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## Code of Behaviour

### Introductory paragraph

This Code of Behaviour is prepared in accordance with the guidelines 'Developing a Code of Behaviour Guidelines for Schools' published by the National Education Welfare Board (NEWB, 2008). The Code of behaviour also conforms with legislation as required by Section 23 of the Education Welfare Act (2000). The code of behaviour will be available on the school website. The code of behaviour needs to be read in association with the school's anti-bullying policy, and child protection policy which are available on [www.stbrigidsbrookfield.ie](http://www.stbrigidsbrookfield.ie).

When parents enrol their child in St Brigid's JNS, they must sign an agreement to support the implementation of the code of behaviour and other policies of the school.

### Rationale

The Board of Management of St. Brigid's Junior School decided to review the school's Code of Behaviour for the following reasons:

- The policy was due for its annual review.
- In response to the Board of Management's responsibility, under the Health and Safety Act 2005, to provide a safe and healthy working environment for all staff and pupils.
- To ensure that the school complied with its legal requirements and good practice as set out in Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008 and in relation to the Education Welfare Act, 2000, Section 23 (1) which refers to the obligation on schools to prepare a code of behaviour in respect of the students registered at the school. It details in Section 23(2), that the code of behaviour shall specify:
  - A. The standards of behaviour that shall be observed by each student attending the school;
  - B. The measures that shall be taken when a student fails or refuses to observe those standards;
  - C. The procedures to be followed before a student may be suspended or expelled from the school concerned;

### The aims of the Code of Behaviour are;

1. To help create a positive learning environment in which every pupil can benefit from the school.
2. To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
3. To provide guidance for pupils, teachers and parents on behavioural expectations.
4. To provide for the effective and safe operation of the school.
5. To develop pupils' self-esteem and to promote positive behaviour.
6. To provide a safe place of work and learning for both pupils and staff.

7. To provide recognition of the variety of differences which exist between children and the need to accommodate these differences.

The Code of Behaviour not only applies to interactions pupils may have with their class teacher but also in their interactions with all teachers of the school, ancillary staff, outside tutors / trainers and volunteers assisting the school, whether these interactions are in the classroom, on the school premises, on school trips, school tours or sports activities etc.

Teachers are expected to take particular responsibility for the pupils of their class and display care and interest in all pupils of the school.

All pupils are subject to the school's Code of Behaviour. Teachers and management will make reasonable allowance for pupils with additional needs.

### **Principles**

The emphasis in St. Brigid's is on positive behaviour management and the assurance of a safe and healthy working environment for the entire school community.

A problem solving approach is promoted to address inappropriate behaviour and the early involvement of parents is seen as of great importance.

The school may:

1. Gather information to help us understand the context and the factors that may be affecting the behaviour
2. Generate ideas about possible solutions.
3. Decide and agree on specific solutions.
4. Implement the agreed strategy consistently.
5. Review progress.

We will seek at all times to promote positive and constructive behaviour and discourage unacceptable and undesirable behaviour. The Code places a greater emphasis on rewards rather than on sanctions. Good behaviour will be praised and rewarded. Unacceptable behaviour will not be tolerated. The Code will promote the acquisition of self-discipline as an ideal. Positive behaviour will be noted and acknowledged. We will try to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively non disruptive environment. There are times however when it may be necessary to impose sanctions to maintain good order and to discourage unacceptable behaviour.

**Roles and Responsibilities:** The responsibility for the implementation of this policy rests with the partners in education i.e. B.O.M., Principal and teaching staff and the parents/guardians of the pupils attending St Brigid's JNS..

### **Responsibilities of B.O.M.**

- Provide a comfortable and safe environment for pupils and staff
- Support the principal and staff in the implementation of this Code of Behaviour
- Arrange periodic review of the Code of Behaviour and ratification of the policy

### **Responsibilities of the Principal**

- Promote a positive climate in the school
- Ensure the Code of Behaviour is implemented in a fair and consistent manner

### **Responsibilities of Teachers**

- Support and implement the school's Code of Behaviour
- Create a safe working environment for each pupil and affirm good work and effort
- Be courteous, consistent and fair
- Keep opportunities for disruptive behaviour to a minimum
- Deal appropriately with misbehaviour
- Record incidents of serious misbehaviour on Aladdin and appropriate details may be recorded by staff concerned and stored in the child's file if necessary.
- Provide support for colleagues
- To create behaviour support plan and carry out risk assessments in consultation with staff where necessary
- Communicate with parents when necessary and provide reports on matters of mutual concern

### **Responsibilities of Parents/Guardians**

The school depends on parents/guardians to support good behaviour and discipline.

- Ensure the school has up to date contact information (parents' phone numbers, email addresses and emergency contact names and phone numbers)
- Advise the school if unable to accept phone calls during the school day (8.30 am – 3 pm) and nominate another person to accept phone calls on your behalf in this event.
- Ensure your child attends school regularly and on time.
- Where applicable, collect your child promptly at the end of the school day.
- Contact the school/class teacher to explain any absence. Absences of more than 20 days will **automatically** be reported to the Tusla (Child & Family Agency). Ref: School Attendance Policy
- Children who are required to leave the school before the official school times must be collected in the school by a parent/guardian or someone nominated by a parent/guardian and must sign to collect the child.
- Share information with the school concerning any circumstance which may affect your child's progress/behaviour (family situation).
- Check your child has the necessary materials for class i.e. books, stationery etc.
- The class teacher will not distribute party bags or holidays treats from parents in keeping with this health & safety concern for all our pupils.
- Attend the parent-teacher meeting to discuss your child's progress.
- Provide children with positive models of behaviour.
- Children need boundaries and rules about behaviour. Parents should talk to their child about school rules. They help make the school a safe place where everyone can learn and nobody feels left out or threatened.
- Be interested in, support and encourage your child's schoolwork.

- Cooperate with teachers in instances where your child's behaviour is causing difficulties for others.
- Behave in a respectful manner.

### **Guidelines for Behaviour in the School**

The school recognises the variety of differences that exist between children and the need to tolerate these differences. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of cooperation among staff and between staff, parents and pupils. Every effort will be made to ensure that the code of behaviour is implemented in a reasonable, fair and consistent manner. The limits of behaviour are clearly defined and children become familiar with the consequences of behaviour beyond these limits. The overriding principle governing this code is respect - respect for ourselves and others and their property.

### **The behaviour has been subdivided into these main areas:**

- General
- Classroom
- Yard
- School Outings

### **RULES OF THIS SCHOOL**

1. Children must always walk in the school building in order to avoid accidents. Pushing, running and overtaking are forbidden at all times in the school.
2. Children are not allowed to walk through the school on their own without the teacher's permission. Children must have school permission to leave the school building or grounds.
3. Kicking, thumping, tripping, spitting, pushing, pulling clothes, carrying others on backs, wrestling, rough play and "mess fighting" of any kind are forbidden
4. Children must treat each other and adults with respect. This includes not bullying, stealing, physically or verbally hurting or threatening others.
5. At the end of break pupils in the yard must respond immediately to the bell and stop and walk into the line.
6. At break times on wet days, pupils must remain in designated areas and not leave their place, for any reason, without the permission of the teacher on duty.
7. The use of bad language is forbidden.
8. Mobile phones are not allowed and if brought into the school will be confiscated.

### **OUR GOLDEN RULES ARE:**

1. I will be gentle and kind.
2. I will do my work well
3. I will take care of my school
4. I will walk quietly in school.
5. I will listen well in school.
6. I will tell the truth.

### **RULES OF THE CLASSROOM:**

Each teacher is responsible for discipline in his /her classroom, by drafting their own classroom rules and by keeping records of class misdemeanours.  
Teachers will devise their own reward systems which may include the following-

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**Chairperson: Patricia Darling Principal: Maeve Cloke. Roll No. 197820**

1. Praise for good behaviour.
2. Send children on messages or give them responsibilities in the classroom.
3. Golden time.
4. Star of the week.
5. Kind Club

### Sanctions

#### On the yard

The following steps may be taken in the case of behavioural problems in the yard.

1. A verbal warning is issued to a child.
2. The child will be given a timeout. 2 mins - junior yard, 5mins - senior yard.
3. If the child re-offends she/he is sent for another time-out.
4. If the child continuously misbehaves, parents / guardian will be informed by the Principal.
5. If misbehaviour is persistent or considered to be a serious misbehaviour, parents/ guardian are called to meet with the Principal.
6. A child may be withdrawn from the yard at the Principal's discretion.
7. A formal report may be given to the Board of Management.

#### In the classroom

The following steps may be taken in the case of behavioural problems in the classroom.

1. A verbal warning is issued to a child.
2. The teacher issues a second warning.
3. The child will lose his/her rewards/privileges.
4. The child will be moved within his/her own classroom.
5. For continued misbehaviour, the child will be sent to an adjacent classroom for a specified time.
6. The Principal will be informed – Principal talks to class regarding type of behaviour.
7. Principal will talk to the child.
8. Principal will send for Parents/Guardian.

In the event of continuing serious misbehaviour a child may not be allowed to go on school trips/outings. The school Board of Management reserves the right to impose such a sanction where the child's behaviour is a risk to his/her safety and/or the safety of others.

### **School Outings:**

#### **Pupils are required to**

- Listen carefully to all instructions.
- Represent the school well.
- The rules of the venue and their safety guidelines must be strictly obeyed.

### Protocol for Children Exhibiting Challenging Behaviours

This protocol will come into effect when the code of behaviour policy has been exhausted.

The following actions may be taken if/when necessary:

- The class teacher will ask for a Care Team meeting and advice from the behaviour support teacher.
- The class teacher may look to others for advice- colleagues/Principal
- An individual programme for behaviour or an intervention may be devised.
- Parents/ Guardian will be informed and involved.
- Regular meetings and reviews will be arranged.
- The class teacher may look to others for advice- colleagues/Principal/Psychologist/ Lucena Clinic. A psychological assessment may be the advised course of action.
- In extreme cases where the education of the other children in the class is being adversely affected or where their emotional welfare is suffering, a decision may be taken to shorten the child's day.

In consultation with the Board of Management and parents a decision may be taken to seek a placement in another school deemed more appropriate to meeting the educational, emotional, psychological and language needs of the child or home schooling hours may be sought.

### Suspension/ Expulsion

In implementing our code of behaviour, our approach is to support good learning behaviour and to respond to inappropriate behaviour.

Fair procedure and impartiality will be of paramount importance.

To ensure impartiality if the Principal is involved in the incident somebody else may investigate and present a full report to the B.O.M.

The Principal will investigate an alleged misbehaviour that may lead to suspension or expulsion.

A suspension aims to:

1. Enable the school to set behavioural goals with the student and their parents
2. Give school staff an opportunity to plan other interventions
3. Impress on a student and their parents the seriousness of the behaviour

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

1. The student's behaviour has had a seriously detrimental effect on the education of other students.
2. Immediate suspension may be considered if the student's continued presence in the school at this time constitutes a threat to safety.
3. The student exposes him/herself to others or violates another child's personal space.
4. A serious violation of school rules.
5. The student is responsible for serious damage to property.

Following an investigation of the incident and where a suspension is being considered the parents/guardians will be contacted by the Principal and requested to attend a meeting where they have

- ❖ The right to be heard
- ❖ The right to know what alleged misbehaviour is being investigated
- ❖ The right to know how the issue is decided
- ❖ The right to respond\*
- ❖ The right to be heard by the Board of Management
- ❖ The right to ask questions

The school will inform the student and their parents in writing or by telephone about the complaint.

- Written notification of all suspensions will be provided to parents/guardian and signed by parents/guardian outlining the period of suspension, the reason for suspension, arrangements for returning to school including any commitments to be entered into by the pupils and the parents, and the right of appeal to the B.O.M. /Secretary-General of the Dept. of Education. A copy of this document will be kept on the pupil's file.
- Following the period of suspension, the pupil and his/her parent/guardian will meet with the Principal and the pupil will be reintegrated into the class. The pupil will be given the opportunity and support for a fresh start.
- Where an immediate suspension is considered by the Principal for reasons of safety of the student, other students, staff or others, a preliminary investigation is conducted to establish the case for imposition of the suspension. A formal investigation under the direction of the Principal will immediately follow the imposition of the suspension. Parents are notified immediately and asked to collect the student from the school.
- A pupil may be suspended for up to three school days by the school principal. This authority has been formally delegated to the Principal in writing by the B.O.M
- The principal, with the approval of the Chairperson of the B.O.M. may suspend a pupil for up to and including five school days, in circumstances where a meeting of the B.O.M. cannot be convened in a timely fashion.
- The B.O.M. may suspend a pupil for a period exceeding five school days but would normally place a ceiling of ten days on any one period of suspension.
- The B.O.M. will inform Tusla (Child & Family Agency) when any pupil's period of suspension equals or exceeds ten school days.
- Should a suspension bring the number of days for which a student has been suspended in a current school year to twenty school days or more, this suspension would be subject to appeal under Section 29 of the Education Act 1998.
- The suspension will be as per the terms of Rule 130 (5) of The Rules of National Schools

### **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 parents/guardians must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the B.O.M. must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's safety or that of the other pupils or staff. The Principal, in consultation with the parents, the class teacher, the support teacher and the pupil (if appropriate) will facilitate the preparation of a behaviour plan for the pupil if required, and will re-admit the pupil formally to the class.

Where a satisfactory resolution of a problem is achieved, a pupil may be readmitted to school within a suspension period at the discretion of the chairperson B.O.M. and the principal.

### **Expulsion**

The Board of Management may recommend expulsion in extreme cases of unacceptable behaviour. Expulsion differs from suspension in that the school has exhausted all other possibilities or interventions.

Expulsion for a first offence may occur in a case of

- a serious threat of violence against another pupil or member of staff
- actual physical violence or physical assault
- supplying illegal drugs to other students
- sexual assault

Automatic Expulsion may be given in extreme circumstances.

#### Procedures to be taken in cases of expulsion

##### **Procedures for Expulsion**

1. A detailed investigation is carried out under the direction of the Principal. To ensure impartiality and to afford the pupil fair procedures the Principal will not investigate if he/she is a victim or a witness to an assault. The B.O.M. will appoint a designated person to investigate this instance.
2. Principal/Person investigating the incident recommends to B.O.M. to consider expulsion of the pupil. The B.O.M. may request a pupil to remain out of school where there is a likelihood that the continued presence of the pupil during this time will disrupt the learning of others, or represent a threat to the safety of other pupils and staff.
3. B.O.M. considers the recommendation and parents/guardians are informed that B.O.M. is being asked to consider expulsion. Parents/guardians will receive written records of the allegation against the pupil, the investigation that has been carried out and the grounds on which the B.O.M. is being asked to consider expulsion. The B.O.M. will receive the same comprehensive reports as are given to the parents. The parents/guardians and the Principal/person investigating the incident are invited to a hearing and advised they can make both oral and written submissions to the B.O.M. Each party may question the evidence of the other party directly. When the presentation to the B.O.M. has been completed, both parties leave the B.O.M. meeting to allow the B.O.M. deliberate on the facts.
4. Where the B.O.M. having considered all the facts of the case, believes that the pupil should be expelled the Chairperson of the B.O.M. completes a "Notice of Intention to Expel a Student" form and sends it to the Educational Welfare Officer.
5. The B.O.M. informs the parents/guardians in writing by registered letter about its conclusions and advises them of the next step in the process. The parents/guardians should be advised that the B.O.M. has informed the Education Welfare Officer and that the expulsion does not take effect until twenty days have elapsed from the date the EWO receives this written notification. The B.O.M. may consider it appropriate to suspend the student during this time if there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others or present a threat to the safety of other students and staff.
6. The Education Welfare Officer arranges consultations to discuss alternative interventions that may avoid expulsion and to ensure that arrangements are made for the student to continue in education.
7. When the twenty days have elapsed and where the B.O.M. remains of the view that the student should be expelled, the B.O.M. formally advises the parent by registered post of

their decision to expel the pupil. Parents will be informed of their right to appeal and be supplied with the standard form on which to lodge an appeal.

8. Chairperson of the B.O.M. will complete and forward a 'Confirmation of Expulsion of a Student' form to the EWO.
9. Parents/Guardians may appeal a decision to expel the Secretary-General of the Department of Education.

This policy was reviewed by staff on 3rd Feb 2026.

It was ratified by the Board of Management on 26th February 2026

Patricia Darling Chairperson

Maeve Cloke Principal