



Crehana N.S.

Code of Behaviour Policy

Good behaviour is based on good relations between parents/guardians, child and school.

In *Crehana N.S.*, 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.

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 parent's handbook, 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

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 to 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.
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 don't hurt others.*
3. *We are honest. We tell the truth.*
4. *We are kind.*
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.

Entering and Leaving School Premises.

- a) School opening time is 9.20a.m. School closing time is 3.00p.m. The school does not accept responsibility outside these hours.
- b) There is one entrance to the school. All adults come and go by this entrance. Children use side entrance.
- c) Children in infant classes are escorted to the gate at 2.00pm to be collected by parents/guardian.
- d) All bus children are to line up in area designated to each class each evening at 2.50pm and leave in orderly fashion on teachers command. Other children leave at 3.00pm under teacher supervision. Supervising teacher will supervise until 3.10 p.m.
- e) All parents/guardians and visitors must use main entrance door at all times and report to office.

Request to leave school during school hours.

In the interest of security, if a child must leave school for any reason during school hours – the child's teacher must receive a note from parent/guardian in advance and the parent/guardian should use the intercom and report to the school secretary or Principal when collecting their child. Please sign out when leaving and in when returning in the book outside the office.

Punctuality and Attendance.

- a) Children should be in school every morning at 9.20am and collected at 3.00pm. Infant classes should be collected at 2.00pm. Training in punctuality is important. Parents can co-operate with the school by

ensuring that the children leave home in plenty of time and that they go directly and quickly to school.
The school does not supervise children outside school hours.

- b) Children are expected to attend school each day. Rolls are checked by the attendance officer on a regular basis.
- c) If a child is absent a note of explanation **must** be presented to the teacher.
- d) The school Board is obliged to report yearly absences in excess of 20 school days to the National Education Welfare Board.
- e) Following NEWB Guidelines pupils not present at daily roll call cannot be marked present.

Clothing and Footwear.

We would like to ask pupils wear full school uniform everyday and that all parts of uniform are clearly marked. We request all children wear suitable footwear and discourage children wearing jewellery especially rings, earrings (studs acceptable). Uniforms like all personal belongings are each child's responsibility. Senior children are asked to bring a change of clothes when playing on the pitch.

School Property.

- a) Children are obliged to respect and care for all school property and grounds.
- b) They are obliged to play in the designated areas in the playground.
- c) Children are obliged not to bring paper wrappers to the yard and instead use re-cycling bins in classroom.
- d) Any willful damage to school property is considered a serious breach of discipline.

School Work.

Homework: Each child is allotted a reasonable amount of homework every night, depending on the age of the children. It is important that parents spend this one to one time with children to go over and reinforce what has been learned during the day. It is the task of parents to ensure that homework is given due time and effort by the child. It is important to identify the most suitable time for homework, taking into account the need to play and family time. Homework is not given at weekends. Parents should sign homework notebooks and tests weekly. Children need to learn that there is a consequence to not completing assigned homework and in-school tasks. Such consequences may include missing 10 minutes at breaktime. If for any reason your child is unable to complete their homework, please provide a written explanation for same. If not the above sanctions will be enforced.

Lunches.

Children are expected to bring wholesome lunches to school. Junk food is not recommended. Lunch rubbish must be taken home.
Chewing gum is forbidden. PLEASE REFER TO HEALTHY EATING Policy on school website (www.crehanans.ie).

Mobile phones.

Apple watches, game-boys, Nintendo, DS's, PSP's, Digital Cameras and ipods etc are not allowed in school.

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 *Crehana N.S.* 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
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- Dojo points stars/homework passes/ merit awards or special treats.

Field trips, annual school tours and our end of year special event will be reserved for those who have consistently strived to behave well.

Levels of Misbehaviour

- 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.

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 property
- Theft
- Bringing dangerous equipment to school

Examples of gross misbehaviour include:

- Assault on a teacher or pupil
- Serious Theft
- Serious Damage to property
- Serious bullying
- Carrying drugs, alcohol, cigarettes
- Leaving school/school activities without permission.

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.

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.

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.

- Reasoning with pupil
- Verbal reprimand including advice on how to improve
- Temporary separation from peers within class and/or temporary removal to another class- Time-Out in yard/classroom: Record of this kept in Yard Book/Teachers Book.
- Prescribing extra work/homework/ writing out the story of what happened using template.(Appendix 1)
- Extra Homework signed by Parents.
- Loss of privileges
- Detention during break – 10 minutes removed from playtime. Pupils sit in hall and are given books e.t.c.
- Communication with parents
- Referral to Principal
- Principal communicating with parents- meetings may be arranged.
- Further breach of rules will mean reduced playtime – pupils sit in hallway – note is sent home. Withdrawal from trips/tours and special events will also be considered.
- Arrange meeting with parents.

- After three reduced playtimes matter referred to Principal.
- The parents/guardians and child will be requested to give an undertaking that his/her behaviour will improve
- 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)

Usually sanctions will relate as closely as possible to the behaviour.

Suspension and Expulsion

Before serious sanctions such as detention, 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.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

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
- Through children's homework journal (infants do not have a homework journal, please check bags for notes)
- Letters/notes from school to home and from home to school
- Newsletters/school web-site/e-mails
- TextaParent service.

Parents/guardians requiring to meet teachers

Parents/guardians are requested to make an appointment if they wish to meet with the class teacher. Appointments can be made with School Secretary Breda Hanrahan on (051-641286). A form is sent home to be filled by parent/s. When requesting an appointment with the Principal please appreciate she is a teaching Principal. This arrangement ensures that all concerns are dealt with in a dignified, meaningful manner, without infringing on valuable teaching time.

Code of conduct for Parents:

Parents are expected to:

- Ensure their children attend school and are punctual
- Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform
- Be courteous towards pupils and staff
- Make an appointment to meet with a teacher/the Principal through the office
- Respect school property and encourage their children to do the same
- Label pupils coats and other personal property
- Strictly supervise children, when in school.
- Speak in a respectful manner using appropriate language when on school property and when dealing with members of the school community.

As the Board of management is responsible for the Health and safety of all staff and students, parents are requested not to approach or reprimand another person's child on the school premises

Child Protection Policy

The Board of Management of Crehana N.S. has adopted the "Children First 2017" National Guidelines as its School Policy. Consequently if school staff suspect or are alerted to possible child abuse they are all obliged to refer this matter to the Health Service Executive (HSE). The HSE will then assess the situation and provide sufficient support for the child concerned.

We would like to ask for your permission to use photographs of your child/children at school events/trips in various media i.e. local/national publications, newspapers, T.V. appearances or on our

web page which we update regularly. Your child's name will not be published/printed with their image. This follows our Child Protection Policy.

Social Personal and Health Education

All pupils, as part of the S.P.H.E. will participate in the Stay Safe, Walktall, R.S.E., Weaving well- Being and Circle Time Programmes to help improve the learning environment at Crehana N.S. If Parents/Guardians wish to view or discuss any of these programmes please contact the school to make an appointment.

This policy, the terms and conditions and the agreement was proposed and ratified by the Board of management on _____

Signed _____ **(Chairperson B.O.M.)**

Appendix 1

What happened Who was involved?

What were my actions? Why did i act like this?

What better choice could i make next time?

