



Code Of Behaviour of St. Joseph's Primary School Tipperary Town.

How the code was formulated

This code was formulated at a review of the existing code incorporating the NEWB Guidelines, at a Staff Meeting on the 2nd October 2009, and arising from input from PPDS documentation . Further discussion was held at BOM level on 24th Sept. and 5th Oct. 2009.

Relationship to characteristic spirit of the school:

Each child will be encouraged to develop her potential in a caring environment where the talents of each child are valued. We will achieve this by ensuring a high level of respect and co-operation between staff, parents and pupils.

Expectations:

In St. Joseph's NS, we expect parents to:

- Ensure children come to school each day on time.
(9am-1.40pm Jnr. and Snr. Infant) (9am-2.40pm 1st -6th)
- Send a written explanation if a child is absent from school for any reason or notify via phone call or via Aladdin.
- Inform the class teacher if they wish to collect their child early from school for any reason.(Appointments etc).Sign child out in Office and back in if appropriate.
- Ensure children wear full uniform and are clean, neat and tidy.
- Ensure children wear appropriate clothing for P.E.
- Label all property and clothing clearly
- Help children with their homework and sign their homework journal if required.
- Treat all school staff and other children with respect, courtesy and use polite language.
- Co-operate with school staff and attend meetings when requested.
- Provide a healthy lunch daily for their children. (see healthy Lunch Policy)
- Make an appointment, through the secretary, if they wish to meet with a teacher or Principal.



- Mind all book rental books and ensure same are returned to school at the end of the year in good condition or parents/guardians will be required to re-imburse school for same.

In St Joseph's NS we expect staff to:

- Be punctual.
- Be prepared for class.
- Be cognitive of the various needs and ability levels of all children in their class and adapt their teaching accordingly.
- Treat children, parents and other staff members with respect, courtesy and use polite language.
- Co-operate with each other and work as part of a team.
- Be fair and consistent.
- Be aware of their duty of care to all children, at all times.

In St Joseph's NS we expect children to:

- Treat all staff, visitors and other children with respect, courtesy and use polite language.
- Be kind to each other.
- Be honest in their dealings with others.
- Treat school property and other children's property with respect. This applies especially to book rental books.
- Listen carefully in class and do their best work
- Complete homework and present it on time.
- Maintain a high standard of behaviour while on the school premises and while engaging in any school-related activity.

Note:

Behaviour will be subject to the school's code of behaviour anywhere on the school premises, on any out of school activity where the child/children are representing the school (e.g. sport events, cultural events, school tours etc)

Promoting a positive school climate.

- Through the SPHE curriculum we will teach the skills the children will need to live up to the school expectations, e.g. co-operating with each other, listening to each other, showing respect, taking turns, using please and thank you etc.



- Staff have a common understanding of expectations and a common approach to sanctioning. Through daily contact with the children's teachers and staff will promote an atmosphere of mutual respect.

Ways in which teachers can promote good behaviour:

- Teacher's regularly praise good behaviour in a consistent manner.
- Involve children in forming class rules.
- Reward systems in all classes e.g. (Rewards will reflect interests and needs of the child)
- Good note to parents in homework journal/Seesaw app
- Teachers model good behaviour.
- Giving children responsibility in the school.
- A written comment on pupils' work.
- Use of school reports to comment favourably, not only on good work and academic achievement, but on behaviour, on involvement and on general attitudes.

Ways in which parents/guardians can promote good behaviour:

Try to nurture a positive attitude towards school and all those involved in it.

- Try not to pass on any negative experiences which parents themselves may have had at school.
- Model good behaviour in your relationship with teachers.
- Support the work being done in school in teaching the Code of Behaviour.
- Parents can co-operate with the school by encouraging their children to abide by the school rules and behave in an acceptable manners.
- Parents are welcome to come and meet the Principal or Class Teachers to discuss any difficulties or problems concerning your child in school.
- Parents are requested to ring the school, email or write a note for an appointment to see the Principal or Class Teacher.
- Parents are asked to drop off and collect their children from the playground in order to avoid congestion and confusion in the cloakrooms and corridors.
- All late arrivals after 9.05 a.m. must enter via the Front Door.



Purpose and content of school rules:(This is not an exhaustive list)

The rules which follow are meant to be a positive help towards the creation within the school of a climate that is happy, secure and conducive to learning.

1. School hours are 9.00 a.m. to 2.40 p.m.
Lunch 12.30 p.m. to 1.00 p.m.
Junior and Senior Infants 9.00 a.m. to 1.40 p.m
Pupils are requested to be on time for school.
2. Notes of explanation are required
 - (a) if a child is absent
 - (b) if a child is sick
 - (c) if a child has to leave school early.
3. No child is allowed to leave the school premises during school hours. If for some reason a child has to leave school, the parents' written permission is required and the sign out book must be completed at the office.
4. We would be grateful if pupils did not leave the school before 2.40 p.m. (1.40 p.m. Infants), as such departure disrupts study and school routine. Please plan annual holidays for a time within regular school holidays.
5. The school management, while doing all that is reasonably possible to ensure safety of pupils' property, cannot accept responsibility for loss of, or damage to, the belongings of students while they are at school. Valuables should be kept at home and uniforms, coats, pumps, lunch-boxes etc. should be clearly marked.
6. Jewellery, make-up, hair colouring and excessive hair accessories are not allowed. One pair of stud earrings only is allowed. Parents are asked to keep children's long hair tied up please.



7. In keeping with our healthy eating policy and as a help to develop children's concentration parents are asked to see that children have a wholesome lunch and snack. Taytos, nuts, fizzy drinks, chewing gum, lollipops, sweets and chocolate bars are not allowed in school.

*Nuts and all nut products are banned due to allergies.
8. Mobile phones are not allowed in the school except in extreme necessity when they will be handed up to the class teacher and claimed after school. The school does not accept responsibility for loss or damage to mobile phones. If a pupil brings their phone to school and does not hand it up, on teacher becoming aware of this she will confiscate same.
9. Tip-ex is not allowed in the school.
10. Students are expected to be courteous in all their dealings with school staff, with one another and with visitors to the school.
11. All pupils are expected to be in full school uniform each day. School Tracksuits are only allowed on P.E./Dance/Swimming days at present and full-time from Halloween to Easter. A note is required from a parent if a student is out of uniform.
12. Flat practical shoes are requested for outdoor use - platforms are not allowed. Children are requested to wear pumps or light shoes for indoor use.

Other important rules include:

- Bullying of any kind will not be tolerated.
- Swearing and the use of bad language is not allowed.
- Walk quietly inside the school building at all times.
- Footballs must be carried while inside the school.
- In the interest of safety, children must walk to and from their bus/car using the walking path provided.
- If at any time a pupil is found to have an item that could be considered dangerous to herself or to others, it will be taken from them.



- Pupils are not allowed to climb or walk on walls, jump up or down steps or climb on the fencing. Children are not allowed to play at the front of the school.
- Playing with sticks in the yard is not allowed, as is the throwing of stones.
- Mock fighting and rough play is not allowed.
- Chewing gum is strictly forbidden.
- Children are encouraged to bring drinks in re-usable plastic bottles. (NO glass bottles allowed)
- Children are to use the outside toilets at break times and should not go to their classrooms without permission.
- Children must line up in their classes at the rear door when they hear the bell ring at the end of each break.
- Collector cards are not allowed.
- Ipods and personal game players are not allowed.

Arrangements for wet days

Children may be retained inside during inclement weather, supervised by school staff.

How staff, parents and students can help each other to meet the standards expected in the school:

Staff will teach the code as part of their SPHE lessons.

Reminders of the school/class rules will be displayed in the school.

School staff will model good behaviour.

Parents will accept the code, discuss it with their children and model good behaviour at home.

Students can encourage each other to adhere to the rules, in the interest of all children.

Unacceptable Behaviour and Sanctions.

Some examples of Minor misbehaviour:

- Disobedience : not carrying out instructions from the teacher
: not getting on with work set by the teacher.
: not following class rules.



- Disrupting class :shouting out, throwing objects (e.g. paper, rubbers etc)
 - : swinging on chairs, eating and drinking in class,
 - : distracting others, interrupting the teacher, wandering around the classroom, fidgeting and inattention, sulking, misbehaviour in teacher's absence.
- Damaging school or other children's property: marking tables with pencils, pens, marking other children's books/library books, tearing books.
- Pushing, leaving children out of play/drama, leaving set play area.
- Returning to classroom during break times without permission.
- Not completing homework. (without a note of explanation)

Continuous minor misbehaviour automatically becomes a serious misbehaviour

(This is NOT an exhaustive list)

Some examples of Serious Misbehaviour:

Continuous minor misbehaviour automatically becomes a serious misbehaviour

- Bullying.(See school's anti-bullying policy)
- Inappropriate play.
- Kicking, fighting, spitting, biting.
- Throwing objects (objects that could cause harm)
- Abusive language.
- Damaging school/other children's property e.g. defacing walls, desks, tables with permanent markers, deliberately breaking windows, destroying other children's work/property.
- Stealing school/staff or other children's property, books etc.
- Leaving school grounds without permission.
- Deliberate disobedience.
- Being insolent/ giving cheek.
- Telling lies.
- Going out of bounds/leaving the school grounds without permission.

(This is NOT an exhaustive list)



Some examples of extreme misbehaviour (these may incur automatic suspension)

- Threatening behaviour.
- Verbal or physical assault on a staff member/other pupil.
- Serious theft /vandalism.

(This is NOT an exhaustive list)

Note:

Any behaviour which has implications for child protection will be dealt with as laid out in our Child Protection Policy. Behaviour involving serious assault and/or illegal substances will be referred to An Garda Síochána.

Sanctions:

When choosing a sanction the teacher will be aware of the following:

Sanctions should:

- Defuse and not escalate a situation.
- Preserve the dignity of all parties.
- Be applied in a fair and consistent way.
- Be timely.
- Be proportionate to the nature and seriousness of the behaviour.
- Be appropriate to the age and developmental stage of the child and take account of the cultural background of the child.

Appropriate Sanctions:

For Minor misbehaviours:

- Reasoning with the child.
- Reprimand (including advice on consequence of continuing, and how to improve)
- Temporary separation from peers (within classroom)
- Temporary loss of responsibility, class jobs etc.
- Consequential additional work or Behaviour Sheet. (signed by parent)
- Communication with parents (note in journal, phone call, meeting)
- Communication with Principal.
- Temporary separation from peers to another classroom.

*These sanctions may not always be applied in this order.



For serious misbehaviours:

As above plus:

- Temporary separation from peers to another classroom.
- Behaviour sheet/ Additional work (signed by parents)
- Communication with parents.
- Detention at break times.
- Referral to Principal.

(For serious incidents, parents may be contacted by phone and may be asked to collect the child.)

- Meeting with parents, class teacher and/or principal by appointment to discuss misbehaviour and draw up behaviour plan.
- Suspension.
- Expulsion

Procedures in respect of Suspension. (as per page 77 of the NEWB Guidelines)

While the BOM has the authority to suspend, they have delegated this authority to the Principal in consultation with the Chairperson or Deputy Principal.(See appendix 1).

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.

If suspension is still decided upon

- Principal notifies parent in writing of the decision to suspend. The letter should confirm.
 - The period of the suspension and the dates on which the suspension will begin and end.
 - The reasons for the suspension.
 - Any study programme to be followed.
 - The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
 - The provision for appeal to the Board of management or secretary general of the DES. (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)



- Where the cumulative total of days reached 6, the NEWB will be notified.

Records and reports.

Formal written records will be kept of:

- The investigation (including notes of all interviews held)
- The decision-making process.
- The decision and rationale for the decision.
- The duration of the suspension and any conditions attached to the suspension.

Expulsion.(As per page 82 of the NEWB Guidelines)

Procedures in respect of expulsion.

- A detailed investigation carried out under the direction of the principal.
 - Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
 - Give parents and students the opportunity to respond before a decision is made.
- A recommendation to the BOM by the principal(see page 84 NEWB guidelines)
- Consideration by the BOM of the principal' recommendations and the holding of a hearing. (see page 84 NEWB Guidelines)
- BOM deliberations and actions following the hearing. (page 85 NEWB Guidelines)
- If BOM is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after NEWB have received written notification. The NEWB should be notified using a Notice of Intention to Expel form which is available on www.schoolreturn.ie or from our helpline (1890 36 3666). This form should be completed and sent to School Return Section, National Educational Welfare Board, 16-22 Green St, Dublin 7.
- Consultations arranged by the EWO.
- Confirmation of the decision to expel.



Appeals.

- A parent may appeal a decision to expel to the Secretary General of the Department of Education and Science (Education Act 1998 section 29)

Procedures for notifying the school about reasons for absence from school

Parents are requested to inform the school of any absences via Aladdin app. Alternatively, the school can be informed of same via phone call, email or written note.

Signed: 
Chairperson BoM

Date: __ 8-10-2024 __

Signed: 
Acting Principal

Date: __ 8-10-2024 __