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Code of Behaviour, Etiquette and Discipline Procedures Policy.

Introduction

In reviewing our existing Code of Behaviour for Scoil Aodh Rua agus Nuala consideration has been given to the particular needs and circumstances of our school. We must ensure in so far as possible that the individuality of each child is accommodated while acknowledging the absolute right of each child to education in a relatively disruption free environment. It has been written in accordance with the guidelines Developing a Code of Behaviour Guidelines for Schools published by the National Welfare Education Board 2008. It also conforms with legislation as required by Section 23 of the Education Welfare Act 2000. This policy needs to be read in conjunction with:

Supervision Policy Anti-bullying policy, SPHE, Acceptable Use Policy (ICT), Harassment and Adult Anti-Bullying Policy, Substance Abuse Policy, Child Protection Policy, Healthy Eating Policy, Homework Policy, School Safety Statement, Enrolment policy, Parents Complaints Procedures.

Children need limits set for them in order to feel secure and help develop the skills for co-operation. Therefore, any rules will be age appropriate with clear agreed consequences.

Aims.

- To create a positive learning environment that encourages and reinforces good behaviour.
- To promote self-esteem and positive relationships.
- To encourage consistency of response to both positive and negative behaviour.
- To foster a sense of responsibility and self-discipline in pupils and to support good behaviour patterns based on consideration and respect for the right of others.

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- To facilitate the education and development of every child.
- To foster caring attitudes to one another and to the environment.
- To enable teachers to teach without disruption.
- To ensure that the school's expectations and strategies are widely known and understood through the parent information booklet (issued to parents on the pupil's enrolment) availability of policies and an ethos of open communication.
- To encourage the involvement of both home and school in the implementation of this policy.

Promoting Positive Behaviour.

Part of our school's vision is to "give each child a secure, caring, stimulating environment which will challenge each one to his/her full potential and build a strong foundation from which children can progress to second level". We recognise that there are many different forms of intelligence and abilities and that similarly children use a variety of strategies to solve problems. Our reward system caters for pupils of all abilities and talents. All children deserve encouragement to attain their "own" best. Discussion among staff highlighted perceived differences between strategies used at junior level and senior level. Children in junior classes enjoy stamps, stickers and treats etc. whereas pupils in Senior classes prefer homework passes and extra playtime. There is a general expectation of good behaviour throughout the school from the time the doors are opened to admit pupils. Classes line up in an orderly manner and wait in queues until the door is open. The children's' respect for teachers, Special Needs Assistants, their peers and school property is demonstrated in their use of respectful language and good manners.

All teachers use praise and acknowledgment and all staff is included in lauding individual children's achievements. Praise is given for the maintenance of good standards as well as for particular noteworthy personal achievements.

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Pride in the school & a sense of child's place in it is fostered through the use of positive strategies such as:

- Ensuring that pupils are treated fairly, equally, firmly and consistently.
- A quiet word or gesture to show approval. Acknowledge good behaviour immediately (catching them when they are good).
- Matching work with pupil's ability. Making sure children experience success.
- A comment in a pupil's copy book/diary.
- A mention to a parent written or verbal.
- A visit to another teacher's classroom or principal's office for commendation.
- Star/reward charts, (wall charts, computer charts) stickers, homework passes, lucky dips.
- A word of praise in front of a group/class or whole school assembly.
- Delegating some responsibility or privilege for example the Class Captain or Group Leader.
- Drawing up a contract to enable the behaviour of a pupil to improve.
- Recording improvement in behaviour. Informing parents of this.
- Communication with Parents/guardians is important in maintaining a positive approach to dealing with children's behaviour. Parents and teachers should be consistent in their approach and should develop a joint strategy to dealing with specific behaviours. Co-operation and openness is vital. Parents/guardians should be able to talk in confidence about any problems in a child's life past/present that may be contributing to certain behaviours.
- Open discussion on matters of concern so as to resolve issues.
- The SPHE programme supports our Code of Behaviour. It develops the pupil's communication skills, conflict resolution skills, fosters self-esteem and self-worth and accommodates differences, inclusion and acceptance.
- Implementation of circle time as a teaching strategy.
- Display photos of achievement, sports events, work displays, project work and liturgical celebrations.
- Staff will be afforded the opportunity to attend in-service courses in the area of behaviour management and to liaise with SESS, NEPS and other professionals.

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- The effectiveness of the code will be reviewed regularly at staff meetings and Board of Management meetings.
- The policy will be presented to all new staff members and will be included in the enrolment pack for all pupils enrolling in our school.
- Parents/Guardians on the enrolment of their child are asked to sign that they have read and accept the schools Code of Behaviour.

Roles and Responsibilities.

A high level of good behaviour requires a strong sense of community within the school and a high level of co-operation among all levels of the school community. Every effort will be made by all to adopt a positive approach to the question of behaviour in Scoil Aodh Rua agus Nuala. The success of this code is the collective responsibility of the Board of Management, Principal, teachers, SNA staff, parents/guardians and pupils.

Board of Management.

The Board of Management has ultimate responsibility for the behaviour in the school.

The Board must provide:

- Provide a safe, comfortable learning and teaching environment for pupils and staff.
- Ratify the Code.
- Support the Principal and staff in implementing a fair Code of Behaviour and Discipline in the school.
- Co-operate with the school principal in reviewing and evaluating the Code from time to time.

The Board has authorised the Principal to immediately suspend a pupil from school for a maximum of 3 days for gross misbehaviour.

A special meeting of the Board of Management is necessary to authorise a further suspension (Rule 130 for National School).

Role of the Principal.

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Within the school, the overall day to day responsibility for behaviour rests with the Principal.

- Promote a positive school climate that is conducive to the intellectual, social, emotional, moral and spiritual development of the pupils.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
- Ensure that policies are easily available to parents and staff.
- To ensure that the Code of Behaviour is reviewed and evaluated together with the Board of Management, staff, pupils and parents.

Expectations/Responsibilities of Teachers and all School Staff.

Staff are expected to

- Support and implement the School's Code of Behaviour.
- Teachers are expected to teach the Code and revise rules regularly.
- Communicate with parents/guardians, staff and pupils in a positive appropriate manner always with courtesy, integrity, respect, consistency and fairness.
- Be familiar with and follow the school's Policy on Child Protection, Anti-bullying and Safety Statement and all other associated policies.
- Be familiar with the Teaching Council's Code of Professional Behaviour and practice for teachers.
- Be cognisant of their duty of care thus creating a safe, inclusive, welcoming, learning environment for all pupils irrespective of age, gender, race, ability or disability which enables all to reach their full academic potential.
- Show appreciation for the efforts and contribution of all pupils as well as recognising the individual talents and differences among some pupils.
- Praise positive behaviour and develop and nurture a sense of self-esteem and self-worth in each pupil.
- Keep opportunity for disruptive behaviour to a minimum by dealing appropriately with minor misbehaviours before they escalate.
- Keep appropriate records.
- Be familiar with and follow the school's policies on "Grievance and Harassment, Anti-Bullying, if he/she has any complaint.
- Support Colleagues.

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- Each teacher has responsibility for behaviour in his/her classroom while also sharing a common responsibility for good behaviour throughout the school.
- Classroom Rules should be drawn up and reviewed annually.

Responsibilities of Parents/Guardians.

Parent/Guardians are expected to:

- To ensure their child/children attend school regularly and punctually.
- They must inform their class teacher in writing if their child is absent and the reason for absence.
- To ensure that the school has current addresses for all pupils and that school has up to date phone numbers for parents and other family friends in case of an emergency.
- To ensure that their child has a drink and healthy lunch every day in keeping with the school's policy on Healthy Eating.
- To insist that their child wears the full school uniform and has suitable clothing for outdoor playtimes.
- Footwear should be suitable for playground activities for example flat soled shoes/runners. Heelies are not allowed. Children engaging in Cumann na mBunscol sports activities must wear gum shields.
- To check regularly for head lice infestation and to treat appropriately.
- To ensure that their child has the correct books and other school requisites.
- To label pupils' coats and other personal property. Unclaimed items will be disposed of at the end of term.
- To support their child's school work and oversee their homework. (see Schools Homework Policy).
- The school journal is an important communication tool between parents and the school. Please read and sign the journal each night. (1st to 6th class).
- To arrange a meeting with the class teacher/principal if they have any concerns or issues relating to their child/children and to attend formal parent/teacher meetings.
- When communicating with staff always to do so with courtesy, respect thus modelling good behaviour.

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- To encourage their child/children to have respect for themselves and others and for school property, their own property and the property of others.
- To familiarise themselves with the schools Code of Behaviour and other associated policies and to support the implementation of these policies.
- To make the school aware of problems which may affect their child's behaviour.
- To strictly supervise pupils and pre-school children when on the school premise, (climbing or swinging on railings, walking on the flower beds is not allowed)
- To refrain from taking dogs leashed or unleashed inside the school gates.
- As the Board of Management is responsible for the health and safety of all staff and pupils, parents are requested not to approach or reprimand another person's child on the school premises.

Pupils are expected to:

- Attend school regularly and punctually.
- Listen to their teachers, SNAs and follow their instruction and advice.
- To enter and exit the school building in an orderly fashion.
- In the interest of health and safety running is not allowed at any time in the classroom or on the corridors.
- Quietness is expected when pupils are exiting/entering classrooms and in toilet areas.
- To treat all staff members, themselves and other pupils with respect and courtesy.
- To welcome visitors.
- Pupils **are not allowed to have mobile phones** at school. Tablets, Ipad's, Game boys, Nintendo etc. are not allowed either.
- Pupils are not allowed to leave their classroom, school building or yard without the permission of a teacher.
- They are expected to wear their full school uniform, keep their hair neat and tidy and not to wear make-up. With regard to jewellery only stud earrings and a watch are allowed.
- Not to bring chewing gum, crisps, glass bottles, frubes, muller corners, matches, cigarettes, alcohol or drugs to school, on school tours or any school related activity.

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- No collections of toys, money etc. are to be made by pupils without the prior permission of the Principal.
- Not to cycle in the school grounds unless during supervised- Road Safety Workshops organised by the school.
- To respect the school building and property. Writing on or marking school property is totally unacceptable. If any deliberate damage is caused the parent/guardian will be responsible for the cost of repair/replacement. Pupils who damage the property of other pupils will also be asked to replace/repair same.
- Value the school environment. The playground is a litter free zone. All left over lunches, fruit peels, drink containers and wrapping papers must be taken home.
- Not to climb on school railings.

General School Rules

Assembly time/Dismissal time

- Doors open at 9.10am.
- 9.10am to 9.30am is assembly/ preparation time.
- All pupils are to be in school by 9.30am for start of class.
- Pupils should not be in school before doors open in the morning.
- School finishes at 1.50pm for Junior and Senior Infants and 2.50pm for all other pupils.
- All pupils in the junior campus (Nuala Campus) should be collected by their parents or a known adult at the designated doors.
- All pupils in the senior campus should walk to the school gate with due care for other pupils and proceed to their arranged pick-up places immediately after 2. 50pm.There should be no pushing, pulling or running while exiting the school building.
- Extreme care should be exercised when using the Pedestrian Crossing.
- Pupils should not be in the school yard before 9.10am or after 2.50pm. The Board of Management will not be responsible for pupils outside of these times.
- Children are strictly forbidden to play in the school yard out of school hours.

Rules for the corridors/ around the school

- Do not run. Walk carefully and give way to grown-ups and to smaller children.

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- Be polite – say hello teacher, good morning teacher, dia duit, maidin mhaith etc.
- Respect school property and other children's work – do not touch displays or notice boards.
- Do as you are told by those in charge.

Classroom Rules

Each class teacher will draw a set of rules for his/her own classroom.

Toilet Rules

- Ask permission to leave the classroom to go to the toilet.
- Respect the privacy of others.
- Only one pupil in a toilet at the same time.
- No food to be taken into the toilets.
- Do not stuff the toilet bowl with toilet paper or empty toilet rolls.
- Always wash your hands.

Behaviour in the playground:

- Pupils must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden, (e.g. pushing, shoving wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion) unfair treatment, bullying or isolation of any child is not only unacceptable but could, in serious cases, lead to suspension.
- When using equipment like hoops, skipping ropes etc. in the playground pupils should use the equipment for the purpose it is meant for e.g. skipping ropes for skipping.
- If choosing to play football/basketball at break times no rough or unfair play is permitted.
- No running or standing on benches is allowed in the shelter areas.
- Pupils are not allowed to swing off the railings in front of the school, (both campuses), or off the bar close to the ramp near the front door of the Nuala Building. They are not allowed to play on the steps leading to the front door in the Aodh Rua Building or swing off the basketball poles.

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- Climbing over the fence around the school is forbidden except where permission is given (to retrieve the ball).
- Climbing on the school building itself is strictly forbidden.
- Pupils must remain in their designated area in the school yard.
- Pupils must answer the bell promptly at the end of break time and proceed to their designated line.
- Pupils must not return to their classroom or leave the playground during break time except with the permission of the teacher/SNA on yard duty and must inform teacher/sna that they have returned to the yard.
- Pupils must report incidents or accidents to the teacher on duty.
- Bad language or arguing with staff when corrected will not be tolerated.
- The yard is a litter free zone and this must be observed.

On Wet days

Children remain in their class rooms during break time and they are expected to

- Do the activities given to them by the class teacher or "supervising teacher".
- Not to leave their classroom without the permission of the supervising teacher.
- Not to run around the classroom or interfere with the ICT equipment or the teachers' desk.
- No large gatherings of pupils in a particular area of the room.
- No inappropriate topics of conversation.
- Observe expected 'wet day' guidelines outlined by the class teacher.

Swimming Lessons

Classes that go swimming are expected to

- Take their swimming gear to school. Always have a swimming hat and pool socks.
- To wear a coat and hat for walking to the pool if the weather is wet or cold.
- To stay on the footpath and avoid shouting or loud talking.
- To follow the instructions of the class teacher with regard to designated crossing areas.
- To listen to and follow the instructions of the swimming instructor.
- To dress quickly after their session.

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- No rough play, pushing or shoving in the pool, pool area or dressing room will be tolerated.

School Outings/Trips

- To return the parental permission slip to their class teacher by the specified date.
- To be on time for departure.
- If a pupil is going to be late or not going on the tour parents are asked to notify the class teacher or secretary at the earliest opportunity.
- To enter and leave the bus in an orderly manner.
- To sit in their seat, wear their seat belt and to avoid distracting the driver.
- **No mobile phones or hand held games etc. allowed.**
- If leaving the school campus for sports or PE lessons for example going to the Astro pitch, pupils must exercise care using the pedestrian crossing, stay with their class group and obey the instructions of the teacher, sna, coaches or other adults who may be assisting.

Children with Special Needs

All children are required to comply with the school's Code of Behaviour. However, the school recognises that children with special needs may require assistance in understanding certain rules. Professional advice recommended in Assessment Reports, (NEPS) etc. will be included in any behaviour plans which will need to be put in place to accommodate the needs of these pupils. Parents, support teachers, class teacher and the pupil will input this plan. Cognitive and emotional development will be taken into account at all times and sanctions will be applied with due discretion having consideration for the health and safety of all pupils. The children in the class or school may be taught strategies to assist pupils with special needs adhere to the rules, thus providing peer support/buddy system. This will be done in a supportive way acknowledging and respecting the differences in all individuals.

Sanctions

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The general standard of behaviour in our school is very good. This reflects great credit on parents, pupils and staff alike. However, from time to time some pupils misbehave and consequently sanctions need to be applied.

The use of a sanction or consequences should be characterised by certain features such as:

- It must be clear why the sanction is being applied.
- The consequences must relate as closely as possible to the behaviour.
- It must be made clear what changes in behaviour are required to avoid further sanctions.
- Group punishment should be avoided as it breeds resentments.
- There should be a clear distinction between minor and major offences.
- It should be the behaviour rather than the pupils that is the focus.

The purpose of a sanction is to bring about a change in behaviour by:

- Helping the pupils to learn that their behaviour is unacceptable.
- Helping pupils to recognise the effect of their behaviour and actions on others.
- Helping pupils (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping pupils to learn to take responsibility for their behaviour.
- Prevent the behaviour occurring again and if necessary, to help pupils devise strategies for this.
- To prevent serious disruption of teaching and learning.
- To keep the pupil or other pupils/staff safe.

A sanction may also:

- Reinforce the boundaries set out in the Code of Behaviour.
- Signal to other pupils and to staff that their wellbeing is being protected.
- Sanctions will always be applied according to the gravity of the misbehaviour, with due regard for the age and emotional development of the child.

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The degree of misdemeanours i.e. minor, serious or gross will be judged by the class teacher, teacher on yard duty or Principal based on a common sense approach with regard to the gravity, frequency of such demeanours.

Following an audit of the pupil's misbehaviour the teachers have categorised the behaviour as follows:

Minor Misbehaviours (Not limited to this list)

- Homework not done, no note
- Rudeness
- Running on the corridors and in the classroom
- Borrowing items without asking
- Throwing objects e.g. rubbers, paper planes around the classroom
- Speaking out of turn
- Messing or loitering in the toilet areas
- Not wearing school uniform
- Swinging on chairs
- Bringing chewing gum to school
- Littering
- Pushing in the line
- Not obeying the bell

The class teacher will deal with minor misbehaviours in the classroom and the teacher on yard duty will deal with minor misbehaviours in the yard.

Sanctions for Minor Misbehaviours:

Junior Classes

- Verbal reprimand.
- Reasoning with the pupil including advice on how to improve by setting realistic targets.
- Pupils staying with teacher on yard duty (Junior and Senior Infants).
- Temporary separation from peers in classroom (move to another seat/yard)-(time out area).

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- Loss of privileges.
- Patterns of persistent repetitive misbehaviour to be documented by teacher and parent/guardian to be informed.

Middle and Senior Classes.

- First Offence - the teacher will issue a warning to the pupil.
- Second Offence - the child will be sent to stand outside the staffroom door for ten minutes. In the event that two or more children are involved, detention will be staggered over two or more breaks, so that children will not be together.
- Third Offence the child will be kept for the duration of lunch break. In the event that two or more children are involved, the detention times will be staggered, with different children being kept in at different lunchtimes.
- For more serious misdemeanours children will also be kept in for a full lunch break.
- In the event of a child continuing to reoffend, Mrs. Doherty will be informed and she will arrange to meet with the child's parents

Serious Misbehaviour (Not limited to this list)

- Consistently failing to do homework.
- Fighting.
- Stealing.
- Using bad language to include using inappropriate sexualised language.
- Rough play.
- Telling lies.
- Disrupting the teaching and learning.
- Excluding, blaming, disrespecting others.
- Talking back to teachers and SNA staff.
- Mitching.
- Verbal taunting or name calling to include gender related terms such as gay, lesbian,
- Personal comments related to private parts of the body
- Deliberately kicking the ball out of bounds.
- Belittling or personal comments ongoing.
- Interfering with other children's belongings.

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- Using Ipad's/school IT for anything other than what the teacher has given permission for.
- Taking mobile phones to school.

(Persistent serious misbehaviour will be regarded as gross misbehaviour)

Sanctions for Serious Misbehaviour

- Pupils will be immediately removed from activities if endangering self or others.
- A full investigation will follow.
- Pupil is sent to Principal/Deputy Principal.
- After a "calming down period" the pupil will be asked to recall what they have done and provide a written account.
- Parent/guardian is informed/or sent for.
- Separation from peers for a period (remove from classroom as arranged by class teacher with colleagues).
- Detention (Supervised).
- Class teacher keeps records of all serious misbehaviours.
- If serious misbehaviour is being repeated a written contract or an Individual Behaviour Plan is drawn up by teacher and pupil.

If the above school interventions are not effective outside agencies such as NEPS, CAHMS, SESS will be contacted for advice on how to deal with the behaviours.

Gross Misbehaviours (not limited to this list)

- Serious damage to school property.
- Seriously assaulting another pupil or member of staff (Hitting, Punching, Biting, Kicking and Spitting).
- Serious physical violence which threatens the safety of self and others.
- Taking drugs, alcohol or cigarettes to school.
- Leaving the school premises without permission.
- Premeditated stealing.
- Sexual Assault.
- A single incident of gross misbehaviour may be grounds for immediate suspension.

Sanctions for Gross Misbehaviours

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Principal/Deputy Principal contacts parents/guardians (by phone) immediately to attend a meeting in the school.

While waiting for the parents'/guardian presence in the school the pupil is removed from the class/yard.

After a "cooling down period" the pupil writes an account of what happened.

Parents/guardian may be asked to remove the pupils from the school until such time as they can give an undertaking that this type of behaviour will not be repeated.

The Board of Management has authorised the Chairperson/Principal to sanction immediate suspension of up to three days following discussion with parents/guardian.

If the parent/guardian does not attend this meeting the pupil may be suspended and the parents/guardian informed by letter.

Written records of the incident are kept.

Procedures for Suspension and Expulsion.

Suspension

In the case of a single incident of gross misbehaviour or repeated incidents of serious behaviour the Board of Management has the authority to suspend a pupil. The Board of Management of Scoil Aodh Rua agus Nuala has delegated the authority to the School Principal to suspend a child for **three days.** If a Board of Management Meeting is required to further consider the issue and/or to apply further sanctions this period may be extended to a maximum of 5 days.

Fair procedures based on the principles of natural justice will prevail when a suspension is being considered.

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Fair procedures have two essential parts as per pages 67 and 68 Developing a Code of Behaviour Guidelines for schools.

- The right to be heard.
- The right to impartiality.

Procedures in respect of Suspension as per NEWB Guidelines for Developing a Code of Behaviour 2008.

The decision to suspend a pupil requires serious grounds for example:

- The pupil's behaviour is infringing on the education of other pupils.
- The pupil's continued presence in the school constitutes a threat to other pupils, staff and school community.
- The pupil's risk to damaging property.
- **A single incident of gross misbehaviour may be grounds for suspension.**

The following steps will be taken in the event of the decision by the Board to suspend:

- The Board of Management will convene a meeting as soon as possible.
- Investigation of the facts to confirm misbehaviour will be conducted.
- Parents/Guardians will be informed by phone, in writing or verbally about the incident.
- Principal/ Chairperson notifies Parents/Guardians in writing of the decision to suspend.
- The letter should state the dates for which the suspension applies.
- The reason for the suspension.
- Arrangements in place, if any at this point for pupils return to school.

Records and Reports

Formal written records will be kept of:

- The investigation.
- The decision-making process.
- The decision and the rationale for the decision
- The duration of the suspension and any conditions attached to the suspension.

The Principal will report suspensions in accordance with the NEWB reporting guidelines (Education (Welfare) Act, 2000, section 21 (4) (a)).

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Parents/Guardians have the right to appeal a Board of Management decision to suspend to the Secretary General of the Department of Education and skills where the total number of days for which the student has been suspended in the current school year reaches **twenty days.**

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the pupil in the school at the time would represent a serious threat to the safety of pupils or staff of the school, or any other person. In this instance the Parents/Guardians will be required to collect the child before the full investigation is complete, but otherwise the procedures above apply.

Removal of Suspension

Following a period of suspension, the parents/guardians must give a satisfactory undertaking that the pupil will behave in accordance with the school Code of Behaviour on his/her return to school. The principal must be satisfied that the reinstatement of the pupil will not constitute a risk to the pupil's own safety or to that of the other pupils or staff.

Fair procedures based on the principles of natural justice will prevail when a permanent exclusion is being considered.

Fair procedures have two essential parts as per pages 67 and 68 Developing a Code of Behaviour Guidelines for schools.

- The right to be heard.
- The right to impartiality.

Expulsion/Permanent Exclusion

- The Board of Management of a recognised school has the authority to permanently exclude a student.

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- When all other avenues have been exhausted with regard to pupil management the Board may have to permanently exclude a pupil from the school.
- In the event of a permanent exclusion the Board of Management adopts fully the procedures outlined in Chapter 12 (pages 80/87) of "Developing a Code of Behaviour, NEWB Guidelines.
- A detailed investigation directed by the Board of Management to be carried out by the Principal.
- Inform the parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- A recommendation to the Board of Management by the Principal (page 84 NEWB Guidelines).
- Consideration by the Board of Management of the Principal's recommendation/professional view that a permanent exclusion maybe warranted.
- The holding of a Hearing.
- Give the Parent(s) and pupil the opportunity to respond before a decision is made by inviting them to same.
- Board of Management deliberations and actions following the hearing (page 85 NEWB Guidelines).
- If the Board of Management is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 days have elapsed after NEWB have received written notification. The NEWB should be notified using a **Notice of Intention to Expel form** which is available on www.schoolreturn.ie or from their helpline (1890 36 3666). This form should be completed and sent to **School Return Section, National Educational Welfare Board, 16-22 Green St. Dublin 7.**
- Consultations arranged by the EWO.
- Confirmation of the decision to expel.

Success Criteria for this Policy

- Atmosphere of Discipline in the school.
- Children are aware of school rules.
- Staff apply sanctions fairly and consistently.
- Growth in self-discipline.
- Co-operation between parents/guardians, pupils, teachers and SNA staff in implementing the Code.
- Positive feed- back on behaviour.

A: Scoil Aodh Rua agus Nuala, Upper Main Street, Donegal Town, Co. Donegal, F94H792
E: office@saran.ie
T: +353 (0)749722661

- All children working and behaving to the best of their ability.

Monitoring and Review

All staff members have responsibility for the implementation of the Code of Behaviour and Anti-Bullying Policy.

Each class teacher is responsible for discipline in his/her own classroom. Teacher/staff should also respond to any incidents of misbehaviour that they encounter, outside their own classroom, corridors/yard etc.

The Principal is responsible for monitoring the effectiveness of the policy and review at staff level regularly and reporting any areas that need review to the Board of Management.

The Board of Management has ultimate responsibility for discipline in the school and a duty to ensure that a fair Code of Discipline applies therein.

This policy was written in consultation with all school staff, with the parent body by means of the Parents' Association and with the Board of Management.

It will be reviewed every second year (earlier if the need arises) and will be amended accordingly.

The policy was ratified by the Board of Management at a meeting on: 12-06-2024.

Signed: _____

Chris Darby
Chairperson. BOM