

# SCOIL BHRÍDE (Cailíní)

## CODE OF BEHAVIOUR

September 2022

This code of behaviour has been developed by the school staff with parental contribution over a period of time and reviewed at regular intervals. It was compiled in accordance with the NEWB Guidelines and in line with Section 23 of the Education Welfare Act 2000. Each review has been sanctioned by the Board of Management.

A copy of the Code of Behaviour is made available on the school website and a hard copy is available in the Principal's office. On acceptance of a place in the school, parents are asked to sign up to this code, indicating that they will make all reasonable efforts to ensure that their child complies with it.

The Code of Behaviour developed for Scoil Bhríde (Cailíní) is positive in its orientation. Sanctions, prohibitions and subsequent punishments may be necessary in certain circumstances. Each child's behaviour is ultimately the parents' responsibility. Full support and co-operation of parents is necessary for the success of this code. Collective responsibility among all staff is necessary for good discipline within the school.

### SCHOOL MOTTO

**'Let us treat others as we would like them to treat us.'**

### SCOIL BHRÍDE CAILÍNÍ MISSION STATEMENT

- *To promote the fullest possible development of each child as an individual and as a member of society.*
- *To promote attitudes and habits related to spiritual fulfilment and to ensure a sound social, moral and religious development.*
- *To encourage the child to be self-confident, independent, tolerant, kind and co-operative and to ensure that pupils in Scoil Bhríde (Cailíní) achieve high standards of work and behaviour in a purposeful, quiet and organised manner.*
- *To endeavour to ensure a good command of the Irish language and to promote a proper understanding of our Irish culture and nationality so that they may become proud of our rich heritage.*
- *To endeavour to ensure that, at a minimum, each child will achieve a competence, appropriate to her ability, in literacy and basic mathematical concepts and operations.*
- *To enable pupils to see themselves as members of both their local and global communities by encouraging awareness and understanding of their local environment and the wider world.*
- *To ensure that all activities, policies and programmes are developed and delivered with respect and that a positive celebration of difference is cultivated, always being mindful of the moral, conscientious, religious, linguistic and cultural principles of all within the school community.*

## **RATIONALE**

We recognize that parents are the primary educators of their children and we consider mutual support and co-operation of home and school to be of the utmost importance, creating a strong sense of community. Parents will be asked to discuss the Code of Behaviour with their children and support them in adhering to the school rules.

### **Aims:**

- To provide guidance for pupils, teachers, guardians, parents on the behavioural expectations in the school.
- To foster a shared commitment and understanding on how behaviour affects learning.
- To provide for the effective and safe running of the school.
- To foster a sense of responsibility and self-discipline based on respect and tolerance of others, inclusive of all religious persuasions, ethnic and cultural backgrounds.
- To ensure the health and safety of all pupils and staff.
- To facilitate the highest possible educational environment for the pupils.
- To foster respect for visitors to the school at all times.
- To encourage respect for property and nurture a sense of pride in the school environment.

## **CODE OF BEHAVIOUR**

- This Code has been devised according to the suggested guidelines of the NEWB and is set from a whole school approach in the promotion of good behaviour.
- The policy sets out a Roles and Responsibilities approach in relation to the Principal, teaching staff and SNAs, pupils, parents and the Board of Management of Scoil Bhríde (Cailíní).
- In devising this code, consideration has been given to the particular needs and circumstances of this school to ensure that the education of each child is accommodated in a disruption-free environment. We recognize the individuality of each pupil and all efforts will be made to allow for differentiation in terms of pupils' needs.
- Every effort will be made by all members of the staff to adopt a positive approach to discipline, with a strong emphasis on rewarding good behaviour.
- Positive incentives will be employed wherever possible by all teachers to ensure that pupils are rewarded for good behaviour and disruptive pupils encouraged to comply with school rules.

## **PUPILS' RESPONSIBILITIES**

### **General Expectations of Children in the School-**

Children in Scoil Bhríde (Cailíní) are expected to:

- respect themselves and others
- behave in a responsible manner in accordance with their age
- give of their best effort and participate in school activities
- Attend school daily and punctually
- Have required books, equipment, resources

- Respect school property

### **PARENTS' / GUARDIANS' RESPONSIBILITIES**

The cooperation and support of parents in implementing the school Code of Behaviour is vital. It is our experience that where parents are supportive of teachers, there are very few discipline problems. The foundations for good discipline are laid in the home.

- Parents will be familiar with the Code of Behaviour and will support its implementation.
- Parents will communicate with the school/class teacher in relation to any problems which may affect their child's progress/behaviour.
- Parents will liaise with all staff in a respectful manner.
- As the BoM is responsible for the health and safety of all staff and students, parents must not approach or reprimand another person's child on the school premises/grounds.
- Parents will co-operate with the school when their child has a behavioural issue brought to their attention.
- Parents will encourage their child to have a sense of respect for themselves, others and school property in accordance with the Code of Behaviour.
- Parents will ensure that their child attends school regularly and punctually as per Code of Behaviour.
- Parents will support their child's schoolwork.
- Parents will have a duty to respond to notes/messages in Homework Diary regarding their child's progress in school.

### **TEACHERS' RESPONSIBILITIES**

- Teaching staff will be responsible for maintaining good behaviour within his/her classroom while sharing a common responsibility for good behaviour throughout the school.
- Teachers will model high standards of behavioural expectations in their dealings with the pupils, each other, parents and with visitors to the school.
- Teachers will encourage relationships based on kindness, respect and understanding of the needs of others.
- Teachers will consistently promote and implement the Code of Behaviour in the school.
- Teachers will strive at all times to promote a safe and secure working environment for the pupils.
- Teachers will communicate with parents in the promotion and implementation of the Code of Behaviour.
- Teachers will be cognizant of the different needs of pupils in the implementation of the Code of Behaviour.
- Teachers will document instances of unacceptable behaviour as per Code of Behaviour.

### **PRINCIPAL'S RESPONSIBILITY**

The day-to-day responsibility for behaviour rests with the Principal. The Principal will develop and encourage good behaviour in an informal way and in a formal and co-ordinated system agreed by all partners.

- Principal will strive to create and maintain a positive climate in the school with a supportive and positive interaction with all members of the school community.
- Principal will affirm and validate good behaviour throughout the school regularly.
- Principal will promote and monitor the Code of Behaviour in the school and ensure that all staff are familiar with the Code of Behaviour.
- Principal will ensure that the Code of Behaviour is implemented in a consistent and fair manner and support staff with same.

## **BOM RESPONSIBILITY**

- The Board of Management will have ultimate responsibility for the provision of a safe and secure environment for all staff and pupils.
- The BOM will have responsibility for regular review of this Code of Behaviour.

## **BULLYING**

The ethos of this school actively discourages bullying. In order to help children cope with incidents of bullying which they may encounter during their years in school, and subsequently in life, the Stay Safe programme is implemented as part of SPHE. The aim of this programme is to help children recognize and cope with situations which may arise from time to time. Parents are asked to co-operate at all times with the school personnel when allegations or incidents of bullying occur.

## **ORGANISATION:**

The Code of Behaviour permeates all areas of the organisation of the school. It is implied in all policy documents.

**Areas** targeted are:

- Yard
- Classroom
- Corridor
- Toilets
- Hall

The following behaviour is to be encouraged:

## **YARD:**

- In the case of accidents, children should always report to the teacher/staff member on duty.
- Skipping ropes, are permitted for the purpose of skipping only.
- Other equipment may be permitted on yard, from time to time, as part of a school initiative.
- Any other items, which the teacher deems unsuitable, are prohibited in the yard.
- Food is not allowed on yard.
- Misbehaviour on the yard will be dealt with directly by the teacher on yard. When necessary, misbehaviour on yard will be reported to the class teacher and if warranted the behaviour will be recorded on Aladdin by the class teacher (Documents-Behaviour). Class teacher will check with the reporting teacher on yard that the recorded record is an accurate account of incident.
- Yard is divided into Junior and Senior sections and children should remain in their own designated area. Each child will be made aware of the playground limits.
- A clear form of line-up will be established.
- Individual children are never left alone in the classroom at break-times. The classroom is cleared before the teacher leaves the room. Children should not need to re-enter school during break-time. However, there will be times when they may need to use the toilet/receive medical assistance.

### Accessing Toilets:

- Junior pupils will be accompanied to toilet by SNA and another pupil, who will wait outside the toilet.
- Senior pupils must request the permission of the teacher on duty to leave the yard and must go into the school building in twos and report back to the teacher on yard duty on their return.
- Pupils will generally use the toilets in the first Junior classroom on right but senior girls may be permitted to access their own classroom, if needed.

### Medical Assistance:

- Medical assistance will be administered in the presence of a 3<sup>rd</sup> party and will be administered on yard or in school, whichever is deemed most appropriate.

## **CLASSROOM**

It is considered to be important to foster the following attributes in the classroom:

1. Truth and Honesty.
2. Respect for
  - (a) Self
  - (b) Teacher
  - (c) Peers
  - (d) Property
3. A spirit of co-operation
4. Punctuality.

Children are also encouraged to report to class teacher in cases of:

- Bullying
- Harassment
- General unhappiness

Homework should be completed every night. Parents are made aware that they should oversee the homework journal to ensure that their daughter's homework is being completed. The homework journal is a useful means of home/school communication.

Seesaw may be used by teachers as an additional homework tool and is reserved for posting homework only. It should not be used as a form of communication by parents. All communication should go through the school office.

## **CORRIDOR**

In order to foster personal discipline and encourage awareness of the needs of others, children are encouraged, when on the corridor, to:

- Walk on the left.
- Use the handrail when going up and down the stairs.
- Behave in a quiet manner.

**HALL**

Children are given appropriate instruction for P.E. classes. They are encouraged to treat equipment with care. Correct footwear and school tracksuits must always be worn. Jewellery is not permitted during P.E lessons. Parents should ensure that earrings are not worn on PE days.

**WHOLE SCHOOL RULES**

- Permission is required by all pupils to leave the school premises during school hours with a sign out system in place, recorded on Aladdin.
- Children leaving school early must be collected by a parent/guardian and signed out at secretary's office.
- Pupils must walk on the left-hand side of the corridor.
- Parents/guardians are required to provide a message via Aladdin Connect or to write a note in the homework journal to explain absences or failure to complete homework.
- Chewing gum is not allowed on school property.
- Jewellery (apart from a simple watch and studded earrings) is not allowed in school. Smart watches are not permitted in school. Earrings must be removed for all PE/sporting activities.
- Pupils are only permitted to have mobile phones in school in very exceptional circumstances. Approval for same must be sought in writing by the parent/guardian and approved by the Principal. The phone must be switched off and be handed up to the teacher for the duration of the school day.  
Other IT devices such as smart phones are not permitted in school.

**REWARD / SANCTIONS**

This Code of Behaviour is based on positive affirmation of good behaviour. Good behaviour is acknowledged and rewarded appropriately. However, sanctions are necessary to address unacceptable behaviour.

**REWARD SYSTEM**

Teachers will have the discretion to use a reward system that best meets the needs of their individual class.

Rewards systems will include

- Dojo Points
- Raffle Tickets
- Marbles
- Smiley faces
- Tally Marks

<b>Pupils may be rewarded for:</b>	
<ul style="list-style-type: none"> <li>• Full and excellent attendance-weekly</li> <li>• Sports achievements</li> <li>• Achievements while representing the school</li> <li>• Excellent effort</li> <li>• Following school motto/displaying kindness to others</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent achievement or improvement in class work.</li> <li>• Recommendation from a teacher for work/behaviour other than the class teacher.</li> <li>• Whole class efforts/achievements</li> </ul>

Rewarding the pupils and focusing on positive behaviour will be uppermost in the implementation of the Code of Behaviour. The reward system aims to provide encouragement to all pupils in maintaining good behaviour.

## **SANCTIONS**

- Every effort will be made by all members of the staff to adopt a positive approach to discipline, with a strong emphasis on rewarding good behaviour.
- Positive incentives will be employed wherever possible by all teachers to ensure that pupils are rewarded for good behaviour and disruptive pupils encouraged to comply with school rules.
- Staff will avail of CPD and training in Incredible Years programme, where possible,
- In the course of each day, it is to be expected that incidents will occur which require correction. In order to keep the discipline programme simple and prevent it from becoming unwieldy and difficult to maintain, discretion and common sense will be applied in its implementation.

## **OFFENCES— Procedure to be followed**

1. Verbal warning(s) from class teacher
2. Parent informed of behaviour via homework journal.
3. Phone call to parent from teacher.
4. Meeting arranged with parent and class teacher. Principal informed.
5. Phone call to parent from Principal.
6. Meeting arranged with parent, class teacher and Principal.
7. Follow-up meeting with parent, class teacher and Principal.
8. Having exhausted all of the above steps and where there are still serious, on-going concerns that a pupil is not adhering to the school's Code of Behaviour, the Principal and the BOM may consider suspension. The length of the suspension will be at the discretion of the BOM and relative to the offence.

A Red and Yellow card system may be used, at the discretion of individual teachers, as visual reminder/warning to pupil that behaviour is unacceptable.

## **YARD**

Unacceptable behaviour should be reported to the class teacher. The class teacher then uses discretion as to above procedure.

## **MAJOR OFFENCES**

Major offences are brought directly to the attention of the Principal.

Major offences include:

- Violent behaviour/Injury to others
- Serious continued bullying
- Vandalism to school property
- Inappropriate behaviour
- Inappropriate substances/items being brought to school
- Theft

Verbal abuse  
Repetitive defiance  
Other exceptional misbehaviours

This list is not exhaustive and the school reserves the right to impose sanctions for other violations which it considers serious.

If the school has concerns for any pupil with on-going, behavioural issues and where in house strategies have failed to modify misbehaviour, a consultation with an outside agency (eg NEPS/NCSE) may be arranged to guide and support the school and the pupil. This will be done only with parental permission.

### **CHILDREN WITH SPECIAL NEEDS**

While all pupils are expected to comply with the Code of Behaviour, the school recognizes that pupils with special needs may require assistance in understanding the Code. Specialised behaviour plans will be put in place if necessary for SEN pupils in consultation with the parents, class teacher, support teacher, SNA. This plan will be monitored by SENCO/class teacher in providing optimal support for the pupil and her parents/guardians.

### **COMMUNICATION WITH PARENTS/Guardians**

Regular communication with Parents/ Guardians is central to maintaining a positive approach to behaviour of pupils. A high level of co-operation and open communication between school and home is paramount to the successful implementation of the Code of Behaviour.

The following methods of communication will be used:

- Formal Parent/ Teacher meetings once a year
- Informal Parent/Teacher meetings on request from either parents/teachers
- Notes in Homework Journal
- Newsletters
- Website
- Aladdin Connect
- Text messages

### **SUSPENSION POLICY**

- Before suspending a pupil, full consideration is given to the circumstances which led to the behaviour and whether any effective alternative approach to suspension is possible.
- Before suspending a pupil the normal channels of communication between school and parents will be utilized.
- When a pupil is being suspended the Principal will contact the pupil's parents, informing them by letter/phone of the reasons for the suspension, the duration of the suspension, any study programme to be followed, arrangements for returning to school, provision for an appeal and a request to the parent/parents to make contact with the school immediately to arrange to meet with the Principal to discuss the pupil's behaviour.
- The pupil will be suspended for a period, relative to the nature of the misdemeanour. (A pupil will not be suspended for more than three days, except in exceptional circumstances where the



Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective.)

- TÚSLÁ will be informed of the suspension as per guidelines.
- The Chairperson of the Board of Management is informed of the suspension and a record of the suspension is included in the Board of Management minutes.
- School work will be provided for the suspended pupil. However, the pupil must not be on the school premises at any time during the period of suspension.
- The pupil must report to the school office with parent/guardian on the morning of re-entry to the school when the suspension ends. Parent/Guardian will be requested to give a satisfactory undertaking that the pupil will behave in accordance with the schools Code of Behaviour. A brief written contract will be signed by parent and pupil to that effect.
- The Principal must be satisfied at this stage that reinstatement of the pupil will not constitute a health and safety concern to other pupils or any staff member. Decreasing the length of the school day for this pupil may also be considered at this stage.
- The Principal has been authorized by the Board of Management to undertake an immediate suspension of a pupil if it is deemed necessary in maintaining the safety and security of pupils and staff.

### **EXPULSION POLICY**

The Board of Management reserves the right to expel a pupil in accordance with the terms of Section 24(4) and 24(5) of the Education Welfare Act 2000.

A proposal to expel a student on the grounds of serious misbehaviour will be considered by the BoM, where all the above strategies and interventions have not achieved acceptable behaviour from the pupil. Serious misbehaviour may be defined as;

- Where the pupil's behaviour and presence in the school is a persistent cause of significant safety concern to himself, fellow pupils and staff.
- Where the pupil has persisted in involving herself in serious damage to property.
- Where the pupil persists in the possession, distribution or consumption of alcohol/drugs.

The Board of Management may consider the expulsion of a pupil on the basis of a single breach of serious misbehaviour, where it poses a serious health and safety issue for the school. This expulsion will be at the discretion of the BoM.

### **Procedures in Respect of Expulsion**

In the case of expulsion, the following steps will apply.

- A detailed investigation carried out under the direction of the Principal.
- A recommendation to the Board of Management by the Principal.
- Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
- Board of Management deliberations and actions following the hearing.
- Consultations arranged with the Educational Welfare Officer.
- Confirmation of decision to expel.

The child may be suspended while the above procedures are being undertaken.

### **Step 1 – A detailed investigation carried out under the direction of the Principal**

In investigating an allegation, in line with fair procedures, the Principal shall:

- Inform the pupil and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- Give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.
- Parents shall be informed in writing of the alleged misbehaviour and the proposed investigation.
- Parents and the student shall have every opportunity to respond to the complaint of serious misbehaviour before a decision is made about the veracity of the allegation and before a sanction is imposed.
- Where expulsion may result from an investigation, a meeting with the pupil and their parents shall be called by the Principal. The parents and pupil shall have an opportunity to give their side of the story and ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts. It shall provide an opportunity for parents to make their case for lessening the sanction and for the school to explore with parents how best to address the student's behaviour.
- If a student and their parents fail to attend a meeting, the Principal shall write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour. The school shall record the invitation issued to parents and their response in the pupil's file.

### **Step 2 – A recommendation to the Board of Management by the Principal**

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal shall make a recommendation to the Board of Management to consider expulsion.

The Principal shall:

- Inform the parents and the student that the Board of Management is being asked to consider expulsion.
- Ensure that parents have records of the allegations against the student, the investigation and written notice of the grounds on which the Board of Management is being asked to consider expulsion.
- Provide the Board of Management with the same comprehensive records as are given to parents.
- Notify the parents of the date of the hearing by the Board of Management and invite them to attend that hearing.
- Advise the parents that they can make a written and oral submission to the Board of Management.
- Ensure that parents have enough notice to allow them to prepare for the hearing.

### **Step 3 – Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing**

The Board of Management shall review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board shall undertake its own review of all documentation and the circumstances of the case. It shall ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations. E.g. a member of the Board who may have made an allegation about the student.

Where the Board of Management decides to consider expelling a student, it shall hold a hearing. The Board meeting for the purpose of the hearing shall be properly conducted in accordance with Board procedures. At the hearing the Principal and the parents shall put their case to the Board in each other's presence. Each party shall be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the Board shall take care to ensure that they are, and are seen to be, impartial as between the Principal and the pupil. Parents may wish to be accompanied at hearings and the Board shall facilitate this in line with good practice and Board procedures.

After both sides have been heard, the Board shall ensure that the Principal and parents are not present for the Board's deliberations.

#### **Step 4- BoM deliberations and actions**

- Having heard from all the parties, the Board shall decide whether or not the allegation is substantiated and if so, whether or not expulsion is the appropriate sanction.
- Should the Board decide to expel the pupil, it must notify the Educational Welfare Officer in writing of its opinion and reasons for this opinion as per the TÚSLÁ reporting procedures for proposed expulsions.
- The student cannot be expelled before the passage of 20 school days from the date on which the EWO receives written notification.
- The Board should inform the parents in writing about its conclusions and about the next steps in the process.

#### **Step 5 – Consultations arranged by the Educational Welfare Officer**

Within twenty days of receipt of a notification from a Board of Management of its opinion that a pupil should be expelled, the Educational Welfare Officer must:

- Make all reasonable efforts to hold individual consultations with the Principal, parent and student and anyone else who may be of assistance.
- Convene a meeting of those parties who agree to attend (Education Welfare Act 2000 – Section 24).

The purpose of the consultations and the meeting is to ensure that arrangements are made for the pupil to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation shall focus on alternative educational possibilities.

In the interests of the educational welfare of the student, those concerned shall come together with the Educational Welfare Officer to plan for the student's future education. Pending these consultations about the student's continued education, the Board of Management shall take steps to ensure that good order is maintained and that the safety of students is secured (Education Welfare Act 2000 Section 24(5)).

The Board may consider it appropriate to suspend the pupil during this time. Suspension shall only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others or represent a threat to the safety of other students or staff.

### Step 6 – Confirmation of the Decision to Expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed and where the Board of Management remains of the view that the pupil should be expelled, the Chairperson of the Board of Management shall formally confirm to the parents, the decision to expel. Parents shall be notified immediately that the expulsion will now proceed.

### Appeals

Parents and the pupil shall be told about the right to appeal and supplied with the standard form on which to lodge an appeal. (Section 29 Appeals form). A formal record in the Board of Management minutes shall be made of the decision to expel. TÚSLÁ will be contacted giving all the necessary details.

### Review of Use of Expulsion

The Board of Management shall review the use of expulsion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that expulsion is used appropriately.

### REVIEW

The Code of Behaviour was reviewed and revised in June 2020, August 20, September 2021 and September 22.

This policy was sanctioned by the Board of Management on 12.9.22.

Signed:

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*Peter Fitzpatrick*  
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**Peter Fitzpatrick**  
**(Chairperson BOM)**

Date: 15 September 2022

Signed:

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*Paula Dargan*  
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**Paula Dargan**  
**(Principal)**

Date: 15 September 2022