Code of Behaviour Policy

 Killeen National School 2021

**Introductory Statement:**

The Board of Management of Killeen N.S. is required by legislation to prepare and make available a Code of Behaviour for its students.

**Mission Statement:**

We at Killeen N.S. strive to foster a Christian environment by showing love, care, respect and friendship for each other and the wider community. Our aim is to ensure that the curriculum provides a Catholic context in which the children can grow in understanding and acquisition of skills, attitudes and values.

**Rationale:**

* We believe it is necessary to have a Code of Behaviour to ensure an orderly climate for learning in the school. Furthermore, it is a requirement under the Education Welfare Act, 2000, Section 23 (1) which refers to the obligation on schools to prepare a code of behaviour in respect of the students registered at the school. It details in Section 23(2), that the code of behaviour shall specify:
1. The standards of behaviour that shall be observed by each student attending the school;
2. The measures that shall be taken when a student fails or refuses to observe those standards;
3. The procedures to be followed before a student may be suspended or expelled from the school concerned;
4. The grounds for removing a suspension imposed in relation to a student; and
5. The procedures to be followed in relation to a child’s absence from school.
* To ensure 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.

**Relationship to characteristic spirit of the school:**

We believe that the ethos and climate of our school is a major factor in establishing and maintaining high standards of behaviour. This must involve a strong sense of community within the school and a high level of co-operation among staff, pupils and parents. A positive school ethos is based on good relationships between teachers and the ways in which pupils and teachers treat each other. This positive ethos permeates all the activities of the school and helps in forming a strong sense of social cohesion within the school. The school’s concept of discipline is a positive one. The Code of Behaviour is a set of supportive measures to help each child grow and develop in a secure, loving and caring environment.

# Aims:

By implementing this Code of Behaviour, we hope to achieve the following:

* The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
* The maintenance of good order throughout the school and respect for the school environment.
* The development of self-discipline in pupils based on consideration, respect and tolerance for others.

# Content of policy:

The policy is addressed under the following headings:

1. **Guidelines for behaviour in the school**
* All pupils are expected to treat staff and their fellow pupils with respect and courtesy at all times. The use of foul language and any form of bullying are unacceptable.
* Pupils must respect all school property and keep the school environment clean and litter free.
* Pupils must bring their basic school requirements, books, pens, pencils, rubbers, etc, with them. Any text books damaged or lost are to be replaced at the parents/guardians expense. Text books on loan from the school are school property and must be returned at the end of the school year.
* Pupils are expected to work to the best of their ability and to present written exercises neatly.
* Any form of behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
* Pupils leave and enter the school building in an orderly fashion.
* Pupils must not behave in any way which endangers themselves or others. Rough play comes into this category.
* Any form of threatening behaviour is unacceptable.
* Any instructions or directions given by the supervising teacher are to be complied with.
* Pupils line up in an orderly manner at the end of breaks.
* Pupils are not allowed to run inside the school.
* Pupils may not re-enter the school building during breaks without the express permission of a teacher.
* If, due to inclement weather, the pupils are allowed to remain indoors, they must remain seated unless given permission to do otherwise by the supervising teacher. Games, toys, computers and plenty of reading materials are available to the pupils on wet days.
* Pupils must not leave the school grounds without permission from parents in the form of a note, phone call or message on Aladdin.
* The use of mobile phones/ I-pods/ MP3 players etc, by pupils during school hours is totally prohibited. However, should a pupil require a mobile phone for use outside of school hours, they may leave their mobile phone switched off on the teacher’s desk. If a pupil is found using a mobile phone within the building or playground, the phone will be taken from them and must be collected by a parent/guardian. The school/ BOM accepts no responsibility for loss or damage to these items.
1. **Whole school approach to promoting positive behaviour**

Approaches to Promoting Positive Behaviour:

* Good Behaviour is modelled by staff
* Pupils are praised and rewarded for good behaviour individually and as a class
* Positive Behaviour incentives are established in each classroom
* All parents are involved in the review of the Code of Behaviour
* All staff are involved in drawing up and reviews of Code of Behaviour
* Class teachers use incentives within their classroom to encourage and promote good behaviour e.g. golden time, collecting points for class trips or freeplay.

The school’s SPHE curriculum is used to support the code of behaviour. It aims to help our children develop communication skills, appropriate ways of interacting and behaving, and conflict resolution skills. It also aims to foster self-esteem and to help children accommodate differences and develop citizenship.

# The overall responsibility for ensuring that a code of behaviour is prepared rests with the Board of Management:

* The Board of Management is consulted in reviewing/drafting of the code of behaviour regularly.
* The Board of Management supports the code of behaviour in the school on an ongoing basis.
* The Board of Management supports the staff in implementing the code of behaviour e.g. provision of opportunities for staff development.
* Procedures are in place for the Board of Management to deal with serious breaches of behaviour.
* Co-operation between staff and parents is encouraged. Teachers and parents communicate through use of parent-teacher meetings (formal and informal), end of year reports, messages on Aladdin Connect or Seesaw and the homework diary/ folder /notes/phone calls.

# Each pupil is expected to:

1. Be well-behaved and to show respect for other children and adults
2. Show respect for the property of the school and that of other children.
3. Attend school regularly and punctually.
4. Do his/her best both in school and for homework.
5. Help create a safe, positive school environment.

# Behaviours that are not acceptable in Killeen N.S. include:

1. That which is hurtful – including bullying/cyber bullying, harassment, discrimination and victimisation.
2. That which interferes with teaching and learning.
3. Threats or physical harm to another person.
4. Theft or damage to property.

# Positive strategies for managing behaviour

# Classroom:

* “Ground rules”/ behavioural expectations in each class are consistent with the ethos as expressed in the code of behaviour and which set a positive atmosphere for learning
* Pupil input in devising the class rules
* Teachers ensure that pupils understand and are frequently reminded of how they are expected to behave
* A clear system of acknowledging and rewarding good behaviour and sanctions for misbehavior
* Classroom management techniques that ensure a variety of activities and methodologies to sustain pupil interest and motivation
* Regular rewards for good behaviour e.g. golden time, collecting points for class trips etc.
* Praise for good behaviour.
* Principal visits to classroom to praise good behaviour or sent to principal’s room for praise.

**Playground:**

* A concise set of playground rules which emphasise positive behaviour and make it clear what activities are permitted. This includes an understanding of an immediate consequence for misbehaviour on the yard i.e. a short ‘time-out’ on the yard.
* A teacher is responsible for yard supervision every day. The SNAs assists the teacher in the school yard and have responsibility for integrating and supervising pupils with additional needs.
* Classes have designated areas of the playground on which to play.
* Children have access to specified equipment in their bunker/shed.
* Any misbehaviour is brought to the attention of the supervising teacher.
* Board games, jigsaws etc. are available in all classes on a wet day.
* Children go to and from the playground in organised lines
* Children who leave the playground to use the toilets must ask for permission.
* Children may only stay indoors during break time with written permission from parents. Class teacher must inform teacher on duty.
* Incidents of misbehaviour may be noted in yard incident book.

**School related activities:**

Standards and rules contained in the Code of Behaviour apply throughout the school and in any situation where pupils are still the responsibility of the school. During school tours, trips, games and extra-curricular activities children are expected to behave respectfully towards teachers, supervisors, classmates and the general public and to obey those in charge of them.

# Rewards and sanctions

Rewards and acknowledgement of good behaviour:

* Children are praised verbally by the class teacher.
* Positive behaviour systems are in place in individual classes.
* Good behaviour is publicly recognised and acknowledged in the school in classrooms and when assemblies are held.
* ‘Good news’ is communicated to parents at parent-teacher meetings, through homework diary, on ‘end of year’ report and incidentally throughout the year.

# Strategies for responding to inappropriate behaviour:

These strategies are used in response to incidents of inappropriate behaviour in the following order:

* Verbal reprimand from class teacher
* Removal from the group (in class)
* Withdrawal of privileges by class teacher
* Withdrawal from the particular lesson or peer group – Time out
* Report to Principal, if warranted
* Written note/phone call to parents
* Meeting with parents and class teacher and principal if warranted.
* Formal report to the Board of Management

# Involving parents in management of problem behaviour:

When a pupil’s behaviour is a source of concern:

* The classroom teacher seeks a meeting with the parent. When parents are invited to the school, the pupil’s behaviour is outlined and the intervention of the parents is sought. It may be appropriate to involve the child for part of the meeting.
* Parents will be informed of strategies/ sanctions and their co-operation will be sought.

# Managing aggressive or violent misbehaviour:

# In Killeen NS we strive to cultivate self-discipline, positive attitudes, tolerance and a spirit of co-operation in all pupils. Every effort will be made to assist a child who presents with emotional/ behavioural difficulties. Such pupils will be referred by the class teacher to the SET (Special Education Teacher) and / or Principal. In some cases it may be deemed necessary to refer the child to NEPS.

# Parents may be advised to seek professional help and/ or child guidance services. It is most important that parents inform the school of any social, emotional, behavioural, intellectual problem which may exist at the earliest possible opportunity. All such information will be treated with the utmost confidentiality.

# Suspension / Expulsion

# Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised.

# For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child’s case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

# Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

# In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

# Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

# Removal of Suspension (Reinstatement):

# Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to

# the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil’s reinstatement will not constitute a risk to the pupil’s own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

# Keeping records

* Teachers will keep a written record of incidents of repeated serious or gross misdemeanours– including date, time, location, description and action taken.
* Pupils’ behaviour may be reported in the end-of year school report to parents.
* Incidents of misbehaviour in the school yard during recreation time are dealt with by the teacher who may record them if deemed necessary. They may also be reported to the classroom teacher / principal.

# Procedure for notification of a pupil*’*s absence from school

* Parents/guardians send in a note or message on Aladdin Connect informing teachers in writing of their child’s absence from school and the reason for this absence.

# Reference to other policies - -

* Parent Teacher Communication <http://www.killeenns.com/uploads/2/6/7/3/26737377/parent_teacher_communication_policy.pdf>
* Admission Policy

<http://www.killeenns.com/uploads/2/6/7/3/26737377/killeen_national_school_admission_policy_2020-converted.pdf>

* Health and Safety Policy

<http://www.killeenns.com/health-and-safety-statement.html>

* Anti-Bullying Policy

<http://www.killeenns.com/uploads/2/6/7/3/26737377/anti-bullying_policy.pdf>

* Relationships and Sexuality Education

<http://www.killeenns.com/uploads/2/6/7/3/26737377/rse_policy.pdf>

* Mobile Phones and Electronic Games

<http://www.killeenns.com/uploads/2/6/7/3/26737377/new_mobile_phone_and_electronic_games_policy.pdf>

* Child Safeguarding Statement

<http://www.killeenns.com/uploads/2/6/7/3/26737377/child_safeguarding_statement__2_.pdf>

**Success Criteria**

* Observation of positive behaviour in classrooms, playground and school environment
* Practices and procedures being consistently implemented
* Positive feedback

Reviewed in June 2021

To be reviewed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_