

## **LISMIRE NATIONAL SCHOOL**

Lismire, Newmarket, Co. Cork.

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### **CODE OF BEHAVIOUR (reviewed Feb 2018)**

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

- This policy reflects the ethos of the school, where the physical, emotional, intellectual and spiritual development of the children is central.
- It will promote co-operation between staff, parents and pupil and the whole school community.

#### **Aims**

- To ensure an educational environment that is guided by our vision statement
- To allow the school to function in an orderly way 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 well being 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 throughout the school

**Purpose:** The purpose of the Code is to provide practical guidance to the school community to ensure an orderly climate for teaching and learning in our school.

**The code of behaviour specifies:**

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

- **This policy is in compliance with legal requirements and good practice as set out in *Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008.***

## **SCHOOL POLICY / RULES**

- Opening/Closing hours  
School Hours: 9.20 A.M - 3.00 P.M.  
Infants: 9.20 A.M - 2.00 P.M.

- Children will be supervised as far as the school gate and will not be allowed to leave the school premises until collected by a parent/guardian or other **designated** adult. **In the interest of safety, children should not be expected to cross the road unaccompanied. Please notify the school if someone other than a parent/designated adult is collecting your child from school.**
- **Should parents/guardians want their children to walk home/leave the school grounds to meet them elsewhere, please inform the school in writing of same.**
- School children are supervised from 9.20 a.m. - 3.00 p.m.
- The school will not be opened before 9.10 a.m.
- Children who are ill should not be sent to school. The class teacher and Principal should be informed if a child suffers from any medical condition which may cause him/her distress during school hours. Any distress suffered by the child may be minimised if the teachers are aware of any problems which may arise.
- As children may occasionally become ill, or involved in accidents during school hours, it is necessary to provide the name and telephone number of an alternative contact in the event of both parents being uncontactable.
- **If there are any circumstances that may affect the child's behaviour, parents should communicate with the school.**

### **Homework:**

- It is the policy of the school to keep homework to the minimum.
- Children are expected to complete, to the best of their ability, any homework assignments given by the teacher.
- Some children may require a longer period to complete given tasks. If children are spending too long at homework, parents should contact the class teacher who will make adjustments as deemed necessary.
- Children will generally have homework Monday - Thursday nights.

- Parents/guardians should check their child's homework and sign the journal each night.
- No written homework is allocated to the children in the infant classes. However, it will prove very beneficial if parents/guardians talk to the children and encourage them to discuss the activities of their school day.
- Children who attend the learning support/resource teacher will be assigned homework suitable to their needs and ability, following consultation with parents/guardians and teachers.
- **As a general rule, children who are absent from school will not be assigned homework.**

1. Children are expected to:

- Work at assigned tasks to the best of their ability during school hours.
- Be in the right place at the right time.
- Be respectful and co-operative.
- Be careful and play safely in the yard.
- Be respectful of property.
- Pupils are expected to obey the instructions of any member of the school staff (while in their classroom, in the school building or in the school yard or 'environs **and when on school outings**)
- If a teacher has to leave the classroom pupils must remain seated in their classroom.

Mobile Phones etc.

- Pupils are not allowed to have mobile phones in school.
- If a parent/guardian wishes to convey an urgent message to a pupil, parent/guardian may phone the school, and a member of staff will deliver the message.
- Mobile phones will be confiscated if found and will be returned only to the parents/guardians on request.
- **Pupils are not allowed to bring electronic equipment to school e.g i-pods, PSPs, digital cameras, Nintendo DS etc. Such items will be confiscated if found and will be returned only to the parents/guardians on request. Such items are a distraction and can be easily lost or damaged, thereby causing further distraction or distress.**
- **Children using memory sticks** will not store any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

2. Children will not be allowed to leave the school premises during the school day unless collected by a parent/guardian or another authorized adult. **When a child is being collected early from school, the authorized adult collecting them will be required to sign a register, which will include the time, date, name of child and reason for why the child has to be collected from school. This will be kept in the office.**

3. All children must go outdoors during break, **except** in very special circumstances, i.e. immediately after illness, or when injured. In such circumstances, written request from parent/guardian is necessary.

4. School books are available on a rental basis for classes 1<sup>st</sup> - 6<sup>th</sup>. Children participating in the rental scheme are required to cover the books with clear contact and keep them in good

condition. Writing on books is strictly prohibited. The books must be returned at the end of the school year. Any books which are lost or damaged will have to be replaced by parents/guardians concerned.

5. Any property of the school, staff or of other pupils which is damaged deliberately or through carelessness must be repaired or replaced by those responsible for the damage.
6. Activities or games which, in the opinion of the staff, may lead to injury or accidents, will not be allowed within the school premises or the playground.
7. **Jewellery: For health and safety reasons, children should not wear jewellery at school. Only small stud earrings and a secure watch are permissible. Children must wear secure suitable footwear for outdoor games at breaktimes.**
8. Disruptive behaviour in the classroom will not be accepted.
9. Glass containers can be dangerous and are not allowed.
10. In the interest of safety and hygiene
  - No chewing gum allowed
  - No tippex allowed
11. Children are not allowed bring their own toys/games to school.
12. **To avoid any upset/distress, we do not allow the distribution/exchange of cards and gifts in school e.g. birthday party invitations, Christmas cards etc.**

## **Roles & Responsibilities**

The implementation of the Code of Behaviour is the responsibility the school  
Community -Board of Management, Principal, Staff members, Parents and Children

## **PROCEDURES**

In order to create a positive working and learning environment in the school

- A positive, friendly open atmosphere will be fostered.
- Good behaviour will be encouraged and acknowledged.
- Reward strategies will be adopted in classrooms.
- A 'catch them being good' philosophy is adopted in the school.

All incidents of misbehaviour will be resolved at the earliest possible stage.

- **The following procedure will be followed in the event of breaches of the Code of Behaviour. The strategy/strategies used will be appropriate to the age of the child and the nature of the misbehaviour. These can be categorized as minor, serious and gross.**
- **The degree of misdemeanours i.e. minor, serious or 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. A number of factors such as circumstances, context, level of understanding/stage of development will be considered when determining the misdemeanour.**
- A record of any such behaviour will be kept and, **when considered** necessary, the parents will be informed.
- Where incidents of such behaviour persist a meeting of the Class Teacher, Principal and parents will be arranged .
- Problems which cannot be resolved within the school will be referred to the Chairperson of the Board of Management.

**The teacher/principal will decide the most appropriate sanction/s for a given misbehaviour.**

Some or all of the following strategies may be used in the management of unacceptable behaviour. The strategy/strategies used will be appropriate to the age of the child and the nature of the misbehaviour.

- Reasoning with pupil
- Reprimand (including advice on how to improve)
- **Where considered appropriate, a record of any such behaviour may be kept and, if considered necessary, the parents will be informed.**
- Communications with parents/guardians
- Loss of privileges
- Temporary separation from peers, friends or others
- Detention during a break
- Referral to Principal
- Prescribing additional work
- **Meeting with parents, teacher and/or principal**
- **Problems which cannot be resolved within the school will be referred to the Chairperson of the Board of Management.**
- Suspension
- **Expulsion.**

Teachers may keep a written record of all instances of serious/repeated misbehaviour as well as a record of improvements in the behaviour of disruptive pupils.

Each child must have a home/school notebook on which comments may be written by teacher/parents/guardians.

## **DISCIPLINE**

"The overall responsibility for discipline within the school rests with the principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour." (DEPARTMENT OF EDUCATION:CIRCULAR 20/90)

### **Suspension**

As required under the Education Welfare Act 2000, Section 23 (2), schools must outline their procedures in regard to suspension. Only in the most exceptional circumstances will suspension be considered. All efforts will be made to resolve any behavioural issue at a much earlier stage.

As per 'Section 39' of *'The Education Welfare Act (2000)'*, "the Board may perform any of its functions through or by any member of the staff of the Board duly authorised in that behalf by the Board". In the unlikely event of a necessary immediate suspension, the Board of Management has authorised the school principal and the Chairperson of the Board of Management to invoke an immediate suspension.

For procedures on suspension, see appendix A.

### **Expulsion**

As required under the Education Welfare Act 2000, Section 23 (2), schools must outline their procedures in regard to expulsion. For procedures on expulsion, see appendix B.

### **When does the Code of Behaviour Apply:**

The Code of Behaviour applies during school hours, during all extracurricular activities, and any event which is organised by the school and at which a staff member has been designated to attend.

### **Absenteeism**

- The Education Welfare Act 2000 Section 18, requires parents to notify the class teacher of the reason of a child's absence.
- Section 23 of the same Act, requires the school to outline the procedure to be followed in the Code of Behaviour.

In compliance with the above, the following procedure applies.

- Reasons for pupils' absences must be communicated in writing or verbally by parents/guardians to the school and will be recorded by the school on Aladdin which may be inspected by the Education Welfare Officer on a visit to the school. Any letter must be dated and include all days absent.
  - Parents will be notified in writing if their child has missed twenty days or more.
  - Additionally, the principal is required to notify the Education Welfare Officer, if in the opinion of the principal, 'a child is not attending school regularly'.

It may be necessary, on occasion, for pupils to leave school early. Notification of this, outlining the reasons for this must be given to the teacher.

### **Review:**

This policy will be reviewed as and when is necessary.