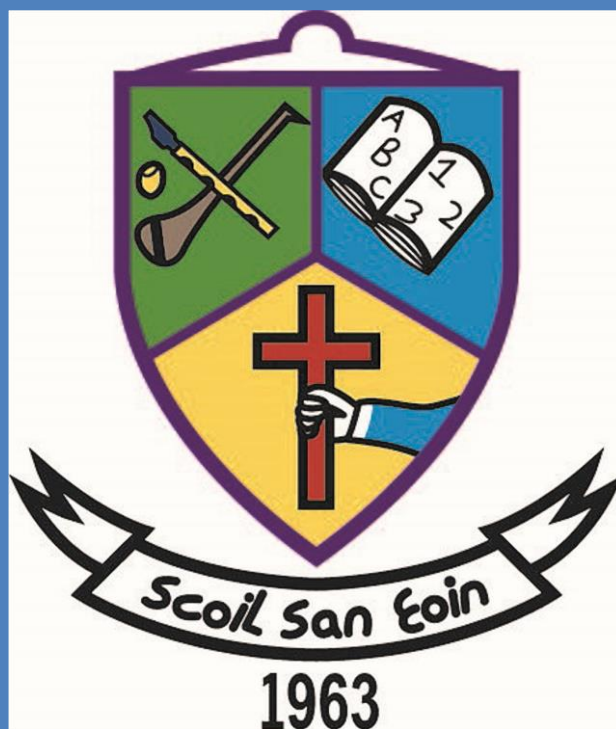


# SCOIL SAN EOIN CODE OF BEHAVIOUR POLICY



## **INTRODUCTION**

The Board of Management, Staff and Parents Association of Scoil San Eoin came together to prepare the following Code of Behaviour in accordance with the guidelines ‘Developing a Code of Behaviour: Guidelines for Schools’ (NEWB 2008 ). It also conforms with legislation as required by Section 23 of the Education Welfare Act (2000). The schools Anti-bullying, Child Protection, and Homework policies are documents which are linked with this Code of Behaviour and all stem from the Ethos of the school. This code applies not only on school grounds but also applies at any school related activity e.g. swimming, school tours, sports activities, class trips etc.

Our Code of Behaviour is reinforced by a system of rewards, and provision for sanctions where necessary. Through a high level of co-operation within the whole school community, we aim to create a positive atmosphere in relation to pupil behaviour.

New parents/guardians will receive a copy of the Code of Behaviour at the beginning of the school year and will be expected to familiarise themselves with the school rules, expectations, rewards and sanctions within the school. We expect pupils to conform to general standards of behaviour and work, and we look for the support of parents/guardians in attaining these standards. Parents/guardians will be informed of any changes to the Code of Behaviour if they occur.

## **AIMS**

- To provide clear guidelines for staff, pupils and parents/guardians to follow, to ensure a high standard of behaviour.
- To offer a framework that promotes constructive behaviour and discourages unacceptable behaviour.
- To provide a framework, within which, positive techniques of motivation and encouragement can be utilised by staff members, and which ensures consistency in this area.
- To promote positive behaviour and self-discipline amongst the pupils, recognising the individuality of each child, and the need to accommodate this uniqueness.
- To outline the sanctions that will be available to teachers in response to negative behaviour, and ensure consistency in their application.

- To help create and maintain a safe, positive, stimulating learning environment, where respect for people, property and the environment is paramount.
- To enable the school to function in an orderly and harmonious way, and allow each pupil's right to an education, in a relatively disruption free environment, to be upheld.

## **EXPECTATIONS**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. To assist in this, the following definitions outline the differing responsibilities and expectations of those involved in everyday life of the school.

### **School Staff are expected to:**

- Support and implement the school's Code of Behaviour. ( Principal and BOM to arrange review of Code as required)
- Be cognisant of their duty of care
- Be familiar with and follow the school's Child **Safeguarding** Policy
- Be familiar with and follow the school's Anti-Bullying Policy
- Create a safe, welcoming environment for each pupil
- Praise good behaviour
- Enable children to reach their full academic and creative ability
- Recognise and provide for individual talents and learning styles
- Be courteous, consistent and fair when dealing with misbehaviour.
- Keep a record of serious or consistent misbehaviour
- Communicate with parents and other staff members where necessary
- Provide reports on matters of concern
- Provide support for colleagues.

### **Parents are expected to:**

- Be familiar with the various Policies and Codes of the school
- Nurture in their children a positive attitude towards school and promote respect for teachers and other school staff.
- Ensure their child attends school regularly and punctually

- Ensure their child has the correct books and stationery as per the class book list and encourage their child to have respect for their own property, **book rental books** and that of others
- Be interested and involved in their child's homework, ensuring that good habits are formed, in this regard, from an early stage.
- Support, praise and encourage their child's work in school.
- Communicate with an email explaining their child's absence from school or when collecting child early for appointments.
- Ensure the school has up to date contact information in case of an emergency and for school correspondence
- Ensure their child has a healthy lunch each day in line with the school's Healthy Eating Policy
- Communicate, in a respectful and courteous manner, with the Class Teacher/Principal, regarding an issue of concern relating to their child.
- Cooperate with the Class Teacher/Principal in instances where their child's behaviour is causing difficulties for themselves or others.
- Communicate to the school, any problems which may affect a child's behaviour.

### **Children are expected to:**

- Be punctual and attend school everyday unless there is a genuine reason for absence.
- Work hard, do their best and make use of their time in school
- Be organised and do their best with regard to homework.
- Obey their teacher's instructions, work to the best of their ability on every task and to present their work neatly.
- Respect and follow their Class Rules
- Come to school dressed in a neat fashion. For health and safety reasons, minimal jewellery is required (one small stud in each ear and a watch).
- Enter and leave the school buildings in a quiet orderly manner
- Line up quickly and orderly once the bell has been rang
- Treat all staff members and fellow pupils with respect and courtesy
- Welcome and be courteous and mannerly to any visitors to the school, **including outside tutors.**
- Be on their best behaviour on any school trips/excursions – Remember they are representing Scoil San Eoin during these times!

- Respect the rights of fellow pupils – behaviour which interferes with the rights of others to learn and be safe is unacceptable in Scoil San Eoin.
  - Show acceptance of, and respect, the differing personalities and talents of their fellow pupils.
  - Use appropriate language at all times – bad/offensive language should NEVER be used towards, or in the company of, a teacher or another student
  - Respect the school property, their property and the property of other pupils.
  - Respect and value the school environment and adhere to the school's Green Code
  - Respect the supervising teacher's rules during 'wet play'
  - Obey the rules regarding mobile phones and electronic devices below.
- ❖ Pupils are not allowed to bring mobile phones or electronic devices to school. Be assured that if there is an emergency situation we will contact you immediately, as has always been the procedure. If however, you feel it is absolutely necessary for your child to have a phone in school, you must give a written explanation for this and agree that the phone will be switched off during school hours. Also, the school accepts no responsibility for any devices brought to school against the rules and they will be confiscated and given to parents/guardians at the end of the day. **Parents will need to give written consent should they require their child to bring mobile devices on school trips/outings.**

## SCHOOL RULES

Our School Rules were devised through the collaboration of Staff, Parents, and the Senior Classes of Scoil San Eoin. They take into account the health, safety and welfare of all members of the school community and the above expectations of the pupils. They are summarised into the **10 main actions** needed to maintain a positive school environment. These will be clearly visible around the school and also in the pupil's homework journals. At the beginning of the school year, each Class Teacher will also devise Classroom Rules which will be more specific and age-appropriate.

- **Be here and be on time** – Attend school every day unless absolutely unavoidable and be here before school begins at 9.20am.
- **Have what you need, when you need it** – “Be prepared” Each child must have the correct books and stationery as per the booklist from September. They must also ensure that they respect their property and organise their books etc. so they have them when needed, both in school and for homework.
- **Respect yourself and others** - Pupils should respect themselves and all staff members and visitors to the school. Also they are expected to show respect for adults when on tours or trips outside of school. Pupils are expected to speak respectfully at all times. Bad language is strictly forbidden.
- **Do your best at all times** – Teachers recognise that each pupil has individual skills and talents, but we expect that all pupils put their best into **all** their work, both at school and home, and look to achieve their full potential.
- **Be kind and understanding** – As well as showing respect for members of staff, we expect that all pupils will show kindness and understanding towards their fellow pupils – “Have kind hands, feet and comments”
- **Following instructions properly and immediately** – As our school days are so busy, we expect that pupils will follow any instructions given to them by a staff member without delay.
- **LISTEN don't interrupt and WALK, don't run!** – All pupils must listen carefully when a teacher is speaking to them or a group and put their hand up if they wish to speak. For health and safety reasons all pupils must walk around the school building.
- **Respect the school building, property and surroundings** – A lot of work goes into maintaining and improving the school building,

furniture, resources and the grounds, and we expect the children to act carefully and respectfully around the school e.g. keeping their baskets/**desks** tidy, no chewing gum, **respect play/PE equipment, no littering etc.**

- **Be courteous and polite at all times** – Scoil San Eoin has a reputation for well-mannered and polite pupils and we expect that this will be continued both in and out of school.
- **Take responsibility for your actions** - This is especially true during times of conflict between students and also with regard to pupil's homework where pupils are required to be organised and more independent in their work.

## **MINOR/MAJOR MISDEMEANOURS**

### **Examples of minor misdemeanours.**

- Interrupting class work
- Consistently arriving late for school
- Running in the school building
- Leaving litter around the school
- Not wearing the correct school uniform
- Being discourteous/unmannerly
- Not completing homework without good reason **on sporadic occasions.**
- Not having homework or other activities e.g. ORT/Super Troopers/Assessment booklets signed by a parent
- **Mildly** endangering self/fellow pupils in the school yard at break time

### **Examples of serious misdemeanours:**

- Constantly disruptive in class
- Telling lies
- Stealing
- Damaging other pupil's property
- Bullying
- **Consistently not completing homework even after meetings have been had with parents where the issue has been discussed.**
- Frequenting school premises after school hours without appropriate permission

- Leaving school premises during school day without appropriate permission
- Using unacceptable language
- Bringing weapons to school
- Deliberately injuring a fellow pupil
- Using a substance e.g. alcohol/drug/tobacco during school hours or on a school excursion.

## **TRAFFIC LIGHT SYSTEM**

In Scoil San Eoin we have a 'Traffic Lights System'. This is a colour coded card system and is a standardised way for all staff members and visiting coaches/teachers to encourage positive behaviour or to administer a sanction if necessary. It will be operated on a whole school basis and also used on school trips/excursions. It is also a way of keeping parents informed of their child's behaviour.

**Green Card** – Pupils receive these in recognition of a particularly positive action e.g. extra effort in their school/home work/behaviour/organisation, courtesy to an adult, generosity/ kindness to other student.

**In the Senior Room - Three Green Cards in one term = A Homework Pass**

**Orange Card** – Pupils receive these after a minor misbehaviour e.g. missing a part of their homework **on a couple of occasions**, forgetting a book/copy **frequently**, unkind behaviour to another pupil, not following teacher's instructions **deliberately**. It is a warning that their behaviour is unacceptable and needs to improve. The teacher will discuss the incident with the child and impose a sanction but **will only inform the parents/guardians if they deem it necessary.**

**Three Orange Cards in one term = Red Card**

**Red Card** – Pupils receive these after a serious misbehaviour e.g. Verbally/Physically abusing another pupil or member of staff, damaging property, leaving school grounds/activities without permission, theft, consistently interfering with teaching and learning within the classroom. Parents/Guardians will be notified immediately and asked to attend a meeting with the Teacher and/or Principal, where the behaviour and sanctions to be imposed will be discussed.



A record of each card given will be kept by the class teacher. The date and nature of the positive/negative incident will be written on each card for parent's information and as a record for the pupil's profile. An update of the number of **Red Cards** received by pupils will be part of the Principals Report to the Board of Management at each meeting.

## **INCENTIVES/REWARDS**

Part of the ethos of Scoil San Eoin is to help children achieve their personal best – academically, creatively and socially. We recognise that there are different forms of intelligence and that children approach problems and solutions differently. The staff in Scoil San Eoin, strive to encourage, praise and listen to all pupils in the school. Praise for positive behaviour will be as frequent as for a high standard of work. Our Traffic Lights System is our whole school approach to positive behaviour; however, there are also several other ways in which staff show encouragement on a daily basis.

### **General examples of encouraging positive behaviour:**

- A quiet word/gesture by staff to show approval
- A word of praise in front of class or school
- An email or verbal communication with parent
- Delegation of special responsibilities
- Receiving a certificate.
- Receiving a homework pass/Sticker/ Stamps

## **SANCTIONS**

There are three levels of misbehaviour recognised in Scoil San Eoin – Minor, Serious and Gross (see Traffic Lights System for examples). The overall responsibility for discipline within the school rests with the Principal. All everyday instances of a minor nature are dealt with by the class/supervising teacher/**tutor**/coach. Each member of staff also shares a common responsibility for maintaining good order within the school premises.

The purpose of sanctions and other strategies is to promote positive behaviour, discourage misbehaviour and help the child to improve his/her behavioural patterns. We aim to help pupils to recognise the effect of their actions on themselves and others and to understand that they have choices about their own behaviour and they must take responsibility for these choices. Sanctions will be applied according to the gravity and frequency of the misbehaviour, with due regard to age and emotional development. Our Traffic Lights System is our whole school framework for discouraging and dealing with misbehaviour. Using their discretion and professionalism, a staff member may impose these sanctions as part of, or in isolation from, this system.

**Pupils who frequently misbehave and disrupt the daily running of the school may not be allowed to participate in school outings/sporting activities for their own safety and that of others. The Principal/Class teacher will have liaised with the child's parents/guardians in the run up to this and they will be well informed of the reasons.**

### **General examples of Sanctions:**

- Reasoning with the pupil
- Verbal reprimand including advice on how to improve
- Temporary separation from peers/removal from class
- Prescribing extra work
- Loss of privileges
- Detention during break time (child may be asked to write an account of the incident)
- Verbal/written communication with parents/guardians
- Referral to the Principal
- Suspension/Expulsion from school ( in accordance with Rule 130 of the Rules for National School as amended by Education Welfare Act 2000

## **RESTORATIVE PRACTICE**

Restorative Practice in our school provides a focus on developing positive relationships between all members of the school community. It gives opportunities for pupils to take responsibility for their behaviour and learning. Restorative Practice is a process whereby children are given the opportunity to reflect on their behaviour and how they and others have been affected by it so as to help heal broken relationships and prevent reoccurrence. Where suspension occurs, the school will use restorative practice involving all parties affected to help repair the harm done.

### **Restorative Questions to respond to Challenging Behaviour**

1. What happened?
2. What were you thinking about at the time?
3. What have your thoughts been since?
4. Who has been affected by what you did?
5. In what way have they been affected?
6. What do you think needs to happen to make things right?

### **To help those harmed by other actions**

1. What did you think when you realised what had happened?
2. What have your thoughts been since?
3. How has this affected others?
4. What has been the hardest thing for you?
5. What do you think needs to happen to make things right?

## **CHILDREN WITH SPECIAL NEEDS**

Scoil San Eoin recognises that children with special needs may require assistance in understanding certain rules. The class teacher, SEN teacher and/or Principal will work closely with parents/guardians to ensure that optimal support is given and cognitive development will be taken into account at all times.

## **RECORD KEEPING**

Teachers will keep a record of everything connected to incidents of repeated and/or serious misbehaviour e.g. behaviour log, pupil's accounts of incidents, copies of notes in homework journals or records of meetings with teachers and parents/guardians. These incidents and actions will either be logged on Aladdin or in a file in the teacher's class folder. All cards received by pupils from the Traffic Lights system will be put in the pupil's profile. The date, people involved and the nature of the incident, is recorded on the card. All relevant records will then be moved to the pupils file in the filing cabinet when they leave the school. **These records will be retained in the pupils file according to GDPR/DES guidelines**

## **SUSPENSION**

Before resorting to the serious sanction of suspension, the normal channels of communication between school and parents will be utilised. We feel that frequent and good communication between school and home can prevent misbehaviour developing into a serious concern. In the case of serious or gross misbehaviour the parents will be invited to a meeting with the teacher, Principal, Chairperson of BOM or all three.

For repeated instances of serious misbehaviour and/or if a pupil receives three Red Cards in one term, the following procedures apply:

1. The Chairperson of the BOM will be informed by the Principal
2. The parents/guardians will be asked to attend a meeting in the school
3. A meeting of the BOM will be called where suspension of the child may be sanctioned (max of 3 days)
4. The parents/guardians will be informed of the details in the format of a Letter of Suspension.
  - In the case of gross misbehaviour, the Board have authorised the Principal Teacher to sanction an immediate suspension, pending a meeting with the parents and a meeting of the BOM.
  - In the event that the pupil, on returning to school, continues to commit incidents of serious or gross misbehaviour, a special decision of the

Board of Management may be necessary to sanction suspension in excess of the initial three days.

- Following or during the period of suspension, the parents/guardians may apply to have the pupil reinstated to the school. The parents/guardians must give a satisfactory undertaking that the pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil/other pupils/staff.

## **EXPULSION**

In extreme cases, the BOM will consider expulsion, in accordance with Rule 130(6) of the Rules for National Schools and the Education Act 2000. The Board shall notify the Local Education Welfare Officer in writing in accordance with Section 24 of the Education Welfare Act. The NEWB will be informed using a Notice of Intention to Expel form.

Parents/Guardians may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 Section 29)

### **IMPLEMENTATION DATE**

This policy was compiled in January 2013. It was reviewed and ratified in 2019 and has now been reviewed and presented for ratification on

\_\_\_\_\_.

### **REVIEW**

This policy will be constantly reviewed in an informal way by the staff of Scoil San Eoin. A formal review will take place as new legislation in the area of child welfare and education arise and/or on a biannual basis.

### **COMMUNICATION**

A written copy of this document will be given to each pupil enrolling in the school as part of the Enrolment Pack. The policy will be available to be viewed on the school website or in the policy folder in the office.

### **RATIFICATION OF POLICY**

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairperson)                      Date: \_\_\_\_\_

**Please return this attachment to the school office:**

I have read and understood the attached Code of Behaviour, including the sanctions, rewards and expectations.

I undertake to encourage my child, as a pupil of Scoil San Eoin, to observe the School Rules and follow the Code of Behaviour.

Child/Children's name(s):

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Parents/guardians name(s):

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Signature of Parents/Guardians:

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Date:

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