Kilsheelan NS

Kilsheelan, Clonmel, Co.Tipperary
Roll No: 18486F
www.kilsheelanns.com

Code of Behaviour

Introduction
This policy was reviewed in February 2025 in line with Tusla's guidelines for 'Developing a Code of Behaviour'. This review was carried out by the Principal in collaboration with staff and the Board of Management. This code forms part of the enrolment process at Kilsheelan NS. Parents/guardians of new enrolments must review and sign an acceptance to adhere to and support the schools Code of Behaviour.

School Discipline
The Board of Management has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of behaviour applies therein. This code should be formulated by the principal and the teaching staff in consultation with parents and be approved by the Board.

School Ethos and Aims of Code of Behaviour
The following is a code of behaviour of Scoil Mhuire, Kilsheelan. It was drafted by the Principal and Staff in consultation with the Board of Management. The ethos of this school is to develop in each child a love of learning and an enquiring mind and to maximize and develop each child's potential.
We aim to have and maintain high standards of behaviour. This points to the importance of a strong sense of community within the school, and the existence of a high level of co-operation among Teachers, Ancillary Staff, Pupils, Parents, Parents Association and the Board of Management. The school places a great emphasis on the need to give the children every possible opportunity to develop patterns of good behaviour. The aim is to ensure that the individuality of each child is accommodated, while at the same time acknowledging the right of each child to education in a disruption free environment.

Aims of Code of Behaviour
The code of behaviour aims to achieve three things:

1. The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
2. The maintenance of good order throughout the school and respect for the school environment.
3. The development of self-discipline in pupils based on consideration, respect, and tolerance for others.

Principles of Behaviour Policy:
If the school is to achieve a happy, secure environment in which children can develop their full potential it is necessary to provide a framework which promotes constructive behaviour and discourage unacceptable behaviour. The school code places a greater emphasis on rewards than on sanctions and the ideal is that pupils will acquire the skills of self-discipline. There are times however when it may be necessary to impose sanctions in order to maintain

good order and to discourages offenders. School rules are kept to a minimum and are devised with regards for the health, safety and welfare of all members of the school community.

School Rules:
If a school is to function efficiently it is necessary that rules and regulations are clearly stated and enforced consistently and wisely.
A copy of the code of discipline will be given to each family and child with parent(s) will sign a commitment form to adhere to school rules. School rules will be discussed regularly at Assembly meetings.

Respect and Courtesy:
All pupils are expected to treat staff, their fellow pupils and visitors with respect and courtesy at all times.

Punctuality:
School begins at 9.10 am. All children expected to be in line at 9.10 when bell rings. We ask parents to drop children to school as close as possible to the school starting time. School day begins 9.10 to 2.50pm or 1.50pm for infants. Please adhere to these starting and finishing times. Although teachers are in school before 9.10 they are there to plan work, organize classrooms, photocopy or meet parents by appointment. Parents are requested to sign in if child does not attend at 9.10. Likewise parents sign out children who leave early. Infant class teachers will accompany pupils to the gate at 1.50pm. It is expected that pupils in classes 1st to 6th would leave school grounds at 2.50pm in an orderly fashion.
Children are not to congregate at the front gate of the school. Pupils must not leave school through the G.A.A. grounds. All children must enter and leave through the doors nearest to their classroom, i.e. back door or yard door. Children may not leave the school unattended at any time.

Absences:
Every absence of a child must be accounted for by forwarding a note or written explanation in child's homework notebook. This facilitated through a Google Form on the school website. *Messages by phone should only be made in cases of emergency.* The school is required under the Education Act 2000 to report absences of 20 days or more to Tusla. A letter will be sent at 18 days to parents informing them of pupil's absences. A further letter will be sent at 20 days to parents and Tusla. The Department of Education & Science does not condone the withdrawal of children from school for holidays or outings. The school will endeavour to supply parents with our calendar of school closures early in the school year. However there may be exceptional closures or staff development days arising during the year and we will try to give advance notice where possible, in the case of adverse weather.

Personal Property:
- Children should have their names on their coats, uniforms and other personal property such as school books, copies, and lunch boxes.
- School uniform to be worn everyday except class P.E. day which each class teacher will decide for his/her class.. The uniform consists of a navy skirt/pinafore trousers; navy v-neck jumper; blue shirt and a navy, blue and yellow striped tie. Children may wear clothes suitable for P.E. in the school colours. Children in class may also wear P.E. clothes on days when they are going swimming. Variations of the uniform are not acceptable.
- The wearing of jewellery i.e. long or hoop earrings, long chains is discouraged for safety

reasons.

- The use of mobile phones and electronic games are not permitted during school hours. Children are not allowed to bring phones to school. Calls can be made from school office for emergencies.
- Children may not have liquid tippex or very strong smelling markers in school in junior classes.
- The wearing of make-up is not allowed.
- Children should be neat and tidy.

Procedure for entering and exiting school building

Entering school
School begins at 9.10 am.
Bell rings at 9.10 am
Children line up in colour coded assigned class lines
Teachers bring pupils in through doors leading from class lines
As classrooms groups vary each year the pupils in new building class enter at lower door.
All other classes enter top door.
Teachers and supervise on the corridor on wet days.

Leaving school
Infants finish at 1.50 pm.
Children collected in small yard at 1.50 pm by parents.
1st to 6th finish at 2.50 pm.
Front door to school only to be used for adult visitors (appointments) and for fire drill emergency
Pupils exit to yard via two doors, main front door not to be used.
Pupils to exit school in orderly fashion.
Front gate should be kept clear to facilitate exit.
We would encourage pupils to walk to school wherever possible.
Parking arrangements for special needs should be observed.
Children should cross road at pedestrian crossing.

School property and the School Environment:
Pupils must respect all school property and keep the school environment clean and litter free. Defacing school property is a serious misdemeanour. Writing on tables is a serious offence. Damage caused by pupils to such shall be replaced / paid for by their parents.
We take great pride in the physical appearance of our school and we should be very mindful of this in how way seek to maintain our surroundings.

Healthy Eating
A policy of healthy eating is promoted by the school. **Sweets, chocolates, fizzy drinks and crisps** are not allowed.. Fruit, yoghurt and sandwiches are suggested as healthy alternatives. Recycling of screw top bottles and containers for lunch is encouraged. Chewing gum is forbidden. No glass bottles are allowed. See also Healthy Eating Policy. Please check that your child has eaten the lunch given to him/her by you. A guide to Healthy Lunches is located in the school diary

Behaviour in Class:

- Pupils must have all books and required materials.
- Pupils are expected to work to the best of their ability and to present written exercises neatly.
- Pupils are to show respect for their classmates and to follow their teacher's instructions.
- Any behaviour that interferes with the rights of others, with the smooth running of the class, and affects the work of the class is unacceptable.

Behaviour out of class:

- Pupils must not behave in any way which endangers themselves and others.
- Any instructions or directions given by the supervising teacher and secretary are to be complied with.
- Climbing on walls, roofs, shelter seat, wire fences, etc is forbidden – also cycling within the school premises is not allowed. Children walk with bicycles from front gate to bike parking area.
- Children must line up in an orderly manner at the end of the break. Children walk in single file in corridors.
- Any form of threatening behaviour is unacceptable. If children are being bullied teachers must be told so that the matter can be dealt with effectively. School has an anti-bullying policy. This policy is available on request to parents.
- All pupils should be informed of toilet training, i.e. hand washing, use of toilet paper, use of hand dryers or towels.
- On wet days all pupils are to remain in their own classrooms, sitting reading, colouring, playing board games etc. No running on corridor or in classroom. No child can leave the classroom without the permission of the teacher on duty.
- Junior and Senior infants must play in the cement yard and shed.
- The small G.A.A. pitch may be used during playtimes by 5th and 6thclasses when grass is dry and weather is fine.
- Children to walk on pathway only in front of school building
- 1st and 2nd in middle yard at break times
- 3rd to 6th use big yard/basketball court at break times.
- The large G.A.A. pitch may be used for specific training with teachers/trainers present. The area to the right of the large G.A.A. pitch and railway line is out of bounds for children.
- No football playing on wet/frosty days.
- Areas where oil tank and water butt are located are out of bounds.
- No writing or graffiti on school property.
- Front garden of school not a play area.

Strategies and Sanctions

Sanctions can be imposed for anti-social, behaviour, incidents of bullying or behaviour which is contrary to school ethos where one may endanger oneself or others. Therefore the school authority reserves the right to impose the following sanctions:

1. Verbal Reprimand
2. Communication of incident to parents/guardians to be signed.
3. Loss of privilege e.g. detention at playtime
4. Temporary separation from friends, peers and others.
5. In the event of constant misdemeanours or serious incidents the school reserves the right to consult with the Board of Management. The Board may suspend a pupil after such consultation with parents and school management. The school at all times

envisages a partnership of pupils, parents and staff to ensure the safety and well being of all who attend the school, or visit on business.

Strategies towards dealing with behavioural issues

- Reasoning with pupil.
- Reprimand (including advice on how to improve)
- Temporary separation from peers, friends and others.
- Loss of privileges.
- Detention during breaks school hours.
- Prescribing extra homework which should be signed by parent.
- Referral to Principal/Deputy Principal.
- Children may be asked to write an account of the incident, giving both sides of story and an apology. This is also to be signed by parents.

Homework:

- It is the policy of the school to assign homework on a regular basis. Homework assignments may vary from pupil to pupil depending on curriculum and aptitude of pupil. Homework is an extension of work done in school. It allows pupils to master new concepts, reinforce learning and revise.
- Parents are strongly encouraged to take an active interest in their child's homework. If homework causes worry for the pupil, parents are asked to contact the teacher.
- Parents should sign homework each night or write note if homework is not done. There will be no homework on Fridays.
- If homework is not done, pupil will remain in class at break time to do it.

Rewards for Good Behaviour-

- Certificates of Merit are given out to reward hard work/good behaviour at the monthly assembly.
- A points table may be kept on a class by class basis.
- Oral and written praise. Pupil's journal or copy is used to convey, messages of approval. Yearly reports will be issued to the parents of each pupil. A Stamped Addressed Envelope will be required.
- Homework off as appropriate.
- Extra privileges will be given to promote good behaviour.
- Prizes for merit.

Communication with parents:

1. As the school as an open door policy parents can visit the school preferably by making an appointment to discuss their child/children's progress.
2. When there are a number of serious misdemeanours, parents are requested to attend the school to discuss the matter with class teacher and or Principal.

Suspension: (Under Section 21 of the (Welfare) Act 2000)

1. Teachers shall keep a written record of all serious misbehaviours as well as a record of improvements in the behaviour of disruptive pupil.
2. **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 a meeting with the **Chairperson and the Principal, or a selected member of the board of Management.** If the parents do not give an undertaking that the child will behave in an acceptable manner in the future the pupil may have to be

suspended. If the parents fail to attend the meeting or fail to provide a reasonable excuse for not doing so the child **may be suspended** until they do so.

3. The Board of Management makes provision in the code of discipline to deal with continuously disruptive pupils or with a serious breach of discipline, **by authorising the Chairperson or Principal to exclude a pupil or pupils from school the maximum initial period of such exclusion-shall be three school days.** A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupils or pupils parents or guardians. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.
4. When a period of suspension is over, the pupil should be readmitted formally to the class by the Principal.

   Note 1: In the implementation of these sanctions it will be made clear to the child that it is the behaviour that is being rejected not the child.

   Note 2: All acts of **bullying,** aggressive or threatening behaviour towards pupils or teachers shall be considered a **major breach of discipline.**

   Note 3: The steps outlined above may be **by-passed** at the discretion of the Class Teacher in consultation with the Principal should they **consider a situation serious enough to merit it.**

Assembly

On the staff planning day 12th February 2010 it was decided by the staff that on element of behaviour, respect, courtesy and safety will be explored and discussed, each month at assembly. Strategies of direct instruction, role play, peer interaction, discussion, review, debate questions and answers will be used. This activity will allow us to reinforce good practice and continue to plan for improvement and implementation with ongoing review. The assembly initiative will also give pupils the opportunity to be part of the planning process, implementation and review of the school's Code of Discipline which is an integral part of their own Health and Safety.

Behaviour Record

The record notes are as follows:

- Incidents of poor behaviour including sanctions and consequences in staffroom incident book.
- Record of discussion with parent/guardian – class teacher or Principal.

Role of Parents:

The support and co-operation of parents are essential to the effective operation of the Code of Discipline. If teachers and parents are not working in harmony, inevitably, the pupils will suffer. Parents will be informed at an early stage if problems occur and not simply at the point where possible suspensions are involved. Parents are invited to keep in close contact with the school with regard to all aspects of the child's progress.

Review and Implementation

This policy was reviewed in February 2025. This revised policy was presented for formal approval to the Board of Management in February 2025. This policy will be implemented as of February 2025 and will be reviewed as needs dictate and will be formally reviewed in January 2027.

Signed: _____ Date: 26/02/25

Chairperson Board of Management

Signed: _____ Date: 26/02/25

Principal