

# **MONASTERY C.B.S. - PRIMARY SCHOOL**

## **CODE OF BEHAVIOUR**

### **Introduction/Rationale:**

The Board of Management sets out below the rules, regulations and procedures which have been drawn up to ensure the smooth operation of the schools disciplinary system.

### **Aim:**

The code of discipline aims to achieve three things:

1. The efficient operation of the school and the structuring of in-class discipline to allow for an efficient and stimulating learning environment.
2. The maintenance of good order throughout the school and respect for the school environment.
3. The development of self-discipline in pupils and training in good behaviour patterns based on consideration, respect and tolerance for others.
4. To ensure the safety and well being of all members of the school community.

### **General:**

**Courtesy:** Pupils are expected to treat all staff and their fellow pupils with respect and courtesy at all times. The use of any form of bad language is unacceptable.

**Punctuality:** The official opening time of the school premises is 8.40 a.m. The Board of Management can give no undertaking that children will be supervised before that time. School commences at 9 a.m. and finishes at 2.50 p.m. each day. Pupils should be punctual in attending school.

**Absence:** If absent from school an absence slip in homework diary/written note from parents/guardians should be brought in on day of return. Long absences (three days or more) should be notified to the school. If a boy has to leave school early or is absent for part of the day, a written

note must be given to the class teacher. Parents are asked to report to the office to 'sign out' their child.

**Illness:** Any infectious illness should be notified to the school without delay. Also please notify the class teacher if you discover that your child has headlice.

**Mobile Phones:** The use of mobile phones on the school premises is not permitted. Pupils are required to switch off phones and hand them into the office each morning before class.

**School Uniform:** Pupils shall wear the school uniform, which consists of Grey Trousers, Wine Jumper, Light Grey shirt and Grey/Wine Tie, at all times in the school. The School Tracksuit should only be worn on P.E. days or other days notified by the teacher i.e. sports day or school tour. The school tracksuit consists of the official Monastery tracksuit (top & bottoms) and a white polo t-shirt. All items of clothing should be clearly labelled. Pupils are requested to have hairstyles of an acceptable nature. The wearing of jewellery including ear-rings/studs by pupils is potentially dangerous as it may be the source of an injury especially during pupil interaction. Such objects should not be worn by pupils within school precincts.

**Personal Property:** Pupils shall be fully responsible for their personal property in the school. All personal items should be labelled especially lunchboxes. Bicycles should be securely locked on the school remises. Pupils shall walk with their bicycles within school grounds.

**School Property:** Pupils must respect school property and treat books and equipment with due care.

**Environment:** Pupils must keep the school environment clean and grounds free from litter. They are requested to bring home their lunch litter. Chewing gum is absolutely forbidden in school.

### **In-Class Behaviour:**

Each class shall have their own set of class rules and expectations which pupils are required to comply with.

1. Pupils should have all books and materials required.
2. They are expected to do their work to the best of their ability and to present written exercises neatly.
3. They are to show consideration and respect for fellow classmates and follow their teacher's instructions as given, so as to allow an effective learning programme to be undertaken.
4. Any form of disruption or interference with the rights of others to participate is not acceptable.
5. On wet days pupils are supervised in their classrooms. For safety reasons pupils are required to remain seated at all times.

### **Out-of Class Behaviour:**

1. Pupils should behave in an orderly manner at all times and must walk from one class area to another.
2. Conduct which in any way threatens the safety and well being of the individual or the group is not permitted. This includes rough physical contact, name-calling, intimidation, extortion, isolation and taunting.

**Bullying** - whether physical or verbal is not permitted. Parents will be expected to cooperate with the school at all times in dealing with incidents of bullying in accordance with the school's anti-bullying policy.

3. Pupils who do not have parental permission to leave the school at lunchtime must remain on the school premises.
4. Pupils are required to line up in an orderly manner at the end of each break.

### **Homework:**

1. Homework exercises are to be done to the best of the pupils' ability. Parents are asked to ensure that written homework is legible and presentable.
2. Homework diaries should be checked and signed by parents each night. They are a communication link between parents and teachers.
3. A note from parents/guardians should be submitted to the teacher in the event of a pupil not having completed his homework.

### **Parents – Staff Communication:**

1. The Board of Management endorses the view that good effective communication and co-operation between parents and teachers is fundamental to the development of a happy and effective learning environment. To this end a variety of communication links are used. Parents are encouraged to keep in regular contact with the class teacher and so keep informed about children's progress. Parents should communicate with the school in relation to any significant developments/circumstances in the child's life which may affect the child's progress/behaviour. Such visits are regarded as informal contact, but where a parent/teacher feels that they need time to discuss a matter at greater length, an appointment should be arranged in advance at a mutually suitable time.

2. Formal class meetings between teachers and individual parents are arranged during the school year. Parents are given the opportunity to have a one-to-one meeting with the class teacher.
3. If there are concerns which are not satisfactorily resolved a parent/teacher may request a meeting with the Principal to discuss any such issues. Ultimately responsibility for the school lies with the Board of Management, and any parent/teacher who has an unresolved grievance or concern may refer to the Chairperson of the Board of Management.

### **School Response to Misbehaviour:**

Positive encouragement and re-enforcement are regarded as primary in helping pupils to develop responsibility, a positive attitude and self-discipline. However where a pupil wilfully disregards school rules and infringes on the rights of others to participate in an ordered and structured learning and play environment, sanctions may be needed. Response to misbehaviour may involve the use of one or all of the following:

1. Reasoning with pupil.
2. Reprimand.
3. Separation (within the classroom or in the play area)
4. Loss of privilege.
5. Detention during break time /lunchtime
6. Referral to year head.
7. Referral to principal. (The Principal will record all such referrals.)
8. Written work.
9. Referral to Parents. (Parents will be requested to meet teacher/Principal to discuss the matter.)
10. In cases of continuous disruptive misbehaviour parents may be requested to meet with Chairperson of the Board of Management.

11. Suspension/Expulsion in accordance with Rule 130 for National Schools. The school acknowledges the rights of parents/guardians in relation to appeals under section 29 of the Education Act.

Incidents of serious or gross misbehaviour will be recorded by the class teacher in the discipline file.

## **Roles & Responsibilities**

### **Board of Management's Responsibilities**

- Provide a comfortable, safe environment
- Support the Principal and staff in implementing the code.
- Ratify the code.

### **Principal's Responsibilities**

- Promote a positive climate in the school.
- Ensure the Code of Behaviour is implemented in a fair and consistent manner.
- Arrange for review of the Code, as required.

### **Teacher's Responsibilities**

- Support and implement the school's code of behaviour.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

### **Pupil's Responsibilities**

- Attend school regularly and punctually.
- Listen to their teacher and act on instruction/advice.
- Show respect for all members of the school community.
- Respect all school property and property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing, bad language and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

**Parents/Guardians' Responsibilities**

- Encourage children to have a sense of respect for themselves and for property.
- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's school work.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problem which may affect the child's progress/behaviour.