

Scoil Fhionáin



Cód Iompar agus Smachta / Code of Behaviour and Discipline

Is Scoil Chaitliceach Gaeltachta í Scoil Fhionáin, mar sin de, tugadh aitheantas don ethos agus do riachtanais áirithe na scoile nuair a bhímid ag cur ár gCód Smachta le chéile. Scoil Fhionáin is a Catholic Gaeltacht primary school. Therefore, in devising our code of discipline, careful consideration has been given to the school's ethos and to the particular needs and circumstances of this school.

Is é an aidhm atá ag an gcód seo ná cinntiú go bhfuil freastal a dhéanamh ar aonarachd/tréithe chuile pháiste chomh maith le aithint a thabhairt don cheart atá ag gach pháiste oideachais a fháil i dtimpeallacht atá saor ó réabhadh agus conspóid.

I Scoil Fhionáin cuirtear béim láidir ar deá-iompar dearfach a fhorbairt agus a chleachtadh trí spreagadh, moladh agus tacaíocht

Glactar leis go dteastaíonn ard-chaighdeán co-oibriú idir foireann na scoile, tuismitheoirí agus na páistí chun sár-chaighdeán iompar a chothú.

Déanfar gach iarracht a chinntiú go gcuirfear cód iompar na scoile i gcríoch i mbealach leanúnach agus cóir i gcónaí.

The code aims to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a well-ordered and stimulating learning environment. Scoil Fhionáin places a strong emphasis on the need to give children every opportunity to develop and demonstrate good patterns of positive behaviour through an encouraging, motivating and caring ethos.

It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation among staff, parents and pupils.

Every effort will be made to ensure that the school code of behaviour is adopted in a fair and consistent manner.

Tá an cód ann chun...

Go gcuirtear timpeallacht shlán shábháilte ar fáil dár bpáistí.

Go mbeidh tuiscint agus meas ag gach páiste orthu féin agus ar dhaoine eile.

Go mbeidh na páistí cinneálta agus toilteanach cuidiú le daoine eile.

Go bhfoghlaimíonn paistí meas don timpeallacht fríd scéim an bhrait Ghlaise, agus bá do dhaoine eile in tionscnaimh cosúil le Saorántacht Dhomhanda agus a leithéid "The Christmas Shoebox Appeal"

Go bhfuil seans cothroime ag gach duine

Go mbeidh gach duine cúirtéiseach agus dea-bheasa

Go gcothófar suíomh foghlamtha a fhreastalóidh ar fhorbairt phearsanta, acadúil agus shóisialta an dalta

The aims of the Code of Behaviour of Scoil Fhionáin are:

- To provide guidance for pupils, teachers and parents on behavioural expectations.
- To provide for the effective and safe operation of the school.
- To develop pupils' self-esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in pupils

- based on respect, consideration and tolerance of others.
- To facilitate the education and development of every child.
- To foster caring attitudes to one another and to the environment.
- To be fair.
- To enable teachers to teach without disruption.

Ról agus Freagrachtaí / Role and Responsibilities

Is é ról fíoriomlán an Bhoird Bhainistíochta a chinntiú go bhforbraítear cód iompar na coile.

Tá freagracht iomlán sa scoil, ó thaobh cur i ngníomh an chóid iompar de, ag an bpríomhoide agus ag an bhpíomhoide tanáisteach. Tá sé de ról ag an phríomhoide fosta cinntiú go ndéanfar athbhreithniú ar an chód go rialta. Tá cúram an smachta ina rang féin ina luí ar achán mhúinteoir agus freagracht orthu fosta smacht agus ord a chur i bhfeidhm sa scoil go hiomlán. Tá béim láidir ar dea-iompar dearfach a fhorbairt agus a chleachtadh i gcónaí. Tá sé de ról ag an phríomhoide atmaisféar dearfach a chothú sa scoil.

Tá sé tábhachtach go dtuigeann tuismitheoirí a bhfreagrachtaí as iompar a bpáistí.

The Board of Management has the responsibility to ensure that the code of discipline is developed.

The overall responsibility for the implementation of the code of discipline within the school rests with the Principal and Deputy Principal. Each teacher has the responsibility for the maintenance of discipline within that classroom while sharing common responsibility for good order and safety in any area of the school environment. It is also the responsibility of the principal to ensure that the code is reviewed as required. A strong emphasis is on the need to give children every opportunity to develop and demonstrate good patterns of positive behaviour through an encouraging, motivating and caring ethos. It is the role of the principal to provide a positive style of leadership in the school.

Teachers' Responsibilities

Support and implement the school's code of behaviour.

- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare schoolwork and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues- Teachers who have completed Incredible Years training advise others on positive behaviour strategies.
- Communicate with parents when necessary and provide reports on matters of mutual concern.

Amanna Scoile (School hours):

9.20 a.m – 2.00 p.m. – Naíonáin (Infants)

9.20 a.m – 3.00 p.m – Ranganna eile (all other classes)

Dea- Iompar a Dhearbhu agus a Chothu / Affirming Positive Behaviour

Tá sé tábhachtach go bhfuil idirghabhálacha dearfacha laethúil idir na múinteoirí agus na páistí. Tá sé fíor- thábhachtach go bhfuil na rialacha agus teorainneacha soiléir do na páistí.

Beidh na páistí san áireamh in ullmhú rialacha scoile agus ranga, le cuidiú ó Choiste na bPáistí .

Tá sé tábhachtach go dtuigeann na páistí le riachtanais breise go mbaineann rialacha na scoile le gach duine. Déantar é seo a chur i bhfeidhm trí co- oibriú idir an páiste, foireann na scoile agus na tuismitheoirí.

Positive reinforcement of good behaviour leads to better self-discipline and we place a greater emphasis on rewards and incentives than on sanctions. It is important that children have a say in the drawing up of the school rules and sanctions, through the Students' Council. Teachers are given continuous professional development training on Maintaining a Positive School Culture, through access to programmes such as Incredible Years, FRIENDS for Life, Roots of Empathy.

Appropriate strategies for creating a positive school climate and atmosphere include:

- ***Building effective communication within the school***
- ***Catering for individual needs***
- ***Creating a health promoting physical environment***
- ***Developing democratic processes***
- ***Enhancing self esteem***
- ***Fostering respect for diversity***
- ***Fostering inclusive and respectful language***
- ***Developing appropriate communication between home and school***
- ***Developing a school approach to assessment***

See Appendix 2 from PDST Practical Tips for Building a Positive School Culture and Climate

Strategies/Incentives

- A quiet word or gesture to show approval.
- A comment on a child's exercise book.
- A visit to another class or Principal for commendation.
- Praise in front of class group.
- Individual or class merit awards, points awards or award stamps.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.

- Access to a formal HSE approved programme such as F.R.I.E.N.D.S. For Life, which is taught over six weeks to small groups or classes.

Pupils' Responsibilities

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way, which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.
- Wear school uniform to school.

Minor Misbehaviours

Behaviours that **may** fall under this category:

- (a) Talking constantly
- (b) Name calling
- (c) passing notes
- (d) Not in uniform
- (e) Late on a regular basis
- (f) Not working to best ability
- (g) Disrupting others

Moderate Misbehaviours

Some of the behaviours that may fall under this category:

- Defiance shown towards teacher
- Repeat offences
- Continuous verbal assault on other children
- Constant disregard for school rules
- Fighting
- Vandalism of school property or property of others
- Repeat no homework

Treoirínte chun deáileáil le Mí-Iompar **Recommendations to deal with Misbehaviours**

The purpose of sanctions and other strategies is to promote positive and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development.

Cuirfear na straitéisí seo i bhfeidhm.

The following strategies will be used to show disapproval of unacceptable behaviour.

Cé go bhfuil siad in ord anseo, ní gá go leanfaí an t-ord go céimniúil.

1. **Labhairt leis an pháiste, go príobhaideach, agus rialacha na scoile chur i gcuimhne do/di.** The child will be spoken to, privately, and reminded of the school's Code of Discipline.

2. **Scartha óna gcairde – gan cead súgradh ag am sosa**, má tá seo oiriúnach.
Temporary separation from friends at lunchtime, if this is deemed appropriate.
3. **Iad a thabhairt amach as piarghrúpa ar feadh tréimhse ama faoi leith.**
Removal from a peer group for a limited period of time.
4. **Tasc úsáideach a dhéanamh sa scoil.**
Given a useful task to do in school.
5. **Machnamh scríofa a dhéanamh ar an eachtra/iompar**
Written reflection on incident/behaviour.
6. **Mionphribhléidí a bhaint dóibh.** Loss of minor privileges.
7. **Páiste a choinneáil istigh ag am lóin.** Detention.
8. **Cruinniú leis an bPríomhoide.** Meeting with principal.
9. **Ma bhrisfear na rialacha arís cuirfear litir abhaile**, nó cuirfear glaoch fóin ar an dtuismitheoir/caomhnóir.
If rules are broken on a regular basis a letter will be sent home, or parent/guardian will be contacted by phone.
10. **I gcásanna, beidh stratéis feabhsúcháin iompar a phlé leis an bpáiste agus an múinteoir/ tuismitheoir/caomhnóir.**
In some cases, a behavior improvement strategy will be discussed with child and teacher/parent/guardian.
11. **I gcásanna áirithe beidh cuidiú proifisiúnta ón taobh amuigh de dhíth.**
In some cases outside professional help may be sought.
12. **Muna bhfuil réiteach ar an fhadhb cuirfear fa-choinne tuismitheoirí arís agus cuirfear in iúl daoibh cén toradh a bhéas ar mhí-iompar. i. curtha ar fionraí.**
If the problem continues, parents will be called in and will be made aware of the consequences of continued disruptive behaviour i.e. suspension
13. **Tuairisc fhoirimiúl chuig an mBord Bainistíochtaí gcásanna áirithe.**
Formal report to Board of Management in specific cases.
14. **Mórphribhléidí a chailleadh.** Loss of major privileges.
15. **Páiste ar fionraí /a dhíbirt ón scoil do réir treoirlínte na hAhta Oideachais 1998.** Suspension / Expulsion, in accordance with the Education Act 1998, will be considered in exceptional circumstances.

Major Misbehaviours

Behaviours that may fall under this category:

- Repeat moderate offences e.g. constant disregard for school rules, use of inappropriate language
- Stealing
- Serious physical assault on another pupil
- Blatant defiance of staff

- Playing truant
- Vandalism
- Bullying (see Bullying Policy)
- Smoking (see Substance Use Policy)
- Use of drugs (see Substance Use Policy)

Suspension/Expulsion

Before serious sanctions such as detention, suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. 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 for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Removal of Suspension (Reinstatement)

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behavior plan for the pupil if required and will re-admit the pupil formally to the class.

Expulsion

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

Grounds for Expulsion

1. The pupil's behavior is a persistent cause of significant disruption to the learning of others or to the teaching process.
2. The pupil's continued presence in the school constitutes a real and significant threat to safety
3. The pupil is responsible to serious damage to property.

Expulsion For a First Offence

A BOM can impose automatic expulsion for certain prescribed behaviours or in exceptional cases for a first offence. These behaviours may include, according to the National Educational Welfare Board(NEWB)

1. Sexual assault.
2. Supplying illegal drugs to other pupils in the school.(See Substance Use Policy)
3. Actual violence or physical assault.
4. Serious threat or violence against another pupil or member of staff.

Procedures in Respect of Expulsion

1. Detailed investigation carried out under the direction of principal.
2. Recommendations by principal to BOM.
3. BOM considers Principal's recommendations and holds hearing.
4. BOM deliberates and proposes action following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

Appeals from Decision of BOM's to expel or to suspend for 20 days or more

The remedy open to parents who feel that the decision of a BOM to expel or suspend a pupil for more than 20 school days is a Section 29 of the Education Act 1998 or judicial review.

Roimh agus Tar-éis am Scoile

Bíonn maoirseacht ar siúl ar maidin ó 9.10 – 9.20 agus arís tráthnóna ó 3.00 – 3.10. Ní ghlacann an Bord Bainistíochta nó foireann na scoile aon fhreagracht do pháistí ar an fhoirgneamh taobh amuigh do na h-amanna seo, ach amháin do pháistí atá ag freastal ar ranganna “extra – curricular” sa scoil le cead an Bhord Bainistíochta. Caithfidh na páistí atá ag freastal ar na ranganna seo claoí le Cód Smachta na scoile.

Before/After School

Supervision is provided from 9.10 – 9.20 each morning and in the evening from 3.00-3.10. The Board of Management and staff of Scoil Fhionáin do not take any responsibility for pupils on the premises outside these times, except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

Parents/Guardians' Responsibilities

Encourage children to have a sense of respect for themselves and for property.

- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's schoolwork.
- Be familiar with the code of behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for others.
- Communicate with the school in relation to any problems, which may affect child's progress/behaviour.

Tugtar cóip den Chód Iompar do na tuismitheoirí nuair a bhíonn said ag clárú a bpáistí i Scoil Fhionáin.

Tá sé fosta de dhualgas ar thuismitheoirí nóta scríofa a chur leis an pháiste ar scoil,(nuair atá said ag filleadh ar scoil taréis a bheith as láthair), le tabhairt den mhúinteoir ranga ag miniú cén fath a raibh an páiste as láthair.

Rialacha na Scoile / School Rules

1. Gaeilge

Is í Ghaeilge teanga ghnó agus chumarsáide na scoile go hiomlán. Is í an Ghaeilge teanga chaidrimh idir na múinteoirí agus na daltaí comh fada agus is féidir.

Irish is the language of communication and interaction of the school in so far as possible.

2. Éide Scoile

- a) **Caithfear éide scoile iomlán agus bróga oiriúnaach a bheith ar na páistí i gconaí.**

Full school uniform and appropriate footwear must be worn at all times.

- b) **Ar lá choirpoideachais caithfear éide spóirt agus broga oiriúnach a chaitheamh.**

Proper sports wear must be worn for P.E.

- c) **Ó thaobh sábháilteacht de, níor chóir do pháistí seoda de short ar bith a caitheamh ar lá spóirt.**

In the interest of safety jewellery must not be worn during P.E.

- d) **Ní cheadáítear fáinní cluasa crochta ar bith. Stud earrings are the only type allowed.**

3. Meas agus Dea – Iompar

Is mian le Scoil Fhionáin go mbeadh meas agus bród ag achan duine orthu féin, ar dhaoine eile, ar a dtimpeallacht agus ar an oideachas. Aithníonn an scoil gur chuid thabhdhachtach d'fhorbairt an pháiste é deá-iompar a thaispeáint agus cuirtear na rialacha seo i bhfeidhm leis an chuspóir seo a bhaint amach.

Scoil Fhionáin wishes to instill in the children a sense of pride in themselves and in their environment, a respect for other people for their surroundings and for their education. The school recognizes that an important part of each child's development is to be well behaved and these rules are in place to fulfill that aim.

- a. **Nuair a bhuaitear an chlog stadann na páistí ag imirt, siúlfadh siad agus déanfaidh siad line ordúil láithreach do réir ranga.**

Once the bell is rung each child will stop playing and walk in an orderly fashion to join his/her class in line.

- b. **Siúlfadh siad ansin go ciúin chuig na suíocháin ins na seomraí ranga.**

The children will then walk quietly and take their seats in the classroom.

- c. **Seasann said go taobh amháin má tá múinteoir nó duine fásta ag dul thart leo.**

They will stand to one side to let any adult pass.

- d. **Caithfear fáilte a chur roimh chuairteoir ar bith a thig isteach na ranga agus múineadh maith a thaispeáint.**

Visitors to the classroom must be welcomed and respected at all times.

- e. **Caithfear meas agus urraim a thaispeáint i gconaí má tá siad ag déanamh ionadaíocht don scoil m.sh spóirt, drama, turas scoile agus rl.**

Children are expected to be well behaved and respectful when representing the school at sport, drama, school outings etc.,

- f. **Ní cheadáítear drochfhocla a rá.** Bad Language is forbidden.
- g. **Ní ghlactar le bullaíocht de short ar bith.** (Féach Polasaí Bullaíochta)
The children are taught that bullying is not acceptable and that telling someone about bullying is not telling tales.
- h. **Caithfear meas agus urraim a thaispeáint do dhuine ar bith atá i bhfeidhm ranga.** Respect must be shown to all teachers – class teacher or visiting teacher – who have responsibility for the class.
- i. **Má bhíonn ar an mhúinteoir an rang a fhágáil cuirfidh sé/sí sin in iúl don mhúinteoir béal dorais agus fágfar an dá doras ar oscailt. Beidh ar na páistí fanacht ina suí agus a bheith ciúin.**
If a teacher has to absent himself/herself from the classroom for any reason, he/she should inform the teacher next door and leave both classroom doors open. Pupils must remain seated and not raise their voices above conversational level.
- j. **Bá choir d’achan pháiste aird a thabhairt sa rang agus oibriú ar a ndícheall i gconaí, gan a bheith ag cur am an ranga amú.**
Pupils will be attentive in class and will be expected to work to the best of their ability – no time wasting.
- k. **Caithfear obair bhaile a bheith déanta go néata achan oíche agus moltar go ndeanfái tuismitheoir/coimeadaí é a scrúdú sula gcuireann sé/sí siniú leis an leabhar obair bhaile.**
Homework must be neatly done each night. Parents/guardian should check work and sign homework notebook.
- l. **Ní ghlacfar le páiste ar bith ag déanamh dochar ar bith don scoil nó d’ábhar scoile, nó d’abhar dhaoine eile.**
Damage done by pupils to any item of school or personal property will not be tolerated.
- m. **Tá Scéim Iasachta leabhar i bhfeidhm sa scoil, tá sé de dhualgas ar achán phaiste aire a thabhairt do na leabhair.**
Some text books are available to pupils under the School Lending Scheme. Students have the responsibility of taking care of textbooks and not damaging them.
- n. **Caithfear an scoil agus timpeallacht na scoile a bheith glan/néata agus saor ó bhruscar i gconaí.** The school and its environs must be kept clean, neat and free from rubbish.
- o. **Níl cead cuireadh breithlá a thabhairt amach ar scoil.**
Birthday invitations are not to be distributed at school.
- p. **Tá sé mar pholasaí scoile go mbeadh lón slaintiúil ag na páistí. Ní cheadáítear criospaí, seachláid, milseáin, brioscaí, guma coganta nó deoch mhilis.**
It is school policy to encourage healthy eating. In that context, crisps, chocolates, sweets, biscuits, chewing gum, fizzy drinks etc., are not allowed.
- q. **Caithfidh nóta ag tabhairt cúis a bheith le achán pháiste má tá sé/sí as láthair.**
A reason for every absence must be given in writing.

4. Sábháilteacht / Safety

Tá sé mar aidhm ag Bord Bainistíocht na scoile gur áit shlán shábháilte í timpeallacht na scoile i gcónaí. Mar sin de:

The Board of Management of the school aims to make the school environment a safe, secure place for each child. In that context:

- a) **Ní cheadáítear rith nó a bheith garbh san fhoirgneamh in am ar bith. Ba choir do na páistí siúl i líne ordúil ag fágáil nó ag siúl chun na ranga.**
Running or rough play inside the school building is not allowed. Children should walk to and from their classroom in an orderly line.

- b) **Mar a gcéanna ag fágáil an ranga trathnóna, bá choir don rang siúil amach go ciúin.**
- c) Likewise when leaving the classroom each afternoon, class should walk out in an orderly quiet manner.
- d) **I rith am lón níor choir do pháiste ar bith dul isteach sa scoil gan cead ón mhúinteoir ar dualgas.** No child is allowed inside the school building during break without prior permission from teacher on duty.
- e) **Níor choir cluichí contúirteach a imirt sa chlós.** Games of a potentially dangerous nature will not be allowed.
- f) **Níor choir rud ar bith a chaitheamh sa rang nó nótaí a chuir ó dhuine go duine.** Throwing items, writing or passing notes during class is not allowed.
- g) **Níl sé ceadaithe bheith ag luascadh ar chathaoireach.** No swinging on chairs.
- h) **Níl cead ag páiste ar bith an scoil a fhágáil gan cead i rith am scoile.** No child is allowed to leave the school (within school hours) without permission.
- i) **Páiste ar bith a bhfuil orthu an scoil a fhágáil roimh a 3.00, ba choir nóta a bheith leis/leí agus caithfidh duine fásta theacht go dtí an oifig fá na choinne/coinne.** Where it is necessary for a child to leave school early, notification in writing must be sent by parents and a responsible adult must collect child from office.
- j) **Níl sé ceadaithe go mbeadh buidéil gloine leis na páistí.** Glass bottles are not allowed.
- k) **Ó thaobh néatacht agus sábháilacht níl cead Tippex a úsaid.** In the interest of safety and neatness Tippex is not allowed.
- l) **Ní cheadaítear fón póca a bheith le páiste i rith am scoile.** Children are not allowed to have a mobile phone on their possession during school hours.
- m) **Hand Held Electronic games or internet-enabled watches are not permitted at school.**
Níl cead ag páistí cluichí leictreonacha nó uaireadóirí le hidirlíon a bheith leo na scoile

Athbhreithniú / Review

Déanfaidh foireann na scoile , An Bord Bainistíochta agus Coiste na dTuismitheoirí athbhreithniú ar Chód Iompar na Scoile gach dara bliain, nó nuair atá gá leis.

Ratified by Board of Management on _____

**Síniú An t-Athair James Mc Giolla Easpuig
Cathaoirleach an Bhoird**

