

# **Our Lady of Lourdes N.S.**

## **Code of Conduct**

(revised: 24 May 2016)

**The following Code of Conduct has been developed by the Board of Management of Our Management of Our Lady of Lourdes N.S., following consultation with the staff, parents and pupils as specified in Section 23 of the Education Welfare Act and having regard to the relevant guidelines published by the National Education Welfare Board. The Code became effective initially on the 31<sup>st</sup> August 2011. This edition of the Code, approved and ratified by the Board on the 14<sup>th</sup> March 2016 will be reviewed and reissued as appropriate in the future.**

### **Aim:**

The Code of Conduct of Our Lady of Lourdes N.S. aims to help create an environment conducive to the spiritual, moral, intellectual, social and physical growth of its pupils, both individually and collectively. It is based on an appreciation of human dignity and on mutual respect and it is hoped that pupils will achieve all-round growth in a healthy and harmonious manner.

### **Ethos:**

The school has a positive, vibrant and caring ethos. It is under the patronage of the Catholic Church but welcomes children of other religious beliefs. Pupils are directed and encouraged to avail of and participate in the educational opportunities available and appropriate to them. As far as possible the school seeks to ensure that the occurrence of disciplinary problems is prevented and minimised.

### **Roles and Responsibilities:**

The school is a community whose members bond together through shared vision, values and goals. All members contribute and expectations are clear. Each member has a responsibility for the promotion of positive behaviour and a role in dealing with and minimising negative behaviour. Co-operation between the members of the school community is crucial. Parents and teachers work together as partners.

### **Pupils:**

The school expects that the pupils will behave in accordance with the Code.

### **Parents/ Guardians:**

The school expects the parents to support the implementation of the Code while encouraging their child/children to uphold it. Parents should be interested in, support and encourage their children's schoolwork. They should co-operate with teachers in instances where their child's behaviour is causing difficulties for others and communicate with the school in relation to any problems which may affect their child's progress/ behaviour.

### **Teachers:**

In the school setting, teachers are *in loco parentis* ; they have a duty of care for all pupils. The teachers' main focus is teaching, student learning and assessing. However, they have a vital role to play in encouraging and promoting good behaviour.

Teachers should create a safe working environment for each pupil. They should recognise and affirm good work. They should prepare school work and correct work done by pupils while being

courteous, consistent and fair.

### **Ancillary Staff :**

Ancillary staff have a responsibility to report examples of good behaviour and incidents of misbehaviour that they witness to the class teacher and the principal.

### **Board of Management :**

The Board is the decision-making body of the school. The school acknowledges its role in the development and implementation of the Code. All policies are developed with the authority of the Board and must be approved by it before becoming official school policy.

The Board should provide a comfortable, safe environment for pupils and staff and support the Principal and staff in implementing the Code.

### **School Hours : 8.50 a.m. - 2.30 p.m.**

- School commences at 8.50 a.m. each morning.

All pupils are required to attend punctually, as being late disrupts and distracts the class. The three doors of the school are open in the morning, while the children and staff arrive. During the rest of the school day, for security reasons, the entrance beside the office is the one to be used by any parent or visitor. At Home Time, the Junior and Senior Infants are collected from the exit closest to their classrooms. The older children leave through the exit closest to their classrooms. If a parent/guardian is delayed due to unforeseen circumstances in the collection of his/her child/children, the child/children return to the office where a teacher will assist them in contacting home.

- **We are a member of a Health Promoting Schools Network**

We promote healthy eating habits and a healthy lifestyle. We actively encourage the bringing of healthy lunches to school.

Children are encouraged to bring :

- Protein filled sandwiches or crackers.
- Healthy drinks e.g. water, milk, natural fruit juices.
- Yoghurt.
- Fresh or raw vegetables.

The following foods are not allowed :

- Fizzy drinks, high sugar content drinks.
- Crisps, flavoured popcorn.
- Chewing gum or bubble gum.

- **Pupils are always expected to wear full school uniform :**

Full uniform comprises pinafore and cream shirt, tie, wine cardigan with wine, cream or black tights or wine socks and suitable safe footwear. Ugg boots and Converse are not permitted. Weather permitting, the cream shirt and school tie can be replaced with the yellow polo shirt. The skort with the yellow polo shirt, tracksuit top, socks and runners may

be worn during the months of May, June and September. On P.E. and other days specifically designated by the teacher i.e. very cold weather, the school tracksuit and yellow polo shirt are to be worn. Runners, tied securely, may be worn with the school tracksuit.

- No pupil may leave the school grounds during the school day unless [a] a request is received from a parent [b] a child is collected by a parent having given notice in advance or [c] accompanied by a teacher.
- Children are expected to walk quietly from one area to another within the school – in single file if walking in a group- and behave in an orderly manner at all times. Pupils must stand back and allow adults to walk through doorways before them.
- Weather permitting, pupils are expected to go outdoors during break time unless a parent has indicated in a written request that, for health reasons, the pupil must stay indoors.
- Pupils must not interfere with, or damage, school property or other pupils' property.
- At 2.30p.m. pupils must leave the classroom promptly and when participating in an extra- curricular activity must go immediately to wherever that activity is taking place.
- Pupils must obey the instructions of the teachers, instructors and supervisors at all time.
- All members of the school community are expected to show respect, courtesy, consideration and tolerance to each other as well as to visitors to the school at all times. Likewise, a similar standard of behaviour is expected when on tours and outings.
- Persistent disruptive talking and answering out of turn or laughing slyly at others is not acceptable behaviour.
- Unnecessary moving about the classroom distracts the teacher and pupils and wastes pupils' learning time.
- Bad language, bullying and fighting are forbidden.
- Mobile phones must be kept in school bag and switched off while children are on the school premises. Children may use the school phone, with permission from a teacher, if necessary.
- School grounds must be kept litter free.
- Pupils are expected to include other pupils in games and activities and avoid behaving in any way which would make others feel excluded or unsafe.

**Instances of bullying will incur severe sanctions.[ See Bullying Policy]**

- Pupils are required to obey the directions of the teacher on Yard Duty and to line up quietly after break.

- The school does not encourage the taking of holidays during Term Time. Parents are required to inform the school if they intend to do so. If a child is absent for twenty days or more, the school is obliged to inform the National Educational Welfare Board. On returning to school after an absence, a child is expected to bring an absence slip signed by a parent, to the class teacher.
- Pupils are required to leave the room neat and tidy, and to place their chairs and baskets on top of their tables, before they leave the school at 2.30p.m.
- The use of make-up, including nail polish, mascara, eyeliner etc. is not permitted.
- In the interest of Health and Safety, the only jewellery which is permitted to be worn is a watch and a simple pair of stud earrings, one in the lobe of each ear.

**Each pupil is obliged to do all in her power to uphold the Code of Conduct and do nothing to hinder its implementation. Most importantly, pupils are obliged to comply with school rules and regulations, whether written or oral, which are considered necessary by school authorities from time to time.**

**Positive reinforcement of good behaviour leads to a development of good self-esteem and self-discipline and we encourage this in a number of ways :**

- A quiet word or gesture of approval.
- A comment on a child's copy.
- Homework off.
- A visit to another class or Principal for commendation.
- Praise in front of class group.
- Individual class merit award.
- Written or verbal communication with parents.

**Sanctions for misbehaviour :**

Teachers will keep a written record of instances of serious or ongoing misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include:

- Reasoning with pupil.
- Verbal reprimand including advice on how to improve.
- Temporary separation from peers within class and /or temporary removal to another class.
- Prescribing extra work.
- Loss of privileges.
- Communication with parents.
- Referral to Principal.
- Principal communicating with parents.

- Exclusion [Suspension or Expulsion] from school [ in accordance with Rule 130 Of the Rules for National Schools as amended by circular and Education Welfare Act 2000]

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. For gross misbehaviour or repeated instances of serious misbehaviour, suspension may be considered.

Expulsion may be considered in an extreme case.

Consideration of suspension or expulsion will be in the context of the Rules for National Schools and the Education Welfare Act 2000.

Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing.

Complaints by parents and students will be dealt with through the INTO/Management Complaints Procedure.

**Ratified by the Board of Management on \_\_\_\_\_**

**Signed \_\_\_\_\_**