



**Rathbeggan N.S.**  
**Dunshaughlin, Co. Meath**

**Tel: 01 8259891 e-mail: [office@rathbegganns.ie](mailto:office@rathbegganns.ie)**

**Registered Charity Number:20131616**

**Code of behaviour**

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-Bullying Policy and Child Protection Policy help teachers, other staff members, children and parents to work together for a happy, effective and safe school.

In accordance with section 23 of the Education Welfare Act 2000, the Code of Behaviour will be provided to parents/guardians prior to enrolment in the school. Parents must confirm in writing that the Code of Behaviour is acceptable to them. The Code of Behaviour and the sanctions held within this policy must be accepted by children in order to be enrolled in our school.

Rathbeggan National School places the greatest emphasis on a positive approach to encouraging good behaviour, based mainly on positive techniques of motivation, praise and encouragement. The aim of the Code of Behaviour is to ensure that the individuality of each child is accommodated while also acknowledging the right of each child to education in a relatively disruption free environment. Good discipline requires a high level of co-operation and communication between staff-pupils and parents. Every effort will be made to foster this co-operation.

**Aims of the Code**

To create a positive learning environment that encourages and reinforces good behaviour

To promote self-esteem and positive relationships

To encourage consistency of response to both positive and negative behaviour

To foster a sense of self-discipline in the children and to support good behaviour patterns based on consideration and respect for the rights of others

To facilitate the education and development of every child

To foster caring attitudes to one another and to the environment

To enable teachers to teach without disruption

To ensure that the school's expectations and strategies are widely known and understood

To encourage the involvement of both home and school in the implementation of this policy

### **Our School Rules**

We are gentle

We are kind and helpful

We listen

We are honest

We work hard

We look after property

### **Classroom Rules**

We are courteous and respectful

We all have the right to learn without interruptions, answering out of turn, bad manners, interfering with another's property

We are punctual

We wear our uniform

We walk inside the school building

We leave mobile phones switched off and in our school bag in school

We never leave the building without teacher permission

### **In Class Behaviour**

The class teacher has prime responsibility for pastoral care and general class discipline. This includes:

Giving rewards and sanctions

Watching out for children who may be behaving out of character

Watching for signs of distress or upset

Talking and listening to the children

Rewards are powerful tools for teachers to use. In addition to regular reinforcement of school and classroom rules, the general practise of classroom management involves many rewards being given on a daily basis to the children. These may include

Verbal praise

Written comments about good work

Sticker/Stamp/Point

Sending to the neighbouring teacher for praise

Thumbs Up

A word of praise in front of the class

Maintaining records about behaviour

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

**Phase 1:**

Reprimanded by class teacher

Separation from peers within classroom

Referral to another classroom with specific work to complete

Reflection Sheet to be signed by parent/teacher and child (to be kept on file)

**Phase 2 (After 3 Reflection Sheets for Classroom Behaviour)**

Parent/Guardian will be invited to attend a meeting with Class Teacher with a view to devising a plan to promote positive behaviour

Follow-up meeting to establish how the plan is working and make amendments if deemed necessary

Child will be sent to the Principal if plan is not improving child's behaviour

Meeting with parent/guardian, class teacher, child and principal with a view to discussing continuous misbehaviour

Denial of participation in some class activity e.g. match, library visit etc.

Chairperson of the Board of Management informed and parents requested to meet with Chairperson or other designated Board of Management member and principal.

## **Suspension**

Suspension will be used as a sanction where all attempts at reasoning with the child have failed and where all other efforts of the school in consultation with the parents or guardians of the child have failed to achieve a satisfactory conclusion. Communication to parent/guardian regarding the suspension of the child, or the possibility of considering suspension as a sanction will be in writing.

## **Gross Misbehaviour**

The following are examples of gross misbehaviour:

Bringing weapons or dangerous substances to school

Smoking

Persistently engaging in activities which have been identified by member of staff as dangerous or inappropriate

Leaving the school premises without permission

Deliberately injuring any member of the school community

Setting Fire to school property

Purposely activating school fire alarm

Deliberately leaving taps, fire hoses etc. turned on

Aggressive, threatening or violent behaviour towards a member of staff or another child e.g. physical violence, striking, nipping, biting, spitting

Persistent incidents of serious misbehaviour will be classified as gross misbehaviour

## **Sanctions for dealing with Gross Misbehaviour**

Principal and Chairperson are informed immediately and suspension sanctioned

The Board of Management has deferred responsibility to the Principal to impose an initial sanction of up to three days. Further suspensions will require Board of Management approval. This approval may be obtained at a regular meeting of the Board or at an emergency board meeting at which the Chairperson and Principal have outlined for the Board the reasons why they feel it is necessary to impose a further suspension.

In line with the requirements of the Education Welfare Act (2000), the Board of Management will inform the Education Welfare Board when any pupil's period of suspension equals or exceeds six school days.

When a child is suspended, the parent/guardian will be requested to remove the child from the school. The principal will meet with the parent/guardian to outline the decision to implement the suspension and will present the parent/guardian with a written statement of the terms, duration and date of the termination of the suspension.

Following, or during a period of suspension the parent/guardian may apply to have the child reinstated to the school. The parent/guardian must give a satisfactory undertaking that the child's reinstatement will behave in accordance with the school code and the principal must be satisfied that the child's reinstatement will not constitute a risk to the pupil's own safety or that of other children or staff. The Principal in consultation with the parent/guardian the class teacher and the child will facilitate the preparation of a behaviour plan for the child, if required, and will re-admit the child formally to the class.

### **Expulsion**

The Board of Management has the authority to expel a student in an extreme case (pg. 81 Developing a Code of Behaviour; Guidelines for schools) or where repeated incidents of gross misbehaviour interfere with the educational opportunities of fellow students or where there is a threat to the health and safety of either children or staff. This sanction would be imposed under the terms of the Education Welfare Act (2000). Suspension/expulsion procedures are in accordance with the Education Act (1998).

### **Misbehaviour on the Yard**

To pre-empt incidents of misbehaviour on the yard, our whole school approach focuses on respect. Respect for yourself, respect for others, respect for the environment and equipment. Health and Safety underpins a lot of the work we do. We encourage children to take responsibility should they accidentally hurt another child, this showing respect for that individual.

Incidents of yard misbehaviour will be dealt with by the teacher on duty in the following ways:

Speak with the child / children and remind them of respect/safety issue- specific to the case

Impose a period of time out where the child/children will be asked to stand at the wall until asked to return to play

Inform the class teacher if deemed necessary. Class teacher may deem a Reflection Sheet as a suitable sanction, depending on the seriousness of the incident.

Report incidents on the Incident Report Sheet and file in child's file in the Office.

Reflection Sheet to be kept in the child's file in the Office.

3 incident sheets for yard misbehaviour will result in a meeting with class teacher and parent/guardian.

### **Phase 2:**

Parent/Guardian will be invited to attend a meeting with Class Teacher with a view to devising a plan to promote positive behaviour on the yard

Follow-up meeting to establish how the plan is working and make amendments if deemed necessary

Child will be sent to the Principal if plan is not improving child's behaviour

Meeting with parent/guardian, class teacher, child and principal with a view to discussing continuous misbehaviour

Denial of participation in some class activity e.g. match, library visit etc.

Chairperson of the Board of Management informed and parents requested to meet with Chairperson or other designated Board of Management member and principal.

### **Parental Involvement**

Parents/Guardians are valued as partners in the school community and as such will be invited to participate in promoting and reinforcing positive behaviour both in school and in the wider community.

Class teachers will refer to repeated episodes of minor misbehaviour in the child's homework journal which parent/guardian are requested to sign each evening.

Parents/Guardians are requested to sign Reflection Sheets.

On occasion class teachers may request parent/guardian to attend a meeting in the school to discuss some aspect of the child's behaviour.

Parents are reminded to use the homework journal as the primary means of communication. The homework journal also outlines our Communication procedures.

### **School Environment and Playground**

When entering and leaving the school grounds, adults and children should use the pedestrian gate and walk along the footpath to the traffic lights.

Children should not climb onto railings, trees, cars, gates, walls etc.

Children who travel to/from school by bus should go directly to the school in the morning and to the bus in the afternoon.

In the playground children must play in a safe and responsible manner. Permission to leave must be granted by a staff member.

Fighting, rough play or activity that may cause injury is strictly forbidden.

Children 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 he/she should report it immediately.

The Board of Management has a duty of care to all children and staff of Rathbeggan N.S. therefore parents/guardians are requested not to reprimand or approach another person's child/staff member of the school premises and to respect the privacy of all in the school.

### **Uniform**

Children should wear the correct uniform unless otherwise directed by a teacher. On PE days the children should wear their school tracksuit and supportive sports shoes. All items of clothing should be clearly labelled. No jewellery other than stud earrings should be worn.

### **Absence**

Parents must notify the school in writing if a child is absent for school and state the reason for this absence. This note will be kept on file, should the child's come into question by the EWO.

Parents will be informed in writing when their child has been absent for 15 days of school. Under current legislation, the Education Welfare Officer will be informed when a child has been absent for 20 days or more in a school year. Parents will be informed of this.

Our school community will not tolerate bullying in any shape or form. While our school policy in bullying is dealt with in our Anti-Bullying Policy, the sanctions listed in the Code of Behaviour may be used in the case of bullying. Children 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 can trust others to help them.

### **Success Criteria**

- This policy will be deemed to be successful when the following are observed;
- Positive behaviour in class rooms, playground and school environment
- Practices and procedures listed in this policy being consistently implemented by teachers
- Positive feedback from teachers, parents and pupils



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## **Appendix 1**

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
accept the Code of Behaviour of Rathbeggan N.S.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return to the Office before your child commences school in Rathbeggan N.S.





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Appendix 2

Yard Incident Report Sheet

Childs Name: \_\_\_\_\_

Date: \_\_\_\_\_

Details of incident(written by the teacher on yard duty dealing with the issue):

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Was the class teacher informed?                      Yes                      No

Was a Reflection Sheet deemed necessary?    Yes                      No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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Appendix 3  
Reflection Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I didn't make good choices today. I chose to

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These were not good choices  
because \_\_\_\_\_

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In the future I will make better choices by

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What would a fair consequence be if I continue to make poor choices?

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_