

Scoil Chaitríona Baggot Street

Code of Behaviour

Introduction

We, the whole-school community of Scoil Chaitríona, 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 behavioural expectations.

Principles

This Code of Behaviour offers a framework within which positive behaviour 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 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 Chaitríona 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, ClassDojo formal parent/teacher meetings and annual reports.

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 follows:

Email: info@scbs.ie or teacher's emails can be found on school website

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 to keep the school environment clean and litter-free.
- Pupils are expected to 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 ways to promote positive behaviour:

- Children are encouraged verbally for demonstrations of positive behaviour;
- A visit to another member of staff or the Principal's office 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 come to school every day, on time and prepared
- I do my best in class and allow others to do the same
- Say *No Then Go* Tell an adult that you know

Our Yard Rules:

- We use kind hands feet and words
- We follow instructions immediately
- We use equipment safely and sensibly
- We stay inside our yard boundaries
- When the bell rings we line up quietly

Lining up:

When the bell rings the children STOP LOOK AND LISTEN.
Walk quickly and quietly to their line.

Promoting positive behaviour:

Promoting positive behaviour is the main goal of our code of behaviour. Our reward system acts as a positive reinforcement of good behaviour. Teachers will focus on and praise positive behaviour rather than criticize poor behaviour. Teachers use rewards positively – once given, rewards will not be removed subsequently for unacceptable behaviour.

These are used to acknowledge and affirm good behaviour and good work and can consist of:

Individual Rewards:

- Boy/Girl of the Week
- Certificate and picture on door
- Homework pass
- Pen licence (inclusive of children with dysgraphia/dyslexia)
- Dojo points
- Jobs
- Stickers
- Passes (art & craft pass, iPad pass, garden pass)

Whole Class Rewards

- Golden time
- Homework pass
- Movie
- Cookery
- Hot Chocolate
- Dojo Points
- Ice-cream/Popcorn party.
- Computer pass
- Library Book pass
- Group Leader
- Pizza party

Group Rewards within the Class

- Table/row of the week
- Dojo points
- Lucky dips
- Jobs
- Points/stars/marbles
- Cookery pass
- Sweets
- Cushions on chair (for group of the week)
- Hot chocolate
- Homework pass
- Golden time

Whole School Rewards

- Pupil of the month
- Gaeilgeoir na Míosa

- Sports star of the Month
- Attendance Awards

Prevention Strategies

The most effective methodology in attempting to manage challenging behaviour is to prevent it occurring in the first place. Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions. The school's SPHE curriculum is used to support the code of behaviour. It aims to help our children develop communication skills, appropriate ways of interacting and behaving, and conflict resolution skills. It also aims to foster self-esteem and to help children accommodate differences and develop citizenship.

It is important that we keep in mind that the behaviour expected in school may differ significantly from that accepted at home for some children. Recognising this, teachers will teach our pupils strategies that will enable them to meet the school's expectations.

Prevention strategies used in the school may include:

- Circle time
- Organised football, basketball and other activities/equipment at break time
- Carrying out useful tasks
- Helping in the school garden
- Time out
- Therapies e.g. Art Therapy
- Referral to Care Team
- Use of individual behaviour plans

Additional Supports

Children with special needs may require assistance in understanding and respecting certain rules. Additional inputs and interventions may also be required to help some pupils manage their behaviour and to prevent them failing educationally. Such interventions could include

- Referral to another teacher or adult who can work with the student
- Involving the Care Team
- Individual Behaviour Support Plans may be devised in consultation with parents, class teacher, support teacher, learning support/resource teacher, HSCL Co-ordinator and SNA. Professional assessments where available may inform and shape the plan.

Specialised Supports

A small minority of students may exhibit particularly challenging behaviour. The school, in cooperation with the student's parents will seek to avail of any services that may assist in responding to the needs of the student. These services could include the National Educational Psychological Services (NEPS), National Council for Special Education (NCSE), Lucena Clinic, Art Therapist, relevant professional counselling services, etc.

1. Dealing with Minor Issues

Where issues occur the class teacher may employ any of a number of strategies to respond to, or divert children's inappropriate behaviour in order to prevent it escalating into something more disruptive to learning and more difficult to manage. These strategies may include:

- Gesture / Look / Whisper
- Tactical ignoring
- Carrying out a useful task in the school
- Catch pupils being good
- Rule reminder
- Teaching rule to class or class recitation of the rule
- Expressing disappointment or disapproval, or using humour.
- Change of place

2. Dealing with more Serious Issues

Disruptive behaviours waste time and impinge on the good order and discipline in the school. When behaviour issues arise that require a sanction either because of the level of disruption, upset or hurt caused, or the persistence of the disruption the following sanctions will be used in a graded system to show disapproval and to discourage such unacceptable behaviour. Deputy Principal/Principal may be involved in investigating incidents which happen in the classroom as necessary.

1. Suspension – suspension is defined as requiring the student to absent himself/herself from the school for a specified, limited period of school days. This definition is used in the NEWB publication – Developing a Code of Behaviour – Guidelines for Schools. The principal has the right to insist that the suspension continues pending any appeal and if the parent/child are successful in the appeal - such a suspension will be expunged from their record.

2. Expulsion - A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000. This

definition is the one used in the NEWB publication – Developing a Code of Behaviour – Guidelines for Schools

Sanctions for Break Times and School Yard

The schoolyard is always supervised during breaks and the teachers in charge deal with problems that arise during play using questions from where appropriate. The teacher records yard incidents and informs the Principal and Deputy Principal if sanctions are decided. Each teacher will utilise positive reinforcement/individual reward systems such as yard monitors, reward charts, stickers etc including target behaviours rewarded so that a child can succeed.

The emphasis is on promoting good behaviour and to support this football games and other activities are organised for all classes. The yard rules are visible in yard and in each classroom are pupils are constantly reminded of them by class teachers.

Dealing with Minor Issues

For minor misbehaviour in the yard the following graded sanctions will apply:

1. Verbal Warning – Reminder of yard rule “In our School we....”
2. Stand out /Walk for up to 2 minutes with staff member
3. Orange card to be signed by parent (Off yard for 1 day)

Dealing with Serious Issues on yard

For serious misbehaviour in the yard the following will apply

Name in Yard Book immediately

Orange Card for:

- Defiance
- Rude or disrespectful to adult on yard
- Bad/abusive language to another pupil
- Throwing an object directly at a person with intent to hurt them
- Writing/graffiti on school property
- Fighting/hurting someone
- Threatening someone
- Spitting at someone

Red Card for:

- Racist/Homophobic/Gender identity based/disability remarks
- Planning, organising, and encouraging a fight
- Use of obscene language/gestures to a staff member
- Deliberate damage to school property
- Unprovoked physical violence to another person
- Gross Defiance / deliberate failure to obey staff instructions
- Behaviour that puts the health and safety of others at risk

The following actions may also be taken:

- **Taken Off Yard** - If necessary for health and safety reasons the pupil will be removed from the yard immediately and supervised by a staff member.
- **Football Ban** - For serious misbehaviour at football a pupil may also be banned from football for a period decided by the Deputy Principal / Principal in consultation with the teachers/SNAs organising the football.

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 concerns.

Procedures for Suspension

The Board of Management of Scoil Chaitríona 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. 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 for Expulsion

- 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 an email, handwritten note or GP certificate, ClassDojo or absence note through the school website;
- 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 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 has 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.
- No fake nails or jewellery other than watches and stud earrings

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 trips not covered by the '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 8:45 am for Junior Infants to 1st class and 8:50 am for 2nd to 6th class. 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. 1:25 pm for Infant classes and 2:30m for 1st -6th classes respectively. Collecting children early is highly disruptive to the school day. Children are busy working right up to 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: 8:45 a.m.

School closes:
(Junior & Senior infants) 1.25 p.m.

(1st to 6th class) 2.30 p.m.

- Supervision of children outside these hours, even when on school property, is the sole responsibility of parents.
- 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 or 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. In accordance with our Acceptable Use Policy, parents must fill out a form requesting permission for their child to carry a phone to school. It is the parent's responsibility to update the form with make and model if necessary.
- 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.

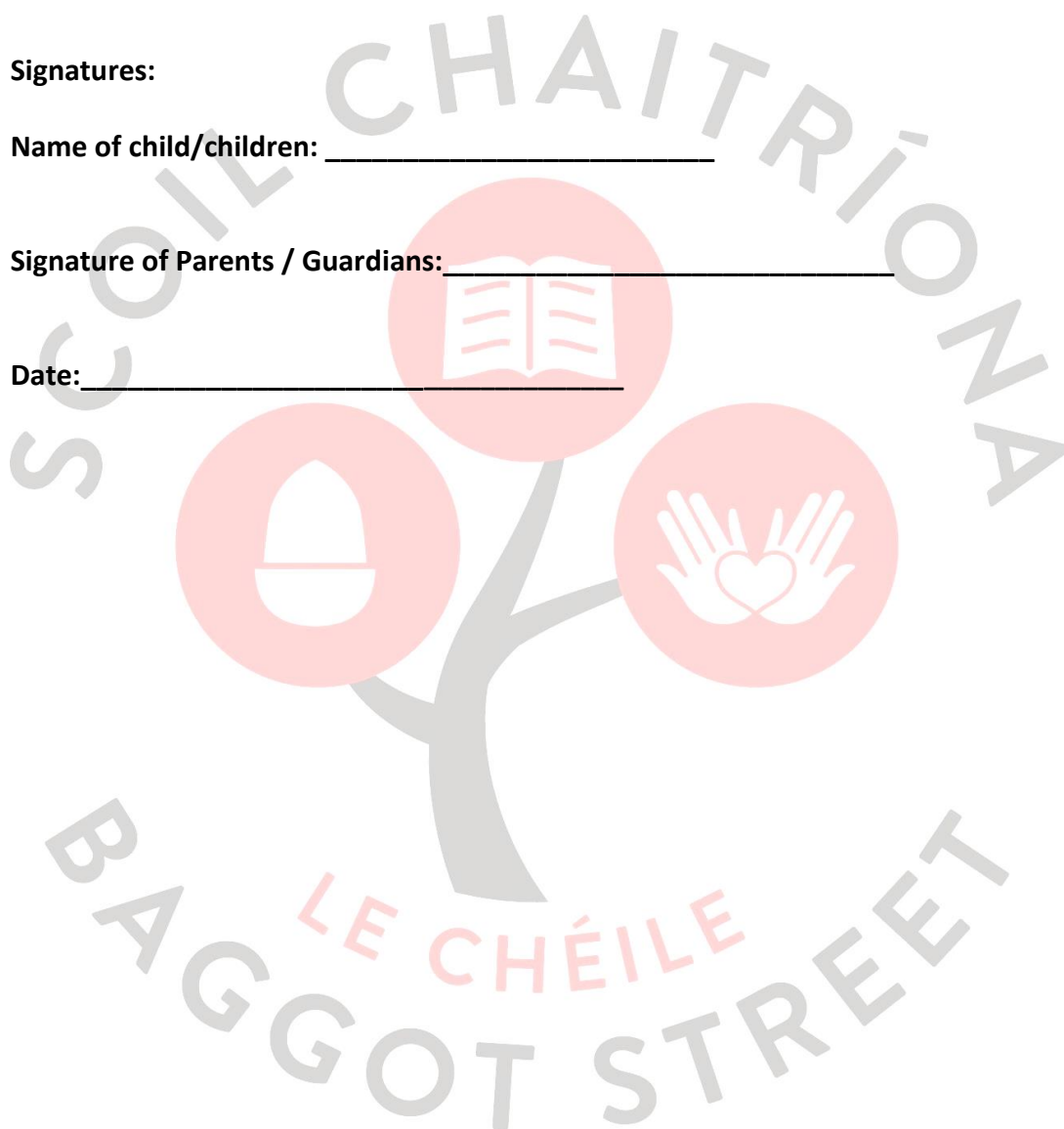
This Code of Behaviour was ratified by the Board of Management on Jan 22th 2023.
A signed copy is available from the office.

Signatures:

Name of child/children: _____

Signature of Parents / Guardians: _____

Date: _____



Appendix A

Examples of Behaviours

Examples of minor misbehaviour include:

- Continuous talking.
- Fidgeting.
- Inattention.
- Pushing and talking in the line
- Writing and passing notes
- Bringing food to the yard
- Chewing gum
- Being in wrong yard area
- Spitting on ground
- Interfering in others games
- Running in school
- Chasing games
- Deliberate delaying while going to class lines on bell.

Examples of serious misbehaviours include:

- All minor misbehaviours when on a persistent basis
- Behaviour that disrupts the learning of others in class
- Refusal to do work
- Telling lies
- Slagging / Name calling
- Swearing / bad language
- Throwing food at other pupils
- Theft
- Rough play / chasing games
- Damage to property
- Rude and disrespectful to a staff member
- Use of mobile phones/personal devices at school
- Leaving the school without permission

Examples of very serious misbehaviour include:

- Persistent disruptive behaviour (Gross misbehaviour)
- Persistent slagging / name calling
- Persistent defiance and disrespect.
- Serious theft
- Hitting or other aggressive behaviour (unprovoked)
- Throwing objects that could cause injury or harm
- Racist / bad / inappropriate language deliberately directed at someone.
- Inappropriate harassment and bullying
- Uncontrolled behaviour
- Angry / aggressive play at football
- Fighting
- Deliberately spitting at another child