

St Joseph's National School Cong

Code of Behaviour Policy

2025

Implementation of this policy is effective immediately.

Ratification and Communication:

This policy was ratified by the Chairperson of the Board of Management and will be reviewed each year and amended as necessary by means of a whole school collaborative process that is monitored on an ongoing basis.

This
Cong NB
Signed: 

Date:

1/10/2025

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Code of Behaviour

Background:

The Education (Welfare) Act, 2000, Section 23 (1) 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:

- A. The standards of behaviour that shall be observed by each student attending the school;
- B. The measures that shall be taken when a student fails or refuses to observe those standards;
- C. The procedures to be followed before a student may be suspended or expelled from the school concerned;
- D. The grounds for removing a suspension imposed in relation to a student; and
- E. The procedures to be followed in relation to a child's absence from school.

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. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

Principles:

1. The school recognises the variety of differences that exist between children and the need to accept these differences.
2. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of cooperation among staff and between staff, Management, parents and pupils.
3. Every effort will be made to ensure that the Code of Behaviour is implemented in a reasonable, fair and consistent manner.

These standards expect and require all members of the school community to behave in a manner that shows respect for others at all times. These standards signal positive values.

- Respect for self and others.
- Kindness and willingness to help others.
- Courtesy and good manners.
- Fairness.
- Readiness to use a respectful way of resolving difficulties and conflict
- All interactions are conducted on the basis of truthfulness and honesty.
- Forgiveness.

Safety: For my own safety and that of others-

1. I should be careful coming to and going from school, particularly when using the school 'drop off' zone in the correct manner using 'Collect & Go' system
2. I should always walk while in the school building.
3. I should remain seated at all times in class and while eating lunch
4. Bring a note of explanation following absences
5. I should never play rough in the school yard and always show respect for my fellow pupils.
6. I should never leave the school grounds without the permission of the Principal.
7. Mobile phones are not allowed as a norm in Cong NS.

Caring for myself:

1. I should respect myself and my property, always keeping my school bag, books and copies in good order.
2. I should always be in school before 08.50am, and be ready to participate in formal instruction at 9.00am.
3. I should show respect for my school and be proud to wear the complete school uniform every day.(except on P.E days or when otherwise instructed by the class teacher)
4. I should always be aware of my personal cleanliness.
5. I should always bring a sensible, nutritional lunch to school and observe the schools "Healthy Eating Policy".
6. Chewing Gum is not allowed.
7. 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:

1. I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns, listening actively to others and being orderly in my class.
2. I should behave well in class so that my fellow pupils and I can learn.
3. 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.
4. I should assist in classroom tasks and keep my desk organised and clean.
5. I should exhibit good manners particularly with civil greetings e.g. Dia dhuit ar maidin, Slān go fóill.
6. Be truthful, honest and friendly at all times, thus obeying our school motto: "Ní neart go cur le chéile." / There's no strength without unity.

Attendance Strategy:

The school adheres to the provisions of the Education Welfare Act 2000 in the promotion of good attendance and in its provision for reporting persistent inattendance (students who miss twenty or more days per annum must be notified to the National Education Welfare Board).

The school requests that if a child is absent from school his/her parents adopt the following procedure:

- Text or phone call to school
- A written note to teacher explaining child's absence (Jnr. and Snr. Infants). All children with a Homework Journal should utilise the "Explanation for Absence" slips contained at its rear.

If a child has a prolonged period of absence the school may be obliged to request a doctor's certificate to explain absence.

General School Rules

Adherence to the following school rules will ensure an orderly school environment:

Be on time for school. School starts at 8.50 a.m.
and finishes at 1.30 p.m. for infant classes and 2.30 p.m for all other classes.

Full school uniform must be worn at all times (can only be excused by presentation of signed note from parents).

At lunch time all children are requested to have sandwiches / fruit / drinks in a plastic bottle. Fizzy drinks, energy drinks, hot flasks, yoghurt drinks, crisps, chewing gum and glass bottles are banned from the school. Adherence with the Healthy Eating Policy is required.

Litter: The school is proud to have achieved 5 Green Flags since 2001. Biodegradable material must be discarded into green bin for composting. Recyclable material must also be put in appropriate bins.

All lunches and drinks must be consumed during break times i.e. before the bell rings.

All pupils are to remain inside the designated areas of school grounds during school hours:
Use designated play areas at play times (infants to second class near shelter/ classes 3 to 6 at Lynn clinic end)
Exit to and enter from play areas by designated doors only.
Arrive and leave school at closing time via various entrances and doors. Assemble in front area to be collected in the evening.

Remain within school boundaries at all times. Senior pupils can retrieve ball from wood with permission of supervising teacher.

Pupils remain in the yard at playtime unless they get specific permission to leave from the supervising teacher.

Pupils must form an orderly queue when re-entering school after outdoor activities and when leaving in the evening.

Homework is a necessary part of school programme. A note in homework journal is requested from parents if homework is incomplete.

Please inform class teacher if children are leaving school before closing time.
If for some reason the pupil's regular arrangement of collection from school changes, for the safety of the pupil, parents must inform the school.

All coats, jumpers, shoes and football gear are to be clearly marked by parents. Any unclaimed items of clothing left in the school at year-end will be donated to charity.

The assistance of parents in covering and keeping school books in good order is appreciated. This co-operation is necessary for the successful continuation of the book rental scheme.

Cong N.S. adopts a zero-tolerance policy to rough play and foul language.
We expect pupils to speak respectfully to teachers, school staff, visitors and other pupils at all times.
The co-operation of parents / guardians is essential in the observance of school rules.

Behaviour Management

All staff members will endeavour to adopt a positive approach to the question of behaviour in school. To promote positive behaviour and to allow the school to function in an orderly and harmonious way. The policy aims to enable the school to strike a appropriate balance between their duty to maintain an effective learning environment for all and their responsibility to students whose behaviour presents a challenge to the teaching and learning process.

Underlying Principles:

- An orderly and harmonious school requires students to behave in accordance with its code.
- Effective teaching and learning is closely linked to good behaviour.
- The school recognises various differences that exist between children and the need to tolerate these differences. In modern society the school needs to grasp the way in which home values and parental attitudes can help or hinder a student's behaviour and learning in school. This is especially relevant where cultural norms and values in the home are different from those of the school.

The code is formulated in the belief that a high standard of behaviour requires a high level of co-operation among staff and between staff, parents and pupils.

Every effort will be made to ensure that the code of behaviour is implemented in a reasonable, fair and consistent manner.

Rules will be few, simple and easy to understand and implement. They will be written in clear and simple language and stated positively. Pupils will have an input into formulating "classroom rules" and will have the rules explained regularly in class and at "assemblies".

Behaviour can be learned. This means it can also be changed.

The following general classroom rules are essential for teaching and learning:

- Follow instructions straight away.
- Raise your hand before you answer. Don't talk out of turn.
- Stay at your desk unless told to do otherwise.
- Be on time for class with the required equipment, books etc.
- Put things away in their proper designated place.
- Food and drinks should be stored and consumed in accordance with classroom rules.

*Positive social skills- taught and caught. (Good citizenship)

* Each class will have their own "classroom rules" which were drawn up and agreed on by pupils and teacher at the start of the school year

Rewards and acknowledgement of good behaviour:

Promoting good behaviour is the main goal of this code. School management and staff will actively foster a school ethos, policies and practices that help to promote positive behaviour and prevent inappropriate behaviour.

Positive acknowledgement is a very effective way of influencing and promoting good learning behaviour.

- Teacher compliments pupil or group of pupils on behaviour (compliance with rules / ethos of school)
- "Well done" note in Journal.
- Principal "congratulates" pupil / group of pupils / entire school on particular achievement/ response (always re-iterate the rule and be specific).
- Teacher from another class or teacher on yard supervision offers compliment.

Sanctions to be applied for infringement of rules:

This section of the code outlines how the school will respond to behaviour that interrupts, diminishes or prevents teaching and learning in the school. It is universally accepted that there is a need for sanctions to register disapproval of unacceptable behaviour.

Our sanctions are tailored to particular needs and circumstances. We recognise that the level of sanctions applicable to junior pupils will need to be less severe and take account of the pupil's age and understanding.

Application of the sanction may require a degree of flexibility to take account of individual circumstances, frequency and degree of incidents. The response of the pupil to the staff member/s dealing with an incident or to others involved will also need to be taken into consideration.

Misbehaviour will be checked as soon as possible after it occurs.

Despite the best effort of schools, inappropriate behaviour happens. Therefore, reprimands and sanctions are necessary.

Possible Reprimands / Sanctions to be used :

- Verbal warning by class teacher including advice on how to improve behaviour.
- Time out / cooling off period / removal from group/visit to Principal
- Withdrawal of privileges
- Note in Homework Journal/Prescribe extra work
- Carry out task in school
- Referral to Principal/Possible communication with Parents
- Detention
- Child will write relevant incident - Parental signature required.
- Student Behaviour Reflection Form signed by pupil, teacher parents.
- Communicate with parents requesting discussion meeting.

Procedure for Detention:

Once the school deems a misbehaviour to warrant detention the following procedure will be used:

- Child will write a reflection note in homework journal which will be signed by Parents, Teacher and Child. This will allow the child to reflect on his/her behaviour and will provide the child an opportunity to redeem him/herself with time deducted for subsequent good behaviour.

**** Proportionality of sanctions.**

The teacher or teachers, in consultation with the Principal, will use their judgement in a fair and informed manner to decide the seriousness of any misdemeanours and the appropriate sanction.

Decisions about the use of sanctions will distinguish between minor and serious misbehaviour. The view taken about how serious any particular behaviour is will depend on several factors in conjunction with the actual behaviour. These factors will include:

- The frequency, duration and persistence of the behaviour
- Whether it is part of an escalating pattern of poor behaviour
- The context of the behaviour.
- SEN children will be supported in every way to adhere to school rules. However occasionally it may be necessary to deviate from the code with the support and input of outside bodies (e.g. NEPS, CALMS, TUSLA, Western Care, parent etc) to best support the needs of the child and the school community.

Suspension as per terms of Dept. circular 20/90:

Suspension from our school is a last option and requires the sanction of Board of Management. The laws of natural justice require that a right of appeal be afforded.

Circular 20/90 states that 'Parents should be informed of their right to come to the school and be invited to do so in order to discuss the misbehaviour with the Principal Teacher and/or the class teacher. This should always be done when the suspension of a pupil is being contemplated'.

The Education Welfare Act, 2000, stipulates that a code of behaviour shall specify... 'the procedures to be followed before a student may be suspended or expelled from the school concerned' and "the grounds for removing a suspension imposed in relation to a student. "(Sections 23(2).

Possible reasons for a suspension:

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation).
- Threatening, verbal or physical abuse.
- Persistent disruption of teaching and learning that impinges on the right of other pupils to learn in a disruption free atmosphere. Where a student's behaviour disrupts the teaching and learning of other students, the school authorities have to weigh the needs of that student with the needs of other students and staff.

If/ when such a serious breach of rules occurs the Teacher/ principal will:

- Issue an Incident Report Sheet to parents after gathering all possible relevant evidence.
- Principal & class teacher will consult with parents and consider their views and response.

Incident Report and parents' views as expressed to principal / class teacher will be conveyed to the Chairperson of the B.O.M. who will decide if suspension is to proceed. If Board in consultation with principal decide that a suspension of a pupil is to be considered, the parents will be invited to present their case at Board meeting.

If, following full consideration of facts and consultation with parents, suspension is to be proceeded with, the parents will be informed in writing of time and duration (not exceeding three days) and required to make suitable arrangements for supervision of pupil. Such suspensions must be recorded and notified to the National Education Welfare Board.
with a clean sheet".

Expulsion

The school uses the process as outlined in the "Developing a Code of Behaviour: Guidelines for Schools" Chapter 12, pages 80-87. Copyright © 2008, National Educational Welfare Board ISBN: 978-0-9553409-2-5. This can be accessed through this link: <https://www.tusla.ie/services/educational-welfare-services/information-for-schools-inc-absence-reporting/guidelines-on-codes-of-behaviour/developing-a-code-of-behaviour-guidelines-for-schools/>

Formulation & Review

All members of the teaching staff have been involved in planning this code.

The Board of Management and the elected parents' reps. on the board had an input into drafting this code.

Pupils were involved in the formulation of classroom rules.

A copy of the draft Plan was made available to all parents in Spring 2008 and submissions invited.

The code will be evaluated and reviewed every two years or earlier if deemed necessary.

Context: This policy should be read and interpreted in conjunction with the school's S.P.H.E. policy
Supervision Policy Anti Bullying policy

School records statement

Note: Enrolment Policy (a copy of this Behaviour Management Policy will be given to the parents / guardians of all new entrants to the school at time of enrolment).

This policy was last reviewed and ratified by the Board of Management at a meeting on Thurs 3rd February 2022.

Signed

Chairperson Board of Management

Date 1/10/25.

Parental Assent

I, Parent/Guardian of _____, have read the Behaviour Management Policy of St. Joseph's N.S. Cong. I understand and agree with its provisions and undertake to fully cooperate with the school authorities in its implementation.

Signed:

(Parent\ Guardian)

Date:

