

Gaelscoil Shlí Dála

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Code of Behaviour and Discipline

Reviewed September 2019

Development of the Code of Behaviour:

This Code of Behaviour is being prepared in accordance with the guidelines "Developing a Code of Behaviour: Guidelines for Schools" published by the National Educational Welfare Board (NEWB, 2008). The Code of Behaviour also conforms with legislation as required by Section 23 of the Education Welfare Act (2000). Parents, staff and members of the school community have been asked to read this Code and give feedback and suggestions. The Code of Behaviour needs to be read in association with the school "Anti-bullying" and "Child Protection" policies. **When parents enrol their child in Gaelscoil Shlí Dála they are agreeing to support the implementation of the Code of Behaviour and other policies in the school.**

Our Vision:

The vision for relationships and behaviour in our school is that:

"Each individual through positive learning experiences will be stimulated to reach his/her full potential, face life confidently, find fulfillment and be respectful in an every changing world".

Aims:

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident. The code not only applies everywhere on the school premises but also applies at any school related activity whether on or off the premises such as school tours, swimming, sports activities, religious ceremonies etc.

Strategies to promote Positive Behaviour:

- Ensuring that pupils are treated fairly, equally and firmly;
- A quiet word or gesture to show approval;
- Matching work with pupil's abilities; A prize/reward carefully noted by the teacher to ensure that all children at regular stages during the school year are rewarded for effort/behaviour/skill etc. *Teachers creating moments of success and then acknowledging them.*
- A comment in a pupil's exercise book;
- A visit to another member of staff or the Principal for commendation;
- A word of praise in front of a group or class;

- A visit to the local shop
- Trophy for being "Cainteoir na Seachtaine"
- Certificate for good attendance
- Delegating some responsibility or privilege;
- A mention to a parent - written or verbal;
- Teacher records improvement in the behaviour of a disruptive pupil;
- Implementation of Programmes such as **Circle Time** to promote positive behaviour.

The above list is not exhaustive and consists of examples only.

Restorative Practices:

In line with current best practices, the school promotes restorative justice practice and language. Restorative practice will be implemented in classrooms and schoolyard. Should training be required, staff-members are willing to undertake same. Every effort will be made to ensure that (in the aftermath of a wrongdoing) the offender will be encouraged to empathise and see the "crime" from the victim's perspective.

Children cannot remember long lists of rules. The expectations in this policy provide clear guidelines for members of our school community and pupils as to what type of behaviour is expected of pupils and adults within our school. The "Golden Rules" of the school are on display. These rules synopsis for the children what is expected of them, in a language they understand.

Rialacha na Scoile
 Taispeáin Meas
 Bí séimh
 Ná ghortaigh duine ar bith
 Bí cineálta agus cabhrach
 Ná ghortaigh mothúcháin dhaoine
 Bí macánta
 Ná chlúdach an fhírinne
 Obair go cruá
 Ná chuir am amú
 Tabhair aire do maoin na scoile agus do maoin pearsanta
 Ná déan damáiste
 Ná dean ghoid
 Éist le dhaoine
 Ná chur isteach ar dhaoine

Expectations of Staff

School rules are devised with regard to the health, safety and welfare of all members of the school community.

Staff are expected to:

- support and implement the school's Code of Behaviour;

- be cognizant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection".
- create a safe, welcoming environment for each pupil;
- praise desirable behaviour;
- facilitate pupils to reach their full academic potential;
- recognise and provide for individual talents and differences among pupils
- be courteous, consistent and fair;
- keep opportunities for disruptive behaviour to a minimum;
- deal appropriately with misbehaviour;
- keep a record of serious misbehaviour or repeated instances of misbehaviour;
- listen, at appropriate times, to pupils' explanations for behaviour;
- provide support for colleagues;
- be familiar with the school's "Professional Conduct Code";
- communicate with parents and staff when necessary, always with courtesy and respect;
- provide reports on matters of concern.
- to be familiar with and follow the school's policies on "Anti-Bullying" if he/she has any complaint against staff, parents or outside personnel.

Expectations of Parents

Parents are expected:

- to nurture in their children a positive attitude towards school and try not to pass on any negative experiences parents may have had themselves while at school.
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather so that their child will be warm and dry playing outside during breaks;
- to send a written note to the class teacher explaining their child's absence from school;
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency.
- to arrange and ensure that a family member/friend is contactable and available to attend the school in the event of an emergency.
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school every day in line with the school policy on "Health Eating".
- to arrange meetings with the class teacher and/or principal when they are concerned about any issue relating to their child;
- communicate with staff when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers;
- to encourage children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure that their child has the correct books and other materials;

- to be familiar with the code of behaviour and other school policies and to support the implementation of these policies;
- to co-operate with teachers in instances where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect a child's behaviour.
- to follow the school's "Complaints Procedure Policy" (available on request) if they have a complaint about a staff member.

Expectations of Pupils

Pupils are expected:

- to listen to the class teacher, work hard, do their best and make best use of their time in school;
- to enter and leave the school building at all times in an orderly fashion.;
- to walk within the school building and **quietness** is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc. ;
- to treat all staff members, themselves and each other with due respect and courtesy;
- to stand back for an adult, to welcome visitors and to show respect to their elders;
- to never bully any person; Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Fighting, rough play or any physical force is never allowed or tolerated.
- to never use bad language; Inappropriate language if used towards a teacher or anywhere within the school or while on a school activity is considered a breach of the code.
- to wear their full school uniform;
- not to bring chewing gum, glass bottles, solvents, matches, cigarettes, alcohol or drugs to school either on the premises or to a school related activity;
- to bring no jewellery to school except a watch;
- not to wear make-up;
- not to cycle in school grounds unless taking part in safety training organised by the school;
- to inform the teacher if they are carrying a mobile phone which may only be brought for emergency uses and with parental permission. (Phones may also be used for recording music, songs, tunes etc) If a child is found misbehaving with a mobile phone it will be confiscated.
- to keep their hair neat and in its natural colour; For hygiene purposes hair must be tied back.
- to respect the school building and property; If an deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.
- to value our school environment; The playground is a litter-free zone. Fruit peels, pencil parings etc. are collected for composting. Waste paper and cardboard are collected for recycling. All other empty carton drink containers and wrapping papers are considered household waste and are taken home.
- not to climb on the school railings.

On wet days children are expected:

- to stay in their classrooms and not run around the room;
- to never use sharp implements;
- to never use a tin-whistle /musical instrument except during music practice.

When swimming children are expected:

- to wear a coat when going to the swimming pool except on dry, sunny days during May and June;
- to walk in line behind the teacher to and from the bus to the swimming pool. No running allowed;
- to never shout or run in the dressing rooms or pool area;
- to listen and obey the instructor and life guard;
- to wear a swimming cap. Arm bands are needed for beginners and shower socks may be worn;
- to never leave the pool from the side - unless under the instructor's directions;
- to never push or play roughly in the pool, pool area or dressing rooms;
- to dress quickly after each session;
- not to bring shampoo, hairsprays, gels, spray deodorants to the pool;
- not to buy drinks/sweets at the pool.

When on school trips/tours, children are expected:

- to enter/leave the bus in an orderly manner;
- to arrive 15 minutes before departure time; Parents are expected to contact the school 15 minutes before departure time if a child is sick or unable to attend.
- to keep the school rules as listed above;
- not to bring mobile phones or electronic devices on school tours without permission; Teachers will have mobile phones on tour if parents/children need to get in contact with one another.
- to sit in their seats and avoid loudness that would distract the driver;
- to take drinks and sweets at the appointed lunch breaks;
- to stay in their appointed groups at all times;
- to wear uniform on school tours (unless otherwise stated);
- to return the parental/guardian permission slips allowing the child to go on tour;

The following steps will be taken in the case of misbehavior:

1. Reasoning with the pupil.
2. Reprimand (including advice on how to improve). Record incidents and details in the behaviour book.
3. If steps 1 and 2 fail the child will be punished in one of the following ways depending on the misbehaviour.
 - Temporary separation from peers, friends and others.
 - Loss of privileges
 - Detention during break-time.
 - Prescribing additional work.

Record whichever punishment in the behaviour book. A note will also be sent home in the diary to inform parents and they are asked to sign the note to ensure they've read it and are informed of matters.

4. If the situation has not improved after steps 1, 2, and 3 the pupil will be sent to the Principal. The Principal will keep a record of each child sent to him/her and will note any improvements that follow. The child should understand that this is happening.

5. If the difficulties continue parents will be invited to come to the school and discuss the situation with

the class teacher. The situation will be explained to them and their co-operation will be sought to improve their child's behaviour. Reference will be made to the schools behaviour and discipline code and the next step to be followed if the situation doesn't improve.

6. Daily/weekly reports on the child's behaviour.

7. If difficulties continue further the parents will meet with the Principal and the class teacher. The next step will be explained.

8. If the misbehaviour still continues the Board of Management will be informed.

9. The parents will be invited to come to the school to discuss the situation with the Board of Management and teachers. The parents will be informed of the next step to be taken -Suspension 3 days.

10. Suspension - 3 days (In accordance with Rule 130(5) of the Rules for National Schools under Department of Education and Science.

11. The Board of Management may authorise a further period of suspension up to a maximum of ten school days to allow for consultation with the pupils or the pupil's parents. The schools Board is obliged to report suspensions that cumulate over 6 days to the Education Welfare Board.

12. A longer period of suspension with written permission from the Board of Management.

13. In very difficult circumstances where the staff and Board of Management feel that all the avenues have been explored to improve the situation but to no avail the Board of Management will consider expulsion from the school.

14. Where the Board of management is of the opinion that a student should be expelled from the school it shall, before expelling the student, notify the Educational Welfare Board in writing.

15. The decision to expel a student shall not take effect until 20 days have elapsed after the National Educational Welfare Board has received notification in writing. A new notice of decision to expel form should be used for this purpose.

16. A child, having been expelled is excluded from any school-organised activity.

Grounds for removing a Suspension

a) Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing.

b) A written statement of the terms and date of the termination of a suspension should be given to the parents. When a period of suspension ends the pupil should be re-admitted formally to the class by the Principal.

c) 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 Board and the Principal.
Parents have a right of appeal to the Secretary General of the Department of Education and Science in relation to expulsions and long suspensions. (Section 29 of Education Act).

Procedures

The degree of misdemeanours 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 misdemeanours, as follows:

Examples of minor misdemeanours

Interrupting class work / arriving late for school / Running in school building / Talking in class line / leaving seat without permission at lunch time / Placing unfinished / food/drink cartons in class bin / Leaving litter around school / not wearing correct uniform / Being discourteous / unmannerly / Not completing homework without good reason / Not having homework signed by a parent / not working to full potential.

Examples of steps to be taken by teachers when dealing with minor misdemeanours

Reasoning with pupil/Verbal reprimand/Noting instance of behaviour in behaviour book.
If regular occurrences of minor misdemeanours continue the code of discipline must be followed. A note should be sent home in the school diaries to be signed by Parents. Children who have their names in the discipline book 3 times must receive a warning.

Examples of serious misdemeanours

Constantly disruptive in class / telling lies / stealing / Damaging other pupil's property / Persistent bullying / Back answering a teacher / Frequenting school premises after school hours without appropriate permission / Leaving school premises during school day without appropriate permission / Continuation of not working to full potential / using unacceptable language / Bringing weapons to school / Deliberately injuring a fellow pupil, endangering self / fellow pupils in the school yard at break times.

Examples of steps to be taken when dealing with serious misdemeanours

1. Send the child to the Principal.
2. The Principal sends a note to parents in the school diary.
3. The Principal meets parents with the class teacher.
4. The Chairperson of the Board of Management is informed and the parents are asked to come and speak with the Chairperson, Principal and teacher.

Examples of gross misdemeanours

Setting fire to schools property / Deliberately leaving taps / fire hose turned on, aggressive, threatening or violent behaviour towards a teacher / pupil. Malicious damage to school property. Having alcohol, drugs or tobacco on the school campus or at a school event.

Examples of steps to be taken when dealing with gross misdemeanours:

1. Chairperson /Principal to sanction immediate suspension pending discussion with parents

2. Expulsion will be considered in an extreme case in accordance with Rule 130(5)
(It should be noted that these lists consist of examples only. It is not meant to be a totally comprehensive list of misdemeanours and procedured steps)

Parents seeking enrolment in the school will be given a copy of the Code of Behaviour before enrolment. As a pre-condition of enrolment parents are asked to read the code and to sign a declaration that they accept the code and that they will make all reasonable efforts to see that their child abides by it. We are in full compliance with section 23(5) of the Education act that copies of the code are available from the school at all times on demand from a pupil or parent. The code will be reviewed in January 2016 or beforehand if necessary.

Signed: _____

Date Ratified: _____

Liam Ó Néil
Chairperson of the B.O.M.

We agree to accept this Code of Behaviour and we will make all reasonable efforts to see that our child/children abide by it.

Signed

Parents/guardians