

**Mother of Divine Grace School**

**Ferndale Avenue**

**Ballygall**

**Dublin 11**

**Code of Behaviour**

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# Introduction

Mother of Divine Grace is a Catholic school and the ethos of the school shall reflect Catholic teaching and Catholic values.

## Aims of Primary Education in Mother of Divine Grace:

The aims of primary education in Mother of Divine Grace may be briefly stated as follows:

1. To enable the child to live a full life as a child.
2. To equip him/her to avail him/herself of further education so that he/she may go on to live a full and useful life as an adult in society.

As a school community committed to the realisation of these goals, our aim is to create a happy, secure environment for our pupils in which there is a sense of good order and a reasonable approach to discipline. This is done by having guidelines to direct behaviour for the good of all.

These guidelines constitute the school’s ***Code of Behaviour.***

**The aims of the Code of Behaviour are**:

* To help create a positive learning environment in which every pupil can benefit from school.
* To help pupils to become more self-disciplined and to encourage good standards of behaviour.
* To care in a practical way for pupils, teachers, the school and its environment.

## The Code of Behaviour covers the following areas:

* **Behaviour in class**
* **Behaviour in the playground**
* **Behaviour in the school environment**
* **Use of electronic devices**
* **School uniform**
* **Attendance at school**
* **Homework**
* **Behaviour at all school activities.**

# Behaviour in Class

* Acceptable levels of behaviour will be expected of children. Courtesy and respect are basic to classroom behaviour. Disrespectful behaviour towards teachers, pupils or other members of staff e.g. defiance, cheek or insolence, will not be tolerated.
* Children will formally greet visitors to the room i.e. principal, inspector, chaplain.
* Pupils must respect the right of other pupils to learn. Any behaviour that interferes with this right e.g. constant disruption of the class or persistent distraction of others is considered unacceptable behaviour.
* In order that pupils benefit from the work in class, full cooperation is required from the pupils at all times. Pupils must make every effort to comply with instructions given by the teacher.
* Pupils must remain in their places when teacher is out of the room.
* Children are encouraged to be on time for the start of the school day.
* We ask pupils to leave mobile phones, music players, any other electronic media etc. at home. Mobile phones (where necessary) must be kept in bags, switched off. They are not permitted in the yard. They may not be used in the school environment (or without permission at out of school activities). The school cannot accept responsibility for loss, theft or damage to phones.
* Responsibility for keeping the classroom clean and tidy rests with pupils/teachers. (Ancillary staff will do a general clean each evening). Games and equipment, when borrowed must be put back.

##### **Classroom Rewards and Sanctions**

Class rules will be drawn up and reviewed regularly with pupil involvement.

**Rewards**

Individual teachers will apply their own systems e.g. stars, lucky dips, class dojos etc. These will be consistent with the school ethos.

***Minor misbehaviours***denote minor infringements of the acceptable behaviour in class as set out in Appendix A.

**Sanctions for Minor Misbehaviours**

* 1. Reasoning
	2. Reprimand
	3. Temporary separation in classroom
	4. Loss of privileges (age appropriate)
	5. Detailed record of pattern of misdemeanours to be kept by teacher
	6. Work collaboratively with parents / Home School visit, etc.

**Serious Misbehaviours** denote serious infringements of the acceptable behaviour in class e.g. serious defiance, aggressive language, aggressive behaviour towards staff, other pupils or property or bullying. Persistent minor misbehaviour will also be considered as serious misbehaviour.

**Sanctions for Serious Misbehaviours**

Keep record of serious misbehaviours

1. Inform/involve Principal
2. Temporary withdrawal from class
3. Lunch/break time detention under supervision of a staff member.
4. Formal meeting with parents /written contract.
5. Pupil placed on report ( see Appendix C).

If these measures fail the following steps will be taken:

1. Inform B.O.M.
2. Suspension (B.O.M Guidelines)
3. Expulsion

**Detention**: Pupil on detention will spend lunch/break period indoors under supervision of a designated teacher and will complete an appropriate learning activity. He/she will miss a playtime period on that day.

#### **Behaviour in the Playground**

1. Pupils must treat each other with respect.
2. Pupils may leave the playground only if:
	* + given permission by teacher on duty
		+ accompanied by an adult (juniors).
3. Walk or run carefully so as not to hurt others.
4. Report accidents/incidents to teacher on duty.
5. Wait in line until teacher collects them.

**The following behaviours are forbidden in the playground:**

* *Rough play – pulling, pushing, kicking.*
* *Dangerous play – physical fighting, wrestling, punching, climbing on roofs.*
* *Bullying – teasing, heckling, name-calling.*
* *Running in the area designated as “walking area”.*
* *Leaving the playground without permission.*

##### **Rewards**

1. Best class at lining up to be recorded on chart (daily).
2. Keep a record over a term.
3. Catch children being good- praise them.

**Sanctions**

* 1. Reasoning
	2. Reprimand
	3. Time – out circles in junior yard.
	4. Staying with teacher on duty (junior yard)
	5. Time – out area in senior yard
	6. Record in yard notebook
	7. Inform/involve class teacher
	8. Inform/involve Principal
	9. Inform/involve parents
	10. Suspension (temporary – B.O.M. Guidelines)

##### **Behaviour in School Environment**

1. Pupils must show respect for others when moving around the school.

2. Pupils walk quietly on stairs and corridors.

3. Use walkway at all times.

**The following are forbidden:**

* *Running, shouting, pushing on corridors.*
* *Running, jumping, pushing on the stairs or sliding down the banisters.*
* *Verbal taunting e.g. name-calling, cat calling.*
* *Running around or through the cars at the front of the school.*
* *Cycling on the walkway or on any part of the school grounds.*
* *Returning to the classroom when the class has been dismissed.*
* *Unauthorised use of mobile phones, or any electronic media device.*
* *Leaving the school or the school grounds without permission (for undue reasons) is considered to be a major breach of discipline.*
* *Leaving the teacher’s supervision without permission (for undue reasons) at extracurricular activities or any school based activities or school trips.*

### **Rewards**

* ‘Student of the Week’ at Assembly for Junior and Senior Level
* Principal’s Reward ( 2nd-6th classes)

###### **Sanctions**

See pages 3 and 4.

  **Sanctions for minor misuse of electronic media**

Child will be asked to turn off the electronic device and this will be supervised by a member of the school staff.

The device is confiscated and stored in a secure location in the school office. Parents are contacted and requested to collect the phone and reminded of the school rules in this regard.

  **Sanctions for serious misuse of electronic media**

The school reserves the right to report any illegal or offensive activities to the relevant authorities as per Child Protection guidelines, Anti- Bullying Policy, AUP and impose any other sanctions deemed necessary as per this policy.

##### **School Grounds**

Please note that trespassing on school grounds after school hours, at weekends, or during holiday periods, is strictly forbidden. All trespassing will be reported to the Gardaí.

**School Uniform**

The pupils at Mother of Divine Grace wear a school uniform and a note is required to excuse non-wearing of uniform. The uniform is as follows:

|  |  |
| --- | --- |
| **Girls:*** White shirt
* Navy pinafore, skirt or school trousers
* Navy jumper or cardigan with school crest
* Red tie
* Flat leather shoes
* Soft hair accessories
 | **Boys:*** White shirt
* Navy school trousers
* Navy jumper with school crest
* Red tie
* Flat leather shoes
 |

**P.E. Uniform**

* School tracksuit is navy with a school logo on tracksuit top in red.
* Non – slip runners (non- branded) with laces or straps firmly tied.
* Red polo shirt.

**Jewellery**

A minimum of jewellery is permitted

* stud ear-rings
* one ring

For Health and Safety reasons this must be removed for

* + PE classes
	+ After school games/activities

The following jewellery is not permitted:

* hooped or dangling ear-rings
* chains
* nose-rings or other jewellery that requires body-piercing

**N.B.** In the interest of Health and Safety we ask parents not to allow children to have body piercings done during term time. Children will be asked to remove all banned jewellery.

**Make-up:** Children are not permitted to wear make-up or false nails.

**Sanctions**

If children consistently fail to wear uniform the following steps will be taken:

* Talk to the child.
* Write a note to parents in homework diary/homework file to remind them of school policy.
* Parents will be sent for.
* If banned jewellery is worn children will be asked to remove same.

Attendance

* Pupils are required to be in regular attendance at school.
* Pupils are required to be punctual.
* School opens to receive pupils at 8.50 a.m. each morning.
* After a pupil has been absent a note from the parents or the teacher can be emailed so that it can be recorded on Aladdin.
* If a pupil has a prolonged absence due to serious illness or hospitalisation, then a doctor’s certificate must be submitted. Please note that the pupil will still be marked absent.
* When a pupil requests to leave school early (before 1.40 p.m. for infants and 2.40 p.m. for other classes) a note from the **parents** or an email communicated to teacher. The child must be collected and signed out by the parent / guardian.
* If the Principal is concerned about the attendance of a pupil and is dissatisfied with the reasons given for the absence or is concerned about the pattern of absences, then she is obliged under Section 21 of the Education Welfare Act to report such absences to the designated Educational Welfare Officer for the area.
* Further, under the Act a school is obliged to report to the NEWB (National Education Welfare Board) every time:
* a student has reached 20 days absence cumulatively
* a student’s name is to be removed from the school

 register for whatever reason

* a student has been suspended for six days or more

 cumulatively

* it decides to expel a student
* All schools must submit information about individual student’s absences five times a year on designated dates. A Standard Student Absence Report Form has to be filled in listing students who have absences of twenty days or more and the reasons why. This information submitted will help educational welfare staff to decide on the level of intervention required in each case.

Attendance Monitor: Under the School Completion Programme an attendance monitoring system will be put in place to monitor and support pupils (and their parents) who experience ongoing problems in this area. The children on the School Completion Target List will be contacted in the event of poor attendance.

Homework

It is the policy of the school to assign homework on a regular basis in all classes. Homework is written in a homework file or class diary.

Homework involves more than written work. It includes reading, memorisation, learning tables and spellings and doing research for projects. It also includes handling money (shopping), telling the time, using timetables, doing jigsaws etc. Generally formal homework is given on Monday, Tuesday, Wednesday and Thursday.

**Objectives**

The main objectives of giving homework are:

* to revise and consolidate classwork
* to encourage self-reliance and develop the habit of independent study
* to form the basis for future study
* to enable parents to monitor their child’s progress
* to encourage parents to become actively involved in their child’s education

**Guidelines**

* Turn off the television and generally create a suitable environment for homework.
* Have a regular, suitable time for homework.
* Ensure that your child is getting enough sleep.
* Supervise your child’s homework – it is more beneficial when you do.
* Parents are requested not to do homework for their child.
* If your child constantly experiences difficulties, please speak to his or her teacher.
* A note of explanation should be written for work not done.
* Always look at your child’s homework diary / homework file as it may contain correspondence from the teacher.
* No homework is given at weekends but all children are encouraged to read and in the senior classes to do research for projects.
* All homework should be done promptly, completely and neatly.
* Pupils should be encouraged to keep their copies and textbooks clean and neat.

**Target Times:**

The time taken to complete homework assignments will vary from class to class and from child to child. The following times should act as a guide:

* Infants – 15 minutes
* First / Second – 30 minutes
* Third / Fourth – 45 minutes
* Fifth / Sixth – 60 minutes

**Rewards**

Teachers will use a variety of incentives to encourage children to complete homework.

**Sanctions**

If children consistently fail to do homework the following steps will be taken:

1. The teacher will talk to the pupil.
2. A note will be written to parents in the child’s homework diary / homework file.
3. A meeting involving teacher, pupil and parents will be set up.

This code of behaviour was reviewed in October 2023,in consultation with the staff, the parents and the Board of management.

We use positive re-enforcement of good behaviour in our classrooms. Teachers use a variety of reward systems including group, individual and class behaviour charts and classroom dojo.

**SUSPENSION**

A single incident of serious misconduct can be grounds for instant suspension. In exceptional circumstances, the Principal in consultation with the Chairperson of the Board Of Management may consider an immediate suspension. The decision to suspend a student requires serious grounds such as that:

-the student’s behaviour has had a serious detrimental effect on the education of other pupils.

-the student’s continued presence in the school at this time constitutes a threat to safety.

-the student is responsible for serious damage to property

- the student has left the school/ school grounds without permission.

- the student has left the teacher’s supervision without permission at any school based activity.

Examples of above:

(Malicious defacement of School Property,

Deliberate and malicious verbal or physical/graphic/written/cyber assault on any member of school community, persistent bullying

persistent acts of aggression (overt and covert), persistent truancy, theft, threatening behaviour, running away from school)

This list is not exhaustive…

*What happens when a child breaks this code of behaviour?*

The teacher will:

* Reason with the child. Give advice on how to improve.
* Reprimand the child.
* Temporarily separate the child to another seating area within classroom or playground.
* For persistent bad behaviour children will be given - detention during break, with the child being given extra school work and under supervision.
* The teacher communicates with parents if misconduct persists.
* If the school interventions do not work then outside services will be called in to help the child with their problems.

In *cases of persistent or extreme bad behaviour, the following steps will be taken by the teachers:*

* An investigation of the facts.
* Communicate, in writing, the investigation to the parents who are invited to a meeting to respond. If still unresolved,
* Communicate the investigation’s findings and parent responses to the Board of Management (BOM).
* The Board may decide on temporary suspension of three days. The BOM, will communicate with parents. An appeals process may be provided by the Patron.
* In exceptional circumstances where the Principal considers that a period of suspension longer than 3 days is needed in order to achieve a particular objective, this will be referred to the Board of Management for consideration and approval giving the circumstances and the expected outcomes.
* The BOM has authorised the Principal(Oct 2023) to impose a suspension of up to 3 days in circumstances where a meeting cannot be convened in a timely fashion, subject to the guidance concerning such suspensions ( refer NEWB guidelines)
* The BOM shall review the use of suspension in the school regularly.

**Expulsion**

The BOM Of Mother of Divine Grace Primary School has the authority to expel a student. This measure would only be taken in extreme cases of unacceptable behaviour and after the school has taken all other significant steps to address the misbehaviour. The grounds for expulsion may be as outlined in the grounds for suspension but it is their degree of seriousness and persistence that will influence the decision.

There may be exceptional circumstances where the BOM forms the opinion that a student should be expelled for a first offence- These kinds of behaviour include(this list is not exhaustive):

* A serious threat of violence against another student or member of staff.
* Actual violence or physical assault.
* Supplying illegal drugs to other students in the school.
* Sexual assault.
* Serious breach of the Acceptable Use Policy.

( AUP) (such as unauthorized use of any electronic media device ,sending or accessing material that is illegal, obscene or defamatory)

The BOM shall review the use of expulsion in the school regularly.

The procedures in respect of suspension and expulsion prescribed under the Education Act 2000 and as detailed in

 “Developing a code of behavior – Guidelines for Schools”

( NEWB) will be followed at all times.

The school has a right to implement this Code of Behaviour in relation to all pupils including those with special needs. In view of our obligations under Health & Safety legislation and in our duty to provide an education for all our pupils the sanctions contained in this Code of Behaviour will apply to all our pupils.

This code of behaviour also applies to after school activities on/off the premises.

Policy Adopted by the Board on 3rd October 2023

And will be reviewed in the school year 2023

Signed :

Chairperson, Board of Management

Date:



***Respect***



***Respect***

***Respect***

***Respect***

**Respect**