

## **CODE OF BEHAVIOUR POLICY FOR PATRICIAN PRIMARY SCHOOL**

### **Introductory Statement:**

This policy was drawn up by the Principal in consultation with:

- Staff
- Board of Management
- Parents
- Children

### **Rationale:**

This Policy was drawn up so that our school may promote the balanced, safe growth and development of each pupil.

### **Aims:**

- To allow the school to function in an orderly and harmonious way, with the minimum disruption.
- To enhance the learning environment where children can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others.
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences.
- To ensure the safety and wellbeing of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.

### **Relationship to the characteristic spirit of the school:**

We see our school as existing to promote the balanced growth and development of each pupil. It is our wish that, whilst giving a firm grounding in academics, we also strive to a wider range of other learning experiences aimed at nurturing the spiritual, aesthetic creative and physical faculties of each child. We acknowledge that our school is a Catholic school and therefore we endeavour to create a school community where Gospel values of hope, justice, fair-play, compassion, love and reconciliation are fostered. We will work in full co-operation with the priests and Parish Team. We recognise that the parents are the primary educators of children. We seek to collaborate with them in their child's balanced growth and development. It is our wish that each pupil leaves our school with a good self-image, good self-esteem and self-confidence and with the knowledge skills and attitudes conducive to his/her growth and development in the future.

## **Guidelines:**

Rather than listing all the possible behaviours that might be unacceptable there are instead clear definitions of the differing roles and expectations of the people involved in the everyday life of the school.

## **EXPECTATIONS OF PUPILS:**

### ***The school expects that you will:***

- Attend school regularly and not miss days without good reason.
- Arrive on time.
- Not leave during the day without permission.
- Respect all school property; other people's property and your own property.
- Wear the school uniform.
- Show respect for yourself and others.
- Avoid swearing, fighting or name-calling.
- Listen to messages given and do as requested.
- Participate in school activities.
- Move quietly around the school and avoid causing disturbance.
- Keep the school tidy and litter-free.

### ***Your teacher expects that you will:***

- Show him / her courtesy and respect.
- Accept his / her authority and responsibility and his / her right to teach and impose sanctions on those who behave badly.
- Come to school on time and have all the necessary materials.
- Do your homework carefully and completely.
- Listen when others are talking.
- Avoid distracting behaviour.
- Participate in all class activities.
- Follow the rules drawn up by your class.
- Do your best in class and in homework.

### ***Your fellow students expect that you will:***

- Not bully them.
- Show acceptance and respect their differing personalities.
- Never insult or belittle them because of differences.
- Respect their property.
- Listen to them and acknowledge them.
- Share equipment and resources with them.
- Allow them to be part of the group.
- Speak to them with courtesy and respect.

## **EXPECTATIONS OF SCHOOL:**

### ***Children expect that school will be:***

- Safe
- Happy
- Suited to their learning style.
- Encouraging and supportive.
- Affirming of children of all abilities.
- Able to deal with bullying
- Supportive of targets.

### ***Parents expect that school will be:***

- A safe and happy environment for their child.
- Recognition and provision for the individual differences of pupils.
- Support for children who need it.
- Fairness and consistency in the way children are dealt with.
- No labelling of their child.
- An atmosphere of support and inclusion rather than criticism.
- Contact at an early stage to inform them of any problems.
- A willingness to listen to their viewpoint.
- Suggestions and support about problems in school.

### ***Teachers expect that school will have:***

- Mutual support and encouragement.
- Co-operation to achieve the schools aims and objectives.
- A fair and consistent implementation of the school discipline policy.
- A consistent approach to handling troubled children.
- An atmosphere that encourages professional development and a willingness to learn and change.

## **EXPECTATIONS OF PARENTS:**

### ***The school expects that you will:***

- Be familiar with the various policies and codes of the school and the expectation of pupils.
- Show support for teachers in their implementation of the schools behaviour policy.
- Support your child in his / her school work.
- Ensure the punctuality and regular attendance of your child.
- Ensure that he / she has the necessary materials.
- Ensure your child has a positive attitude to and abides by the school and class rules.
- Never undermine the authority of the school or teachers.
- Promote respect for teachers and other school personnel.
- Give a contact number where you can be reached in an emergency.
- Be available to discuss a problem.

***Your child expects that you will:***

- Look after his / her basic needs.
- Be interested in, support, praise and encourage his / her work in school.
- Show fairness.

***Other parents expect that you will:***

- Support the school in implementing its code of behaviour.
- Exert firm discipline in cases where your child's behaviour is having a negative impact on the behaviour of others.

**RESPONSES AND SANCTIONS AVAILABLE TO TEACHERS:**

**1. In-Class:**

- Quiet word
- Reminder of school or class rules
- Short instruction
- Seek an explanation
- Ask child why he / she is doing it.
- Change position in class. (Temporary isolation from group).
- Longer interview away from class group.
- Loss of minor privileges
- Note in homework journal. Chat with parents.
- Class work / assignment.

**2. Wider Involvement:**

- Send to another class (Safety valve)
- Referral to Principal
- Detention

**3. Final Phase:**

- Serious Negative Behaviour may need to be addressed by the School Disciplinary Committee. (Policy on School Discipline Committee Refers)
- Suspension (with the co-operation of parents)
- Suspension (without the co-operation of parents)
- In certain extreme cases, expulsion may be considered

**OUTSIDE OF SCHOOL GROUNDS:**

All children attending Patrician Primary School must feel safe in coming to and going from Patrician Primary School. Where negative behaviour occurs (any child wearing the school uniform represents Patrician Primary School) in the School Environs or in the vicinity of the School, action may need to be taken on behalf of school management.

### **Homework:**

Homework, written, oral and or digital is assigned regularly, and every effort is made to match the homework to the pupil's ability.

Written homework must be done neatly. The homework notebook should be signed by at least one parent/guardian, to confirm that the homework has been completed.

Suggested times for time spent on homework are:

2<sup>nd</sup> class – ½ hour

3<sup>rd</sup>/4<sup>th</sup> class – 1 hour

5<sup>th</sup>/6<sup>th</sup> class – 1 ½ hours

If your child is taking too long to complete homework and you feel that required effort is being made, and you are happy with their efforts, please just sign their homework journal.

### **Yard Rules:**

1. Attention to bell  
Lining up in a prompt and orderly fashion
2. Obtain permission to retrieve footballs from over the wall
3. No use of bad language
4. No food on yard
5. Stay in own yard
6. Use burst footballs only (due to height of perimeter wall)

Attention is drawn to the rules in September in classes.

### **Bullying:**

Refer to Anti-Bullying Policy

### **Racism:**

The school promotes the integration of Inter-Cultural Diversities.

### **Parental Role:**

The support of parents is necessary to the operation of the school, and parents are asked to help and co-operate with the school rules and procedures in the interest of children. Staff are happy to discuss with parents, any issue which their child may have in an effort to try and resolve any difficulties. If there are personal problems which may affect the child, it would be helpful if the teacher were informed. All private information will be treated as confidential and revealed only if necessary to the teacher of the class the following year and/or Resource/Language Support teaching staff. The Board of Management and the teachers wish to acknowledge the past help and support of parents and their immense contribution to the running of the school. We would hope to receive the same help in the future in a spirit of partnership and co-operation, for benefits of all pupils.

### **Code of Practice of School Disciplinary Committee:**

Serious breaches of behaviour may be dealt with by the School Disciplinary Committee. The Disciplinary Committee will comprise Post Holders in the school. Where Post Holders are unavailable, non-Post Holders may be called upon to facilitate the Disciplinary Committee.

### **Gross Misbehaviour:**

May include behaviour such as the following:

- Blatant disobedience
- Gross insolence
- Theft
- Deliberate damage to property
- Bullying (Anti-Bullying Policy refers)
- Fighting/Kicking
- Spitting
- Throwing objects
- Threatening behaviour
- Disruption in class

Any instance of the above may result in:

The pupil's name and the offence will be recorded on a report sheet "ON REPORT" and he/she will appear before the Disciplinary Committee.

A "YELLOW/RED CARD" system is operated by the Disciplinary Committee, which the children can identify with.

When a child is initially put on report, he/she is met by the Disciplinary Committee (the teacher making the report will not be part of this hearing). The Disciplinary Committee will discuss the issue with the child, to try to come to a solution. He/she is expected not to appear before the Disciplinary Committee within a month. Should the child re-appear before the Disciplinary Committee within this period, follow-up action will need to be taken.

Appearing before the Disciplinary Committee on something more serious may require a Yellow Card (i.e. a warning card) to be issued. This card is sent to the parents who are requested to sign it and return it to the school. A member of the Disciplinary Committee will be available to meet with the parents if they request.

With instances of very serious misbehaviour it may be necessary to issue a Red Card (i.e. suspension). This will be done in conjunction with the parents, where possible. Initially a suspension of one day is the norm and this on a date that is suitable to the parents.

Where parents/guardians don't co-operate with sanctions imposed by the Disciplinary Committee the Board of Management may need to be involved.

Tracking and recording of such incidents will be done by the secretary on the Committee who will retain a file of Report Sheets.

The School Disciplinary Committee and School Board of Management, in implementing School Disciplinary Policy, will give full consideration to, and be guided by, the relevant appendices of the C.P.S.M.A. Management Boards Handbook.

### **APPENDICES:**

1. School Uniform
2. School Tracksuit
3. Hairstyles
4. Jewellery
5. Make-up
6. Punctuality and Attendance

### **School Uniform:**

- Blue Shirt
- Navy V-Necked Jumper

- Navy Blue Tie
- Grey Skirt or Trousers

All articles of the uniform are easily available in local stores.

ALL ITEMS OF UNIFORM ARE TO BE CLEARLY MARKED  
SCHOOL UNIFORM **MUST** BE WORN BY **ALL** CHILDREN

### **School Tracksuit:**

- School Tracksuit (navy bottoms and navy top)
- Light Blue Polo Shirt

School tracksuit is to be worn only on days of P.E., Swimming, Drama, involvement in Extra Curricular Activities OR as advised by Class Teacher.

During spells of fine weather, the Principal may take a decision that navy shorts may be worn with the school light blue polo shirt.

### **Hairstyles:**

Hair must be groomed in a clean, neat and conventional style (e.g. dreadlocks, tails, clip in extensions, Mohican style, spiked, dyed, shaved, shaved patterns or bleached etc. **are not acceptable**). Long hair must be tied back neatly off the face. Only plain, simple hair accessories are permitted. If a child cannot conform to the above, please seek clarification from the school Principal.

### **Jewellery:**

Jewellery is not allowed for pupils. This includes temporary/permanent tattoos. Nails (Gel) or Nail Varnish are not allowed.

### **Punctuality:**

All children should be in school by 9.10am

There is a note required for the Class Teacher if a pupil arrives late (see Homework Journal)

### **Attendance:**

- The Principal is notified when a child has reached 15 days absence (reminder letter is sent to parents).
- The Principal is notified when a child has reached 20 days absence.
- Standard letters to be sent to Parents/Guardians (copy on child's file) by Principal.
- Notification of 20 days absence to be forwarded by Principal to National Educational Welfare Board (N.E.W.B. / TUSLA).
- Class teacher to fill out data as required by N.E.W.B. by 30<sup>th</sup> June each year.
- Principal to forward school based data to N.E.W.B. /TUSLA annually

### **Procedure:**

If a breach of School Policy in these areas occurs, the child will be asked to comply the following day. If a breach of School Policy continues to occur, see procedure below.

- a) Teacher to notify Parents (Homework Journal)
- b) Teacher informs Parents by means of standard letter
- c) Principal contacts parents to request co-operation
- d) Issue to be dealt with by School Disciplinary Committee

**Success Criteria:**

This Policy will be assessed on an on-going basis through Staff/Parent/Pupil feedback to judge its affect on teaching and learning, its effectiveness and the difference it makes to the effective organisation of the school.

**ROLES AND RESPONSIBILITIES:**

The Policy will be supported by Staff, Parents, Children and Management. The Principal will co-ordinate the progress of the Policy, encourage and accept feedback on its implementation.

Responsibility for review will be with the Principal and Board of Management.

Policy communicated to Staff at Staff meeting, Parents at Parents Association AGM and Children at Assembly.

**RATIFIED ON 24<sup>TH</sup> JANUARY 2017**

**BY:**

Niall Bradley  
Chairperson Board of Management  
Patrician Primary School