

Code of Behaviour

This 'Code of Behaviour' has been reviewed in accordance with the guidelines 'Developing a Code of Behaviour: Guidelines for Schools' published by the National Educational Welfare Board, (NEWB 2008).

Vision

Our vision for behaviour in Convoy Joint N.S. is the promotion of positive behaviour, allowing the school to function in an orderly and harmonious fashion, and the enhancement of the learning environment where children can make progress in all aspects of their development.

Ethos

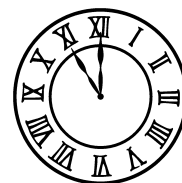
The ethos of our school recognises the importance of nurturing each child to develop his/her potential in a caring environment where the talents of each child are valued. This can only be achieved when there is a high level of respect and co-operation between staff, parents and pupils.

Aims

As a school, our aim is to create a happy, secure environment for all our pupils, within which there is a sense of good order, effective teaching and an agreed approach to behaviour.



School Hours & Arrival at school



School Hours

Junior Infants & Senior Infants	9.10 am - 1.50 pm
1 st Class - 6 th Class	9.10 am - 2.50 pm

All pupils are expected to be in school for the official opening time of 9.10 am. In order to facilitate this, **school gates are open from 9.05 am daily**. Pupils are not permitted on the premises before this time. *The school is not responsible for pupils before 9.05 am or after the official closing time of 1.50 pm (Infants) and 2.50 pm (1st - 6th Class).*

On entering the school grounds, pupils go immediately to their own classrooms.

Playing in the yard before class commences is not permitted.

Departure

- Junior and Senior Infants must be collected promptly at 1.50 pm from the school door.
- If anyone other than the parent is collecting the child, the school needs to be informed.
- Pupils in 1st-6th Class leave their classroom in class groupings, and walk in a calm and orderly fashion to the designated spots where they wait until they are collected.
- Pupils waiting on bus transport must not leave the school grounds until the bus arrives at the gate.
- There should be no horseplay or unsafe behaviour while waiting in the school grounds.



- For pupils walking home, parents must provide a written note giving their consent, at the start of the school year.

General School Behaviour

- (a) Pupils are expected to behave in a mannerly way at all times and to be respectful of the needs and rights of others.
- (b) Pupils must show courtesy towards all members of staff including part-time teaching staff, SNAs, caretaker, secretary, substitute teachers, coaches and all visitors to the school.
- (c) When a substitute teacher is in the classroom, pupils must obey existing classroom rules and behave in a mannerly and respectful way at all times.
- (d) The instructions of all staff are to be obeyed at all times.
- (e) Pupils are expected to behave in a safe and mannerly fashion when attending extra-curricular activities, school trips and school functions.
- (f) Running is not permitted in the school buildings.
- (g) No pupil is permitted to use school equipment or enter the PE Hall without a teacher's permission.

Bullying

Bullying of any kind, including cyberbullying, will not be tolerated. In accordance with the school's 'Anti-Bullying Policy', pupils are encouraged to report any incidents of bullying to a teacher or adult. All reports of bullying will be investigated in accordance with the 'Anti-Bullying Procedures for Primary and Post-Primary Schools' published by the Department of Education in September 2013.

Respect must be shown online to all pupils and staff members. Any cyberbullying incidents against school staff will be brought to the attention of the Board of Management.

Break Time Behaviour

Break Time: 11.00 am - 11.15 am

Lunch Time: 1.00 pm - 1.30 pm



- Desk areas must be tidied before going out for break times.
- All pupils must leave the classrooms at break times and may only re-enter the building to use the toilet facilities.
- All pupils must line up in a mannerly fashion after break time and enter the classroom in an orderly, calm manner supervised by the class teacher.
- Pupils should play in the area allocated to their class group.
- The shelter area is available on damp/wet days.
- Pupils are not permitted to play behind the upper building, in the school garden, behind the lower building or on the steps during break times.

Wet Day Arrangements - If the weather is wet/inclement, pupils are supervised by their class teacher in their classroom during break/lunchtime.

School Grounds and Property

- All pupils are expected to keep their classroom, hallway and playground litter-free, safe and tidy.
- Pupils are actively involved in the maintenance of the school garden and of an environmentally friendly school.
- Regular maintenance of the school buildings and playground are undertaken to help ensure pupil safety.

- Graffiti on the school buildings or on any school property including textbooks and furniture will not be accepted.
- Care must be taken when using and handling all school resources, especially ICT equipment.

Healthy Lunch Policy

The school has a 'Healthy Lunch Policy'.

- No fizzy drinks, chocolate, sweets, popcorn, crisps, chewing gum or ice pops are allowed.
- Hot drinks are not permitted for safety reasons.



Uniform

Full school uniform is to be worn each day. Parents should send a note to their child's class teacher if their child is out of uniform.

- For health & safety reasons, younger pupils who cannot tie their own laces must wear shoes (runners on P.E. days) with straps/velcro fastenings.
- All school jumpers, ties and coats must be clearly labelled with the child's name for easy identification.
- PE clothes should only be worn on PE days and for health and safety reasons, watches and jewellery should not be worn on PE days.
- Each pupil needs a large shirt or t-shirt for Art class.
- Only stud earrings are permitted.

Mobile Phones

Pupils are not permitted to bring mobile phones to school for any reason, except in exceptional circumstances by prior arrangement with the Board of Management.



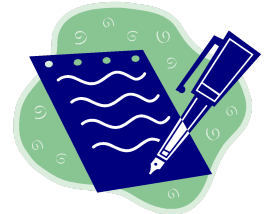
Mobile phones will be confiscated, locked away and will only be returned to parents.

Please note also: Equipment such as personal i-pods, i-phones, laptops, tablets, smartwatches, etc. are not permitted in school.

School Attendance

Pupils must attend regularly.

- In the event of absence, pupils must bring a note of explanation or send an email, signed by the parent/guardian to the class teacher on their return to school.
- Under the Education (Welfare) Act 2000, all schools are obliged to report all absences of pupils for 20 days or more (over a period of weeks/months) to Tusla Education Support Services (TESS).
- A note of explanation must also be sent if a child has to leave school during school hours.
- All notes of explanation will be retained in the child's file.
- In the event of an exceptional closure, the Chairperson must be informed of the situation and sanction the closure. Parents and school bus drivers will be made aware of the situation as early as possible.



A school calendar of holidays is provided at the beginning of each school year and should be kept for reference throughout the year. This calendar is also available on the school's website.

Parents

Effective discipline requires co-operation between parents and teachers.

- Parents are expected to support their child in adhering to the school's 'Code of Behaviour'.

- Parents are encouraged to discuss their child's progress at the annual Parent-Teacher meeting.
- If parents have any concerns regarding their child, please email or send a note to the class teacher to make an appointment to discuss the matter

Custody Arrangement

In a situation of parents living apart, and in the absence of a legal custody arrangement, both parents have equal access to their child. If a legal custody arrangement exists, the relevant section of this document must be furnished to the Board of Management and school principal and the school will abide by its ruling.

Undesirable Behaviour in Pupils

The following are examples of undesirable behaviour in pupils that will not be accepted:

- Being unkind or disrespectful to any member of the school community.
- An attitude of insolence or 'cheek' in speech or manner.
- Preventing others from learning / interrupting classwork.
- Speaking out of turn and interrupting others.
- Being unwilling to abide by school rules.
- Refusing to co-operate with reasonable instructions and advice.
- Defacing, destroying or stealing other pupils' belongings or school property.
- Directing abusive language at any member of the school community.
- Telling lies.
- Acting aggressively or with violence towards members of the school community.

Strategies for Promoting Good Behaviour

Rewarding good behaviour is a very important part of our 'Code of Behaviour'.

Strategies to promote positive behaviour are used in all classrooms and include:

- *Involving the pupils in the preparation of 'Classroom Rules'*
- *Setting clear boundaries and establishing routines*
- *Praise and rewards e.g. stickers, Homework Passes, Golden Time, Star of the Week, etc.*

Modelling the Standards: The Responsibility of Adults

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

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

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

(Ref: Developing a Code of Behaviour: Guidelines for Schools - page 38)

Discipline Procedures

The following disciplinary measures will be taken to deal with misbehaviour:

- Teacher discusses the incident with pupil.
- Verbal reprimand is given for misbehaviour.
- If the incident happens in class, the pupil may be relocated within the classroom or within the school.
- 'Time Out'/extra work, during break times.
- Referral to the Principal.
- Records of incidents of serious misbehaviour will be kept in the pupil's file.

- Parents may be contacted by the class teacher / principal.
- Where the misbehaviour persists, the teacher will contact the pupil's parent concerning the persistent misbehaviour, requesting parental involvement in encouraging their child to abide by and adhere to the rules of the school.
- Serious breaches of discipline will be communicated to the Chairperson and the Board of Management.
- **Suspension of pupil - Procedures for Suspension & Expulsion**

If a pupil misbehaves on a continuous basis or if there is a serious incident of misbehaviour, it may be necessary to suspend a pupil. Procedures for the suspension / expulsion of a pupil are laid down in the guidelines 'Developing a Code of Behaviour: Guidelines for Schools' (NEWB), (Chapters 10 - 12)

These procedures include:

- Initial suspension for a period of up to three days (by Chairperson, Board of Management / Principal)
- Further period of suspension of up to a maximum of ten school days by special decision of the Board of Management.
- The Chairperson of the Board of Management informs parents/guardians of the Board's decision to suspend/expel and also informs parents of their entitlement to appeal a decision of the Board of Management in relation to suspension or expulsion.

The Board of Management has reviewed and ratified this 'Code of Behaviour'. This policy will be reviewed on a regular basis hereafter or as the need arises.

Each family has received a copy of this document. Parents are required to indicate their acceptance of the school's 'Code of Behaviour' during the enrolment process.

Reviewed and ratified by the Board of Management on 30/5/2023

Signed: Mrs. J. Cotter (Chairperson, Board of Management)

