

Collon National School

Code of Behaviour and Discipline



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Collon National School
14578N

The Board of Management of Collon National School reviewed the Code of Behaviour and Discipline to ensure that it is in compliance with legal requirements and good practice as set out in Developing A Code of Behaviour; Guidelines for Schools, NEWB, 2008.

It is a requirement under the Education Welfare Act, 2000, that the obligation is on schools to prepare a Code of Behaviour in respect of the students registered at the school. The Code of Behaviour shall specify:

- The standards of behaviour that shall be observed by each student attending the school
- The measures that shall be taken when a student fails or refuses to observe those standards
- Suspension and expulsion procedures
- The grounds for removing a suspension imposed
- The procedures to be followed by parents when notifying the school of a student's absence.

The school has a central role in the children's social and moral development just as it does in their academic development.

The children bring to school a wide variety of behaviour.

In Collon National School we work towards standards of behaviour based on the principles of *honesty, respect, consideration and responsibility*.

In devising this code, consideration has been given to the particular needs and circumstances of the school. We are a co –educational school which caters for the needs of boys and girls.

The school expects the highest standard of behaviour from its pupils including:

- Each pupil is expected to be well behaved and show consideration for other children and adults
- Each pupil is expected to show respect for the property of the school, of other children and their own belongings
- Each pupil is expected to attend school on a regular basis and to be punctual
- Each pupil is expected to do his/her best both in school and for homework.

- Each pupil is expected to attend school every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

Behaviour of all Stakeholders in the School

Positive and respectful communication is of high importance in our school. This not only extends to the children but to all of the stakeholders eg the staff, parents and the wider community. Anyone entering our building should feel safe to do so. While the behaviour of our children is of vital importance, adults in the school community also have a responsibility to ensure their own behaviour models the types of behaviour expected of children.

It is important that all stakeholders are responsible for their own behaviours in the school.

- All stakeholders are expected to speak to each other with respect. Shouting or other aggressive tones are not acceptable. If a stakeholder displays anger or aggression to another member of the school community, they may be asked to remove themselves from the building. In certain cases, the Gardai may be called.
- All stakeholders will treat our children with the utmost respect while on the premises. Parents are requested not to approach or reprimand another person's child on school premises.
- When stakeholders meet, it is important to respect that the time of the meetings should be agreed beforehand and kept within the timeframe.

Aim

The aim is to ensure that the individuality of each child is accommodated, while acknowledging the right of each child to education in a relatively disruptive free environment.

All children are expected to behave in a responsible manner, both towards themselves and others, showing consideration, courtesy and respect.

Parents can co-operate with the school by encouraging their children to understand the need for school rules and the need for their child/children to obey those rules.

Attendance

Under the Education (Welfare) Act, 2000 parents are responsible for making sure their child receives an education. The law also says that every child between ages 6 and 16 must attend school or otherwise receive an education.

If your child is absent from school you MUST explain why your child was out of school. On your child's return a note must be written in your child's homework diary/ or in a letter to Junior / Senior Infants classes explaining the reason for your child's absence. This note is returned to your child's class teacher.

The school must inform the Statutory Educational Welfare Services of the Child and family Agency if your child has missed 20 days or more in the school year, or if it is concerned that your child is missing too much school.

Classroom discipline is a function of the relationship between the class teacher and the child. Within the classroom positive techniques of motivation, advice, reward and encouragement are used.

At the beginning of each academic year, the class teacher will draft a list of class rules with the children. The teacher will discuss the types of appropriate behaviour that they expect from the class. These reflect and support the school rules, but are presented in a way that is accessible to the children. Class rules are devised with regard for the health, welfare and safety of all members of the school community. They emphasise positive behaviour. 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.

Children will be encouraged, praised and listened to by all 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 will be as high as for work.

The overall responsibility for discipline within the school rests with the Principal. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

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.

Disruptive and Undisciplined pupils must always be held responsible for their own behaviour, and in their own interest and for the protection of others steps must be taken to manage such behaviour. The nature of the behaviour and the age of the child will determine the nature of the strategies employed.

The following steps will be used to show disapproval of the inappropriate behaviour:

- A knowing look
- Walking near the pupil
- A calm verbal reprimand (teacher advises correct behaviour)
- Reasoning with the pupil including advising them about the consequences of their actions
- Time out in the classroom (advising child on reflecting on their behaviour)
- Time out in another classroom (maximum stay 30 minutes)
- Detention during break/ lunchtime
- Teacher records instances of repeated misbehaviour
- Teacher contacts parents/ guardians
- Teacher informs Principal of contact with parents/ guardians
- Teacher and /or Principal meets with parents / guardians
- Individual Behaviour plan (IBP) is implemented with agreement with parents/ guardians. This may also include agreement by parents/ guardians to voluntarily withdraw their son/ daughter for one day in the event of any repeated serious or gross misbehaviours. Teacher must provide a pupil work for the withdrawal day.
- Individual behaviour plan monitored daily by class Teacher, fortnightly by Principal.
- Review of IBP with pupil/teacher/ parents/guardians/ Principal/ Deputy Principal
- Contact with Board of Management
- Suspension
- Expulsion

Unacceptable Behaviour

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher. Pupils will be advised about their behaviour and given advice on how to improve. Discussion about behaviour and its consequences will form part of SPHE lessons at all class levels.

Examples of Minor Misbehaviour

- ❖ Interrupting class work
- ❖ Failure to line up properly in their class line
- ❖ Going into an out of bounds area on school property
- ❖ Name calling
- ❖ Answering back a teacher or member of staff
- ❖ Being discourteous or unmannerly

Examples of Serious Misbehaviour, include the following or attempts at the following

- ❖ Behaviour that is hurtful
- ❖ Behaviour that interferes with teaching and learning
- ❖ Threats or physical hurt to another person
- ❖ Damage to property
- ❖ Inappropriate behaviour, language or gestures.
- ❖ Theft

Persistent incidents of serious misbehaviour will be classified as gross behaviour. All incidents of serious misbehaviour will be recorded on Incident Record Sheet

Examples of Gross Misbehaviour, include the following or attempts at the following

- ❖ Assault on a teacher or a pupil
- ❖ Abusive language towards a member of staff or pupil
- ❖ Aggressive , threatening or violent behaviour towards a member of staff or pupil
- ❖ Serious theft
- ❖ Serious damage to property
- ❖ Leaving school premises without permission
- ❖ Setting fire to school property
- ❖ Deliberately setting off a fire extinguisher/ fire alarm
- ❖ Deliberately leaving taps/ fire hoses turned on
- ❖ Bringing weapons / dangerous substances to school

It is the policy of the school to inform parents of all incidents of serious misbehaviour. Communication with parents will be verbal, or by letter, depending on the circumstances. Parents will be notified immediately where there are cases of Gross Misbehaviour.

All incidents of bullying will be dealt with as outlined in the school's Anti Bullying policy. (see separate policy)

All pupils are expected to comply with the Code of Behaviour. The school is very much aware that children with special needs may need help in understanding and complying with certain rules. Individual behaviour plans, in line with NEPS Continuum of Support will be put in place in consultation with parents, class teacher, learning support/ resource teachers, and Special Needs Assistants. The Principal and staff may seek assistance from NEPS, HSE, the EWO or other agencies as part of the behaviour management programme. The school will endeavour to put in place a continuum of support for pupils presenting with challenging, inappropriate and unacceptable behaviours.

It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. The school has agreed on the following graded system of sanctions, which, however contain a degree of flexibility to take into account of individual circumstances.

1. Reasoning with the pupil
2. Reprimand to include advice on how to improve.
3. Temporary separation from peers.
4. Detention during Break time
5. Communication with Parents (informal)
6. Prescribing additional Work
7. Referral to Principal
8. Communication with Parents
9. Temporary suspension
10. Expulsion

Suspension

The Board of Management of Collon National School has the authority to suspend a student. Where this authority is delegated to the Principal, the delegation should be done formally and in writing.

Suspension is defined as “requiring the student to absent himself/herself from the school for a specified, limited period of school days.”

Suspension will be a proportionate response to the behaviour that is causing concern. Other interventions will be tried before suspension.

The decision to suspend a pupil requires serious grounds such as that:

- The pupils behaviour has had a seriously detrimental effect on the education of other students
- The pupils continued presence in school at this time constitutes a threat to safety
- The pupil is responsible for serious damage to property

A single incident of serious misconduct may be grounds for suspension. During the period of suspension, the pupil retains their place in the school.

Where a suspension is to be activated the principal shall notify the parents/guardians of the decision in writing and shall confirm:

1. the period of suspension, the dates when it will begin and end
2. the reasons for suspension
3. any study programme to be followed
4. the arrangements for returning to school
5. whether the decision to suspend may be appealed to the Board of management
6. the right to appeal under Section 29 of the Education Act 1998 if the total number of days for which the student has been suspended reaches 20 days in any single school year.

Grounds for Removing a Suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the Education Act 1998.

Expulsion

The Board of Management of Collon National School has the authority to expel a pupil. Expulsion of a pupil is a very serious step and will only take place in extreme cases of unacceptable behaviour. Expulsion will be a proportionate response to the pupil's behaviour.

The school will take steps to avoid expulsion of any student including, as appropriate:

- Meeting with parents and the pupil and trying to find ways of helping the pupil to change their behaviour
- Making sure that the student understands the possible consequences of their behaviour, if it should persist.
- Ensure that all possible options have been tried
- Suspension (in the hope that the pupil will change their behaviour)
- Seek the services of support agencies, eg National Educational Psychological Service, Health Service Executive Community Services, Child and Adolescent Mental Health Services, National Council for Special Education, the National Behavioural Support Service and the area Educational Welfare Officer.

Collon National School is required by law to follow fair procedures as well as procedures prescribed under the Education Welfare Act 2000, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious/gross misbehaviour that could warrant expulsion, the procedural steps will include:

1. At the discretion of the Principal a suspension may be imposed for the duration of the investigation, pending the outcome.
2. A detailed investigation carried out under the investigation of the Principal
3. A recommendation to the Board of Management by the Principal
4. Consideration by the Board of Management of the Principal's recommendation: and the holding of a hearing.
5. Board of Management deliberations and actions following the hearing
6. Consultations arranged by Education Welfare Officer
7. Confirmation of the decision to expel.

On Enrolment Parents will be presented with Code of Behaviour and will have to sign to say they will support the implementation of this policy.

Review: The Board of Management in consultation with the staff will review the policy on an annual basis.

Ratification: The policy was ratified by the Board of Management in March 2017.

The policy will be available to view in the school office and will be available to parents on request.

Signed:  Date: 13-3-2017

Chairperson

Signed: Anne-Maire Martin Date: 13-3-2017

Principal

Collon National School: School Rules

- Pupils must wear the correct school uniform to school every day
- PE Tracksuit to be worn on PE days (White Polo Shirt only, no jersey /T shirts are acceptable)
- In event that a pupils' school uniform is unavailable on a given day, a note must be provided to the teacher. School Tracksuit can be worn instead.
- School commences at 9 am. Every pupil is expected to be punctual at all times. When it is not possible to be on time, a note explaining the late arrival is necessary.
- Mobile phones / I Pods are NOT permitted in school. If a pupil is found having one it will be immediately confiscated and parents will have to come in to get it back.
- Walk nicely along the school corridor.

Playtime

- During playtime, play in a way which is safe for yourself and others, play only in the yard space which is allocated to your class.
- Always follow the instructions of the teacher on supervision. If you have a problem or difficulty on the yard report it directly to the teacher on yard.
- Rough play, eg kicking, pushing, thumping, fighting and the use of bad language is strictly forbidden
- Run with care for yourself and others so as not to cause collisions
- Be kind and considerate to fellow pupils, avoid bullying and harassment as this hurts others.
- Be polite and kind, never calling another pupil names that are unkind, hurtful or disrespectful.
- Always leave drinks and lunches in the class room
- Coats, scarves and hats should be worn in appropriate way.
- Always ask the teacher on supervision duty if you need to leave the play area for any reason
- Go to the teacher on supervision or and SNA if you have had an accident or need assistance
- Use the designated toilets and corridor only if you do enter the school
- Use lunchtime play equipment in an appropriate manner so as not to cause injury or harm to others
- Always stop and freeze after the bell sounds, wait for the teacher on supervision to call your class, walk carefully to your line in an appropriate manner at the appointed place.