

**CONVENT SITE**

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Email: info@comanswoodprimary.iewww.comanswoodprimary.ie**ABBAY SITE**

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Email: info@comanswoodprimary.iewww.comanswoodprimary.ie**CODE OF BEHAVIOUR****Introduction:**

This policy was drafted following meetings of both the Abbey School and Scoil Mhuire staffs on the 26th - 28th June, 2017 in preparation for the amalgamation of both schools into St. Comán's Wood Primary School on the 30th August, 2017.

It was agreed that the Discipline for Learning (DFL) programme would direct discipline incentives and rules in the school with support from the Jenny Mosley Circle Time model. It was also agreed that training would be arranged for staff on the *Incredible Years Programme* 2017 - 2018 and that the school Behaviour Policy would be reviewed following this training.

Aims:

The code aims at:

Creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

STRATEGIES TO PROMOTE POSITIVE BEHAVIOUR

- Ensuring that pupils are treated fairly, equally and firmly
- A quiet word or gesture to show approval
- Matching work with pupil's abilities. A prize/reward carefully noted by the teacher to ensure that **all** children at regular stages during the school year are rewarded for effort/behaviour/skill etc. *Teachers creating moments of success and then acknowledging them.*
- A comment in a pupil's exercise book
- A visit to another member of staff or the Principal for commendation
- A word of praise in front of a group or class
- Entry of a record of good behaviour in the *Happy Golden Book*
- Delegating some responsibility or privilege
- A mention to a parent - written or verbal
- Teacher records improvement in the behaviour of a disruptive pupil
- Implementation of Programmes such as *Circle Time* to promote positive behaviour

The above list is not comprehensive and consists of examples only.

Awarding good behaviour

1st - 6th classes: In accordance with the DFL programme children are given stamps for good behaviour.

- Every child 1st - 6th will be given a stamp card (example attached).
- Each child is promised 2 stamps on a Monday and these stamps are given the Friday of the same week **if the child has behaved.**
- 16 stamps - a treat
- 1 full card - the child goes to the principal's office and their name is entered into the Happy Golden book and a Homework Pass awarded. Note: Children's names can be entered into the Happy Golden book for reasons other than filling a stamp card
- 2 full cards September - Christmas: Trip to cinema
- 2 full cards from January - end of year: Chips

Manager: Mr. Eugene Toolan. Principal: Dr. Úna Feeley.

- **Infants:** The children's names go into the Happy Golden Book in the principal's office and they receive a treat/sticker.

SCHOOL RULES

Rules from the DFL Programme:

Children cannot remember long lists of rules. The rules outlined in this policy provide clear guidelines for members of our school community as to what type of behaviour is expected of pupils and adults within our school. The Rules are on display throughout the school. These rules synopsis for the children what is expected of them, in a language they understand and incorporate our school motto 'Live, Love, Laugh, Learn'. Children from Junior Infants - 6th classes will be reminded of these rules and will recite them and discuss them regularly. It is expected that the children will know them 'by rote' by the time they reach second class.

OUR GOLDEN RULES

SHOW RESPECT, EXPECT RESPECT, TRUTH IS WHAT WE ALL EXPECT.	
BE GENTLE, KIND DO NOT BULLY	
SILENCE, WHISPERING OR NORMAL TALKING: KNOW WHEN, KNOW WHERE, KNOW WHY.	Infants: <i>Learn</i> when, learn where, learn why. Infants will learn what this actually means over their first two years in school.
BE READY, LISTEN AND WORK HARD	
SHARE A LOT AND RETURN AS YOU GOT WHAT YOU GOT	
IN THE LINE, STAIRS, CLASS AND SCHOOL, QUIET VOICES, IS THE RULE.	In Queues - Quiet hands, quiet feet, quiet voices and <i>face forward</i> .

***It is acknowledged that discretion with regard to the rules needs to be applied when managing the behaviour of children with SEN, in line with their own individual programmes.**

School Rules:

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults 'practise what they preach' in their interaction with children every day. The School Rules listed below provide clear guidelines for all members of the school community.

- Pupils are expected to listen to the class teacher, work hard, do their best and make best use of their time in school.
- Pupils enter and leave the school building at all times in an orderly fashion. When the bell rings after play-time the children stop playing and walk to their class lines. Children do not enter the class building during play-time without getting permission from teachers.
- In the interest of safety pupils must walk within the school building and **quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.
- Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy. Pupils are taught to stand back for an adult, to welcome visitors and to show respect for their elders.
- Bullying is never allowed. Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Cyber bullying, fighting, rough play or any physical force is never allowed or tolerated.
- Bad language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is disrespectful and considered a serious breach of the code.
- We encourage pupils to wear their full school uniform
- Chewing gum, glass bottles, matches, cigarettes, alcohol or drugs are not allowed.

- Jewellery is not allowed except for one small stud earring in the bottom of the ear and a watch.
- Make-up is not worn during school times
- Cycling in school grounds is forbidden. Children are asked to get off their bikes at the school gate and walk with their bike to where they park it.
- We encourage children to bring healthy lunches (see Healthy Lunch Policy)
- Children are not allowed **Mobile phones** in class or on the school yard. If a child is found with a mobile phone it will be confiscated and stored in the office where parents may retrieve them. In exceptional circumstances a mobile phone may be handed to the principal or teacher with a note from parent/guardian. It is the responsibility of the child to ask for the phone at the end of the school day.
- We encourage hairstyles to be kept neat and conventional - with hair in its natural colour. For hygiene purposes hair must be tied back.
- Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

School Environment:

We pride ourselves on flying the School's Green Flag denoting an environmentally friendly policy.

- Pupils are expected to value our school environment and to care for it. The playground is a litter-free zone.
- To protect the environment, the school is involved in various projects:
Composting: Fruit peels, pencil parings, etc. are collected for the purpose of composting
Recycling: Waste paper and cardboard are collected for recycling.

All other empty cartons drink containers and wrapping papers are considered household waste and are taken home.

Behaviour in Class and in School Building:

- Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.
- It is school policy that every pupil listens to the class teacher, works hard; making best use of their time in school and does their best.

Behaviour in the Playground:

- All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.
- Misdemeanour consists of any action that puts the safety of self or others at risk.
- Fighting, rough play or any physical force is never allowed or tolerated.
- In the interests of safety, **climbing on the school railings is strictly forbidden.**
- In the interest of safety when the bell rings during playtimes the children stop playing and move to their class lines. Children do not enter the school building without getting permission from teachers.

Wet days:

- Sharp implements are used only when a teacher is in the classroom
- Children do activities in class based on the class teacher's instructions or supervising teacher's instructions.
- Children are not allowed to use tin-whistles on wet days except during band practice.
- Children are expected to stay in their places on wet days.

Swimming days:

- Every child must wear a coat when walking to the swimming pool except on dry, sunny days during May and June.
- Every pupil listens to and obeys the class teacher.
- Children walk in line behind the teacher to the swimming pool. No running allowed.
- No shouting or playing in dressing rooms.
- Every pupil listens to and obeys the instructor and life guard

- No running around pool area
- Swimming caps required. Arm bands needed for beginners and shower socks may be worn.
- Children do not leave the pool without permission from the instructor or teacher
- No jumping into the pool from the side - unless under the instructor's directions. No pushing or rough play in the pool
- Children are expected to dress quickly after each session
- Hairsprays/gels/spray deodorants are not allowed. Roll-on deodorants are allowed for 4th - 6th class pupils. Shampoo is allowed.
- No drinks/sweets are bought from the machine.

Tour Rules:

- Pupils enter/leave the bus in an orderly manner
- Pupils are expected to arrive **15 minutes** before departure time. Parents are expected to contact the school 15 minutes before departure time if child is sick or unable to attend.
- School Rules apply to school tours
- Mobile phones and electronic devices are banned on school tours. Teachers will have mobile phones on tour if parents/ children need to get in contact with one another.
- On the bus pupils must sit in their seats and avoid loudness that would distract the driver
- Pupils are encouraged to take drinks and sweets at the appointed lunch breaks.
- Pupils stay in their appointed groups at all times.
- Pupils wear uniform on school tours
- Parental/Guardian permission slips allowing a) the child to go on tour and b) the teacher the right to authorize any medical or surgical procedure necessary are returned to the teacher prior to the tour.

EXPECTATIONS OF STAFF, PUPILS PARENTS

STAFF ARE EXPECTED

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, show "love and respect in every deed and action" and to be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection";
- to create a safe, welcoming environment for each pupil;
- to praise desirable behaviour;
- to facilitate pupils to reach their full academic potential;
- to recognise and provide for individual talents and differences among pupils;
- to be courteous, consistent and fair;
- to keep opportunities for disruptive behaviour to a minimum;
- to deal appropriately with misbehaviour in line with school policy; without fear or coercion
- to keep a record of serious misbehaviour or repeated instances of misbehaviour;
- to listen at appropriate times, to pupils' explanations for behaviour;
- to provide support for colleagues;
- to be familiar with the school's "Professional Conduct Code";
- to communicate with parents and staff when necessary, always with courtesy and respect;
- to provide reports on matters of concern;
- to be familiar with and follow the school's policies on "Grievance" and "Harassment" if he/she has any complaint against staff, parents or outside personnel.

PARENTS ARE EXPECTED

- to nurture in their child/children a positive attitude towards school and try not to pass on any negative experiences I may have had at school
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather

- to send a written note to the class teacher explaining their child's absence from school
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary
- to ensure their child has a healthy lunch in school every day in line with school policy on "Healthy Eating".
- to arrange meetings with the class teacher and/or principal when I am concerned about any issue relating to their child
- to communicate with staff, when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers
- to encourage their children to have a sense of respect for themselves, for others, for their own property and that of others
- to be interested in, support and encourage their child's school work
- to ensure their child has the correct books and other materials
- to co-operate with teachers if instances arise where their child's behaviour is causing difficulties for others
- to communicate to the school problems which may affect their child's behaviour
- to follow the schools "Complaints Procedure" (available on the school website) if I have a complaint about a staff member.
- **to be familiar with the code of behaviour, anti-bullying policy and other school policies and support the implementation of these policies**

SANCTIONS

The use of sanctions is an important element in the school code. They are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns.

- The nature of the misbehaviour/ the ability and age of the child will determine the strategy to be employed

Disciplinary Actions and Sanctions to deal 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.

Examples of Minor Misdemeanours:

Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (jewellery is not allowed except for one small *stud earring in the bottom of each ear and a watch), wearing make-up, / belongings not named/ *unsuitable hairstyles/ not bringing explanation notes for absences and homework/ wearing unsuitable shoes/ cycling in school grounds.

- Shaved hair is acceptable but no design of any kind allowed (including symbols, images and/or writing)
- Studs are allowed for boys and girls but they must be taken out for team/contact sport. Studs are allowed when appropriate during PE.

Examples of steps to be taken by teachers when dealing with Minor Misdemeanours

- The class teacher will normally deal with classroom misdemeanours.
- A non-verbal warning such as a yellow card/ warning card may be used by the teacher.
- Oral Warning from the teacher and reasoning with the pupil, including advice on how to improve, setting realistic targets.
- Time out from friends and others (to reflect on the misbehaviour) at teacher's discretion.
- Loss of privileges such as 'Golden Time'/Game or fun activity (children will not lose out on weekly, time-tabled PE/Art).
- Noting incidence of yard misbehaviour in yard book
- Note in homework journal or other to parents. The teacher writes a note in the child's journal if homework is not done.

*There is no public indication of how children *as individuals* in a class are behaving/mis-behaving; achieving/ not achieving. Teachers monitor children's behaviour and achievements discretely keeping notes of progress for planning and future reference.

Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours:

- A record is kept of regular instances of misdemeanour.
- Following **five** instances of misdemeanour the pupil is sent to Principal/Deputy Principal.
- The class teacher meets with the parent/guardian and details of all misbehaviour are given to the parents.

Examples of Serious Misdemeanours:

Constantly disruptive in class/ telling lies/stealing/damaging or interfering with another person's property/ rough behaviour on yard/ back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language or comments on paper or through the internet or mobile phone/ bringing chewing gum, glass bottles, or solvents to school/ deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/ deliberately leaving taps on/ misuse of fire equipment/ bringing in matches/ bringing in a mobile phone without permission.

Examples of Gross Misdemeanours:

Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person on paper or through the internet or mobile phone/bringing alcohol, drugs or cigarettes to school/ bringing weapons to school.

Examples of steps to be taken when dealing with Serious/ Gross Misdemeanours:

- A record is kept of all serious/gross misdemeanours by the class teacher.
- Pupils may be removed from activity if endangering self or others
- Pupil is sent to Principal/Deputy Principal
- Temporary separation from peers
- Child will write an account of what they have done. They will write this in a classroom and it will be signed by the teacher. They answer the following questions:
 - What happened?
 - What were you thinking about at the time?
 - How has this affected you and others?
 - What has been the hardest thing for you?
 - What do you think needs to happen next?
- The account is given to the Principal/ Deputy Principal and it is signed by the Principal and/or DP.
- The Principal/Deputy Principal contacts parent/guardian
- Suspension or expulsion may be considered.

Procedure for Suspension:

- Parents are invited to meet with class teacher, Principal and/or chairperson to discuss the gross incident of misdemeanour or serious misdemeanour.
- Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing.
- A written statement of the terms and date of termination of a suspension will be given to parents.
- If the suspension of a pupil is for **six days**, the Principal informs the Education Welfare Officer in writing.
- When a period of suspension ends, the pupil should be re-admitted formally to class by the Principal/Deputy Principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

Procedure for Expulsion:

- The above procedures for suspension are followed in the case of expelling a pupil from the school.
- Prior to the expulsion of a pupil the Education Welfare Officer must be notified in writing of the school's intention **twenty** days in advance.

SUCCESS CRITERIA: (by which the policy will be judged)

- Atmosphere of discipline within the school
- Children are aware of school rules
- Children apply school rules
- Growth in self discipline
- Co-operation between parents, teachers and pupils in maintaining the code.
- Comments or compliments on behaviour.
- Children working to the best of their ability
- Class working to the best of their ability
- Improvements in behaviour

MONITORING AND REVIEW:

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. Teachers consider themselves responsible for the behaviour of children within sight or sound of them and respond to any instance of unacceptable behaviour. The principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying policy is reviewed yearly or more often if the need arises.

In registering children in St. Comán's Wood Primary School the Code of Behaviour and Anti-Bullying Policy is accepted and signed by parents of pupils attending the school. In this way the Board of Management, teachers and parents are all promoting positive behavioural patterns in our pupils.

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