



The Commons N.S. Code of Behaviour

Introduction.

The Commons National Schools Code of Behaviour was devised following consultation with staff, parents and the Board of Management, in accordance with the guidelines Developing a Code of Behaviour: Guidelines for schools (NEWB, 2008) and in compliance with the terms and requirements of section 23 of the Education Welfare Act 2000. This policy was reviewed and amended in Term 1 of the school academic year 2025/2026. It will take effect from the date of ratification by the Board of Management (see below) and applies to all school related activities. A copy of the Code of Behaviour will be circulated to all staff and parents of pupils enrolled in the school. An updated copy will be posted on our school website and a hard copy retained in the school office.

The policy should be read in conjunction in with other relevant policies e.g. Anti bullying policy/Bi Cinéalta policy, Child safeguarding statement, Enrolment policy, Attendance policy, Acceptable use policy, etc.

The Commons N.S. Code of Behaviour



The aims of the Code of Behaviour of the Commons N.S. are:

- ✚ To provide guidance for pupils, teachers and parents on behavioural expectations.
- ✚ To provide for the effective and safe operation of the school.
- ✚ To develop pupils' self-esteem and to promote positive behaviour.
- ✚ To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
- ✚ To facilitate the education and development of every child.
- ✚ To foster caring attitudes to one another and to the environment.
- ✚ To enable teachers to teach without disruption.

Implementation

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference.

Good behaviour will be encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

General Guidelines for Positive Behaviour

- 1) Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
- 2) Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
- 3) Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
- 4) Pupils are expected to obey a teacher's instructions, to work to the best of their ability and to present assignments neatly.
- 5) Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

The Code of Behaviour as detailed below covers the following areas:

- 1) Behaviour in class
- 2) Behaviour during break times
- 3) Bullying
- 4) Affirming Positive Behaviour
- 5) Strategies/incentives to improve positive behaviour
- 6) Unacceptable behaviour
- 7) Attendance at school
- 8) Homework
- 9) Roles and Responsibilities

1. Behaviour in Class

Courtesy and respect are fundamental to classroom behaviour. Disrespectful behaviour towards other pupils or towards a teacher, e.g. – cheek and insolence will not be tolerated. Pupils must respect the right of other pupils to learn. Any behaviour that interferes with this right is considered unacceptable. In order that pupils benefit from work in class, full co-operation is required from pupils at all times. Pupils must co-operate with instructions given by the teacher.

2. Behaviour during break times

Pupils must treat others, as they would like to be treated themselves. Behaviour that endangers others is not permitted. Bullying and rough behaviour, games or activities considered being dangerous and any behaviour that interferes with the play of others is forbidden. Pupils may not leave the playground for any reason during breaks without the permission of the supervising

teacher. This includes re-entering the school building. On wet days pupils may not leave their seats without the permission of the supervising teacher.

3. Bullying

Bullying is repeated verbal, psychological or physical aggression by an individual or group against others. The most common forms of bullying are aggressive physical contact, name-calling, intimidation, extortion, isolation and taunting. Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy/Bí Cineálta policy

4. Affirming Positive Behaviour

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions.

5. Strategies/Incentives to promote positive behaviour in The Commons N.S.

- ✚ A quiet word or gesture to show approval
- ✚ Praise and recognition
- ✚ A comment on a child's exercise book.
- ✚ A visit to another class or Principal for commendation.
- ✚ Children have an input into devising classroom rules
- ✚ Individual class merit awards, reward system or award stamps.
- ✚ Clear system of rewarding of good behaviour e.g. Golden Time, homework pass, reward chart etc.
- ✚ Delegating some special responsibility for tasks in school.
- ✚ Clear communication of expectations for pupils are communicated regularly to pupils in a positive manner.
- ✚ Written or verbal communication with parent.

6. Unacceptable behaviour

Although the school's overall focus is on reinforcing positive behaviour, there are also sanctions in place for unacceptable behaviour. In order to establish a common understanding and consistent response the Code of Behaviour classifies unacceptable behaviour into three levels based on the degree of disruption caused by the misconduct. The Code also specifies the disciplinary actions and supportive interventions that will be employed.

The three levels are as follows:

- Level 1- Minor Misbehaviours
- Level 2- Serious Misbehaviours
- Level 3- Gross Misbehaviours

Level 1- Minor Misbehaviours

Level 1 misbehaviours are those that interfere with the orderly learning of the school. Responses to the daily misbehaviours, which occur in school, will be developmentally appropriate and positive, where possible. Children will be taught by their class teachers what is expected and how they should behave in school.

Below are some examples of what would be considered minor misbehaviours:

- Failure to prepare properly for class, as defined by individual teachers
- Running in hallways or in classrooms
- Disturbing the work or play of others
- Disrespectful language, tone or manner
- Ignoring requests from staff ○ Incomplete homework
- Taking/Borrowing items without asking
- Throwing objects e.g. pencil, eraser, ruler etc.
- Speaking out of turn
- Not wearing full school uniform (some exceptions can be made, subject to an explanation note from parents/guardians)
- Swinging on chairs, banging chairs or tables
- Chewing gum in school
- Littering any part of the school
- Pushing others e.g. in lines, walking in or out to the yard etc. ○ Not adhering to school bell ○ Regularly late for school.

Level 1- Disciplinary Actions

Consequences for Level 1 misbehaviours are dependent upon the severity and frequency of the specific misbehaviour. Other factors will also be brought into consideration e.g. age of the child. Teachers will discipline children at Level 1.

Some strategies for dealing with Level 1 misbehaviours include:

- Reasoning with the pupil
- Verbal reprimand/reminder
- Reinforcement of alternative positive behaviour
- Detention for a period during break time
- Temporary separation from peers, friends or others
- Prescribing additional work
- Loss of privileges or rewards e.g. Golden Time
- Contact parents e.g. note home, telephone call or meeting.

Level 1- Supportive Interventions

Listed below are some examples of Level 1 supportive actions:

- Classroom-based interventions e.g. Circle Time, class meetings, informal consultation with parents and/or members of staff

- Discussion around appropriate and inappropriate behaviour with the child
- Informal recording of incident/intervention/date(s) which may be required at a later date should the misbehaviour or problem persist.

Level 2- Serious Misbehaviours

Level 2 misbehaviours are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well-being of students and staff.

Listed below are some examples of the types of misbehaviours that are included in Level 2. Please note the list is not exhaustive.

- Repeated instances of Level 1 misbehaviours which have not been modified by intervention
- Dangerous behaviour(s) to self or others e.g. hitting, shoving, aggressive behaviour
- Intentionally damaging school property or personal property
- Stealing
- Cheating
- Use of profanity
- Derogatory reference to another person's race, gender, religion, physical condition, disability or ethnic origin
- Disrespectful language or behaviour towards an adult
- Leaving the school without permission
- Taking mobile phones (or similar electronic devices e.g. iPads) into school without the prior permission of the class teacher
- Possession or use of dangerous toys or sporting equipment e.g. bow and arrow, knife, harmful substances or sexually explicit images.

Level 2- Disciplinary Actions

The disciplining of pupils for Level 2 misbehaviour is dependent upon the severity and frequency of the specific behaviour at developmentally appropriate levels. Disciplinary action at Level 2 is usually administered by the principal. The class teacher keeps a record of all serious misbehaviours. The action may include the formal notification to parents, with written documentation.

Some examples of Level 2 actions are:

- Immediate removal from activities, if necessary
- In-school supervised detention
- Report submitted to the Board of Management
- Meeting with parents/guardians
- Suspension from school for 1-5 days depending on the severity of the misbehaviour
- Implementation of an extensive personal behaviour management plan.

Level 2- Supportive Interventions

Listed below are some examples of Level 2 supportive actions:

- Team conference to include the class teacher, other involved staff e.g. SET, SNA, deputy principal and/or principal

- Request for assistance from external agencies such as NEPS (National Educational Psychological Services), HSE (Health Service Executive), NCSE (National Council for Special Education), CAMHS (Child and Adolescent Mental Health Services) etc.
- Referral of a child displaying behavioural problems for psychological assessment, with parents/guardians' consent.

Level 3- Gross Misbehaviours

Level 3 misbehaviours are considered the most serious violations. These misbehaviours endanger the immediate health, safety and personal well-being of pupils and/or staff in the school. They represent a direct threat to the orderly operation of the school. Situations which include illegal activity may result in contact with An Garda Síochána after parental involvement.

Listed below are some examples of the types of behaviour which are included in Level 3.

Please note the list is not exhaustive.

- Repeated or serious instances of Level 2 misbehaviour which have not been modified by intervention
- Setting fires
- Intentional possession or use of weapons
- Violent fighting or intentionally causing harm to others or the intent to cause harm ○ Serious breach of the school's Acceptable Use Policy (AUP).

Level 3- Disciplinary Actions

Misbehaviour at Level 3 may involve suspension from school. The length of the suspension will depend upon the severity and frequency of the specific behaviour. Specific information about due process and procedures in respect of the issuing of a suspension is contained in this document.

Level 3- Responses

Suspension from the school for 1-5 days- This response will occur with the first incidence of Level 3 misbehaviour or Level 2 misbehaviour of significant severity. The Board of management following due process and procedure, can issue a suspension.

Note: The Chairperson and/or Principal is authorised by the Board of Management to suspend a child for 1-3 days. In exceptional circumstances and with the approval of the Chairperson the suspension may be for a longer period, but in any event no more than five school days.

Suspension from school for 6-10 days- This response will occur with a repeated incidence of Level 3 misbehaviour or a severe expression of this behaviour. A suspension of this magnitude will only be issued with the approval of the Board of Management.

Expulsion- Repeated incidents of Level 3 misbehaviour or a one-off serious offence can result in a pupil being expelled.

Procedures for Suspensions and Expulsions

Definition of suspension is "requiring the student to absent himself/herself from the school for a specified, limited period of school days" (Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board, 2008).

Authority to Suspend

The Board of Management of The Commons National School has formally and in writing delegated the authority to impose an immediate suspension to the Chairperson and/or principal. An immediate suspension may be for a period of one to three school days depending on the severity of the specific misbehaviour. In exceptional circumstances and with the approval of the Chairperson the suspension may be for a longer period, but in any event no more than five school days.

The Board of Management has formally and in writing delegated to the Chairperson and/or principal the authority to impose an automatic suspension for named misbehaviours detailed in this policy. An automatic suspension may be for a period of one to three school days depending on the severity of the specific behaviour. In exceptional circumstances and with the approval of the Chairperson the suspension may be for a longer period, but in any event no more than five school days.

The Board of Management retains its authority to suspend a pupil in all other cases/circumstances.

Immediate Suspension and/or Automatic Suspension

An immediate suspension will be deemed to be necessary where after a preliminary investigation the principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils and/or staff of the school. An immediate suspension may be for a period of one to three school days depending on the severity of the specific behaviour. In exceptional circumstances and with the approval of the Chairperson the suspension may be for a longer period but in any event no more than 5 school days.

An automatic suspension is a suspension imposed for named behaviours. The Board of Management of The Commons National School having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named misbehaviours will incur an automatic suspension as a sanction:

- Physical assault/violence resulting in bodily harm to a pupil or member of staff
- Physical violence resulting in serious damage to school property.

An automatic suspension may be for a period of one to three school days depending on the severity of the specific behaviour. In exceptional circumstances and with the approval of the Chairperson of the Board, the suspension may be for a longer period but in any event no more than five school days.

Parents/Guardians will be informed of an immediate or automatic suspension by telephone, and arrangements will be made with them for the pupil to be collected. In no circumstance will a pupil be sent home from school prior to his/her parent/guardian being notified.

Formal written notification of the suspension will issue in due course, but no later than two school days after the imposition of the suspension. Such a notification will detail:

- The duration of the suspension and the dates on which the suspension will begin and end
- The reasons for the suspension
- Any study arrangements to be followed
- The arrangements for returning to school, including any commitments to be entered into by the pupil and/or the parents/guardians.

The Board of Management acknowledges that the decision to impose either an immediate or automatic suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation to be completed no later than 2 school days after the incident, the Board of Management will invite the pupil and his/her parents/guardians to a meeting to discuss:

- The circumstances surrounding the suspension
- Interventions to prevent a reoccurrence of such misconduct.

The Board of Management of The Commons National School acknowledges the fundamental importance of impartiality in the investigation process. In this regard the Board of Management will ensure that no person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure.

Procedures in Respect of Other Suspensions

In cases other than those of immediate or automatic suspension the following procedures will apply.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the Board of Management of The Commons National School will initiate a formal investigation of the matter.

The following procedures will be observed:

A written letter containing the following information will issue to parents/guardians:

- Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in suspension
- An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parents/guardians are provided with an opportunity to respond before a decision is made or a sanction imposed.

The Board of Management of The Commons National School acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given:

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process
- The person(s) involved in the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

Where a decision to suspend has been made the Chairperson of the Board of Management will provide written notification to the parents/guardians and the pupil of the decision. The letter will confirm:

- The duration of the suspension and the dates on which the suspension will begin and end
- The reasons for the suspension
- Any study programme to be followed, if applicable
- The arrangements for returning to school, including any commitments to be entered into by the pupil and the parents/guardians
- The provision for an appeal to the Board of Management.

Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days the parents/guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

The principal is required to report suspensions to the NEWB, if the pupil is suspended for six or more school days.

Expulsion

Definition of Expulsion is “a student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000” (Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board, 2008). Expulsion may be considered in an extreme case, in accordance with the Rules for National Schools and the Education Welfare Act 2000.

Authority to Expel

The authority to expel a pupil is reserved by the Board of Management.

Procedures in Respect of Expulsion:

Where a preliminary assessment of the facts confirms serious/gross misbehaviour that could warrant expulsion the following procedures will apply:

- a) A detailed investigation will be carried out under the direction of the principal (or a Nominee of the Board, if required)

As part of the investigation a written letter containing the following information will issue to parents/guardians:

- Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in expulsion
 - An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parents/guardians are provided with an opportunity to respond.
- b) The principal (or a Nominee of the Board, if required) will make a recommendation to the Board of Management.

Where the Principal (or nominee) forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the principal (or nominee) makes a recommendation to the Board of Management to consider expulsion.

In this event the principal (or nominee) will:

- Inform the parents/guardians that the Board of Management is being asked to consider expulsion
- Ensure that parents/guardians have records of the allegations against the pupil; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- Provide the Board of Management with the same comprehensive records as are given to parents/guardians.

c) Consideration by the Board of Management of the principal's (or BoM's Nominee) recommendations and the holding of a hearing.

If, having considered the Principal's Report, the Board of Management decides to consider expelling a student a hearing will be scheduled.

The parents/guardians will be notified in writing:

- As to the date, location and time of the hearing
- Of their right to make a written and oral submission to the Board of Management
- That they may, if they so choose be accompanied at the hearing.

The Board of Management undertakes that the timing of such written notification will ensure that parents/guardians have enough notice to allow them to prepare for the hearing.

In respect of the expulsion hearing the Board gives an undertaking that:

- The meeting will be properly conducted in accordance with Board procedures
- The principal (or BoM's Nominee) and parents/guardians will present their case to the Board in each other's presence
- Each party will be given the opportunity to directly question the evidence of the other party
- The parents/guardians may make a case for a lesser sanction, if they so choose.

d) Board of Management deliberations and actions following the Hearing.

Where the Board of Management, having considered all the facts of the case, is of the opinion that the pupil should be expelled the Board:

- Will notify the Educational Welfare Officer in writing by registered post of its opinion, and the reasons for this opinion
- Will not expel the student before the passage of 20 school days from the date on which the Educational Welfare Officer receives this written notification
- Will notify the parents/guardians in writing of their decision and inform them that the Educational Welfare Officer is being contacted

- Will be represented at the consultation to be organised by the Educational Welfare Officer
- Will suspend the student, if it is deemed likely that the continued presence of the student during this time will seriously disrupt the learning of others or represent a threat to the safety of other pupils and/or staff.

e) Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel.

Parents/guardians will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

The Board of Management of The Commons National School acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given:

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process
- The person(s) involved in the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorize 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.

8. Removal of Suspension (Reinstatement)

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

9. School Rules & Expectations

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly.

10. School Property

Damage to school property is a serious offence. Library books should not be abused. Pupils who maliciously damage school or another's property will be required to make good the damage. Mark all property / clothes with pupil's names.

11. Attendance

Pupils are required to be in regular attendance at school.

Parents are required to explain all absences to the school as the Principal is required by law to report to the Tusla Education Support Service all pupils with absences over 20 days; and the reasons for the absences.

Parents are asked to email the school/contact via Aladdin on the morning of each absence, informing the school of the reason and the possible duration of the absence.

If a child is expected to be absent from school for a number of days, parents are asked to inform the school by Aladdin/email in advance.

After a pupil has been absent without prior notification and explanation to the school, a note on Aladdin/email from the parent/guardian must be submitted on the pupils return to school.

Pupils are expected to be on time for school each day and, in the event of a late arrival, teachers should be informed by email/Aladdin.

Truancy from school is considered a serious offence and is reported to parents/guardians and to the Tusla Education Support Service.

On no occasion will a child be given permission to leave the school without the permission of a parent.

Pupils are required to attend school regularly. If a pupil has been absent a note from the parent/guardian should be sent in by the parent on the child's return. The school is part of the local school attendance scheme, which is monitored by the National Education Welfare Board. In any given school year, any child who is absent from school, no matter what the reason, for 20 days or more, must by law, be reported in writing to the Education Welfare Board. School opens at 9.20a.m. to receive pupils and closes at 3.00p.m.

In case of Infants, school closure is 2.00p.m. All Infants must be collected at 2.00p.m. No responsibility is accepted for pupils arriving before opening time or remaining after closing time.

The school is not responsible for the school transport system and the fact that children are conveyed by school bus does not impose any additional obligations on the school or the staff.

When a pupil has to leave class early a note must be brought be sent via Aladdin or a parent/legal

guardian must call the school secretary. On no account will a child be given permission to leave the grounds without the express permission of the parent. Missing school is a serious offence and is reported to the parent/guardians, and to Tusla Education Support Service.

12. Homework

Homework is given on a regular basis from Junior Infants upwards to consolidate work already done in school. Pupils are expected to complete it neatly and carefully. Homework will be sent out via Aladdin by the class teacher. Homework is generally not given at weekends. If, for any reason, the homework (or any part of it) cannot be completed, a short note to the teacher will suffice. Children need not spend any longer per day at homework than recommended hereunder.

Junior / Senior Infants up to 20 mins

1st and 2nd Class up to 30 max

3rd and 4th Classup to 40 max

5th and 6th Class up to 1 hour max

13. Hygiene

Every year we have outbreaks of head-lice. Please check your children's hair on a regular basis (weekly) and treat in accordance with medical advice, if necessary. Inform the school immediately if the condition is observed.

14. Roles and Responsibilities

The Board of Management

The Board of Management ratify the Code of Behaviour and continually monitor it's implementation adjusting as necessary.

The Board of Management must:

- ✚ Provide a comfortable, safe environment.
- ✚ Support the Principal and staff in implementing the code.
- ✚ Ratify the code.

Principal

The principal has overall responsibility within the school for the implementation of the code on a day-to-day basis.

The principal should:

- ✚ Promote a positive climate in the school.
- ✚ Ensure the Code of Behaviour is implemented in a fair and consistent manner.
- ✚ Arrange for review of the Code, as required.

Teachers

All teachers are expected to support and implement the school's Code of Behaviour. Teachers are responsible for:

- ✚ Creating a safe working environment for each pupil.
- ✚ Recognising and affirming good work.
- ✚ Preparing schoolwork and correcting work done by pupils and providing constructive feedback to pupils.
- ✚ Recognising and providing for individual talents and differences among pupils.
- ✚ Being courteous, consistent and fair.
- ✚ Keeping opportunities for disruptive behaviour to a minimum.
- ✚ Dealing appropriately with misbehaviour.
- ✚ Keeping a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- ✚ Providing support for colleagues.
- ✚ Communicating with parents when necessary and providing reports on matters of mutual concern.

Pupils

Pupils are made aware of the Code of Behaviour regularly with an emphasis on promoting positive behaviour. The children are expected to:

- ✚ Attend school regularly and punctually.
- ✚ Listen to their teachers/SNA's and act on instructions/advice.
- ✚ Enter and exit the school in an orderly manner.
- ✚ Maintain a respectful level of quietness in the school hall, toilets etc.
- ✚ Show respect for all members of the school community.
- ✚ Respect all school property and the property of other pupils.
- ✚ Treat all school staff, pupils and themselves with respect and courtesy.
- ✚ Avoid behaving in any way which would endanger others.
- ✚ Avoid all nasty remarks, swearing and name-calling.
- ✚ Wear the school uniform every day.
- ✚ Include other pupils in games and activities.

- ✦ Bring correct materials/books to school and complete homework.
- ✦ Follow school and class rules.

Parents/Guardians

Parents are expected to:

- ✦ Encourage children to have a sense of respect for themselves and for property.
- ✦ Ensure that children attend regularly and punctually.
- ✦ Equip pupils with appropriate school materials and correct full uniform.
- ✦ Be interested in, support and encourage their children's school work.
- ✦ Be familiar with the code of behaviour and support its implementation.
- ✦ Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- ✦ Communicate with the school in relation to any problems which may affect child's progress / behaviour.
- ✦ Make an appointment to meet with teacher/principal through the school secretary.
- ✦ Supervise their young children on school premises when collecting their children or visiting the school.

The policy was amended and ratified by the Board of Management on

Signed: Chm: Mellor
Chairperson, Board of Management

Date: 18/11/2025

Signed: Emel Rose
Principal

Date: 18/11/25

This policy was reviewed by the Board of Management on:

Date: 18/11/25

Declaration (please, return this section to the school with enrolment forms).

I / We (parents' signature/s) _____

The parents of, (child's name) _____ will
be availing of the place offered. We/I have read the code of behaviour above on
(dates) _____ and are familiar with and agree with its contents.

Appendix 1

Appendix 1 School

Rules

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and wisely.

- Children should arrive punctually to school each morning
- Full school uniform must be worn on all school days
- Fighting, foul language and bullying will not be tolerated
- Enter and exit the school in an orderly manner through the gates
- Children are not allowed to climb on fences or walls. Children are not allowed outside the school grounds without permission from a teacher
- Use bins provided to keep the playground, communal areas and classrooms litter-free
- All main doors should be kept clear
- Running or playing are not permitted in the corridors or in the toilets
- Pupils must follow the “two bell” instruction, stay in designated area and may leave the yard with a teacher’s permission.
- Lunch must be eaten in the classroom and when finished, children will go out into the playground, weather permitting
- Eating during class is forbidden and chewing gum, fizzy drinks and crisps are forbidden on school grounds or in the classroom.
- Children are not permitted inside the school building during breaks without prior permission from the teacher on duty
- Glass bottles are not permitted in the school
- Permission/explanatory notes are required for all absences, early departure from school, late arrival, incomplete uniform, unfinished homework etc. Notes should be submitted via the Aladdin app to the relevant class teacher
- Pupils are not allowed to have mobile phones at school. The school telephone can be used for emergency calls
- Playing football is not allowed at the front of school before class in the morning or after the school day ends
- At the end of the school day children will exit the school in an orderly manner
- Correction fluids or solvents of any kind are not allowed in school
- Pupils are asked to behave courteously towards other pupils, staff and visitors at all times
- Handheld electronic devices or internet-enabled watches are not permitted at school

- Homework must be checked by a parent/guardian each night and weekly tests must be signed on Friday or over the weekend.
- Home time routine:
 - Infants to be collected at the gate.
 - 1st -6th walk directly to their parents/guardian's car.
(Playing in the playground/pitch is not allowed).