

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

1 Purpose

Scoil Mhuire CBS, Marino aims to provide a safe, secure, and happy learning environment whereby families, staff, and the Board of Management work together in partnership.

The purpose of this policy is to clearly outline the expectations of behaviour for every pupil in Scoil Mhuire in order to:

- ensure the safety and wellbeing of all members of the school community
- create a positive learning environment whereby pupils can make progress in all aspects of their development
- create a culture of respect, tolerance, and consideration for others, fostering a sense of responsibility and self-discipline in pupils and supporting good behaviour patterns
- ensure that our procedures for cultivating and supporting positive behaviour, and for addressing behaviours that challenge, are known and understood by families and staff alike
- encourage consistency of response to pupil behaviours both within and across classrooms
- foster caring attitudes to one another and to the environment
- allow the school to function in an orderly and harmonious way to the benefit of all

2 Scope

This Code of Behaviour applies to all pupils of Scoil Mhuire CBS as they participate in school activities, including those which take place off the school premises. The Code of Behaviour also applies to all pupils who are **identifiable members of the school community**.

3 Principles

As is emphasised in *Bunreacht na hÉireann* “the primary and natural educator of the child is the Family” (Article 42), and the school recognises and appreciates the important role that families play in modelling, encouraging, and supporting standards of positive behaviour. In creating and maintaining a safe, orderly learning environment it is important that clearly defined guidelines for behaviour be known and understood by all of our pupils, and that pupils see staff and families working together in the implementation of these guidelines both inside and outside the school. As such, the school expects the cooperation and support of families with regard to this Code of Behaviour.

This Code of Behaviour has been approved by the Board of Management having regard to its obligations pursuant to Section 3 of the *Education (Welfare) Act* (2000). It has been drawn up in consultation with the staff, families, and the Student Council. Due regard has also been paid to the guidelines issued by the National Education Welfare Board (2008) and the *Children’s First National Guidelines for the Protection and Welfare of Children* (Department of Children & Youth Affairs, 2011).

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

4 Key Terms

In the context of this Code of Behaviour, these key terms will be defined and understood as follows:

Identifiable Member of the School Community	pupils will be covered by the Code of Behaviour and other relevant school policies (for example, the Anti-Bullying Policy) while going to and from school in their normal manner. If a pupil normally walks to and from school, then they are – while on their normal route, approved by their family – covered by school policies between their home and school.
Discrimination	the unfavourable treatment of a person, or the violation of their dignity, on specific grounds (such as their race, religion, or sexual orientation).
Discriminatory insults	insulting a person on specific grounds (such as their race, religion, or sexual orientation) or using slurs or language rooted in the oppression of specific groups.
Sanction	an action, taken by the school, in order to reinforce expectations for pupil behaviour.
Restorative approach	Restorative approaches provide a focus on developing positive relationships between all members of the school community, and gives pupils the opportunity to take responsibility for their behaviour and learning. Restorative approaches give pupils the opportunity to reflect on their behaviour and how they, and others, have been affected by it so as to help heal broken relationships and prevent reoccurrence.

5 Policy

THE STANDARDS OF BEHAVIOUR TO BE OBSERVED BY PUPILS

The culture of Scoil Mhuire CBS is built on a solid foundation of mutual respect among all members of our school community. Pupils, their families, and school staff are expected to work cooperatively in fostering healthy, productive relationships.

All pupils are expected to behave in a reasonable manner both to themselves and to others, showing consideration, courtesy, and respect for members of the school community – families, pupils, and staff – at all times. The school is committed to developing a sense of personal responsibility in its pupils. School staff will endeavour to promote positive behaviour through example, honesty, and courtesy.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

In Scoil Mhuire CBS, each pupil is expected to:

- arrive on time for school each day
- attend school regularly
(If pupils are absent a note explaining their absence is required. This can be submitted via Aladdin or the Homework Journal.)
- wear their full school uniform, including plain black shoes, at all times
(A note in the Homework Journal is required to explain absence of school uniform.)
- wear their PE uniform – which consists of plain (unbranded) navy tracksuit, a white collared t-shirt, and a plain (unbranded) navy round-neck jumper – on their designated PE day
(Please note that branded tracksuits, hoodies, or zipped jumpers are not a substitute for the PE uniform.)
- maintain a neat hairstyle
(Please note that, with the exception of watches, piercings and jewellery are not permitted.)
- behave in a respectful manner, showing courtesy and good manners to all members of the school community
- be prepared for their school day
(Pupils are expected to bring a healthy lunch to school. Pupils are also expected to have the equipment necessary to participate fully in lessons, for example pencils, rulers etc. Similarly, if pupils are competing or training with a school team they are expected to remember to bring in their gear.)
- contribute positively to school and classroom life by endeavouring to work to the best of their ability, and by supporting their classmates to do likewise
- treat school property, their own property, and the property of other pupils with respect

While on yard at break time, each pupil of Scoil Mhuire CBS is expected to:

- exit the school building in a quiet, orderly manner
- adhere to yard boundaries and zones
- interact positively and respectfully with others
- refrain from any harmful, unsafe, or unacceptable behaviour (for example mock-fighting, rough play, dragging, spitting, swearing)
- listen to, and follow, the instruction of teachers and ANAs on supervision duty
- cease activity and turn towards the building when the bell rings
- proceed safely and sensibly to their designated line when the bell rings a second time
- re-enter the building in a quiet, orderly manner

ACKNOWLEDGING POSITIVE BEHAVIOUR

In Scoil Mhuire CBS we seek to encourage, acknowledge, and show our appreciation for pupils' responsible and positive behaviour. Similarly – in creating and sustaining an inclusive school environment cognisant of the varying needs of our pupils – the school will always seek to support and acknowledge individual efforts for improving behaviour where a pupil has experienced difficulty meeting the standards outlined above.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

The following is a non-exhaustive list of the ways in which school staff – at their discretion – encourage, support, and show their appreciation for pupils’ responsible and positive behaviour:

- a quiet word or gesture
- a positive note or comment on the pupil’s schoolwork
- a positive note or comment in the Homework Journal for the attention of the pupil’s family
- a brief phone call to the pupil’s family
- delegating special responsibilities
- a visit to the Principal or another member of staff for commendation

FAILURE TO OBSERVE THE EXPECTED STANDARDS OF BEHAVIOUR

In the context of this policy, behaviours or actions that are contrary to the standards of behaviour expected of Scoil Mhuire pupils will be categorised as unacceptable behaviour. There are three levels of unacceptable behaviour: minor unacceptable behaviour, serious unacceptable behaviour, and gross unacceptable behaviour (see Appendix A for a non-exhaustive list of behaviours and actions which may fall into these categories).

All daily instances of a minor nature will be dealt with by the relevant teacher. In addressing minor unacceptable behaviours, pupils will be given three warnings before an appropriate sanction is imposed. Here in Scoil Mhuire CBS, the use of sanctions is characterised by the following features:

- it is made clear to a pupil why a sanction is being imposed
- where possible, the consequence will relate closely to the behaviour
- it is made clear to the pupil what changes in behaviour are required to avoid future sanctions
- the focus is on the behaviour rather than the pupil
- the age and development of the pupil are taken into consideration

Minor unacceptable behaviour on a regular basis will be considered serious unacceptable behaviour and will be responded to accordingly.

In repeated cases of serious unacceptable behaviour, or in single instances of gross unacceptable behaviour, a pupil’s family will be involved at an early stage and invited to meet with the teacher (and, as appropriate, the Principal) to discuss their child’s behaviour. Any sanction imposed as a result of such behaviour will be discussed with the pupil, the relevant teacher, and the school Principal.

Open communication between school and home is vitally important. Should a family have any concerns which need to be discussed with a teacher, the school will facilitate a meeting which can be arranged through the proper channels at a time convenient for both parties. The first person to be informed should be the class teacher. This arrangement ensures that all concerns are dealt with in a dignified, meaningful manner, without infringing on valuable teaching time. Similarly, where behavioural concerns arise in school, school staff will seek to engage a pupil’s family at an early stage rather than as a last resort.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

SUSPENSION AND EXPULSION

The school's policies and procedures on suspension and expulsion have been drawn up in line with the National Education Welfare Board publication, *Developing a Code of Behaviour: Guidelines for Schools* (2008). Fair procedures will be used at all times ensuring the right to be heard and the right to impartiality in relation to any investigation or decision making. All matters will be dealt with in confidence, insofar as is possible.

SUSPENSION

The decision to suspend a pupil will only be made on serious grounds but may, where appropriate, include a single incident. The Board of Management delegates authority to the Principal, in consultation with the Chairperson of the Board of Management, to deal with suspension issues for a maximum of two days.

Any suspension of a pupil will be part of a behaviour management plan. The pupil and their family will be fully informed about the complaint and will be invited to the school as a matter of urgency. Both the pupil and their family will be offered the opportunity to respond to school authorities before a decision is made. However, in exceptional circumstances, the school reserves its right to impose an immediate suspension.

Where the decision is made to suspend a pupil, the Principal will formally notify the pupil's family in writing and will advise them of their right to appeal to the Board of Management and of any relevant right of appeal pursuant to Section 29 of the *Education Act* (1998). In order to facilitate such appeals, families will be given four days' notice of the proposed suspension date(s).

A suspension may be removed in the event of the following:

- An alternative strategy being agreed following consultation between school management and the pupil's family
- A new circumstance coming to light which will be fully considered by the Board of Management
- A successful appeal to the Board of Management
- A successful appeal pursuant to Section 29 of the Education Act 1998

When a period of suspension ends, the pupil will be invited to meet with the Principal before returning to their class.

EXPULSION

The authority to expel a pupil rests solely with the Board of Management. A pupil will only be expelled by the Board of Management in extreme cases of unacceptable behaviour, and only after significant steps have been taken by the school to address the misbehaviour and to avoid expulsion.

The proposal to expel a pupil will only be made on serious grounds, and in such instances the Board of Management will follow the guidance detailed by the National Education Welfare Board Guidelines (2008) in *Developing a Code of Behaviour Guidelines for Schools*. As such, prior to any expulsion:

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

- a detailed investigation will be carried out under the direction of the Principal
- a recommendation will be made by the Principal or Deputy Principal to the Board of Management
- the Board of Management will consider the recommendation and conduct a hearing
- the Board of Management will conduct deliberations following the hearing which will include the right of the pupil and their family to address the Board
- the Board will engage in consultations arranged by the Educational Welfare Officer and thereafter will come to a decision.

Where the decision is made to expel a pupil, their family may appeal this decision to the Secretary General of the Department of Education and Skills in accordance with Section 29 of the *Education Act* (1998).

PUPILS WITH ADDITIONAL EDUCATIONAL NEEDS

All pupils in Scoil Mhuire CBS are required to comply with this Code of Behaviour. However, the school recognises that some pupils with additional educational needs may require assistance and support in understanding and adhering to the standards of behaviour expected. Where it is deemed necessary, specialised behaviour plans will be put in place for individual pupils. The development of such behaviour plans will involve consultation with the pupil's family and relevant school personnel, under the guidance of external agencies or professionals if and as appropriate.

Where an individual behaviour plan is implemented, the pupil's peers may be taught strategies to assist them and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the differences between all individuals.

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

6. Appendix – Code of Behaviour

Minor Unacceptable Behaviour	Sanctions
<ul style="list-style-type: none">• Talking when the teacher is talking• Talking when another child is talking• Shouting or speaking out of turn• Disrupting learning – either the pupil’s own or that of others – through fidgeting with pens, books, or copies• Making silly and disruptive noises, for example singing or humming• Failing to maintain an acceptable noise level on corridor• Demonstrating an overly-casual attitude to staff or adult members of school community• Failure to adhere to school rules regarding use of the sheds• Failure to adhere to yard boundaries• Rough play on the yard, for example pushing or mock fighting• Anti-social behaviour including – but not limited to – spitting, use of bad or inappropriate language, name calling, jeering, or booing• Failure to wear the school uniform or items of the school uniform	<p>In addressing minor unacceptable behaviours, the pupil will be given three warnings after which the teacher may take any of the following steps:</p> <ul style="list-style-type: none">• discuss the pupil’s behaviour with them• facilitate restorative conversations• request restorative actions• temporary removal from the classroom• temporary loss of responsibility• temporary removal from yard• completion of a penalty sheet

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

Serious Unacceptable Behaviour	Sanctions
<ul style="list-style-type: none">• Persistent low-level disruption to teaching and learning• Dishonesty, for example telling lies, failing to admit the truth, or forging signatures• Ongoing poor attitude or lack of respect• Back-answering or challenging adults• Treating peers disrespectfully• Targeted, but not persistent, anti-social or nasty behaviour towards peers• Throwing items across the classroom• Defacing or breaking school property or the property of others• Persistent use of bad or inappropriate language• Engaging in physical altercations with other pupils• Physical or verbal aggression towards another member of the school community• Dangerous or reckless play on the yard• Possession of a mobile phone or similar electronic device without the approval of the Principal	<p>In dealing with serious unacceptable behaviour, at the teacher's discretion the pupil may be given a maximum of one warning, after which the teacher may take any of the following steps:</p> <ul style="list-style-type: none">• facilitate restorative conversations• request restorative actions• temporary removal from the classroom• fixed-term loss of responsibility• fixed-term loss of privileges• fixed-term removal from yard• intervention by the Deputy Principal or Principal• communicate with the pupil's family• completion of a penalty sheet, to be signed by the pupil's family

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

Gross Unacceptable Behaviour	Sanctions
<ul style="list-style-type: none"> • Persistent disrespect of school staff including open defiance of teacher’s instruction • Theft • Vandalism of school property • Setting off the fire alarm • Leaving the school premises without permission • Absence from school without permission • Possession of dangerous or inappropriate devices on school property • Inappropriate use of a mobile phone or electronic devices on school property • Fighting with, or being physically violent towards, a member of the school community • Discrimination, or discriminatory insults, based on (but not limited to) a person’s race, religion, gender, socioeconomic status, or sexual orientation • Bullying, including relational bullying, identity-based bullying, and cyberbullying. 	<p>In dealing with gross unacceptable behaviour, the teacher will immediately inform the Principal of the pupil’s behaviour and together they may take any or all of the following steps:</p> <ul style="list-style-type: none"> • facilitate restorative conversations • request restorative actions • communicate with pupil’s family • meet with the pupil’s family • loss of responsibility • loss of privileges <p>In very serious circumstances the Principal may impose the following sanction:</p> <ul style="list-style-type: none"> • Suspension <p>The authority to expel a pupil rests solely with the Board of Management and is subject to an external appeal.</p>
<p><i>*For a more comprehensive overview of behaviours which will be regarded as bullying behaviours, please see the school’s Anti-Bullying Policy and the Department of Education’s Anti-Bullying Procedures for Primary and Post-Primary Schools (2013).</i></p>	

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Code of Behaviour

Effective Date:

September 2023

Document No:3

Revision No:2

No. of pages: 10

7 Approval & Review

Initial Approval

Chairperson of Board of Management

Principal

9th May, 2023

Date

1st September, 2023

Effective Date

June 2025

Review Date