

Code of Behaviour



AIM OF PRIMARY EDUCATION

Teachers, in partnership with parents and the B.O.M., aim to provide a safe, caring, happy, disciplined environment where:

- a) Children's self-esteem, self-confidence, initiative and creativity can be nurtured.
- b) Each child can be educated without intimidation, ridicule or interruption.
- c) Teachers can conduct their classes without having to constantly correct disruptive or non-co-operative pupils.
- d) All members of the school community treat each other with dignity, courtesy and mutual respect. All partners in the school community Board of Management, teachers, parents and pupils have a role to play in the successful implementation of school code of behaviour.

The aims of the Code of Behaviour of St. Colmcille's S.N.S. are:

- 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.

Code of Behaviour

The school operates a system called Discipline for Learning (D.F.L.). It is built on the notion of positive rather than negative discipline. Teachers try to "catch the children being good" and praise good behaviour rather than spending their time reprimanding negative behaviours.

It is recognised that D.F.L is not effective for a few children and other approaches and interventions will be put in place.

Where these behaviours of concern are exhibited, the approaches and interventions will be in the child's behavioural plan.

In some cases, our Physical Intervention Plan may need to be used. See appendix.

The system has three components: Rules, Rewards and Sanctions. These are the same right through the school regardless of which class the child is in.

At the beginning of the year and throughout the school year, children will learn the rules by heart and understand exactly what is implied by each.

Anti-Bullying (including anti-cyber bullying): Refer to separate policy.

Our School Rules

1. Silence, whispering and normal talking:
Know when, know where, know why.
2. In the line, in class and school, quiet
Orderly walking is the rule.
3. Have homework done, be tidy, and be on time.
4. Show respect - Expect respect.
5. Bully not,
Share a lot,
Speak kindly,
And return what you got.

Expectations

General Guidelines for Positive Behaviour in the class:

Pupils are expected to respect the right of other pupils to learn and to avoid disrupting the work of the classroom.

Pupils are expected to show courtesy and respect towards other pupils.

Pupils are expected to have respect for all school staff and visiting adults and follow instructions given by them.

Pupils are expected to go to and from their classroom in an orderly manner.

General Guidelines for Positive Behaviour in the yard:

Pupils are expected to have respect for the person and property of others.

Pupils are expected to avoid rough play and bullying (both verbal and physical).

Pupils are expected to obey signals at the end of break.

Pupils are only permitted to re-enter the school premises during break with the teacher's permission.

Pupils are forbidden to climb walls, fences and trees.

Bad language will not be tolerated in the playground.

Pupils must remain in the designated yard area.

General Guidelines for Positive Behaviour in the School Environment:

Pupils are expected to show respect for school/staff property.

Pupils are expected to come to and from school with due care for other pupils, for property, for traffic and pedestrians.

Rules regarding Behaviour on School Tours and Outings:

Pupils must wear their uniform on all school tours and outings unless otherwise stated by the principal.

Pupils must obey the instructions of teachers, drivers, tour guides, or anyone designated to be in charge of them during the course of the outing.

Rules for pupils using online communication:

For submitting learning: Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.

For video calls/Zoom:

Remember to ensure you join each Zoom meeting using your family name.

Pictures or recordings of the video call are not allowed

Remember our school rules - they are still in place, even online.

Set up your device in a quiet space, with no distractions in the background.

Join the video with your microphone muted.

Raise your hand before speaking, just like you would do in class and show respect by listening to others while they are speaking.

If you have the chance to talk, speak in your normal voice.

Ensure that you are dressed appropriately for the video call.

Be on time - set a reminder if it helps.

Rewards / Individual:

Each child will have a Stamp Book / Credit Book with 20 squares on each of its nine pages. Stamps/Credits will be awarded daily to children who abide by the rules, behave positively, dress neatly, work conscientiously etc. They are rewarded as follows:

1. Three full pages - homework pass.
2. Three more pages - homework pass.
3. Full book- homework pass (3rd Class - a lucky dip)

Rewards / Group:

Class points may be awarded for behaviours predetermined by the teacher.

On attaining the required number of points the class are given, a "class treat" i.e., quiz, DVD, computer time, homework passes etc.

Also (at teachers' discretion):

- A quiet word or gesture to show approval.
- A comment on a child's exercise book.
- A visit to another class or Principal for commendation.
- Praise in front of class group.
- Individual class merit awards, points awards or award stamps.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.

Discouraging Misbehaviour

The purpose of sanctions is to discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include:

- Sanctions agreed for DFL

The sanctions in use right across the school are as follows:

Step 1. Oral warning.

Step 2. Name on D.F.L. Sheet.

Step 3. Consequence Sheet, to be signed by parent and removal to Thinking Table in own classroom. If unsigned, sent to Office.

Step 4. Consequence Sheet and removal to Thinking Table in another classroom.

Step 5. Frequent misbehaviour may lead to pupil being sent to Principal's Office. She will speak to them and, if deemed necessary, will give them a letter to bring home and have signed, notifying their parents of their misbehaviour. Principal will contact parents by phone at this stage.

Step 6. Principal sends for parents. After speaking to them they will be asked to call back to see the class teacher one week later to monitor how the child's behaviour has been in the interim.

Step 7. Suspension.

Also (at teachers' discretion):

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Prescribing extra work.
- Loss of privileges.
- Detention during break.
- Communication with parents.

Gross misbehaviours or repeated instances of serious misbehaviours will be dealt with outside of the D.F.L. system.

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.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Aggressive, threatening or violent behaviour towards a staff member or pupil will be regarded as serious or gross misbehaviour.

Expulsion may be considered in an extreme case, in accordance with the Rules for National Schools, the Education Act 1998 and the Education Welfare Act 2000. Before expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

Procedures in respect of Suspension. (as per pages 70- 77 of the NEWB Guidelines)

While the BoM has the authority to suspend, they have delegated this authority to the Principal together with either the Chairperson of the BOM or the Deputy Principal for periods of up to three days (Please see attached appendix). The following procedures will apply:

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

If suspension is still decided upon

- Principal notifies parent in writing of the decision to suspend. The letter should confirm.
 - The period of the suspension and the dates on which the suspension will begin and end.
 - The reasons for the suspension.
 - Any study programme to be followed.

- The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
- The provision for appeal to the Board of Management or Secretary General of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)
- Where the cumulative total of days reached 6, TUSLA (formerly NEWB) will be notified.

Records and reports.

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

Expulsion.(As per page 82 of the NEWB Guidelines)

Procedures in respect of expulsion.

- A detailed investigation carried out under the direction of the principal.
 - Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
 - Give parents and students the opportunity to respond before a decision is made.
- A recommendation to the BOM by the principal (see page 84 NEWB guidelines)
- Consideration by the BOM of the principal's recommendations and the holding of a hearing. (See page 84 NEWB Guidelines)
- BOM deliberations and actions following the hearing. (Page 85 NEWB Guidelines)
- If BOM is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB should be notified using a **Notice of Intention to Expel Form** which is available on www.schoolreturn.ie or from their helpline (1890 36 3666). This form should be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.**
- Consultations arranged by the EWO.
- Confirmation of the decision to expel.

Appeals.

- A parent may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 section 29)

Board of Management's Responsibilities

- Provide a comfortable, safe environment.
- Support the Principal and staff in implementing the code.
- Ratify the code.

Principal's 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 schoolwork 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.
- Listen to their teachers and act on instructions/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.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

Parents/Guardians' Responsibilities

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

- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's schoolwork.
- Be familiar 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.

Physical Intervention Plan

For pupils who present with challenging behaviours that pose a significant risk to themselves or others.

Intervention 1: Presence – Staff will stand in front of a pupil.

Intervention 2: Lead, guide, usher and / or block the door handle. Pupil retains a lot of mobility.

Intervention 3: - Holding – Pupils hand / wrist is held by one staff member. Pupil retains a level of mobility.

Intervention 4: Restraint - In case of extreme necessity. Completely restrict mobility. Two adults (using minimum force for the shortest time possible).

- One, many or all the above may need to be used, depending on the situation.

Signed: Marie Linn
Chairperson of Board of Management

Signed: 11/09/25
Principal



Procedures in respect of Suspension. (as per pages 70-77 of the NEWB Guidelines.)

In respect to suspension, we the B.O.M of St. Colmcille's S.N.S, have delegated this authority to the Principal together with either the Chairperson of the B.O.M or the Deputy Principal for periods of up to three days.

The following procedures will apply:

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

Signed: Mary Corcoran (Principal) 11/9/25
Signed: Marié Finn (Chairperson of B.O.M.) 11/9/25