

Code of Behaviour **Scoil Íde**

Introduction

Our School Behaviour Policy has been developed in the context of a supportive and caring environment in which we endeavour to teach our children to take responsibility for their actions. We also take every opportunity to recognise the positive qualities in every child and to celebrate improvement and achievement. In Scoil Íde a high standard of behaviour is expected at all times. Together we create a happy environment where the children will learn to respect themselves, others and their environment. These are the cornerstones of our Code of the Behaviour and inform all aspects of the way the Policy is implemented in our school. Our Code focuses on and affirms good behaviour. It rewards the huge majority of pupils who display positive standards of behaviour at all times.

Our Code of Behaviour is in line with the N.E.W.B. Guidelines ‘Developing a Code of Behaviour – Guidelines for Schools’ (2008). The following legislation is relevant to the creation of our Pupil Behaviour Policy;

- Article 42 of the Irish Constitution**
- United Nations Convention on the Rights of the Child**
- Education Act 1988**
- Sections 28 & 29 Education (Welfare) Act 2000 - Section 23**
- Equal Status Act 2000**
- Ombudsman for Children Act 2002**
- Non-Fatal Offences against the Person Act, 1997**
- Disability Act Health and Safety Legislation**
- Data Protection Act 1988**
- Data Protection Amendment Act 2003**

Aims:

This policy aims to:

- Create a climate that encourages and reinforces good behaviour.
- Create a positive and safe environment for teaching and learning.
- Encourage pupils to take personal responsibility for their learning and their behaviour.
- Help our pupils to mature into responsible participating citizens.
- Recognise the integral role of building self-esteem in pupils.
- Build positive relationships of mutual respect and support among students, staff and parents, promoting values of Respect, Courtesy and Responsibility appropriate to the age level of the children.
- Ensure that the school's high expectations for the behaviour of all the members of the school community are widely known and understood.
- Take account of the needs of the teachers, children, parents and wider community.

Guiding Principles:

- Courtesy, respect & responsibility are qualities which underline all interactions between staff, parents, pupils and visitors.
- Clarity: The Code of Behaviour describes the school's expectations about how each member of the school community (students, staff and parents) will help to make the school a good place for teaching and learning.
- Everyone's behaviour matters: We recognise that the behaviour of adults has a significant influence on how children behave.
- High expectations are encouraged and good behaviour is promoted.
- We seek to balance the educational needs of individual pupils with the educational needs of other pupils.
- Relationships: We understand that positive relationships are crucial to positive discipline.
- Equity and Fairness.

- Equality.
- Recognising educational vulnerability: providing positive support, including active teaching of relevant skills, for those pupils who are more vulnerable to behaviour problems.
- The Welfare of Pupils and Staff.
- Promoting safety and freedom from threat.

Roles and Responsibilities of the School Community in the implementation of the Code of Behaviour

Students/Children: Every child must give a commitment to accept the Code of Behaviour and to fulfil the expectations as set out in the Code. This will ensure the creation and maintenance of a good learning environment.

Parents/Guardians: Parents/Guardians have a duty to support the school in implementing a fair and just code of behaviour. Acceptance of the Code of Behaviour by parents/guardians is required on enrolment of a student in the school. Failure to do so will mean the school cannot offer a place in our school, as stated in our Enrolment Policy. Parents undertake responsibility to educate their children on the Code of Behaviour.

Teachers: Each teacher has a responsibility for the maintenance of discipline within her/his own class and share, with every other teacher, a common responsibility for good order within the school and school grounds and on all school related activities before, during and after school. **Each teacher has the responsibility of teaching the Code of Behaviour to their class.**

SNAs and Ancillary Staff: SNAs and all ancillary staff have a common responsibility along with the teachers to maintain good discipline and good order within the school and school grounds and on all school related activities, before, during and after school and to share responsibility to teach children the Code by example.

Principal: The Principal has the overall responsibility for the day-to-day running of the school. The Principal ensures that implementing the Code is done in a fair, equitable and appropriate manner.

The Board of Management: The BOM formally approves the Code of Behaviour and supports the Principal and staff in the implementation of the Code. The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend or expel a student.

Whole School Approach to Promoting Positive Behaviour

The Board of Management and the Principal have overall responsibility for the implementation and on-going monitoring of this policy. However, all staff members have responsibility for their own classes and for the general school population when on yard duty or on any organised out-of-school activity. This code will be made available to parents and shall apply to all students during *all* school related activities.

To help facilitate new, temporary or substitute members of staff become familiar with practices within the school, discussion regarding the implementation of the code will be encouraged. All documents relating to the code will be made available online. All new parents will receive a shortened version of the code at the start of the child's first school year.

Plan for Promoting Positive Behaviour

In the Classroom:

- A shortened version of our Code of Behaviour Charter is displayed in the school foyer.
- Children should be fully aware of what behaviour is expected of them. The School Rules should be taught to the children and referred to on an ongoing basis (outcomes must be clearly understood:- both rewards and sanctions). Teachers

should apply these rewards and sanctions in a fair and consistent way.

- **Good preparation – Teachers have the necessary materials or equipment for class e.g P.E. activities, Art, Music, photocopying, etc.**
- **Establish clear procedures e.g. for lining up, moving through the school, lunches, toilets, messages etc.**
- **Differentiate – take account of different learning styles, ability levels and Special Education Needs.**
- **Have work available for children who are finished, activities or work for wet days, and work in case you are absent for any reason.**

In the Yard:

- **Regularly remind children what behaviour is expected of them.**
- **Minor infringements in the Playground are usually dealt with by the teacher on duty. Major or repeated infringements are reported to the class teacher when they collect their children.**
- **Each teacher should make sure that all the children leave the class and walk to the playground in a quiet orderly fashion, always supervised by their teacher.**
- **Teachers on duty should make sure that their class go out to the playground first, to ensure that the playground is supervised at all times.**
- **Teachers should instruct children on how to line up properly e.g. a leader may be appointed from each class to stand first in line on the playground when the classes are lining up.**
- **Teachers on duty return to their own pupils when the other teachers come to collect their classes.**
- **Classes should be collected from the playground promptly by their teacher, to avoid the children becoming bored and restless.**

Throughout the school:

- All staff, children, parents and visitors are expected to model respect, courtesy and responsibility.
- All staff, children, parents and visitors are expected to follow school procedures and act in accordance with the rules of the school.
- Responsible children should be sent on messages in pairs. The children should be taught how to 'give' a message. When going into a classroom they should knock and enter. If the adult is not there to give them the message, return to class. Check with other teachers. This needs to be taught.
- Hold doors for adults and use suitable greetings. This needs to be taught.
- Do as they are told by all staff, including teachers, SNAs, secretary, caretaker, etc.
- All adults in the school should be aware of the expected behaviour and monitor it.
- Children should never be out of their classroom without their teacher's permission.
- Tasks, which are assigned to children, should be suitable for their age and capability. They should never be asked to carry hot liquids, heavy or dangerous objects etc. Children should return directly to their class if they are unable to complete their task.
- A teacher should always lead a class when the class is moving around the school.
- Children should be quiet and mannerly at all times in the corridors.
- When children are indoors for break-time, they should be left with suitable activities and games.
- In the event of a teacher's absence the Emergency Supervision Rota will come into effect.
- Differentiate for children with Special Education Needs when explaining rules.

The standards of behaviour that shall be observed by each pupil attending the school.

The school expects the highest standard of behaviour from its pupils including the following:

- Each pupil is expected to be well behaved and show consideration for other children and adults.
- Each pupil is expected to show respect for themselves, other children and all adults. Everyone's individuality should be valued.
- 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.
- Each pupil is expected to wear full uniform. P.E. uniform is only to be worn on appropriate days.
- Each pupil is expected to do his/her best both in school and for homework.
- Mobile phones must be handed in to the Office on arrival at school.

Whole School Rules

Our Whole School Rules cover all situations within our school including classroom and playground areas. Individual Classes may run an individual system that complements the School Code of Behaviour.

- 1. Be silent when asked, Whisper at a task. Talk when allowed but never out loud.**
- 2. Be where you should, Move as you should.**
- 3. Time - Use it, Don't lose it!**
- 4. In all you say and in all you do treat others as you ought to do.**
- 5. Bully not, share a lot. Give back what you got.**
- 6. A litter free school is so cool, Wear what's allowed; Make Scoil Íde proud.**
- 7. Respect everyone and we'll all have FUN!**

Rewards:

These are at the discretion of the class teacher and include:

- Praise
- Sending the child on messages or giving him/her responsibilities in the class etc.
- Star Charts and Point Systems; Prizes or special task e.g. pencils, stickers, sit beside friend at Sos etc.
- Golden Time/Extra playtime.
- Write a good comment in the Homework Journal.
- Give positive feedback for effort.
- Send the child to Principal for a word of praise.

Sanctions

If a pupil breaks the rules each teacher will impose sanctions according to the following standards;

- Sanctions should be appropriate to, and related to the behaviour, if possible.
- Sanctions should be applied in accordance with the code, be fair and consistent.
- They should be appropriate to the age and development of the child.
- Always explain to a child why a sanction is being imposed.

Sanctions:

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and/or temporary removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.

- Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000).

STRATEGIES FOR MANAGING MISBEHAVIOUR

Classification of Misbehaviours

Four levels of misbehaviour are recognised: Minor, Major, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher, or the supervising teacher at break-times. In cases of repeated serious misbehaviour or single instances of gross misbehaviour parents will be involved at an early stage and invited to meet the teacher and/or the principal to discuss their child's behaviour. We believe that a teacher's professionalism will result in a common sense approach to misbehaviour, taking account of the age, vulnerability and personal circumstance of the pupil(s) involved in the misbehaviour. All teachers have met and have had the opportunity to discuss and classify misbehaviours. The outcome of these meetings is a table that suggests examples of the 3 categories of misbehaviour. The table also highlights the sanctions, which should be matched to the misbehaviour (See *Appendix 1*). The purpose of this is to provide clarity and consistency in dealing with misbehaviour.

Examples of minor misbehaviour include:

- Bringing electronic equipment or mobile-phones to school
- Not wearing appropriate uniform; bringing in chewing-gum
- Not following instructions.

Examples of major misbehaviour include:

- Persistent display of discourtesy
- Deliberate refusal to engage with homework
- Use of inappropriate gestures
- Name calling
- Use of unacceptable language
- Answering back a staff member

Examples of serious misbehaviour include:

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft
- Bringing dangerous equipment to school
- Leaving school/school activities without permission.

Examples of gross misbehaviour include:

- Assault on a pupil or staff member
- Serious Theft
- Serious Damage to property
- Serious bullying
- Carrying drugs, alcohol, cigarettes

Suspension/Expulsion

Before serious sanctions such as detention, suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. For gross misbehaviour or repeated instances of serious misbehaviour, suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested, in writing, to come in to school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000. In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents. Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

Code of Conduct for Parents

Parents are expected to:

- Ensure their children attend school and are punctual.
- Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform.
- Be courteous towards pupils and staff.
- Make an appointment to meet with a teacher/the Principal through the office.
- Respect school property and encourage their children to do the same.
- Label pupils coats and other personal property.
- Strictly supervise pre-school children, when in the school.
- As the Board of Management is responsible for the Health & Safety of all staff and students, parents are requested not to approach or reprimand another person's child on the school premises.
- Comply with our Covid 19 Procedures and ensure that their children do the same.

Code of Behaviour/Conduct for teachers, snas and ancillary staff:

- Teaching Staff are governed by the Code of Professional Conduct as published by The Teaching Council. Please refer to Circular 0049/2018.
- Snas – Circular 0072/2011 deals with grievance and disciplinary procedures for Special Needs Assistants in Primary Schools.

- **Non-teaching staff: See our Disciplinary Procedure for non-teaching staff.**

Implications in light of Covid 19:

Any staff member, child or parent who is deemed to be in breach of Scoil Ide’s agreed Covid 19 Procedures, and/or who refuses to adhere to these procedures, will be deemed to be in serious breach of our Code Of Behaviour and will face the sanctions outlined in same Code of Behaviour.

Review Procedure

This review of our Code of Behaviour will be reviewed at Senior Management level and ratified by the Board of Management. A copy will be available to staff on the school central file and to parents on the website. A hard copy is available on request.

This policy may be reviewed as part of ongoing review procedures or when deemed necessary. Please feel free to view it whenever you require.

**This Policy was reviewed in June 2020 and ratified by the BOM on:
Date:_____**

Signed:_____ Chairperson of the BOM.

Appendix 1

Classification of Misbehaviour and Sanctions

Misbehaviour	Sanction
Minor	
Disrupting class work	1) Ignore/re-direct
Running in the school building	
Littering around the school	2) Verbal warning
Being discourteous	

Incomplete homework without good reason
Talking out of turn
Having a mobile phone in class.

Any breach of the agreed classroom rules

Major

Persistent disruption of class work
Refusal to co-operate with school health and safety issues

Persistent display of discourtesy
Deliberate refusal to engage with homework
Use of inappropriate gestures
Name calling
Use of unacceptable language

Lying

Stealing

Deliberate damage to others property

Answering back a teacher

Deliberate, continual disobedience

Repeated display of minor misbehaviours will be deemed as major misbehaviour

Serious

Bullying

Physical action causing damage to self/others

Deliberate physical violence towards peers

Leaving school premises without permission

Persistently engaging in activities which have been identified by staff as dangerous/inappropriate

Repeated display of major misbehaviours will be deemed as serious misbehaviour

Gross

Deliberately injuring any member of the school community

Setting fire to school property

Aggressive, threatening or violent behaviour towards a member of staff

3) Implementation of class behaviour system

4) Time out

5) Loss of privilege

~ golden time

~ extra curricular activity

~ class responsibility

6) Parents informed of the behaviour at collection

7) Temporary relocation to another class

8) Formal contact made with parents

9) Meeting with principal, teacher and parent

Principal will be notified. The BoM will convene and examine the issue. The Board will consider sanctions including immediate suspension pending discussion with the parents/guardians