

Code of Behaviour and Discipline Policy

(short version)

1. In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the **individuality of each child is accommodated** while acknowledging the **right of each child to education in a relatively disruption free environment.**
2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.
3. The school places greater emphasis on rewards than on sanctions in the belief that this will, in the long run, give the best results.
4. The school recognises the variety of differences that exist between children and the need to accommodate these differences.
5. 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, pupils and parents.
6. The rules are being kept to a minimum and are positively stated in terms of what pupils should do.
7. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest or lack of progress.
8. The overall responsibility for discipline within the school rests with the principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

9. The following strategies may be used to show disapproval of unacceptable behaviour.

- (a) Reasoning with the pupil.
- (b) Reprimand (including advice on how to improve).
- (c) Temporary separation from peers, friends or others.
- (d) Loss of privileges.
- (e) Detention during a break with suitable exercises to complete.
- (f) Prescribing additional work.
- (g) Referral to Principal.
- (h) Communication with parents.
- (i) Suspension (Temporary).

Teachers shall keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. 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.

10. Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards a teacher will be regarded as serious or gross misbehaviour, depending on circumstances.

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 attend at the 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 have to be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 130(5) of the Rules for National Schools.

In the case of gross misbehaviour the Board has authorised the chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents

Expulsion may be considered in an extreme case, in accordance with Rule 130(6).

11. Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay. Help will be sought, also, from

support services within the wider community, e.g. Community Care Services provided by Health Boards.

12. All members of the teaching staff and pupils have been involved in planning the code.

GENERAL RULES

Rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community

- Be on time and fully prepared for school
- Be respectful and courteous to teachers, fellow pupils and visitors
- Take care of younger children
- Have respect for school books, furniture, equipment and other people's property
- Correct uniform to be worn at all times
- Healthy eating policy in practice here
- All books, garments, lunch boxes etc. must be clearly labeled
- Written notes must be supplied for any absence
- Pupils may not leave school early unless collected by a parent/guardian
- Mobile phones, Nintendo DS etc. are not allowed in school
- Children must stay in designated play areas and must not leave school grounds in search of ball etc. - permission must be sought
- No re-entering the classroom during breaks without permission
- Pupils are not allowed to run in classrooms or play in hallways or toilet areas
- Rough play, fighting, bullying, foul or abusive language will not be tolerated
- When bell rings - All play must stop, line up properly and quietly
- On wet days pupils will remain in classroom and play with games provided in an orderly way

Classroom rules - suggestions

- Always seek permission before leaving your seat, speaking out etc.
- Raise your hand and wait for attention
- Be silent and listen to person speaking
- Always try your best

GENERAL INFORMATION

School Day

The school will open to receive pupils each day at 8.45a.m. **No responsibility is accepted for pupils arriving before that time.** Classes will commence at 9.00a.m. Punctuality would be appreciated. The infant school day finishes at 1.40pm. Classes for pupils from 1st - 6th will end at 2.40pm. **Children being escorted home should be collected by a parent or guardian at the school gate.** No responsibility is accepted for children remaining on the school premises after 2.40p.m.

Infant children should be collected at 1.40p.m.

Pupils entering and leaving the school should do so in an orderly manner, using the school **gate** at all times.

Parents are requested to allow space for the private bus in front of the teacher's car park and to keep the entrance to this area **clear** at all times.

Lunches

1. Children should have a nourishing packed lunch coming to school. Crisps, sweets, chocolates, biscuits, minerals etc. are not allowed for obvious reasons.
2. Children should not drop left over lunches or litter. Dustbins are provided.
3. Pupils are allowed eat their lunches in the classrooms provided that they remain seated, behave themselves and keep the room clean. Pupils are not allowed to bring food or drinks into the yard.
4. Rooms should be vacated by 12.20pm. (weather permitting), except in the case of children who have a note from home requesting permission to stay inside.

Uniform etc.

1. Full uniform must be worn at all times by pupils unless otherwise instructed by a teacher. Uniform consists of royal blue jumper with white stripe or blue cardigan, white shirt/blouse, grey and blue tie and navy pants/pinafore/skirt.
2. Children are discouraged from bringing items to school which may be harmful to themselves or others.

Hygiene/Health

1. In addition to the normal standards of hygiene, hair should be checked regularly for head lice. If there is an outbreak of head lice in a class all parents of pupils in that class are informed by note and asked to take immediate action to treat infestation.
2. On first enrolment, parents shall furnish the school with any medical information which may be of importance and keep the school authorities informed of any changes in each child's health.
3. If your child suffers from a long term recurring health problem, please check our school policy on the administration of medicine.

Absences

A note from parents is required to explain a pupil's absence or when permission is sought for leaving the school before the official closing time. In the absence of such a note, **permission will not be granted**. Pupils leaving school early should be collected from their classroom and "signed out" in the office.

Homework and Home Liaison

Homework is an extension of the school day's work and is well within the child's capability. It should be done promptly, carefully and without too much help at home. There is a great difference between helping the child and doing the work for the child. The latter is of no benefit whatsoever. If a child is having problems with homework it may be due to an inattentive attitude in class during the day. If a child genuinely cannot do the homework a note from home should be sent to the teacher in charge.

Parents should feel free to discuss any issue regarding their child with the class teacher. However, it is important that an appointment is made with the teacher beforehand through the school office.

Parents will receive a written report on each child's progress at least once a year, with other occasional reports as deemed fit. Parents will also be requested to discuss each child's progress with the class teacher and/or Principal if it is considered necessary by the teacher or if requested by a parent.

School policy will emphasise the value of personal contact between the teachers and parents on an individual basis. Formal meetings will mainly be reserved for occasions such as Communion, Confirmation etc.