**Code of Behaviour and Discipline**

**Policy**



Lurga National School

Gort,

Co Galway

**CODE OF BEHAVIOUR AND DISCIPLINE**

**Introduction**

At Lurga National School, discipline is viewed as a standard of behaviour which children are encouraged to practise. This is for their benefit and development. It is also a measure, which helps the school to be run smoothly and efficiently and facilitates the teachers and staff in carrying out their duties.

Discipline in the school involves discipline within classroom, in the playground, around the school generally and wherever the children are gathered as a school community.

This Code of Behaviour & Discipline has been drawn up in accordance with:

1. Department of Education and Science Circular 20/90.

2. Education Welfare Act 2000, S. 23.

Every effort will be made by members of our staff to adopt a positive approach to the

question of behaviour in the school. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.

The school places greater emphasis on praise/encouragement than of sanctions in the belief that this will, in the long run, give the best results.

We recognise the variety of differences that exist between children and the need to accommodate 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 co-operation among staff, children and parents/guardians.

**General Rules:**

 Children shall treat all members of the school community with respect.

 Children shall treat school property, school environment and the property of others with care and respect.

 Children must remain inside the school grounds unless authorised to leave.

 Children are expected to be punctual at all times.

 Bullying behaviour, dangerous play or inappropriate language shall not be tolerated

 Children must enter and leave their classrooms in an orderly manner.

 Children shall comply with the school Healthy Eating Policy.

 Invitations or greeting cards shall not be handed out by children on the school premises.

 Classroom rules specific to the age level of maturity shall be at the discretion of the class teacher.

 A written note shall be provide to the school to explain all absences.

 In the event that your child must leave the school during the day, (e.g. dental appointment)

you will requested to sign him/her out.

 Where a child has been absent for 20 or more days in a school year, the school authorities

are obliged by the Education Welfare Act, 2000 to inform the National Education Welfare

Board.

 Use of school and school grounds outside of school hours is prohibited unless authorised by

the Board of Management.

**METHODS OF DEALING WITH UNACCEPTABLE BEHAVIOUR:**

Each teacher has responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises.

The following guidelines will be followed:

 Reason with the child and advise re: appropriate behaviour.

 Temporary separation from peers, if necessary.

 Refer to the Principal

 Behaviour which is deemed unacceptable will be recorded in the school incident book.

 Parents/guardians will be notified if a teacher(s) have concerns regarding a child’s behaviour.

 For gross misbehaviour or repeated instances of serious misbehaviour suspension shall be

considered (refer to “Parents/Guardians Role”)

**YOUR ROLE RE: CODE OF BEHAVIOUR AND DISCIPLINE:**

Parents/Guardians play a crucial role in shaping the attitudes, which

produce good behaviour in the school. Parents can co-operate with the school by:

(a) Explaining the rules and explaining the reasons for their inclusion in the code.

(b) Encouraging your child to abide by the school rules.

(c) Ensuring that homework is allocated due time and effort by the child.

(d) Visiting the school when requested to do so by the Principal or other member of staff.

Communication with parents/guardians will be verbal, by note in homework diary, or by letter, depending on circumstances. The parents/guardians concerned may be invited to come to the school to discuss their child’s case. For gross misbehaviour or repeated instances of serious misbehaviour, suspension will considered. Aggressive, threatening or violent behaviour will be regarded as serious misbehaviour.

Where there are repeated instances of misbehaviour, the Chairperson of the Board of Management will be informed and the parents/guardians will be requested to attend the school to meet the Principal and/or teachers involved. If the misbehaviour persists the parents/guardians will be requested in writing to attend the school to meet the Chairperson and the Principal/teacher(s). If the parents /guardians do not give an understanding that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period. Suspension will be in accordance with the terms of S. 23 of the Education Welfare Act 2000.

In the case of gross misbehaviour the Board of Management shall authorise the Chairperson or Principal to sanction an immediate suspension pending a discussion of the matter with the parents/guardians. Expulsion may be considered in an extreme case, in accordance with S. 24 of the Education Welfare Act 2000.

The school authorities will where possible inform parents/guardians about problems with their children’s behaviour before a serious situation develops.

In order to achieve the aims of Primary Education we must all work together in a combined effort to ensure the child’s all round development is healthy and harmonious.

**Complaints procedure**

**Introduction**

Only those complaints about teachers which are written and signed by parents/guardians of pupils may be investigated formally by the board of management, except where those complaints are deemed by the Board to be:

I.  on matters of professional competence and which are to be referred to the Department of Education;

II.  Frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in school;

III.  Complaints in which either party has recourse to law or another existing procedure.

**Stage 1**

* 1. Contact the school and make an appointment to meet with the relevant teacher with a

view to resolving the complaint.

1.2 Where the parent/guardian is unable to resolve the complaint with the relevant teacher she/he should make an appointment to meet with the principal with a view to resolving it.

1.3 If the complaint is still unresolved the parent/guardian should speak with the chairperson of the board of management with a view to resolving it.

**Stage 2**

2.1 If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the chairperson of the board of management.

2.2 The chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

**Stage 3**

3.1 If the complaint is not resolved informally, the chairperson should, subject to the general authorization of the Board and except in those cases where the chairperson deems the particular authorization of the Board to be required:

A.  supply the teacher with a copy of the written complaint; and

B.  Arrange a meeting with the teacher and, where applicable, the principal teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

**Stage 4**

4.1 If the compliant is still not resolved the chairperson should make a formal report to the Board within 10 days of the meeting referred to in 3.2(B).

4.2 If the Board considers that the complaint is not substantiated the teacher and the complainant should be so informed within 3 days of the Board meeting.

4.3 If the Board consider that the complaint is substantiated or that it warrants further investigation it proceeds as follows:

a) the teacher should be informed that the investigation is proceeding to the next stage;

b) The teacher should be supplied with a copy of any written evidence in support of the compliant;

c) The teacher should be requested to supply a written statement to the Board in response to the complaint;

d) The teacher should be afforded an opportunity to make a presentation of case to the Board. The teacher would be entitled to be accompanied and assisted by a friend at any such meeting;

e) The Board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a friend at any such meeting.

f) The meeting of the board of management referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3.1(B)

**Stage 5**

5.1 When the Board has completed its investigation, the chairperson should convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board.

5.2 The decision of the Board shall be final.