



**Scoil Bhríde Midleton**

**00512D**

## **Scoil Bhríde Midleton Code of Behaviour 00512D**

### **1. Introduction**

Scoil Bhríde's Code of Behaviour has been developing over the last number of years. This is in keeping with the requirements of the National Education Welfare Board (NEWB) and follows the guidelines of its publication "Developing a Code of Behaviour: Guidelines for Schools" (2008). As part of the drafting process, discussions took place at staff level, at class level, discussions by the principal with pupil representatives and with parent representatives as well as discussions at Board of Management meetings.

### **2. Scoil Bhríde Vision for Relationships and Behaviour in the School.**

- I. In Scoil Bhríde's Mission Statement, we commit ourselves to affording the pupils the best opportunity possible to avail of an all-rounded education, suitable to the ability of each child and in keeping with the Catholic ethos of the school. This Code of Behaviour aims to provide a framework to promote positive constructive behaviour so that this mission is achieved.
- II. We commit ourselves to the under privileged.
- III. We aim for a work environment that will be safe and characterised by fair treatment, team work, personal accountability and opportunity to contribute, learn and grow. Teachers and parents are partners in the children's education. Co-operation and communication between home and school are vital ingredients in the educational process. We share the same aim, the well being of the children in our care.
- IV. The whole school community which consists of parents, pupils, principal, teaching staff, special needs assistants, secretary, caretaker, ancillary staff and bus escorts have a role to play in creating a respectful, secure, inclusive environment. We want all to feel respected, safe, fairly treated, listened to and involved.
- V. The motto of Scoil Bhríde is "Ní neart go cur le chéile". This means it is only by working together that we will be strong - there is no strength without unity.
- VI. We as a school community will respect pupils from different backgrounds, countries and cultures.
- VII. While Scoil Bhríde is a school with a Catholic Ethos pupils from different religious or no religious denomination(s) are welcomed and cherished.
- VIII. When expectations are high it helps to develop a heightened sense of responsibility and self discipline among the whole school community.
- IX. We expect all students to behave to the best of their ability.

The outbreak of Coronavirus Disease 2019 (COVID-19) has necessitated that the Code of Behaviour be updated in compliance with the requirements of NPHE, DES and HSE guidance on protection from coronavirus (Covid-19).

St. Brigid's Presentation Primary School has deemed it necessary to review and update its Code of Behaviour to ensure compliance with the following legislation and guidelines:

- Anti-Bullying Procedures for Primary and Post-Primary Schools 2013
- Children First National Guidance 2015
- Child Protection Procedures for Primary and Post-Primary Schools 2017.
- Data Protection 1998 -2018 and EU General Data Personal Regulation 2018 (GDPR)
- Department of Education Roadmap for the full return to school
- HSE / HPSC Covid-19 'Interim Recommendations for the re-opening of schools and educational facilities'

### **3. Expectations for pupils, staff and parents and how they will treat each other.**

#### **3.1 Pupils**

Pupils can expect to:

- be treated fairly, consistently and with respect;
- feel safe, respected and secure;
- learn in a well maintained physical environment relatively free from disruption;
- be listened to and participate in decision making which affects their own work
- have their individual differences recognised and acknowledged when and if possible;
- have positive behaviour reaffirmed;
- have misbehaviour dealt with appropriately.

Pupils are *expected* to:

- attend school regularly and punctually;
- wear a neat school uniform;
- work quietly and safely to the best of their ability at all times;
- respect the right of other pupils to learn;
- show respect for all members of the school community;
- respect school property, the property of others and their own belongings;
- keep the school environment clean and tidy;
- have the correct books and materials in school;
- follow class rules;
- move quietly and carefully around the school;
- line up in an orderly manner before and after break;
- stay on the premises and within designated areas during school times;
- do their homework to the best of their ability.

#### **3.2 Staff**

Staff can expect to

- be treated with respect
- teach in a well maintained physical environment relatively free from disruption;
- get support and co-operation from colleagues and parents in order to achieve the school's aims and objectives;
- be listened to and participate in decision making which affects their own work and that of the school in general;
- work in an atmosphere that encourages professional development;
- get support and professional advice from the Board of Management, Department of Education and Skills, the national Education Welfare Board, the National Council for Special Education and the National Educational Psychological Services to help to cater for the psychological, emotional and physical needs of their pupils;
- have grievances dealt with according to agreed procedures as set out in the CPSMA handbook.(see appendix1)

Staff are *expected* to:

- support and implement the school's Code of Behaviour;
- be cognisant of their duty of care;
- create a safe, welcoming atmosphere for their pupils;
- develop and nurture a sense of self-esteem in each pupil;
- praise desirable behaviour;
- facilitate pupils to reach their full academic potential;
- recognise and provide for individual differences as far as is reasonable;
- be courteous, consistent and fair;
- keep opportunities for disruption to a minimum;
- keep record of serious misbehaviour or repeated instances of misbehaviour;
- provide support for colleagues.
- maintain an open, two way communication with parents through email, by phone or by letter and meetings can be arranged when necessary.

### 3.3 Parents

Parents can expect to:

- be treated with respect;
- have a safe and welcoming environment for their child;
- obtain recognition for individual differences among pupils having due regard for the resources that are available;
- have fair and consistent procedures applied to the school's dealings with pupils;
- receive progress reports in accordance with agreed school policy (P.T. meetings and end of year reports)
- receive information on school's policies and procedures.

Parents are *expected* to:

- ensure their children attend school regularly and on time and that they are collected from school on time;
- encourage their children to follow the school's Code of Behaviour;
- ensure their children wear the school uniform;
- ensure their children have the correct books and materials;
- have their children's belongings labelled;
- read written and electronic communication received from the school and respond appropriately;
- report to the office if calling to the school during the day for any reason;
- notify the school via Aladdin Connect/Phone call/ email prior to calling to the school during the day, for any reason
- treat all members of the school community with respect;
- notify the school via Aladdin Connect/Phone call/ email or letter for all absenteeism;
- inform class teacher of any change to collection procedure for their children;
- help their children to learn and practise good behaviour and to have a positive attitude towards themselves, other people and towards the school;
- co-operate with teachers in instances where their child's behaviour is causing difficulty to others;
- communicate to the school problems which may affect their child's behaviour;
- attend meetings at the school if requested;
- help their children with their homework and ensure it is completed.

**\*COVID-19\* Addendum:**

**During the current COVID-19 crisis, we all have a responsibility to keep each other safe and well. In order to do so, we have high expectations of our students to follow the rules and guidelines of the school related to;**

- Following any altered routines for arrival or departure
- Following school instructions on hygiene, such as hand washing, sanitizing and provision of personal hand towel.
- Following guidance regarding pods and bubbles in the classroom and at play time.
- Moving around the school and school grounds following specific instructions (for example, maintaining social distancing, queuing while waiting for doors to open at 8.20 a.m. etc)
- Expectations about hygiene etiquette around sneezing, coughing, tissues and disposal of same.
- Telling an adult if they are experiencing symptoms of COVID-19
- No sharing of any equipment or personal items.
- Amended expectations about break and play time, including where children play, queue and follow correct designated routes to and from the buildings.

**Parents are expected to:**

- Observe and respect all social distancing protocols when dropping off or collecting their children from the school
- Encourage their child to adhere to social distancing, hand and respiratory hygiene guidelines.
- Monitor their child closely for signs and symptoms of illness and keep child at home if they show any signs of infectious illness. Please refer to the HSE document: Protecting your child from COVID-19 - HSE.ie Ensure that meetings with school are arranged in advance through school office, via Aladdin Connect or email.
- Ensure that school has up to date contact information for parents/guardians and other family members who may be required to collect their child, should symptoms appear during the school day
- Answer telephone call from school/call school back promptly and have arrangements in place for prompt collection of their child should it be required

**4 School Rules**

In order to achieve a happy, healthy and safe working environment, where a sense of mutual respect is fostered, every pupil is expected to keep the following rules.

**4.1 Respect and Courtesy**

All pupils are expected to treat staff and fellow pupils with respect and courtesy. Inappropriate behaviour i.e. rough play, bad language, fighting, personal remarks, pushing, kicking, and spitting will not be tolerated. School property and the property of others should be respected.

**4.2 Dress Code**

Pupils are required to wear the **complete** uniform everyday except on the designated P.E. day.

**Girls:** Navy pinafore /skirt/ tailored trousers, (leggings are not allowed) red shirt (not polo shirt), navy cardigan/jumper and navy tie. Navy tights/stockings only and dark shoes black or navy.

**Boys:** Grey trousers, red shirt, navy jumper and navy tie.

The school track suit is worn on P.E. days.

P.E. Requirements: School tracksuit, red polo shirt and runners.

- Inappropriate footwear, i.e. Uggs, shoes with high heels
- Jewellery: long or hooped earrings, nose or facial piercings and expensive jewellery are not allowed due to the inherited safety issues that will arise during day to day school activities.
- Hairstyles to be neat and tidy and not impede schoolwork.
- Regular uniform inspections will be made.

### 4.3 Healthy Lunches

Healthy lunches enable a child to work more efficiently i.e. sandwiches, fruit and yogurt. Cans, glass bottles sweets and bars are discouraged.

- Crisps, fizzy drinks and chewing gum are not allowed.
- It has come to our attention that a number of children have an allergic reaction, of varying degrees, to peanuts/nuts. A severe allergic reaction (anaphylactic shock) can occur through ingestion of peanut/nut products, cross contamination and breathing peanuts in the air. Since this condition can be life threatening, we are asking for your help in minimising the risk to these children by creating a nut free environment in Scoil Bhríde.
- Food must be eaten in the classroom. All wrappers and left over food must be taken home.

### 4.4 Homework

- Homework is expected to be well done, clean and neat.
- Checking and signing by parents/guardians on a daily basis is recommended.
- Incomplete homework must be explained in writing by a parent/guardian.

### 4.5 Attendance

- Each child is expected to be in school at 8.40 a.m., when the bell rings and children need to be collected promptly at home time.
- A notification via Aladdin Connect/ email/phone call or letter is expected to explain all absences.
- Pupils leaving school early must be signed out by parent/guardian.

### 4.6 Movement throughout the school/ school grounds

- Entering and leaving the school must be done in an orderly manner.
- Pupils are asked to walk on the right hand side of the corridor/stairs.
- Pupils are asked to use the handrail on stairs.
- Pupils are asked to stand back and allow adults to pass.
- Running is strictly forbidden in classrooms and on corridors.
- Pupils who use bicycles are asked to alight at the school gate.

### 4.7 Break-times

- Staff who are supervising classroom/corridor/yard are to be obeyed at all times.
- No re-entering the school building during the breaks without permission of teacher/ or staff member
- When the bell rings to signal the end of break-time, pupils are to line up quietly and stand in an orderly manner until instructed to return to their classroom.
- During inclement weather pupils remain indoors in their classrooms and may play with the games provided.

### 4.8 Mobile Phones and Electronic Devices

- Mobile phones and electronic devices must be turned off before entering the school grounds.
- Phones/devices are given to the class teacher or special education teacher in the morning or later in the day as the need arises (pupils attending learning support in the afternoon).
- The phones/devices are locked away during the school day. Teachers take no responsibility for damage to or theft of mobile phones.
- It is the responsibility of the pupil to retrieve her phone/electronic device at home time and to place it in her bag before leaving the building.

To view the complete Scoil Bhríde Mobile Phone and Electronic Devices Policy, please see the school website [www.scoilbhridemidleton.ie](http://www.scoilbhridemidleton.ie)

#### 4.9 Health and Safety

- Parent(s)/guardian(s) are asked that teachers be made aware of any special needs which a child may have.
- Parent(s)/guardians(s) are asked to make an appointment for parent/teacher meetings.
- Parent(s)/guardian(s) are asked to please check your child's hair regularly for outbreaks of head lice and treat if necessary.
- Jewellery: long or hooped earrings, nose or facial piercings and expensive jewellery are not allowed. This is due to the potential harm for students partaking in school activities in class, yard or during PE lessons
- Requests to remain indoors during break times must be made in writing and signed by parent/guardian.
- All parents/guardians and visitors are required to report to the office.
- Children who are ill should not be in school.

#### 5. System for acknowledging good behaviour, progress and effort.

Good behaviour is praised in a number of ways.

##### For Individuals, good behaviour may be acknowledged as follows:

- i. A quiet word or gesture to show approval;
- ii. A word of praise in front of group/class
- iii. A mention to the principal;
- iv. A comment/smiley/sticker in the exercise book;
- v. A mention to parents (verbal or written);
- vi. A treat e.g. if terms of a behaviour contract are fulfilled.

##### Group/Class

- i. A Group/Class treat such as:
  - ❖ Reduction in homework
  - ❖ Edible treat
  - ❖ DVD
  - ❖ Time given to preferred activity
  - ❖ Extra playtime
- ii. For groups within a class a system of merit marks
- iii. A mention to the principal
- iv. A mention to parents
- v. Announcement by principal over intercom

#### 6. Consequences of unacceptable behaviour

Disapproval of unacceptable behaviour will be dealt with as follows:

- i. Reprimand and Reasoning (making clear what behaviour was unacceptable);
- ii. Discussion with pupil outside the classroom to ensure the privacy of pupil and to achieve a restorative outcome
- iii. Loss of privilege / weekend homework
- iv. Referral to Principal/Deputy;
- v. Communication with parent
- vi. Withdrawal from class temporarily to 'time out' area of classroom;
- vii. Withdrawal from class temporarily to another classroom
- viii. Losses and damage caused must be made good in all cases;
- ix. Suspension/expulsion as outlined in Section 7 and 8.

## 7. Procedures for Suspension

See appendix 1, which is available from the principal's office.

## 8. Procedures for Expulsion

See appendix 2, which is available from the principal's office.

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## 9. Procedures for notifying the school about reasons for absence from school.

Parents/ Guardians are expected to communicate the reasons for the non-attendance of their child in Scoil Bhríde by:

- i. Notifying the school e.g. phone call, Aladdin Connect, email or letter of the cause of the absence not later than the end of the third day of absence;
  - ii. Sending in a signed, dated explanation of absence when the pupil returns to school. Such notes are an important part of the record keeping done to fulfill the requirements of reporting to the NEWB.
  - iii. Continuous unexplained absence may result in invoking the Scoil Bhríde Midleton suspension and expulsion procedures for grievous breaches of the Code of Conduct.
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## 10. Other Scoil Bhríde Policies related to Code of Behaviour

The following policies overlap in various ways with the Code of Behaviour:

- ✓ SPHE School Plan;
  - ✓ Anti- Bullying Policy;
  - ✓ Anti-Cyber Bullying Policy
  - ✓ Health and Safety Policy;
  - ✓ Supervision Policy;
  - ✓ Acceptable Use Policy (Computers/Internet);
  - ✓ Enrolment Policy;
  - ✓ Positive Staff Working Relations;
  - ✓ Staff Bullying/Harassment;
  - ✓ Grievance Procedure;
  - ✓ Accident Procedures;
  - ✓ Homework Policy;
  - ✓ Mobile Phone and Electronic Devices Policy;
  - ✓ Administration of Medicines
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## 11. When and where will behaviour be subjected to the Code of Behaviour?

Standards and rules in the Code of Behaviour will apply to all situations where the pupils are the responsibility of the school. This includes activities not within the school grounds.

## 12. Ratification and Communication

This policy was updated officially by the Board of Management on 21/09/2022

Circulation of the updated policy to members of the school community will begin 22<sup>nd</sup> September 2022.

This policy will be reviewed regularly.

Signed: \_\_\_\_\_ Chairperson, Board of Management, Scoil Bhríde

*(The original Code of Behaviour Policy which is signed by the Chairperson is kept in the school. A copy is available on request from the school – please make request for same at the Secretary's Office 021 4631593).*