



Code of Behaviour

Under section 23 of the *Education (Welfare) Act 2000*, the Board of Management has prepared and made available a code of behaviour for the pupils of Corracrin N.S. This school code of behaviour has been reviewed in accordance with Guidelines issued by the National Educational Welfare Board (NEWB).

This code of behaviour aims to create a positive and orderly learning and teaching environment where good behaviour is promoted. It espouses the development of mutually respectful relationships between teachers and pupils. It acknowledges that incidents of inappropriate behaviour may disrupt the pupil's own learning and the learning of others. Therefore, on occasions sanctions may have to be imposed to ensure that an orderly atmosphere is maintained. Early positive intervention will involve a problem-solving approach. Corracrin NS whole-school approach to inappropriate behaviour includes agreed ways of describing behaviour, arrangements for recording behaviour and a ladder of intervention. The aim of the code is that each pupil will develop the habit of responsible behaviour.

Principles

The principles underpinning the formulation of this Policy include the following:

- The main two rules of thumb at Corracrin NS are: **“Work hard and be good!”**
- To enhance the learning environment where pupils can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration of others.
- To promote positive behaviour and self-discipline recognising the differences between pupils and the need to accommodate these differences.
- To ensure the safety and wellbeing of all members of the school community.
- To assist parents and pupils in understanding the procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.

Roles and responsibilities

Board of Management:

The Board of Management takes overall responsibility for ensuring that a code of behaviour is prepared in the school. The Board has made sure that all the members of the school community can be involved in work on the Code of Behaviour.

Principal:

The principal has led the audit and review of the code of behaviour and ensuring that it is implemented in the school. This Code was drafted in September 2019 and reviewed in February/ March 2024.

Teachers and other staff members:

Teachers and other staff members have brought their professional expertise in understanding the links between behaviour and learning and their experience of what works to help pupils behave well to this review and updating of the code.

Parents:

Sending your child to Corracrin NS means that **you accept the school's Code of Behaviour in its entirety**. Parental involvement in this review has drawn on their expectations, insights and experience. Joint work between parents and staff in the development of the code of behaviour can equip parents to reinforce at home the messages about learning and behaviour that are conducive to a happy school. **Parents are expected to liaise with the school and be available to meet and discuss instances of behaviour as and when necessary. Failure to do so will result in the involvement of the School Board of Management.** STEP notes must be signed when they are sent home.

Pupils:

Every child must give a commitment to accept the Code of Behaviour and to fulfil the expectations as set out in the Code. This will ensure the creation and maintenance of a good learning environment. Involving pupils in the review process enables support for the code of behaviour when they have helped to develop it. The Student Council were involved in the February/ March 2024 review.

Pupils with Special Needs:

- **The Code of Behaviour of our school will apply to all children including those with special needs.** School rules will be reinforced frequently.
- Incidents of misbehaviour involving children with SEN will be dealt with on an individual basis, in close liaison with the Support Team and other staff members working with that child.
- Behavioural goals and targets will be considered and included in School Support Plans as appropriate.
- The BoM may also reserve the right to reduce the length of a day for a child who cannot cope, who exhibits challenging behaviour, i.e. behaviour which prevents other children from accessing the curriculum, or a child who is deemed a danger to themselves or others.
- All teachers and/ or SNAs associated with the child will endeavour to assist him/ her with adhering to the Code. This team could include the Class Teacher, SEN Teacher, Special Class Teacher or Principal.
- Assaults on School Staff are considered serious breaches of the School Code of Behaviour and will be dealt with as laid out on page 13.

School and Classroom Rules to promote good behaviour**Be organised:**

- Be on time.
- Wear full and correct uniform, every day.
- Have all your books, pencils, rulers, erasers, colours
- Have homework completed and signed
- Have notes signed and be on time for 9.00am
- Parents must take responsibility for the following:-
 - Full school uniform
 - Notes to inform the school of absences, lack of uniform, incomplete homework
 - Ensure each child comes to school fully equipped (books, copies, pencils etc.)
- Shortened lists of **Behaviour Do's and Don'ts** as well as **Daily School Rules** are at Appendices 1 and 2 of this Behaviour Code for ease of reference.

Listen, pay attention and always do your best.

Respect yourself, all staff, all visitors and respect all property.

Respect other children

- Play fairly
- Be gentle
- Kind hands
- Kind feet
- Kind words
- Treat others well in what you say and do
- Always tell the truth

Walk Tall

- Always walk within the school building
- Always walk to the gate along the path
- Always ask permission to enter school building before school starts/ at lunchtimes
- On wet days stay in classroom at lunch time
- On wet mornings follow instructions to proceed to classroom
- Play within the correct playground boundaries

- When bell goes stop playing
- Walk to your line
- Join in your line at the back or in your given position
- Walk when told in an orderly manner to your classroom
- Walk quietly in the school corridors.

Strategies to Promote Positive Behaviour

Praise may be given by using any of the following:-

- A quiet word or gesture to show approval.
- A comment in pupil's copy or workbook.
- Affirmation by another teacher or stickers from the Principal
- A word of praise in front of a group or class.
- A system of merits using stars or points.
- Delegating some special responsibility or privilege

- Golden Time.
- Written or verbal communication comment to parent/guardian
- Lucky Dip
- Certificates at whole school assembly
- Good Citizen trophy at assembly
- Class Dojo Points/ Class Raffle / Homework passes
- Mentoring/ Peer Tutoring/Buddy System.
- Extra time on computer/ iPads.

Sanctions to Discourage Inappropriate Behaviour

The following strategies will be used to show disapproval of wrong behaviour:

- Reasoning with pupil.
- Verbal reprimand, including advice on how to improve.
- Temporary separation from peers within class/ in another classroom.
- Loss of Golden Time
- Loss of privileges – **like going to outside football matches, quizzes or competitions**
- Recording of incident of misbehaviour by placing initials on board and/or recording in class record chart.
- Note to parents (STEPS system).

All pupils start with a “clean slate” every morning and will be encouraged to keep it so.

Consequences of Inappropriate Behaviour

Junior Infants – 2nd Class

- STEP 1** Verbal warning
- STEP 2** Verbal warning and sad face or initials on class chart.
- STEP 3** Time-out within class at learning table
- STEP 4** Time - out in Partner Class with work to complete and note home to Parent/Guardian. This note must be signed. Unsigned notes will necessitate a Step 5.
- STEP 5** Note to Parent/Guardian to arrange a formal meeting with the class teacher and Principal. The school reserves the right to send the child to a partner teacher’s class, with work assigned, until the meeting takes place.
- STEP 6** Principal will contact parents immediately, suspension procedure enacted.

STEP 1

Should a pupil misbehave inform him/ her that unfortunately he/she has broken a rule and will be sanctioned i.e. a STEP 1 note is going home.

STEP 2

Should a pupil misbehave again, inform him/her that he/she has broken a rule and therefore will be sanctioned. In infant classes a card bearing a sad face is placed on his table and his initials are written on class chart. In 1st and 2nd, the child's initials are written on class chart and the child may lose 5 minutes of Class Golden Time or other such privilege. The child will be reminded of the consequences of making right / wrong choices. He/ she will also be reminded of the next step. A STEP 2 note will be sent home.

STEP 3

Should the child misbehave again, or have misbehaved more seriously, his/ her initials are written on class chart and he/ she is removed from his/ her table and seated at the "learning table" for up to 20 minutes. During this time the child will have specific work to do. If the work is unfinished or if the child misbehaves, he/ she move on to Step 4. A STEP 3 note will be sent home.

STEP 4

Should the child reach Step 4, his/ her initials will be written on the board and he/ she will have to do time out in Partner Class, with work to complete. If time-out cannot be done on a particular day it will carry over to the next day.

A STEP 4 note will be sent home, in the journal, to be signed by Parent/Guardian.

STEP 5

Should the child reach Step 5 which is gross or repeated misbehaviour, his/ her name will be placed on class chart and he/ she will be sent to partner teacher with assigned work to complete. A printed STEP 5 note to his Parents / Guardians will be placed in his journal informing them of their child's misbehaviour and requesting them to make an appointment to meet with the class teacher and Principal. The child will remain in partner teacher's class, with work assigned, until this meeting takes place.

STEP 6

Should a pupil be guilty of a serious misbehaviour, he/ she will be escorted to the Principal's office where the Principal will make every effort to contact the Parents / Guardians as soon as possible, and they will be told to come and collect their child. On arrival they will meet with Principal and Class Teacher. They will be informed of their child's misbehaviour and sanctions as specified by Rule 130 of the Rules for National Schools will be implemented. In the event of being unable to contact Parents / Guardians the pupil will continue to remain in the class of the partner teacher. The child will remain in partner teacher's classroom or other designated teacher's class until this meeting has taken place and a commitment given by parents that every effort will be made to support our Code of Discipline.

Note (1)

If a serious incident of misbehaviour occurs, then STEP 1-6 will be bypassed and the matter will be dealt with by the Principal. Sanctions as specified by Rule 130 of the Rules for National Schools may be implemented if necessary. In the interest of discretion, interviews with children about behavioural matters will be held in the Principal's Office with the Principal and Class Teacher present.

Matters of this gravity will be brought to the attention of Board of Management and the Boards' decision on the matter will be implemented.

Note (2)

Although incidents of misbehaviour are recorded, the emphasis is on encouraging pupils to behave well and praise is given for commendable behaviour. Parents will be informed when a pattern of regular misdemeanours is developing and encouraged to assist the class teacher in improving the pupil's behaviour. If children are getting on the STEPS board regularly, then a meeting will be sought with parents

and teacher as to how to help the child improve his/ her behaviour. The Principal will be present for any such meetings.

Note (3)

If there are 3 to 4 minor incidents on 3 or 4 consecutive days, a note will be sent home. This note should be signed and returned by parents / guardians.

Note (4)

Where it is deemed necessary, advice will be given to parents/guardians to seek support from support services within the wider community e.g., the Community Care Services provided by HSE.

STEP 4 Note for Junior Class Parents/Guardians

Corracrin NS

Code of Behaviour Check STEP 4

Date-----

Dear Parents / Guardians,

Your child ----- has reached STEP 4 today.

Please talk to him/ her about **unacceptable** behaviour.

Should you wish to discuss this with the class teacher, please make an appointment.

This note must be signed. Unsigned notes will necessitate a STEP 5.

Thank you

(Class Teacher)

(Parent/Guardian)

This note is coloured white.

STEP 5 Note for Parents/Guardians of Junior Pupils

Corracrin NS

Code of Behaviour Check STEP 5

Date_____

Dear Parents/Guardians,

Your child _____ has reached STEP 5 today.

Please speak to him/ her about _____

This is a serious breach of Corracrin NS Code of Behaviour.

Please make an appointment to meet the Principal and class teacher.

Thank You.

(Class Teacher)

(Parent/Guardian)

This note is coloured orange.

Senior Classes: 3rd - 6th Class Sanctions

STEP 1 Verbal warning and initials on class chart to record each step. Step 1 note goes home.

STEP 2 Time-out within class at learning table: Step 2 note goes home.

STEP 3 STEP 3 note sent home to Parent/Guardian. This is usually for a repeat incident of unwanted behaviour in STEPS 1-4.

This note must be signed. Unsigned notes will necessitate a Step 4.

STEP 4 Note to Parent/Guardian to arrange a formal meeting with the class teacher.
Child remains in partner teacher's class, with work assigned, until the meeting takes place.

STEP 5 Note to Parents/ Guardians to arrange a formal meeting with the Principal and class teacher to discuss pupil's behaviour and to formulate behaviour plan/ sign behaviour contract. Failure by parents to engage with this process may result in suspension (STEP 6) that will be given in writing.

STEP 6 Phone – call to Parents/Guardian to meet Principal to discuss **Suspension Procedure**.

The length of any suspension remains at the discretion of the Principal & Board of Management and will be in response to the seriousness of the offences. See the section on Suspensions below on page 15.

Step Notes are given to children in order of seriousness of the misbehaviour (see list below).

STEP 1

Inform the child formally that he/she has broken a rule. His/ her initials are written on the board. The child will be reminded of the consequences of making right / wrong choices. He/ she will also be reminded of the next step. Step 1 note goes home.

STEP 2

Should the child misbehave again or be guilty of a more serious offence than a Step 1, his/ her initials are written on the board and he/ she is removed from his/ her table and he/ she must sit at a 'learning' table for the duration of the lesson. During this time the child will have specific work to do. If work is unfinished or if the child misbehaves, he/ she moves on to Step 3. (Child will be reminded of this). Step 2 note goes home.

STEP 3

Should the child reach Step 3 or be guilty of a Step 3 offence, usually by repeating a STEP 1 or 2 misbehaviour, his/ her name will be put on the class chart and a STEP 3 note will be sent home to his/ her Parents / Guardians. Parents will be informed via phone call. Unsigned notes will necessitate a Step 4.

STEP 4

Should the child reach Step 4 either by means of a serious misbehaviour or by repeated misbehaviour his/ her initials will be placed on class chart and he/ she will be sent to partner teacher with assigned work to complete. A printed note to his/ her Parents / Guardians will be placed in his journal informing them of their child's misbehaviour and requesting them to make an appointment to meet with the class teacher. The child will remain in partner teacher's class, with work assigned, until this meeting takes place.

Note: Every time a child's name is put on a step, it will be logged by the class teacher. **Parents will be informed, by a note in the school journal, if a child has been put on a STEP no matter what the STEP number is.** When the class teacher perceives a pattern of continuous steps developing, he/she will contact the Parents/Guardians to arrange for a behaviour plan to be put in place to support the child.

STEP 5

Should the child reach Step 5 the Principal, or in his absence the Deputy Principal, must be notified immediately as this step indicates that the child has been guilty of a serious breach of discipline, see list of examples below. The pupil will be sent to a separate table in the classroom away from peers with work to do, to partner teacher's classroom or other designated area. The pupil will stay in that place until the end of the day. A note will be sent home with child arranging a formal meeting with parents / guardians, the Principal and class teacher for the following morning. In the event of the parents / guardians phoning the school to inform the Principal that they are unable to make that appointment another appointment will be arranged for them as soon as possible. The child will remain in partner teacher's classroom or other designated teacher's class until this meeting has taken place and a commitment given by parents that every effort will be made to support our Code of Discipline.

Note: If the child refuses to go to the learning table he/ she will automatically progress onto STEP 6.

Note: Should a child incur two STEP 5s within the time frame of one week, or while waiting to make contact with his Parents/Guardians, he/ she will progress automatically to STEP 6.

STEP 6

Should a pupil be found guilty of a serious misbehaviour in line with this policy, he/ she will be escorted to the Principal's office where the Principal will make every effort to contact the Parents / Guardians as soon as possible, and they will be told to come and collect their child. On arrival they will meet with Principal and Class Teacher. They will be informed of their child's misbehaviour and sanctions as specified by Rule

130 of the Rules for National Schools will be implemented. In the event of being unable to contact Parents / Guardians the pupil will continue to remain in the class of the partner teacher.

NOTE (1): When a pupil returns to school after a period of suspension, he/ she must be accompanied by a parent/guardian and meet with the Principal and class teacher to sign a behaviour contract before he/ she is readmitted to his/ her class.

NOTE (2): Where a child incurs three consecutive suspensions, an extraordinary meeting consisting of the Chairperson or member of the Board of Management, the Principal and the Deputy Principal will be convened, while the child is on suspension. The child will be invited to attend part of the meeting with his / her parent/guardian.

NOTE (3):

If a serious incident of misbehaviour occurs, or a **pattern of gross misbehaviour** becomes evident, then Step 1-5 will be bypassed and the matter will be dealt with by the Principal. Sanctions, as specified by Rule 130 of the Rules for National Schools, may be implemented if necessary. Matters of this gravity will be brought to the attention of Board of Management and the Board's decision on the matter will be implemented. In the interest of fairness and discretion, interviews with children about behavioural matters will be held in the Principal's Office with the **Principal and Class Teacher/ Deputy Principal** or member of the **In-School Management Team** present.

NOTE (4):

Although incidents of misbehaviour are recorded, the emphasis is on encouraging pupils to behave well and praise is given for commendable behaviour. Parents will be informed when a pattern of regular misdemeanours is developing and encouraged to assist the class teacher in improving the pupil's behaviour.

NOTE (5):

Where it is deemed necessary, advice will be given to parents/guardians to seek support from support services within the wider community e.g., the Community Care Services provided by Health Service Executive.

NOTE (6):

Due to a need for discretion and out of respect for privacy the Board of Management understands that pupils may need to be spoken to by the School Principal in his office to investigate instances of challenging behaviour to ascertain what has happened. These interviews will be held with the child's teacher present.

Uniform notice

All pupils at Corracrin NS are expected to always wear their full uniform except for whenever sports or PE is on and in this case, children may wear their tracksuit. Uniform consists of red Corracrin NS jumper, tie, white shirt, grey skirt or trousers. If wearing a skirt girls may wear grey or white socks or grey, white, black or red tights. Children may wear runners every day however black sensible shoes are acceptable also. On PE days the uniform is the red school hoodie, plain white polo shirt and plain navy tracksuit bottoms. Failure to wear full uniform will result in a uniform notice being sent home detailing the nature of the uniform transgression. **If, for any reason, any part of your child's uniform is missing please write a note to your child's teacher.** A copy of the uniform notice is below:

IMPORTANT NOTE

This Code of Behaviour applies to all school outings, school tours, school football matches, school plays and outside events that the school attends.

STEP 3 Note for Senior Class Parents/Guardians

Corracrin N.S

Code of Behaviour Check STEP 3

Date-----

Dear Parents / Guardians,

Your child _____ has reached STEP 3 today.

Please talk to him/ her about ***unacceptable*** behaviour.

Should you wish to discuss this with the class teacher, please make an appointment.

This note must be signed. Unsigned notes will necessitate a STEP 4.

Thank you

(Class Teacher)

(Parent/Guardian)

This note is coloured white.

STEP 4 Note for Parents/Guardians of Senior Pupils

Corracrin N.S.

Code of Behaviour Check STEP 4

Date_____

Dear Parents/Guardians,

Your child_____ has reached STEP 4 today.

Please speak to him/ her about _____

This is a serious breach of Corracrin NS Code of Behaviour.

Please make an appointment to meet the class teacher immediately.

Thank You.

(Class Teacher)

(Parent/Guardian)

This note is coloured orange.

STEP 5 Note for Parents/Guardians of Senior Class Pupils

Corracrin N.S.

Code of Behaviour Check RED 5

Date _____

Dear Parents/Guardians,

Your child _____ has reached STEP **5** today. The next step, STEP **6**, will warrant suspension.

Because of the seriousness of the matter, you are requested to attend a meeting with the principal and the class teacher tomorrow morning at 9.30am. Should this time not suit you, please contact the school secretary to arrange an alternative time.

Thank You

(Class Teacher)

(Principal)

This note is coloured red.

STEPS 1 – 4 UNACCEPTABLE BEHAVIOURS

- Talking out of turn
- Distracting other pupils
- Constant talking to other pupils
- Out of seat without permission
- Unruliness on corridors
- Name calling / objectionable comments about others
- Rowdiness / horseplay
- Unsatisfactory homework
- Ignoring Teachers instructions
- Fidgeting
- Careless work
- Sulking/ poor attitude
- Disobedience to teachers
- Misbehaviour in Teacher's absence i.e., if a substitute teacher is in
- Books, copies pencils etc. left at home
- Lateness
- Not entering or leaving school via designated gates
- Taking food to the yard
- Not playing within correct boundaries in yard
- Bringing toys / mobile phones / electronic devices or other unauthorised items to school
- Breach of uniform code (see uniform notice)

*** THESE BEHAVIOURS ARE CONSIDERED SERIOUSLY UNACCEPTABLE IF THEY OCCUR REPEATEDLY**

STEP 5 MISBEHAVIOURS

- Verbal or written abuse of another pupil, either in person or online
- Intentional hitting/ physical contact with another pupil
- Comments of ethnic, racist, sexual, homophobic or gender nature
- Noisy disruptive behaviour
- Throwing objects at other pupils
- Repeated incidents of minor misbehaviour over a day or week would constitute serious misbehaviour
- Misbehaviour while out in public on school trips, football, swimming, school tours etc
- **Any behaviour that brings the school into disrepute, i.e. misbehaviour on school buses or in public when in Corracrin NS school uniform**

STEP 6 GROSS MISBEHAVIOURS (Suspension procedure enacted)

- Verbal or written (online) abuse towards teachers and adults working in the school
- Physical fighting
- Threatened or actual physical assault on a staff member (see p13)
- Repeated incidents of misbehaviour STEPS 1-5
- Repeated incidents of low key 'unwanted interference' that may be construed as bullying (see Bí Cineálta Policy)
- Bullying – once the procedures of Bí Cineálta have been exhausted:
 - Disablist Bullying
 - Exceptionally Able Bullying
 - Gender Identity Bullying
 - Homophobic/Transphobic (LGBTQ+) Bullying
 - Physical Appearance Bullying
 - Racist Bullying
 - Poverty Bullying
 - Religious Identity Bullying

- Sexist Bullying
- Sexual Harassment
- Cyber bullying

Will be dealt with following the procedures as set out in the School's Bí Cineálta Policy (2025).

Prevention of Cyber Bullying at Corracrin NS *NEW**

The Board of Management of Corracrin NS recognises the seriousness and potential for harm of Cyberbullying. The Board of Management reserves the right to impose suspension terms for forms of bullying including cyber bullying that has not ceased, after the procedures in Bí Cineálta have been followed in full (see below). To prevent cyber bullying, parents are encouraged not to purchase smart phones for their children until at least Easter of their 6th Class year in line with national guidelines issued in Autumn 2023.

...if it becomes clear that the student who is displaying the bullying behaviour is continuing to display the behaviour, then the school consideration should be given to using the strategies to deal with inappropriate behaviour as provided for within the school's Code of Behaviour. If disciplinary sanctions are considered, this is a matter between the relevant student, their parents and the school... Bí Cineálta (2025)

- Wilful destruction or vandalism of school property or another's property.
- Stealing from peers or the school
- Inappropriate use of mobile phones/social media, see cyber bullying.
- Substance abuse

Serious challenging behaviour/ assaults

Where there is a need for a child to be assessed in relation to specific behavioural problems, the school should endeavour to raise concerns with parents/guardians sensitively and to give families as much support as possible. Referrals will be made by the Principal with the support of the parent/guardian. The following steps will be taken when serious or gross misbehaviour is persistent. These steps are in accordance with the Department of Education & Skills guidelines and Rule 130 of the Rules for National Schools:

- Communication by Principal with parents/guardians – verbal or in writing
- Meeting between Principal and parents/guardians
- Chairperson of Board of Management is informed.
- Parents/guardians will be requested in writing to attend school to meet the Principal.
- Parents/guardians must endeavour to support their child and school to comply with Code of Behaviour and aim to give an undertaking that the pupil will behave in an acceptable manner in the future. On failing this, the pupil will be suspended for a temporary period.
- In the case of gross misbehaviour, the Board authorises the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with the parents/guardians. The maximum initial period of suspension is three school days.
- The Board of Management can authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the pupils or pupils parents/guardians.

- In exceptional circumstances, the Board of Management will authorize a further period of exclusion in order to enable the matter to be reviewed. Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay. Help will be sought from support services within the wider community, e.g. Community Care Services, CDNT, CAHMS etc.

Implementation of the Code of Behaviour in the School Playground

Principal, ISMT and SNAs supervise yard from 8:40 every morning with the Deputy Principal in his absence. Teachers and SNAs will attend to yard supervision promptly at 10:50am and 12.30pm.

In the event of a pupil breaching playground rules, he/ she should be spoken to by a member of the Teaching Staff and / or put standing at wall for designated time.

If a pupil persistently ignores the rules of the playground the pupil will progress on the “Steps System”.

If a pupil is in serious breach of playground rules, he/ she will be told to stand at the wall for part of playtime. The age of the pupil will determine the time out and it will be a minute per year of age, i.e. if a pupil is 7 years old they would not be given more than 7 minutes. He/ she will progress on the “Steps System” and / or be reported to Principal.

Verbal abuse to staff (Teacher / SNA) by pupils is a serious breach of discipline (STEPS 5- 6).

Gross Misbehaviour:

In the event of a serious incident, the teacher(s) on yard duty will inform the Principal or Deputy Principal as soon as possible and the STEPS system will be implemented following investigation. Children will be spoken to in the Principal’s Office with their Class Teacher present.

When bell rings:

- Pupils stop playing
- Pupils move in an orderly manner to their allocated class line
- Pupils remain in an orderly line until directed to go to classroom
- Teacher on yard duty will supervise class line-up until pupils are collected by class teacher
- Incidents of misbehaviour will be reported to class teacher

Methods for the Recording of Breaches of Behaviour:

All instances of breaches of Corracrin NS Code of Conduct in the playground will be recorded in the Yard Duty Record Book. This will be found in the Office and should be collected and returned to designated area on completion of yard duty. All incidents reported must be signed and dated by teacher on duty. The class teacher should also be made aware of the incident and should enter it on pupil’s class records sheet and take appropriate action on the “Steps” system.

Methods of communicating with parents/guardians

Communicating with parents/guardians is central to maintaining a positive approach to working with children. Parents/guardians and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school. A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents/guardians are being established and will be reviewed regularly. Parents/guardians should be encouraged to talk in confidence to teachers about any significant developments in a child's life, in the past or present, which may affect the child's behaviour.

Procedures for recurrent serious misbehaviour

- The child will be spoken to by staff directly involved.
- The matter will be brought to the attention of the class teacher.
- A written report will be made on the incident and recorded.
- The matter will be brought to the attention of the principal.
- Each incident will be reported to parents/guardians.
- If the behaviour recurs, the same procedure will be followed and the Behaviour Management Plan will be reviewed after each incident.
- If the behaviour persists, parents will be invited into the school to attend a meeting with the teacher and the principal and appropriate sanctions may be put in place- this may be that the child is sent home or put on a reduced school day.
- In the event of the situation not improving, the child will be suspended by the Principal. (The Chairperson of the Board of Management will be informed).
- Further serious infringements may warrant longer suspensions. (The Chairperson of the BOM will be informed) - If no improvement is made the matter will be brought to the attention of the Board of Management for consideration and a decision as to what actions should be taken. - Continuous disruptions and/or violent behaviour may result in expulsion of the pupil. This will be considered where the student's behaviour is causing persistent and significant disruption to the learning, safety and wellbeing of themselves or others. - When the child has had six day's suspension, the Education Welfare Officer will be informed. - For suspensions lasting more than three days, in exceptional circumstances, the matter will be monitored by the Chairperson of the BOM, in consultation with the principal. - If a decision is made in relation to expulsion, the parents/guardians will be informed of their rights according to Section 29 of the Education Act and a copy of the application form to appeal the decision will be forwarded to the parents/guardians.

Prevention of Bullying at Scoil Naomh Pádraig, Corracrin

Matters of alleged bullying will be dealt with in accordance with the procedures set out in the school's Bí Cineálta policy.

Our School is one in which relationships are based on mutual respect, trust, caring and consideration of others rather than power and strength. We recognise the variety of differences that exist between children and the need to tolerate these differences.

We will organise our school community in order to minimise opportunities for bullying e.g. provide supervision at problem times.

We will use any opportunity to discuss aspects of bullying and the appropriate way to behave towards each other e.g. Religion / R.S.E. / Stay Safe Programme / Walk Tall / Circle Time / SPHE

We will endeavour to promote high self-esteem in all pupils through Circle Time etc.

We will deal quickly, firmly and fairly with any complaints.

We will continue to have a firm but fair discipline policy.

We will not use teaching materials or equipment which give a bad or negative view of any group because of their ethnic origin or sex etc.

Presentation and neatness:

Presentation and neatness are important to us at Corracrin NS. Children are expected to present to school on time and in the correct uniform. At Corracrin NS children are expected to wear full uniform daily and PE uniform when doing sports without exception. Long hair must be tied back and pupils may not shave their hair below blade 1 and/or shave designs of any description into their hair. Boys are not allowed to wear jewellery including earrings/ studs. Pupils that present for school out of uniform without a note will be given a uniform notice that is held on record in the school. Recurrent infringements will result in the child progressing on the STEPS system. Please see the shortened Behaviour Do's and Don'ts as an appendix to this Behaviour Code.

Homework

It is the policy of Corracrin NS to assign homework Monday – Thursdays inclusive. Parents are strongly advised to take an active interest in their child's homework and to sign his/ her Homework Journal each night ensuring that it is completed. If for any reason a child's homework is not completed, a note of explanation should be written by parent in journal.

Parental Involvement in Promoting a Positive Discipline Code at Corracrin NS

At Corracrin NS we value the active support by parents to promote the implementation of our Code of Behaviour.

Parents will be made aware of all aspects of school life both social and curricular through regular notes, newsletter and our school website, <https://www.corracrinns.com/> Parents will be kept fully informed from the outset of instances of serious misbehaviour on the part of their child.

Parents are welcome to discuss any aspect of their child's school life by making an appointment through school secretary or note to class teacher.

Parents will be informed when their child has performed well or when he/ she has made a positive effort to improve.

Other Guidelines for Parents

Children are not allowed to take food out on yard breaks.

All children must wear uniforms on a daily basis, hoodies and tracksuit bottoms on PE days.

School Journals must be signed nightly by Parents / Guardians.

Parents must inform the school by note in a journal of pupil's absences

Parents should note that absences of 20 days or more must be reported to TUSLA.

Arriving late for school without a note will be considered a minor misdemeanour. Parents will need to sign the late entry book in the school corridor.

Pupils who arrive after opening time and/or are collected late after closing time must be signed in/out.

Suspension

According to the NEWB Guidelines 'Suspension' is defined as: *requiring the student to absent him/ herself from the school for a specified, limited period of school days.*

During the period of a suspension, the student retains their place in the school.

Suspension is a proportionate response to the behaviour that is causing concern after other interventions have been tried and teaching staff have reviewed the reasons why these interventions have not worked.

The decision to suspend a pupil will require serious grounds such as:

- The pupil's behaviour has had a seriously detrimental effect on the education of other pupils
- The pupil's 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 misconduct may be grounds for suspension.

Fair procedures will be followed when proposing to suspend a pupil. These procedures have two essential components, namely 'the right to be heard' and 'the right to impartiality'.

Suspensions can provide a respite for teacher and the pupil, give the pupil time to reflect on the link between their action and its consequences and give teaching staff time to plan ways of helping the pupil to change unacceptable behaviour.

Form of Suspension:

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 other pupils or staff of the school, or any other person. Fair procedures will be applied.

Procedures in respect of Suspension:

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:

- inform the student and their parents about the complaint
- give parents and student an opportunity to respond

Period of Suspension:

A pupil will not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective. The Board of Management will provide guidance to the Principal concerning the kinds of circumstances under which suspensions of longer than three days might be approved. If a suspension longer than three days is being proposed by the Principal, the matter should be referred to the Board of Management for consideration and approval, giving the circumstances and the expected outcomes.

The Board of Management will normally place a ceiling of ten days on any one period of suspension imposed by it. The Board will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student has been suspended in the current school year to twenty days or more. Any such suspension is subject to appeal under section 29 of the *Education Act 1998*.

Appeals:

The Board of Management will offer an opportunity to appeal a Principal's decision to suspend a student. At the time of formal notification of suspension, the parents/guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under section 29 of the *Education Act*, and will be given information about how to appeal.

Implementation of the Suspension:

Written notification

The Principal will notify the parents and the pupil in writing of the decision to suspend. The letter will confirm:

- the period of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the student and the parents (for example, parents might be asked to reaffirm their commitment to the code of behaviour)
- the provision for an appeal to the Board of Management
- the right to appeal to the Secretary General of the Department of Education and Science (*Education Act 1998*, section 29).

Note:

Where parents do not agree to meet with the Principal, written notification will serve as notice to impose a suspension.

Re-integrating the student

The school will have a plan to help the pupil to take responsibility for catching up on work missed. This plan will help to avoid the possibility that suspension starts or amplifies a cycle of academic failure. Successful re-integration goes beyond academic work. Where possible, the school will arrange for a member of staff to provide support to the student during the re-integration process.

When suspension is completed, a pupil will be given the opportunity and support for a fresh start. A record will be kept of the behaviour and any sanction imposed, however, once the sanction has been completed the school will expect the same behaviour of this pupil as of all other pupils.

Formal written records will be kept of:

- the investigation (including notes of all interviews held)
- 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 all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

Expulsion

Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour. The school will have taken significant steps to address the misbehaviour and to avoid expulsion of a pupil including, as appropriate:

- meeting with parents and the pupil to try to find ways of helping the pupil to change their behaviour
- making sure that the pupil understands the possible consequences of their behaviour if it should persist
- ensuring that all other possible options have been tried
- seeking the assistance of support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education)

The grounds for expulsion are similar to the grounds for suspension. However, in addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, the school authorities have tried a series of other interventions and believe they have exhausted all possibilities for changing the pupil's behaviour.

Expulsion for a first offence

There may be exceptional circumstances where the Board of Management forms the opinion that a pupil should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code would include:

- a serious threat of violence against another pupil or member of staff
- actual violence or physical assault
- supplying illegal drugs or other intoxicants to other pupils in the school
- sexual assault

Procedures in respect of expulsion

Corracrin NS is required by law to follow fair procedures as well as procedures prescribed under the *Education (Welfare) Act 2000*, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

Step 1:

- A detailed investigation will be carried out under the direction of the Principal.
- Parents/guardians will be informed in writing of the alleged misbehaviour and the proposed investigation.
- Parents/guardians and the pupil will have every opportunity to respond to the complaint of serious misbehaviour before a decision is made about the veracity of the allegation, and before a sanction is imposed.
- If a pupil and their parents/guardians fail to attend a meeting, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour. The school will record the invitation issued to parents/guardians and their response.

Step 2:

The Principal will make a recommendation to the Board of Management.

As part of this process the Principal will:

- inform the parents/guardians and the pupil that the Board of Management is being asked to consider expulsion
- ensure that parents have records of: the allegations against the pupil; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- provide the Board of Management with the same comprehensive records as are given to parents
- notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- advise the parents that they can make a written and oral submission to the Board of Management
- ensure that parents have enough notice to allow them to prepare for the hearing.

Step 3:

- The Board of Management will consider the Principal's recommendation and hold a hearing.
- The Board will review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board will undertake its own review of all documentation and the circumstances of the case. It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations.
- If parents/guardians wish to be accompanied at hearings the Board will facilitate this.

Step 4:

- Having heard from all the parties, the Board will decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.
- Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (*Education (Welfare) Act 2000, s24(1)*).
- The Board of Management will refer to National Educational Welfare Board reporting procedures for proposed expulsions.
- The pupil will not be expelled before the passage of twenty school days from the date on which the EWO receives this written notification (*Education (Welfare) Act 2000, s24(1)*).
- The Board will inform the parents/guardians in writing about its conclusions and the next steps in the process.
- Where expulsion is proposed, the parents/guardians will be told that the Board of Management will now inform the Educational Welfare Officer.

Step 5:

Within twenty days of receipt of a notification from the Board of Management of its opinion that a pupil should be expelled, the Educational Welfare Officer must:

- make all reasonable efforts to hold individual consultations with the Principal, the parents and the pupil, and anyone else who may be of assistance
- convene a meeting of those parties who agree to attend
- These consultations may result in an agreement about an alternative intervention that would avoid expulsion.
- However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation will focus on alternative educational possibilities.
- Pending these consultations about the pupil's continued education, the Board of Management may take steps to ensure that good order is maintained and that the safety of pupils is secured (*Education (Welfare) Act 2000, s24(5)*).
- The Board may consider it appropriate to suspend a pupil during this time. Suspension will only be considered where there is a likelihood that the continued presence of the pupil during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Step 6:

- Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel.
- Parent/guardians will be notified immediately that the expulsion will now proceed.
- Parents/guardians and the pupil will be told about the right to appeal and supplied with the standard form on which to lodge an appeal.
- A formal record will be made of the decision to expel the pupil.

Appeals:

- A parent/guardian may appeal a decision to expel to the Secretary General of the Department of Education and Skills (*Education Act 1998 section 29*).
- An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

This Code of Behaviour has been reviewed and ratified by Corracrin NS Board of Management on 30th September 2025.

Limitations

This document is not designed to list all the possible situations that may arise, nor state all the possible strategies to address challenging behaviour but to serve as a general guide to the students, the staff and the Principal. This policy should be used to assist in dealing with difficult situations.

✂=====

Please detach, sign and return to the school:

We _____, the parents/ guardians of:

☐ I/ we accept the above Behaviour Policy of Scoil Naomh Pádraig, Corracrin, Emyvale, Monaghan

Date: _____

Appendix 1

Behaviour DOS AND DONT'S at Scoil Pádraig, Corr an Chrainn



DO....

- Listen, pay attention and always do your best.
- Respect yourself, all staff, all visitors and respect all property.
- Respect other children
- Play fairly
- Your homework every evening
- Be gentle, especially with younger children
- Use kind hands
- Use kind feet
- Use kind words
- Treat others well in what you say and do
- Always tell the truth

- Tie long hair up
- Be on time!
- Get your homework diary signed every evening.
- Wear full school uniform every day
- WORK HARD!!!

DON'TS

- Shave your hair below blade 1 or designs of any description
- Dye or bleach your hair
- Deliberately break school equipment
- Run in the school corridors
- Deliberately exclude children from games
- Tell lies
- Take things without permission
- Interrupt or argue with your teacher.
- Call people names
- Sulk
- Take food out to yard
- Bring mobile phones to school

Appendix 2

DAILY SCHOOL RULES

Daily School Rules (revised June 2025)

These rules apply to all members of our school community to ensure a safe, respectful, and productive learning environment.

1. **Respectful Conduct:** All students, staff, and visitors must be addressed and treated with respect at all times.
2. **Punctuality:** All students are expected to arrive on time for school. Persistent lateness may result in disciplinary action after the third instance.
3. **Homework Diaries:** Students must have their homework diaries signed nightly.
4. **Classroom Conduct:** Students must remain quiet and seated in their classrooms when a teacher is not present i.e. a sub teacher is teaching the class or temporary supervision by an SNA.
5. **School Uniform:** All students are required to wear the complete school uniform as specified by school policy.
6. **Behaviour in Public Areas:** Students must behave respectfully and safely in corridors, in the school yard, and while traveling to and from school at dismissal time (2:40 PM), under the supervision of their class teacher.
7. **Absence Explanations:** All absences from school must be explained with a written note from a parent or guardian, recorded in the homework diary.
8. **Behaviour Records:** All "STEP" notes (referring to the school's behaviour management system) will be kept in the student's behaviour file.
9. **Jewellery:** The wearing of jewellery is discouraged for health and safety reasons. Earrings/ studs must be in the bottom lobe only. Any exceptions for religious or medical reasons must be approved by the Principal.
10. **Nut-Free Zone:** The school has been a **NUT-FREE ZONE** since September 2019.
11. **Hair Guidelines:**
 - Hair should be neatly presented and not distracting to the learning environment.
 - Haircuts should be no shorter than a No. 1 blade.
 - No designs or patterns are permitted in hair.
 - Students should refrain from dyeing, colouring, or bleaching their hair, as these practices are contrary to the school's code of discipline.
 - For hygiene purposes, all long hair must be tied up.
12. **Defiance and Disobedience:** Students who persistently defy or are disobedient to their class teacher will automatically progress through the STEPS disciplinary system and their conduct will be addressed by the Principal.
13. **Abuse and Harassment:** Any verbal or physical abuse of a staff member or fellow student will result in immediate parental notification and an urgent meeting on the same day. These are considered "RED STEP" offenses. Failure of a parent to attend this meeting will result in the student being removed from class under the Principal's supervision and progression on the STEPS system. Another meeting will be scheduled for the following day with the class teacher, Principal, and student to discuss agreed-upon sanctions, including potential suspension procedures.