

**Scoil Íosagáin**

**Policy on:  
Code of Behaviour**

# **Code of Behaviour**

## **Introductory Statement**

The Code of Behaviour of Scoil Íosagáin was reviewed and updated in April 2018. B.O.M, parents, principal and teachers of Scoil Íosagáin were involved in updating the policy.

## **Rationale**

Our school aims to provide a happy, secure, friendly learning environment, where children, parents, teachers, special needs assistants, ancillary staff and 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.

Following a Child Safeguarding Risk Assessment, completed by the staff, it was deemed necessary to amend the policy. The existing policy was reviewed in order to ensure a happy, secure environment for our pupils in which there is a sense of good order and a positive approach to discipline. In this way, a large group can be organised so that the school can operate smoothly for the benefit of all.

- This policy complies with DES requirements.
- The Code of Behaviour is mindful of the curriculum, the school's Health & Safety Statement, Anti-Bullying Policy, Supervision Policy and Child Protection Safeguarding Statement.
- It is a requirement under the Education Welfare Act, 2000, Section 23 (1) which refers to the obligation on schools to prepare a code of behaviour in respect of the students registered at the school. It details in Section 23(2), that the code of behaviour shall specify:
  - A. The standards of behaviour that shall be observed by each student attending the school;
  - B. The measures that shall be taken when a student fails or refuses to observe those standards;
  - C. The procedures to be followed before a student may be suspended or expelled from the school concerned;
  - D. The grounds for removing a suspension imposed in relation to a student; and
  - E. The procedures to be followed in relation to a child's absence from school.

## **Vision**

Each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere. 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. Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner. Our school ethos is concerned with the total development of the child. School and personal discipline are an integral part of achieving this.

## **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 ensure that the school's expectations and strategies are widely known and understood through the parents' information booklet, availability of policies and an ethos of open communication
- 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 (The Golden Rules)

1. We listen. We don't interrupt.
2. We are gentle. We don't hurt others.
3. We are honest. We tell the truth.
4. We are kind. We show good manners.
5. We work hard. We don't waste time.
6. We look after property. We don't damage things.

These Golden Rules will be the main ones used by all classes. Classes will devise their own class code/class contract based on these 6 Golden Rules. Rules apply during school time and during all school related activities.

## 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. KIND HANDS - KIND WORDS - KIND FEET
3. Keep yard and school environment litter free and tidy
4. Stay clear of exterior walls, fire alarm 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 school's 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. It gives opportunities for pupils to take responsibility for their behaviour and learning.

## **Responsibility of Board of Management**

The Board of Management has an important role to play in the maintenance of desirable standards of behaviour in a school. It is 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 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**

Communicating with parents is central to maintaining a positive approach to dealing with children. 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.
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## **Responsibilities in the Classroom**

At the beginning of each academic year, the class teacher will draft a list of class rules/class code/class contract with the children, based closely on the “Golden Rules”. Class rules will be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. Where possible they emphasise positive behaviour (e.g. ‘Walk’ and not, ‘Don’t run’). Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Where difficulties arise, parents will be contacted at an early stage. Rules apply during school time and during all school related activities.

- 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.

### **Incentives/Reward System**

Our reward system seeks to provide encouragement to all children of all abilities and talents. Children will be encouraged, praised and listened to by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given:

- A quiet word or gesture to show approval
- A comment in a pupil’s copy or homework journal
- A visit to another member of Staff or to the Principal for commendation
- A word of praise in front of a group or class
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- ‘Bualadh Bos’ in class or special mention at assembly.
- Teachers use other reward systems in their classroom. These vary from class to class.
- Pupils who achieve a high level of attendance are awarded a certificate at final year assembly.
- 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.

### **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.
- When a child requests to go indoors to use the toilet at break/lunch they must seek permission from the teacher on duty. The teacher will issue child with green toilet pass.

Note: Infants Class to 2<sup>nd</sup> Class pupils use Infant room toilets only. Enter school by Infants exit door for yard. 3<sup>rd</sup> – 6<sup>th</sup> Classes use 5<sup>th</sup>/6<sup>th</sup> Class toilets only. Enter school by 1<sup>st</sup> Class exit door. Toilet pass to be returned to teacher in the yard without delay. Only 3 passes will be issued at any one time. Otherwise, access to the school from the yard is not permitted by pupils during break times.

- Children should play in the areas designated for their class.

- ▶ Infants Class to 2<sup>nd</sup> Class - 2 tarmac yards & along grass area at back
- ▶ 2<sup>nd</sup> Class – Small pitch or tarmac yard at back (excluding Infant yard)
- ▶ 3<sup>rd</sup>/4<sup>th</sup> Class - Small pitch or bus park/computer room area
- ▶ 3<sup>rd</sup>/4<sup>th</sup> Class - Top Pitch (if playing leagues or for training)
- ▶ 5<sup>th</sup>/6<sup>th</sup> – Basketball Court/Top pitch

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 e.g. board games, jigsaws, etc... are made available to them.

### Sanctions

The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences
- helping them to learn to take responsibility for their behaviour.

A sanction may also:

- reinforce the boundaries set out in the code of behaviour
- signal to other students and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to:

- prevent serious disruption of teaching and learning
- keep the student, or other students or adults, safe.

### Dealing with Unacceptable Behaviour

The following strategies/sanctions will be deployed when a child behaves inappropriately.

1. Reasoning with pupil
2. Reprimand including advice on how to improve
3. Temporary separation from peers within class and/or temporary removal to another class
4. Prescribing extra work.
5. Loss of privileges
6. Detention during a break – designated area is in the 5<sup>th</sup>/6<sup>th</sup> class room
7. Referral to Principal/Deputy Principal
8. Communication with parents
9. Behaviour Reflection Form to be used from 2<sup>nd</sup> class up

Usually sanctions will relate as closely as possible to the behaviour.

The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupil devise strategies for improvement.

- ▶ **Strategies/sanctions 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.**
- ▶ **Outside of school – On school tours, matches, library visits, athletics etc the same sanctions apply for misbehaviour as for in school.**

# **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
- ◆ Content of a sensitive nature is more appropriate in a sealed envelope addressed to the teacher as a homework diary may be viewed by other pupils.

## **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 HSE.

## **Suspension**

- Suspension will only be an option if all other means of dealing with the behaviour have been unsuccessful.
- Before serious sanctions such as 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 Officer 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 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 staff room.

## 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.
  - ✓ Parents whose children have been absent from school should write a note in the back of their child's Homework Journal stating the reason for their absence or send in a note to the class teacher.
- Scoil Íosagáin fulfils its statutory obligation to inform the Education Welfare Officer of a child's absences.

## 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 ratified by the Board of Management in May 2018.  
The policy is due to be reviewed in School Year 2021/2022

Ratified by Board of Management on May 22<sup>nd</sup> 2018.

Signed P.J. Harrington  
Chairperson, Board of Management.

Date: 22<sup>nd</sup> May 2018

Signed Alma Quinn  
Principal.

Date: 22<sup>nd</sup> May 2018

## School Rules

1. All pupils who have reached the age of 4 years on Sept 1<sup>st</sup> 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.
2. The school Authorities cannot be responsible for the supervision of children arriving or departing from school by bus. Allianz Insurance Company advises all their policy holders to inform parents of this most important detail. (Quote from Circular)

“The school will open its doors to receive pupils at the hour of 9.00am. No responsibility is accepted for pupils arriving before that time. Parents are requested not to drop pupils to school before 9.00am as they will not be supervised nor permitted into the school building. Classes will commence each day at 9.20am and no pupil should arrive later than 9.15am. Classes will end each day at 2.00pm (Infants) and 3.00pm (All other classes). 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.”

The school does not accept responsibility for pupils on school premises outside of these specified times.

3. Parents of pupils who have been absent from school should send an email to the office to inform the school of the reason for any absence for your child.
4. 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 office from 9.00am to 2.30pm by phone or email.
5. The school has implemented a Book Rental Scheme in an effort to alleviate the cost of School Books. We would 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.
6. Each pupil will have a homework journal/homework sheet in which he/she will note the homework for that particular night. The Parents' signature on this book/sheet signifies that the pupil has completed his/her allotted homework to their satisfaction.
7. 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.
8. Parents wishing to discuss a pupil's progress in school may do so by contacting the class teacher/school Principal to arrange a meeting with that particular teacher. Please contact the school office by phone/email.
9. Pupils must be made aware of the necessity to show respect for all concerned with the organisation of the school, teachers, SNAs, secretary, inspectors, priests, cleaning staff, outdoor maintenance persons, coaches, student teachers etc...
10. Pupils are expected to work well and diligently at their schoolwork. Their school lessons must be complimented by work at home, and they should present all homework as requested by their teachers.
11. All pupils must wear school tracksuit for PE/games.
12. All possessions of the pupils e.g. books, clothing, footwear etc, must be clearly labelled with the owners name.
13. Parents wishing to contact the school can email/phone the school office between 9.00am and 2.30pm.
14. No glass bottles allowed for drinks at lunch break.
15. Please ensure that your child has a "Healthy Lunch". No fizzy drinks, crisps, cereal bars, sweets, chocolate 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 Not Allowed to bring mobile phones and electronic devices to school.

## **Bus Rules**

1. Walk to and from bus
2. Remain seated at all times
3. Wear seat belt at all times.
4. Do not distract bus driver
5. Store bags safely – keep passageway clear
6. Wait until bus has moved off before crossing
7. No eating on the bus
8. No homework on bus
9. No foul language or inappropriate behaviour
10. 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 a medical reason/injury 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.  
All 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, basketball poles, goalposts, and roofs is strictly forbidden.
12. Hurley shed to be used as storage only.
13. Older children are expected to be aware and mindful of younger children in the playground.
14. Children must obey the bell signals at the end of lunchtime. All pupils line up in their PODs at their designated door for the supervising teacher/SNA. All pupils re-enter the school in an orderly fashion via their designated doors.