

SCOIL EIMHÍN NAOFA
Mainistir Eimhín, Co. Chill Dara

CODE OF BEHAVIOUR & DISCIPLINE

Ar Scáth a Chéile



Monasterevin

**St. Evin's National School,
Monasterevin, Co. Kildare.**

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Dear Parents/Guardians,

The teachers of Scoil Eimhín Naofa have drawn up this handbook, with the approval of the Board of Management and the Parents' Council.

Its purpose is to explain, simply and clearly, a number of things you will want to know about school policy and working arrangements. From experience, we believe that these arrangements will help your children to work and play happily together and to get the most from their years at primary school.

School rules / expectations are designed mainly for reasons of safety and in order to ensure the right of each child to education in an atmosphere that is positive and supportive and in surroundings that are free of disruption.

Additionally, our Board of Management has a statutory obligation to provide all of its staff members with a safe place of work.

We hope that you will find the information in this booklet helpful in understanding school policies and in turn, we confidently ask your help in maintaining a school environment in which the individuality of each of our children is protected and encouraged.

We warmly welcome your children to school and we also welcome you, their parents/guardians, as vital members of our school community. If at any time you would like to talk to any member of the teaching staff, please do not hesitate to contact us in order to make an appointment.

Sincerely,

Tom Fitzgerald, Chairperson, Board of Management.

Declan Costello, Principal.

Annette French, Deputy Principal.

GENERAL POINTS TO NOTE

1. All pupils have the right to come to school and to return home without interference from other pupils.
2. Pupils must show respect to teaching and non-teaching staff members, to visitors and to other pupils.
3. Pupils should attend school regularly and punctually and do their best in class.
4. Pupils are expected to be neat and tidy in their appearance and to wear the school uniform or school tracksuit, as appropriate.
5. For reasons of safety, parents are urged to:-
 - park cars on the school side of the road, if possible, when delivering or collecting children
 - respect road markings, and leave the school entrances clear of prams or buggies **at all times.**
 - For their own protection, we do not want children crossing the road unaccompanied.
6. Children must **enter** and **exit** the school through the **pedestrian gate** which has a crash barrier or through the **pedestrian gate beside the main vehicle entrance. They may not enter or exit through the vehicle entrance.**
If parents are accompanying children, please use these pedestrian gates. Crossing the car park is prohibited at all times.
7. The school does not accept responsibility for bicycles, scooters or ‘flickers’ at any time. They are brought at owner’s risk.
8. Pupils are not allowed to bring mobile phones or smartwatches to school, on school tours/trips or any school organised activities.
9. Parents are urged to check their children’s heads for head lice on a regular basis. No hair extensions are allowed as they are inappropriate for school.
10. Parents of children who become ill at school are notified. Please ensure your child’s teacher and the Principal have an up-to-date contact number. If a parent is not contactable and the teacher/Principal deems it necessary, a child may be brought to a doctor or hospital.
11. Teachers may not administer medication to pupils without prior written request from parents/guardians and written permission from the Board of Management.
12. The Principal or any other teacher reserves the right to correct or discipline children while on school premises, school tours and while taking part in activities which are organised under the name of the school such as sport, drama, nature walks, retreats, Church visits, etc.
13. It is the experience of teachers that children are more alert and responsive if they have had a proper night’s sleep, have a balanced and regular diet and are not spending too much time watching screens or using IT devices.
14. Pets are prohibited from school grounds for safety reasons.

SCHOOL HOURS

1. The school is open to receive pupils from **9.10 a.m.** School begins at **9.10 a.m.** No responsibility is accepted for pupils who arrive before 9.10 a.m.

Lunch Break is from - 12.30 p.m. to 1.10 p.m.
School ends at - 2.00 p.m. for Junior and Senior Infants
School ends at - 3.00 p.m. for all other children

In the case of children travelling by bus, the school cannot accept responsibility for escorting them from bus to school or from school to bus. Nor can the school accept responsibility for looking after children after the appropriate closing time.

BEHAVIOUR

- 1 A common understanding provides a sound foundation for a whole-school approach to promoting good behaviour and for responding to inappropriate behaviour.
- 2 Every effort is made to build up self-esteem and provide pupils with opportunities to develop a positive sense of worth.
- 3 The school places greater emphasis on praise, incentives and rewards than on sanctions, in the belief that this will, in the long term, give the best results.

PRAISE / INCENTIVES

Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given in Scoil Eimhín Naofa.

- 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.
- A word of praise in front of a group or class.
- A system of merit marks or stickers.
- Delegating some special responsibility or privilege.
- A mention to parent/guardian, written or verbal communication.

STANDARDS OF BEHAVIOUR THAT SHALL BE OBSERVED BY EACH PUPIL ATTENDING SCOIL EIMHÍN NAOFA

1. Pupils respect each other and both obey and respect their teachers at all times.
2. Order is observed always in class lines, in halls and throughout the school building.
3. Classes assemble at classroom doors at 9.10 a.m., or at numbered playground locations at 11 a.m. and 1.10 p.m.
4. Pupils follow instructions given by teachers.
5. Pupils respect their own and others' property and the property of the school.

UNIFORM

1. Full uniform is worn at all times. Pupils wear navy gymslip, trousers or skirt, white blouse or shirt, plain red, V-necked jumper with school crest, navy tie and navy socks or tights. **Pupils should have long hair tied back.** Physical Education (P.E.) Clothes (**O'Neill's School Tracksuit & White Polo Shirt**) are worn **only** on Physical Education (P.E.) days or when representing the school at football or basketball matches, etc., or when requested to do so, depending on the event. Pupils have the option of wearing the School Tracksuit as a uniform from **Hallowe'en to Easter**, when the weather is inclement.
2. It is **vitaly important** to label coats, jumpers and shoes so as to avoid confusion over ownership. The school is not responsible for damage to or loss of property.
3. Runners must be worn during P.E. for safety reasons.
4. The wearing of jewellery is limited to a watch and stud earrings. Smartwatches are not permitted.
5. The wearing of make-up is not permitted.

SCHOOL PLAYGROUND

The playground is supervised at break-times each day.

1. No child is allowed to stay in at break-times without a note from their parents/guardians or unless directed to do so by teacher
2. Children are not allowed to leave the school premises or to re-enter classrooms during break-times.
3. In the interest of safety, the teachers decide what games are permitted in the playground.
4. All rough play (fighting, kicking, boxing and tripping, etc.) is prohibited. We encourage 'kind hands, kind feet and kind words'. Temporary separation from peers in playground through use of 'Time Out' zone is sometimes necessary.
5. Children are not allowed play at the sides or front of the school, where the teachers on yard duty cannot see them.
6. Children stay off front grass and grass under windows. They are asked not to climb on the fence, walls, gates or window sills.
7. When the bell rings after break, children **stop playing**. They **'crouch', 'freeze' and then walk** to form a line at their classroom doors or designated numbers in playground.
8. Children are asked to co-operate in keeping the school clean and tidy (a litter free

zone). They are encouraged to use the 'ladybird' bin for fruit, apple cores, orange peel banana skins, etc. Pupils bring home their litter – lunch wrappings, tin foil, milk cartons and unfinished lunch in line with Healthy Lunch Policy.

9. Cycling is **not** allowed on school grounds. Children are asked to walk with their bicycles.
10. Children are not allowed on school grounds/premises or the field after hours, at weekends or during holidays, except for school-related activities, under teacher supervision.

LUNCHES

1. **Our school is a NUT-FREE ZONE. Nuts or food containing nuts are strictly prohibited.**
2. Please give your child his or her lunch coming to school in the morning, so as not to disturb the class by calling with it later.
3. If cutlery is being provided, knives and/or forks must be non-metal.
4. Glass bottles and cans are not permitted. We ask you to provide re-sealable plastic containers. Drink cartons are difficult to open and their contents are often left unfinished.
5. **Pupils are required to bring a suitable lunch. They are allowed sandwiches, rolls, non-fizzy drinks, milk, fruit, vegetables and other healthy items for lunch** in line with the Health Education Programme in the Revised Curriculum. School milk is available at a reduced cost.
6. Chewing gum, winders, crisps, cereal bars and other unhealthy items are not allowed in the school.
7. Hot food or drink must be at a temperature that is safe for children.
8. Pupils may bring a treat to eat with their lunches on Fridays only.
9. 'Frubes' are not recommended as they are difficult to open and often spill on clothing.

HOMEWORK

1. Homework is important in helping to make the work of the school day effective. It will usually be well within the capability of the child and should be done without too much help. It should be completed whether it be active, oral, written or for memorising. We would ask parents to encourage 5 minutes of music practice (1st to 6th class) and some library book reading each night.
2. As far as possible, parents should try to ensure a suitable time and place for doing homework, taking account of family circumstances, and the need for play and relaxation.
3. Signing your child's homework and diary each night means that you have checked to see that the allocated oral and written work has been done.

4. When homework is frequently not done or not completed, without explanation from child or parents, the teacher will try to find the reason. Parents will usually be contacted using the child's diary or copy, or in some other way and the matter will be discussed. The emphasis will always be on trying to understand where the problem lies and then to help solve it. Parents are encouraged to check the diary and homework copy each night or teacher's comments.
 5. Homework is not usually given at weekends.
 6. Work will not be provided if a pupil is taken out of school during term time.
- N.B. Two recommended websites for parents and pupils are www.helpmykidlearn.ie and ncca.ie / Resources for Parents

WHEN DOES YOUR CHILD NEED A NOTE

In line with the Education Welfare Act, Section 18, operative from 5th July 2002, the parent of the child must notify the school Principal of all absences. It is the school's policy that this is now done using Aladdin Connect or in writing following any absence from school for part of a day, a day or days and the reason for the absence.

These digital absence notifications or letters must be retained as records. Also, under Section 21 (4), the Principal is obliged to inform the Education Welfare Officer when a pupil is absent for 20 days or more in any school year or is not attending school regularly. Aladdin notifications, texts and letters are also issued to parents/guardians by the School Principal informing them when a child has reached 15, 18 and 20 days of absence from school.

An Aladdin notification or written note is **also** required:

- a. If any child has to leave school any day before the usual hour.
- b. If homework has not been done or is unfinished.
- c. If a child is late for school.
- d. If a child is to stay in at break times, if unwell.
- e. If a child is not wearing a correct uniform.

Please note that if any child has to leave school early or unexpectedly, they must be 'signed out' in Visitor's Book at main doors prior to departure.

MISBEHAVIOUR

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher. In cases of repeated minor, serious or single instances of gross misbehaviour, parents will be involved at an early stage and invited to meet the teacher and/or the Principal to discuss their child's behaviour. For safety reasons and because our children have a right to a school atmosphere free of disruption, misbehaviour can be a serious matter.

Here are some examples of inappropriate behaviour:

1. Being discourteous/unmannerly.
2. Any form of bullying, i.e. repeated aggression, whether verbal, psychological, physical or online is unacceptable.
3. Deliberately hurting another child or using bad language.
4. Continuous, disruptive behaviour in class, or continued fidgeting, chatting, sulking or disrespect towards teachers.
5. Running, pushing or sliding in the corridor, halls or classrooms or standing on school furniture.
6. Shouting or making unnecessary noise in the school building.
7. Leaving the school premises without permission, entering prohibited areas or re-entering classrooms without permission during breaks.
8. Damaging school property.
9. Damaging other children's property.
10. Persistently not doing homework, copying homework from others or giving homework to others for copying.
11. Persistent lateness.
12. Disobedience and disrespect for teachers.
13. Not obeying rules in the lunch-hall or classroom on days when children stay in for lunch.
14. Not wearing full uniform or wearing incorrect P.E. clothes.
15. Chewing gum.
16. Having mobile phones or smartwatches on school premises or grounds.

BANNED SUBSTANCES

It is forbidden to possess, supply or offer for sale, use or encourage the use of illegal drugs, alcohol or tobacco or other harmful substances. These substances include glue, nail varnish and tippex liquid.

P.V.A. and Prittstick are permitted.

MEASURES THAT MAY BE TAKEN WHEN A PUPIL FAILS OR REFUSES TO OBSERVE THESE STANDARDS OF BEHAVIOUR

1. Reasoning with pupil by teacher or explanation of school rule broken.
2. Reprimand by teacher, including advice on how to improve.
3. Temporary separation from peers within class.
4. If situation persists, pupil may be sent to the Principal's Office for the duration of that class.
5. Temporary separation from peers in playground through use of 'Time Out' zone.
6. Loss of 'Golden Time' and / or temporary removal to another class.
7. Loss of privileges.
8. Prescribing additional homework.
9. Following repeated minor offences or for a serious offence, the incident is noted by the class teacher who sends the pupil to the Principal's Office to have the incident recorded in a Book of Offences.
10. Following further offences or serious incidents, the pupil is referred to the Principal who issues a Yellow Card to be signed by parents. Parents are asked to have that behaviour addressed and to return the signed card to the school.
11. If misbehaviour continues a Red Card is sent to parents. Parents must sign the card and come to the school before the child returns to class and give a guarantee that misbehaviour will not happen again.
or
12. If the offence is of a serious nature a Red Card is issued and an immediate overnight suspension takes place until the parents come to the school.
or
13. If the parents do not give an undertaking that the pupil will behave in an acceptable manner, a temporary suspension may be considered (up to 3 days).

If the parents fail to attend the school to meet the Principal and class teacher, without a reasonable excuse, the child may be suspended for up to 3 days.

Where misbehaviour persists, it is important to try to find the underlying causes and to discuss the matter with the parents. Every effort will be made to ensure that parents are kept well-informed: not only when their children have misbehaved, but also when they have behaved particularly well.

DISCIPLINARY PROCEDURES REGARDING BANNED SUBSTANCES

1. In the first instance of misuse the student will have the substance confiscated.
2. Parents will be informed.
3. The nature of the substance may need to be verified e.g. by Gardai.
4. Suspension may be considered.
5. Agencies may be contacted to work with the pupil.
6. Parents of other pupils who are part of a group may need to be informed of potential risks.
7. Where a pupil is found to be distributing or dealing in drugs, expulsion will always be considered in such circumstances. Only the Board of Management can make this decision following consultation with the Parents and Principal.

NOTES ON SUSPENSION AND EXPULSION

The Board of Management has the authority to suspend or expel a student. The school is required by law to follow fair procedures when proposing to suspend or expel a student. Fair Procedures have two essential parts: - the right to be heard and the right to impartiality. Before suspending or 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.

1. Appendix 42 (B.O.M. Handbook 2000,) to Circular 7/8 Rule 130 (5) and (6). Rules for National Schools states that: - “Where the Board of Management deems it necessary to make provisions in the Code of Discipline to deal with continuously disruptive pupils or with a serious breach of Discipline, by authorising the Chairperson or Principal to exclude a pupil or pupils from school, the maximum initial period of such exclusion should be 3 school days. A special decision of the Board of Management is necessary to authorise a further period of exclusion in order to enable the matter to be reviewed.
2. No pupil shall be struck off the roll for breaches of discipline without the prior consent of the Patron and unless alternative arrangements are made for the enrolment of the pupil at another suitable school”.

SUSPENSION AND EXPULSION

Before serious sanctions such as detention, suspension or expulsion are used, the normal channels of communication between school and parents/guardians will be utilised. Where it is proposed to detain a pupil after school hours, the parents/guardians will be notified. Communication with parents/guardians may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour, suspension may be considered. Parents/guardians 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/guardians will be requested, in writing, to attend at the school to meet the Chairperson and Ppincipal. 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, their pattern and context, sanctions and other interventions used, 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 both pupils and staff members, the Board may authorise the Chair person or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents / guardians.

Expulsion may be considered in an extreme case, in accordance with the Rules 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 parents/guardians may apply to have the pupil reinstated to the school. The 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.

- ◆ Scoil Eimhín Naofa is a happy place and the children reflect this in their very good behaviour.
- ◆ In this important matter of discipline we ask for and expect the full co-operation of parents.
Form of Acceptance must be signed by Parents/Guardians.
- ◆ We ask you to keep up the good work and help make our school a better, safer and happier place for all the pupils and staff.

This policy has been amended and adopted by the Board of Management (B.O.M.) at a meeting of the Board held on 16th December, 2019.

The overall responsibility for the everyday implementation of this policy lies with the Principal and Teachers.