

Scoil Eoin Phóil II Naofa.

Ballyroan,

Co. Laois.

CODE OF CONDUCT



Staffing

Principal: Mrs. Niamh Kelly

Deputy Principal: Mr. Mark Delaney

AP2 Post Mr. Michael Hyland

Ms. Patricia Doyle

Ms. Anna McDonald

Ms. Dearbhail McEniry

Mrs. Carmel Rohan

Mrs. Patricia Walker

Mr. Michael Hyland

Ms. Liz Poustie

Special Needs Assistants: Mrs Roe and Mrs Hitchcock

Secretary: Margaret McCormack

Caretaker: Jim Gee

Introductory Statement:

This policy was formulated by the staff and Board of Management of Scoil Eoin Phóil II Naofa. It has been developed in line with the Developing a Code of Behaviour: Guidelines for School (NEWB 2008).

Rationale:

It was decided to revise the Code of Conduct as:

- A recent review had identified areas in need of revision
- The school wished to ensure an orderly climate for learning in the school.

Schools are obliged under Section 23(1) of the Education Welfare Act, 2000, to prepare a Code of Conduct in respect of the students registered at the school.

Section 23 (2) states that the code of conduct shall specify:

- A. The standards of behaviour that shall be observed by each student attending the school
- B. The measures that shall be taken when a student fails or refuses to observe those standards
- C. The procedures to be followed before a student may be suspended or expelled from the school concerned
- D. The grounds for removing a suspension imposed in relation to a student
- E. The procedures to be followed in relation to a child's absence from school

School Ethos:

Scoil Eoin Phóil Naofa is a school where we strive to make every child feel that he belongs to a community. Within this learning community we endeavour to assist each child in their intellectual, spiritual and physical growth and development. Ideally, this aspiration is achieved through working with others, learning with others and helping others.

School Mission Statement:

Love of and respect for God, for ourselves and for others are seen to be very important aspects of our school.

The school community values the role of parents, guardians and our priests. They are our valued partners in achieving what is best for all pupils.

In this spirit of partnership, our hope for all the children is that they leave Scoil Eoin Phóil 11 Naofa more prepared for living and learning.

Aims

- To provide an educational environment, which is guided by our ethos.
- To allow the school to function in an orderly way, where pupils can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others.
- To help pupils to become more self-disciplined and to encourage good behaviour, while recognising the differences between pupils and the needs to accommodate those differences.
- To respect the right of the pupils to be educated in a disruption-free environment.
- To ensure the safety and well-being of all members of the school community.
- To assist staff, parents and pupils in understanding the systems and procedures that underpin the code of conduct and to seek their co-operation in the application of these procedures.
- To ensure the system of rules, rewards and sanctions are implemented in a fair and consistent manner throughout the school.

Rights and Responsibilities

Pupil rights:

- To be educated in a disruption-free classroom

- To be treated fairly, consistently and with respect
- To have their individual differences recognised and provision to be made for these differences
- To be listened to and ask questions, at appropriate times

Pupil responsibilities

- To attend school regularly and punctually
- To work quietly and safely, to the best of their ability
- To listen to their teachers and to act on instructions and advice
- To listen to other pupils and to wait their turn to speak
- To show respect for all members of the school community
- To respect the rights of other pupils to learn
- To care for their own property and to respect all school property and property of other pupils
- To avoid behaving in a way, which would endanger themselves or others
- To contribute to good order in the school, by moving quietly around the school and by keeping the school clean and tidy
- To bring the correct materials and books to school
- To follow school and class rules and procedures

Teacher rights

- To be treated with respect and dignity by all members of the school community
- To be able to teach in a safe, well- maintained environment free from disruption
- To have the support and co-operation of all staff colleagues, parents and Board of Management, in order to achieve the aims of our school
- To work in an atmosphere which encourages professional development

- To consult with pupils informally and formally, when their professional judgement deems it necessary

Teacher Responsibilities

- To support and implement the school's code of conduct consistently and for the duration of the academic year
- To create a warm, safe environment for each pupil
- To develop and nurture a sense of self- esteem in each pupil
- To facilitate each pupil to reach their full academic potential by recognising and providing support for differences among the pupils
- To be courteous, consistent and fair, while keeping opportunities for disruptive behaviour to a minimum and addressing misbehaviour appropriately
- To use their professional judgement, to decide when it is necessary to communicate with parents and to keep notes on matters of mutual concern
- To keep a record of instances of serious misbehaviour or repeated misbehaviour

Parent/ guardian rights

- To be treated with respect
- To have a safe and welcoming environment provided for their child
- To expect that there will be recognition of the individual differences among pupils
- To expect that there will be fairness and consistency in the way the pupils are treated
- To communicate with teachers by appointment on matters of mutual interest or concern
- To expect contact at an early stage to discuss difficulties and or problems
- To be consulted in relation to the school's code of conduct and to appeal decisions in accordance with agreed procedures

Parent/ guardian responsibilities

- To show dignity and respect to all members of the school community
- To encourage pupils to have a sense of respect for themselves and others, for their property and that of others
- To ensure their children attend school regularly and punctually
- To show interest in their child's education by ensuring their child has correct books and materials and by signing homework diaries and reading records each night
- To support the school's implementation of the school's Code of Conduct. It is a condition of enrolment that parents agree to comply with the school's Code of Conduct (Education Welfare Act 2000 section 23 (4))
- To co-operate with teachers in instances where their child's behaviour is causing difficulties for others
- To communicate with the school in relation to any problems which may affect their children's progress/ behaviour.

Supporting Policies

This Code of Conduct should be read in conjunction with the following policies:

- Anti- Bullying Policy
- Mobile Phone and Electronic Devices Policy
- Child Protection Policy
- Support for the Special Needs Policy
- Enrolment Policy

Attendance and Punctuality:

School opens at 8.50am. The children will be supervised on the yard or in the school hall from 8:40am to 8:50am. Before this time children will **not** be supervised and are the responsibility of you the parents/ guardians. Parents/ Guardians are not permitted on the yard. Please ensure that your child remains in the car/ stands at the gate before 8:40am.

The infant day finishes at 1.30pm. All infants are expected to be collected by parents/ guardians at this time.

School finishes for all other pupils at 2.30pm.

Please note that the school is not responsible for any incident that happens within the school perimeter outside of the schools hours.

Children that are late for school/ need to go home early or are collected late must be signed in/ out by the person collecting/ dropping them.

Pupil Absence

Under the Education Welfare Act 2002 the school is obliged in law to report to the Educational Welfare Board any child who has exceeded 20 days absence during the academic year and the reasons for such absence. Parents are asked therefore to fill in an Explanation for Absence from School note, located at the back of the homework diary every time their child is absent. Where a note is not provided the school records such absence as unexplained.

Meetings with all staff members are by appointment only.

To limit disruption to classes and ensure pupils safety, parents are asked not to disturb classes during the school day. Parents are expected to go to the school office with any query, when collecting children early, dropping lunches etc. The school secretary will be happy to assist you with all minor issues and make an appointment with a staff member for more serious concerns. If there is no one in the office please ring the bell for attention.

When seeking an appointment with the principal, parents are asked to ensure they have discussed the matter with the class teacher first. If the matter goes unresolved a meeting with the Principal and Class Teacher will then take place.

All Special Education queries are dealt with by the class teacher and the Special Education Team.

Accidents and Illness

When accidents occur in school, the class/ supervising teacher will assess the injury. In case of minor injuries basic first aid will be administered e.g. cleaning, disinfecting and covering a wound. Where there is a concern over an injury, the school will attempt to contact the parents. If the school is unable to contact parents and believes the injury requires medical attention, the child will be

taken to Accident and Emergency in the Midlands Hospital, Portlaoise or an ambulance will be called to do so.

No medication will be administered to a child unless parents have made a written request which has been accepted by the BOM or a parent can come to school to administer the medicine themselves.

Child Protection

The Board of Management is required by law to report any concerns in relation to child protection to the HSE in accordance with the Guidelines and Procedures issued to all schools by the Department of Education Skills and the Children First National Guidelines. Any child protection concerns in school should be brought to the attention of the Designated Liaison Person in the school. The DLP is the school principal.

Emergency Closing

Every effort will be made to contact parents/guardians by text a parent in case of emergency closing. Please ensure that the school has the correct contact numbers, especially where you have changed address or phones. Please check that the school is open before leaving your child at the school.

Healthy Lunches

A healthy lunch policy is in operation in the school. In short, popcorn, **all** cereal bars, home baking, crisps, fizzy drinks, sweets, chewing gum and chocolate bars are not permitted. Children are allowed to bring one treat every Friday but this is at parent's own discretion. There is an onus on all pupils and parents/guardians to fully comply with the Healthy Eating Policy.

Personal Property

All personal property, in particular clothing, should be labelled for identification. Toys, iPods, Gameboys etc. should not be brought to school. Where such items are brought in without the teacher's permission they will be confiscated and returned to the child at home time. Persistent bringing in of items will result in a meeting with parents.

The use of mobile / camera phones by pupils is not permitted in the school building or yard. Mobile phones should not be brought to school. If a child has a need for a phone after school, parents should write a note in the homework notebook stating the need and granting permission for their child to have it. The phone should be turned off and left in the child's school bag. If the phone is seen or heard during the day it will be confiscated and sent to the office. The phone will only be released to a parent of the child.

The rules of the school:

As Scoil Eoin Phóil II Naofa has to cater for a multiplicity of pupils, activities and age groups, rules are necessary to ensure the school will be in a place where everyone can feel safe and secure. Pupils and parents/ guardians are expected to comply with the accompanying rules, which are designed to create an orderly environment, in which the pupils can thrive. The rules will apply while in the school building and on occasions where the children may be representing the school/ on school trips. Pupils and parent/ guardian from First class upwards shall be asked to sign a contract of behaviour at the start of each school year (Appendix 1)

School Rules and Responsibilities

- We speak to everyone with respect
- We work together at all times
- We ask permission before borrowing property
- We do our best everyday
- We do our homework to the best of our ability
- We come to school every day and on time
- We tell the truth
- We respect the school building and property
- We stay on the school premises during school time
- Bullying is not tolerated
 - In compliance with the Education Act and the rules of the National Education Welfare Board, a signed note from the pupils' parents or guardians is required for all of the following: absence or lateness, leave from school, exemption from sport/P.E., failure to complete homework and requests to leave school early.
 - Complete school uniform must be worn at all times. The school uniform consists of navy trousers, light blue shirt and a crested jumper. Girls may

wear a navy skirt/pinafore/trousers with a crested cardigan/jumper. The school tracksuit is worn on P.E./match days. This consists of plain navy tracksuit bottoms and a navy crested zip up top. The crested jumper and tracksuit top can be purchased in Fyffes, Abbeyleix.

- Junior Infants and Senior Infants are permitted to wear their school tracksuit for their first two years of school.
- Students' names must be clearly marked on all belongings and items of clothing.

Classroom Rules and Responsibilities

Each teacher will work with his/ her class to formulate a set of class rules which takes into account the following principles:

- The right of all to be heard at a suitable time
- The feelings of others
- The health and safety of all
- The need to act quickly on the teacher's instruction or request
- Learning from one's mistakes
- The need to help one another to learn
- Respect for all visitors
- The protection and respect of property
- Each child is expected to do his very best at all times both in class and at homework.
 - This means that:
 - They listen to the teacher and the Special Needs Assistant.
 - They do not disturb the class.
 - They do all their homework neatly and to the best of their ability.
 - They bring their homework diary to and from school each day.
 - Homework diary must be signed by a parent/guardian each night.
 - Each student must take good care of their books, copies, desk and all school property.

- Students must not eat or chew during class. This includes 'Soothers' or any other type of throat lozenge.
- If the teacher must leave the room, students must stay in their places and continue to work or read quietly.
- Pupil performance/behaviour may only be discussed with our Special Needs Assistant in the presence of the Class Teacher or Principal and not under any other circumstance.

Stairs and Corridors Rules and Responsibilities

- Walk on the left side of the stairs, holding onto the banisters
- Walk carefully on the stairs and in the hall

Yard Rules and Responsibilities

- Respect the rights of others to feel safe by refraining from rough play. Bullying, fighting, use of bad language or vulgar nicknames will not be tolerated. The yard incidence book will be used to document such incidents and they will be dealt with accordingly.
- React quickly and positively to any request from the teacher on yard duty
- Stay in the school yard during break time (An S.N.A. will accompany children that need to go inside during break time)
- Line up with your class quickly and wait quietly when the bell rings
- Play with equipment appropriately and safely
- Tidy up all equipment quickly at the end of break
- Sick children should not be sent to school nor is it possible for children to remain inside at break times unless a parent wishes to supervise them. Where a child becomes ill in school their parents will be contacted.
- Parents will be contacted if a child receives a bump to their head.
- In the mornings should children cycle to school they must walk their bicycle to bicycle stand at back of school.
- Children must place all rubbish in the bins.

- Playtime and lunch break are meant to be both fun and enjoyable and each student must do his best to make them so, for all.

In General:

- The only jewellery permitted in the school is a wrist watch and a single pair of studded earrings. Students who do not comply with this will be asked to remove the jewellery.
- A high level of hygiene is expected at all times.
- Pupil's hair should be clean at all times. All long hair (shoulder level) should be tied back. Pupil's hair should be kept natural. No extreme hairstyles e.g. Hair colouring, razor cuts, cut patterns in hair etc
- Pupils wear their school tracksuit to school sports events and school tours. Mobile phones are not allowed on school outings.
- Tan and make up not permitted to be worn by any student.

Following the Rules:

One of the main aims is that the students would both work and play together in a spirit of inclusivity friendship and co-operation. The duty of teachers will be to encourage all students in their efforts and praise them/give them a reward for what they do well, for a kindness shown or a job well done.

Should any student not follow our rules as outlined in this booklet the following sanctions may be used,

- Reasoning with the pupil
- Reprimand.
- Temporary separation from friends.
- Loss of privileges.
- Standing out at yard time.
- Penalty sheet.
- Sent to the Principal.
- Meeting with parents/guardians.
- Homework tracker.
- Behaviour tracker.
- Suspension/expulsion.

A teacher may request to have another teacher present when reasoning/reprimanding a student.

Positive strategies for Managing Behaviour

The school has adopted a whole school approach to developing positive behaviour amongst its pupils. All staff are involved in promoting good discipline in the school and are encouraged to interact with all the students at all times. The teacher on duty is responsible for dealing with incidents during break times.

Our school policy is designed to promote good behaviour, rather than merely deter bad behaviour. In promoting positive behaviour, we aim to establish a climate where praise and encouragement far out- weigh the frequency of criticism and sanctions. The teachers work together to develop routines to ensure the smooth running of classroom learning and to ensure the safety of the children while moving around the school.

Each teacher has the responsibility to develop and nurture a sense of self-esteem in each pupil, and in this regard, praising of desirable behaviour is essential. We praise and reward children for good behaviour in a variety of ways:

- Teachers congratulate children- either publicly or privately, being sensitive to the age and personality of the pupil
- Affirming comments on pupils' work
- Stickers, badges or stamps
- Time on computers or tablets or other special activities, work displayed, homework pass, buddy pass
- Class Dojo, Table of the Week/ Student of the Week
- A visit to another teacher/ principal for praise
- Informing parents through oral/ written
- Golden time

These rewards are aimed at individual pupils but we also try to reward classes to foster a co-operative behaviour. Such rewards include:

- Extra free time
- Extra PE/ games
- Class treat
- Reduced homework on agreed nights

The reward schemes are constantly monitored to evaluate their effectiveness in promoting positive behaviour or in reducing misbehaviour. The rewards should be closely linked in time to the behaviour being rewarded, focussing on effort and not just achievement. Rewards should avoid unhelpful competition and be seen as attainable by all. The rewards should be tailored to suit the age group of the pupils in the classroom.

Undesirable behaviour of the pupils

The undesirable behaviour of the pupils will be categorised into minor and serious behaviour and will be dealt with accordingly

Minor Misbehaviour

- Speaking out of turn
- Littering
- Behaving in a manner which distracts other pupils and prevents them from learning
- Breaking the class rules
- Misbehaviour in the line and when moving around the school
- Incomplete/ no homework without a note from parent
- Passing inappropriate remarks
- Telling lies
- Lack of attention while instructions are being given
- Rough play in the classroom and playground

Serious Misbehaviour

- Repeated incidences of minor misbehaviour
- Refusal to listen to staff and to follow instructions given by staff members
- Inappropriate questioning and answering back to members of the school community
- Bullying
- Leaving the classroom and or school premises without permission
- Stealing, defacing or destroying other pupils' belongings or school property
- Refusing to co-operate with instructions and advice
- Acting aggressively or with violence towards any member of the school community
- Directing insolent or abusive language at any member of the school community
- Rough play in the playground
- Using a mobile phone during class time

Strategies to prevent escalation of misbehaviour

The following strategies may be utilised in any particular order, to prevent misbehaviour escalating;

- Non-verbal signs such as a warning look, a change in tone of voice or stopping speaking and waiting for attention
- Moving to stand in the vicinity of the student
- Overlooking/ignoring behaviour while praising the pupil demonstrating the appropriate behaviour
- Moving the pupil to a quiet spot to work
- Regular reminders and class discussions about the class rules
- Establishment of clear class and school routines to minimise opportunities for misbehaviour

In the event the above strategies do not work, the following steps will be followed:

- Verbal warning
- Reasoning with the pupil (What did you do? What rule did you break? How can you fix this? Is there something we can do to ensure this doesn't happen again) (The teacher may decide to carry out this step in the presence of another teacher)
- The teacher will keep a written log of all incidents and the actions taken
- Time out within the classroom
- Time out in another room
- A note home to parents/ contact to be made with parents within a short period of time
- The teacher will request a meeting with parents if there has been no improvement in behaviour (The teacher may decide to carry out this step in the presence of another teacher)
- Individual Behaviour Plan drawn up, in consultation with parents
- The principal will request a meeting with parents if there has been no improvement in behaviour following meetings with class teacher. The class teacher may be present for this meeting.
- Suspension if there is no improvement following the meeting with the Principal (Rule 130 (5) for Primary Schools)
- Expulsion (Rule 130 (6) for Primary Schools)

These steps will be followed when incidents occur on yard:

1. Verbal warning
2. 5 minutes time out
3. Note home to parents if misbehaviour continues to occur within a short space of time

The following sanctions may also be used:

- Completing incomplete/ extra tasks during golden time
- Loss of privileges and or classroom jobs
- Logical consequences- e.g. move to back of line for inappropriate behaviour in the line
- Write an account of their behaviour and sign (to be placed on their file).

The school may consider using a ladder of intervention, seeking parental and family support at each stage.

Levels of intervention	Description
Support for all	Most pupils behave appropriately, with the help of consistent class rules and routines in class and in school. Occasional, minor misbehaviour should be attended to routinely and effectively through the skill of the classroom teacher.
Additional support for some students	Some pupils need more active intervention to help them to manage their behaviour. Without additional help, they may be at risk of failing behaviourally, socially and educationally. Additional inputs or interventions may include: <ul style="list-style-type: none"> - referral to another teacher or adult who can work with the student - setting targets for behaviour and monitoring them with the student in a supportive way - behaviour contracts
Specialised support for a small minority of students	A small minority of students may show particularly challenging behaviour. They may have great difficulty in learning new behaviour and may not respond to low- level interventions. These students will need a sustained and systematic

	response involving the important adults in their lives, in school and at home.
--	--

- From Developing a Code of Behaviour, Guidelines for Schools (NEWB 2008)

Parents Code of Conduct:

Parents are expected to:

- Ensure their children attend school and are punctual
- Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform
- Respect school property and encourage their children to do the same
- Label pupils coats and other personal property
- Strictly supervise pre-school children, when in the school.
- Be courteous towards pupils and staff.
- Make an appointment to meet with a teacher through the office.
- Parents acting inappropriately or in an intimidating manner towards staff may result in termination of a meeting/a letter from the Principal and may result in the class teacher, only meeting that parent in the presence of another teacher.

The role of the Board of Management

- - To set down the general guidelines on standards of behaviour and discipline and to review their effectiveness
- - To support the principal and staff in carrying out these guidelines
- - While the principal has the day to day authority to implement the school's Code of Conduct, the Board support and give advice on particular disciplinary issues
- - The Board of Management is responsible for the Health and Safety of all of its employees. The Board of Management has a duty of care to

protect their staff under the Health, Safety and Welfare at Work Act 2005. Failure to comply with this request may result in an individual being asked to leave the premises and the Board will be informed. In serious cases, the Gardaí may be called. Posting of slanderous comments on Social Media platforms about members of staff will also be deemed as a serious breach of the Code and may result in the staff member and or Board taking legal action.

Review of the Code of Conduct:

This Code of Conduct may be reviewed or updated as necessary. Any such changes will be made known to pupils, parents and guardians.

Good manners and politeness are expected from all students. Disobedience of or disrespect for any member of the school staff will not be accepted under any circumstances.

Incidents of bullying (social, verbal, physical or cyber) will not be tolerated.

Scoil Eoin Phóil II Naofa

Contract of Behaviour

School Rules and Responsibilities

- We speak to everyone with respect
- We work together at all times
- We ask permission before borrowing property
- We do our best everyday
- We do our homework to the best of our ability
- We come to school every day and on time
- We tell the truth
- We respect the school building and property
- We stay on the school premises during school time
- We understand that bullying will not be tolerated
- We understand that a signed note from our parents or guardians is required for all of the following: absence or lateness, leave from school, exemption from sport/P.E., failure to complete homework and requests to leave school early
- We must wear our school uniform/ tracksuit at all times.
- We must ensure that our names are clearly marked on all of our belongings and items of clothing.

Classroom Rules and Responsibilities

Each teacher will work with his/ her class to formulate a set of class rules which takes into account the following principles:

- The right of all to be heard at a suitable time
- The feelings of others
- The health and safety of all
- The need to act quickly on the teacher's instruction or request
- Learning from one's mistakes
- The need to help one another to learn
- Respect for all visitors
- The protection and respect of property
- Each child is expected to do his very best at all times both in class and at homework.
 - This means that:
 - They listen to the teacher and the Special Needs Assistant.
 - They do not disturb the class.
 - They do all their homework neatly and to the best of their ability.
 - They bring their homework diary to and from school each day.
 - Homework diary must be signed by a parent/guardian each night.
 - Each student must take good care of their books, copies, desk and all school property.
 - Students must not eat or chew during class. This includes 'Soothers' or any other type of throat lozenge.
 - If the teacher must leave the room, students must stay in their places and continue to work or read quietly.
 - Pupil performance/behaviour may only be discussed with our Special Needs Assistant in the presence of the Class Teacher or Principal and not under any other circumstance.

Stairs and Corridors Rules and Responsibilities

- Walk on the left side of the stairs, holding onto the banisters

- Walk carefully on the stairs and in the hall

Yard Rules and Responsibilities

- Respect the rights of others to feel safe by refraining from rough play. Bullying, fighting, use of bad language or vulgar nicknames will not be tolerated. The yard incidence book will be used to document such incidents and they will be dealt with accordingly.
- React quickly and positively to any request from the teacher on yard duty
- Stay in the school yard during break time (An S.N.A. will accompany children that need to go inside during break time)
- Line up with your class quickly and wait quietly when the bell rings
- Play with equipment appropriately and safely
- Tidy up all equipment quickly at the end of break
- Sick children should not be sent to school nor is it possible for children to remain inside at break times unless a parent wishes to supervise them. Where a child becomes ill in school their parents will be contacted.
- Parents will be contacted if a child receives a bump to their head.
- In the mornings should children cycle to school they must walk their bicycle to bicycle stand at back of school.
- Children must place all rubbish in the bins.
- Playtime and lunch break are meant to be both fun and enjoyable and each student must do his best to make them so, for all.

In General:

- The only jewellery permitted in the school is a wrist watch and a single pair of studded earrings. Students who do not comply with this will be asked to remove the jewellery.
- A high level of hygiene is expected at all times.

- Pupil's hair should be clean at all times. All long hair (shoulder level) should be tied back. Pupil's hair should be kept natural. No extreme hairstyles e.g. Hair colouring, razor cuts, cut patterns in hair etc
- Pupils wear their school tracksuit to school sports events and school tours. Mobile phones are not allowed on school outings.
- Tan and make up not permitted to be worn by any student.

I will do my best to behave well in school.