Code of Good Behaviour



Glór na Mara

Primary School

Tramore.

**CODE OF GOOD BEHAVIOUR**

***Our School Aims :-***

* To provide a positive learning environment where each child is happy and safe.
* To foster good relationships within the school community.
* To create an atmosphere which will enable each child to develop his / her full potential.
* To promote the Gospel values of love, forgiveness, hope and reconciliation.
* To achieve this it is necessary to have a Code of Good Behaviour which will recognise and accommodate the individuality of each child.
In order to ensure the smooth running of the school, rules have been drawn up and these will require the co-operation of the pupils, teachers, parents / guardians and Board of Management. As the children grow older we hope that they will become responsible, self-disciplined, well-educated mature young adults.

**SCHOOL RULES**

To function efficiently and with impartiality the school needs a set of rules, clearly stated and enforced with consistency and understanding.

**CORE RULES**

***Pupils are required to:-***

* Come to school on time.
* Be dressed in full school uniform or school track suit.
* Have all necessary books, copies pens/pencils etc.
* Have a healthy lunch. Crisps, sticky sweets, chocolate bars and fizzy drinks may not be consumed on the school premises*.*
* Homework should be completed and presented neatly within the child’s educational ability. A written note from parents or guardians is required if homework is not done or not completed.
* Jewellery, ear rings (except for ear studs), nail varnish and make up must not be worn in school.
* Game consoles, Ipods, MP3 players, electric scooters and similar electronic devices are not permitted in school at any time.
* Chewing gum and tippex are not allowed.
* Hair below shoulder length must be tied up.
* Homework journal must be signed where applicable.
* Pupils are not permitted to use mobile phones in school.
* Mobile phones must be switched off at all times while on school premises.

Phones will be taken from pupils who disregard above and may only be recovered by parent or guardian.

* The school will not be responsible for loss or damage to mobile phones.
* Emergency calls may be made through the school office with the permission of the teacher.
* Pupils are required to behave in a responsible manner at all times.
* Pupils are requested to move about in an orderly fashion and follow safety procedures in the school building and in the yard. When restricted to the classroom due to inclement weather pupils may only leave their place with the permission of a teacher.
* As part of our P.E. curriculum pupils are required to participate in swimming lessons in Splashworld. If for a genuine reason a child is unable to take part, he/she must have a note stating the reason. He/she will remain in the school and be given work under the supervision of another class teacher.

**Absences**

* The school is obliged under the Education Act to report children who are absent for a total of 20 or more days.
* All absences must be accounted for **in writing / through seesaw/ email** to the class teacher.
* If a child wishes to leave school early a written note must be presented to the class teacher to outline who will collect the child.
* Pupils may not go to the shop or leave the school grounds at any time.
* Parents/Guardians must sign the sign out book when removing a child early from the school.

**Supervision**

1. No responsibility is accepted for pupils outside official school times except for school related activities.

2. The official school times at the moment are:

 Infant Classes - 8.50 a.m. to 1.30 p.m.

 1st and 2nd Classes - 8.50 a.m. to 2.30 p.m.

 3rd to 6th classes - 8.50 a.m. to 2.30 p.m.

3. Infant pupils **must** be collected at official class finishing times.

**Disciplinary Procedures/Sanctions**

Incidents of misbehaviour by their very nature incur sanctions.

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 effect 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 the 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.

Unfortunately some pupils fail to observe rules. The following steps will be taken when a child behaves inappropriately. The list is by no means exhaustive. Teachers may put in place alternative measures bearing in mind the circumstances involved. The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupil devise strategies for this.

* Reasoning with the pupil.
* Reprimand – including advice on how to improve.
* Temporary separation from peers, friends and others.
* Loss of privileges.
* Assigning additional work
* Referral to Principal
* Communication with parents / guardians – verbal or by letter.
* Meeting of parents/guardians with class teacher and/or principal.
* Agreement from parents to support teacher in trying to improve pupils’ behaviour. Parents to return within specified time to check whether behaviour has improved.
* A written record of all instances of serious misbehaviour will be kept by the class teacher, as well as a record of improvements in the behaviour of disruptive pupils.
* Following consultation, parents / guardians of children who are continually disruptive at lunch time, will be required to take their child home for the duration of lunch time (12.15pm to 12.45p.m.). Above sanction will apply for a specified period.
* Aggressive, threatening or violent behaviour towards a pupil/ teacher or other person will be regarded as gross misbehaviour.
* Where repeated instances of serious misbehaviour occur, the Chairperson of the Board of Management will be informed and the parents / guardians will be requested in writing to meet with the Principal and the Chairperson.

 If the parents / guardians do not give an undertaking that the pupil will behave in an acceptable manner in the future, suspension of the pupil for a temporary period will be considered in accordance with the Rules for National School (Rule 130/5).

* In the case of serious misbehaviour, the Board of Management will authorise the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents/guardians. At the conclusion of a period of suspension the pupil must be accompanied by parent or guardian and presented to the Principal before he/she can re-enter the class and agree to comply with the schools “Code of Good Behaviour”
* At the conclusion of a period of suspension the pupil must be accompanied by parent or guardian to the Principal’s Office before he/she can re-enter the class and agree to comply with the schools “Code of Good Behaviour”
* Expulsion will be considered in an extreme case (Rule 130/6)

## Unacceptable Behaviour

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher, or the supervising teacher at break-times. In cases of repeated serious misbehaviour or single instances of gross misbehaviour parents will be involved at an early stage and invited to meet the teacher and/or the principal to discuss their child’s behaviour.

Examples of minor misbehaviour include but are not limited to:

* Not wearing appropriate uniform
* Not following instructions.
* Interrupting classroom instruction.
* Consistently not completing homework.

Examples of serious misbehaviour include but are not limited to:

* 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
* Leaving school/school activities without permission.
* Inappropriate use of language and/or gestures.
* Switching on mobile phones in school

Examples of gross misbehaviour include but are not limited to:

* Assault on a teacher or pupil
* Bringing dangerous items to school
* Serious Theft
* Serious Damage to property
* Bullying
* Carrying drugs, alcohol, cigarettes

Bullying is repeated aggression – physical, verbal, emotional, cyber - conducted by an individual or group against another or others.

* PHYSICAL: includes pushing, shoving, punching, kicking, poking, tripping, etc.
* VERBAL: name calling which hurts, insults or humiliates.
* EMOTIONAL: threats or persistent hurtful remarks regarding sensitive areas e.g. appearance, dress, progress, colour, culture and disability, isolating or shunning a child, threats to extort money or possessions or “Cyber/text” bullying.

The school takes particular care to intervene early in responding to the needs, fears or anxieties of individual members in a sensitive manner.

Issues in relation to Bullying are explored continually during SPHE lessons and during Circle Time, Drama etc.

Issues relating to Bullying are dealt with in greater detail in our school’s Anti-Bullying Policy.

## Sanctions

Usually sanctions will relate as closely as possible to the behaviour

The Board of Management of Glór na Mara Primary School support the implementation of the Department of Education and Science Guidelines on bullying.

## Communicating with Parents

Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents are encouraged to talk in confidence to teachers about any significant developments in a child’s life (in the past or present), which may affect the child’s behaviour.

The following methods of communication are to be used within the school:

* Informal/formal parent/teacher meetings
* Through children’s homework journal (infants do not have a homework journal, please check bags for notes)
* Letters/notes from school to home and from home to school
* School notice board
* School website at www.glornamara.ie
* Newsletter
* Schooltext.ie
* Parents need to be available to answer phones in case of emergency
* Parents to call to the secretary’s office on arrival at school during school day
* Seesaw/ email
* Parents may make an appointment through the school’s offices when they wish to speak to the Principal or Teacher

**Roles and Responsibilities**

All stakeholders involved in the education of pupils will take responsibility for implementing the policy.

**Review**

The Policy will be evaluated on an ongoing basis by representatives from the whole school community and will be reviewed as necessary.

**Ratification and Communication**

This Policy was reviewed and then ratified by the Board of Management on **May 26th, 2022**.

This policy has been made available to school personnel, published on the school website and provided to the Parents’ Association. A copy of this policy will be made available to the Department and the Patron if requested.

This policy and its implementation will be reviewed by the Board of Management as necessary. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents’ Association. A record of the review and its outcome will be made available, if requested, to the Patron and the Department.

A copy of this policy, signed by both the Chairperson of the Board of Management and the School Principal, is available from the Principal’s office.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sr. Marie Carroll

Chairperson, Board of Management

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Pat O’ Mahoney

Principal