

# *Code of Behaviour*

*This policy has been ratified by the Board of Management of Scoil Mhuire Fatima*

*Signed:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## *Introductory Statement*

This policy replaced the original code of discipline, published in 2001. It has been devised by the staff in consultation with a representative group of parents.

It has been endorsed by the schools' Board of Management on \_\_\_\_\_

## *Rationale/Relationship to School Ethos*

This policy has been drawn up in accordance with the Edmund Rice Schools Trust Charter.

This charter contains the following five key elements:

1. Keeping the Faith Alive.

2. Working together, uniting our school community.
3. Driven in our education, spice up your learning.
4. Making caring relationships looking after ourselves and others.
5. Being inspirational people.

This policy is underpinned by the fourth key element where the dignity of each person is respected and celebrated.

1. ***Aims & Objectives:***

1. To promote growth and development of each child into a responsible and self-disciplined person.
2. To promote a safe, friendly and helpful atmosphere within the school, where pupils show respect for each other, their property and for school property.
3. To welcome and encourage involvement of Parents/Guardians and the community in all aspects of school life.
4. That pupils will be aware that good manners and behaviour will be expected of them at all times, both inside and outside the school, as their behaviour reflects on themselves, on their homes and on their school.

2. ***Principles:***

1. The school recognises the variety of difference that exists between children and the need to tolerate these differences.
2. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among the staff and between staff, parents and pupils.
3. Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.

3. ***School Rules:***

***Safety:*** For my own safety and that of others:

1. I should be careful coming to and going from school.
2. I should always walk while in the school building.
3. I should remain seated in class while eating lunch and play or work calmly on "wet" days,

4. I should always show respect for my fellow pupils.
5. Bring a note of explanation following absences from school.
6. I should never leave school grounds without the permission of the teacher or principal.
7. I should wear a helmet and face guard when hurling. A gum shield for football.

***Caring for myself:***

1. I should respect myself and my property, always keeping my school bag, books and copies in good order.
2. I should always be in school before the bell rings at 8.45a.m.
3. I should show respect for my school and be proud to wear the complete school uniform every day.
4. I should always bring a sensible, nutritional lunch to school. Crisps, fizzy drinks or chewing gum are not permitted.
5. I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

***Caring for others:***

1. I should be kind and respectful to teachers, fellow pupils and visitors by being mannerly and polite, by taking turns and remaining quiet and orderly in my class line.
2. I should behave well in class so that my fellow pupils and I can learn.
3. I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc. home in my lunch box and fruit in the compost bin. I should show respect for the property of my fellow pupils, the school building and grounds.
4. Be truthful and honest at all times.

***Bullying:***

I should never bully others. I should never allow others to bully me and if this happens I should tell my parents and my teacher. *Bullying is always unacceptable.*

***Scoil Mhuire Fatima is a “bully-free” zone.***

4. ***Content of the policy:***

***School Routine***

1. School Hours 8.45a.m. – 2.30p.m. Pupils to be in the yard before the bell rings at 8.45a.m. They must line up with their class when the bell rings.
2. The school uniform is to be worn daily, except on tracksuit days, and boys are expected to be neat and tidy at all times. The wearing of jewellery, apart from watches, is forbidden. Mobile phones should be switched off during school hours.
3. When in the playground, boys must not cross the central white line without permission.
4. Fair Hill gate is the only exit at 2.30p.m. Fair Hill/Main Gates are the only entrances.
5. If a child is being taken out of school before 2.30, Parent/Guardian should sign the child out in the office and then the office reports to the class teacher.
6. Pupils are not permitted to remain in the school building or in the school grounds outside normal school hours unless they are under the supervision of a member of school staff or other authorised person.

***Caring for myself:***

1. Water and other drinks must **not** be misused.
2. Boys will behave themselves and walk in an orderly and quiet way at all times in the school building. No eating or drinking is allowed in the school corridors or toilets.
3. Chewing gum is banned.
4. Helmets and face guards should be worn for all hurling games and gum shields for football.
5. Damaging or defacing school buildings or property is strictly forbidden – payment for any damage done will be necessary.
6. Pupils are responsible for their own belongings at all times.

7. Notes of explanation are required by the following day for absence, arriving late, or failure to do or to complete homework, or failure to wear full uniform or P.E. gear. (Dental/Doctor's appointment forms also suffice). There is no need to phone the school if your son is sick. A note will do when he returns.

***Caring for others:***

1. Boys must at all times show respect and courtesy to all school staff and visitors.
2. Boys must be sensible and caring in dealing with differences between themselves and others and must not hurt others or be cruel in what they say or do.
3. Bullying of any sort is strictly forbidden.
4. Dangerous play will not be tolerated. "Only Messing" is not an excuse.
5. The use of foul language is forbidden.
6. Classes should walk in an orderly fashion. This rule also applies to the stairs.
7. Classroom rules initiated by individual teachers must also be obeyed.

5. ***Supervision:***

Strict supervision is maintained during break times in the school playground. Incidents of misbehaviour are recorded in the yard behaviour book and dealt with accordingly. Pupils who show excellent behaviour in the school during each month are to receive a "treat". The School has two playgrounds, one for children up to 3<sup>rd</sup> class and another for children from 4<sup>th</sup> class to 6<sup>th</sup> class. On "wet" days children remain in the classroom and a teacher supervises.

6. ***Attendance:***

The school will keep a record of each child's attendance for each day of the school year. Where a child is absent, this will be noted as will the reason for this absence. When a child has been absent for twenty days or longer, the Principal informs the Educational Welfare Officer. Within 6 weeks of the end of the School Year the Board will report to the Educational Welfare Officer on the levels of attendance during the year. The Board has prepared a policy on school attendance in which it outlines its strategies and plans to encourage and reward good attendance and how it will co-operate with Parents/Guardians, community groups and other agencies to

promote good attendance and support children who are experiencing difficulties with attendance.

7. ***Sanctions:***

1. Verbal correction and reminder of the rules.
2. Rule written out and signed by Parent/Guardian. Written notes in class diary by class teacher.
3. Temporary separation from peers/lunchtime detention/modified school day..
4. Child receives a white card from his teacher. (Maximum of three white cards) Then pupil must report to the Principal.
5. The Principal may decide to give after school detention having notified Parents/Guardians and informing them of a pre-arranged date. If this date proves unsuitable, an alternative date may be arranged following consultation between Parents/Guardians and the principal.
6. For serious breaches of discipline, including bullying, a yellow card is given by the Principal. A maximum of two yellow cards may be given to a child.
7. If a child has received two yellow cards and again misbehaves he shall receive a red card which is then signed by the Parents/Guardians and an appointment is made to discuss the misbehaviour with the principal.
8. In an extreme situation a yellow or red card may be given immediately, at the discretion of the principal.
9. The Board of Management has the right to suspend a child/modify a school day for a serious breach of the school rules subject to the provisions of the relevant acts, and the guidelines and circulars of the Department of Education & Science.
10. The authority to suspend a pupil for serious misbehaviour for a maximum limit of three days is delegated to the principal, who will inform the Chairperson of the suspension. Subject to the relevant acts.
11. Before the Board decides to expel a pupil it shall notify the Educational Welfare Officer in writing of its opinion and reasons for the decision and will co-operate

with the officer in his/her efforts to expel the pupil for at least twenty days after the notification has been received by the welfare officer.

8. A Copy of the Code of Behaviour will be given to a parent when enrolling their child. Parents and pupils are required to sign the Code of Behaviour Contract at the beginning of each school year.

## ***Behaviour Contract to be in the Diary***

We want your child to be happy and successful at school, and believe that as parents, you play a key role. The child's knowledge that parents are actively interested in and supportive of the school program almost always results in fewer problems and greater success. If problems arise, we will work collaboratively to help students find a solution.

Please take time to read through this discipline policy and review it with your child. Please sign and return the bottom part to the school this week.

Is mise,

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Carl O'Brien

**We are Scoil Mhuire Fatima (BEARS)**

**Be a learner!**

**Everyone belongs!**

**Always do your best!**

**Respect rights and responsibilities!**

**Safety first! We stay safe!**

My child and I have read the Scoil Mhuire Fatima Code of Behaviour Guide. We understand and agree to support the rules of the school.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_