



## *Scoil Naomh Feichín*

### **Code of Behaviour**

#### ***Introduction***

Scoil Naomh Feichín 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.

Our school places a greater emphasis on positive discipline techniques than on sanctions in the belief that it is a better enforcer of good behaviour. Therefore all staff members will make every effort to adopt a positive culture of discipline both in their classroom and in the school as a whole. This code offers a framework that allows for this approach of motivation and reward.

The school rules attached to this code are stated in positive terms and are kept to a minimum so as to ensure their implementation. However this code accepts the need, that in some circumstance an informal approach to dealing with breaches of discipline is insufficient and that a more formal process must also be in place. Procedures to initiate a formal process are included.

The code attempts to put in place an ordered and orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.

Our code of discipline is created and maintained with the co-operation of the parent body and the school's Board of Management.

#### ***Underlying Principles:***

- The school recognises the variety of differences that exist between children and the need to tolerate these differences.
- 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 and between staff, parents and pupils.
- Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.

#### ***Safety Issues:***

For a pupil's safety and that of others-

- ✓ Care should be taken coming to and going from school.
- ✓ Pupils should walk while in the school building.
- ✓ Pupils should remain seated at all times in class and while eating lunch.
- ✓ The schoolyard is a place for play and games and pupils should show respect and care for one another.
- ✓ A note of explanation to be supplied following an absence from school.
- ✓ Pupils should never leave the school grounds without the permission of the Principal.

### ***Pupils' Personal Care:***

- ✓ All personal property should be respected and school bag, books and copies kept in good order.
- ✓ Pupils should be in school before the bell rings at 9.15a.m. each morning.
- ✓ Pupils should show respect for their school by wearing the complete school uniform every day.
- ✓ Pupils should be aware of their personal cleanliness.
- ✓ Pupils should bring a nutritional lunch to school.
- ✓ Pupils should do their best in school by listening carefully, working as hard as they can and by completing their homework.
- ✓ Pupils should only take mobile phones to school when completely necessary. Phones must be switched off and stored in school bags throughout the school day.

### ***Pupils Caring for others:***

- ✓ Pupils should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in their class line.
- ✓ Pupils should behave well in class so that their fellow pupils can learn.
- ✓ Pupils should keep their school clean and tidy at all times by bringing home any unfinished food and drinks cartons and wrappers.
- ✓ Respect should be shown for the property of all pupils, the school building and grounds.
- ✓ Pupils should be truthful and honest at all times.

### ***Clár ama na Scoile:***

Assembly: 9.15a.m

Classes begin: 9.20 a.m.

School Closes: Junior & Senior Infants 2 p.m. / All other classes 3 p.m.

### ***Homework:***

It is the policy of the school to assign homework on a regular basis. Parents are advised and encouraged to take an active interest in their child's homework and to sign their Homework Journal each night.  
(For more information see Homework Policy)

***It should be noted that the following lists consist of examples only: It is not meant to be a totally comprehensive list of misbehaviours and procedural steps.***

### ***✚ Strategies for Positive Discipline:***

Pupils may be praised by means of any one of the following:

- ✓ A quiet word or gesture to show approval.
- ✓ A comment in a pupil's exercise book.
- ✓ A visit to another member of staff or to the Principal for commendation.
- ✓ A word of praise in front of a group or class.
- ✓ A system of merit marks.
- ✓ Delegating some special responsibility or privilege.
- ✓ A mention to parent, written or verbal communication.
- ✓ Name in the Golden Book & Award at School Assembly.
- ✓ Pupil of the Month Award.

## **Strategies when observing Misbehaviour:**

*(The nature of the behaviour will determine the strategy)*

- ✓ Reasoning with a pupil.
- ✓ Reprimand (including advice on how to improve).
- ✓ Temporary separation from peers and/or loss of privileges.
- ✓ Communication with parents (note or phone call)
- ✓ Referral to Principal.
- ✓ Note to parents from Principal
- ✓ Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88).

***The degree of misbehaviour be it 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 misbehaviour, as follows:***

### **❖ Minor:**

- Interrupting class work
- Arriving late for school
- Running in school building
- Misbehaving in class line
- Leaving litter around school
- Not wearing correct uniform
- Being discourteous/unmannerly
- Not completing homework without good reason
- Rough play in the school yard at break time.

### **Procedures for Minor:**

#### ***Early Steps (within the classroom)***

- ✓ Note in homework journal to be signed by parent.
- ✓ Class teacher informs parents by note and/or phone communication with parent/s – note or phone call by class teacher.
- ✓ Temporary separation from peers.
- ✓ Send to another teacher/classroom.
- ✓ Denial of participation in some class activity.
- ✓ Communication with parent/s if misbehaviour occurs in the playground.

*Misbehaviour in playground consists of any action that puts the safety of self/other pupil at risk.*

#### ***Step 2:***

- ✓ Send to Principal.
- ✓ Class teacher meets one/both parents.
- ✓ Principal meets one/both parents concerning behaviour.

❖ Serious:

- Constantly disruptive in class.
- Telling lies.
- Stealing/Damaging another pupil's property or school property.
- Bullying.
- Back-answering a teacher.
- Frequenting school premises after school hours without appropriate permission.
- Leaving school premises during school day without appropriate permission.
- Regular incomplete homework / lack of effort.
- Using unacceptable language.
- Bringing weapons to school.
- Deliberately injuring a fellow pupil.

**Procedures for Serious:**

- ✓ Write an account of what happened.
- ✓ Send to Principal.
- ✓ Principal communicates with parent/s – in writing or by phone.
- ✓ Principal meets with one/both parents.
- ✓ Chairperson of Board of Management informed and parents requested to meet with Chairperson and Principal.

❖ Gross:

- Setting fire to school property
- Damaging school buildings or fixtures.
- Aggressive, threatening or violent behaviour towards a teacher/pupil

**Procedures for Gross:**

- ✓ Chairperson/Principal to sanction immediate suspension pending discussion with parents.
- ✓ Expulsion will be considered in an extreme case in accordance with Rule 130 (6) i.e.  
*“No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality”.*

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*The overall responsibility for discipline rests with the Principal or the Deputy Principal in his absence. Each teacher has responsibility for the maintenance of discipline within their classroom while sharing a common responsibility for good order throughout our school.*

*An initiation of a formal process will be conducted using the guidelines of the Handbook of the CPSMA for Boards of Management and written records will be kept.*

**This Code of Behaviour for Scoil Naomh Feichín  
was ratified by the Board of Management on Tuesday, Sept 24<sup>th</sup> 2019.**

**Chairperson B.O.M:** *Mrs Denise McDannell*