

**TALBOT SENIOR
NATIONAL SCHOOL
BAWNOGUE
CLONDALKIN
DUBLIN 22**



**DRAFT REVISED CODE OF
BEHAVIOUR / DISCIPLINE
MAY 2010**

CONTENTS

Page	
3	Introduction
4	Discipline for Learning (DFL)
4	Restorative Practice
5	Restorative Practice
6	General Guidelines for behaviour
6	Code of behaviour
6	Behaviour in the Class
7	Essential Classroom Rules
7	Behaviour in the playground
8	Essential out of class rules
8	Behaviour in the school environment and behaviour on school outings
9	Attendance and Education Welfare Act
10	Homework
10	Jewellery
10	Mobile Phones / I Pods / Electronic Games
11	School Uniform
11	School Journal
11	Misbehaviour Sanctions
11	Sanctions Serious Misbehaviour
12	Bookings/Detention/ Contract/ Internal Suspension
13	Suspension /Appeals
14	Grounds for Expulsion / Automatic Expulsion
14	Procedures in respect of expulsion

POLICIES AVAILABLE ON REQUEST FROM SCHOOL WEBSITE www.scoitalbot.ie

1. Code of Behaviour 2
2. Anti Bullying
3. Homework

SECTION 1 INTRODUCTION

Our School aims to provide a happy, secure, friendly, learning environment, where children, parents, teachers, special needs assistants, ancillary staff and Board of Management work in partnership. Each individual is valued, encouraged and respected for their uniqueness and facilitated to reach their full potential in a positive atmosphere.

This will enable the child to live a full life and will equip him/her to avail himself/herself of further education so that he/she may go on to live a full and useful life as an adult in society.

The staff are committed to the realization of these Objectives. Our aim is to create a happy, secure environment for our pupils in which there is a sense of good order and a reasonable approach to discipline. In this way, a large group can be organized so that the school can operate smoothly for the benefit of all.

This revised Code of Behaviour comes into effect on September 1st 2010. The code has been considered by the Parents Association, Staff, Education Welfare Officer, visiting teacher for travellers and approved by the Board of Management. It was ratified by a majority vote of Parents in May 2010. The code is mindful of the curriculum, School's Health & Safety Statement, Anti Bullying Policy, Admission and Participation Policy.

DISCIPLINE FOR LEARNING (D.F.L.)

In our school we have a positive approach to teaching and learning. Positive rules for behaviour in class and out of class are learned by pupils at the beginning of the school year. Pupils are disciplined by being motivated to keep these rules.

We have many many ways of recognizing good behaviour and effort including awards, stamps, positive cards, smiles, positive comments, homework passes and of course our Lucky Dips. Good behaviour and achievement will be recognized. Consistent positive influences are the key to success in our school.

RESTORATIVE PRACTICE

Restorative Practice in our school provides a focus on developing positive relationships between all members of the school community. It gives opportunities for pupils to take responsibility for their behaviour and learning. Restorative Practice is a process whereby children are given the opportunity to reflect on their behaviour and how they and others have been affected by it so as to help heal broken relationships and prevent reoccurrence. Where suspension occurs, the school will use restorative practice involving all parties affected to help repair the harm done.

**RESTORATIVE QUESTIONS
TO RESPOND TO CHALLENGING BEHAVIOUR**

1. What happened?
2. What were you thinking about at the time?
3. What have your thoughts been since?
4. Who has been affected by what you did?
5. In what way have they been affected?
6. What do you think needs to happen to make things right?

**TO HELP THOSE HARMED BY
OTHERS ACTIONS**

1. What did you think when you realized what had happened?
2. What have your thoughts been since?
3. How has this affected others?
4. What has been the hardest thing for you?
5. What do you think needs to happen to make things right?

GENERAL GUIDELINES FOR BEHAVIOUR

All pupils are expected to behave in a reasonable manner both to themselves and to others, showing consideration, courtesy and respect for other pupils and adults at all times. Respect must be shown at all times. Respect must be shown for the property of the individual and of the school at all times.

CODE OF BEHAVIOUR

The **CODE OF BEHAVIOUR** covers the following areas:

- Behaviour in class
- Behaviour in the playground
- Behaviour in the school environment and behaviour on school outings
- Attendance at school / Education Welfare Act
- Homework after school and extra curricular activities

BEHAVIOUR IN CLASS

Courtesy and respect are essential. Disrespectful behaviour towards other pupils or towards a teacher (e.g. defiance, cheek, insolence) are unacceptable. Pupils must respect the right of other pupils to learn. Any behaviour which interferes with this right (e.g. constant disruption of the class and persistent distracting of others) is considered unacceptable behaviour.

In order that pupils benefit from their work in class full co-operation is required at all times. Pupils must co-operate with instructions given by the teacher.

THE ESSENTIAL CLASSROOM RULES

1. Be ready for class
2. Good manners are expected at all times
3. Always do your best and allow others to do the same
4. Raise hand and wait for attention and listen to the person who is speaking
5. Take good care of personal and classroom property
6. Ensure you are safe in class and make it safe for others

BEHAVIOUR IN THE PLAYGROUND

Pupils should treat others as they would like to be treated themselves. Any behaviour which endangers or offends others is not permitted. Rough behaviour e.g. fighting, kicking, spitting, pushing is forbidden. Games or activities considered to be dangerous shall be prohibited.

Any behaviour which interferes with other pupils play is not permitted. Pupils may not leave the playground for any reason during breaks without the permission of the supervising teacher, this includes re-entering the school building.

THE ESSENTIAL OUT OF CLASS RULES

1. Stay within the boundaries in yard
2. Play safely and fairly. Treat others fairly, the way you would like yourself to be treated
3. Keep yard and school environment litter free and tidy.
4. Stay clear of fire alarm and respect all school property
5. Line up quickly and quietly and leave and return to your classroom in an orderly fashion

BEHAVIOUR IN THE SCHOOL ENVIRONMENT AND BEHAVIOUR ON SCHOOL OUTINGS

Respect and courtesy to others is essential. Any kind of verbal or physical abuse of other pupils is strictly forbidden. Use of foul language among pupils is unacceptable. Bullying or intimidation of other pupils is prohibited and is always regarded as a serious offence. Pupils must show respect for school property at all times. For reasons of safety and to minimize accidents, pupils should move about the school in an orderly manner.

Pupils are encouraged to be respectful to each other on their way to and from school. When on school outings pupils are expected to behave in an orderly manner and show respect for public property. They should always co-operate fully with their teachers and special needs staff.

ATTENDANCE /EDUCATION WELFARE ACT

Under the Education Welfare Act 2000 absences or lateness must be explained by a brief note written in school journal and signed by parent. Absences of 20 days or more must be referred by the school to the Education Welfare Board. Any child wishing to leave school early must have a note signed by their parent. The Education Welfare Officer in our region is Mr Eamon Reagan.

The Education Welfare Officer is available to support parents with attendance issues. Children with hospital or dental appointments on an ongoing basis should give a copy of appointments to office secretary. Parents/Guardians must sign out pupils who are collected early from school. Daily attendance and punctuality are required from pupils. School opens to receive pupils at 9.00a.m. each morning. A text message is sent to parents if a child is absent from school. The parent is requested to contact the school to clarify the situation. After a pupil has been absent, a note from the parents must always be brought to the class teacher upon the pupil's return to school. When a pupil has to leave school early (i.e. before 2.40pm) a note from the parents must be brought to the class teacher stating the time at which the pupil is to leave. An attendance committee meets monthly in the school to review attendance. Please refer to school attendance policy.

HOMEWORK

It is the policy of the school to assign homework on a regular basis. The time taken for this will vary from child to child, but should in most cases take between 30 minutes and one hour. Homework is recorded in the pupil's journal. Parents should sign the homework journal to confirm that the work has been fully attempted.

If for some reason homework (or part of it) cannot be completed, parents are asked to note this in the homework journal.

Generally, homework is not given at weekends. Written work must be done neatly and carefully. Graffiti on textbooks and copy books is not permitted. Please refer to the school Homework Policy for further information.

JEWELERY

Students are permitted to wear stud earrings and watch only.

MOBILE PHONES / I PODS / ELECTRONIC GAMES

Use of mobile phones, I Pods, and electronic games during school hours is strictly forbidden. All phones must be switched off, and kept in school bags at all times. Any infringement of this rule will involve the confiscation of the phone and any other electronic equipment and will only be returned to the parent or guardian of the pupil.

SCHOOL UNIFORM

All pupils must wear the school uniform.

SCHOOL JOURNAL

The school journal is an important communication tool between parents and the school. Please read and sign the journal each night. Please ensure the personal information page in your school journal is completed.

MISBEHAVIOUR SANCTIONS

1. Verbal Warning
2. Written Warning
3. Yellow Card
4. Red Card

SANCTIONS SERIOUS MISBEHAVIOUR

STAGE 1

SIMPLE BOOKING / WARNING

Booking Form—Pupil sent to principal at 11.45 or 1.30—
(note to parents in journal)

STAGE 2

BOOKING AND DETENTION

Pupil Gets a booking. Class / yard teacher recommends detention or principal gives detention (note to parents in journal)

STAGE 3

BOOKING DETENTION AND CONTRACT

If a pupil receives two detentions in any four school weeks the class teacher and pupil go to the office and draw up a contract of behaviour. This contract will be signed in the presence of the Principal. A copy of the contract will be posted to parents and returned and signed.

STAGE 4

CASE CONFERENCE

If a pupil receives more than three detentions in any four school weeks, the child's parents will be asked to meet the class teacher and principal. The child will be asked to give a written undertaking that he/she will behave in school. This will be witnessed and signed by Parent/ Parents or guardian.

STAGE 5

INTERNAL SUSPENSION

Internal Suspension is when a pupil is removed from their own base class and is placed in another class for up to three school days. This will be activated when stages 1-4 are exhausted or when a serious of misbehaviour occurs.

STAGE 6 SUSPENSION

This procedure is used in the case of gross misbehaviour and or health & safety grounds

- (a) If stage 4 is exhausted or there is a single incident of gross misbehaviour the Principal requests a meeting with the parents. If considered warranted the Principal reserves the right to suspend the pupil for 3 days initially. This power of suspension is delegated to the principal by the school Board of Management.
- (b) In certain circumstances the Principal with the approval of the chairperson of the BOM may suspend a pupil for 5 school days
- (c) A meeting of the BOM may authorize further suspension up to a maximum of 10 days. Suspension will be in accordance with Section 23 of the Education Welfare Act 2000

APPEALS

Parents of a pupil who has been suspended for 20 school days or more are entitled under Section 29 of the Education Act 1998 to Appeal such a suspension.

STAGE 7 EXPULSION

This procedure may be considered in an extreme case, in accordance with Section 23 of The Education Welfare Act 2000.

GROUNDS FOR EXPULSION

- Behaviour is persistent cause of significant disruption to the learning of others or to the teaching process
- Continued presence of pupil constitutes a real and significant threat to safety
- Pupil responsible for serious damage to property

AUTOMATIC EXPULSION

BOM may sanction automatic expulsion for certain prescribed behaviours:

1. Sexual Assault
2. Possession of illegal drugs in the school
3. Supplying illegal drugs to other pupils in the school
4. Actual violence or physical assault
5. Serious threat of violence against another pupil or member of staff.

PROCEDURES IN RESPECT OF EXPULSION

1. Detailed investigation by school principal
2. Recommendation by principal to the BOM
3. BOM considers Principal's recommendation and holds hearing
4. BOM decision, is expulsion appropriate ? If BOM recommends expulsion the BOM will propose a date which will allow a 20 day cooling off period.

5. Education Welfare Officer is informed of proposal to expel pupil and effective date of that proposal.
6. Parents of the pupil are informed of rights to invoke a Section 29 appeal under the Education Act 1998.
7. Education Welfare Officer arranges consultations
8. Confirmation of decision to expel.

CONCLUSION

The essence of our code of behaviour is valuing people and encouraging them to accept responsibility for their own behaviour and to develop self discipline.

