

# **Scoil Naomh Iosaf Code of Behaviour Policy**

## **Promoting Positive Behaviour**

### **Guiding Principles:**

In Scoil Naomh Iosaf we expect a high standard of behaviour from the entire school community.

Every member of staff has a role to play in the implementation of the Code of Behaviour.

Rules are kept to a minimum, they emphasise positive behaviour and are applied in a fair and consistent manner, with due regard to the age of the pupils and to differing abilities. Good behaviour is always encouraged.

### **Aims and Objectives of the Code:**

- To develop pupils' self-esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- To facilitate the education and development of every child.
- To foster caring attitudes to one another and to the environment.
- To provide guidance for pupils, teachers and parents on behavioural expectations.
- To enable teachers to teach without disruption.
- To provide for the effective and safe operation of the school.

### **Scoil Naomh Iosaf School Rules:**

#### **Attendance and Punctuality**

Parents are reminded that the school does not accept responsibility for pupils before official opening times and after official closing times:

- Pupils should be in school every day of the year unless unable to do so due to ill

health or exceptional family circumstances. A written communication from parents will be required following any absence from school.

- Junior and Senior Infants are expected to be in their classroom by 9.00 a.m. Supervision is provided from 8.40 a.m.
- All other pupils are required to line up in an orderly fashion outside the school gates until they are admitted to the yard at 8.40 a.m. at which time they will be supervised until 8.55 a.m. At this time pupils will assemble in the yard to allow for a 9 a.m. start.
- Infant classes finish at 1.40 p.m. All other classes finish at 2.40 p.m.

The exception to this is where pupils are engaged in extra-curricular activities organised by the school outside of school hours and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

## **General Behaviour**

- Pupils are expected to pay attention in class, to obey the instructions of the teacher and complete to the best of their ability all school work and homework.
- Pupils are expected to show courtesy and respect to each other and to all the adults who work with them each day.
- Everybody is expected to speak in a respectful, polite manner. Positive, affirming communication will be encouraged and acknowledged.
- Bad language, name calling and hurtful, inappropriate comments are not acceptable.
- Pupils are not permitted to have a mobile phone, smart watch or other social media devices during school time or while on the school premises/grounds.

**Mobile phones are prohibited in our school and** should only be brought to

school in very exceptional circumstances. A mobile phone must be accompanied by an explanatory parent note. The phone must be handed into the office by a responsible adult until the end of the day. Any other mobile phones found in a pupil's possession may be collected from the office by parents. **Smart watches** are also not allowed. Thanks to all families that have signed up to the **'Voluntary Smart Phone Agreement'**.

- **Uniform**

Infant classes are expected to wear school tracksuit. Children from 1<sup>st</sup> to 6<sup>th</sup> class wear their full school uniform with black shoes every day except for days set by the class teacher when school tracksuits are to be worn. After Easter each year, the school will inform parents when it is suitable to wear school black shorts on P.E. days as an option. It has been the tradition that children have the choice to wear school black shorts and school t-shirt for the entire month of June before Summer holidays and for the month of September also, as an option.

In the interest of health and safety, stud earrings and watches are the only jewellery allowed.

A high standard of personal hygiene and general appearance is expected from all pupils.

Should the school be notified regarding head lice in a classroom: –

All the parents of that class will be informed.

You will be asked to check your child's hair and to take the appropriate action if necessary.

It is school policy that children with long hair should have it tied up as it is more hygienic.

Make-up of any type is not permitted to be worn in school.

## **Care of Property**

- Pupils should respect all school property and the property of other pupils.
- Pupils should not litter any school area.

## **Lunches**

- In accordance with our Healthy Eating Policy, pupils are expected to bring a healthy lunch. A small treat is allowed on a Friday.
- Chewing gum, fizzy drinks, crisps and popcorn are not allowed at any time.
- In the interest of Health and Safety, hot drinks are not allowed, **nuts and nut products are prohibited in all classes from Junior Infants to Sixth, as we have a number of pupils with serious nut allergies.**
- As part of our Green Schools Initiative, lunch waste is to be brought home.

## **Pupil Safety**

- In the interest of safety, pupils must walk while in the school building.
- Particular care must be taken on the stairs. Handrails must be held at all times.
- On wet days, children remain in their classroom during lunch-time. They must remain seated for the duration of the lunch break. Children must ask permission from the supervising teacher to use the bathroom. On wet mornings the same rules will apply.
- Under no circumstances can pupils leave the school grounds during the school day without appropriate permission.
- All visitors must report to reception on entering the school. Visitors wear an identifying badge for the duration of their visit and sign out on leaving.
- Parents collecting children for any reason during the school day must sign the child out at the office, before leaving the school and sign back in, on return.
- Children are not allowed to leave their designated yard area under any

circumstances without the permission of the supervising teacher.

### **Promoting and Affirming Positive Behaviour:**

We believe that good behaviour should be rewarded. Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives rather than on sanctions.

### **Strategies/Incentives:**

- A quiet word or gesture to show approval.
- A comment on a child's exercise book.
- A visit to another class or Principal for commendation.
- A word of praise in front of class group.
- Awarding a homework pass.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.
- Individual class merit awards, award stamps/ points chart.
- Visual schedules.
- Reward systems.
- Choice boards.
- Teaching of social skills.
- Talk and discussion.
- Explaining the consequences for bad behaviour, e.g. the incident being brought to the attention of the parent/s by phone call, homework journal or by email.

### **Responding to Misbehaviour**

#### **Examples of Minor Misbehaviour:**

In the classroom:

- Interrupting class work. Arriving late for class. Leaving seat without permission.
- Not completing homework without good reason. Not wearing correct uniform.

In the yard:

- Talking in line. Rough play. Name calling.

In the school:

- Running in school building.
- Leaving litter in the building or grounds.
- Attention seeking.
- Intentional screaming and shouting in class.
- Invasion of personal space.

### **Examples of Serious Misbehaviour:**

- Ongoing repeated minor misbehaviour.
- Telling lies.
- Stealing.
- Damaging another pupil's property or school property.
- Any form of bullying.
- Back answering a teacher, a Special Needs Assistant (SNA) or any staff member or visitor to the school.
- Leaving school premises during the school day without appropriate permission.
- Fighting.
- Deliberately injuring another pupil.
- Using unacceptable language and making inappropriate comments.
- Ongoing threatening behaviour and threats of harm to anyone within our school.

**Examples of Gross Misbehaviour:**

- Serious assault of another pupil.
- Verbal abuse or assault of a teacher, SNA or other member of staff or visitor to the school.
- Willful serious damage to school property or property of pupils, SNAs or teachers

The Principal in conjunction with the teacher will decide whether an incident is Gross Misbehaviour or not after carefully evaluating the facts and circumstances pertaining to the incident.

**Responding to Misbehaviour, A Ladder of Intervention:**

The purpose of sanctions is to discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age, ability and emotional development of the child. These may include

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve, for example, classroom-based intervention such as circle time or class meeting.
- Temporary separation from peers within class and/or temporary removal to another class. Temporary removal from the yard space where the child usually plays.
- Prescribing extra work.
- Completing Our 'Rialacha Clóis' Work sheet.
- Completing Our Reflection Sheet.
- Loss of privileges. (Pupils will not be deprived of engagement in a curricular area except on the grounds of health/ safety.)

- Detention during break or after school hours and writing out the school rules from the inside cover of the homework journal.
- Care for the school environment to include digging/clearing/weeding in the garden, brushing yard surface, litter picking and cleaning of window sills.
- Communication with parents. (Verbal or written, including notes in journal, a phone call or email).
- Referral to Principal.
- Principal communicating with parents.
- Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by relevant circulars and The Education Welfare Act 2000).

**Bullying:** Please refer to SNI BÍ Cineálta Policy

## **Appendix 1**

### **Suspension/Expulsion:**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal or by letter depending on the circumstances. The pupil and their parents will be fully informed about an allegation and the processes that will be used to investigate and decide the matter and will be given an opportunity to respond to an allegation before a decision is made and before serious sanction is imposed.

### **Suspension:**

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. The authority for suspension rests with the Principal in consultation with



the Board of Management. The decision to suspend a pupil requires serious grounds such as that:

- The pupil's behaviour has had a serious detrimental effect on the education of other pupils
- The pupil's presence in the school constituted or continues to constitute a threat to the safety of others
- The pupil is responsible for serious damage to property

**A single incident of serious misconduct may be grounds for suspension.**

In making a decision to suspend, due consideration must be given to:

- the nature and seriousness of the behaviour
- the context of the behaviour
- the impact of the behaviour
- the interventions tried to date
- whether suspension is a proportionate response and the possible impact of suspension.

In certain circumstances immediate suspension may be warranted for reasons of student or staff safety and if this happens the formal investigation should take place immediately after the suspension.

As part of the suspension process internal suspension may be considered as a first step in the process, whereby the pupil is removed from the classroom for a specific period of time/days. During this time the pupil will be isolated from his/her peers in a quiet supervised area and given classwork to complete. The pupil will take breaks at the same time as other pupils but in a different area on the yard.

External suspension would entail the pupil remaining at home for a period of time/days.

An appeal to the BOM can be made on the decision of the principal and Board of Management to suspend a pupil.

### **Expulsion:**

**Authority to expel** rests with the Board of Management

**Grounds for expulsion** must be serious such as a pupil's behaviour being a cause of significant disruption to the learning of others or to the teaching process, or where the continued presence of the pupil in the school represents a real and significant threat to safety, or where the pupil has been responsible for serious damage to property.

**Prior to considering this option** (other than in exceptional emergency circumstances) every effort must be made in conjunction with the parents to assist the pupil in resolving behavioural issues including bringing in external resources if appropriate.

**Prior to exercising this option**, the principal must conduct or cause to be conducted a full investigation and arising out of same, make a recommendation to the Board of Management on the appropriate course of action. If the board, on a review of all materials believe there are grounds to consider expelling a pupil then a hearing must take place and the parents must be invited to attend this meeting to hear the case against the pupil and have a right of reply to same.

If the board decides to expel then the matter must be referred to the appropriate Education Welfare Officer in accordance with the Education (Welfare) Act 2000.

Confirmation of the decision to expel may be given by the board if appropriate no earlier than 20 days after the said notification.

An appeal in these circumstances goes to the Secretary of the Department of Education in accordance with the Education Acts.

**Ratified by Board of Management in September 2025**

Signed \_\_\_\_\_ Date 18 – 09 – 2025

Ann Walsh, Chairperson, Board of Management

Signed \_\_\_\_\_ Date 18 – 09 – 2025

Pádraig Ó Breacáin, Principal/Secretary to the Board of Management

**Scoil Naomh Iosaf, Reflection Sheet**

In Scoil Naomh Iosaf everybody is expected to speak in a respectful, courteous manner. Bad language, name calling and hurtful, inappropriate comments and actions are not acceptable.

Pupils who engage in this behaviour will be asked to

1. Complete a reflection sheet, signed by their class teacher and parents. (see below)
2. If this behaviour continues the pupil will be sent to the principal and parents will be contacted. Depending on the seriousness or urgency of the incident, parents may be contacted in the first instance and invited to the school for a meeting.
3. If the behaviour does not improve after 1 and 2 above the pupil will have detention on a date and time arranged with the pupil's parents, supervised by the principal or deputy principal.

**Pupil:** \_\_\_\_\_ **Rang:** \_\_\_\_\_ **Seomra:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **What did I do?**

I used bad language ☐ I made inappropriate comments ☐ I called another pupil names ☐ I hurt another pupil ☐

**This behaviour is not OK because:**

**Next time I will:**

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

**Múinteoir:** \_\_\_\_\_

**Parents:** \_\_\_\_\_

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

**Scoil Naomh Iosaf Rialacha Clóis**

1. Play safely
2. Be kind and considerate to others

3. Line up properly when the bell rings
4. Walk quietly to your classroom

Please remember the yard rules and write them below:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

Pupil's Name: \_\_\_\_\_

Rang: \_\_\_\_\_

Seomra: \_\_\_\_\_

Ainman Mhúinteora: \_\_\_\_\_

## **Another Approach**

### **Graded Sanctions for bad behaviour in our school and on the playground (and in particular while playing soccer)**

#### **(3<sup>rd</sup> – 6<sup>th</sup> class)**

**(These sanctions have been discussed by staff and have been formulated as a result of bad behaviour in school and on the playground from 6<sup>th</sup> and 5<sup>th</sup>).**

- Intentional high kicks of the ball – Sanction: pupil is asked to leave the top courts and stop playing soccer and will move to the main yard for the remainder of the break.
- Zero tolerance to rough play – Sanction: A full day (The next day) off soccer for that child/children.
- Continuous rough play – Sanction: A telephone call to parents or a message on Aladdin.
- No change with rough play – Sanction: A meeting with both parents if possible and a punishment will be discussed/agreed.
- An intentional hit/slap/kick – Sanction: 3 days off the yard with possible detention after school. Communicate with Parents to discuss/agree a punishment.
- A lack of respect or back answering to staff – Sanction: a day off the yard. If there is a continuation of disrespect from a child to a staff member/s, a communication will be made to the child's parents and a punishment will be discussed and agreed.
- Name calling/mockery – Sanction: firstly, a day off the yard supervised and writing out the school rules in the meeting room. If there is a continuation, a notification to parents is the next step.

**Note:** When a child is off the yard or on detention after school, parents must be notified with a note in the h/w journal or on Aladdin. They will be supervised and will sit in the meeting room, read and begin to write out the school rules from their homework journal. An apology will be made by the pupil in all cases.

\_\_\_\_\_ Pádraig Ó Breacáin

\_\_\_\_\_ Ann Walsh.

Date: 18<sup>th</sup> September 2025