

# **Kilmaley National School Code of Discipline**

It is the policy of Kilmaley NS to create a positive school ethos where learning and development can take place. Discipline and school rules are based on mutual respect for each other among teachers, parents, pupils and management. Successful discipline is enhanced when these partners work together. The aim is to ensure that the learning environment is safe, attractive and motivating, and that disruption is minimised to create an orderly environment conducive to teaching and learning. Our vision is that pupils develop a sense of pride in their school as a place where they feel they belong and their contribution is valued. We aim to promote not only the academic well-being of our pupils, but also to offer care and support. This policy celebrates the school as a place that is dedicated to quality learning and teaching, and that is supportive of all who form part of the school community. This school has a very strong bullying policy and every effort is made to eliminate bullying. Two-way communication and co-operation between parents and staff is seen as vital in developing meaningful partnerships. Every possible effort is made to ensure that the policy is clearly understood by pupils, teachers and parents and that it is applied in a fair and consistent manner.

## **Rules**

In Kilmaley NS, there is an emphasis on positive re-enforcement of the rules expected of the pupils. Children learn the rules at the beginning of each year and exactly what is implied by them. They come to school each day with the knowledge that if they keep the rules they will be recognised and rewarded equally and if they don't, they will be sanctioned. Parent's co-operation is essential. Children are obliged to conform with all school rules, instructions and directions whether written or oral which may be issued from time to time by the school and in particular the following:

1. Children shall show respect and courtesy to all members of the school staff and to each other. Children are asked to speak with a normal voice when speaking with other children, teachers, other adults or visitors to the school. Children are asked to speak within normal limits during break, lunch time whether inside, outside or around about the school. Children are to be silent

when the teacher has to leave the room or when a school visitor is present. Children are to whisper when requested to by the teacher e.g. during art, during paired discussions, etc.

2. Children must take good care of their books and property. Books, coats and jumpers should be clearly labelled with the pupil's name.
3. No child may leave the school during break or lunch time or before the official closing time. If for any reason a parent wishes to collect a child before the usual closing time, a note from parents is required and the pupil must be collected from the office. If the office is unoccupied, please knock and wait at the child's classroom door.
4. If a child is absent for a day or half a day, parents are required to send a dated note giving the reason for the absence to the class teacher on the child's return to school or through the school app. The Principal is required under legislation to contact the National Educational Welfare Board to report any child who is absent in excess of 20 school days in an academic year.
5. When entering school premises, children must walk on the footpath provided and may not leave once they have walked up the steps. If a child has forgotten something, they must go straight to a teacher to ask them to contact their parents.
6. When exiting the school premises, Infant classes are to be collected at the steps by someone on their collection list. If a child is going home with someone different, a note must be given to the class teacher in advance. All other classes must wait under the shelter until the person collecting them has arrived on the steps. No climbing on railings or hanging around the steps.
7. Children must walk at all times when going to and from the playground and from one classroom to another. When break is over and the bell is rang, children must walk to their line and walk in their line back to their classroom. No food is permitted on the yard.

8. Parents are asked to ensure that their children do not bring items to school likely to cause injury or distraction in school.
9. Greeting cards or invitations of any kind will not be permitted to be passed among pupils in school or on the school playground. A party list is available from the office should you wish to contact other parents to arrange birthday parties. We allow the children to give Christmas cards to one another. We would encourage giving a card to all pupils in a child's particular class if doing so.
10. Bullying is absolutely prohibited. Behaviour likely to cause injury is strictly forbidden. Incidents of bullying are to be reported immediately to the principal or to any of the class teachers as soon as possible so that the matter can be dealt with swiftly. All are to respect the property of the school. All are to respect the property of others-return what you have borrowed. All pupils are to treat each other kindly and fairly at class times and at playtime/break times.
11. Children are not allowed to bring mobile phones to school. The school phone in the office is available should a child or parent need to make contact.

#### **Code of Behaviour in the School Yard**

1. Children are to remain in an area in the school yard that is designated to them.
2. The following activities are not permitted in the school at any time:  
Wrestling, kicking, jockey backs, knocking, other children to the ground, 'rough play', bullying, 'trains', use of abusive language, name calling, spitting, 'slagging', 'bulldog' games, or any form of dangerous play.
3. Children are to play all games fairly and excluding any other student is forbidden.
4. Children must remain within the view of the supervising teacher at all times.

5. Children must show courtesy and respect to each member of school staff they encounter.
6. Children may not re-enter the school building/leave the school yard during break times without permission from school staff.
7. Children must not leave the school yard to get a ball from outside the playing boundaries.
8. When the bell has rang, children must line up and walk in a line back into their classroom.

### **Rewards**

Rewards vary throughout the school in accordance with the child's age group.

Examples of rewards:

Stamps on a stamp card/ homework diary, lucky dips/prize boxes which may contain a treat e.g. lollipops, pencils e.t.c., stickers, certificates, class dvd's, school tour, school outing, homework pass, additional use of computers, additional physical education, home school liaison chart, e.t.c.

Teachers will be especially observant for pupil's good behaviour/ code of conduct within the school yard/classrooms. Teachers will praise and encourage this positive behaviour where they deem necessary.

### **Categories/Examples of Misbehaviours**

(a) Misbehaviour,

e.g. distracting others, interrupting the teacher and or other pupils, wandering about the classroom, fidgeting, inattention, wasting time deliberately, careless work, and sulking, telling lies, 'slagging', name calling e.t.c.

(b) Serious Misbehaviour,

e.g. being cheeky, using bad language, bullying, abusing property, noisy disruptive behaviour, deliberate disobedience, kicking, biting, fighting, spitting, stealing, throwing objects e.t.c.

In the unlikely event of repeated incidents of serious misbehaviour the Principal/acting Principal is authorised by the board of Management to suspend a child immediately.

(C) Gross Misbehaviour

e.g. threatening behaviour, behaviour likely to cause injury, abuse (verbal or otherwise) of any member of staff or other children within the school.

Leaving school without permission, smoking, stealing, serious abuse of school property, possession or consuming drugs and possession of weapons etc.

Instances of gross misbehaviour warrant immediate suspension from school.

The Principal/acting Principal is authorised by the Board of Management to suspend a child immediately.

**Procedures/Sanctions**

The following are guidelines for sanctions re misbehaviour which the teacher may choose at his/her discretion.

Sanctions for misbehaviours:

The following strategies may be used to show disapproval of unacceptable behaviour.

- 1) Oral warning.
- 2) Noted warning.
- 3) Reasoning with a pupil
- 4) Reprimand (including advice on how to improve)
- 5) Consequence sheet at table in own room/another room e.g. time out session/write out rules they broke/finish school/homework. Guardian(s)/Parent(s) Signature(s) may be required.
- 6) Time out during break times.
- 7) Temporary separation from peers, friends or others during school activities in school/on school yard/outside school.
- 8) Loss of privileges.
- 9) Detention during a break.
- 10) Prescribing additional work.
- 11) Referral to the principal/another teacher/staff room.

12) Communication with parents-letter/note may be sent home to parent(s)/Guardian(s) or contacted and informed orally e.g. see sample notes attached.

**Sanctions for Serious Misbehaviours:**

1-12 may apply,

13) Send for parent.

Parent(s)/Guardian(s) are called in and informed of the pupil's misbehaviour(s). During the following weeks the parent(s)/guardian(s) is requested to call into the school on a number of separate occasions to monitor the pupil's improvement.

14) Suspension.

Instances of gross misbehaviour warrant immediate suspension from school.

A pupil who has been suspended will not be re-admitted to the school unless accompanied by a parent/guardian. Both parent/guardian and pupil must give an undertaking that the pupil will abide by the school's code of conduct in the future.

Teachers shall keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. Before resorting to serious sanctions e.g. suspension, the normal channels of communication, between the school and parent(s)/Guardian(s) will be utilised. Parents will be involved at an early stage, rather than as a last resort.

Following consultation between school and home any agreed strategies/approaches must be followed through. Commitment from both sides is demanded in order to address the misconduct. Each incident of misconduct will be dealt with on an individual basis. However failure of a parent(s)/Guardian(s) to fully co-operate on an ongoing basis with school authorities will result in the Board of Management being informed of this for their consideration.

These sanctions will apply to all classes break times, school activities, outings and events.

This discipline is acceptable to us,

Signed: \_\_\_\_\_

\_\_\_\_\_

(Signed by both parents/Guardians, if child is living with both parents)

The parent(s)/Guardian(s) of \_\_\_\_\_

Will make all reasonable efforts to ensure compliance with this code of discipline  
by the child.

If you wish to have a copy of this policy the school will supply you with one.