St. Francis B.N.S

Code of Behaviour 2026

Code of Behaviour

The aim of our Code of Behaviour 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 our Code of Behaviour:

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.

School Rules

1. Classes commence at 9.20 a.m. each morning and end at 3.00 p.m. each evening. Supervision in the yard is provided from 9:10 a.m. each morning

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. Parents will be kept informed of their child's behaviour.
(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 a student hurts another student or uses inappropriate language towards a member of staff, he will be sent home.
(f) 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.
(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.

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

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.

Children with Special Needs

All children are required to comply with the code of behaviour. However the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or principal will work closely with home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

Homework:
It is the policy of the school to assign homework on a regular basis. Parents are strongly advised to take an active interest in their child's homework and to sign their homework journal each night (ensuring that it is done).

Strategies':

1. **Praise may be given by means of any one of the following;**
   - A quiet word or gesture to show approval
   - A comment in a pupil's exercise book
   - A visit to another member of staff or to the Principal for commendation.
   - A word of praise in front of a group or class
   - A system of merit marks
   - Delegating some special responsibility or privilege
   - A mention to parent, written or verbal communication

2. **Disapproval of unacceptable behaviour will be dealt with as follows;**
(The nature of the behaviour will determine the strategy)

   - Reasoning with pupils
   - Reprimand (including advice on how to improve)
   - Prescribing extra work

- Communication with Parents
- Temporary separation from peers and/or loss of privileges.
- Referral to Principal/Deputy-Principal
- Note to parents
- Take note of
- Suspension/expulsion/ shorter day (in accordance with Rule 130 of the Rules for National Schools as amended by circular 7/88).

Procedures:
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, as follows;

1. Examples of minor misdemeanours:

Interrupting class work/arriving late for school/running in the school building/talking in the class line/leaving assigned seat without permission at lunch time / placing unfinished food/drink cartons in class bin/leaving litter around the school/not wearing the correct school uniform/being discourteous/unmannerly/not completing homework without good reason/not having homework signed by a parent/endangering self/fellow pupils in the school yard at break time.

1.1. Examples of steps to be taken by teachers when dealing with minor misdemeanours:

- Verbal reprimand/reasoning with the pupil
- Noting instance of yard misbehaviour in yard book

1.2. Examples of steps to be taken when dealing with regular occurrences of minor misdemeanours

Phase 1 (within the classroom):

- Write story of what happened **Or** one copy of school rules **Or** relevant rule to upper limit of 20 times—all to be signed by parent
- Note in homework journal to be signed by parent/temporary separation from peers
- Sending to another teacher/denial of participation in some class activity
- Warning to pupils whose name appears in yard book more than three times
- Note to parents concerning further misbehaviour in yard (Misbehaviour in yard consists of any action that puts the safety of self/other pupil at risk)

Phase 2:

- Send to the Deputy Principal
- Send to the Principal
- Class teacher meets one/both parents
- Principal/Deputy Principal meets with one/both parents concerning yard behaviour

2. Examples of serious misdemeanours:

Constantly disruptive in class/telling lies/stealing/damaging other pupil's property
Bullying/back answering a teacher/frequenting school premises after school hours without appropriate permission/leaving school premises during school day without appropriate permission/Not working to full potential/using unacceptable language/bringing weapons to school/deliberately injuring a fellow pupil

2.1 Examples of steps to be taken when dealing with serious misdemeanours;

- Send to the Deputy Principal
- Send to the Principal
- Principal sends note in Journal to be signed by parent
- Principal meets with one/both parents
- Chairperson of Board Of Management is informed and parents requested to meet with the Chairperson and Principal

2.2 Examples of Gross Misdemeanours
Setting fire to school property/deliberately leaving taps/fire hose turned on/aggressive, threatening or violent behaviour towards a teacher/pupil

2.3 Examples of steps to be taken when dealing with gross misdemeanours;

- Chairperson/Principal to sanction immediate suspension pending discussion with parents
- Expulsion will be considered in an extreme case in accordance with Rule 130 (6) *"No pupil can be struck off the rolls for breaches of discipline without prior consent of patron and until alternative arrangements are made for enrolment of pupil at another suitable school in the locality".*

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps.

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 Policy on Bullying:
Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Indications of Bullying / Behaviour:

- Anxiety about travelling to/from school
- Unwillingness to go to school
- Deterioration in educational performance
- Pattern of physical illnesses
- Unexplained changes in either mood/behaviour
- Visible signs of anxiety/distress
- Possessions missing
- Increased requests for money
- Unexplained bruising
- Reluctance and/or refusal to say what is troubling him

Procedures for noting and reporting incidents:

- All reports of bullying should be noted, investigated and dealt with by the class teacher so that pupils will gain confidence in telling. A special incident book will be kept in the office for this purpose only
- Serious cases should be referred immediately to the Deputy Principal and then to the Principal
- Parents should be informed by the Deputy Principal/Principal earlier rather than later
- Parents must be informed of the appropriate person to whom they can make their enquiries regarding bullying
- Pupils must understand that reporting is not 'telling tales'
- Individual teachers should record and take appropriate measures in accordance with policy
- Non-teaching staff should be encouraged to report incidents. Discretion is important

Procedures for investigating and dealing with bullying:

- Calm, unemotional problem-solving approach
- Incidents best investigated outside the classroom situation
- Teacher should speak separately to the pupils involved
- Answers should be sought to questions of What, Where, When, Who and Why
- Members of a gang should be met individually and as a group
- Meet parents of parties involved

Programme for work with pupils:
Learning strategies should allow for the enhancement of each pupil's self-worth – Cf. Stay Safe Lessons

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.

Conclusion :

The essence of our code of discipline is valuing people and encouraging them to accept responsibility for their own behaviour and to develop self-discipline.

Review :

This Policy will be reviewed in _____.

Ratification :

This Policy was ratified by a member of the school Board of Management on _____.

Signed : _____(Chairperson of B.O.M.)

- Communication with Parents
- Temporary separation from peers and/or loss of privileges.
- Referral to Principal/Deputy-Principal
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Review :

This Policy will be reviewed in ___ June 2027

Ratification :

This Policy was ratified by a member of the school Board of Management on 23rd June '26

Signed : _____ (Chairperson of B.O.M.)