

Saint John Bosco Senior Boys' School Code of Behaviour (Roll#179120)

The aims of Primary Education may be stated briefly as follows:

1. To enable children to live full lives as children.
2. To equip them to avail of further education.
3. To prepare them to live full and useful lives as adults in society.

As a staff committed to the realisation of these goals, our aim is to create a happy, secure working environment for our pupils in which there is a sense of good order and a reasonable approach to behaviour. This is done by having guidelines to direct behaviour for the good of all.

These guidelines constitute the school's **CODE OF BEHAVIOUR**.

The aims of a Code of Behaviour are:

1. To help create a positive learning environment in which every pupil can benefit from school.
2. To help pupils to become more self-disciplined and to encourage good standards of behaviour.
3. To help organise a large group so that school can operate smoothly for the benefit of all.
4. To care in a practical way for pupils, staff, the school, and its environment.

CONTENTS

The Code of Behaviour covers the following areas:

1. Bullying	6. Maintaining Good Behaviour
2. Sanctions	7. Behaviour in Class
3. Attendance at school	8. Behaviour in the Playground
4. Homework	9. Behaviour in the School Environment
5. Uniform	

All Parents and Guardians should aim to:

- Familiarise themselves with the school's Code of Behaviour and discuss same with their child.
- Read SJBSBS Code of Behaviour on the school website.
- Encourage their child to abide by the school rules.
- Encourage punctuality every day.
- Encourage full attendance.
- Use the 'drop and go' system appropriately if dropping their child to school by car and to refrain from parking in the spaces designated for staff.
- Label their child's belongings for easy identification.
- Support their child with their homework and sign their Homework Journal from 2nd Class to 6th Class.
- Inform their child's class teacher about illnesses / school absences in writing and/or on Aladdin.
- Ensure their child is wearing their full school uniform and tracksuit on their designated day.
- Ensure their child is eating a healthy lunch in accordance with our Healthy Eating Policy.
- Encourage good behaviour and respect for others at all times.
- Communicate with their child's teacher about factors likely to affect their child's behaviour in school.
- Make an appointment to meet with a teacher or the Principal with the Secretary or through school email.

Guidelines for Positive School Behaviour

The following standards of behaviour are expected of all members of the SJBSBS community.

- Respect for self and others. Respect works both ways for everyone. When we show respect, we are also shown respect in return.
- Respect for school property and buildings.
- Respect for other children's property.
- Follow instructions from staff immediately.
- Walk quietly throughout the school buildings using the stairs' handrails.
- Do their best in all activities.
- Listen to those who are speaking, including visitors to their classroom.
- Be kind and show a willingness to help others.
- Show courtesy and good manners at all times.

Classroom Behaviour

Each teacher will have a set of expected classroom behaviours for his class level. Some teachers, for example in the senior classes, may draft a list of class rules with the help of the children in their class. Class rules should be kept to a minimum of 4 or 5. Class rules should emphasise positive behaviour e.g. 'walk' and not 'don't run'. The following general behaviours apply to all classes.

- Co-operate fully with your Teachers / SNAs /Substitute Teachers/ GAA coaches/ visiting instructors to SJBSBS etc.
- Complete your work to the best of your ability.
- Present your work neatly in books and copies.
- Get on with your work and let others get on with their work.
- Aim to be in your line every morning at 8.45am.
- Go home promptly at 2.30pm after your class is brought to the yard.
- Always walk around the school with deference to others safety.
- Enter and leave your classroom quietly.
- Ask permission before leaving your classroom.
- Help to tidy up your classroom at home-time every day.
- Wear your full school uniform/ tracksuit when appropriate.
- Bring a healthy lunch to school every day.

Behaviour on the Yard at Break-Times

Children have the opportunity to play and socialise with each other at morning and lunch break-times. The following points will help to keep the children safe while playing in the yard.

- Children are encouraged to treat others as they would like to be treated.
- All age groups have a designated play area and should stay in that yard.
- Children should never leave the school grounds during school hours.
- Children eat their lunch in their classroom before / after yard times.
- Children must ask permission from a supervising teacher/ SNA to leave the yard e.g. to go to the toilet (located between R7 and R8).
- Children with serious injuries will be treated at the First Aid station (located between Room 7 and Room 8). Minor injuries will be dealt with on yard. All staff have been equipped with individual first aid bags to be carried at all times when on supervision duty. Hi-vis vests and whistles must be worn by all teachers and SNAs on supervision duty.
- Serious injuries (e.g. bangs to head, cuts, bruising) will be recorded on Aladdin by the secretary and the class teacher will be informed of such injuries at the end of break. A phone call or text message will be used to notify parents/guardians of serious injuries.

- Teachers may also write a note in the child's homework journal or message on Aladdin to inform parents/guardians of lesser injuries sustained by children.
- It is the responsibility of the school secretary, to communicate all incidents she has dealt with, to the class teachers at the end of break times every day.
- At the end of breaks the children will stop moving after the 1st whistle and walk to their line after the 2nd whistle.
- When the class teachers collect their lines, the children should walk in single file to their classroom. Children always walk out to the yard and walk back from yard. Running is not permitted to and from the yard.
- Children are encouraged to be fair and inclusive when setting up their games.
- Rough play and bad language are not allowed at any time.

Behaviour for Indoor Play

On wet days the children will remain in their classrooms during break-times. The following points will help to keep the children safe on these occasions.

- Children will stay in their classrooms at all times & remain seated.
- Children can play with games / activities provided by their teacher.
- Teachers will cover landings and use the interconnecting classroom doors to cover school floors etc on rainy/extreme weather days.
- SNAs will help supervising the classes of the children they work with on wet days.
- Two SNAs continue their work in the Autism class.

Promoting Positive Behaviour

"Mol an Óige agus Tiocfaidh sí"

Part of the vision of SJBSBS is to help children achieve their personal best and thus prepare them for further education, life and work. We recognise that there are many different forms of intelligence and that similarly children use a variety of approaches to solving problems. All children deserve encouragement to attain their personal best. Our reward systems seek to provide encouragement to all children of all abilities and talents. Children will be encouraged, praised and listened to by all adults in SJBSBS. Praise for good behaviour should be as high as for good work.

The following are examples of how praise will be given:

- A quiet word or gesture to show approval.
- A comment in the child's copy / homework journal.
- A visit to another teacher or Principal for commendation.
- Words of praise in front of class / bualadh bos.
- Weekly principal's prize nominees.
- Words of praise at assembly once a month.
- Merit award winner presented by the Principal.
- Class of the month as observed by the Principal.
- Words of praise after yard in front of the whole school.
- Delegating some special responsibility or privilege.
- A mention to parents/guardians, written/verbal communication.

Rewards and Incentives for Positive Behaviour

Greater emphasis is placed on rewards than on sanctions. This is not an exhaustive list. Rewards may include the following.

- Stamps/ stickers/ points etc.
- Traffic light system.
- Homework passes.
- Golden time.
- Class / group of the week / points systems.
- Assembly/ class of the month
- Certificates / prizes / rewards.

Special Educational Needs (SEN) - SJBSBS currently has 1 Autism Classroom

All children are required to comply with the spirit of the Code of Behaviour. SJBSBS recognises that some children with SEN may need extra time and help in understanding some rules. Specialised Behaviour Plans may be necessary at times. Cognitive development will be taken into account at all times. Behaviour Plans will be put in place in consultation with the class teacher, parent/guardian, LS teacher, Resource Teacher and Deputy Principal (As head of the SET team) and if deemed necessary, with the Principal. All will work together to make sure the children receive all the support they need. Any professional advice from our NEPS Psychologist will be taken into consideration.

The children in a particular class may be taught strategies to assist a child with SEN adhere to rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the differences in all individuals. The class teacher will monitor peer support regularly.

Unacceptable Behaviour

Three levels of misbehaviour are recognised: minor, serious and gross. All everyday instances of minor misbehaviours will be dealt with by the class teacher or the supervising teacher at break-times.

Minor misbehaviours

Examples of Minor Misbehaviours include:

- Interrupting work in the classroom.
- Being discourteous or unmannerly.
- Running in the corridors.
- Rough play on the yard.
- Leaving the classroom without checking with the class teacher.
- Leaving the yard to go indoors at break times without checking with the supervising teacher/ SNA.
- Not wearing full school uniform.
- Not adhering to Healthy Lunch Policy.
- Lateness in the morning.
- Unfinished homework.

Class teachers will keep a running record of minor misbehaviours. If a pattern of minor misbehaviours appears, the class teacher may need to inform parents/guardians if there is no improvement over time.

Serious Misbehaviours

Single instances of serious misbehaviour will be dealt with by the class teacher in conjunction with the Assistant Principal/Deputy Principal / Principal. Any single incident may be brought to the parent/guardian's attention at the discretion of the Assistant Principal /Deputy Principal / Principal. Class teachers will keep a running record of serious misbehaviours on the school system Aladdin. In cases of repeated serious misbehaviours parents/guardians will be involved at an early stage and invited to meet the class teacher and Assistant Principal/Deputy Principal/ Principal to discuss their child's behaviour.

Examples of Serious Misbehaviours include:

- Behaviour that is hurtful including threats, bullying, harassment, discrimination , and victimization.
- Using violent and/or aggressive behaviour towards others.
- Verbally abusing a teacher/ adult/child.
- Behaviour that interferes with teaching and learning daily.
- Damage to school property.
- Theft.
- Having a mobile phone or any device that can be used to record (audio or video), take photographs or make and receive calls and messages is not allowed in SJBSBS.

Gross Misbehaviours

Parents/Guardians will be informed immediately by the Principal if there is one incident of gross misbehaviour.

Examples of Gross Misbehaviours include:

- Physical abuse of a teacher / adult / other child.
- Serious aggressive, threatening or violent behaviour towards a teacher /adult / other child.
- Bringing dangerous implements to school.
- Leaving SJBSBS without permission
- Serious damage to property e.g. structural damage to school building, broken window.
- Bullying over a prolonged period of time after earlier interventions.
- Carrying drugs/ alcohol/ cigarettes/ dangerous substances.
- Non-attendance at school unknown to Parents/Guardians.
- Using a mobile phone at school/ making or receiving calls or messages/engaging with a social media platform and taking pictures or recording (audio and video) on the school premises / taking photographs in a classroom and/ or on yard of other children / adults.

Sanctions for Unacceptable Behaviour

The purpose of a sanction is to bring about a change in behaviour by helping children to:

- Learn that their behaviour is unacceptable.
- See that their behaviour affects others.
- Understand that they have choices about their behaviour.
- Understand that their choices have consequences.
- Learn to take responsibility for their choices / behaviours.

Sanctions should:

- Reinforce the Code of Behaviour.
- Signal to other children that their wellbeing is being protected.
- Prevent serious disruption of Teaching and Learning.
- Be clear so that the child understands why the sanction is being applied.
- Make it clear that changes in behaviour are needed to avoid further Sanctions.
- Make a clear distinction between minor, serious and major offences.
- Relate to an individual and not a group.
- Focus on the child's behaviour not on the child himself.

The following steps will be taken when a child behaves inappropriately. Individual teachers may put alternative measures in place depending on the circumstances involved and the age of the child. This list is not exhaustive.

The Class Teacher will:

- Ask the child to stop the behaviour.
- Discuss the behaviour and try reasoning with the child.
- Advise the child how they can improve the behaviour.
- Ask the child to move away from his class group to consider the behaviour.
- Ask the child to go to a nearby class to consider his behaviour.
- Loss of privileges e.g. golden time / free play / activities / representing the school / attendance on a school trip / tours.
- Ask the child to write down their account of their/the behaviour/incident.
- The class teacher can keep a record of the child's account of their behaviour.
- Inform the Assistant Principal/Principal / Deputy Principal about on- going behaviour.
- Communicate with parents/guardians in journal/ email.
- Make an appointment with parents/guardians/
- Make an appointment with the Principal and parents/guardians.

**Depending on the nature of the incident and / or the reaction of the child,
Sanctions on the yard;**

- The supervising teacher or SNA will ask the child to stop the behaviour
- the teacher or SNA may ask the child to 'take time out' away from other children and reflect on their behaviour.
- If after the 'time out' strategy, the child misbehaves further, then the supervising teacher or SNA will ask the child to leave the yard and sit on a chair in the front lobby, where their class teacher or SNA will meet them at the end of the break.
- If there is persistent misbehaviour on the yard the Assistant Principal/Deputy Principal /Principal will be informed and the child's parents will be notified.
- If the misbehaviours persist after the parents have been informed, then the child will be kept off the yard for a stated number of breaks / days and the parents will be informed.
- An appointment will be made to meet the parents if the misbehaviours persist after being kept off the yard.

When all of the above has been exhausted then the matter will be referred to the Board of Management where;

- BOM will consider suspension.
- BOM will consider expulsion.

This following 8 Step Approach will be used for on-going disruptive behaviour when Teaching and Learning is disrupted on a daily basis. The following list is not a staged / step-by-step approach. Other measures, more appropriate to the misbehaviour, may be introduced by the class teacher if they are deemed necessary.

- Three verbal warnings (2 yellow + 1 red card) after particular behaviour to be worked on is identified.
- Removal to a quiet area in his own classroom to consider his actions.
- Removal to Support Room to discuss behaviour with agreed resource Teacher.
- Removal to Principal's office and name is recorded on Aladdin.
- Three incidents in Record Book and/or Aladdin and Principal will meet parents/guardians.
- If Parents are called a second time, suspension is discussed.
- Parents are required to meet Principal after a week to review their child's behaviour.
- If misbehaviour continues, the BOM will be consulted to suspend child for 3 days.

Suspension

Suspension is defined as 'requiring a student to absent himself from the school for a specified, limited period of school days (NEWB Guidelines).

Exclusion for part of a school day or asking Parents/Guardians to keep a child from school, as a sanction, counts as suspension. Suspension will be considered as part of a range of sanctions where a child has engaged in a serious or gross misbehaviour. While suspension should be a proportionate response to the behaviour that is causing concern, a single instance of serious misbehaviour may be grounds for suspension. The decision to suspend will be based on the following grounds:

- The seriously detrimental effect on the education of the other children of the child's behaviour to date.
- Whether the child's continued presence in the school constitutes a threat to Health and safety.
- The child is responsible for serious damage to property.

The purpose of the suspension is to give the child / parent / guardian/ staff time to consider the child's actions and to consider the implications for the other children in the class group. It will also provide the school with time to devise ways to support and manage the child's behaviour in the future.

The Principal can suspend a child for periods of up to three days. If a longer suspension is proposed, the Principal should refer to the Board of Management for consideration and approval. Reports to the Board and to the relevant authorities should be made in line with NEWB Guidelines.

Expulsion

The Board of Management has the authority to expel a child. This authority will be exercised in line with the procedures outlined in the Development of a Code of Behaviour Guidelines for Schools NEWB.

Appeals

Under Section 29 of the Education Act, Parents/ Guardians are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the BOM, including suspension and expulsion.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parents/ guardians may apply to have their child reinstated to SJBSBS. The Principal must be satisfied that the child's reinstatement will hold no safety risks to other children or staff.

The Principal will facilitate the preparation of an individual behaviour plan for the child in conjunction with the class teacher and resource teacher if required.

The Principal will formally re-admit the child to his class.

Attendance

Pupils are required to be regular in their attendance at school. The school must report absences of 20 days or more to the Education Welfare Board.

The school must be informed of your son's absence and the reason why.

That reason must be given in writing by way of a note in their homework journal.

Pupils are expected to be on time for school each day and in the event of a late arrival, please write a note in their homework journal.

Mitching from school is considered a serious offence and is reported to parents/guardians and to the Education Welfare Officer.

Pupils are not permitted to leave the school premises during school hours without permission.

Parents must sign out and collect pupils from the secretary's office if pupils need to be collected for an appointment or early collection.

Parents must not collect pupils from their classroom or the school yard during school hours.

Homework

Homework is given on a regular basis and pupils are expected to complete it to the best of their ability.

Please see the School Homework Policy on our school website for further information.

Uniform

Coats and other property should always be labelled with child's name.

Pupils must wear their full school uniform, including the school coat and black shoes or black runners.

School aertex t-shirt, school tracksuits and runners are essential for physical education.

No jewellery (except wrist watches) to be worn for health and safety reasons.

It is **compulsory** for pupils who are travelling to school **by bicycle to wear a helmet** and it is recommended that they wear a hi-vis vest. It is necessary to bring a bicycle lock for security. (**NB** Children are not to cycle in the yard or on the campus. They must walk with their bicycle).

Mobile Phones

Pupils are not allowed to have mobile phones in school, except in exceptional circumstances, where a written application must be sent to the Principal Mr. Emmanuel Bourke.

Apart from this one exception (stated above) all mobile phones will be confiscated and must be collected by an adult.

SIGNED: Mrs. Frances Boland
(Chairperson, Board of Management)

SIGNED: Mr. Emmanuel Bourke
(Principal)

Please detach this page and return it to the school with your completed application form

I have read and approve the School's Code of Behaviour.

Pupil's Name: _____

Signed: _____ **Date:** _____
Parent/Guardian