

# PRIMROSE HILL NATIONAL SCHOOL

## CODE OF BEHAVIOUR POLICY

The aims of the Code of Behaviour of Primrose Hill NS 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.

### **Implementation**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise 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.

### **General Guidelines for Positive Behaviour**

- Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
- Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
- Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
- Pupils are expected to obey a teacher's, and any supervisory adult's reasonable instructions, to work to the best of their ability and to present assignments neatly.
- Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.
- Pupils are expected to follow physical distancing guidelines that have been outlined by the Department of Education and the public health authorities, where possible, while within their classrooms and when outdoors (please see School's COVID-19 Response Plan for further guidance on physical distancing for pupils).

### **Bullying**

Bullying is repeated verbal, psychological or physical aggression or online / mobile phone / cyber bullying by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

### **Affirming Positive Behaviour**

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions.

### **Strategies/Incentives**

- 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 and other strategies is to promote positive and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and/or temporary removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Detention during break.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.
- Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000).

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety.

### **Remote/ Distance Learning and Online Etiquette**

From time to time, it may be necessary to engage in remote teaching and learning. Children and parents are reminded that the school's Acceptable Use Policy and Code of Behaviour must be followed under these circumstances and any breach of that policy will result in consequences as laid out in the above section on "Discouraging Misbehaviour" and "Sanctions for Misuse of ICT and Internet by Pupils" (Acceptable Use Policy).

During real-time lessons on Google Classroom, pupils should engage in the following online etiquette:

- Cameras should be switched on so teacher and peers can see each other.
- Microphones should be muted unless the teacher has asked for them to be unmuted.
- Chat box should only be initiated if requested by the teacher or to notify the teacher that there is a problem in hearing/ seeing the lesson.
- Pupils should indicate a contribution to the lesson by raising their hand/ pen. The teacher may ask pupils to use the chat feature for questions that they may wish to ask.
- Real-time sessions will not be recorded by teachers or by pupils. Any person who breaches this guideline will be sanctioned in accordance with Acceptable Use Policy under the section on "Sanctions for Misuse".
- Teacher will remove each pupil from the real-time lesson upon lesson completion.

- A parent or responsible adult should be present in the background at all times, particularly if the pupil is linked in for a one-to-one or small group session with Special Education Teachers.
- All pupils' behaviour during real-time lessons and on the Google Classroom stream is monitored in accordance with the school's Code of Behaviour and inappropriate behaviour will be dealt with under relevant section of the Code of Behaviour (Discouraging Misbehaviour).

### **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. Where it is proposed to detain a pupil after school hours, the parents or guardians will be notified. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. 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 manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

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

### **Removal of Suspension (Reinstatement)**

Following notice of suspension or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s 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 re-admit the pupil formally to the class.

### **School Rules**

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

### **Before/After School**

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 8:30a.m. or after the official closing time of 1:15p.m. (infants) 2:15p.m. (other classes) except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

Where a pupil's behaviour outside of school including online / mobile phone activity is considered by the Board of Management to have a negative impact on the school community, sanctions considered appropriate by the BoM will be applied.

### **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 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.
- Listen to all teachers / school staff / supervisory adults 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 themselves or 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.
- Adhere to the PHNS mobile phone policy.

### **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 school work.
- 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.

Signed

Signed

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**Chairperson, Board of Management**

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**School Principal**

Issued: February 2008

Reviewed: November 2012, February 2017, September 2018

Updated: January 2019; August 2020

## **Appendix 1**

### **Sample Rules**

#### **Rules around the Classroom**

- Instructions given by teacher must be obeyed. (Do what teacher says.)
- Pupils should work to the best of their ability and present exercises neatly. (Work hard.)
- Pupils must stay seated in their places unless told otherwise. (Sit in your place.)
- Pupils should keep unhelpful hands, feet, objects and comments to themselves. (Don't interrupt the teacher or interfere with other pupils or their property.)

#### **Rules around the School (samples)**

- Pupils must walk quietly in corridors, going to and from yard, hall, church etc.
- Pupils must follow the "two bell" instructions, stay in designated area, and may leave the yard only with a teacher's permission.
- Pupils must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden, (e.g. wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion).
- Pupils should walk to gates at going home time.