Scoil Chomáin Naofa
Roundfort NS
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Code of Behaviour

OUR ETHOS

Good behaviour is based on good relations between parents/guardians, child and school. The Discipline Policy of Scoil Chomáin Naofa recognises the importance of developing the full potential of the child and it seeks to develop and promote a moral and ethical sense to enable the child to contribute positively to the community in which it lives.

The aim is to ensure that each child's individuality is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.

Respect forms an integral part of any discipline policy and children are encouraged to show respect:

- For themselves
- For other children
- For teachers
- For parents/guardians
- For all other visitors to the school
- For property
- For the community in general

AIMS

The code aims at creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

STRATEGIES TO PROMOTE POSITIVE BEHAVIOUR

- Ensuring that pupils are treated fairly, equally and firmly
- A quiet word or gesture to show approval
- Matching work with pupil's abilities. A prize/reward carefully noted by the teacher to ensure that all children at regular stages during the school year are rewarded for effort/behaviour/skill etc. *Teachers creating moments of success and then acknowledging them.*
- A comment in a pupil's exercise book
- A visit to another member of staff or the Principal for commendation
- A word of praise in front of a group or class
- Delegating some responsibility or privilege
- A mention to a parent – written or verbal
- Teacher records improvement in the behaviour of a disruptive pupil
- It is most important that all teachers engage in positive reinforcement/ reward system with their children so that emphasis is on the positive and so that children who continue to behave well, are rewarded. This may be DFL/ Circle Time/ Team Rewards or whatever works for the teacher and the children.

- **Certain children may need a separate behaviour plan. Even though sanctions may be differentiated - expectations will not vary.**

The above list is not comprehensive and consists of examples only

SCHOOL RULES

Children cannot remember long lists of rules. The rules outlined in this policy provide clear guidelines for members of our school community as to what type of behaviour is expected of pupils and adults within our school. The Rules are based on Respect and are on display throughout the school - a synopsis of what is expected of them, in a language they understand. Children from Junior Infants – 6th classes will be reminded of these rules and will recite them and discuss them regularly.

Respect is at the heart of our school community. By showing respect in everything we do, we create a happy, safe, and welcoming environment for all.

Respect for Themselves

- Always try their best and take pride in their work.
- Take care of their health and hygiene.
- Speak kindly to themselves and believe in their abilities.
- Be honest and take responsibility for their actions.
- Follow school rules to stay safe and happy.

Respect for Other Children

- Be kind and include everyone.
- Listen when others are speaking.
- Treat everyone fairly and without bullying or teasing.
- Help and support classmates when needed.
- Celebrate each other's achievements.

Respect for Teachers

- Listen and follow instructions carefully.
- Speak politely and use good manners.
- Work hard and try their best in all activities.
- Accept feedback and learn from mistakes.
- Show appreciation for their help and guidance.

Respect for Parents/Guardians

- Be honest and truthful with their parents/guardians.
- Share their school experiences and progress.
- Follow the values and lessons taught at home and school.
- Help with responsibilities at home.
- Appreciate the love and support they receive.

Respect for All Other Visitors to the School

- Greet visitors politely and make them feel welcome.
- Speak and act respectfully at all times.
- Follow any instructions given by school staff or visitors.
- Be helpful and courteous in all situations.
- Show pride in their school by representing it well.

Respect for Property

- Take care of their belongings and school materials.
- Keep the school clean and tidy.
- Respect other people's property—never take or damage something that isn't theirs.
- Handle books, equipment, and furniture with care.
- Use school resources responsibly and avoid waste.

Respect for the Community in General

- Be polite and respectful to all members of the community.
- Follow rules and laws that help keep the community safe.
- Keep public spaces clean and free from litter.
- Be helpful and considerate to neighbours and others outside school.
- Represent the school positively when out on trips or in public.

By following this Code of Behaviour, we can create a school where everyone feels respected, valued, and safe.

*It is acknowledged that discretion with regard to the rules needs to be applied when managing the behaviour of children with SEN, in line with their own individual programmes.

School Rules

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults 'practise what they preach' in their interaction with children every day. The School Rules listed below provide clear guidelines for all members of the school community.

• Pupils are expected to listen to the class teacher, work hard, do their best and make best use of their time in school.
• Pupils enter and leave the school building at all times in an orderly fashion. When the bell rings after play-time the children stop playing and walk to their class lines. Children do not enter the class building during play-time without getting permission from teachers.
• In the interest of safety pupils must walk within the school building and quietness is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.
• Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy. Pupils are taught to stand back for an adult, to welcome visitors and to show respect for their elders.

- Bullying is never allowed. Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable. Cyber bullying, fighting, rough play or any physical force is never allowed or tolerated.
- Bad language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is disrespectful and considered a serious breach of the code.
- We encourage pupils to wear their full school uniform
- Chewing gum, glass bottles, matches, cigarettes, alcohol or drugs are not allowed.
- Jewellery is not allowed except for one small stud earring in the bottom of the ear and a watch.
- Make-up is not worn during school times
- Cycling in school grounds is forbidden. Children are asked to get off their bikes at the school gate and walk with their bike to where they park it.
- We encourage children to bring healthy lunches (see Healthy Lunch Policy)
- Children are not allowed mobile phones in class or on the school yard. If a child is found with a mobile phone it will be confiscated and stored in the office where parents may retrieve it. In exceptional circumstances a mobile phone may be handed to the principal or teacher with a note from parent/guardian. It is the responsibility of the child to ask for the phone at the end of the school day.
- For hygiene purposes, we encourage longer hair to be tied back.
- Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

Behaviour in Class and in School Building

- Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.
- It is school policy that every pupil listens to the class teacher, works hard; making best use of their time in school and does their best.

Behaviour in the Playground

- All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.
- Misdemeanour consists of any action that puts the safety of self or others at risk.
- Fighting, rough play or any physical force is never allowed or tolerated.
- In the interest of safety, when the bell rings during playtimes the children stop playing and move to their class lines. Children do not enter the school building without getting permission from the teachers on yard.
- From once morning and lunch breaks end, teachers are responsible for the children in their classrooms.

Wet days

- Sharp implements are used only when a teacher is in the classroom.
- Children do activities in class based on the class teacher's instructions or supervising teacher's instructions.
- Children are not allowed to use laptops during wet play, or tin-whistles except during band practice.

Swimming days

- Every pupil listens to and obeys the class teacher.
- Children walk in line behind the teacher to the bus and then from bus to pool. No running allowed.
- No shouting or playing in dressing rooms.
- Every pupil listens to and obeys the instructor and lifeguard
- No running around pool area
- Swimming caps required. Arm bands needed for beginners and shower socks may be worn.

- Children do not leave the pool without permission from the instructor or teacher
- No jumping into the pool from the side – unless under the instructor's directions. No pushing or rough play in the pool.
- Children are expected to dress quickly after each session.
- Hairsprays/gels/spray deodorants are not allowed. Roll-on deodorants are allowed for 4th – 6th class pupils. Shampoo is allowed.
- No drinks/sweets are bought from the machine.

Tour Rules

- Pupils enter/leave the bus in an orderly manner
- Pupils are expected to arrive 15 minutes before departure time. Parents are expected to contact the school 15 minutes before departure time if child is sick or unable to attend.
- School Rules apply to school tours
- Mobile phones and electronic devices are banned on school tours. Teachers will have mobile phones on tour if parents/ children need to get in contact with one another.
- On the bus pupils must sit in their seats and avoid loudness that would distract the driver
- Pupils are encouraged to take drinks and sweets at the appointed lunch breaks.
- Pupils stay in their appointed groups at all times.
- Pupils wear uniform on school tours
- Parental/Guardians sign a permission slip allowing their child/children to go on tour.

School Environment

- Pupils are expected to value our school environment and to care for it. The playground is a litter-free zone.
- To protect the environment, the school is involved in various projects:

Composting: Fruit peels, pencil parings, etc. are collected for the purpose of composting

Recycling: Waste paper and cardboard are collected for recycling. All other empty cartons drink containers and wrapping papers are considered household waste and are taken home.

EXPECTATIONS OF STAFF, PUPILS PARENTS

STAFF ARE EXPECTED

- to support and implement the school's code of behaviour;
- to act as good role-models for the children, show "love and respect in every deed and action" and to be cognisant of their duty of care;
- to be familiar with and follow the school's policy on "Child Protection";
- to create a safe, welcoming environment for each pupil;
- to praise desirable behaviour;
- to facilitate pupils to reach their full academic potential;
- to recognise and provide for individual talents and differences among pupils;
- to be courteous, consistent and fair;
- to keep opportunities for disruptive behaviour to a minimum;
- to deal appropriately with misbehaviour in line with school policy; without fear or coercion
- to keep a record of serious misbehaviour or repeated instances of misbehaviour;

- to listen at appropriate times, to pupils' explanations for behaviour;
- to provide support for colleagues;
- to be familiar with the school's "Professional Conduct Code";
- to communicate with parents and staff when necessary, always with courtesy and respect;
- to provide reports on matters of concern;
- to be familiar with and follow the school's policies on "Grievance" and "Harassment" if he/she has any complaint against staff, parents or outside personnel.

PARENTS ARE EXPECTED

- to nurture in their child/children a positive attitude towards school and try not to pass on any negative experiences they may have had at school;
- to ensure their child attends school regularly and punctually in full school uniform with appropriate clothing for the weather;
- to send a written note to the class teacher explaining their child's absence from school
- to ensure the school has up-to-date phone numbers of family/friends to be contacted in case of an emergency;
- to ensure their child attends school clean and with a good level of hygiene; to check their child's head regularly for head lice and treat as necessary;
- to ensure their child has a healthy lunch in school daily in line with school policy on "Healthy Eating";
- to arrange meetings with the class teacher and/or principal when concerned about any issue relating to their child;
- to communicate with staff, when necessary, always with courtesy and respect and to model good behaviour in their relationship with teachers;
- to encourage their children to have a sense of respect for themselves, for others, for their own property and that of others;
- to be interested in, support and encourage their child's school work;
- to ensure their child has the correct books and other materials;
- to cooperate with teachers if instances arise where their child's behaviour is causing difficulties for others;
- to communicate to the school problems which may affect their child's behaviour
- to follow the schools "Complaints Procedure" (available on the school website) if a complaint about a staff member arises;
- **to be familiar with the code of behaviour, anti-bullying policy and other school policies and support the implementation of these policies;**

* Phone calls will be made to parents re children's repeated lack of punctuality, failure to wear correct uniform, unhealthy lunches, belongings not named, unsuitable hairstyles and/or hair not tied back. Makeup is not allowed;

Shaved hair is acceptable but no design of any kind allowed (including symbols, images and/or writing). Jewellery is not allowed except for one small stud earring in the bottom of the ear and a watch. Studs are allowed for boys and girls but they must be taken out for team/contact sport. Studs are allowed when appropriate during PE.

PUPIL SANCTIONS

Sanctions are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns. The nature of the misbehaviour/ the ability and age of the child will determine the strategy to be employed. A very small number of children have an individual Behaviour Plan. If this is the case, sanctions may be differentiated for this small percentage of children and the class teacher should be consulted before applying a sanction. However, as noted earlier, even though sanctions may be differentiated- expectations will not vary.

ON THE YARD

Children will receive one warning for a minor misdemeanour e.g playing in a 'no go' area. For serious misdemeanours such as hitting, pushing etc no warnings will be given.
The child will be given a reflection timeout for a period of time related to the child's age. A child who is on an individual Behaviour Plan may or may not receive a reflection timeout. In making a decision with regard to these children, staff will consult with the child's class teacher. A record will be kept of any reflection timeout.
A child may be asked to write an account of what they have done. The account will be written in a classroom and signed by the teacher.

- ❖ What happened?
- ❖ How has this event (what I have done) affected me?
- ❖ Who else has been affected by what I did?
- ❖ How have they been affected?
- ❖ What would I do differently next time in the same situation?

For serious and gross misdemeanours on the yard, the principal and/or deputy principal will be informed and they will decide in consultation with staff, the sanction that will apply in line with this policy.

IN THE CLASSROOM and AFTER SCHOOL ACTIVITIES
Second - Sixth classes will use White, Yellow and Red Cards as a differentiated sanction for minor, major and gross misdemeanours. At the start of every new term and half term, every child has a 'clean slate'. There is no public indication of how children as individuals in a class are behaving/misbehaving; achieving/ not achieving. Teachers monitor children's behaviour and achievements discretely keeping notes of progress for planning and future reference.

Minor Misdemeanours

- Repeated interrupting of class work
- Being dishonest, discourteous, disobedient
- Not completing homework without good reason.
- Bringing a mobile phone into school without permission.

Sanctions for Minor Misdemeanours
For a minor misdemeanour, sanctions include:
Reprimand by teacher, play curtailed, loss of privileges or time out in another classroom. The principal may inform parents of the misdemeanour.

Serious Misdemeanours

- Stealing
- Intent to hurt or hurting others.
- Interfering with another's property
- Back answering a teacher
- Leaving school premises during the day without permission
- Selling goods in school to fellow pupils without permission
- Using or writing unacceptable language or comments on paper or internet or mobile phone
- Defacing school property

Sanctions for Serious Misdemeanours
For a serious misdemeanour, sanctions include:
Reprimand by the class teacher, referral to senior staff (principal & vice principal), time out in another classroom, or loss of privileges. The principal will inform parents of the misdemeanour. He/she will be asked to write an account of what he/she has done, answering questions listed above. The account will be written in a classroom and signed by the teacher.

Gross Misdemeanours

- Repeated serious Misdemeanours
- Bringing dangerous items or solvents to school
- Using or writing unacceptable language or comments on paper or internet or mobile phone
- Intentionally/deliberately vandalising school property
- Threatening or violent behaviour towards any person

Sanctions for Gross Misdemeanours

For a gross misdemeanour, sanctions are as follows:
The child's parents will be informed by the principal and will be asked to come to a meeting with the principal. The Gárdaí may be contacted by the Principal/ DP if it is believed that a criminal offence has been committed. The HSE and/or Túsla may also be contacted by the Principal/DP for advice. This advice will be acted upon. He/she will be asked to write an account of what he/she has done, answering questions listed above. The account will be written in a classroom and signed by the teacher.

Suspension will be considered at the principal's discretion. The Board of Management has authorised the Principal to sanction an immediate suspension if senior management deem it fit.

Procedure for Suspension:

- Parents are invited to meet with class teacher, Principal and/or chairperson to discuss the misdemeanour/s.
- Communication to parents regarding the suspension of a pupil or the possibility of suspension will be made by phone and/or in writing.
- A written statement of the terms and date of termination of a suspension will be given to parents.
- If the suspension of a pupil is for six days, the Principal informs the Education Welfare Officer in writing.
- When a period of suspension ends, the pupil should be re-admitted formally to class by the Principal/Deputy Principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be readmitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

Expulsion

Every effort will be made to manage a child's behaviour so that he/she and his/her fellow pupils can learn in school and be equipped with skills for later life. A continuum of support detailed in a specific Behaviour Learning Plan will be implemented and support from parents sought. Notes will be kept on all incidents of misbehaviour and subsequent actions taken. Advice and guidance from external agencies such as NEPs, HSE, Túsla, CAMHs, SESS, Vita House, Gárdaí etc. will inform actions. If despite all our best efforts and
interventions, the child continues to misbehave showing disrespect for people and/or property, interfering with the learning of other pupils and refusing to engage with staff, genuinely trying to support him/her, the Board of Management may decide to expel a child.

Procedure for Expulsion:

- The above procedures for suspension are followed in the case of expelling a pupil from the school.
- Prior to the expulsion of a pupil the Education Welfare Officer must be notified in writing of the school's intention twenty days in advance.

SUCCESS CRITERIA (by which the policy will be judged)

- Atmosphere of discipline within the school
- Children are aware of school rules

- Children apply school rules
- Growth in self discipline
- Cooperation between parents, teachers and pupils in maintaining the code.
- Comments or compliments on behaviour.
- Children working to the best of their ability
- Class working to the best of their ability
- Improvements in behaviour

MONITORING AND REVIEW

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. All teachers are responsible for the behaviour of children within sight or sound of them and respond to any instance of unacceptable behaviour. The principal is responsible for
monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying policy is reviewed yearly or more often if the need arises.

In registering children in Scoil Chomáin Naofa Roundfort the Code of Behaviour and Anti-Bullying Policy is accepted and signed by parents of pupils attending the school. In this way the Board of Management, teachers and parents are all promoting positive behavioural patterns in our pupils.

This Code of Behaviour was adopted by the Board of Management on **11th March '25**

This Code of Behaviour was reviewed by the Board of Management on **11th March '25**

Signed: Brid Gresham
Chairperson of Board of Management
Date: 11/03/25

Signed: Alan Canny
Principal/Secretary to the Board of Management
Date: 11/03/25