



BELGROVE SENIOR GIRLS' SCHOOL CODE OF BEHAVIOUR

The Code of Behaviour of Belgrove Senior Girls' School was updated in September 2011 and again in 2015.

Behaviour and the School Ethos

In line with the characteristic spirit of Belgrove Senior Girls' School, we expect a high standard of behaviour from our pupils. This is achieved through the strong sense of community within the school and the high level of support and co-operation that exists among the staff and between staff, parents, Board of Management and the pupils themselves.

Aims:

The aims of the Code of Behaviour of Belgrove Senior Girls' School are

- To provide guidance for pupils, teachers and parents/guardians on behavioural expectations
- To enable teachers to teach without disruption
- To ensure an atmosphere of harmony in our School, where co-operation exists between pupils, teachers and parents/guardians
- To teach our pupils good behaviour patterns based on consideration, respect, courtesy, tolerance and forgiveness of others
- To help our pupils to understand the need and reason for rules of behaviour
- To promote a sense of responsibility with our pupils in terms of their own behaviour. Staff, Parents and the Board of Management also have responsibility for upholding the Code of Behaviour.
- To help our pupils to become aware of their individual importance as part of their class and as part of the whole school community.
- Individual good behaviour has a positive effect on that community, just as individual misbehaviour can have a negative effect on all.

Guidelines:

- Every effort is made by all members of the Teaching Staff to adopt a positive approach to the question of behaviour in the school. This Code of Behaviour offers a framework within which techniques of motivation and encouragement are utilised by the Teachers.
- In devising the Code the school recognises the variety of differences that exist between children and the need to accommodate these differences.
- As new children become familiar with the school, they are also made aware of the school's rules and procedures. The children become aware that rules are

intended to ensure the safety of all in the school community and that rules and procedures help to make the school a pleasant place to be.

- Each Teacher has their own Class Rules; pupils are involved in the discussions leading to the establishment and revision of the school and classroom rules. Good relationships between parents, teachers and pupils are highly valued.
- Each Teacher also has a copy of the school's "Rules and Safety Procedures for our Pupils", with which they familiarise the children. The Rules and Safety Procedures relate to behaviour in classroom, cloakrooms and bathrooms, around the school, in the yard, at home-time etc. It is expected that the new Second Classes, and other children new to the school, would also learn from the good example of more senior pupils.
- Praise and encouragement are used widely to encourage pupils in their endeavours. Positive feedback about good behaviour is given both verbally and visually, formally and informally.
- A copy of the Rules and Safety Procedures for our pupils is available on the school website www.belgroveseniorgirls.ie. The Rules and Safety Procedures are quite extensive, covering as they do all aspects of school life. It is not intended therefore to give the children such a daunting document. The School Principal and all Teaching Staff help reinforce its contents.

Expectation of high standards

Pupils:

- Pupils are expected to be punctual in their attendance
- Pupils are expected to wear correct uniform
- Pupils are expected to have all their books, copies etc. in good order.
- Pupils are expected to be well behaved and to show respect for each other, for the staff of the school and other adults, and for school property and the property of others
- Pupils are expected to do their best, to be attentive and diligent in class, to present work with care, and to co-operate with their teacher and with classmates
- Pupils are expected to be truthful
- Pupils are expected to obey the rules and safety procedures in the classroom, cloakroom and bathroom, in corridors, on stairs and elsewhere within the school and in the school yard
- The same good behaviour is expected during tours or outings and other out-of-school activities
- Pupils are expected not to threaten or physically hurt another person
- Pupils are expected not to engage in bullying behaviour as defined in the Anti-Bullying policy
- Pupils are expected not to engage in behaviour that disrupts learning or teaching

Parents/Guardians:

- Parents/Guardians are expected to ensure that children attend school regularly and punctually

- Parents/Guardians are expected to address staff and members of the school community in a respectful manner at all times
- Parents/Guardians are expected to demonstrate a sense of respect for all children, parents, staff and the wider school community
- Parents/Guardians are expected to ensure children demonstrate a sense of respect for school property and the property of others
- Parents/ Guardians are expected to be interested in, support and encourage their children's school work
- Parents/ Guardians are expected to be familiar with the Code of Behaviour and its implementation
- Parents/Guardians are expected to co-operate with teachers in instances where their child's behaviour is causing difficulty
- Parents/Guardians are expected to communicate with the school in relation to any problems which may affect their child's progress/behaviour
- Parents / Guardians are expected to support pupils and teachers when behaviour issues arise by working with them to overcome difficulties

Teachers/School Staff:

Each teacher has responsibility for the good behaviour of pupils within their own classroom. Teachers also have a common responsibility for the behaviour of all pupils within sight or sound of them around the school and for the correction of any instances of unacceptable behaviour.

Teachers and all other school staff are expected to model and teach a respectful, courteous, truthful, fair, kind, forgiving and helpful approach in their daily words and actions to the entire school community.

- Teachers are expected to create a safe and respectful working environment in their classroom
- Teachers are expected to address pupils in a respectful and professional manner at all times
- Teachers are expected to address staff and all other members of the school community in a respectful and professional manner at all times
- Teachers are expected to bring the school and classroom rules to the attention of pupils in age appropriate language at the start of each term and when necessary otherwise
- Teachers are expected to approach the management of behaviour in a manner consistent with procedures in the Code of Behaviour and the Anti-Bullying Policies
- Teachers are expected to offer extra support and guidance, as appropriate, to children who have learning difficulties or special education needs, to help them understand and to comply with rules and expectations
- Teachers are expected to inform the Principal of all incidents of serious misbehaviour, to ensure that the Principal can deal with the matter fairly and as quickly as possible
- Teachers are expected to record all instances of serious misbehaviour that occur in their classroom and to give a copy of this record to the Principal
- Teachers are expected to use the Social Personal and Health Education curriculum to address issues that arise during the school day

- Teachers are expected to revise the definitions of bullying, what pupils should do if they are bullied and the consequences of engaging in bullying behaviour issues during the year as part of the SPHE curriculum

Principal:

- The Principal is expected to create a safe and respectful working environment in the school
- The Principal is expected to address pupils in a respectful and professional manner at all times
- The Principal is expected to address staff and all other members of the school community in a respectful and professional manner at all times
- The Principal is expected to ensure that the Code of Behaviour is implemented in a fair and consistent manner
- The Principal is expected to arrange for a review of the Code as required
- The Principal is expected to file all incidents of misbehaviour that are recorded by the class teachers carefully
- The Principal is expected to file carefully all incidents of misbehaviour of a more serious nature, where the Principal and parents are working together to solve the behaviour problem

Board of Management:

- The Board of Management is expected to provide a comfortable and safe working environment within the school
- The Board of Management is expected to support the Principal and staff in implementing the Code
- The Board of Management is expected to review and ratify the Code of Behaviour on a regular and on-going basis

Rewarding Good Behaviour:

The pupils in this school are in general very well behaved and respond very well to requests for good behaviour at all times. The School Principal and Staff try to consistently and frequently acknowledge good behaviour with praise for a class, group or individual. Within class each teacher has their own system for rewarding good behaviour and promoting a positive atmosphere.

Sanctions:

Incidents of serious misbehaviour are not common in this school, however, as in all schools, sanctions are in place in the event of inappropriate behaviour. In all cases of unacceptable behaviour, it is the behaviour that is rejected, and not the child.

The following sanctions are indicated in documents ratified by the Dept. of Education & Science (DES) and the Catholic Primary School Managers' Association (CPSMA).

- Reasoning with/correction of the pupil - It is the behaviour that is condemned, not the child
- Pupil made to stand – for a short period only
- Withdrawal from a particular lesson

- Temporary separation from peers i.e. moving place/relocation to another class
- Prescribed additional work - preferably something practical and of learning value.
- Loss of privileges e.g. not allowed to do 'jobs', being kept in under supervision during 'small' break, or should the need arise not being allowed on a school outing/tour
- Communication with parents
 - Parents should always be made aware at an early stage of problems relating to their child's behaviour. Initial contact can be made through the child's Homework Journal, or by arranging an appointment.
- Referral to Principal
 - This can be at any stage when the Teacher feels it necessary to inform the School Principal of the child's misbehaviour. Incidents of serious misbehaviour should be brought to the attention of the Principal immediately.
- Letter of apology written by pupil, explaining misbehaviour and why it was wrong – signed by pupil and parent.
- Parents called to the school to discuss the child's behaviour with the Principal and/or Class Teacher.
- Referral to Board of Management
 - In the case of repetitive serious inappropriate behaviours or a single incident of very serious inappropriate behaviour.
- Suspension (temporary)
- Expulsion

Note:

- Teachers will keep a written record of all instances of serious inappropriate behaviour as well as a record of improvements in behaviour where relevant.

Suspension

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents of the pupil will be requested in writing to attend at the school to meet the Chairperson and the Principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms Rule 130(5) of the Rules for National School and with the Education Welfare Act. In the case of gross misbehaviour, the Board of Management shall authorise the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents of the pupil.

Expulsion

Expulsion may be considered in extreme cases, in accordance with Rule 130(6) of the Rules for National Schools.

Success Criteria:

- The success of this policy will be evident through observation of behaviour throughout the school.

- The success of the policy will also be seen in the level of positive feedback from teachers and parents.
- Above all the success of the policy will be seen in the level of positive feedback from our pupils.

School activities and programmes of work contribute to the encouragement of good behaviour, friendship, respect and tolerance, e.g.

- The School's Social, Personal and Health Education Programme (SPHE).
- The Religion Programme
- Classroom group activities
- Circle Time
- Friends First
- Friendship Week
- Inter class activities
- Physical Education
- Visiting Professionals delivering workshops

Other relevant School Documents:

(Available www.belgroveseniorgirls.ie)

- i. An Introduction to Belgrove Senior Girls' School
- ii. Rules and Safety Procedures for our School
- iii. Yard Policy
- iv. Anti- Bullying Policy
- v. School Policy on Mobile Phones
- vi. School Policy on Internet Use

A copy of this policy will be issued to all parents at the start of the school year and to parents of children who enrol during the school year.

This Code of Behaviour will be reviewed at agreed intervals.

Meitheamh (June) 2015

(Pupil friendly Version)

We expect good behaviour from our girls in Belgrove Senior Girls' School

Déan do dhícheall!

You should:

- Be on time for class
- Wear correct uniform
- Be organised
 - books, copies, homework etc. in good order.
- Behave well and show respect for everyone and everything
- Always do your best, be attentive and work hard in class, present your work with care, and co-operate with your teacher and with classmates
- Be truthful
- Obey the rules and safety procedures in the classroom, cloakroom and bathroom, in corridors, on stairs and elsewhere within the school and in the school yard
- Behave well and show respect when you are on school tours or outings & any other out-of-school activities
- Never threaten, hurt or bully anyone

What is bullying?

- Bullying is unwanted negative behaviour.
- Bullying is threatening, hurting or harming another person on purpose which is repeated over a period of time

Reporting or telling about bullying behaviour is very important. When you report incidents of bullying they are not considered to be telling tales but are behaving responsibly. We have a zero tolerance towards bullying.

- Who to tell and how to tell.:
 - Talk to teacher at an appropriate time, e.g. after class.
 - Hand note up with homework.
 - Get a parent(s)/guardian(s) or friend to tell on your behalf.
- It is important to tell if you witness or know that bullying is taking place.

BELGROVE SENIOR GIRLS' SCHOOL CODE OF BEHAVIOUR

I, _____
parent/guardian of

in

Teacher's name: _____ (class) _____

have read and agree to support my daughter in complying with the above Code of Behaviour for Belgrove Senior Girls' School.

Signed: Parent/Guardian _____

I, (pupil) _____

have read and agree to abide by the above Code of Behaviour for
Belgrove Senior Girls' School.

Date: _____

Please return this page only to your daughter's class teacher and keep the Code of Behaviour in a safe place.