

Holy Trinity National School

Code of Behaviour

Our Code of Behaviour was formulated with reference to the NEWB “Guidelines for Schools”. The aim of our Code of Behaviour is to foster and maintain an atmosphere of mutual respect and trust conducive to the optimum educational development of all pupils in the school.

The school’s concept of discipline is a positive one. The Code of Behaviour is a set of supportive measures to help each child grow and develop in a secure, loving and caring environment.

The best form of discipline is self-discipline and we want to foster this in our school. We emphasise encouragement, praise and rewards rather than sanctions. When it is necessary to impose sanctions it will be made clear that it is the behaviour, not the child that is unacceptable.

The school recognises the variety of differences that exist between children, and the need to accommodate these differences. School rules are kept to a minimum, and are devised with regard to the health, safety and welfare of all members of the school community.

The co-operation and support of parents, guardians, children and staff is essential for the implementation of the behaviour policy of the school.

School Values :

- Respect for self and others
- Kindness and a willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to resolve difficulties and conflict
- Forgiveness

School Expectations

- Attending school regularly and punctually
- Doing one’s best in class
- Taking responsibility for one’s work
- Keeping school and classroom rules
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning
- Participating in school activities

Rewards for good behaviour

At the beginning of the school year each teacher will discuss and establish classroom routines. Good behaviour is rewarded. A reward system may be used in each class. Reward systems are matched to pupils` age and understanding.

- Oral praise. Teachers praise pupils for good work and behaviour throughout the school day. Parent/teacher meetings are also used for this purpose.
- Written praise. Homework notebooks and comments in copies can also be used to convey messages of approval.
- A visit to another member of staff or to the principal for commendation.
- Delegation of a special responsibility or privilege
- Affirmation of good behaviour at assembly time
- Whole class reward or treat

School hours

9.05-9.25 Arrival time

9.25 Classes commence

10:45-10.50 Break

12.15-12.45 Lunch Junior +Middle Room

1.00-1.30 Lunch Senior Room

1.45 Infant day ends. All Infants must be collected promptly at 1.45

2.45 School close

All pupils should acquire good habits of punctuality and must arrive in good time each morning. Playing with footballs or other balls is not allowed before school.

Absences

- Leaving school premises during school hours is not allowed unless a parent or guardian collects their child.
- Every absence of a child must be accounted for by filling in an absence slip. The school is obliged to report absences of more than 20 days to the National Education Welfare Board.

Lunches

- Children are expected to have a healthy lunch.
- Please note that sweets, crisps, bars, chocolate, fizzy drinks, sports drinks e.g. Lucozade or Powerade are not allowed.
- Popcorn and biscuits are acceptable.
- Chewing gum is not allowed on the school premises.
- On very wet days pupils will remain in their classroom with their teacher, however if it is not raining heavily children will go out wearing their coat.
- Please note that we are a green school and all children should have a lunchbox and take home all excess lunch and rubbish.

Playground Behaviour

- Pupils must not behave in any way that endangers themselves or others.
- Pupils should play fairly and show consideration to others in the playground.
- Any instructions or directions given by the supervising teacher are to be complied with

- At the end of break the first bell will ring, and all children must freeze.
- The teacher will then say “Cuirigí na liathróidí isteach sa bhosca”. Whoever has a ball or equipment walks to the box and puts it in.
- The second bell rings and the children walk into school.
- Children must enter the school in an orderly manner at the end of breaks.
- Any game or behaviour that could potentially cause injury or accident is not allowed.
- Playground equipment is kept in a box in the porch. Pupils are expected to look after equipment.
- All children must play outside at break times weather permitting.
- The stairwell door is shut during break times. A key is kept in the porch.
- If children need to use the toilet or get a drink they may go into the Infant or Senior Room, but must ask the teacher on duty first.
- If a ball is kicked out onto the footpath or road a teacher is informed and the ball will be retrieved. If this happens three times in a row the ball is taken away.
- Children are not allowed to sit on the wall, high window sill, or climb the railings.
- If the ball goes into the rector’s garden, a child must ask a teacher if they may retrieve ball.
- Children enter rectory garden through the gap in the wall.

Conflict Management

We aim to teach children how to get along each other. We endeavour to teach them skills in resolving conflicts.

This is done by

- Discussion
- Drama
- Role play
- Drawing
- Writing

If behaviour is not resolved parents are invited to school to help solve difficulties.

Behaviour in class

Pupils are expected to:

- Work to the best of their ability
- Present their work neatly.
- Have appropriate equipment e.g. pencils, pens, ruler, pritt stick etc as specified by classroom teacher
- Take care in their work and not to scribble on or deface their copybooks, workbooks or worksheets.
- Show respect to their classmates, teachers, staff and any visitors to the school.
- Listen attentively, co-operate with and follow their teacher’s instructions.
- Hair should be worn in an appropriate way that does not impede learning and participation in class.

- Jewellery should not be worn in a way that gives rise to injury.

Minor Misdemeanours:

- Failure to follow teachers` instructions
- The use of bad language
- Rude behaviour
- Dropping litter in school or outside
- Going into rectory garden without permission
- Not “freezing” when bell is rung
- Kicking ball out of playground
- Disrupting others in class
- Running inside the school
- Swinging on chairs
- Eating during class time

Sanctions for Minor Misdemeanours

- Teacher will talk to pupil about his/her behaviour
- Child will copy out playground procedure
- Temporary separation from peers, friends and others.
- Loss of break-time
- Not taking part in an specific activity/outing
- Work in a different classroom
- Referral to principal
- Communication with parents/guardians
(a) After a number of repeated warnings further action at the discretion of the teacher may be taken.

Serious Misdemeanours

- Bullying, kicking, spitting, fighting
- Throwing stones
- Bringing matches, penknives or other potentially dangerous items to school.(Senior Room are allowed to bring chopping knives when preparing annual harvest soup)
- Interfering with other people’s or school’s property
- Leaving school to get a ball without permission
- Writing on desks or doors; defacing school property
- Interrupting the education of the other children or endangering their safety.

Communication with parents/guardians

In the case of serious misdemeanours, parents may be invited to meet the principal immediately

Sanctions for Serious Misdemeanours

- Teachers will keep a record of all serious misbehaviours.
- Pupils may be asked to write or draw about specific misdemeanours and these are kept by the class teacher or Principal.
- Send to Principal

- Principal sends note in Journal to be signed by parent
- Principal meets with one/both Parents
- Chairperson of Board Of Management informed and parents requested to meet with Chairperson and Principal
- In cases where other sanctions have already been imposed, yet misbehaviour persists, the Principal, in consultation with the Board of Management, may suspend pupils for a limited period (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88 and NEWB Code of Behaviour).

Damage to property

Any damage to school property must be reported immediately. Where a pupil is proven to have damaged school property either deliberately or through carelessness, the parents will be required to make good the damage.

Substitute and Visiting Teachers

This code of behaviour also applies when pupils are being taught or supervised by a substitute or visiting teacher.

School Trips/Tours/ School Related Activities

This code of behaviour applies to all school related activities whether on or off school premises where children are still the responsibility of the school.

Role of Parents

The support and co-operation of parents is essential to the effective operation of the code of behaviour. If teachers and parents are not working in harmony, inevitably the pupils will suffer. Parents will be informed at an early stage if problems occur, and not simply at the point where possible suspensions are involved. Parents are invited to keep in close contact with the school with regard to all aspects of the child's progress.

Reviewed 1999

Reviewed 2005

Reviewed 2008

Reviewed 2010

Reviewed 2014

Reviewed 2018

Reviewed 2023

_____ Date
next review 2026

Appendix A

INTO/Management Complaints Procedure

The Irish National Teachers' Organisation and the Primary School Management representatives reached agreement on a procedure for dealing with complaints by parents against teachers. The purpose of the procedure is to facilitate the resolution of difficulties where they may arise in an agreed and fair manner. The agreement lays out in five stages the process to be followed in progressing a complaint and the specific timescale to be followed at each stage.

Important Note

Revised procedures for processing complaints by Parents will be prescribed for all schools under Section 28 of the Education Act 1998. When available, the revised procedures will be sent to each school and will replace the procedures printed here.

Introduction

Only those complaints about teachers which are written and signed by the parents/guardians of pupils may be investigated formally by the Board of Management, except where those complaints are deemed by the Board to be;

(i) on matters of professional competence and which are to be referred to the Department of Education

(ii) frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in a school; or

(iii) complaints in which either party has recourse to law or to another existing procedure.

Unwritten complaints not in the above categories may be processed informally as set out in Stage 1 of this procedure.

Stage 1

1.1 A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.

1.2 Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the Principal with a view to resolving it.

1.3 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

2.1 If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the Chairperson of the Board of Management.

2.2 The Chairperson 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.

Stage 3

3.2 If the complaint is not resolved informally, the Chairperson should, subject to the general authorisation of the Board and except in those cases where the Chairperson deems the particular authorisation of the board to be required:

- (a) supply the teacher with a copy of the written complaint; and
- (b) arrange a meeting with the teacher and, where applicable, the Principal Teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

Stage 4

4.1 If the complaint is still not resolved the Chairperson should make a formal report to the Board within 10 days of the meeting referred to in 3.1(b).

4.2 If the Board considers that the complaint is not substantiated the teacher and the complainant should so be informed within 3 days of the Board meeting.

4.3 If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:

- (a) the teacher should be informed that the investigation is proceeding to the next stage;
- (b) the teacher should be supplied with a copy of any written evidence in support of the complaint;
- (c) the teacher should be requested to supply a written statement to the Board in response to the complaint;
- (d) the teacher should be afforded an opportunity to make a presentation of case to the Board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;
- (e) the board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting; and
- (f) the meeting of the Board of Management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3.1(b)

Stage 5

5.1 When the Board has completed its investigation, the Chairperson should convey the decision of the Board in writing to the teacher and the complainant within five days of meeting the Board.

5.2 The decision of the Board shall be final.

5.3 This Complaints Procedure shall be reviewed after three years.

5.4 Management Bodies or the INTO may withdraw from this agreement having given the other party three months' notice of intention to do so.

In this agreement 'days' means school days.