



St. Kevin's Junior National School

Newbrook Avenue, Donaghmede, Dublin 13.

Code of Conduct for Parents & Visitors

School Patron: Archdiocese of Dublin



October 2024

Code of Conduct for Parents & Visitors

Introduction:

In order to maintain an orderly, respectful and secure educational environment for the staff of St. Kevin's Junior National School and our school community, in accordance with [Circular 40/97 "Assaults on Teachers/School Employees"](#), it is essential that all parents and visitors to our school are aware of their responsibilities and adheres to our "Code of Conduct for Parents and Visitors" as set forth in this guide.

This Code of Conduct was drafted in 2024 by the Board of Management of St. Kevin's Junior National School and subsequently reviewed by staff, parents and our Board of Management. It was ratified by the Board of Management at its meeting on *th October, 2024 **and will be implemented with immediate effect.**

Parents are expected to:

- Recognise that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that school rules are required to maintain a safe, learning environment for all.
- Ensure that children bring to school only items appropriate and related to the school curriculum and healthy eating policy.
- Support and promote a positive school environment, promote our school/classroom rules and promote their children to follow these rules with respect and care.
- Encourage to promote a positive and supportive attitude towards learning.
- Build good relationships with teachers, other parents and their children's school friends.
- Help their children understand that the school staff are there to help guide them through difficulties or challenges in all areas of their social, emotional and curriculum development.
- Encourage the children to take pride in their uniform and care for the uniform as best they can.
- Inform our school Principal of changes in the home situation that may affect your child's learning experience in school.
- Provide a place for children to complete their homework at home and ensure homework assignments are completed. Familiarise yourself with your child's national curriculum.

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Parents are expected to *contd...*

- Support the School's Code of Behaviour.
- Remain mindful that we are an inclusive school with many children with additional needs therefore it is important to show respect to all children in the school.
- Be mindful of conversations around children while on the school grounds, and promote positive language at all times.
- Be friendly, welcoming and courteous to those new to the school, or visiting the school.
- Teachers are responsible for students during school time only. Parents must ensure that students are collected on time and are supervised on the school grounds outside of teaching hours.
- Always park safely around the school grounds, support the schools "Safe Route to School" Initiative, using the school wardens to cross local roads when required.
- Ensure all children in your care, not only students, should maintain respect while on the school grounds and behave appropriately as a visitor.
- Communicate effectively with teachers/members of staff in a manner that is collaborative and based on respect.
- Engage with the school communications platforms *i.e. supplying up to date mobile contact numbers, up to date email addresses and download the Aladdin app.*
- Become actively involved with your child's learning, and school events throughout the academic year.

Public Conduct On School Property:

Schools are a place of work and learning. Certain limits must be set for parents and other individuals who visit our schools and classrooms. All persons on school property or attending school functions, shall conduct themselves in a respectful and orderly manner. The principal or his/her designated person is responsible for all persons in the building and on the grounds.

The following rules apply to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office upon arrival at the school

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Public Conduct on School Property *contd...*

- All parents/visitors must enter the school via the front door with the authorisation and supervision of a staff member. Access by any other door is strictly prohibited.
- Visitors attending school functions that are open to the public, such as our Annual Parent-Teacher Meetings, Christmas Performances, St. Patrick's Day celebrations etc, are required to adhere to this policy.
- Bear in mind that teachers are responsible for students during class time and cannot leave children unattended to enter conversations during the school day. If a parent needs to meet with a teacher, they should either phone the office in advance, or send a note by email (or through Aladdin app) and a mutually agreed time/date will be arranged.
- Any unauthorised person on school property will be reported to the principal or the office staff. Unauthorised persons will be asked to leave. The Gardai may be allied if the situation warrants.
- Pets are not permitted in the school grounds at any time and we would ask parents/visitors to ensure any fouling of pets outside the school grounds is removed in accordance with DCC By Laws.
- The use of inappropriate/foul language is **strictly prohibited**.
- Uploading photographs, videos on Social Media or sharing on any digital platforms is not permitted without consent from all in the images.
- No visiting adult has permission to reprimand any pupil that is not their own child on school premises.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No Person Shall:

- intentionally injure any other person or threaten to do so;
- Intentionally damage or destroy school property or the property of a teacher, administrator or any other person lawfully on school property, including graffiti or arson;
- Disrupt the orderly conduct of classes, school programmes or other school activities;

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Conduct Prohibited on School Property *Contd...*

No Person Shall:

- distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the school programme;
- intimidate, harass or discriminate against any person on the basis of race, colour, creed, national origin, religion, age, gender, sexual orientation or disability;
- enter any part of the school premises without authorisation or remain in any building or facility after it is normally closed;
- obstruct the free movement of any person in any place to which the code applies;
- violate the traffic laws, parking regulations or other restrictions of vehicles. Parents are responsible for the safety of their own children and those of others;
- possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at school functions;
- possess or use weapons in or on school property or at school functions, except in the case of the Gardaí;
- loiter on or about school functions;
- engage in smoking of substances, i.e. cigarettes, drugs and e-cigarettes (*vapourised cigarettes*) on school property including the school ground, such actions are prohibited at all times;
- wilfully incite others to commit any of the acts prohibited by this code;
- violate any policy while on school property or while at a school function.

Persons in Violation of the Code of Conduct

Where a person is deemed in violation of the Code of Conduct, authorisation of that person, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Gardaí.

The school reserves the right to pursue a civil or criminal legal action against any person violating the code.

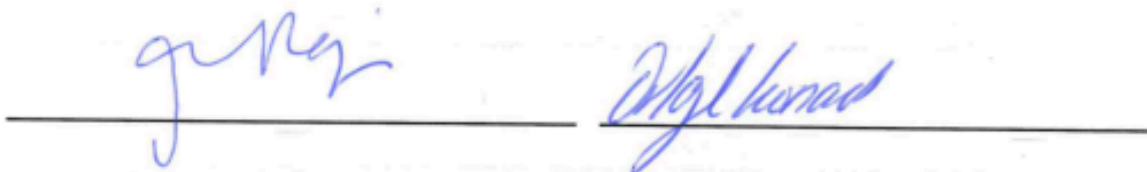
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Conclusion: *Rationale for this Code of Conduct*

Our school ethos is always to promote a safe, happy, respectful, learning environment for all our students and as parents/visitors we ask the same of you. By creating a positive, respectful culture together, we are supporting our children on their journey as lifelong learners in a safe, considerate environment. Our school community demonstrates what we can achieve when we all act together, each playing our part and we ask for your help to continue to do so.

This policy was adopted by the Board of Management of St. Kevin's Junior National School on 18th September, 2025 and will be implemented with immediate effect.

Signed:

A horizontal line with two handwritten signatures in blue ink above it. The signature on the left is 'Magdalena Rej' and the signature on the right is 'Orlagh Leonard'.

**Ms Magdalena Rej
Chairperson of Board of Management
Date: 18/09/2025**

**Orlagh Leonard
Principal
Date: 18/09/2025**