

Scoil Iognáid de Rís,
Cill Chainnigh.



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Scoil Iognáid de Rís

CODE OF DISCIPLINE AND BEHAVIOUR

In devising this code, consideration has been given to the particular needs of our school in line with *Developing a Code of Behaviour Guidelines for Schools NEWB*. A high standard of behaviour requires co-operation among staff, pupils and parents. The overall responsibility for discipline within the school rests with the Principal. Each teacher is responsible for maintaining discipline in her/his class.

A copy of the Code will be distributed to parents on the enrolment of their child.

Principles of Code of Discipline and Behaviour

- ◆ In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.
- ◆ Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.
- ◆ The school places greater emphasis on rewards than on sanctions in the belief that this will, in the long run, give the best results.
- ◆ The school recognises the variety of differences that exist between children and the need to accommodate these differences.
- ◆ 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, pupils and parents.

- ◆ Each pupil and member of the staff will be treated with the dignity and respect that you would expect for yourself and your own child
- ◆ The rules are being kept to a minimum and are positively stated in terms of what pupils should do.
- ◆ All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help increase attention and allow each individual progress at their own level.
- ◆ The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the principal teacher for serious breaches of discipline and for repeated incidents of minor misbehaviour.

The following are general guidelines to good order in our school

ATTENDANCE: **School Hours:** 9am – 2.45pm 2nd – 6th Class

SCHOOL GROUNDS:

The Board of Management is not responsible for anybody on the school **grounds except during school hours.**

Pupils will be supervised in the school grounds from 8.45am every morning. As a consequence of this, please ensure that your child is not on the school grounds earlier than 8.45am.

2. COMMUNICATION BETWEEN PARENTS AND SCHOOL

Close co-operation with parents is important for the educational development of all children.

Parents and teachers may communicate by:

- Writing notes in pupils homework journal.
- Writing a letter or a note or by telephoning to make an appointment. Please do not disturb the teacher during class time especially after 9a.m. – If a teacher is away from his/her class, valuable teaching time is lost.
- The school will advise parents re. calendar of events and closures each term/year/via our new school website which will be available in the coming months.

- Changes of address or contact telephone numbers must be passed onto the school immediately so that a child's parent is always contactable in case of an emergency.
- School Reports are sent to the parents at the end of June.
- Written parental consent is required for all school trips and extra-curricular activities.

3. ENTERING AND LEAVING THE SCHOOL

- Please enter and leave the school in an orderly manner.
- Written permission is required to leave the school during school hours and children must be collected by an adult. In accordance with Fire Safety Regulations, adults calling to the school to collect children during school hours must call to the office to sign the child out of the school.

4. ABSENCE:

- Parents are obliged to notify the school, in writing, regarding **ALL** absences – prolonged absences or patterns of absence on specific days i.e. Mondays and Fridays must, by law, be reported to **TUSLA** who will in turn contact the child's parents/guardians regarding non-attendance at school. Very often, there will be good reasons for a child not being in school and these will be taken into account if they are explained to the school.
- Since the inception of the Education (Welfare) Act, 2000 schools are obliged to report on school attendance. Schools are required to submit Student Absence Reports twice each year on those students with serious attendance issues that have been identified during the current academic year i.e. students that have been absent from school for a cumulative total of twenty days or more falling within the following categories:
 - Illness
 - Urgent Family Reason
 - Holiday
 - Suspended
 - Other
 - Unexplained
- Parents will receive a warning notice when 15 days have been missed. They will also receive another notice when the 20 day limit has been reached. This notice will also inform them that TUSLA will be notified.
- When a child is absent, a note should be given to the class teacher explaining the child's absence on the child's return. Please telephone the school if your child will be absent for more than two days.

5. SCHOOL UNIFORM:

The school uniform should be worn every day and the school tracksuit should be worn on P.E. days.

This consists of:

Boys: A maroon jumper, maroon and gold tie, cream shirt, grey pants and black shoes.

School tracksuit: Navy tracksuit bottoms and school tracksuit top.

Spare socks should be kept in the school bag for a change if needed.

6. ACCEPTABLE STANDARDS OF BEHAVIOUR IN THE CLASSROOM AND SCHOOL BUILDING

At the beginning of each school year, class teachers will devise classroom rules in collaboration with the pupils. These rules will also apply in the school building and indeed on class/school trips.

- Respect towards teachers, non teaching staff, other pupils, school property and other pupils' property
- Always be on time and be prepared for class
- Willingness to learn and participate in all activities
- Obeying the school rules, and classroom rules
- Obeying the playground rules and rules for entering/leaving the school
- Schoolwork done to the best of your ability
- Homework done to the best of your ability
- Positive attitude towards all aspects of school
- Attentive to teacher at all times
- Showing good example to younger children
- Room/floor area should be kept tidy. School bags should be kept under tables
- No individual pupil will be allowed, through disruptive behaviour, to deprive any class of teaching time.
- Pupils may never leave the room without permission or building, without written permission.
- Respect and politeness in speech and behaviour are to be shown to the teacher at all times.
- Show consideration for other pupils in the classroom. Listen attentively to the person speaking. If you wish to say or do something, raise your hand.
- Remain seated during lunch periods in the classroom.
- School bags and desks should be cleaned out regularly.
- Leave a tidy classroom when leaving in the evening.
- Written homework must be neatly presented, and homework journals signed EVERY NIGHT. Non-written tasks should also be carried out to the best of each pupil's ability and tests signed weekly. All corrections must be completed and learned.

7. BEHAVIOUR IN THE PLAYGROUND /FIELD

- Children are expected to be caring and courteous in their attitude to others- teachers, staff, parents, friends and other children.
- Be conscious of the safety and well-being of others.
- Showing good example of behaviour to younger children.
- Serious fighting, 'pretend fighting', pushing, shoving, wrestling, all forms of violence and general rough and rowdy behaviour within the school building or on school grounds are strictly forbidden. Behaviour, which is likely to cause injury or offence, is not acceptable.
- Bad language, swearing, name-calling and cheek towards the teachers are not acceptable forms of behaviour.
- Kicking, spitting or hitting other children is forbidden.
- No pupil may leave the yard, field or classroom without the permission of the teacher on duty.
- Drills for breaks must be observed, i.e. whistle/ walk to line/line up in an orderly manner.
- Each pupil MUST have a lunch box where all lunch leftovers and rubbish must be placed and brought home.
- Place litter in the correct bins and keep the yard clean.
- If a problem should arise during break time, please inform the supervising teachers.
- Pupils should ask the supervising teacher for permission to go to the toilet at break time and pupils should behave appropriately in the toilets.

8. POSITIVE ATTITUDE TOWARDS CHALLENGING BEHAVIOUR

The school wishes to stress the need for a positive attitude towards challenging behaviour. The school encourages and re- enforces exemplary behaviour with minimum attention to those who wish to choose inappropriate attitudes:

- Praise and commendation for work well done
- Recognition for effort
- Rewards for success and achievement
- Merit awards
- Promotion of games, craft and pleasant opportunities to enjoy
- Certificates
- Positive notes in diaries
- Acknowledgement at assemblies

Where intervention is needed, the school will work in conjunction with the pupil and parent(s) to formulate a behavioural plan, which will set out clear targets. Similarly, pupils who are engaged with the continuum of support may have individualised behavioural plans according to need.

9. BULLYING:

- Bullying of any nature will not be tolerated. If problem should arise, please inform the teacher.
- Bullying is defined as repeated aggression, whether verbal, psychological or physical, conducted by an individual or group against others either in person or through the medium of text or internet (Cyber bullying). Examples of bullying include physical aggression, damage to property, intimidation, isolation, name-calling, taunting or 'slagging'. Child to child bullying, teacher to child, parent to staff and parent to child bullying (including a child other than their own) are examples of the areas where bullying may occur.
- **Isolated instances of aggressive behaviour, which would be dealt with under the Code of Behaviour, would not be described as bullying. However, when the behaviour is systematic and ongoing, it is considered as bullying.**
- The school acknowledges that there are three parties involved in bullying – those who bully, those who are bullied and those who witness the bullying. Staff and teachers bear this in mind when dealing with bullying incidences and try to support and work with all parties involved. Please see our Anti Bullying Policy also.

10. Disciplinary Measures/Sanctions

It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. Sanctions make the distinction between minor and more serious misbehaviour clear to pupils. Sanctions are logical and immediate. Depending on the needs, capabilities and understanding of pupils, each class teacher will use his/her discretion when applying the above Code of Behaviour and Discipline. The following sanctions may be placed when a pupil fails or refuses to observe the acceptable standard of behaviour for our school.

- Reasoning with the pupil
- Reprimand and advice on how to improve
- Detention during a break
- Temporary separation from peers, friends or others
- Loss of privileges
- Prescribing additional constructive work.
- Temporary removal from classroom e.g.: Being sent to another room
- Referral to the Principal
- Communication with the parents
- The Principal may request that the parents/guardians take the student home early from school due to serious misbehaviour.
- Suspension
- Expulsion from school.

Please note the above list of reprimands do not have to be followed in order.

In the case of serious misbehaviour or persistent disruption, the following steps may be taken:

- a) Class teacher will keep a written record of all incidents of serious misbehaviour, as well as a record of improvements in the behaviour of disruptive pupils and will inform the Principal of the problem.
- b) Parents/ Guardians will be notified, requesting one or both of them to meet with the class teacher. The Principal may be in attendance.
- c) The Principal may request that the parents/guardians take the student home early from school due to serious misbehaviour.
- d) The Principal may suspend a student immediately for up to 3 full school days for serious misbehaviour (which includes aggressive, threatening, or violent misbehaviour towards a teacher, staff member or other children).
- e) If, after the above steps have been taken, there are repeated instances of serious misbehaviour (which includes aggressive, threatening or violent misbehaviour towards a teacher, staff member or other children) 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 Principal. Notification shall be delivered by hand or registered mail. Copies of all correspondence shall be kept in the school files. If parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period of up to 5 days. If the pupil poses a danger to other students/staff members, he may be expelled from the school.
- f) After 3 suspensions, the Board of Management may consider expulsion from the school.

Due process will be adhered to in all cases.

Under Section 29 of the Education Act 1998 if a Board of Management expels a student or suspends a student or refuses to enrol a student then the parent may appeal that decision to the Secretary General of the Department of Education and Skills (DES) and the appeal will be heard by an appeals committee - see 'How to apply' below.

The procedures for the hearing of appeals must ensure that:

- The parties are helped to reach agreement, if possible.
- The appeal is conducted in the most informal way possible.
- Appeals are dealt with within 30 days, but the Secretary General may extend the time by a further 14 days.

If the appeals committee upholds a complaint or believes that a matter arose that needs to be remedied, it must make recommendations to the Secretary General about the action required. The Secretary General must give reasons for the decision of the appeals committee and, if it has made a recommendation, may give directions to the board on how to resolve the issue.

The co-operation of parents and guardians in dealing with discipline and other problems is deeply appreciated. Therefore, we would ask you to ensure your child has a good understanding of the Code of Behaviour for the school and understands the need to abide by these rules.

In order to make this work it is necessary for the school to ensure each child and parent/ guardian has received and understands the Code of Behaviour for the school. This code is published on the school website. A hard copy is also available on request from the school office.

The objective of this code is to ensure a safe and happy learning environment for the children of Scoil Iognáid de Rís.

11. SAFETY / HYGIENE / PROPERTY

- Pupils are asked to show respect for school property and the property of others at all times.
- Pupils are expected to be clean, neat and tidy in their personal appearance at all times, including their hair.
- Pupils are not allowed to bring toys, playing cards etc. to school.
- Please adhere to the school's HEALTHY LUNCH guidelines – sandwich, piece of fruit, and fruit drink, water or milk.
- **The use of mobile phones is prohibited during school hours. Mobile phones must be handed up to the class teacher at the beginning of the school day. Please see our Mobile Phone Policy for further details.**
- Please move about the school in a quiet, orderly and courteous manner.
- In the interests of Health and Safety, the wearing of earrings and other body piercings is not allowed.

All stakeholders have been involved in the planning of this Code. This Code will be reviewed when necessary/ at agreed intervals. In the belief that the most effective schools tend to be those with the best relationships with parents, every effort will be made by the Principal, teacher and staff to ensure that parents are kept well informed. The school provides a welcoming atmosphere towards parents and parents will be informed when their child performs particularly well, at their own level, and when there is a need for communication regarding misbehaviour. Please note that this Code of Behaviour applies to all school related activities both on the school premises and elsewhere.

As partners in your child's education the BOM and staff earnestly request that you explain this Code and the reasons why such a Code is necessary to your child.

This Code of Behaviour was reviewed and ratified on 04th March 2019.

Signed: David C. H. H. H.
Chairperson of Board of Management

Date: 04/03/2019.

Signed: Niall Bevan
Principal/Secretary to the Board of Management

Date: 04/03/19