**GLENMORE NATIONAL SCHOOL**

 S.N. SEAMUS NAOFA

 GLENMORE, CO. KILKENNY

**Code of Discipline and Behaviour**

**Preface**

This policy was reviewed by the staff of Glenmore NS in June 2019 and is a revised and updated version of the previous Code of Discipline, which was presented and ratified by the Board of Management.

**Introduction**

Our school cherishes all pupils equally. We recognise the differing needs of our pupils. The Code of Behaviour and Discipline is intended to enhance the experience of each child in our care whilst preserving the social, cultural, moral, spiritual and educational values of the school. Every effort will be made to ensure that the Code of Discipline will be implemented in a reasonable, fair and consistent manner.

The aims of this policy are as follows:

1. To create a safe, orderly environment in which pupils can feel secure and make progress in all aspects of their development.
2. To provide a framework for reasonable and responsible behaviour by all involved in our school.
3. To foster a positive approach towards good behaviour and to encourage teachers to adopt positive techniques of motivation and encouragement.
4. To provide a framework for action when occasions of misbehaviour occur- both of a minor and serious nature.
5. To cultivate self-discipline, positive attitudes, tolerance and co-operation in every pupil.

**Responsibility for discipline**

The overall responsibility for discipline within the school rests with the principal, subject to the authority of the Board of Management. Each teacher has responsibility for the maintenance of discipline within his/her own classroom, while sharing a common responsibility for good order within the school. Good classroom management and the effective use of the classroom setting are conducive to maintaining a well disciplined and stimulating learning environment. Decisions regarding the seating plan will reside with the classroom teacher and/or principal.

**General Rules**

1. Pupils should be present for school at 9.00am.
2. Pupils should be truthful and honest with and show respect for teachers, other staff and visitors to the school.
3. The school uniform as outlined in the enrolment policy should be worn at all times unless permission is given to wear other clothes.
4. Any form of threatening behaviour, rough play or bullying (physical or verbal) is forbidden. To this end, games that teachers consider to be dangerous to the children will not be allowed.
5. Foul or abusive language is not tolerated in the classroom or school grounds.
6. Pupils must respect school property and grounds, keeping them clean and litter free.
7. During bad weather children who arrive early should shelter in the porch area to the front of the school.
8. At the end of the school day, children travelling by bus should wait inside the school gate until the bus is stationary.
9. Children must adhere to the school’s Healthy Eating Policy.
10. The use of mobile phones by children is prohibited within the school grounds.
11. It is essential that teachers are made aware of any changes in the child’s home environment that may affect them in school. Please inform the school of any changes to normal drop off or collecting routine and/or any changes to the status of custodians/primary carers.

**In the morning**

1. Supervision of children begins at 8.50 am from September 2019. This is operated by way of a rota system by the teachers. The Board of Management accepts NO responsibility for children on the school grounds before this time.
2. Children are not permitted to enter the school building before the bell rings.
3. On wet days or days where ice makes the yard a hazard, children must stay seated in their own classroom.

**In the classroom**

1. Pupils should remain seated at all times if the teacher has to be absent for any reason and while eating lunch.
2. Pupils should refrain from talking or causing disruption to others while lessons are being taught.
3. Each pupil should endeavour to keep the classroom clean and tidy.
4. Pupils are required to bring the correct books, copies and writing, materials to school.
5. Playing with toys, games and trading cards, other than those sanctioned by the class teacher, is prohibited during teaching hours.
6. Eating and drinking is confined to break times.
7. Unfinished food, drinks, cartons, bottles and packaging must be brought home.

**In the playground**

1. Pupils must not behave in any way which endangers themselves or others – no climbing on trees, sitting, standing, walking or going over the perimeter walls, fighting, rough play, throwing stones or sticks etc.
2. Pupils may not leave the school grounds to retrieve a ball that has gone over the wall. The teacher on yard duty should be informed if this happens.
3. Any instructions given by the supervising teacher must be obeyed.
4. If a ball is stuck on the flat roof, the supervising teacher should be informed. On no account should a child attempt to climb up to retrieve it.
5. Wrestling is not allowed.
6. Pupils may not remain indoors during breaks unless the weather is unsuitable or by written request from parents in the event of illness. These will be asked to remain seated in the GP room during break times.
7. Children may enter either school building to use the toilet only with the permission of the supervision teacher.
8. At the bell, all children line up in their designated areas and walk quietly to their classrooms as instructed by the supervising teacher.

**At home time**

1. Pupils stack chairs neatly in the classroom.
2. Pupils must ensure that their desk and floor area is tidy and litter free.
3. Pupils must walk out to the school gates.
4. Care and consideration is to be given to other children as well as teachers as they leave.
5. Children are not permitted on the school grounds after 2.40pm during school time or at weekends or during holidays.

**Acknowledging good behaviour**

It is our policy to create a positive atmosphere in the school. Teachers are encouraged to praise and reward children. Praise may be given by means of any of the following:

1. A quiet word or gesture to show approval.
2. Comment in the pupil’s homework journal
3. System of merit marks, tickets, etc.
4. A visit to another class or teacher for commendation
5. Delegating some special responsibility or privilege.
6. Highlighting achievements and commending good behaviour at assembly.
7. A verbal or written communication with parents.

**Unacceptable behaviour**

Procedures for dealing with instances of unacceptable behaviour are listed below. The degree of misdemeanour- minor, serious or gross will be judged by the teacher and/or principal based on a common-sense approach with regard to the gravity and frequency of such behaviour:

1. Reasoning with pupils.
2. Reprimand- including advice on how to improve.
3. Prescribing extra work.
4. Communication with parents.
5. Temporary separation from peers and/or loss of privileges.
6. Referral to the principal.
7. Suspension/Expulsion- in accordance with Rule 130

**Examples of Minor Misdemeanours**

Interrupting class work, arriving late for school, wearing incorrect school uniform, being discourteous/ unmannerly, incomplete homework without an explanation, endangering self/ others in the yard at break-times, presenting untidy work, having incorrect books, discarding litter in classroom or in the yard.

**Strategies and sanctions**

1. Verbal reprimand
2. Reasoning with pupil
3. Noting instances of misbehaviour in incident book
4. Temporary separation from peers
5. Denial of participation in a class activity
6. Note in homework journal to be signed by parent
7. Sending pupil to the Principal
8. Class teacher and/ or Principal meeting with parent(s)

**Examples of Serious Misdemeanours**

Constantly disrupting class, stealing, damaging property, bullying, insubordination, causing damage to school premises during or after school, leaving school premises without permission, unacceptable language, deliberately injuring a fellow pupil, taking or using school property without permission, breach of Acceptable Use Policy rules, deliberate breaking of general school rules

**Strategies and Sanctions in addition to the aforementioned**

1. Chairperson of the Board of Management informed.
2. Parents requested to meet with Principal and Chairperson.

**Gross Misdemeanour**

Aggressive, abusive, intimidating, threatening, violent or other seriously inappropriate behaviour towards pupils or staff members, bringing weapons to school, breaking into school, deliberately misusing or damaging school property

The above lists of misdemeanours are not exhaustive.

**Strategies and Sanctions:**

1. Report to Gardaí if deemed necessary by Principal
2. Chairperson/ Principal to sanction immediate suspension pending discussion with parents.
3. Expulsion will be considered in extreme cases in accordance with Rule 130b

**School Policy on Bullying**

Bullying is repeated aggression – verbal, psychological or physical directed by an individual or group against another or others. Any pupil may be a victim or a perpetrator of bullying behaviour. The school acknowledges the right of each member of the school community to enjoy the school in a secure environment. There are varying degrees of severity where bullying is concerned. All cases are dealt with thoroughly on a case by case basis. Due regard is paid to the context in which bullying occurs. Careful distinction should be made between one off incidents and cases where a pattern of behaviour clearly signifies bullying (as defined above).

**Procedures for noting and reporting incidents**

1. All reports of bullying should be noted, investigated and dealt with by the class teacher.
2. Serious cases should be referred immediately to the Principal.
3. Parents should be informed of instances of bullying sooner rather than later.
4. Pupils should understand that reporting bullying is not ‘telling tales’.
5. Following the Anti-Bullying Procedures
6. Record keeping in accordance with the Anti-Bullying Procedures

**Procedures for investigating and dealing with bullying**

1. Calm, unemotional problem solving approach
2. Incidents are best investigated outside of the classroom situation
3. Teacher should speak separately to the pupils involved.
4. Answers should be sought to questions: Who, What, Where, When and Why?
5. Members of a ‘gang’ should be met individually and as a group
6. Meet parents of parties involved.
7. No leading questions
8. Any punishments given are to be made know to the parents of the child being punished only.

**Preventative Approach**

Teaching strategies should promote the enhancement of each pupil’s self-esteem, i.e. Stay Safe, appropriate lessons in RSE and the Grow in Love religious programme.

*The effects of bullying can be devastating on the victims. Therefore every reported case of bullying will be dealt with carefully with a view to resolving the problem. A clear distinction must be made between bullying and ordinary childish behaviour.*

**Parental Complaints Procedure**

Children will receive the best education when parents and teachers work together as a team. It is our first and foremost priority to deliver this education in the classroom in the most efficient manner possible. It is in the child’s interest that parents and teachers work in a harmonious way. A calm, unemotional problem-solving approach should be adopted at all times. A copy of the Parental Complaints Procedures issued by the CPSMA and the DES is available in the office. The initial stages are summarised as follows:

**Stage 1**

1. A parent/ guardian who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.
2. Where the parent/guardian is unable to resolve the complaint with the teacher s/he 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.

**Stage 2**

1. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further, s/he should lodge the complaint in writing with the Chairperson of the Board of Management.
2. The Chairperson of the Board of Management should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

**Success Criteria**

To achieve success with this policy our aims are:

1. To create an ordered and orderly environment in which pupils are enabled, through developing of self-discipline, to feel secure and make progress in all aspects of the curriculum and of their general development.
2. Parental satisfaction with good and fair discipline procedures
3. Staff satisfaction with the Code of Behaviour and Discipline
4. To create a positive approach to the question of discipline.

**Roles and Responsibility**

This policy will be supported, developed and implemented, monitored and evaluated by the Board of Management and staff. Feedback will be noted and taken into account at review time. All classes will be reminded of the main content of the code in September each year.

This policy was reviewed and revised in June 2019 by the teaching staff and is supported by the Board of Management

This policy was presented to the Board of Management and ratified.

Signed: Fr T O’ Toole

Chairperson BOM

Date: 26th June 2019

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**\*\*\*\*\* I have read and fully comply with the above Code of Conducts and Discipline \*\*\*\*\***

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Child)**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**