

**Scoil Naomh Bríde,  
Baile on Bhóthair,  
Áth Troim,  
Co. na Mí.  
C15 TP62**

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**St. Brigid's N.S.,  
Boardsmill,  
Trim,  
Co. Meath.  
C15 TP62**

Roll Number: 17947K

Website: [www.boardsmillns.com](http://www.boardsmillns.com)

## **Code of Behaviour Policy**

### **Aims.**

Scoil Naomh Bríde aims to create a safe, caring, happy, disciplined and positive learning environment where

- children's self-esteem, self-confidence, initiative, creativity and learning can be nurtured.
- all members of the school community treat each other with dignity, courtesy and mutual respect.
- each child can be educated without intimidation, ridicule or interruption.
- teachers can conduct their classes without having to constantly correct disruptive or non co-operative pupils.

We believe that we will achieve these aims if the children develop an awareness of the importance of

### **Respect**

**RESPECT for self**

**RESPECT for others**

**RESPECT for property**

### **Strategies for encouraging positive behaviour.**

We believe that in attempting to develop respect and to encourage good and improving behaviour, positive strategies should be used by all members of staff. In each classroom the class teacher uses a system of rewarding good behaviour, class work, co-operation and positive attitudes by the children. Praise for children from staff may be shown by:

- a quiet word or gesture to show approval.
- a comment in a pupil's exercise book.
- a visit to another member of staff or to the Principal for commendation.
- a word of praise in front of a group or class.
- delegating some special responsibility or privilege.
- a mention to parent/guardian, written or verbal communication.
- a treat.
- a REF Award.

### **REF Awards.**

The REF Award has been introduced in the school to promote **R**espect, respect for **E**ducation and respect for our **F**riends. REF awards are awarded to pupils who have made a great effort in many areas throughout the week. This may include improving behaviour, improving an aspect of curricular work and or displaying an act of kindness around the school. During our weekly assemblies a child is selected by the class teacher as a REF Award winner. Photos of REF award winners are put up beside the parent's notice board and each child receives a trophy that is brought home for the week. Our REF award winners are also featured on our school website.

### **Assemblies.**

The school holds regular assemblies, usually once a week, where all classes come together in our school hall. During assemblies, good work, behaviour and/or acts of kindness are recognised on a whole school basis.

The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for discipline within his/her own classroom while sharing a common responsibility for good order within the school area.

### **Strategies for dealing with unacceptable behaviour.**

There may be times when a pupil has to be reprimanded for unacceptable behaviour. The degree of seriousness of misdemeanours i.e. minor or serious will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours.

The following strategies may be used by teachers/principal to show disapproval of inappropriate behaviour;

- Reasoning/discussing poor behaviour with the pupil.
- Reprimand (including advice on how to improve).
- Temporary separation from peers, friends or others.
- Loss of privileges.
- Detention.
- Prescribing additional work.
- Temporary removal from class to work in another classroom.
- Consequence sheet to inform parents of continuum of minor misdemeanours/serious misdemeanours.
- Referral to Principal.
- Request for meeting with parents.
- Suspension (temporary).
- Expulsion

### **Consequence Sheets.**

A Consequence sheet may be given to a pupil depending on the seriousness of a misdemeanour and/or for a continuum of misdemeanours. The Consequence sheet is filled out and signed by the teacher and/or the Principal and sent home to the parents/guardians where it must be read, signed and returned to the school. The Consequence sheet is retained in the pupil's profile folder and the pupil's name is recorded in the discipline book.

- If a pupil receives a number of Consequence sheets then the parents/guardians of the pupil will be called in to meet the Principal and class teacher to discuss the continuing misbehaviour.
- The pupil will be given one further week to show improvement in their behaviour. At the end of that week the parents/guardians will be invited to return to the school again to discuss the child's behaviour.
- If the pupil's behaviour still shows no signs of improvement, then the Principal may decide to temporarily remove the child from the classroom to another classroom for a period of time.
- If there is still no improvement in the pupil's behaviour then the parents of the child may be asked, in writing, to meet with the Principal and the Chairperson of the Board of Management. If the parents/guardians do not give an undertaking that the pupil will behave in the future, then that pupil may have to be suspended for a temporary period (Rule 130).
- Expulsion may also have to be considered in extreme cases (Rule 130).

### **Bullying;**

As outlined in the new Anti-Bullying Procedures for Primary Schools, Bullying is defined as '*unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time*'. This includes

- deliberate exclusion, malicious gossip and other forms of relational bullying.
- cyber-bullying.
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's Code of Behaviour. However, when the behaviour is targeted, systematic and on-going it is bullying and appropriate steps are taking as outlined in our Anti-Bullying Policy.

In the context of the schools Anti-Bullying policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Note; see Appendix 1 of the school Anti-Bullying Policy for examples of bullying behaviour. The list is not exhaustive.

**The Principal will deal with other major incidents of gross misbehaviour and misconduct at his own discretion where all steps above need to be bypassed immediately. All matters of serious misdemeanours will be referred to the Board of Management.**

### **Suspensions**

The Principal may decide to sanction immediate suspension pending discussion with parents.

All other procedures in our Code of Behaviour Policy will normally have been adhered to before a serious sanction such as suspension is considered. Other factors in suspending a child may include;

- the pupil's behaviour is a danger to himself.
- the pupil's behaviour has had a serious detrimental effect on the education of the other pupils.
- the pupils continued presence in the school at this time constitutes a threat to safety.
- the pupil is responsible for serious damage to the school property.
- the school will at all times follow fair procedures as outlined in the NEWB Guidelines for Schools on Developing a Code of Behaviour *Sections 10.3 and 10.4* when proposing to suspend a pupil. The parents/guardians of the pupil will be asked to attend a meeting with the Principal where they will be informed about the misbehaviours and will have the opportunity to respond before a suspension is imposed.

### **Implementing a suspension**

The Principal will notify the parents of the pupil in writing of the decision to suspend. The letter will confirm;

- the period of the suspension (max of 3 days) and the dates on which the suspension will begin and end.
- the reasons for the suspension.
- details of a programme of study to follow.
- the arrangements for returning to school including any commitments to be entered into by the pupil and/or the parents/guardians.
- the provision for an appeal to the Board of Management.
- the provision for an appeal to the Secretary general of the Department of Education and Science (Education Act 1998, Section 29).

The suspension will be recorded on the NEWB 'Student Absence Report Form' when applicable.

When the period of suspension ends, the pupil will be re-admitted formally to the class by the Principal following an undertaking to commit to the school's Code of Behaviour Policy by the pupil and parents/guardian. The school will help the pupil catch up on any work missed and the pupil will be given the opportunity and support for a fresh start.

If a pupil continues to misbehave s/he may be suspended for a major fixed period (up to 10 days) by the Principal to allow for consultation with both the pupil and the pupil's parents to address the issues. The Education Welfare Officer will be informed when a student has been suspended for three or more days cumulatively.

When the total number of days for which the student has been suspended in the current school year reaches 20 days the parents may appeal the suspension under **Section 29** of the Education Act.

### **Expulsions**

Expulsion will be considered in an extreme case in accordance with Rule 130(6) i.e. “no pupils can be struck off the rolls for breaches of discipline without prior consent of parents/guardians and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality”.

### **Role of Parent/Guardian:**

Schools need the support of parents/guardians in order to meet legitimate expectations with regard to good behaviour and discipline. Schools can more easily implement a policy on behaviour and discipline if they receive the active support of the parents/guardians. Parents/guardians can co-operate with the school by encouraging their children to abide by the school rules, by visiting the school when requested to do so by the principal or other members of staff, by ensuring that homework is allocated due time and effort by the child and that the child uses the correct dress code. Please communicate regularly with the school about factors likely to affect the behaviour of your child in school.

### **School Rules - Code of Conduct**

Scoil Naomh Bríde recognises the importance of the children understanding the school rules and so each September the class teacher will discuss the rules with the children. The children are also expected to sign the school’s ‘School Rules - Code of Conduct’ to show that they understand and recognise their responsibilities. All school rules are designed to protect the right of individuals and to protect property. Parents should impress upon their children that respect for persons and property is essential to the smooth running of any school.

**Note:** The ‘Scoil Naomh Bríde Code of Behaviour Policy’ was formulated with reference to the NEWB (National Educational Welfare Board) ‘Guidelines for Schools’ on developing a Code of Behaviour. This Code of Behaviour applies to all school related activities when the children are in the care of the school staff.



## ***School Rules and Procedures***

- The school officially opens to receive pupils just before 9.20am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9:20am. School finishes at 2:00pm for Junior and Senior Infants and 3:00pm for the rest of the school. Parents should ensure that their children are collected promptly from school at the end of each day as the school cannot accept responsibility for looking after the children after those times. For the first two weeks of September Junior Infants will finish at 12.30pm.
- The children's breaks are from 11am to 11.10am and from 12.30pm to 1pm. The children get the opportunity to eat their lunches in the classrooms before the breaks commence. Please adhere to our Healthy Eating Policy and prepare a healthy, nourishing lunch for your child. Please avoid sending drinks in glass bottles or cans. Chewing gum is not allowed on the school premises or grounds at any time. No crisps, popcorn or fizzy drinks are allowed in the school. We have a strict 'No Nuts Policy' in the school. No foods/drinks with nuts or traces of nuts are allowed. No foods/drinks with kiwi or traces of kiwi are allowed. Our Healthy Eating Policy is available on our school website.
- If your child is absent from school due to sickness etc. a written note of explanation must be supplied to the class teacher on the day he/she returns. Please use absence slips provided by the school. Absence slips may be downloaded from our school website. The school is legally obliged to notify TUSLA of absences of 20 days or more.
- The school uniform must be worn by children at all times unless told otherwise. School tracksuit and appropriate footwear should be worn on days when children have P.E. Children are expected to have a change of footwear when in class. All children must wear crocs in class.
- Children leaving the school early for specific appointments must be signed out in the office by the parent / guardian collecting the child.
- Medicines (prescription and non-prescription) are not allowed on the school premises unless previously agreed with the Principal. Parents of children who use inhalers or have epipens should ensure that the school has a spare inhaler or epipen, clearly marked with the child's name in the child's medical box. This will be stored in the staff room.
- Invitations for birthdays, parties etc. are not allowed to be given out in the school. Despite the best intentions of parents/guardians, it is very easy for a child to be omitted or feel left out.
- Under Health & Safety rules, mobile phones, tipp-ex and permanent markers are strictly forbidden. The school phone will be available for any urgent calls. Children in primary school do not need to have mobile phones.
- Bicycles should be walked into and out of the school and through the car park at all times to ensure everyone's safety.
- Rings, necklaces, brooches, wristbands etc. are a source of potential danger to children in active school life and in particular during games and P.E. They should not be worn in school.
- Girls with long hair must ensure that it is tied up or tied back neatly. Boys should ensure their hair is presented in a neat and tidy fashion. No crew cuts or hair colouring is allowed.

- Children in Junior and Senior Infants are not allowed to bring in their own personal toys to play with as they are often lost or broken and they easily distract the children during the school day.
- Parents are not allowed to approach classrooms to see teachers during the school day. Parents are always welcome to meet class teachers if there is any issue they would like to discuss. However, please ensure that an appointment is made through the school secretary in the office first and advance notice is given to the teacher concerned.
- Pupils must take part in physical education unless excused by a doctor. Physical education is an important curricular subject.
- All school clothing and belongings must be labelled clearly.
- Children make their First Communion and the Sacrament of Penance in 2<sup>nd</sup> class and make their Confirmation in 6<sup>th</sup> class. Our Patron Saint is St Bríd or St. Brigid and we celebrate mass in the school on St. Brigid's Day, 1<sup>st</sup> February.
- Our school website [www.boardsmillns.com](http://www.boardsmillns.com) will provide parents/guardians with general information on our school and details of school initiatives. It also helps promote the children's work.
- Please mark your child's clothing and equipment clearly with his/her name, especially coats, cardigans and jumpers. All books should be covered and labeled with your child's name. (Transparent covers are ideal)
- Inevitably there may be accidents either in the playground or during P.E. Whenever these occur parents are notified or if this is not possible and the case requires urgent treatment, we take the child to the doctor calling at home en route where practicable.
- Please see our website for up to date information on school initiatives, activities, policies etc.



## Boardsmill N.S. School Rules - Code of Conduct

1. We listen, we don't interrupt.
2. We are gentle, we don't hurt others. We keep our hands to ourselves.
3. We are honest, we tell the truth.
4. We are kind.
5. We work hard, we don't waste time.
6. We look after property, we don't damage things.

### Therefore:

#### **Caring for myself;**

- I pay attention in class and I raise my hand when I wish to speak.
- I do my work and homework neatly and carefully. I bring a note to my teacher if homework is not complete.
- I will respect my property, keeping my school bag, books, copies and desk in good order.
- I bring a note to my teacher to explain absences, if I must go home early, or if I am late arriving for school.
- I always speak the truth and I expect to be told the truth.
- I will wear my school uniform every day. I should always be aware of my personal cleanliness.
- I should always abide by our school's Healthy Eating Policy. Crisps, minerals or chewing gum are not allowed at any time.

#### **Caring for others;**

- I will not keep what does not belong to me. I will give back what I borrow in good condition.
- I listen when others speak and I respect their opinion however different to mine.
- I never distract or disrupt others from their work and learning.
- I do not offend others by using bad language. I will give good example and others will respect me.
- I will treat others, as I would like others to treat me. So, I deal respectfully with my teachers, other pupils and visitors. I will always ***Keep my hands to myself!***
- When a visitor enters the room, I will behave courteously and continue to do my work quietly.

#### **Bullying;**

- I will not call people names, make fun of others or do anything to hurt other people's feelings.
- I will not bully others or play dangerously. I will help younger children and new pupils starting school. Boys and girls are treated equally. Nobody will be left out of games.
- If I see someone being bullied I should help them and/or tell my teachers and/or parents.

#### **Safety;**

- I will remain seated in class and while eating my lunch.
- I help to keep my classroom and school area clean and tidy and I always put litter into the bin.
- I will never leave the school grounds without the permission of the Principal/Deputy Principal.
- I will not climb on school furniture, buildings or trees.
- I will always walk inside the school building so as to avoid accidents.
- I treat school furniture and property with respect and I never write on school furniture or walls.

This code of conduct is for my own good and I agree to follow the rules as outlined in the Code.

**Signed: Child's name:** \_\_\_\_\_



# Consequence Sheet

Name of Student; \_\_\_\_\_ Date; \_\_\_\_\_

Today at school \_\_\_\_\_ misbehaved in the following way/s;

The resulting consequences are;

Signed by Teacher / Principal; \_\_\_\_\_

Signed by Parents / Guardians; \_\_\_\_\_

This form must be signed by the parents/guardians and returned to the class teacher.