

**Kilmurry National School**

**S.N. Cill Mhuire**

**Code of Behaviour:**

**Introduction:**

The Code of Behaviour of Kilmurry National School is formulated to allow the school to function in an orderly and harmonious way and to enhance the learning environment where children can progress in all aspects of their development.

The Board of Management and the teaching staff of Kilmurry National School aim to foster a stimulating and happy atmosphere within the school, which is helpful to the social and academic development of pupils attending the school. The Code of Behaviour has been drawn up after consultation with teachers, parents’ representatives and the Board of Management, as a means of ensuring that such an atmosphere prevails and that respect is shown to people and property within the school.

As a community environment in school we must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. It follows that acceptable standards of behaviour are those that reflect these principles.

Parents cooperate with the school by encouraging their children to understand the need for school rules and through communication with class teachers and principal. Our Code of Behaviour is closely linked to our Mission Statement.

**Mission Statement:**

We strive for excellence in meeting the educational needs of our pupils to enable them to live full lives as children and to equip themselves for further education. We do this in a caring and pleasant environment in which the essential contribution of each member of the school community is valued. The values of human dignity, compassion, justice, equality and respect guide us in our work. We will always make every effort to maintain high standards in teaching while reflecting the changes in our society and educational development. We endeavour to work in a friendly, relaxed environment in which the children can happily perform to the maximum of their abilities.

**The Aims of the Code of Behaviour:**

* To provide guidance for pupils, teachers and parents on behavioural expectations.
* To provide for the effective and safe operation of the school
* To develop pupils’ self-esteem and to promote positive behaviour
* To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others
* To facilitate the education and development of every child
* To foster caring attitudes to one another and to the environment
* To enable teachers to teach without disruption and to acknowledge the right of each child to education in a relatively disruption free environment

**Implementation:**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

**Responsibilities:**

**Board of Management**

* Provide a comfortable, safe environment
* Support the Principal and staff in implementing the Code
* Ratify the Code

**Principals Responsibilities:**

* 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 and provide reports on matters of mutual concern
* Report to Principal where necessary

**SNA Responsibilities:**

* To ensure the children in their care are in a safe and secure environment
* To inform teacher of any concerns/report misbehaviour
* Recognise and affirm good behaviour, progress effort
* Provide support for colleagues

**Pupils Responsibilities:**

* Attend school punctually each day
* Listen to their teachers and act on instruction/advice
* Show respect for all members of the school community
* Respect all school property and the property of others
* Avoid all nasty remarks, swearing and name- calling
* Include other pupils in games and activities
* Bring correct materials/books to school
* Follow class and school rules

**Parents/Guardians Responsibilities:**

* Encourage children to have a sense of respect for themselves and for property
* Ensure that children attend punctually each day and be collected punctually, if late please inform the school
* Be interested in, support and encourage their children’s school work
* Familiarise yourself and your child with the code of behaviour and support its implementation
* 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

**General School Rules:**

1. **Respect and Courtesy:**

All pupils, parents, staff and visitors are expected to treat staff, their fellow pupils and visitors with respect and courtesy at all times. Any inappropriate behaviour or any form of bullying in unacceptable

**2:** **Punctuality:**

The official opening time is 9:20am Classes for Infants end at 2 pm. Classes for other pupils end at 3pm. No responsibility is accepted for pupils outside of these times.

**3:** **Absences:**

Every absence of a child must be accounted for by forwarding a note to the teacher, giving the reason for the absence on the return of the child to school. If a child has to leave school early a written note must be given to the teacher. Absences of 20 days or more must be reported to TUSLA by the school.

**4. Illness:**

 Any infections illness should be notified to the school immediately.

**5. Personal Appearance/Hygiene:**

 School uniforms must be worn at all times unless otherwise informed by the school. A high standard of hygiene is expected at all times. Make up is not permitted. Spray deodorants are prohibited, however older children should use roll on deodorant during school activities i.e. matches etc.

**6: Personal Property:**

 Children should have their names on their jumpers, coats and other personal property such as school books, copies, jumpers, coats etc.

**7: Mobile Phones etc:**

Mobile phones and other items deemed dangerous inappropriate or offensive by the BOM are not allowed in the school. All such items will be confiscated, parents will be notified and will be asked to call personally to the office to collect items.

**8: School Property, and the school environment:**

Pupils must respect all school property and keep it a clean and litter free environment.

**9: Behaviour:**

* Pupils must have all books and required materials
* Pupils are expected to work to the best of their ability and to present written work neatly
* Pupils are to show respect for the class teacher, staff and their classmates
* Any behaviour that interferes with the rights of others is unacceptable
* Pupils must not behave in any way which endangers themselves or others. If children behave in a violent or aggressive manner, parents will be asked to attend the school immediately by the principal and remove their child for the remainder of the school day
* Any instructions given by supervising teacher, SNAs are to be complied with
* Children must line up in an orderly manner at the end of the break
* Any form of bullying is unacceptable. Please refer to Anti-bullying policy

**10: Homework**

* Parents are strongly encouraged to take an active interest in their child’s homework. If homework causes worry for the child, parents are asked to contact the teacher.
* Parents may be asked to sign homework.

**Affirming Positive Behaviour:**

Positive reinforcement of good behaviour leads to better self-discipline and we strive to place emphasis on rewards and incentives rather than on sanctions

**Strategies:**

Rewards:

* A quiet word or gesture to show approval
* A comment in the pupil’s exercise book
* A visit to another member of staff or the Principal
* A word of praise in front of a group or class
* Informing parents by means of a written or verbal communication
* Delegating special responsibility or privilege
* Golden time
* Homework pass
* Computer

**Sanctions:**

The use of sanctions or consequences should be characterised by certain features Sanctions will be applied according to the gravity of misbehaviour with due regard to age and emotional development of child.

- It must be clear to the pupils involved why the sanction is being applied

- Communication with parents/guardians at an early stage

1: Reasoning with/correcting pupil

2: A note in the pupil’s homework journal to be signed by parents/guardians

3: The child will receive a verbal warning including advice on how to improve

4: A child may be temporarily separated from class group, peers, friends and others to another classroom or halla

5: Extra work /lines as designated by Class teacher

6: Incomplete/ unsatisfactory presentation of homework. Schoolwork to be re-done/completed

7: A pupil may be given a written assignment regarding his/her inappropriate behaviour to be signed by parents /guardians

8: If a pupil’s behaviour is a source of danger/disruption to himself/herself or others he/she may be removed from the activity in which he/she is involved e.g. P.E, Visual Arts, computer, play etc. As a rule only the individual child or group of children who misbehave, will be punished. Whole classes should not be punished for one child’s misbehaviour (teachers’ discretion will be used at all times)

9: Loss of privilege withdrawal of golden time, withdrawal of involvement in extra- curricular activities i.e. soccer league, Sciath na Scol etc.

10: Detention during a break where a child poses a threat to themselves or others

11: Referral to Principal/Deputy Principal

12: Principal/Class teacher communicating with parents/guardians at an early stage

13: Suspension / expulsion (in accordance with rule 130 of the Rules for National schools as amended by circular 7/88)

**Suspension / Expulsion**

Before serious sanctions such as detention, suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal or by letter depending on the circumstances

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child’s case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

 Where there are repeated instances of serious 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 the Principal. If the parents do not give an undertaking that the child will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teacher and other members of the school community involved, with due regard to records of previous misbehaviours their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules of 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 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 extreme cases, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

**Reinstatement (removal of Suspension)**

Following or during a 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 a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupils 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.

Appendix: With regard to the Suspension/Expulsion, these are the key elements and were drawn up in accordance with National Education Welfare Board guidelines, i.e. ‘Developing a Code of Behaviour’ A full copy of which is available to view in the school.

**Unacceptable Behaviour:**

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by class teacher or supervising teacher at break-times. In cases of serious misbehaviour or single instances of gross misbehaviour parents/guardians will be involved at an early stage, and invited to meet the teacher or principal to discuss their child’s behaviour.

**Level 1:** Minor misbehaviour: **(including but not limited to the following)**

* E.g. Bringing electronic equipment or mobile phones to school,
* Not wearing appropriate uniform
* Bringing in chewing gum
* Not following instructions
* Leaving yard during break without permission
* Unable to line up properly
* Failure to play safely
* Running/shouting in school hallways etc…

**Level 2:**

E.g. Repeated incidences of level 1

Use of foul / offensive language, careless use of school property, repeated failure to complete homework, disruption of class, disrespect towards staff, disrespect towards visitors, bullying (see anti bullying policy) derogatory reference towards others race, gender, religion, physical condition, disability or ethnic origins, use of a mobile phone by a pupil on school grounds during school hours, possession of any item deemed to be injurious to any child or others or likely to damage school property e.g. knives, matches, cigarette lighters, sharp objects.

**Level 3:** Gross Misbehaviour

Repeated instances of above after warning regarding future conduct

* Use of threatening language or behaviour towards teachers or others
* Any act of wilful violence towards other pupils, teachers, ancillary staff or special visitors
* Stealing possession/supply or use of alcohol, cigarettes, illegal drugs and or other harmful substances
* Bullying (refer to anti-bullying policy)
* Leaving school grounds during school hours without permission of Principal and notification from parents/guardians
* Discriminatory or prejudicial activities or actions towards another person or group involving gender, religion, disability or ethnic origin.

Ratified by the B.O.M on 27/11/2019

This policy will be reviewed in accordance with the changing needs of the school.

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_