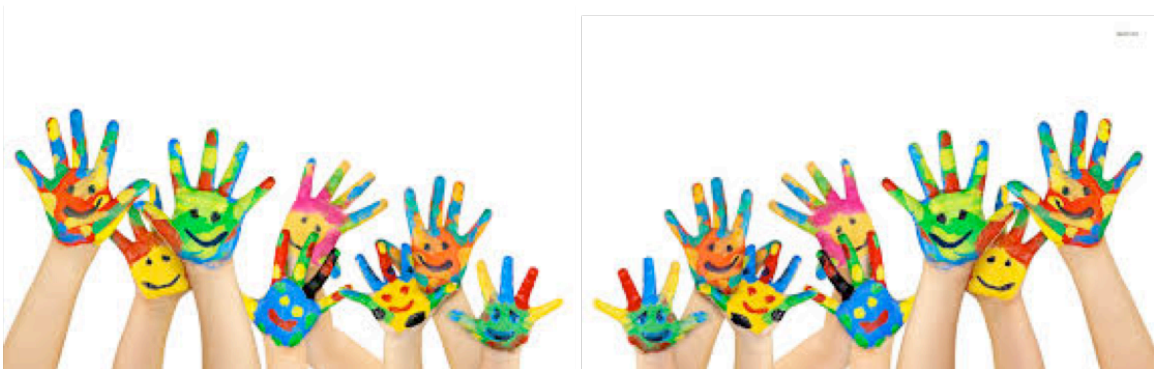


Crehana National School

Code of Behaviour



Crehana N.S. Code of Behaviour

Crehana N.S. is a Catholic school, which aims to nurture and cherish the uniqueness of each individual and to develop his/her full potential.

If we are to live reasonably ordered and fulfilled lives we must set ourselves acceptable standards of behaviour. This is important in all aspects of our lives. It is especially important at school where a large number of people have to work and play together.

Aims of Code of Behaviour

- A. To foster Christian virtues of truth, justice, charity and obedience.
- B. To ensure that all children are given a fair and reasonable chance to learn and develop their individual talents.
- C. To ensure to the best of our ability that every child can work and play in a safe environment with as little risk of injury or harm as possible to themselves or to their property.
- D. To ensure that each child in our care is encouraged towards the ideal of self-discipline.

We believe that the experience of a well ordered and disciplined environment during the formative school years will lead to good citizenship within the wider community. Rules of the school are based on these considerations.

School Rules

1. Entering and Leaving School Premises.

- a) School opening time is 9.20a.m. School closing time is 3.00p.m. The school does not accept responsibility outside these hours.
- b) There is one entrance to the school. All adults come and go by this entrance. Children use side entrance.
- c) Children in infant classes are escorted to the gate at 2.00pm to be collected by parents/guardian.
- d) All bus children are to line up in area designated to each class each evening at 2.50pm and leave in orderly fashion on teachers command. Other children leave at 3.00pm under teacher supervision.
- e) All parents/guardians and visitors must use main entrance door at all times and report to office.

2. Request to leave school during school hours.

In the interest of security, if a child must leave school for any reason during school hours – the child’s teacher must receive a note from parent/guardian in advance and the parent/guardian should use the intercom and report to the school secretary or Principal when collecting their child. Please sign out when leaving and in when returning in the book outside the office.

3. Punctuality and Attendance.

- a) Children should be in school every morning at 9.20am and collected at 3.00pm. Infant classes should be collected at 2.00pm. Training in punctuality is important. Parents can co-operate with the school by ensuring that the children leave home in plenty of time and that they go directly and quickly to school.
The school does not supervise children outside school hours.
- b) Children are expected to attend school each day. Rolls are checked by the attendance officer on a regular basis.
- c) If a child is absent a note of explanation **must** be presented to the teacher.
- d) The school Board is obliged to report yearly absences in excess of 20 school days to the National Education Welfare Board.
- e) Following NEWB Guidelines pupils not present at daily roll call cannot be marked present.

4. Clothing and Footwear.

We would like to ask pupils wear full school uniform everyday and that all parts of uniform are clearly marked. We request all children wear suitable footwear and discourage children wearing jewellery especially rings, earrings (studs acceptable). Uniforms like all personal belongings are each child’s responsibility. Senior children are asked to bring a change of clothes when playing on the pitch.

5. School Property.

- a) Children are obliged to respect and care for all school property and grounds.
- b) They are obliged to play in the designated areas in the playground.
- c) Children are obliged not to bring paper wrappers to the yard and instead use recycling bins in classroom.
- d) Any wilful damage to school property is considered a serious breach of discipline.

6. School Work.

Homework: Each child is allotted a reasonable amount of homework every night, depending on the age of the children. It is important that parents spend this one to one time with children to go over and reinforce what has been learned during the day. It is the task of parents to ensure that homework is given due time and effort by

the child. It is important to identify the most suitable time for homework, taking into account the need to play and family time. Homework is not given at weekends. Parents should sign homework notebooks and tests weekly. Children need to learn that there is a consequence to not completing assigned homework and in-school tasks. Such consequences may include missing 10 minutes at breaktime. If for any reason your child is unable to complete their homework, please provide a written explanation for same. If not the above sanctions will be enforced.

7. Lunches.

Children are expected to bring wholesome lunches to school. Junk food is not recommended. Lunch rubbish must be taken home.

Chewing gum is forbidden. PLEASE REFER TO HEALTHY EATING Policy on school website (www.crehanans.ie).

8. Mobile phones, game-boys, Nintendo, DS's, PSP's, Digital Cameras and ipods etc are not allowed in school.

9. Child Protection Policy

The Board of Management of Crehana N.S. has adopted the "Children First" national Guidelines as School Policy. Consequently if school staff suspect or are alerted to possible child abuse they are all obliged to refer this matter to the Health Service Executive (HSE). The HSE will then assess the situation and provide sufficient support for the child concerned.

We would like to ask for your permission to use photographs of your child/children at school events/trips in various media i.e. local/national publications, newspapers, T.V. appearances or on our web page which we update regularly. Your child's name will not be published/printed with their image. This follows our Child Protection Policy.

10. Social Personal and Health Education

All pupils, as part of the S.P.H.E. will participate in the Stay Safe, Walktall, R.S.E. and Circle Time Programmes to help improve the learning environment at Crehana N.S. If Parents/Guardians wish to view or discuss any of these programmes please contact the school to make an appointment.

11. Learning Support and Assessment

Part of our role as teachers is to assess your child informally and formally on a daily basis. At the end or during each class year formal assessment is carried out to help your child. This dictates the educational plan and goals for each individual. At times our learning support teacher may take whole class groups. This approach is known as co-operative teaching and is part of our school plan.

12. Code of Discipline

- a) There needs to be good order and discipline to create an atmosphere conducive to learning. Behaviour is very important. Children are expected to be attentive, obedient and pleasant in class, to have respect for authority and for each other and to do tasks assigned to them by the teacher.
- b) Rough behaviour, fighting, bullying or use of bad language will not be accepted.
- c) In order to create a positive learning attitude in the classroom and a friendly atmosphere in the playground, we try to focus on praising children and not concentrate on their shortcomings and mistakes. A reward system for good behaviour may be in the form of stars/homework passes/ merit awards or special treats.

Where a child persists in behaving in an unacceptable manner in school, the following responses are commonly used.

- a) Time-Out in yard/classroom: Record of this kept in Yard Book/Teachers Book.
- b) Extra Homework signed by Parents.
- c) Further breach of rules will mean reduced playtime – pupils sit in hallway – note is sent home. Withdrawal from trips/tours and special events will also be considered.
- d) Arrange meeting with parents.
- e) After three reduced playtimes matter referred to Principal.
- f) The parents/guardians and child will be requested to give an undertaking that his/her behaviour will improve.

Suspensions

- a) If there is no improvement and the child is reported to the Principal on three occasions in total the parents will be informed and a three day suspension will be imposed. The Board of Management will be notified.
- b) The child may on completion of the suspension, be re-admitted to the class following an apology to the class teacher before his/her peers.
- c) If the child persists in misbehaving, the Board of Management will sanction an immediate suspension.
- d) A suspension will be considered in the event of a serious one off breach of school code of behaviour.
- e) Expulsion from school will be considered by The Board of Management as a last resort once all other steps are exhausted.

13. Parents/guardians requiring to meet teachers.

Parents/guardians are requested to make an appointment if they wish to meet with the class teacher. Appointments can be made with School Secretary Breda Hanrahan on (051-641286). When requesting an appointment with the Principal please appreciate she is a teaching Principal.

Code of conduct for Parents:

Parents are expected to:

- Ensure their children attend school and are punctual
- Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform
- Be courteous towards pupils and staff
- Make an appointment to meet with a teacher/the Principal through the office
- Respect school property and encourage their children to do the same
- Label pupils coats and other personal property
- Strictly supervise pr-school children, when in school.
- Speak in a respectful manner using appropriate language when on school premises and when dealing with members of the school community.

As the Board of management is responsible for the Health and safety of all staff and students, parents are requested not to approach or reprimand another person's child on the school premises.

14. Illness and Accidents.

- a) It is essential that the school should be able to contact parents/guardians, therefore a contact number is required, and also a back-up number in case of emergency. In cases where one parent has sole custody of the child, the school should be notified as to this situation.
- b) In the event of illness or an accident during school hours, the child's teacher will contact parents to come and take the child home or to hospital.
- c) If a serious accident occurs, the parents will be contacted as quickly as possible, the child is transferred to hospital A.S.A.P.
- d) Teachers are not allowed to administer medicine or any medication due to insurance restrictions.
- e) Minor First Aid will be given as required until your child goes home. Parents/guardians should treat the injury themselves.

This school policy has been drawn up by the Principal and staff of the school. It is based on the understanding that the school is a community where mutual respect, co-operation and Christian values are essential features. It also has regard to the rights and responsibilities of all concerned within the school, management, teachers, pupils and parents. It has been approved by the Board of Management.