Code of Behaviour



2025 - 2026

Principal: Tony Riley **August' 2025 - June' 2026** **Roll Number: 17479D**

CODE OF BEHAVIOUR

Introductory Statement

This Code of behaviour was formulated by the staff of Scoil Mhuire, in consultation with the Board of Management and Parent representative.

The school has a central role in the children's social and moral development just as it has in their academic achievements. In the formulation of this code of behaviour it is acknowledged that these are goals to be worked towards rather than expectations that are either fulfilled or not.

Children need limits set for them in order to feel secure and happy in the school environment. The rules set out in this Code of Behaviour will be age appropriate with clear agreed consequences.

It is vitally important that parents co -operate with the school by discussing with their child the vital importance of implementing school rules.

This code of behaviour was established to ensure that each child can learn in an environment that is conducive to learning and teachers can teach in an environment free from disruptions.

At Scoil Mhuire Lacken, we promote a culture of kindness through our Bí Cineálta initiative, encouraging all members of the school community to treat one another with respect, empathy, and care. Kindness is expected in all interactions - in the classroom, on the playground, and online - as part of our commitment to creating a positive, inclusive, and safe learning environment for every child.

Aims of the Code of Behaviour.

The aims of the Code of Behaviour/ Discipline of Scoil Mhuire are:

- To ensure that every member of the school community feels valued and respected.

- To ensure that all members of the school community work together in an environment that is happy, safe, and secure and where adults and children have the ability to communicate effectively with each other.
- To create a positive learning culture that encourages and reinforces good behaviour.
- To treat all children fairly and apply this policy in a consistent manner in terms of responding to both positive and negative behaviour.
- To encourage and develop all children in our school intellectually, spiritually, physically, aesthetically, emotionally and socially.
- To foster a sense of responsibility and self- discipline in pupils. Understand right from wrong.
- To encourage moral development through cultivation of good habits, good manners, honesty, respect for each other, teachers and all school staff and through a caring discipline.

Implementation/ Responsibility.

Every member of the school community (Board of Management, Principal, Teachers, Students and Parents) have a vital role to play in the implementation of this Code of Behaviour. Rules will be kept to a minimum, with emphasis placed on positive behaviour which will be applied in a fair and consistent manner, with due regard to the age of the pupils and individual difference.

Board of Management's Responsibilities:

- Support the Principal and staff in implementing the code.
- Ratify the code.

Principal's Responsibilities:

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner throughout the school.
- To lead and review the Code of Behaviour.

Teacher's Responsibilities:

- Support and implement the school's Code of Behaviour in a consistent manner and treat children with the same standard of care a prudent parent/guardian would exercise.
- Create a safe and positive working environment for each pupil, with realistic expectations.

- Promote characteristics of honesty and courtesy.
- Recognise and affirm good work and display an appreciation of the efforts and contributions of all children.
- Prepare school work and correct work done by pupils and to prepare monthly reports.
- Recognise and provide for individual talents and differences among pupils
- Be courteous, consistent and fair.
- Ensure fair treatment of all students who attend Scoil Mhuire Lacken.
- To discourage physical aggression and encourage kindness and respect.
- At no time will a class be left unsupervised without requesting another teacher to supervise the class in question.

Pupils' Responsibilities:

- To wear their school uniform each day and to take pride in their appearance.
- For Health & Safety reasons, children are expected to walk inside the school building and out to yard.
- To stay within school boundaries.
- Complete all assigned homework and present it on time to the teacher.
- Listen to their teachers and act on instructions/advice.
- Show respect and honesty for all members of the school community.
- Respect all school property and the property of other pupils and to keep the school environment clean and litter free.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Listen carefully in class and work to the best of their ability.
- Follow school and class rules – take care of all school books.
- Adhere to school rules during all activities when representing the school e.g. school tours, football, quizzes concerts.

These can be summed up as six main rules:

- Respect yourself and others.
- Try your best.
- Be tidy/ neat.
- Be Safe.
- Walk.

- Listen.

Classroom Rules:

- Pupils must respect the right of other pupils to learn and teachers to teach in a disruptive free environment. Any behaviour that interferes with this right e.g. constant disruption of the class, back answering or persistent distracting of others is considered unacceptable behaviour.
- Pupils must follow instructions given by the teacher.
- Children are expected to remain seated on wet days in their classroom, while indoor supervision is taking place.
- Pupils must complete assigned work/homework all of which should be carefully, respectfully and neatly presented.
- Pupils are expected to keep unhelpful hands, feet, objects and comments to themselves.
- Total respect for school meals is expected e.g. No throwing of food and the proper disposal of food is required.
- Courtesy and respect for others is the basis for desirable classroom behaviour. To allow pupils to learn in a happy, safe and secure atmosphere.

Parents can assist the school in achieving its aims by:

- Encouraging your child to be mannerly, obedient, truthful, attentive and thoughtful to others.
- Encourage that your child attends school punctually and in school uniform.
- Ensuring open channels of communication with your child(ren) teacher's in your child's academic journey whilst actively supporting them with their homework and signing homework once it is checked.
- Providing time to listen to your child(ren) and discussing the school rules at home in order to ensure clarity of the Code of Behaviour.
- Support Scoil Mhuire Lacken in its implementation of the Code of Behaviour.
- Modelling positive attitudes toward the school and its staff members.
- Co-operate with Teachers/Principal in instances where their child's behaviour is causing difficulties for others.

General Guidelines for Positive Behaviour.

- Part of the vision of Scoil Mhuire Lacken is to lead children towards developing high self -esteem and high self- discipline. We recognise that there are many different forms of

intelligence and similarly children use a variety of approaches to solve problems. We in Scoil Mhuire Lacken realise the value of praise as a method of positive reinforcement is the central to our policy.

- Ridicule, sarcasm or remarks likely to undermine a child's self -confidence will not be used.
- Each teacher has responsibility for maintaining discipline within her/his classroom while also sharing a common responsibility with all staff members for good within the school premises.

Areas that the code applies to:

- Behaviour in the classroom.
- Behaviour in the Yard.
- Behaviour in the overall school environment.
- Anti-bullying policy.

Rewards/Praise

Part of the vision of Scoil Mhuire Lacken is to help children achieve their personal best and thus prepare them for further education, life and work.

We recognise that there are many different forms of intelligence and similarly that children use a variety of approaches to problem solving. Our reward system seeks 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 maintaining good standards as well as by particularly noteworthy personal & or class achievements. Rates of praise for behaviour should be as high as for work.

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.
- Principal Reward for commendation. (Teddy bear prize for Infants- second, Homework Pass for 3rd- 6th).
- A word of praise in front of a group or class.
- Delegating some special responsibility or privilege.
- A mention to parent through written or verbal communication.
- 'Bualadh Bos' - special mention at assembly (presentation of certificates).
- Mention on school entrance notice board.

Unacceptable Classroom Behaviour:

At **no time** will the following behaviour/s be tolerated:

- Talking out of turn in class which is of a continuous nature leading to disruption for both students and Teacher.
- Back answering a teacher/staff members or telling of lies.
- Distracting other children.
- Running/chasing around the classroom.
- Not completing homework without a written note from home stating the reason why homework is not completed.
- Displaying defiant, cheeky or sulky behaviours.
- Verbal abuse of another child or Teacher.
- Assault on another pupil or Teacher.
- Stealing, ranging from minor pilfering to serious theft.
- Damage of school property- inside the classroom, corridors, toilets, equipment/technology or in the school grounds.

Examples of how misbehaviour in class may be dealt with

The particular sanctions involved will depend on the seriousness of the misbehaviour. The nature of the behaviour will determine the strategy. No school, however positive, can eliminate disciplinary difficulties. Even the most sensible and well-adjusted children can at times be mischievous, over-exuberant or disruptive.

Sometimes the task of creating and maintaining an orderly atmosphere for learning can be exceptionally demanding, hence the need for sanctions to register disapproval of unacceptable behaviour and to protect the pupils.

Sanctions are, as far as possible, related to the misbehaviour. The following highlights a **staged approach** that the Scoil Mhuire Lacken will engage in for occurrences of minor misdemeanours in the classroom.

Phase 1: Within the Classroom by the Classroom Teacher

- The class Teacher will discuss misbehaviour with pupils and give advice on how to improve.
- Pupil may be asked to write a story of what happened- This will be accompanied by a note from the class Teacher which is expected to be signed by Parent/Guardians as a mean of

informing parent(s) of non - attentive behaviour. All of which will be logged in the classroom behaviour book, signed by both the pupil and staff member.

- Temporary separation from friend(s) - Disruptive behaviour in the class may result in a child being seated at a single desk or near the Teacher.
- Warning to pupil whose name appears in the Teachers behaviour book more than three times (once the limit of three times has been reached parents are then contacted by the class Teacher).
- Incomplete homework may have to be completed the next evening and signed by parent (there will be a note in student's journal to explain this to parents).
- Badly presented work may have to be redone.
- When the above strategies have failed the class teacher will meet with the parents of the pupil. The Principal must be informed of this meeting and the Principal may attend the meeting at this stage.
- If a pupil's behaviour is a source of danger/disruption, he/she may be removed from that activity in which he/she is involved.
- Parents may be called to the school by the Principal to discuss a pupil's behaviour with a view to helping the child overcome the difficulty.

Phase 2: Within Classroom or Yard time

- Sent to Principal.
- Class Teacher and Principal meets with one or both of the Parents/Guardians.

Yard Rules

- The children will **walk** quietly to/ from their classroom to the yard.
- The children are not allowed to bring food out to the yard. Late finishers must stand at yard door/wall until food has been consumed.
- Children will play safely – fighting, even pretend fighting, is not allowed.
- Children will help make the yard a happy place by including others in their play – taunting, name-calling, bad language, mocking, spitting, horseplay, displays of aggression/violence are **not** allowed.
- Children must play within their class groupings and their assigned areas on the yard to enable safety & socialisation with their peers.
- Children who are injured on the yard must report the incident immediately to the supervising teacher on their yard who will deal with the matter appropriately and log it before the end of the school day in the yard incident book. Any accidents that occur on the yard will be reported to the Principal. Reported injuries will be recorded in the accident

notebook which is kept with the first aid box in the hallway to the yard. Parents will be notified of serious injuries e.g. head injuries.

- On hearing the bell, the children will stop playing, walk to the line and wait quietly for their teacher.
- Children may not leave their play yard for any reason during the breaks without the permission of the supervising teacher.
- Children must obtain permission from the Teacher on yard if they need to go to the toilet.

Examples of how misbehaviour on yard may be dealt with:

- Teachers on supervision on yard during break times may impose a sanction and inform class teacher of same. Reward system will be adjusted.
- The child is reprimanded by the supervising teacher re misbehaviour and encouraged to behave.
- Children may be isolated from peers for a limited time to re gather themselves, for example 10 minutes of "time out" from a game or play with others.
- If a child continues to misbehave a note to parents must be put in homework journal by class teacher.
- If there is no improvement in behaviour parents may be called to the school to discuss ways of helping overcome this problem with the Principal.
- If fighting (physical or verbal) happens on the yard, children involved will be removed from the yard and parents contacted regarding the issue.

Behaviour in the School Environment

For reasons of safety and to reduce the risk of accidents children should move about the school in a quite orderly manner. Children must show respect for school property and the property of others at all times. Courteous behaviour (e.g. standing back to let adults by doorways, greet teachers and adults) is expected at all times.

Examples of Misbehaviour in the School Environment

- Running in classrooms/hallways
- Shouting and talking loudly thereby disrupting others
- Damage to and theft of school property
- Graffiti
- Littering

How misbehaviour in the school is dealt with

- Pupil is spoken to re misbehaviour and encouraged to improve

- Recompense is expected to be made by pupils or parent for damage, loss or theft of property.

Bullying

Definition: Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Isolated incidents of aggressive behaviour which should not be condoned, can scarcely be described as bullying.

- When the behaviour is systematic and ongoing it is bullying.
- It is made clear to all pupils that when they report incidents of bullying they are not telling tales but behaving in a sensible way.
- Lessons on bullying will be given regularly during the SPHE programme in each class.
- Procedures for dealing with bullying will be in line with the *Schools Anti Bullying Policy and Procedures* set down by the Department of Education.

How bullying is dealt with

Cases of bullying will be dealt with in line with the procedures of the Code of Behaviour/ Anti Bullying procedures.

- All reports of bullying during school day will be noted, investigated and dealt with by the teacher.
- Pupil (victim/bully) will be spoken to about alleged bullying, individually, and then in group if applicable. (In keeping with Bullying Procedures set out by Department of Education) and Scoil Mhuire's Anti-Bullying Policy.
- In all bullying cases the Principal will be informed.

General Procedure to Deal with Behavioural Problems

- The class teacher/teacher in charge deals with it and may impose sanction.
- If the problem is not solved the class Teacher after the staged approach is implemented, the Teacher may refer the child to the Principal. (once the procedural steps have been exhausted).
- If the problem remains unsolved, it may be necessary to have a discussion between Parent, Teacher and Principal to monitor the situation always with the intention of helping the child and the other pupils.
- Under the terms of (Circular 20/90) of the Dept. Of Education, continuously disruptive pupils or a pupil guilty of a serious breach of discipline may be excluded from the school.

- The maximum initial period of such exclusion shall be three school days. This is will be completed in consultation with the B.O.M.
- A special decision of the B.O.M. may be necessary to authorise a further period of exclusion up to a maximum of ten school days to allow for consultation with the child's parents.
- In exceptional circumstances the Board may authorise a further period of exclusion in order to enable the matter to be reviewed.
- The ultimate sanction of expulsion may only be carried out with the consent of the Patron.
- Suspensions and Expulsions will be conducted in line with circulars and the NEWB guidelines entitled "*Suspensions and Expulsions Procedural requirements*".

Expulsion

Where there are repeated and on-going instances of serious misbehaviour, the normal channels of communication between school and parents will be utilised. Parents/Guardians will be involved at an early stage rather than a last resort.

For gross misbehaviour e.g.

(a) Physical violence against a pupil or Teacher
(b) Continuous disruptive behaviour.

The child will be suspended. The Board will authorise the Chairperson/Principal to sanction immediate suspension, pending a discussion on the matter with the parents/guardians. Expulsion may be considered in an extreme case, in accordance with Rule 130(6). (xiv) Children who regularly disobey school rules, disrupt the work of the class, display on-going anti-social behaviour, may not be allowed to participate in school outings for their own safety and that of the class. In such instances, the pupil may be placed in another class for the duration of that school day/period.

Although incidences of misbehaviour are recorded, Parents should feel assured that the emphasis will be on continuing encouragement to improve, with praise being given for commendable behaviour,

School Opening Times.

School starts at 9.20 and finishes at 2.00p.m. for infants and 3.00pm for all other classes. Children on school grounds before 9.15 a.m. and after 2.00pm. (Infants) or 3.00p.m. (1st- 6th) will not be the responsibility of the school.

The Principal, after due consideration and consultation with other Chairperson of the B.O.M, Teachers, may elect to close the school temporarily, where in his/her opinion, it is unsafe to conduct the ordinary daily activities of the school.

Absences

A note from parents is required when child(ren) return to school after being absent etc., have been absent from school due to illness or other reason. If a parent wishes his/her child to leave school early a note should be sent to the class teacher naming the person who will collect the child. This person must be known to the child.

Children arriving late/ leaving early for appointments must sign in/out in the reception hall of the school.

If a child becomes ill during the school day, it is the policy of the school to contact Parents so that the necessary arrangements for collecting the child may be made. Please ensure that there is a contact number for you at all times to cover this situation.

Uniform

All pupils are expected to wear the school uniform which consists of:

- Blue polo shirt.
- Royal blue jumper with school crest.
- Navy trousers or Navy skirts for girls.
- Only stud earrings allowed
- No acrylic nails permitted.

All articles of uniform, P.E. clothes, shoes, coats, hats etc. should be clearly marked with the child's name.

Each child shall be responsible for his/her own uniform and other items of clothing. The school authorities shall not be responsible for loss of any items of uniform or clothing.

Other

- No mobile phones allowed – contact with parent/guardians can be made from office phone.
- No chewing gum permitted.
- No Tayto, sweets fizzy drinks allowed – healthy lunches provided under DEIS scheme.
- No hot drinks allowed eg. Soup, hot chocolate, tea etc., for Health and Safety reasons

Medical

In accordance with Appendix 45 of the CPSMA Board Members' Handbook, if a pupil has a medical complaint i.e. asthma/hay fever or if he/she is on medication which may affect him/her in school, parents are required to advise the class Teacher (with each change of class) and the Principal in writing. Any medication will be held in a locked drawer in classroom

Exemptions

- **There are no exemptions from the Code of Behaviour Policy.**

Special Needs

While every effort will be made to accommodate pupils with special needs, they will be expected, as far as reasonably possible, to adhere to the Code of Behaviour.

The school recognises that children with Special Educational Needs may need assistance in understanding certain rules.

As a sanction for inappropriate behaviour children will not be deprived of engagement in any curricular area, except on the grounds of Health and Safety.

This policy was sanctioned on 23/09/2025 and will be reviewed every two years.

Signed: John Donohoe **Chairperson Board of Management**

Signed: Tony Riley **Principal and Secretary of BOM**

Appendix 1

Form of Acceptance of Code of Behaviour Policy

Please sign and return to school at your earliest convenience after you have read the policy.

Parent's/Guardian's Names:

_____

Address:

_____

I/we confirm that we have read and understand the Code of Behaviour. I/We accept it and will make all reasonable efforts to ensure compliance with the code by our child(ren).

Signed: _____ Date: _____

Signed: _____ Date: _____