

Scoil Íosagáin

**Policy on:
Code of Behaviour**

Aims

- To allow the school to function in an orderly way where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- 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 co-operation in the application of these procedures
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school
- 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.

General Guidelines for behaviour in the school

General Behaviour

- Each pupil is expected to be well behaved and to show consideration courtesy and respect for other children and adults
- Each pupil is expected to show respect for the property of the school, other children's and their own belongings
- Each pupil is expected to attend school on a regular basis and to be punctual

Behaviour in class

Courtesy and respect are essential. Disrespectful behaviour towards other pupils or towards a teacher (e.g. defiance, cheek, insolence) are 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 instructions given by the teacher. At the beginning of each academic year, the class teacher will draft a list of class rules with the children, and a clear system of acknowledging and rewarding good behaviour and sanctions for misbehaviour.

The Essential Classroom Rules

1. Be ready for class
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
6. Ensure you are safe in class and make it safe for others

Behaviour in the Playground

Pupils should treat others as they would like to be treated themselves. Any behaviour which endangers or offends others is not permitted. Rough behaviour e.g. fighting, kicking, spitting and pushing is forbidden. Games or activities considered to be dangerous/inappropriate 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 of the supervising teacher, this includes re-entering the school building.

The Essential out of Class Rules

1. Stay within the boundaries in yard. Zones are established and discussed each September
2. Play safely and fairly. Treat others fairly, the way you would like yourself to be treated
3. Keep yard and school environment litter free and tidy
4. Stay clear of exterior walls and respect all school property
5. Line up quickly and quietly and leave and return to your classroom in an orderly fashion.
6. Not permitted to leave school grounds during playtime
7. No swinging off goalposts/basketball pole.

General School Rules

Playground Rules

Bus Rules



See Attached

Roles and Responsibilities

Whole school approach in promoting positive behaviour

In our school we treat all children with respect and dignity. There is a strong sense of community and co-operation amongst staff, pupils and parents and all are agreed that their focus is primarily on the promotion and recognition of positive behaviour.

The schools SPHE curriculum is used to support the code of behaviour. It aims to help our children to develop communication skills, appropriate ways of interacting and behaving and conflict resolution skills.

It also aims to foster self-esteem and to help children accommodate differences and develop relationships.

Following distribution of class lists at the end of the year each teacher takes into consideration individual needs and differences of each child in her class for the following year.

Responsibility of Board of Management

The Board of Management has a role to play in the maintenance of desirable standards of behaviour in a school. It should be supportive of the Principal Teacher in the application of a fair code of behaviour and discipline within the school. Board of Management was actively involved in the drafting of this policy. It supports and ratifies the implementation of its content. The Board of Management has an active part to play in its 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 positive behaviour, 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*'.

Responsibility of Parents

Parents support the school in the promotion of positive behaviour and the maintenance of high standards of behaviour.

It is the responsibility of parents to:

- Ensure children attend school on time
- Attend meetings at the school if required
- Help children with homework ensuring it is completed and homework journals are signed to indicate same.
- Ensure children have the necessary books and materials in school.
- Label pupils coats and other personal property
- Be courteous towards pupils and staff
- Make an appointment to meet with a teacher/the principal through the office or teacher
- Respect school property and encourage children to do the same.

Responsibilities in the Classroom

- Pupils and teacher are involved in drafting rules for the classroom at the beginning of each school year.
- Class rules are displayed in the class for monitoring and reviewing by pupils and teacher.
- Consistent ground rules set a positive atmosphere for learning.
- Teachers ensure that pupils understand and are frequently reminded of how they are expected to behave
- A clear system of acknowledging and rewarding good behaviour and sanctions for misbehaviour is established/maintained.
- Classroom management techniques that ensure a variety of activities and methodologies to sustain pupil's interest and motivation.
- A class timetable ensures consistency and continuity in the class.

Responsibilities in the Playground

- A concise set of playground rules which emphasise positive behaviour and make it clear what activities are permitted are outlined in each classroom
- Teachers follow a set supervision timetable to ensure that playground activities are monitored at all times. (Displayed in school staffroom)
- SNA's are assigned to supervise children with special needs.
- Infants allowed re-enter school during lunch to use the toilet with permission from teacher on yard duty – nobody else allowed in unless escorted by teacher/SNA – and then must go to designated area which are chairs outside staffroom
- Playground is zoned to provide sections for specific age groups:
Play Zones:

1. Infants Class to 2nd Class - 2 tarmac yards & along grass area at back
2. 2nd Class – Small pitch or tarmac yards
3. 3rd small pitch or bus park/computer room area
4. 4th – 6th Top Pitch and/or Basketball court

All pupils must remain in their own court, play zones.

- Playground misbehaviour is reported to teacher on duty who then informs specific classroom teacher if necessary. Serious misdemeanours are recorded in school incident book.
- On wet days pupils remain in their own classroom. Suitable games example board games, jigsaws, etc... are made available to them.

Rewards and Sanctions

- Each class has a specific age appropriate system of rewards and sanctions, introduced and monitored by the class teacher
- Final year students are acknowledged for their achievements in various areas of the curriculum. Certificates of achievement are presented to successful candidates during final year assembly.

- ▶ **Strategies for dealing with unacceptable behaviour are as follows:**
 1. Reasoning with the pupil
 2. Reprimand (including advice on how to improve)
 3. Temporary separation from peers, friends or others.
 4. Detention during a break – designated area is in the 6th class room
 5. Prescribing additional work
 6. Loss of privilege
 7. Referral to Principal or Vice Principal
 8. Behaviour reflection form to be used by teachers/Principal from 2nd class up
 9. Communication with parents

- ▶ **Strategies are deployed at the discretion of the class teacher or in consultation with the Deputy Principal/Principal.**

- ▶ **Incidents of bullying will be dealt with in accordance with our anti-bullying policy.**

Managing Misbehaviours

Involving parents in management of problem behaviour

- Parents are kept fully informed from the outset of instances of serious misbehaviour on the part of their children. It is better to involve parents at an early stage than as a last resort.
- Parents and teachers should develop a joint strategy to address specific difficulties.
- A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school.
- Parents are 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 of communication are to be used within the school

- ♦ Informal/formal parent/teacher meetings/communication
- ♦ Through children's homework journal/folder
- ♦ Letters/notes from school to home and from home to school
- ♦ School notice board
- ♦ Text a parent service

Managing aggressive or violent misbehaviour

In the event of seriously violent or threatening behaviour causing a risk to the safety of the pupil himself/herself or the safety of other pupils or staff.

The following steps will apply:

Parents are immediately contacted and a meeting arranged. Pupils behaviour is monitored and daily communication will exist between parent and teacher for a set period of time. If the problem continues, support is available from NEPS psychologists and/or the Health Board.

Suspension

- Suspension will only be an option if all other means of dealing with the behaviour have been unsuccessful.
- Before serious sanctions such as detention, suspension or expulsion are used the normal channels of communication between school and parents will be utilised.
- Parents are given the opportunity to be heard by the Board before a decision is reached.
- In the event of a suspension the procedures to be followed and the length of the suspension must be decided by the Board of Management and the Principal following Rule 130, Section 5, Rules for National Schools.
- The Education welfare Office will be notified if the period of suspension is more than six days.

Keeping records

Class level

- Each class teacher is responsible for the behaviour of his/her own class. A serious misbehaviour or continuous misbehaviours are reported to the principal and parents/guardians.
- Behaviour is discussed at parent-teacher meetings.
- A definite system of recording behaviour is in place. eg in a separate copy or in teachers yearbook/diary - such incidents are recorded and dated.
- The end of year school report includes a reference to behaviour
- Behaviour reflection forms are held in pupils file as a record of misbehaviour.

Playground

- The supervising teacher records any incidents of serious misbehaviour in the playground into the incident book in the office.

Procedures for notification of pupil absences from school

- Procedures to be followed by parents when they are notifying the school about a child's absence.
 - ✓ Pupils who have been absent from school should have their parents write a note in the back of their Homework Journal stating the reason for their absence or send in a note.
- Scoil Íosagáin fulfils its statutory obligation to inform the Education Welfare Officer of a child's absences.

Outside of School

- On school tours, matches, library visits, athletics etc teachers still expect 100% good behaviour and if not, the same sanctions will apply as for in school.

Success Criteria

Identify some practical indicators of the success of the policy

- Observation of positive behaviour in class rooms, playground and school environment
- Practices and procedures listed in this policy being consistently implemented by teachers
- Positive feedback from teachers, parents and pupils


Ratification and Implementation

This policy was re-ratified by the Board of Management with no changes, in June 2017.
The policy is due to be reviewed in Term (1) 2017/2018.

Ratified by Board of Management on June 6th 2017.

Signed 
Chairperson, Board of Management

Date: June 6th 2017

Signed 
Principal.

Date: June 6th 2017

Scoil Íosagáin

School Rules

Bus Rules

Playground Rules

School Rules

1. All possessions of the pupils e.g., books, clothing, footwear, etc. Must carry their owner's name. The school cannot be responsible for any items lost or mislaid.
A lost and found room can be found at the back of the old IT room where items found will be placed. Parents are invited to search for missing tops etc... before school time and up to 3.30pm in the afternoon.
A clearout of this room will take place twice a year, firstly after the Christmas holidays and secondly after the Summer Holidays. All unclaimed items will go to a local charity shop.

2. The school has implemented a Book Rental Scheme in an effort to alleviate the soaring cost of School Books. We would, however, appreciate if parents would ensure that their children take as great a care as possible of their books, thereby making their use possible for future years. Those not wishing to participate in the Book Rental Scheme should contact the Principal.

3. The school Authorities cannot be responsible for the supervision of children arriving or departing from school by bus. Allianz Company advises all their policy holders to inform parents of this most important detail. (Quote from Circular)

The school will open to receive pupils at the hour of 9.00am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.20am and no pupil should arrive later than 9.15am. Classes will end each day at 3.00pm. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate, and the person to escort them, should be at the school not later at 3.00pm as the school cannot accept responsibility for looking after the children after that time.

In the case of children travelling by the school buses, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. The parents, who feel that their children need to be escorted on these occasions, should make arrangements to ensure that some escort is provided."

4. All pupils who have reached the age of 4 years on Sept 1st of the school year are eligible for entry to the school and there will be one enrolment day only when the school re-opens after the Summer Holidays.
5. Pupils who have been absent from school, should have their parents write a note in the back of their homework Journal, on the day of return or send in a handwritten note to class teacher stating their reason for absence.
6. All pupils in Junior and Senior Infants must be collected by his/her parents/guardians at 2.00pm. In the situation whereby the pupil is to be collected by somebody other than the above, the parent should contact the school from 9.00am to 9.20 am or 12.30 to 1.00pm
7. Each pupil from 1st class up will have a homework journal in which he/she will note the home lessons for that particular night. The Parents' signature on this book signifies that the pupil has completed his/her allotted homework to their satisfaction.
8. Pupils are expected to show respect for school property. The school Building, furniture and equipment are to be treated with care. Any pupil, who damages property, may be required to make good the loss.
9. Parents wishing to discuss a pupil's progress in school may do so by contacting the school principal, who will arrange a meeting with that particular teacher.
10. Pupils must be made aware of the necessity to show respect for all concerned with the organisation of the school, teachers, SNA's, secretary, inspectors, priests, cleaning staff, outdoor maintenance persons, coaches, student teachers etc...
11. Pupils are expected to work well and diligently at their studies. Their school lessons must be complimented by work at home, and they should present all homework as requested by their teachers.
12. All pupils must have a complete change of clothing for games. Attendance at tracksuit night for fittings is very important.
13. The school phone should be used in cases of emergency only as frequent calls would lead to disruption of classes. The best time to ring is from 9.00 to 9.20am or 12.30 to 1.00pm.
14. No glass bottle allowed for drinks at lunch break.
15. Please ensure that your child has a "Healthy Lunch". No fizzy drinks, crisps, cereal bars, sweets or chewing gum.
16. Please ensure that your child wears the school uniform or school tracksuit each day. School uniform is navy with blue shirt School tracksuit with black/white T-Shirt/school T-shirt.
17. Pupils are forbidden to bring mobile phones to school.

Bus Rules

1. Walk to and from bus
2. Remain seated at all times
3. Do not distract bus driver
4. Store bags safely – keep passageway clear
5. Wait until bus has moved off before crossing
6. No eating on the bus
7. No homework on bus
8. No foul language or inappropriate behaviour
9. Line up in your correct line. Teachers and/or Principal do regular spot-checks

Playground Rules

1. Lunch must be eaten before entering the playground.
2. At the beginning and end of lunchtime pupils should enter and exit the school through the door designated for their class.
3. All children must go outside during lunch break unless they are otherwise instructed due to unsuitable weather conditions.
4. If a parent/guardian wishes his/her child to remain in the classroom during lunch time because of illness or some such acceptable reason, a note should be sent to the teacher.
5. Pupils may not enter the school without permission from the teacher on supervision duty.
6. Children should play in the areas designated for their class.
 - Infants Class to 2nd Class - 2 tarmac yards & along grass area at back
 - 2nd Class – Small pitch or tarmac yards
 - 3rd small pitch or bus park/computer room area
 - 4th – 6th Top Pitch and/or Basketball courtAll pupils must remain in their own court, play zones.
7. The lawn areas to the front of the school are excluded from play.
8. Children must obey and respect the teacher/SNA who is supervising the playground.
9. Children must avoid rough play which may cause injury to others. Kicking, wrestling, jockey backs, charging, bullying and fighting are prohibited.
10. Children must be kind to each other ensuring playtime is a fun time for all. Teasing, jeering, inappropriate language and exclusions are forbidden.

KIND HANDS KIND FEET KIND WORDS
11. In the interest of safety, climbing on the school walls, gates, trees, goalposts, and roofs is strictly forbidden.
12. Older children are expected to be aware and mindful of younger children in the playground.
13. Children must obey the bell signals at the end of lunchtime. Juniors, Senior Infants and First Class line up quietly at their designated doors for their teacher. All other pupils re-enter the school in an orderly fashion via their designated doors, obeying a WALK & TALK rule.