



**Roll No. :11894 I**

## **Code of Behaviour**

This policy is a collaboration between the Principal, teachers, parents, students and Board of Management of Scoil Mhuire Girls National School. It was formulated in the line with “Developing a Code of Behaviour – Guidelines for Schools” (NEWB, 2008).

Good behaviour is based on good relations between parents/guardians, child and school. In Scoil Mhuire we hope to foster this ideal in cooperation with our parents/guardians. We have adopted a positive code of behaviour with emphasis on encouragement and reward so that good behaviour can prevail in our school. It is a direct development of the Mission Statement of the school where we stress the importance of our Catholic ethos and our aim to place the child at the centre of all our endeavours, so that she can reach her full potential in a caring Christian atmosphere.

The Board of Management of the school has ultimate responsibility for behaviour in the school. Within the school, the overall day to day responsibility for behaviour rests with the Principal and issues of concern should be reported to the Principal as they arise. Each teacher has the responsibility for the maintenance of good behaviour and good order within his/her classroom while sharing a common responsibility for good behaviour within the school premises.

Any rules will be conveyed to children in an age and developmentally appropriate manner, in clear and accessible language, with clear agreed consequences. The individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a relatively disruption free environment.

Parents/guardians can support the school by encouraging their children to understand the need for school rules, and by communicating any relevant concerns to the school.

### **Aims**

- To create a positive learning environment that encourages and reinforces good behaviour and mutual respect
- To promote self-esteem and positive relationships
- To encourage consistency of response to both positive and negative behaviour
- To foster a sense of responsibility and self management in pupils and to support good behaviour

patterns based on consideration and respect for the rights of others

- To facilitate the education and development of every child in keeping with the school's Mission Statement
- To foster a caring and respectful attitude to one another and to the environment
- To enable teachers to teach without disruption
- To ensure that the school's expectations and strategies are widely known and understood through the availability of policies and an ethos of open communication
- To encourage the involvement of both home and school in the implementation of, and adherence to, this policy

### **Responsibility of Adults in the School**

The adults encountered by the children at school have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other, as their example has an important influence on the children.

As adults we should aim to:

- Create a positive learning environment with realistic expectations.
- Promote positive behaviour, through example, honesty and courtesy and an awareness of others.
- Provide a caring and effective learning environment.
- Encourage relationships based on kindness, respect and understanding of the needs of others.
- Ensure fair treatment for all regardless of age, gender, race, religious ethos, ability or disability.
- Show appreciation of the efforts and contribution of all.
- Discourage physical aggression and encourage '*Kind Hands, Kind Words, Kind Feet*'.

### **School Rules**

In Scoil Mhuire GNS, we agree to:

- ❖ show respect for ourselves and others
- ❖ show respect to other students and their learning by ensuring our behaviour does not impact negatively on others
- ❖ be kind and willing to help others
- ❖ follow instructions from staff immediately
- ❖ walk quietly and safely in the school building
- ❖ show courtesy and good manners
- ❖ try to use respectful ways of resolving difficulties and conflict
- ❖ ask permission to leave the classroom/school.
- ❖ do our best in class
- ❖ take responsibility for our own work
- ❖ show respect for our own property and the property of others

- ❖ wear the appropriate uniform.
- ❖ follow the Healthy Eating Policy.

These can be summarised as “The 6 Golden Rules”

- We listen. WE don't interrupt.
- We are gentle. We don't hurt others.
- We are honest. We tell the truth.
- We are kind.
- We work hard. We don't waste time.
- We look after property. We don't damage things.

### **Class Rules**

At the beginning of each academic year, the class teacher will draft a list of class rules in consultation with the children, based closely on “The 6 Golden Rules” and refer to Bí Cineálta. These will reflect and support the school rules but will be presented in a way that is accessible to the children at a developmentally appropriate level. Class rules will be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. Where possible they emphasise positive behaviour (e.g. ‘Walk’ and not, ‘Don't run’). Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual differences. Where difficulties arise, parents will be contacted at an early stage.

### **Children with Special Needs**

All children are required to comply with the Code of Behaviour. However, Scoil Mhuire recognises that children with special educational needs may require assistance in understanding certain rules. Our Policy on Supporting Children's Behaviour of Concern should be read in conjunction with this Code. Specialised behavioural plans will be put in place in consultation with parents, the class teacher, special education teacher, SNA's and the Principal. Cognitive and emotional development will be taken into account at all times. Information provided by psychological and other professional assessments will be included, as appropriate.

The children in the class or school may be taught strategies to assist a pupil with special needs to adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

### **Incentives to Encourage Positive Behaviour**

Part of the vision of Scoil Mhuire is to help children achieve their full potential - academically, intellectually and socially. We recognise that there are many different forms of intelligence and that children use a variety of approaches to learn well. Our reward systems seek to provide encouragement to all children of all abilities and talents. Children will be encouraged, praised and listened to by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for academic

achievement.

The following are some samples of how praise might be given:

- A quiet word or gesture to show approval
- A comment in a pupil's copy or homework journal
- A visit to another member of Staff or to the Principal for commendation
- A word of praise in front of a group or class
- Delegating some special responsibility or privilege
- A system of merit marks, treats or stickers
- Extra play time or "Golden Time"
- A mention to parent, written or verbal communication
- 'Bualadh Bos' in class or special mention at assembly

### **School Expectations for Pupils**

The following outline of procedures for the classroom, yard and school environment set a positive atmosphere in relation to pupil learning, behaviour and achievement. There is a greater emphasis on rewards rather than sanctions. It is not possible to list either all rewards/sanctions in this policy as these will vary according to the age level of the pupil.

- We expect our pupils to come to school with a positive attitude towards their learning.
- We expect that all pupils will show respect for themselves, for others and for school property.
- Pupils may not leave the school grounds for any reason without permission in writing from their parents/guardians.
- Name calling or bad language is not allowed in the school.
- Pupils must not damage school property.
- Pupils may not use mobile phones, smart watches or devices with access to the internet or a camera without permission.
- Pupils follow the instructions of staff or other designated adults.

#### **- Mornings**

- a) Pupils should arrive in school between 8.50 am and 9.10 am.
- b) Pupils should not enter the school grounds/building before 8.50am, unless permission has been granted.
- c) Pupils should wear the school uniform in accordance with the Uniform Guidelines. Hair should be tied back and no make-up or nail polish is allowed. The only jewellery permitted is: stud earrings and/or a watch that cannot record or connect to the internet.
- d) If a pupil cycles/scoots to school the bicycle/scooter should be put in the bicycle racks. No responsibility is accepted by the school for these bicycles/scooters. Pupils may not cycle within the school grounds.

- **At Break Times**

- a) Healthy lunches are promoted within the school. Lunch is eaten in classrooms. Pupils are asked not to bring food or drink into the yard. (Please refer to the School's Healthy Eating Policy).
- b) Pupils will remain in their designated areas.
- c) Pupils must remain seated during indoor break times.
- d) Scoil Mhuire is a Green School. The pupils are expected to keep their classrooms clean and tidy. Uneaten food and packaging should be taken home.
- e) Pupils must not damage school property.
- f) Sharp objects that could cause injury to others should not be brought to the yard
- g) When children are playing on the yard excessive physical contact such as pushing, pulling, slide tackling, kicking is not allowed. Games that require excessive physical contact, piggybacking and gymnastics are forbidden for safety reasons.
- h) Pupils are advised to go to the teacher/SNA on yard supervision if there is a problem. Any behaviour that is recognised as bullying in nature will be dealt with under the guidelines laid down in the Anti-Bullying Policy/ Bí Cineálta.

- **Toilets**

- a) Pupils should treat all toilet facilities in the school with respect and must not damage them in any way.
- b) Pupils will use the toilets in/ located outside their classroom during class time. When out on the yard the pupils use the toilets available at the entrance door to the school hall.
- c) Only one pupil is permitted in a cubicle at a time
- d) Pupils must not waste toilet paper or soap.
- e) Pupils are encouraged to wash and dry their hands after going to the toilet.

- **In Class**

- a) Each pupil is expected to have all text books and equipment necessary for her particular class.
- b) Tippex is not allowed for safety reasons.
- c) Each pupil must do her homework in a neat and tidy manner and must bring in a note from parents to her teacher if homework is not done.
- d) The pupils must treat all staff members and visitors with respect.
- e) All classes will participate in the development of their class rules and agree to keep them.
- f) Pupils should sit correctly in their chairs.

- **Outside of the School (When accompanied by teacher/adult)**

- a) The standards expected in the Code of Behaviour apply in any situation where pupils are still the responsibility of the school. These include school trips, swimming, going to and from the church, field trips and games after school etc.

- b) When walking outside the school, all pupils must cross the road only at the direction of the teacher/adult who is with them.
- c) The standards expected in the Code of Behaviour apply whenever a pupil is wearing the school uniform even if the staff are not there to ensure these standards.

- **Going Home**

- a) Pupils must leave the school in an orderly fashion.
- b) Pupils leaving school early should be collected from the front reception by a parent or guardian and must be "signed out". If the pupil is returned to school, or arrives after 9.10am, she must come to reception and will be accompanied to her classroom.

- **Substance Misuse**

Pupils must not bring illegal drugs, cigarettes or alcohol to school. (See Substance Misuse Policy)

### **Strategies for Dealing with Unacceptable Behaviour**

The degree of misbehaviour minor, serious or gross, is decided by the teachers on the basis of their professional judgement and based on a common sense approach with regard to the gravity/frequency of the misbehaviour and the age and understanding of the pupil.

### **Examples of Minor Misbehaviour**

- Interrupting class work (e.g. walking around the classroom without permission; throwing objects; talking at the wrong time; making noise, eating at the wrong time)
- Being discourteous/unmannerly or answering back
- Lack of compliance with school guidelines on uniform, hair and jewellery

This list is not exhaustive.

### **Procedures for dealing with Minor Misbehaviour**

Strategies used to show disapproval of minor incidents of unacceptable behaviour

- ❖ Reasoning with the pupil
- ❖ Reprimand (including advice on how to improve)
- ❖ Temporary separation from peers within class and/or temporary removal to another class
- ❖ Misbehaviour may be recorded by the teacher
- ❖ Parents requested to meet class teacher
- ❖ Referral to Deputy Principal /Principal

### **Examples of Serious Misbehaviour**

- Being constantly disruptive in class
- Repeated refusal to do homework

- Persistent minor misbehaviour despite previous interventions
- Repeated telling of lies (interpreting what is a 'lie' will relate to the age and understanding of the pupil)
- Stealing - intentional taking of items (interpreting what is 'stealing' will relate to the age and understanding of the pupil)
- Wilful damage to school/other pupil's property
- Threats or physical harm to another person
- Leaving school premises during the day without appropriate permission
- Behaviour that is hurtful (including bullying, harassment, discrimination, victimisation and the use of inappropriate language in person or through social media)
- Use of mobile phones/smart technology without permission
- Bringing weapons to school or using objects as weapons in school

This list is not exhaustive.

#### **Procedures for Dealing with Serious Misbehaviours**

- ❖ Reasoning with pupil
- ❖ Verbal reprimand including advice on how to improve
- ❖ Temporary separation from peers within class and/or temporary removal to another class
- ❖ Misbehaviour may be recorded by the teacher
- ❖ Prescribing extra work/ writing out the story of what happened
- ❖ Loss of privileges
- ❖ Temporary separation from peers during break times
- ❖ Teacher communication with parents
- ❖ Referral to Principal
- ❖ Principal communication with parents

#### **Examples of Gross Misbehaviour**

- Assault on a teacher, pupil or other school personnel
- Serious theft
- Serious damage to personal or school property
- Carrying drugs, alcohol, cigarettes
- Serious Bullying (incidents to follow steps outlined in Bí Cineálta)

This list is not exhaustive.

In the event of gross misbehaviour or repeated instances of serious misbehaviour by a pupil the Principal/Chairperson/Board will be notified. The Principal/Board will examine the issues.

#### **Procedures for Suspension**

- It is important to note that in the event of any pupil being suspended, this suspension will be notified to the NEWB and may be part of the pupil's record.

- The Board of Management and Staff of Scoil Mhuire GNS will follow the procedures for suspension and expulsion outlined in the Guidelines for Schools on Developing a Code of Behaviour (Chapters 10 – 12).
- Fair procedures (i.e. the right to be heard and the right to impartiality) will be applied at all times.
- Accordingly, pupils and their parents will be fully informed about an allegation and the processes that will be used to investigate and decide the matter and they will be given an opportunity to respond to an allegation before a decision is made and before a serious sanction is imposed.
- In exceptional circumstances, the Principal/Board may consider an immediate suspension to be necessary when the continued presence of the pupil in the school at the time would represent a serious threat to the safety of pupils or staff of the school, or any other person (p73).
- The Board of Management will also follow the factors to consider before suspending a pupil (p.72) and the factors to consider before proposing to expel a pupil (p82).

- **In Relation to Suspension**

- Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing and copies of all correspondence will be retained. Parents may also be contacted by phone.
- The parents/guardians and the pupil will be invited to meet with the Principal / Deputy Principal and/or Chairperson of the Board of Management to discuss the proposed suspension.
- The Board of Management has delegated responsibility for suspension to the principal in the event that immediate suspension of a pupil is warranted (Guidelines p73).
- The parents/guardians and pupils will be invited to discuss the matter with the Principal and the procedures governing suspension will be applied.
- A written statement of the terms and date of the termination of a suspension will be given to parents/guardians
- A suspension will not be for more than three days, except in exceptional circumstances where the principal considers that a period of suspension longer than three days is necessary in order to achieve a particular objective. The letter will confirm:
  - ❖ the period of the suspension and the dates on which the suspension will begin and end
  - ❖ the reasons for the suspension
  - ❖ any programme of study to be followed
  - ❖ the arrangements for returning to school, including any commitments to be entered into by the pupil and the parents (for example, the pupil and parents might be asked to reaffirm their commitment to the code of behaviour)
  - ❖ the provision for an appeal to the Board of Management
  - ❖ the right to appeal to the Secretary general of the Department of Education and Science (Education Act 1998 Section 29).
- The suspension will be recorded on the NEWB 'Student Absence Report Form'

- When a period of suspension ends, the pupil will be readmitted formally to the class by the principal.
- Where a satisfactory resolution of a problem is achieved, a pupil may be readmitted to school within a suspension period at the discretion of the Principal and/or the chairperson of the Board of Management.
- If a pupil continues to misbehave she may be suspended for a major fixed period (up to ten days) to allow for consultation with both the pupil and the pupil's parents/guardians to address the issues.
- As outlined above, parents/guardians and pupils will be given the opportunity to discuss the issues with the Principal/Board of Management.
- The Education Welfare Officer will be informed when a pupil has been suspended for six days or more cumulatively.
- Section 29 Appeal – when the total number of days for which the pupil has been suspended in the current school year reaches 20 days the parents may appeal the suspension under section 29 of the Education Act and will be given information about how to appeal.

It should be noted that teachers, the Principal and the Board of Management do not wish to have to suspend any pupils and will only do so when every other possible avenue of action has been exhausted.

### **Procedures for Expulsion**

The procedures outlined on pages 83 – 86 of the NEWB guidelines will be followed (see steps 1-6 below):

- a) Subsequent to the above suspension procedures and meetings with parents/guardians, if serious/gross incidents of misbehaviour continue, the pupil may be recommended for expulsion by the Board of Management. The decision to expel will not be taken lightly and will be dependent on the pupil's history of gross misbehaviour in the school.
  - Step 1 – A detailed investigation carried out under the direction of the Principal
  - Step 2 – A recommendation to the Board of Management
  - Step 3 – Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing. The parents/guardians of the pupil will be allowed to make a submission to the Board of Management at the hearing.
  - Step 4 – Board of Management deliberations and actions following the hearing
  - Step 5 – Consultations arranged by the Educational Welfare Officer
  - Step 6 – Confirmation of the decision to expel. Parents will be advised of the right to appeal this expulsion.
- b) A record will be kept in the school of all instances of serious misbehaviour by pupils.
- c) Breaches of behaviour will be recorded in writing by the class teacher and if necessary by the Principal
- d) Other relevant school policies (eg. Health & Safety) may be referred to.

e) The school's Anti Bullying Policy/Bí Cineálta will be referred to.

N.B. In exceptional circumstances, pupils may be expelled for a first offence. Automatic expulsion may apply in the event that a pupil is involved in:

- A premeditated serious injury to another pupil / adult
- Dealing illegal drugs

### **Communicating with Parents**

Communicating with parents is central to maintaining a positive approach to dealing with pupils. Parents and teachers should develop a joint strategy to address specific difficulties, which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents are encouraged to talk in confidence to teachers about any significant developments in a pupil's life (in the past or present), which may affect the pupil's behaviour.

The following methods of communication are to be used within the school:

- Email
- Through pupil's homework journal or in the case of infants, in their homework folder,
- Letters/notes from school to home and from home to school
- Parent/Teacher Meetings
- School Aladdin system
- Newsletters/school website

### **Attendance**

Each pupil is expected to attend school on a regular basis and to be punctual. When a pupil is absent, parents must record this on the Aladdin System indicating the reason.

If a pupil is absent for 20 days, the school is obliged to inform TUSLA and the Education Welfare Officer. Parents are reminded at the start of each year that should a pupil miss in excess of 20 days, a letter is sent to the NEWB.

### **Success Criteria**

Practical indicators of the success of the policy include:

- A happy and caring school environment
- Positive feedback from teachers, parents and pupils.

- Observation of behaviour in classrooms, corridors and the yard.

### **Roles and Responsibilities**

The people who have particular responsibility for aspects of the policy are Board of Management, the Principal, Deputy Principal, Class teachers, Parents and Pupils and those working within our school community

The overall responsibility for behaviour within the school rests with the Principal.

However, the Board of Management has ultimate responsibility for behaviour under its management and a duty to ensure that a fair code of behaviour applies therein.

### **Implementation**

This amended policy will apply from March 2026.

Teachers will discuss the code with the pupils in the school and formally teach/revise the expectations for behaviour each term so that pupils are aware of what is expected of them. Each teacher will ensure that their class develops classroom rules and that pupils agree to follow these.

Parents will be advised of the amended Code of Behaviour which is published on the school website.

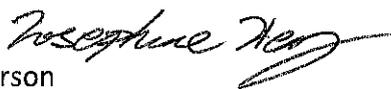
Parents will be requested to confirm that they have read and accepted the Code of Behaviour.

### **Timetable for Review**

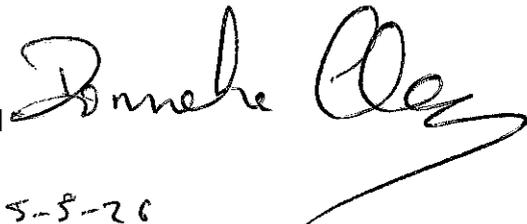
This policy was reviewed in February 2026 and will be reviewed again in 2030, or earlier if deemed necessary.

### **Ratification and Communication**

The Board of Management officially ratified the Code of Behaviour in March 2010. It has been further ratified in 2014, 2018, and 2022. This amended policy was ratified by the Board in March 2026. The policy is available on the school website and parents are advised to read it in advance of the enrolment of a pupil. Signing a registration form indicates acceptance of this policy

Signed:   
Chairperson

Date: 5-5-26

Signed:   
Principal

Date: 5-5-26