**CODE OF BEHAVIOUR & DISCIPLINE**

**Principles of Behaviour and Discipline**

If our school is to achieve a happy, secure, environment in which the children can develop to their full potential it is necessary to provide a framework which promotes constructive behaviour and discourages unacceptable behaviour. This is the basic premise of our school’s code of behaviour and discipline.

In devising the code, consideration has been given to the particular needs and circumstances of the pupils of St. Paul’s JNS.

**Aims of our Code of Behaviour and Discipline**

We recognise the importance of a strong sense of community within the school, and the necessity for a high level of co-operation between staff, pupils, parents and the Board of Management in order to achieve the aims laid out below.

The aims of the Code of Behaviour of St.Paul’s JNS, Ayrfield, are to:

* Enable pupils to develop self-discipline based on consideration, respect and tolerance for others
* Ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a disruption free environment
* Ensure the efficient operation of the school so that there exists effective and stimulating learning environment
* Ensure good order and respect for the school environment

**Standards of Behaviour**

Teachers have a positive approach towards good behaviour and all efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil so as to minimise inappropriate behaviour. Our school places a greater emphasis on rewards rather than on sanctions.

Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises.

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.

**Below are the standards of behaviour which we expect of our pupils.**

* Pupils are expected to treat staff and their fellow pupils with respect and courtesy at all times. The use of bad language and any form of bullying are unacceptable
* Pupils are expected to respect the right of others to be free to learn and to feel safe without interference due to disruptive behaviour
* Pupils are expected to work to the best of their ability and to present written exercises neatly
* Pupils must respect all school property and keep the school environment clean and litter free
* Pupils must have all books and materials required for classroom work

**Rewards for Good Behaviour**

Rewards and incentives are given on an immediate basis as appropriate to the age of the child. In the classroom teachers give both verbal affirmation and prizes for work well done and good behaviour. Prizes and rewards may include stickers/stars etc. depending on the teacher’s own preference.

The school formally affirms good behaviour by recognising one child from each class as the ‘*Pupil of the* *Month*’. This is presented to the child in morning assembly at the last assembly of the month. The child’s picture is placed on display outside the principal’s office and the child is given a certificate of merit.

Certificates of distinction and merit are awarded to second class pupils as the end of their time in St. Paul’s JNS comes to a close.

**School Rules**

Our school rules are kept to a minimum and are positively stated in terms of what pupils should do. The children are consistently reminded of the rules and it is important that parents support the school in ensuring the rules are kept.

Below are the classroom and yard rules.

**Classroom Rules for Pupils**

1. Stop, Look, and Listen to teacher’s instructions immediately

2. Come with everything you need for school

3. Do your best work and let others do theirs

4. Respect others and their property

5. Gentle manners at all times

6. WALK and line up quietly

7. One child in the toilet at a time

**Rules explained For Children**

1. Stop, Look and listen straight away. Focus on the teacher and pay attention when required. No interruptions. Raise your hand to ask questions, to add comments or raise concerns.

2. Be on time. Be ready for school with uniform, completed homework, journal, notes. Pencil-case, equipment, books and copies.

3. Complete work tasks neatly and quietly. Do not disturb anybody else.

4. Call people by their preferred name. Keep unhelpful feet, hands, and objects to yourself. Show respect for visitors to the classroom: work quietly if necessary. Take care of all property: Use art materials with care and tidy up properly. Keep work place tidy especially at home time.

5. Use ‘please’, ‘thank you’. ‘excuse me’, and ‘I’m sorry’, at the right times. Hold doors for all adults. Stand back when adults approach especially at doors. Think of other children’s feelings. Use a quiet voice at all times.

6. Move carefully, walk to and from the line. Line up in the correct way. No running on the corridor in case you might fall.

7. Only one child in the toilet at a time.

**Sanctions for Pupils who misbehave**

On occasions where pupils do not conform to the rules sanctions will have to be put in place. The following are the steps we use for sanctioning pupils who misbehave.

1. Reasoning with pupil

2. Verbal reprimand and warning, advice given on how to improve.

3. Pupil will be told to stand away from their work for a set time (5 min approx)

4. Pupil will be told to work at another place in the classroom for a set time (10 mins approx) incident recorded by means of yellow cards.

5. Pupil will be sent to another room for a set time with work. Parents will be informed whether verbally or in homework copy. Red card will be given if misbehaviour continues.

6. Pupil will be sent to the principal’s office. Parents will be informed either verbally or in homework copy.

7. If serious misbehaviour continues pupil will be sent again to the principal’s office and parents will be notified on standard school letter.

8. Parents/guardian will be invited to meet principal

9. Suspension

Teachers will keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. Parents/guardians will be involved at an early stage, rather than as a last resort.

**Rules of the yard**

1. We walk at all times

2. We do as we are told by all staff

3. We are prepared for yard, we play safely and stay inside the white lines at break times.

4. We call people by their preferred name. We do not use “rough” play or “pretend fighting”. We are gentle with everyone.

5. On the first bell we Freeze. On the second bell, we walk to our line

6. At break times on wet days we remain seated and we do not leave our places without the permission of the teacher on duty.

7. We show courtesy to everyone

8. We have a note from home if we cannot go out to play

**Yard Behaviour rules explained for children**

1. When going to computer-room, library, hall, office, as well as the yard we walk quietly so as not to disturb anyone and so that we don’t fall.

2. All staff includes teachers, secretarial staff, care taking staff, cleaners, classroom assistants, lollipop lady etc.

3. We go to the toilet before break. Put on coats if necessary. No food in yard. We stay within white lines.

4. “Rough play” - kicking, thumping, tripping, carrying others on backs, spitting,

 pushing, pulling clothes, wrestling - is forbidden. Mess fighting and name-calling are not allowed.

5. Respond to the bell, stop all play. On second bell walk to the line.

6. On rainy days when indoors, wait for teacher on duty to visit your class to seek permission to move.

7. Knock and ENTER classroom. Knock and Wait at office door and caretaker’s door. Guide visitors to secretary’s office or to the appropriate classroom. Stand back on approach of an adult. Hold doors open for all adults. Speak politely to all visitors.

**Procedures for sanctioning pupils who misbehave on yard**

1. Reasoning with pupil

2. Verbal reprimand

3. Temporary separation from peers, friends or others by placing on yellow line.

 Where a serious misdemeanour occurs the name of the child and nature of misbehaviour is also entered into yard Discipline Notebook/and the yard teacher informs the class teacher.

4. In the case of very serious misbehaviour or continuous misdemeanours class teacher informs Principal and the child will not be allowed to return to the yard until teachers are confident that he will comply with the rules of the yard.

5. Major misdemeanour: parents will be sent for to meet the principal and the teacher.

6. Letter requesting parents/guardian to provide personal supervision in playground/classroom.

7. Suspension

**Home Time**

 (a) We walk to our line at 2.30p.m. and wait until we are dismissed by teacher

 (b) Use the gates to walk home

 (c) Always walk on the footpath

 (d) Never use the school car park as pedestrian exit

 (e) Do not disturb neighbours en route to and from school e.g. banging on doors etc.

 (f) Don’t do anything on the way to/from school that would injure the good name of our school

**Communication with Parents when Misbehaviour occurs**

Communication with parents/guardians will be verbal or by letter, depending on the circumstances. The parent/guardians concerned will be invited to come to the school to discuss their child’s case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards others will be regarded as serious or gross misbehaviour, depending on circumstances.

Where there are repeated instances of serious misbehaviour, the chairperson of the Board of Management will be informed and the parents/guardians will be requested in writing to attend at the school to meet the chairperson and Principal. If the parents/guardians do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of the Education Act.

In the case of gross misbehaviour the Board will authorise the chairperson or Principal to sanction an immediate suspension pending a discussion of the matter with the parents/guardians.

Every effort will be made to have emotionally disturbed child referred for psychological assessment without delay. Help will be sought also from the support services within the wider community, e.g. community Care Services provided by health boards.