

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. The policy was reviewed in February 2019 following a staff meeting and two meetings of the Discipline sub committee team. This revised policy will be implemented from Monday 25th February, 2019 with feedback sought on an on-going basis from all staff and parents and changes made if deemed necessary by the Board of Management. The policy was reviewed again in June 2023 to include reference to sexual language/gesturing and procedures for dealing with same, if and when it arises. The policy was reviewed in March 2025 to ensure it was in line with the Bí Cineálta guidelines from the DES (2004).

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 are used throughout the school day and by all staff. These strategies along with our full Code of Behaviour are available on the school website. **Certain children may need a separate behaviour plan. Even though sanctions may be differentiated- expectations will not vary.**

STRATEGIES/REWARDS TO PROMOTE POSITIVE BEHAVIOUR

- Building high-trust within the myriad of relationships in the community: child/adult; adult/adult; child/child.
- Developing our social interactions as detailed in the Primary Language curriculum.
- A focus on 'student voice' as stated in the Well-being Statement Framework and Cineáltas.
- Ensuring that pupils are treated fairly, equally and firmly without coercion
- 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 create moments of success and then acknowledge 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* for pupils in Junior Infants to 5th classes.
- Delegating some responsibility or privilege
- A mention to a parent - written or verbal
- Teacher records improvement in the behaviour of a disruptive pupil

It is most important that all teachers engage in positive reinforcement/ reward systems with their children so that emphasis is on the positive and so that children who continue to behave well, are rewarded. This may be Golden Time/ Team Rewards or whatever works for the teacher and the children. The above list is not comprehensive and consists of examples only.

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 and apply on the school premises, on school tours/events and at after-school activities.

***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.**

CODE FOR LIFE

LIVE a good life and care for life.

- Be honest, don't cover up the truth.
- Look after our school environment.
- Do not waste or damage anything.

LOVE your neighbour as yourself.

- Treat all staff members, others and ourselves with respect
- Show good manners at all times.
- Welcome visitors and stand back for adults.

LAUGH, spread good news and play fair.

- Do not fight, bully or hurt anyone.
- Do not use bad language or shout at anyone.
- Do not use any gestures that cause upset.

LEARN, use your skills and talents and celebrate.

- Work hard and make best use of time in school. Use and practise your skills to get really good at what you do.
- Listen and obey all staff.
- Move quietly and slowly inside our school. We do not disturb class work as we move from one place to another.

SCHOOL RULES

- We enter and leave the school building at all times, in an orderly fashion, including when walking to swimming or any school activity.
- We stop playing on the yard when the bell rings, slow down and move carefully to our class lines.
- We do not enter the school building in the morning or during/after play-time without getting permission from the staff, supervising the yard. We do not take equipment/balls used for PE, outside.
- We look after all school equipment, returning it to where it is stored when we are finished with it.
- We do not bring any items or solvents to school that could cause harm to ourselves or others.
- We get off our bikes/scooters at the school gate and walk with them to where we park them safely.
- We do not climb on the school railings or swing out of the goal posts.
- We do not go into 'NO GO' areas as we cannot be seen by adults if we do.
- We do not bring a Mobile phone to school because the school has a phone which they can use to contact our parents. In exceptional circumstances a mobile phone may be handed to the teacher with a note from a parent/guardian explaining why it is needed in school.
- We respect the school building and property and do not damage it.

On wet days:

- We use scissors/compasses/ tin-whistles only when the teacher is in the classroom.
- We stay in our classrooms unless going to the toilet.

Promoting HYGIENE

- We wear our PE uniform on PE days and our full school uniform on other days.
- Hair long enough to be tied back must be tied back.
- We do not wear make-up as we are beautiful just the way we are.
- We do not eat chewing gum.
- We do not use sprays of any kind in the pool or in school.
- We wash our hands after visiting the bathroom.
- We cover our mouths when coughing and use tissues when we need them.

SANCTIONS for breaking a school rule

Staff is cognisant that sanctions are applied not to humiliate the child but to help the child to reflect, change and improve his or her behaviour patterns. He/she may be asked to write an account of what he/she has done, answering ❖ What happened? ❖ How has this event (what I have done) affected me? ❖ Who else has been affected by what I did? ❖ How have they been affected? ❖ What would I do differently next time in the same situation?

Junior Infants - 2nd classes: Time Out according to age e.g. 5 year old/ 5 mins

3rd - 6th classes:

Minor misdemeanor/s not listed on a WHITE CARD: Time Out according to age. On the yard this can be given by teacher/SNA.

Minor misdemeanour/s as listed on a WHITE CARD given by teacher: Time Out according to age and Principal/DP signs the card.

- Repeated interruption of class
- Being dishonest, disobedient, discourteous (shouting and/or using bad language)
- Not completing homework without good reason
- Bringing a mobile phone into school without permission

Serious misdemeanour as listed on a YELLOW CARD:
The Principal/DP rings the parent. **Time Out for 1 day.**

- Three white cards issued/ the fourth is a yellow
- Stealing
- Intent to hurt or hurting others
- Interfering with others' property
- Back answering a teacher or staff member
- Leaving school premises during the day without permission
- Selling goods in school without permission
- Using or writing unacceptable language or comments using any media including internet/mobile phone
- Defacing school property
- Inappropriate sexual language, gesturing, and/ or behaviour

Major misdemeanour as listed on a RED CARD:
The Principal/DP rings the parent. **Time Out for 3 days.**

- Repeated serious misdemeanours
- Bringing dangerous items or solvents to school
- Using or writing unacceptable language or comments using any media including internet/ mobile phone (Red or yellow card will be decided)
- Intentionally, deliberately vandalising school property
- Inappropriate sexual language, gesturing and/or behaviour (red or yellow card will be decided)
- Threatening or violent behaviour towards any person



FOOTBALL CONTRACT

LIVE: I will do my best, and accept the rules.

LOVE: I will look after my body and mind and look out for my neighbour.

LAUGH: I will be a good sport, play fair and I won't hurt anyone.

LEARN: I will listen. I will improve my skills. I won't blame anyone for making a mistake.

If I break these rules I will not be allowed to play for a period of time.

If you would like to play football and agree with the football rules, please sign your name below:
(If you do not sign you will not be allowed to play!)

Name: _____

Class teacher: _____



ON THE YARD

Children will receive one warning for a minor misdemeanour e.g playing in a 'no go' area as listed above. If the 'warning' is not heeded the teacher/SNA may give time-out according to age.

For serious/major misdemeanours such as hitting, pushing etc no warnings will be given. The principal and/or deputy principal will be informed and they will decide in consultation with staff, the sanction that will apply in line with this policy.

It is the responsibility of the teacher/SNA on yard duty who issued the Timeout to keep the class teacher informed.

NO GO AREAS: Visual Signs are used in these areas so that children can see they are not to go there.

SENIOR SITE

- Around bins
- Behind and between cars
- Behind the portacabin, including the gate that accesses the Abbey Hotel car park.
- Outside gates on the Circular Rd.

JUNIOR SITE

- In the bushes adjacent to Convent Rd.
- Around corners and paths that run parallel to the link road between the Convent Rd. and the Church car park.
- On the path adjacent to the Secondary School gym.
- Around the oil tank.
- On the railings.

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 ensure child protection and welfare considerations permeate all aspects of school life;
- 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 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 Teaching Council'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 they 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 snack in school everyday 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 cooperate 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

* Phone calls will be made to parents re children's repeated lack of punctuality, failure to wear correct uniform, belongings not named, unsuitable hairstyles and/or hair not tied back. Shaved hair is acceptable but no symbols that could cause hurt, images and/or writing of any kind not allowed.

SUSPENSION

Suspension will be considered at the principal's discretion. The Board of Management has authorised the Principal to sanction an immediate suspension as in line with procedures below.

Procedure for Suspension:

- Communication to parents regarding the suspension of a pupil or the possibility of suspension will be made by phone and/or in writing.
- Parents are invited to meet with the class teacher, Principal and/or chairperson to discuss the misdemeanour/s.
- 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 readmitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

EXPULSION

Every effort will be made to manage a child's behaviour so that he/she and his/her fellow pupils can learn in school and be equipped with skills for later life. A continuum of support detailed in a specific *Behaviour Learning Plan* will be implemented and support from parents sought. Notes will be kept on all incidents of misbehaviour and subsequent actions taken. Advice and guidance from external agencies such as NEPs, HSE, Túsla, CAMHs, SESS, Vita House, Gardaí etc. will inform actions. If despite all our best efforts and interventions, the child continues to misbehave, showing disrespect for people and/or property, interfering with the learning of other pupils and refusing to engage with staff, genuinely trying to support him/her, the Board of Management may decide to expel a child.

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
- Cooperation 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. All teachers are 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.

Marie Dooley

June, 2023

Chairperson, Board of Management

REVIEW March, 2025

Signed: _____

