

**St. Laurence's  
National School  
Baldoyle**

**Code of Behaviour**



1. In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption free environment.
2. Every effort will be made by all members of the staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement applied in the school for many years, will continue to be utilised by teachers.
3. The school places a greater emphasis on the rewards than on sanctions in the belief that this will, in the long run, give the best results.
4. The school recognises the variety of differences that exist between children and the need to accommodate these differences.
5. It is agreed that a high standard of behaviour requires a strong sense of community within the school and between staff, pupils and parents.
6. The rules are being kept to a minimum and are positively stated in terms of what pupils should do.
7. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil.
8. The overall responsibility for discipline within the school rests with the principal teacher. Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the principal teacher for serious breaches of discipline and for repeated incidents of minor misbehaviour.

**9.** The following strategies may be used to show disapproval of unacceptable behaviour.

- (a) Reasoning with the pupil.
- (b) Reprimand (including advice on how to improve).
- (c) Temporary separation from peers, friends or others.
- (d) Loss of privileges.
- (e) Detention during a break.
- (f) Prescribing additional work.
- (g) Referral to principal teacher.
- (h) Communication with parents/guardians.
- (i) \*Restricted day.
- (j) Suspension (temporary).
- (k) Expulsion.

\*A restricted day will be considered where the school authorities feel it necessary to curb the effect of repeated disruptive behaviour by a pupil on the progress of a class and, in particular, where the safety of children and staff are concerned.

**10.** Before resorting to serious sanctions e.g. suspension, the normal channels of communication between school and parents/guardians will be utilised. Parents/Guardians will be involved at an early stage, rather than as a last resort.

Communication with parents/guardians will be verbal or by letter, depending on the circumstances. The parents/guardians concerned will be invited to come to the school to discuss their child's case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening, violent or seriously disrespectful behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour the Chairperson of the Bord of Management will be informed and the parents/guardians will be requested in writing to attend at the school to meet the Chairperson and Principal teacher. If a satisfactory undertaking is not received that the pupil will behave in an acceptable manner in the

future, the pupil may be suspended. suspension will be in accordance with the terms of Rule 130 (5) of the Rules for National Schools

In the case of gross misbehaviour the Board will authorise the Chairperson or the Principal teacher to sanction an immediate suspension, pending a discussion of the matter with the parents/guardians. Expulsion may be considered in an extreme case in accordance with Rule 130 (6).

**\*Please note Parents have the right to avail of the appeals process.**

**11.** Every effort will be made to have a child with emotional behavioural difficulties referred for psychological assessment without delay with permission of parents/guardians. As part of the formulation process, the Board of Management circulated all parents/guardians with a copy of the **Draft Code of Behaviour** and invited them to forward opinions and suggestions to the school which were considered for inclusion in the final document.

All members of the teaching staff have been involved in planning the code.

**12.** In the belief that the most effective schools tend to be those with the best relationships with parents/guardians, every effort will be made by the principal teacher and staff to ensure that parents/guardians are kept well informed, that the school provides a welcoming atmosphere towards parents/guardians and that parents/guardians are not only told when their children are in trouble but when they have behaved particularly well.

**13.** The Code will be revised at agreed interval.

**14.** The Code is presented to all Junior Infants parents/guardians at the annual induction meeting, to all new parents/guardians on enrolment and to all parents/guardians of Third Class pupils on entering the Senior Cycle of the school.

**15.** The right to appeal is accepted and will be provided for. If parents/guardians wish to appeal a decision of the Principal Teacher, they may do so to the Board of Management within a ten-day period. If they wish to appeal a decision of the Chairman of the Board of Management the

Board will identify, in conjunction with the Patron, a suitable person(s) to hear the appeal. All documentation will be provided to the appeal hearing and the appeal will be dealt with within one month of the lodging of same. The decision of the appeal hearing will be considered by the Board of Management who will have ultimate authority in the matter.

### **Specific School Rules**

1. Children should be courteous and respectful to all pupils, school staff and visitors to school.
2. Children should show respect for school property e.g. no litter, no vandalism etc.
3. Bullying of any kind will not be tolerated. See **Anti-Bullying Policy** for details.
4. **Punctuality:** Pupils must be on time for school. The school is open to receive pupils at **9.00a.m.** Pupils should arrive not later than **9.20a.m.** Junior /Senior Infants are dismissed at **1.40p.m.** and all other classes are dismissed at **2.40p.m.**
5. Pupils must line up quietly when bell rings.
6. School play yards, corridors etc., are walking areas at all times.
7. Pupils should not leave **Yard or Field** without permission.
8. Parents/Guardians should write a note to the class teacher explaining a child's absences from school.

#### **9. Dress Code**

- 9.1. The wearing of the School uniform is optional, except on P.E days where the school tracksuit must be worn. The wearing of the school tracksuit is mandatory and no other tracksuits/ shorts are permitted.

School Uniform consists of:-  
Navy jumper  
White shirt  
Grey skirt/ trousers  
Blue & Navy tie

School tracksuits and shorts supplied by Pat O'Farrell School Wear Portmarnock. Telephone: 8463512.

**9.2.** Pupils are not allowed wear earrings of any kind while at school or involved in school related activities. If parents/guardians wish that a child wear an earring stud, it must be small and discreet.

**10.** Where applicable, only parents, guardians or nominated adults may collect a child before normal school closing time. In all such instances children must be signed for in the office.

## **11. General**

**11.1. School Environment:** Pupils are expected to keep the school environment clean and litter free. Classrooms should be kept neat and tidy and care should be taken to keep the school grounds litter free.

A high level of respect for personal and public property is expected at all times.

**11.2. Illness:** Any infectious illness or disease should be reported to the school immediately. It is the policy of the Board of Management to notify parents if there are infectious illnesses in the school.

**11.3. Accidents:** A child involved in any accident or who is hurt in any way must report or be reported to the teacher on yard/field supervision or to another teacher. The teacher will follow agreed school policy. A child will receive attention initially by the Principal Teacher or School Secretary or an available member of staff. Accidents requiring further attention will be notified immediately to parents/guardians by contacting home or emergency telephone number.

**11.4. Lunches:** To be successful at school requires, among other things, energy and good health. Your child needs nourishing food to maintain his/her health and energy. Parents/Guardians are requested to supply an adequate, balanced and healthy lunch for their child.

- Milk and sandwiches/fruit may be ordered for your child in school, free of charge.
- Please avoid crisps, sweets, chewing gum, fizzy drinks or foods with colorants, additives or preservatives which can affect children's behaviour.
- Glass bottles or containers may **not** be brought to school for safety reasons.

**11.5. Personal Property:** Please ensure that **ALL** clothing is labelled.

**11.6. Safety when entering or leaving the school:** *Fingal County Council* provides a School Traffic Warden Service at opening and closing times. All classes are dismissed by their teachers to the gate. Cyclists must dismount and walk when entering or leaving the school.

Parents/Guardians are forbidden to drive into the school when dropping off or collecting children at school opening/closing times

## **School Policy on Countering Bullying Behaviour and Procedures For Dealing With Bullying Incidents**

### **Aims:**

#### **The policy sets out to:**

- a) Create a pleasant atmosphere in which children feel secure, knowing that they will be listened to and encouraged to report incidents of bullying behaviour.
- b) To promote an awareness of bullying as an unacceptable form of behaviour.
- c) To promote within the school community a spirit of mutual respect between its members based on mutual respect, trust, caring, fairness, consideration and support for others.
- d) To organise procedures for investigating and resolving incidents of bullying.

### **Definition:**

***Bullying is a continuous form of either verbal, psychological or physical aggression conducted by an individual or group causing distress and/or unhappiness to the victim. Exclusion from normal activities such as play and social interaction is also a common form of such bullying.***

### **Strategies for Prevention:**

- The School has a policy that includes specific measures to deal with bullying behaviour within the framework of the overall school's Code of Behaviour and Discipline.
- Children are encouraged to disclose and discuss incidents of bullying behaviour.
- During the course of the school day all pupils are provided with opportunities for enhancing their self-esteem.
- Opportunities for assuming responsibility and achieving success are provided.

- Classroom and school environment is positive and caring.
- There is comprehensive supervision and monitoring through observation of all areas of school activity during normal school hours.
- Parents and guardians, the primary educators of their children, have the most important role in the transmission of values and the school cannot take their place in this area. Bullying requires co-operation between the school and parents in seeking solutions.

## **Procedures For Reporting/Dealing With Bullying Behaviour**

- Children will be encouraged to disclose incidents or behaviour that they perceive as bullying whether directed at them or not.
- Encouraging children to tell means that they will be listened to and supported.
- A person who notices bullying behaviour within school confines (or to whom it is reported) should make preliminary enquiries and report the incident to the class teacher.  
All incidents to be investigated.
- The school will keep a record of incidents noting relevant details.
- Children should be encouraged to report to any member of staff if an incident of bullying occurs.
- Parents are encouraged to contact school to report an incident;
  1. Classroom related - to class teacher.
  2. School related - to principal teacher.
- Whole- school approach: All staff to be vigilant and report if an incident occurs.
- Where an incident of bullying has occurred and definite facts established, the parents/guardians of the children involved shall be informed of such and of the strategies that shall be followed.
- Coping strategies may be needed by a child to avoid or overcome bullying and where the usual means have failed counselling may be suggested to parents if felt necessary.
- In cases of bullying, sanctions would be imposed in line with Code of Behaviour and Discipline.
- In some instances, the child who is bullying may also need support in the form of counselling.

- Retaliatory behaviour for disclosing incidents will be regarded as extremely serious and will be dealt with within the terms of the school's Code of Behaviour and Discipline.
- The emphasis will be on disapproval of the behaviour rather than disapproval of the child.

### **Sanctions for Bullying Behaviour**

These may consist of any one or a combination of the following:

- Reprimand and apology
- Written work to be completed by culprit and signed by parents
- Referral to Board of Management
- Application of sanctions as outlined in section 9 of the Code of Behaviour and Discipline.

### **School's Role**

- School Policy on Bullying to be drawn up and a copy sent to parents.
- Each September as part of a general introduction to the school year teachers will emphasize the expectation of behaviour and children will be reassured that they will be listened to if they have to report incidents involving bullying.
- Parents of children who enroll in the school during the year will be given a copy of the school Code of Behaviour and Discipline that will incorporate the school policy on bullying.
- In the case of a serious incident being dealt with, an awareness session will be held by the class teacher.

**Bullying Outside of School: (observed by staff member)**

- If an incident outside of school is observed by a teacher it will be investigated and details noted and recorded.
- Parents to be notified and the incident to be dealt with.

**(Observed by Other)**

- If an incident outside school is reported to a teacher it will be investigated, details noted and recorded.
- Parents/Guardians will be notified and the incident dealt with.
- Should parents have difficulty resolving the situation satisfactorily they will be advised to contact the local Junior Liaison Officer.

