

Codes of Behaviour and Discipline for Scoil Rois, Taylor's Hill.

Introduction:

Mission Statement:

Scoil Róis aims to provide quality education in a happy, caring and safe environment which is Catholic in character, not in any narrow sense but in the cherishing of Christian values, Scoil Róis reflects and is inspired by the ethos of the Dominican sisters.

A Code of Behaviour helps the school to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour, with our Anti Bully Policy and Child Safeguarding Statement, help teachers, other staff members, students and parents to work together for a happy effective and safe school.

This Code of Behaviour was originally ratified by the Board of Management in June 2013. In accordance with section 23 of the Education Welfare Act 2000. Each pupil's parents/guardians will be asked to read the Code of Behaviour prior to enrolment in the school. Parents must confirm in writing that the Code is acceptable to them. The Code and Sanctions held within this policy *must* be accepted by pupils in order to be enrolled in our school.

The school environment should be a place where every child is physically safe and happy and where good relationships are fostered between pupils, teachers, parents/guardians and others involved in the running of the school. It should provide a curriculum and a working atmosphere to help each child to develop to the best of his/her potential. It should allow each child to develop without fear of intimidation or bias. It should help the child as he/she grows older to move from externally imposed to self-discipline.

The purpose of a Code of Behaviour is to create a positive learning environment where the child can participate fully in the life of the school.

Uniform:

1. Pupils should wear the correct school uniform unless otherwise directed by a teacher. Navy pinafore/skirt, check blouse, red tie, crested cardigan or jumper should be worn by girls. and navy trousers, check shirt, red tie and crested jumper should be worn by boys on non PE days. On PE days boys and girls should wear plain navy track suit pants, red polo shirt and crested navy sweatshirt. Additional items may not be worn with our school uniform. All items of clothing should be clearly labelled.
2. No jewellery other than stud earrings should be worn.

Attendance:

3. School starts at 8.50 am for all pupils, School finishes at 1.30 p.m. for Infants and 2.30 p.m. for all other pupils. Parents are advised that the school accepts no responsibility for children's safety before or after these times.
4. Children who have appointments during school hours or who must leave school before the official finishing time must be signed out at the school office by their parent/guardian.
5. On wet days when children remain indoors, they must obey class rules while remaining in their classroom. No pupil is permitted to remain in the classroom unsupervised on a dry day.
6. Children who are absent for a whole or part of the day must bring a **written** explanation from their parent/guardian immediately on their return to school.
7. Children who show signs of illness should not be sent to school.

School Environment and Playground:

8. When entering and leaving the school grounds, adults and children should use the pedestrian gate. Walking through the carpark at any time is forbidden even if accompanied by an adult. Children should not climb onto gates, walls, trees or railings. Walking or running on grass areas is forbidden.
9. Children who travel to and from school by bus should go directly to the school in the morning and to the bus in the afternoon. Children must leave school promptly when school finishes, unless in exceptional circumstances where permission has been granted.
10. In the playground pupils must play in a safe and responsible manner. They may not climb or swing on railings or go into areas outside the specifically

marked play space. Fighting, rough play or activity that may cause injury is strictly forbidden. Pupils cannot leave the playground without permission from a staff member.

11. Pupils should show respect for the school environment by not interfering with or damaging in any way the buildings, furniture and equipment. If a child breaks or damages something she/he should report it immediately.

Classroom:

12. Children should display courtesy and civility to their fellow pupils, to their teachers, to school staff and to all people within the school. Bullying behaviour will not be tolerated. No pupils should engage in any behaviour that would risk the health and safety of their peers. Rules and guidelines issued by staff members must be adhered to.
13. Children should walk with care in corridors, classrooms, toilets and on the stairs. Running on the corridors is forbidden. No more than one child should be present in the school toilet area at any given time unless previously authorised by a staff member.
14. Pupils should have a nutritious lunch daily. Glass bottles, chewing gum, Nuts and peanuts of any kind are also forbidden.

General:

15. The car park is for staff cars only.
16. Use of mobile phones by pupils on the school premises is strictly forbidden. There is never a reason for a child to use a mobile phone in our school. Contact with home can always be made through the office if necessary. If a phone must be brought to school, it must be switched off and handed into the office upon entering the school in the morning. Phones can be collected when school is over. Any pupils found using a mobile phone on the school premises will have their phone confiscated by the Principal.
17. When parents wish to meet with a teacher or the Principal, it is normally necessary to follow the Department of Education and Skills directive that there be a prior appointment. The complaints procedure followed by our school is the procedure agreed by the Department of Education, The INTO and The National Parents Council. It is available upon request and can be viewed on our website scoilrois.com

18. All visitors to our school must report to the school office. This includes parent/guardians with forgotten lunches etc.
19. The Board of Management has a duty of care to all pupils of Scoil Róis, therefore parents are requested not to reprimand or approach another person's child on the school premises and to respect the privacy of all in the school.
20. It is essential that the school be made aware at the beginning of each school year of any medical condition or allergies that need to be known at school. The school must have full address and contact phone number for every child, including a number at which to contact a third party in the event of an emergency and parent/guardian being unavailable.

Sanctions:

It is the policy of Scoil Róis to ensure that our code of discipline promotes a positive learning environment, acknowledging the right of each child to education in a relatively disruption free, safe environment. This requires the use of certain controls which, while not threatening children's independence, self-esteem and self-confidence, will enable them to appraise their behaviour rationally in terms of what is right and wrong or appropriate or inappropriate. To this end the school rules will be explained to pupils at the beginning of the school year by the class teacher.

In the event of inappropriate behaviour the following sanctions will be used:

1. The pupil will be reprimanded by the class teacher verbally. Loss of privilege, separation from peers, friends or others under the supervision of a teacher may be used by the teacher as a sanction.
2. The pupils will be reprimanded by the class teacher and the Principal verbally. The above sanctions may also be used.
3. If the Principal and the class teacher consider it necessary, the parents of the offending pupils will be informed. This will be done in writing using the child's homework journal or by phone call.
4. In the case of a child that causes the health and safety of another pupils or other pupils to be put at risk, further sanctions will include:
 - a) Shortening of the school day or withdrawal of the child by the parents for part of the school day.
 - b) Exclusion from school for a number of days. (Suspension). Appendix A details school policy on suspension.

- c) In extreme cases where the health or safety of another child is put at serious risk or where serious disruption to the education of other pupils is being caused, a more lengthy, permanent exclusion would be considered by the Board of Management in the form of Expulsion. Appendix B details school policy on Expulsion.

Our school community will not tolerate bullying in any shape or form. While the school policy on bullying is dealt with in a separate document, the sanctions listed may also be used in the case of incidents of bullying. Pupils will be encouraged to support each other by making known any instances of aggression or intimidation. School authorities will respond seriously to all such instances, thus promoting a climate where children feel safe and secure and know that they can trust those in charge to help. Positive relationships will be encouraged and pupils themselves enabled, as far as possible, to resolve minor difficulties.

Appendix A: Scoil Róis Policy on Suspension:

The Board of Management of our school has the authority to suspend. The Board designates the authority to the school Principal Michele McCarra to suspend a pupil for up to and including 3 days. The Board recognises that suspensions should be a proportionate response to the behaviour that is causing concern. Normally other interventions will have been tried before suspension and the school staff will have reviewed why these interventions have not worked. However a single serious incident of misconduct may be grounds for suspension.

The Principal and Board of Management will exercise the authority to suspend in a fair and non-discretionary manner having regard to her/its responsibility to the whole school community and to the principles of natural justice.

Procedures followed will have two essential parts:

- The right to be heard; and
- The right to impartiality.

The degree of formality required will depend on the gravity of the alleged misbehaviour and the seriousness of the possible sanction.

Examples of circumstances under which suspension may be imposed, but are not limited to:

- In cases where the health and safety of a pupil herself/himself and others in the school community is put at risk
- A serious breach of the Code of Behaviour of the school
- Repeated breaches of the Code of behaviour of the school that have not been rectified by other interventions
- Abusive behaviour or language towards staff
- Persistent bullying as per school's Anti Bullying Policy
- Any intentional interference with the school's security or Fire Alarm System
- Being involved in a Physical Fight at school
- Damaging school property
- Unauthorised use of a mobile phone on the school grounds
- Inappropriate use of a Camera Phone or other multimedia device
- Inappropriate use of the Internet inside or outside school which might impact on a pupil or staff member of the school

- Threatening or abusive behaviour towards another pupil

A decision to suspend will be notified to the parents of the offending pupil in writing. The parents will be informed of the complaint verbally and in writing and parents and student will be given the right to respond.

A student will not be suspended for more than three days except in exceptional circumstances. A suspension of three days will be reported to the Board of Management by the Principal. Where a suspension of longer than three days is being proposed, the matter will be referred to the Board. The Board may wish to authorise the Principal to impose a suspension of up to five days.

When the suspension ends and the pupil is returning to school, the pupil must be accompanied by a parent and attend a meeting with the Principal and the Class Teacher before returning to class. A plan will be agreed to reintegrate the pupil back into class and the pupil will be given the support and opportunity to make a fresh start.

Appendix B: Scoil Róis Policy on Expulsion:

The Board of Management of our school has the right to expel a pupil. Expulsion will be proportionate to the pupil's behaviour and will only be used in extreme cases of unacceptable behaviour. In the case of continuous bad behaviour, the school will have taken significant steps to address the misbehaviour and have exhausted every possibility for changing the pupil's behaviour. There may be exceptional circumstances where a pupil is expelled for a first offence where the safety of the pupil herself or that of another pupil is severely compromised e.g. actual violence or a physical assault.

A decision to expel will follow the following procedure;

- A detailed investigation will be carried out of the alleged offence under the direction of the Principal. The findings will be documented.
- The parent of the offending child will be informed in writing of the incident
- A report and a recommendation to the Board of Management will be sent by the Principal and a meeting convened of the Board of Management.
- The Education Welfare Officer will be contacted.
- The Board of Management will deliberate, taking into account all recommendations from the Principal, the Welfare Officer, and other

relevant parties. (the student cannot be expelled before the passage of 20 days from the date that the Welfare Officer receives written notification)

- Consultations arranged by the Child Welfare Officer will take place
- A decision to expel may be taken by the Board and this decision confirmed.

Decisions to expel are subject to appeal under Section 29 of the Education Act.