

This policy was reviewed on 19.10.09.

**Rationale**

St Peter Apostle School decided to review this policy for the following reason:

To update existing code of behaviour in order to comply with section 23 of the Education (Welfare) Act 2000 under which the Board of Management of each school must prepare and make available a code of behaviour for its students. The Act requires that the school code of behaviour is prepared in accordance with Guidelines issued by the National Welfare Board (NEWB).

St Peter Apostle School's Code of Behaviour reflects a philosophy and ethos where each child is valued and where there is a harmonious environment with cooperation between staff, parents and pupils, nurturing the child's potential.

**Aims:**

- 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, co-operation and consideration for others
- To promote positive behaviour and self discipline recognizing 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 cooperation in the application of these procedures
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner
- To identify children who are having difficulty with their behaviour, and to communicate and work with their parents around this issue
- To recognize and acknowledge positive behaviour and to reward it as appropriate

**School Rules:**

- Each child is expected to attend school at 9am.
- If a child is late a note from parents is required.
- Each child is expected to be well behaved and to show consideration for other children and adults. The use of bad language is forbidden.
- Each child is expected to show respect for the property of the school, other children's property and their own belongings
- Each child is expected to make every effort to play safely and avoid rough play
- At end of breaks each child should line up in an orderly way in response to the bell/buzzer

- Children crossing the main road should do so only under the direction of the lollipop person.
- Children must remain within the confines of the school between 9.a.m. and 2.40. Children who require early release for any reason must have a note from parent or guardian stating the reason and time for leaving. This will be verified by principal or deputy principal insofar as is possible
- At break times on wet days, pupils must remain seated and not leave their chairs, for any reason, without the permission of the teacher on duty.
- When a pupil has been absent, an explanatory note from parents is required
- Pupils must walk quietly in the corridors and classrooms. Running is forbidden.
- If a teacher has to leave the class temporarily the pupils must continue to do their work and remain seated
- School uniform must be worn. Runners must be worn for PE
- Bullying (both physical and verbal) and threatening behaviour are totally unacceptable. Pupils have the right to go to and come from school without interference from others.
- Children moving throughout the school must go directly to their destination without disrupting the work of the school
- Children must adhere to the school's healthy eating policy
- Each child must have a journal which should be checked and signed regularly by parents
- When exiting the school pupils should walk along by the railings and avoid parked cars.
- In relation to Special Needs Assistants and other school staff, all children are expected to treat all staff with respect. In relation to SNA's if children are uncooperative and do not respond to verbal reasoning the SNA may disengage and report to teacher.

### **Pupils' behaviour**

In St Peter Apostle School we value the positive attitudes and positive behaviour of our pupils and teachers. By behaving appropriately, pupils play an invaluable part in the life of our school. Good behaviour allows learning to take place by minimizing disruptions, which encroach on teachers' and pupils' valuable time in school.

We believe it is important to notice and praise positive behaviour frequently. Good behaviour and positive attitudes on everybody's part will support and increase the learning process in the whole school.

### **Roles and Responsibilities**

#### **Responsibility**

The responsibility for the implementation of this policy rests with the partners in education i.e. the Board of Management, Principal and teaching staff, pupils and the parents and guardians of the pupils in St Peter Apostle SNS.

#### **Board of Management's Responsibilities**

- Provide a comfortable, safe environment.
- Ratify the code.
- Support the Principal and staff in implementing the code.

### **Principal's Responsibilities**

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner and arrange for review of the Code, as required.

### **Teachers' Responsibilities**

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil and affirm good work.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

### **Pupils' Responsibilities**

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

### **Parents'/Guardians' Responsibilities**

- Ensure that children attend regularly and punctually.
- All parents will be made aware of the procedures when enrolling a child. Parents will be required to sign the code to confirm that the code is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by the child.
- Be interested in, support and encourage their children's schoolwork.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.

### **Strategies to enforce, promote and reinforce positive behaviour:**

This is achieved through the following strategies:

- Monday Assembly is used to encourage, praise and reward positive behaviour and to reinforce the underlying principles, values and general ethos of the school
- Teachers draw attention to the displayed rules
- Each stream has a monthly assembly with principal where positive behaviour is highlighted and rewarded. Each teacher nominates a 'Child of Achievement' and parents are invited in to attend the presentation.
- At Monday Assembly each teacher selects one child from their class for a 'Weekly Award' based on good behaviour and hard work
- Award cards aimed at rewarding adherence to the 'Agreed Rules' are available to teachers to use as they see fit

- 'Back on Board' note is also available to teachers to communicate with the home regarding the child's behaviour

### **Early Interventions**

- Class teachers will identify at an early stage any pupils having a difficulty with their behaviour and use appropriate strategies to modify their behaviour
- Parents will be consulted as soon as possible about their child's behaviour difficulties
- Care Team will strive to identify and monitor pupils who may benefit from support around behavioural and other issues
- An Individual Behaviour Plan may be put in place for particular pupils with behavioural difficulties.
- The school will refer pupils who manifest behavioural difficulties as early as possible
- Children with behavioural difficulties may be included in SCP programmes
- SNA's may be used to support children with difficult behaviour

### **Strategies for dealing with unacceptable behaviour and sanctions**

- Reasoning with the pupil
- Reprimand (including advice on how to improve)
- Temporary separation from peers, friends or others
- Loss of privileges
- Prescribing of additional work
- Teachers may record minor and major misbehaviour in the 'Discipline Book' which is regularly monitored by the principal and appropriate action taken.
- Teacher may refer a child to the principal for serious incidents or breaches of the Code of Discipline which will be communicated to the child's parents
- The principal keeps a record of these incidents in the main Discipline Book and also notes any actions taken
- Phone call home to parents
- Letter home to parent including a warning that the child could be suspended for a repetition of the behaviour and also the possibility of the child being excluded from any school tours/trips
- Meeting with pupil's parents/guardians to discuss the pupil's behaviour
- Where appropriate the school may refer a pupil, with parental consent, to outside agencies that may offer further support to the child, e.g. Child Guidance Clinic
- Reduced timetable.
- Extended separation- pupil sent to another classroom for a period of time.
- Sheet will be provided for pupils with a list of possible consequences for inappropriate behaviour.

## **Suspension**

Suspension procedures in accordance with the Education Welfare Act:

Under section 29 of the Education Act (1998) parents are entitled to appeal decisions relating to long-term suspensions and accordingly parents should be advised of their right of appeal

- Suspension of a child will be communicated by letter and verbally to parents/guardians by principal or deputy principal
- Pupils can be suspended from 1 to 3 days depending on the severity of the case
- Pupils may be suspended for a serious or continuous breach of the 'Code of Behaviour'.

## **Expulsion**

The Board of Management reserves the authority to expel a student.

## **MANAGING CHALLENGING BEHAVIOUR**

### **Aims regarding Management of Challenging Behaviour**

We will

- Have a consistent and fair approach
- Encourage positive behaviour
- Ensure children will have opportunities to learn
- Document existing good practice and strategies
- Fulfil Health and Safety requirements
- Communicate policy to all relevant parties
- Protect pupils and teachers
- Have policy ratified by BOM
- Have a graduated set of strategies to deal with child's behaviour
- Provide for staff training

### **Managing Challenging Behaviour: Current Good Practice**

- School rules.
- Weekly Assembly
- Good notes, certificates
- Child of the Week (each Monday at Assembly)
- Computer slots within the class awarded to pupils who get Child of the Week at Monday Assembly, as an incentive to pupils to stay out of discipline books
- Child of Achievement
- S.P.H.E. – Circle Time
- Use of SNAs
- School Completion Programme
- After school clubs
- Care Team Meeting
- Reinforcement of ethos
- Individual teachers have their own strategies
- Individual Behavioural plans (I.B.P.s)
- Discipline Support Team
- NEPS
- SESS
- Discipline Books
- Yard slips
- Suspension Folder (record of any suspensions)
- Referral to outside agencies

**Problem Behaviour:**

Includes the following behaviours:

- Racist remarks
- Violent/aggressive behaviour towards another pupil or staff member
- Leaving the school without permission
- Serious verbal abuse of another pupil or staff member
- Vandalism
- Serious defiance
- Substance misuse
- Theft
- Very inappropriate language
- Very inappropriate behaviour
- Intimidation and threats
- Bullying

**Context:**

The context in which the behaviour occurs will be considered before sanctions are imposed.

**When does the Code of Behaviour Apply?**

The Code of Behaviour applies to all school activities organised by the school both inside and outside the school and SCP activities.

At dismissal/dispersal time pupils are expected to exit the school in an orderly way and not interfere with other pupils. The school encourages pupils and parents to inform us of problems during dispersal e.g. any disrespectful behaviour or fighting. This gives the school the opportunity to investigate the incident and take any appropriate action.

**Bullying:** see Anti-bullying/Anti-harassment policy

**Enrolment:** see Enrolment policy

**Implementation Date: 22.6.10**

**Review: Responsibility for Review**

- Principal
- Coordinators S O Hara and A Lombard
- Teaching Staff
- BOM
- Parents

**Ratification:** This policy was ratified by the Board of Management on: **21.6.10**

**Communication:** This policy was communicated to all staff at the staff meeting on 25.6.10. This policy will be communicated to all parents by the H/S/C liaison teacher. This policy will be communicated to all pupils by the principal and teachers.