



*Mol an óige agus tiocfaidh sí*

# Delgany National School

## **CODE OF BEHAVIOUR**

### **1. Preamble**

Delgany National School is a Church of Ireland school under the patronage of the Archbishop of Dublin and Glendalough. As a Church of Ireland school, it is a school where the traditions and teaching of the Church of Ireland are of core value and this permeates all that is done on a day to day basis. We respect all traditions, and those of a different faith or culture are seen as being an enrichment to our school.

The school is part of the local church community and has strong links with the Parish. This, for example, is shown by the fact that pupils attend services in the local church and the Rector visits the school on a regular basis. The work of the school is conducted in an atmosphere of tolerance and respect for religious differences. Pupils, while mainly from local Church of Ireland families, may also come from other denominations or faiths.

Religious Education occupies a central position in the school curriculum and is regarded as a core subject; generally speaking, all pupils in the school attend classes in Religious Education. Individual classes follow their own religious observances on a daily basis. Assembly, which takes place for the whole school once a week, is an act of worship and should be respected as such.

The Church of Ireland School is one where the traditions and teaching of that Church inform the position taken in regard to moral issues, which arise in the teaching of secular subjects.

### **Background to the Code of Behaviour**

Our Code of Behaviour is the result of the co-operative effort of the entire school community of Delgany: pupils, parents/guardians, teachers and Board of Management. Understanding that good order is essential for learning, and for a happy school, we seek to provide a secure environment wherein we promote respect, acceptance and care for one another. Our Code of Behaviour is fundamental to this. We will review our code bi-annually to ascertain if it is meeting the needs of our school. Feedback from children, teachers and parents will be used to monitor its effectiveness. This code of behaviour was drawn up with reference to the (NEWB) National Education Welfare Board's Guidelines for School- Developing a Code of Behaviour.

### **2. Vision Statement**

The vision statement which we have adopted for Delgany National School is as follows and this is displayed prominently within the school.

*As part of the local and broader community, Delgany National School aspires to provide a positive, secure environment, which fosters independent, confident pupils who think responsibly and critically.*

*We aim to achieve this by providing opportunity for learning, interaction and development of life skills, while preserving standards in attainment, within a Christian setting. Each child will be recognised, valued and helped to reach their full potential as self-reflective caring citizens.*

To foster a positive environment, within the school, we set out our expectations of everyone within our school community.



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## 3. Nature and Purpose of Good Behaviour

The perception of what constitutes good behaviour varies from individual to individual. Nevertheless, there are objective minimum standards of good behaviour that can and must be expected from all children, in order to ensure the proper functioning of any school and to ensure that the educational rights of all those attending the school are adequately protected and nurtured.

It is generally agreed that in a classroom and in a school where good conduct prevails, the teaching and learning processes lead to a satisfactory level of achievement without undue strain being placed on either teachers or pupils.

For a school system to succeed, a structured learning environment must be created which enables learning activities to proceed smoothly. The function of good behaviour in schools is to ensure that the structured learning environment is not disrupted.

The constitutional rights of all children to an education needs to be protected from disruptive, negative behaviour and general misconduct.

The purpose of the Code of Behaviour is three-fold: firstly, to promote positive relationships between pupils and school staff, secondly to protect the constitutional rights of all children to an education and thirdly to encourage a reformed attitude towards misbehaviour and disruptive, negative behaviour.

### 3.1 Basic Principles of Good Behaviour

- All children are entitled to be treated fairly.
- It is unreasonable to expect children to pay attention to a long list of rules. Invariably, some will be broken and correction will instil a sense of failure and guilt. Failure and guilt are not legitimate motivations for improved behaviour. Success and self-esteem are motivations for improved behaviour. Day to day interaction between pupils and teachers will strive to emphasise the positive as much as possible.
- The number of rules will be kept to a minimum.
- All those who are expected to keep the rules shall be adequately acquainted with them.
- The underlying need for the short list of rules will be clearly understood by all staff, parents/guardians and pupils.
- Respect for person and property and the need for order shall be the underlying principles of this Code of Behaviour.
- The Code of Behaviour shall be fair and accepted as fair by the vast majority of those for whom it is intended, the pupils.
- The cultivation of a secure, happy and pleasant atmosphere within the school is a necessity for good behaviour.
- Reliance must be placed on individuals to respond to the spirit of good behaviour rather than the requirements to be preoccupied constantly with adherence to specific rules.



## 3.2 The Role of Parent/Guardians

- To present their children to school in a manner conducive to learning i.e. well nourished, clean, alert and well behaved.
- To familiarise themselves with the school's policy document in relation to behaviour and to ensure that their children are familiar with its contents.
- To cooperate with the school with regard to the implementation of its policy on behaviour.
- To communicate regularly with the school about factors likely to affect the behaviour of their children in school.
- To give written notification and explanation of a child's absence.
- To understand that they may not approach another child in the school grounds, to reprimand them for any reason, as no child should ever be humiliated.
- Parents/Guardians may arrange to meet the class teachers / Principal to discuss any concerns they may have with regard to their child's progress / behaviour, at a mutually agreed time. Appointments may be made with individual teachers or through the school secretary.

## 3.3 The Role of the Teacher

- Together with parents is to ensure that children are familiar with good school behaviour and with the Code of Behaviour
- To establish good classroom routines
- To set clear boundaries and goals for pupils
- To explore with the pupils how people should treat each other
- To encourage and reward positive behaviour.
- Rewards that may be given: verbal praise, stickers, messages in homework notebook, small prizes e.g. Pencils, homework passes etc. as deemed fit by the class teacher. Delgany National School recognises and rewards good behaviour, high standards of work and any positive contribution to the school. Each teacher may have their own system of awards within a class and this will be made known to parents at class meetings at the beginning of the year. Affirmation, congratulations, stars charts, points, homework passes, positive notes home to parents in journals, display of pupil's work, recognition in a newsletter, certificates presented at assembly, table of the day, pupil of the week and a formal awards ceremony at the end of the year are some of the ways in which we show recognition and approval. In addition, the school is divided into teams. Each team is named after one of the local mountains Kippure, Djouce, Lugnaquilla and Sugarloaf and given team colours. Children can earn points for their team for being kind, helpful, encouraging others and so forth. At the end of the year the team with most points has its name engraved on the school shield.
- To give awards for good attendance. These are distributed at the first assembly of the year to those children who have had no absences throughout the previous school year. Attendance certificates will be given to children in 6<sup>th</sup> class at their final assembly.



- To evaluate and to handle incidents and patterns of inappropriate behaviour and in consultation with other teachers and with parents when appropriate, to take steps to counteract such behaviour in accordance with school policy as contained in this Code of Behaviour.
- To maintain the daily registers in the school and note appropriately all absences. They will also seek clarification regarding such absences, if necessary, from parents/guardians.
- To strive to provide a positive role model for the children to follow.
- To foster a respect for others, both peers and non-peers.
- To develop a respect for property and possessions.
- To assist in the development of behaviour modification programmes as may be deemed appropriate by the AEN team or outside agencies e.g. NEPS (National Educational Psychological Service) and Lucena Services.
- To work towards creating a secure, happy, pleasant atmosphere in the school community, striving to cater and provide for the individual needs of children.
- To maintain good order and discipline in the classroom and to ensure that adequate supervision is provided for all school activities.

### **3.4 In the Classroom**

Individual teachers may wish to adopt their own individual charter within a class. In addition to classroom charters, and as a support to good behaviour and to learning, the following principles have been agreed for use throughout the school. These are the broad objectives of our code of behaviour.

- Be courteous and respectful
- Know when, where and how to speak
- Keep your hands, feet and objects to yourself
- Do your best work

### **3.5 Supporting Children**

The school recognises that different children may have different needs and in some instances special support is needed. Children are initially supported by their parents/guardians and teachers who work together for their good. They may be supported by special education teachers, special needs assistants and their Principal. Where it is deemed helpful, the support of psychologists, and other health services and social services may be sought (with parental/guardian consent). This depends on the extent to which such services are available to the school.



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## 4. The Role of the Pupil

### 4.1 In School

- While in school, we ask you to be courteous and respectful at all times to everyone in school and to visitors to our school.
- We encourage you to be confident in yourself and friendly towards others.
- We ask you to be considerate of one another and to support and encourage one another.
- We ask you to pay full attention in class and to follow your teacher's instructions.
- We expect you to work hard and to try and do your very best.
- We ask you to act in ways that are safe in class and in the school.
- We ask you to strive to do your best to uphold all school rules.
- We ask you to try to behave in a responsible manner.
- Older children will be encouraged to look out for the well-being and interests of all children in the school community.

### 4.2 Personal Safety

- Children are expected to take some responsibility for their own personal safety by avoiding things that could be dangerous to them.
- Sharp objects, or items of danger, must not be brought to school. In the classroom all instructions on safety must be followed. e.g. staying seated to play games on wet days.
- In the yard there must be no horseplay or rough play and teachers will decide which games are suitable, and which are not. Their decision is final.
- Shoes suitable for the yard should be worn and suitable footwear for P.E. is required. Flip flops and other types of open toed shoes are not suitable for the playground.
- For safety reasons only stud earrings should be worn.
- There are regular fire drills and the children are trained to evacuate the building quickly and safely and to go to the assembly points.

### 4.3 Out of School

All guidelines regarding extra-curricular activities must be followed as and when issued. A high standard of behaviour is expected at all times and the provisions of this Code (including sanctions), where relevant, apply to all pupils who may be outside the school whether on a school trip, at games or extra-curricular events or attending events organised by the school.

The school reserves the right to not allow children to go on tours/after school activities/excursions if their behaviour merits exclusion and/or be such that the school could not be responsible for their safety and the safety of others. In such an instance the school must inform the parent of their decision at least two days in advance of the proposed trip.

School Bus: At all times children should board the buses in an orderly manner. On the bus **they must sit at all times, wear seatbelts and obey all instructions given by the driver, and/or accompanying teachers or parents.** Behavioural issues which may arise while using the school transport scheme are the concern of the parents and Bus Éireann or their agents.



## 5. Misbehaviour and Serious Misbehaviour

The school believes that there is a need for all parties to agree to work together to promptly achieve mutual understanding and agreement concerning the children in the school.

### 5.1 School Rules

There are two categories of school rules:

**Category 1 Rules:** Rules which if broken constitute misbehaviour

**Category 2 Rules:** Rules which if broken constitute serious misbehaviour

### 5.2 Category 1 Rules - Misbehaviour

1. Pupils must treat other pupils and staff members with courtesy, respect and good manners at all times.
2. Rowdy behaviour, inappropriate language or gestures and bad language is forbidden.
3. Pupils may not run in the school corridor or create disturbance or excessive noise.
4. Pupils must use the specific exits as required.
5. Pupils must keep the school tidy and free of litter, by using the bins provided. This is a necessary part of our Green School's Programme.
6. Smart devices are not permitted in school unless the relevant application has been completed and permission granted. All smart devices **must be switched off** during school hours and kept in the child's school bag. See Smart Device Policy
7. Pupils must not climb on walls, trees, etc. and must respect the areas of the school grounds that are considered out of bounds. Children should observe walking areas and running areas in the yard. They may use the grass areas, when given permission, but they stay off the grass area near the lower yard. Children should line up quietly when the bell goes and proceed in an orderly manner to class. Dogs are not allowed in the grounds and children may only bring pets to school where this has been pre-arranged.
8. Pupils must bring to school only those items or materials required for the day to day work in the classroom.
9. Pupils must be punctual.

### 5.3 Category 2 Rules – Serious Misbehaviour

1. Aggressive, threatening or violent behaviour is forbidden.
2. Bullying, as defined in our Anti-Bullying Policy, is forbidden.



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3. Pupils may not use or have in their possession offensive weapons or any object or implement that may be used to inflict injury on any other pupil, member of staff or other person. E.g. real knives, toy guns, toy knives, catapults, etc.
4. Pupils may not otherwise physically assault or injure any other pupil, member of staff or other person.
5. The constant disruption of class time through verbal or physical acts e.g. poking, prodding and unnecessary commenting, shouting out etc.; is forbidden.
6. As outlined in the school's smart devices policy any photographing or recording during the school day or at school activities is forbidden.
7. Pupils may not deface school property inside or outside the school building.
8. Pupils may never leave the school premises during school time without the written consent of parents and until a member of staff has been notified at the time of departure.
9. Truancy

## 5.4 Strategies for dealing with Misbehaviour

The following procedures are strategies applied by the staff for dealing with **category 1 misbehaviours**:

- Reasoning with the pupil
- Advice on how to behave
- Reprimand
- Time out

Where appropriate and where the above strategies to show disapproval have failed and where the misbehaviour is repeated, sanctions may be given. The sanctions may be one of the following or a combination of the following:

- Temporary suspension from peers e.g. being sent to another room to complete work.
- Loss of privileges e.g. computer time, trips and tours.
- Detention during breaks e.g. supervised while standing out in the playground
- Prescribing additional work for home
- Removal of team points
- Pupils may be put on a daily report card. Such cards are signed off daily by both the teacher and parents/guardians.
- Entry of name into the playground book-3 entries=green card home, accumulation of three green cards **may** invoke suspension procedures and would move the misbehaviour to the 'serious' misbehaviour category.
- Referral to a senior staff member
- Referral to Principal



## 5.5 Strategies for dealing with Serious Misbehaviour

In the case of **category 2 serious misbehaviour**, the strategies described above for category 1 misbehaviour may be applied. However, the following sanctions will also be open to the staff:

- Parents/Guardians may be called in to discuss a situation
- Pink slips may be given (copy attached) at the discretion of the Principal and the incurring of 3 or more pink slips in any academic year **may** result in suspension procedures being invoked.
- A letter of complaint may be sent out to the parents/guardians.
- Parents/Guardians may be advised and offered support to help them cope with persistent misbehaviour. E.g. referral to counselling, use of behaviour modification plans or psychologists.
- Teachers will call upon the support of parents/guardians to encourage a reformed approach by pupils who repeatedly misbehave. Joint strategies may be adopted by teachers and parents/guardians to this end.

## 5.6 Procedure for Suspension

Exclusion may take two forms, namely suspension or expulsion.

If the ordinary strategies are unsuccessful, the Chairperson of the Board of Management may be informed and the parents invited to meet with the Chairperson and Principal and class teacher or any combination of the above as appropriate. If the parents, and where appropriate the pupil, give an undertaking that the pupil will behave in an acceptable manner in the future then the matter may, at the discretion of the Principal or Deputy Principal, rest, unless or until further incidents of repeated misbehaviour or serious misbehaviour occur. The Principal and Deputy Principal, have the power to suspend a pupil for a maximum of three days. The requirement for suspension for periods longer than three days, is a matter for the Board of Management.

The decision to suspend a child will be made by the Principal or, in her absence, the Deputy Principal and will always be notified to the Chairperson of the Board at the earliest possible time.

The decision to suspend a student requires serious grounds such as that:

- The student's continued presence in the school at this time constitutes a threat to safety
- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student is responsible for serious damage to property

In exceptional circumstances the Principal may consider an immediate suspension to be necessary. This would be where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school.

If further incidents of repeated misbehaviour or serious misbehaviour occur, then the parents/guardians will be informed in writing that the pupil is being suspended, as per the guidelines given by the National Education Welfare Board. (NEWB) **See Appendix 1**. The period of suspension will depend on the gravity of the offence and the child's past disciplinary record. The length of the suspension will be decided by the Principal or, on appeal, by the Board of Management.





A suspended pupil will be formally readmitted to his/her class by the Principal at the end of the period of suspension. Once the period of suspension is up, the parents/guardians and the child will be invited to a meeting where the parents/guardians will be requested to give an undertaking that the pupil will behave in an acceptable manner in the future. They will also be told that if no improvement is forthcoming the child may be suspended for a further temporary period in accordance with Rule (130) of the Rules for National Schools.

## 5.7 Appeal from Decision to Suspend

If the parents/guardians feel aggrieved at the decision of the Principal/Deputy Principal to suspend their child, they have a right of appeal to the Board of Management. Parents/Guardians wishing to appeal must notify the Chairperson of the Board of Management in writing within 5 school days. The Board of Management will be convened for the earliest practicable time and date to consider the appeal. The parents/guardians are entitled to be present at the appeal and may present their case on behalf of their child. The Principal, although presenting the case for suspension, will take no part in the decision making process of the Board.

If the Board of Management decides to uphold the suspension of the child it will inform the parents/guardians of its reasons for doing so.

If the suspension is for a period which would bring the cumulative period of suspension to 20 school days or more in any one school year, the parents/guardians have a right of appeal to the Secretary General of the Department of Education in accordance with section 29 of the Education Act 1998."

The N.E.W.B will advise the parents/guardians how to proceed. Department Circular 22/02 outlines the appeals procedures. Documentation pertaining to the appeals procedure will be provided by the school.

### **A summary of Guidelines from the N.E.W.B. are as follows:**

- a) Both parties will be asked to see if accommodation can be reached at local level.
- b) The Appeals Committee will appoint a facilitator to contact both parties at the earliest convenience.
- c) Appeals may be referred to the Minister.
- d) Appeals will not generally be admitted unless it is made within 42 calendar days from the date of the decision of the Board of Management.
- e) Appeals must be made in writing on section 29 – Appeals Application Form – available from the Department of Education and Science.

## 5.8 Procedure for Expulsion

In the case of repeated incidents of serious misbehaviour or in the case of an isolated incident of serious misbehaviour which the Principal considers to be of sufficient gravity, apart from invoking the suspension procedures referred to above, the Principal could also refer the matter to the Board of Management with a view to having the child permanently expelled from the school.



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The Principal must notify the parents/guardians in writing of a decision to request the Board of Management to expel the child. The written notice must set out in summary form the grounds being relied on by the Principal. The parents/guardians may in turn furnish a written reply. Both the Principal's written notice and the parent's/guardian's written reply, if any, are to be copied to the Board of Management.

The Board of Management will meet as soon as reasonably practicable to determine whether or not to expel the child. The parents/guardians may attend the meeting and may make such representations as they see fit. The Principal, although making the case of the expulsion of the child, shall not take any part in the decision making process of the Board.

If the Board of Management determines to expel the child it shall notify the child and the parents/guardians in writing, setting out the grounds for expulsion. It will also communicate its decision to the relevant Educational Welfare Officer in accordance with section 24 of the Education (Welfare) Act 2000.

The Board of Management will specify the date from which the expulsion is to take effect, which shall be not earlier than 20 days after the written notification to the Educational Welfare Officer.

In the case of a decision to expel, the parents/guardians have a right to appeal to the Secretary General of the Department of Education in accordance with section 29 of the Education Act 1998."

## Policy Regarding Children's Attendance and Absences

### Attendance

School opens at 8.30 a.m. and closes at 2.10p.m. (1.10 p.m. for junior and senior infants). The children are not supervised outside of these times and if they arrive at the school early, they must remain with their parents/guardians. The school accepts no responsibility for children at the school outside of these times. Children are expected to be punctual for school. Children arriving late must report to the school office and sign in. The roll is taken at 10:20 am each morning, and if not present the pupil will be marked absent. The roll cannot be amended. If they are leaving the school, during the day, a parent must notify the school and indicate who will be collecting them and whether or not they will be returning that day. Custody orders must be given to the Principal when in force.

### Absence

The Education Act of 1998 states that a recognised school shall provide education to students, which is appropriate to their abilities and needs.

**For this purpose, a student is a child enrolled in the school. Clearly, it is the right of each child to be educated and the responsibility of the school to provide this education. Towards this, it is vital that each child attend school every day. The Board of Management of Delgany National School acknowledges the responsibility to ensure this as far as is possible.**

- Where a child is absent it is expected that the parent/guardian will use Aladdin to inform the school of the reason for the absence.
- Where a child has ongoing poor attendance, the Principal will send an account of absences to the parents/guardians at least at the end of each term.
- The school will comply and facilitate any requests for information regarding absences, made by Tusla.



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- Absences of over 20 non-consecutive days will be referred to the Education Welfare Officer.
- Where, in the opinion of the principal, a child is not attending the school regularly, that opinion will similarly be referred to the Educational Welfare Officer.
- Prior notice of intention to involve the attendance officer will be given to the parents/guardians in line with the guidelines of the Child Protection Act 1999.
- For further information, please see the School Attendance Policy.

## Other school policies relevant to our Code of Behaviour

- |                             |                        |
|-----------------------------|------------------------|
| • Child Protection          | • Substance Use/Misuse |
| • Anti-Bullying Policy      | • School Tours         |
| • Acceptable Use            | • Attendance           |
| • Data Protection           | • Inclusion            |
| • Learning Support/Resource | • Supervision          |

All of the above policies are available through the school office @ [delganyns.ias@eircom.net](mailto:delganyns.ias@eircom.net). Some policies are available on the school web-site.

**This policy was ratified by the Board of Management on February 13, 2017**

**Reviewed: January 2019  
March 2021**

**To be reviewed March 2023**

**Signature: Nigel Waugh, Chairperson, Board of Management (signed copy in School Plan)**



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## Delgany National School

Scoil Náisiúnta Deilgne Mocheróg  
Delgany, Co. Wicklow

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Web-Site: [www.delganyns.ie](http://www.delganyns.ie)

Roll: 13679 O

Date: \_\_\_\_\_

Dear Parent/Guardian,

Please talk to \_\_\_\_\_ about the following incident of serious misbehaviour which occurred in school today:

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Teacher's signature \_\_\_\_\_



**IN ALL CASES, PLEASE SIGN THE FORM**

Parent's comment (if desired):

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Parent's signature:- \_\_\_\_\_

**THIS MUST BE SIGNED AND RETURNED TO THE SCHOOL TOMORROW AND WILL BE KEPT ON FILE.**

*This is the \_\_\_\_\_ pink slip issued this year. The issuing of 3 pink slips may result in the suspension of your child- please refer to our Code of Behaviour which is available on [www.delganyns.com](http://www.delganyns.com) or the school office.*