

# Tiermohan National School

Scoil Náisiúnta Thír Mocháin

## SCHOOL INFORMATION AND CODE OF BEHAVIOUR

### 1. SCHOOL HOURS

School commences at 9.00 am.

School finishes at 1.40pm for Infants and 2.40 for all other classes.

All Infants must be collected at 1.40pm.

If for any reason a child must leave during school hours, teachers must be made aware of arrangements for collection. Parents/Guardians are asked to sign their children in/out in the office.

Parents/Guardians should note that children who arrive at the school before 9.00am and remain after 2.40pm (1.40pm in the case of infants) do so at their own risk.

During school hours, children must remain within the school confines.

### 2. ABSENT CHILDREN

If a child is absent from school, parents/guardians must send a short note to the teacher when the child returns to school. Please do not telephone the school.

### 3. EMERGENCY CLOSING OF SCHOOL (Heating failure/Flooding/ESB Power Cut etc.)

Parents/Guardians should ensure that their child/children know exactly what to do and where to go in case of an emergency closing. We will also endeavour to send a text to parents also.

### 4. UNIFORM

White shirt, green jumper or cardigan, tie, grey uniform trousers or skirt.

Grey or navy shorts may be worn in warm weather.

PE: Children wear school tracksuit, blue polo shirt and runners in school on PE days.

Only unbranded, plain, tracksuit bottoms to be worn.

Indoor Footwear: Slippers or a second pair of shoes.

No watches to be worn. Ear studs may be worn in both ear lobes. No other visible jewellery may be worn. Children must not wear make-up or nail polish to school. Natural hair colour is expected.

Please ensure that runners, uniform and other belongings have been labelled with your child's name.

Unclaimed and lost property will be left in a box in the library.

### 5. LUNCHES

Children must bring lunch to school. Children must have a healthy lunch each day.

Drinks must be in non-glass containers.

Lunch boxes to be marked with the child's name.

Crisps, popcorn or fizzy drinks are not allowed in the school at any time. No foods containing nuts may be brought to school.

Lunch must be eaten in the classroom.

6. PARENT-TEACHER MEETINGS:

If a parent wishes to meet a teacher or the Principal, s/he should send a note to the school requesting an appointment.

7. SICK CHILDREN

If your child shows signs of fever or illness etc., please keep him/her at home. If a child becomes ill during school, his/her Parents/Guardians will be contacted and asked to take him/her home. Please do not ask teachers to administer medicines.

8. HOMEWORK

Each child in classes 1<sup>st</sup> to 6<sup>th</sup> has a homework notebook in which s/he records homework. Many Parents/Guardians set aside a fixed period each day for homework and they supervise the work. Please read your child's homework notebook each day and check his/her copies to ensure he/she has completed all his/her homework carefully. Then please sign the notebook. Children may not use Tippex in the school.

9. MONEY

When sending in cash for books, outings, swimming etc., please send the correct amount of money in an envelope with the child's name and the teacher's name on the envelope. Please do not send in cash for two or more family members in the same envelope. Please do not send one cheque for different items e.g. Swimming and milk.

10. PHONE LIST

Please inform the school in writing of any change of address, Parents/Guardians' phone numbers or contact person's phone number etc.

11. MOBILE PHONES

Children must not bring mobile phones into school. In exceptional circumstances they may, at the start of the school day, request that a powered off phone may be locked safely away until the end of the school day.

## CODE OF DISCIPLINE

### AIMS OF CODE OF DISCIPLINE

The code of discipline aims to achieve three things:

- (a) The efficient operation of the school and the structuring of in-class discipline so that there exists an efficient and stimulating learning environment.
- (b) The maintenance of good order throughout the school and respect for the school environment.
- (c) The development of self-discipline in pupils based on consideration, respect and tolerance for others.

### PRINCIPLES OF DISCIPLINE POLICY

If the school is to achieve a happy, secure environment in which children can develop to their full potential, it is necessary to provide a framework, which promotes constructive behaviour and discourages unacceptable behaviour. The school places a greater emphasis on rewards than on sanctions, and the ideal is that pupils will acquire the skills of self-discipline. There are times however, when it may be necessary to impose sanctions in order to maintain good order, and to discourage offenders. The school recognises the variety of differences which exist between children, and the need to accommodate these differences. School rules are kept to a minimum, and are devised with regard for the health, safety and welfare of all members of the school community. The Board of Management recognises its statutory obligation to provide staff with a safe place of work.

## SCHOOL RULES

### **BEHAVIOUR AT ALL TIMES:**

All pupils are expected to treat staff, their fellow pupils and visitors with respect and courtesy at all times. The use of foul language and any form of bullying are unacceptable. Discrimination is prohibited on nine grounds, namely gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community, as specified in the Equal Status Act, 2000. All pupils are expected to follow school protocols to prevent the transmission of COVID 19.

### **BEHAVIOUR IN CLASS**

- (a) Pupils must have all books and required materials.
- (b) Pupils are expected to work to the best of their ability, and to present written exercises neatly.
- (c) They are to show respect for their classmates and to follow their teacher's instruction.
- (d) Any behaviour, which interferes with the rights of others, is unacceptable.

### **BEHAVIOUR OUT OF CLASS**

- (a) Pupils must not behave in any way, which endangers themselves or others.

- (b) Any instructions or directions given by the supervising teacher are to be complied with.
- (c) Children must line up in an orderly manner at the end of break.
- (d) Any form of threatening behaviour is unacceptable. If children are being bullied, teachers must be told so that the matter can be dealt with effectively.

### **POSSIBLE REWARDS FOR GOOD BEHAVIOUR**

- (a) Oral and written praise will be used. Homework notebook will be used to convey messages of praise, effort or improvement.
- (b) Small prizes, merit lists or stars may be given out by teachers.
- (c) Certificates of good behaviour for consistent good work and behaviour may be given out to children.
- (d) Occasional extra privileges such as dvd for the whole class.

### **CLASSIFICATION OF MISBEHAVIOUR AND SANCTIONS**

#### **EXAMPLES OF MINOR UNACCEPTABLE MISBEHAVIOUR**

- (a) Talking in class.
- (b) Talking out of turn/ interrupting
- (c) Not working to the best of one's ability.
- (d) Out of seat without permission.
- (e) Rough playing/ shoving.
- (f) Not doing homework.
- (g) Not having homework signed.
- (h) Not having required materials in school.
- (i) Littering school.
- (j) Not wearing full uniform or tracksuit as appropriate.
- (k) Wearing make-up or nail polish.
- (l) Arriving late to school.

#### **SANCTIONS**

- (a) Reasoning with pupil.
- (b) Reprimand (including advice on how to improve.)
- (c) Referral to Principal when teacher deems it necessary.
- (d) Supervised detention during break. Special circumstances may merit detention at lunchtime also.
- (e) Misbehaviour noted in Leabhar Smachta (Discipline Book) and/or Yard Behaviour record.
- (f) Two incidences of minor unacceptable misbehaviour in one week will result in the child receiving a discipline note.
- (g) Discipline note sent home to be signed and returned.
- (h) When there are three discipline notes in one term, a Punishment Sheet is completed by the child, signed by the parent/s and filed in the school.
- (i) When there are three punishment sheets in one term, this becomes serious unacceptable behaviour.

## **EXAMPLES OF SERIOUS UNACCEPTABLE MISBEHAVIOUR**

- (a) Any minor behaviour which persists.
- (b) Giving cheek to a teacher.
- (c) Being insolent to a teacher.
- (d) Refusing to do class work.
- (e) Constant and deliberate interruptions to lessons.
- (f) Deliberate lying.
- (g) Persistent refusal to do homework.
- (h) Name calling and objectionable comments. (Refer to Anti-Bullying policy)
- (i) Throwing objects.
- (j) Selling or buying or trading items

## **SANCTIONS**

- (a) Referral to Principal.
- (b) Communication with Parent/s.
- (c) Reprimand (including advice on how to improve).
- (d) Temporary separation from peers or friends.
- (e) Loss of privileges.
- (f) Supervised detention during break.
- (g) Suspension: The Board of Management has delegated authority to the Principal to suspend a child for up to three days. This sanction must be discussed and agreed upon by all teaching staff. The Board of Management has delegated authority to the Principal and Chairperson of the Board of Management to suspend a child for more than five days but less than ten days. The Board of Management may impose a suspension of ten days or more. On the day of return, the child must be accompanied by a parent/guardian.
- (h) Where there are three incidents of serious unacceptable behaviour in a term, this becomes very serious unacceptable behaviour.

## **EXAMPLES OF VERY SERIOUS UNACCEPTABLE MISBEHAVIOUR**

- (a) Any serious unacceptable behaviour which persists.
- (b) Temper tantrums.
- (c) Threatened assault to teacher.
- (d) Actual assault on teacher.
- (e) Physical assault on pupil.
- (f) Vandalism of school or pupil's property.
- (g) Theft.
- (h) Truancy.
- (i) Persistent infringement of school rules.
- (j) Bullying; physical, emotional, or psychological. (Refer to Anti-Bullying policy)

## **SANCTIONS**

- (a) Referral to Principal.
- (b) Communication with parent/s.
- (c) Parent/s are requested to visit the school.
- (d) Supervised detention during break.
- (e) Suspension: The Board of Management has delegated authority to the Principal to suspend a child for up to three days. This sanction must be discussed and agreed upon by all teaching staff. The Board of Management has delegated authority to the Principal and Chairperson of the Board of Management to suspend a child for more than five days but less than ten days. The Board of Management may impose a suspension of ten days or more. On the day of return, the child must be accompanied by a parent/guardian.
- (f) Expulsion (in consultation with the Board of Management, and only in very extreme cases.)

Notes: The Board of Management, at its meeting of October 3<sup>rd</sup> 2005, gave staff of Tiermohan NS permission to physically restrain any child, in very exceptional circumstances, where the teaching staff see clear danger to the child, to other children or to others near the child.

Adopted by BOM 4 00

Reviewed at Staff Meeting 28/10/10

Adopted by BOM 24/11/10

Reviewed at Staff Meeting 10/5/11

Adopted by BOM 10/5/11

Reviewed by Staff 22/9/15

Ratified by BOM 25/9/15

Reviewed by Staff 30/8/17

Reviewed by Staff 24/10/17

Ratified by BOM 8/11/17

Reviewed by Staff 12/12/17

Ratified by BOM 21/2/18

Reviewed by Staff 17/8/20

Ratified by BOM 17/8/20