



Scoil Bhríde  
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## **Code of Behaviour Scoil Bhríde 13910N**

### **Introduction**

This policy was formulated by the staff and Board of Management of Scoil Bhríde, in accordance with the Education Act 1998, the Educational Welfare Act 2000, DES Circular 20/90 on School Discipline, Rule 130 of the Rules for National Schools and Guidelines issued by the National Educational Welfare Board, under Section 23 of the Education (Welfare) Act, 2000.

### **Rational**

By having this policy, Scoil Bhríde hopes;

- To allow the school to function in an orderly and harmonious way.
- To enhance the learning environment where children can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others.
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences.
- To ensure the safety and well being of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their cooperation in the application of these procedures.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.

### **Link to School Ethos**

- (a) Scoil Bhríde recognises the variety of differences that exist between children and the need to tolerate these differences.
- (b) It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, parents and pupils.
- (c) Every effort will be made to ensure that the Code of Discipline is implemented in a reasonable, fair and consistent manner.

## Themes of Our School Rules

### Safety

For my own safety and that of others;

- (a) I should be careful coming to and going from school.
- (b)**I should always walk while in the school building.
- (c)**I should remain seated at all times in class and while eating lunch.
- (d)**I should always show respect for my fellow pupils.
- (e)**Always bring a note of explanation following absences.
- (f)** I should always stand in my line and pay attention to teachers in the yard.
- (g)**I should never leave the school grounds without the permission of the Principal.

### Caring for Myself

- (a) I should respect myself and my property, always keeping my school bag, books and copies in good order.
- (b)**I should always be in school before the bell rings at 8.50am.
- (c)**I should show respect for my school and be proud to wear the complete school uniform every day.
- (d)**I should always be aware of my personal cleanliness.
- (e)**I should always bring a sensible, nutritional lunch to school. Crisps, popcorn, minerals, sweets or chewing gum are not permitted.
- (f)** I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

### Caring for Others

- (a) I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line
- (b) I should behave well in class so that my fellow pupils and I can learn
- (c) I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc home. I should show respect for the property of my fellow pupils, the school building and grounds
- (d) Be truthful and honest at all times.

### Bullying

I should never bully others. I should never allow others to bully me, and if it happens I should tell my parents and my teacher. Bullying is always unacceptable.

## Clár ama na Scoile

Assembly:	8.50a.m
School begins:	8:50a.m.
School Closes:	Junior Infants 1.30p.m.
	Senior Infants 1.30p.m.
	Other Classes 2.30 p.m.

## Homework

It is the policy of Scoil Bhríde to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and to sign their Homework Journal each night (ensuring that it is done). Refer to the Homework Policy

## School Arrangements

In order to create an ordered and orderly environment in which pupils can feel secure and make progress, every pupil is expected to:

1. Be in school before the bell rings at 8:50a.m.
2. Wear the full uniform when in school;

### **Full uniform:**

School coat, brown pinafore, white blouse, pink tie, brown V-neck jumper, brown or white socks/tights, brown or black flat shoes

### **P.E. Uniform:**

School tracksuit, white polo shirt, runners.

3. All pupils are expected to treat staff, fellow pupils and visitors with respect and courtesy at all times.
4. Any form of bullying is unacceptable.
5. Any infectious illness (e.g. conjunctivitis, impetigo) should be notified to the school immediately, and children should be kept at home until the infectious stage is over.
6. Children's hair should be checked regularly for outbreaks of head lice. If there is an outbreak of head lice in a class, all parents of pupils in that class will be informed by note, and asked to take immediate action to treat infestation. To help prevent an outbreak, children are expected to have their hair tied back neatly.
7. Children should be responsible for their own belongings and have them labelled, especially in the junior classes.
8. Smoking and any narcotic substances are strictly forbidden.
9. Bring a sensible, nutritious lunch to school. We encourage children to have at least one piece of fruit each day. Popcorn, junk food, chewing gum, chocolate, breakfast bars and fizzy drinks are not allowed. We discourage food and drinks with a high salt and sugar content. Glass bottles or cans should never be used for drinks in school.
10. Pupils must respect all school property and keep the school environment clean and litter free. Lunch wrappers and leftovers are taken home. Show respect for the school buildings and grounds by not entering the grounds after school hours without appropriate permission.
11. Written notification is required if your child has any form of medication in school. No teacher can be required to administer medicine or drugs to any pupil.(refer to Policy)
12. Requests to remain indoors at break times should only be made in exceptional circumstances. These requests must be made in writing to the class teacher.

13. Every absence of a child must be accounted for by a note to the school. If a child wishes to leave school early, a written note must be given to the class teacher, and the child must be collected from the school. If a child is collected by a neighbour / childminder, written parental permission is required, and the child must be collected by the adult from the reception as well as being signed out. Parental permission through phone call will be accepted in unexpected circumstances.

14. Children are obliged by law to attend school every day on which the school is in operation unless there is a reasonable excuse for not attending. The school authorities are obliged to notify the National Educational Welfare Board when a child is absent for 20 days or more.

15. All items of jewellery are forbidden, except stud earrings, one ring and a wristwatch. Children are not allowed to wear nail varnish.

16. Each child is expected to show respect for the property of the school, her own and other children's belongings.

17. Mobile phones will be given to class teacher at beginning of school day.

18. Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with cold water and applying a plaster to the wound. When a dressing has been put on a wound, parents are requested to inspect the wound when the child goes home from school.

## **Classroom Arrangements**

1. Pupils are expected to have all books and required materials. They should take care of their belongings and take responsibility for them (having due respect for the safety of others)
2. Pupils are expected to work to the best of their ability and to present written exercises neatly.
3. Pupils are expected to have homework checked and signed.
4. Pupils should line up in an orderly manner.
5. Refrain from running while within the school buildings.

## **Strategies/Procedures**

### **(a) Praise may be given by means of any one of the following;**

- 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.
- Delegating some special responsibility or privilege.
- A mention to Parent, written or verbal communication.

### **(b) Disapproval of unacceptable behaviour will be dealt with as follows;**

(The nature of the behaviour will determine the strategy)

- Reasoning with pupils
- Reprimand (including advice on how to improve)
- Prescribing extra work
- Communication with Parents
- Temporary separation from peers and/or loss of privileges
- Referral to Principal, Mr. Séamus O'Connor
- Note to parents
- Take note of
- Write out
- Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88).

## **Procedures**

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, as follows:

### **Examples of minor misdemeanours**

Interrupting class work/ Arriving late for school/Running in school building/Talking in class line/Leaving seat without permission at lunch time/Not bringing toilet bag/Placing unfinished food/drink cartons in class bin/Leaving litter around school/Not wearing correct uniform/Being discourteous/unmannerly/Not completing homework without good reason/Not having homework signed by a parent/Endangering self/fellow pupils in the school yard at break time.

### **Examples of steps to be taken by teachers when dealing with minor misdemeanours**

- Verbal reprimand/reasoning with pupil
- Noting instance of yard misbehaviour in the Teacher's Notebook

### **Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours**

#### **Phase 1 (within the classroom)**

- Write story of what happened **Or** one copy of school rules to be signed by parent
- Note in homework journal to be signed by Parent/Temporary and separation from peers
- Sending to another teacher/denial of participation in some class activity
- Note to parents concerning further misbehaviour in yard [Misbehaviour in yard consists of any action that puts the safety of self/other pupil at risk]

#### **Phase 2**

- 1) Send to Principal
- 2) Class teacher meets one/both parents
- 3) Principal/D-Principal meets one/both parents concerning yard behaviour.

### **Examples of serious misdemeanours**

- Constantly disruptive in class
- Telling lies
- Stealing

- Damaging other pupil's property
- Bullying
- Back answering a teacher
- Frequenting school premises after school hours without appropriate permission
- Leaving school premises during school day without appropriate permission
- Not working to full potential
- Using unacceptable language
- Bringing weapons to school
- Deliberately injuring a fellow pupil.

### **Examples of steps to be taken when dealing with serious misdemeanours**

- 1) Send to Principal
- 2) Principal sends note in Journal to be signed by parent
- 3) Principal meets with one/both Parents
- 4) Chairperson of Board Of Management informed and parents requested to meet with Chairperson and Principal

### **Examples of Gross Misdemeanours**

- Setting fire to school property
- Deliberately leaving taps
- Fire hose turned on
- Aggressive, threatening or violent behaviour towards a teacher/pupil.

- 1) Chairperson/Principal to sanction immediate suspension pending discussion with Parents
- 2) Expulsion will be considered in an extreme case in accordance with Rule 130 (6) i.e. 'No pupil can be struck off the rolls for breaches of discipline without prior consent of Patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality'.

**It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.**

## **Expulsions:**

The grounds for expulsion:

Expulsion should be a proportionate response to the pupil's behaviour. Expulsion of a pupil is a very serious step, and one that should only be taken by the Board of Management in extreme cases of unacceptable behaviour. The school should have taken significant steps to address the misbehaviour and to avoid expulsion of a pupil including, as appropriate:

- Meeting with parents and the pupil to try to find ways of helping the pupil to change their behaviour
- Making sure that the pupil understands the possible consequences of their behaviour, if it should persist

- Ensuring that all other possible options have been tried
- Seeking the assistance of support agencies

A proposal to expel a pupil requires serious grounds such as that:

- The pupil's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The pupil's continued presence in the school constitutes a real and significant threat to safety
- The pupil is responsible for serious damage to property.

There may be exceptional circumstances where the Board of Management forms the opinion that a pupil should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code of behaviour could include:

- A serious threat of violence against another pupil or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other pupils in the school
- Sexual assault

A parent may appeal a decision to expel to the Secretary General of the Department of Education and Science. An appeal may also be brought by the NEWB on behalf of a pupil. The Board of Management will review the use of expulsion in Scoil Bhríde at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school, and to ensure that expulsion is used appropriately.

## **Building Relationships with Parents**

Parental understanding and support for the implementation of the code of behaviour will be strengthened through the following activities:

- An introductory meeting for parents of new pupils, dealing specifically with the code, school standards, expectations for pupils and the role of parents in helping pupils to meet the standards
- Encourage parents to share information about anything that might affect a pupil's behaviour in school, and making sure they know how to do so
- Early warning systems to alert parents to concerns about a pupil's behaviour, so that ways of helping the pupil can be discussed and agreed
- Clear channels through which parents can communicate any concerns they may have about a pupil, and explore ways of helping the pupil

## **School Policy on Bullying**

Scoil Bhríde has a separate policy relating to this issue.

## **Clean Slate**

When any sanction, including suspension, is completed, a pupil will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed Scoil Bhríde will expect the same behaviour of this pupil as of all other pupils.

## **Success Criteria**

The success of the policy can be measured by

- Positive feedback from teachers, parents, pupils
- Observation of behaviour in class rooms, corridors, yard

## **Roles and Responsibility**

Our School Principal Mr O'Connor, class teachers and other teaching staff will have particular responsibility for the implementation of the policy. Parents and pupils will play an important role in its success. Support staff will also have an important role to play in its implementation.

## **Implementation Date:**

This policy will apply from January 2013.

## **Review**

This policy was last reviewed in Autumn 2018 and is scheduled to be reviewed in Spring 2020.

## **Ratification**

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**Chairperson**