

Aughadreena N.S.

Code of Behaviour

Aughadreena N.S. places a great emphasis on the need to give each child every possible opportunity to develop patterns of good behaviour. It is necessary to ensure that the individuality of each child is accommodated for while at the same time acknowledging the right of each child to education in a disruption free, pleasant learning environment. This environment is one which Aughadreena wishes to foster. School rules are kept to a minimum and are devised with regard for the health, safety, and welfare of all members of the school community. In devising the code, consideration was given to the particular needs and circumstances of this school.

Aims:

- (a) To create an ordered environment in which all children can feel secure and make progress in all aspects of their development.
- (b) To foster in each child, a sense of pride and respect for his/her own work and property and that of others.
- (c) To develop pupils' self-esteem through promoting positive behaviour and self-discipline based on respect and consideration for others.
- (d) To enable teachers to teach without disruption thus adopting a positive approach towards maintaining behaviour standards in the school.
- (e) To provide guidance for pupils, teachers and parents on behavioral expectations.

Principles:

- (a) The school endeavours to provide a framework that promotes constructive behaviour and discourages unacceptable behaviour.
- (b) The school recognises the variety of differences that exist between children and the need to respect and accommodate these differences.
- (c) It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, parents and pupils.
- (d) Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.
- (e) School rules are devised with regard to the health, safety and welfare of all the community of Aughadreena National School.
- (f) Children are expected to comply with the school rules while attending school-based activities outside of the school grounds and at any time when wearing the school uniform.

School Rules:

Respect and Courtesy

- Children are expected to always treat all adults and fellow pupils with respect and courtesy. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
- Children are expected to address teachers and staff formally.
- Children are expected to show respect for all school property and to keep the school environment clean and litter free.
- Children are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.

- Children are expected to obey a teacher's instructions, to work to the best of their ability and to present all work neatly.
- Children must show respect for all school personnel including visitors. They must not engage in behaviour directly or indirectly which can prevent or interrupt teachers in the exercise of their duties, failure to do so will result in reprimand or other punishment. Unbecoming and abusive language will not be tolerated. Children must not engage in activities that may upset or harass other pupils.
- Children must always observe the highest standards of sportsmanship and be included in others in games they play.
- It is important for children to be always mindful of their safety and the safety of others.
- Parents/Guardians are asked to address teachers formally in the presence of children in the school.

Punctuality

The official opening time of the school is 9.20a.m. The school provides yard supervision during morning assembly from 9.10am-9.20am allowing adequate 'drop off' time to ensure all children are present by 9.20am.

Children who arrive at the school after 9.20 a.m. are recorded on the Aladdin Roll book as a late arrival. The same applies to early leaving, the time is recorded in the Aladdin Roll book. Parents should accompany their child to the **main school entrance and buzz your child's classroom** (whether you are dropping a child back or collecting a child) so that the door can be unlocked to let your child in/out as required.

At home time all classes must be collected from the school gate. The infant classes finish at 2 p.m., the remaining classes finish at 3 p.m. All children should be dropped and collected **on time** as the school accepts no responsibility for children outside of these times except where pupils are engaged 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 this policy during these times. If for some reason collection is not possible or delayed, please contact the school office in advance or as soon as possible.

Parents whose children are repeatedly late should be aware of the disruption they are causing to the teacher and the rest of the class/es.

Absence

- The Principal is obliged to inform the Education Welfare Officer of any pupil who is absent for 20 days or more in a school year. Children are obliged to attend on all school days except in cases of illness.
- Section [(21) (9)] of the Education Welfare Act states that: "a pupil's absence can only be authorised by the principal when the child is involved in activities organised by the school or in which the school is involved". The school principal cannot authorise a child's absence for holidays during school time. However, it is essential that parents inform the school of such arrangements in advance as an act of courtesy.
- Reasons for childrens' absences must be communicated to the school by filling out the google absence form which will be sent to the parents on the day your child/ren returns after any absence to the school email address: office@aughadreenans.com

Departure from school

- If a child needs to leave the school before 3 p.m., a note or an email must be sent into the school in advance. Early leaving will be recorded on Aladdin outlining the reason and time they leave.
- Should a child have a scheduled appointment e.g. speech therapy, clinical etc. that cannot be attended out of school time, the school should be notified in advance.
- When collecting a child before 3pm, parents must come to the main school entrance and buzz the classroom to notify the teacher of their arrival.

Absence due to religious services

While it is acknowledged that religious services in the parish occasionally require a child/ren to attend a mass or religious ceremony as an altar server during school time, prior permission from parents must first be sought by the priest (or church representative). The school should then be notified in advance or as soon as possible by the parents (phone call to office or note to teacher). Only children whose parents have completed and returned the annual 'Altar Servers' permission slip to the priest at the start of the year will be permitted to leave school to serve mass at any time.

Absence due to external school events

Children who attend external school events on behalf of the school during school time will not be marked absent.

After school activities

Children involved in afterschool activities are expected to behave in accordance with the school Code of Behaviour.

UNIFORMS

Full school uniform must be worn every day. Should this not be possible on a given day, a note must be supplied to the class teacher outlining the reason for this. Children who consistently fail to comply with uniform requirements will be reprimanded. The uniform consists of:

- Grey skirt, pinafore, or trousers
- V-neck navy school jumper with school crest
- Blue shirt
- Matching striped tie
- Navy socks/tights
- Runners may now be worn as part of the daily uniform. However, they must be fully black in colour.
- **Please ensure that your child can tie his/her own laces.**

School Tracksuits

School tracksuits must only be worn on designated P.E. and swimming days or if instructed to do so by the class teacher/principal. This consists of:

- a plain navy sweatshirt, without a hood or zip
- plain navy tracksuit bottoms and a plain light blue polo shirt.

These items may be sourced in any major store.

- Should a child wish to wear an additional layer of clothing, this must be worn under the school uniform/tracksuit.

- Jerseys or similar are not permitted.
- Children attending sporting activities or training at 3p.m. in the school should bring their sports gear with them and change at 3p.m.
- Tracksuits should not be worn at the discretion of the child on days of training or matches unless specifically requested to do so by a teacher.
- All uniform and tracksuit items are available from Fay's Drapery, Main Street, Cavan (4332036) or Uniformity, 7 Newcourt, Cavan (4362563)

*** Please ensure that all clothing is labelled as the school does not take responsibility for any clothing mislaid or lost. All items found in the school are placed in the lost property box which is located inside the main door of the school.**

Jewellery

As both a safety measure and a matter of security, jewellery should not be worn to school except a small stud to keep an ear piercing open. Make up should not be worn to school.

Mobile Phones/Tablets/iPads/Cameras Policy

Children are not allowed to have mobile phones or personal tablets/iPads/cameras or any device with a camera recording facility including smart watches at school under any circumstances including during extra-curricular activities. A child may be permitted by a teacher to use the school phone if deemed necessary.

Lunches

Lunches should be nutritious and in agreement with the Healthy Eating Policy.

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. Homework should be completed in accordance with the school Homework Policy.

Bullying:

Bullying is always unacceptable and will not be tolerated in any form. See Anti-Bullying Policy.

Strategies to Promote Positive Behaviour in the School:

Aughadreena N.S. aims to promote positive behaviour in several ways. The teacher may use:

- A positive comment in a pupil's copybook or homework journal.
- A word of praise
- A system of merit marks /awards within the classroom/school.
- A system of delegating some special responsibility or privilege to the child.

Responsibilities for Behaviour

Board of Management's Responsibilities

- Provide a comfortable and safe learning environment.
- Support the Principal and staff in implementing the Code of Behaviour.
- Ratify the Code of Behaviour.

Principal's Responsibilities

- Promote a positive climate in the school.

- Ensure that the Code of Discipline is implemented in a fair and consistent manner.
- Arrange for review of the Code as required.

Teachers' Responsibilities

- Support and implement the school's Code of Discipline.
- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare for 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.

Parents/Guardians' Responsibilities

- Encourage children to have a sense of respect for themselves, others and for all property.
- Ensure children are fully prepared for school daily i.e. requisites, full uniform, homework completed, lunch.
- Ensure that children attend school regularly and punctually.
- Be interested in, support and encourage their children's schoolwork.
- Be familiar with the Code of Behaviour and support its full 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 problems which may affect a child's progress/behaviour.
- Homework journal must be signed daily.

Pupils' Responsibilities

- To attend school regularly and punctually.
- Listen to the teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.
- Ensure wearing a full uniform/school tracksuit as required and that appearance is kept neat and tidy.

Behaviour in the Classroom

- At break time on wet days, each class will be allowed out to the sheltered area of the yard for 10 minutes of air and exercise. Afterwards having received their activities, all children must remain seated for the duration of breaktime.
- Instructions given by the teacher must be obeyed.
- Children must complete all tasks, both written and oral, to the best of their ability.
- Be always truthful and honest.

- Children should not interrupt the teacher or interfere with other pupils or their property.
- Children must not leave the classroom or their seat at any time without permission from the teacher.

Behaviour outside of the Classroom

- Children must walk quietly in corridors, always keeping in line to one side.
- Children must stay in designated play areas and may leave the yard only with a teacher's permission (see Rules of the Yard)
- Children must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden (e.g. wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion etc.).
- Children must walk to the gates at home time.

Instances of Unacceptable Behaviour

It should be noted that the following lists consist of examples only. They are not meant to be a totally comprehensive list of misdemeanors and procedural steps.

Minor Breaches:

Minor misdemeanors consist of incidents where the child does not comply with school rules in the yard, within the classroom or within the school grounds.

- Interrupting class work
- Running in the school building.
- Not wearing correct uniform
- Being discourteous/unmannerly
- Not completing homework without good reason.
- Not having homework signed by a parent.
- Not working to full potential
- Misbehaving/talking in line after the 2nd bell.

Serious Breaches:

- Constantly disruptive in class
- Telling lies
- Stealing/Damaging of property not belonging to the child.
- Bullying
- Back answering to a teacher
- Frequenting school premises after school hours without permission
- Leaving school premises during school day without permission
- Repeated refusal to co-operate within a learning environment.
- Using unacceptable language
- Endangering self or fellow pupils in the school.
- Bringing weapons of any form into the school or on to school grounds.
- Aggressive, threatening, or violent behaviour towards a teacher or pupil

Procedures for Dealing with Misbehaviour:

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

Instances of unacceptable behaviour will be dealt with as follows: the nature of the behaviour will be determining the strategy or strategies used:

- Reasoning with pupils
- Verbal reprimand including advice on how to improve behaviour. (Incidents of misbehaviour in the yard will be recorded in the yard book and will be verbally reported to the class teacher by the teacher on duty).
- Temporary separation from peers and/or loss of privileges.
- Prescribing extra work during the week or at the weekends.
- Detention during break-time.
- 10-minute time-out during break-time.
- Referral to Principal/Deputy Principal.
- Communication with Parents – see below.
- Children with Special Needs – see below.
- Temporary Suspension/expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88).
- Permanent Suspension in accordance with the Education and Welfare Act (2000).

Children with Special Needs:

All children are required to comply with the code of behaviour. However, the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/resource teacher, and or the principal will work closely with home to ensure that optimal support is given. Cognitive development will always be considered. Professional advice from psychological assessment will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs, adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging, and respecting the difference in all individuals.

Communicating with Parents:

Communicating with parents is central to maintaining a positive approach to dealing with children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents are encouraged to talk in confidence to teachers about any significant developments in a child's life (in the past or present), which may affect the child's behaviour.

The following methods of communications are to be used within the school:

- Informal/formal parent/teacher meetings
- Through children's homework journal (infants do not have homework journal, please check bags for notes)
- Emails through Aladdin, letters, notes, phone calls from school to home and from home to school
- Newsletters/school website

- Should a teacher have a query or concern in relation to a child, s/he may request a meeting with the parent via phone or email or by writing a note into the child's homework journal or by putting a note in the child's homework folder (infants).
- Should a parent have a query or concern about the progress of their child, they should email the class teacher directly and she will contact you in return.
- Teachers email addresses:
 - F. Reilly: principal@aughadreenans.com
 - E. Smith: eilishsmith@aughadreenans.com
 - A. Hannon: assumptahannon@aughadreenans.com
 - H. Gilroy: helengilroy@aughadreenans.com
 - C. Lynch: charlenelynch@aughadreenans.com
 - C. Browne: ciarabrowne@aughadreenans.com
 - A. Finnegan: ainefinnegan@aughadreenans.com
- **Teachers will not be available to meet with parents who arrive unannounced.**

This policy will be reviewed as required. This policy was ratified by the B.o.M. of Aughadreena N.S.