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## Code of Behaviour

The code of behaviour of Scoil Mhaoilíosa, Knockavilla is informed and guided by the document "Developing a Code of Behaviour-Guidelines for Schools" issued by the NEWB (National Education Welfare Board) now TUSLA May 2008. This document complies with all relevant legislation and is underpinned by the Education Welfare Act 2000.

### Aims of Code of Behaviour

The code of behaviour aims to achieve three things:

The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.

The maintenance of good order throughout the school and respect for the school environment.

The development of self-discipline in pupils based on consideration, respect and tolerance for others.

### Principles of Behaviour Policy

If the school is to achieve a happy, secure environment in which children can develop to their full potential, it is necessary to provide a framework which promotes constructive behaviour and discourages unacceptable behaviour. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively disruption free environment. The school code places a greater emphasis on rewards than on sanctions, and the ideal is that pupils will acquire self-discipline. There are times however when it may be necessary to impose sanctions in order to maintain good order and to discourage offenders. We recognise the importance of a strong sense of community within the school and

the existence of a high level of co-operation among teachers, ancillary staff, pupils, parents, the Board of Management and the Parents' Association.

### **Respect and Courtesy**

Pupils need to accept the general order, which is necessary for the class to work well. All pupils are expected to treat staff and their fellow pupils with respect and courtesy at all times.

If your child is upset or worried, please contact the teacher. The teacher is "in loco parentis" for all the children, so both children and parents need to understand that the teacher will be impartial.

Pupils must respect all school property and keep the school environment clean and litter free.

Pupils must have all books and required materials.

Pupils are expected to work to the best of their ability and to present written exercises neatly.

The use of foul language and any form of bullying is unacceptable. It is unrealistic to expect all children to like each other all the time. However, they **MUST** treat each other with courtesy and respect.

Parents will notice that even in one family, children will have different personalities. Similarly in the classroom situation, there will be many different personalities. There will be the confident, the shy, the sensitive, the outspoken and the quiet child in the class. Even the best of friends may have arguments and parents need to be aware that their child may give a subjective account of events. There are two sides to every story. Learning to work with and mix with all the children in the class regardless of personality traits is a **very important** life skill.

**Any form of behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.**

## General School Rules

- **School discipline is a shared responsibility, which demands the active co-operation of students, parents, teachers and management.**
- **Parents/Guardians** are recognised as partners in the educational process. They are expected to encourage their children to have a positive attitude to self-discipline. By enrolling their child(ren) in the school, Parents(s)/Guardian(s) agree to accept the Code of Behaviour and discipline and undertake to ensure that their child(ren) understand the code and abide by it. In this way parents support the teachers in maintaining order and discipline.

### Summary of School Rules:

1. School starts at 9.00 a.m. and ends at 2.40 p.m. The school day ends at 1.40 p.m. for Infant Classes. Parents/ Guardians are asked to note that the school does not undertake responsibility for the children outside the official school hours. Rolla to be taken no later than 10.40 am
2. In case of absence, a note signed by a Parent or Guardian must be presented to the Class Teacher on returning to school. A template for this purpose is sent to each family at the beginning of the school year and additional copies are available on the school website. Parents/guardians are asked not to write absence notes in the child's school journal. Cead Imeachta must be signed by parent/guardian for children who leave at any time during the school day.

3. The complete official school uniform should be worn at all times. School tracksuit on P.E. days. **Please put child's name on each item.**
4. Pupils are expected, at all times to show respect for themselves, their fellow classmates and for all the staff.
5. Homework assignments is expected to be completed.  
**(Parents are urged to** carefully check assignments in the Homework Journal and any comments or problems should be set down in the appropriate place.
6. Only pupils with a covering note will be permitted to stay in the classroom at break times. Accommodating pupils inside during break time will be determined by the supervision that is available.
7. Pupils will stay in play areas designated to their classes
8. Bullying, pushing, boisterous play, backchat, spitting, the use of offensive language or any unbecoming behaviour is strictly forbidden.
9. All pupils must respect school property. All litter must be deposited in the bins. Damage to shrubs, running through the school, climbing its walls, pillars or gates, writing on walls and furniture is strictly forbidden.
10. Chewing gum or crisps are not allowed in the school.
11. Pupils are not allowed to have mobile phones in school.

12. Pupils are not allowed make or receive personal phone calls at school. Children are allowed to make urgent calls to home/parents/guardians under teacher supervision.

**These School Rules are set down in order to:**

Ensure a safe and secure school environment for all.

Ensure proper behaviour.

Maintain order and the well being of all children under our care.

*When General school Rules are broken Sanctions as set out by Department of Education will be used.*

**SANCTION (Circular 20/90)**

1. Reasoning with the pupil
2. Reprimand (including advice on how to improve)
3. Temporary separation from peers, friends or others
4. Detention during the break (outside)
5. Prescribing additional, work (homework)
6. Loss of privileges in school
7. Referral to Principal - the discretion of the teacher
8. Communication with parents - the discretion of the teacher, depending on the severity of the incident/age of the child.
9. Loss of privileges - (out of school trips/events).
10. Suspension

Before resorting to serious sanctions, e.g. suspension, the normal channels of communication between school and parents will be utilised. Parents will be involved at an early stage, rather than as a last resort. Class Teachers will record breaches of the code of behavior in their class on Aladdin and Ms. Coffey will record any serious breaches of behavior in the yard in a centralized file.

### **Inform the student and parents**

The school will let the student and their parents know about the complaint, how it will be investigated, and that it could result in suspension.

Parents may be informed by phone or in writing, depending on the seriousness of the matter. This ensures that parents are clear about what their son or daughter is alleged to have done. It serves the important function of underlining to parents the seriousness with which the school views the alleged misbehaviour.

### **Give an opportunity to respond**

Parents and student will be given an opportunity to respond before a decision is made and before any sanction is imposed.

A meeting with the student and their parents will provide an opportunity for them to give their side of the story and to ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts. It is also an opportunity for the school to explore with parents how best to address the student's behaviour. If a student and their parents fail to attend a meeting, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the negative behaviour. The school will record the invitations made to parents and their response.

### **Procedures in relation to immediate suspension**

Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. The formal investigation should immediately follow the imposition of the suspension. All of the conditions for suspension apply to immediate suspension. No suspension, including an immediate suspension, will be open-ended.

In the case of an immediate suspension, parents must be notified, and arrangements made with them for the student to be collected. The school must have regard to its duty of care for the student. In no circumstances will a student be sent home from school without first notifying parents.

### **Rewards for Good Behaviour**

Pupils are very well behaved most of the time and rewarding good behaviour is an important part of our Code of Discipline. The following strategies may be utilised to reward good behaviour.

1. Note in pupil's homework notebook to convey messages of approval from teachers.
2. Some homework off if particular targets are achieved.
3. Extra privileges such as doing jobs or being shown a DVD.
4. Merit Points.

Please sign the attached letter and return to the school by **June 18<sup>th</sup>** to indicate that you have received this Discipline Policy.

**By enrolling your child(ren) in the school, Parents(s)/Guardian(s) agree to accept the Code of Behaviour and Discipline and undertake to ensure that their child(ren) understand the code and abide by it. In this way parents support the teachers in maintaining order and discipline.**

This policy has been reviewed/approved by the Board of Management of Scoil Mhaoilíosa, Knockavilla.

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Mary Mc Carthy  
Chairperson

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Orla O' Shea  
Principal

**October 2018**



## Code of Behaviour and Discipline

We, the Parents/Guardians of \_\_\_\_\_ (Child's/Childrens' Name/s)  
understand that by enrolling our child/ren in the school agree to accept the Code of  
Behaviour and Discipline and undertake to ensure that our child(ren) understand the code  
and abide by it.

Signed: \_\_\_\_\_  
(Parents/ Guardians)

Please return this form to the school on or before June 18<sup>th</sup>, 201\_\_.

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*For Office use only*

Received by School on \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_  
Orla O' Shea, Principal