

St. Patrick's N.S Castletara
Roll No.14073G



Code of Behaviour Policy

Aims

In devising the code, consideration has to be given to the particular needs and circumstances of this school. The aim is to create an ordered and orderly environment in which pupils can, through developing self-discipline, feel secure and make progress in all aspects of their development.

Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school.

Principles

The school recognises the variety of differences that exist between children and the need to tolerate these differences.

It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff and between staff, parents and pupils.

Every effort will be made to ensure that the code of discipline is implemented in a reasonable, fair and consistent manner.

School Rules

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

Arrivals/Dismissals

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 8:40 or after the official closing time of 1:30pm for infants or 2:30 for other classes except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such extra-curricular activities are expected to behave in accordance with school behavioural policy during these times.

Safety

For my own safety and that of others;

- I should be careful coming to and going from school
- I should always walk while in the school building
- I should remain seated at all times in class and while eating lunch
- I should never run on to the school yard and always show respect for my fellow pupils
- Bring a note of explanation via Aladdin
- I should never leave the school grounds without the permission of the Principal

Caring for myself:

- I should respect myself and my property, always keeping my school bag, books and copies in good order
- I should always be in school before the bell rings at 8:50am.
- I should show respect for my school and be proud to wear the complete school uniform every day other than PE days
- I should always be aware of my personal cleanliness
- I should always bring a sensible, nutritional snack to school. Crisps, minerals, sweets or chewing gum are not permitted
- I should always do my best in school by listening carefully, working as hard as I can and by completing my homework
- I should wash and sanitise my hands before eating and after I use the toilet.

Caring for others:

- I should be kind and respectful to teachers and fellow pupils by being mannerly and polite, by taking turns and by remaining silent and orderly in my class line
- I should behave well in class so that my fellow pupils and I can learn
- I should always keep my school clean by bringing unfinished food and drinks, cartons, wrappers etc home. I should show respect for the property of my fellow pupils, the school building and grounds
- Be truthful and honest at all times
- I will use kind words and kind hands

Caring for School Property:

- I must be careful in using the school building and its grounds.
- I must not throw litter
- I must not bring weapons and/or dangerous objects of any sort to the school or on school trips
- I must not bring a mobile phone to school without consent from the principal in line with the school's Mobile Phone Policy
- I must adhere to the school's Healthy Eating Policy and therefore should not bring crisps, chewing gum or lollipops to school.
- I must be careful with the use of school resources such as ipads, guided readers, rented books, ect.

Damage of property

Where school property is wilfully or negligently damaged by pupils, the Board of Management may seek to recover losses from the pupil's parents. Teachers may, at their discretion, inform the parents of a child, whose property has been damaged due to the irresponsibility of another pupils, in order that compensation can be agreed.

Bullying

Bullying is unwanted negative behavior, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time. In addition, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

The most common forms of bullying are aggressive physical contact, name calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Bí Cinealtas Policy.

Pupils understanding of Bullying

St. Patrick's N. S Castletara is a 'bully- free' zone

I should never bully others. I should never allow others to bully me and if it happens, I should tell my parents and my teacher. Bullying is always unacceptable. I understand that I have a responsibility to tell the teacher if I know someone is being bullied. I have signed an anti-bullying promise and will do my best not to break it. I will do my best to use kind words and kind hands

Clár ama na Scoile

- **School begins:** 8:50
- **School Closes:** Junior & Senior Infants 1:30 pm
- **All Other Classes** 2.30 pm

Homework

It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and to sign their homework journal each night (ensuring that it is done).

Strategies to encourage positive behaviour

Praise may be given by means of any one of the following;

- A quiet word or gesture to show approval
- A comment in a pupil's exercise book
- A visit to another member of staff or to the Principal for commendation.
- A word of praise in front of a group or class
- A system of merit marks
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- Certificates of Achievement at School Assembly

Strategies to deal with unacceptable behaviour

(The nature of the behaviour will determine the strategy)

- Zones of Regulations strategies
- Breathing Techniques
- 5 Restorative questions
- Pupil is given choice to give apology to hurt party/parties
- Pupil reflection orally
- Pupil Reflection written template
- Teachers Incident form Record
- Pupil is given choice to consider consequence
- Stop and Reflect on Buddy Bench
- Prescribing extra work
- Withdrawal of privileges (class privileges, extra-curricular privileges, golden time in the evening)
- Consequences can be carried out the next day if necessary (eg if a pupil reflection sheet has to be completed first, if the child is too dysregulated (red zone) to accept/understand consequence on the day)
- Teacher to Complete ABC chart
- Parents will be informed at an appropriate stage
- Draw up an Individual Behaviour Plan (support plan) with support from SET
- Report to school principal
- Formal report to the Board of Management
- Suspension
- Expulsion (in accordance with Rule 130 of the Rules for National Schools as amended by Circular 7/88)

Procedures

The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows;

Examples of minor misdemeanours:

Interrupting class work/arriving late for school/running in the school building/talking in the class line/leaving assigned seat without permission at lunch time/not bringing a toilet bag/placing unfinished food/drink cartons in class bin/leaving litter around the school/not wearing the correct school uniform/being discourteous/unmannerly/not completing homework without good reason/not having homework signed by a parent/ Using bad language/calling names (this is anything negative) negative demands (eg shut up, f off, ect) harming others through rough play (eg over tackling, pushing and pulling during games, hitting)

Examples of steps to be taken by teachers when dealing with minor misdemeanours:

- Zones of Regulations strategies
- Breathing Techniques
- 5 Restorative questions
- Pupil is given choice to give apology to hurt party/parties
- Pupil reflection orally

- Pupil Reflection written template (copy sent home to parents, and parents notified by phone/Aladdin/Email) Copy in pupil's teacher file and principal's office
- Teachers Incident form Record (copy in Teacher's file ad principal's office)
- Pupil is given choice to consider consequence
- Stop and Reflect on Buddy Bench
- Inform class teacher

Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours

Phase 1 (within the classroom):

- Teacher follows Relate Guidelines, tries to find reasons for behaviour and provide solutions.
- Teacher follows behaviour of concern policy
- Uses zones of regulation, breathing techniques, classroom movement breaks
- Seeks advice from previous class teacher, SET teacher.
- Uses pupil voice
- Monitor recorded incidents and timeframe
- Teacher Informs parents face to face that a behavior plan will need to be drawn up. (after 4 recorded incidents in a period of 6 weeks)
- Teacher Draws up behaviour support plan (after 4 recorded incidents in a rolling period of 6 weeks)
- Teacher informs principal and all staff that can support that a behaviour plan is in progress.

Phase 2:

- Pupil, class teacher and Principal meet (following 1 recorded incident when behaviour plan is in progress)
- Pupil, class teacher and Principal and parents meet (following 2 recorded incident when behaviour plan is in progress)

Examples of serious misdemeanours

- Constantly disruptive in class/telling lies/stealing/damaging other pupil's property back answering a teacher/frequenting school premises after school hours without appropriate permission/leaving school premises during school day without appropriate permission// continually using unacceptable language. **Note that these can be classed as minor misdemeanours but can become serious misdemeanours when the behaviour plan mentioned above is not making a positive impact on pupil's behaviour.**
- bringing weapons to school that may cause harm to others
- deliberately and/or seriously injuring a fellow pupil eg a hard punch, kick, bite, throwing an object ect .

Examples of steps to be taken when dealing with seriously injuring another pupil

- Pupil is clearly in zone red, needs to stop and regulate with support of staff.
- Staff ensure all pupils are safe and feel safe before reporting, recording begins.
- Once regulated pupil completes reflection form.
- All staff/pupils who saw incident will record what they saw.
- Class teacher contacts any parties involved to report what happened.
- Principal and class teachers meets with parents the next day if possible. (for serious misdemeanours only)
- Chairperson of Board Of Management is informed and parents requested to meet with the Chairperson and Principal
- Possibility of suspension if pupil caused serious harm to a fellow pupil/staff member (Suspension can be inhouse suspension first, before a home suspension)

Examples of Gross Misdemeanours

Setting fire to school property/deliberately leaving taps/fire hose turned on/aggressive, threatening or violent behaviour towards a teacher/pupil, physical/sexual assault, supplying illegal drugs to other students in the school.

Examples of steps to be taken when dealing with gross misdemeanours

- Chairperson/Principal to sanction immediate suspension pending discussion with parents.
- Expulsion will be considered in an extreme case in accordance with Rule for National Schools 130 (6) and the Education Welfare Act 2000.

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

School Policy on Bullying

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Incidents of bullying will be dealt with in line with the Bí Cinealtas Policy.

Procedures for Suspension

The principal will notify the parents in writing of the decision to suspend. The letter will confirm the following

1. The period of the suspension and the dates on which the suspension will begin and end
2. The reasons for the suspension
3. Any study programme to be followed
4. The arrangements for returning to school, including any commitment to be entered into by the student and the parents (e.g. parents might be asked to reaffirm their commitment to the Code of Behaviour)
5. The provision for an appeal to the Board of Management

6. The right to appeal to the Secretary General of the Department of Education and Science (Education Act 1998, section 29).

Procedures for Expulsion

Where a preliminary assessment of the fact confirms serious misbehaviours that could warrant expulsion, the procedural steps will include:

1. A detailed investigation carried out under the direction of the principal
2. A recommendation to the Board of Management by the Principal
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing
4. Board of Management deliberations and actions following the hearing
5. Consultations arranged by the Education Welfare Officer in accordance with Section 24 of the Education Welfare Act 2000.
6. Confirmation of the decision to expel.

Preventative strategies for Behaviour

The school takes particular care to intervene early in responding to the needs, fears or anxieties of individual members in a sensitive manner.

Issues in relation to Bullying are explored continually during SPHE lessons and using Circle Time, Drama etc. The school is committed to positive mental health in young children and enhancing well-being in all children. Children will be afforded the opportunity to weave positivity into their daily lives through a range of activities in a variety of areas including resilience skills (including mindfulness) and developing self-efficacy through empowering beliefs. These attributes will be encouraged through a variety of programmes;

- SPHE
- STAY SAFE (6 Week block every second year)
- Nurture Room
- Behaviour Plan programmes of work (Available from SET team)
- Whole School Zones of Regulation
- Whole School Movement breaks
- Breathing techniques
- Whole school behavior rules and consequences
- Rewards programmes
- Anti-Bully Campaign Workshops
- Anti-Bullying lessons delivered by class teachers
- Anti -Bullying Notice board and posters on display
- Kindness Ambassadors
- Feelings Picture stories
- Bí Cinealtas posters

Organisational Policies

This Code of Behaviour coincides with all other school policies in particular the NCSE Relate Document, Bí Cinealta Policy, Anti-Cyber Bullying Policy, Enrolment Policy, Mobile Phone Policy, Healthy Eating Policy, Child Protection Policy, complaints policy, communications policy, Accidents and Injuries policy, Health and Safety Policy.

This Code of Behaviour will apply at all times on school grounds and during all school related activities.

Procedures for notifying the school of absences

The school must be notified of all absences in writing and on Aladdin Connect. Reasons for absences can be imputed by parents/guardians on Aladdin. The parent or legal guardian of any pupil who arrives at school late or leaves the school early will be signed in and out by the secretary. Attendance will be recorded on Aladdin at 10:00a.m. every morning.

The Education (Welfare) Act 2000 provides a new framework for promoting regular school attendance, tackling the problem of absenteeism and early school leaving. The National Education Welfare Board (NEWB) was established under the Act as the single national body with responsibility for encouraging and supporting regular school attendance.

Under Section 21 of the Act, the Board of Management of each school is required to submit a report of the level of school attendance at the school each year. Also individual absences have to be reported to the NEWB. Once a pupil misses 20 days in a school year this has to be reported to the NEWB. This may be followed by a visit by the NEWB to the parents to establish the reasons for the high absenteeism.

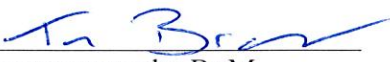
Grievance Procedure Any parent/guardian who has a grievance with the school must follow the school's Complaints Policy

This policy has been formulated by the Board of Management of St. Patrick's N.S Castletara in consultation with the parents' association and all members of the Teaching Staff have been involved in its review and planning.

This policy was ratified by the Board of Management on 22nd October 2025

Signed: 
Chairperson of BoM

Date: 22.10.2025

Signed: 
Principal/Secretary to the BoM

Date: 22/10/25