

**St. Laurence's National School**

***Scoil Naomh Lorcán***

**Sallins**

**Co. Kildare**



***CODE OF BEHAVIOUR***

***St. Laurence's National School***  
**Scoil Naomh Lorcan**  
***Sallins***  
***Co. Kildare***

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**Chairperson, B.O.M.      :**      **Mr Michael Francis**

**Principal :**                              **Mr Noel Lanigan**

**Deputy Principal:**                      **Mrs Rena Murphy**

**School Times**

**Junior & Senior Infants: 9.20 am – 2.00 pm**

**1<sup>st</sup> Class to 6<sup>th</sup> Class:              9.20 am – 3.00 pm**

**Our Code of Behaviour has been compiled by the school staff  
in consultation with the Parents Council and has been ratified  
by the Board of Management.**

*Children are the living messages we send to a time we will not see*

## **School Ethos Statement**

We see our school as an extension of the home, a place where children and teachers work, play and pray together.

The ethos of our school is Catholic and in this atmosphere the spiritual, moral, intellectual, social and physical growth of the children is nurtured.

All the children in our care are encouraged to realise their maximum potential in all areas of development, to participate fully in the education they receive and to develop attitudes and beliefs consistent with our ethos. In this way we encourage our children to develop as complete human beings and citizens.

To facilitate the achievement of our aims we believe that co-operation from all parties to the process, Pupils, Parents, Teachers, School Patron, B.O.M. and the wider school community is essential.

## **The aims of our Code of Behaviour.**

- To allow the school to function in an orderly and harmonious way.
- 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, while at the same time, 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.

## **General Behaviour**

Each child is expected:-

- To be well behaved and to show consideration for other children and adults.
- To show respect for the property of the school, other children's and their own belongings.
- To do his/her best in school and with homework.
- To attend school on a regular basis and to be punctual.

## **The Education Welfare Act 2000 - Absenteeism**

One of the statutory provisions of the Act is the establishment of a National Educational Welfare Board (NEWB). Under the Act a parent is obliged:-

- To send his/her child to a recognised school.
- To write a note explaining the child's absence.
- We ask you to put the reason in writing and give the note to the child when he/she returns to school. If a child exceeds 19 absences in the school year the Principal is obliged to inform the Welfare Officer of this and also if it is considered necessary to issue him/her with all notes received concerning the absences.
- It will then be the duty of the Welfare Officer to contact the parents of the child/children in question.
- A pupil may not leave the school unless they have a note from a parent/guardian and must be collected at the classroom door.
- Parents must sign the book at reception if they are taking the child from school.
- School doors will be open each morning at 9.20 am. and classes will begin at 9.40 am.
- Staff are not responsible for children who are on the school grounds prior to 9.20 am.
- School ends for Junior and Senior Infants at 2.00 pm. and for all others at 3.00 pm.
- Pupils must use the gateways and pathways when entering or leaving the school and walk in an orderly fashion at all times. Running, pushing or passing other children is not allowed.
- All class groups, going to or coming from the yard or leaving the school will be escorted by a teacher.

- We ask that all persons collecting children arrive on time and wait outside the school gates. The staff cannot accept responsibility for any children on the premises after school hours.
- In the case of children travelling by bus, the school cannot accept responsibility for escorting the children from the school premises to the bus or from the bus to the school premises.

In the interests of safety, no pupil whether accompanied by an adult or not, should enter the school grounds through the staff carpark.

*The carpark is for staff cars only.*

- Pupils must not bring any article, which could be a source of moral or physical danger to themselves or others, to school. Radios, music/electronic players, toys or unnecessary sums of money must not be brought to school.
- Where parents deem it necessary, a pupil may bring a mobile phone to school. However, it must be kept securely in the pupil's schoolbag and switched off at all times until he/she has left the school grounds.
- A phone which rings, will be removed from the pupil but may be collected at the end of the school day. If the problem persists the pupil will not be allowed to bring a phone to school.

## **Uniforms**

All pupils are expected to be neat and tidy in appearance and to wear the school uniform. For P.E. children are expected to wear school tracksuit and runners. School tracksuit should be worn only on P.E. days.

**The School uniform consists of:-**

**For boys:** Plain grey trousers, navy jumper, light blue shirt and navy tie (optional).

**For girls:** Grey skirt, pinafore, or trousers, navy jumper or cardigan and light blue blouse and navy tie (optional).

Appropriate footwear must be worn.

**All items of clothing should have owner's name clearly marked on them.**

- Pupils may wear a pair of small stud earrings and a watch.
- Make-up, painted nails, dangling earrings or other jewellery is forbidden.
- Hair should be kept neat and tidy at all times.

**Classroom**

In the interest of safety and respect for property the following is expected:

- No writing on school furniture or walls.
- The use of Tipp-ex is strictly forbidden in school.
- All pupils are expected to co-operate in keeping the classrooms and school yard litter free by bringing all wrappers, tin foil, cling film etc. home.

- Good food-value lunches are recommended. A lunch consisting of sandwiches, fruit and water is ideal. Bars, biscuits and other sugary snacks should be avoided as they do not provide children with the sustained energy needed for the school day. Crisps, chewing gum and yoghurts are not permitted as they can create a mess in the classroom. Peanuts are not allowed as they can be potentially hazardous to pupils. Glass bottles or cartons are not permitted.
- All pupils must walk to the yard at breaktimes and nobody may go back to a classroom without permission from the teacher on duty.
- No pupil is permitted to remain inside during breaktime unless in exceptional circumstances and with the prior permission of the Principal.
- In class each pupil is expected to co-operate with the teacher and all other classmates by being kind, courteous, obedient and willing to accept correction. Each pupil will be expected to make a reasonable effort in class.
- Homework is an extension of the school day's work and should be done carefully each evening. Parents are expected to check that the homework is done and that written work is presentable before signing the homework notebook. Homework notebooks are a communication link between parents/teachers and should be used in this way. Approximate times which should be allotted for homework:-

Junior Infants	10 minutes
Senior Infants	10 to 15 minutes



1 <sup>st</sup> /2 <sup>nd</sup> classes	20 minutes approx.
3 <sup>rd</sup> /4 <sup>th</sup> classes	30 minutes approx
5 <sup>th</sup> /6 <sup>th</sup> classes	40 minutes approx

Parents are encouraged to come and talk to the teachers or the Principal if their child is experiencing any problems.

**Any parent wishing to meet a teacher should make an appointment in advance, as a teacher is not in a position to speak with parents during class time**

### **Illness**

- If a pupil becomes ill at school the parents/guardians will be contacted.
- Consideration should be given to the health of other children by not sending pupils to school if they are ill.
- As a rule no tablets or medicine will be administered by any member of the staff to a pupil. If a pupil is on medication the class teacher should be notified and the Administration of Medication Form completed by his/her parents/guardians.
- Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with an antiseptic wipe and applying a plaster as necessary. Please inform the school if your child has an allergy to any of the above. Parents will be informed by note or phone of any serious accident which occurs in school.
- For more serious accidents, such as head injuries etc. parents are contacted by phone. In the event of the parent being unavailable, the backup contact number, requested on enrolment application form, is contacted. If parent or emergency number cannot be contacted,

the child may be taken to hospital/doctor as necessary in which case parents/guardians will have to pay cost of same.

- In the event of an emergency an ambulance is called.

*Should you change your phone number it is very important to inform the school immediately. It is the parents' responsibility to ensure that the school has an up to date phone number(s) at all times*

## **Yard**

1. At playtime all pupils must play showing respect and care for all other children. All “games” involving kicking, tripping, pulling or the carrying of one pupil by another and crowd games are forbidden.
2. During breaktimes the yard will be supervised by school staff. All pupils must obey the teachers on yard duty.
3. No food/drinks are allowed in yard.
4. All pupils are expected to co-operate in keeping the school yards litter free by bringing all wrappings, tin foil, cling film etc. home.
5. At the end of breaks all pupils are expected to line up in their designated areas and to behave appropriately.
6. On the days where sports equipment is provided on the senior yard, it is expected that pupils will treat the equipment with care and use it in allotted areas.

## **Strategies to promote positive behaviour in school:-**

Our school emphasises positive behaviour in the belief that this gives best results.

- All staff share our school ethos which emphasises care, respect and responsibility.

- Good behaviour will be encouraged, praised and rewarded.
- Problems will be noticed and dealt with as soon as possible
- Each pupil is expected to follow Our Golden Rules.

### Our Golden Rules

- I will always do my best in school by listening carefully, working as hard as I can and by completing all my work to the best of my ability.
- I will raise my hand to speak and I should take turns and not interrupt others.
- I will be kind and respectful to teachers, pupils and all members of the school community. I should keep my school bag, desk, books and copies in good order.
- I will always be aware of my personal cleanliness and be proud to wear the complete school uniform every day. I should show respect for the property of other pupils, the school building and grounds.
- I will always walk to and from the classroom in a quiet and orderly fashion and keep to the right when using the stairs.

- I will remain seated in class when requested, especially during lunchtime on wet days.
- I will always play fairly and include other pupils in all our games and activities.
- I will line up in my own place in the line as soon as the bell rings.

## **Misbehaviour**

Misbehaviour is a lack of respect for other children, school staff or school property and includes:-

### **1) Serious Misbehaviour**

The following are examples of serious misbehaviour:-

- Continuous disruptive behaviour.
- Showing disrespect to teachers or pupils.
- Using bad language
- Name calling.
- Persistent failure to produce homework without a written reason from parents.
- Careless or unsatisfactory homework on a regular basis.
- Arriving late for school

## **2) Gross Misbehaviour**

The following are examples of gross misbehaviour:-

- Bullying
- Theft
- Blatant disobedience
- Gross insolence
- Damaging school property
- Behaviour which is a risk to the safety of self or others.

### **Strategies and Sanctions**

(These sanctions are not in any particular order)

**School procedures for handling misbehaviour may include:**

- Reasoning with the pupil
- Correction by teacher.
- Reprimand (including advice on how to improve)
- The child's seating arrangement in class may be changed.
- Temporary separation from peers, friends or others including removing pupil to another classroom.
- Loss of privileges

- Detention with approval of Principal during a break.
- Prescribing additional work
- Unacceptable behaviour will be recorded in teacher's notebook after several verbal warnings.
- Referral to Principal Teacher
- Child may not be allowed to go on the school tour.
- When misbehaviour is continuous and persistent a note will be written in pupil's homework notebook to be signed by parents.
- Parents may be requested to remove child for remainder of the school day.
- If problems persist, parents/guardians will be called to school for a meeting with class teacher/Principal with a view to helping the child.

- **Suspension**

- If this problem is unresolved parents will be invited to a meeting between the Chairperson of the B.O.M., the Principal and class teacher. At this meeting, suspension will be imposed for up to three days.
- When the pupil returns to school he/she will resume classes with a fresh start, but with the understanding that a further suspension will be of a longer duration.

- A third period of suspension for serious misbehaviour will lead to the matter being brought to the full Board of Management for consideration of expulsion.
  - Where a pupil is involved in an act of gross misbehaviour which is deemed to be a very serious risk to the safety of self, or others the Principal, with the approval of the school Board of Management, has the authority to suspend that pupil with immediate effect.
  - The pupil's parent(s) / guardian(s) will be notified, asked to meet the Principal and collect the pupil who will start his/her suspension from the following day.
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- **Expulsion**
  - Expulsion of a pupil is a very serious step and should only be taken in extreme cases of unacceptable behaviour. Expulsion should happen only when all other procedures re serious and gross misbehaviour have been followed without success. Authority to expel a pupil rests solely with the Board of Management.

*A proposal to expel a student requires serious grounds for example:*

- Behaviour being a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constituting a real and significant threat to the safety of the school community.
- The student being responsible for serious damage to school property.

The following are recommendations for the procedure in respect of expulsion by the National Educational Welfare Board 2008.

1. A detailed investigation carried out under the direction of the Principal of the school.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

**Suspension/expulsion procedures in accordance with the Education Welfare Act.**

Under Section 29 of the Education Act (1998) parents (or pupils who have reached the age of 18) are entitled to appeal to



the Secretary General of the Dept. of Education and Science against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year (See Circular 22/02). Appeals must generally be made within 43 calendar days from the date the decision of the school was notified to the parent or student.

## **BULLYING**

**Bullying in any form will not be tolerated in our school.**

- Bullying is defined as repeated, ongoing and sustained aggression, verbal, psychological or physical, conducted by an individual or group against others.
- Verbal – name-calling, ridicule, sneering, bad language.
- Emotional – intimidation, isolation.
- Physical – hitting kicking, punching, pulling hair, spitting, taking lunches or other possessions.
- Cyber Bullying – Use of technology, eg. mobile phones, to bully others.
- It can be carried out by groups or by an individual. It is of great concern to parents and school staff and requires our co-operation to find solutions. Bullies will select children whom they feel will not retaliate and for this reason we should encourage our children to:

- Say “**No**” in an assertive tone of voice.
- Ensure they tell an adult should they encounter or observe bullying.
- Build self-esteem and a quiet sense of confidence. This is very important for all children including the bullies.
- The three important rules to help children in the event of being bullied are:

**Say No**  
**Move Away**  
**Tell a trusted adult**

## **ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED**

If bullying is observed or reported we talk to both the suspected victim and bully and any witnesses. If any degree of bullying is identified, the following action will be taken:

Help and support will be given as is appropriate to both the victims and the bullies.

### **We support the victims in the following ways:**

- By offering them an immediate opportunity to talk about the experience with their class teacher, or another teacher if they choose.
- By informing the victim’s parents/guardians.

- By offering continuing support when they feel they need it.
- By allowing them to be escorted to and from the school premises, if necessary.
- By taking one or more of the four disciplinary steps described below to prevent more bullying.
- **We also discipline, yet try to help the bullies in the following ways:**
  - By talking about what happened, to discover why they became involved.
  - By informing the bullies' parents/guardians.
  - By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.
  - By taking one or more of the four disciplinary steps described below to prevent more bullying.

### **DISCIPLINARY STEPS:**

- Bullies will be warned officially to stop offending.
- Informing the bullies' Parents/guardians.
- Parents/guardians may be asked to remove the offending child from the School Playground at break and/or lunch times and also to escort them to and from school.

- If they do not stop bullying they may be suspended for a temporary fixed period at the discretion of the Principal.

**Reviewed by BOM February 2011**