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R93 FP57

Code of Behaviour

INTRODUCTORY STATEMENT:

The Code of Behaviour was reviewed and amended in the school year 2021- 2022.

RATIONALE:

Mutual respect must be the hallmark of relationships in a school. Teachers must be allowed to teach. Pupils must be allowed to learn. Pupils, parents, teachers and ancillary staff must feel safe and secure in order for a school to function properly. Guidelines and parameters must be set so that there is no doubt about what constitutes acceptable behaviour.

It is the responsibility of the parent/guardian to read and agree to the Code of Behaviour prior to enrolling their child. We believe that the pupils benefit when home and school work together. Co-operation and team-work are essential. Also, in order for a Code of Behaviour to be effective, it must have in-put from the whole school community so that there is ownership.

In Scoil Mhuire gan Smál, our focus is on encouraging and acknowledging positive behaviour. We aim to “catch a child being good”. Consequently, our Code of Behaviour outlines ways to promote and reward positive behaviour. In the event of breaches of discipline, sanctions and procedures need to be in place. These, too, are outlined in our Code of Behaviour. In setting sanctions, we aim to keep them age-appropriate and to keep in mind pupils with Special Educational Needs. We aim to equip behaviourally challenging pupils with skills and strategies to help them cope with “triggers”. We see value in co-operating with other professionals and acknowledge the value of conference meetings. Ultimately, we regard respect and team-work as being integral to the smooth running of the school.

RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL:

In Scoil Mhuire gan Smál, we aim to live the Golden Rule:
“Treat others as you would like them to treat you.”

AIMS OF OUR SCHOOL CODE OF BEHAVIOUR:

1. To ensure the whole school community (pupils, parents, staff and visitors) know and understand what standard of behaviour is expected of them.
2. To promote respect, care and consideration within the whole school community.

3. To ensure, to the best of our ability, the safety of the whole school community.
4. To lay the foundation for good character formation, and to allow each child to reach her full potential.
5. To protect and respect personal and school property.

All of the above are necessary to facilitate the smooth running of the school.

ROLES AND RESPONSIBILITIES

It is expected that every member of the school community will strive to promote good behaviour in our school.

STUDENTS:

1. To be respectful, polite and courteous towards teachers, staff and fellow pupils.
2. To always do their best work – written and learning.
3. To have a positive attitude and approach.
4. To contribute to a good classroom atmosphere.
5. To treat others as they would like to be treated e.g. welcome and help new pupils.
6. To be well-behaved.

Responsibility is given to the students through:

1. Their role as monitors. (5th and 6th class).
2. Their participation on the Green School Committee.
3. Their involvement in Student Council.
4. General classroom duties allocated by teacher.

PARENTS:

Parents are legally obliged to send their daughters to school on time, everyday. Any absence must be explained in writing or on Aladdin. This is in keeping with legislation, passed in 2003, regarding school attendance (National Education Welfare Act).

1. To encourage their children to learn and behave well in school.
2. To be actively involved in their children's education.
3. To support the teachers in relation to school rules and regulations.
4. To respect and abide by the school's Code of Behaviour which is on our website. The first newsletter each year will remind parents to read it.
5. To tell teachers, in confidence, about anything that may be troubling the child, and which may affect her schoolwork or behaviour, e.g. any change in family circumstance, a medical condition, etc.
6. To know and keep the Health and Safety Regulations of the school as outlined in the Health and Safety Policy.
7. **To** adhere to school policy regarding late arrival to, or early departure from, school.
8. To make an appointment if they wish to meet with a teacher.

9. To be polite and courteous in their dealings with the teachers and other staff. *It is unacceptable that any parent approach a teacher or member of staff in an aggressive manner, either in or outside school.*

TEACHERS :

1. To educate the children to the best of their ability.
2. To treat all children with *respect*, fairness, care and consideration.
3. To accept that they are in loco parentis.
4. To have required class work prepared.
5. To share equally in the implementation of the school's Code of Behaviour.
6. To behave professionally.
7. To monitor, assess and record children's progress and to report this to parents.
8. To work as a team for the benefit of the school community.
9. To be polite and courteous in their dealings with parents and colleagues.
10. To respect and abide by the school's Code of Behaviour.

ANCILLARY STAFF:

1. To support and work with the whole school community.
2. To be polite and courteous in their dealings with parents, pupils and staff.
3. To abide by the school's Code of Behaviour.

BOARD of MANAGEMENT:

- To ensure that a Code of Behaviour is in place.
- To be familiar with the Code of Behaviour.
- To ensure the Code of Behaviour is enacted in Scoil Mhuire gan Smál.
- To support the Principal and staff in implementing the Code of Behaviour.
- To support and work with the whole school community.
- To provide a safe environment for pupils and staff.

SCHOOL RULES:

Golden Rule:

*Respect everyone you meet.
Be kind and gentle at all times.
Treat everyone as you would like to be treated yourself.*

General Rules:

1. Be at school every day and on time.
2. Full uniform must be worn every day.
3. Homework must be done each night and signed by a parent/guardian.
4. Bring healthy lunches to school.
5. **Mobile phones or any other recording or gaming devices are not to be brought to school (except when required for class work).**
6. Respect the property of the school and of other students.
7. Line up when the bell rings and use the door, stairs and corridor as directed by the class teacher.

Class Rules:

1. Be actively involved in all class activities.
2. Be organised.
(Bring what you need to school and bring home what you need for homework.)
3. Enter and leave the classroom in an orderly fashion.

Additional class rules may be decided on by individual classes.

UNACCEPTABLE BEHAVIOUR:

- Non-compliance with the school uniform
- Bullying
- Graffiti
- Blocking toilets and sinks
- Spitting
- Bad Language
- Stealing
- Telling Lies
- Kicking
- Name-calling
- Pinching
- Hitting
- Giving back cheek
- De-facing school property
- Disobedience
- Substance mis-use
- Rudeness
- Mitching
- Racist Comments
- Homophobic or gender related comments
- Homework not done
- Non-compliance with the Healthy Lunch guidelines.
- Pupils using the front door/stairs.
- Leaving the school grounds after arriving.
- Body Piercings (except for one pair of small stud earrings).
- Wearing make-up, fake tan or fake nails.
- Bringing mobile phones or any recording or gaming devices to school.
- Chewing gum in school.
- Breach of school Internet Policy
- Running in the school building.
- Possession of inappropriate items
- Possession of potentially dangerous items or substances
- Any other behaviour deemed unacceptable by the school.

The above list is neither prescriptive nor exhaustive.

Three levels of unacceptable behaviour are recognised: Minor, Serious and Gross. The degree of misbehaviour will be judged by the teachers and/or Principal and/or Board of Management based on a common-sense approach with regard to the gravity/frequency of such misdemeanours.

Examples of Minor, Serious and Gross breaches of discipline:

Minor:

- Interrupting class work
- Body piercing
- Arriving late
- Wearing make-up, fake tan or fake nails.
- Bad language
- Occasionally having homework not done
- Running in school
- Using front stairs
- Littering
- Leaving classroom without permission at lunchtime

Serious:

- Regularly having homework not done
- Having mobile phone or any recording or gaming device in class
- Regular non-compliance with school uniform
- Constantly disruptive in class
- Stealing
- Leaving school premises without permission
- Deliberately injuring a fellow pupil
- Confrontational/defiant behaviour

Gross:

- Racial abuse
- Homophobic/Gender abuse
- Verbal abuse of any member of staff
- Physical violence
- Deliberately injuring a fellow pupil, resulting in a serious injury
- Bullying
- Aggressive/threatening/ intimidating behaviour
- Intentional damage to property
- Possession of inappropriate items
- Possession of potentially dangerous items/substances

REWARDS AND SANCTIONS:

POSITIVE STRATEGIES for PROMOTING GOOD BEHAVIOUR:

In Scoil Mhuire gan Smál, we aim to “Catch a child being good”.

- Our focus is on positive behaviour and on promoting a mutually-respectful environment, pleasant to learn in and pleasant to work in.

- We believe that effective teaching and learning promotes good behaviour.
- Teachers model good behaviour.
- Pupils and parents are involved in compiling the Code of Behaviour.
- Pupils help to compile the class rules.
- The school participates in the Green Schools Programme to promote care of the environment.
- Pupils are encouraged to take pride when representing their school.

Pupils' good behaviour will be acknowledged both through Class Awards and Individual Awards. Good behaviour will also be acknowledged during break times; a child/class will be praised.

In doing so, the school wishes to recognise and celebrate good behaviour and to encourage good behaviour in all.

Class Awards:

- Awards given at the discretion of the principal eg class of the week.
- Assemblies: special mention will be made at school assemblies.

Individual Awards:

- Golden Time
- A quiet word of approval
- Praise in class or at assembly
- A comment in the homework diary or copy
- A visit to another teacher or to the Principal for commendation
- Jobs of responsibility, e.g. monitoring/messenger/helping on the open day for new infants
- Delegation of a privilege, e.g. selected to represent the school at an event
- Good behaviour chart.
- Star of the week
- Tickets for entry in a draw.
- Stamper sheets.
- Homework passes.
- Certificates.
- Letter to parents informing them of good behaviour.

STRATEGIES FOR RESPONDING TO UNACCEPTABLE BEHAVIOUR:

In imposing sanctions following breaches of the school's Code of Behaviour, every effort will be made to:

- Be fair and consistent.
- Label the behaviour (not the pupil) as unacceptable.
- Enable the pupil to learn from the experience.
- Keep the sanction proportionate to the breach.

- Minimise interruption to classroom learning.
- Be age-appropriate.
- Work with parents/guardians to address the unacceptable behaviour.
- Follow procedures.

SANCTIONS:

The following is the list of sanctions:

- Apologise
- Removal to another classroom.
- Loss of privileges e.g. fun activities, after school games.
- Extra homework.
- A note home to be signed by parents.
- A summons to the Principal's office.
- Civic duty, e.g. cleaning up a mess that has been intentionally created.
- Write an account of what was done and how they could have behaved differently.
- Wear spare uniform/tracksuit provided by the school.
- Detention
- Contact parents/guardians.
- Confiscate mobile phones.
- Exclusion from school tour/ jumble sale, etc.
- Ultimate Sanction : Suspension or Expulsion

PROCEDURES:

All everyday instances of a minor nature will be dealt with by the class teacher.

In the event of a serious breach of discipline, the following procedures will be followed:

The pupil will receive a firm verbal reprimand.

The pupil's behaviour will be monitored.

The pupil's behaviour will be recorded.

The pupil will be reasoned with.

"Time out" may be given.

The pupil may be withdrawn from a particular lesson or peer group.

The pupil may be removed to another class.

There may be withdrawal of privileges.

The Principal will be informed.

The pupil may be sent to meet with the Principal to discuss the matter.

The parents/guardians may be contacted.

In the event of a gross misbehaviour, as determined by the school, the following procedure will be implemented:

Stage 1) The pupil will receive a firm verbal reprimand.

Stage 2) The pupil's parents/guardians will be notified of the breach. Communication with parents may be verbal or by letter, depending on the circumstances.

Stage 3) The pupil's parents/guardians will be summoned to a meeting with the teacher(s) and/or Principal.

Stage 4) The Board of Management will be contacted. (A formal report will later issue to the Board.)

Stage 5) The pupil may be suspended.

Stage 6) The pupil may be expelled.

(Suspension or Expulsion will be in accordance with the Education Act, 2000.)

Suspension and Expulsion:

In extreme cases, the school may proceed immediately to stage 4 and then to stages 5 or 6.

In the event of suspension the pupil may

- a) be excluded from the school for a period not exceeding three days;
- b) be allowed only limited access to the school.

The Chairperson of the Board of Management will be informed. The Principal will, where possible, review the case in consultation with teachers and other members of staff involved. The pupil's file will be consulted.

The parents will be requested in writing to attend the school to meet the Chairperson and the Principal.

Expulsion may be considered in an extreme case, in compliance with the Education Act, 2000.

Before suspending or expelling a pupil, the Board shall notify the Education Welfare Officer in writing, in accordance with Section 24 of the Education Welfare Act.

Parents will be informed in writing of the suspension/expulsion.

The Board of Management of Scoil Mhuire gan Smál reserves the right to take such reasonable measures as it deems appropriate to ensure that good order and discipline are maintained in the school and that the safety of all pupils and staff is secured.

In the case of gross misbehaviour, where it is necessary to ensure that

- order and discipline are maintained and
- the health and safety of pupils and staff are secured

the Board authorises the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days.

Involving Parents/Guardians in Management of Problem Behaviour:

Parents will be informed in the case of persistent minor/serious behaviour problems or in the case of a gross misbehaviour.

Parents will be invited to meet with the Principal and/or teacher(s) concerned.

The meetings will be conducted in a respectful, non-confrontational, non-intimidating manner.

The pupil may be invited to attend part of the meeting(s).

Every effort will be made to support the parent in managing the problem behaviour.

Targets will be set.

Strategies will be discussed for achieving those targets.

Follow-up meetings will be held to review the situation.

Progress will be monitored and recorded.

Appeals:

Parents will be informed of their right to appeal, in accordance with Section 29 of the Education Welfare Act.

Removal of Suspension:

- The suspension will be lifted at the discretion of the Principal and the Board of Management.
- The pupil must apologise.
- The parents must give a satisfactory undertaking that the pupil will behave in accordance with Scoil Mhuire gan Smál's Code of Behaviour.
- The Principal must be satisfied that the reinstatement of the pupil will not constitute a risk to the health and safety of the other pupils, the class teacher, other members of staff or to the pupil herself.
- If deemed necessary, the Principal will facilitate the preparation of a behaviour plan for the pupil.
- The Principal will formally re-admit the pupil to the class.

STRATEGIES FOR MANAGING SERIOUS EMOTIONAL PROBLEMS AND/OR AGGRESSIVE OR VIOLENT BEHAVIOUR:

- The SENO (Special Educational Needs Organiser) will be contacted.
- The advice and support of NEPS (National Educational Psychological Service) will be sought.
- The HSE will be contacted.
- A Clinical Psychologist's Assessment will be requested.
- Where possible, any recommendations made by the SENO, NEPS Psychologist and/or Clinical Psychologist will be followed.
- **A file will be kept by the school, detailing all relevant incidents, developments, procedures followed and meetings held.**
- **Staff members in Scoil Mhuire gan Smál have, in the past, welcomed NEPS and non-NEPS psychologists into their classrooms to observe pupils with a view to gaining a greater understanding of the pupils concerned. This policy will continue.**
- **In the event of parents not co-operating, the school reserves the right to remove a child who is seriously impacting on other children's learning.**
- **In the event of parents not accepting the request of the NEPS psychologist, the school may have to engage with members of a multi-disciplinary team.**
- **Scoil Mhuire gan Smál will continue its policy of encouraging staff members to attend appropriate Behaviour Management courses for example Friends for Life, Incredible Years, Restorative Practice and Fuse.**
- It would be our hope that during time-out, detention or a formal meeting with a member of staff, the pupil would be enabled to
 - reflect on her inappropriate behaviour;

- identify coping strategies;
- discuss coping strategies and support needed;
- identify the teachers who will support the pupil in monitoring her behaviour.

CHILDREN WITH SPECIAL NEEDS:

- **All children are required to comply with Scoil Mhuire gan Smál's Code of Behaviour. However, we recognise that pupils with special needs may need extra support in understanding and following the Code. Recommendations made by psychologists will be taken into consideration. Where appropriate, Individual Behaviour Plans will be drawn up in consultation with the pupil, her parents/guardians, teacher(s) and/or Principal.**

BEFORE/AFTER SCHOOL:

Parents are reminded that the school does not take responsibility for pupils before official opening time of 9.00 or after the official closing time of 1.40 (infants) or 2.40 (1st-6th), except where pupils are participating in extra-curricular activities organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with the school's Code of Behaviour.

COMMUNICATING WITH PARENTS:

In Scoil Mhuire gan Smál, we believe that it is essential for the home and school to work together and to support each other. Such co-operation facilitates the promotion of a respectful, positive atmosphere in the school. It allows us to work together to address specific difficulties a pupil may have. Parents are encouraged to talk in confidence to teachers about any significant developments in a pupil's life which may adversely affect her behaviour.

The School communicates with the parents/guardians through:

- Aladdin
- **Seesaw**
 - informal meetings;
 - formal meetings;
 - letters/phone calls
 - newsletters;
 - notes in homework journal;
 - Parents' Council meeting;
 - school website.
- email

RECORD-KEEPING AND PROCEDURES:

Breaches of discipline may be recorded:

- By the class teacher and/or the Principal.
- By SNAs where relevant.
- By teacher on yard duty (incident pages)

The Principal will maintain individual files on pupils whose behaviour gives serious cause for concern.

Attendance and punctuality are recorded on Aladdin and monitored by the class teacher. The principal will be updated on concerns.

SUCCESS CRITERIA:

The success of the school’s Code of Behaviour will be judged by the atmosphere of the school, the presence of mutual respect and pupil/parent/staff satisfaction.

IMPLEMENTATION :

The revised Code of Behaviour will be implemented with immediate effect following ratification by the Board.

COMMUNICATION OF RATIFICATION:

The decision of the Board regarding the revised Code of Behaviour will be communicated as follows:

- To all staff through the Principal’s weekly staff newsletter;
- To all parents/guardians through the school newsletter, Parents’ Council, the school website and Aladdin.
- To all pupils by the teachers and Principal.
- To new/temporary/substitute members of staff through the induction pack and mentor.
- To all prospective pupils and parents through the school website or through Aladdin.

RATIFICATION:

Original document presented to the Board of Management – Feb 2012

Revised Code of Behaviour presented to the Board of Management for amendment on Sept 28th 2022.

Amendment ratified Sept, 28th, 2022. Reviewed on Oct 25th 2023.

Signed Weth Jones Date 25/10/23
 Chairperson, Board of Management

Signed Z. U. Shoin Date 25/10/23
 Principal/Secretary to the Board of Management

This document was prepared during the 2021-2022 School Year by representatives from the whole school community, comprising:

Staff.

Parents' Representatives: we met with a representative group of parents in person in September 2022 and emailed the policies to another group of parents for their feedback in September 2022 also. Suggestions were discussed and included.

Pupils' Representatives:

Alaa Alam

Abbie Coffey

Liela Abdallah

Olwyn Butler

Alexis O Toole

Mia Doody

Keira Kelly

Kayla McCormack

Cara Dunne

Emma Krapkova

Laura Foley

Anna Rowan

Emma Kelly

Freya Nolan

Carly Dowling

Katie Rose Nolan

Teachers:

Ann Marie Gurhy

Mary Woods

Pauline Hendricken

Melissa Rogers

Mary Hourihane

Melíosa Walshe

Co-ordinator:

AnnMarie Gurhy

Pauline Hendricken

Mary Woods.