don't cover up the truth
Work hard	Don't waste time
Look after property	Don't waste or damage things or take things that don't belong to you.
Listen to people	Don't interrupt

Expectations of Staff

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults ‘practise what they preach’ in their interaction with children every day.

Staff are expected to:

- support and implement the school's code of behaviour;
- be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection".
- create a safe, welcoming environment for each pupil;
- praise desirable behaviour;
- facilitate pupils to reach their full academic potential;
- 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 serious misbehaviour or repeated instances of misbehaviour;
- listen, at appropriate times, to pupils' explanations for behaviour;
- provide support for colleagues;
- communicate with parents and staff when necessary, always with courtesy and respect;
- provide reports on matters of concern.
- to be familiar with and follow the school's policies.

Expectations of Parents

Parents are expected:

- to nurture in their children a positive attitude towards school and try not to pass on any negative experiences parents may have had themselves while at school.
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather so that their child will be warm and dry playing outside during breaks;
- to send a written note to the class teacher explaining their child's absence from school;
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency.
- to arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency.
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school every day in line with the school policy on "Health Eating".
- to arrange meetings with the class teacher and/or principal when they are concerned about any issue relating to their child;
- communicate with staff when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers;
- to encourage children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure that their child has the correct books and other materials;
- to be familiar with the code of behaviour and other school policies and to support the implementation of these policies;
- to co-operate with teachers in instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect a child's behaviour.
- to follow the school's "Complaints Procedure" (available from the school) if they have a complaint about a staff member.

Expectations of Pupils

Pupils are expected:

- to listen to the class teacher, work hard, do their best and make best use of their time in school;
- to enter and leave the school building at all times in an orderly fashion; When the bell rings after play-time the children stop playing and walk to their class lines. Children do not enter the school building without getting permission from teachers.
- to walk within the school building and **quietness** is expected while children are getting ready to enter/exit class i.e. while queueing, while putting on coats in cloakrooms etc.;
- to treat all staff members, themselves and each other with due respect and courtesy;
- to stand back for an adult, to welcome visitors and to show respect to their elders;
- to never bully any person; Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Fighting, rough play or any physical force is never allowed or tolerated.

- to never use bad language; Inappropriate language if used towards a teacher or anywhere within the school or while on a school activity is considered a breach of the code.
- to wear their full school uniform;
- not to bring chewing gum, glass bottles, correction fluids, other solvents, matches, cigarettes, alcohol or drugs to school either on the premises or to a school related activity;
- to bring no jewellery to school except one small stud earring in the bottom of each ear and a watch;
- not to wear make-up;
- not to cycle in school grounds unless taking part in safety training organised by the school;
- to hand up their mobile phone, switched off, to the class teacher or principal as soon as school starts and to remember to get their mobile phone from the teacher/principal before school finishes. If a child is found with a mobile phone it will be confiscated.
- to keep their hair neat and in its natural colour; For hygiene purposes hair must be tied back.
- to respect the school building and property; If deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.
- to value our school environment; The playground is a litter-free zone. Fruit peels, pencil parings etc. are collected for composting. Waste paper and cardboard are collected for recycling. All other empty carton drink containers and wrapping papers are considered household waste and are taken home.
- not to climb on the school railings.

On wet days children are expected:

- to do activities in class based on the class teacher's instructions or supervising teacher's instructions; one teacher is on supervision duty at morning and lunch time-breaks with the assistance of the Special Needs assistants.
- to stay in their classrooms and not run around the room;
- to never use sharp implements;

When on school trips/tours, children are expected:

- to enter/leave the bus in an orderly manner;
- to arrive 15 minutes before departure time; Parents are expected to contact the school 15 minutes before departure time if a child is sick or unable to attend.
- to keep the school rules as listed above;
- not to bring mobile phones or electronic devices on school tours; Teachers will have mobile phones on tour if parents/children need to get in contact with one another.
- to sit in their seats and avoid loudness that would distract the driver;
- to take drinks and sweets at the appointed lunch breaks;
- to stay in their appointed groups at all times;
- to wear uniform on school tours if required;
- to return the parental/guardian permission slips allowing the child to go on tour.

Sanctions

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehaviour and the age of the child will determine the strategy to be employed.

Disciplinary Actions and Sanctions to deal with Bullying:

This document must be read in association with our Anti-Bullying policy.

Bullying is a serious misdemeanour and the sanctions applied are the same as those listed below for serious misdemeanours.

- Apology to the victim
- A record is kept. Pupil/s write an account of the incident/s that lead to the Bullying behaviour and what they have learned from this episode in their lives – parents must sign this.
- Pupils may be removed from activity if endangering self or others.
- Pupil is sent to Principal/Deputy Principal and made aware that suspension could be a possibility
- In cases where it has been determined that bullying behaviour has occurred the Principal informs parents.
- Suspension procedures may follow if deemed necessary by the school authorities.

Disciplinary Actions and Sanctions to deal with Misdemeanours:

The degree of misdemeanours 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/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/ wearing make-up / belongings not named/ unsuitable hairstyles, hair not tied back / not bringing explanation notes for absences and homework.

Examples of steps to be taken by teachers when dealing with Minor Misdemeanours

- The class teacher will normally deal with classroom misdemeanours.
- Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.
- Time out from friends and others (to reflect on the misbehaviour).
- Loss of privileges such as ‘Golden Time’, Game time, extra recreation time etc.
- Noting incidence in writing
- Note in homework journal or other to parents.

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

- A record is kept of regular instances of misdemeanour.
- Following repeated instances of misdemeanour the pupil is sent to Principal.
- The child will receive detention (supervised) with written work.
- Class teacher meets with parent(s)/guardian. Details of all misbehaviour will be given to parents.

Examples of Serious Misdemeanours:

Bullying/ Constantly disruptive in class/ telling lies/stealing/damaging or interfering with another person's property/back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language/ bringing chewing gum, glass bottles, deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/ deliberately leaving taps on/ misuse of fire equipment/ bringing in mobile phones without permission

Examples of steps to be taken when dealing with Serious Misdemeanours:

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

Examples of Gross Misdemeanours:

Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person. Bringing alcohol, drugs, cigarettes or matches to school.

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. In the interest of Health & Safety, it may be deemed necessary by the Principal to remove the child from the school after a gross misdemeanour.
- While waiting for the parents' 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 the parents do not attend the meeting, the pupils may be suspended and parents informed by letter.
- A record is kept of the incident.
- Suspension or expulsion may be considered

SUSPENSION

While the Board of Management has the authority to suspend, the Board of Management of Scoil Naomh Mhuire has delegated this authority to the principal, for periods of up to three days. The BoM has also authorised the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion. The BoM has placed a ceiling of ten days on any one period of suspension imposed by it.

Immediate Suspension: In exceptional circumstances the Principal may consider an immediate suspension to be necessary, where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person.

'Automatic Suspension': A Board of Management may decide, as part of the school's policy on sanctions, and following the consultation process with the Principal, parents, teachers and students, that particular named behaviours incur suspension as a sanction.

The following procedure will be followed in Scoil Naomh Mhuire.

- An investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

If suspension is still decided upon

- The principal will notify the parent in writing of the decision to suspend. The letter will confirm.
 - The period of the suspension and the dates on which the suspension will begin and end.
 - The reasons for the suspension.
 - Any study programme to be followed.
 - The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
 - The provision for appeal to the Board of management
 - The provision for appeal to the Secretary General of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)
 - Where the cumulative total of days reached 6, the NEWB will be notified.

Records and reports.

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

EXPULSION

Procedures in respect of expulsion.

- A detailed investigation carried out under the direction of the principal.
- A recommendation to the BOM by the principal
- Consideration by the BOM of the principal's recommendations and the holding of a hearing.

- BOM deliberations and actions following the hearing.
- If BOM is of the opinion that the student will be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB will be notified using a **Notice of Intention to Expel form** which is available on www.schoolreturn.ie or from the helpline (1890 36 3666). This form will be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.**
- Consultations arranged by the EWO.
- Confirmation of the decision to expel.

Appeals

A parent may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 section 29)

SUCCESS CRITERIA: (by which the policy will be judged)

- Atmosphere of discipline within the school
- Children are aware of school rules
- Staff apply school rules
- Growth in self discipline
- Co-operation between parents, teachers and pupils in maintaining the code.
- Comments or compliments on behaviour.
- Children working to the best of their ability
- Class working to the best of their ability
- Improvements in behaviour

MONITORING AND REVIEW:

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. Teachers consider themselves responsible for the behaviour of children within sight or sound of them and respond to any instance of unacceptable behaviour. The principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying policy is reviewed yearly or more often if the need arises.

In registering children in Scoil Naomh Mhuire ,parents are expected to support teachers in following the policies and procedures of the school.

This Data Protection Policy was ratified by the Board of Management on

Signed: Father Christy McHugh

Signed: Áine Mc Grath

Chairperson of BoM

Date:

Principal/Secretary to the BoM

Date: