***Castlesampson N.S***

***Roll No: 12003V***

***Code of Behaviour***

***Introductory Statement:***

This policy was reviewed and audited by the staff during the school closure period of March/April 2020. It was then reviewed by the Board of Management. It was placed on the school website for consultation with parents.

***Rationale:***

Castlesampson N.S is reviewing its Code of Behaviour as the existing policy is due for review and amendment if necessary. The code of behaviour is the set of programmes, practices and procedures that together form the school’s plan for helping students in the school to behave well and learn well. The code of behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The code of behaviour helps teachers, other members of staff, students and parents to work together for a happy, effective and safe school. The code expresses the vision, mission and values of the school and it’s Patron. It translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

***Aims:***

* To allow the school to function in an orderly and harmonious way.
* To enhance the learning environment where children can make progress in all aspects of their development.
* To create an atmosphere of respect, tolerance and consideration for others.
* To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences.
* To ensure the safety and well-being of all members of the school community.
* To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
* To ensure that the systems of rules, rewards and sanctions are implemented in a fair and consistent manner.

***Content:***

A greater emphasis will be placed on rewards rather than sanctions and the idea that pupils will acquire the skills of self-discipline. There are times, however, when it may be necessary to impose sanctions in order to maintain good order and to discourage misconduct.

***Strategies:***

Praise may be given by means of any of the following:

1. A quiet word or gesture to show approval.
2. A comment in the pupil’s copy.
3. Commendation from another teacher.
4. A word of praise in front of a group or class.
5. Delegating some special responsibility or privilege e.g. computer game.
6. A system of merit marks e.g. stickers, stars.
7. A mention to a parent through written or verbal communication.

***Catering for Differences:***

The school recognises the variety of differences, which exist between children and the need to accommodate these differences. Supports for children with behavioural challenges arising from their special educational needs will be implemented in accordance with the schools special education policy. Rules will be kept to a minimum with emphasis on 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.

***Rules:***

Each class teacher will devise a set of rules in conjunction with their pupils at the start of the school year to encourage ownership of classroom behaviour as part of their S.P.H.E programme. The following rules will be applied as standard across the school:

* Each child is expected to be well behaved and to show consideration for other children and adults.
* Each child is expected to show respect for the property of the school, other children’s and their own. Please label all belongings. Each child is expected to attend school on a regular basis and to be punctual. All absences must be accounted for by forwarding a note to the school. (We must notify the National Education Welfare Board when a child has been absent for twenty days). If a child has to leave school early, parents must inform the teacher by written request or in person.
* Each child is expected to do his/her best both in school and with homework.

***Behaviour in class:***

* Each child is expected to have all books and required materials. Books on loan from the book rental scheme or school library must be respected and replaced if lost or damaged.
* Each child is expected to work to the best of their ability and to present written work neatly.
* Each child is expected to show respect for classmates and to follow their teacher’s instructions.
* Each child is expected to complete their homework. Parents should sign the homework diary and inform the teacher if their child has difficulties with work given. A note of explanation is necessary where homework is not complete.
* Each child is expected to be in the classroom at 9.20 a.m. and should return to class immediately when the bell rings after break.

***Behaviour out of class:***

* Teachers will supervise the playground in accordance with the latest ruling,
* Pupils must have permission of and be supervised by a teacher to leave the school grounds e.g. retrieving a ball from the road or field.
* Pupils must be aware that they should not behave in any way that endangers themselves or others e.g. climbing walls, sheds, trees, fences, carrying others, running around corners, bringing dangerous or harmful items to school (lighters, knives, lasers or other harmful substances).
* Pupils are expected to play games fairly and sportingly.
* Pupils must wear helmets when playing hurling/camogie.
* Pupils are expected to include everyone in their team games.
* On dry days, all children must leave the classroom at break-time and lunchtime. No child is permitted to enter the classrooms during break/lunchtime without permission from the teacher on supervision duty.
* On wet days, children remain in their classrooms to do activities in class based on the teacher’s instruction or supervising teachers’ instructions. A teacher is on supervision duty at morning, break and lunch time-breaks together with the SNA’s. Children are expected to stay in the classroom and not run around the room and to never use sharp implements during these breaks.
* All children should be referred to by their Christian name only. The use of nicknames is not encouraged. The use of bad language or threatening behaviour is unacceptable.
* The school Code of Behaviour applies at all times that the pupils are under the supervision of a teacher, whether in school or representing the school away from the school premises. Although this list is not exhaustive it includes tours, swimming lessons, matches and sporting occasions, preparation for sacraments in the church, nature walks and social activities. Pupils must obey the supervising teacher at all times.

***Bullying:***

Bullying is unwanted negative behaviour, verbal psychological or physical conducted by an individual or group against another person or persons and which is repeated over time. It includes relational bullying, cyber bullying and identity based bullying such as homophobic bullying. (*The anti-bullying procedures for primary and post primary schools*). Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the schools anti-bullying policy.

***Discouraging unacceptable behaviour***:

Unacceptable behaviour will be dealt with as follows with due regard to the nature of the misbehaviour and the age and emotional development of the child.

* Reasoning with the pupil.
* Verbal reprimand (including advice on how to improve).
* Prescribing extra work.
* Write out lines.
* Temporary separation from peers and/or loss of privileges.
* Detention during break.
* Communication with parents.
* Teacher notes serious misdemeanours.
* Suspension/expulsion.

Pupils will not be deprived of engagement in a curricular area except on the grounds of health/safety.

***Recording breaches of behaviour:***

Teacher shall keep a written record of all instances of serious misbehaviour. These will be stored in accordance with GDPR guidelines. Before resorting to serious sanctions e.g. suspension, the normal channels of communication between the school and the parents will be utilised. Parents will be involved at an early stage rather than as a last resort.

Communication with parents/guardians will be verbal or by letter, depending on the circumstances. The parents/guardians will be invited to come to the school to discuss their child’s case. For gross misbehaviour or repeated instances of serious misbehaviour, suspension will be considered. 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 pupil will behave in an acceptable way in the future, the pupil may have to be suspended for a period. Suspension will be in accordance with the terms of Rule 130 (5) for National Schools and the Educational Welfare Act 2000.

In the case of gross misbehaviour, the Board of Management shall authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding 3 school days pending 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 Educational Welfare Officer in writing in accordance with section 24 of the Education Welfare Act and Rule 130 (6).

Every effort will be made to support an emotionally disturbed child. Help will be sought from support services such as the schools NEPS psychologist, NCSE and the Brothers of Charity.

The length of any suspension shall depend on the seriousness of the offence and shall be at the discretion of the Principal up to a maximum of 3 school days. A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupil’s parents/guardians. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.

***Suspension/Expulsion:***

Suspension/expulsion procedures are in accordance with the Educational Welfare Act. Before suspension all factors on p. 72 (appendix 1) and p. 82 (appendix 2) of the Developing a Code of Behaviour guidelines for schools will be considered. Under Section 29 of the Education Act (1998), parents (or pupils who have reached the age of 18) are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student.

***Removal of Suspension:***

Following or during a period of suspension, the parents 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 readmit the pupil formally to the class.

***Electronic Games/Mobile Phones:***

Children are not allowed to bring electronic games or mobile phones to school. If a child is found to be in possession of a mobile phone/electronic game these sanctions will be put in place:

- The class teacher will take the mobile phone/electronic game and return it to the child at the end of the school day-with a caution that the child does not bring them to school again.

- If a child brings them to school again the teacher will take possession of them for a week and will inform the parents/guardians.

- If a child persists in bringing them to school he/she will be subject to suspension.

-Where children have access to an electronic device, strict rules will be in place to ensure they are used for the purpose intended as per schools acceptable use policy.

***Personal Property:***

Children must respect their own property and the property of others.

***School Property and the Environment:***

-Pupils must respect all school property.

-It is essential that children keep the school grounds tidy. Children must throw litter around. Bins are provided.

-Children must respect all books received on loan.

***Lunches/Food:***

All children should bring a healthy lunch to school. Chewing gum, crisps, popcorn, fizzy drinks, lollipops, chocolate, bars and crisp type food are not permitted as per the schools healthy eating policy.

***School Uniform:***

Our school uniform must be worn every day except for Jersey Day or Christmas Jumper Day.

***Swimming Lessons:***

The schools Code of Behaviour applies and children must listen to and follow the advice and instructions of their swimming instructors and lifeguards as they would their teachers in accordance with the school swimming policy.

***School Tours:***

Children will abide by the schools Code of Behaviour as per school tour policy.

***Board of Management Responsibilities:***

• Provide a positive climate in the school.

• Support the Principal and staff in implementing the code.

• Ratify the code.

**Teachers’ Responsibilities:**

The Principal will have overall responsibility for the implementation of the policy. Each teacher will:

• 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.

**Pupils’ Responsibilities:**

• Attend school regularly and punctually.

• All absences should be explained /and acknowledged by parent.

• Listen to their teacher and act on instruction/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.

• Rough or boisterous behaviour, giving cheek, use of bad language is strictly forbidden in the school and on the premises.

• Pupils are expected to finish any assigned homework.

• Pupils are encouraged, with the support of parents to eat healthy lunches and avoid ‘junk’ food.

• Include other pupils in games and activities.

• Bring correct books/materials to school.

• Not to wear make-up

• To keep their hair neat and in its natural colour, for hygiene purposes hair must be tied back.

• Not to cycle in school ground unless taking part in safety training organised by the school.

• Not to bring a mobile to school. The school phone will be used for any emergency communication.

• All pupils’ property—coats, bags, book etc. should be marked with pupils’ name.

• To treat all staff members, themselves and each other with due respect and courtesy

• To stand back for an adult, to welcome and to show respect to their elders

• Pupils should walk inside school building.

• Pupils should enter/leave school premises via gates.

• Pupils are not allowed over walls or on the roof of the shelter.

• Misuse of internet will be considered a serious breach of discipline.

• At all times during the school day, pupils are subject to the discipline of the school, must be obedient to the staff and keep the school rules.

• Follow school and class rules.

***Parents/Guardians’ Responsibilities:***

• To nurture in their children a positive attitude towards school and try not to pass on any negative experiences parents may have had themselves while at school.

• Ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather so that their child will be warm and dry playing outside during breaks.

• To send a written note to the class teacher explaining their child’s absence from school.

• To ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency

• To arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency.

• To ensure their child attends school clean and with a good level of hygiene, to check their child’s head regularly for head lice and treat as necessary.

• To ensure their child a healthy lunch in school every day in line with the schools Healthy Eating Policy.

• To be interested in, support and encourage their child’s schoolwork.

• To ensure that their child has the correct books and materials.

• To arrange meetings with the class teacher/principal when they are concerned about any issue relating to their child.

• Encourage children to have a sense of respect for themselves and for property.

• Be interested in, support and encourage their children’s schoolwork.

• Be familiar with the Code of Discipline and support its implementation.

• Co-operate with teachers in instances where their child’s behaviour is causing difficulties for others.

• To follow the school’s complaints procedure if they have a complaint about a staff member.

***Success Criteria:***

We will know this policy if effective through the observation of high standards of behaviour among our pupils while at schools and when representing the school and by a positive response from all concerned, teachers, parents and pupils.

***Implementation Date and Review:***

This reviewed Code of Behaviour will be implemented from September 2020 and will be reviewed in two years time.

***Ratification and Communication:***

The Board of Management ratified this policy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It was distributed to all families and is available for viewing on the school website.

Signed on behalf of the Board of Management:

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

Fr. Seán Neylon.

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

Patricia Naughton

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_