**Code of Behaviour**

**Gaelscoil na gCeithre Maol**

**Introduction**   
*This policy was put together by the teaching staff of Gaelscoil na gCeithre Maol in accordance with The National Educational Welfare Board guidelines for schools on developing a Code of Behaviour (2008).*  *Gaelscoil na gCeithre Maol is a Gaelschool, in which we aim to create and maintain a happy atmosphere and nurture the educational, social, personal, physical and cultural development of the children in our care.*  
**Rationale**  
The Board of Gaelscoil na gCeithre Maol drew up & review the Code of Behaviour to ensure that it is in compliance with the legal requirements and good practice as set out in the book “Developing a Code of Behaviour" (Guidelines for Schools, published by the National Educational Welfare Board).  The Education (Welfare) Act 2000 sets out certain matters that must be included in a Code of Behaviour.  According to Section 23(2) of the Education (Welfare) Act 2000, a Code of Behaviour shall specify the following:

* the standards of behaviour that shall be observed by each student attending the school;
* the measures that may be taken when a student fails or refuses to observe those standards;
* the procedures to be followed before a student may be suspended or expelled from the school concerned;
* the grounds for removing a suspension imposed in relation to a student; and
* the procedures to be followed relating to a child's absence from school (notifying the Educational Welfare Service, Child and Family Agency, TUSLA).

**The aims of this Behaviour Code are:**•*To allow the school to function in an orderly and harmonious way.*• T*o enhance the learning environment where children can make progress in all aspects of their development.*• T*o create an atmosphere of respect, tolerance and consideration for others.*• *To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences.*• *To ensure the safety and well-being of all members of the school community.*• *To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.*• *To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.*

*• The Code of Behaviour will ensure that individuality, special educational needs and equality are accommodated, while acknowledging the right of each child to education in a relatively disruption free environment.*

**Participant Responsibilities regarding the Code of Behaviour**

**Board of Management's Responsibilities**

* Provide a safe and comfortable school and school environment.
* Support the Principal/Staff in implementing the Code of Behaviour.
* Approve the Code of Behaviour.

**Principal’s Responsibilities**

* Promote a positive educational atmosphere in the school.
* Ensure the Code of Behaviour is implemented in a fair, equal and consistent manner.
* Arrange the review of the Code of Behaviour as required.

**Teacher’s Responsibilities**

* Support and implement the school’s Code of Behaviour.
* Provide a safe working environment for each child.
* Give recognition and praise to a child for good work.
* Arrange and prepare his/her school work and correct the children’s work.
* Recognise and provide for individual talents among the children and attend to each child’s requirements.
* Be polite, fair and equal to the children and to the school community.
* Limit the opportunities for children to disrupt class work.
* Ensure that a child who has been accused of misbehaviour is given an opportunity to give their side of the story.
* Deal appropriately with child misbehaviour (according to the school’s Code of Behaviour).
* Communicate/consult with parents when necessary regarding their child’s behaviour.
* Provide support for colleagues.
* Take leadership on class behaviour/discipline when a visitor/another teacher is teaching/speaking to the class.

**Child’s Responsibilities**

* Attend school regularly and punctually.
* Speak Irish in the classroom, in the yard, in the in the surrounds of the school, and at school related events (i.e. tours, games, competitions, sacraments etc).
* Wear the Gaelscoil na gCeithre MAol uniform(complete) in school every day.
* Obey the rules of the school/class.
* Listen to the teacher and accept their authority/advice.  Show respect for all members of the school community.
* Show respect for school property and the property of other children.
* Ensure their behaviour does not endanger any other child.
* Avoid nasty remarks, name-calling or swearing.
* Ensure they always bring the class equipment/books to school with them.
* Pay attention to school and classroom rules.

**Parent’s/Guardian’s Responsibilities**

* Encourage children to have a sense of respect for themselves, for others and for property.
* Ensure children attend school regularly and punctually.
* Ensure that their children wear the school uniform(complete) in school every day
* Provide their children with a healthy lunch and drink every day.
* Be interested in, support and encourage their children’s school work.
* Be familiar with and support the school’s Code of Behaviour.
* Co-operate with teachers when their child’s behaviour is disrupting others/the class.
* Inform the school when their children are absent or late.
* Inform the school when homework isn’t completed.
* Inform the school if their child has any problems which may interfere with his/her progress or behaviour.
* Parents of children with Special Educational Needs will be kept informed of their child’s behaviour on a regular basis and may be requested to work with the school in devising effective strategies to help the child to improve her behaviour. This may involve working and co-operating with a Special Needs Assistant, and/or agreeing a behaviour plan or IEP. Support services such as NEPS, the SENO and the SESS may be involved in this context.
* Parents will be encouraged to discuss the Code with their children and to support the school in its endeavours to implement it.

**Pupils with Special Needs**

* Pupils with special needs will be required to follow the school’s ‘Code of Behaviour’ but teachers will use their professional judgment in the application of the Code.
* Teaching the rules to children with SEN and helping them understand behaviour and its consequences will be a main focus of teacher’s work.  Parents of these children will be kept informed of their child’s behaviour on a regular basis and may be requested to work with the school in devising effective strategies to help the child to improve his behaviour. This may involve working and co-operating with a Special Needs Assistant, and/or agreeing a behaviour plan or IEP. Support services such as NEPS, the SENO and the SESS may be involved in this context.
* Particular support programmes such as STOP, THINK DO, S.A.L.T. and Transitions may be used to support SEN children.

**Behaviour Out of Class:**  
• *Irish is the first language of the school and must be spoken at all times including, on the yard.*• *Any instructions or directions given by the supervising teacher are to be complied with.*• *Any form of threatening behaviour is unacceptable. All forms of bullying are completely unacceptable. This includes physical, psychological or emotional forms of bullying. Procedures for dealing with allegations of bullying are dealt with in our anti-bullying policy.*• O*n wet days all pupils are to remain in their classrooms, sitting, reading, colouring etc. No running is allowed.*• *Each child is expected to attend school on a regular basis, be punctual and provide a note explaining cases of absenteeism or tardiness.*• *Children must remain within the school grounds during school hours, except in the case of school outings under the supervision of the class teacher.*• *Do not bring any item or object to school that could be a source of physical danger to yourself or others.*   
• *Do not annoy any other child during playtime. If another child annoys you tell him / her to stop. If she / he will not stop, tell the teacher who is on duty in the yard.*   
• *Rough play, bullying, bad language, rude gestures and hurtful personal remarks are not permitted.*• *Stand quietly in a straight line when the bell rings.*

**Behaviour In Class:**  
Classroom Rules - *At the beginning of each academic year, the class teacher will draft a list of class rules with the pupils, based closely on the main school rules. These rules are on display in classrooms.*• P*upils must have all books and required materials.*  
• *Pupils are expected to work to the best of their ability and to present written exercises neatly.*  
• *Pupils are to show respect for their classmates and to follow their teacher’s instructions.*   
• *Any behaviour that interferes with the rights of others, with the smooth running of the class and affects the work of the class will not be tolerated.*• *A note is required by the class teacher when you have been absent, late or requesting to leave school before 1:30 (Infants) 2:30 p.m.*• *Show respect and kindness towards staff, other pupils, parents and other visitors. Back answering a teacher is not acceptable.*   
• *Aggressive, threatening or violent behaviour towards a member of staff or pupil is regarded as a most serious breach of discipline and will not be tolerated.*

**Environment**:   
• *All pupils are expected to co-operate in keeping their rooms & school grounds a litter-free zone.*• *Respect school property and furniture.*   
• *Respect other children’s property as well as keeping your own school-books and copies in good order.*

**Riail na Gaeilge**  
Irish is the spoken language of the school.  Every child must speak Irish in the classroom, in the yard, in the surrounds of the school, and at school related events (i.e. tours, games, competitions, sacraments etc).  Children are not allowed to speak English.

**Uniform and Appearance**   
• *Pupils are expected to wear the official school uniform at all times while at school or when representing the school.*   
• *Caps, Jackets, coats, outdoor clothing is not allowed to be worn in the classroom without permission.*• *The only jewellery permitted in the school is a wrist watch and a single pair of studded earrings.*   
• *All jewellery must be removed for PE activities when requested by staff. Pupils are expected to wear the school tracksuit and suitable footwear for P.E.*  
• No make-up allowed.

**School and Personal Property**  
• *Pupils are expected to respect all school property and will be expected to pay for any damages caused.*   
• *Personal property should not be left in school.*   
• *Mobile phones are not allowed in school.*  
• *Children should have their names clearly marked on all personal items.*   
*Pupils are expected to keep the school property litter free.*

**Rewards and acknowledgement of Good Behaviour**  
*The code aims to develop self-discipline in every child by encouraging good behaviour. It recognises the right of pupils to feel secure in their learning environment. The teachers understand the need for a positive discipline strategy and focus on regularly scanning the class/yard for positive behaviour and reinforce reward when the pupils behave well. This reward/praise may be given by means of any one of the following:*• *A gesture or quiet word of approval.*• A *word of praise in front of a group or class.*• *A positive comment in a pupil’s copy / book.*• *Motivational strategies i.e. stars, stickers, certificates, medals, srl.*• *A visit to another member of staff or Principal for commendation.*• *Informing parent(s) of positive behaviour.*• *Certificates for exemplary behaviour.*• *Use of stampers or stickers.*• *Homework off vouchers.*• *Allocation of Golden Time as a reward for positive behaviour.*• *Positive recognition is given to the children who make a big effort to speak Irish i.e Verbal praise.*

**General Behaviour Guidelines**

Each class is required to draft their own set of rules, appropriate to the age and maturity levels of the children in that class.  Rules for good behaviour are often discussed, in particular during the SPHE lessons.

**Bullying**  
Bullying is repeated or regular threatening or aggression by an individual or group against another/others.  It can be verbal, psychological, electronic or physical  Bullying will never be tolerated in Gaelscoil na gCeithre Maol and parents will be expected to fully co-operate when the school is dealing with incidents of bullying in accordance with the school’s Anti-Bullying Policy.

**Procedure for notifying the school of absences**  
Parents are obliged to notify the school (in writing) when their child is absent from the school and the reason for the absence. Parents are requested to send a letter of explanation or a note in the diary to the school (to the class teacher) when their child is absent from school due to illness or otherwise. All parents are advised not to bring children on holidays during the school year.    
Where a child exceeds 20 days absences this must be communicated by the school to TUSLA, The Child and Family Agency.  This is a legal requirement on the school. Where a child’s absence is due to illness this is communicated to TUSLA.  The school rewards children who have full attendance every year.

**Care of children before/after school**  
Parents are informed that the Board of Management will not accept any responsibility for children who arrive to the school before 8.30 a.m. or after 1.20 p.m. (for infant classes) or 2.20 p.m. for the other children in the school.  Teachers are responsible for the children after school if the children are taking part in classes organised by the school and recognised by the Board of Management.  Children taking part in classes after school must understand that the school’s Code of Behaviour is in force during these classes.

**Whole school Strategies for responding to inappropriate behaviour**  
• *Use of an appropriate early warning system with clear indication that a sanction will follow. This allows time for the pupil to amend their behaviour.*• *Teachers will keep a written record of all serious misbehaviour as well as a record of improvements in the behaviour of a disruptive pupil.*

**Examples of Minor Misdemeanours**• *Interrupting class work*• *Running in the school building*• *Leaving seat without permission at break times*• *Leaving litter around the school*   
• *Being discourteous/unmannerly*   
• *Not completing homework without good reason.*• *Rough play*• *Writing and passing notes*

**M*ore serious misbehaving***• *Behaviour that consistently interferes with* teaching and learning  
• Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)  
• Stealing/damaging property   
• Using abusive language towards another child or a member of staff.  
• Refusal to follow staff instruction  
• Assault/hitting another pupil• *Use of a mobile phone during the school day*

**Sanctions**   
*The following are a graded series of procedures that may be used if these rules are breached:*• *Reasoning*• *Repetition of a task if not done satisfactorily*•*Reprimand (including advice on how to improve).*• *Temporary separation from classmates or friends within the classroom – “time out”.*   
• *Loss of smaller privileges e.g Golden Time*• *Temporary separation from the class room if they insist on disrupting the class.*• *A note will be put in their homework diary or a phone call home*   
• *Staying in at break time (15 mins) to do extra work*  
• *Confiscation of mobile phone brought in and used in school, for collection by parent.*   
• *Extra Homework/ Weekend Homework.*   
*The Board of Management will follow the procedures for suspension as outlined in Chapters 10 & 11 of Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008.*

**Records and reports** *Records of investigation and decision-making should be kept.*

**The following measures will be taken when dealing with gross misbehaviour:**

* a formal meeting will be organised with the parents (and with the child if required).  The class teacher and the Principal will be present
* the gross misbehaviour will be discussed at the meeting and with the co-operation of the parents and child, an effort will be made to deal with the incident of misbehaviour
* the Chairperson of the Board of Management will be notified and the parents will be asked to attend a meeting with the class teacher, the Principal and the Chairperson (or a representative of the Board of Management)
* the child will be suspended or expelled from the school when all other efforts to deal with the misbehaviour have failed.  The child’s parents will be notified of the suspension in writing.

**Immediate Suspension**     
In exceptional circumstances the Principal may decide that an immediate suspension is appropriate where it could be demonstrated that the student’s continuing presence at that time would be a threat to the safety of school students or staff, or to anyone else.  Fair procedures must always be implemented.

**Suspension**  
The school will endeavour to make every effort in accordance with the Code of Behaviour before it will suspend or expel a child from the school.  The child will be suspended in accordance with Rule 130(5) of the Rules for National Schools and the Education (Welfare) Act 2000.  The Principal and Chairperson will be informed immediately of the misbehaviour and suspension will be sanctioned.  The Board of Management has deferred responsibility to the Principal to impose a three-day period of suspension.   Permission to impose a period of suspension in excess of the three days requires Board of Management approval.  This approval may be obtained at a regular meeting of the Board or at an emergency meeting at which the Chairperson and the Principal outline the reasons why they feel it is necessary to impose a further suspension.  In line with the requirements of the Education (Welfare) Act 2000, the Board of Management will inform the Educational Welfare Services, Child and Family Agency, (TUSLA) when a child’s period of suspension equals or exceeds six days.

When a child is suspended, parents will be requested to take the child home from the school.  The Principal will meet with the child’s parents to outline to them the child’s suspension and the Principal will present them with a written statement of the terms, duration and date of termination of the suspension.

**Removal of Suspension**  
During a period of suspension from the school, parents have the right to apply to have their child reinstated to the school.  The parents must give an undertaking that the suspended child will fully comply with the school's Code of Behaviour.  In addition, the Principal must be satisfied that the child’s reinstatement to the school does not constitute a risk to the safety of the other children, the staff or him/herself.  If required, the Principal in consultation with the class teacher, the parents and the child will prepare a plan of behaviour for the child and will re-admit the child formally to the class. If a satisfactory resolution to the problem is achieved within the period of suspension, the Chairperson or the Principal may re-admit the child to school.

**Expulsion**  
The Board of Management has the authority to expel a child from the school in the case of gross misbehaviour or in the case of repeated incidents of misbehaviour that interfere with the education of other children or where there is a threat to the health and safety of children and school staff.  This sanction will be imposed under the terms of the Education (Welfare) Act 2000.  Before expelling a child from the school, the Board of Management will inform the Local Welfare Education Officer in accordance with Section 24 of the Education (Welfare) Act .  If the Board of Management deems it necessary, they may contact the Garda Síochána.

**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 authorizing 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 authorize 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 authorize a further period of exclusion in order to enable the matter to be reviewed.  (Dept. of Education ‘Rules for National Schools’ 1965.)*

**Participation of Parents/Guardians in Managing Problem Behaviour**  
Parents/Guardians play a vital role in the school community and as such will be invited to participate in promoting good behaviour in the school and to support the Code of Behaviour.  The class teacher will note regular incidents of minor misbehaviour in the child’s school journal.  Parents/Guardians are requested to read and sign this note.  When additional work is given to the child as a sanction, parents/guardians are requested to also sign this work.  From time to time, teachers will call on parents/guardians to come to the school to discuss some aspect of their child’s behaviour.  If required the Principal will be informed of this meeting and may attend.  Parents/Guardians are encouraged to make an appointment with the class teacher or with the Principal as soon as possible in an effort to prevent any escalation in their child’s misbehaviour.  The school will remind parents/guardians at every opportunity of the procedures for contacting the school and for arranging a meeting with teachers.  Where a child is found to be involved in more serious behaviour the Principal may request parents/guardians to attend an informal/formal meeting at the school.  This meeting may be arranged with parents/guardians by telephone or in writing.  The class teacher or the teachers who witnessed the misbehaviour while supervising on yard duty, the Principal and the Chairperson of the Board of Management may be present at this meeting.  The child may attend all or part of the meeting if deemed appropriate.

**Managing Violent/Aggressive Behaviour**  
The school recognizes that a child may not always respond positively to the usual intervention, as outlined in the Code of Behaviour.  These children require extra support in an effort to manage their violent or aggressive behaviour.  Occasionally a small minority of children show particular challenging behaviour, due to their educational needs or to other reasons.  It is vitally important for teachers and parents to co-operate in order to deal with this misbehaviour.   It is important that the adults in their lives, at home and at school, follow the same system when dealing with the misbehaviour.

**Appeal**  
Under Section 29 of the Education Act 1998, a parent or children who have reached the age of 18 years are entitled to appeal to the Secretary General of the Department of Education and Skills against some decisions of the Board of Management, including (1) permanent expulsion from the school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year.  The appeal must be lodged within 42 days from the date the decision of the school was notified to the parents.  (See Circular 22/02).

Implementation of the code of behaviour:

The Board of Management, school team, parents and students worked together to write this Code of Behaviour and it will be reviewed regularly. The staff, as a team, works to ensure that all policies and practices support the objectives of the Code of Behaviour.

Every parent is informed of this code at the enrolment stage. Parents are often reminded at school meetings that a copy of this code as well as the other policies are available in the school. Complaints procedures are adhered to in the school & parents are often reminded of these procedures.

Chairperson: principal

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

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**Ainm an Pháiste / Child’s Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Glacaim /glacann muid le Cód Iompair na Scoile mar atá leagtha amach sa Pholasaí.**

**I/ we accept the School’s Code of Behaviour as defined in this Policy.**

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**Síniú an Tuismitheora (Parent’s Signature)**

**Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dáta: \_\_\_\_\_\_\_\_\_\_**

**Ainm an Pháiste:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A Thuismitheoir, A Chara,**

**Bhí iompar do pháiste míshásúil maidir le** (*Your child’s behaviour was unsatisfactory in*

*relation to:*

**□ Labhairt na Gaeilge** *(speaking Irish)*

**□ Iompar sa rang / scoil** *(Behaviour in class/school)*

**□ Iompar sa chlós** *(Behaviour in yard)*

**□ Iarracht ranga** *(Class effort)*

**□ Léiriú measa ar fhoireann na scoile** *(Respect for school staff)*

**□ Léiriú measa ar chomh-dhaltaí** *(Respect for other pupils)*

**□ Léiriú measa ar mhaoin scoile** *(respect for school property)*

**□ Eile** *(Other)*

**Tuairisc an Mhúinteora:**

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**Síniú an Mhúinteora: (Teacher’s Signature)**

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**Síniú an Tuismitheora (Parent’s Signature)**

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**Sínigh agus seol ar ais láithreach le do thoil** *(Please sign and return immediately)*