**Code of Behaviour**

This Code of Behaviour was formulated during the 2018/19 school year, and will be updated as the need arises, taking cognisance of new directives, practices and procedures.

The Policy was discussed and further developed by the teaching staff of St Colman’s NS on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The policy was provided to the Parents Association on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and feedback was sought.

The Policy was discussed, accepted and ratified by the Board of Management of St Colman’s NS on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Rationale:**

Good behaviour is based on good relations between parents/guardians, child and school.  
  
In St. Colman’s National School, we hope to foster this ideal in co-operation with our parents/guardians. We have adopted a positive code of behaviour with emphasis on encouragement and reward so that good behaviour can prevail in our school.  
  
The Board of Management of the school has ultimate responsibility for behaviour in the school.  Within the school, the overall day to day responsibility for behaviour rests with the Principal.  Each teacher has the responsibility for the maintenance of good behaviour and good order within his/her classroom while sharing a common responsibility for good behaviour within the school premises.  
  
Parents/guardians can support the school by encouraging their children to understand the need for school rules, and by communicating any relevant concerns to the school.

**All expectations of behaviour are based on seven key premises, which will be called The St. Colman’s Code. They are:**

**Being Respectful:** using nice manners, working quietly, using appropriate language, following teachers directions, listening, waiting your turn to speak.

**Being Kind**: being caring, being considerate of others and their feelings and thoughts. Playing with other children, including others in games on yard, including others in class activities

**Being Responsible:** taking care of property, doing homework, arriving on time, having the things you need, following class and school rules, making appropriate judgements about what should be at school, eating a healthy and nutritious lunch, putting litter in the bin.

**Being Safe:** acting in a considerate, safe manner, playing safely, being careful not to be rough or harm others in any way.

**Being Honest:** telling the truth even when it's tough, 'owning up' when you're in the wrong.

**Being Supportive:** Telling when you see someone being hurt deliberately, helping other children in your class, helping other children in the school, helping teachers and other staff, participating in school activities.

**Being the Best you can be:** Having a positive attitude, always trying to do your best - even when it's not your favourite thing to do.

**This code is to be adhered to by all members of the school community: Teachers, SNAs Pupils, Parents, Management and ancillary staff.**

The code is displayed in the entrance hall for all to see.

**Aims of the code**  
   
To create a positive learning environment that encourages and reinforces good behaviour  
To promote self-esteem and positive relationships  
To encourage consistency of response to both positive and negative behaviour  
To foster a sense of responsibility and self-discipline in pupils and to support good behaviour patterns based on consideration and respect for the rights 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  
To ensure that the school's expectations and strategies are widely known and understood through the availability of policies and an ethos of open communication  
To encourage the involvement of both home and school in the implementation of this policy  
Responsibility of Adults (Teachers, school staff & Parents)  
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.  
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’.  
A Code of Conduct for staff, pupils and volunteers ensures that the rights of all are upheld.  
 **School Rules**  
1. We show respect for self and others  
2. We show respect for our own property and the property of others  
3. We show respect for other students and their learning  
4. We are kind and willing to help others  
5. We follow instructions from staff immediately  
6. We walk quietly in the school building  
7. We show courtesy and good manners  
8. We try to use respectful ways of resolving difficulties and conflict  
9. We ask permission to leave the classroom/school/school yard  
10. We do our best in class  
11. We take responsibility for our own work  
12. We wear the appropriate uniform.  
13. We follow our Healthy Eating Policy.  
  
These can be summed up as 6 Golden Rules:  
1. We listen. We don’t interrupt.   
2. We are gentle. We keep our hands to ourselves.  
3. We are honest. We tell the truth.   
4. We are kind. We share.  
5. We work hard. We don’t waste time.  
6. We look after property. We don’t damage things.      
  
These 6 “Golden Rules” will be the main ones used for infant classes. Rules apply during school-time and during all school related activities.

**Class Rules**

At the beginning of each academic year, the class teacher will draft a list of class rules with the children, based closely on the “Golden Rules”. Class rules will be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community.  Where possible they emphasise positive behaviour (e.g. ‘Walk’ and not, ‘Don’t run’).  Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference.  Where difficulties arise, parents will be contacted at an early stage.  
  
**Incentives/Reward System**

Part of the vision of St. Colman’s National School is to help children achieve their personal best and thus prepare them for further education, life and work.  We recognise that there are many different forms of intelligence and similarly that children use a variety of approaches to solve problems.  Our reward system seeks to provide encouragement to all children of all abilities and talents. Children will be encouraged, praised and listened to by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given:  
A quiet word or gesture to show approval  
A comment in a pupil’s copy or homework journal  
A visit to another member of Staff or to the Principal for commendation  
A word of praise in front of a group or class  
Stickers, stamps or small prizes  
Homework pass  
Delegating some special responsibility or privilege  
A mention to parent, written or verbal communication  
‘Pupil of the week’ award or special mention at assembly.  
‘Class of the month’ award at assembly  
  
**Field trips, annual school tours and any special events will be reserved for those who have consistently strived to behave well.**  
  
The ‘**Class of the month award’** operates as follows:  
All teachers will carry star cards through the school.  Whenever they encounter a pupil who is behaving particularly well, they may give the pupil a star card.  This card is returned to the classroom to a collection box.  At the end of each month, the class with the most star cards collected will receive the ‘Class of the month’ award and each pupil in the class will receive a homework pass.  
  
Examples of very good behaviour where a star card may be given:  
Excellent manners  
Helping other pupils  
Fair play  
Good listening  
Paying very good attention  
Walking quietly in the class line  
Tidying up   
Following instructions immediately  
Showing respect  
Trying your best  
Problem solving skills  
 **These are examples and this is not an exhaustive list.  
Unacceptable Behaviour**

While teachers and staff will place greater emphasis on positive rewards and strategies, there are times when pupils misbehave and sanctions are required.   
Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher, or the supervising teacher at break-times.  In cases of repeated serious misbehaviour or single instances of gross misbehaviour parents will be involved at an early stage and invited to meet the teacher and/or the principal to discuss their child’s behaviour.

**Examples of minor misbehaviour include:**  
Bringing electronic equipment or mobile-phones to school  
Not wearing appropriate uniform; bringing in chewing-gum  
Not following instructions  
Interrupting  
Being discourteous or unmannerly   
Not completing homework without good reason  
Running in the school building  
Leaving litter around school  
Not being in line when required  
Rough play/behaviour  
Using unacceptable language  
  
**Examples of serious misbehaviour include:**  
Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)  
Behaviour that interferes with teaching and learning  
Threats or physical hurt to another person  
Damage to school property  
Damaging other pupil’s property  
Bringing dangerous equipment to school  
Leaving school/school activities without permission.  
Telling lies   
Stealing   
Using offensive language  
Deliberately injuring a fellow pupil/endangering self or fellow pupils   
Truancy  
Copying work / cheating   
  
**Examples of gross misbehaviour include:**  
Assault on a teacher or pupil   
Serious Theft   
Serious Damage to property   
Serious bullying  
Carrying drugs, alcohol, cigarettes  
  
**It should be noted that these lists consist of examples only: It is not a totally comprehensive list of misdemeanours.**  
  
**Bullying is repeated aggression – physical, verbal or emotional -conducted by an individual or group against another or others.**  
  
PHYSICAL: includes pushing, shoving, punching, kicking, poking, tripping, etc.  
VERBAL: name calling which hurts, insults or humiliates.  
EMOTIONAL: threats or persistent hurtful remarks regarding sensitive areas e.g. appearance, dress, progress, colour, culture and disability. Isolating or shunning a child. Threats to extort money or possessions. “Cyber/text” bullying.  
  
The school takes particular care to intervene early in responding to the needs, fears or anxieties of individual members in a sensitive manner.  
  
Issues in relation to Bullying are explored continually during SPHE lessons and using Circle Time, Drama etc.  
  
Should a parent/guardian have any concerns which need to be discussed with a teacher, all staff members are more than willing to facilitate a meeting, made through the proper channels i.e. a phone call to the office, or a note to the class teacher to arrange a convenient time for both parties. The first person to be informed should be the class teacher.   
  
This arrangement ensures that all concerns are dealt with in a dignified, meaningful manner, without infringing on valuable teaching time.  
Isolated incidents of aggressive behaviour, while not to be condoned, cannot be described as bullying.  
  
Incidents of bullying will be dealt with in the same manner as breaches of discipline – already outlined in our Code of Behaviour.  
  
In the case where a parent reports a bullying incident, the school reserves the right to inform the relevant parties of the identity of the person making the complaint, when this is deemed necessary. For further information please consult the school’s Anti Bullying Policy.

**Sanctions  
The purpose of a sanction is to bring about a change in behaviour by:**

helping students to learn that their behaviour is unacceptable  
helping them to recognise the effect of their actions and behaviour on others  
helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences  
helping them to learn to take responsibility for their behaviour.

**A sanction may also:**

reinforce the boundaries set out in the code of behaviour   
signal to other students and to staff that their wellbeing is being protected.  
In instances of more serious breaches of school standards, sanctions may be needed to:  
prevent serious disruption of teaching and learning  
keep the student, or other students or adults, safe.

The following steps will be taken when a child behaves inappropriately.  The list is by no means exhaustive.  Teachers may put in place alternative measures bearing in mind the circumstances involved. The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupil devise strategies for this.  
1. Reasoning with pupil  
2. Verbal reprimand including advice on how to improve  
3. Temporary separation from peers within class and/or temporary removal to another class  
4. Prescribing extra work/ writing out the story of what happened  
5. Loss of privileges  
6. Detention during break   
7. Communication with parents  
8. Referral to Principal  
9. Principal communicating with parents   
10. 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)  
This is not an exhaustive list of sanctions.  Usually sanctions will relate as closely as possible to the behaviour.

**Card system**  
  
In Ballindaggin National School the system of white cards, yellow cards and red cards will be used.  A white card will be given to a pupil in the case of a serious misbehaviour or continuous minor misbehaviours. A list of misbehaviours is printed on the card and the relevant one will be marked by the teacher.  An account of what happened may also be written on the card.  This card will be signed by the teacher and parent and will then be retained in the school.    
The following procedure applies:  
1. If a pupil has received 3 white cards they will then receive a yellow card.  A meeting will be arranged between parent(s) and the classroom teacher to discuss the child’s behaviour.  The parent(s) will be asked for their co-operation in helping the pupil to improve their behaviour at school.  
2. If a pupil receives a further 3 white cards they will then receive a second yellow card.  A meeting will be arranged between the parent(s), class teacher and the principal. Again the parent(s) will be informed that the pupil is in breach of the school code of behaviour.  They will be informed that the next step will involve the chairperson of the Board of Management.  
3. If a pupil receives a further 3 white cards they will then receive a third yellow card.  A meeting will be arranged between the parent(s), class teacher, principal and also the chairperson of the Board of Management.   
4. If a pupil receives a further 3 white cards they will at this stage receive a red card. The pupil may then be suspended for 3 days under Rule 130 (5) for national schools.  
5. If a pupil receives a further 3 white cards, they will receive a second red card. The pupil may then be suspended for 10 days with written permission for the Board of Management.  
The benefit of the card system is that because the card must be signed by the parent(s), they are informed as soon as there is an issue with their child’s behaviour.  While every effort will be made to follow the steps in the above order; in cases of serious misconduct, the school may begin sanctions on a higher step e.g. a yellow card or red card may be imposed for an incident of the teacher/principal feels it is warranted.  
Class teachers will keep a written record of instances of misbehaviour and also a record of improvement in the behaviour of pupils. Every pupil will begin with a clean slate at the beginning of each school year.  
  
**Suspension and Expulsion**:  
Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised.  Communication with parents may be verbal or by letter depending on the circumstances.  
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 may authorise 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 Rule for National Schools and the Education Welfare Act 2000.  Before suspending or expelling a pupil, the Board shall notify the Education Welfare Officer in writing in accordance with Section 24 of the Education Welfare Act.  
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.  
Children with Special Needs  
All children are required to comply with the code of behaviour.  However the school recognises that children with special needs may require assistance in understanding certain rules.  Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or principal will work closely with home to ensure that optimal support is given. Cognitive development will be taken into account at all times.  Professional advice from psychological assessments will be invaluable.  
Communicating with Parents  
Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.   
A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.   
Parents are encouraged to talk in confidence to teachers about any significant developments in a child’s life (in the past or present), which may affect the child’s behaviour.

**The following methods of communication are to be used within the school:**

Informal/formal parent/teacher meetings or phone calls  
Through children’s homework journal    
Letters/notes from school to home and from home to school   
School notice board   
Newsletters/school web-site/school blog  
Aladdin Text Service/ Aladdin Connect

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Chairperson BoM

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Principal