

# Our Lady of Fatima



## Code of Discipline Policy

This policy was formulated by all members of staff and is revised and updated each year. It was necessary to devise such a document since it was identified as a priority area in our school life.

### Aims

Our primary aim is to make the school a safe and happy environment in which teachers and students can work together in peace.

- To provide guidance for pupils, teachers and parents on behavioural expectations, helping them understand the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
- To develop pupils' self-esteem and to promote positive behaviour.
- To enhance the learning environment where students can make progress in all aspects of their development by fostering a sense of responsibility and self-discipline in them based on respect, consideration and tolerance of others.
- To enable teachers to teach without disruption.
- To promote positive behaviour and self-discipline recognising the differences between students and the need to accommodate these differences.
- To ensure the safety and well being of all members of the school community so school can operate in an orderly and harmonious way.
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.

### Behaviour

1. Each student shall at all times respect, obey and co-operate with the class teacher or other persons in charge - in all school activities so that he/she will in no way hinder the progress of others.
2. Bullying in any form is considered a serious offence and will not be tolerated. (Refer to Anti-Bullying Policy)
3. Inappropriate contact is strictly forbidden.

## Health and Safety

1. It is forbidden by law to smoke in the school premises or grounds. Students may not bring cigarettes, lighters, matches etc., into school.
2. The use / possession of alcohol and/or illegal substances is forbidden.
3. Students must be conscious of the safety of other students at all times (e.g. no pushing, hitting, rough behaviour etc.,)

## Healthy Eating

1. Since the health of our students is one of our primary concerns, students are encouraged to have healthy lunches.
2. Chewing gum, crisps, fizzy drinks, sweets and chocolates are not allowed. Except on Fridays students may have some chocolate as a treat.
3. Students are encouraged to bring in healthy alternatives e.g. fruit & nuts.

## Phones, Music equipment etc

1. **Students are not permitted to bring Mobile Phones into School.** A note must be brought into school from parents if a phone is needed on a particular day. Should the occasion arise where one is brought in it must be handed over for the whole day to the class teacher. In the event of emergencies students will have access to the school phone.
2. Any personal equipment is brought in at parents' discretion, and may only be used outside of class time. It's safe keeping is the responsibility of the owner.

## Personal and School Property

1. Students are responsible for their own property and belongings and bring them to school at their own risk.
2. Students shall show respect for property whether it belongs to school, adults, teachers, or other students.
3. Cars parked in the school grounds cannot be interfered with.

## Observe the following as routine

1. Students should arrive clean and neatly dressed in uniform for school. Parents of students incorrectly dressed or shod will be informed at once and given an option to rectify the situation or collect their son/daughter should this continue.
2. Students, **by law** have to bring a note of explanation following absences.
3. Students are expected to complete their homework carefully and to the best of their ability.
4. This is our school and general tidiness makes it easier to work and study here. Students must keep the school and school grounds tidy and litter free.
5. Students are expected to take care of books and have a pencil, pen, rubber, ruler etc.,
6. Swimming is a compulsory part of the school curriculum. Students are expected to go swimming each week. Students need their own swimming suit/togs, hat, towel and shampoo.
7. For their own safety, students should have runners on P.E. days, since this is again a compulsory part of the curriculum.
8. Students are expected to walk quietly on the left around the school building.

# Yard Rules

- Gates must be closed at all times.
- No one may leave the yard without permission.
- No student is permitted to be at the gates, front wall, side or back of school.
- Trees may not be climbed.
- No vehicle is to be tampered with.
- Only footballs may be kicked.
- Skipping ropes are only to be used for skipping.
- Ball play should be in court or at basketball nets.
- “MESSING” is forbidden, as is any rough play or fighting.
- No bad language or name-calling.
- Anyone involved in trouble will be sent in and kept in – all incidents will be logged.
- All students must line up when bell sounds and stand quietly.
- Class teachers must collect their class at front door.

## Affirming Positive Behaviour

Positive reinforcement of good behaviour leads to improved self-discipline and we try to place a greater emphasis on rewards and incentives than on sanctions.

## Strategies and Incentives

- A quiet word or gesture to show approval.
- A comment written in student’s exercise book.
- A visit to another class or Principal for commendation.
- Praise in front of an audience.
- Class merit / rewards / sticker / star / happy note / Pupil of the week.
- Homework pass / lunch pass.
- Free time / Golden Time.
- Delegating some special responsibility or privilege.
- Written or verbal communication with parent.
- Monthly treats by teacher.
- Class raffle.
- ½ termly / termly prize giving.

## Discouraging Misbehaviour

ACTION	SANCTION
Wear full uniform each day	Parents informed at once & given option to rectify situation or collect son/daughter – in meantime supplied with missing items including shoes.
Bring full “Kit” for soccer & swimming.	Wear school alternative.
Chewing Gum will not be permitted.	Kept in for 1 break.
Always speak in a polite, friendly way.	Kept in for 1 break.
Always behave in a respectful way respecting all students’ personal space.	Kept in for 1/2/3 breaks as appropriate.
Always listen and do as staff ask.	Sent to Principal Kept in for 2/3/4 breaks as appropriate. Parents sent for may lead to suspension.
Always keep the peace.	Time out for 1 whole day.
Always tell the truth	Time out for 1 whole day.
Always look after your own property and property belonging to others.	Time out for 1 whole day. Parents pay for cost.
Always be kind and gentle.	Time out for 1 whole day, may lead to suspension. Parents to be informed.
Always come to school when in good health with no illegal substances taken.	Parents contacted. Sent home immediately, or other action taken. (See substance abuse & Critical policies).
Always speak to staff members using respectful, friendly language.	Immediate suspension for 3 days – parents will be contacted.
Respect everyone’s personal space.	Time out for 1 whole day. Parents to be informed.
Assault	Depending on seriousness from timeout to expulsion.
It is illegal to drink or smoke on school premises or be in possession of illegal substances.	Immediate suspension for 3 days – parents will be contacted.
Inappropriate dangerous or illegal items should not be brought to school.	Immediate suspension for 3 days – parents will be contacted.
Possession of weapons or Pornographic material.	Immediate suspension for 3 days – parents will be contacted.

- Class/Incident book is used to note all serious incidents.
- Constant offenders will be sent to the Principal & their parents will be notified.
- Parents may be asked to come into school to remove their child when behaviour warrants this action.
- Continued offences will lead to suspension and finally expulsion.
- Where possible students involved in a disagreement / argument will be left alone to sort out their grievances.

### **Suspension/Expulsion:**

- It is clearly stated in the table above the actions which merit suspension.
- A Suspension can be 1, 2 or 3 days.
- The parents of a student to be suspended will be notified firstly by telephone, giving an opportunity for discussion and then officially by letter.
- The Board of Management will be kept informed of all suspensions.
- Upon return to school the student shall meet with the Principal before going to their classroom.
- After 2nd suspension, parents may be requested to meet with Principal before student is readmitted to school in a bid to try to stop persistent behaviour.
- 3 suspensions mean probable expulsion, in accordance with the Rule for National Schools and the Education Welfare Act 2000.
- In the case of a serious incident, deemed to jeopardise the health and safety of staff or students immediate expulsion may have to be considered.

### **Procedures in respect of expulsion**

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

See "Developing a Code of Behaviour: Guidelines for schools".

Under Section 29 of the Education Act 1998, a parent, student over the age of 18 or the EWO, on behalf of the student, may appeal the decision by the school to suspend or expel.

\* Originally Ratified by the BOM on 12<sup>th</sup> February, 2011

\* Reviewed the 14<sup>th</sup> October 2008.

\* Reviewed on 16<sup>th</sup> September 2010.

\* Reviewed on 6<sup>th</sup> December 2011.


\* Reviewed on 30<sup>th</sup> August 2012.

\* Reviewed on 27<sup>th</sup> August 2013.

Reviewed on 23<sup>rd</sup> September 2014

Reviewed on 22<sup>nd</sup> September 2015

Ratified by Board of Management on **27<sup>th</sup> September, 2016.**



**Signed: Chairperson, Board of Management.**

## *Code of Discipline: Parental Consent*

### **I / we agree to;**

1. Accept and support the Code of Discipline of Our Lady of Fatima School, Wexford.
2. Recognise the right of the school to impose sanctions for breaches of School Rules.
3. Exercise my / our responsibility in the matter of my / our child's behaviour at school.

Student Name: \_\_\_\_\_ (Capitals).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent / Guardian.