**St Kieran’s N.S.**

**Code of Behaviour**

**Aims:**

The code aims at:

Creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

**Strategies to promote Positive Behaviour:**

 Ensuring that pupils are treated fairly, equally and firmly

 A quiet word or gesture to show approval

 Matching work with pupil’s abilities. Ensuring that **all** children at regular stages during the school year are rewarded for effort/behaviour/skill etc. *Teachers creating moments of success and then acknowledging them.*

 A comment in a pupil’s exercise book

 A visit to another member of staff or the Principal for commendation

 A word of praise in front of a group or class

 Delegating some responsibility or privilege

 A mention to a parent – written or verbal

 Teacher acknowledges improvement in the behaviour of a disruptive pupil

 Implementation of Programmes such as ***Circle Time*** to promote positive behaviour

The above list is not comprehensive and consists of examples only.

**SCHOOL RULES**

Golden Rules: Children cannot remember long lists of rules. The rules outlined in this policy provide clear guidelines for members of our school community and pupils as to what type of behaviour is expected of pupils and adults within our school. These Golden Rules are on display throughout the school. These rules synopsise for the children what is expected of them, in a language they understand and incorporate our school motto ‘Treat others as you would like them to treat you’**.** Children from Junior Infants – 6th classes will be reminded of these rules and will recite them and discuss them regularly.

**Be Gentle** *Don’t hurt anyone*

**Be kind and helpful***Don’t hurt people’s feelings*

**Be honest and truthful** *Don’t cover up the truth*

**Work hard** *Don’t waste time*

**Look after property** *Don’t waste or damage things or take things that don’t belong to**you.*

**Listen to people** *Don’t interrupt*

***Treat others as you would like them to treat you***

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults ‘practice what they preach’ in their interaction with children every day. The School Rules listed below provide clear guidelines for all members of the school community.

 Pupils arrive punctually between 8.55a.m. and 9.10a.m. and enter and leave the school building at all times in an orderly fashion through the designated access points.

 In the interest of safety pupils must walk within the school building and **quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.

 Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy. Pupils are taught to stand back for an adult, to welcome visitors and to show respect for their elders.

 Bullying is never allowed. Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable.

 Bad language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is considered a serious breach of the code.

 Pupils should not pass uninvited comments or “smart remarks” on other children or their efforts.

 Pupils should wear their full school uniform.

 Homework should be completed and diary signed (1s t- 6th)

 Pupils should bring note of explanation from parent for every absence and bring note if required to go home early.

 Pupils should not leave the school grounds without the teacher’s permission.

 Chewing gum, glass bottles, correction fluids, other solvents, matches are not allowed.

 Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch.

 Make-up is not worn during school times

 Cycling in school grounds is forbidden

 We encourage children to bring healthy lunches (see Healthy Lunch Policy)

 Children are not allowed Mobile phones

 We encourage hairstyles to be kept neat and conventional – with hair in its natural colour. For hygiene purposes hair must be tied back.

 Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

* Cigarettes, alcohol or drugs are not allowed.

**School Environment:**

We pride ourselves on retaining and flying the School’s Green Flag denoting an environmentally friendly policy.

 Pupils are expected to value our school environment and to care for it. The playground is a litter-free zone. Empty cartons, drink containers and wrapping papers are considered household waste and are taken home.

 Pupils may not enter school grounds outside of school hours.

**Behaviour in Class and in School Building:**

 Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.

 It is school policy that every pupil listens to the class teacher, works hard; making best use of their time in school and does their best.

**Behaviour in the Playground:**

 All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.

 Misdemeanour consists of any action that puts the safety of self or others at risk.

 Fighting, rough play or any physical force is never allowed or tolerated.

 In the interests of safety, climbing on the school wall or boundary fencing is strictly forbidden.

 In the interest of safety when the bell rings during playtimes the children stop playing, and walk to their class lines. Children do not enter the school building without getting permission from supervisors.

**Swimming days:**

 Every pupil listens to and obeys the class teacher.

 Children enter the pool in an orderly fashion. No running allowed.

 No shouting or playing in dressing rooms.

 Every pupil listens to and obeys the instructor and life guard

 No running around pool area

 Swimming caps required. Arm bands needed for beginners and shower socks may be worn.

 Children do not leave the pool without permission from the instructor or teacher

 No jumping into the pool from the side – unless under the instructor’s directions. No pushing or rough play in the pool

 Children are expected to dress quickly after each session

 Hairsprays/gels/spray deodorants are not allowed. Roll-on deodorants are allowed for 4th – 6th class pupils.

 No drinks/sweets are bought from the machine.

**School Rules apply for all school-related activities e.g. school matches, school tours, swimming etc.**

**Sanctions**

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns.

 The nature of the misbehaviour and the age of the child will determine the strategy to be employed.

**Disciplinary Actions and Sanctions to deal with Misdemeanours:**

The degree of misdemeanours i.e. 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 misdemeanours.

**Examples of Minor Misdemeanours:**

 Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery ( Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/ wearing make-up / belongings not named/ unsuitable hairstyles, / not bringing explanation notes for absences and homework/ wearing unsuitable shoes/ cycling in school grounds

**Examples of steps to be taken by teachers when dealing with Minor Misdemeanours**

 The class teacher will deal with minor misdemeanours.

 Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.

* Removal to another classroom.

 Time out from friends and others (to reflect on the misbehaviour).

 Loss of privileges, game time, extra recreation time etc.

 Noting incidence of yard misbehaviour in yard book

 Note in homework journal or other to parents.

**Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours:**

 A record is kept of regular instances of misdemeanour.

 Following **five** instances of classroom misdemeanour the pupil is sent to Principal/Deputy Principal.

 Class teacher meets with parent(s)/guardian. Details of all misbehaviour will be given to parents.

 Principal meets Parent/Guardian concerning behavior, if necessary.

**Examples of Serious Misdemeanours:**

 Bullying/ Constantly disruptive in class/ telling lies/stealing/damaging or interfering with another person’s property/back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language/ bringing chewing gum, glass bottles, correction fluids or other solvents to school/ deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger / misuse of fire equipment/ use of mobile phones without permission

**Examples of steps to be taken when dealing with Serious Misdemeanours:**

 A record is kept of all serious misdemeanours.

 Pupils may be removed from activity if endangering self or others

 Pupil is sent to Principal/ Deputy Principal and made aware that suspension could be a possibility

 Principal/Deputy Principal contacts parent/guardian

 The child may receive detention (supervised) with written work.

 It is made clear what changes in behavior are required to avoid future sanctions.

 Suspension procedures may follow if deemed necessary by the school authorities.

**Examples of Gross Misdemeanours:**

 Deliberately vandalizing school property/ aggressive, insulting, threatening or violent behaviour towards any person. Bringing alcohol, drugs, cigarettes or matches to school.

**Examples of steps to be taken when dealing with Gross Misdemeanours:**

 Principal/Deputy Principal contacts parent/guardian immediately and parents will be called to meet the principal in the school.

 While waiting for the parents'  presence in the school or while the discussion is taking place, the child may be removed from class and placed in another classroom, under supervision, with written work to do. The child writes an account of what happened and how they will behave in the future. The Board of Management has authorised the Chairman or Principal to sanction an immediate suspension following discussion with the parents. If the parents do not attend the meeting, the pupils may be suspended and parents informed by letter.

 A record is kept of the incident.

 Suspension or expulsion may be considered.

**Break Time**

 All instances of yard misdemenour are recorded in the Yard book

 Following **three** instances of yard misdemenour the pupil is sent to the Principal/Deputy Principal

 The child will receive detention (supervised) with written work.

 Class teacher meets with parent(s)/guardian. Details of all misbehaviour will be given to parents.

**Bullying** – See ***Anti-Bullying Policy***

**Procedure for Suspension:**

 Parents are invited to meet with class teacher, Principal and/or chairperson to discuss the gross incident of misdemeanour or serious misdemeanour.

 Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing.

 A written statement of the terms and date of termination of a suspension will be given to parents.

 If the suspension of a pupil is for **six days**, the Principal informs the Education Welfare Officer in writing.

 When a period of suspension ends, the pupil should be re-admitted formally to class by the Principal/Deputy Principal.

 Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

**Procedure for Expulsion:**

 The above procedures for suspension are followed in the case of expelling a pupil from the school.

 Prior to the expulsion of a pupil the Education Welfare Officer must be notified in writing of the school’s intention **twenty** days in advance.

**Success Criteria:**(by which the policy will be judged)

 Atmosphere of discipline within the school

 Children are aware of school rules

 Staff apply school rules

 Growth in self discipline

 Co-operation between parents, teachers and pupils in maintaining the code.

 Comments or compliments on behaviour.

 Children working to the best of their ability

 Class working to the best of their ability

 Improvements in behaviour

**Monitoring and Review:**

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class and responds to any instance of unacceptable behaviour. The principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying policy is reviewed yearly or more often if the need arises.

In registering children in St. Kieran’s National School parents are expected to support teachers in following the policies and procedures of the school. A copy of all policies and procedures is available for view by all parents. Parents are informed at the start of every school year that they may receive a copy of all policies and procedures if they so wish.