



Scoil Mhuire Allenwood

School Rules and Code of Behaviour

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Introduction

Towards realising the aims of Primary Education, it is necessary that a school should be well ordered and disciplined. A school code of behaviour and discipline has been drawn up to ensure its smooth running and to provide a safe environment where the child is happy and secure. The code is also a framework for providing good relations and close co-operation between pupils, teachers, parents/guardians and Board of Management. The code is designed to promote a friendly, happy atmosphere leading to:

- Self motivation
- Independence
- Toleration of and respect for others and their property
- Self esteem
- Good listening, learning and work habits
- Rational appraisal of what is right and wrong
- A spirit of co-operation at work and play
- Creation of a positive learning environment

Values and Aims

If the school is to function efficiently it is necessary, that the rules and regulations are clearly stated and enforced.

Respect and Courtesy

All pupils are expected to treat staff, their pupils and visitors with respect and courtesy at all times.

Attendance

The official start time is 9.20 a.m.

Classes for infants end at 2.00 p.m.

Classes for all other pupils end at 3.00 p.m.

No responsibility is accepted for pupils outside of these times.

Pupils should not be on the grounds/premises when school is not in operation.

Breaks

Morning: 11.00 a.m. - 11.10 a.m.

Lunch: 12.45 p.m. - 1.15 p.m.

- Pupils eat in the classroom only. They are not permitted to eat or take food outside.
- Pupils may remain in their classrooms at lunch times on wet days.
- When pupils stay in during breaks, they must remain in their seats and play quietly with games, read or draw.

Absences

The Education Welfare Act 2000 established the National Educational Welfare Board (NEWB) with responsibility for school attendance.

Schools must, by law, report to the NEWB on a regular basis during the school year:

- Pupils who have absences of 20 days or more and the reasons for these absences.
- Pupils about whose attendance the Principal is concerned.
- Pupils whose names have been removed from the register e.g. transferred to another school.

Every absence of a pupil must be accounted for either by forwarding a note or contacting the school.

Pupils are not allowed home early without a signed note from parents/guardians, unless they are being collected.

Parents/guardians taking children out of school during school hours must report to the office and sign the child out.

Medical

- The school must be informed if your child has a medical condition which may affect him/her in school.
- The school must be notified immediately if your child has an infectious illness.
- If your child becomes ill or has an accident in school, parents will be informed. If neither parent is available to collect the child, arrangements must be in place to ensure your child is collected.
- Do not send your child to school if he/she is unwell.

- Pupils may be referred, with parents/guardians' consent for medical, psychological or educational assessment.
- Staff members are not obliged to administer medicine to a pupil nor will they take a pupil home in the event of an accident or illness.

Health and Safety

- Pupils should be clean and neat.
- Attention should be paid especially to the cleanliness of hair.
- We promote a healthy lunch policy in the school. As part of this, fizzy and energy drinks are not allowed.
- Water is the only drink allowed during class time.
- Pupils must bring home all uneaten food, cartons, wrappers etc.
- Chewing gum or glass bottles of drink are not allowed.

Homework

- It is the policy of the school to assign homework on a regular basis. (Monday –Thursday)
- Normally no homework is given at weekends.
- Parents are strongly encouraged to take an active interest in their child's homework. If homework causes worry for the pupil, parents are asked to contact the teacher.
- The following are guidelines for time to be spent doing homework:
 Infants: up to 15 minutes
 1st & 2nd: up to 30 minutes
 3rd & 4th: up to 45 minutes
 5th & 6th: up to 1 hour
- If your child regularly exceeds the recommended time frame talk to the class teacher.
- Where homework is not done a signed note of explanation is required from parents.

General Rules

- Children are not allowed to bring toys to school except on appointed days.
- In the interest of safety, we advise that all jewellery be kept to a minimum.
- Playing or running is not allowed indoors.
- The use of mobile phones in school is not permitted.

- The use of Tippex is not allowed.
- Should a parent wish to speak to a teacher, an appointment is necessary.

Behaviour in Class

- Good manners are expected at all times.
- Pupils must show respect and co-operate with others at all times.
- Pupils are expected to complete work both at school and at home.
- Pupils must leave and return to classrooms in an orderly fashion.
- Pupils must keep their classrooms neat and tidy.
- Pupils must remain seated quietly at their desks if the teacher leaves the room or is talking to an adult.
- Pupils must adhere to the school's standard classroom rules(attached). Rules are coloured coded and displayed in each classroom.
- Pupils should not receive phone calls; nor should they use a mobile phone during school hours.

Behaviour in the Playground & School Environment

- For reasons of safety and to minimise accidents pupils must move about the school in an orderly manner.
- **Bullying in any form will not be tolerated.**
- Pupils must not behave in any way that endangers themselves or others.
- Any behaviour that interferes with other pupils is not permitted and teachers must be told, so that the matter can be dealt with effectively.
- Bad or offensive language is not allowed.
- Pupils must remain within the playground boundaries during breaks.
- Permission must be sought to re-enter the school building from supervising teacher.
- Pupils must keep the playground litter free.
- Pupils are not allowed to cycle in school grounds.
- Pupils should accept the authority of all staff in the school both while in school and while participating in all extra-curricular activities.

Rewards for Good Behaviour

Rewards are applied as appropriate in individual or collective cases and would include:

- Praise
- Stars awarded for good work and behaviour
- Positive comments in copies
- Prizes
- Traffic light system is in operation in infant classes (Explanatory note attached.)

Sanctions and Procedures for Solving Problems

Sanctions are necessary to register disapproval of unacceptable behaviour. They contain a degree of flexibility to take account of individual circumstances. When misbehaviour occurs, the following is a list of possible sanctions or strategies which may be used and of the procedures to be adopted for solving same.

- The pupil is made aware that his/her behaviour is unacceptable.
- The pupil receives a verbal reprimand from teacher.
- The pupil may be temporarily separated from peers, friends and others within in classroom and yard. He/she may also be sent to another classroom.
- Additional homework or a written assignment for inappropriate behaviour may be prescribed.
- Badly presented work may have to be re-done.
- A note or comment on misbehaviour may be written in pupil's homework journal to be signed by parent/guardian.
- Pupil may be referred to the Principal.
- If pupil continues to misbehave, parents/guardians will be asked to meet with the class teacher.
- If problem continues, parents/guardians will be asked to meet with the Principal or Deputy Principal.
- For misbehaviour during breaks, the pupil will have his/her name entered in the Yard Discipline Book and may forfeit part of playtime. The pupil will be sent to the designated time out area in the yard.

Serious Misbehaviour

- Pupil will be deprived of privileges for serious misbehaviour, after parents/guardians have been consulted.
- Parents/guardians will be requested to meet with the Chairperson of the Board of Management and the Principal. Parents/guardians will be asked to give an undertaking that the pupil will behave in an acceptable manner in the future.
- If serious misbehaviour continues, the Board of Management may suspend the pupil for a temporary period of three school days in accordance with the NEWB guidelines under section 23 (3) of the Education (Welfare) Act.
- A special decision of the Board of Management is necessary to authorise a further period of suspension up to a maximum of ten school days.
- In exceptional circumstances the Board of Management may authorise a further period of suspension.

Signed: Nicola Carey
Chairperson BOM

Carole Fenton
Principal

Classroom/School Rules

Respect

When I am in school or in my class:

- Others will respect me and my belongings.
- I will respect others and their belongings.

Safety

When I am in school or in my class:

- I will not be harmed or hurt by anyone.
- I will not hurt or harm anyone.

Communication

When I am in class:

- and I hold up my hand and teacher asks me to speak, I can speak and others will listen.
- and others hold up their hands and teacher asks them to speak, they can speak and I will listen.

Learning

When I am in class:

- it is teachers job to teach
- others will listen so I can learn.
- I will listen so others can learn.

When I choose not to abide by the class behaviour agreement, the consequences are:

1. I will be asked to identify or I will be reminded of what class rule/routine I am breaking.
2. I will be asked respectfully to abide by the class behaviour agreement.
3. If I choose not to do so, I understand that the next steps are:
 - My behaviour will be noted in the class file
 - I will be asked to work away from others on my own
 - I must stay back after class to speak to the teacher and explain my behaviour
 - I will lose privileges to which I am entitled (5 mins each time)

- My behaviour will be reported to the Principal/Deputy Principal
- I will be asked to go to the time-out area
- My parent(s) will be notified of my behaviour
- I will be asked to attend a parent/teacher/pupil meeting to explain my behaviour

I understand that I can prevent these steps from happening by abiding by the rule/routine as asked.

I understand that if I break the safety rule, I will immediately be removed/separated for the safety of others.

Signed: _____