

Belgrove SGNS



Code of Behaviour

The Code of Behaviour of Belgrove Senior Girls' School was updated on **16-05-22**

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 verbally 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 all staff 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 on the pupils Aladdin profile.
- 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 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.

The following are some samples of how praise might be given:

- A quiet word or gesture to show approval
- School Green Card
- Phone call to parents by class teacher
- A comment in a pupil's copy or homework journal
- A visit to another member of Staff or to the Principal for commendation
- A word of praise in front of a group or class
- Delegating some special responsibility or privilege
- 'Bualadh Bos' in class or special mention at assembly

Absences

Under the Education Welfare Act 2000, absences or lateness must be explained by a parent/guardian via our Aladdin Connect system. Absences of 20 days or more must be referred by the school to the Education Welfare Board. The Education Welfare Officer is available to support parents/guardians with attendance issues.

Parents/Guardians must contact the class teacher/school via Aladdin Connect in advance of their child wishing to leave school early, briefly explaining the reason, the time that the pupil will be collected and the name of the person who will be collecting them.

Misbehaviour:

Incidents of serious misbehaviour are not common in this school. In all cases of unacceptable behaviour, it is the behaviour that is rejected, and not the child.

Examples of Minor Misbehaviour:

- Unnecessary talking in class- causing disruption to others e.g. speaking out of turn
- Shouting or talking loudly or inappropriately

- Non-completion of assigned class-work without good reasons
- Poor presentation of work
- Displaying defiant, cheeky or sulky behaviour
- Not following instructions.
- Playing games considered dangerous to oneself or others
 - Causing annoyance or bodily harm to other pupils by pushing, kicking, tripping etc.
- Behaviour that shows a lack of respect
- Bringing in chewing gum
- Using skateboards, scooters, bicycles or roller blades/skates on the school grounds

Examples of Serious Misbehaviour:

- Behaviour that is rude or shows a lack of respect
- Use of inappropriate language
- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Behaviour that interferes with teaching and learning
- Use of electronic equipment or mobile-phones in school without permission. Use of mobile phones and electronic equipment without permission is strictly forbidden; all electronic items must be switched off and kept in school bags at all times. Any infringement of the rule will involve the confiscation of the phone or other electronic equipment and will only be returned to a parent/ guardian of the pupil.
- Aggressive or threatening behaviour or physical harm to oneself or another person
- Damage to property and mistreating the school environs
- Theft
- Bringing dangerous equipment to school
- Use of offensive weapons or any object or implement, including toy guns, stones, toy knives or real knives in an aggressive or threatening manner towards other pupils or members of staff or anyone else.
- Leaving school/school activities without permission.
- Repeated displays of minor misbehaviour.

Examples of Gross Misbehaviour:

- Assault on a teacher or pupil (written/ physical/ verbal)
- Use of offensive weapons or any object or implement, including toy guns, stones, toy knives or real knives to inflict injury on any other pupil or members of staff or anyone else.
- Inappropriate physical contact
- Behaviour that is hurtful (including bullying, cyber bullying, harassment, discrimination and victimisation)
- Damage to property
 - Serious Theft
- Carrying drugs, alcohol, cigarettes
- Substance abuse
 - Use of vapes or vaping paraphernalia
- Repeated displays of serious misbehaviour

As in all schools, sanctions are in place in the event of inappropriate behaviour.

Sanctions

The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.
- helping them to learn to take responsibility for their behaviour.
- reinforcing the boundaries set out in the code of behaviour
- signalling to other students and to staff that their wellbeing is being protected.
- helping to prevent further disruption to teaching and learning.

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

1. Reasoning with pupil (re-worded)
 2. Verbal reprimand including advice on how to improve (from other class teachers or principal where applicable)
 3. Temporary separation from peers within class and/or temporary removal to another class
 4. Prescribing extra work/ writing out the story of what happened
 5. Loss of privileges
 6. Detention during break (time out from yard including standing out at the wall)
 7. Communication with parents (written or verbal)
 8. Referral to Principal
 9. Principal communicating with parents
 10. Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 (as amended by Circular 7/88) of the Rules for National Schools and Education Welfare Act 2000)
- Usually sanctions will relate as closely as possible to the behaviour.

Note:

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

Suspension

Where there are grounds for suspension:

- The Chairperson of the Board of Management, the student and his/her parents/guardians will be informed about the complaint, how it will be investigated and that it could result in suspension.
- The matter will be investigated by the relevant school staff and detailed records are kept.
- Parents/Guardians of the pupil concerned are requested in writing to attend a meeting with relevant school staff where they are provided with details of the complaint(s) and are afforded an opportunity to respond to the complaint before a decision is made and a sanction is imposed. If the parents/guardians do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period.
- In cases where parents/guardians do not agree to attend such a meeting, a formal letter will be issued advising parents/guardians of the gravity of the matter and the importance of

attending a rescheduled meeting and failing that, the duty of the school authorities to arrive at a decision in response to the pupil's negative behaviour.

- Following the investigation and discussion with the parents/guardians, the Principal then addresses the matter at Board of Management meeting.

- The parents/ guardians are informed of the decision reached by letter and where possible by phone. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour or a single incident of serious misconduct, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board of Management may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents/guardians. If a suspension longer than three days is being proposed by the Principal, the matter should be referred to the Board of Management for consideration and approval, giving the circumstances and the suspected outcomes. Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Education Welfare Officer in writing in accordance with Section 24 of the Education Welfare Act.

Removal of Suspension (Reinstatement) Following or during a period of suspension, the parent/guardian may apply to have the pupil reinstated to the school. The parent/ guardian must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code of conduct 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.

Expulsion

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

Appeals

Under Section 29 of the Education Act, 1998, parents/guardians are entitled to appeal to the Secretary General of the DES against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one year. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent/guardian or student (DES Circular 22/02). The Principal and designated Board member will prepare a response if and when an appeal is being investigated by the Dept. of Education and Science. (Section 12, Circular 22/02- Processing an Appeal).

Children with Special Educational Needs

All children are required to comply with the code of conduct. However, the school recognises that children with special educational needs may require assistance in understanding certain rules. Specialised behaviour plans may be put in place in consultation with parents/guardians and all other relevant parties.

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)

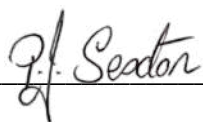
- i. An Introduction to Belgrove Senior Girls' School
- ii. Rules and Safety Procedures for our School
- iii. Yard Policy
- iv. Anti- Bullying Policy
- v. School Policy on Mobile Phones
- vi. School Policy on Internet Use

Monitoring/Evaluation/Review

A copy of this Code of Good Behaviour is made available to all parents. All parents are asked to study the code and to sign and return the form attached, indicating their agreement with its terms.

It is a condition of attendance at this school that pupils abide by the rules and procedures in this Code of Good Behaviour.

This policy was ratified by the Board of Management on **16-05-22**

Signed:  Chairperson Board of Management

Date: **16-05-22**

Signed:  Principal

Date: **16-05-22**

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.