



Scoil Mhuire Creeslough

Code of Behaviour Policy

Code of Behaviour

Good behaviour is based on good relations between parents/guardians, child and school. In Scoil Mhuire we hope to create a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

The Board of Management of the school has ultimate responsibility for behaviour in the school. Within the school, the overall day to day responsibility for behaviour rests with the Principal. Each teacher has the responsibility for the maintenance of good behaviour and good order within his/her classroom while sharing a common responsibility for good behaviour within the school premises.

Parents/ Guardians should support the school by encouraging their children to understand the need for school rules, and by communicating any relevant concerns to the school.

Aims of the Code of Behaviour

- To create a positive learning environment that encourages and reinforces good behaviour.
- To promote self-esteem and positive relations.
- To encourage consistency of response to both positive and negative behaviour.
- 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.
- To facilitate the education and personal development of every child.
- To foster caring attitudes to one another and to the environment.
- To enable teachers to teach without disruption.
- To encourage the involvement of both home and school in the implementation of this policy.
- To ensure the safety and wellbeing of all members of the school community.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner throughout the school.
- To enable the children to understand good behaviour and self-evaluate their behaviour.

Guidelines for behaviour in the school

Responsibility of Children

The Education Welfare Act, Section 23, states that the code of behaviour shall specify “ *the standards of behaviour that shall be observed by each student attending the school*”

The standards of behaviour the school wishes to promote/ expects from the pupils are:

- Be well behaved and to show consideration and respect for other pupils and adults at school or when representing the school.
- Show respect for the property of the school and other property belonging to themselves or others.
- Attend school daily and be punctual with all absences being explained.
- To strive to do their best in his/her work in school and homework.

Golden Rules of Scoil Mhuire

Children cannot remember long lists of rules. The rules should be clear, concise, positive and easy to remember. These rules should be on display in all classrooms and throughout the school. The rules will be taught in a positive way.

- Be gentle (*Don't hurt anyone*)
- Be kind and helpful (*Don't hurt people's feelings*)
- Be honest (*Don't cover up the truth*)
- Work hard (*Don't waste time*)
- Look after property (*Don't waste/damage things that don't belong to you*)
- Listen to others (*Don't interrupt*)
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Whole school approach in promoting positive behaviour

The elements of a whole school approach to behaviour include

- An ethos, policies and practices that are in harmony
- A teamwork approach to behaviour
- A whole school approach to curriculum and classroom management
- An inclusive and involved school community
- A systematic process for planning and reviewing behaviour.

We promote a whole school approach to promotion of positive behaviour in the following manner:

Staff (as staff we will endeavour to work on the idea of “catch the child being good” and to ensure that we criticise the behaviour and not the child)

- All staff participated in the review of our policy.
- Create a positive learning environment.
- Create a positive relationship with pupils and their parents
- Discuss behaviour at staff meetings and on planning days as necessary.
- Provide appropriate work for pupils to promote a work ethos and adapt the curriculum to the needs of pupils.
- Discuss the class rules with children at the beginning of each year and revisited regularly throughout the year. Class charters/ rules will be drawn up.
- Support children with SEN in interpreting the code of behaviour.
- Pass on information of individual needs of pupils to the next teacher.
- SPHE curriculum is used to help us promote positive behaviours through the programmes such as Stay Safe, Walk Tall, Friends for Life, Zippy’s Friends.
- Teach social skills using social stories eg. Circle Time
- Communicate both positive and negative behaviours to parents.
- Set up a buddy system in the yard for at risk pupils.
- Encourage children to use the Buddy Bench in yard when they need a friend.
- Ensure that there are a variety of activities for children set up in the playground toys ie blocks, large games for the children to play with.

Board of Management

- The staff and parent representatives of our school worked together to review and update our policy.
- The policy was presented to the BOM. The work was discussed and ratified.
- The Board of Management support the Code of Behaviour and the staff with its implementation.
- The Board of Management works with the staff and principal to deal with serious breaches of the Code of Behaviour.

Parents

- Parents have access to a copy of the Code of Behaviour when enrolling their children in Scoil Mhuire.
- Parents can view the Code of Behaviour on the school website.
- Parents ensure their children attend school daily and are punctual.
- Parents will inform the school of any absences.
- Parents encourage their children to do their best and to take responsibility for their work and behaviour.
- Parents are aware of and reinforce the school’s rules, rewards and sanctions.

- Parents attend meetings at the school with teachers.
- Parents help children with their homework and ensure that it is completed to a high standard.
- Parents ensure that their children have the necessary books and materials for school.

- Parents ensure that children are presented in full school uniform each day and PE uniform is worn when necessary.
- Parents will label all books, clothing and belongings.
- Parents will follow the school communication policy.
- Parents will continue to promote and support schools rules such as healthy eating by ensuring healthy lunches are sent to school.

Pupils

- Teachers collaborate with children in setting class rules through discussion and planning during structured school lessons.
- Participate in SPHE lessons to help teach good behaviours.
- Pupils engage in anti-bullying lessons and initiatives throughout the year and are aware of the content of the anti-bullying policy in place in Scoil Mhuire.
- Pupils are encouraged to take responsibility for their behaviour and are also encouraged to reflect on and self-evaluate their actions.
- Pupils are aware of the consequences of positive and negative behaviours.

Positive strategies for managing behaviour

The most effective methodology that teachers develop in attempting to manage challenging behaviour is to prevent it occurring in the first place and ensuring that clear boundaries are set and understood.

The positive strategies used throughout the school to promote good behaviour and to prevent misbehaviour include the following:

Classroom

- Pupils help to discuss and devise a classroom charter/ rules, which is displayed in class.
- Teachers reward pupils for good behaviour.
- Healthy lunches are encouraged with one treat allowed on Friday's.
- Homework is given four evenings a week Monday- Thursday, as consolidation for work done. Children who fail to complete their homework will be asked to complete it the following night. A note in the homework journal will inform parents of this.
- Pupils ask for permission to go to the toilet. We encourage them to go one at a time.
- Pupils keep their school bags, desks and classroom tidy and remain in their seats unless otherwise advised to.
- Pupils respect other people's belongings and do not take them without asking.
- Pupils respect classroom furniture and walls by not writing on them or damaging them.
- Pupils show respect in the classroom to all personnel and visitors who come to the room/ school.
- Pupils are asked to use appropriate tone and to pay attention to noise levels.

- Pupils use the appropriate bins provided for rubbish.
- Pupils participate to the best of their ability in all subjects/ homework and school activities.
- Pupils show respect for themselves and others by always being truthful and honest.
- Pupils listen when others are speaking and take turns in talking.
- Pupils must not bring items to school unless they have been requested to do so. E.g. toys, games, balls, cards etc.
- Pupils do not distribute party invitations in school to prevent exclusion of children. Christmas Cards may be posted in the school Christmas Post Box.
- Bullying is never allowed in Scoil Mhuire- Refer to our Anti- Bullying Policy
- Pupils, with their parents assistance should co-operate when teachers request that children bring materials to school for various projects eg art, SESE

Playground

- All pupils must leave from and return to their classrooms at break times in an orderly fashion.
- Pupils take care of the school building, its environment and contents.
- Pupils report incidents to staff members on duty.
- No pupil shall leave the school property during school hours without prior arrangement being made by the person who collects them and signs them out. .
- No rough play games in yard. (If playing tag it should be one touch tag, no dragging, no tag on the face)
- Pupils line up in a quiet and orderly fashion at the end of break time.
- Pupils must ask for permission from the ‘Leithreas Lady’ to enter the school for the toilet at break times.
- The steps around the front door and library should not be played on at break times.
- Children from third to sixth class are allowed play football in the bottom part of the yard. This is dependent on the number of children in these classes each year and will be reviewed each September.
- Pupils must not sit on; walk on or cross the fence/ wall.
- Pupils are expected to keep the school yard litter free and continue to work to maintain our Green School Status.
- Bullying is never allowed in Scoil Mhuire- Refer to our Anti- Bullying Policy

Other

- Pupils must walk to the school gate, their bus/car at the end of the day.
- When on school trips/ sports day/ mass all pupils are expected behave in accordance with the school rules.
- In the interest of health and safety pupils must wear seatbelts when travelling to events/ trips.
- Chewing gums/ pops/ flasks/ glass bottles/ correction fluid/ other solvents/ matches/ cigarettes/ alcohol/ or drugs are not allowed in the school in the interest of safety.
- Pupils should not bring mobile phones or devices to school.
- Parents must ensure pupils arrive on time and bring all necessary requisites to school.
- Pupils may only go home early with parental permission. Parents must sign the sign out book before leaving the school.
- Pupils are expected to wear full school uniform. On P.E. days pupils may wear school tracksuit.
- Pupils must not wear makeup and jewellery should be kept to a minimum(Small stud earrings and a watch)

- We encourage hair to be kept neat and tidy. In the interest of hygiene hair should be tied back.
- Pupils are expected to participate in all school activities unless teachers are otherwise advised by parents.
- Pupils are expected to show courtesy and respect for all staff and visiting adults including sports/ music/ drama teachers.
- On occasions such as school tours/ sports events/ mass the pupils are expected to withhold the normal school rules.
- On wet days indoor games are available for children do activities in the classroom as instructed by the teacher. Pupils may watch a suitable DVD. Senior pupils help to supervise the junior classes under the supervision of the teacher on duty.

Rewards

Each teacher can have their own class system of rewards to encourage and promote good behaviour. Rewards are at the discretion of each teacher and are age appropriate some examples include:

- Praise from class teacher/ Principal and a note in homework journal to communicate this to parents
- A night off homework voucher
- Stickers/ points/ ladder systems
- Dojo Points (Online system of awarding points for positive behaviours or deducting points for negative behaviours)
- Star of the week
- Gaeilgeoir na Seachtaine
- Best table
- Golden time
- Certificates

Strategies for dealing with inappropriate behaviour

- An incident report sheet is sometimes used by teacher/ Principal to help to clarify events. Under GDPR this sheet is then placed in the child's folder in school office.
- Reasoning with pupils and reminder of school rules
- Verbal reprimand
- Temporary loss of privileges
- Separation- from group or class- sometimes sent to another classroom.
- Referral to Principal
- Written punishment- When sent to the Principal the children will be asked to write out the Golden Rules of Scoil Mhuire
- Communicate with parents re behaviour/ homework not done- letters sent home
- Parents will be requested to attend meetings with class teacher and/or Principal/Vice Principal to discuss their child's behaviour.
- Report to the B.O.M.
- Suspension
- Expulsion

- Pupils who misbehave frequently may not be allowed to participate in school outings/ extracurricular activities for their own safety and that of other pupils.

Involving parents in the management of problem behaviour

- Parents are encouraged to inform the schools of factors that may contribute to pupil behaviour and to contact the school also regarding behaviour concerns.
- Staff will contact parents if there is a concern about a pupil’s behaviour.
- Parents and staff will meet to review behaviour and formulate a behaviour modification plan.
- Although written misbehaviour sheets need to be signed, day to day incidents and sanctions will not be communicated to parents unless they are serious or become repetitive.
- Information notes and appointment sheets will be sent to parents if necessary.

Managing aggressive or violent misbehaviour

- Parents/ Guardians will be contacted and a plan will be put in place to attempt manage this behaviour. Parents will reinforce this plan at home.
- If a child is presenting as aggressive the staff and parents/ guardians will work with the SENO, NEPS, HSE to find strategies to deal with behaviour, manage aggression, protect other children and staff.
- Children may need to obtain psychological assessment.
- 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 staff may consider removing the child from class/ school setting.
- On occasions the rest of the class will be removed from a situation and they will continue their work in another room.

Unacceptable Behaviour

Three levels of misbehaviour are recognised: Minor, Serious and Gross. The supervising staff deal with all everyday instances of a minor nature at break-times. Staff will use their discretion when dealing with breaches of the Code of Behaviour. 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 principal to discuss their child’s behaviour. Reports/ incidents of bullying will be addressed in line with our Anti Bullying Policy.

Examples of Minor Misbehaviour	<i>Steps in how it will be dealt with</i>
Breaking Golden Rules in class	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting

Bringing toys/ cards/ games to school	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Health Lunch Policy- <i>children are allowed to take one small treat on a Friday/ party days. <u>No treats on any other day.</u> Chewing Gum is NEVER allowed in school.</i>	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Not following instructions in class	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Homework not completed	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Late Arrivals- <i>unexplained without a note</i>	<ul style="list-style-type: none"> • Verbal warning from class teacher- Late arrivals are recorded on Aladdin • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Incorrect Uniform	<ul style="list-style-type: none"> • Teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Example of Serious Misbehaviour	
Breaking Golden Rules in Yard	<ul style="list-style-type: none"> • Verbal warning from staff member on yard • If repeated child will be asked to take some time out in the shelter- the length of time will be at the discretion of staff member taking into account the age of the child • If repeated child will be sent to Principal/ Vice Principal and will be asked to write out the Golden Rules of Scoil Mhuire • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting

Bringing Electronic Devices to school	<ul style="list-style-type: none"> • Teacher will give a verbal warning and keep it until the end of the day • Note in homework diary to be signed • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Threats of Physical Hurt in Class	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Threat of Physical Hurt in Yard	<ul style="list-style-type: none"> • Verbal warning from staff member on yard • If repeated child will be asked to take some time out in the shelter- the length of time will be at the discretion of staff member taking into account the age of the child • If repeated child will be sent to Principal/ Vice Principal and will be asked to write out the Golden Rules of Scoil Mhuire • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Petty Theft ie crayons, markers, cards etc	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Not participating in lessons and not having the necessary resources for lessons	<ul style="list-style-type: none"> • Verbal warning from class teacher • If repeated teacher will send pupil to Principal/ Vice Principal for a verbal warning • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Coming into the school without permission at break times	<ul style="list-style-type: none"> • Staff member who observes this behaviour will send the child to Principal/ Vice Principal • If repeated a letter will be sent home • If misbehaviour continues parents will be requested to attend a meeting
Examples of Gross Misbehaviours	

Leaving the school grounds without permission	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension
Using school computers/ devices to view inappropriate material or post inappropriate material	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension • Referral to and support from outside agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS • Expulsion
Serious Theft	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension • Referral to and support from agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS • Expulsion
Serious damage to property	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension • Expulsion • Referral to and support from agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS
Carrying drugs/ alcohol/ cigarettes, weapons	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension • Expulsion • Referral to and support from outside agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS
Assault on a pupil/ teacher	<ul style="list-style-type: none"> • Meeting arranged with parents • Suspension • Referral to and support from outside agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS • Expulsion
Inappropriate sexual references to another child/ staff member	<ul style="list-style-type: none"> • Meeting • Suspension • Referral to and support from outside agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NEWB, NCSE, SESS • Expulsion
Inappropriate sexual behaviour to another child/ staff member	<ul style="list-style-type: none"> • Suspension • Referral to outside agencies- NEPS, TUSLA, Public Health Nurse, Local GP, Guards, NCSE, NEWB, SESS

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| | <ul style="list-style-type: none">• Expulsion |
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Suspension/ Expulsion

The Board of Management has the authority to suspend a pupil. A pupil should not be suspended for more than three days except in exceptional circumstances. Any suspension for which the pupil has been suspended in a school year for twenty days or more is subject to appeal under section 29 of the Education Welfare Act. Before suspending or expelling a pupil, the BOM shall notify the Education Welfare Officer in writing in accordance with section 24 of the Education Welfare Act. A single incident of misconduct may be grounds for suspension.

Suspension should be a proportionate response to the behaviour that is causing concern. Normally other interventions will have been tried before suspension. The decision to suspend a pupil requires serious grounds such as:

- The pupil's misbehaviour has had a seriously detrimental effect on the education of other pupils.
- The pupil's continued presence in the school at this time constitutes a threat to safety.
- The pupil is responsible for serious damage to property
- A single incident of serious misconduct may be grounds for suspension.

Implementing the suspension

The principal will notify the parents in writing of the decision to suspend their child and the letter will confirm:

- The period of suspension
- Reasons for suspension
- Any study programme to be followed
- Arrangements for returning to school
- The right to appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29)

Reintegrating the pupil and starting with a clean slate

The pupil will be given the opportunity and support for a fresh start. The school will then expect the same behaviour of this pupil as of all the other pupils.

Expulsion

The Board of Management has the authority to expel a pupil.

Before expelling a pupil, the school will have taken significant steps to address the misbehaviour and to avoid expulsion of a pupil including, as appropriate:

- Meeting with parents and pupil to try to find ways of helping the pupil to change their behaviour.

- Making sure that the pupil understands the possible consequences of their behaviour, if it should persist.
- Ensuring that all possible solutions have been tried.
- Seeking the assistance of support agencies.

A proposal by the BOM to expel a pupil requires serious grounds such that:

- The pupil's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The pupil's continued presence in the school constitutes a real and significant threat to safety.
- The pupil is responsible for serious damage to property.

The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include:

- A serious act of violence against another pupil or member of staff
- Actual physical assault or violence
- Supplying illegal drugs to other pupils in the school
- Sexual assault

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedural steps will include:

1. A detailed investigation carried out under the direction of the principal. Parents are contacted at this time also.
2. A recommendation is made to the BOM by the principal.
3. Consideration by the BOM of the principal's recommendation; and the holding of a hearing.
4. BOM deliberations and actions following the hearing (The pupil cannot be expelled before passage of 20 school days from date the Education Welfare Officer receives the written notification)
5. Consultation arranged by an Education Welfare Officer
6. Confirmation of the decision to expel. (Notify parents, info on right to appeal under Education Act section 29)

Appeals

Under section 29 of the Education Act 1998, parents are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the BOM including

1. Permanent expulsions from school
2. Suspension for a period which would bring the cumulative period of suspension to 20 days or longer in any one school year.

References to other school policies

Other school policies that have a bearing on the Code of Behaviour include the following:

- Child Safeguarding Statement

- SPHE Plan (*Including- Friends for Life, Stay Safe, RSE*)
- Anti- Bullying
- Admissions Policy
- Attendance Policy

- Data Protection
- Health and safety
- SEN policy
- Homework Policy
- Health Lunch Policy
- Uniform Policy
- ICT/ Acceptable Use Policy
- Substance Use Policy

Success criteria of the Code of Behaviour

The success criteria of the Code of Behaviour will be evaluated through the following:

- Observation of positive behaviour in class rooms, playground and school environment
- Practices and procedure listed in this policy consistently being implemented by teachers
- Positive feedback from teachers, parents and pupils

Roles and Responsibilities

Staff will co-ordinate and monitor the implementation of this policy and accept feedback from parents, pupils and BOM for future review.

This policy was reviewed by the staff and Board of Management of Scoil Mhuire and will be amended as necessary and reviewed annually.

Signed: _____ (on behalf of the Board of Management)

Date: _____

Teacher: _____

Child: _____