**REDEEMER GIRLS NATIONAL SCHOOL**

**CODE OF BEHAVIOUR 2020**

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13. Introduction;

This policy was selected for review under an ISM review policies for the second term of 2016-17 year. It is a requirement under the Education Welfare Act of 2000 (section 23), that ‘schools prepare a code of behaviour in respect of the students registered at the school. Section 23 makes clear that the code shall specify , the standards of behaviour that shall be observed by each student of the school; the measures that shall be taken when a student fails or refuses to observe those standards; the procedures to be followed before a student may be suspended or expelled from the school concerned; the grounds for suspension imposed in relation to a student; the procedures to be followed in relation to a child’s absence from school; to ensure existing policy is in compliance with legal requirements and good practice as set out in Developing a Code of Behaviour : Guidelines for Schools, NEWB, 2008. This Policy was reviewed as part of annual reviews in 2018,2019 and amended to include

1. ***Covid-19 Policy Addendum 2020***

This addendum should be read in conjunction with the COVID-19 Response Plan. Whilst expectations in our code of behaviour remain relevant, it is necessary, in light of the Covid19 pandemic, to make some adjustments for the safety of all students and staff. Our sole guiding principle when making any changes or adjustments to the policy is to be able to keep all of our students and staff safe and we place their wellbeing at the forefront of everything we do.

A large number of procedures and practices have been put in place in order to deal with the ongoing Covid-19. Whilst we hope that these measures will be temporary; for the duration of Covid-19 emergency they will come under the School’s Code of Behaviour, and as such, procedures and practices put in place at this time will take precedent to any procedure or practice or rule that is currently in place in the school. Any issues or incidents in non-compliance or non-support of the School’s Covid-19 Response Plan will be dealt with using the procedures outlined in the Code of Behaviour.

1. Aims:

Our policy aims to ensure that everyone feels valued and respected and that each person is treated fairly and consistently. We are a caring community whose values are built on mutual trust and respect for all. Rules are kept to a minimum, the policy is designed to promote good behaviour not a system to enforce rules or deter anti-social behaviour.

* In devising this code, consideration has been given to the particular needs and circumstances of this school. The 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 through the promotion of a positive school approach. We endeavour that all teaching and non-teaching staff, children and parents/guardians enjoy working in a positive school environment.
* Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. Staff pupil relationships are based on concern for the dignity and worth of each child and on justice and fairness in our dealings with him/her. The code offers a framework within which positive techniques of motivation and encouragement are utilised by teachers.
* The school places greater emphasis on rewards than on sanctions in the belief that this will, in the long term, give the best results.
* The school recognises 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 and between staff, pupils and parents/guardians.
* The rules are being kept to a minimum and are positively stated in terms of what pupils should do.

1. ***Guidelines for Behaviour in the School***

The Education Welfare Act, Section 23, states that the code of behaviour shall specify*“the standards of behaviour that shall be observed by each student attending the school”.*

Our school has core principles that underpins our code of behaviour

* Each pupil is expected to be well behaved and to show consideration for other children and adults
* Each pupil is expected to show respect for the property of the school, other children’s and their own belongings
* Each pupil is expected to attend school on a daily basis and to be punctual
* Each pupil is expected to do his/her best both in school and for homework.
* Everyone’s actions matters, the behaviour of adults including parents and teachers has a significant influence on how a child acts.
* Everyone gives priority to the promotion of good behaviour in the hope of setting high expectations and affirming good behaviour
* All staff will ensure pupils experience the value of being responsible, participating members of the school community.
* Promotes equality for all members of our school community.
* Ensure a consistent approach to behaviour on the part of school personnel.
* Our policy is based on a commitment to the welfare of each pupil.

Section 23 (4) of the Act further states that, prior to registering a pupil, the principal teacher shall provide the parents of the child with a copy of the school’s code of behaviour and that the principal ‘*may, as a condition of so registering such child, require his or her parents to confirm in writing that the code of behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child’.*

Therefore, before a place can be offered to a child in The Redeemer Girls National School, parents/guardians must sign a consent form as part of the Enrolment Form to confirm that the code is acceptable to them and that they will make all reasonable efforts to ensure compliance with such code by their child/children.

## General Rules of the School

1. School attendance should be punctual and regular. School hours are 9.00am to 12.30pm and 1.00pm to 2.40pm. For Early Start 9:00 am to 11:30 am and 12pm to 2:30pm.For insurance and safety purposes, please have your child in the yard no earlier than when there is supervision on the yard at 8:50. Please be on time to collect your child. The school is not responsible for children after school hours.
2. School uniform to be worn every day. Permanent name labels should be on every item of school uniform.
3. Children are not permitted to wear jewellery, make-up or nail varnish to school. An exception is made in the case of earrings for pierced ears only. As a safety precaution, parents/guardians must ensure that children wear only small stud earrings in their ears and in no other parts of their bodies. Hoop earrings are absolutely forbidden. If a child wears these to school, they must be removed and collected from the office at the end of the day.
4. Children should come to school with books, pencils, pens etc. as required.
5. Children stay for lunch in school.
6. During school hours, a child may only leave the premises if a parent/guardian comes personally to collect her, having spoken to, and being given permission from the Principal and signed the ‘Sign-out’ book in the office. Parents must go to the office and not directly to the child’s classroom.
7. Children should leave the school building and yard promptly at 2.40pm.
8. Sick children should not be sent to school. Sick children sent to school will not be supervised inside during breaks. If your child is not well enough to go out to play, she/he should not be sent in to school in the first place.
9. If your child feels unwell or gets injured during the course of the day, it is our responsibility to contact you to take your child home. It is your responsibility to make sure that the school has a list of up to date working phone numbers. If your number changes it is your responsibility to inform the school in writing.
10. For insurance purposes, no child may remain in the classroom unsupervised. Prudent care will be provided for sick children until they are collected. Children must be signed out in the office.
11. In order to comply with the Education Welfare Act 1998, please provide a note when your child is absent from school. The school is obliged to inform the N.E.W.B (National Education Welfare Board) when a child is absent from school for more than 20 days in a school year. Parents will be notified of this.
12. Parents/guardians collecting children by car, for health and safety reasons, are asked to use the car parking bays and not obstruct other traffic or parked cars. Please do not bring your car inside the school gates. Please do not obstruct the school gates. Please watch out for children exiting the gates on foot.
13. Please ensure that your child complies with our Healthy Food Policy. Chewing gum, sweets, chocolate, fizzy drinks and crisps are not allowed.

# Behaviour in Class

* 1. Respect and being polite are the basis of good behaviour in the classroom.
  2. Each child has a right to learn in a calm, co-operative setting without disruption from other children.
  3. Children should not disturb the teacher while teaching unless the reason is urgent or important. Children must leave others to do their work whilst they too do their own work.
  4. Children must show respect for their teachers at all times.
  5. Children are expected to do their part in keeping the classrooms neat and tidy.

## Behaviour outside the Classroom

1. Children are expected to behave in a gentle, calm manner.
2. Children must walk on corridors in single file.
3. Children should enter and leave school by the doors assigned to their class.

e) All classes wait in line in the yard until brought in by the teacher when the bell rings.

f) If wet, children go the assigned area or class under the direction of the teacher on supervision.

# In the Yard

1. Children should stay in the yard at break and lunch times unless directed by teachers during rainy days.
2. For health and safety reasons, children are not permitted to run dangerously or roughly, throw stones, climb the fence, do cartwheels or carry each other in any way, or go behind the shelters.
3. Children must stay away from the school perimeter fences and remain within the designated play area in the yard. They are not allowed to receive anything from any adult passing by. If you have something you wish your child to have during the course of the day, please come to the office rather than give it to your child yourself. ( *There is a very real danger of undesirable substances being passed to children*)
4. After break and lunch when the bell rings children should immediately walk to their lines and stand quietly until brought in by the teacher.
5. All problems or disputes in the yard must be brought to the attention of the teacher on duty.
6. Children are under the direction of the teacher on duty at all times.
7. ***Mobile Phones***

* The school has incorporated this policy on mobile phones/recording devices in the school’s Code of Discipline policy and will treat breaches as they would treat any other breach of school discipline.
* The school recommends that children’s mobile phones be left at home. However, where a pupil brings a mobile phone to school, the phone must be switched off before entering the school grounds, the phone must handed up to the class teacher, where it will remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities). Should an emergency occur pupils may access home by using the school telephone. Parents may only contact the children via the school phone number
* Pupils who breach this and use a mobile on school premises without permission will be required to hand over their phone to a member of staff and parents/guardians will be asked to collect it from the school office.
* For the safety of all, it is absolutely forbidden for adults or children to use a mobile phone to take photographs or make any recording anywhere inside school premises, or while looking in to the school yard, without the explicit permission of the school. If a teacher has any suspicion that a mobile phone has been used in this way, or that unsuitable material may be stored on it, pupils will be required to hand over the phone to a teacher, and parents/guardians will be asked to collect it from the school.
* Where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the Gardaí for further investigation. Parents/guardians will be informed in such circumstances. Recordings that may have been made must be shown to have been deleted before the phone is returned to the parent of the student.
* The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for pupils/parents. The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school. Pupils should mark their mobile phone clearly with their name.
* It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.

1. ***Whole school approach to promoting positive behaviour***

A positive school ethos is based on the quality of relationships between teachers and the ways in which pupils and teachers treat each other. This positive ethos permeates all the activities of the school and helps in forming a strong sense of social cohesion and teamwork within the school.

Standards should

* Provide clarity
* Set goals
* Be a practical tool for teaching and learning.

Standards should reflect positive values

* Respect for self and others
* Kindness and willingness to help others
* Courtesy and manners
* Fairness and forgiveness
* Readiness to use respectful ways of resolving difficulties and conflict.

Our school expects pupils to commit to

* Attend school daily and punctually
* Do her (or his) best in class
* Take responsibility for his/her work
* Keep the rules
* Respect staff
* Respect other pupils and their learning
* Participate in school activities

Staff

Teachers and staff members play important roles in the work of reviewing and updating the code. They bring to this work their professional expertise in understanding the links between behaviour and learning, their experience of what works to help pupils to behave and their knowledge of our school and our school community.

Staff should have the opportunity through regular curricular and organisational review to confirm that all policies support our code of positive behaviour and deepen their understanding of the factors that affect behaviour and help pupils to change behaviours through in-service and training.

The following are times when there is opportunity for review.

* Staff Meetings
* In-service
* Informal class groupings

The Code of Behaviour is maintained and improved from year to year by including code of behaviour on the agenda of the first staff meeting at the beginning of the school year. Teachers are responsible for raising keeping the Principal informed of issues of concern and communicating with parents/guardians when necessary.

New staff are made award of the Policy upon commencement of employment and its location on the Aladdin system with a hard copy made available if needed. It is encumbant on all teachers to seek clarification from the Principal on the policy, if necessary.

New parents are made aware of the policy at the enrolment of their child where they will be made aware of its location online and will be provided a hard copy as per the Education Act 1998. The school will make clear any areas of the policy that require clarification by parents/guardians.

Board of Management

The Board of Management has overall responsibility and plays a roll in exploring the kinds of relationships and behaviours that will reflect our school’s ethos and responsibility.

The Board should make sure that all members of the school community have the opportunity to be involved in work on the code of behaviour. The Board of Management should formally ratify the code on completion.

The Board of Management involvement is in two areas.

* Occasions when the code is being revamped.
* Dealing with incidents of serious/gross misbehaviour.

Parents

The Code of Behaviour will be more likely to work well where parents have meaningful ways of contributing to the development or review of the code. Their involvement will draw on their expectations, insights and experience. It will help to underline their responsibilities for their children’s behaviour. Parents/guardians can support the school by making themselves aware of the Code of Behaviour and ensuring that their children abide by the rules listed and acknowledge the importance of rewards and sanctions in the school.

Pupils

Students are more likely to support the Code of Behaviour if they are clear about what is expected off them and the rationale behind it. Students who help develop their class rules and assist in their success helpe the Code of Behaviour succeed.

1. ***Strategies for managing behaviour - Rewards***

Rewarding Positive Behaviour

Good behaviour can be publicly recognised in the following manner.

* During assemblies for student of the month
* Principal on intercom
* Principal visiting classrooms

Special occasions when pupils achievements are recognised with parents/guardians

* Concerts/presentations
* School religous ceremones
* Special days

Communicating Positive behaviour to parents /guardians

* Class Dojo
* Notes home
* Texts
* School Facebook pages

***Recognised systems of acknowledging and rewarding good behaviour in the classrooms***

* A ‘Pupil of the Week’ or ‘Star Pupil’ can be selected
* A ‘Pupil of the Day’ can be selected
* Certificates can be awarded for positive behaviour and achievement
* A ‘Well Done’ template note can be sent home to parents/guardians.
* Points given on Class Dojo
* Classes can be acknowledged by Principal at Assembly or on a particular occasion.
* Infant/Junior teachers can make use of a visual positive behaviour chart.
* In all classes a 15/20 minute ‘Golden Time’ may be awarded to the entire class once a week, for positive behaviour/effort. ‘Golden Time’ can include playing board games, extra P.E., extra computer time, extra art etc.

**Recognised systems of acknowledging and rewarding good behaviour in the playground**

* Improve yard surface and set out yard-game markings, e.g. trails, number lines, hopscotch.
* Co-operative and ‘old fashioned’ yard games could be taught explicitly in P.E. by each class teacher and pupils could take these games to the playground.
* Allowing footballs and toys on the playground.

1. ***Strategies for Managing Behaviour - Sanctions***

All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil. This should help to reduce boredom, lack of interest or lack of progress.

The overall responsibility for discipline within the school rests with the principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom. All staff share a common responsibility for good order within the school premises. A pupil will be referred to the principal for serious breaches of discipline and for repeated incidents of minor misbehaviour.

The following strategies may be used to show disapproval of unacceptable behaviour. These strategies should be used as a progression, for serious incidences of unacceptable behaviour several steps may be skipped.

* + - Discussion
    - Reasoning with the pupil.
    - Advice regarding appropriate behaviour
    - Reprimand (including advice on how to improve)
    - Temporary separation from peers, friends or others.
    - Loss of privileges
    - Detention during a break, supervised in principal’s office, or classroom with additional work
    - Prescribing additional work
    - A written note regarding the behaviour, to be signed by a parent
    - Referral to the principal
    - Recording of all incidents of misbehaviour
    - Communication with the parents
    - Privilege of school tour or field trip to be withdrawn if the child’s own safety or that of other children or adults is deemed to be at risk.
    - Suspension (temporary)
    - Expulsion

No child will be sent to stand outside her classroom as a punishment. Teachers shall keep a written record of all instances of serious misbehaviour as well as a record of improvements in the behaviour of disruptive pupils. Before resorting to serious sanctions e.g. suspension, the normal channels of communication between school and parents will be utilised. Parents/guardians will be involved at an early stage, rather than as a last resort. Communication with parents/guardians will be verbal or by letter, depending on circumstances. The parents/guardians concerned will be invited to come to the school to discuss their child’s case. For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour or abusive language towards adults and children will be regarded as serious or gross misbehaviour, depending on circumstances. ( Examples of serious misdemeanours are constant interruption of the class/teacher; continually telling lies, violent physical contact of any kind with intent to hurt another; dangerous behaviour where self or others are put at risk; damaging or interfering with others property; bullying; back answering to a staff member; verbal abuse or abusive behaviour to another child or adult; leaving the school premises during the day without permission; using or writing unacceptable language; misuse of school property or equipment…(the list is not exhaustive) or any behaviour the is deemed by the school to be contrary to the welfare of students or staff.

If a child attempts to leave the school, the staff will use their discretion to weigh up the safety of the child with potential necessity for restraint. Where there is a persistent risk of a child leaving the school without permission, procedures will be put place in agreement with the parents.

Issues of continuous bullying behaviour will be dealt with under the schools Anti-Bullying Policy.\*

In cases of serious misdemeanour:

* + - * A record is kept of all incidents
      * Valuable or dangerous items are confiscated and must be collected by the child’s parent
      * Pupil will be removed from an activity if endangering self or others or if misbehaviour is causing the lesson to be disrupted for other children
      * Pupil is sent to principal or deputy and made aware that suspension could be a possibility
      * Principal/deputy contacts the child’s parents/guardians
      * Suspension/expulsion procedures may be followed if deemed necessary by the Board of Management.

\***Anti-bullying Policy 2020-21**

1. ***Procedures for notification of pupil absences from school\****

The Education Welfare Act, 2000, Section 23 (2)(e) states that the code of behaviour must specify, *“the procedures to be followed in relation to a child’s absence from school.”* Section18  stipulates that parents must notify the school of a student’s absence and the reason for this absence. Pupils are expected to attend school 183 days a year.

Our school strives to

* Create a stimulating and attractive school environment
* Employ a system for acknowledging/rewarding good or improved attendance
* Adapt curriculum content and methodologies to maximise relevance to pupils
* Adapt the class and school timetables to make it more attractive to attend and to be on time
* Make parents aware of the terms of the Education Welfare Act and its implications.
* Help families where children are having attendance problems develop a planned solution with the help of the HSCL and SCP.
* Develop an annual working Attendance Strategy to guide and support attendance in the school.

**Procedures relating to absences from school.**

* Children should be in school every day the school is open for instruction. A calendar is forwarded to parents at the beginning of the school year. This is also posted on the website.
* Parents are notified of the schools opening and closing times. Children should arrive at school for 8:50am to line up for classes at 9:00am and be collected promptly at 1:40pm (infants) 2:40pm (all other classes).Early Start sessions begin at 9:00am and 12pm and end at 11:30am and 2:30pm respectively.
* Parents are asked to send a written note to the class teacher when a child is absent. (This is an obligation under the Education Welfare Act). This note should be dated and explain the reason for absence. This assists the class teacher in completing returns about absences to the Education Welfare Service (TUSLA). When no note is sent to the school absences are reported as unexplained.
* Parents should use the online absence form on the school website redeemergirlsns.ie to report absences.
* Notes sent detailing absences are kept by the class teacher during the school year. If/when a child misses 20 days these notes are used to inform the Education Welfare Service, the reasons for absences. At the end of the year the notes are placed in the child’s file in the office. (See Data Protection).
* If the child does not miss 20 days the notes are shredded at the end of the school year.
* Each class teacher has access to the online attendance monitoring system. The attendance is recorded online. Yearly attendances are also recorded and this helps with the completion of Education Welfare Service (TESS). Annual Returns forms.
* Individual children’s attendances are transferred to the school register at the end of the school year.
* Dates for reporting non-attendance are received from the Education Welfare Service each year. The staff of our school checks individual attendances of pupils on these dates and when children have missed 20 days or more they are reported to the EWS.
* It is the parents/guardian’s responsibility to inform the class teacher if a child is going to be late arriving to school or if the child has to leave school early.
* If a child has to leave during the school day they must be signed out in the office.

1. **Policy*Keeping records\****

In line with the school’s policy on record keeping, GDPR data protection legislation the following is the format for Code of Behaviour record keeping.

Classroom and outside of class.

* Class teacher keeps a record on record of pattern of negative behaviours and their impact on the child and class.
* Behaviour of pupils who are a concern is monitored in this way.
* All records are confidential and they must be kept in secure location in the classroom.
* Records of incidents outside the class will be maintained in relation to children who have a behaviour plan or who are under observation for behaviour or to record any incident that requires recording.
* Serious misbehaviour in classroom is reported to the Principal.
* Annual school report includes a reference to behaviour.

\*All record keeping activity is subject to the school’s Data Protection Policy.

1. **Suspension/Expulsion**

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents/guardians will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents/guardians do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period. In the case of gross misbehaviour the Board shall authorise the Chairperson or principal to sanction an immediate suspension, pending a discussion of the matter with the parents/guardians. In rare cases, the Board reserve the right of expulsion of a student for an act or acts of serious misbehaviour that presents a health and safety risk to the school community in the opinion of the Board of Management.

The Education Welfare Act, 2000, stipulates that a code of behaviour shall specify... ‘*the procedures to be followed before a student may be suspended or expelled from the school concerned”*and*“the grounds for removing a suspension imposed in relation to a student.”(Sections 23(2) c, d)*

The Board of Management has ultimate responsibility for suspension of pupils. The authority to suspend a pupil is formally delegated by B.O.M. to Principal and Chairperson to exclude a pupil from school for a maximum initial period of three days. The Board will follow ‘Developing a Code of Behaviour: Guidelines for Schools’, NEWB, 2008 chapter 10 and 11 to ensure that the correct procedures are followed.

Suspension

The principal shall inform the education welfare officer, by notice in writing, when *a student is suspended from a recognised school for a period of not less than 6 days. (Sections 21(4) a )*

Circular 20/90 states that ‘*Parents should be informed of their right to come to the school and be invited to do so in order to discuss the misbehaviour with the Principal Teacher and/or the class teacher.   This should always be done when the suspension of a pupil is being contemplated’.*

The decision to suspend a pupil requires serious grounds such as

* The pupil’s behaviour has had a seriously detrimental effect on the education of other pupils
* The pupil continued presence in the school at this time constitutes a threat to safety
* The pupil is responsible for serious damage to property.
* A single incident of serious/gross misconduct maybe grounds for suspension/immediate suspension

Suspension should be a proportionate response to the behaviour causing concern. List below are factors to consider before suspending a pupil.

* The nature and severity of behaviour.
* The control of behaviour
* The impact of the behaviour
* The interventions tried to date
* The impact of suspension.

*The school will follow the correct procedures for suspension under the following headings.*

* Authority to suspend
* The grounds for suspension
* Determining the appropriateness of suspending a student
* Forms of suspension
* Procedures in respect of suspension
* The period of suspension
* Appeals
* Implementing the suspension
* Grounds for removing a suspension
* After the suspension ends
* Records and reports

**Expulsion**

Under the Education Welfare Act, 2000, ‘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’ (Section 24(4)) It* is the right of a 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.’* *(Section 24(5))*

The Board of Management will follow ‘Developing a Code of Behaviour; Guidelines for Schools’, NEWB, 2008 Chapter 12.

*The school will follow the correct procedures for expulsion under the following headings*

* Authority to expel
* The ground for expulsion
* Determining the appropriateness of expelling a student
* Procedures in respect of expulsion
* Appeals

Appeals

Under Section 29 of the Education Act, 1998, parents (or pupils who have reached the age of 18) are entitled to appeal to the Secretary General of the Department of Education and Science against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year.

Accordingly, we advise parents of our pupils of this right of appeal and associated timeframe if it has been decided to suspend or permanently exclude a pupil. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student. (See Circular 22/02).

Full Review by School Staff on March 2017.

Reviewed and updated by Staff on August 30th 2018

Amended to include ‘risk of flight’ procedure September 5th 2019

Amended to include appendix on code of behaviour for parents and visitors January 2020

Amended to include linking Code of Behaviour to Covid-19 School Response Plan October 2020

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

Signed: ­­­­­-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Principal

**11. Appendix (I) to the Code of Behaviour 2020**

Code of Conduct for Parents/Guardians and Visitors

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Redeemer Girls National School it is essential that all parents/guardians and visitors to Redeemer Girls National School be aware of their responsibilities and adhere to the expected code of conduct as set forth in this appendix to our Code of Behaviour.

Schools are a place of learning and work, and, as such, certain limits must be set for parents/guardians and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal or his designated person is responsible for all persons in the building and on the grounds and as such may restrict access to the school and the school grounds if necessary.

The following rules apply to visitors to the school:

* Anyone who is not a regular staff member or student of the school will be considered a visitor.
* All visitors to the school must report to the office upon arrival at the school.
* All parents/guardians/visitors must enter the school via the front door and go to the Office.
* Access by any other door is prohibited.
* Visitors attending school functions that are open to the public, such as annual parent-teacher meetings, Christmas Drama, performances, book fair, grandparent’s day etc. are not required to report to the office.
* Bear in mind that teachers are responsible for students during class time and cannot leave their class or students unattended to meet with or talk to parents/guardians during the school day. If a parent/guardian needs to meet with a teacher, they should either phone the office in advance or send a note in their child’s bag/homework journal to request a meeting at a suitable time. Alternately they should email the teacher through their teacher’s school email @redeemergirlsns.ie
* Any meetings between staff and parents/guardians are to be conducted in a mutually respective manner.
* Any unauthorised person on school property will be reported to the principal or the office staff. Unauthorised persons will be asked to leave. The Gardaí may be called if the situation warrants.
* Pets are not permitted in the school grounds at any time.
* The use of bad language is strictly prohibited.
* In line with the General Data Protection Regulation 2018, the taking of photographs and/or filming without permission is strictly prohibited.
* No visiting adult has permission to reprimand any pupil that is not their own child on school premises.
* All visitors are expected to abide by the rules for public conduct on school property contained in this policy.

Parent/guardians are expected to:

* Recognise that the education of children is a joint responsibility of the parents/guardians and the school community.
* Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
* Ensure that children bring only items appropriate and related to the school programme.
* Know school and classroom rules and help their children understand them. Teach their children about a supportive attitude toward education.
* Build good relationships with teachers, other parents/guardians and their children’s friends.
* Help their children deal effectively with peer pressure.
* Help us take pride in every student’s uniform and care for it as best you can.
* Inform school Principal of changes in the home situation that may affect your child in school.
* Provide a place for study at home and ensure homework assignments are completed.
* Familiarise themselves with their child’s national curriculum.
* Review and be aware of the Code of Behaviour. When you enrol your child in the school you have agreed that both you and your child will abide by the policies of the school.
* Respect all children in the school, not just your own, and we would ask that you embrace all children’s unique qualities.
* Be mindful of conversations that happen in the school grounds, and language used particularly in the vicinity of children.
* Only discuss topics that are appropriate to the playground and school environment.
* Be friendly, welcoming and courteous to those new to the school, as we were once like them.
* Teachers are responsible for students during school time only.
* Parents/guardians, please ensure that students are not left in the school grounds unattended before supervision begins and they are escorted to their classes and not left in the school grounds after school has ended.
* Appreciate that pupils are excited at the start and end of the school day and ask all parents/guardians to be aware of this to take the upmost care in the church carpark and driving to our school.
* In turn we will remind all children to exit safely as they leave the grounds.
* Ensure all children in your care, not only students, should maintain respect for the school/playground/grounds in general and behave appropriately as a visitor.
* Communicate effectively with teachers/members of staff in a manner that is collaborative and based on trust and respect.
* Become actively involved with their child’s school events throughout the academic year.

Conduct Prohibited on School Property

No person who is a visitor to the school shall:

* Intentionally injure any other person or threaten to do so.
* Intentionally damage or destroy school property or the property of a staff member or any other person lawfully on school property, including graffiti or arson.
* Have any unauthorised or unsupervised access to students.
* Disrupt the orderly conduct of classes, school programmes or other school activities.
* Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the school programme.
* Intimidate, harass, bully or threaten any member of staff.
* Intimidate, harass or discriminate against any person on the basis of race, colour, creed, national origin, religion, age, gender, sexual orientation or disability.
* Enter any part of the school premises without authorisation or remain in any building or facility after it is normally closed.
* Seek to intimidate or pressurise individual members of the Board of Management.
* Obstruct the free movement of any person in any place to which this code applies.
* Violate the traffic laws, parking regulations or other restrictions of vehicles. Parents/guardians are responsible for the safety of their own children and those of others.
* Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
* Possess or use weapons in or on school property or at school functions, except in the case of the Gardaí.
* Loiter at or after school functions.
* Smoking of any substances i.e. cigarettes, vaping, drugs etc. on school property is prohibited at all times.
* Wilfully incite others to commit any of the acts prohibited by code.
* Violate any school policy while on school property or while at a school function.

Subject to the above, the authorisation of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Gardaí. The school reserves the right to pursue a civil or criminal legal action against any person violating the code.