

Claddaghduff N.S Code of Behaviour

Introductory Statement

Rationale

This policy was drawn up in order to promote a happy and a safe school environment for all pupils, teachers and parents in order to ensure optimal conditions for effective teaching and learning, as outlined in our school's mission statement. It reflects the Catholic Ethos of our school in line with the Schedule for Catholic Schools as set out in our School Plan.

Aims

This policy aims to articulate our vision for positive relationships and behaviour in the school:

- To promote and maintain a happy and a safe school environment for all pupils, teachers and parents in order to ensure optimal conditions for effective teaching and learning
- To provide clarity with regard to expectations about how each member of the school community will promote positive behaviour and learning environment in the school
- To focus on affirming good behaviour and setting high expectations for standards of behaviour throughout the school
- To foster the development of relationships of trust and mutual respect between children, staff, parents and the wider school community
- To facilitate the education and development of every child
- To foster caring attitudes towards each member of the school community, to promote respect for diversity and allow for appropriate accommodation of difference in accordance with the equal status legislation
- To reflect that this school acknowledges that unacceptable behaviour may be linked to external factors. Positive support including active teaching of relevant skills will be provided for those children who are more vulnerable to behavioural problems
- To specify practical strategies to be employed within the school community to support high expectations of positive behaviour throughout the school, with due regard to the age of the pupils and to individual difference
- To ensure that the principle of fairness, consistency and natural justice are adhered to by all members of the school community towards each other
- To help each child to experience the value of being a responsible participating member of the school community
- To outline procedures to be followed where a child fails or refuses to

observe standards of behaviour expected and set out in this code of behaviour.

Content of Policy

Our policy tries to define and clarify the differing roles and expectations of the people involved in the everyday life of the school. Children shall accept external discipline and as they grow older children are expected to observe some rules of behaviour. Children battle with this, some more strongly than others but the teachers and the parent's role is to gently but firmly insist on compliance with rules.

Implementation

Every member of the school community has a role to play in the implementation of the Code of Behaviour.

Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will be encouraged. Where difficulties arise, parents will be contacted at an early stage.

Parents can co-operate with the school by encouraging their children to abide by the school rules and by visiting the school when requested by the Principal or other members of the teaching staff. Parents should also communicate with the school about factors likely to affect the behaviour of their child at school.

Areas of Responsibility

Board of Management's Responsibilities

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

Principal's Responsibilities

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour 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 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 confidential record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents/guardians when necessary and provide reports on matters of mutual concern.

Pupils' Responsibilities

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community at all times.
- 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 each day.
- Follow general 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 problems which may affect child's progress/behaviour.

The following statements form the basis of our policy:

- Be an active learner.
- Be respectful of people.
- Be respectful of property.
- Be careful and play safely in the yard.
- Be dressed for school.
- Be on time.

Be an active learner

School work:

- Listen carefully and attentively.
- Come prepared for school.
- Take part in all school activities.
- Work to the best of your ability and allow others to do the same.
- Follow the rules drawn up by your class.
- Avoid behaviour that may distract others.
- Work co-operatively where possible.

Homework:

- Homework should be fully completed and neat.
- A child may be asked to do homework again if it is untidy.
- Homework journal should be signed each evening by an adult.
- Note from parents/guardians must be written in journal to explain reasons for not doing homework.

Be respectful of people

- Have respect for yourself, your abilities, talents and potential.
- Respect all those who work with you. Show them courtesy and respect.
- Your teacher is in charge. Accept their responsibility and right to teach and to implement rewards and sanctions.

- Do not answer back or give cheek.
- Respect visitors to the school. Acknowledge and greet them. Listen to them and show them courtesy.
- Your fellow students expect that you will:
 - Treat them with kindness and respect
 - Not bully them.
 - Show acceptance and respect their differing personalities.
 - Never insult or belittle them because of differences.
 - Listen to them and acknowledge them.
 - Share equipment and resources with them.
 - Allow them to be part of the group and not exclude them.
 - Not hit them or call names.
 - Speak to them with courtesy and respect.

Be respectful of property

- Never damage or deface any school property. (If a child damages school property, they must cover the cost of repair.)
- Keep your classroom tidy and clean up after you.
- Always leave toilets and wash-hand basins in a clean and tidy condition.
- Respect the property of your fellow students.
- Return equipment to its proper place after use.
- Maintain school books in the condition in which you receive them. (Lost / damaged books must be paid for/ replaced.)
- Lunchtime games equipment must be returned intact to their proper place.
- Mobile phones are not allowed in school. In case of an emergency the students may request to use the office phone.
- Keep the yard free from litter.
- Do NOT climb on walls, roofs, fences, goal posts etc.

Be careful and play safely in the yard

- Walk in an orderly manner to and from the yard.
- Respect the rights of others to play in a safe and happy atmosphere.
- Any staff member on duty in the yard is in charge. If you have any concerns speak to

the person on duty.

- If a child misbehaves in the yard, she/he will be sent to off yard for a period of time. This can happen for interfering with others games, rough play, being disrespectful of staff, use of foul language and playing in an area that they are not meant to be playing in.
- Children must stay in their allocated playground during break and lunch time.
- No leaving school grounds at any time to get any sports equipment without getting teachers permission and supervision.
- Cycling and skateboarding are not allowed during school hours.
- On wet days children will remain in their classroom, GP room or library. They must remain seated and treat the school equipment with respect. Classroom games and activities will be provided for your entertainment.

Be dressed for school

- Wear your full school uniform every day.
- The uniform consists of a white shirt/polo shirt, navy trousers/tracksuit bottoms/ skirt and navy school jumper with school crest.
- Uniforms should be clearly labelled with the child's name.
- The school is not responsible for lost items of personal property.

Be on time

- School times are 9.20am – 3.00pm. The school day finishes at 2.00pm for Junior and Senior Infants. It is essential for children to be punctual.
- Parents are advised not to leave children in the school grounds before 9.10am, the school does not accept responsibility for children left at the school before this time.
- Children should be collected at 2.00pm./3.00pm. (Whichever time applies). If, for any reason you are unable to collect your child at these times, please contact the school in advance to advise them of alternative arrangements.
- Try to be in school every day. Parents must send in a signed note/ email to the classroom teacher to explain all absences.
- It is now a requirement of The Education Welfare Act 2000, that whenever a child has 20 absences from school, the school is obliged to notify the Education Welfare Board.

Positive Approach

Every effort is made by all members of staff to adopt a positive approach to the question of behaviour in the school. Claddaghduff N.S places greater emphasis on encouraging positive behaviour rather than on sanctions in the belief that this will, in the long run, give the best results. We encourage the children to take pride in themselves, their work, their school and community.

Children are encouraged in each class and throughout the whole school to be positive and well-behaved towards each other.

Rewards for Positive Behaviour

Positive reinforcement of good behaviour leads to better self-discipline and it is of great importance in our school.

A monthly assembly will be held in our G.P room during school. The purpose of this is to assemble as a whole school and review the month's activities and achievements.

Each week certificates will be given to the Student of the Week in the Junior and Senior rooms. Children will be presented with a certificate which will be displayed on the school notice board until the following week and also published on our website. They will also receive a treat from each classroom 'treats' jar.

Other rewards are adapted to suit class age groups are carried out in each classroom throughout the year. For example:

- Verbal praise and encouragement
- Comment in copy book
- Stickers and stamps on work
- Homework pass
- Complimentary note in journal
- Friday treat
- Extra privileges given to class/pupil
- A visit to another class/ Principal for commendation

Sanctions for Negative Behaviour

In class

- Verbal warning
- Reminder of class or school rules & seek an explanation from the child.
- Apology from pupil.

- Change child's seating position in class.
- Incomplete or untidy classwork or homework may have to be redone.
- Removal of privileges and/or extra work given.

Persistent misbehaviour

- Further correction.
- Moved to another classroom for a short period of time.
- Apology to class and teacher on return to the classroom.
- Loss of minor privilege.
- Note to parents/guardians.
- Written apology from pupil signed by parents.
- Time off break.
- Referral to Principal.
- Formal contact with parents with a view to gaining written assurance of proper behaviour from the child.

Persistent misbehaviour with no evidence of improvement

- Principal in communication with parents.
- Recompense to be made by pupil/parent/guardian for damage, loss or theft of property.
- Referral to the Board of Management.
- Suspension/ Expulsion from school.

Serious Misbehaviour

Where there are repeated instances of serious/ persistent misbehaviour, the chairperson of the Board Management will be informed, and the parents will be requested to attend the school to meet the Chairperson with the Principal and Class teacher. If 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 Sections 10 and 11 of Developing a Code of Behaviour: Guidelines for Schools (National Educational Welfare Board 2008)

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

Expulsion may be considered in the extreme case in accordance with Sections 10 and 12 of

Developing a Code of Behaviour: Guidelines for Schools
(National Educational Welfare Board 2008)

Bullying

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Bullying will not be tolerated in our school and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with our school's Bí Cineálta Policy. Our Bí Cineálta policy is reviewed by the BOM on an annual basis.

Complaints Procedure

The purpose of this procedure is to facilitate the resolution of difficulties where they may arise in an agreed manner.

If a parent or guardian wishes to make a complaint:

- 1). The parent / guardian wishing to make a complaint should approach the class teacher with a view to resolving it.
- 2). Where the parent /guardian is unable to resolve the complaint with the class teacher he/ she should approach the Principal with a view to resolving it.
- 3). If the complaint is still unresolved the parent/ guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.

This policy was adapted by The Board of Management at Claddaghduff N.S on 23rd March 2026

Review

This policy will be reviewed in three years.

Signed: *Feicin Mulkerrin*

Date: 23rd March 2026

Chairperson Board of Management

Signed: *Laura Griffin*

Date: 23rd March 2026

Principal

*Signed copy in the office folder