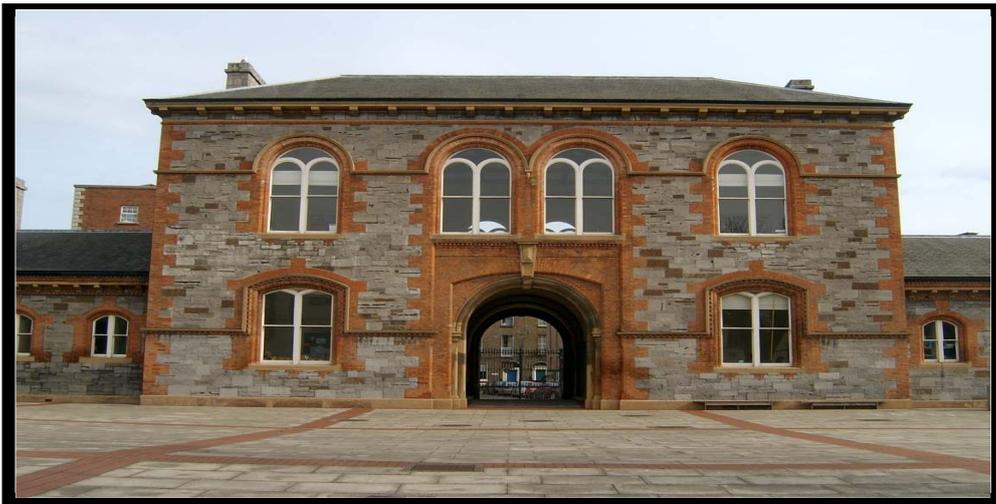


Central Model Infants' School, Marlborough Street, Dublin 1

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CODE OF BEHAVIOUR



"Mol an óige agus tiocfaidh sí."

"Praise children and they will flourish."

OUR ETHOS

The Central Model Infants' School is a co-educational school, under the patronage of the Minister of Education. The Central Model Infants' School is an inclusive, child centred Learning Community. Respectful relationships are fundamental to us. We achieve excellence through high expectations, teamwork and shared leadership. We aim to nourish and develop each child's sense of their own self-worth as an individual and celebrate their unique gifts and talents.

These aims can only be achieved in an environment that is calm, ordered and with a reasonable, fair approach to discipline. This is why we have drawn up a code of behaviour. If children, parents and staff are all clear about the school's guidelines and rules this should lead to good understanding and co-operation from all of us.

We hope that the code of behaviour will help children to take responsibility for their own behaviour so that the emphasis can be more on learning and fulfilment rather than on rules.

This document sets out the school's expectations of everybody involved -children, parents and staff- in the day to day life of the school.

THE CODE OF BEHAVIOUR INCLUDES THE FOLLOWING:

- 1. Golden Rules**
- 2. Teachers' Contribution.**
- 3. Parents' Contribution.**
- 4. Pupil's Contribution.**
- 5. Pupil's Contribution.**
- 6. Rewards and Sanctions.**
- 7. Suspension and Expulsion.**

OUR GOLDEN RULES

We are kind and helpful. We don't hurt anybody's feelings.

We work hard. We don't waste time.

We are honest. We don't cover up the truth.

We are gentle. We don't hurt others.

We look after property. We don't damage things.

We listen. We don't interrupt.

TEACHERS' CONTRIBUTION:

Teachers follow a code of behaviour too!

They can contribute hugely to the atmosphere of the school by being positive and encouraging while at the same time being firm and insisting on a high standard of behaviour from the children.

Teachers should:

- Value and accept each child as a unique individual.
- Be sensitive to any emotional or learning difficulties a child may have.
- Help each child to achieve to the best of their ability.
- Ensure that their classroom is a welcoming place for children and parents.
- Keep parents informed about their child's progress in school.
- Deal swiftly and promptly with any bullying they may detect.
- Teach the children the *Golden Rules* and how to play co-operative games in the playground and classroom.
- Contribute to the child's sense of security and calm by following a timetable each day
- Maintain appropriate confidentiality.
- Keep a sense of humour, it helps everyone.

Teachers should not:

- Use ridicule or sarcasm when correcting children's behaviour.
- Use corporal punishment.
- Ignore serious complaints made by children or parents.

PARENTS' CONTRUBUTION:

Parents should make sure that children:

- Are in school every day where possible.
- Are on time for school. Class work begins at 9.30am. Please do not disrupt class by coming late. You are always welcome to talk to teachers regarding your child but try and do so outside of teaching time.
- Are wearing the school uniform or tracksuit which should be as clean as possible.
- Are rested. It's very difficult for your child to do a full day's school work if he/she is exhausted from staying up late.
- Have a schoolbag big enough to carry homework and books. Please make sure that it is kept clean.
- Do their home-work.
- Look after our books and return them in good condition.
- Are friendly, courteous and respectful to each other, the staff and our visitors.
- Do not leave the school premises during school hours without the Principal's permission.
- Eat the healthy lunches provided in school.

Please let know if there are difficulties that may affect your child in school.

If you have a concern and would prefer not to talk to the class teacher or feel that you have not been heard please speak to the Principal.

We have worked very hard to become a Green School with a Green Flag. Please help us to keep the school grounds litter free. Please encourage your child to do the same. **Please note it is illegal to smoke inside the school gate.**

Any form of aggression in our school will not be tolerated and may be brought to the attention of the Board of Management

Before and after school:

Children **must** be supervised by an adult at all times.

You may wait with your child in the Parents Room, the Infant School yard, under the arch or outside the school gate.

The Parents Room is a valuable resource and you are welcome to use it. We would appreciate your help in keeping it tidy.

Children are not permitted to use the climbing frame or playground equipment outside of school hours.

CHILDREN'S CONTRIBUTION:

BEHAVIOUR AROUND THE SCHOOL:

All children are expected to respect and keep the Golden Rules of our school.

At all times we expect courtesy and respect for others in the school and we encourage friendliness to all.

1. To keep our school safe and accident free children should walk on corridors, stairs and when coming or going from the playground and toilets.
2. Running is not allowed in the school building.
3. We try to encourage a calm atmosphere by talking quietly, and not shouting around the school.
4. Children are asked to be friendly and helpful to all our visitors.

5. Children must ask teachers' permission to use the toilets.
6. Parents / Teachers must ensure that children learn how to leave the bathrooms in a hygienic state and children should report poor conditions if they find them.
7. Children must respect the school property and help to keep it litter-free. We have a beautiful school and it is up to all of us to mind it and enjoy it.

BEHAVIOUR IN THE CLASSROOM:

Teachers work to make their classrooms pleasant, safe, happy and stimulating learning environments.

The children should help in this by:

- Keeping tables and floors clean and tidy and replacing activities and books carefully on shelves.
- Hanging up coats and storing bags in the correct place.
- Greeting visitors to their room and being well behaved if the teacher is occupied by a visitor.
- Listening when the teacher is giving instructions so that valuable time is not wasted in repetition.
- Listening to each other and allowing quieter children a chance to speak.
- Putting their hand up to ask questions and waiting until others are finished speaking to talk themselves.
- Respecting the rights of others to learn. Any disruptive behaviour that prevents learning or distracts attention is not acceptable.
- Respecting each other's belongings.

We try and foster pride and independence in the classroom by establishing routines and order from the very beginning. Each teacher will have their own way of doing this. Giving children special jobs to do encourages their enjoyment of the school and classroom. By displaying children's work etc. we foster a sense of pride and sense of achievement.

We ask parents to understand that classroom routines may change when your child gets a new teacher.

BEHAVIOUR IN THE PLAYGROUND:

Playtime should be a rewarding and happy experience for all our children. This can only happen if we encourage high standards of good behaviour in the playground and try to ensure that each child feels secure and comfortable.

We can help children to enjoy the playground by teaching them games and allowing them to bring in appropriate toys e.g. footballs, yo-yos, colouring books and dolls. Toys that encourage aggression are not allowed e.g. swords, guns etc. No electronic games or mobile phones are allowed.

- To keep everyone safe members of staff must be obeyed immediately.
- Children must treat each other as they would like to be treated themselves. Name calling, bad language or excluding others is not acceptable.
- Any behaviour that endangers others is not allowed e.g. kicking, punching or spitting.
- Retaliation is not allowed. Children should tell the teacher supervising the playground of problems they have. We would ask parents to encourage this as hitting back only causes more trouble.

- All children should know the boundaries of the playground. No climbing of walls or fences.
- Children should have been to the toilet before playground but in case of an emergency they must ask permission and be accompanied into the school by a child from first class.
- If children are being collected early by parents at playground-time they must get permission from the Principal or Deputy Principal.
- When the bell rings children should line up calmly.
- Children are expected to keep our yard litter free and classes take turns to use the litter pickers.

All of these rules are designed for the safety and well-being of your child. We ask parents to co-operate with us to ensure the playtime is a safe and happy time for all children.

REWARDS AND SANCTIONS:

REWARDS:

- Teachers encourage and praise good behaviour and work.
- Children's work is displayed in classrooms and on corridors or a child may be sent to other classes to share their achievements.
- The emphasis is on effort as well as excellence.
- Certificates are given each week at assembly to 'Pupils of the Week', 'Super Swimmers' and 'Super Green Human Beings'. Awards are given for a variety of reasons e.g. trying hard, being friendly/helpful, improving, looking after our school etc. Good attendance is also recognised and rewarded.
- Each teacher will have their own way of rewarding the children in their class.

SANCTIONS:

Where a pupil disregards school rules or infringes on the rights of other children to education in a disruption-free environment, sanctions will be applied.

The following are some of the strategies which may be used to show disapproval of unacceptable behaviour:

- Reasoning and discussion
- Time-out (e.g. in a designated area of own classroom/playground or in another classroom with work allocated). In some serious cases a child may not be allowed to go on a school trip.
- Class Teacher communicates with parents verbally, by phone or with a written note.
- A record of incidents/misbehaviours may be kept by the class teacher.
- Referral of child to the Principal (for repeated misbehaviour or immediately in cases of serious misbehaviour).
- Principal to meet with parents to discuss ways of facilitating their active involvement and co-operation.
- In exceptional circumstances, suspension or expulsion may be necessary.

Examples of serious misbehaviour include:

- Putting the health and safety of self or others at serious risk.
- Being disrespectful towards others
- Persistent disruption of learning

We are required under Section 23(2) of The Education (Welfare) Act 2000, to include our procedures for suspension and expulsion in our Code of Behaviour.

SUSPENSION

A pupil is suspended when the school requires the pupil to absent himself/herself from the school for a specified limited number of school days.

The Board of Management has the authority to suspend a pupil. This may be delegated in writing to the Principal. Suspension will be a proportionate response to the behaviour that has caused the problem. It will only be imposed where other interventions have failed.

Forms of Suspension

- A student will not be suspended for more than 3 days, except in exceptional circumstances where the Principal considers that a longer period is warranted.
- If a suspension longer than 3 days is warranted, the Principal will refer the matter to the Board of Management for consideration and approval.
- Except in exceptionally serious circumstances the Board will not authorize suspension for longer than 10 days.
- Where the total number of days reaches 20 in any school year, the parents may appeal the decision to suspend under Sec. 29 of the Education Act 1998.
- Immediate sanction may be imposed where the continued presence of the pupil poses a danger to him,/herself or another person

Grounds for suspension

- The pupil's behaviour has had a detrimental effect on the education of other students. This could be caused by ongoing breaches of minor rules and failure to respond to all reasonable efforts to modify the unacceptable behaviour.
- The pupils continued presence in the school constitutes a threat to his/her safety and the safety of others.

- The student is responsible for serious damage to property.
- A single incident could warrant suspension e.g. assault.

Procedures

- Both pupil and parents will be fully informed about the complaint and how it was investigated.
- Parents will be invited to a meeting to discuss the gravity of the situation.
- Both parents and pupil will be given an opportunity to respond before a decision to suspend is made.
- Where an immediate suspension is warranted, because of a threat to the safety of the pupil, other pupils or members of staff, a formal investigation will take place following the suspension and all fair procedures will be followed:-
 - i.e. The right to be heard.
 - The right to impartiality.

Implementing the suspension

The Principal will notify the parents and the pupil in writing of the decision to suspend. The letter will confirm:

- The period of suspension and the dates on which the suspension will begin and end.
- The reason for the suspension.
- The arrangements for returning to school, e.g. commitment to observe the school rules.
- Parent's right to appeal the decision to the Board of Management.
- Parent's right to appeal the decision to the Secretary General of the Department of Education and Skills under section 29 of the Education Act 1998 (where the total number of days for which the pupil is suspended reaches 20 in the current school year).

Once the suspension is lifted and the pupil returns to school, every effort will be made to support him/her academically and socially.

EXPLUSION

A student is expelled where the Board of Management makes a decision to permanently exclude him/her from the school.

Only the Board of Management has the authority to expel a pupil. Expelling a pupil is a very serious step and one that will only be taken in extreme cases, where we believe we have exhausted all possibilities of changing the pupil's behaviour.

Grounds for expulsion

- The pupil's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The pupil's continued presence in the school constitutes a real and significant threat to safety.
- The pupil is responsible for serious damage to property.

Procedures

Fair procedures will be followed at all times and parents will be kept informed in writing and invited to meetings.

Step 1. A detailed investigation will be carried out under the direction of the Principal and parents will be informed in writing and invited to a meeting.

Step 2. The Principal may make a recommendation to the Board of Management to consider expulsion.

Step 3. The Board of Management will hold a hearing where the Principal and parents put their case forward in each others presence.

Step 4. The Board of Management makes a decision to expel or not. The Principal and parents are not present for deliberations. The Educational Welfare Officer is informed of any decision to expel.

Step 5. The Educational Welfare Officer arranges individual consultations with the Principal and parents.

Step 6. Following a 21 day period the Board of Management may formally confirm the decision to expel.

Parents will be informed of their right to appeal the decision under section 29 of the Education Act 1998.

And Finally...

The children are our first concern.

The quality of relationships between children, staff and parents is a powerful influence on behaviour in a school. Our school code fosters relationships of trust between all members of the school community.

