

Scoil Chaitriona Baggot Street

Code of Behaviour

Introduction

We, the whole-school community of Scoil Chaitriona, work together to create a nurturing, caring and Christian environment, where children are encouraged to enjoy achieving their full potential. We strive to foster a secure and happy environment where a love for learning and excellence is promoted.

All aspects of our Code of Behaviour apply to all members of the school community: the children, parents, guardians, staff, visitors and volunteers. They also apply to any school-led and school-organised off-campus activities where the school accepts full responsibility for the pupils. This Code of Behaviour exists to provide practical guidance for pupils, parents, guardians, staff and all visitors and volunteers on behavioral expectations.

Principles

This Code of Behaviour offers a framework within which positive behavior is emphasised. The Board of Management recognises the variety of differences that exist between all of the children enrolled and the need to be tolerant of any possible differences.

A high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among all members of the school community.

Every effort will be made to ensure that the code of behaviour is implemented in a reasonable, fair and consistent manner. While some apply directly to children and others require the co-operation and assistance of parents/guardians, all require the complete co-operation of pupils, parents/guardians, staff, visitors and volunteers.

These principles exist:

- To provide for the effective and safe learning environment for all children in our school;
- To promote positive behaviour;
- To enable the provision of quality teaching and learning;
- To develop motivation, perseverance and responsibility based on respect, consideration and tolerance of others;
- To facilitate the education and development of every child and
- To foster caring attitudes to one another and to the environment.

Home – School Communication

Scoil Chaitriona Baggot Street recognises that the parent is the Primary educator of the child so we actively support a vibrant home-school relationship and parents are encouraged to become involved in our school community. The school is part of the Department of

Education and Science (DES) home/school community liaison scheme, which provides the framework under which this relationship exists..

Effective communication is maintained through newsletters, homework notebooks, formal parent/teacher meetings and annual reports. In addition, we have a Parents' Room which affords parents/guardians the opportunity to take a full part in school life.

Parents are always welcome to make an appointment to see the class teacher. Such meetings will take place outside school hours to avoid disrupting the work of the classroom. If any parent/guardian wishes to make an appointment outside of the relevant member of staff, our contact details are as follow:

Email: info@scbs.ie

Phone number: 01-6766132

School Rules

For a school community to function effectively, it is necessary that rules and regulations are clearly stated and enforced consistently and wisely. School rules are kept at a minimum, are positively stated and are devised with regard for the health, safety and welfare of all members of the school community. All members of the school community will take ownership of their own behaviour and the rights of the child will be protected at all times. In the case of children, such rules and regulations are applied in an age-appropriate manner.

The school rules for all members include the following:

- All members of the school community must treat all others with respect and courtesy at all times;
- Behaviour that interferes with the rights of others to feel safe is unacceptable
- All members of the school community are expected to show respect for all school and others' property and property and to keep the school environment clean and litter-free.
- Pupils are expected come to school wearing the correct uniform and to have all required books, copies and materials;
- Pupils are expected to work to the best of their ability;
- Pupils are expected to follow instructions given by any staff member;
- Pupils are expected to attend every day in a punctual manner;
- And in the case of a pupil's absence, the school must be informed in writing, stating the reason for absence, by the pupil's parent/guardian.

Here follows some examples of strategies which may be employed in different to promote positive behaviour:

- Children are encouraged verbally for demonstrations of positive behaviour;
- A visit to another member of staff for commendation and encouragement;
- Informing the parent/guardian through written or verbal communication;
- As part of general classroom organization, in an age appropriate manner, a class 'job rota' will be clearly displayed;
- Staff will, in certain situations, rather than focus on challenging behaviour, focus on positive behaviour.

Our School Rules:

- We always do our best.
- We keep our hands and feet to ourselves.
- If someone is making us unhappy, we ask that person to stop.
- If the person does not stop, we tell the nearest teacher.
- If the teacher does not hear us, we tell again.

Lining up

When the bell rings the children follow our “3 S’s!” rule.

STOP ON THE FIRST BELL / STROLL WHEN CALLED ON THE SECOND BELL /
SILENCE AT ALL TIMES ☐

Sanctions

In imposing a sanction on a child, it is important to remember that it is the misbehaviour which is unacceptable and not the child. In the event of misbehaviour, the following provides a list of possible sanctions or strategies to be used. This is not an exhaustive list.

- Reasoning and talking the issue through with the pupil;
- Confiscation;
- Apology;
- Verbal reprimand;
- Time out;
- Prescribing of additional work;
- Loss of privileges;
- Visit to the principal;
- Parental involvement;
- Detention and/or
- Exclusion.

Procedures to be followed in the case of repeated minor or a serious misbehaviour:

Exclusion (Suspension and Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Act 2000).

The following steps apply:

- Step One: Teacher informs principal.
- Step two: Principal contacts parents.
- Step three: Meeting between principal, parents and class teacher. Pupil may attend as appropriate. Individual Behaviour Plan may be put in place.
- Step four: Referral to BOM.

Suspension and Expulsion

Normally, other interventions will have been tried before suspension is imposed. These interventions may include an individual behavioural plan, parental intervention, support services from NEPS, H.S.E. Community Psychology Services, National Council for Special Education. School staff will have reviewed the reasons why these interventions have been unsuccessful. Suspension can provide a respite for staff and the pupil. It may give the pupil time to reflect on the link between their action and its consequences and it may give the staff time to plan ways of helping the pupil to change behaviour. The decision to suspend a pupil will follow from an act of serious/gross misbehaviour such as that:

- The pupil's behaviour has had a seriously detrimental effect on the education of other students

- The pupil's continued presence in the school at this time constitutes a threat to the health and safety of others
- The pupil is responsible for serious damage to school property
- Suspension will be a proportionate response to the behaviour that is causing concern.
- Procedures for Suspension
- The Board of Management of Scoil Chattriona will follow the procedures for suspension and expulsion outlined in the Guidelines for Schools on Developing a Code of Behaviour (Chapters 10-12). Fair procedures (i.e. the right to be heard and the right of impartiality) will be applied at all times. Accordingly, pupils and their parents will be fully informed about the alleged misbehaviour and the processes that will be used to investigate and decide the matter and they will be given an opportunity to respond to an allegation before a decision is made and before a serious sanction is imposed.
- In exceptional circumstances, the Principal/ Board may consider an immediate suspension to be necessary when the continued presence of the pupil in the school at the time would represent a serious threat to the safety of pupils or staff of the school, or any other person (p73).
- Automatic suspension will apply in the event of a student engaging in gross misbehaviour.
- The Board of Management will also follow the factors to consider before suspending a student (p72) and the factors to consider before proposing expelling a student.
- Procedures in respect of suspension
- Communication to parents regarding suspension of a pupil or the possibility of a suspension will be in writing and copies of all correspondence will be retained by the Principal in the school office. In some circumstances it may be necessary to contact parents by phone but a letter will follow on from this call.
- The parents/guardians and the pupils will be invited to meet the Principal and /or the Board of Management to discuss the proposed suspension.
- The principles of fair procedures will be applied at all times. The degree of formality required in implanting fair procedures will depend on the gravity of the alleged misbehaviour and on the seriousness of the possible sanction.
- Where parents/guardians do not agree to meet the Principal/Board, written notification will serve as notice to impose a suspension.
- A written statement of the terms and date of the termination of a suspension will be given to the parents/guardians. A suspension will not be for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is necessary in order to achieve a particular objective. The letter will confirm
 - The period of the suspension -the dates on which suspension starts and ends
 - The reason for the suspension
 - Any programme of study to be covered at home during the suspension
 - The arrangements for returning to school including a commitment to be entered into by the student and the parents/ guardians that they will abide by the school Code of Behaviour
 - The provision for an appeal to the Board of Management
 - The right to appeal to the Secretary General of the Department of Education and Skills-Section 29 Education Act 1988-if the appeal to the Board of Management is unsuccessful
 - The suspension will be recorded on the NEWB's Reporting Form.
- When the period of suspension ends, the pupil will be re-admitted formally to the class by the Principal. The school will help the pupil catch up on the work missed and the pupil will be given the opportunity and support for a fresh start.
- The Board of Management has delegated responsibility for suspension to the Principal in the event that immediate suspension of a pupil is warranted (Guidelines p73). Fair procedures will be applied.

- If a pupil continues to misbehave they may be suspended for a major fixed period (up to ten days) to allow for consultation with both the pupil and the parents/guardians to address the issues.
- As outlined above parents/guardians and pupil will be given an opportunity to discuss the issues with the Principal/Board of Management.
- The Education Welfare Officer will be informed when a student has been suspended for six days or more cumulatively.
- Section 29 Appeal -when the total number of days for which the student has been suspended in the current school year reaches 20 days the parents/guardians may appeal the suspension under Section 29 of the Education Act 1998.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re- admitted to school within a suspension period at the discretion of the Principal and /or the Board of Management.
- Procedures in respect of Expulsion-The procedures as outlined on pages 83-86 of the Guidelines will be followed
- Subsequent to the above suspension procedures and meetings with the parents/guardians, if serious/ gross incidents of misbehaviour continue, the pupil will be recommended for permanent expulsion by the Board of Management. In exceptional circumstances-a serious threat of violence against another student or member of staff, actual violence or physical assault, supplying illegal drugs to other students in the school or sexual assault- pupils may be expelled for a first offence.
- Fair procedures will be followed when proposing to expel a pupil. The procedural steps will include:
 - A detailed investigation carried out under the direction of the Principal.
 - A recommendation to the Board of Management by the Principal.
 - Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
 - Board of Management deliberations and actions following the hearing.
 - Consultations arranged by the Educational Welfare Officer,
 - Confirmation of the decision to expel.

Complaints Procedure for Parents

Every effort is made by the school to address the issues and concerns of parents as they arise. However if parents have any serious issues or concerns they should follow this procedure:

- First make an appointment to speak to the teacher concerned.
- If the issue remains unresolved, they should speak to the principal.
- If the matter is still unresolved they should contact the BOM who will follow the CPSMA complaints procedure under section 28 of the Education Act 1998.

Appeals

Under Section 29 of the Education Act, 1998, parents are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the Board of Management, including permanent exclusion from school and suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year. Appeals must be made within 42 calendar days from the date the decision of the school was notified to the parent or pupil. Parents will be informed of their right to appeal in the letter they receive confirming the suspension/expulsion. The Principal will prepare a response if and when an appeal is being investigated by the Department of Education and Skills.

Attendance

- The school promotes full attendance for all children where possible;
- Where a child has been diagnosed by a medical professional with a contagious illness, for the well-being of the whole-school community, the parent/guardian should not send the child to school;
- In the case of an absence, the parent/guardian must provide a note of explanation from parents or from their doctor if they are absent;
- Parents who wish to take a child out during school hours or before the end of the school day must receive permission from the principal (or from an authorised person);
- The child must be collected by a nominated parent, guardian or an authorised adult;
- The class teacher must be made aware of who is collecting the child on any given day;
- If a person unknown to the class teacher or principal arrives to collect a child, the Board of Management reserves the right to retain the child on the school premises until the situation is resolved;
- By law, every school must notify the National Education Welfare Board if a child have missed a total of 20 days in the year, even if these absences are accounted for by letter or medical certificate.

School Uniforms

- Wearing the school uniform and PE uniform promotes a sense of identity and unity among the children.
- Correct uniforms should be worn by all children.
- Children are required to wear school tracksuit on P.E days.

Educational Outings

- Outings are an integral part of the school year.
- General permission is required from parents at the beginning of the school year.
- Teachers must seek oral permission from the principal (or authorised member of staff) for *ad hoc* outings.
- Parents are informed formally for outings not covered by thr 'General Outings' permission slips provided at the start of the school year.
- Parents will be informed in advance of any additional arrangements, e.g. trips outside school hours, additional costs etc.
- Adequate supervision is mandatory and is the responsibility of the school.
- Our Health and Safety Policy and Code of Behaviour apply on all such extra-curricular occasions.

Punctuality

- School commences at 8:55 am sharp. The child's parent/guardian are asked to ensure that child arrives on time.
- No responsibility is accepted by the Board of Management for any child who arrives on or near the school property before this time.
- Children should not be collected before the end of the school day, i.e. 1:35 pm for Infant classes and 2:35pm fro 1st-6th classes respectively. Collecting children early is highly disruptive to the school day. Children are busy working right up to the bell time!
- Should there be an urgent reason to collect your child early, permission from the principal (or from an authorised member of staff) is necessary at all times.

School Timetable

School opens:	8:50am
Morning assembly:	8.55 a.m.
School closes:	
(Junior & Senior infants)	1.35 p.m.
(1 st to 6 th class)	2.35 p.m.

- Supervision of children outside these hours, even when on school property, is the sole responsibility of parents.
- Parents are asked to ensure that their children arrive in school on time for morning assembly.
- Up to the end of second class, children must be collected promptly at the exit door in the schoolyard by designated person.
- Any designated persons waiting for children from 1st-6th class must ensure that younger children already collected are properly supervised and remain with them at all times.
- All designated persons waiting to collect Infant children are reminded that the same school rules and regulations are in effect.

Healthy Lunch Policy

- We encourage a healthy eating policy in the school to ensure the health of each and every child.
- Through an external company, we provide a lunch for every child, the content of which can be chosen by the child's parent/guardian.
- Milk, extra fruit and sandwiches are provided by Dublin City Council.
- The following types of food are not permitted and will be confiscated and returned to the child when going home – fizzy/energy drinks, crisps, chewing gum, cereal bars, chocolate bars, chocolate, biscuits and sweets.
- If a parent/guardian chooses to provide an extra drink for the child, only milk or water is permitted.
- If a child is not partaking in a school lunch, the class teacher must be informed why and the above Healthy Lunch Policy must be followed by the parent/guardian.

Personal Property

- The Board of Management accept no responsibility for the loss, theft or damage on the school premises of any money or personal items belonging to any member of the whole-school community.
- Children should not bring any money or personal belongings not directly related to their school work except with the permission of the parent/guardian and the class teacher or principal (or authorised member of staff).
- The Board of Management recommend that unless a child is authorised to travel home unaccompanied that bringing a mobile phone to school is not necessary.
- If a parent/guardian wishes the child to carry a mobile phone for safety reasons, the phone must be powered off (not switched to silent) before entering school property and only powered on upon leaving school property.
- Any breach of the above mobile phone rules while on school premises will result in the mobile phone confiscated and it will only be retrieved by the parent/guardian.

Record Keeping:

All reports concerning attendance/suspension/expulsion/Section 29 Appeals, are kept on file by the school.

It is a condition of attendance at the school that all members of the school community abide by the rules and regulations specified in this Code of Behaviour.

This Code of Behaviour was ratified by the Board of Management on May 28th 2014. A signed copy is available from the office.

Signatures:

Name of child/children: _____

Signature of Parents / Guardians: _____

Date: _____