



## **SN Tulach Uí Chadhain**

### **Code of Behaviour**

## **Introduction & Rationale**

This policy was drawn up in consultation with the staff, parents and Board of Management of Scoil Náisiúnta Tulach Uí Chadhain. The policy was drawn up in order to promote a happy and safe environment for all pupils, teachers and parents in order to ensure optimal conditions for effective teaching and learning.

## **Aim:**

**This aims of this policy are:**

- To promote and maintain a happy and safe school environment for all pupils, teachers and parents.
- To enhance the learning environment where children can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others.
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences.
- To ensure the safety and wellbeing of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.

## **General Guidelines and Rules**

These guidelines set out the expectations for all members of the school community and form the basis of our school rules.

1. Treat others with respect and courtesy at all times respecting the rights of others to feel safe, learn and feel comfortable in the school environment
2. Show respect for all school property and the property of others and keep the school environment clean and litter free.
3. Show readiness to use respectful ways of resolving difficulties and conflict
4. Pupils are expected to take pride in their appearance, wear the school uniform and have the necessary books and materials to take part in their day to day activities.
5. Pupils are expected to follow a teacher's instructions, to work to the best of their ability and to present assignments to the best of their ability.

6. Pupils are expected to attend every day unless there is a genuine reason for absence.

### **Attendance**

When a child is absent a written note should be given to the class teacher when the pupils returns to school. This note should include the date and the parent/guardian's signature.

The school is obliged to inform the Education Welfare Service of Tusla if a child is absent for 20 days or more. In the event of a child missing 20 days from school parents will be notified of this.

### **Classroom Rules**

Each class teacher is responsible for drawing up a list of class rules with his/her class, which reflect the school rules and the general school guidelines above, and are taught to the class during the month of September. Each teacher is given responsibility to manage his/her own class. The class teacher will take responsibility for an agreed set of sanctions for breaches of his/her own classroom rules. Serious incidents of misbehavior will be recorded. This record will be available to the Principal on request. The incidents recorded will also be used to inform parents/ guardians of a child's behaviour record at parent- teacher meetings and filling the child's school report.

### **Break-Times**

Children are expected to behave in accordance with the guidelines set out above and any additional rules set by their class teacher during break times. Responsibility for dealing with incidents of misbehaviour on yard rests with the supervising teacher who may refer incidents to the class teacher or principal should they deem it necessary. Any serious incidents of misbehaviour should be recorded in a hard-back copy available from the principal.

## **Roles and Responsibilities**

### **Board of Management's 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**

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Recognise and provide for individual talents and differences among pupils.
- Be courteous, consistent and fair.
- 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**

- 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**

- 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 child's progress/behaviour.

### **Before/After School**

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 8.50a.m. or after the official closing time of 1.30p.m. (infants) 2.30p.m. (other classes) 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.

## **Rewards and Sanctions**

### **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.

#### *Strategies/Incentives*

- 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 class group.

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

### **Procedure for Dealing with Misbehaviour**

The purpose of sanctions and other strategies is to promote positive and discourage misbehaviour. Sanctions will be applied, using the teacher's professional judgement, according to the gravity of 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.
- Prescribing extra work.
- Loss of privileges.
- Advising Principal.
- Detention during break.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.
- Creation of behavioural plan in consultation with parents, teacher and student
- Supervised detention after school for one hour may be considered in the instance of repeated misbehaviour and in exceptional circumstances. (This sanction will be applied in one instance only for a pupil per term).
- Letter to parents warning suspension
- Suspension
- Expulsion as a last resort

Pupils will not be deprived of engagement in a curricular area except on the grounds of health and safety of themselves or others.

### **Bullying:**

Bullying is repeated verbal, psychological or physical aggression by an individual or group against others. The school's Anti-Bullying policy outlines practices and procedures to be followed around suspected cases of bullying as well as best practice in encouraging positive behavior. Any instances of bullying will be treated as serious breaches of the Code of Behaviour. In cases where bullying is reported or suspected:

- The principal/class teacher will be notified
- An appropriate investigation into the events will be conducted
- Parents will be notified and consulted
- Sanctions will be agreed upon reflecting the seriousness of the misbehaviour and the circumstances involved.

### **Serious/ Gross Misbehaviour**

In cases of repeated misbehaviour over time or in cases of serious or gross misbehaviour it may

be necessary for suspension or expulsion. Any aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour. Pupils and their parents will be fully informed about any alleged misbehaviour and the processes that will be used to investigate and decide the matter. Parents concerned will be invited to come to the school to discuss their child's case before a decision is made and before a serious sanction is imposed. At all times the principles of fair procedures (ie. The right to be heard and the right to impartiality) will apply.

In exceptional circumstances, the Principal/Board may consider an immediate suspension to be necessary when the continued presence of the pupil in the school at the time would represent a serious threat to the safety or wellbeing of pupils or staff of the school, or any other person. In this case the Chairperson or Principal may sanction immediate suspension for a period not exceeding three school days, pending a discussion of the matter with parents.

### **Suspension Procedures**

- Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing and copies of all correspondence will be retained. In some circumstances it may be necessary to contact parents by phone. If this is the case a record of same will be retained
- The parents/guardians and the pupil will be invited to meet with the Principal and/or Board of Management to discuss the proposed suspension.
- The Board of Management has delegated responsibility for suspension to the Principal in the event that immediate suspension of a pupil is warranted. The parents/guardians and child will be invited to discuss the matter with the Principal and the procedures governing suspension will be applied.
- Where parents do not agree to meet with the Principal, written notification will serve as notice to impose a suspension.
- A suspension will not be for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is necessary in order to achieve a particular objective.
- A written statement of the terms and date of the termination of a suspension will be given to parents/guardians. The letter will confirm:
  - the period of the suspension and the dates on which the suspension will begin and end
  - the reasons for the suspension
  - any programme of study to be followed
  - the arrangements for returning to school, including any commitments to be entered into by the student and the parents (for example, the pupil and parents might be asked to reaffirm their commitment to the code of behaviour)
  - the provision for an appeal to the Board of Management
- The suspension will be recorded on the NEWB 'Student Absence Report Form' (when applicable).
- When a period of suspension ends, the pupil will be re-admitted formally to the class by the Principal.
- The school will help the pupil catch up on work missed and the pupil will be given the opportunity and support for a fresh start.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to

school within a suspension period at the discretion of the Principal and/or the Chairperson of the Board of Management.

- If a pupil continues to misbehave he may be suspended for a major fixed period (up to ten days) to allow for consultation with both the pupil and the pupil's parents/guardians to address the issues.
- As outlined above, parents/guardians and pupil will be given the opportunity to discuss the issues with the Principal/Board of Management.
- The Education Welfare Officer will be informed when a student has been suspended for six days or more cumulatively.
- Section 29 Appeal — when the total number of days for which the student has been suspended in the current school year reaches 20 days the parents may appeal the suspension under section 29 of the Education Act and will be given information about how to appeal.

### **Expulsion**

Subsequent to the above suspension procedure and meetings with parents/guardians, if serious/gross incident of misbehaviour continue, the pupil will be recommended for permanent expulsion by the Board of Management. In exceptional circumstances, pupils may be expelled for a first offence. The following procedures apply in the case of expulsion:

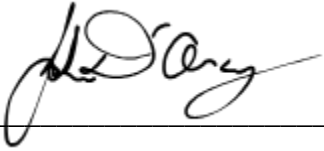
- A detailed investigation carried out under the direction of the Principal
- A recommendation to the Board of Management
- Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
- Board of Management deliberations and actions following the hearing
- Consultations arranged by the Educational Welfare Officer
- Confirmation of the decision to expel

### **Record Keeping**

- Breaches of behaviour will be recorded in writing by the class teacher and if necessary by the Principal.
- A record will be kept in the school of all instances of serious misbehaviour by pupils.
- All records in relation to suspension and expulsion will be carefully recorded and reported.
- All interventions aimed at helping the student deal with inappropriate behaviour will be recorded including use of sanctions.
- Records will be kept in accordance with current Data Protection guidelines (GDPR) and the school's policy on record keeping.


### **Ratification and Review**

This policy was adopted by the Board of Management in the 2020/2021 school year and reviewed on 1<sup>st</sup> October 2025 and will be reviewed annually. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

Signed  \_\_\_\_\_

**Date: 1/10/2025**

**Chairperson, Board of Management**

Signed  \_\_\_\_\_

**Date: 1/10/2025**

**School Principal**