

St Andrew's National School



Code of Behaviour

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1.INTRODUCTION

When accepting a place in St. Andrew's N.S. all parents/guardians must sign up to the Code of Behaviour and the Anti-Bullying Policy. Please ensure that you reread both of these important documents on a regular basis as your child progresses through the school.

The Code of Behaviour of St. Andrew's N.S. was devised by the staff and Board of Management in consultation with the Students' Council and the Parents' Association.

It is based on

- respect for others
- respect for self
- respect for the school environment

Our school aims to provide a happy, secure, friendly learning environment, where pupils, parents, teachers, special needs assistants, ancillary staff and Board of Management work in partnership. Each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

Each parent/guardian will be provided with a copy of the Code of Behaviour on accepting a place for their child/children in the school. All parents/guardians must sign up to the Code of Behaviour. The Code of Behaviour will be available on the school website and in the secretary's office.

AIMS AND OBJECTIVES

- To ensure the safety and well-being of all members of the school community
- To allow the school to function in an orderly way, where all children can make progress in all aspects of their development
- To ensure that the system of rules, rewards and sanctions is implemented in a fair and consistent way throughout the school
- To foster self-esteem and self-worth in the children by developing self-respect, respect for peers, for those in authority and for the school environment

- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate and accept these differences
- To ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a positive learning environment
- To achieve a high standard of behaviour through a strong sense of community within the school and a high level of co-operation between staff, pupils and parents/guardians

WHERE DOES THE POLICY APPLY?

The standards and rules contained in the Code of Behaviour apply in the school and in any situation where the pupil, although not on school grounds, is still under the responsibility of the school. Examples include school tours, extra-curricular activities and attendance at events organised by the school.

Where a student is alleged to have engaged in serious misbehaviour outside school, when not under the care or responsibility of the school, a judgement will be made whether there is a clear connection with the school and a demonstrable impact on its work, before the code of behaviour applies.

LINES OF COMMUNICATION

If a parent/guardian is concerned about his/her child – either academically or socially, it is imperative that any problem should be resolved as soon as possible. The procedure will be as follows:

1. Contact the class teacher to arrange a time to meet.
2. After the meeting with the teacher, if further assistance/information is needed, contact the principal.
3. If the situation still requires attention, contact the Board of Management.

We would appeal to all parents/guardians to respect and adhere to these procedures.

2.PROMOTING POSITIVE BEHAVIOUR

The ethos of our school supports positive, respectful relationships between pupils, staff and parents/guardians. Co-operation and communication between staff and parents/guardians is actively encouraged through a variety of methods including formal meetings, informal meetings, written communication and information packs.

The school uses a 'House Points' system to promote, recognise and reward positive behaviour. We have regular whole school assemblies based on the themes of friendship, inclusiveness, anti-bullying, caring for ourselves and others, teamwork, looking after our school etc.

We provide opportunities for older children to engage with younger children as a way of promoting positive behaviour.

THE RESPONSIBILITY OF ADULTS

Adults in the school have a responsibility to model the expected standards of behaviour, in their dealings with pupils and with each other. Their example is a powerful source of learning for the pupils.

Staff will:

- Treat all pupils, parents/guardians and other staff members in our school community with respect and dignity
- Promote positive behaviour throughout the school and do their utmost to create a positive environment
- Adhere to school policies
- Prepare behaviour management plans. Each teacher will prepare a behaviour management plan for their class. This will be reviewed and revised when necessary
- Encourage pupils to uphold the school's ethos and Code of Behaviour
- Encourage pupils to respect all members of the school community
- Show good example to pupils at all times
- Make themselves aware and co-operate with the school's system of rewards and sanctions

Parents/Guardians will:

- Treat all pupils, staff and other parents/guardians in our school community with respect and dignity
- Promote positive behaviour throughout the school and do their utmost to create a positive environment
- Adhere to school policies
- Make themselves aware and co-operate with the school's system of rewards and sanctions
- Attend meetings at the school if requested
- Encourage and empower their children to:
 - Uphold the school's ethos and Code of Behaviour
 - Respect all members of the school community
 - Ensure that they have all the necessary books and materials needed to complete their schoolwork and take part in school activities

The Board of Management will:

- Treat all pupils, parents/guardians and staff with respect and dignity
- Support the principal and staff of the school in the implementation of the Code of Behaviour
- Review and update the Code of Behaviour on an annual basis
- Facilitate and support the revision and implementation of any updated policy

3.STANDARDS OF BEHAVIOUR REQUIRED IN THE SCHOOL

In St. Andrew's N.S. each pupil is expected to:

- ✓ Obey the school rules
- ✓ Be well behaved and show respect for self and others, and to show kindness and willingness to help others
- ✓ Show a readiness to use respectful ways of resolving difficulties and conflict and to show and practice forgiveness
- ✓ Attend school regularly and punctually
- ✓ Do his/her best, both in school and with homework

- ✓ Have everything needed for class and to keep his/her personal space and belongings tidy

Examples of Unacceptable Behaviour

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft

4. School and Classroom Rules and Sanctions

Entering and Leaving the School

- Children must take care of themselves and others while in the yard before and after school
- Children should not play in the out of bounds areas before and after school
- Bicycles, scooters, roller blades, skate boards etc. must not be used on the school grounds. Bicycles, scooters etc. should be wheeled to the bicycle racks provided
- Children should not climb on walls, gates or railings
- Children should line up in their class line when the bell rings
- Children should leave the yard promptly once they have been collected
- Children should go to the office if they are not collected on time

We would ask that the adults bringing children to and collecting them from school would ensure that these rules are adhered to.

Playground Rules

- Children must play in their area only and not go into the out of bounds areas. These are clearly marked by red lines
- Children must ask permission to go inside and must be given a pass

- Rough behaviour of any kind, including mock fighting, wrestling is not allowed
- Climbing on all walls, steps, railings and gates is not allowed
- When the bell rings the children are expected to line up immediately
- When the teacher blows the whistle the children should stand quietly in a straight line
- Equipment provided by the school can only be used in the playground
- Toys are not allowed in the playground

Sanctions

- Verbal warning
- Time out at the wall
- Name written on playground behaviour record. If this happens twice in one week, the child will miss one yard time and a note will be sent home
- If necessary, the child will be asked to go inside and sit on blue chairs outside the staff room and a note will be sent home

Classroom Rules

Teachers establish rules in each classroom and have systems of rewarding good and respectful behaviour on an individual class basis. The following rules apply in all classrooms:

- Be ready for class
- Good manners are expected at all times
- Always do your best and allow others to do the same
- Raise your hand and wait for attention and listen to the person who is speaking
- Take good care of personal, others' and classroom property
- Your behaviour should not disrupt the learning of others

Sanctions include:

- Reasoning with student
- Verbal reprimand including advice on how to improve
- Removal from the group (in class)
- Temporary withdrawal from the particular lesson or peer group to a supervised location
- Carrying out a reflection task

- Detention during break
- Communication with parents/guardians
- Referral to principal
- Principal communicating with parents/guardians

Moving Around the School

- Children should move around the school quietly and calmly
- Running is never allowed inside the school

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

- Helping students to learn that their behaviour is unacceptable
- Helping them to recognise the effects of their actions and behaviour on others
- Helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences
- Helping them to learn to take responsibility for their behaviour

A sanction may also

- Reinforce the boundaries set out in this code of behaviour
- Signal to other students and to staff that their wellbeing is being protected

In instances of more serious breaches of school standards, sanctions may be needed to:

- Prevent serious disruption of teaching and learning
- Keep the student, or other students or adults, safe.

5. Suspension and Expulsion

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. 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 asked to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a member of staff or a 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/guardians will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents/guardians 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 pupils, the Board may authorise the Chairperson or principal to sanction an immediate suspension for a period not exceeding three school days, pending discussion of the matter with the parents/guardians.

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

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parents/guardians may apply to have the pupil reinstated to the school. The parents/guardians must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school Code of Behaviour 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.

6. Important School Information

Absences from School

All absences from school must be explained in writing by the parent/guardian. This can be done by email or a written note to the class teacher.

Under section 21 of the Education Welfare Act 2000, the principal must maintain a record of the attendance or non-attendance on each school day of each student registered at the school

Under the Act, a school is obliged to report to Tusla, the Child and Family Agency when:

- A student has reached 20 days' absence cumulatively
- A principal is concerned about a student's attendance
- The Board of Management decides to expel a student
- A student's name is being removed from the school register for whatever reason.

All schools are obliged to submit information about individual student absences twice a year on designated dates, and only if they have students in the categories stated above.

We do not provide school work for children who are absent from school for the purpose of a holiday.

If a child is absent due to a prolonged illness or other extenuating circumstances, the class teacher will, when possible, liaise with the parent/guardian and devise an appropriate programme of work.

Arriving at School

The school opens to receive pupils from 9.00am. All pupils must be supervised by an adult before 9.00am. The bell rings at 9.00am and the children should line up in their class lines. Pupils arriving after this time should enter the school by the front door. Any pupils arriving to school after 9.20am are officially late.

Leaving School Early

If a child needs to leave school before the end of the school day, parents should email the office or write a note to the class teacher advising of this. Children should be signed out at the office before leaving the school. All children must be collected from the office by an adult. No child will be permitted to leave the school early by themselves.

Dogs in the school

For health and safety reasons, dogs are not allowed into the school yard.

Uniforms

Please see the Uniform Policy. All children are expected to be in full school uniform each day. School tracksuits should be worn on P.E. days only.

Healthy Eating Policy

Please see the Healthy Eating Policy. Children should bring a healthy lunch to school each day. Water and milk are the only drinks allowed. Children may bring a small treat on Fridays.

We do not give out birthday treats in school.

Party Invitations

Party invitations are not to be given out in school.

Mobile Phones

Children are not permitted to bring mobile phones to school. If there is a legitimate reason for a child to bring a phone to school, the parent/guardian must write a note explaining this and giving assurance that the phone will be switched off and not taken out of the school bag on the school grounds.

Toys and Trading Cards

Toys and trading cards are not permitted in school.

Medical

If medicine is to be administered during school hours, parents/guardians must read the Administration of Medication Policy and complete the attached form.

Any contagious illness must be reported to the principal. All parents/guardians in the class or school will be notified of same.

This policy was ratified by the Board of Management on: 13th September 2017