



Rolestown National School

Code of Behaviour

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Rolestown National School

Code of Behaviour

The Education Welfare Act, Section 23, states that the Code of Behaviour shall specify “the standards of behaviour that shall be observed by each pupil attending the school”.

In compliance with Section 23 (4) of the Education Act, prior to registering a pupil, parents/guardians will be issued with a copy of the school’s Code of Behaviour and on application, parents/guardians will be asked to confirm in writing that they accept the school’s policy ‘*and that they shall make all reasonable efforts to ensure compliance with such code*’.

1. General Guideline for Behaviour in School

Pupils in Rolestown National School are expected to behave in a responsible manner both towards themselves and others, showing consideration, courtesy and respect at all times. Pupils will respect the rights of others to develop and learn in a secure, safe environment. Respect must be shown for the property of individuals and for school property and premises at all times. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises and grounds. Inappropriate behaviour is not accepted and the class teachers or supervising teacher may impose a sanction as required. Positive behaviour is expected, encouraged and acknowledged. Parents are expected to work in co-operation with the school in implementing this Code of Behaviour.

2. Our Aims

- To create a positive learning environment that develops pupils’ self-esteem and encourages and reinforces good behaviour
- To provide for the effective and safe operation of the school.
- To provide guidance for teachers, pupils, and parents on behavioural expectations.
- To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- To foster caring attitudes to one another and to the environment.
- To facilitate the education and development of every child.
- To enable teachers to teach without disruption.
- To promote the social and personal development of each pupil.
- To minimise the risk of introduction of Covid-19 into our school.

Our School Motto

‘Friendship, Kindness, Respect.’

3. Our School Rules

1. We show respect for ourselves and all others.
2. We show respect for our own property and the property of others.
3. We show respect for other students and their learning.
4. We are kind and willing to help others.
5. We follow instructions from all staff immediately.
6. We walk quietly and with care in the school building.
7. We show courtesy and good manners.
8. We try to use respectful ways of resolving difficulties and conflict.
9. We do our best in class and school.
10. We take responsibility for our own work.
11. We wear the appropriate uniform.
13. We follow our Healthy Eating and other school policies.
14. We use appropriate and respectful language at all times.
15. We line up observing social distancing when C-19 guidelines apply.

These can be summed up as 7 Golden Rules

1. We are kind.
2. We are gentle. We don't hurt others.
3. We are honest. We tell the truth.
4. We listen. We don't interrupt.
5. We work hard. We don't waste time.
6. We look after property. We don't damage things.
7. We have good manners.

These 7 “Golden Rules” will be the main ones used for infant classes. Rules apply during school-time and during all school related activities.

4. How the staff promote positive behaviour

In Rolestown NS we promote positive behaviour by:

- Leading by example – ensuring all pupils are treated respectfully, equally and fairly.
- Ensuring all children are aware of the school rules.
- Having a quiet word or giving a simple gesture to show approval in front of peers.
- Making a positive comment on a child's effort / exercise book / work.
- Praising in front of class group.
- Giving individual class merit awards, point awards or award stamps/stickers.
- Delegating some special responsibility or privilege.

- Communicating with parent to acknowledge exemplary positive behaviour.
- Using a reward system that seeks to provide encouragement to all children of all abilities and talents.
- Implementing programmes to promote wellbeing.
- Implementing SPHE programmes to promote positive behaviour.
- Acknowledgement of good behaviour by the class teacher or by the Principal or Deputy Principal.
- Child chooses a favoured activity.
- Small treats may occasionally be given as rewards.

5. Expectations of Pupils

All pupils are expected to;

- Be punctual and on time, school begins for all pupils at 8.50am. Junior and Senior infants go home at 1.30pm, all other classes at 2.30pm.
Note Due to Covid-19 staggered start / finish times have been introduced. Pupils are expected to arrive punctually at their designated time. The first group of pupils arrive at 8.50am and go home at 2.20pm, the second group arrive at 9.00am and go home at 2.30pm. All infant classes go home at 1.30pm.
- Attend school daily unless they are sick.
- Line up observing physical distancing with their class when the bell rings.
- Walk in an orderly fashion when moving around the school.
- Use polite language when greeting, requesting and thanking peers and staff.
- Stand back for an adult or to welcome visitors to the school.
- Refrain from using inappropriate or bad language. The use of such language during the school day either within the school or on a school activity is considered a very serious breach of this Code of Behaviour.
- Keep hair neat. For hygiene purposes pupils are encouraged to tie their hair back;
- Refrain from wearing make-up.
- Refrain from wearing earrings other than ear studs.
- Refrain from bringing, glass bottles or correction fluids, to school; either to the premises or to a school related activity.
- Leave all tablet and smart devices at home unless assigned assistive technology.
- Bring to school each day the books, copies, pens, pencils etc. necessary to do their work properly.
- Take proper care of the above items and other personal belongings.
- Complete assigned homework, which may be oral/written, memorisation, or other tasks. Written work is to be in a neat and presentable form.
- Co-operate with instructions given by all staff.
- Respect the right of others to learn and teachers to teach in a secure safe environment.

- Never bully any person; any behaviour that interferes with the rights of others to learn and to be safe is unacceptable.
- Refrain from engaging in any behaviour which interferes with other children at play e.g. taking a ball or other play item, disrupting the games of others.
- Refrain from any behaviour which could cause the spread of covid-19 or cause another person anxiety about the spread of covid-19 such as spitting, coughing in another person's face or not following recommended respiratory or hand hygiene guidelines.
- Refrain from engaging in any behaviour which endangers themselves or others and recognise the right of all children to play safely in the playground.
- Remain within designated playground boundaries during breaks.
- Use the astro-turf area for football games only, during yard time.
- Value our school environment. The school building and playground are litter-free zones. All empty drink cartons/containers, uneaten food and wrapping papers must be taken home.
- Respect the school building and property. If deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

As no provision can be made for insurance or supervision of children outside of school hours we advise that children should not enter the school grounds before the appointed time.

On wet days, at break time, children are expected to:

- Be respectful at all times, to the supervising teacher, who will move between classrooms throughout the break time period and to any other staff member who is in their classroom.
- Engage with their activities and follow instructions given by staff
- Refrain from using classroom or personal technology, scissors, compasses, rulers etc.

When participating in sporting events or going on school trips children are expected to:

- Arrive 10 minutes before departure time; Parents are expected to contact the school at least 15 minutes before departure time if a child is sick or unable to attend. The bus will not wait longer than the departure time.
- Enter/leave the bus in an orderly manner.
- Remember, school rules apply to school trips.
- Refrain from taking mobile phones and/or other electronic devices on school tours.
- Sit in their seats, with seatbelt on and avoid loudness that would distract the driver.
- Stay in their appointed groups at all times.
- Follow teacher/leader/SNA instructions at all times.
- Adhere to the rules laid out by the activity centre etc that they are visiting

6. Strategies for dealing with unacceptable behaviour.

Although rewards are central to the encouragement of positive behaviour, sometimes there is a need for sanctions to register unacceptable behaviour.

The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable.
- helping them to recognise the effect of their actions and behaviour on others.
- helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.
- helping them to learn to take responsibility for their behaviour.

Breaching of this Code of Behaviour will result in sanctions; the degree of the sanction will depend on the nature and number of the misdemeanour(s). This list is not exhaustive.

Minor Misdemeanours.

The relevant teacher or teachers will decide on the relevant sanction(s) for minor misdemeanours.

Examples of minor misdemeanours:

- Boisterous play- *hitting, pulling, shoving, pushing, tripping, spitting*
- Interrupting class work
- Failure to follow instruction
- Being discourteous/unmannerly- *name calling, giving cheek, rude comments, jeering*
- Being dishonest.
- Taking items belonging to peers/ classroom/ school.
- Not completing homework without good reason and/or without a note from parent/ guardian;
- Leaving seat without permission
- Not wearing correct uniform
- Running in school building
- Leaving litter around the school
- Failing to line up properly or misbehaving in the line

Sanctions for minor misdemeanours.

- Reasoning with the pupil.
- Verbal reprimand including advice on how to improve.
- Principal or Deputy Principal called in to speak with the class about what behaviour is expected in school.

- The pupil may be asked to complete a reflection sheet or write a short account of what happened and how they should have behaved – to be signed by parent/guardian.

Serious Misdemeanours

The Class teacher in consultation with the Principal will decide on the relevant sanctions for serious misdemeanour(s)

Examples of serious misdemeanours

- **Constant repetition of minor misdemeanours (i.e. no improvement following intervention).**
- Bullying (See separate Anti-Bullying Policy).
- Ganging up on, picking on, deliberately hurting or interfering with another pupil e.g. *posting anything online or writing a note about another child.*
- Constantly disruptive in class- cheeky, interrupting the teacher, distracting others, constantly talking.
- Defiance/ disrespect towards any staff member.
- Using unacceptable or inappropriate language.
- Seriously damaging another pupil's property.
- Graffiti on school property.

Sanctions for serious misdemeanours

- Removal from activity which he/she is involved in.
- Withdrawal of privileges.
- Child referred to the Principal / Deputy Principal's office.
- Complete a reflection sheet which will be signed by the pupil and parents.
- Parents called in to speak with class teacher and/or principal to resolve the issues and avoid any repetition.

Extreme Misdemeanours

The Principal will decide on the relevant sanctions for extreme misdemeanour(s)

Examples of extreme misdemeanours

- **Repeated serious misdemeanours (i.e. no improvement following intervention, sanctions etc.)**
- Harassment, discrimination, victimisation.
- Seriously and/or sudden aggressive, threatening and/or violent behaviour towards another pupil or staff member.
- Pre-meditated physical hurt to another person.
- Extreme damage to school property.
- Leaving school premises during school hours without permission.

Sanctions for extreme misdemeanours

Safety of all is established e.g. removal of children who are in danger

- Contact established with Parents/Guardians.
- Supervision or Removal of offending pupil from the school pending a proper investigation.
- Use of one or more of the sanctions from the list for “Sanctions for serious misdemeanours”.
- Suspension.
- Expulsion.

Staged approach for dealing with Behaviour problems.

1. At the onset of the behaviour, the class teacher / teacher in charge deals with the behaviour and may impose a sanction.
2. If the problem is not solved, and the behaviour continues, the class teacher consults the Principal and or the parents / guardians of the child with a view to helping the child overcome the difficulty.
3. If the problem persists or in the case of serious misbehaviour the Principal may ask the parents/guardian to attend a meeting, with the aim of discussing the problem and putting in place strategies to help the child overcome the problem behaviour
4. Should the problem continue, additional meetings and interventions may be called for to monitor the situation, always with the objective of helping the child.
5. If the problem continues it may lead to referral to the NEPS Team and/or suspension or expulsion.

7. Suspension and Expulsion

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents/guardians will be utilised. Communication with parents/guardians may be verbal or by letter depending on the circumstances.

Suspension

Suspension is defined as *“requiring the student to absent himself/herself from the school for a specified, limited period of school days”*

- For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered.
- Intentional aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as gross misbehaviour.
- The principles of ensuring the right to be heard, and the right to impartiality apply in all cases.

- Parents/guardians of a pupil will be given an opportunity to respond to an allegation before a decision is made and before a serious sanction is imposed.
- Parents/guardians concerned will be invited to come to the school to discuss their child's case.
- Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents/guardians will be requested in writing to attend at the school to meet the Chairperson and the Principal.
- If the parents/guardians 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, 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 of Management delegates authority to the Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents/guardians.
- Where a decision is taken to suspend a pupil, the Principal will notify the parents/guardians and the pupil in writing of the decision to suspend.
- Parents/Guardians have the right to appeal the Principal's decision to suspend a pupil to the school's Board of Management.
- Following or during a period of suspension, parents/guardians may apply to have the pupil reinstated to the school.
- Parents/guardians 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.
- Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents/guardians may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

Record Keeping in Relation to Suspensions

In the case of the suspension of a pupil formal written records will be kept of:

- the investigation (including notes of all interviews held)
- the decision-making process
- the decision and the rationale for the decision
- the duration of the suspension and any conditions attached to the suspension

The Principal will report all suspensions to the Board of Management, including the reasons for and the duration of each suspension. The Principal is required to report suspensions in accordance with the Education Welfare Service reporting guidelines (Education (Welfare) Act, 2000, section 21(4)(a)).

Expulsion

A student is expelled from a school when a Board of Management makes a decision to permanently exclude the student from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000. Expulsion may be considered in an extreme case, in accordance with the Rules for National Schools, the Education (Welfare) Act 2000 and Developing a Code of Behaviour: Guidelines for Schools (Education Welfare Service TUSLA).

Before expelling a pupil, the Board of Management shall notify the local Education Welfare Officer in writing in accordance with Section 24 of the Education (Welfare) Act 2000.

8. Children with Special Educational Needs

All pupils are required to comply with the Code of Behaviour. However, the school recognises that pupils with special needs may require assistance in understanding certain rules. Planning to encourage positive behaviour will be included in the pupil's Support Plan, which is drawn up in consultation with parents/guardians and the class teacher, special education teacher and/or the Principal. Staff will work closely with the home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be taken into consideration.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

9. Expectations of Parents

We look forward to working closely with you as a parent/guardian and in the interest of ensuring your child has a happy, fulfilling and successful educational experience during their time in Rolestown National School.

We would encourage you to:

Education

- Nurture in your children a positive attitude towards school and try not to pass on any negative experiences you may have had yourself while at school.
- Be interested in, support and encourage your child's schoolwork.
- Be familiar with this Code of Behaviour and other school policies and support the implementation of these policies.
- Ensure that your child has the correct books and other materials.
- Ensure that all your child's belongings are clearly labelled, books, copies, pens, pencils rulers etc.
- Ensure they wear the appropriate school uniform, arrive punctually for school and are collected on time.
- In line with the school's Homework Policy, homework is assigned by the class teacher to reinforce work completed in class. Homework may be given Monday – Thursday. Homework is not given at weekends. The time taken to complete homework will vary from child to child but a general guide is:

Jun & Sen Infants	10 – 20 minutes
1 st & 2 nd Classes	20 – 30 minutes
3 rd & 4 th Classes	30 – 40 minutes
5 th & 6 th Classes	40 – 60 minutes

If your child is experiencing difficulties with homework or taking longer to complete tasks we advise you to discuss this with their class teacher. Parents can support their child by ensuring a routine is established for homework completion, a quiet work area is used and children are not distracted.

Children from 2nd– 6th class will have homework diaries and parents should sign these to confirm that the work has been fully completed. (Arrangements during the Covid-19 pandemic may differ.) Parents can communicate any questions, issues or problems which may arise relating to homework by contacting the class teacher via email or the Aladdin App. You are advised to encourage your child to ensure their pencils are sharpened and they have all they need in their pencil cases and bags, for the next day, as part of their homework routine.

Health Safety and Hygiene

- Parents must notify the teacher of any medical issues their child experiences and if medication is required (Consent form for administration of medication by teacher must be filled out and signed by parent).
- If your child has symptoms of Covid-19 ensure that he /she does not attend school, phone your doctor and to follow HSE guidance on self-isolation.
- If your child has been given paracetamol or ibuprofen for his/her symptoms he/she must not attend school for 48 hrs after taking medication.
- If your child has diarrhoea or vomiting symptoms he/she must not attend school for 48 hrs after the symptoms have cleared.
- Your child must not attend school if he/she has been identified by the HSE as a contact for person with COVID-19 and you must follow the HSE advice on restriction of movement.
- Ensure your child practices good hand hygiene in line with current HSE recommendations and that hands are washed before coming to school in the morning.
- Ensure your child knows how practice good respiratory hygiene. This means covering their mouth and nose with a tissue or bent elbow when they to cough or sneeze.
- Check your child's head regularly for head lice and treat as necessary. Please inform the school if your child has head lice.
- Ensure your child gets adequate sleep each night.
- Ensure your child has a healthy lunch in school every day in line with the 'Healthy Eating Policy'
- Ensure your child does not attend school if he/she is sick or running a temperature or has not fully recovered from a stomach bug.
- If your child has a limb in a cast or needs to use crutches a note from a medical professional will be required stating that he / she is safe to return to school.
- Children are encouraged to use the yard at break time and cannot stay indoors during break time unless their safety is compromised e.g. limb in a cast. If a child is well enough to attend school they are well enough to use the yard at break times.
- If your child has a specific medical condition or is on any medication inform the class teacher in writing. Medication taken on an ongoing basis e.g. Inhalers etc. must be given to the teacher in a labelled bag with clear instructions for administration. See school medications policy.
- Ensure all your child's property is clearly labelled e.g. individual items of clothing, school bag, pencil case, books, copies etc. Items of clothing should be clearly labelled in permanent marker with your child's first and second name.
- No smoking is allowed on the school grounds at any time.
- No dogs allowed on the school grounds at any time.

Communication

- Use Aladdin Connect or email the school secretary at rolestown.ns@gmail.com to explain absences. A record of all absences is maintained by the school. Under the Education Welfare Act (2000), the school is legally bound to report to the Welfare Board any child who is absent from school for 20 days or more.
- Ensure the school has up-to-date phone numbers of parents/guardian to be contacted in case of an emergency. It is advisable to provide contact details for a third person (family member/ friend) should both parents be uncontactable in an emergency.
- Meetings with the class teacher must be pre- arranged by contacting the office via email rolestown.ns@gmail.com or calling 018404130 during school hours. In line with our Covid-19 Response Plan and our Child Protection Policy it is no longer permissible for parents to arrive in the school for unscheduled meetings.
- Communicate with staff when necessary, always with courtesy and respect and model good behaviour in your relationship with teachers.
- Visit the school when requested to do so.
- Co-operate with teachers to help your child in instances where your child's behaviour is causing difficulties for others.
- If circumstances arise where your child is late for school, you must accompany your child and sign him/her into school and record an explanation for lateness in the Register at Reception. Please bring your own pen.
- Should you need to withdraw your child before school finishes you should email the school rolestown.ns@gmail.com in advance informing the teacher of the time you will collect your child. You must sign the Register at reception before you collect your child. Parents are not permitted to collect children during lunch breaks except in cases of an emergency.

10. Review and Ratification.

The Board of Management, Principal and Staff of Rolestown National School reserve the right to modify details of this Code at short notice to deal with matters that were not foreseeable when the code was drafted. This Code will be reviewed on a yearly basis. This Code of Behaviour Policy was reviewed and updated by the staff of Rolestown National school during the 2019 / 2020 school year and again in September 2020
This policy was ratified by the Board of Management on 17th August 2020.

Signed: _____

Date: _____

Chairperson of Board of Management

Signed: _____

Date: _____

School Principal



Rolestown National School

Declaration of Acceptance of Rolestown National School Code of Behaviour

Pupils Name: (Block capitals) _____

Pupil's date of birth: _____

Parent/Guardian (1): _____

Parent/Guardian (2): _____

I (We) confirm that I (we) have been given a copy of the Code of Behaviour for (Child's Name) _____ that I (we) have read and understand the Code; and that I (we), as a parent/guardian (parents/guardians) accept and agree to support this Code of Behaviour while my (our) child is attending Rolestown National School.

Signature Parent/Guardian (1): _____

Signature Parent/Guardian (2): _____