

**St. Mary's N.S.**  
**Church Street, Templemore, Co. Tipperary. E41 F596**

**Code of Behaviour**  
**Procedures and Practices**

**Introduction**

We are writing this document to clarify policy and procedure regarding our school Code of Behaviour. We are using this document to inform the teaching staff, board of management and parents of our school of these procedures and practices.

**Aims**

- In devising the code, consideration has to be given to the particular needs, circumstances and ethos of this school.
- In formulating this code, the Board of Management will consult with the principal, teachers and parents of the students in the school.
- Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.
- The principal shall, before registering a child as a student of the school (in accordance with section 20 of the Education Welfare Act 2000) provide the parents of such child with a copy of this code of behaviour. As a condition of so registering such child, his or her parents will be required to confirm, in writing, that the code of behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child.

**Principles**

- The school recognises the variety of differences that exist between children and the need to tolerate these differences on the understanding that each child should behave to the best of their ability.
- Every effort will be made to ensure that the code of behaviour is implemented in a reasonable, fair and consistent manner.
- 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.
- Each classroom will, in consultation with both teacher and pupils, draw up an agreed list of classroom rules.

**School rules**

**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.
- I should remain seated at all times in the class and while eating lunch.
- I should always show respect for my fellow pupils.
- I should bring a note of explanation following absences.
- I should never leave the school grounds without the permission of the Principal or my class teacher.

### **Attendance (in accordance with the National Education Welfare Act 2000):**

- (a) Where a child is absent from school during part of a school day, or for a school day or more than a school day, the parent of such child shall notify the principal or class teacher in writing of the reasons for the child's absence. The back of the homework diary is the most suitable place to record this.
- (b) Under the Act, the school is required to monitor attendance and submit reports to the National Educational Welfare Board (NEWB) on a regular basis and to report any irregular attendance or instances when a child has been absent for more than 20 days in the school year.
- (c) Doctors' certificates are not required. However, in the event of long-term illness, if such a certificate were to be provided it would be filed in school and mention made of it when subsequently contacted by the NEWB.

### **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 for 9.10a.m.
- I should always be aware of my personal cleanliness.
- I should always bring a sensible and nutritional lunch to school and remember the food which is not permitted in school as part of our school Healthy Eating Policy.
- 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, polite and by taking turns.
- 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.
- I should be truthful and honest at all times.

### **Bullying**

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.

Our Anti-Bullying Policy is published at the end of this Code of Behaviour

### **School Timetable**

Arrival: 9.10 am

Formal classes begin: 9.10am.

School Closes: Infants 1.50pm

1<sup>st</sup> to 6<sup>th</sup> Class: 2.50pm

### **Homework**

It is the policy of the school to assign homework on a regular basis, except at weekends. 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).

## **Strategies**

In St. Mary's N.S. we understand and recognise the importance of the reinforcement of positive behaviour through the use of praise. Every child enjoys being praised and that is why we formulated and implemented the following measures of using praise in our school.

### **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 sticker or stamp showing approval
- A trophy or certificate proclaiming achievements
- Special mention at the weekly School Assembly
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication

### **Disapproval of unacceptable behaviour will be dealt with as follows:**

(The nature of the behaviour will determine the strategy)

- Reasoning with pupils
- Reprimand (including advice on how to improve)
- Temporary separation from peers, friends or others
- Loss of privileges
- Detention during a break
- Prescribing extra work
- Referral to Principal and depending on the seriousness of the incident, it may be noted in the School Incident File
- Communication with Parents
- Any further strategy suggested/agreed upon during consultation with parents
- Consult with Board of Management
- Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88). The Principal and/or Chairperson are authorised by the Board of Management to suspend immediately in the event of gross misbehaviour.

NB: If the Principal is absent, the Deputy Principal will take the place of the Principal for the purposes of this Code of Behaviour.

## **Procedures**

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 school building
- Talking in class line
- Leaving seat without permission at lunch time
- Placing unfinished food or drink cartons in class bin
- Leaving litter around the school
- Being discourteous or 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 by teachers when dealing with minor misdemeanours**

- Verbal reprimand
- Reasoning with pupil
- Noting instance of misbehaviour in School Incident File

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

#### **Phase 1 (within the classroom)**

- Write story of what happened: to be signed by parent
- Write one copy of school rules: to be signed by parent
- Write relevant rule to upper limit of 20 times: to be signed by parent
- Note in homework journal to be signed by parent
- Temporary separation from peers
- Incident form filled in and signed by parent
- Sending to another teacher
- Denial of participation in some class activity
- Warning to pupils
- 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 Principal
- Class teacher meets one/both parents
- Principal meets one/both parents concerning behaviour

### **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

### **Examples of steps to be taken when dealing with serious misdemeanours**

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

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

- Chairperson/Principal to sanction immediate suspension pending discussion with parents
- 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
- Expulsion will be considered in an extreme case in accordance with Rule 130 (6) i.e. "No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality"

**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.**

We have read and agreed to abide by the school's code of behaviour.

Signed: Parents/guardians: \_\_\_\_\_

Pupil (if possible): \_\_\_\_\_

Date: \_\_\_\_\_

**Monitoring and Review**

This policy will be regularly reviewed by Representatives of the Patron, the Board of Management, parents and teachers.

**Roles and Responsibilities**

- The principal will ensure that time is allocated to review this policy on a biannual basis.
- There is currently a post holder/plan co-ordinator who facilitates regular reviews/updates via a policy folder circulated throughout the year.

**Communication**

- A copy of this policy will be held available for parents, on request
- All staff will be given a completed copy
- The School Plan, including this policy, forms part of the induction material for staff

**Review and Evaluation:**

This policy will be reviewed in Spring 2013.

**Policy Ratified on:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_

**(Chairperson)**