

ANNAGH NATIONAL SCHOOL
Miltown Malbay,
Co. Clare.
Phone/Fax 065-7084850.

ANNAGH N.S. - CODE OF BEHAVIOUR

“The B.O.M. and Principal of Annagh NS have ultimate responsibility for ‘*Discipline*’ in the school under its management, and a duty to ensure that a fair *Code of Discipline* applies therein.”

The following Code of Behaviour has been devised for Annagh N. S., following consultation between staff, B.O.M. and parents of pupils in the school, and in accordance with NEWB guidelines, Developing a Code of Behaviour, Guidelines for Schools, which encompasses all relevant legal legislation and legal instruments and is now being implemented in our school.

FREEDOM AND DISCIPLINE

“Over sixty years ago the great educationalist Alfred North Whitehead, wrote of Freedom and Discipline as ‘the two essentials of education’.

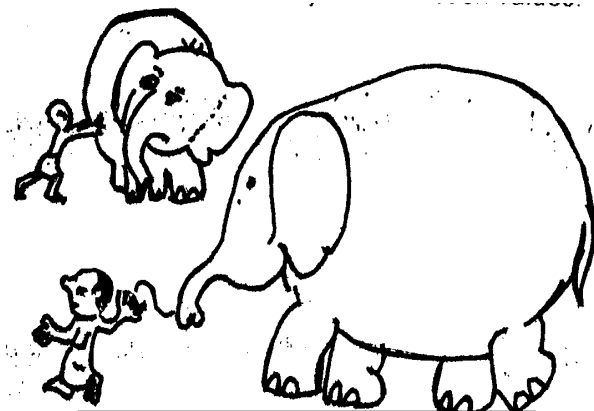
These are not opposing tendencies, he argued, they work together in a natural rhythm. When this rhythm is neglected, genuine education suffers.

Much has been said about discipline in schools, less about freedom. Yet, of the two partners in the rhythm of education, freedom is the more senior and important.

In the context, the term ‘*freedom*’ must be understood.

The very purpose of our schools is to proclaim a liberation. Their task is to set children free from fear, from self-absorption, from materialism, from petty ambition, from aimlessness and despair. They seek to do this through the vision of reality they offer and living witness of their members.

Basic to this type of freedom is a sensitivity for justice, a respect for others, a sense of service and responsibility, a deep conviction that, with God’s help and as part of his plan, we can all make a difference.



Persian Proverb: A gentle hand
may lead the elephant with a hair

“Our great task as ‘Christian Educators’ is the establishment of the type of structures, relationships, and curricula that are most likely to serve such values.”

We refer to the above proverb, to draw attention to, and perhaps highlight the thrust of our attitude to Behaviour and Discipline.

We feel that by over emphasising the **discipline** side of such a policy, the real reason why there is a need for a Code of Behaviour, can be overlooked.

Discipline is not about punishment, it is about realising that we all have to share our environment at home, at work and at school.

Each child has a right to his or her own space belongings, care and attention.

As with adults, children must learn to promote their needs but not at the expense of others. A child who is rude, aggressive, or disruptive is interfering with the rights of others.

It is not fair or acceptable that disruptive children should set the atmosphere of any class.

OUR SCHOOL'S PHILOSOPHY

We recall the words of Bishop W. Walsh at our Centenary Mass when he said:

“No place is perfect, no person is perfect, no school is perfect, and so we recognise our frailty”

The basis for our Code of Behaviour & Discipline is our **School's Philosophy**.

1. We the B.O.M. and Staff of Annagh N.S. see our school as existing to promote the balanced growth and development of each pupil.
2. It is our wish that while giving a firm grounding in the basics in all subjects, we will strive to provide a wider range of other learning experiences, aimed at nurturing not only the academic, but also the spiritual, aesthetic, creative and physical faculties of each child.
3. We acknowledge that our school is a Catholic school and therefore we strive to create a school community where Gospel values of hope, justice, fair-play, compassion, love and reconciliation are fostered. We will work in full co-operation with the priests of our parish.
4. We recognise that you the parents are the primary educators of your children. We the staff seek to collaborate with you in your child's balanced growth and development.
5. Annagh School is a community and the members of our community we hope will always try to accept and accommodate differences.
6. Annagh School believes in the uniqueness and individual worth of every child.
7. We believe all children are equal regardless of gender, ability, creed or social background.

8. Annagh School is part of the wider community and welcomes links between the school and the community.
9. It is our wish that each pupil leaves our school with a good self image, good self-esteem, self-confidence and with knowledge skills and attitudes conducive to a happy and satisfactory life now, and conducive to his/her growth and development in the future.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, he learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, he learns to be shy.

If a child lives with shame, he learns to feel guilty.

If a child lives with tolerance, he learns to be patient.

If a child lives with encouragement, he learns confidence.

If a child lives with praise, he learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, he learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance and friendship, he learns to find love in the world.

AIMS OF OUR CODE OF BEHAVIOUR & DISCIPLINE

Our *School Rules* are based on an attempt to create a positive learning environment where teaching and learning can take place, and in which a pupil may fully enter into the life of the school.

We wish to provide an environment where each child is physically safe and happy.

We wish to create an environment where there are good communications and mutual respect between staff, pupils and parents.

We wish to create an environment where pupils show respect for themselves, each other, and for other people's property.

We wish to promote the growth of the individual child and his/her development into a responsible, self -disciplined adult.

The idea behind this document is that we believe if our pupils see all the educational partners united in their approach to education, if they experience a strong sense of community within the school, and if they witness a high level of co-operation amongst staff, pupils, parents and parishioners, that the pupils own behaviour will reflect the aspirations in this Code.

OVERVIEW OF SOME IMPORTANT SCHOOL RULES

Our school rules are about respecting oneself and treating others fairly.

Our School Rules are meant to be a help not a hindrance. They are intended to make the school day a happier one for all concerned.

All pupils have equal rights, but with these rights come responsibilities. Each pupil is responsible for his/her behaviour and accountable for same. Each person must respect the rights of others and every effort will be made to ensure that their rights are respected as well.

A high standard of manners, language and behaviour is expected at all times. It is not our school's job to put manners on any child. If there is a behavioural problem your help in rectifying the situation will be sought, at the appropriate stage.

Evidence of bullying will be viewed seriously. Bullying can take many different guises, eg. physical, verbal, constant interference, deliberate exclusion or isolation.

No pupil may leave the school grounds without the permission of a member of staff.

Chewing gum or use of Tippex is not permitted in the school.

Treat school grounds and property with care and respect and avoid littering.

Parents can encourage good behaviour at school and promote a positive image of our school by discussing our school rules with your child and explaining the need for them.

Regarding supervision of pupils, the B.O.M. wish to state that our teaching staff can only do as much as any other prudent parent. If parents drop off their children inside the school grounds before 9.00 a.m., or if parents are not at the school exits to pick them up at 3.00 p.m. it must be clearly understood, that parents do so in the knowledge that – your child will not be officially supervised by any teacher.

School hours are between 9.20am and 3.00pm. No responsibility is accepted for pupils outside of these times, unless they are involved in a school activity with a teacher.

Playing ball in the front yard before or after school is not permitted.

Children do not have permission to be either on the school grounds or the field, outside of school hours, or during the holidays. They will not be covered by insurance.

Please be considerate when parking. Do not block the footpath or leave your car engine running.

Please do not obstruct the gate.

Details of the official school day can be viewed on the Department of Education & Science website. This outlines precisely what is included in the school day.

Children who arrive late for school are often unsettled for the day as a result.

If your child is sick, please leave him/her at home. Children are miserable in school when sick, and illness is spread.

If your child gets sick while at school, we would endeavour to contact you or whoever you have nominated.

If parents know they are going to be late collecting their children, at 3.00 p.m., you may seek the help of the class teacher, if available, or make alternative arrangements yourselves.

Pupils awaiting collection by their parents after 3.00 p.m. are requested, for safety reasons, to wait quietly inside the school gate until their parents come to them, unless their parents have made alternative arrangements with them.

Our school will not ask your children to leave the schoolyard, but if you wish your children to wait inside the schoolyard, for safety reasons, you do so on the clear knowledge that your child will not be supervised officially by a teacher after 3.00 p.m.

There is a clear obligation in the above school rule also that parents collect their children from inside the school exits. This is done to help prevent road accidents, but clearly, unless prior arrangements are made with a class teacher, your children will not be officially supervised.

No cycling in school grounds is allowed at any time.

All pupils are expected to wear the full school uniform, unless otherwise instructed. Grey shirt, green jumper, grey slacks or pinafore. A striped tie will be held at school and provided as needed.

Please write your child's name on each item of clothing with a permanent marker, as they are frequently mislaid.

If an item of uniform is lost we request that it be replaced within a reasonable period of time. Please check our school's Lost & Found Box, before purchasing new clothes.

A note is required:

- a. If homework is not done*
- b. If you wish your child/ren to stay in during a school break.*
- c. If not wearing their uniform.*
- d. If there is a request to leave school early.*
- e. If absent from school, the previous day(s).*
- f. If constantly late for school.*

HOMEWORK:

It is school policy to give homework. So that your child gets maximum benefit from their work, we ask you the parents to show that extra interest in your child by:

- a. Checking that written homework is done neatly and carefully.*
- b. Examining spellings and tables nightly.*
- c. Listening to reading nightly.*
- d. Checking that homework is complete, and then signing the homework notebook nightly.*
- e. Please ensure that your children have their correct books and copies in their bags each day.*

Because of the growing problem of the weight of school bags, text books and copies not required for homework may be left in classroom in the containers provided by the school.

We do not give homework at weekends, generally.

Homework is corrected by the class teacher in different ways – e.g. from the white board, with the whole class, in groups or individually – by questioning orally or through project work. As our pupils get older we encourage them to become more independent by reading over and correcting their own work, under the guidance of the class teacher. This way the pupils are empowered to become more responsible and realise they are working for themselves.

Teachers will be selective in highlighting mistakes made by each pupil. Positive comments about work completed will lead to more longer lasting benefits for our pupils.

PARENT'S ROLE

Without parental understanding of our approach to our Code of Behaviour and support for it, it cannot and will not succeed.

Article 42 of the Irish Constitution states that parents are the primary educators of their children. The school and teachers (in loco parentis) help the parents in this regard, according to the age and ability of each pupil, the requirements of the Curriculum and the time and resources available.

Teachers and Parents are partners in education. If that relationship is to succeed it must be a relationship based on mutual respect, courtesy and co-operation. The school exists for the children and is always trying to extend the learning experiences available to your child. You can help by taking an active interest in your child's work.

Ask about school, check school copies regularly, talk about what happened in school. Watch for signs of anxiety or unhappiness. Encourage your child to tell you the good and bad things that happen.

Parents are kept well informed as to what is happening in school, and how best they can support the school in the educational process. This is done through Information Bulletins, Parent Teacher Meetings, Information Evenings and School Reports. If you hear about school policy from a source other than the school, please disregard it, until you check with the school. You will be most welcome, as you are simply exercising your rights as a parent.

Remember you are lucky if your child talks to you. If you regard it as telling 'tales' remember, this is an adult judgement, and by listening you are opening up channels of communication that will be a blessing in later years. Make it clear to your child that you believe what they tell you. You can check the facts later.

Parents can encourage good behaviour at school and promote a positive image of our school by discussing our School Rules with your child and explaining the need for them.

Without parental understanding of our approach to Behaviour and support for it, our Code of Behaviour cannot and will not succeed.

Every pupil has a support teacher at home in their parents or other family members. If pupils have a problem area, we ask you the parents to give them that extra bit of help and please, please bring the problem to the attention of your child's Class Teacher immediately.

We welcome and encourage parent's support for their children. Dialogue between the home and the school is essential if our pupils are to receive the maximum benefit from the Curriculum.

Parents are always welcome to call in and discuss a problem, no matter how trivial it may seem to you at the time, for your children it could become a bigger problem unless addressed. You will be most welcome, as you are simply exercising your rights as a parent.

Parents seeking discussion on an issue with a teacher will need to make an appointment with the teacher before hand, as all our teachers have classes to teach, and therefore need time to make suitable arrangements for their classes. Our phone number is (065) 7084850.

Please do not phone Staff at their homes outside of school hours, on school related issues.

Most problems can be dealt with and sorted out informally. There is an order to be followed by all parents under the Complaints Procedure in our Code of Behaviour for dealing with problems that may arise from time to time. The order is Class Teacher, Principal, B.O.M., Inspectorate and Dept. of Education.

Anonymous verbal complaints cannot be accepted by B.O.M. members. Complaints at any stage must have the name of the actual person making the complaint appended.

PLEASE NOTE:

It is school policy that no adult may speak to a child about an incident unless they are the parents or guardian of that child.

Discussing school issues with people removed from a particular situation, is not particularly helpful.

If you hear something about the school that concerns you, please check its authenticity with the school before you accept it.

If your child gets ill or gets hurt while at school, we will endeavour to contact you or whoever you have nominated.

We encourage a healthy eating and living lifestyle in Annagh N.S. In this regard we have introduced a hydration and a fruit break into our pupil's daily routine.

There is a Book Rental Scheme in operation in our school.

Our school calendar is given out at the end of September each year.

In Special Ed. Needs we try to minimise any underlying anxiety in our pupils in subject areas of English and Maths or in other areas identified in their I.E.P's. If your child needs help, we will try and give them as much help as possible.

TEACHING PREPARATION

Each teacher prepares a written yearly scheme of work (long term planning). A written fortnightly detailed scheme of work (short term planning) for their classes, as well as a written monthly review of work completed.

Individual Education plans are drawn up where necessary in consultation with S.E. Teachers and parents.

Our Special Needs Assistant is assigned to a pupil or pupils, as the Principal and Staff deem appropriate each year.

Primary School is the stage of education where children can be on an equal footing. Please tell your child that he/she is special and as important as everybody else. Be positive about school and encourage your child to take part in as many school activities as possible.

COMPLAINTS PROCEDURE

If parents are unhappy with the way a particular incident has been handled, the following procedure may be used.

Step 1. The parents may discuss the matter with the Class Teacher. This is where most problems should be solved, in an informal way.

Step 2. The parents may discuss the matter with the Principal. *Please note that the Principal will only become involved if the Parent and Class Teacher have failed to resolve the issue.*

Step 3. If the matter is not resolved at school level, the parent may refer the case to the B.O.M. *The Parent's name must be appended to the written complaint.*

Step 4. If the matter is not resolved at B.O.M. level, it may be reported to the *Primary Inspectorate in the Dept. of Education.*

OUR APPROACH

Our rules and regulations have been drawn up to ensure the smooth running of the school for the safety and protection of the children. While some rules apply directly to children others require the co-operation and assistance of parents/guardians, all to a greater or lesser extent require the close co-operation of pupils, parents/guardians, teachers and B.O.M.

We endeavour to ensure that parents are kept well informed as to what is happening in school, and how best they can support the school in the educational process.

We try to ensure that the school provides a welcoming atmosphere towards parents, and that parents are not only told when their *children are in trouble, but also when they have behaved particularly well.*

Every effort is made by us to adopt a positive approach to the question of behaviour, i.e. we offer a framework within which positive techniques of motivation and encouragement are used by us.

We place greater emphasis on praise / encouragement, than on sanctions, in the belief that this will, in the long term, give the better result.

We endeavour to match the curriculum to the abilities, aptitudes and interests of each pupil.

Our interests lie in the improvement and general welfare of all our pupils.

We believe in treating the children with kindness combined with firmness and fairness.

We try to guide them, through their affections and reason, rather than by harshness and severity. All teachers in Annagh N.S. have responsibility for the maintenance of discipline within their own classroom, while sharing a common responsibility for good order within the school premises.

A pupil can be referred to the *Principal* for Level 3-**Serious** or **Gross** breaches of discipline and for Level 2- **repeated incidents of minor misbehaviour.**

The use of or threat of corporal punishment is forbidden in our school.

All pupils have equal rights, but with these rights also come responsibilities. Each pupil is responsible for his/her behaviour and is accountable for same. Each pupil must respect the rights of others. In turn every effort will be made to ensure that their rights are respected as well.

Unacceptable/inappropriate behaviour will be classified in the school as Level 1-Minor Misbehaviour, Level 2- Continuous Misbehaviour and Level 3- Serious/Gross Misbehaviour. This will be judged having regard to the age of the child, temperament of the child, range of ability of the child and/or other relevant factors.

If misbehaviour occurs when any teacher is in charge, that teacher may impose a suitable sanction and inform the Class Teacher of same.

OUR BEHAVIOUR COMMITTEE

Our Behaviour Committee consists of the Principal, Deputy Principal and Assistant Principal 2 post holder whose role it is to discuss behavioural issues of concern at Annagh NS while promoting positive behaviour within our school.

Please Note

Since it is impossible to foresee every possible situation, it is not our intention to provide an exhaustive list of offences and sanctions in this document. This could lead to the mistaken idea that something, which is not on our lists, is permitted.

Our Code is intended to be a guide, which indicates the spirit of Behaviour and Discipline expected in our school, and each incident will be judged according to that spirit.

GENERAL METHOD OF DEALING WITH UNACCEPTABLE BEHAVIOUR

We encourage all our pupils to inform a Staff member if they feel they are being victimised in any way, eg physically, verbally, emotionally or by exclusion.

We encourage the alleged perpetrator(s) to tell the truth when approached as we feel it (a) shows a willingness to accept responsibility for their own actions (b) It allows the school to address the issues in a more balanced way and (c) it provides the best means of re-setting the balance and monitoring afterwards.

Our Staff will try to reason with the child(ren) involved, breaking down the issue into manageable pieces and explaining to them the relevant rules and the reasons for them.

The Staff member will investigate to ascertain the facts and then report to the relevant Class Teacher/ Principal and or record the details of the incident if they deem it necessary.

The inappropriate behaviour is dealt with at the stage of our Code of Behaviour the school deems appropriate.

It is clearly explained to all involved that should this inappropriate behaviour re-occur, then it will be dealt with on the next occasion at a higher level in our Code of Behaviour.

It is imperative that the complainant tells and continues to tell Staff members, should the same inappropriate behaviour reoccur.

Medical attention is given as identified by Staff or on request by the Pupil.

Parents are informed as soon as it is deemed necessary or practicable to do so.

If, after four weeks from the date of the incident it does not reoccur, the report will be cancelled. Our reason for this is that we believe in most cases a child deserves a second chance.

It is accepted that there can be a need for sanctions, to register disapproval of unacceptable behaviour.

The following strategies may be used in Annagh N.S. to show disapproval of inappropriate/unacceptable behaviour.

LEVEL 1-MINOR MISBEHAVIOUR

Level 1 behaviours are those that interfere with the orderly learning environment of the school, classroom and play areas. Pupils learn through their mistakes. To this extent, responses to the daily behaviours which occur in school at this level will be developmentally appropriate, instructive and positive.

Our pupils will be taught what is expected and how they should behave

Listed below are some examples. Please note the list is not exhaustive.

- Failure to prepare for class
- Disturbing the work or play of others.
- Being disrespectful
- Interrupting class work
- Littering
- Not completing homework
- Not handwashing/sanitising as requested during Covid.

Disciplinary Actions

Step 1. Reasoning with the pupil.
Reprimand including advice on how to improve.
Temporary separation from peers, friends or others.
Loss of Privileges
Detention during a break, with supervision.
Prescribing additional work.

Step 2. The class teacher will seek the parents help in addressing these issues fully and comprehensively with their child.

Step 3. **DEMERIT SLIP**

However, should similar misbehaviour reoccur within the four weeks, the pupil will be given a Demerit Slip, indicating the areas of concern.

This will have to be signed by the parents and returned to the school for filing. Pupils, who receive a Demerit Slip, will lose their Good Standing. They can apply

at the end of the next four week period to have their Good Standing reinstated, if they have shown a pattern of improved behaviour.

Step4. If the Minor Misbehaviour continues or re-occurs, the pupil is referred to Principal/Deputy Principal, **where the pupil's name will be put in the Yellow Book and he/she will be asked to give an undertaking to improve his/her behaviour. If at the end of four weeks the child has not misbehaved, his/her name will be removed from the Yellow Book and the child will be given a clean sheet.**

Step 5. If however, the misbehaviour continues, the pupils name will be put in the Red Book. When **the pupil's name is put in the Red Book**, the parent's help in rectifying the matter will be sought, formally. **The parents/guardians will be invited to discuss the matter with the Principal/ Deputy Principal and Class Teacher. The parents will be requested to give an understanding that their child will behave in an acceptable manner in the future and fulfil the requirements requested to the best of their ability.**

LEVEL 2 - - CONTINUOUS MINOR MISBEHAVIOUR

Level 2 behaviours are those that interfere with the orderly learning environment of the school and are concerning the safety and well-being of our Pupils and Staff.

Listed below are some examples. Please note the list is not exhaustive.

- Constantly disruptive in class
- Bullying, ie persistent name calling
- Being discourteous / back answering
- Leaving class area/school area without permission
- Using unacceptable language regularly
- Behaviour which is dangerous to others
- Derogatory reference to another person's race, gender, religion, physical condition, disability or ethnic origin.
- Repeated instances of behaviours from Level 1

Level 2 - Disciplinary Actions

Steps 1 to 5 Will be followed initially as outlined in Level 1.

Step 6. **If the misbehaviour outlined above continues, the Chairperson of the B.O.M. will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and 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 be suspended in accordance with the procedure outlined in our Code of Behaviour..

Level 3 - SERIOUS/GROSS MISBEHAVIOUR

Level 3 behaviours are considered the most serious violations, if they endanger the immediate health, safety and personal well being of the pupils and staff of our school

- **Serious instances of level 2 which have not been modified by intervention**
- **Striking somebody**
- **Stealing**
- **Arson**
- **Leaving water flowing**

- Damaging other people's property
- Bullying
- Threatening or serious violent behaviour towards a teacher, with or without a weapon
- Being discourteous and back answering
- Leaving the school premises during the day without permission
- Using unacceptable language repeatedly
- Bringing weapons to school
- Deliberately injuring another pupil
- Inappropriate use of mobile phones
- Not taking advice and direction from school staff.
- Gross insubordination towards a staff member
- A wilful and deliberate failure of a pupil to obey a school staff member's instruction/direction during an incident
- Deliberately spitting or coughing on another pupil or staff member.
Exceptions may be made for pupils with S.E. Needs.

Level 3 - Disciplinary Actions

Behaviour at level 3 may or may not involve suspension from school, depending on the circumstances. The length of any suspension will depend upon the severity and frequency of the specific behaviour

- Step 1** **Teacher seeks an explanation from the pupils involved.
Teacher records details of the incident
Teacher interviews witnesses to the incident**
- Step 2** **Teacher briefs Principal/Deputy Principal
Suspension is considered by the Principal pending discussion with parents, depending on the degree of danger involved as sanctioned by the BoM.**
- Step 3** **Principal / Deputy Principal informs parents and meets parents with teacher involved at an appropriate time.**
- Step 4** **If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may be suspended in accordance with the procedure outlined in our Code of Behaviour.**
- Step 5** **If suspension is deemed unnecessary depending on the circumstances, we revert to Level 2 disciplinary actions.**

SERIOUS/GROSS MISBEHAVIOUR

In the case of one incident of Serious/Gross Misbehaviour the B.O.M. authorises the Chairperson or Principal to sanction immediate suspension to a maximum of three days, pending a discussion with the parents/guardians, if the Principal considers it appropriate to do so. The Education Welfare Officer will be notified.

Aggressive, threatening, or violent behaviour, will be regarded as **GROSS MISBEHAVIOUR**,

Any striking action by a pupil will be deemed to be an act of Serious/Gross Misbehaviour and may result in an immediate and up to three- day suspension depending on the level of danger identified by the Principal.

No one has the right to intentionally strike another person.

Parents will be notified of the date and the duration of the suspension.

Parents will be afforded the opportunity to meet with the representatives of the Board of Management as soon as possible, if requested.

In certain circumstances the B.O.M. may authorise a further period of suspension in order to enable the matter to be reviewed.

PROCEDURES FOR SUSPENSIONS AND EXPULSIONS

Definition of Suspension

'requiring the student to absent himself/herself from the school for a specified limited period of school days'

Dev. a Code of Behav, Guidelines for Schools NEWB

Authority to Suspend

The BoM of Annagh NS has formally delegated the authority to impose an 'Immediate Suspension' to the Principal. An immediate suspension may be for a period of 1-3 days, depending on the severity of the specific behaviour.

An immediate Suspension will be deemed necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time represents a serious threat to the safety and well being of pupils or Staff of the school. In exceptional circumstances and with the approval of the Chairperson of the BoM, the suspension may be for a longer period but in any event will not exceed 5 school days.

The BoM acknowledges that the decision to impose an immediate suspension does not remove the duty to follow due process and fair procedures. In this regard and following a formal investigation, to be completed no later than 2 school days after the incident, the BoM will invite the pupil and his/her parents/guardians to a meeting to discuss;

- The circumstances surrounding the suspension
- Interventions to prevent a re-occurrence of such misconduct.

The BoM of Annagh NS acknowledges the fundamental importance of impartiality in the investigation process. In this regard no person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure.

PROCEDURES IN RESPECT OF OTHER SUSPENSIONS

In cases other than those of immediate Suspension, the following procedures will apply.

Where a preliminary assessment of the facts confirm serious misbehaviour that could warrant suspension, The BoM of Annagh NS will initiate a formal investigation of the matter.

The following procedures will be observed.

A written letter containing the following information will issue to Parents/Guardians

- Details of the alleged misbehaviour, details of the impending investigation process and notification that the allegation could result in suspension
- An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where Parents/Guardians are provided with an opportunity to respond before a decision is made or a sanction imposed.

Our BoM acknowledges the fundamental importance of impartiality in the investigation and decision- making process. In this regard the following undertakings are given

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision -making process

Where a decision to suspend has been made, the Chairperson of the BoM will provide written notification to the Parent/Guardian and the pupil of the decision.

The letter will confirm:

- The duration 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
- Arrangements for returning to school, including any commitments to entered into by the pupil and the parents/guardians
- The provision for an appeal to the BoM

Where a suspension brings the total no. of days for which the pupil has been suspended in the current school year to 20 days, the parents/guardians will be informed of their right to appeal to the Sec. General of the Dept of Ed. And Science under Section 29 of the Ed. Act 1998 and will be provided with info. On the submission of such an appeal.

RETURNING FOLLOWING SUSPENSION

When a child returns to school with their parents following suspension, a behavioural contract is agreed with the Principal / Deputy Principal, and the class teacher.

If the misbehaviour continues, then a second suspension is imposed, to be continued at the B.O.M.'s discretion. The Education Welfare Officer will also be notified.

EXPULSION

Definition

‘A student is expelled from a school when a BoM makes a decision to permanently exclude him/her from the school, having complied with the provisions of section 24 of the Ed. Welfare Act 2000’

Dev. a Code of Behaviour, Guidelines for Schools, NEWB

AUTHORITY TO EXPEL

The authority to expel a pupil is reserved by the BoM.

PROCEDURES IN RESPECT OF EXPULSION

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following procedures will apply.

- **A detailed investigation will be carried out under the direction of the Principal, or a nominee of the BoM if required.**
- As part of the investigation a written letter containing the following info. will issue to the Parents/Guardians
- Details of the alleged misbehaviour, details of the impending investigation process and notification that the allegation could result in expulsion.
- An invitation to a meeting to be scheduled no later than 5 school days from the date of the letter, where Parents/Guardians are provided with an opportunity to respond.
- **The Principal/Nominee will make a recommendation to the BoM**
- Where a Principal/Nominee forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal/ Nominee makes a recommendation to the BoM to consider expulsion.
- In this event the Principal/ Nominee will inform the Parents/ Guardian that the BoM is being asked to consider expulsion.
- Ensure that Parents/Guardians have records of the allegations against the student, the investigation and written notice of the grounds on which the BoM is being asked to consider expulsion
- Provide the BoM with the same comprehensive records as are given to the Parents/Guardians.
- **Consideration by the BoM of the Principal’s/Nominee recommendations and the Holding of a Hearing**
- If having considered the Principal’s report, the BoM decides to consider expelling a student a hearing will be scheduled.
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- **The Parents/Guardians will be notified in writing-**
- The date, location and time of the hearing
- Of their right to make a written and oral submission to the BoM
- That they may if they choose be accompanied at the hearing

In respect of the expulsion hearing, the BoM gives an undertaking that;

- The meeting will be properly conducted in accordance with BoM procedures
- The Principal/Nominee and Parents/Guardians will present their case to the BoM in each other’s presence
- Each party will be given the opportunity to directly question the evidence of the other party
- The Parents/Guardians may make a case for a lesser sanction if they so choose.
-
- **BoM deliberations and Actions following the Hearing**

- Where the BoM, having considered all the facts of the case, is of the opinion that the pupil should be expelled, the BoM
- Will notify the Ed. Welfare Officer in writing by registered post of its opinion and the reasons for this opinion.
- Will not expel the student before the passage of 20 school days from the date on which the Ed. Welfare Officer receives this written notification
- Will in writing notify the Parents/Guardians of their decision and inform them that the Ed. Welfare Officer is being contacted.
- Will be represented at the consultation to be organised by the Ed. Welfare Officer.
- Will be represented at the consultation to be organised by the Ed. Welfare Officer.
- Will suspend the student, if it is deemed likely that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other pupils or staff.
- **Confirmation of the decision to appeal**
- Where the 20 day period following notification to the Ed. Welfare Officer has elapsed and where the BoM remains of the view that the student should be expelled, the BoM will formally confirm the decision to expel.
- Parents/Guardians will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Sec. General of the Dept of Ed, under Section 29 of the Ed Act 1998 and will be provided with info.on the submission of such an appeal.
- The BoM of Annagh NS acknowledges the fundamental importance of impartiality in the investigation and decision making process. In this regard the following undertakings are given

No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision making process.

KEEPING RECORDS

In line with the school's policy and record keeping and Data Protection legislation, all records in relation to a pupil's behaviour are kept confidentially in his/her file in the office. All records are written in a factual impartial manner.

Pupils will be informed when a record is being made about their behaviour and the reasons for keeping a record will be explained.

Class Level

- Each Class Teacher will endeavour to keep parents up to date on all behavioural issues. Pupil's behaviour will be discussed with the parents at P/T meetings and reports will be sent home at the end of the academic year.
- A standardised and age appropriate Pupil Profile is held securely and confidentially by each class teacher. This facilitates the recording of all behaviour.
- Depending on the severity of the inappropriate behaviour, the Principal will be notified should the parents need to meet with the class teacher.

Playground

Report will be completed, signed and placed in the In the event of an incident occurring in the play areas, the supervising teacher will inform the class teacher and upon investigation by the class teacher, if deemed necessary, an **Incident Report**, will be completed, signed and placed in the pupil's file in the Office.

School Records

Should it be deemed necessary for a Teacher to write an Incident Report, this report will be kept securely and confidentially in the pupil's file.

Such a report will contain:

Incidents and misbehaviours

Interventions used to improve behaviour, including contact with Parents/Guardians and or referral to other agencies.

Sanctions imposed and the reasons they were imposed.

Factual reports of particular incidents, are kept in the pupil's file.

DIFFERENTIATION FOR PUPILS WITH SPECIAL NEEDS / BEHAVIOURAL PROBLEMS

Every effort will be made to have an emotionally disturbed child referred for psychological assessment, without delay, with the prior consent of the child's parents/guardians.

Help will also be sought from support services within the wider community, eg. Community Care Services provided by Health Boards, if required.

PLEASE NOTE

- Pupils, who are on daily prescribed medication, **should not** be in school, if they have **not** taken their medication that morning.
- It is absolutely imperative that the class teacher and Principal be informed before school that morning, if there is an official reason why a child may not have taken their prescribed medication that morning.
- The Principal teacher or Deputy Principal Teacher and class teacher will decide if it is safe for the child to remain at school on that day.

- Step 1 Record all incidents of misbehaviour, to include date and time.
I.E.P. is compiled for this child which takes into account their behavioural needs.
Túsla are informed as deemed necessary by the DLP (Principal) and or the DDLP (Deputy Principal)
- Step 2 Teacher meets with parents.
- Step 3 Principal / Deputy Principal and Class Teacher meet with parents.
- Step 4 Case conference is called, to include all adults involved with the pupil, including the Psychologist. Adults are briefed. I.E.P. amended as necessary.
- Step 5 Parents will be kept informed of the pupil's progress on a weekly or a monthly basis after an inappropriate behavioural incident.
- Step 6 If the pupils behaviour is so disruptive that it is seriously interfering with the education of the other pupils (a) The B.O.M. will be informed. The B.O.M. may ask the parents to consider an alternative placement for their child. (b) The Case Conference will be advised of the B.O.M. recommendation.

For serious or gross incidents of misbehaviour, the Principal can choose to request the parents to take the child home immediately. The Education Welfare Board will be contacted in advance of any decision to suspend a pupil.

CONCLUSION

Primary School is the stage of education where children are on an equal footing. Stress to your child that he / she is special and as good as everybody else. Children have their rights but they also have responsibilities. Please be positive about school and encourage your child to take part in school activities. Get involved yourself. Above all, please keep in touch with the school and be assured that you will always be listened to with courtesy and respect. Please remember, your co-operation and support is not just appreciated – *it is vital in the overall development of your child.*

This policy was reviewed during the school year 2021/2022 and approved by the Board of Management on the 6-10-21

**Signed: Mary Killeen
Chairperson, Board of Management**

Date: 6-10-21

