



Scoil Naomh Muire

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Registered Charity Number: 20114022

Príomh Oide: Gerard O'Donoghue.

Roll Number: 18487H.

Code of Behaviour

Aims

- In devising the code, consideration has to be given to the particular needs and circumstances of this school. The aim is to create an ordered and orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development, and a healthy positive atmosphere with a safe, proactive environment, in which pupils can learn.
- Every effort will be made by all members of the school community to adopt a positive approach to the question of behaviour in the school.
- 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.

Implementation

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 with the emphasis on positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual differences. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted as appropriate.

School Rules

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. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

Clár ama na Scoile

School begins; 9.20a.m.

School closes; Infants – 2.00p.m.

Other Classes – 3.00p.m.

Before/After School

Parents are reminded that the school does not accept responsibility for pupils before the official opening time of 9.20a.m., or after the official closing time of 3.00p.m.(infants – 2.00p.m.), 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.

Homework

It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and to sign their homework journal each night (ensuring that it is done)

General Guidelines for Positive Behaviour

- 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.
- Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
- 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.
- Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present assignments neatly.

- 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. The school journal to be used for this purpose.

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.

These may include;

- 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 the class group.
- Individual class merit awards, points awards or award stamps.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parents

Discouraging Misbehaviour

The purpose of sanctions and other strategies is to promote positive behaviour and discourage misbehaviour. Sanctions will be applied according to the gravity or the misbehaviour, with due regard to age and emotional development.

These may include;

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and/or temporary removal to another class.
- Proscribing extra work.
- Loss of privileges.
- Detention during break
- Referral to principal.
- Communication with parents.
- Referral to Chairperson of Board of Management.
- 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)

Pupils will not be deprived of engagement in a curricular area except on grounds of health/safety.

Bullying (To be read in conjunction with School Anti Bullying Policy)

Bullying is repeated verbal, psychological or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated under **any** circumstances, and pupils, teachers and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the schools Anti-Bullying Policy.

Procedures for investigating and dealing with bullying

- Calm unemotional problem-solving approach.
- Incidents best investigated outside the classroom situation.
- Teacher should speak separately to the pupils involved.
- Answers should be sought to questions of What, Where, When, Who and Why.
- Members of a gang should be met individually and as a group.
- Meet parents of parties involved.

Programme for work with pupils

Learning strategies should allow for the enhancement of each pupil's self-worth, and the school will work in accordance with the "Stay Safe" programme.

Pupil Guidelines

Safety

For my own safety and that of others;

- I should be careful coming to and going from school.
- I should always walk while in the school building.
- I should remain seated at all times in class and while eating lunch.
- I should always show respect for others.
- Bring a note of explanation following absences.
- I should never leave the school grounds without the permission of the principal.

Caring for myself

- I should respect myself and my property, always keeping my school bag, books and copies in good order.
- I should always be in school when the bell rings at 9.20 a.m.
- I should show respect for my school and be proud to wear the complete school uniform every day.
- I should always be aware of my personal cleanliness.
- I should always bring a sensible, nutritional lunch to school-see School Healthy Eating Policy.

- I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

Caring for Others

- I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line.
- I should behave well in class so that my fellow pupils and I can learn.
- I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc. home. I should show respect for the property of my fellow pupils, the school building and grounds.
- Be truthful and honest at all times.

Procedures for Dealing with Breaches in Discipline

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 of such misdemeanours. As follows;

Examples of minor misdemeanours

Interrupting class work/arriving late for school/running in the school building/talking in the class line/leaving assigned seat without permission at lunch time/placing unfinished food/drink cartons in class bin/leaving litter around the school/not wearing the correct school uniform/being discourteous/unmannerly/not completing homework without good reason/not having homework signed by a parent/ending self/fellow pupils in the school yard at break time.

Examples of serious misdemeanours

Constantly disruptive in class/telling lies/stealing/damaging other pupil's property/bullying/back answering a teacher/frequenting school premises after school hours without appropriate permission/leaving school premises during school day without appropriate permission/not working to full potential/using unacceptable language/bringing weapons to school/deliberately injuring a fellow pupil.

Examples of gross misdemeanours

Setting fire to school property/other acts of vandalism/deliberately leaving taps on/aggressive, threatening or violent behaviour towards a teacher/pupil.

It should be noted that these lists consist of examples only, it is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

Examples of steps to be taken by teachers when dealing with misdemeanours:

- Reasoning with 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.
- Detention during break.
- Referral to principal.
- Communication with parents.
- Principal communicating with parents, recording in the appropriate recording template.
- Referral to Chairperson of Board of Management.
- 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)

Suspension/Expulsion

For gross misbehaviour or repeated instances of serious misbehaviour, suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or 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 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 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 the pupils, the board has authorised the chairperson or principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents. Expulsion may be considered in an extreme case, in accordance with the Rules of National Schools and The Education Welfare Act 2000, before suspending or expelling 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 (Re-instatement)

Following, or during a period of suspension, the parent/s may apply to have the pupil re-instated 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 re-instatement 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.

Keeping Records

The school keeps a book of accidents and incidents.

Record of bullying behaviour and misbehaving, to be filled out, after communication with parents and prior to referral to Board of Management.

Board of Management Responsibilities

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

Principal's Responsibilities

- 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

- To encourage children to learn in a positive, friendly, stimulating manner.
- Support and implement the school's Code of Behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- 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 appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

Pupils' Responsibilities

- To learn to the best of their ability, in a safe and friendly environment.
- 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

- To present their child/children to school during school terms, and abide by school rules and guidelines as set by the Department of Education.
- 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 their child's progress/behaviour.
- Ensure your child wears the full school uniform.
- Always check and sign your child's homework journal.