



**SCOIL  
MHUIRE  
LOURDES**

## **School Policy on Behaviour Management**

### **1. Introduction**

To create a happy positive learning environment which promotes contentment, motivation and achievement, it is necessary that certain guidelines and procedures be set down for children, parents and teachers. Hence the necessity for a code of behaviour. Our code of Behaviour Management is not simply a list of rules nor is it merely a list of sanctions. It is a code through which we try to accommodate the individuality of each child while acknowledging the right of all children to education in a relatively disruption-free environment. Our school code is integrated with our root beliefs which place a greater emphasis on rewards and understanding rather than sanctions or punishments. The idea is that pupils will acquire self-discipline and will strive to model exemplary behaviour for their peers.

### **2. Our root beliefs**

**Inclusion:** *We are equal, we belong, we are safe.*

**Growth:** *Loving relationships help us to learn.*

**Rejoice:** *We celebrate each other.*

**Inspire:** *Creativity is nurtured.*

**Faith:** *The Spirit is our strength.*

There are times when it may be necessary to impose sanctions in order to maintain good order and to discourage repeated instances of misbehaviour. In this important matter of discipline, we ask that all parents give us their support as the code has been drawn up for the well-being of all pupils and of the school in general. Let us all work together for the benefit of your children.

### **3. General Rules:**

#### *3.1 Children:*

1. Each child must treat all school staff and other pupils with respect.
2. School staff must treat all children with respect and they must always treat them fairly.
3. Each child must respect school buildings, property, equipment, books etc.
4. Pupils are to attend school punctually at 9.10 a.m.
5. Chewing gum, glass bottles, cans and crisp bags are forbidden.
6. All lunchbox waste is to be brought home each day and be disposed of.
7. During the course of the day children are expected to apply themselves with diligence and to the best of their ability.
8. Children moving about the school must do so in an orderly fashion - no running allowed. Pupils using the main stairs must stay on the left hand side at all times. If a class is already on the corridor, other classes must wait until they have passed. Once a class has gone out to break/lunch a pupil must not come back to the classroom.

9. In the playground children must stay within the defined areas. Permission must be got from teacher on duty before going inside for any reason. When the bell rings, freeze, then walk to line.
10. When the bell rings, the children must walk to their line.
11. No pupil is permitted to leave the school grounds/building without permission.
12. For safety reasons pens, pencils, markers are not allowed in the playground.
13. Pupils are not permitted to use mobile phones in school. Electronic devices may be used under the instruction and supervision of the teacher only.
14. The school is a no smoking area.

### 3.2 Parents/ Guardians:

1. Parents/guardians are expected to monitor and check children's homework and ensure that it is properly presented.
2. Notes from parents are required
  - (a) following any absence from school.
  - (b) in the event of a parent wishing his/her child to leave school during school hours (child must be collected inside at reception and 'signed out' by an adult over the age of 16 years)
  - (c) only in exceptional circumstances, if a parent wishes his/her child to remain indoors during break and the reason for same. This will be dealt with on a case by case basis to ensure the safety of the child.
  - (d) if a child is being collected by someone other than a nominated adult, the school must be notified before this takes place by a note or phone call to the school.
3. To avoid disruption of class we ask parents that all parents report to reception. If you wish to visit your child's teacher, you are kindly requested to make an appointment beforehand so as to ensure class will be supervised in the teacher's absence.
4. Children are not allowed to accept calls on the school phone but messages from parents will be passed on.
5. Uniform and P.E. Gear: Bottle green pinafore, jumper/cardigan  
White/green socks/tights  
Plain grey trousers  
P.E. Navy track-suit with school crest

Safe comfortable black footwear must be worn at all times - laces must always be tied.

For reasons of hygiene we urge parents to keep children's' hair tied back while in school.

6. We ask parents to ensure that all children's property and belongings are clearly marked and easily identifiable.
7. No adult is allowed to approach any child or teacher in a threatening or abusive manner. If a parent has a grievance re. a pupil in the school, this parent must discuss the matter with class teacher or principal as per grievance procedures.
8. Children are to be collected from behind the fences at 1.50p.m. and at gate at 2.50pm  
*Please do not wait on corridor inside the school as this causes disruption and is a safety hazard.*

*Please note: If you have any difficulties in relation to homework, reprimands or any other rule please feel free to make an appointment with the teacher/principal to discuss the matter.*

#### **4. Rewards for Good Behaviour:**

The pupils are generally very well behaved and rewarding good behaviour is an important part of our code of discipline. One or more of the following strategies may be utilised to reward good behaviour.

- ✓ Praise and verbal encouragement
- ✓ Note in pupil's notebook to convey messages of approval from teachers.
- ✓ Bonus time - pupil choose activity.
- ✓ Homework - passes/tokens  
reduction/cancellation
- ✓ Stars \*
- ✓ Certificates – Student of the month - Assembly
- ✓ Whole-class treat e.g. dvd/computer time etc.
- ✓ Extra responsibility e.g. jobs, messages etc.
- ✓ Prizes/Treats
- ✓ Principal informed by pupil or teacher
- ✓ Points system
- ✓ Stickers.
- ✓ Display work

*\*\*Individual rewards charts may be used in the event that a child is being monitored for behavioural reasons, with the aim to promote positive reinforcement.*

#### **5. Sanctions:**

One or more of the following strategies may be used to show disapproval of unacceptable behaviour.

- The pupil is made aware of the fact that her behaviour is unacceptable.
- The child may receive a verbal reprimand from the teacher.
- The teacher may discuss misbehaviour with the pupil and reason with her.
- The seating arrangement in class may be changed.
- A child may be temporarily separated from the class group.
- Incomplete homework may have to be completed.
- Badly presented homework may have to be redone.
- Additional homework may be prescribed.
- A pupil may be referred to the principal.
- A note/comment may be written on child's notebook to be signed by parents.
- A pupil may be asked to write about her inappropriate behaviour to be signed by herself, class teacher and parents.

#### **5 Procedure for Behavioural Problems:**

When a behavioural problem arises the following procedure is followed.

- 1) Class teacher/supervising teacher deals with it and may impose a sanction. This usually solves the problem.
- 2) If the problem is not solved the class teacher shall consult principal and/or parents with a view to helping the child overcome the difficulty.
- 3) If the problem persists or in the case of serious misbehaviour it may be necessary to have ongoing discussions between parents, teacher and principal to monitor the situation - always with the objective of helping the child.

**6. Procedures relating to Suspension of Pupils/Withdrawal of Pupils from the classroom and Expulsion due to dangerous, serious and gross incidents of misbehaviour:**

- 1) A record will be kept in the school of all instances of alleged serious or gross misbehaviour by pupils as per Child Protection Policy- using the Aladdin System.
- 2) Parents/Guardians, will be invited firstly to meet with the class teacher to discuss the alleged instances as early as is possible.
- 3) If the situation does not improve or if it deteriorates further parents will be invited to meet with the Principal to discuss the alleged instances.
- 4) If the misbehaviour continues, the matter will be brought to the attention of the Board of Management.
- 5) A delegation from the Board (Principal and Chairperson) will meet with the Parents/Guardians. Invitation to this meeting will be sent to the Parents/Guardians in writing and a copy of the letter will be kept in school records.
- 6) The incidents of misbehaviour will be discussed at the meeting and possible resolutions will be discussed and put forward. Minutes of the meeting will be retained in school records. Depending on the nature of the incidents of misbehaviour and on the possible resolutions put forward the Chairperson can also decide to suspend the child for a specified period of time if he/she considers the child to be a danger to herself and/or if she is considered to be causing too much interference in the education of the other pupils in the class. The Chairperson may also recommend the intervention of an Outside Agency, e.g. Tusla (Education Welfare Officer)/School completion Coordinator/ Health Board/Child Care Manager/Psychologist/Psychiatrist/Social worker/Child and Family Clinic. In the case of extreme emergency, the Board will facilitate the parents in every manner possible in an effort to speed up the process of intervention by that which it considers to be the most appropriate agency.
- 7) Depending on the progress which the child is making and/or also depending on the report received from the Outside Agency and on the level of co-operation being received from the parents the Board may consider the possibility of allowing the child to come to school for part of the day, e.g. 9.10 a.m. – 12.45 p.m. A decision such as this will be made having discussed the matter fully with the parents/guardians and the class teacher. Child's behaviour will be monitored closely during this period of time and depending on how she interacts with the other children and how she behaves in general, will determine the period of time that such an arrangement will be in effect.
- 8) The Department of Education and Science, through the school's District/Divisional Inspector, will be kept informed of all proceedings.
- 9) If the B.O.M. decides to suspend a child for a period of time for continuous serious or gross incidents of misbehaviour, a written statement of the terms and the date of the termination of the suspension will be given to parents/guardians.
- 10) When the period of suspension ends the pupil will be re-admitted formally to the class.
- 11) In the case of further incidents of gross misbehaviour with the same child/children the B.O.M. will authorise the chairperson or Principal Teacher to sanction an immediate suspension pending a discussion of the matter with the parents/guardians.
- 12) Every effort will be made to have a child who is presenting as Emotionally Disturbed referred for Psychological/Psychiatric Assessment without delay. If diagnosis by a specialist determines this to be so, and if despite every possible effort made by the school staff and B.O.M. and that it still cannot meet the child's educational needs, the Board will decide that the child can no longer remain in the school and that a more suitable alternative educational establishment will have to be sought out for her. The Dept. of Education and Science and the parents will be informed in writing of the Board's decision.

- 13)** Expulsion may be considered in extreme cases of continuous gross misbehaviour which continually interfere with the education of the other pupils in the class, and where there is little or no co-operation from the parents of the offending child and particularly where they refuse to allow the intervention of an Outside Agency as already referred to in paragraph 6.
- 14)** Section 29 of the Education Act 1998 provides that a decision made by the Board of Management to permanently exclude a pupil from the school or in the case of the suspension of a pupil, where there is a cumulative period of in excess of 20 school days in any one school year, may be appealed by a Parent/Guardian to the General Secretary of the Dept. of Education and Science.

Signed: \_\_\_\_\_  
Chairperson of The Board of Management

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