

*Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16*  
*Code of Good Behaviour and Discipline*  
*St. Attracta's Senior National School, Meadowbrook, Dublin 16.*

## INTRODUCTION

In St. Attracta's Senior School, we adopt a positive approach to discipline and learning. We aim to work together in a respectful, caring and Christian community, in which the care of the individual student is the concern of all staff members. The children of St. Attracta's Senior School are generally very well behaved and we recognise that there is goodness in every child.

The aim of the Code of Behaviour and Discipline is to ensure that your child enjoys a happy, supportive and secure environment during his/her time in St. Attracta's. The school acknowledges that parents/guardians (from here on referred to as parents) are the primary educators of their children and it appreciates the important role parents play in supporting standards of good behaviour in school. Parents can co-operate with the school by encouraging pupils to abide by school rules, by visiting the school when requested to do so by the principal or other members of staff and by ensuring that homework is allocated due time and effort by the child.

In the interests of order and safety it is most important that clearly defined guidelines for behaviour be known and understood by all of our pupils, and that pupils see parents and teachers working together in the implementation of these guidelines both inside and outside of the school. Our motto **Ar aghaidh le chéile**, which means **Forward together**, is a vision we have of pupils, parents, teachers and other school personnel working together to foster a happy and caring atmosphere in our school. In school, children have to learn to live with their fellow pupils and to accept the authority of teachers who act in loco parentis.

It is a particular aim to monitor closely children when they first come to the school in order that boundaries are established early and that a positive caring relationship is built up with children who may be likely to present the school with discipline problems.

We take into account the fact that some children may not fully understand or may not be fully able to comply with set school rules. Consideration will be taken in individual

circumstances with regard to sanctions given. However, the needs of all pupils must be taken into account and no one pupil's behaviour should compromise the education, safety or well-being of other pupils.

We understand the challenges facing some of our pupils and will endeavor to work together in partnership to ensure a safe learning environment for all our pupils equally. In the event of seriously challenging behavior every effort will be made to obtain supports and advice from internal and external sources while taking normal disciplinary steps.

It is school policy to inform parents at an early stage if problems occur and not simply at the point where possible suspensions are involved. Parents and teachers working together is the ideal way to deal with any behavioural issues in school.

The overall responsibility for discipline within the school rests with the principal teacher. Each teacher has responsibility for discipline within his/her classroom, while sharing a common responsibility for good order within the school premises.

To maintain good standards of behaviour the school must rely on the support and co-operation of parents, who are invited to keep in contact with the school in regard to all aspects of the child's progress.

### **Guidelines For Good Behaviour in St. Attracta's Senior School**

1. Be on time for school with everything you need. School starts at 8.50a.m.
2. Treat all staff, pupils and school property with care and respect.
3. Behave well and do as staff tells you straight away.
4. Always do your best. Work quietly. Let others do the same.
5. When moving around the school walk quietly and carefully.
6. Wear full school uniform tidily.
7. Follow school rules and routines.

## DISCIPLINE

### POSITIVE REINFORCEMENTS USED IN OUR SCHOOL

There are a number of positive reinforcements and rewards which teachers use in their classes, both for work well done and for good behaviour. These include:

- Praise on homework journal/copybook.
- Praise by teacher, sometimes resulting in a visit to the principal's office for work well done.
- A letter to parents acknowledging improvement.
- Individual or group rewards given in classes using points system, e.g. items off homework occasionally.
- Raffle or lucky dip.
- Extra computer, library, PE or playtime, homework passes, etc.
- Stars and merit stickers.
- Certificates of merit for reading, spellings, teamwork, civic spirit, good behaviour and good attendance.

We're putting up to date positive reinforcements into our Discipline policy, can you add to this please if you do something else in your own class. Thanks

Positive Reinforcements in our classrooms

Sticker booklet for each child

Points Chart, where children drop points but can win them back for good work (homework off passes can be won)

Scolaire na Miosa

End of year awards

Class Do Jo, done on interactive whiteboard

Class Raffles

Two stars and a Wish

Structured Golden Time

Gaeilgeoir na Seachtaine

Wall of Fame

Assembly - presentations, medals, trophies, demonstrations etc.

Cinniri

Caring Class-mate

Marks and presentations for Project Work

Lucky Dip

Trips to the Office for praise

Performances Singing/Drama in the class

Similar rewards may also be effectively operated at home by parents.

The principal makes a monthly visit to the classroom to present the **Student of the Month/Scoláire na Míosa** award to a girl and/or a boy in each class selected by the teacher as being outstanding in terms of improvement, effort, co-operation or overall achievement over a particular month.

We also operate **End of Year Awards** at the end of each academic year. These awards are given for labhairt na Gaeilge, civic spirit, best overall effort and attendance. We encourage children to work towards achieving these awards from the beginning of the year.

## **SANCTIONS FOR MISBEHAVIOUR**

The following strategies may be used to show disapproval of unacceptable behaviour:

- Reasoning with the pupil
- Reprimand (including advice on how to improve)
- Prescribing additional work
- Loss of privileges
- Referral to principal or deputy principal
- Communication with parents
- Detention during a break
- Temporary separation from peers, friends and others
- Suspension (temporary)

While our aim is to be as positive as possible, occasionally children do misbehave. This misbehaviour is categorised under three headings:

**A** Minor Unacceptable Behaviour.

**B** Serious Unacceptable Behaviour.

**C** Very Serious Unacceptable Behaviour.

We use a Yellow Copy and/or Incident Report Forms to keep a record of misbehaviour during the school day. A sample copy of an Incident Report Form is included at the back of this booklet. These forms are collected by the child at the request of the teacher from either the principal or deputy principal, checked by the class teacher, taken home to be signed by parents and returned to school. They are then kept on file in the principal's office.

A child who has been in breach of the school's rules and routines, either in class or outside of the classroom and who has had his/her name in the yellow copy more than five times in the school year may be deprived of school excursions.

**Yellow** Incident Report Forms are given for serious incidents, which occur either in the yard or during the school day.

**Red** Incident Report Forms are used only for bullying incidents. The same procedure is followed as with Yellow Incident Report Forms.

**Green** Incident Report Forms are available to the child who has been the target of a bullying incident, to record his/her version of events.

### **Misbehaviour Book**

The Misbehaviour Book is used to record all incidents, both from the Yellow Copy and the Incident Report Forms. A new book is opened each September to allow pupils a fresh start. Positive expectations by teachers and parents can make children more responsible in their work and conduct.

## **CATEGORIES OF MISBEHAVIOUR**

### **A MINOR UNACCEPTABLE BEHAVIOUR**

1. Rough play in yard, pushing in line, etc.
2. Anti-social behaviour e.g. spitting, bad language, rude gestures
3. Name calling, slagging, jeering, booing, etc.
4. Deliberate interfering with other children's games, e.g. chasing through football area.
5. Disruption of class lessons, e.g. constant distraction, passing notes in class, etc.
6. Breaking school rules and routines (See Homework Journal)

**Minor Unacceptable Behaviour** on a regular basis will be considered **Serious Unacceptable Behaviour** and will be dealt with accordingly.

## **B SERIOUS UNACCEPTABLE BEHAVIOUR**

1. Dangerous behaviour on school premises, thus endangering pupil safety, e.g. fighting, punching, kicking, headlocks, dead-legs, jockey backs, flying paper aero-planes, pulling chairs from underneath another child, etc.
2. Anti-social behaviour, e.g. spitting at an individual, interfering with other children's clothes in a rude way, etc.
3. Damage to school or other individual's property
4. Dishonesty, e.g. telling lies or not admitting to the truth, forging signatures, etc.
5. Inappropriate physical contact
6. Passing derogatory notes in class
7. Deliberate disruption of class lessons
8. Bullying (verbal or physical) including name calling, racist remarks, etc.
9. Ongoing poor attitude, lack of respect

**Serious Unacceptable Behaviour** on a regular basis will be considered **Very Serious Unacceptable Behaviour** and will be dealt with accordingly.

## **C VERY SERIOUS UNACCEPTABLE BEHAVIOUR**

1. Physical assault
2. Bad language or rude gestures to teachers/school personnel.
3. Open defiance of teacher's instruction.
4. Vandalism of school property.
5. Bringing dangerous items to school, e.g. bangers, stink bombs, lighters, matches, knives or other such weapons
6. Possession of cigarettes, alcohol, drugs or other substances on school premises.
7. Mitching from school/leaving the school premises without permission.
8. Stealing.
9. Persistent bullying

## **DEALING WITH MISBEHAVIOUR**

The following are the steps to be followed in dealing with **Unacceptable Behaviour**

### **A. MINOR UNACCEPTABLE BEHAVIOUR**

- Where an incidence of unacceptable behaviour occurs, the teacher will deal with it appropriately, either by verbal correction or by an entry into the Yellow Copy, resulting in a letter home to parents and a written exercise.
- Each individual teacher will also keep a record of pupil misbehaviour in his/her own class.
- Sometimes a teacher will deem a verbal warning to be sufficient. However, if any child gets three subsequent verbal warnings in the Yellow Copy, a letter home and a written exercise is given.
- After four entries in the yellow copy the child is cautioned that a fifth misbehaviour will result in parents being sent for. The parents are then informed in detail about their child's behaviour in school.
- The child in question is subsequently kept in from the yard for a week (at both breaks). An appropriate handwriting exercise is given by the child's class teacher for each period of detention.

### **B. SERIOUS UNACCEPTABLE BEHAVIOUR**

- For Serious Unacceptable Behaviour a teacher will enter the child's name in the Yellow Copy, resulting in a letter home and a handwriting exercise.
- Alternatively, the teacher in question may decide to give the child an Incident Report Form where it is deemed necessary that a child write an account of the incident. The child's parents are requested to sign this Report Form and to return it to the class teacher or principal. A handwriting exercise is also given to child.
- For repeated instances of Serious Unacceptable Behaviour, parents will be sent for.
- The Chairperson of the Board of Management will be informed and the parents will be requested in writing or by telephone to attend at the school to meet the principal.
- Parents will be asked to give an undertaking that the pupil will behave in an acceptable manner in the future.
- If the child persists with unacceptable behaviour, despite parent's best efforts, the pupil may have to be suspended for a temporary period of time. Suspension will be in accordance with Rule 130(5) of the Rules for National Schools.

## **RULE 130 (5) OF THE RULES FOR NATIONAL SCHOOLS**

*Where the Board of Management deems it necessary to make provision in the code of discipline to deal with continuously disruptive pupils or with a serious breach of discipline, by authorising the Chairperson or Principal Teacher to exclude a pupil or pupils from school, the maximum initial period of such exclusion shall be 3 school days. A special decision of the Board of Management is necessary to authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupil's or pupils' parents or guardians. In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be reviewed.*

- When a child returns from suspension, he/she is obliged to meet in the office with the principal and the child's class teacher on his/her return accompanied by his/her parent.

### **C. VERY SERIOUS UNACCEPTABLE BEHAVIOUR**

- In the case of Very Serious Unacceptable Behaviour, the Board authorises the Chairperson or Principal to sanction an immediate suspension, as per Rule 130(5) above, pending a discussion with the parents.
- Whilst this discussion is taking place, or while the school management is awaiting the parent's presence in the school, the child may be removed from the class in which he/she is and be placed in another class.
- In particular circumstances, the local Gardaí may be called to the school.
- The Chairperson of the Board of Management will be informed and the parents will be requested in writing or by telephone to attend at the school to meet the principal.
- Parents will be asked to give an undertaking that the pupil will behave in an acceptable manner in the future.
- If the situation does not improve, despite parents' and teachers' best efforts, the pupil may have to be expelled. Expulsion will be in accordance with the Education (Welfare) Act 2000 Section 24.

## **BEHAVIOUR OUTSIDE SCHOOL**

For breaches of the code of behaviour outside school, of which the school is made aware, for the most part the discipline policy of the school will not be imposed. Rather, parents will be notified and asked to deal with the issue themselves.

Pupils are regularly reminded that while wearing the school uniform, they are representing St. Attracta's Senior School and that as such, their behaviour should always be of the highest standard.

Pupils are also reminded that at all times they are expected to behave in a manner that is socially acceptable and that they should support one another in promoting good behaviour.

### **Monitoring/Evaluation/Review**

A copy of this Code of Behaviour and Discipline is made available to all parents. All parents are asked to study the code and to sign and return the form attached, indicating their agreement with its terms.

It is a condition of attendance at this school that pupils abide by the rules and procedures in this Code of Behaviour and Discipline.

All members of the teaching staff along with the Board of Management have been involved in the preparation of this code and views of parents have also been sought.

This code will be reviewed occasionally and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

Pupil Behaviour Reflection Form	Pupil's Name:	Date:
	Class & Teacher:	Time of Incident:

The school rules I chose not to follow:

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What happened?

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My reasons:

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What I could have done differently?

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Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

