



ST. BRIGID'S NATIONAL SCHOOL KILLYGARRY



CODE OF BEHAVIOUR

Introductory Statement:

This Code of Behaviour was developed on the 13th of February 2009 in consultation with all the teaching and ancillary staff, the Chairperson of the Board of Management and the Chairperson of the Parents Association. This policy was reviewed in September 2012 and approved by the Board of Management on the 26th of September 2012. This policy was also reviewed on the 1st of September 2020 in light of COVID-19.

Rationale:

This policy was drawn up in response to the new guidelines set out by the National Education and Welfare Board and in line with Section 23 of the Education (Welfare) Act 2000. The previous Code of Behaviour was reviewed and amended as prioritised by the staff and Board of Management of St. Brigid's National School. This policy is a requirement under DES Circular 20/90 on School Discipline.

Mission Statement:

This Code of Behaviour relates to the school's philosophy, ethos and in line with the school's mission statement as quoted below.

“St Brigid's National School, Killygarry is a Catholic Primary School which welcomes children of all religions and nationalities.

We, the school community, believe in the education of the whole child.

Following a child-centred and holistic approach, we endeavour –

- 1. To recognise and acknowledge the talents and abilities of each child.*
- 2. To nurture each child's talents and self esteem in a caring can supportive environment.*
- 3. To provide the learning opportunities which will foster and develop the life skills and resources necessary for his/her future role in society.*
- 4. To uphold the catholic ethos of the school”*

Aims:

- In devising the code, consideration had to be given to the particular needs and circumstances of this school. The aim is to create an ordered and orderly environment

in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development

- Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school
- To create an atmosphere of respect, tolerance, and consideration for others
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences
- 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.
- To enable teachers to teach without disruption.

Principles:

- The school recognises the variety of differences that exist between children and the need to tolerate these differences
- 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

Expectations of the Board of Management:

- To provide a comfortable, safe environment
- To support the Principal and staff in implementing the Code of Behaviour
- To ratify the Code of Behaviour
- To arrange for review of the Code of Behaviour, as required.

Expectations of Staff Members:

- To develop and nurture a sense of self-esteem in each pupil and praise desirable behaviour
- To promote and encourage positive behaviour
- To create a safe, welcoming and positive learning environment for each pupil
- To be cognisant of their duty of care to all pupils at all times
- To be courteous and respectful to all
- To support and implement the school's Code of Behaviour in a fair and consistent manner.

Expectations of Parents:

- To encourage children to have a sense of respect for themselves, for others, for their own property and that of others.
- To ensure their child attends school regularly and on time
- To ensure their child wears a full, clean uniform daily
- To ensure their child has a good standard of hygiene e.g. bath/shower regularly and change of under-clothes and to check their child's hair weekly for headlice and treat hair in infected.
- To provide their child with a proper breakfast
- To provide their child with a healthy lunch daily (in a lunch box in line with the school's Healthy Eating Policy and Green School Policy)
- To be interested in, support and encourage their child's school work e.g. signed homework diary, carry out Paired Reading daily, etc.
- To provided an appropriate note of lateness, undone or unfinished homework
- To be familiar with the school's Code of Behaviour and other school policies and to support the implementation of these policies
- To co-operate with teaching staff in instances where their child's behaviour is causing difficulties for others
- To communicate to the school in relation to problems which may affect a child's behaviour
- To collect their child on time when school ends
- To make an appointment with the class teacher, in the first instance, to discuss any concerns.

Expectations of Pupils:

- To work quietly, safely and to the best of their ability at all times
- To listen to their teachers and act on instruction/advice
- To listen to other pupils and await their turn to speak
- To show respect for all members of the school community
- To respect the right of other pupils to learn
- To care for their own property
- To respect all school property and the property of other pupils
- To avoid behaving in any way which would endanger others
- To avoid all nasty remarks, swearing or name-calling
- To include other pupils in games and activities
- To move quietly around the school
- To keep the school clean and tidy
- To bring the correct materials and books to school
- To stay on school premises and within designated areas during school times
- To follow school and class rules.
- To abide by the school's rules, regulations and procedures in light of COVID-19.

Promoting 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. The following are some of the

procedures that are currently in place in St. Brigid's National School to promote positive behaviour.

- Student of the Week Award: This is awarded every week at assembly on Friday for positive behaviour or academic achievement
- Teaching the Code of Behaviour: The teaching staff teaches the Code of Behaviour to all their pupils. Some of the topics include 'taking turns', 'listening skills', etc.
- Star of the Week: Some of the teaching staff award the 'Star of the Week' award to the pupil in their class who behaved well, worked well, showed kindness, etc.
- Super Speller of the Week: This is awarded to some pupils in some classrooms for working hard on their spellings and phonics work.
- Table Champ of the Week: This is awarded by teachers in the middle standard for pupils who work well on their addition and multiplication tables.
- Mystery Mobs: A Mystery Mob book is awarded by some teaching staff to pupils in their classroom who worked and behaved particularly well throughout the week.
- Busy Bee: A teddy bear called 'Busy Bee' is given to pupils who are travelling to an event or abroad. The pupil must take a photograph of Busy Bee at the event and this will be posted on the school notice board in the entrance hall.
- Killy the Bear: Pupils who are well behaved in the infant class are given Killy the Bear to take home with them and they must tell their classmates about what Killy got up to.
- Individual Awards: These are awarded to pupils with special educational needs when they achieve their targets set out on their Award Cards.
- Star Charts: These are placed some of the classes and pupils receive a star for good behaviour.
- Homework Pass: These are awarded to middle and senior standard pupils for academic achievement and for displaying positive behaviour.
- Class Dojo: This may also be used on occasion to link up with parents online.

Strategies for dealing with positive behaviour:

Praise may be given by means of any one of the following;

- A quiet word or gesture to show approval
- A comment in a pupil's exercise book
- A visit to another member of staff or to the Principal for commendation.
- A word of praise in front of a group or class
- A system of merit marks
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication

School Rules

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

Before/After School:

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 9:00a.m. or after the official closing time of 1:40p.m. for infants or 2:40p.m. for other classes except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management or during the COVID-19 period. Pupils involved in such activities are expected to behave in accordance with school behavioural policy during these times.

Safety: For my own safety and that of others;

- I should be careful coming to and going from school
- I should always walk while in the school building except while engaged in P.E.
- I should remain seated at all times in class and while eating lunch
- I should always show respect for my fellow pupils
- Bring a note of explanation following absences
- I should never leave the school grounds without the permission of the class teacher or Principal
- I should never purposely cough or sneeze on another person, adult or child, especially during the COVID-19 period.

Caring for myself:

- I should respect myself and my property, always keeping my school bag, books and copies in good order
- I should always be in school before the bell rings at 9.00a.m.
- I should show respect for my school and be proud to wear the complete school uniform every day. No jackets or tops to be worn in class if not part of the school uniform.
- I should always be aware of my personal cleanliness and eating habits
- I should always bring a sensible, nutritional lunch to school. Crisps, minerals, sweets or chewing gum are not permitted
- I should always do my best in school by listening carefully, working as hard as I can and by completing my homework

Caring for others:

- I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line
- I should behave well in class so that my fellow pupils and I can learn
- I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc. home. I should show respect for the property of my fellow pupils, the school building and grounds
- Be truthful and honest at all times
- I should always show courtesy towards adults by making way for all adults when I meet them in doorways, gateways and along paths.

- I should show respect for all visitors to the school e.g. priests, gardaí, sports coaches, etc.

Caring for School Property:

- I must be careful in using the school building, community centre, church and its furnishings and grounds.
- I must not throw litter
- I must not bring weapons and/or dangerous objects of any sort to the school or on school trips
- I must not bring a mobile phone to school without consent from the principal in line with the school's Mobile Phone Policy
- I must adhere to the school's Healthy Eating Policy and therefore should not bring crisps, chewing gum or lollipops to school.
- I must not go behind the Community Centre unless given permission from a member of the teaching staff.

Where school property is wilfully or negligently damaged by pupils, the Board of Management may seek to recover losses from the pupil's parents. Teachers may, at their discretion, inform the parents of a child, whose property has been damaged due to the irresponsibility of another pupils, in order that compensation can be agreed.

Bullying:

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

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

Clár ama na Scoile:

- Assembly: 9.00a.m
- School begins: 9.10a.m.
- School Closes: Junior & Senior Infants 1.40p.m.
Other Classes 2.40 p.m.

Homework:

It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and to sign their homework journal each night (ensuring that it is done).

Sanctions:

(The nature of the behaviour will determine the strategy)

- Reasoning with pupils
- Verbal reprimand
- Prescribing extra work
- Removal from the group in class e.g. timeout chair, or on yard
- Withdrawal of privileges (class privileges, extra-curricular privileges, golden time in the evening)
- Withdrawal from a particular lesson or peer group or to another room
- Complete a behaviour chart
- Detention at break time
- Parents will be informed at an appropriate stage
- Draw up an Individual Behaviour Plan
- Report to school principal
- Formal report to the Board of Management
- Suspension
- Expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by Circular 7/88)

Procedures for dealing with misdemeanours:

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows;

Examples of minor misdemeanours:

Interrupting class work/arriving late for school/running in the school building/talking in the class line/leaving assigned seat without permission at lunch time/leaving litter around the school/not wearing the correct school uniform/being discourteous/unmannerly/not completing homework without good reason/not having homework signed by a parent/ endangering self/fellow pupils in the school yard at break time.

Examples of steps to be taken when dealing with minor misdemeanours:

- Verbal reprimand/reasoning with the pupil
- Noting instance of yard misbehaviour in yard book

Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours:

Phase 1 (within the classroom):

- Write story of what happened **Or** one copy of school rules **Or** relevant rule to upper limit of 20 times—all to be signed by parent
- Note in homework journal to be signed by parent/temporary separation from peers

- Sending to another teacher/denial of participation in some class activity
- Warning to pupils whose name appears in yard book more than three times
- Note to parents concerning further misbehaviour in yard (Misbehaviour in yard consists of any action that puts the safety of self/other pupil at risk)

Phase 2:

- Send to the Deputy Principal
- Send to the Principal
- Class teacher meets one/both parents

Examples of serious misdemeanours:

Constantly disruptive in class/telling lies/stealing/damaging other pupil's property bullying/back answering a teacher/frequenting school premises after school hours without appropriate permission/leaving school premises during school day without appropriate permission/not working to full potential/using unacceptable language/bringing weapons to school/deliberately injuring a fellow pupil/purposely coughing or sneezing at another adult or child in the school during the COVID-19 period.

Examples of steps to be taken when dealing with serious misdemeanours;

- Send to the Deputy Principal
- Send to the Principal
- Principal sends note in Journal to be signed by parent
- Principal meets with one/both parents
- Chairperson of Board Of Management is informed and parents requested to meet with the Chairperson and Principal

Examples of Gross Misdemeanours:

Setting fire to school property/deliberately leaving taps/fire hose turned on/aggressive, threatening or violent behaviour towards a teacher/pupil, physical/sexual assault, supplying illegal drugs to other students in the school.

Examples of steps to be taken when dealing with gross misdemeanours:

- Chairperson/Principal to sanction immediate suspension pending discussion with parents
- Expulsion will be considered in an extreme case in accordance with Rule for National Schools 130 (6) and the Education Welfare Act 2000.

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

Steps to be taken when dealing with incidents of bullying

Incidents of bullying will be dealt with in line with the school's Anti-Bullying Policy.

Procedures for Suspension:

The principal will notify the parents in writing of the decision to suspend. The letter will confirm the following

1. The period of the suspension and the dates on which the suspension will begin and end
2. The reasons for the suspension
3. Any study programme to be followed
4. The arrangements for returning to school, including any commitment to be entered into by the student and the parents (e.g. parents might be asked to reaffirm their commitment to the Code of Behaviour)
5. The provision for an appeal to the Board of Management
6. The right to appeal to the Secretary General of the Department of Education and Science (Education Act 1998, section 29).

Procedures for Expulsion:

Where a preliminary assessment of the fact confirms serious misbehaviours that could warrant expulsion, the procedural steps will include:

- A detailed investigation carried out under the direction of the principal
- A recommendation to the Board of Management by the Principal
- Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing
- Board of Management deliberations and actions following the hearing
- Consultations arranged by the Education Welfare Officer in accordance with Section 24 of the Education Welfare Act 2000.
- Confirmation of the decision to expel.

Programme for work with pupils:

Learning strategies should allow for the enhancement of each pupil's self-worth – Cf. Stay Safe Lessons

Organisational Policies:

This Code of Behaviour coincides with all other school policies in particular the Anti-Bullying Policy, Enrolment Policy, Learning Support Policy, Special Needs Assistant Policy, Mobile Phone Policy, Healthy Eating Policy, Child Protection Policy, Sexual Harassment Policy, Head Lice Policy and Complaints Policy.

Behaviour subject to the Code of Behaviour:

This Code of Behaviour will apply at all times on school grounds and during all school related activities.

Procedures for notifying the school of absences:

The school must be notified of all absences in writing. This note must be written on note paper and not in the child's homework diary as it must be kept on file (in case the NEWB request it). The parent or legal guardian of any pupil who arrives at school late or leaves the school early must sign their child in/out in the Blue Book in the staff room. Pupil's attendance will be recorded in the Roll Book at 10:00a.m. every morning.

The Education (Welfare) Act 2000 provides a new framework for promoting regular school attendance, tackling the problem of absenteeism and early school leaving. The National Education Welfare Board (NEWB) was established under the Act as the single national body with responsibility for encouraging and supporting regular school attendance.

Under Section 21 of the Act, the Board of Management of each school is required to submit a report of the level of school attendance at the school each year. Also individual absences have to be reported to the NEWB. Once a pupil misses 20 days in a school year this has to be reported to the NEWB. This may be followed by a visit by the NEWB to the parents to establish the reasons for the high absenteeism.

Grievance Procedure:

Any parent/guardian who has a grievance with the school must follow the school's Complaints Policy (see Parent's Information Booklet).

Implementation:

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 respect to the age of the pupils and to individual difference. Good behaviour will be encourage and rewarded. Where difficulties arise, parents will be contacted at an early stage.

Implementation Date:

This Code of Behaviour will be implemented following ratification by the Board of Management in March 2009.

Timetable for Review:

This Code of Behaviour was reviewed in September 2012 and will be continued to be reviewed following any change in legislation or implementation of any changes in school rules as deemed necessary.

Ratification and Communication:

This policy was ratified by the Board of Management on the 4th of March 2009 and was amended and ratified by the Board of Management on the 26th of September 2012. This policy was amended on the 1st of September 2020 in light of COVID-19. A copy of this policy will be given to the Parents Association and all new applicants on enrolment and this policy can be found on our school website.

Signed: *Hubert Conaty*
Chairperson of the Board of Management

Date: 1st September 2020