



# Shanballymore National School

*Shanballymore, Mallow, Co. Cork.*

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## Code of Behaviour

### Introduction

Our Code of Behaviour is a set of practices, procedures, expectations, rules and programmes that together form Shanballymore's plan for helping students in the school to both behave and learn well.

Our Code of Behaviour helps the entire school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. Our Code of Behaviour helps teachers, other staff-members, pupils and parents to work together for a happy, effective and safe school.

**This Review of Our Code of Behaviour has been undertaken by all of the teaching staff in Sept 2018 . The work has been co-ordinated by the School Principal.**

### Rationale

Shanballymore National School decided to review its Code of Discipline because:

We, the staff of Shanballymore NS, deemed it necessary to revise the Code of Behaviour for the following reasons,

- It is a requirement under The Education Welfare Act, 2000, Section 23, that the Board of Management prepares and makes available a Code of Behaviour for the students registered in the school.
- Section 23(2) states that the Code of Behaviour 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.

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.

- To ensure that existing policy is in compliance with legal requirements and good practice, as set out in "Developing a Code of Behaviour, Guidelines for schools, NEWB, 2008.

- It is a policy area within the school, identified as a priority area, by staff.

In Shanballymore National School we aim to nurture each child to develop his/her full potential in a caring environment where the talents of each child are valued. This can only be achieved when there is a high level of respect and co-operation between staff, parents and pupils.

### **Aims of the Code of Discipline**

- To allow the school to function in an orderly and harmonious way.
- To provide a secure and happy atmosphere in which children can learn effectively.
- To encourage the children to become responsible and independent.
- To teach the children tolerance, respect for each other, their teachers and also those involved in the running of the school.
- 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.

### **The Objectives of our Code of Behaviour**

To help our pupils to develop positive mental attitudes, whereby each child

- (a) feels secure in his/her environment.
- (b) learns to distinguish between right and wrong.
- (c) respects all others, both younger and older.
- (d) accepts differences/individuality of others.
- (e) learns to work, play and share with others.
- (f) develops her self-esteem and is happy at school.

### **The Underlying Principles of our Code of Behaviour**

(i) Providing clarity: Our Code of Behaviour describes the school's expectations about how each member of the school community (pupils, staff, parents ) will help to make the school a good place for teaching and learning.

Our Code of Behaviour also describes how the school will respond to behaviour that interrupts, diminishes or prevents teaching and learning in the school. Our Code of Behaviour requires pupils to behave in an orderly, harmonious manner in accordance with the rules and expectations of the Code.

(ii) Focusing on promoting good behaviour: Our Code of Behaviour gives priority to promoting good behaviour. It emphasises our high expectations and it affirms good behaviour.

(iii) Ensuring fairness and equity: Our Code of Behaviour is built on fairness. It respects the principles of natural justice and ensures a consistent approach to behaviour on the part of all school personnel.

(iv) Promoting equality: Our Code of Behaviour promotes equality for all members of the school community. Our Code prevents discrimination and allows for recognising difference, in accordance with Equal Status legislation.

(v) Recognising that relationships are crucial: Our Code of Behaviour fosters relationships of trust between pupils and teachers. The quality of these relationships is a powerful influence on behaviour within Shanballymore NS.

(vi) Attending to the welfare of pupils: Our Code of Behaviour is based on a commitment to the welfare of every pupil, foremost being the right to participate in and benefit from education.

(vii) Attending to the welfare of staff: Our Code of Behaviour helps to promote a positive and safe working environment for all staff, especially in each classroom, for each teacher.

(viii) Promoting safety and freedom from threat: Our Code of Behaviour promotes the conditions for learning and teaching. It respects the dignity of all and demands an environment free from the threat of violence for both pupils and staff

## **School Rules**

If our school is to function effectively, it is necessary that rules and regulations are complied with and enforced consistently. To ensure this, a high level of co-operation is required from staff, pupils, parents and Board of Management. Copies of our Code of Discipline are included in our school prospectus and parents must accept and sign this code when their child is being enrolled in the school.

## **General School Rules**

- Each child is expected to be well-behaved and to show consideration for other children and adults in the school.
- Instructions from teachers to be obeyed at all times. Courtesy to be shown to other pupils and adults within the school.
- Each child is expected to show respect for school property, other Children's property and their own belongings. This includes books on the rental scheme. Parents will be asked to pay for any willful damage caused by their children.
- Each child is expected to attend school on a regular basis and to be punctual. School begins at 8.50a.m. Lateness for school and absences require a note of explanation from parents.

- Under the new Welfare Act children who miss a total of 20 days in the school year must be reported to the Welfare Officer. When planning holidays try to avoid breaking into term time if possible.
- All pupils should be collected on time when school ends. Children should not be left outside the school after 2.40p.m. Parents of children in Junior and Senior Infants who wish their children to be collected by other adults should notify the school.
- Children going home early or at lunchtime must be collected by a parent or nominated adult at the classroom door. They must also complete the early leaver book.
- Infants going home at 1.40p.m. will wait inside the school with the teacher until collected. Parents must try to be at the school for their child before dismissal time so as not to cause him/her anxiety.
- The distribution of birthday invitations is not allowed in school as it causes upset to pupils not included.
- Pupils are not allowed to have mobile phones or small electronic devices in school or on any school outing. If parents deem it necessary for their child to have a mobile phone for after school purposes, it must be handed into the office before commencement of school.
- Chewing gum is not allowed in school.
- Children should be clean and tidy. We appeal to parents to ensure a high standard of hygiene e.g. clean clothes, clean hands/nails and tidy hair. Check for headlice regularly.
- Clean uniforms to be worn every day. Tracksuits to be worn on designated days. No sports jerseys etc. to be worn unless on a non-uniform day.
- Footwear, under the Health and Safety Act, must be suitable for playground activity e.g. running, jumping. High wedged heels, flip-flops, over-sized shoes are not suitable for playground activity.

- In the interest of safety we would ask that children would not wear any jewellery to school as the potential for injury to themselves and others is a possibility. (watches are excluded)
- Pupils are allowed to wear one pair of stud earrings on earlobes only.
- Bad language is unacceptable.
- Pupils are to walk in and out of school in an orderly fashion.
- Children will line up quietly before and after breaks.
- No running allowed in the corridor.
- Rough play of any kind is not allowed.

### **Classroom Rules**

- All pupils are expected to work to the best of their ability.
- Pupils are expected to bring with them all their books and materials required for class.
- Books, copies etc are to be treated with respect. Exercises are to be neatly presented.
- Pupils must partake in all classroom activities.
- Pupils are also expected to participate in whole school events throughout the school year such as Holy Communion, First Penance, School Mass etc.
- Pupils must not interfere with the work of any other pupil.
- Pupils must not interfere with the work of the teacher.
- Excessive talking, making rude noises, humming etc is not acceptable.
- Pupils must always get permission to leave the classroom.
- If the teacher has to leave the classroom each child must remain seated and continue working.
- No object of any kind may be thrown.

- Tippex may not be used by pupils.
- Each child is responsible for his/her own space in the classroom. This is to be kept tidy and litter-free.
- Coats must be hung on the coat-rack in the morning and after breaks.

### **Lunchtime Rules**

- Lunches must be eaten in the classroom. Healthy lunches are part of schools Healthy Eating Policy..
- No glass bottles allowed in school.
- No knives to be given to children in their lunchbox.
- No hot drinks.
- Good table manners are expected.
- Placing unfinished food/drink in the bin is not allowed.
- Children must line up before break in the corridor and walk out to the playground after the supervising teacher.
- When break ends the school bell will be rung twice. On hearing the first bell the children will 'freeze' and on hearing the second bell the children will walk to their line. Children will walk quietly to their classroom.
- Due to inclement weather pupils may have to remain indoors. Children can play in the classroom under supervision of a teacher. Running in the classroom is not allowed.
- Children are encouraged to play fairly. Good behaviour in the playground at all times.

Rewarding good behaviour is an important part of our Code of Discipline. The following are ways in which pupils may be rewarded for good behaviour:

- Praise/Verbal affirmation
- Visit to another member of staff or Principal for commendation

- A mention to parent, verbal or written
- Treat from the teacher
- An item of homework off
- Extra computer/library time
- Roles of Responsibility for pupils
- Occasional surprise outings

## Examples of Misbehaviour and Sanctions

*Serious breaches of rules (Category 3 or 4) will be noted by teacher or principal*

	Breaches (Examples)	Sanctions
Category 1	<p>Homework not done, not completed or not signed.</p> <p>Talking during or interruption of class.</p> <p>Arguing/quarrelling with classmates.</p> <p>Playing in the wrong yard.</p> <p>Failure to keep class and yard tidy.</p> <p>Running/ loud talking in the school building.</p> <p>Having gum.</p> <p>Leaving the classroom without permission.</p> <p>Damage of a minor nature, e.g. breaking another child's ruler.</p>	<p>Quiet word</p> <p>Note in Diary</p> <p>Reminder of class or school rule</p> <p>Seek an explanation</p> <p>Change position in class</p> <p>Incomplete or untidy homework will have to be redone the following night.</p> <p>Essay - Change of Behaviour</p> <p>Letter of Apology</p>
Category 2	<p>Repeat instances of above</p>	<p>Further correction.</p> <p>Moved to another classroom for a short period of time</p> <p>Note to parents/guardians.</p> <p>Loss of minor privileges.</p> <p>Referral to Principal.</p>

<p style="text-align: center;">Category 3</p>	<p>Found in possession of mobile</p> <p>Use of foul or offensive language.</p> <p>Damaging school/teacher/ pupil property.</p> <p>Stealing.</p> <p>Rough play.</p> <p>Disruption in class.</p> <p>Disrespect towards staff/ancillary staff/other pupils.</p> <p>Bullying</p> <p>Remarks of a sectarian or racist nature towards other children.</p> <p>Possession of any item likely to be injurious to the child or others, or likely to damage school property.</p>	<p>Withdrawal of privileges.</p> <p>Referral to Principal.</p> <p>Formal contact with parents (letter or phone call to house). Parents requested to call to the school.</p> <p>Confiscation of dangerous items.</p> <p>Cleaning up/ restoration to original state of damaged school property.</p>
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<p>Category 4</p>	<p>Repeat instances of above after warning.</p> <p>Use of threatening language or behaviour towards teachers or others.</p> <p>Any act of willful violence.</p> <p>Leaving school grounds during school hours without permission of class teacher or Principal or notification from parents/guardians.</p> <p>Serious confrontational behaviour</p> <p>Behaviour that is deemed to place the well-being of the student involved, other students or staff at risk.</p>	<p>Parents requested to call to school</p> <p>Interview between parents and Disciplinary Committee ** (Chairperson, Principal, Deputy Principal or Staff Representative)</p> <p>Referral for assessment</p> <p>Suspension (Procedure as outlined NEWB Code of Behaviour Guidelines 2008)</p> <p>Parents are notified of date and duration.</p> <p>Parents take responsibility to collect and ensure the completion of homework assignments.</p> <p>Child returns with parents and parents sign behavioural contract</p> <p>2nd and longer suspension.</p> <p>If behaviour continues, then parents will be advised to seek an alternative placement for the child. In the event of serious confrontational behaviour a child need not proceed through the various stages. Immediate contact with be made with parents or guardians or child may be brought home.</p>
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\* A record of all serious disciplinary incidents will be maintained.

\*\* The Disciplinary Committee will meet occasionally to review overall discipline in the school. Staff will be notified in advance of this meeting and will have an opportunity to raise some issues that might have arisen since the last meeting.

### **Ratification of Policy**

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on 24<sup>th</sup> September 2019

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Principal

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

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

Date of next review: September 2020

The Board further endorses the Principal, John Walsh as the school DLP and Siobhan Shinnick as Deputy DLP.

On behalf of the Board of Management:

\_\_\_\_\_ (Chairperson) Date: \_\_\_\_\_

Principal: Mr. John Walsh

Deputy Principal: Mrs. Siobhan Shinnick