

Code of Behaviour

St Kilian's National School

19608V.

SCHOOL ETHOS

St Kilian's National School is a co-educational, Catholic primary school which strives to provide children with the basic training they need so that they will grow up to be an integrated member of the community and self-reliant individuals. This training is spiritual, moral, intellectual, emotional, physical and social.

St Kilian's will strive to promote, both individually and collectively, the professional development of teachers through staff development programmes. We aim to create in our school a climate of trust and love, with staff supportive of each other and each child valued as an individual.

We welcome involvement in all aspects of school life from pupils, parents, parish, Board of Management, the school inspector, and the Department of Education and Science. We particularly value the role St Kilian's Parents' Association has in the overall running of the school.

INTRODUCTION

The aims of Primary Education may briefly be stated as follows:

To enable the child to live a full life as a child.

To equip him/her to avail him/herself of further education so that he/she may go on to live a full and useful life as an adult.

That these aims may be achieved it is necessary that the school should be a well-ordered and disciplined place. It should provide an environment where the child is physically safe and happy and where good relationships are fostered between pupils, teachers, parents/guardians and others involved in the running of the school. It should provide a curriculum and a working atmosphere to help each child develop his potential. It should help the child as he/she grows older to move away from an externally imposed discipline to become self-disciplined.

The purpose of a Code of Behaviour, as we see it, is the creation of a positive learning environment in which a child may fully enter into the life of the school. In the context of the classroom the Code will offer a framework within which positive techniques of motivation, reward and encouragement are utilised. Many forms of positive reinforcement are used - praise encouragement, plus marks, colour code, merit cards and merit stamps, prizes etc. Rules and Regulations have been drawn up to ensure the smooth running of the school and for the safety and protection of the children. While some apply directly to the children and others require the co-operation and assistance of parents, guardians, teacher and Board of Management.

UNDERSTANDING OF BEHAVIOUR

It should be noted that learning, relationships and behaviour are inextricably linked. All behaviour is a communication of need.

- Behaviour always has meaning. It is not random. It serves a purpose and has goals, though these goals may not be easy to recognise.
- Behaviour is learned. This means it can change.

- Behaviour takes place within a particular context and in relation to other people. Understanding the context is central to understanding the behaviour.
- How teachers, other adults and other pupils react in response to a pupil's behaviour is critical in influencing the choices pupils make about how they behave.
 - Effective teaching and learning are closely linked to good behaviour.
 - Positive acknowledgement is a very effective way of influencing and promoting good learning behaviour.
- The quality of relationships affects behaviour.

CODE OF BEHAVIOUR

Our Code of Behaviour relates to all in-school activities as well as all activities during which pupils are representing the school whilst away from the school campus.

The Code of Behaviour focuses on and/or refers to:

School Rules

Behaviour in class.

Behaviour in the playground.

Behaviour in the school environment.

Children with Additional Educational Needs (AEN) and/or Behavioural Needs.

Attendance

Anti-Bullying and Anti-Cyber-bullying.

SCHOOL RULES

- Pupils must wear the correct uniform
- Pupils must be punctual.
- Pupils must have homework and Oxford Reading Tree completed and signed.
- Pupils must enter and leave the school building quietly, in single file using designated doors.
- Good behaviour on the stairs is expected at all times.
- Pupils must keep the school clean, chewing gum and litter free.
- Pupils must obey the school's Healthy Eating Policy.
- All jewellery is prohibited. For safety purposes pupils may not wear drop earrings and may only wear one stud earring per ear lobe. No other jewellery in any other pierced body part is permitted during school hours.
- Pupils should not present for school with make-up on including fake nails.

- All absences of pupils must be explained to the class teacher through Aladdin.
- No child is permitted to enter classrooms during breaks without permission.
- All children must enter and exit the school in good order. Pupils come in independently from the front gate.

Any form of behaviour which interferes with the rights of others is unacceptable.

St. Kilian's N.S. has an ASD Unit called Spraoi. Pupils attending Spraoi are expected to follow the school rules as we endeavour to seek integration and inclusion. Pupils may however find some rules challenging such as wearing the correct uniform, lining up or healthy eating. If this is the case staff will, with parents and the pupil set these as targets to be worked on over a period of time.

Code of Behaviour in the Classroom

Courtesy and respect are essential. Disrespectful behaviour towards other pupils or towards a teacher or SNA (e.g. defiance, cheek, insolence) is unacceptable. Pupils must respect the right of other pupils to learn. Any behaviour which interferes with this right (e.g. constant disruption of the class, persistent distracting of others) is considered unacceptable behaviour. In order that pupils benefit from their work in class full co-operation is required at all times. Pupils must co-operate with instructions given by the teacher.

Classroom Rules

- A high level of attentiveness and participation is required of all pupils in class.
- A high degree of courtesy, e.g. use of "please", "thank you", "excuse me", not interrupting other pupils/teachers, opening and closing doors for adults, is required. Bad language will not be tolerated.
- Pupils are expected to welcome and to say "goodbye" to visitors to the room 'as Gaeilge', e.g. priests, inspectors, teachers, etc.
- Pupils will speak respectfully to all adults.
- All pupils shall knock on doors before entering classrooms.

- All rooms should be left "litter-free" each evening i.e. papers and other litter should be placed in bins.
- Writing/scribbling on tables, chairs or other school property is forbidden and if damage is severe the item will have to be repaired or replaced by parents or guardians of the pupils concerned.
- All classrooms shall be vacated by pupils during "breaks". All classrooms shall also be vacated by pupils at 1.30 p.m. (infants) and 2.30 p.m. Pupils are expected to go to and from their classroom in an orderly manner. They shall enter and leave the classroom by the designated doors in the morning, at break times and in the evenings
- All coats, scarves etc. shall be placed on the coat racks, or in the appropriate section of the classroom.
- Children shall have all requisites as specified by the teacher on the book list.
- Children shall line up in their classroom in their designated line places and leave in an orderly manner. They should also line up before entering rooms. Walking only is permitted at all times in the classrooms or on the corridors, or on the paths.
- Pupils are expected to respect the right of other pupils to learn and to ask for help in an appropriate manner and time, while there is work occurring in the classroom.

Behaviour in the Playground

Pupils should treat others as they would like to be treated themselves. Any behaviour which endangers or offends others is not permitted. Rough behaviour e.g. fighting, kicking, spitting, pushing is forbidden. Games or activities considered to be dangerous shall be prohibited.

Any behaviour which interferes with other pupils play is not permitted. Pupils may not leave the playground for any reason during breaks without permission of the supervising teacher; this includes re-entering the school building.

Yard Rules

- All children must leave the room before the teacher.
- Children must get permission from the teacher on the yard to go to the designated toilet.
- Play safely and fairly. Treat others fairly the way you would like to be treated.
- School footballs only to be used outside. Do not bring your own football/basketball to school.
- Stay within the boundaries of the yard and the designated areas on the hill.
- Pupils may play on the hill or grassed area at the front of the school when the ground is dry.
- Bell.....Assemble.....Straight line.....Whistle.....Silence. (Look for litter before you walk).
- All pupils are expected to participate fully in Línte Gníomhaíochta.
- Children must remain seated in their classrooms on wet days.

Behaviour in the School Environment and on School Outings

BEHAVIOUR IN THE SCHOOL ENVIRONMENT.

- Pupils are expected to move about the school in an orderly manner, and show due respect and courtesy to all staff members e.g. standing to one side to allow adults pass etc. We keep to the right as a general rule.
- Pupils may only enter the school grounds at 8.40 a.m. following the bell.
- Pupils may assemble in the porch at the front of the school before school on wet mornings
- Pupils will be suspended for smoking, drinking or substance abuse in school.
- Pupils are encouraged to create and maintain a litter-free environment.
- Pupils are expected to come to and from school with due care for other pupils, for property, for traffic and pedestrians.
- Pupils with bicycles shall walk at all times within the school grounds.

Pupils are encouraged to be respectful of each other on their way to and from school. When on school outings pupils are expected to behave in an orderly manner and show respect for public property. Our Code of Behaviour also applies to special events such as school matches, BBQ, Run for Funds, sacraments etc...Pupils should always co-operate fully with their teachers and special needs staff.

Bullying

ST. KILIAN'S N.S. IS A BULLY-FREE' ZONE.

The school's Bullying Policy is available in the Parents' Handbook.

Homework

It is the policy of the school to assign homework on a regular basis. Parents are asked to take an active interest in their child's homework and to sign the homework journal/copy each night if requested to do so by teacher.

Parent teacher meetings will be organized for pupils consistently having difficulties completing homework to see how the school and parents might help.

St. Kilian's N.S. Homework Policy is available in the Parents' Handbook pages 35-38.

Uniforms

School uniforms are available in Brady's in Virginia (next to the Riverfront Hotel). Children are expected to wear the correct uniform every day. Generic bottoms were introduced in Sept 2019. Generic bottoms should not have logos displayed. The following uniform must be worn by all pupils: A school tracksuit top, a navy tracksuit bottom, a polo shirt in red, white, blue or navy. **'Figure hugging' leggings are inappropriate for school.** Pupils should not wear unsuitable headgear, wristbands, jewellery, fake nails etc. Children need to be dressed appropriately for a primary school setting, able to play in the yard, take part in PE activities, dance etc... **Regular uniform checks are carried out and reminder cards may be issued for non-compliance.**

Mobile/Smart Phone and Personal Electric Device Policy

The Board of Management of St Kilian's National School wishes to state, that following consultation with the Parents' Association, the possession of personal mobile/smart phones, and other personal electrical devices, while on the school premises or involved in school activities such as tours, trips or extra-curricular activities is banned.

Electronic devices include phones, iPods, Gameboys, PSPs, MP3s, Smart Watches, Fitbit etc. Along with any device with the capacity to take photographs, make video or sound recordings.

School Procedures

- The use of personal mobile/smart phones and other personal devices by children is not allowed while the children are in the care of the school staff, while at school, on trips from the school or involved in extra-curricular activities. Therefore, children should not bring mobile phones and other personal devices to school or when engaging in school-related activities.
- Any child found bringing a personal mobile/smart phone or other personal electronic device to school will have the item confiscated by the teacher in question or principal.
- The item may be collected from the principal's office by the parent/guardian.
- The parent/guardian will be informed in writing that the item has been confiscated.
- Children who need to contact home during school hours may do so through the school secretary.
- Parents are reminded that in cases of emergency, the school office is the first point of contact and can ensure that your child is reached quickly and a message passed onto them.

CHILDREN WITH ADDITIONAL EDUCATIONAL and/or BEHAVIOURAL NEEDS

Many children with additional educational needs come to school with behavioural supports already in place. However, the requirements of many other children with AEN may only become evident as they get older. Part of the successful implementation of our Code of Behaviour is ensuring a better understanding, among our school community, of AEN, including challenging behaviour and its root causes. Behaviours of concern can be displayed by any child. Often, while the behaviour can be very obvious, the educational or personal needs that are hidden behind the behaviour may not. Every effort will be made to deal with children with AEN/behavioural needs fairly through the school's Code of Behaviour. Some children may require an individualised approach to dealing with behaviours of concern and this approach will be monitored, in consultation with parents, by means of a Behaviour Continuum. Availing of clinical and therapeutic services outside school may need to be considered in some cases. Class teachers, support teachers and SNA'S will collaborate to

ensure that standards and rules are communicated in a way that pupils with AEN can understand. For some pupils, visual prompts or pictures may be needed. Some pupils may benefit from observing the rules being modelled by peers. All pupils at St Kilian's are subject to the sanctions in the Code of Behaviour. These will be adapted for pupils with AEN/behavioural needs on a case by case basis. Teachers will take particular care to ensure that these sanctions help the pupil with AEN to understand clearly the purpose of the sanction and the reason(s) why their behaviour is unacceptable.

Restorative Practice.

Our school adopts, wherever possible, a restorative rather than a punitive approach where conflict between children is involved. The aim of this approach is to repair and restore relationships which have been damaged or broken. This is in accordance with our aim to develop each child's full potential in a caring and supportive environment.

Restorative Practice is a process which involves those who have a stake in a specific offence. It aims to collectively identify and address harms, needs and obligations, in order to heal and put things as right as possible. It involves;

- Teaching the vocabulary of emotions
- Engaging respectfully with fellow staff and pupils
- Using restorative language and conversation to help build relationships
- Swap criticism for compassion, understanding and curiosity.

Restorative Questions to respond to Challenging Behaviour

1. What happened?
2. What were you thinking about at the time?
3. What have your thoughts been since?
4. Who has been affected by what you did?
5. In what way have they been affected?
6. What do you think needs to happen to make things right?

To help those harmed by other actions

1. What did you think when you realised what had happened?
2. What have your thoughts been since?

3. How has this affected others?
4. What has been the hardest thing for you?
5. What do you think needs to happen to make things right?

Our Code of Behaviour is focused on the positive aspects of behaviour rather than on punishments or sanctions (although these are included in the appropriate section of the Code). We promote the notion of a school community where everything we do is based on mutual respect. "Kind words, kind hands, kind feet" and "Show respect. Expect respect" are phrases that are taught in our school. Pupils are expected firstly to respect themselves and then to treat each other and staff members with respect. Teachers, staff members and visitors are expected to treat each other and the children with respect at all times. We take the view that pupils choose their behaviour to a great degree - they always have an alternative choice. Therefore, pupils must take responsibility for their behaviour. If they treat others poorly, they may be acting out their own anger or frustration, but they can also learn to choose differently and more positively. We ask children to treat others as they would like to be treated themselves.

Expected Behaviours and their Purpose are listed below. There are 10 core behaviours (and their purpose) expected of pupils in St Kilian's NS.

1. Be kind and helpful towards others, don't hurt anyone's feelings. Kind Words. We all have a right to be happy and safe in school.
2. Be gentle, don't hurt anybody. Kind hands. Kind feet We all have a right to be happy and safe in school.
3. Walk quietly inside the school building and use your indoor voice when indoors. We respect the right of others to learn, free from distraction.
4. Speak respectfully with the adults in our school. We respect those who are helping us to learn.
5. Respect yourself. Don't use bad language. We respect ourselves and others by not using offensive language.
6. Wear your school uniform. We show pride in ourselves and in our school by doing so.
7. Be honest. Always tell the truth. We learn from our mistakes. We sometimes need correction. We are responsible for our own actions.
8. Show good manners. Use good listening skills. Avoid interrupting, shouting or speaking out of turn in class. We respect the right of others to learn, free from distraction.

9. Respect school property and the property of others. We show respect for others. We show pride in ourselves and in our school by doing so.

10. Work hard, try your best and use your time wisely in school. We are responsible for our own learning.

Attendance/Education Welfare Act

Under the Education Welfare Act 200, absences or lateness must be explained by a brief note on Aladdin or written in school journal and signed by parent. Absences of 20 days or more must be referred by the school to the Education Welfare Board. Any child wishing to leave school early must have a note signed by their parent. The Education Welfare Officer is available to support parents with attendance issues. Children with hospital or dental appointments on an ongoing basis should give a copy of appointments to office secretary. Parents/Guardians must sign out pupils who are collected early from school.

Daily attendance and punctuality are required from pupils. **School opens to receive pupils at 8.40 each morning.** When a pupil has to leave school early (i.e. before 2.30pm) a note from parents must be brought to the class teacher or posted on Aladdin stating the time at which the pupil is to leave.

MISDEMEANOURS and PROCEDURES

Our school will target areas for improvement from time to time such as, punctuality, behaviour on the stairs, healthy lunches, good manners etc... Pupils who need to improve will be issued with **Reminder Cards** to be signed by parents and returned to school. These are not discipline cards, as such.

The degree of misdemeanours i.e. minor, serious, 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;

1. Examples of minor misdemeanours:

Interrupting class work, arriving late for school, running in the school building, disrupting the class line, leaving an assigned seat without permission at lunch time, placing unfinished food/drink cartons in the class bin, leaving litter around the school, not wearing the correct school uniform, being discourteous/unmannerly, not completing homework without good reason, not having homework/ORT signed by a parent, endangering self/fellow pupils in the school yard at break time.

2. Examples of serious misdemeanours:

Constantly disruptive in class, telling lies, stealing, damaging other pupil's property, bullying, back answering a teacher, inappropriate use of mobile phones, digital technology, frequenting school premises after school hours without appropriate permission, not working to full potential, using unacceptable language, bringing weapons to school, deliberately injuring a fellow pupil/staff member.

Strategies to Encourage Good Behaviour

Praise may be given by means of any one of the following:

- A quiet word or gesture to show approval
- A comment or stamp in a pupil's exercise book
- Use of Maith Thú ticket and Maith Thú book.
- A visit to another member of staff or to the Principal for commendation
- A word of praise in front of a group or class
- A system of merit marks
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- A green card
- A Reminder Card

SANCTIONS

The use of sanctions or consequences should be characterised by certain features:

- It must be clear why the sanction is being applied
- The consequence must relate as closely as possible to the behaviour
- It must be made clear what changes in behaviour are required to avoid future sanctions
- Group punishment should be avoided as it breeds resentment
- There should be a clear distinction between minor and major offences
- It should be the behaviour rather than the person that is the focus

The following steps will be taken when pupils behave inappropriately. They are listed in order of severity. The list is by no means exhaustive. Teachers may put in place alternative measures bearing in mind the features by which sanctions should be characterised. The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupil devise strategies for this.

St. Kilian's N.S. has introduced Minor and Significant Incident Report Forms. These include a risk review element. These may be use by all staff if deemed appropriate.

1. Reasoning with pupil
2. Verbal reprimand including advice on how to improve
3. Temporary separation from peers within class and/or temporary removal to another class
4. Prescribing extra work/writing out the story of what happened/ copying out school rules/writing a relevant rule a number of times - All may be signed by a parent
5. **Repeated minor misdemeanours may result in detention.**

6. Loss of privileges eg: school trips for grossly inappropriate behavior, helping Spraoi children, playing on the hill, assisting with lines.
7. Minor misdemeanours are recorded in the Yard Book. The Yard Book is monitored by the principal. A child who appears in the Yard Book 3 times will receive a yard ban and or detention. The length of the ban will depend on the seriousness of the misdemeanours. The yard book is on Google Docs.
9. Communication with parents, reminder or yellow cards
8. Referral to Principal

Sanctions for Serious Misbehaviour

Stage 1 - Warning

Referral to principal

Stage 2 - Detention

Class/yard teacher recommends detention at break time or principal gives detention.

Parents will be informed of a detention. Use Minor/Significant Incident Report Form if appropriate.

Stage 3 - Detention and Contract

If a pupil receives two detentions in any four school weeks a yellow card will be posted to parents and returned and signed.

Stage 4 - Case Conference

If a pupil receives more than three detentions in any eight school weeks, the child's parents will be asked to meet the class teacher and principal. The child will be asked if appropriate, to give a written undertaking that he/she will behave in school. This will be witnessed and signed by parent/parents or guardian.

Stage 5 - Internal Suspension

Internal Suspension is when a pupil is removed from their base class and is placed in another class for up to three school days. This will be activated when stages 1-4 are exhausted or when a serious misbehaviour occurs.

Stage 6 - Suspension

This procedure is used in the case of gross misbehaviour and or health & safety grounds:

- a) If stage 4 is exhausted or there is a single incident of gross misbehaviour the Principal requests a meeting with the parents. If considered warranted the

Principal reserves the right to suspend the pupil for 3 days initially. This power of suspension is delegated to the principal by the school Board of Management.

- b) In certain circumstances the Principal with the approval of their Chairperson of the BoM may suspend a pupil for 5 school days
- c) A meeting of the BoM may authorise further suspension up to a maximum of 10 days. Suspension will be in accordance with Section 23 of the Education Welfare Act 2000.

Appeal

Parents of a pupil who has been suspended for 20 school days or more are entitled under Section 29 of the Education Act 1998 to appeal such a suspension.

Stage 7 - Expulsion

This procedure may be considered in an extreme case, in accordance with Section 23 of the Education Welfare Act 2000.

Grounds for Expulsion

- Behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- Continued presence of pupil constitutes a real and significant threat to safety
- Pupil responsible for serious damage to property.

Automatic Expulsion

BoM may sanction automatic expulsion for certain prescribed behaviours:

1. Sexual Assault
2. Possession of illegal drugs
3. Supplying illegal drugs to other pupils in the school
4. Extreme violence or physical assault
5. Serious threat of violence against another pupil or member of staff.

Procedures in Respect to Expulsion

1. Detail investigation by school principal
2. Recommendation by principal to BoM
3. BoM considers Principals recommendation and holds hearing
4. BoM decision, is expulsion appropriate? If BoM recommends expulsion, the BoM will propose a date which will allow a 20-day cooling off period
5. Education Welfare Officer is informed of proposal to expel pupil and effective date of that proposal

6. Parents of the pupil are informed of rights to invoke a Section 29 appeal under the Education Act 1998
7. Education Welfare Officer arranges consultations
8. Confirmation of decision.

Conclusion

The essence of our code of behaviour is valuing people and encouraging them to accept responsibility for their own behaviour and to develop self-discipline.

Review

This Policy was reviewed in Jan 2022, March 2023 and again in May 2024.

Ratification

This Policy was ratified by a member of the school Board of Management in June 2024.

Signed: _____
Chairperson of the Board of Management