**Tralee Educate Together NS**

**Code of Behaviour**

**Rationale**

This policy was checked in line with Child Protection Procedures. This policy was reviewed and updated with parents, pupils, staff and Board of Management in November 2022 and was ratified by the BOM on ­­­­­­­­­­­­­­­­­­­30th Nov, 2022. The Code of Behaviour aims to promote the ethos of the school while fulfilling the legal and ethical requirements of the school.

In this policy, the term ‘member of staff’ refers to teaching staff, SNA's, secretarial staff, cleaning staff, coaches, etc. that may be in the school.

Where the principal is referred to, this also includes the member of staff who is deputising as the principal.

This policy applies not only to individual children, but also to whole classes or groups of children.

# Introduction

Tralee Educate Together NS 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. The staff is committed to the realisation of these objectives.

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.

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 organised so that the school can operate smoothly for the benefit of all.

The code is mindful of the Curriculum, the school’s Health & Safety Statement, Anti-Bullying Policy, Admissions Policy and Child Safeguarding Statement.

# Discipline for Learning (DFL)

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 their school year. Pupils are disciplined by being motivated to keep these rules.

We have many ways of recognising good behaviour and effect including awards, smiles, positive comments and homework passes. Good behaviour and achievement will be recognised. 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 other actions

1. What did you think when you realised 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 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, 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 pupil’s play is not permitted. Pupils may not leave the playground for any reason during breaks without 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. Do not tamper with safety equipment (e.g., fire extinguishers) 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 & Behaviour on School Outings

Respect and courtesy to others is essential. Any kind of verbal or physical abuse of other pupils is unacceptable. 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 minimise accidents, pupils should move about the school in an orderly manner.

Pupils are encouraged to be respectful of 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 all staff.

# Attendance/Education Welfare Act

Children are required to be in school every day. The school realises that from time to time a child may miss school due to illness or another unavoidable reason.

The principal makes Returns to TUSLA (formerly National Educational Welfare Board) as is required in the Education Welfare Act 2000. A child’s absence(s) is reported to TUSLA once they have been absent for 20 days or have been suspended from school for six days or more. This reporting is done without prejudice.

Any child wishing to leave school early must have a note signed by their parent. 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 8.30am each morning and classes begin at 8.45. A text message is sent to parents if a child is absent from school without explanation. The parent is requested to contact the school to clarify the situation. An email is acceptable to the school’s email address info@tralee-educate-together.com. Any absences that are not explained will be recorded as “unexplained”.

The principal (with the support of the school’s HSCL) will contact parents if she feels that a child’s absences are an issue for concern. This contact may be in the form of a text message, phone call, letter or call to the family home.

After a pupil has been absent, a note from the parents must be brought to the class teacher upon the pupil’s return to school. When a pupil has to leave school early (i.e., before 2.25pm) a note from parents must be brought to the class teacher stating the time at which the pupil is to leave. School holidays will be notified to parents at the beginning of the school year and will be placed on the school’s website. Holidays during school term are strongly discouraged. Please refer to Statement of Attendance Strategy.

# 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. All books that are borrowed/rented from the school, should be treated with care. Please refer to the school Homework Policy for further information.

**Mobile phones/iPods/Electronic Games**

Use of mobile phones, iPods and electronic games during school hours is strictly forbidden, unless for medical reasons which have been clearly communicated to the school principal/class teacher by the parent/guardian of the child. Should a pupil need to bring a phone to school for other reasons, this needs to be explained by letter from the child’s parent to the principal. In this circumstance, the phone will be kept in the school office for the duration of the school day and may be collected at the end of the school day. 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. The school does not accept any responsibility for damage caused to phones.

# School Dress Code

The Board of Management appreciates that the children in our school express their individuality through their chosen attire. However, we request that Parents/Guardians ensure that the clothing their children wear to TETNS comply with the following guidelines:

1. Clothing worn by pupils should be appropriate to an environment shared by children of primary school age. For example, crop/bikini and off-the-shoulder tops are not suitable school wear. The wearing of slogans, which could cause offence to other members of the school community must be avoided. Children should wear clothing that fits comfortably, neither too small nor too big. Pupils should not wear make-up, false nails/eyelashes, etc. to school.
2. In the interest of health and safety, children should wear appropriate sports-wear and runners to school on those days when their class has a timetabled PE session.
3. Attire worn to school throughout the week should always allow pupils to play actively and safely in the yard. Physical exertion at break times is an integral part of the school day and a student’s mode of dress should not inhibit them from fully participating in normal childhood games, thus, items such as very wide/very long trousers and shoes/boots with elevated heels should not be worn. Flip-flops are particularly unsafe and should not be worn. ‘Heelys’ are not allowed in school. Shoe laces must be securely tied at all times. This is a health and safety matter.
4. Jewellery is not a safe item to wear to school. Necklaces, chains and long earrings may all be pulled, accidentally or otherwise, whilst the wearing of large rings, brooches or badges could pose a risk, accidentally or otherwise, to fellow pupils.

# 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 is your school journal is completed.

**Before/After School**Parents are reminded that the staff of the school do not accept responsibility for pupils before official opening time of 8.30am or after the official closing time of 1.25pm (infants) and 2.25pm (other classes) except where the pupils are engaged in an extra-curricular activity organised by the school. Pupils involved in such activities are expected to behave in accordance with the school behaviour policy during these times.

# Misbehaviour Sanctions

1. Verbal Warning
2. Written Warning
3. Note to Parent and Detention

# Sanctions for Serious Misbehaviour

**Stage 1 – Warning**

Pupil sent to principal (note to parent in journal)

**Stage 2 – Detention**

Class/yard teacher recommends detention or principal gives detention (note to parents in journal)

**Stage 3 – Detention and Promise**

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

**Stage 4 – Meeting**

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 series of misbehaviour occur.

**Stage 6 – Suspension**

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

1. 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.
2. In certain circumstances the principal with the approval of their Chairperson of the BoM may suspend a pupil for 5 school days.
3. A meeting of the BoM may authorise further suspension up to a maximum of 10 days. Suspension will be in accordance with Section 23 of the Education Welfare Act 2000.

**Appeal**

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 and causes 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
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 to Expulsion

1. Detailed investigation by school principal
2. Recommendation by principal to BoM
3. BoM considers principal’s recommendation and holds hearing
4. BoM decision on whether expulsion is appropriate or not. 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.

**Board of Management’s Responsibilities**

1. Provide a comfortable, safe environment.
2. Support the principal and staff in implementing the code.
3. Ratify the code.

**Principal’s Responsibilities**

1. Promote a positive climate in the school.
2. Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
3. Arrange for review of the Code, as required.

**Teacher’s Responsibilities**

1. Support and implement the school’s Code of Behaviour.
2. Create a safe working environment for each pupil.
3. Recognise and affirm good work.
4. Prepare school work and correct work done by pupils.
5. Recognise and provide for individual talents and differences among pupils.
6. Be courteous, consistent and fair.
7. Keep opportunities for disruptive behaviour to a minimum.
8. Deal appropriately with misbehaviour.
9. Be thoughtful in the language used around behaviour expectations and in resolving situations.
10. Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
11. Provide support for colleagues.
12. Communicate with parents when necessary and provide reports on matters of mutual concern.
13. Show respect for all members of the school community.

**Pupil’s Responsibilities** *Note: Student Council members consulted regarding the language in this section.*

1. Attend school regularly and on time.
2. Listen to their teachers and act on instructions/advice.
3. Show respect and care for all members of the school community.
4. Respect all school property and the property of other pupils.
5. Avoid behaving in any way which would endanger others.
6. Avoid all nasty remarks, swearing and name-calling.
7. Include other pupils in games and activities.
8. Bring correct materials/books to school.
9. Know the school/class/yard rules and follow them.

**Parents/Guardians Responsibilities**

1. Encourage children to have a sense of respect for themselves and for property.
2. Ensure that children attend regularly and punctually.
3. Be interested in, support and encourage their children’s school work.
4. Be familiar with the Code of Behaviour and support its implementation.
5. Co-operate with teachers in instances where their child’s behaviour is causing difficulties for others.
6. Communicate with the school in relation to any problems which affect child’s progress/behaviour.
7. Ensure that the children have correct materials for school.
8. Show respect for all members of the school community. Aggressive, threatening or violent behaviour towards a member of staff, pupil or work placement student will not be tolerated.
9. Provide a written explanation to the class teacher on the day a child returns to school after each absence.

# 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.

# Review

This Policy will be reviewed in 2023

**Ratification**

This Policy was ratified by the school Board of Management on 30th Nov, 2022

Signed: Sinead Kelleher

Chairperson of the Board of Management

**Addendum to Code of Behaviour due to Covid-19**

**Rationale**

Our guiding principle when making any changes or adjustments to this policy is to keep our pupils and staff safe. These amendments will be communicated to pupils, staff and parents.

**Parents/Guardians**  
Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance and/or wearing a mask. All visits to the school require an appointment.

**Behaviour Expectations**   
Our school requires every member of the school community to observe and respect social distancing, cough and sneeze etiquette and make every effort to minimise risk to oneself and others. This requires us to modify some of our behaviours;

● expectations about play/lunch times

● clear rules about coughing, sneezing, hand washing

**School Routines and Procedures**

All members of the school community have to be mindful of the following;

● altered routines for arrival or departure

● maintaining classroom bubbles

● moving around the school

● rules about sharing equipment or other items including drinking bottles

● use of toilets

**Hygiene and Health Expectations**

● following school instructions on hygiene, such as handwashing and sanitising

● expectations about sneezing, coughing

● tell an adult if you are feeling unwell or experiencing symptoms of coronavirus

**Wellbeing and Social and Emotional Learning**

Our school provides a safe and pleasant environment and we endeavour to promote pupil wellbeing. This includes;

● class discussions on general wellbeing and development

● additional supports that pupils can access outside of classroom if required

**Pupils are expected to:**

● Arrive and depart from school premises at the agreed time

● Proceed to their classroom without delay

● Follow instructions from staff members on movement around the school

● Ask for permission to use the toilet

● Wash hands thoroughly and often

● Maintain correct coughing or sneezing etiquette

● Maintain responsibility for their own equipment e.g. stationery and water bottles

● Tell a member of staff if they feel unwell or have symptoms of Covid-19

**The school will explain these rules clearly to pupils at the start of the year and will revisit rules on an ongoing basis**

Incidents such as

● noncompliance with hand hygiene rules

● spitting or coughing at other pupils or members of staff

● spreading unfounded rumours that a pupil or member of staff has Covid-19

will be addressed in line with our Code of Behaviour.