**Code of Discipline**

1. Classes commence at 9.20 a.m. each morning and end at 3.00 p.m. each evening. **Please note that outside of these times the Trustees, Board of Management or Staff of the school provides no supervision of children.**

2. Full school uniform must be worn every day. On P.E. days the School Tracksuit must be worn.

Red Shirt only may be worn under the tracksuit. Logo sport shirts are not acceptable. We advise you to label all items of clothing; we cannot take responsibility for lost clothing.

3. Please check your child’s completed homework daily and sign his homework journal, and check that your child has all his **requirements** for the following day at school i.e. pencil etc.

4. **In the interest of safety,** when a child enters the school grounds in the morning he may not leave the school grounds during school hours (to shop etc.)

5. If your child is absent or has to leave school early, please send in a note. Please check your child’s school bag for notices issued from school.

6. Children must be obedient at all times and show respect for their teachers and for each other.

Disruptive behaviour, intimidation or bullying of any kind **(name-calling**, spitting, fighting, bad language) will not be tolerated.

The following sanctions will apply:-

(a) Each teacher will keep a behaviour record in class, this includes bullying reports.

(b) The class teacher will issue punishment as necessary.

(c) This may be detention or punishment homework.

(d) After three offences a letter will be sent informing parents of the problem.

(e) If the situation does not improve, the matter will be brought to the attention of the Board of Management who may seek to meet the child’s parents.

(f) A reduced day may be put in place if deemed necessary.

(g) Suspension may follow.

7. Parent/Teacher meetings for every pupil will be held during the school year. Should you wish to speak to your child’s teacher at any time, **please make an appointment**.

8. Chewing gum, crisps, sherbets, glass bottles and cans are not allowed in the school.

For your child’s safety, earrings are not allowed in the school. We encourage conventional hairstyles- natural hair colour, no shaven heads, long hair etc. If this rule is not adhered to, parents will receive written notice. Failure to comply will result in the imposition of the above sanctions **(6).**

There is a Complaint’s Procedure in the school. Please ensure that it is adhered to.

**Complaint’s Procedure:**

A parent/guardian who wishes to make a complaint should, unless there are local arrangements to the contrary, approach the class teacher with a view to resolving the complaint.

Where the parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the Principal Teacher with a view to resolving it.

If the complaint is still unresolved the parent/guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.

Child/Children’s Names:

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Classes:

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Signed (Parent/ Guardian)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Principal)

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**DFL School Rules**

**Silence, whispering and normal talking:**

**Know when, know where, know why.**

(This means you are silent when the teacher is talking to the class or another adult or when he/she leaves the classroom.

Pupils put up their hand when they wish to speak and wait until they are asked).

**Move slowly and calmly in school—that’s the rule!**

(Children to walk in an ordered line when moving throughout the school. No rambling around the classroom. No running anywhere inside the school).

**Be on time, get in line**.

All homework to be attempted and in on time. Full uniform to be worn at all times. Do not be late.)

**Show respect and earn respect.**

(“Sir”, “Miss”, “Mrs”, when addressing an adult. Be polite and mannerly. Treat others as you would wish them to treat you.)

**Be nice, be kind, be sharing, be caring.**

(No bullying. Do not take things that do not belong to you.

Share and take turns).

**Code of Discipline**

**The aim of our Code of Discipline is to:**

· Promote the efficient operation of the school.

· Foster and encourage respect, obedience and courtesy throughout the school.

· Lead the children towards good behaviour patterns, based on consideration and tolerance of all.

· Nurture a happy Christian ethos in the school.

· Create an ordered and orderly environment.

· Enable each child to live a full and happy life as a child.

**Principles of the Policy on Discipline**

Scoil Phroinsiais Naofa is under the Patronage of the Diocese of Meath and its characteristic spirit is a reflection of the ethos of the Church, incorporating a balance of faith and culture.

We at Scoil Phroinsiais Naofa aim to provide a safe, caring, happy and disciplined environment, where children’s self-esteem, self-confidence, initiative and innovation can be nurtured within an atmosphere of mutual respect and appreciation. Our School’s Code of Discipline plays a vital part in developing this ethos within the school.

Our children’s chances of success and happiness in life, here and hereafter, depend considerably upon their ability to make responsible choices. To assist in fostering maturity in our pupils, a whole-school approach to discipline is necessary.

The policy is based on the principles of consideration and respect for self, each other, the school and its environment. A central concept is the basic fact that no child HAS to misbehave. When anyone does misbehave, then he or she is making a positive choice to do so. Children can always choose to “behave”.

Self-discipline is encouraged by ensuring the children are trained in good behaviour patterns, based on respect, consideration and tolerance towards all. This enables them to feel secure and make progress in all aspects of their development.

The school recognises the variety of differences that exist between children and the need to tolerate these differences. Every effort will be made to ensure that the Code of Discipline is implemented in a reasonable, fair and consistent manner. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of cooperation among staff and between staff, parents and pupils.

While every effort will be made to encourage and praise good behaviour, it is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. Any behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

**Parents are asked to:**

• Support the school of Code of Discipline and Anti-Bullying Code and encourage children to do so too.

• Support the school authorities and staff, who work in the best interest of the children in their care.

• Follow up requests for parent/teacher meetings and keep such appointments.

• Ensure that their children come to school on time, refreshed, correctly dressed and equipped/prepared for the day and ready to start work.

• Phone the school on the morning of their child being absent from school and send in a written letter with the child explaining their absence once they return.

• Supervise homework and ensure homework notebook is signed nightly.

• Ensure their child/children complete homework assignments to the best of the pupil’s ability.

• Parents are strongly advised to take an active interest in their child’s homework and are asked to sign the homework journal each night (to ensure that homework assignments are completed.)

• Ensure the school is kept up to date with new phone numbers, new addresses, medical conditions, changes in family circumstances which may affect child’s learning/behaviour, custody situations.

• Ensure that children have written permission to bring required medicines to school, in line with our Health and Safety Policy — Administration of Medicines.

• Ensure that their child knows how he is going home, who is collecting them and that they are collected promptly at either 2 pm or 3 pm.

• Ensure that their child has a sensible, nutritious lunch, with adequate drinks for the day in accordance with our Health Eating Policy. Parents should also ensure that their child comes to school having eaten a proper breakfast.

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 wisely.

Our Code of Discipline has three main elements:

**Rules:**

Pupils are presented with:

A set of general school rules (in their journal).

A set of classroom rules.

**Rewards:**

In order to encourage pupils to choose to follow these rules, a system of rewards is in place.

**Behaviour Checks :**

Pupils who choose to break the rules will have automatically chosen one of a list of consequences/sanctions.

The response to this is that while the misbehaviour may appear to be of a trivial nature, it is the cumulative effect of such breaches of the rules that is important and not the offence itself. The support and cooperation of parents plays a vital role in the effective implementation of our Code of Discipline.

**PE & Activities**

Boys are encouraged to participate in all school games and activities. This promotes awareness of their health and an interest in a future, perhaps life-long, leisure activity. P.E. also helps improve concentration within the classroom. Where children wish to be excused from PE for health reasons they should bring a note from parents.

**Hygiene**

A high standard of hygiene is expected. In the case of a head lice infestation, chicken pox or any other infectious illness, the Principal and class teacher must be informed and if necessary the Department of Health guidelines in dealing with them sent to each child in that class. Out of consideration to other pupils, parents are asked not to send their child to school if they are infected. Clean towels, soap and water are freely available in all classrooms and cloakrooms.

**Green Flag**

The school must be kept tidy and free from litter, which is also part of the requirements to maintain our Green Flag status. Bins are provided in the classrooms and are emptied daily.

The wheelie bins in the hallways are emptied weekly. Children are encouraged to keep the school litter free. Any litter brought in the lunchbox must be taken home again.

We encourage recycling and two main bins are provided on the school premises. One red bin which takes recycled cardboard and plastics and paper. A black bin which is used for general waste.

All paper is either shredded for recycling or if possible re-used. The practice of using both sides of the paper is encouraged.

A compost bin is also available for organic matter i.e. apple cores etc.

**Dress Standards :**

• Children should come sensibly dressed for all aspects of school life, including

PE and art.

• **Children must bring a warm coat or rain coat to school.**

• For PE children should wear runners.

• Pupils are not allowed to wear jewellery (a watch is acceptable)

• Extreme hairstyles are not permitted.

• Make sure your child is as independent as possible and can do things like

tie their shoelaces, zip up their coat etc

**Use of School Telephone**

Parents are asked not to make telephone calls to teachers or pupils during class times - to keep disruptions down to a minimum. The school secretary is available Monday to Friday between 9.30 - 3 pm. After 3 pm and before 9.30 am the answer machine will be switched on and a message can be left if required.

Mobile phones are not allowed at school. While your child is at school they are in our care and we see no requirement for a mobile phone during this time.

**Holidays**

A list of holidays is drawn up in conjunction with the Girls National School at the end of each school year. The school year is now standardised by the Department of Education. We are allowed some flexibility with a small number of days.

However, our holiday timetable has to be decided in conjunction with Bus Eireann who provides the school buses. A sheet, setting out the days of the holidays for the school year is sent to each home in June. If there are any other unforeseen closures, curriculum days or planning days parents are notified by letter as soon as possible.

**Books and Extra Curricular Activities**

Pupils will be given book lists at the end of the summer term. We are very conscious of the cost of schoolbooks and are currently providing a rental scheme for readers and other textbooks where possible. Children are requested to pay a rental fee per year for use of these books which must be returned at the end of each year. In addition to these books children are asked to buy certain books as outlined on the booklist and to provide copies and stationery supplies.

Children are encouraged to read extra books. Each classroom has its own library and extra library books are purchased annually with school funds. A Book Fair is held every year, usually in May and a percentage of the sales from this is used to purchase books for the school.

Over the school year, during school time, hurling and football training take place for all the senior classes. Rugby and basketball tournaments are also arranged and children are encouraged to take part in community games, local competitions etc. We have various visitors to the school during the year.

**CLASS RULES**

**Do what you are told please**

**Listen when others are speaking**

**Accept correction when corrected**

**Always try your best**

**PLAYGROUND RULES**

**Do what you are told please**

**Play nicely and kindly**

**Touch no one**

**Speak kindly and let everyone join in**