



**SCOIL NÁISIÚNTA MUIRE AGUS IÓSEF, SÓISEAR**  
**BAYSIDE JUNIOR SCHOOL**

**POLICY  
FOR  
GOOD BEHAVIOUR  
AND  
DISCIPLINE**

## **TOWARDS A POSITIVE POLICY FOR GOOD BEHAVIOUR AND DISCIPLINE**

This Policy was drawn up by the Board of Management of Bayside Junior School in collaboration with the teachers and parents.

The aims of primary education may be stated as:-

- (i) to enable the child to live a full life as a child
- (ii) to equip her/him to avail her/himself of further education so that she/he may go on to live a full and useful life as an adult in society.

The ethos of our school establishes and supports a strong sense of community within the school, between school and Board of Management, between school and parents. We are all committed to the realisation of the aims of primary education.

As a staff committed to the realisation of these goals in the everyday life of the school, our aim is to create a happy, secure environment for all our pupils, within which there is a sense of good order, effective teaching, and an agreed approach to discipline.

In formulating a code of discipline consideration has been given to the particular needs and circumstances of our school. Our aim is to ensure that the individuality of each child is accommodated in a relatively disruptive-free environment.

### **The Code of Behaviour aims to achieve**

- the efficient operation of the school
- the organisation of classroom management which creates an efficient and stimulating learning environment
- the maintenance of good order and safety throughout the school day, including reception times, break times, sport activities, movements between classes and dismissal times – all in accordance with our Health and Safety Statement.
- The development of self discipline and care and courtesy towards others
- The development of respect for school buildings, all school property and the school environment

## **Principles of our Discipline Policy**

Our policy is based on the principles of caring, fairness, respect, tolerance, compassion and courtesy. The success of any policy will depend to a large degree on the attitude and co-operation between the home and the school.

In our school we strive to create an environment where the children can develop and learn to their full potential within a framework which promotes constructive behaviour and discourages unacceptable behaviour. The agreed code emphasises rewards rather than sanctions and uses positive techniques of motivation and encouragement.

### **General**

Ours is a whole school approach to promoting positive behaviour.

#### **1. Respect and courtesy**

Pupils are expected to behave in a responsible manner both to themselves and to others. They are expected to treat all other pupils, members of staff and visitors to the school with respect and courtesy at all times. Any form of vulgarity or offensive language is unacceptable.

#### **2. Punctuality**

- Pupils are expected to be in time for school each day.
- Our school opens at 9.00 a.m. daily
- Formal instruction starts at 9.20 a.m.
- All doors remain open until 9.10 a.m.
- After 9.10 a.m. all pupils can only enter school through side door, which remains open until 9.20 a.m.
- **All pupils arriving at the school after 9.20 a.m. must be brought by accompanying adult to the front office as they are required to sign the child in to school.**

Junior/Senior Infants are dismissed at 1.40 p.m. and all other classes are dismissed at 2.40 p.m.

#### **3. Safety when entering or leaving the school**

Our School Traffic Warden does a valuable and demanding job every morning and afternoon.

All classes are dismissed by their teachers in orderly lines to the small gate (except for Junior Infants who are collected from the front porch) and then exit through the main gate.

Cyclists must dismount and walk when entering or leaving the school. Parents are requested not to park cars near the crossing or any place which might cause an obstruction. Parents are also requested to obey the one-way system between 8.30 a.m and 3 p.m.

#### **4. Attendances/Absences**

Pupils are required to be regular in their attendance at school. Absence of a child from school must be accounted for by a written note to the class teacher. The school is legally obliged to report absences of 20 days or more in any one school year to the National Education Welfare Board (N.E.W.B.)

- If a child has to leave school early, a written note must be forwarded to the class teacher.
- Pupils will not be allowed to leave the school unaccompanied by parent/guardian.
- All children must be signed out by the accompanying adult at the front office.

Parents are discouraged from taking children on holiday during school term as they miss out on valuable face to face learning time.

#### **5. Illness**

Any infectious illness should be notified to the school immediately. It is the policy of the Board of Management to notify parents if there are infectious illnesses in the school.

#### **6. Personal Property**

Please ensure that all clothing and personal belongings are labelled.

Please note that children are not allowed use of mobile phones while in school. (If a parent needs to be contacted, this will be done through the Secretary)

#### **7. School Environment**

Pupils are expected to keep the school environment clean and litter free. Classrooms should be left neat and tidy and care should be taken to keep the school grounds litter free. In the interest of health and safety for all, dogs are not allowed on the school premises at any time with the exception of guidedogs.

#### **8. Behaviour in class**

Pupils are expected to have their books and materials as required each day. All books should be clearly labelled and kept neat and tidy. All pupils are expected to work to the best of their ability.

Respect and courtesy are basic to classroom behaviour. Disrespectful behaviour towards other pupils, towards a teacher or ancillary member of staff or towards any visitors to the school is unacceptable.

Pupils are expected to respect the right of other pupils to learn. Any behaviour that interferes with this right e.g. regular disruption of the class or persistent disturbance of others is unacceptable behaviour. Pupils are encouraged to co-operate with the teachers' instructions as given, so that learning can take place in a pleasant environment.

Pupils are expected to wear their school uniform with pride. In June the pupils may wear their own summer clothes as it is not considered appropriate in our changeable climate to have a formal summer uniform.

## **9. Behaviour out of class**

- Corridors, cloakrooms, toilets, yard areas.
- School related activities outside of the school, e.g. tours, nature walks, sports and other extra curricular activities.

Pupils should treat others as they would wish to be treated themselves. Pupils should behave in an orderly manner at all times and must walk when going from one area to another within the school building. The play yard is marked with lines and pupils are expected to keep to the designated areas. During play pupils must not behave in any way which may endanger others or themselves.

Examples of behaviour which might endanger: running without due care for the other children; fighting; kicking; striking; spitting; punching; tripping; stone throwing; going out of bounds – behind the boiler-house, into the park or over to the boundary walls; leaving the yard without permission.

## **10. Accidents**

A child involved in any accident or who is hurt in any way must report or be reported to the teacher on yard supervision or to another teacher. The teacher will follow agreed school policy. First aid will be administered by the Principal or Deputy Principal. Accidents requiring further attention will be notified immediately to parents/guardians by contacting the emergency telephone number.

## **11. Homework**

It is the policy of the school to assign homework on a regular basis. Homework is an important part of a child's learning. It links home and school and helps to develop study skills. Homework should be completed within a short period. Parents are expected to sign homework indicating that it is of an acceptable standard. Our policy on Homework is reviewed regularly.

## **12. Rewards for acceptable behaviour**

The motto for Bayside Junior School is “Mol an Óige”

Encouraging high standards of behaviour among pupils and creating and maintaining an orderly atmosphere for learning in the school will involve the use of praise as reward for good behaviour. Oral praise, written praise, merit lists, stars, showing exceptional work to other teachers, note to parents praising effort, positive reporting of sustained effort, are all part of the process of positive motivation towards helping the pupils to achieve excellence.

## **13. Unacceptable behaviour**

When sanctions are invoked to register disapproval of unacceptable behaviour, the pupil understands that his/her behaviour is not acceptable and is rejected by all. In any case where unacceptable behaviour continues, despite the best efforts of the teaching staff involved with the pupil, parents will be consulted and an agreed approach to the problem will be discussed and monitored over a period of time. The co-operation of parents/guardians is of critical importance in dealing with on-going behavioural problems since the root of the problem may well lie outside the school.

The class teacher will liaise with the parents to help the pupil to improve behaviour and may encourage the parents to check in on an ongoing basis to monitor the situation and to maximise a co-operative approach.

Parents are encouraged to contact the class teacher if they have any concerns – if a problem persists the Principal may be contacted. Should there be further cause for complaint the matter should be brought to the notice of the Board of Management in writing.

In general, positive encouragement and reinforcement are regarded as primary in helping pupils to develop responsibility, a positive attitude and self discipline.

Strategies to promote positive behaviour will be used e.g.

- A positive and safe environment will be provided for teaching and learning.
- Mutual support among pupils, parents and staff.
- Positive acknowledgement to influence and promote good behaviour

However, where a pupil wilfully disregards school rules and infringes on the rights of others to participate in an ordered and structured learning environment, sanctions will be needed.

The following are some of the strategies which may be used to show disapproval of unacceptable behaviour:

- Reasoning with the pupil
- Reprimand (including advice on how to improve)
- Temporary separation from peers, friends or others
- Loss of privileges – which may include, in extreme cases, being kept in from yard
- Referral to principal
- Communication with parents
- Formal report to Board of Management in extreme cases
- Suspension –temporary (see overleaf)
- Exclusion (see overleaf)

If it is believed that further help is required to deal with a specific behavioural problem then with the agreement of the parents the child will be referred for psychological assessment.

For pupils with Special Educational Needs, the Class Teacher and Resource Teacher will liaise with the pupil/parents to ensure that the pupil understands the behaviour code.

For those whose first language is not English the Class Teacher and Language Support Teacher will liaise with pupil/parents to ensure that the pupil understands the behaviour code.

### **Suspension**

### **Expulsion**

### **Right to Appeal S29**

Procedures for suspension and expulsion outlined in NEWB Developing a Code of Behaviour – Guidelines for schools are followed by the Board of Management.

#### **Suspension:**

A proposal to exclude a pupil through suspension or expulsion is a serious step warranted only by very serious misbehaviour and will be seen as part of a behaviour management plan. The Board of Management follows the steps outlined in NEWB Developing a Code of Behaviour Guidelines for Schools. Suspension of a pupil will be for up to 3 days except in exceptional circumstances. Great care will be taken to ensure that all matters to do with an investigation of an alleged serious misbehaviour are dealt with in confidence.

Fair procedure will be followed to ensure the right to be heard and right to impartiality when investigating and making a decision.

Suspension, if found necessary, will be a proportionate response to the behaviour that is causing concern.

Suspension requires serious grounds such as:

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

Factors to consider before suspending a pupil:

- The nature/seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The intervention tried to date
- Whether suspension is a proportionate response
- The possible impact of suspension

Procedures in respect of suspension:

- Student and the parents informed in writing about the complaint giving reasons
- Parents and student given an opportunity to respond
- Right to appeal to Secretary General of D.E.S. under S. 29 Education Act 1998

### **Appeals:**

The Board of Management offers an opportunity to appeal the Principal's decision to suspend a pupil. In the case of decisions to suspend made by the Board of Management an appeals process may be provided by the patron.

Re-integrating the student:

The student will be supported during the integration process and will be given a fresh start with a clean slate.

Records & Reports:

- Formal written records will be kept on file.
- In accordance with NEWB reporting guidelines, the Principal is required to report the suspension to the National Education Welfare Board.

### **Expulsion:**

The Board of Management has the authority to expel a student in extreme cases of unacceptable behaviour. Expulsion will be a proportionate response to the student's behaviour. Steps will be taken to address the misbehaviour and to avoid expulsion, e.g.

- Meeting with parent and pupil to try to find ways of helping pupil to change behaviour
- Making sure pupil understands the possible consequences
- Ensuring all other options have been tried
- Seeking assistance of support agencies

Expulsion will require serious grounds e.g.

- Student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- Student's continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property

All avenues will already have been exhausted for changing the pupil's behaviour. The Board will undertake a very detailed review of factors before deciding to expel a pupil e.g.

- The nature/seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The intervention tried to date
- Whether expulsion is a proportionate response
- The possible impact of expulsion

Procedures in respect of expulsion:

- A detailed investigation carried out under direction of the Principal
- A recommendation to the Board of Management by the Principal
- Consideration by the Board and the holding of a Hearing
- Consultation arranged by Education Welfare Officer

**Appeals procedure – as already outlined.**

### **Healthy Eating Policy /Lunches**

The day at school is demanding of energy and thinking power! Pupils need nourishing food to sustain their health and their energy. A child's lunch may account for, or be a part of, daily nourishment. Parents are asked to supply an adequate, balanced, healthy lunch for their child. **Please avoid fizzy drinks, crisps, sweets or foods with colorants, additives or preservatives which may affect children's behaviour.**

**We would earnestly ask parents to:**

- Familiarise themselves with the school's policy document in relation to discipline
- Co-operation with the school with regard to the implementation of its policy on discipline
- Communicate regularly with the school about factors likely to affect the behaviour of their children in school.

**Please sign the Pink form to show:-**

- a) that you have read our Code of Behaviour and Discipline  
and
- b) that you accept this policy

**This form must be returned to the school, as your child cannot be registered until it is received.**

**Thank you for your co-operation in this matter.**

**Review**

- Original date of policy 8th November 2009
- Policy amended April 2010 in consultation with the Parents' Association and Board of Management
- Policy reviewed in February 2013 in consultation with the Parents' Association and the Board of Management.
- Our Policy for Good Behaviour and Discipline will be reviewed every four years from 2013 (or sooner if the need arises).

*Padraig O'Kennedy*

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**P. O'Kennedy, Chairperson, Board of Management**