

# Newport Boys National School Newport, Co. Tipperary

Be the Best Person  
You Can Be!

## Code of Responsible Behaviour

Reviewed May 2018

**WRONG**  
is **WRONG,**

even if *everyone*  
is doing it.

**RIGHT**  
is **RIGHT,**

even if *no one*  
is doing it.



## Newport Boys National School Code of Responsible Behaviour

### Code of Responsible Behaviour

#### Introduction

“The Code of Behaviour is the set of programmes, practices and procedures that together form the school’s plan for helping students in the school to behave well and learn well”

The Code of Behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices, which encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour helps teachers, members of staff, students and parents to work together for a happy, effective and safe school.

The Code expresses the vision, mission and values of the school and it’s Patron. It translates the experiences of staff, parents and students into practical arrangements that will help to ensure continuity of instruction of all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The code of behaviour enables school authorities to strike an appropriate balance between their duty to maintain an effective learning environment for all and their responsibility to students whose behaviour presents a challenge to the teaching and learning process. The code of behaviour is a key tool in enabling the school authorities to support the learning of every student in the school.

Maintaining a harmonious environment can present a challenge to schools, given competing needs, time pressures and varying capacities or readiness to learn. A code of behaviour that has the support of the school community can go a long way to helping schools to meet this challenge successfully.

***“Students are more likely to benefit from their education and to be happy in a structured caring environment where high standards of behaviour are expected and adhered to”***

*Developing a Code of Behaviour: Guidelines for Schools:  
National Education Welfare Board*

At Newport Boys National School, we aim to create an atmosphere of security, safety and happiness that promotes the dignity and individuality of every person. We try to develop a friendly and harmonious relationship within the school so each pupil is responsible for his behaviour.

To achieve this, pupils are reminded on a regular basis of their responsibilities inside and outside of the classroom. Rules provide clear boundaries. They describe in simple terms how to behave in order to learn well and to develop into mature and responsible

## Newport Boys National School Code of Responsible Behaviour

individuals. Pupils are reminded of school rules and classroom rules appropriate to their age. This will enable them to be honest and well-behaved citizens and will boost their self-esteem.

The School's Code of Responsible Behaviour reflects the Christian values within the school, with an emphasis on forgiveness, reconciliation, new beginnings and hope.

Teachers are sensitive to the needs and particular circumstances of the pupils.

Our approach is to instil in students the recognition of their responsibility for their actions. We involve parents/guardians in our code of responsible behaviour through regular contact in relation to conduct and progress.

### Behaviour

#### a) Attendance and Punctuality

Pupils are required to be regular in their attendance and to be on time for school. They are to stay within the school premises during school hours, unless they have permission to leave.

#### b) Behaviour in Class

Pupils should respect the rights of others. They should listen to their teacher and be attentive. They are to follow and carry out instructions given. They should work hard and attempt all assignments. **Any form of behaviour that interferes with the rights of others to learn is unacceptable.**

#### c) Behaviour in the School Playground

Pupils should enjoy the break times. They are expected to adhere to and respect the teacher/supervisor who is supervising the playground. They must avoid rough play which may cause injury to others at all times. It is their responsibility to keep the playground neat and tidy and use the litter bins provided. They are obliged to stay within the boundaries of the playground/school. 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> classes are to play in their designated play areas, 5<sup>th</sup> & 6<sup>th</sup> in theirs. During the bad weather when the grass areas are not in use pupils are obliged not to play on the grass. They must adhere to the bell signals at the end of each break and line up quietly in an orderly fashion to return to class.

#### d) Mannerly Behaviour

Pupils are expected to treat everyone they meet with respect, good manners and courtesy. They should address staff and all school employees politely. If a pupil wishes

## Newport Boys National School Code of Responsible Behaviour

to speak to a teacher who is in the staff-room, he should knock on the door and wait for an answer.

### e) Irresponsible Behaviour

Steps have to be taken when necessary to protect the welfare of all our pupils. It is important for pupils to realize what irresponsible behaviour is and that such behaviour carries penalties with it for all school related activities including classroom, playground, sports-field, school-tours and any other school activity.

## Property

Pupils must have regard for their own property, the property of others and the school property.

### a) School Property

Pupils are to respect school property as they would their own home. School property includes buildings, fixtures, furniture and equipment. Pupils must not interfere with equipment which could cause them injury, including electrical equipment and fire extinguishers. Pupils who damage property, either accidentally or deliberately or who notice that property has been damaged must report it immediately to the class teacher/principal.

Any attempt to damage school property is regarded as a serious offence and this means that the principal will inform the parents/guardians immediately and compensation will have to be made if necessary.

### b) Personal Belongings

In as far as is practicable, pupils are responsible for their own property. Every item brought to school should be clearly marked with the pupil's name. Property found should be handed into the office, or placed in the "Lost Property Box". Particular attention needs to be paid to lunch boxes, items of clothing and P.E. and swimming gear. The school accepts no responsibility for property lost, mislaid or stolen. At the end of the school year all unclaimed unlabelled belongings will be given to charity.

### c) Others' Belongings

Pupils are always expected to have regard for the belongings of others. No pupil shall deface, damage or steal another's belongings. In such cases, parents/guardians will be contacted and compensation will have to be made.

## Rules for Pupils

### Introduction

All students are expected to accept and adhere to the school rules. Any form of behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

### School Rules:

1. Children should be on time for school.
2. Children should move quietly and orderly when entering and leaving the school.
3. Children should line up promptly on hearing the bell.
4. Children must sit down at their desks after each break.
5. No bad language allowed.
6. Respect to be shown to teachers, visitors and each other at all times.
7. Threatening behaviour and acts of aggression are strictly prohibited.
8. No mobile phones allowed in school.
9. Vandalism or theft of property will not be tolerated.
10. No name calling of any sort allowed in school.
11. Homework diaries are to be signed by either parent each night, but only on completion of homework. Failure to do all homework requires a written explanation from parent(s).
12. If your child has been ill overnight, please do not send him to school the next day. Be positive before sending them to school that they are completely well again.
13. A note from parents is expected in the case of absence. A certificate of illness must be given to class teacher when a child returns to school after an illness.
14. Leaving the school grounds without permission, during school hours, is strictly forbidden.

## Newport Boys National School Code of Responsible Behaviour

15. Each class has its own section of the playground and unless sent by a teacher, children cannot play on other sections or enter other classrooms at break times.
16. For health and safety reasons, no items of jewellery are to be worn by the children.
17. When children are away from the school, e.g. school tours, swimming, playing games, etc. they are to behave in a manner which will reflect well on the school.
18. When a child is participating in normal school activities accidents may occur. Should a child have a serious injury parents will be informed as soon as possible for minor injuries parents will be informed and asked to bring the child home.
19. It is important that parents notify the school of any medical problems from which your child suffers and a telephone number(s) where you can be contacted if the need arises.
20. In adhering to the healthy eating programme ongoing in the school crisps, bars, fizzy drinks and chewing gum are forbidden.
21. Individual teachers will also have their own classroom rules, which vary depending on circumstances. While the overall responsibility for discipline within the school rests with the principal, each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises.

### Sanctions- Rewards and Penalties

Sanctions are rewards and penalties. Rewards recognize good behaviour, work well done and achievements. Penalties are administered where there is irresponsible behaviour and rules are broken.

#### (a) Rewards

The following is a list of suggested rewards:

- Positive comments Praise, encouragement, expression of thanks
- Marvelous Manners Awards
- Stars, stickers, positive comments in copies.
- Pencils/stationery, sweets, lucky dip
- Homework off occasionally/Homework pass.
- Points and star system.
- Special awards for outstanding achievement.

#### (b) Penalties

**Penalties are not used for penalties sake.** They are used to educate the pupils, keep them safe and to inform them what is expected of them. The penalty, where possible,

## Newport Boys National School Code of Responsible Behaviour

should be the natural result of irresponsible behaviour. Penalties will be fair, just, predictable and consistent.

- Reprimand (including advice on how to improve).
- Temporary separation from peers, friends or others. Pupils go 'on line' for a time decided upon by the teacher. This time shall not exceed 10minutes.
- Loss of privileges.
- Supervised detention during break times.
- Prescribing additional work.
- Referral to Principal.
- Communication with parents (see note A in appendix).

### (c) For Serious Offences

In the case of gross misbehaviour the Board of Management shall authorise the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents. Expulsion may be considered in an extreme case in accordance with Rule 130(6).

Before resorting to serious sanctions, e.g. suspension, expulsion, the normal channels of communication between school and parents will be utilised. Parents will be involved at an early stage rather than as a last resort.

## Suspension Policy

Suspension, as a penalty, will be used in cases of very serious or gross irresponsible behaviour. It will only be used when all other penalties have been exhausted and where the irresponsible behaviour persists. These procedures will be reasonably and scrupulously implemented.

**Authority to Suspend:** the Board of Management of Newport Boys National School has the authority to suspend a student. The Board of Management has agreed to delegate this responsibility to the Principal should the occasion arise but only in extreme cases.

### **Suspension Procedure:**

- In cases of serious irresponsible behaviour, a record will be kept. The pupil(s) involved will be informed that this is the case. A record of improvements will also be noted.
- Where there are repeated instances of such behaviour the Chairperson of the Board of Management will be notified.
- The parents/guardians will then be requested, in writing, to attend the school at a specified time to meet the Principal and Teacher.

## Newport Boys National School Code of Responsible Behaviour

- The parents/guardians will be afforded the right to present their child's side of the case.
- The parents/guardians will then be asked to give an undertaking that the child will behave in a responsible manner and where appropriate, the child will be asked likewise.
- If the parents/guardians fail to attend the meeting and fail to give a reasonable explanation for not doing so, the child may be suspended.
- If parents/guardians do not give an undertaking that the child will behave in a responsible manner, a written warning of suspension will be issued.
- They will also be informed of their right to appeal the suspension to the Board of Management and that a meeting of the Board will be convened in such circumstances
- If above fails, then the Board of Management may authorise the Chairperson or Principal to exclude the pupil from school for a period of 1 - 3 school days.
- At the end of that period, the pupil will return to school. The pupil will be re-admitted formally to the classroom by the Principal. Parents/guardians should see to it that the pupils will act responsibly on his return.
- In exceptional circumstances a special decision of the Board of Management will be necessary to authorise a further period of exclusion, up to a maximum of 10 (ten) school days.
- During this period, the Board of Management shall meet. The parents/guardians will be requested to attend and present the child's side of the case and the problem resolved. Parents/guardians will be asked to give an undertaking that the pupil will act in a responsible manner in the future.
- In the case of a singular incident of gross irresponsible behaviour or repeated instances of serious misbehaviour the Board of Management may authorise the Chairperson or Principal to exclude the pupil immediately, pending discussion on the matter with parents/guardians.
- All letters or notifications of suspension will be delivered by hand or by registered post, copies will be kept by the Board of Management.
- A record of all procedures dealing with the case including dates, times, meetings and consultations will be kept.

### PLEASE NOTE

Where a decision to suspend has been made the Chairperson of the Board of Management will provide written notification to the parents/guardians of the pupil(s) of the decision. The letter will confirm:

- The duration 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 by the pupil and the parents/guardians.

## Newport Boys National School Code of Responsible Behaviour

- The provision for an appeal to the Board of Management.
- Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days, the parents/guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

### Summary of Code of Responsible Behaviour Procedures

#### Stage 1:

Nature of the incident is reported to the class teacher and recorded in their teacher diary. The class teacher will discuss the incident with the pupil to ascertain what happened. They will give advice and any appropriate sanction. The pupils must promise not to do it again.

#### Stage 2:

If deemed necessary a note will be written in the pupil's homework diary by the class teacher. This note should be read and signed by both parents/guardians where possible and returned to school. For more serious incidents parents will be telephoned and a meeting arranged.

#### Stage 3:

If misbehaviour still continues, parents will be contacted by the Principal requesting a meeting to discuss the child's behaviour. The child may also be detained during lunch break on a specified day or refused permission to play on the playground.

If there is a serious incident of misbehaviour, the principal will contact the parents immediately.

#### Stage 4

As a final resort, the Principal going through the normal procedures may suspend a pupil for a maximum of three days, or for a further period in accordance with the Suspension Policy.

#### Stage 5

##### **Expulsion**

Definition of Expulsion:

***"a student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from school, having complied with the provisions of Section 24 of the Education (Welfare) Act 2000".***

Reference: *Developing a Code of Behaviour: Guidelines for Schools, National Educational Welfare Board.*

The authority to expel a pupil is the responsibility of the Board of Management.

### Parental Responsibilities:

1. Parents must transport or arrange transportation of child to and from school safely and on time.
2. Ensure child has all that is needed for school year, uniform, books, bag etc.
3. Ensure the school has up to date and correct contact information.
4. Any absences are explained with a note in the homework diary or a medical cert.
5. The school is informed of any planned absences or early departures before the child leaves.
6. The parent's responsibility to ensure homework is done in an appropriate environment, to an appropriate standard and signed every night.
7. In the case of a school related issue we would ask parents to make an appointment with the child's teacher / principal and discuss the issue rationally to find a solution in the best interests of the child.
8. We would encourage parents to support their children in every way in school, at home and in their daily lives.

All members of the teaching staff have been involved in planning the code. The code will be reviewed at agreed intervals by the Board of Management. A Copy of this code has been made available to all parents

This document may be periodically updated and published on school website.

Reviewed in May 2018

Ratified by the Board of Management

## Newport Boys National School Code of Responsible Behaviour

### Appendix:

#### Note A:

Communication with parents will be verbal or by letter, depending on the circumstances. The parents concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards pupils and/or staff will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of Rule 130(5) of the Rules for National Schools.

In the case of gross misbehaviour the Board shall authorise the Chairperson or the Principal to sanction an immediate suspension, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with Rule 130(6) of the Rules for National Schools.