

Code of Behaviour Policy

St. Paul's J.N.S., Ayrfield, Dublin 13.

(Reviewed and verified by the Board of Management on the 26th February 2018)

Formulated in accordance with Section 23 of the Education (Welfare) Act 2000 and CFA Guidelines For Schools.

Principles of Behaviour and Discipline

If the school is to achieve a happy, secure environment in which 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 this code, consideration has been given to the particular needs and circumstances of the pupils of St. Paul's JNS. This policy is available on the school website.

Each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

Aims of our Code of Behaviour and Discipline:

We recognise the importance of a strong sense of community within the school and the existence of a high level of co-operation among teachers, ancillary staff, pupils, parents, the Board of Management and the Parents' Association in order to achieve the aims laid out below:

- Enable pupils to develop self-discipline based on consideration, respect and tolerance for others
- Ensure that the individuality of each child is valued and accommodated while acknowledging the right of each child to an education in a positive environment
- Ensure the efficient operation of the school so that there exists an 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 sanctions.

Each teacher has the responsibility for the maintenance and discipline within his/her own 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 from our pupils.

1. All 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.
2. Any form of behaviour that interferes with the right of others to learn and to feel safe is unacceptable.
3. Pupils are expected to work to the best of their ability and to present written exercises neatly.
4. Pupils must respect all school property and keep the school environment clean and litter free.
5. 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 the teachers give both verbal affirmation and prizes for work well done and good behaviour. Prizes and rewards may include stickers, or stars 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'. Every effort is made to ensure that each child receives this award at least once over the four years. It may be offered as an incentive to improve behaviour or to recognise that a slight improvement has been made. This is presented to the child in morning assembly on 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 draws 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/guardians support the school in ensuring that the rules are kept.

Teachers generally produce a written contract at the beginning of each year based on the classroom rules outlines below.

Classroom Rules/Guidelines

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. No interruptions. Raise your hand to ask questions, 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, pay attention if required. Take care of all property: Use art materials with care and tidy up properly. Keep work place tidy especially in the evenings.
5. Use 'please', 'thank you', 'excuse me', and 'I'm sorry', regularly. Hold doors for all adults. Stand back when adults approach especially at doors. Consider people's feelings. Use a quiet voice at all times.
6. Move carefully when allowed: walk to and from the line. Line up in the correct way.
7. 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 the pupil

2. Verbal reprimand and warning, advice given on how to improve.
3. Pupils will be told to stand away from their work for a set time (5 mins approximately)
4. Pupil will be told to work at another place in the room for a set time (10 mins approx).
5. Pupil will be sent to another room for a set time with work. Parents/guardians will be informed either verbally or in homework copy. Students may have to miss a portion of their yard time.
6. Students' behaviour will be monitored for a designated period of time and a follow up meeting may be arranged with parents.
7. Pupils will be sent to the Principal's office. Parents/guardians will be informed either verbally or in homework copy.
8. If serious misbehaviour continues pupil will be sent again to the Principal's office and parents will be notified.
9. Parents/guardian will be invited to meet the Principal.
10. If students' behaviour is deemed a danger to themselves or others, in consultation with the relevant staff members, (class teacher, SNA, SET team and the principal) , they will be sent home for the remainder of the day.
11. Suspension: in certain circumstances, the Principal with the approval of the Chairperson of the B.O.M. may suspend a pupil for 5 days.

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 earlier stage rather than as a last resort.

Children with SEN:

Every effort will be made to ensure that pupils with SEN understand what is expected of them. Sanctions outlined above would be adapted accordingly and advice sought from external bodies (i.e. NEPS).

Rules of the Yard

1. We walk in the quiet area 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 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

Rules explained for children

1. When going to computer-room, library, hall, office, walk and speak softly so as not to disturb other classes and also so we don't fall
2. All staff includes teachers, secretarial staff, care taking staff, cleaners, SNAs, lollipop lady etc.
3. Go to the toilet before break. Put on coats if necessary. No food in yard. Stay within white lines.
4. "Rough play"-----kicking, thumping, tripping, carrying others on backs, spitting, pushing, pulling clothes and wrestling----is forbidden. Mess fighting and name-calling are included.
5. Respond to the bell, stop all play. On second bell walk to line.
6. Self explanatory. Wait for the teacher on duty to visit your class to seek permission to move.
7. Knock and ENTER classroom. Knock and Wait at office door, staffroom 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.

Procedure for sanctioning pupils who misbehave on yard

1. Reasoning with the pupil
2. Verbal reprimand
3. Temporary separation from peers, friends or others by placing on yellow lines. Where a serious misdemeanour occurs the name of the child and nature of misbehaviour is also entered into yard Discipline Notebook and the teacher on duty will inform the class teacher.
4. In the case of 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/she will comply with the rules.
5. Major misdemeanour: Parents/guardians 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) Children walk to their line at 1.30pm/2.30p.m. They are dismissed only upon showing their teacher the adult collecting them.
- (b) Always walk on the footpath
- (c) Never use the school car park as pedestrian exit
- (d) Do not disturb neighbours en route to and from school e.g. banging on doors etc.
- (e) Don't do anything on the way to/from school that would injure the good name of our school

Communication with parents/guardians when misbehaviour occurs:

Communication with parents/guardians will be verbal or by letter, depending on the circumstances. The parents/guardians concerned will be invited to come to the school to discuss their child's case either with the Principal or the class teacher. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards other will be regarded as serious or gross misbehaviour and a decision may be made to send the child home for the rest of the day.

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 Rule 130 (5) of the Rules of National Schools.

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 an emotionally disturbed child referred for psychological assessment as soon as possible. Help will be sought also from the support services within the wider community, e.g. community Care Services provided by Health Boards.

This policy will be reviewed annually by the Board of Management.

This policy was ratified by the Board of Management on: _____

Signed: _____

(Chairperson B.O.M. – Fr. Paddy Boyle)

(Principal – Elaine Mc Nulty)

Next review date: March 2019