Board of Management S.S. Peter & Paul J.N.S.

BALBRIGGAN
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CODE OF BEHAVIOUR

Section 1: Introduction
Our school aims to provide a happy, secure, friendly, learning environment, where children, parents, teachers, special needs assistants, ancillary staff and Board of Management work in partnership. Each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

This will enable the child to live a full life and will equip him/her to avail himself/herself of further education so that he/she may go on to live a full life as an adult in society.

Staff members are committed to the realisation of these objectives. Our aim is to create a happy, secure environment for our pupils in which there is a sense of good order and a reasonable approach to discipline. In this way, a large group can be organised so that the school can operate smoothly for the benefit of all.

The code has been reviewed in consultation with the Parents Association, Staff, and the Board of Management of SS Peter and Paul JNS. A review of the code was undertaken with staff and with representatives of the Parents Association. This revised Code of Behaviour comes into effect on
26/11/2024. The code is mindful of the Curriculum, the school's Health and Safety Policy, Child Safeguarding Policy, Anti-Bullying Policy and Admissions Policy.

Section 2: Discipline for Learning (DFL)
In our school, we have a positive approach to teaching and learning. Positive rules for behaviour in class and out of class are learned by pupils at the beginning of their school year. Pupils are disciplined by being motivated to keep these rules.

The school community of SS Peter and Paul JNS have worked together to draw up a policy that encourages good discipline and positive behaviour. Children are given the opportunity to talk about the agreed rewards and sanctions during circle time / SPHE lessons. Sanctions are separate from rewards.

DFL Rewards
We have many ways of recognising good behaviour and effect including individual class merits, praise in front on the class, awards, certificates in class, stamps, smiles, positive comments and homework passes. Teachers may also use the "Class Dojo" web-based classroom management system. Good behaviour and achievement will be recognised. Consistent

positive influences are the key to success in our school.

At a whole school level, good, kind behaviour may be rewarded by recommendation to the Principal. At the end of every week, a number of children from a class may get a special mention over the school intercom for positive recognition. Teachers acknowledge continuous good behaviour and good decisions by all children and use every opportunity to notice and praise good behaviour and good decisions on the part of children who find such decisions / behaviour difficult.

DFL Sanctions

1. Verbal reminder / reprimand
    - Gain attention
    - Name unwanted behaviour
    - Refer to desired behaviour
2. Second verbal reminder / reprimand
    - To the child on his / her own
    - Desired behaviour name
    - Reminder of consequence of further negative behaviour / next step of

DFL 3. Draw / write about the consequences of negative behaviour for self / others • Reminder of consequence of further negative behaviour / next step of

DFL 4. Thinking chair

- Until ready to discuss behaviour with teacher (rule of thumb: one minute for every year of life)
- When ready – apologise

5. Discuss with member of In School Management Team
    - If reached, this step is applied during any curricular / in-school activity
6. Principal's office
    - Reprimand and name in 'red book'
    - Parents notified on third offence noted in 'red book'.

From Sanction three onwards, further strategies may be used to show disapproval of unacceptable behaviour including:

- May result in loss of privileges. This includes trips, educational excursions and participation in school teams.
- Prescription of additional work
- Detention during break / lunch time

Should any of these strategies have been deemed necessary to apply, parents will be informed by note / homework journal / email or phone call.

Except for number 6, each day is a new beginning for sanctions.

Section 3: General Guidelines for Behaviour

All pupils are expected to behave in a reasonable manner both to themselves and to others, showing consideration, courtesy and respect for other pupils and adults at all times. Respect must be shown at all times. Respect must be shown for the property of the individual and of the school at all times.

Section 4: Code of Behaviour

The code of Behaviour covers the following areas:

- Behaviour in class
- Behaviour in the playground
- Behaviour in the school environment and behaviour on school outings
- Attendance at school/Education Welfare Act
- Homework

Behaviour in class

Courtesy and respect are essential. Disrespectful behaviour towards other pupils, a teacher or any member of our school community (e.g. defiance, cheek, insolence) is unacceptable. Pupils must respect the right of other pupils to learn. Any behaviour which interferes with this right (e.g. constant disruption of the class, persistent distracting of others) is considered unacceptable behaviour.

In order that pupils benefit from their work in class full co-operation is required at all times. Pupils must co-operate with instructions given by the teacher.

The Essential Classroom Rules

1. Be ready for class
2. Good manners are expected at all times
3. Always do your best and allow others to do the same
4. Raise hand wait for attention and listen to the person who is speaking
5. Take good care of personal and classroom property
6. Ensure you are safe in class and make it safe for others

Behaviour in the Playground

Pupils should treat others as they would like to be treated themselves. Any behaviour, whether physical or verbal, which threatens the safety and well-being of others is not permitted. This includes rough behaviour – including retaliation – such as fighting, kicking, spitting, pushing, shoving, dragging. Handling or throwing of stones is not permitted. Games or activities considered to be dangerous shall be prohibited.

Any behaviour which interferes with other pupil's play is not permitted. Pupils may not leave the playground for any reason during breaks without permission of the supervising teacher, this includes re entering the school building.

The Essential out of Class Rules

1. Stay within the boundaries of year group section in the yard
2. Play safely and fairly. Treat others fairly, the way you would like yourself to be treated 3. Keep yard and school environment litter free and tidy
4. Stay clear of fire alarm and respect all school property
5. Line up quickly and quietly and leave and return to your classroom in an orderly fashion.

Behaviour in the School Environment & Behaviour on School outings

Respect and courtesy to others is essential. Any kind of verbal or physical abuse of other pupils is unacceptable. Use of foul language among pupils is unacceptable. Bullying or intimidation of other pupils is prohibited and is always regarded as a serious offence. Pupils must show respect for school property at all times. For reasons of safety and to minimise accidents, pupils should move about the school in an orderly manner.

Pupils are encouraged to be respectful of each other on their way to and from school. When on school outings pupils are expected to behave in an orderly manner and show respect for public property. They should always co-operate fully with their teachers and special needs assistants.

Staged Approach to unacceptable behaviour

Unacceptable behaviour will be dealt with by means of a staged approach, as follows:

Stage 1

Unacceptable behaviour will be dealt with in line with our Discipline for Learning (DFL) approach. The Principal may in consultation with the class teacher call in the parents at any time to discuss a child's behaviour.

Stage 2 Booking Detention and Contract

If a pupil receives two detentions in any four school weeks the class teacher and pupil draw up a contract of behaviour. This contract will be signed in the presence of the Principal. A copy of the contract will be given to parents to also sign and return.

Stage 3 – Case Conference

If a pupil receives more than three detentions in any four school weeks, the child's parents will be asked to meet the class teacher and principal. The child will be asked to give an undertaking that he/she will behave in school. This will be witnessed and signed by parent(s) / guardian(s).

Stage 4 – Internal Suspension

Internal Suspension is when a pupil is removed from their own base class and is placed in another class for up to three school days. This will be activated when stages 1-3 are

exhausted or when a serious misbehaviour occurs.

Stage 5 – Suspension / Expulsion

For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. The following are regarded as serious or gross misbehaviour, depending on circumstances: • Aggressive, threatening or violent behaviour towards a member of staff or pupil • Non-compliance with school rules/staff requests resulting in a challenge to the safety of self or others

• Same behaviour continues after exhausting stages one to four.

The decision to suspend a pupil requires that any of the following are deemed to have occurred: • The pupil's behaviour has had a serious detrimental effect on the education of other pupils • The pupil's continued presence in the school at this time constitutes a threat to safety • The pupil is responsible for serious damage to property

Where there are repeated instances of serious misbehaviour or an incident of gross misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and/or the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 130 (5) of the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rules for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the National Educational Welfare Officer in writing in accordance with Section 21(4)(a) of the Education Welfare Act 2000. Suspension and expulsion from school is a sanction of last resort and will only take place in consultation with parents and in accordance with Department of Education guidelines.

There may be occasions where behaviour is deemed to be serious enough or due to repeated instances, to warrant immediate progression to a certain stage without prior recourse to earlier stages. In such instances, the need to adopt such an approach will be communicated to parent(s) / guardian(s) of child.

Appeal

Parents of a pupil who has been suspended for 20 school days or more are entitled under Section 29 of the Education Act 1998 to appeal such a suspension.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parents must give a satisfactory undertaking that a suspended 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's own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

Section 5: Attendance/Education Welfare Act

Under the Education Welfare Act 2000, absences or lateness must be explained by a brief note written in school journal / letter and signed by parent or sent by email to the class teacher email address. Absences of 20 days or more must be referred by the school to the Education Welfare Board. The Education Welfare Officer is available to support parents with attendance issues. Children with hospital or dental appointments on an ongoing basis should give a copy of appointments to office secretary. Daily attendance and punctuality are required from pupils. School gates open to receive pupils from 9:00am to 9:20am. Arrival after 9:20am is considered a late arrival.

After a pupil has been absent, the reason must be entered via the Attendance feature of the Aladdin App, alternatively, a note/email from the parents can be sent to the class teacher within three days of the pupil's return to school. When a pupil has to leave school early (i.e. Before 1:40pm for Junior and Senior infants; Before 2:40pm for 1st and 2nd class), parents / responsible nominated representative of the parent must sign out pupils on a designated form from the front door. Please note, if a responsible representative of the parent is being nominated to the collect the child, the parent must inform the school beforehand. Because of the risk to the safety of the individual pupil and 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. Parent / parent representative must present at the front door if seeking to collect their child before official end of school day. An attendance committee meets termly in the school to review attendance. Please refer to School Attendance Policy.

Section 6: Homework

It is the policy of the school to assign homework on a regular basis. The time taken for this will vary from child to child, but should in most cases not exceed 15 minutes for Infants or 20 - 30 minutes for 1st and 2nd class. These times are a guideline for homework undertaken in a quiet

atmosphere with no interruptions. Parents should supervise their children's homework and sign the homework to confirm that the work has been fully attempted.

If for some reason homework (or part of it) cannot be completed, parents are asked to note this on the homework / via a note to the teacher.

Generally, homework is not given at weekends. Written work must be done neatly and carefully. Graffiti on textbooks and copy books is not permitted. Please refer to the school Homework Policy for further information.

Section 7: School Uniform

All pupils must wear the school uniform. On days including scheduled physical activity, all students must wear trainers, have hair tied back, and small earrings only (for safety reasons). It is more comfortable for students, and advised, that they wear school tracksuit on these days.

Section 8: Responsibilities

Board of Management's Responsibilities

- Provide a comfortable, safe environment.
- Support the Principal and staff in implementing the code.
- Ratify the code.

Principal's Responsibilities

The overall responsibility for discipline within the school rests with the principal. • Promote a positive climate in the school.

• Ensure that the Code of Behaviour is implemented in a fair and consistent manner. • Arrange for review of the Code, as required.

Teachers' Responsibilities

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils. • Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of

misbehaviour. Provide support for colleagues.

- Communicate with parents when necessary and provide reports on matters of mutual concern.

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. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest or lack of progress.

Ancillary Staff Responsibilities

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Be courteous, consistent and fair.
- Provide support for colleagues.

Pupils' Responsibilities

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

Parents/Guardians' Responsibilities

- Encourage children to have a sense of respect for themselves, others and for property. Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's school work
- Be familiar with the code of behaviour, other school policies and support its implementation. Parents will be informed by the Principal or class teacher of repeated breaches of the code of behaviour. Parental involvement and support is requested in dealing with behavioural issues.
- Co-operate with teachers in instances where their child's behaviour is causing

difficulties for others.

- Communicate with the school in relation to any problems, which may affect child's progress/behaviour.

Section 9: Conclusion

The essence of our code of behaviour is valuing people and encouraging them to accept responsibility for their own behaviour and to develop self discipline.

Section 10: Ratification

This policy will be reviewed annually by the BoM. This version of the policy was ratified by the BoM on 13th October 2026.

Date of next review: During firsts term of academic year 2207/2028

Signed: _____ Date: *13/10/2026.*

Chairperson of the Board of Management.