

# SCOIL TÍR EILTÍN



Uimhir Rolla 13286S

Macroom, Co. Cork.

Tel: 026-46362

email: [info@tireltonns.ie](mailto:info@tireltonns.ie)

Mobile No: 087 0959990

[www.tireltonns.ie](http://www.tireltonns.ie)

Postal Code: P12 HR 24

## **Introductory Statement**

This policy was formulated by the whole school community of Tirelton N.S. including pupils, parents, teachers, non-teaching staff members and the Board of Management.

## **Rationale**

It is necessary to devise a Code of Behaviour at this time because it is a priority area identified by the staff and it is a requirement under DES Circular 20/90 on School Discipline.

## **Tirelton N.S.**

Its pupils, parents, teachers and management create a school's unique character and their shared concerns and expectations; its denomination, location and size.

Our school is a rural, five teacher, mixed national school with a Catholic ethos. It is set in a close knit community where parents know each other and daily co-operate in many areas. This closeness of community reflected in the school where all the children know each other and they are always encouraged to 'look out for' their fellow pupils. This leads the children to be aware of the world we live in, to have a pride in their locality, a respect for their surroundings and, most of all, a sense of place. In this context, our school aims at the total development of each pupil to his/her full potential in his/her religious, moral, social, physical and intellectual life and to give our students a worthy set of Christian values, and to develop in each child a sense of honesty, honor and respect.

## **Aims and Principles**

The functions of introducing this Code of Behaviour are:

- To allow the school to function in an orderly and harmonious way while ensuring the safety and well-being of all members of the school community.
- To enhance the learning environment where all children can make progress in all aspects of their development.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences.
- To re-enforce the strong sense of community in the school and the high level of co-operation among staff and between staff, parents and pupils.

## **School Rules**

**Safety** – For my own safety and the safety of others:

1. I should always be careful when going to and coming from school.
2. I should always walk while in the school building.
3. I should remain seated in class or when eating lunch unless otherwise directed.
4. I should always show respect for my fellow pupils in class or in the school yard.
5. I should bring a note of explanation following absences.
6. I should never leave the school grounds without the permission of a teacher.

## **Caring for myself**

1. I should always do my best at school by listening carefully, working as hard as I can and by completing my homework.
2. I should respect my property, and myself always keeping my school bag, books and copies in good order.
3. I should always be in school before 9.20 am.
4. I should always show respect for my school and be proud to wear the school uniform every day.
5. I should always be aware of my personal cleanliness.
6. I should always bring a sensible nutritional lunch to school. Crisps, fizzy drinks or chewing gum are not permitted.

## **Caring for others**

1. I should show respect for the property of my fellow pupils, the school building and the school grounds.
2. I should be truthful and honest at all times.
3. I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining orderly in my class line.
4. I should behave well in class so that my fellow pupils and I can learn.
5. I should always keep my school clean by bringing unfinished food and drinks and cartons, etc. home.
6. I should show respect for the environment by segregating my rubbish and putting it in the appropriate container.

### **Some other school rules**

1. Pupils wear school uniform every day unless otherwise informed, e.g. swimming day.
2. No child is allowed to leave the school during the day without the permission from the class teacher or Principal. In the case of a child leaving the school for an appointment, the parent/guardian or designated collector must call to the school and inform a member of the teaching staff that they are taking the child.
3. The National Education Welfare Board will be informed if a child is absent for twenty or more days in a school year.
4. Standing on tables, chairs, running around the classroom or in corridors is not encouraged.
5. Teachers in charge in classroom and yard must be obeyed at all times.
6. At break time children must walk in an orderly fashion to the yard and after break line up and walk back into the classroom.
7. Pupils are expected to behave with courtesy and manners at all times, with respect to all staff and visitors and reverence at prayer times.
8. Children's belongings should be labelled. School is not responsible for loss of children's belongings.
9. Pupils are requested to knock before entering classrooms and to deliver their message in a respectful manner.
10. The playing of games in the yard before or after school is strictly prohibited.
11. Mobile phones are not allowed to be turned on in school. If they ring during school hours, they will be taken by the teacher and only returned to the child's parent.
12. When at school activities, e.g. swimming, school tours, pupils must remain respectful to teachers and instructors and obey them at all times.

### **Bullying**

I should never bully others. I should never allow others to bully me and if it happens, I should tell my parents and my teacher. Bullying is always unacceptable.

### **Definition of Bullying**

Bullying is repeated aggression; verbal, psychological or physical conducted by an individual or group against others.

Isolated incidents of aggressive behaviour, which should not be condoned, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing, it is bullying.

### **Types of Bullying**

Bullying can take many different forms. These include:

1. Isolation
2. Physical Aggression
3. Damage to property
4. Intimidation

5. Name calling
6. Slagging/teasing
7. Threatening Notes

### **Signs and Symptoms**

The following signs/symptoms may suggest that a pupil is being bullied:

- Unwillingness to go to school, refusal to attend, mitching.
- Deterioration in educational performance.
- Pattern of physical illness.
- Unexplained changes in mood or behaviour.
- Visible signs of anxiety or distress e.g. stammering, difficulty in sleeping, not eating, etc.
- Spontaneous out of character comments.
- Possessions missing or damaged.
- Reluctance and/or refusal to say what is troubling them.
- Unexplained damage to clothing.

These signs do not necessarily mean that a child is being bullied. If repeated or occurring in combination these signs warrant investigation in order to establish what is affecting the pupil.

### **Prevention of Bullying**

1. Children are encouraged to disclose and discuss incidents of bullying.
2. All people in the school environment must be aware of the un-acceptance of bullying.
3. Where incidents of bullying occur the individuals involved will be closely monitored and observed.
4. All incidents of bullying behaviour will be recorded and parents will be informed whenever it is deemed necessary.
5. All incidents of bullying behaviour will be investigated.
6. Those affected by bullying and those involved in the bullying episodes will receive support and help in the school environment.
7. The school policy on Anti-Bullying Behaviour will be modified whenever necessary.

### **Raising Awareness of Bullying**

Various methods will be used in the school to bring about an awareness of bullying, its total unacceptability and how to cope in bullying situations. These include:

- Drama
- Visual Arts
- Alive-O Religion Programme
- Leisure Activities – team sports, teamwork, etc.
- Walk Tall and RSE Programme
- Consultation with pupils
- Health Promotions

### **Noting and Responding**

All incidents of repeated bad behaviour, which may be termed as bullying, will be noted and dealt with. All other incidents of bad behaviour will be dealt with as usual.

### **Procedures for Investigating and Dealing with Bullying**

1. Incidents are best investigated, where appropriate, outside the classroom.
2. Both sides of the story will be acquired and analysed.
3. Questions of what, where, when, why and who will be used.
4. If a gang is involved then each story will be heard separately.
5. It may also be helpful to ask those involved to write down their account of the incident.
6. Where appropriate, parents will be informed.
7. Follow up monitoring and observation will be used to ensure that the incident does not re-occur.

### **Clár ama na Scoile**

Assembly:	9.10 am
School begins:	9.20 am
School closed:	Junior and Senior Infants – 2 pm
All other classes:	3 pm

### **Homework**

It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework, ensure that it is done and to sign the homework if requested to do so by the class teacher. Homework is not assigned at weekends unless:

1. Homework has been neglected during the week.

2. Some project work may need to be done over a weekend. Sometimes at the discretion of the class teacher or the principal, children are given 'homework off' as a treat or as acknowledgement of some special occasion.

### **Strategies used in Tirelton N. S. to promote positive behaviour**

Praising children by means of:

- A quiet word or gesture to show approval.
- A comment in the 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.
- Delegating some special responsibility or privilege.
- A mention to parent, written or verbal communication.
- Offer simple rewards as incentive.
- Extra time at a favourite activity.
- Offer a class reward on the performance/improved performance of an individual.

### **Strategies used in our school to show disapproval of Unacceptable behaviour**

(The nature of the behaviour will determine the strategy)

1. Reasoning with the pupil.
2. Reprimand (including advice on how to improve).
3. Temporary separation from peers, friends or others.
4. Loss of privileges.
5. Detention for a period of breaktime/lunchtime.
6. Prescribing additional work.
7. Referral to Principal Teacher.
8. Communication with parents.
9. Suspension (temporary)
10. Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by Circular 7/88).

## **Procedures**

The degree of misdemeanors i.e. minor, serious or gross will be judged by the teachers and/or Principal on a common sense approach with regard to the gravity/frequency of such misdemeanors.

## **Examples of minor misdemeanours**

- Interrupting class work.
- Arriving late for school.
- Running in the school building.
- Leaving seat without permission.
- Placing unfinished food or drink cartons in the bin.
- Leaving litter around the school.
- Not wearing the correct school uniform.
- Being discourteous/unmannerly.
- Not completing homework without a note of explanation.
- Not having homework signed by parent when requested by teacher.
- Endangering self/fellow pupils in yard at break time.

## **Examples of steps to be taken by teachers when dealing with minor misdemeanours**

- Verbal reprimand.
- Reasoning with pupil.
- Noting instance of misbehaviour in teacher's own diary.

## **Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours**

- Write story of what happened.
- Prescribing extra work.
- Temporary separation from peers.
- Sending to another teacher.
- Denial of participation in some activity.
- Warning to pupils whose name appears in teachers diary more than three times followed by communication to parents.
- Note to parents concerning further misbehaviour.

Misbehaviour consists of any action that puts the safety and wellbeing of self/other pupil at risk.

## **Phase 2**

1. Send to Principal
2. Class teacher meets one/both parents by appointment.
3. Principal and Class teacher meets one/both parents by appointment concerning behaviour.

### **Examples of serious misdemeanours**

- Constantly disruptive in class.
- Telling lies.
- Stealing.
- Damaging other pupil's property.
- Damaging teacher's or school property.
- Bullying.
- Back-answering a teacher.
- Leaving school premises during day without appropriate permission.
- Deliberately not working to their potential.
- Using unacceptable language.
- Deliberately injuring another pupil.

### **Examples of steps to be taken when dealing with serious misdemeanours**

1. Send to Principal followed by communication to parents.
2. Principal meets with one/both parents.

### **Examples of Gross misdemeanours**

- Setting fire to school property.
- Leaving taps turned on deliberately.
- Aggressive, threatening or violent behaviour towards a teacher, pupil or any member of the school community.
- Breaking school windows.
- Breaking in to the school building.
- Any act that seriously threatens the safety of any member of the school community in the classroom, the school yard or on school outings.



## **Examples of steps to be taken when dealing with gross misdemeanours**

1. Chairperson/Principal to sanction immediate suspension pending discussion with the parents.
2. Expulsion will be considered in an extreme case in accordance with Rule 130(6) i.e.

‘No pupil can be struck off the rolls for breaches of discipline without prior consent of the patron and until alternative arrangements are made for the enrolment of the pupil at another suitable school in the locality.’

It should be noted that these lists consists of examples only. It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

## **Success Criteria**

The criteria used to evaluate success will be:

1. Pupil’s feedback.
2. Teacher feedback.
3. Teacher observation of behaviour in classroom, yard on outings, etc.
4. Parent feedback.

## **Responsibility and Rules**

Everyone in the school community has the responsibility of implementing the Code of Behaviour. However, the class teacher or supervising teacher has the particular responsibility of implementing the policy and its strategies when the need arises. The Principal teacher has the responsibility of monitoring the implementation of the policy and assessing its effectiveness and relevance. It is the responsibility of the parents to encourage their children to comply with school rules and to uphold the different strategies outlined in the policy. Pupils are obliged to do everything in his/her power to uphold the Code of Behaviour and to do nothing to hinder its implementation. Most importantly pupils are obliged to comply with school rules and regulations, whether written or oral, which are considered necessary by school authorities from time to time. Non-teaching members of staff are encouraged to report incidents of misbehaviour.

## **Implementation Date**

This policy will apply from January, 2015.

## **Timetable for Review**

The Code of Behaviour will be reviewed on a regular basis and appropriately amended should the need arise.

## **Ratification and Communication**

This Code of Behaviour will be first given to the children in senior classes for their thoughts and ideas. It will then be given the elected parents representatives on the Board of Management for their evaluation. It will finally be given to the Board of Management for final ratification. A note will then be sent to all parents advising them of the existence of the new Code of Behaviour and its availability for perusal in the school.