

S.N. Muire,
Jenkinstown,
Co. Louth
Roll No: 18101F



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office@ramparkns.com
Website: ramparkns.com

Code of Behaviour

Rationale

The staff and BOM of SN Muire, Rampark in consultation with parents reviewed the Behaviour Policy in 2021 to ensure that it is compliant with the legal requirements and good practice as set out in Developing a Code of Behaviour: Guidelines for Schools NEWB 2008 and as a response to perceived inadequacies of the existing policy.

It is recognised that the code should specify

- Standards of Behaviour that shall be observed by each student attending the school
- Measures to be taken when a student fails or refuses to observe these standards
- Procedures to be followed before a student may be suspended or expelled from school
- The grounds for removing a suspension imposed in relation to a student and
- Procedures to be followed in relation to a child's absence from school

All pupils enrolled in SN Muire, Rampark are subject to the school Code of Behaviour.

Relationship to school Philosophy and Catholic Ethos

SN Muire seeks to enable each child to develop in a caring environment where the talents of each child are nurtured and valued.

The school climate and atmosphere are created by the actions and behaviour of everyone in the school and where a clear understanding exists among all the partners of the standards of behaviour required and procedures to be adopted when there are breaches of those standards.

The code will be most effective where there is a high level of openness and co-operation between staff, pupils and parents.

Each pupil is accepted as unique bringing with them to school their own personality and talents.

The school recognises each child comes from a unique home and family background and the conditions there may profoundly influence their personality.

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Aims

- Provide a positive school culture where academic and pastoral needs of the pupils are fulfilled
- To promote positive behaviour and self-discipline recognising the difference between children and the need to accommodate these differences.
- To create an atmosphere of respect, tolerance and consideration for others.
- To ensure the safety and wellbeing of all members of the school community
- To provide guidance for pupils, parent and staff on behavioural expectations.
- To provide for effective and safe operation of the school
- Ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.

Guidelines for Behaviour in School

Acceptable behaviour is a necessary condition for effective teaching and learning to take place. The school attempts to set boundaries of acceptable behaviour, to develop patterns of rewards and sanctions and to establish constructive relationships within the school community. The limits of behaviour are clearly defined and children will become familiar with the consequences of behaviour beyond these limits. The over-riding principle governing this code is respect-respect for ourselves and others, respect for our own and other's property and the environment.

Roles and Responsibilities:

Pupils

- Be polite and courteous at all times
- Show respect and consideration to pupils and all members of school staff
- Show respect for property at school, that of other children and their own belongings
- Attend school regularly and arrive on time
- Walk
- Play in a gentle manner at all times
- Do their best both in school and for homework
- Bring all required books and equipment to class
- Obey the instructions of school staff
- Bring in a nutritious and healthy lunch and snacks
- Follow any protocols relating to health/safety guidelines given at the time
- Come to school presentable, wearing the school uniform

Teachers/Members of staff

- Make children acutely aware of the behaviour policy at the beginning of the school year and at regular intervals throughout.
- Listen, at appropriate times, to pupils' explanations for behaviour
- Recognise and reward good work and behaviour

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- Treat pupils with respect at all times
- Create a positive climate with realistic expectations
- Promote, through example, honesty and courtesy
- Model the good behaviour we expect from the children
- Provide a caring and effective teaching and 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 or disability
- If there is an issue that needs to be discussed the teacher should try to do so privately, i.e.: out of ear shot of the rest of the class. All issues should be acted upon as soon as possible.
- Follow any protocols relating to health/safety guidelines given at the time

Principal/Deputy Principal

- Ensure everyone is aware of and adhering to the Code of Behaviour.
- Engage in ongoing consultation with staff and parents.
- Support staff in implementing rules.
- Ensure consistent link between all parties.
- Arrange meetings with staff, parents and pupils regarding issues

Board of Management

- Provide a comfortable, safe environment for pupils and staff
- Support the Principal and staff in implementing the Code of Behaviour
- Ensure the Code is communicated to the whole school community
- Annual review of the Code of Behaviour Policy

Parents

- Familiarise themselves with S.N Muire's Code of Behaviour and discuss same with their child
- Encourage their child to abide by the school rules
- Encourage punctuality every day
- Encourage full attendance
- Label their child's belongings for easy identification
- Support their child with their homework
- Inform their child's class teacher about illnesses / school absences in writing
- ensure their child is wearing their full school uniform / tracksuit
- Ensure their child is eating a healthy lunch in accordance with our Healthy Eating Policy
- Encourage good behaviour and respect for others at all times
- Communicate with their child's teacher about factors likely to affect their child's behaviour in school
- Cooperate with teachers in instances where their child's behaviour is causing difficulties for others

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- If any issue arises, make an appointment to speak with the child's teacher before contacting other members of staff
- Follow any protocols relating to health/safety guidelines given at the time
- Parents must not enter classrooms without being accompanied by a member of staff

While the School has expanded on these principles to outline 'School Rules' (Appendix 1), each class may draw up their own class rules through consultation and discussion within the class and will reflect the age range and maturity of the pupils. These rules will be kept to a minimum, be recorded in simple positive language, telling the pupils what to do as well as what not to do. The rules will be referred to regularly and will form part of SPHE lessons.

Standards of Behaviour

School Uniform

As part of the code of behaviour pupils are encouraged to wear their full uniform every day

- A white polo shirt
- Maroon school jumper or cardigan
- Navy tracksuit bottoms or navy pinafore/skirt

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

Punctuality

School instruction commences at 9.20 promptly and ends at 2pm for Infants and 3pm for all other classes. Everyone attending is expected to be punctual at all times and when this is not possible a note explaining the late arrival is necessary. There will be supervision available on the yard each morning from **9.10am. We ask that children don't come any earlier than this.** * **Pupils line up on socially distanced spots in the yard and await teacher.**

Absence

When a pupil is absent even for a half day, they will on returning to school be expected to have a note from the parent/guardian. Pupils who need to leave during school hours for appointments must provide a note on Aladdin Connect stating the name of the person collecting them and the reason. Pupils must be 'signed out' and 'signed in' at the Office. In accordance with our Child Safeguarding Statement any person collecting a child must check in and remain at the office while the child is brought to the office from their classroom. Reasons for absence should be recorded via Aladdin and a Return to Education Declaration should be completed **before** returning to school.

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Homework

All children are expected to complete homework set by class teacher. Parents are encouraged to check homework each evening. When homework is not completed a note of explanation should be entered via Aladdin. When homework is not completed the teacher will assess and support the child to successfully complete it the following evening. If the homework is not completed the following sanction will apply, repeated failure to complete homework will be regarded as a serious breach of school discipline, homework will be sent home for completion over the weekend and parents/guardians will be contacted.

Mobile Phones/Recording Technology

Mobile phones should not be brought to school. The school can pass on messages by contacting the school office at 042 9376296 or by sending a notice via Aladdin. Recording technologies may not be brought to school by pupils.

Behaviour in Class

Progress in school is related to good behaviour in class. Each pupil must remember that indiscipline in class affects not only their own progress but that of fellow pupils. Constant disruption due to inattentiveness, talking, distracting others, throwing things, unacceptable/prolonged giddiness, fighting or shouting during class will be classified as serious indiscipline and action will be taken to protect the interest of both the class and the teacher.

Behaviour in the Yard/Field

At break times all pupils are encouraged to enjoy their games and play in the yard/field. Everyone is expected to behave in a manner such that play is uninterrupted and free from interference. Rough, dangerous play, the throwing of stones or objects, bullying, harassment, name-calling, foul language and fighting among pupils will not be tolerated.

Out of bounds areas are strictly out of bounds

These are:

- St. Patricks car park, playground and hall without the supervision of a teacher
- Neighbouring gardens to retrieve balls etc, without the permission of a teacher
- Bike shed at breaktimes. Children who do not use a bike to come to school are not permitted in the bike shed at any time.
- Corridors and classrooms are out of bounds during break times. Children may use toilet between Junior and Senior Infants classrooms at this time. * Class toilets used 20/21 due to Covid.

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Playground Rules

- Treat every pupil with care, courtesy and respect in the yard/field
- Play in a manner which is safe for you and others
- Play in the specific area allocated to your class
- Always follow the instructions of the teacher on duty
- Run with care so as not to cause collisions.
- Rough dangerous play, rough pushing, kicking, foul language and fighting are forbidden
- Be polite and kind, avoid bullying, harassment or name-calling as this hurts others
- Place all litter in the bins provided
- Go to the teacher on duty/ SNA or secretary if you have an accident or need assistance.
- Always stop play after the bell sounds and line up quickly, quietly and in good order in your class line at the appointed place.

Misbehaviour in the yard

Incidents of yard misbehaviour will be dealt with as follows

- The teacher on duty who notices the misbehaviour will reason with the pupil/s – if no improvement occurs, the following procedure may be followed
- Ask the pupil/s misbehaving to accompany the teacher on duty as they patrol yard
- Impose a period of 'time out' where the pupil/s will be asked to remain in a specified place in the yard until told to return to play
- Outline of misbehaviour recorded in 'Yard Record' on Aladdin
- Provision of some appropriate sanction to be completed e.g. writing the relevant rule, worksheet, extra assignment
- Impose a period of 'time out' where student asked to remain in specified place in the yard for a number of breaks.
- Inform the class teacher who will decide on method of discipline.
- Standard note will be sent to Parents/Guardians.
- Inform Principal of misbehaviour

Whole School Approach to Promoting Positive Behaviour

- The BOM and the Principal have overall responsibility for the implementation and on-going monitoring of this policy
- However, all staff members have responsibility for their own classes and for the general school population when on yard duty or on organised out-of-school activities.
- Parents or other members of the school community may make comments or suggestions through the PA or directly to the Principal. The school values the support and co-operation of parents in the promotion of this strategy.
- This policy applies to all students during all school related activities whether or not these activities occur inside or outside the school.

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It is the policy of this school to actively promote good behaviour. Children learn best by being encouraged. It is more positive to praise a child for behaving well than to constantly scold for misbehaving. Staff will be encouraged to continue their professional development in this area and to share strategies that may be working for them.

To enable new members of staff become familiar with practices in the school, discussion regarding the implementation of the code will form part of the first staff meeting in August/September. A copy of the code will be included in all teacher's documents. The code will be given to parents when they enrol a child in this school and they must sign an Acceptance of the Code of Behaviour on the Enrolment Form.

Examples of Promoting positive behaviour

- A quiet word or gesture to show approval
- A comment in the child's copy or journal
- A word of praise in front of group or class
- The use of class dojos
- Class reward system- star charts, marble jars, fill your bucket- occasional treats-e.g. homework pass.
- Student sent to Principal for commendation
- Pupils efforts recorded on 'Hall of Fame'
- Golden Time
- Line competition
- School assembly Star of The Week.

Disapproval of unacceptable behaviour will be dealt with using the following 'ladder of referral'

(The nature of the behaviour will determine the strategy)

- A knowing look
- Walking near pupil
- Reasoning with pupils
- Reprimand (including advice on how to improve)
- Prescribing extra work
- 'Time out' during breaks
- 'Time out' in another classroom (maximum stay 1 hour)
- Teacher records instances of repeated misbehaviour
- Teacher contacts parents/guardians by standard note. Note must be signed
- Referral to Principal/Deputy-Principal
- Teacher and/or Principal meet with parents/guardians
- Individual behaviour Plan IBP implemented in agreement with parent/guardians. This may include agreement by parents to withdraw their child for one day in the event of any repeated serious or gross misbehaviours. Teacher will provide work schedule for withdrawal day.
- IBP monitored daily/weekly/bi-weekly by teacher and/or principal
- Review of IBP with pupil/teacher/parents/guardians and /or principal

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- Meeting with the Principal, Deputy Principal and Chairperson or other member of BOM
- Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88).

Initially instance of misbehaviour will be dealt with by class teacher.

Teachers will actively promote good behaviour and aim to 'catch' offenders at activities where they can give positive feedback.

However, where these and other strategies have failed and where misbehaviour is more serious or persistent it will be necessary to involve others including the Principal/Deputy Principal, parent/guardians and BOM

Procedures

The degree of misbehaviours i.e. **minor**, **serious** or **gross**, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misbehaviour, as follows:

<u>Minor Misbehaviour</u>		
Examples of minor misbehaviour	Examples of steps to be taken by teachers when dealing with minor misbehaviour	Examples of steps to be taken when dealing with regular occurrences of minor misbehaviour
Interrupting class work/arriving late for school/running in the school building/talking in the class line/leaving assigned seat without permission at lunch time/placing unfinished food/drink cartons in class bin/leaving litter around the school/not wearing the correct school uniform/being discourteous/unmannerly/not completing homework without good reason/not having homework signed by a parent/endangering self/fellow pupils in the school yard at break time.	Verbal reprimand/reasoning with the pupil Time out within the classroom/during playtime Noting instances of minor misbehaviour	Phase 1 (within the classroom): Write story of what happened Or one copy of school rules Or relevant rule to <u>upper limit of 20 times</u> —all to be signed by parent Note to parents/guardians via Aladdin Separation from peers Sending to another teacher for 'Time out' * Not permitted during Covid restrictions Denial of participation in some class activity Note to parents concerning further misbehaviour in yard (Misbehaviour in yard consists

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		<p>of any action that puts the safety of self/other pupil at risk)</p> <p>Phase 2: Send to the Deputy Principal/Principal</p> <p>Class teacher meets one/both parents</p> <p>Principal/Deputy Principal meets with one/both parents concerning behaviour</p>
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Serious Misbehaviour	
Examples of serious misbehaviour	Examples of steps to be taken when dealing with serious misbehaviour
<p>Constantly disruptive in class/telling lies/stealing/damaging other pupil's property Bullying/back answering a teacher/unmannerly behaviour in class preventing orderly conduct of class/frequenting school premises after school hours without appropriate permission/leaving school premises during school day without appropriate permission/Not working to full potential/using unacceptable language/bringing weapons to school/deliberately injuring a fellow pupil/deliberate continual disobedience</p> <p>All incidents of Bullying will be dealt with as outlined in school's Anti- Bullying Policy</p>	<p>Teacher records instances of serious misbehaviour and instances where pupil is 'timed out' to quiet room and/or principal's office for repeated serious and/or gross misbehaviours</p> <p>Teacher contacts parents/guardians via Aladdin.</p> <p>Teacher informs Principal of contact with parents/guardians</p> <p>Class teacher and/or principal meet parents/guardians</p> <p>Individual behaviour Plan IBP implemented in agreement with parents/guardians. This may also include agreement by parents to withdraw pupil for the remainder of the school day and /or one full day in the event of serious misbehaviour or gross misbehaviour. Teacher must provide work schedule for withdrawal day.</p> <p>IBP monitored daily/weekly/bi-weekly by teacher and/or Principal</p> <p>Review of IBP with pupil/parents/guardians, class teacher and/or Principal</p> <p>Chairperson of Board of Management is informed and parents requested to meet with the Chairperson and Principal</p> <p>Suspension will be used as a sanction where all attempts at reasoning with pupil have failed and where all efforts of the school in consultation with</p>

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	<p>parents/guardians of the pupil have failed to achieve a satisfactory conclusion/change in behaviour</p> <p>Communication to parents regarding the suspension of pupil or possibility of considering suspension as a sanction will be in writing. (Copies of all correspondence will be retained)</p>
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Gross Misbehaviour	
Examples of Gross Misbehaviours	Examples of steps to be taken when dealing with gross misbehaviours
<p>Setting fire to school property/deliberately leaving taps/fire hose turned on/aggressive, threatening or violent behaviour towards a teacher/pupil (Physical violence, striking, nipping, spitting, biting)/ bringing a weapon or dangerous substance to school. Persistently engaging in activities which have been identified by staff as dangerous or inappropriate. Deliberately activating fire alarm/ contacting emergency services</p>	<p>Teacher contacts Principal and records instance(s) of Gross Misbehaviour</p> <p>Parents/guardians agree to voluntarily withdraw their child for remainder of the school day/ and or one full school day for any repeated serious misbehaviour or gross misbehaviour. Teacher provides work schedule and parents must sign child out.</p> <p>Chairperson/Principal to sanction immediate suspension pending discussion with parents</p> <p>The BOM has deferred responsibility to the Principal to impose an initial sanction of up to 3 suspension days</p> <p>Further suspension will require an emergency BOM Meeting at which Chairperson and Principal will outline reasons necessary to impose further suspension. In line with requirements of Education Welfare Act (2000), the BOM will inform the NEWB when a pupil's period of suspension equals or exceeds 6 school days.</p> <p>Expulsion will be considered in an extreme case in accordance with Rule 130 (6) <i>"No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality"</i>.</p>

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

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- Where a suspension is to be activated the principal shall notify the parents/guardians of the decision in writing and shall confirm;
- The period of suspension, the dates when it will begin and end
- The reasons for the suspension
- Any study programme to be followed
- The arrangements for returning to school
- Whether the decision to suspend can be appealed to the BOM
- The right to appeal under Section 29 of the Education Act 1998 if the total number of days which the student has been suspended reaches 20 days in any single year.

Removal of Suspension/Reinstatement

- Following or during a period of suspension, the parents/guardians may apply to have the pupil reinstated to the school.
- The parents/guardians must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school Code of Behaviour 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 other pupils or staff
- The Principal in consultation with the parents, the class teacher and the student (if appropriate) will facilitate the preparation of an Individual behaviour plan for the pupil, if required, and will re-admit the pupil to the class
- 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 Chairperson of the BOM and Principal

Expulsion

The BOM has the authority to expel a student in an **extreme case (p81, Developing a code of Behaviour: Guidelines for schools)** **or** where repeated incidents of gross misbehaviour interfere with the educational opportunities of fellow students **or** where there is a threat to health and safety of either students or staff **or** where a student is responsible for serious damage to property. Where a preliminary assessment of the facts confirms serious misbehaviour/gross misbehaviour the following procedural steps will include

- Detailed investigation carried out under the direction of Principal
- A recommendation to the BOM by Principal
- Consideration by BOM of Principal's recommendation
- The holding of a hearing with the Principal, parent/guardians and BOM
- BOM deliberations and actions following hearing
- Consultation arranged with Educational Welfare Officer
- Confirmation of decision to expel
- Parents right to appeal under Section 29, Education act 1998

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Involving Parents/Guardians in managing Problem Behaviour

- Parents/guardians are valued as partners in the school community and as such will be invited to participate in promoting positive behaviour
- Class teachers will refer to repeated episodes of minor misbehaviour in the pupil profile Aladdin which parents/guardians are requested to sign each night
- Parent/guardians are encouraged to make appointments to meet with class teachers and/or Principal at the earliest opportunity in an effort to prevent any escalation of inappropriate behaviour.
- Class teachers may occasionally request parents/guardians to visit them in school to discuss some aspect of a pupil's behaviour
- Where pupils are found to be involved in more serious misbehaviour or gross misbehaviour, the Principal may telephone or write to parents/guardians to request them to attend an informal meeting in school. Class teachers, or teachers who observed the misbehaviour while supervising may also attend these meetings. The pupil may also attend all or part of the meeting if deemed appropriate

Managing aggressive or violent Behaviour

- The school recognises that occasionally students may not respond positively to the usual interventions and may require extra support.
- A small minority of pupils may demonstrate challenging behaviour. These students will need a sustained and systematic response involving the important adults in their lives.
- The Principal and staff may seek assistance from the SET team, NEPS, HSE, TUSLA and other agencies to support such children
- As a first step the school, parents/guardians and all relevant agencies will endeavour to put in place a continuum of support for such pupils

Appeals

Under Section 29 of the Education Act 1998, parents are entitled to appeal to the Secretary General of the Dept. of Education and Skills against some decisions of the BOM including

- a. Permanent exclusion from a school and
- b. Suspension for a period which would bring the cumulative period of suspension to 20 calendar days or longer in one school year. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent.

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Keeping Records

In line with the school's policy on record keeping and data protection legislation, records relating to children's behaviour are kept securely in school. Copies of all communications with parents/guardians will be retained by the school.

Records of more serious incidents are recorded in our student management software and in our Serious Incident Book. They are then retained in accordance with data protection.

Reference to other policies

- Anti-Bullying
- Child Safeguarding statement
- Data Protection
- Enrolment
- ICT acceptable use
- Special Educational Needs
- SPHE
- Emergency Assistance

Success Criteria

This policy will be deemed to be successful when the following are observed

- Positive behaviour in classrooms, yard and school environment
- Practices and procedures listed in this policy being consistently implemented by teachers
- Positive feedback from teachers, parents and pupils,

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Ratification and Review

Review

This policy will be reviewed as often as required when changes occur but will be reviewed by the whole school generally every three years.

Ratification

Ratified by the Board of Management in April 2021.

Signed: Peter Murphy Date: 26/04/2021

(Chairperson of Board of Management)

This policy will be reviewed every 4 years or as the need arises.

Reviews:

Signed: _____ Date: __/__/____

(Chairperson of Board of Management)