

## St Kavan's N.S. Camross



Camross ♦ Portlaoise ♦ Co. Laois  
Phone 0578735230 ♦ Fax 05787 35230 ♦ Email [camrossns@eircom.net](mailto:camrossns@eircom.net)  
Roll No. 15933M

# Code of Conduct

The aims of the Code of Behaviour of Camross N.S. are:

- To provide guidance for pupils, teachers and parents on behavioural expectations.
- To provide for the effective and safe operation of the school.
- 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 enable teachers to teach without disruption.

## Implementation

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

## General Guidelines for Positive Behaviour

1. Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable
2. Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
3. Pupils are expected to take pride in their appearance, to wear the required school uniform, to have all books and required materials and to be in the right place at the right time.
4. Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present assignments neatly.
5. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

## Bullying

Bullying is repeated verbal, psychological or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy. (This policy should be read in conjunction with our Anti-Bullying Policy, Acceptable Use Policy and Health and Safety Policy)

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### **Affirming Positive Behaviour**

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives 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.
- Praise in front of class group.
- Individual class merit awards, points awards or award stamps.
- Delegating some special responsibility or privilege.
- Praise and presenting of awards at assembly.
- Written or verbal communication with parent.

### **Discouraging Misbehaviour**

The purpose of sanctions and other strategies is to promote positive and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include:

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and/or temporary removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Detention during break.
- Communication with parents by relevant teacher (usually class teacher)
- 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 circular and Education Welfare Act 2000).

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety

### **Suspension/Expulsion**

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Where it is proposed to detain a pupil after school hours, the parents or guardians will be notified. Communication with parents may be verbal or by letter depending on the circumstances.

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For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent 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 Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

### **Removal of Suspension (Reinstatement)**

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

### **School Rules**

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

### **Before/After School**

Parents are reminded that the staff of the school does not accept responsibility for pupils before 9.00a.m. or after the official closing time of 2 p.m. (infants) 3.00 p.m. (other classes) (the relevant class teacher will escort their class to the exit points at 2pm/3pm for parents to collect their children

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safely.) except where pupils are engaged in an extra-curricular activity organised by the school 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. However in the event of parents/guardians arriving late for children or other unexpected events a duty of care will be provided by teachers and children will not be left on their own.

### **Board of Management's Responsibilities**

- Provide a comfortable, safe environment.
- Support the Principal and staff in implementing the code.
- Ratify the code.

### **Principal's Responsibilities**

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
- Arrange for review of the Code, as required.

### **Teachers' Responsibilities**

Support and implement the school's code of behaviour.

- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

### **Pupils' Responsibilities**

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

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### **Parents/Guardians' Responsibilities**

Encourage children to have a sense of respect for themselves and for property.

- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's school work.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.

This policy was reviewed and revised by the Board of Management of Camross N.S. on the 10<sup>th</sup> of April 2014

Signed: \_\_\_\_\_  
Chairperson

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

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### **Appendix to Behaviour Policy**

#### **Sample Rules**

##### **Classroom**

Instructions given by teacher must be obeyed. (Do what teacher says.)

Pupils should work to the best of their ability and present exercises neatly. (Work hard.)

Pupils must stay seated in their places unless told otherwise. This is particularly important when teacher is called from the room. (Sit in your place.)

Pupils should keep unhelpful hands, feet, objects and comments to themselves. (Don't interrupt the teacher or interfere with other pupils or their property.)

##### **Rules around the School (samples)**

Pupils must walk quietly in corridors, going to and from yard, hall, church etc.

Pupils must follow the "three bell" instructions, stay in designated area, and may leave the yard only with a teacher's permission

Pupils must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden, (e.g. wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion).

Pupils should walk to gates or collection points at going home time.

Stand on the spot for misbehaviours.

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### **Appendix 2 – New Parent/Infant Information Sheet** **Code of Behaviour for Camross National School – Revised 2014** **School Rules**

1. All pupils should be present for school at 9.20a.m.  
Pupils should not leave school during school hours, except with parental/and teachers' permission.  
If pupils wish to leave early, they must have a note from a parent.  
If pupils are absent a note must be sent to class teacher.
2. All pupils are expected to wear the school uniform.  
Pupils playing field games wear alternative clothes while playing.  
Please ensure school jumpers/school tracksuits/shirts have names on them.  
To enhance the child's self esteem it is important to ensure that children are clean, neat and tidy coming to school. e.g. nails are short and clean.  
Please ensure that long hair is tied.  
On P.E. days children may wear track suits.  
Children must change their shoes when in school. Outdoor shoes are not allowed in classrooms. For hygiene and safety reasons all children must have indoor shoes.  
Please ensure junior and senior infants have Velcro fastening on their shoes or can tie laces.
3. Pupils must respect school property, furniture and equipment. They must not write on tables or scrape chairs. Parents will be liable for any loss caused.
4. All classrooms and cloakrooms to be kept neat and tidy.
5. Parents are expected to make sure that homework is done to the best of the child's ability.
6. In the interest of social interaction, gameboys and hand held computer games are banned.

#### Behaviour Rules

1. Disruptive behaviour in school or in the playground will not be tolerated.  
Name calling, bullying or fighting is not acceptable.  
Vulgar or bad language is discouraged.
2. Pupils are encouraged to respect the property of others
3. Pupils are required to respect school staff. Good manners are expected at all times.

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4. It is in the best interest of good learning to co-operate in class at all times.  
Excessive talking and noise is discouraged as it disrupts the teaching/learning environment.
5. In the interest of the pupils' safety, walking is advised within the school building.  
Pupils must not climb or walk on walls, fences or gates.
6. Pupils waiting for school to open in the morning must stay inside school grounds.  
Access to environs of Poet's Cottage/Church Yard is prohibited except under supervision.  
Pupils walking or cycling must leave school grounds immediately after school.

The following strategies will be used to show disapproval of unacceptable behaviour.

- a. Reasoning with the pupil.
- b. Advise on how to improve.
- c. Temporary separation from peers, friends or others.
- d. Loss of privileges.
- e. Detention during a break.
- f. Speaking to parents by relevant teacher
- g. Referral to Principal.
- h. Communication with Parents by Principal.
- i. Suspension (Temporary) for serious cases, in consultation with the Board of Management.

An Incident Book is kept for recording serious breaches of behaviour. A number of breaches of the Code of Discipline will result in parents being notified.

These rules are compiled in the interest of creating an environment conducive to learning. Teachers will reward good behaviour.

From time to time children display distress. This can be very upsetting for the child and the class in question. It would be in all our best interests to inform the school if any changes occur which might affect children's behavior.