

Carlow National School

Church of Ireland National School

Green Road, Carlow, Co. Carlow

Email: carlownationalschool@yahoo.com <http://carlowns.itcarlow.ie>

Tel.059 9132175 R93 A504



Code of Behaviour

For

Carlow National School

Introduction

In devising the code, consideration has to be given to the particular needs and circumstances of this school. All parties, pupils, parents, staff, BOM & NEWB officer were consulted during the review of the Code of Behaviour in September, 2008.

The Rational for the policy

The existing Code of Behaviour was reviewed in 2008 following the issue to schools of “Developing a Code of Behaviour Guidelines for Schools” and a request from our Patron.

Relationship to characteristic spirit of the school / Ethos.

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Honesty, respect and responsibility (good citizenship) are key values of our school ethos and we believe our Code of Behaviour is important in maintaining our Ethos. Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasis is put on positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual differences. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

Aims

The aims of the Code of Behaviour of Carlow NS are:

- To provide guidance for pupils and parents on behaviour expectation.
- To provide for the effective and safe operation of the school.
- To develop pupil self-esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in pupils, based on respect, consideration and tolerance 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.

General Guidelines for Positive Behaviour

1. Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
2. Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
3. Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
4. Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present assignments neatly.
5. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, or by phone call, stating the reason for the absence.
6. Pupils should not bring to school flammable type correction fluid (eg tippex) or any other substance that could be harmful to others.
7. Pupils should not bring chewing gum to school.
8. Pupils are not permitted to bring mobile phones to school or on school related activities or tours. (A copy of the Mobile Phone & Electronic Equipment Policy

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is available to view in school)

School Rules Outside

1. During school hours (9.20am – 3pm), children may only play at the back of the school, in the proper play areas.
2. Only safe play items are allowed in the playground with the teacher's permission.
3. Pupils are always expected to behave in a polite and considerate way. (pushing, kicking, horseplay and bad language are not acceptable)
4. Bullying behaviour is considered a serious misdemeanour.
5. Buses and cars must be parked before children exit the school gate.
6. Exit the school grounds through the school gates. (You may not climb over or walk on the school wall).
7. Children **must not enter staff parking area unless accompanied by a member of staff.**

Affirming Positive Behaviour

Positive reinforcement of good behaviour leads to better self-discipline and we place a great emphasis on rewards and incentives than on sanctions.

Strategies / Incentives

- A quiet word or gesture to show approval
- A comment on a child's exercise book
- A visit to another class / Principal for commendation
- Praise in front of class group
- Individual class merit awards, points or stamps
- Delegating some special responsibility or privilege
- Written or verbal communication with parents

Discouraging Misbehaviour

The purpose of sanctions and other strategies is to promote the positive and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. They may include:

- Reasoning with pupil

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- Verbal reprimand including advice on how to improve
- Temporary separation from peers within class group and / or temporary removal to another class
- Prescribing extra work
- Loss of privileges
- Detention during break
- Communication with parents
- Referral to Deputy Principal / Principal
- Principal communicating with parents
- Exclusion (suspension or expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and the Education Welfare Act, 2000)

Pupils will not be deprived of engagement in a Curricular area, except on the grounds of Health and Safety.

Procedures

The degree of misdemeanours ie 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 inside school building / Talking in class line / Leaving seat without permission during lunchtime / placing unfinished food/drink cartons in bin/ leaving litter around school/ being discourteous or unmannerly/ not completing homework, without good reason/ not having homework journal signed by parent/ endangering self / fellow pupils in playground at breaktime.

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

- Verbal reasoning with pupil
- Noting the incident on the Internal Messaging System – Databiz.

Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours:

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Phase 1 (within classroom)

- Write story of what happened or one copy of school rules or relevant rule to upper limit of 20 times – all signed by parent.
- Note in homework journal to be signed by parent.
- Temporary separation from peers / sending to another teacher / timeout of participation in some class activity.
- Warning to pupil whose name appears on the Internal Messaging System – Databiz for misbehaviour at breaktimes. (Misbehaviour at breaktimes consists of any action that puts the safety of self/other pupils at risk.)

Phase 2

- Send to D-Principal
- Send to Principal
- Class teacher meets one / both parents
- Principal/D-Principal and class teacher meets one/both parents concerning the difficulties.

Examples of serious misdemeanours:

Constantly disrupting in class / telling lies / stealing / damaging other pupils property / bullying / back answering a teacher / frequenting school premises after school hours without appropriate permission / not working to full potential / using unacceptable language / bringing anything to school which could endanger other pupils / deliberating injuring a fellow pupil.

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

- Send to D-Principal
- Send to Principal
- Principal send note in Homework Journal to be signed by parent
- Principal meets with one / both parents
- Chairperson of Board of Management informed and parents requested to meet Chairperson and Principal

Examples of Gross Misdemeanours

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Deliberately causing damage or major disruption at school / aggressive, threatening or violent behaviour towards a teacher or pupil.

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

- Chairperson / Principal to sanction immediate suspension pending discussion with parents.
- Expulsion will be considered in an extreme case in accordance with Rule 130 (6) ie “No pupil can be struck off the rolls for breaches of discipline without prior consent of the Patron and until alternative arrangements are made for the enrolment of pupil at another suitable school in locality”.

Policy on Bullying Behaviour

Definition of bullying

- A. Bulling is **repeated** verbal, psychological or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school’s Anti-Bullying Policy.
- B. Our school policy on bullying behaviour is that it will not be tolerated in any form.
- C. Our aim is to deal with bullying behaviour in a way which would encourage the bully to change their behaviour.

Procedures for noting and reporting incidents:

1. All reports of bullying to be noted, investigated and dealt with by class teacher so that pupils will gain confidence in telling. The incident should be recorded in the Record of Behaviour Folder.
2. Individual teachers should record and take appropriate measures in accordance with our policy.
3. Pupils must understand that reporting is not “telling tales”.
4. When a parents is concerned that bullying is taking place the class teacher should be informed.

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5. Serious cases should be referred immediately to D-Principal and then the Principal.
6. Parents should be informed by the class teacher , D-Principal, Principal sooner rather than later.
7. **Non-teaching staff are encouraged to report incidents. Discretion is important.**

Incidents of bullying behaviour will be dealt with in a calm, problem-solving way using a method of shared concern there-by setting the example of non-aggression. The staff will use the Stay-Safe, R.S.E., Walk Tall Programmes and Circle Time to discuss bullying behaviour.

More serious or recurring cases of bullying behaviour will be discussed with the Principal, class teacher and parent. The matter may also be brought before the Board of Management of the school.

You (pupil or parent) can support the class teacher by reporting incidents of bullying behaviour which may not be detected in school. Our school can be a happier place with your support.

School Rules

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

Before / After School

Parents are reminded that the staff of the school do not accept responsibility for the pupils before the official supervision time of 9am or after the official closing time of 2pm (infants) 3pm (other classes), except where the pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

Board of Management's Responsibilities

- Provide a comfortable, safe environment
- Support the Principal and staff in implementing the code
- Ratify the code

Principal's Responsibilities

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- Promote a positive climate in the school
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner
- Arrange for review of the code, as required

Teachers' Responsibilities

Support and implement the school's code of behaviour:

- Create a safe working environment for each pupil
- Recognise and affirm good work
- Prepare school work and correct work done by pupils
- Be courteous, consistent and fair
- Keep opportunities for disruptive behaviour to a minimum
- Deal appropriately with misbehaviour
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour
- Provide support for colleagues
- Communicate with parents when necessary

Pupils' Responsibilities

- Attend school regularly and punctually (arrive by 9.35am)
- Listen to their teachers and act on instructions/advice
- Show respect to all members of the school community
- Respect all school property and the property of other pupils
- Avoid behaving in a way which would endanger others
- Avoid all nasty remarks, swearing and name-calling
- Include other pupils in games and activities
- Bring correct materials / books to school
- Follow school and class rules

Parents/Guardians' Responsibilities

Encourage children to have a sense of respect for themselves and for property

- Ensure that children attend regularly and punctually (arrive by 9.35am)
- Parents are requested to arrange holidays or other outings during school holiday

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time

- Be interested in, support and encourage their children's school work and homework
- Be familiar with the code of behaviour and support its implementation
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others
- Communicate with school in relation to any problems which may effect child's progress / behaviour.

Review February 2018

The Yard Book has been replaced by an Internal Messaging System – Databiz .
Otherwise we are happy that the Code of Behaviour in its current form is working well.

Reviewed & Ratified by BOM of Carlow NS on

by Mr. John Shirley, Chairperson BOM.

Date: 8/2/18