

Code of Good Behaviour

St. Mary's College Junior School, Code of Behaviour, is the work of the board of Management in consultation with the staff, Principal and the Parents' Association. This was reviewed in December 2009 due to the publication of the recent guidelines by the National Educational Welfare Board.

In order to function effectively any group of people must have a certain level of shared understandings, expectations and beliefs. The overall emphasis of this code of behaviour is to ensure that the individuality of each child is accommodated, while acknowledging the right of each child to education in a nurturing environment.

Relationships between teachers and students influence behaviour in school. Our Code of Behaviour should foster relationships of trust between students and teachers. Adults have more responsibility than students for building these relationships.

The standards set are simple and designed for both person and property. It produces an atmosphere for staff and pupils that is conducive to good teaching, effective learning, enlightened self-control and emphasis on consideration for others. The support of parents is essential for attaining these standards.

The system of rules, rewards, and sanctions must be implemented in a fair and consistent manner. The aim is to promote an ethos which encourages children to discuss incidents of bullying and feel safe in doing so.

The educational needs of a student whose behaviour is challenging will be balanced with the educational needs of other students in the school.

The principles of fairness must inform our policies.

These rules apply to all situations where the pupils are the responsibility of the school, e.g. school outings, sport after school.

General Behaviour

- Class begins at 8.45 a.m. Punctuality is necessary at all times. School opens at 7.45 and the boys are supervised and children may not enter the school premises before this time.
- Classes are dismissed at 2.45p.m.
- The school bears no responsibility for children on the premises outside of acknowledged supervised hours.
- All visitors to the school must report to the Secretary's office.

- Parents wishing to meet the Principal or Class Teacher should make an appointment in advance through the school secretary. (Parents are encouraged to come and talk to teachers if their child is experiencing any problems.)

The Academic Calendar is circulated to parents early in the school year. Parents are reminded to respect the integrity of the academic year and to note the mid-term and end of term closures when planning family holidays. It is inadvisable for students to miss school. The school requests advance notification in writing should holidays take place outside of these times.

- Signed notes from the parent/guardian should be given to the class teacher in the following circumstances:



If a child has to leave during school hours

Following absence from school. This is required under the Education Welfare Act.

(When a child is absent for 20 days the school is obliged to inform the NEWB.)

Parents will be informed of this in writing.

The school Principal/Teacher should be informed in writing, on the day of the child's return to class, with the reason for the absence.

If a child gets sick in school parents will be informed. It is important that parents have their phones **switched on at all times** or provide an emergency number.

If a child is late for school

If homework is not complete

If full uniform is not worn

Phones

Mobile phones must remain switched off while in school. Mobile phones turned on in school will be confiscated and returned only to parents. **Camera phones and similar technology are absolutely prohibited.** The school will check, on a regular basis, that non-camera phones are available.

Uniform

Boys are encouraged to be neat and tidy in their personal appearance and to take pride in their school uniform

The uniform comprises grey trousers, grey shirt, grey jumper with distinctive blue and white stripe and school crest, navy tie with school crest, and black shoes. Official school uniform is available through Uniformity, Sandyford or in school. A formal letter will be sent home if a child is consistently not wearing the correct uniform.

School tracksuit, white polo tee-shirt with school crest or plain white tee-shirt and runners must be worn on P.E. days.

All clothing must be clearly marked with the child's name.

Lunches

- Nutritious lunches are recommended – popcorn, crisps, chewing gum, sweets, chocolate and fizzy drinks are not allowed. Lunches are eaten in the classroom. Food is not allowed in the yard.
- Plastic bottles should be used for drinks – glass bottles are not allowed.
- All uneaten food to be taken home.
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Homework

- Homework is a useful means of:
 - ❑ Reinforcing the learning done in school
 - ❑ Developing a sense of responsibility
 - ❑ Developing the habit of study at home
 - ❑ Involving parents in their children's studies
- Parents are requested to ensure that homework is monitored to ensure that it is completed to the highest possible standard.
- If a pupil's homework is not completed over a period of time the school staff will contact the parents/guardians to discuss the matter
- .Oral work is a very important part of homework and should be done with parents.
- As a general guideline the recommended time to be spent on homework for each year group is approximately as follows:

25 minutes for Form 2/2

35 minutes for form 3/3

40 -50 minutes for form4/4

50 - 60 minutes for Form 5/5

One hour – one hour /thirty for form 6/6

If a child is having difficulty with homework parents should get in touch with the teacher.

Safety

The school places strong emphasis on safety. The boys are encouraged to play games such as football and basketball during play-time. Rough play is not allowed. Bullying is actively discouraged. Boys should feel secure in reporting any bullying incident. (See anti-bullying policy).

The following regulations apply:

- Running within the school building is prohibited.
- Pupil's enter/exit classes through the designated door and play in designated yards. If a ball enters another yard it should be handed back.
- If a pupil falls or is injured during the school day first-aid is administered by a designated staff member. This generally involves washing with warm water and applying a plaster. If your child is allergic to any of these materials please advise the class teacher.
- Children are made aware of where exactly is out of bounds. Failure to obey will result in suspension from the school yard.
- In the case of serious accidents, parents/guardians will be contacted by phone. Please ensure that an emergency telephone number is on record at the school office, to be updated each year.
- We keep an account of all reported accidents.
- If a pupil becomes ill at school, parents/guardians will be contacted. **Consideration should be given to the health of other pupils by not sending pupils to school if they are ill.**
- If a pupil is on medication the Class Teacher should be notified. No tablets or medicine will be administered by any member of staff to a pupil.

In keeping with this emphasis on safety, Fire Drill is performed regularly by staff and pupils and an account is kept of all reported accidents.

Aims of the Code of Behaviour

- To allow the school to function in an orderly and harmonious way
- To enhance the learning environment where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences.
- To ensure the safety and well being of all members of the school community
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner
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Unacceptable behaviour is identified as:
a lack of respect for other children, school staff or school property.

Serious Misbehaviour is identified as continuous disruptive behaviour, disrespect to teachers, behaviour which risks the child's own safety or that of others, the use of bad language, disobedience, insolence, theft, bullying, fighting or damaging school property. When a child is not amenable to school authority
Behaviour which adversely affects the education of other pupils

Minor Misdemeanours are identified as: name calling, pushing or pulling and when a child has an adverse influence on the conduct of other pupils.

Breaches of discipline, such as those outlined above, are recorded in an incident book. The support of parents is expected when a pupil is disciplined following behaviour which is unacceptable to the school authorities.

Strategies to be utilised in dealing with unacceptable and or serious behaviour (cf. CPSMA Guidelines, Appendix 55):

Reasoning with the pupil

Reprimand (including advice on how to improve)

Temporary separation from peers, friends or others (in the interest of good classroom management)

Loss of privileges

Detention during school break if the misbehaviour is affecting others, prescribing additional work at this time

Referral to the Principal Teacher or Assistant Principal

Communication with parents

Detention after school when parents have been notified

Suspension by Principal for serious breaches of discipline

Expulsion by the B.O.M.

A programme of intervention and support will be implemented for those with on-going challenging behaviour.

Anti-Bullying Policy

Bullying is defined as repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. It includes deliberate exclusion, cyber bullying and identity based bullying such as: homophobic bullying, racist bullying, bullying of those with disabilities or special educational needs and members of the travelling community. This may include:

Verbal – name-calling,

Ridicule

Sneering

Bad language

Psychological bullying e.g. intimidation, isolation, exclusion, e-bullying, text bullying

Physical bullying e.g. – hitting, kicking, punching, spitting, theft

St. Mary's College aims to build a caring Christian community which recognises the dignity of each person in the school. St. Mary's College also:

Endeavours to ensure that the dignity of each person within St. Mary's College is honoured and respected;

Endeavours to encourage, foster and support a positive anti bullying ethos which aims to create an environment where:-

Each child has the right to feel safe and secure within St. Mary's College.

Each child has, where reasonably achievable, the right to feel safe and secure while travelling to and from St. Mary's College and while attending at or travelling to and from activities associated with St. Mary's College.

Intervention and support

Each class teacher has his/her own classroom management plan with a reward system within that plan. Agreement and consistency, among staff, is important in promoting good behaviour. This plan will include a set of rules as agreed between teacher and pupils at the beginning of the school year e.g.

The use of sticker charts (age appropriate) for particularly disruptive students.

Yard games/activities may be used to promote the understanding and effect of bad behaviour.

The Social skills programme as part of S.P.H.E. is implemented in each year group.

Students are referred to a member of the Pastoral care team for support/advice, be they victim or perpetrator. Each has the right to support and guidance.

Good behaviour is acknowledged and commended so that it becomes habit forming.

The Principal operates a reward system within the office with a Star chart. Any child may receive this award for behaviour outside the classroom and may be awarded a star by any teacher except his own. The class with the most stars is rewarded at the end of the school year.

The Staff at St. Mary's College Junior School are also aware of the factors that affect behaviour.

These may include external and interpersonal factors. If these factors are identified we also believe that it is possible to assist pupils to modify their behaviour.

Teachers should take special care in ensuring that those students with special needs have a full understanding of the purpose of any sanction and the reason why their behaviour is unacceptable. E.g.

Taking extra time to explain to the child and his parent/guardian what is appropriate behaviour.

Suspension

A child will be suspended for serious misbehaviour at the principal's discretion. Parents will be informed by phone and letter and will be invited to visit with the Principal to discuss the matter.

The days for detention or suspension will be decided by the Principal and reported to the Board of Management.

This will usually be immediate in order to have the required effect.

Expulsion

This will take place, in consultation with the Board of Management, when there has been consistently bad behaviour contravening the code of Behaviour and where detentions and suspensions, positive reinforcement and meetings with teachers, parents and the Principal have had little or no effect.

Parents

If a parent has any concerns regarding bullying, the school strongly encourages reporting to the class teacher/Principal, making an appointment first.

1.

Listen to what your child has to say.

Get all the details, who, what, when and where

Be aware of signs that may indicate that your child is being bullied, anxious, school work deteriorating or has unexplained bruising.

The anti-bullying policy will be issued to all parents with the book list and school details before the beginning of the new school year.

A record of any complaint from parents will be kept in the office.

Educational Programmes are implemented to allow for the enhancement of each pupil's self-worth and to develop pupils' skills to deal with bullying behaviour.

Procedures for investigating and dealing with bullying

Teacher will talk separately to the pupils involved

Answers will be sought to questions of What, Where, When, Who and Why

Members of a group will be met individually and as a group

Parents will be asked when appropriate to come and meet the Teacher/Principal.

A written account of any reported bullying incident will be kept on file in the office

Procedures for Noting and Reporting Incidents:

Reports of bullying will be noted, investigated and dealt with by the class teacher. Individual teachers will record and take appropriate measures in accordance with procedures as outlined below. A special incident book will be kept in the office for this purpose only.

Cases will be referred to the Principal as appropriate.

Parents of the children involved may be notified by the Principal in appropriate circumstances and invited to discuss the matter.

The strategies for dealing with unacceptable behaviour will be employed if pupils are found to be in breach of the anti bullying policy.

Educational Programmes are implemented to allow for the enhancement of each pupil's self-worth and to develop children's skills to deal with bullying behaviour. The three important rules to help children in the event of their being bullied are:

1. **SAY NO**
2. **MOVE AWAY**
3. **TELL A TRUSTED ADULT**

Posters will be displayed around the school.

If pupils are aware of others being bullied they should inform a member of staff.

Promoting Friendship

Our assemblies and S.P.H.E. programmes must include awareness of bullying as unacceptable behaviour with an emphasis on mutual respect and co-operation. (**We are all different but equal!**) Showing respect to all e.g.

Friendship Week - to include team work, art work, shared reading, posters etc.

Building self-esteem, through rewards for effort and improvement, positive expectations

Positive behaviour is acknowledged and rewarded

Using the curriculum to positively influence pupils' attitude, e.g. creative writing

This programme may be continued on a class basis, including work with victims, bullies and their peers. The school is very aware that there are two people needing care in any bullying scenario, the bully and the victim.

Sometimes it may be helpful if parents contact each other and in less serious cases it may be helpful if the boys concerned are asked to talk out their problems and report back to the Teacher/Principal.

Parents are required to co-operate with and support the school's Code of Behaviour as well as all other policies.

Amendments: September 2017

Margaret Campbell Chairperson B.O.M.

Mary O'Donnell Principal/Secretary B.O.M.