

ROLES AND RESPONSIBILITIES

PUPILS

1. Pupils are expected to obey the school rules.
2. Pupils are involved in writing and agreeing class rules and are expected to follow them.
- 3 Pupils are encouraged to report all anxieties to teachers, supervisors, Vice-Principal or Principal in the knowledge that this can be done privately.
4. If pupils witness a breach of school rules they should report it to the nearest adult. They must not *“take the law into their own hands”*!
5. Pupils should not leave the canteen / lunch hall until the supervisor is ready to go with them. On wet days (at break and lunch-time) pupils should go to their own classrooms.
6. Pupils coming inside to use the toilets should return outside quickly and not loiter in the toilets or in the cloakrooms.

PARENTS

1. Parents are expected to give their full support to the School Discipline Policy.
2. Parents should accept that every incident which happens in school will not be reported to them. However should we consider that a pupil’s behaviour warrants parental involvement, we will contact them.
3. If circumstances at home may have an effect on the pupil’s behaviour, parents should inform the teacher or Principal.

4. If a parent wishes a pupil to remain inside at break/lunch time, a note is required.
5. Parents should ensure that their children are well supervised on their way to and from the school car park.

TEACHERS

1. Each class teacher has responsibility for the discipline in their own classroom but there will always be support from their colleagues and Principal.
2. Class rules will be in keeping with the tone of the school ethos and Discipline Policy with the emphasis on reinforcement of good behaviour.
3. Class teachers share responsibility for implementing the general school Discipline Policy and school rules.
4. All matters of discipline should be dealt with promptly and if appropriate recorded in the Behaviour Report form.
5. Any serious or repeated incidents will be reported to the Vice-Principal or Principal and recorded. If necessary parents will be invited to the school to discuss these matters.
6. Teachers on break duty will remain with the classes until the pupils are collected by their class teachers.
7. All accidents must be recorded on an Accident Report Form and returned to the Principal.

A detailed policy document is available to be viewed in the school, by an arranged appointment.



A GUIDE FOR PARENTS



DISCIPLINE POLICY

INTRODUCTION

The code of conduct contains implications for the behaviour and conduct in class, inside the school buildings, in the playground, on educational or recreational visits, at work and play.

It is the responsibility of everyone involved with the pupils – parents, teachers, classroom assistants, supervisory assistants – to work towards creating a climate where positive attitudes towards discipline are fostered with self-discipline the ultimate goal.

FUNDAMENTAL PRINCIPLES

1. Parents have a duty to ensure that their child receives appropriate education by regular and prompt attendance at school.
2. Every child is entitled to be educated in accordance with statutory provisions.
3. No child is entitled to be educated at the expense of, or to the detriment of, the education of other children.
4. When minimum required standards of conduct in a school are not met by a pupil, the school is entitled to impose such sanctions as are outlined in the school discipline policy which may include suspension and, if necessary, exclusion.
5. All disciplinary matters are underpinned by the Catholic ethos and morals of this school.

AIMS

- to provide a **happy** and **secure** atmosphere
- to develop **self-confidence** and **self-esteem**
- to develop a **positive attitude** towards discipline and school rules
- to help children learn what is **acceptable** and **appropriate** behaviour
- to promote a sense of **belonging** and **pride** in the school
- to encourage a sense of **responsibility** and **self-discipline**
- to encourage a sense of **respect** for self and other people.

DESIRABLE BEHAVIOUR

The emphasis is on positive reinforcement. Pupils will learn that exhibiting desirable behaviour will demand much more teacher attention and praise than bad behaviour. Every effort will be made by all the adults involved with the children to notice and comment on good behaviour. Rewards will include:

- Verbal praise from the teacher, assistant, supervisor, Vice-Principal or Principal
- Written praise by the teacher
- Tangible rewards eg stickers, tokens, stars
- Privileges

UNDESIRABLE BEHAVIOUR

Sanctions for undesirable behaviour will be commensurate with the level of the misdemeanour.

Sanctions will include:

- Verbal caution by the teacher, assistant, supervisor, Vice-Principal or Principal
- Written caution by the teacher

- Pupil behaviour reported to Vice-Principal and / or Principal
- **Individual Behaviour Targets** initiated
- Time – Out
- Loss of privilege or responsibility
- Entry on Behaviour Report by teacher leading to letter to parent
- Parent interview
- Parent/teacher/pupil Behaviour Contract
- Suspension
- In extreme circumstances – Exclusion

Bullying will not be tolerated, all incidents will be treated seriously and dealt with promptly.

Bullying can take a variety of forms – verbal, physical, emotional – and each will be considered equally serious.

Pupils are encouraged to tell an adult if there is any incident, anywhere in the school and all reported incidents will be listened and dealt with promptly.

Observation schedules will be set up to confirm reports of bullying behaviour.

As part of their Personal Development & Mutual Understanding programme and through **Circle Time**, pupils will learn about individual differences and the need to tolerate those different from themselves.

The behaviour of both the bully and the victim will be carefully monitored and programmes set up to help both parties to increase their self-esteem.

The Principal will involve all parents appropriately.

