

Code of Behaviour

Crosserlough National School



How the code was formulated:

This code was formulated by the staff of Crosserlough National School in consultation with the BOM and parent representatives, and with the help of a PPDS advisor. The NEWB guidelines on developing a code of behaviour for school were consulted and the template provided on page 59 was used as a guide.

The Mission and Vision Statement:

Crosserlough National School is a Catholic School, under the patronage of the Bishop of Kilmore. The aim of Crosserlough National School is to encourage all children to reach their full potential, be it mentally, physically, spiritually, emotionally, and/or socially, in an atmosphere and environment in which they feel safe, valued and secure where respect for self and others is the norm.

Basic Principles underpinning an effective code

One of the basic principles underpinning an effective code is to provide clarity: to that end we have listed below the expectations of all members of the school community and how they should treat each other.

In St. Mary's N.S, we expect parents to:

- Ensure pupils are on time for school;
(9.20 a.m to 3.00 p.m 1st to 6th)
(9.20 a.m to 2.00 p.m junior and senior infants)

Note: Teachers are not responsible for pupils who are left at the school prior to 9.20 a.m or after 3.00 p.m.

- In the interest of safety Junior and Senior Infants are to be collected by parents/guardians at the main door at 2 p.m.
- Make an appointment with the school Secretary to speak with the Principal or class teacher.
- Send a written explanation if a child is absent from school for any reason.

- Inform the class teacher if they wish to collect their child early from school for any reason (appointments etc).
- Ensure children wear full uniform correctly and that it is clean. A note of explanation is required if your child is not wearing the full uniform.
- Ensure children wear appropriate clothing and footwear for P.E. and only on the designated day(s).
- Provide a healthy lunch daily for their children (see healthy lunch policy)

Note:

Under the Education Welfare Act 2000 section 23(2)(e) & section 18, parents must send in a written note explaining why the child was absent, on the day the pupil returns to school following the absence(s). Schools need to know why the pupil was absent as they are required to fill this information in on the National Education Welfare Board's (NEWB) attendance form. If a note is not received, the school must record this as an unexplained absence on the NEWB returns.

We expect staff to:

- Treat children, parents and other staff members with respect, courtesy and polite language.
- Support and implement the schools code of behaviour.
- Develop and nurture a sense of self-esteem in each pupil.
- Listen to pupil's explanations for behaviour.
- Be cognitive of the various needs and abilities levels of all children in their class and adapt the rules to their needs.
- Communicate with parents when necessary.
- Ensure pupils that incidences will be dealt with fairly and promptly.

We expect pupils to:

- Treat all staff, visitors and other children with respect, courtesy and polite language.
- Work to the best of their ability.
- Respect the right of other pupils to learn and the teacher to teach.
- Avoid behaving in any way which would endanger or undermine others.

- Appropriate behaviour to be applied when involved in extra- curricular activities.
- Stay on school premises and within designated areas during school times.
- Respect all school property and the property of the other pupils (including books on the book-rental scheme).
- Bring the correct materials and books to school.

Note:

Conduct on school buses is the concern of Bus Eireann and not the school. The code of conduct for the school buses is printed on the back of their school bus ticket. Please familiarise yourselves with this.

Purpose and content of school rules:

Each child coming to school has a right to expect an environment where he/she can learn and play safely. The following rules set out to ensure this;

- Bullying of any kind will not be tolerated
- Taking God's name in vain ,swearing and the use of bad language is not permitted.
- Pupils are not allowed to leave school grounds between school hours without written permission and the personal attendance of parent/guardian. Children leaving the school early must be collected at the main door by parent/guardian.
- Pupils must line up in the yard when the bell rings at the end of each break.
- Eat lunch in the class room
- Mobile phones are not allowed
- Chewing gum is forbidden

How staff, parents and pupils can help each other to meet the standards expected in the school;

- Staff will teach the code as part of their SPHE lessons.
- The school/class rules will be displayed in the school.
- School staff will model good behaviour
- Parents will accept the code, discuss it with pupil and model good behaviour at home
- Pupils can encourage each other to adhere to the school rules.

Unacceptable behaviour:

- Breaking school rules
- Pushing, punching, kicking or other forms of physical assault
- Name calling of a hurtful and insulting nature, often referring to academic ability or physical appearance.
- Excluding classmates from class activities or team games
- Damaging clothing, schoolbooks and other learning material
- Teasing and making fun of others
- Writing abusive notes

- Stealing from others, and
- Any form of threatening behaviour whether physical, verbal or psychological

Appropriate sanctions:

- Reasoning with the pupil.
- Reprimand, including advice on how to improve.
- Temporary separation from peers.
- Consequential additional work or behaviour sheet completed at school or at home. (signed by parent)
- Referral to Principal
- Communication with parents (note in journal, phone call or a meeting)
- Suspension
- Expulsion

Procedures in respect of Suspension. (as per page 77 of the NEWB Guidelines)

While the Board of Management (BOM) has the authority to suspend, they may delegate this authority to the principal, for periods of up to three days.

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.
- If suspension is still decided upon
- Principal notifies parent in writing of the decision to suspend. The letter should confirm.
 - The period of the suspension and the dates on which the suspension will begin and end.
 - The reasons for the suspension.
 - Any study programme to be followed.
 - The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
 - The provision for appeal to the Board of management or secretary general of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)
 - Where the cumulative total of days reached 6, the NEWB will be notified.

Records and reports.

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

Expulsion.(As per page 82 of the NEWB Guidelines)

Procedures in respect of expulsion.

- A detailed investigation carried out under the direction of the principal.

- Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- Give parents and students the opportunity to respond before a decision is made.
- A recommendation to the BOM by the principal(see page 84 NEWB guidelines)
- Consideration by the BOM of the principal’s recommendations and the holding of a hearing. (see page 84 NEWB Guidelines)
- BOM deliberations and actions following the hearing.
(page 85 NEWB Guidelines)
- If BOM is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB should be notified using a **Notice of Intention to Expel form** which is available on www.schoolreturn.ie or from our helpline (1890 36 3666). This form should be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.**
- Consultations arranged by the EWO.
- Confirmation of the decision to expel.

Appeals.

- A parent may appeal a decision to expel to the Secretary General of the Department of Education and Science (Education Act 1998 section 29)

Review and Monitoring

This policy was completed and made ready for the school plan in 2010. This policy was reviewed in 2014, 2016, 2018 and 2020 with no changes.

This policy was updated in 2021 following the appointment of Teresa Galligan as Principal. The heading of the policy was changed but the wording remains the same throughout.

Signed _____ Date _____
(Chairperson, Board of Management)