

# **CODE OF BEHAVIOUR**

## **INTRODUCTION**

The aims of Primary Education are clearly stated in the 1999 Primary Curriculum Handbook. They are as follows:-

1. To enable the child to live a full life as a child and to realise his/her potential as a unique individual.
2. To enable the child to develop as a social being through living and co-operating with others and to contribute to the good of society.
3. To prepare the child for further education and lifelong learning.

The Code of Behaviour sets out to facilitate the achievement of these aims. It recognises the need to establish and maintain high standards of behaviour, respect for the individual; respect for authority, a positive attitude to work, a close and continuous relationship between parent and teacher, respect for property.

The need for a Code of S.S. Peter & Paul J.N.S. Behaviour will be readily acknowledged by teachers and parents. The alternative is chaos, where the welfare of all suffers. In schools, discipline is necessary to ensure good order and a recognisable sense of purpose; where children are free to learn in a happy and stress free atmosphere and where the right of the teacher to ensure that the process takes place is protected.

## **CODE OF BEHAVIOUR AND DISCIPLINE**

1. In devising our 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, 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 increase levels of interest and 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.

## **SCHOOL RULES**

- \* Pupils must be of good behaviour coming to and from school
- \* Conduct which in any way threatens the safety and well-being of an individual or group is not permitted.
- \* Respect must be shown towards all - children and adults alike
- \* Respect for one's own property and for the property of others must be shown at all times
- \* Pupils must be on time for school
- \* Pupils are not permitted in the school building at lunch time (except to use the toilet)
- \* Pupils are not permitted to remain in the school building after class is over
- \* Pupils are not permitted to leave the classroom without the permission of the teacher and/or Principal
- \* Pupils are not permitted to leave the school premises at any time during school hours unless accompanied by a parent, teacher or parent's representative
- \* A note from home must be presented to the teacher in support of a request for early release from school
- \* Absence from school must be explained by a note from the parent
- \* Pupils must complete homework to the best of their ability
- \* Pupils must be neat, tidy and in full school uniform for school
- \* Pupils must wear runners or trainers for P.E.

## **SCHOOL RESPONSE TO MISBEHAVIOUR**

The school response to misbehaviour follows closely the guidelines set out by the Department of Education & Science in Circular 20/90. Response to the misbehaviour may involve the use of one or all of the following:

\* **Reasoning with pupils**

\* **Reprimand**

\* **Separation**

Pupils who misbehave may be separated from their peers within the classroom, in another classroom or in the play area.

\* **Loss of privilege**

In the classroom context or in the school context.

\* **Detention**

During break/lunchtime

\* **Additional work**

Pupils who misbehave may be given extra work for completion as part of homework.

\* **Referral to Principal**

Pupils may be referred to the Principal for continuous breach of rules or for single serious misbehaviour.

\* **Referral to Parent**

All serious or continuous breaches of discipline will be referred to parents. This will be done through entry in the Homework Journal to be signed by the parent, or through a request to the parent to attend the school for discussion of the problem.

\* **Suspension**

Suspension will be considered for gross misbehaviour or where other procedures have failed. Suspension will be in accordance with the terms of the Rules for National Schools

## COMPLAINTS PROCEDURE

Where difficulties arise between home and school, structured procedures are required to discuss these problems in an atmosphere of mutual respect, trust and goodwill.

These steps are set out hereafter:

1. Teacher and Parent meet **by appointment** to discuss the complaint.
2. If the complaint is unresolved, the parent discusses the matter with the Principal.
3. Principal, Teacher and Parent meet to discuss the complaint.
4. If the complaint is unresolved, the parent makes a written and signed complaint to the Board of Management, which will investigate the complaint. A copy of the letter of complaint must be made available to the teacher. Where steps 1 to 3 have not been followed, the Board of Management may request the parties to follow these steps.

Matters related to the professional competence of teachers and assessment of the professional work of teachers, are matters which shall be dealt with by the Inspectors of the Department of Education & Science.

### \* **Anti-Bullying Policy:**

The school aims to promote and foster an atmosphere of mutual respect, care, trust and consideration. The S.P.H.E. programme encourages and re-enforces this atmosphere. However, bullying may occur from time to time. The children are made aware that bullying in any form is unacceptable.

All allegations of bullying will be investigated and the procedures contained within the school's "Anti-Bullying Policy" will be followed.

Please note the definition of bullying is as follows:

"Bullying is unwanted negative behaviour, verbal, psychological or physical conduct, by an individual or group against another person (or Persons) and which is repeated over time".

**Isolated or once-off incidents of intentional negative behaviour do not fall within the definition of bullying.**

# GENERAL GUIDELINES FOR PARENTS AND PUPILS

## Appointments

- Parents **may not** call casually to the classroom door to discuss any issue regarding their child. They must make an **appointment** through the office.
- Please make an appointment if you wish to see the Principal.

## Behaviour

All pupils must behave in a responsible manner both to themselves and others and must show courtesy and respect to other pupils.

Respect must be shown for the property of the individual and of the school at all times. This includes respect for textbooks, school furniture, school property, school building, school grounds etc.

## Behaviour in Class

Courtesy and respect are basic to classroom behaviour. Disrespectful behaviour towards other pupils or towards a teacher e.g. defiance, cheek, bad language, insolence, disobedience, will not be tolerated.

Pupils must respect the right of other pupils to learn. Any behaviour which interferes with this right e.g. constant disruption of the class or constant distracting of others is considered unacceptable behaviour. Full co-operation is required from each pupil at all times and instructions given by the teacher must be obeyed instantly.

**No running**

**No swinging on chairs.**

**No damage to school furniture/property.**

## **Behaviour in Playground**

Pupils must treat others as they would like to be treated themselves. Conduct which in any way threatens the safety and well-being of the individual or the group is not permitted. This includes rough behaviour - including retaliation- such as fighting, kicking, spitting, pushing, shoving, dragging. Ridicule towards others is not permitted. Handling or throwing of stones is not permitted. Bullying - whether physical or verbal - is not permitted. Pupils must confine themselves to the play area during lunch break and during outdoor P.E. lessons.

**Children are not allowed to bring spoons, pencils etc. into the yard**

## **Attendance**

Pupils are required to be regular in their attendance. When a pupil has been absent from school, parents are required by law to supply the school with a note giving the reason for the child's absence. Pupils must be in time for school each day. Gates open at 9.00a.m. Morning work bell rings at 9.20a.m. Under the Education Welfare Act, schools are obliged to report absences totalling 20 days or more in any one school year to the Education Welfare Office. Because of the risk to the safety of the individual pupil and the risk of abuse, pupils are not permitted to leave the school during school hours unless they are collected from the school by a parent or a responsible representative of the parent.

## **Homework**

It is the policy of our school to assign homework each evening except Friday. Parents must sign the Homework Journal or copy to confirm that all homework has been completed. This may include oral and written work. If homework (or any part of it) cannot be completed, parents are asked to note this in the Homework Journal. Homework will not be excessive and should not exceed:

**Infants - 15 minutes**

**First and Second Class - 20 to 30 minutes**

(This is a guide time for homework done in a quiet atmosphere with no interruptions)

## Home time

- (1) Children have been instructed as to which exit door to use for leaving the school premises so as to maximise safety and parents are requested to abide by these directions. Children are not allowed to use the staff gate under any circumstances.
- (2) The instructions of the Traffic Warden/Lollipop Person must be followed to the letter, both by children and parents; children waiting for buses must do so in an orderly manner, having regard to safety.

Children are not allowed to wander around the yard or wait at the school gate for parents/minders etc. Children must be collected from their exit door area or from their classroom if “collector” is delayed

## Early Dismissal

Pupils may be excused before the regular time with parent’s permission. As a protection for your child, we cannot accept a telephone call as a satisfactory way of requesting early dismissal. Children will not be given permission to leave the building early unless collected by you in person. Please do not ask your child to meet you outside.

**You must sign him/her out in the class book or at the front hall.**

Your child will not be released to another individual unless prior parental consent is given.

## CONCLUSION

In the belief that the most effective schools tend to be those with the best relationships with the parents, every effort will be made by the Principal and staff of S.S. Peter & Paul J.N.S. to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but when they have behaved particularly well.

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

Approved by ..... Date .....  
Chairperson B.O.M

Date to be reviewed: September/October 2015