



## **Code of Behaviour**

Feabhra 2016

### **FOREWORD**

In Gaelscoil Thaobh na Coille our daily aim is to cultivate a happy, peaceful, positive atmosphere and environment in which each pupil can develop their true potential to the full. We hope that this Code of Behaviour will aid us in our continuing efforts to foster positive relationships and school values. We also hope that it will serve as a framework for positive behaviour.

### **AIMS**

The code of behaviour aims to achieve three things:

- The creation of an effective stimulating environment, through regulating behaviour, in which the pupils can learn.
- To achieve a high standard of behaviour throughout the school with respect shown for the school surroundings.
- To nurture self-discipline in the pupils, based on respect, on tolerance and on understanding of other people.

### **PRINCIPLES underpinning the CODE of BEHAVIOUR**

If the school is to achieve the highest standard in every aspect of the school life, it is important that there is an effective structure in place, which will promote positive behaviour/outlook and discourage bad behaviour. To achieve this, the code of behaviour places more emphasis on diligence than unruliness. Having said that, it is often necessary to implement a standard of behaviour conducive to fostering and nurturing the goodwill and good disposition of pupils and thus discourage misbehaviour on the part of any pupil so inclined. The teachers certainly understand that no two children are alike and therefore discretion has to be used from time to time.

## SCHOOL RULES

- **Respect and Courtesy:** All pupils will be respectful when dealing with teachers, pupils, parents and visitors to the school. Bad language or bullying behaviour will not be tolerated under any circumstance.
- **Riail na Gaeilge (Irish only rule):** In order to ensure and create an environment where An Ghaeilge is fostered and supported, it is necessary to implement ‘Riail na Gaeilge’ in the school ie. that Irish is spoken at all times by the pupils in Gaelscoil Thaobh na Coille. The ‘Riail’ is broken when a pupil speaks English in phrases and in sentences. It is understood that all pupils from Senior Infants upwards will have sufficient Irish to function effectively in school through the Irish language. If a pupil speaks English he/she will be reprimanded immediately in accordance to the school's Irish Language Policy. Because Irish is central to the ethos of the school, the school can enforce suspension and even expulsion if a pupil breaks this rule on a continuous and recurring basis.
- **Parents & an Ghaeilge:** We ask parents and everyone involved with the school to help us as we strive to create our own ‘Gaeltacht’ in the school and in our locality. We expect parents to make every effort to speak Irish amongst themselves and with their children when they are at the school. If a parent/guardian wishes to speak with the class teacher during class time, we ask that they do so “as Gaeilge” only.
- **Home Work:** It is the policy of the school to give homework on a regular basis. The teachers aim to give homework that suits the pupil's capabilities. It is therefore not necessary that each pupil will be given the same homework. It is advised that parents/guardians show an interest in their child's homework. If homework creates stress or tension to a child, parents/guardians are asked to contact the teacher immediately. Parents/guardians are asked to sign their child's homework journal each day as verification that they have seen that it has been completed.
- **Punctuality:** All pupils are expected to be in school on time. The school officially opens at 8.50am. Classes for the infants finish at 1.30pm. All other classes finish at 2.30pm. No responsibility is accepted outside of these times.
- **Attendance:** All pupils are expected to attend school regularly. The school must be notified in writing if a pupil is absent from school. If it is a case that a pupil has to leave the school early, the parent must inform the class teacher of this. No pupil shall be allowed to leave the school during school time without formal communication/permission from the parent/guardian.

## Cód Iompair Ghaelscoil Thaobh na Coille

- **Illness:** The school should be advised immediately in the case of any infectious illnesses. The parent/guardian is required to inform the school if his/her child suffers from any health problems. A health form must be completed at the beginning of each school year for pupils who take long term medication.
- **Personal Possessions:** It is imperative that a pupil's name should be on all his/her possessions i.e. coat, items of clothing/uniform, school bag, books etc.
- **The school and its surroundings:** Respect must be shown for the school and its surroundings and it be maintained free from litter. Pupils are expected to be respectful of school property, and the property of other pupils and teachers.
- **Food:** The school has a healthy eating policy. Sweets, chocolate, crisps, biscuits and fizzy drinks are not permitted for school lunches. Nuts & foods containing nuts are not allowed in school and should not be sent in to school for lunch as several children in the school suffer from severe nut allergies.
- **Mobile Phones :** In the interest of safety and to facilitate communication between pupils and their parents/carers before and after school hours, pupils are permitted to bring mobile phones to school if necessary. The use of mobile phones is prohibited at all times during school hours, school tours, during extra curricular activities and their use is forbidden in the yard or anywhere on the school grounds. Phones must be switched off and kept out of sight in the pupil's schoolbag.
- **Electronic Games :** Pupils are not allowed bring electronic devices such as I Pods, I Pads, Tablets, Game Boys, PSP's, MP3's etc. into school or use them during school time, on school tours or during extra curricular activities.

### **STANDARDS of BEHAVIOUR**

The following are the Standards of Behaviour expected in Gaelscoil Thaobh na Coille...

#### **Standards of Good Behaviour in general**

- Each pupil is expected to speak Irish at all times to the best of their ability except during English lessons.
- Each pupil is expected to show respect, courtesy and good manners towards other pupils and all members of the school community.
- Each pupil is expected to be truthful and honest with each other and in relationship with the school.
- That each pupil obey instructions from teachers/staff members at all times.

## Cód Iompair Ghaelscoil Thaobh na Coille

- That each pupil wear the appropriate school uniform daily and when attending any school-related events.
- That each pupil attend school punctually and regularly.
- That each pupil walks quietly, carefully and safely when moving within the school.

### **Standards of Good Behaviour in the Classroom**

- That each pupil always strives to do his/her best in school.
- That pupils listen to other pupils and teachers when they are speaking.
- That pupils raise their hand when they wish to say something to the teacher or the class.
- That pupils are be patient, helpful and kind to each other.
- That each pupil take due care of school property, equipment, furniture and toilets.
- That all pupils have the correct school equipment (textbooks, copybooks pencils and personal equipment) as and when required.
- That all written work is completely with care and that copy books and text books are kept neat and tidy at all times.
- That each pupil completes his homework to the best of his ability and that the homework diary is signed.
- That all classes walk quietly in a single line when the class is moving within the school and on the way in and out of the yard.

### **Standards of Good Behaviour in the Yard**

- That all classes walk quietly in a single line to the school yard and will stay in line until they have reached the yard and they are given permission to play.
- Each pupil will stay in their own yard
- Each pupil will play in a safe and careful manner.
- Each pupil will show respect, courtesy and kindness towards other pupils in the yard.
- Pupils should be aware of other people around them in the yard and should be mindfull of younger pupils in particular.
- Pupils are expected to watch out for each other in the yard, and to make sure no-one is left out.
- That the pupils from 4th, 5th and 6th class who act as helpers on the infants yard are at all times friendly, helpful and kind to the younger pupils and in so doing foster a spirit of kindness and understanding between them.
- Each pupil will follow the instructions of the teacher or SNA on yard duty.
- Pupils will follow the procedures in respect of when the bell rings at the end of break.

### **EXAMPLES of UNACCEPTABLE BEHAVIOUR**

- Behaviour that injures others physically or emotionally ie. hitting, harassing, exclusion, threats, intimidation, name-calling etc.
- Any rough, dangerous or unsuitable behaviour,
- Any behaviour that impinges on the rights of other pupils/teachers.
- Any behaviour that endangers themselves or other pupils.
- Any form of bullying behaviour (see Anti-Bullying Policy).
- Behaviour that interferes with teaching and learning: ie. walking around the classroom, incessant talking, wasting time etc.
- Damage to possessions of others
- Stealing

If a pupil breaks the school rules/standards of behaviour they will be admonished immediately. Depending on the nature of the behaviour, appropriate sanctions will be administered.

### **RESPONDING to BREACHES of STANDARDS of BEHAVIOUR in general**

- Speaking with the pupil – explaining that this kind of behaviour is unacceptable.
- Advise pupil of expected standard of behaviour.
- Temporary separation from their peers.
- Loss of privileges or responsibilities.
- Give the pupil extra work.
- Informal communication with parents.
- Send a note home to parents.
- Inform the Principal.
- Send the pupil to the Principal
- Arrange a formal meeting between the teacher and the parents to discuss the situation and to gain their help and support.

### **Responding to breaches of standards of behaviour in the yard.**

- Speaking with the pupil – explaining that this kind of behaviour is unacceptable.
- Speaking with pupil and giving warning of ‘Time Out’.
- Time Out
- Record incident in the yard diary
- Where a more serious incident such as bullying takes place this is dealt with in

accordance to the procedures as laid out in the school's Anti-Bullying Policy

The teacher on yard duty informs the pupil's class teacher of any breach of standard of behaviour in the yard.

### **PUPILS with SPECIAL EDUCATIONAL NEEDS**

School and class practices that support good behaviour apply to all children, including those who are understood to have special needs. Teachers will be careful to help any child with special educational needs to understand the aims of the sanction clearly and the reason why their behaviour is unacceptable and why a sanction is being implemented.

### **COMMUNIACTION with PARENTS/GUARDIANS**

Teachers often speak to parents on an informal basis when incidents of bad behaviour occur in order to gain their help/support.

- Parents/guardians are contacted when several incidents of unacceptable behaviour occurs within a short timespan.
- Parents/guardians are invited to meet with the class teacher if the pupil engages in unacceptable behaviour on an ongoing basis.
- Parents/guardians are contacted immediately in the case of a serious incident.

Suspension: Where there is no improvement in a pupils behaviour despite the school's communication with parents/guardians, formal communication in writing will be sent to the parents/guardians and the pupil may be suspended or in the case of a more serious incident expelled (see appendix Procedures re Suspension and Expulsion)

Teachers keep an account of bad behaviour and all improvements in behaviour is noted. The school will make every effort to direct pupils with emotional difficulties to be appropriately assessed.

### **STATEGIES for PROMOTING and IMPLENENTING STANDARDS of GOOD BEHAVIOUR.**

The main objective of the Code of Behaviour is to foster good-behaviour.

- The teachers and staff of the school will lead by example and demonstrate good standards of behaviour as an example to pupils.

## Cód Iompair Ghaelscoil Thaobh na Coille

- There are clear boundaries and rules for the pupils.
- The school/class room rules and the expected Standards of Behaviour shall be discussed, reinforced and developed in every classroom on a regular and ongoing basis.
- Good-behaviour will be discussed, reinforced and developed through the SPHE curriculum, Religious Education, The Stay Safe and The Walk Tall programmes etc. Special emphasis will be placed on how the pupils should behave towards each other.
- Good behaviour and examples of good behaviour will be discussed at school assemblies and individual pupil's good behaviour as well as individual class behaviour will be praised publicly at assemblies.

### **RECOGNITION for GOOD BEHAVIOUR**

The following may be used to reward good behaviour, depending on the age-group and needs of the school:

- Praise pupil for good behaviour
- Good behaviour to be praised publicly.
- Written praise. Use of homework diary to praise good behaviour and inform parent of same.
- Small prizes, stars, praising lists etc.
- Points to be given for good behaviour.
- Pupil to go to another teacher or to the principal to be praised.
- Presentation of prizes such as "Dalta na Seachtaine" and 'Gaeilgeoir na Seachtaine'.
- Certificate/medal presented to pupils who presents the best behaviour/diligence. (i.e. Gradam na Samhna/Nollag etc.)
- Extra privileges such as responsibilities, golden time, homework passes, extra playtime etc.
- A monthly prize for the class who speaks the best Irish. A record of which will be displayed publicly for all to see.

### **BULLYING**

We recognise, in Gaelscoil Thaobh na Coille that we are a community; the school staff, pupils and parents and that it is imperative that we protect our children. We strive to create a positive, safe school where children can realise their full potential. The school's anti-bullying

policy is put into practice in the context of the Code of Behaviour and the Child Protection Policy.

Bullying is defined as *unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.*

The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to following key principles of best practice in preventing and tackling bullying behaviour as set out in schools' anti-bullying policy.

A full explanation of the procedures followed when dealing with bullying can be found in the school's Anti-Bullying Policy.

### **STRATEGIES to DEAL with BREACHES of STANDARDS of BEHAVIOUR**

The aim of sanctions and strategies to deal with inappropriate behavior is to encourage good behaviour and to avoid or discourage bad behaviour.

The Board of Management, while recognising the rights of each child in the school, cannot let individual rights over rule those of the majority.

To maintain school discipline and to create a school atmosphere conducive to learning the intervention steps will be taken as follows:

1. Minor rule/standard of behaviour breaches
2. Home-School improvement plan
3. Suspension
4. Expulsion

A single incident of serious misconduct may be grounds for implementing the home-School Improvement Plan, Suspension or Expulsion.

#### **1. Minor Rule/Standard of Behaviour Breaches**

Class teachers deal with minor incidents of disobedience and rule breaking. The teacher in charge of a particular class will decide whether an incident is serious or minor. Is a pupil is



consistently disobedient the teacher will send a note home to be signed by the parent/guardian. Parents/guardians are expected to sign the note and return it the following day, to confirm that the message was received. It is hoped that the parent/guardian will support the teacher as he/she tries to put an end to the pupil's bad behaviour.

## **2. Home-School Correction Plan**

If a pupil receives three notes re disobedience the parents/guardians are informed and a home-school Correction Plan will be discussed with them. They will be asked to implement this plan at home and to keep in contact with the school (at intervals to be decided) to assess the effectiveness of the plan. Privileges such as school tours, external trips, events, participation in sporting, drama or music events etc. may be withdrawn from a pupil who continues to breach the standards of behaviour having received a verbal warning from a teacher that privileges will be withdrawn.

If the Home-School Correction Plan is successful a note of acknowledgement will be sent by the school to the parents/guardians.

## **3. Suspension**

If the Home-School Correction Plan is unsuccessful and the pupils behaviour is still unacceptable despite communication with the parents, the matter will be referred to the Board of Management, and a meeting will be arranged between the Chairperson, the Principal and the Parents/Guardians, to discuss the situation and to suspend the pupil if necessary. (see appendix 'Procedures with regard to Suspension and Expulsion')

## **4. Expulsion**

The Board of Management is the decision-making body in relation to expulsions. If suspension is unsuccessful the matter will be referred to the Board of Management, a meeting will be arranged between the Chairperson, the Principal and the Parents/Guardians, to discuss the situation and to expel the pupil. (see appendix 'Procedures with regard to Suspension and Expulsion').

## **Appeals**

The Board of Management will offer an opportunity to appeal a Principal's decision to suspend a pupil. In the case of decisions to suspend or expel made by the Board of Management an appeals process may be provided by the Patron. The parents/guardians may appeal the suspension/expulsion under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007. (For further details about the Appeals process, including requirements for documentation, and the steps in the process, refer to current DES guidance).

## THE CODE of BEHAVIOUR & the PARENTS

It is imperative that all parents/guardians read this document carefully and sign it as confirmation that they have read the Code of Behaviour and accept it on behalf their child/children. A hard copy of the Code of Behaviour is given to all parents when their child first start in the school. Included in this copy will be a declaration form that must be signed by the parent and returned to the school.

## IMPLEMENTATION DATE

01 Márta 2016

## COMMUNICATION

This policy has been made available to all staff and parents of the school. It will also be published on the school website [www.taobhnacoille.ie](http://www.taobhnacoille.ie). All parents are advised of the Code of Behaviour during the registration process and will be given a hard copy of the document when their child starts school. A copy of this policy will be made available to the Department and the patron if requested.

## RATIFICATION

The Board of Management ratified this Policy on 29<sup>th</sup> February 2016



Síniú: \_\_\_\_\_  
Cathaoirleach an Bhoird Bainistíochta

Síniú: \_\_\_\_\_  
Príomh-Oide

Dáta: 29/02/2016

Dáta: 29/02/2016

## REVIEW

This policy will be reviewed, and various elements amended as necessary. It will be formally reviewed every second year.

Date for next review: Márta 2018

In the event that the Irish and the English language versions of the Code of Behaviour differ it is the Irish language version that is the definitive version.

## **Cód Iompair - Foirm Deimhnithe** *Code of Behaviour - Verification Form*

Sínigh an fhoirm seo mar dheimhniú go bhfuil an Cód iompair léite agat agus go nglacann tú leis thar cheann do pháiste/pháistí. Gearr amach an leathanach seo agus seol ar ais chun na scoile é.

*Please sign this form as verification that you have read the Code of Behaviour and accept it on behalf of your child/children. Cut out this page and return to the school.*

Má tá moltaí ar bith atá agat ina thaobh ní mór duit iad a chur ag an mBord Bainistíochta i scríbhinn. Déanfaidh an Bord Bainistíochta na moltaí a chur san áireamh agus athbhreithniú á dhéanamh againn ar an gCód Iompair.

*Should you have any recommendations with regard to this document you should do so in writing to the Board of Management. The Board of Management will take all written recommendations into account when reviewing the Code of Behaviour.*

Tá Cód Iompair Ghaelscoil Thaobh na Coille léite go cruinn agam.

*I have read Gaelscoil Thaobh na Coille's Code of Behaviour carefully.*

Glacaim leis an gCód Iompair seo thar cheann mo pháiste/pháistí

*I accept the Code of Behaviour on behalf of my child/children*

1: Ainm an Dalta \_\_\_\_\_ Rang \_\_\_\_\_

2: Ainm an Dalta \_\_\_\_\_ Rang \_\_\_\_\_

3: Ainm an Dalta \_\_\_\_\_ Rang \_\_\_\_\_

4: Ainm an Dalta \_\_\_\_\_ Rang \_\_\_\_\_

Síniú Tuismitheora \_\_\_\_\_ Dáta \_\_\_\_\_  
*Parent's Signature*