



Scoil Chaitríona, Cappamore, Co. Limerick.

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Scoil Chaitríona Code of Discipline

This Code of Discipline was devised in collaboration with all staff members, members of the Parents' Council and the Board of Management of Scoil Chaitríona, Cappamore and with reference to Department of Education Circular 20/90 and Rule 130 of the Rules for National Schools.

We, in Scoil Chaitríona, Cappamore, endeavour to provide a happy, secure environment in which the pupils can develop to their full potential. Our aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a relatively disruption-free environment.

School rules are therefore devised to promote the health, safety and welfare of all members of the school community. There are times when it may be necessary to impose sanctions to discourage misbehaviour and to maintain order. If this Code of Discipline is to be effective, then communication and co-operation between home and school are vital. We trust that the pupils, parents and staff will accept the School Rules with a spirit of goodwill and co-operation.

1. Rewards and Incentives

Good behaviour, positive attitudes and effort are recognised and consistently encouraged and rewarded by staff members. Pupils themselves are encouraged to recognise and affirm good behaviour in others. Rewards may include verbal praise, stickers, certificates, special treats, happy grams, Principal's Prizes, privileges and responsibilities.

2. The Rules of Respect and Order

2.1 Pupils must respect:

- Themselves and believe in their own self-worth.
- The Principal, the class teacher, the teaching staff and all other members of staff.
- All other pupils.
- Property of the school.
- Property of others.
- All visitors to the school.

2.2 Respect is shown by:

- Being mannerly and helpful at all times.

- Not using foul language.
- Not engaging in bullying or threatening behaviour (c.f. Anti-Bullying Policy).
- Not damaging or stealing private property.
- Moving carefully to avoid accidents
 - Not running around in the classroom or on the stairs.
 - Walking carefully on the stairs.
 - Stopping and standing aside on the stairs or in the corridor and at doors.
 - Moving safely and with caution within the school building and its surroundings and during all out of school activities, including school tours, outings and sporting activities.
 - Lining up carefully when the bell is rung.
- Wearing full school tracksuit as required (c.f. Enrolment Policy for details of the school tracksuit).
 - Unsuitable shoes are not allowed.
 - In the interest of safety and hygiene, jewellery should not be worn, however watches and a single pair of stud earrings are only allowed. No body piercings.
- Eating healthy, wholesome food during lunchtimes (c.f. Healthy Eating Policy) Children are given Healthy lunches by the school provided by Carambola.
 - Crisps, chewy bars, chewing gum and fizzy drinks are strictly forbidden. Small lunches are now provided through the school by the Department of Social Protection.
 - Parents are asked to use beakers for their child's drinks rather than buying cartons – this is to support our Green Schools Status.
- Making every effort to be on time for school:
 - The official starting time is 9:00am
 - Infants finish at 1:45pm, all others at 2:45pm.
 - Pupils must be collected on time and must leave the school premises promptly.
 - It is forbidden to remain in the school building or on the school grounds after 2:45pm, without special permission from the school authorities.
 - Break times: 10:50-11:05am 12:30-1:00pm
 - The 'Class Sign-out Book' must be signed by a parent/guardian if a child needs to leave during school time.
 - The school must be informed in writing, email, Aladdin message or by phone, of the reason for a pupil's absence.

2.3 Strictly Forbidden:

- Leaving the school premises without permission is strictly forbidden.
- Possession or use of alcohol, tobacco, illegal drugs or offensive weapons of any sort is strictly forbidden.
- Misuse of solvents including hand sanitiser is strictly forbidden.
- The use of mobile phones is strictly forbidden.

2.4 Order is created in class by:

- Having all books and required materials.
- Working diligently and presenting work neatly.
- Showing respect for your classmates' property and opinions.
- Avoiding any behaviour that interferes with others.
- Paying attention during lesson time.
- Remaining seated in class unless asked to do otherwise.
- Obtaining permission to leave the classroom to go to e.g. the toilet, giving a message to another teacher.
- Obeying all members of staff.

2.5 Homework (c.f. Homework Policy)

- It is the policy of this school to assign homework on a regular basis.
- Reading, learning and written work are equally important.
- Parents/Guardians are strongly advised to take an active interest in their child's homework.
- Parents/Guardians should check and sign homework.
- Any note or letter requiring a signature or a response should be signed and returned promptly.

2.6 Guidelines for Break times:

Order is created at break time by:

- Following any instructions or directions given by the person in charge.
- Running is strictly forbidden until the children are in the yard.
- Moving safely and with caution in the yard.
- Lining up in an orderly manner when required to do so.
- Playing only in the permitted areas during break time.
- Playing in a gentle, friendly manner. Rough play is strictly forbidden.
- Pupils are not allowed to play on the grass without permission.
- Pupils are not allowed climb the walls.
- Pupils are not allowed back in the classroom once they have left it. They are only permitted back into the building, with permission, to go to the toilet or to do Green Schools' jobs.
- Pupils are not allowed around the back of the Pre-School prefab or around by the fire escape.
- On wet days pupils will be supervised in the classrooms and/or school hall.
- Permission to leave the classroom must be sought from the teacher on duty.
- Children will behave in a safe and appropriate manner when in on wet days and may only partake in activities designated by the teacher.
- All classes must tidy up in advance of the bell, to mark the end of break.

3. Breaches of school Rules

The consequences of a breach of the school rules, depends on whether the breach is mild, moderate or of a more serious nature.

3.1 Mild breaches include:

- Preventing others from teaching and learning
- Interfering with others.
- Disrupting the normal running of the class.

3.2 Moderate breaches include:

- Repeated mild breaches.
- Bullying others (c.f. Anti Bullying Policy).
- Use of foul language.
- Questioning the authority of staff members.
- Being out of class without permission.

3.3 Serious breaches include:

- Continuous mild or repeated moderate breaches.
- Speaking in an offensive or inappropriate manner to members of staff.
- Disrespect/ defiance/ refusal to accept correction.
- Stealing.
- Possession of cigarettes,vapes, alcohol or any other dangerous substances.
- Physical attack.

4. Sanctions

The sanction for the breach of a school rules depends on the age of the child and the severity of the breach. Sanctions will contain a degree of flexibility to take into account individual circumstances.

4.1 Sanctions for a minor breach include:

- Verbal reasoning/ correction.
- A kept record of repeated minor misbehaviours.

4.2 Sanctions for a moderate breach or for repeated minor breaches include:

- A reprimand with emphasis on how the pupil may improve.
- 3 Demerits warrants a lunchtime detention.
- Parents will be informed of each demerit.

- Temporary loss of play time/lunchtime detention.
- Temporary loss of privileges.
- A kept record of misbehaviour.
- Additional homework may also be set (from 3rd to 6th class)

4.3 Sanctions for serious misbehaviour/ repeated moderate misbehaviour include:

- Pupils may not be permitted to go on school excursions.
- Suspension in accordance with rule 130(5) of the Rules for National Schools. (see below)
- Expulsion in accordance with rule 130(6) of the Rules for National Schools. (see below)

5. Procedures for the Implementation of Sanctions

Any incident of moderate/ serious misbehaviour will be recorded by teachers on Aladdin/personal notebook. In cases of serious misbehaviour, the record will indicate the warnings and/or advice given to the pupil on the misbehaviour and on the consequence of its repetition. A demerit system has been put in place in Scoil Chaitríona to deal with incidents of moderate/serious behaviour.

The Principal and the parents/guardians will be informed of repeated moderate misbehaviour or any incident of serious misbehaviour. The parent will be initially contacted by phone , note or email by the class teacher and by principal if misbehaviour persists.

This will be done by issuing demerit slips to the students which will need a signature from parent/guardian and returned promptly to the school.

Parents/guardians have the right to come to the school to discuss the misbehaviour.

5.1 Rule 130(5) of the Rules for National Schools: Suspension/ Expulsion

Where the Board of Management deems it necessary to make provision in the Code of Discipline to deal with continuous disruptive pupils or with a serious breach of discipline, by authorizing the Chairperson or Principal to exclude a pupil from school, the maximum initial period of exclusion shall be two days. A special decision of the Board of Management is necessary to authorize a further period of exclusion up to a maximum of ten school days to allow for further consultation with the pupil's parents/ guardians. In exceptional circumstances, the Board of management may authorize a further period of exclusion in order to enable the matter to be reviewed.

5.2 Rule 130(6) of the Rules for National Schools

No pupil shall be struck off the roll for breaches of discipline without the prior consent of the Patron and unless alternative arrangements are made for the enrolment of the pupil at another suitable school.

5.3 Section 24 (1) Educational Act 2000

Where the Board of Management of a recognised school or a person acting on its behalf is of the opinion that a student should be expelled from that school it shall, before expelling that student, notify the educational welfare officer to whom functions under this act have been assigned, in writing, of its opinion and the reason therefore.

- The educational welfare officer concerned shall, as soon as may be after receiving a notification under subsection (2), the educational welfare officer concerned shall, as soon as may be after receiving the said notification:
 - Make all reasonable efforts to consult with the Principal of the school concerned or a person nominated by him or her, the student concerned and his or her parents and such other persons as the educational welfare officer considers appropriate, and
 - Convene a meeting attended by him or her of such of those persons as agree to attend such meeting.
- A student shall not be expelled from a school before the passing of twenty school days following the receipt of a notification under this section by an educational welfare officer.
- Subsection(4) is without prejudice to the right of the Board of Management to take such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of students is secured.

6. The Rules of respect and order by Parents/ Guardians

6.1 Parents/ guardians must respect:

- The principal, the class teacher, the teaching staff and all other members of staff. Foul or threatening language and abusive behaviour will not be tolerated.
- Criticism of the school or school staff through social media will be taken very seriously. This type of behaviour will warrant the involvement of the Gardaí and other relevant outside agencies. The proper Parental Complaints Procedure must be followed at all times – a copy of which is available from the office.
- The pupils of the school. No parent/ guardian should interfere with another child, verbally or physically on school property. This behaviour will be taken very seriously.
- The property of the school. We would ask when parents/ guardians are on school property that they treat it with respect and care.
- All visitors to the school e.g. sports coaches, guest speakers.

6.2 Strictly Forbidden:

- Smoking on the school premises.
- Being intoxicated on the school premises.
- Parents are not allowed enter the school building without permission.

6.3 Meetings:

- As we have a very busy teaching staff, we ask that all parents/ guardians make appointments where necessary after 2:45pm, and not interfere with the teaching day.
- We ask that all parents/ guardians make a special effort to attend the Parent/ Teacher meetings (usually held in November.)

6.4 Respect of the School Rules:

- We would ask that all parents/ guardians would support the School Rules with a spirit of goodwill and co-operation.

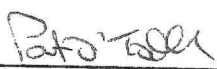
6.5 Attendance:

- Parents/ guardians are asked to make sure their children attend school regularly and on time. All parents/ guardians have been notified of the National Educational Welfare Board and the implications of continued absenteeism.
- In the event that a child is absent then a note/email explaining their absence must be sent to the school on the day on which they return.

7. Review

This policy will be reviewed regularly to ensure that it is of practical benefit to the school.

This policy was reviewed and ratified by the Board of Management on April 27th 2023 by the staff and Board of Management of Scoil Chaitríona.

Signed: 

Chairperson

Date: 27-4-2023

