

# Code of Behaviour

## 1. Aims:

- (a) In devising this code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.
- (b) Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

## 2. Principles:

- (a) The school recognises the variety of differences that exist between children and the need to tolerate these differences.
- (b) It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, parents and pupils.
- (c) Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.

## School rules:

Safety: For my own safety and that of others-

- (a) I should be careful coming to and going from school
- (b) I should always walk while in the school building.
- (c) I should remain seated at all times in class and while eating lunch
- (d) I should walk while entering and leaving the buildings.
- (e) Bring a note of explanation following absences
- (f) I should never leave the school grounds without the permission of the Principal.

Caring for myself:

- (a) I should respect my property, and myself always keeping my school bag, books and copies in good order.
- (b) I should always be in school before the bell rings at 9.05a.m.
- (c) I should show respect for my school and be proud to wear the complete school uniform every day.
- (d) I should always be aware of my personal cleanliness.
- (e) I should always bring a sensible, nutritional lunch to school which includes a sandwich or food of similar quality.
- (f) I should always do my best in school by listening carefully, working as hard as I can and by completing my homework.

Caring for others:

- (a) I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line.
- (b) I should behave well in class so that my fellow pupils and I can learn.
- (c) I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers, etc.. home. I should show respect for the property of my fellow pupils, the school building and grounds.
- (d) Be truthful and honest at all times.

## Bullying:

I should never bully others. I should never allow others to bully me and if it happens I should tell my parents and my teacher. Bullying is always unacceptable. St Malachy's is a 'bully-free' zone.

## Strategies

(a) Praise may be given by means of any one of the following:

- 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/reward.
- A word of praise in front of a group or class.
- A system of merit marks.

- Delegating some special responsibility or privilege.
- A mention to parent, written or verbal communication.
- At an assembly of all pupils in school hall.

(b) Disapproval of unacceptable behaviour will be dealt with as follows:-  
(The nature of the behaviour will determine the strategy)

- Reasoning with pupils
- Reprimand (including advice on how to improve).
- Prescribing extra work during Break and/or Lunch Time
- Prescribing extra homework
- Communication with Parents. Homework diary, telephone/email etc..
- Temporary separation from peers and/or loss of privileges.
- Referral to Principal
- Note to parents
- Meeting with parents
- Suspension/expulsion (in accordance with Education Welfare Act 2000)

Procedures:

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows

Examples of minor misdemeanours:

Interrupting class work / Arriving late for school / Running in school building / Talking in class line / Leaving seat without permission at lunch time / Leaving unfinished food/drink cartons in class / Leaving litter around school / Not wearing correct uniform / Being discourteous/unmannerly / Not completing homework without good reason / Not having homework signed by a parent / Endangering self/fellow pupils in class, the school yard and at break time.

Examples of steps to be taken by teachers when dealing with minor misdemeanours:

Verbal reprimand / reasoning with pupil  
Noting instance of yard misbehaviour in yard book.  
Prescribing extra work  
Encouraging reformation

Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours

Phase 1 (within the classroom)

Write punishment sheet Or one copy of school rules Or relevant rule repeatedly — all to be signed by parent

Note in homework journal to be signed by parent / Temporary separation from peers

Sending to another teacher / Denial of participation in some class activity.

Segregation from peers at break-times. Confined to a particular area of the yard.

Note to parents concerning further misbehaviour in yard

[Misbehaviour in yard consists of any action that puts the safety of self/other person at risk]

Phase 2:

- 1) Send to Principal
- 2) Class teacher meets one/both parents
- 3) Principal meets one/both parents concerning yard behaviour.

Examples of serious misdemeanours

Constantly disruptive in class / Telling lies / Stealing / Damaging other pupil's property

Bullying / Back answering a teacher / Frequenting school premises after school hours without appropriate permission / Leaving school premises during school day without appropriate permission.

Not working to full potential / Using unacceptable language / Bringing weapons to school

Deliberately injuring a fellow pupil. Verbal abuse of peers. Damaging school property eg Graffiti gouging on furniture/walls...

Examples of steps to be taken when dealing with serious misdemeanours

- 1) Send to Principal
- 2) Principal sends note in Journal to be signed by parent or letter by post.
- 3) Principal meets with one/both parents
- 4) 3 day suspension invoked by principal as has been agreed by the B.O.M.
- 5) Chairperson of Board Of Management informed and parents requested to meet with Chairperson and Principal to discuss child's future behaviour.

Examples of Gross Misdemeanours

Setting fire to school property / Deliberately leaving taps/fire hose turned on  
Aggressive, threatening or violent behaviour towards a teacher/pupil

Examples of steps to be taken when dealing with gross misdemeanours

- 1) Chairperson/Principal to sanction immediate suspension pending discussion with parents
- 2) Expulsion will be considered in cases of serious or gross misbehaviour in accordance with Rule 130 (6) i.e.

“ No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality”.

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

### **School Policy on Bullying**

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

A) Indications of Bullying / Behaviour:

Anxiety about travelling to/from school  
Unwillingness to go to school  
Deterioration in educational performance  
Pattern of physical illnesses  
Unexplained changes in either mood/behaviour  
Visible signs of anxiety/distress  
Possessions missing  
Increased requests for money  
Unexplained bruising  
Reluctance and/or refusal to say what is troubling him/her

B) Procedures for noting and reporting incidents:

- (a) All reports of bullying should be noted, investigated and dealt with by the class teacher so that pupils will gain confidence in telling. A special Incident Book will be kept in the office for this purpose only Each teacher will keep a Behavior/incident file for their class also.
- (b) Serious cases should be referred immediately to the Principal
- (c) Parents should be informed by the Principal earlier rather than later.
- (d) Parents must be informed of the appropriate person to whom they can make their enquiries regarding bullying
- (e) Pupils must understand that reporting is not 'telling tales'
- (f) Individual teachers should record and take appropriate measures in accordance with policy
- (g) Non-teaching staff should be encouraged to report incidents. Discretion is important.

C) Procedures for investigating and dealing with bullying:

- (i) Calm, unemotional problem-solving approach

- (ii) Incidents best investigated outside the classroom situation
- (iii) Teacher should speak separately to the pupils involved
- (iv) Answers should be sought to questions of What, Where, When, Who and Why
- (v) Members of a gang should be met individually and as a group
- (vi) Meet parents of parties involved .

D) Programme for work with pupils:

Learning strategies should allow for the enhancement of each pupil's self-worth – Cf. Stay Safe S.P.H.E. Lessons. Children will be consistently praised and rewarded for Good Behaviour  
Incidents of concern will be recorded in the pupils' individual school files. Each teacher will keep a behaviour record in class, which will be filed by the principal at the end of each school year  
A further file, will be kept by the principal, to keep a record of consistent offenders.  
An accumulation of continuous misdemeanours of a cyclical nature may result in suspension.

## **GENERAL RULES**

(Not an exhaustive list as circumstances may call for alterations from time to time)

Clár ama na Scoile

School begins: 9.05a.m.

There is a staggered break system Session 1) 10.40a.m.-10.50a.m.

2) 10.50 a.m-11 a.m.

School Closes : 2.45p.m.

## **ALWAYS BE IN TIME FOR SCHOOL**

Classroom

1. Children should be courteous and remain silent when a visitor enters the classroom.
2. Pupils should never leave the classroom without the teacher's permission.
3. Bins provided should be used and a suitable candidate selected by the teacher as overseer.
4. Any child delivering a message to another class should knock on the door, enter, and seek permission if he requires to address the class. Children visiting the office should do same.
5. If a pupil wishes to address a teacher in class he should attract the teacher's attention by raising a hand, he should then wait until the teacher is ready before making his contribution.
- 6.

Corridor

1. A one way system operates for exiting and entering the school.
2. Children should never leave the classroom until directed to do so by a teacher.
3. Children should walk in single file on the RIGHT.
4. Only two exit/entrances are to be used unless in exceptional circumstances. They are Rear door adjacent to stage and front door at Principal's office.
5. Children should leave the school grounds via Mullholland Ave. gate, Rear gate, or Anne St.gate.

School Yard

1. Pupils should use toilets on their way in or out at all breaktimes.
2. Play games on designated areas e.g. Pitches assigned to football .
3. Never run to line up after bell.
4. When entering the building, do so by designated door  
REAR DOOR at all breaks CORRIDOR DOORS in the morning

Lunchtime

1. Eat lunch in class.
2. Take waste home
3. Packed lunches only.
4. Children may not leave the school at any time unless collected by a parent

Tours and excursions

Pupils representing the school on outings of any nature should behave properly at all times.  
While wearing the school uniform Pupils are expected to be civil and mannerly at all times

### Homework

It is the policy of the school to assign homework Mon to Thursday. Parents are strongly advised to take an active interest in their child's homework and to sign their Homework Journal each night.

Duration of homework will depend on a number of factors however we recommend between 1/2hour and 1 hour each night Mon to Thur inclusive. Signing by a parent indicates their satisfaction with work done. Signing should take place at least once a week THUR NIGHT preferably. This signing indicates a parents satisfaction with work completed for that week.