

Robertstown National School

Code of Behaviour

Sanctions

Anti Bullying

Robertstown National School

Code of Behaviour

Aims:

The code aims at:

Creating a caring, ordered environment based on respect and tolerance where each child can feel secure and confident.

Strategies to promote Positive Behaviour:

- * Ensuring that pupils are treated fairly, equally and firmly
- * A quiet word or gesture to show approval
- * Matching work with pupil's abilities. A prize/reward carefully noted by the teacher to ensure that all children at regular stages during the school year are rewarded for effort/behaviour/skill etc. Teachers creating moments of success and then acknowledging them.
- * A comment in a pupil's exercise book
- * A visit to another member of staff or the Principal for commendation
- * A word of praise in front of a group or class
- * Entry of a record of good behaviour in the Happy Golden Book
- * Delegating some responsibility or privilege
- * A mention to a parent - written or verbal
- * Teacher records improvement in the behaviour of a disruptive pupil
- * Implementation of Programmes such as Circle Time to promote positive behaviour

The above list is not comprehensive and consists of examples only.

SCHOOL RULES

Golden Rules:

Children cannot remember long lists of rules. The rules outlined in this policy provide clear guidelines for members of our school community and senior pupils as to what type of behaviour is expected of pupils and adults within our school. The Golden Rules of the Circle Time programme are on display throughout the school. These rules outline for the children what is expected of them, in a language they understand and incorporate our school motto 'Show Respect and Expect Respect'. Children from Junior Infants - 6th

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classes will be reminded of these rules and will discuss them regularly. It is expected that the children will know them by 2nd class.

Be Gentle	Don't hurt anyone
Be kind and helpful	Don't hurt people's feelings
Be honest	Don't cover up the truth
Work hard	Don't waste time
Look after property	Don't waste or damage things or take things that don't belong to you/wait your turn to talk
Listen to people	Don't interrupt

School Rules:

School rules are devised with regard to the health, safety and welfare of all members of the school community. It is imperative that adults "practise what they preach" in their interaction with children every day. The School Rules listed below provide clear guidelines for all members of the school community.

- * Pupils enter and leave the school building at all times in an orderly fashion.
- * In the interest of safety pupils must walk within the school building and quietness is expected while children are getting ready to enter/exit class i.e. while queuing, while putting on coats in cloakrooms etc.
- * Pupils are expected to treat all staff members, themselves and each other with due respect and courtesy. Pupils are taught to stand back for an adult, to welcome visitors and to show respect for their elders.
- * Bullying is never allowed. Any behaviour that interferes with the rights of others to learn and to be safe is unacceptable.
- * Bad language is unacceptable. Inappropriate language if used towards a teacher or anywhere within the school is considered a serious breach of the code.
- * We encourage pupils to wear their full school uniform which includes tie and shoes. Trainers only to be worn with tracksuits.
- * Chewing gum, glass bottles, correction fluids, other solvents, matches, cigarettes, alcohol or drugs are not allowed.
- * Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch.
- * Make-up is not worn during school times

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- * Cycling in school grounds is forbidden
- * We encourage children to bring healthy lunches (see Healthy Lunch Policy)
- * Children are not allowed Mobile phones within the school grounds. If a child is found with a mobile phone it will be confiscated. In exceptional circumstances arrangements may be made between the principal and parents of the child to hold a mobile phone for a child in the office for use after school hours.
- * We encourage hairstyles to be kept neat and conventional . For hygiene purposes hair must be tied back.
- * Pupils must respect the school building and property. If any deliberate damage is caused, the parent/guardian will be responsible for the cost of repair/replacement.

School Environment:

We pride ourselves on retaining and flying the School's Green Flag denoting an environmentally friendly policy.

* Pupils are expected to value our school environment and to care for it. The school is a litter-free zone.

* To protect the environment, the school is involved in various projects:

Composting: Fruit peels, pencil parings, etc. are collected for the purpose of composting

Recycling: Waste paper and cardboard are collected for recycling.

All other empty cartons drink containers and wrapping papers are considered household waste and are taken home.

Behaviour in Class and in School Building:

* Pupils must not behave in such a manner as to disrupt class work or to cause unnecessary disturbance.

* It is school policy that every pupil listens to the class teacher, works hard; making best use of their time in school and does their best.

Behaviour in the Playground:

* All pupils have a right to enjoy their time out in the playground in a safe environment at break periods.

* Misdemeanour consists of any action that puts the safety of self or others at risk.

* Fighting, rough play or any physical force is never allowed or tolerated.

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* In the interests of safety, climbing on the school railings/walls is strictly forbidden.

* In the interest of safety when the bell rings during playtimes the children stop playing and walk to their class lines in an orderly fashion. Children do not enter the school building without getting permission from teachers.

Wet days:

* Children do activities in class based on the class teacher's instructions or supervising teacher's instructions.

* Children are expected to stay in their places on wet days except with permission from the teacher.

Swimming days:

* Every pupil listens to and obeys the class teacher.

* Children walk in line behind the teacher to the swimming pool. No running allowed.

* No shouting or playing in dressing rooms.

* Every pupil listens to and obeys the instructor and life guard

* No running around pool area

* Swimming caps required. Arm bands needed for beginners and shower socks may be worn.

* Children do not leave the pool without permission from the instructor or teacher

* No jumping into the pool from the side - unless under the instructor's directions. No pushing or rough play in the pool

* Children are expected to dress quickly after each session

* Hairsprays/gels/spray deodorants are not allowed. Roll-on deodorants are allowed for 4th - 6th class pupils. Shampoo is allowed.

* No drinks/sweets are bought from the machine.

Tour Rules:

* Pupils enter/leave the bus in an orderly manner

* Pupils are expected to arrive 15 minutes before departure time. Parents are expected to contact the school 15 minutes before departure time if child is sick or unable to attend.

* School Rules apply to school tours

* Mobile phones and electronic devices are banned on school tours.

Teachers will have mobile phones on tour if parents/ children need to get in contact with one another.

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* On the bus pupils must sit in their seats and avoid loudness that would distract the driver

* Pupils are encouraged to take drinks and sweets at the appointed lunch breaks.

* Pupils stay in their appointed groups at all times.

* Pupils wear track suits on school tours

* Parental/Guardian permission slips allowing a) the child to go on tour and b) the teacher the right to authorise any medical or surgical procedure necessary are returned to the teacher prior to the tour.

Travelling to events outside of the school:

Children receiving lifts from other parents to or from matches or other school events must have permission from their parents to do so.

Children are expected to adhere to the school's code of behaviour at all times and sanctions will be put in place if rules are broken.

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Sanctions

The use of sanctions is an important element in the school code. They are used in a corrective way and are intended to help the child to change and improve his or her behavioural patterns.

* The nature of the misbehaviour and the age of the child will determine the strategy to be employed

Disciplinary Actions and Sanctions to deal with Bullying:

Bullying is a serious misdemeanour and the sanctions applied are the same as those listed below for serious misdemeanours.

* Apology to the victim

* A record is kept. Pupil/s write an account of the incident/s that lead to the Bullying behaviour and what they have learned from this episode in their lives - parents must sign this.

* Pupils may be removed from activity if endangering self or others.

* Pupil is sent to Principal/Deputy Principal and made aware that suspension could be a possibility

* In cases where it has been determined that bullying behaviour has occurred the Principal/Deputy Principal informs parents.

* Suspension procedures may follow if deemed necessary by the school authorities.

Disciplinary Actions and Sanctions to deal with Misdemeanours:

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.

Examples of Minor Misdemeanours:

* Interrupting class work/ arriving late for school/ running in school building/not listening and speaking out of turn/leaving seat without permission at break or lunch time/ placing unfinished food in bins/ leaving litter around school/ not wearing correct uniform/ being discourteous or unmannerly/ not completing homework without good reason/ bringing sweets and bars to school/ wearing jewellery (Jewellery is not allowed except for one small stud earring in the bottom of each ear and a watch)/ wearing make-up / belongings not named/

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* unsuitable hairstyles, hair not tied back / not bringing explanation notes for absences and homework/ wearing unsuitable shoes/ cycling in school grounds.

Examples of steps to be taken by teachers when dealing with Minor Misdemeanours:

- * The class teacher will normally deal with classroom misdemeanours.
- * Verbal reprimand and reasoning with the pupil, including advice on how to improve, setting realistic targets.
- * Time out from friends and others (to reflect on the misbehaviour).
- * Loss of privileges such as 'Golden Time', Game time, extra recreation time etc.
- * Noting incidence of yard misbehaviour in yard book
- * Note in homework journal or other to parents.

Examples of steps to be taken when dealing with REGULAR occurrences of Minor Misdemeanours:

- * A record is kept of regular instances of misdemeanour.
- Following 5 instances the teacher will contact parents of child to discuss behaviour. Communicating with parents sooner rather than later
- * Following this if the child continues with misdemeanours the pupil is sent to Principal/Deputy Principal.
 - * Principal/Deputy Principal meets parent(s)/guardians concerning behaviour.

Examples of Serious Misdemeanours:

Constantly disruptive in class/ telling lies/stealing/damaging or interfering with another person's property/bullying/back answering a teacher/leaving school premises during school day without appropriate permission/ using or writing unacceptable language/ bringing chewing gum, glass bottles, correction fluids or other solvents to school/ deliberately injuring a fellow pupil or partaking in any activity which would put themselves or others in danger/ deliberately leaving taps on/ misuse of fire equipment/ bringing in mobile phones without permission

Examples of steps to be taken when dealing with Serious Misdemeanours:

- * A record is kept of all serious misdemeanours.
- * Pupils may be removed from activity if endangering self or others
- * Pupil is sent to Principal/Deputy Principal and made aware that suspension could be a possibility

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- * Principal/Deputy Principal contacts parent/guardian
- * Suspension procedures may follow if deemed necessary by the school authorities.

Examples of Gross Misdemeanours:

Deliberately vandalizing school property/ aggressive, threatening or violent behaviour towards a teacher or pupil. Bringing alcohol, drugs, cigarettes, matches or dangerous items that could cause injury to others to school.

Examples of steps to be taken when dealing with Gross Misdemeanours:

- * A record is kept
- * Principal/Deputy Principal contacts parent/guardian
- * Suspension or expulsion may be considered

Grounds for Expulsion

- Behaviour is persistent cause of significant disruption to the learning of others or to the teaching process
- Continued presence of pupil constitutes a real and significant threat to safety
- Pupil responsible for serious damage to property

Automatic Expulsion For First Offence

- Board of Management can impose automatic expulsion for certain prescribed behaviours
- Sexual Assault
- Supplying illegal drugs to other pupils in the school
- Actual violence or physical assault
- Serious threat of violence against another pupil or member of staff

Procedure for Suspension:

- * Parents are invited to meet with class teacher, Principal and/or chairperson to discuss the gross incident of misdemeanour or serious misdemeanour.
- * Communication to parents regarding the suspension of a pupil or the possibility of suspension will be in writing.
- * A written statement of the terms and date of termination of a suspension will be given to parents.
- * If the suspension of a pupil is for six days, the Principal informs the Education Welfare Officer in writing.

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- * When a period of suspension ends, the pupil should be re-admitted formally to class by the Principal/Deputy Principal.
- * Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Chairperson of the Board and Principal.

Implementing The Suspension

Written notification confirming

- Period of suspension and dates
- Reasons for suspension
- Arrangements for returning to school
- Notification of right to section 29 appeal if total no. of days exceed 20 days

Procedure for Expulsion:

- * The above procedures for suspension are followed in the case of expelling a pupil from the school.
- * Prior to the expulsion of a pupil the Education Welfare Officer must be notified in writing of the school's intention twenty days in advance.

Success Criteria: (by which the policy will be judged)

- * Atmosphere of discipline within the school
- * Children are aware of school rules
- * Staff apply school rules
- * Growth in self discipline
- * Co-operation between parents, teachers and pupils in maintaining the code.
- * Comments or compliments on behaviour.
- * Children working to the best of their ability
- * Class working to the best of their ability
- * Improvements in behaviour

Monitoring and Review:

Each staff member is responsible for the implementation of the Code of Behaviour and Anti-Bullying Policy. Within the classroom the teacher monitors his/her class. Teachers consider themselves responsible for the behaviour of children within sight or sound of them and respond to any instance of unacceptable behaviour. The principal is responsible for monitoring and reviewing Policy at staff level on a regular basis and reports any review the staff deem necessary to the Board of Management.

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The Board of Management (BOM) has ultimate responsibility for discipline in the school under its management and a duty to ensure that a fair code of discipline applies therein. The BOM will ensure the Code of Behaviour and Anti-Bullying policy is reviewed yearly or more often if the need arises.

In registering children in Robertstown National School parents are expected to support teachers in following the policies and procedures of the school. A copy of all policies and procedures is available for view by all parents. Parents are informed at the start of every school year that they may receive a copy of all policies and procedures if they so wish.

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Anti Bullying Policy

The school believes that its pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied. The school also has a clear policy on the promotion of RESPECT for everybody where it is made clear that bullying is a form of anti-social behaviour. It is important therefore that the school has a clear, written policy to promote this belief, where pupils and parent(s)/guardians are fully aware that any bullying complaints will be dealt with firmly, fairly and promptly.

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, although not condoned, cannot be described as bullying. However when the behaviour is systematic and ongoing it is bullying. Bullying affects everyone, not just the bullies and the victims. It also affects those children who watch and less aggressive pupils can be drawn in by the group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up and it rarely sorts itself out.

TYPES OF BULLYING

PHYSICAL: This includes punching, kicking, pushing, hitting or spitting etc. This also includes damaging property of a victim.

VERBAL: Verbal abuse can take the form of name calling, abusive language, slander, slagging, threats etc.

PSYCHOLOGICAL: This includes isolation - exclusion from discussions/ activities, use of the internet/email/mobile phone to hurt, name call etc. extortion - obtaining (e.g. money, lunch, sweets etc.) from a person by force or threat etc.

Combating Bullying and the Action towards Prevention:

Role of Staff

- The principal and staff exercise constant vigilance in the matter of misbehaviour. Our aim is to prevent misbehaviour rather than control. Positive behaviour is always recognised, affirmed and sought.
- Any complaints of bullying are dealt with quickly, firmly and fairly.
- The principal is informed of any instance of bullying.

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- Awareness of bullying as a form of unacceptable behaviour is addressed in the classroom, at school assemblies, through the school policy on pastoral care and other informal occasions when the opportunity arises.
- Pupils are taught skills and encouraged to report any incident of bullying.

Advice for Pupils

- * Tell yourself that you do not deserve to be bullied, and that it is **WRONG**.
- * Be proud of who you are. It is good to be individual.
- * Try not to show that you are upset. It is hard but a bully thrives on someone's fear.
- * Stay with a group of friends/people. There is safety in numbers.
- * Be assertive - shout **NO**. Walk away confidently. Go straight to a teacher or member of staff.
- * Fighting back makes things worse- So don't fight back. **REPORT** to a teacher or parent(s)/guardian(s) instead. If you need support find a friend and both of you speak to the teacher.
- * Generally it is best to tell an adult you trust straight away. You will get immediate support.

The teachers will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

IF YOU KNOW SOMEONE IS BEING BULLIED:

- **TAKE ACTION** - Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult **IMMEDIATELY**. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not be, or pretend to be, friends with a bully.

Advice for Parents:

- * Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard, ask for money or begin stealing money.
- * Always take an active role in your child's education by enquiring how they are getting on.

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* If you feel your child may be a victim of bullying behaviour, inform the school IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.

* It is important to advise your child not to fight back. It can make matters worse.

* Tell your child there is nothing wrong with him/her. It is not her fault that they are being bullied.

* Make sure your child is fully aware of the School Policy concerning Bullying, and that they will not be afraid to ask for help;

Robertstown National School does not welcome bullies

Procedures for Noting and Reporting an incident of Bullying Behaviour:

1. All procedures of bullying, no matter how trivial, will be noted, investigated and dealt with by teachers. In that way pupils will gain confidence in reporting. This confidence factor is of vital importance.

2. Serious cases of bullying behaviour by pupils will be referred immediately to the Principal/Deputy Principal.

3. Parent(s) guardians of victims and bullies will be informed by the Principal/Deputy Principal earlier rather than later of incidents so that they are given the opportunity of discussing the matter. They are then in a position to help and support their children before a crisis occurs.

4. Non-teaching staff are encouraged to report any incidents of bullying behaviour witnessed by them, to the teaching staff.

5. In the case of a complaint regarding a staff member, this should normally in the first instance be raised with staff member in question and if necessary, with the Principal.

6. Where cases, relating to either a pupil or a teacher remain unresolved at school level, the matter should be referred to the School's Board of Management (see Complaints Procedure).

Procedure for Investigating and Dealing with Bullying:

Teachers will take a calm, unemotional problem-solving approach when dealing with incidents of bullying behaviour reported by either pupils, staff or parent(s)/guardians.. Such incidents will be investigated outside the classroom situation to avoid the public humiliation of the victim or the pupil engaged in bullying behaviour. In any incident of bullying, the teacher will speak separately to the pupils involved, in an attempt to get both sides of the story. All interviews will be conducted with sensitivity and with due

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regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide useful information in this way:

1. When analysing incidents of bullying behaviour, the teacher will seek answers to questions of what, where, when, who and why in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner.

2. If a group is involved, each member will be interviewed individually and then the individuals are met as a group. Each member will be asked for his/her account of what happened to ensure that everyone is clear about what everyone also has said.

3. If it is concluded that a pupil has been engaged in bullying behaviour, it will be made clear to him/her how he/she is in breach of the Code of Behaviour and Discipline and try to get him/her to see the situation from the victim's point of view.

4. In cases where it has been determined that bullying behaviour has occurred, a meeting or discussion will take place with the parents or guardians of the two parties involved as appropriate to:

- a) explain the actions being taken and the reasons for them, referring them to the school policy
- b) discuss ways in which they can reinforce or support the actions taken by the school.

Signed: _____ (Chairperson)

_____ (Principal)

I agree to abide by the rules of the Code of Discipline as they are now and as they are amended in the future. Any changes will be notified to all parents.