



Code of Behaviour

Introductory statement

- The aims of the Code of Behaviour of Scoil Sinéad - Pelletstown are;
- To provide guidance for pupils, teachers and parents on behavioural expectations
- To provide for the effective and safe operation of the school
- To develop pupils' self-esteem and to promote positive behaviour
- To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others
- To facilitate the education and development of every child
- To foster caring attitudes to one another and to the environment
- To enable teachers to teach without disruption.

Implementation

Each and every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

General guidelines

Pupils are expected to;

- Treat all school community members with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is not acceptable.
- Show respect for school property and to keep the school environment clean and litter free.
- Take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
- Obey teacher's instructions, to work to the best of their ability and to present work neatly
- Attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for the absence.

Bullying

is unwanted, repeated, verbal, electronic, psychological or physical behaviour by an individual or group against others. The most common forms are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated in our school and parents will be expected to co-operated with the school at all times in dealing with instances of bullying in accordance with the schools' Anti-Bullying Policy.

School Rules

Rule 1: Come to school..... be prepared

1. Come to school every day unless it is absolutely unavoidable, eg due to illness
2. Bring a note of absence to explain absenteeism.
3. Be at school on time. School starts at 9.20 am and finishes for infants at 2.00 and the rest of the school at 3.00
4. Children should not be in school too early.
5. Bring a note from your parents if you are leaving early or unable to complete homework.
6. If you arrive late, your parent must sign you in at the secretary's office.
7. Wear full school uniform/tracksuit
8. Have correct books, copies, stationary etc
9. Bring correct lunch (see healthy eating policy)
10. No mobile phones to be used in school or when involved in school activities.
11. Toys should not be brought to school unless the class teacher gives permission for a particular day/ activity e.g. Golden Time, fun day etc

Rule 2: Be Safe everywhere

1. Be careful coming to and going from school
2. Always walk while in the school building.
3. Remain seated at all times in class and while eating lunch unless otherwise requested.
4. Be careful while playing in the school yard and always show respect for my fellow pupils.
5. When the bell rings, freeze and upon hearing the second bell, walk to the line and wait in line for teacher.
6. Never leave the school grounds without the permission of the Principal
7. Walk up the ramps unless told otherwise.

Rule 3: There is a time to listen, a time to talk and a time to do

1. Listen and show respect when the teacher is speaking
2. Listen and show respect to other children
3. Put up your hand/ wait to speak
4. Work cooperatively or silently for individual work
5. Do your best, allow others to do their best
6. Work quietly during lunch breaks or group activities.

Rule 4: Have kind hands, feet and comments

1. No fighting, aggressive behaviour towards others at any time.
2. It is hurtful to call names, be rude, insult or exclude others.
3. Tell the truth. Do not use vulgar gestures or insulting language.
4. Always respect other people's property.
5. Keep your classroom and yard clean and litter free

Rule 5: Be caring, helpful and sharing

1. Be helpful and respectful to others by being polite in what you say/ how you act.
2. Say please/ thank you/ look at the person/ stand back to let an adult pass.
3. Greet people you meet- remain seated to greet visitors.
4. When asked to do something by teacher, do it.

Rule 6: Scoil Sinéad - Pelletstown is a 'bully-free' zone.

1. I should never bully others.
2. I should never allow others to bully me and if it happens I should tell my parents and my teacher.
3. Bullying is always unacceptable.

Examples of Unacceptable Behaviour

The code acknowledges three broad categories of misbehaviour as:

1. Minor Misbehaviour
2. Serious Misbehaviour
3. Gross Misbehaviour

Examples of each are outlined as follows:

Minor Misbehaviour <i>As defined by the teacher</i>	Serious Misbehaviour <i>Persistent Minor Misbehaviours become Serious Misbehaviours</i>	Gross Misbehaviour <i>Repeated Serious Misbehaviours become Gross Misbehaviours</i>
<ol style="list-style-type: none">1. Not doing or completing assigned work either in school or for homework without good reason.2. Ignoring Teacher's instructions.3. Distracting or constant talking to other pupils.4. Late arrival to school without good reason.5. Unruliness on corridors and school grounds.6. Breaking of school rules/ classroom rules.7. Incomplete school uniform.	<ol style="list-style-type: none">1. Repeatedly not doing or completing assigned work either in school or for homework without good reason.2. Repeatedly ignoring teacher's instructions.3. Repeated distracting and constant talking to other pupils.4. Consistent late arrival to school without good reason.5. Repeated unruliness on corridors and school grounds.6. Repeated breaking of school/ classroom rules7. Consistent incomplete uniform.8. Telling lies (as judged by the teacher).	<ol style="list-style-type: none">1. Stealing2. Verbal abuse of another child or the teacher.3. Bullying or intimidation4. Vandalism or theft of school property.5. Pupils leaving school grounds without permission.6. Persistent breaking of school rules.7. Physical abuse of another child or teacher.8. Racism.9. Aggressive behaviour, aggressive verbal outbursts and/or grossly offensive gestures

	<p>9. Use of bad language and offensive gestures.</p> <p>10. Dangerous behaviour that is liable to cause injury.</p>	<p>10. Use of any banned items for the purpose of offending or injuring others.</p>
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Strategies for Dealing with Unacceptable Misbehaviour:

Sanctions

Every effort will be made by all members of staff to adopt a positive approach and to encourage good behaviour among pupils in the school. When this fails, a series of Behaviour Checks will be implemented.

The behaviour checks are a step by step procedure for dealing with pupils who don't follow rules. They are clearly listed on a wall chart in each room and are taught and regularly discussed. Pupils know precisely how they operate.

Every day is a fresh start (except for repetitive poor behaviour where a child may start on Step 2). Pupils know that when they come to school in the morning, that it is they who choose how their day will go. If unwise behaviour leads to behaviour checks, it is important that pupils know what stage they reach, as they have a choice to make. The choice is their responsibility. The aim of these behaviour checks is to encourage the children to become aware of and to monitor their own behaviour.

The following is a guide to matching the misbehaviour with the appropriate behaviour check:

1. Minor Misbehaviour (*Follow Steps 1-3*)
2. Serious Misbehaviour (*Follow Steps 3-5*)
3. Gross Misbehaviour (*Follow Steps 5-7*)

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of Health and Safety

Step	Behaviour Check
1	Oral Warning
2	Written Warning - Name on the class board. (<i>Informal note in the child's journal for repeated Written Warning</i>) <i>Consistent Misbehaviour : pupil starts the morning at Step 2</i>
3	Offside-Table (a desk within the class and continue what they are doing).
4	Teacher-Partner :- Child sent to another classroom. Older children given a cool-off sheet to reflect on their actions. <i>If a child reaches this stage twice in one week then move to Step 5 (At the discretion of the teacher).</i>
5	Teacher accompanies child to the Office or sends to the office for Principal. Name is recorded in the Discipline Book. <i>If a child reaches Step 5 twice in a month then move to Step 6</i>
6	Parents requested to come to the school.

7	Suspension with work

Strategies and Incentives for Affirming Positive behaviour

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions.

1. A quiet word or gesture to show approval
2. A comment on the child's exercise book
3. A visit to another class or Principal for commendation
4. Praise in front of class group
5. Individual class merit awards, points awards or award stamps
6. Delegating some special responsibility or privilege
7. Written or verbal communication to parent.

Every class to have a *behaviour check* wall chart/ behaviour rewards system for the children.

Yard Rules and Sanctions (3 card system – warning, yellow, red)

1. Children must play in a safe and respectful manner
2. Pupils will remain within the school boundaries
3. Permission will be sought from the supervising teacher to re-enter the school building.
4. Children will keep the playground free from litter.
5. No rolling on the grass unless given permission by the supervising teacher.
6. When the bell rings, the children will freeze and upon hearing the bell a second time, the children will walk to their line and wait for their teacher.

If a child breaks a Yard Rule:

1. The child's name will be put into the Yard Incident book by the teacher on duty.
2. The child will stand at the wall near the office door for a few minutes for "time out" and is given permission to return to play with the others by the teacher on duty.
3. The supervising teacher will let the class teacher know about the incident
4. If the behaviour is of a serious or gross nature, the Principal will deal with the issue. The child will be taken off yard until it is decided when he/ she is allowed back with the other children. A note will be sent home or parents will be called in depending on the seriousness of the issue.

Notes:

5. If the supervising teacher deems the weather unsuitable then the children will remain inside during break time.
6. Children should only be sent to school if they are well enough to go outside.
7. Children are not allowed to go home at lunchtime.

Rewards (to affirm positive behaviour):

- *Possibility to reward the best class for behaviour each month/ week , who have had the least names in the book.*
- *Homework Passes following completion of the 'Compliment Tree'*
- *Nomination for 'Star of the Week'*
- *Star stickers from Principal and all other staff*
- *Daily/ Weekly reward after big lunch break.*
- *Points system for best line.*
- *Small trophy/ cert to encourage standing straight/ being quiet.*

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Suspension

Before serious sanctions such as detention, suspension or expulsion are used, the normal channels of communication between the school and parents will be utilised. Where it is proposed to detain a pupil after school hours, the parents or guardians will be notified. Communication with parents may be verbal or by letter depending on the circumstances.

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 considered as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management when appointed, (until then the Single School Manager) will be informed and the parents will be requested in writing to attend a meeting with the Chair/Manager and School 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 and 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 Chair/Manager/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 Rules for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare and Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

Removal of Suspension

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated in 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 pupils reinstatement will not constitute a risk to the the pupils own safety or that of the other pupils and 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.

The School Managers responsibility

- Provide a comfortable, safe environment
- Support the Principal and staff in implementing the code
- Ratify the code

Principals Responsibility

- Promote a positive climate in the school
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner
- Arrange for a review of the code as required.

Teachers Responsibility

Support and implement the schools' Code of Behaviour by;

- Creating a safe working environment for each pupil
- Recognise and affirm good work
- Prepare school work and correct work done by pupils
- Recognise and provide for individual talents and differences among pupils
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum
- Deal appropriately with misbehaviour
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour
- Provide support for colleagues
- Communicate with parents when necessary and provide reports on matters of mutual concern

Pupils responsibility

- Attend school regularly and punctually
- Listen to their teachers and act on instructions/advice
- Show respect for all members of the school community
- Respect all school property and the property of other pupils
- Avoid behaving in any way which would endanger others
- Avoid all nasty remarks, swearing and name calling

- Include other pupils in games and activities
- Bring correct materials/books to school
- Follow school and class rules.

Parents responsibility

Encourage/ensure children to;

- have a sense of respect for themselves and for property
- attend regularly and punctually
- be interested in, support and encourage their childrens school work
- be familiar with the code of behaviour and support its' implementation
- co-operate with teachers in instances where their childs' behaviour is causing difficulties with others
- communicate with the school in relation to any problems which may affect the childs' progress/behaviour.