

# Code of Behaviour & Discipline

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Scoil Náisiunta Cill Richill  
Kilrickle N.S.  
Roll No: 16293H

This Code of Behaviour & Discipline should be read in conjunction with Kilrickle N.S. Anti-Bullying policy.

This Code of Behaviour is formulated by the Board of Management of Kilrickle N.S. in accordance with the guidelines *Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008* and Section 23 of the Education (Welfare) Act 2000. Consultation has taken place with the various stakeholders in the formulation of this policy.

## Rationale

- The Code of Behaviour has been reviewed at this particular time to ensure the existing policy is in compliance with legal requirements and good practice as set out in *Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008*.
  
- It is a requirement under the Education Welfare Act, 2000, Section 23 (1) which refers to *the obligation on schools to prepare a code of behaviour in respect of the students registered at the school. It details in Section 23(2), that the code of behaviour shall specify:*
  - *The standards of behaviour that shall be observed by each student attending the school;*
  - *The measures that shall be taken when a student fails or refuses to observe those standards;*
  - *The procedures to be followed before a student may be suspended or expelled from the school concerned;*
  - *The grounds for removing a suspension imposed in relation to a student; and*
  - *The procedures to be followed in relation to a child's absence from school.*

## Relationship to characteristic spirit of the school

*The Code of Behaviour endeavours to uphold the Vision Statement of Kilrickle N.S. which states, 'Our purpose is to guide and support each child in all aspects of his/her educational development. This includes promoting academic success as well as self - esteem, confidence and personal responsibility. It is our intention that every child in our school is shown dignity and respect by all school staff at all times. We hope to create and maintain a learning environment that is welcoming, happy, safe and respectful of all students, staff and visitors to our school.'*

## **The aims of the Code of Behaviour of Kilrickle National School are:**

- *To provide guidance for pupils, teachers and parents on behavioural expectations.*
- *To provide for the effective and safe operation of the school.*
- *To develop pupils' self-esteem and to promote positive behaviour.*
- *To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.*
- *To facilitate the education and development of every child.*
- *To foster caring attitudes to one another and to the environment.*
- *To enable teachers to teach without disruption.*

## **Policy Content:**

- In devising this code, consideration has been given to the particular needs and circumstances of this school. Its aim is to ensure that the individuality of each child is accommodated, while acknowledging the right of each child to education in a relatively disruption-free environment.
- Every effort will be made by all members of our staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by the teachers.
- The school places greater emphasis on rewards than on sanctions, in the belief that this will, in the long run, give the best results.
- The school recognises the variety of differences that exist between children and the need to accommodate these differences.
- It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, pupils and parents and board of management.
- In formulating this code, the Board of Management considered a submission relating to the possible content of a code received from the Principal and staff, and discussed with the body representing the parents of the pupils attending the school. All members of the teaching staff have been involved in planning this code. A copy of this code is available on request to all parents.
- In the belief that the most effective schools tend to be those with the best relationship with parents, every effort will be made by the Principal and staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents

and that parents are not only told when their children are in trouble but when they have behaved particularly well.

## **1. Guidelines for behaviour in Kilrickle National School:**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

### General Guidelines for Positive Behaviour

1. Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
2. Pupils are expected to show respect for all school property and to keep the school environment clean and litter free at all times.
3. Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
4. Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present work neatly.
5. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

### 2. Whole School Approach to promoting positive behaviour: Board of Management's Responsibilities

- Provide a comfortable, safe environment.
- Support the Principal and staff in implementing the code.
- Ratify the code.

### Principal's Responsibilities

- The overall responsibility for discipline within the school rests with the Principal, Mr. Gibbons.
- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
- Arrange for review of the Code, as required.

### Teachers' Responsibilities

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good behaviour
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among

pupils.

- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal as they feel appropriate with misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.
- Each teacher has responsibility for the maintenance of discipline within his/her classroom, while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

#### Pupils' Responsibilities

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

#### Parents/Guardians' Responsibilities

- Encourage children to have a sense of respect for themselves and for property.
- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's school work.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems which may affect a child's progress/behaviour.

### **School Rules**

The School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. A copy of these are available to all parents. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly. Kilrickle's **school rules** listed below provide clear guidelines for all members of the school community.

- Pupils enter and leave the school building at all times in an orderly fashion.
- In the interest of safety they must walk within the school building.
- Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy.

- Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable.
- Inappropriate language will not be tolerated.
- We encourage pupils to wear their full school uniform.
- Jewellery is not allowed during sporting activities.
- Hairsprays/gels/deodorants are not allowed. Roll-on deodorants may be used by 4<sup>th</sup>-6<sup>th</sup> classes if required.
- Chewing gum, glass bottles, other solvents, matches, cigarettes, alcohol or drugs are not allowed.
- Cycling on school grounds is not allowed unless supervised by a teacher.
- We encourage children to bring healthy lunches
- Mobile phones are not required by any pupil during school hours. The phone in the staff room is available for use if a child is unwell or should a parent need to be contacted during school hours. No child should have mobile phones or equipment on them for the recording of voices or images in the classroom *or* on the school grounds during school hours. Any such equipment shall be taken from the pupil and a parent will have to contact the Principal to arrange for its collection. **See: Mobile Phone Policy**
- Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

## **School Environment**

We pride ourselves on obtaining and flying the School's Green Flag denoting an environmentally friendly policy.

- Pupils are expected to value our school environment and to care for it. The playground is a litter-free zone.
- To protect the environment, the school is involved in various projects:  
**Composting:** Fruit peels, pencil parings, etc. are collected for the purpose of composting  
**Recycling:** Waste paper and cardboard are collected for recycling.

## **Behaviour in Class and in School Building**

- Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.
- It is school policy that every pupil listens to the class teacher, works hard; making best use of his/her time in school.

## **Behaviour in the Playground**

- All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.
- Misdemeanour consists of any action that puts the safety of self or others at risk.
- Fighting, rough play, abusive/bad language or any physical force is not tolerated.

- In the interests of safety, climbing on the perimeter walls is strictly forbidden.
- Children do not enter the school building without getting permission from the teacher on yard duty. Children must remain within the clear view of the teacher on yard duty at all times.
- Pupils must wear a helmet when playing hurling at break time.

### **Swimming Days**

- All children shall obey the rules of the Coral Leisure Swimming Pool Ballinasloe and the rules of Kilrickle N.S.

### **School Tours and outside school activities**

- The code of behaviour will apply where pupils, although outside the school, are still the responsibility of the school e. g. school tours, games, extra-curricular activities and attendance at events organised by the school.

All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest or lack of progress.

### **Before /After School**

Parents are reminded that the staff of the school or the school *does not accept responsibility for pupils before official opening time* of 9.20 a.m. *or after the official closing time* of 3.00 except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

### **Supervision Policy**

Please see attached Supervision policy also. Again, it has been reviewed by staff, discussed with the Parent Association and ratified by the Board of Management. Please note the changes which will take place from the date noted below. As the school officially accepts children from 9.20am until 3.00pm only, we have decided to provide supervision outside of these times from 9.10am to 9.20am each morning outside the school building, and from 3.00pm until 3.10pm each evening.

We are very conscious of the fact that a lot of parents have to drop children off on the way to work, and are providing this supervision outside of school hours, without prejudice of liability, to facilitate these parents. Unfortunately, it is not possible to accept children onto the school grounds before 9.10am, as they will not be supervised. We are aware that this may cause a change in the morning routine in particular, but we also must be mindful of the legal and insurance issues surrounding opening and closing times of the school.

## 2. Positive Strategies for Managing Behaviour

### Affirming Positive Behaviour

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions. .

#### Strategies/Incentives

- A quiet word or gesture to show approval.
- A comment on a child's exercise book.
- A visit to another class or Principal for commendation.
- Praise in front of class group.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.

### Discouraging Misbehaviour

The purpose of sanctions and other strategies is to promote positive and discourage misbehavior. Sanctions will be applied according to the gravity of the misbehavior, with due regard to age and emotional development. These may involve any of the below:

- Reasoning with the pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and/or temporary removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.
- Exclusion (Suspension or Expulsion) from school (*in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000*)

At the teacher's discretion, any or several of the above steps may be omitted and steps jumped for serious misbehaviour and misdemeanours.  
Sanctions

The use of sanctions is an important element in the school code. They are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns.

- The nature of the misbehaviour and the age of the child
- The frequency, duration and persistence of the behaviour
- Whether it is part of an escalating pattern of poor behaviour
- The context of the behaviour will all determine the strategies to be employed

### Disciplinary Actions and Sanctions to deal with Misdemeanours:

\_The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity, frequency, persistence, context of such misdemeanours. Whether it is part of an escalating pattern of poor behaviour will also be considered.

### **Examples of Minor Misdemeanours:**

Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ not bringing explanation notes for absences and homework/ cycling in school grounds

### **Examples of steps to be taken by teachers when dealing with Minor Misdemeanours**

- The class teacher will normally deal with classroom misdemeanours.
- Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.
- Time out from friends and others (to reflect on the misbehaviour).
- Loss of privileges such as Game time, extra recreation time etc.
- Noting incidence of misbehaviour in incident book
- Note to parents.

### **Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours:**

- A record is kept of regular instances of misdemeanour.
  - Following **three** instances of misdemeanour the pupil is sent to Principal.
  - Class teacher meets with the parent(s)/guardian. Communicating with parents sooner rather than later
  - Principal meets parent(s)/guardians concerning behaviour.

### **Examples of Serious Misdemeanours:**

Constantly disruptive in class/ telling lies/stealing/damaging or interfering with another person's property/bullying/back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language/ bringing alcohol, drugs, cigarettes, matches or constantly bringing chewing gum, glass bottles, correction fluids or other solvents to school/ deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/ deliberately leaving taps on/ misuse of fire equipment.

### **Disciplinary Actions and Sanctions to deal with Bullying:**

Bullying is a serious misdemeanour and the sanctions applied are the same as those listed below for serious misdemeanours.

- Apology to the victim
- A record is kept. Pupil/s write an account of the incident/s that lead to the Bullying behaviour and what they have learned from this episode in their lives – parents must sign this.
- Pupils may be removed from activity if endangering self or others.



- Pupil is sent to Principal/Deputy Principal and made aware that suspension could be a possibility
- In cases where it has been determined that bullying behaviour has occurred the Principal/Deputy Principal informs parents.
- Suspension procedures may follow if deemed necessary by the school authorities.

### **Examples of steps to be taken when dealing with Serious Misdemeanours:**

- A record is kept of all serious misdemeanours.
- Pupils may be removed from activity if endangering self or others
- Pupil is sent to Principal and made aware that suspension could be a possibility
- Principal contacts parent/guardian
- Suspension procedures may follow if deemed necessary by the school authorities.

### **Examples of Gross Misdemeanours:**

Deliberately vandalising school property/ aggressive, threatening or violent behaviour towards a teacher or pupil. Bringing alcohol, drugs, cigarettes, matches to school.

### **Examples of steps to be taken when dealing with Gross Misdemeanours:**

- A record is kept
- Principal contacts parent/guardian
- Suspension or expulsion may be considered

### **Managing Aggressive or Violent Behaviour**

Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay. Help will be sought, also, from support services within the wider community, e.g. Community Care services provided by the HSE.

#### **Communication**

- Communication with parents will be verbal or by letter, depending on circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour, or repeated instances of serious misbehaviour, suspension will be considered.
- Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 130(5) of the Rules for National Schools.
- In the case of gross misbehaviour, the Board shall authorise the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents.

- Expulsion may be considered in an extreme case, in accordance with Rule 130(6).

### **3. Suspension / Expulsion**

#### **Suspension:**

(See also NEWB Developing a Code of Behaviour: Guidelines for Schools, Chapter 11, pp 70-78).

For the purpose of this policy suspension is defined as:

*'requiring the student to absent himself/herself from the school for a specified, limited period of school days'.*

The Board of Management has the authority to suspend a student.

**Grounds for suspension:** The decision to suspend a student requires serious grounds such as that:

- the student's behaviour has had a seriously detrimental effect on the education of other students
- the student's continued presence in the school at this time constitutes a threat to safety
- the student is responsible for serious damage to property
- A single incident of serious misconduct may be grounds for suspension.

**Immediate Suspension:** In exceptional circumstances the Chairperson in consultation with the Principal may consider an immediate suspension to be necessary, where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person.

**'Automatic Suspension':** The Board of Management may decide, as part of the school's policy on sanctions, and following the consultation process with the Principal, parents, teachers and students, that particular named behaviours incur suspension as a sanction.

Procedures in respect of suspension:

The following procedure will be followed in Kilrickle N.S.:

1. An investigation of the facts shall be held to confirm serious misbehaviour.
2. Parents will be informed by phone or in writing about the incident.
3. Parents will be given an opportunity to respond.

If a student and his/her parents fail to take the opportunity to respond, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the negative

behaviour. The school should record the invitations made to parents and their response.

If suspension is still decided upon:

- The principal will notify the parent in writing of the decision to suspend.

**The letter will confirm:**

- The period of the suspension and the dates on which the suspension will begin and end.
- The reasons for the suspension.
- Any study programme to be followed.
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
- The provision for appeal to the Board of Management
- The provision for appeal to the Secretary General of the DES under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)
- Where the cumulative total of days reached 6, the NEWB will be notified.

## **Records and reports**

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

### **Removal of Suspension (Reinstatement)**

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

## **Expulsion:**

(See also NEWB Developing a Code of Behaviour: Guidelines for Schools, Chapter 12, pp 80-87).

*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 and with any additional requirements set down by the Patron.*

### **Procedures in respect of expulsion**

1. A detailed investigation is carried out under the direction of the principal.
2. A recommendation to the BOM by the principal
3. Consideration by the BOM of the principal's recommendations and the holding of a hearing.
4. BOM deliberations and actions following the hearing.
5. If BOM is of the opinion that the student will be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB will be notified using a Notice of Intention to Expel form which is available on [www.schoolreturn.ie](http://www.schoolreturn.ie) or from the helpline (1890 36 3666). This form will be completed and sent to the School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.
6. Consultations arranged by the EWO.
7. Confirmation of the decision to expel.

### **Appeals**

A parent may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998 section 29)

### **Procedures for notification of pupil absences from school**

Reasons for pupils' absences must be communicated in writing, by parents/guardians to the school and will be retained by the school. To facilitate this, such communications should not be in the homework diary, but on a separate page or sheet of paper. If a child is absent, when the child returns to school s/he should give/send a written note to the class teacher which contains the child's name, the dates of absence and the reason for the absence. These notes will form a record which may be inspected by the Education Welfare Officer on a visit to the school. The school will contact parents when a written explanation for the child's absence is not received by the school.

### **Reference to other Policies**

This Code of Behaviour has been drawn up with reference to the following policies and plans:

- o Anti-bullying
- o Enrolment
- o Record keeping
- o Home / School links
- o Health & Safety
- o Special Educational Needs
- o SPHE plan

### **Success criteria:**

The success of the Code of Discipline will be judged under the following criteria:

- Improved discipline within the school
- Implementation of the policy by staff
- Feedback from staff, parents and pupils
- Improvements in behaviour

### **MONITORING:**

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. Teachers consider themselves responsible for the behaviour of children within sight or sound of them and respond to any instance of unacceptable behaviour. The principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein.

### **Ratification and Review of Policy**

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on

Signed: 

Chairperson of Board of Management

Date: 2nd September 2021

Signed: 

Principal

Date: 2nd September 2021

Date of next review: September 2025