



St. Joseph's CBS • Sunday's Gate • Drogheda

CODE OF BEHAVIOUR

ST. JOSEPH'S C.B.S. PRIMARY SCHOOL

DROGHEDA

Rationale:

- The purpose of a Code of Behaviour is the creation of a safe, positive learning environment in which a child may enter fully into the life of the school and progress educationally. There is a need in all schools for rules and regulations, and it is accepted that no community can hope to prosper without a Code of Behaviour.
- In a class situation, it is expected that the teacher should not have to interrupt the teaching process, nor the pupils the learning process, in order to deal with disruptive behaviour.
- The school acknowledges the right of each pupil to education in a disruptive free environment.
- It is the aim of the school to encourage and foster positive behaviour in our pupils and this is central to our code of discipline.
- Our code provides a framework within which positive techniques of motivation, reward, and encouragement, are used by the staff. All members of the staff should adopt a positive approach to the question of behaviour in the school.
- All parents must sign the Code of Behaviour thus indicating their commitment to its implementation as a condition of enrolment.

Responsibility of Adults:

The adults encountered by the children at school have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other, as their example has an important influence on the children.

As adults we should aim to:

- Create a positive climate with realistic expectations.
- Promote positive behaviour, through example, honesty and courtesy.
- Provide a caring and effective learning environment.
- Encourage relationships based on kindness, respect and understanding of the needs of others.



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- Ensure fair treatment for all regardless of age, gender, race, ability and disability.
- Show appreciation of the efforts and contribution of all.
- To discourage physical aggression and encourage:
'Kind Hands, Kind Words, Kind Feet'.

1. SCHOOL UNIFORM

The school uniform - grey slacks, grey shirt, navy or green pullover and tie are to be worn on all days except when P.E. classes are held, requiring the wearing of a school tracksuit. Note for Junior and Senior infant classes the uniform is always the tracksuit

A neat appearance and appreciation of personal hygiene are an important part of the personal development of all pupils in the school.

Failure to adhere to safety and health regulations and the instructions of staff will be considered a breach of the Code of Behaviour the staff and Board of Management retain the right to implement all and any sanctions outlined in this policy.

Mobile phones are not allowed during school time. Children found using a mobile phone during school hours will have their phone confiscated and the phone must be collected by a parent/guardian.

2. PUNCTUALITY

School commences at 8.50 a.m. Every pupil is expected to be punctual at all times.

3. ABSENCE

When a pupil is absent from school, even for half a day, parents are expected to provide notification of their absence e.g. Aladdin Connect message, email, phonecall, note etc.

Notification is also required should the parent/guardian wish a pupil to leave the school for appointments etc. During school hours, pupils are not permitted to leave school unless accompanied by an adult.

4. HOMEWORK

Teachers will assign homework in class. It is a parental responsibility to ensure that homework is completed. See homework policy.



5. BEHAVIOUR IN CLASS

A child's progress in school is related to good behaviour in class. Every child should remember that disruptive behaviour in class affects not only their own progress but that of their fellow pupils. Constant disruption during class will be classified as serious breach of the code of behaviour and action will be taken to protect the interests of both the class as a whole and the teacher.

6. BEHAVIOUR IN THE SCHOOLYARD

During break-time, all children are encouraged to enjoy their games and play in the yard. Everyone is expected to behave in such a manner that play can go on uninterrupted and free from interference. Rough, dangerous play, bullying, harassment and fighting among pupils will not be tolerated.

All children must only socialise in the portion of the yard that is assigned to their class.

7. RESPECT FOR TEACHERS AND FELLOW PUPILS

Having respect for teachers and fellow pupils is expected of each child and leads to a better school atmosphere and instils in everybody a feeling of good-will and cooperation.

8. RESPECT FOR ADULTS/VISITORS TO THE SCHOOL

It is expected that every child will promote the ethos of the school by showing respect to adults or all those who are visitors to the school.

9. RESPECT FOR PROPERTY

Every child is expected to respect the property of fellow pupils in the classroom and the school property in general. It will be regarded as serious breach when property is vandalised or stolen.

10. SCHOOL - RELATED ACTIVITIES:

When engaged in school-related activities outside school e.g. football, school tours, religious services and sacraments each child is representing the school. The good name of the school depends on the positive image created by all when taking part in, or representing the school on such occasions.



11. Additional Educational Needs:

All children are required to comply with the spirit of the Code of Behaviour. St. Joseph's CBS recognises that some children with AEN (additional educational needs) may need extra time and help in understanding some rules. Specialised **Behaviour Plans** may be necessary at times. Cognitive development will be taken into account. Behaviour Plans will be put in place in consultation with the class teacher, parent/guardian, SET (special education teacher) and principal. Any professional advice from our NEPS Psychologist will be taken into consideration.

12. Parental/Guardian Involvement:

St. Joseph's management and staff see parental/guardian engagement as a cornerstone of good behavioural intervention. Engagement with the school to support behavioural management strategies up to and including the involvement of outside agencies is an essential element of compliance with the code of behaviour.

UNACCEPTABLE BEHAVIOUR:

The three levels of unacceptable are recognised as: **minor, serious and gross.**

All everyday instances of **minor misbehaviours** will be dealt with by the teacher in the class or the supervising teacher at break-times.

Minor breaches of the code of behaviour include:

- Interrupting work in the classroom;
- Being discourteous / unmannerly
- Running in the corridors
- Rough play on the yard
- Going 'out of bounds' on the school yard



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- Not wearing full school uniform.

Serious breaches of the code of behaviour include:

- Behaviour that is hurtful, which are as follows:
 1. threats,
 2. bullying,
 3. harassment,
 4. discrimination,
 5. victimisation
 6. repeated minor breaches of the code of behaviour
 7. Using violent and/or aggressive behaviour towards others
 8. Verbal abuse of a teacher / adult
 9. Behaviour that interferes with teaching and learning on a daily basis
 10. Damage to school property
 11. Theft
 12. Leaving the classroom without permission
 13. Using a mobile phone at school / taking photographs (See Acceptable Internet Use Policy)

Gross breaches of the code of behaviour include:

- Repeated serious breach of the code of behaviour
- Physical abuse of a teacher / adult / other child
- Serious aggressive, threatening or violent behaviour towards a teacher / adult / other child
- Bringing dangerous implements to school
- Leaving St. Joseph's CBS without permission
- Serious damage to property e.g. structural damage to school building, broken window
- Carrying drugs / alcohol / cigarettes / dangerous substances

The purpose of a sanction is to bring about a change in behaviour by helping children to:

- learn that their behaviour is unacceptable
- see that their behaviour affects others
- understand that they have choices about their behaviour
- understand that their choices have consequences
- learn to take responsibility for their choices/behaviours
- discuss and devise strategies to prevent the behaviour occurring again



Sanctions should:

- reinforce the Code of Behaviour
- signal to other children that their wellbeing is being protected
- prevent serious disruption of Teaching and Learning
- be clear so that the child understands why the sanction is being applied
- make it clear that changes in behaviour are needed to avoid further sanctions
- make a clear distinction between minor and major offences
- relate to an individual and not a group
- focus on the child's behaviour not on the child himself/herself

Steps to be taken for Breaches of the Code of Behaviour

Sanctions for Minor Breaches of the Code of Behaviour:

Class Teachers will keep a **written record of minor breaches**. If a pattern of minor breaches of the code of behaviour appears, the class teacher may inform parents/guardians and the principal.

Sanctions for Serious Breaches of the Code of Behaviour:

- The class teacher in conjunction with the deputy principal/principal will deal with the incident.
- Any single incident may be brought to the parent/guardian's attention at the discretion of the deputy principal/ principal.
- Parents/guardians will be involved at an early stage and invited to meet the class teacher and deputy principal/ principal to discuss their child's behaviour.

Sanctions for Gross Breaches of the Code of Behaviour:

Parents / Guardians will be informed immediately by the principal if there is **one incident of gross misbehaviour**

Sanctions for Breaches of the Code of Behaviour from minor to gross

The following steps will be taken when a child behaves inappropriately. Individual teachers may put alternative measures in place depending on the circumstances involves and the age of the child. **This list is not exhaustive.**

The Class Teacher will:

- ask the child to stop the behaviour
- discuss behaviour and reason with child
- advise child on how to improve their behaviour



- ask the child to move away from his/her class group to consider the behaviour
- ask the child to go to a nearby class to consider his/her behaviour
- loss of privileges e.g. golden time / free play / activities / representing the school / attendance on a school trip/tour
- ask the child to write down their account of behaviour
- inform the principal/deputy principal about on-going behaviour
- Communicate with parents/guardians by phone call, electronic communication, letter or in person.
- Lunchtime detention in the school.
- make an appointment with parents/guardians
- make an appointment with the principal and parents/guardians
- Collection of the child by parent following a serious/gross breach of the code of behaviour
- Accompanying a child to school following a serious/gross breach of the code of behaviour

When all of the above has been exhausted or if the matter is a gross breach of the code of behaviour then the matter will be referred to the Board of Management where the following will be considered

- Supervision by a parent in school
- Suspension from the school yard
- Suspension
- Reduced timetable
- Permanent exclusion.

Suspension

Suspension is defined as 'requiring a student to absent himself / herself from the school for a specified, limited period of school days' (NEWB Guidelines)

Exclusion for part of a school day or asking Parents/Guardians to keep a child from school, as a sanction, counts as suspension. Suspension will be considered as part of a range of sanctions where a child has engaged in a serious or gross misbehaviour. While suspension should be a proportionate response to the behaviour that is causing concern, a single instance of serious misbehaviour may be grounds for suspension. The decision to suspend will be based on the following grounds:

- The seriously detrimental effect on the Education of the other children of the child's behaviour to date



- Whether the child's continued presence in the school constitutes a threat to Health and Safety
- The child is responsible for serious damage to property

The purpose of the suspension is to give the child / Parent / Guardian / Staff time to consider the child's actions and to consider the implications for the other children in the class group. It will also provide the school with time to devise ways to help the child improve their behaviour in the future.

The Principal can suspend a child for periods of up to three days. If a longer suspension is proposed, the Principal should refer to the Board of Management for consideration and approval. Reports to the Board and to the relevant authorities should be made in line with NEWB Guidelines.

Permanent Exclusion

The Board of Management has the authority to expel a child. This authority will be exercised in line with the procedures outlined in the Development of a Code of Behaviour Guidelines for Schools NEWB.

Appeals

Under Section 29 of the Education Act, Parents / Guardians are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the BOM, including suspension and expulsion.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the Parents /Guardians may apply to have their child reinstated to St. Joseph's CBS and they then must accompany the child to the school to be reinstated. The Principal must be satisfied that the child's reinstatement will hold no safety risks to other children or staff. The Principal will facilitate the preparation of an Individual Behaviour Plan for the child in conjunction with the class teacher and SET teacher if required. The principal will formally readmit the child to his/her class.

Bullying

Please refer to St. Joseph's CBS Anti-Bullying Policy.

Communicating with Parents and Guardians

Communicating with Parents/Guardians is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy which can be implemented at home and at school.



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Parents must provide the school with contact details and inform the school if those contact details change. Parents must be accessible to the school during the school day.

St. Joseph's CBS encourages parents to talk in confidence to teachers and/or principal about any significant development in their child's life which may affect their child's behaviour.

The following methods of Communication are used:

- Informal /formal Parent /Teacher Meetings
- Letters /notes to and from St. Joseph's CBS
- Email / text messaging/Aladdin Connect

The Parents and Guardians of any new children starting in St. Joseph's CBS will be provided with a copy of our Code of Behaviour. They will in turn be asked to sign the Code of Behaviour.

The Code of Behaviour is published on the school website

www.stjosephssundaysgate.ie

We feel that this code of behaviour is fair and that it is reasonable to expect all pupils to observe the rules involved. The school uses positive reinforcement strategies such as Incredible Years and the KiVa Anti Bullying Programme in order to promote behaviour that compliments learning and respects the rights and dignity of others.

Every effort will be made by the principal and staff to ensure that parents are kept well informed of their behaviour. Any parent, however, who feels the need to discuss a problem with an individual teacher must do so at a prearranged time convenient to both.

Geraldine Conlon
Chairperson

Date of Ratification
