

# SCOIL NA gCAILÍNÍ ÁTH TRASNA

**NEWMARKET GIRLS' SCHOOL  
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## **Code of Behaviour.**

### **Introduction.**

This revised document has been formulated by the Principal and teaching staff of Newmarket Girls' School in consultation with the Parents Assosiation and Board of Management. It was ratified by the Board of Management on .October 21<sup>st</sup> 2016

We reserve the right to amend, update and revise as required.

### **Rationale.**

The school is a community consisting of pupils, staff, ancillary staff and parents. It is necessary to provide a framework which promotes constructive behaviour and discourages unacceptable behaviour for the well being of our school as a community. From this will come a strong sense of civic awareness and care for the environment. The purpose of this code is to achieve a happy, safe, secure and well ordered environment which is conducive to the academic, personal, social and emotional development of each child.

### *Relationship to School Ethos.*

We aim to cherish every child in our care and to establish a caring and safe environment where every child is respected. We aim to ensure a sound social, moral and religious development in all our pupils. Each child will be thought to be independent, tolerant, kind, co-operative and well-mannered. We aim to give the children high self-esteem and to equip them with the skills to maintain this self-esteem and sense of self-worth.

### *Aims.*

- To ensure that the individuality of each child is accommodated while acknowledging the rights of each child to education in a relatively disruption free environment.
- To develop self-discipline, respect and tolerance for others in all our pupils.
- To maintain good order throughout the school and respect for school environment.
- To enable teachers to teach without disruption
- To encourage consistency of response to both positive and negative behaviour.
  
- To provide a stimulative place of learning and to foster a positive atmosphere in the school.

### **Guidelines.**

If the school is to achieve a happy and secure environment in which children can develop to their full potential, it is necessary to provide a framework which promotes constructive behaviour. The school code places a big emphasis on rewards and the ideal that pupils will acquire the skill of self-discipline. There are times, however, when it may be necessary to impose sanctions in order to maintain good order. School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. The co-operation of the pupils, parents, teachers and ancillary staff is needed to achieve the aims of this code.

### **Modelling the standards :**

The adults in the school have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other, since their example is a powerful source of learning for students.

Parents and staff are expected to model the standards that students are asked to respect. In order to do this, they need to be familiar with the standards and to understand the importance of expecting students to behave according to these standards.

The ways in which parents and teachers interact will provide students with a model of good working relationships.

### **The school rules and students with special educational needs:**

Class teachers and specialist personnel (such as the Special Education Teacher, and Special Needs Assistant) should check that standards and rules are communicated in a way that students with special educational needs can understand.

### **School Rules.**

If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and wisely.

- **Respect and Courtesy:** All pupils are expected to treat staff, fellow pupils and visitors with respect and courtesy at all times. The use of foul language is unacceptable.
- **Punctuality:** The school will open at 9.10am. Classes for infants end at 2.00pm. Classes for the other pupils end at 3.00pm. No responsibility is accepted for pupils outside these times. However the children who travel on the school bus will be accommodated..
- **Absences:** If a child wishes to leave school early, a written note must be given to the class teacher. Under the Education Welfare Act 2002, Section 18, parents must inform the school authority of reason for a child's absence. Schools are obliged to inform Túsla when a child is absent for 20 days on aggregate in any school year.
- **Absences due to Term Time Holidays**
- Parents have a legal duty to ensure that their child who is attending a recognised school is at school on every day that the school is open, unless there is a genuine reason for her not to attend. Only absences relating to activities organised by the school or in which the school is involved can be authorised by the Principal. Therefore the school cannot give 'permission' for holiday absences during term time.
- We strongly discourage parents from taking their children on holiday during the school term. We wish to remind parents of the educational and potential legal impact of removing students from school for periods of time.
- If a parent decides to take a pupil out of school for holiday we request that they provide a letter to the Principal to say that they are doing so and that they are aware of the implications.
- **Illness:** Any infectious illness should be notified to the school immediately. In the interest of the children, incidence of head lice should also be reported to the class teacher. Parents should inform

the school of any health problems which the child may have or may develop which would affect her school life.

- Personal Property: Children should have their names on their coats, cardigans and other personal property such as school books, copies etc. Parents would be advised that children should not bring valuable possessions or money to school. In the event of a child's personal property going missing every effort will be made by the teacher to recover the child's property, bearing in mind the rights of the other children.
- School Property and School Environment: Pupils must respect school property and keep the school environment clean and litter free.
- Health Education: Chewing gum and crisps are strictly forbidden. Health Education is part of the curriculum and children are encouraged in school to make good choices in relation to food. Therefore, we strongly recommend that children bring nutritious lunches and reduce their intake of junk food. (Sweets, biscuits, chocolate and fizzy drinks) which may cause lack of concentration and behavioural problems.
- Mobile phones: **Mobile phones and/or personal tablet devices and glass bottles are forbidden. Bringing phones to school is regarded as a serious misdemeanour. Phones will be confiscated and only returned to a parent when they visit the school to discuss the matter.**
- Footwear: Suitable footwear should be worn at all times. Only footwear that is suitable for P.E., activities and playground games is allowed. (No high heels, flip flops etc.)

- **Jewellery:** Jewellery should be kept to a minimum for the safety of children. Body piercings except for small stud ear-rings. Long dangling ear-rings, large hooped ear-rings and long chains and necklaces are forbidden.
- **School Uniform:** Children are expected to wear full school uniform at all times unless otherwise directed. The school uniform is; navy trousers or skirt (tracksuit bottoms are not allowed), white shirt or polo shirt, red sweatshirt with crest. Navy trousers with elasticated waists are permitted in the infant room. These are available in the two local shops.
- **School Tours :** The standards and rules contained in the code of behaviour apply in any situation where the student, although outside the school, is still the responsibility of the school. Examples include school tours, games and extracurricular activities and attendance at events organized by the school. Where a student is alleged to have engaged in serious misbehaviour outside school, when not under the care or responsibility of the school, a judgement would have to be made that there is a clear connection with the school and a demonstrable impact on its work, before the code of behaviour applies.

- **Playground :**

The following are the playground rules which will emphasise positive behaviour.

- When the bell rings all children will freeze. Each class will be called to line-up in silence. The supervising teacher will call each class in turn to return to her own classroom.
- Children must remain in their own section of the playground . When going to the shed children must go along the designated walk-way. 5<sup>th</sup> and 6<sup>th</sup> classes will only use the walk way at the top of the yard. Large Balls are allowed only in the senior yard -2 balls per class. Two children will be responsible for the collection of the balls.
- Children are not allowed to play in the shed except on wet days. Otherwise it is to be used as a rest area. Each class has a specific section in the shed. This applies also during resting periods.

- Skipping ropes are allowed only at big break.
- Dangerous objects and all toys cannot be brought to the playground.

### **Behaviour in Class.**

- Pupils must have all books and required materials.
- Pupils are expected to work to the best of their ability and present written exercises neatly. Pupils must work quietly during class assignments.
- Pupils must show respect for their classmates and follow teachers instructions.
- Any behaviour that interferes with the rights of others is unacceptable.
- Pupils should arrive in school in a fit state to learn. For the benefit of the child's learning ability it would be advisable that a school going child would have a reasonable amount of sleep. On Mondays children need to be well rested after the weekend in order to be responsive and receptive to the days work.

### **Behaviour out of Class.**

- Pupils must not behave in any way that endangers themselves or others.
- Any instructions or directions given by supervising teachers are to be complied with.
- Children must line up in an orderly manner at the end of each break and when entering and leaving school premises.

- No bad language is allowed.
- Dangerous objects cannot be brought to the playground and pupils must remain in their own section of the playground.
- Big balls are allowed in the senior yard.
- Pupils represent the school on school outings and exemplary conduct is expected.

### **Homework.**

- It is the policy of the school to assign homework on a regular basis. Teachers shall make every effort to match the curriculum to the aptitude of the pupils. It follows, therefore, that homework assignments may vary from pupil to pupil.
- Parental supervision of homework is advisable. If homework causes worry for the pupils, parents are advised to contact the class teacher. An official homework journal will be included in the booklist. Homework journals should be signed each night, when parents are satisfied that homework has been completed to the best of the child's ability.
- **Untidy and badly presented homework is not acceptable.**
- If homework is completed satisfactorily during the week, there will be no homework at weekends.

### **Rewards for Good Behaviour.**

- Oral and written praise. Pupils homework journals are used to convey messages of approval from teachers.



- Small prizes, merit lists, merit stars, certificates.
- Class parties at the end of term and on special occasions.
- Special trips.
- Visiting artistes brought as a special treat.

### **Strategies and Sanctions.**

- Reasoning with pupil.
- Reprimand (including advice on how to improve)
- Prescribing extra work.
- Communication with parents.
- Temporary separation from peers and / or loss of privileges.
- Referral to Principal / Deputy Principal.
- Note to parents.
- Suspension / Expulsion (in accordance with Rule 130 of the Rules for National Schools.)

### **Minor Misdemeanours**

In the case of minor misdemeanours the class teacher will deal with it by verbally reprimanding the child and then reasoning with her. If there is a regular occurrence of minor misdemeanours there will be a note in the child's homework journal to be signed by the parents. There may be temporary separation from peers.

### **Serious Misdemeanours**

Steps to be taken.

- 1) Send to Principal

- 2) Send to Deputy Principal (If Principal is not available)
- 3) Principal sends note in journal to be signed by parent
- 4) Principal meets with one/both parents
- 5) Chairperson of Board of Management informed and parents requested to meet with Chairperson and Principal

Depending on the context the following unacceptable behaviour may be deemed as serious or gross misdemeanours.

- Foul language – any form of disrespect.
- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation).
- Behaviour that interferes with teaching and learning.
- Threats or physical hurt to another person.
- Damage to property.
- Theft.
- Using mobile phones or unauthorized computers in school

### **Gross Misdemeanours**

-Steps to be taken

- 1) Chairperson/Principal to communicate to parents, regarding the suspension of a pupil or the possibility of a suspension, in writing.
- 2) A written statement of the terms and date of the termination of a suspension is given to parents.
- 3) When a period of suspension ends the pupil will be re-admitted to the class.
- 4) Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and the Principal.

- 5) The maximum initial period of an exclusion shall be three school days.
- 6) Expulsion will be considered in an extreme case in accordance with Rule 130 [6] i.e No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality.

In exceptional circumstances the Board of Management will allow the immediate suspension of a pupil by the teacher in charge at that time

### **Keeping Records**

Serious and Gross misdemeanours are recorded in an incident book which will be kept in the strong –room. Records are written in a factual and impartial manner.

### **Appeals Procedures**

The Board of Management offers an opportunity to appeal a Principal's decision to suspend a student. Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents/guardian may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*

### **Roles and Responsibilities**

This policy is supported by the teaching staff, ancillary staff, parents, children and Board of Management of Newmarket Girls' School. It will be reviewed annually and updated as necessary. The Principal, in co-operation with the staff will co-ordinate the progress of the policy and will encourage and accept feedback on its implementation.

### **Success Criteria**

The Code of Behaviour and Anti-Bullying Policy have been compiled with the well-being of every single member of the school community in mind. Its success depends on the co-operation of pupils, teachers, ancillary staff and parents working together to achieve our aims.

**Parental Statement.**

The revised school **Code of Behavior** including the **Anti-Bullying Policy** has been drawn up for a good purpose in consultation with staff, Parents Association and the Board of Management and has been ratified by the Board of Management

It will be reviewed annually and parent / guardians will be informed of any changes to the code.

**All** pupils attending our school are required to abide by this policy. It is the duty of the parents / guardians to familiarize themselves and their children with the contents of the policy and to support the school and its staff in its implementation.

Parents enrolling their child are required to read this policy and explain it to their children and sign an undertaking to support it.

Both parents (where applicable) **must** sign the attached form undertaking to support the school in the implementation of the code of behaviour and encouraging and insisting that their children are to abide by it.

In the absence of a parent, the legal guardian(s) may sign. If any parent has a concern or query regarding this code of behaviour they should communicate this concern to the Principal before signing the agreement below.

**I** \_\_\_\_\_ **and**

\_\_\_\_\_

**the parents / guardians of** ( name all children attending the school )

\_\_\_\_\_

\_\_\_\_\_

have read and understand the policy on school rules and code of behaviour and are in agreement with it. We will communicate it to our

child/ren and do our utmost to support the school and our child/ren in its implementation.

**Signed:** \_\_\_\_\_

\_\_\_\_\_

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