



St. Raphaela's Primary School

Policy on Behaviour & Code of Behaviour

Introduction

At St. Raphaela's Primary School we are committed to creating an environment in which each individual child and adult feels valued, respected and safe (cf. School Mission Statement).

We take pride in the high standards of behaviour and in the good manners which are to be found in our school, and we know that this depends on the example set by us all. We treat everyone as an individual. Each member of our school family can expect to give and receive respect. Good manners are usually caught not taught!!

We believe that relationships are vital - relationships between everyone and at every level. Each member of our school family must be prepared to take the initiative:

- Greet and be greeted;
- Speak and be spoken to;
- Smile and relate;
- Communicate.

We believe that problems are normal where children are learning and testing the boundaries of acceptable behaviour. Our success is tested, not by the absence of problems, but by the way we deal with them. When faced with a problem we are careful not to over-react or to go straight into confrontational mode. Instead we are careful to:

- Listen;
- Establish the facts;
- Judge only when certain;
- Use sanctions sparingly.

Punctuality

The school will open at 8.30am. Children will wait in the entrance lobby or in the adjoining playground area until the school bell rings at 8.50am. While children will be supervised by a member of staff from 8.30am onwards, they remain the responsibility of their parents until 8.50am.

When the school bell rings at 8.50am, all children should go straight to their classrooms, where their teacher will be waiting to receive them. Older children are expected to take out their work and read over it as soon as they come into the room. A letter will be sent to parents of children who arrive consistently late, reminding them of their responsibilities.

The register will be taken at 9.00am and the number book sent to the office. When children are absent for more than three days, teachers are asked to let the Principal know so that the school can make a courtesy phone call if they have not already heard from the family. If a child is absent for a period exceeding twenty days in the school year, the school must inform the offices of the National Educational Welfare Board of that fact.

No child may be taken from the school during the day without letting his/her teacher and the Principal know that they are leaving the building.

If a child becomes ill during the course of a school day he/she should be sent to the office. Normally the Principal will make the decision, in consultation with the class teacher, whether or not to send the child home. Older children may wait for their parents on the steps of the convent at 2.30 pm.

Morning Break

Morning break is from 10.30am until 10.40am. Teachers will normally accompany their classes to and from the playground. It is important that children, individuals, groups or classes are not left unsupervised. During lunch break two teachers will supervise while children eat lunch. The supervision rota is displayed in the office and in the staff-room. The rota will be arranged so as to fit in with the P.E. and Drama timetable, thus allowing teachers on supervision duty the opportunity to have a short lunch break.

Lunch Break

Children will have lunch from 12 Noon to 12.30pm. They will eat in their classrooms from 12.00 until 12.15. Children must stay seated during this time. Two teachers will "patrol" the classrooms and Sixth Class will act as lunch girls for the younger children. At 12.15pm all children will go out to play, weather permitting, until 12.30pm.

Children from Junior and Senior Infants will be dismissed from their classrooms at 1.30 pm. The teacher will hand them over individually to their parents. Those not collected will be brought to the office if necessary. Older children will be dismissed by their teacher at 2.30pm. They should all leave the building by the main entrance.

Anti-social Behaviour

It is the responsibility of every single member of staff to be observant of all behaviour, and whenever necessary to remind the children of school rules and the standards of behaviour we demand at St. Raphaela's. Failure to deal with minor problems at an early stage may lead a child to be involved in more serious anti-social behaviour at a later stage. It is generally felt that serious problems with discipline and anti-social behaviour generally fall into six categories:

- Racism

- Bullying
- Biting
- Kicking and Punching
- Bad Language
- Stealing

Reporting Procedures

An incident book is kept in the Principal's office. When an incident occurs which is regarded as a serious breach of discipline, details, including the name or names of the children involved, the time, date and place, the extent of any injuries caused and a brief description of what happened, is entered in the book. The report is then signed.

When the incident occurs at lunch time the report is made by the teacher on duty. Teachers on yard duty who are filling out a report are asked to inform the class teacher of the child involved. They should also inform the Principal. The parents of children concerned will be informed.

After repeated incidents in any academic year the parents of the child will be called to school. The matter may have to be referred to the Board of Management. The Board would then consider the case very carefully and decide what measures should be taken. They may, as a last resort, recommend that the child or children be suspended for a period from the school. This is only ever done for the protection and safety of the other pupils of the school.

Teachers are aware that because of the serious consequences described above, only serious breaches of discipline should be reported in the incident book.

Failure on the part of any child to show due respect to any member of staff will be reported immediately to the Principal.

Minor breaches of discipline

When it is appropriate to isolate a child from other children, or from other members of the class, the child must at all times remain in an area which can be supervised. Children should not, therefore, be left outside classes or in corridor areas. If the class teacher feels it may be beneficial, children can at any time be sent to the Principal or Vice-Principal who will issue a warning to a child about his/her behaviour.

Some Basic Strategies for Behaviour Management

In all our relationships, and especially in times of difficulty, we will make every effort to:

- keep calm
- listen
- maintain a sense of humour
- be positive and build relationships
- know our pupils as individuals
- be true to our word whether promising rewards/punishments
- above all, be consistent.

Similarly we will do everything we can to avoid :-

humiliating...	it breeds resentment
shouting....	it diminishes you
overreacting...	the problems will grow
blanket punishments....	the innocent will resent them
over-punishment....	always keep something up your sleeve, never punish what you can't prove.
Sarcasm....	it damages you!

Maintaining discipline

Each and every member of staff, no matter what his/her role, must insist on acceptable standards of behaviour, work and respect. He/she can expect to:

- apply school rules uniformly e.g. uniform, attendance, punctuality, homework;
- work to agreed procedures;
- be noticed and involved, maintaining a high profile;
- follow up problems to their conclusion at an appropriate time;
- deal immediately with pupils who present problems;
- establish your authority firmly and calmly;
- Separate the problem from the person.

Awards and Sanctions

We believe that praise works wonders and we are constantly on the lookout to "catch" children doing the right thing and doing it well. Our experience tells us that children respond better to systems which recognise their difficulties and strengths. Praise and encouragement, in lessons and around the school, is used as much as possible.

We also try to encourage the children to take great pride in their school, knowing that they function better in an environment in which they take pride. For this reason all members of staff will:

- insist on a clean room;
- teach tidiness and encourage tidy desks, shelves, and cupboards;
- ask children to leave tables and chairs in the proper place and the board clean;
- refer damage and necessary repairs to the office;
- keep displays fresh, attractive and stimulating.

SCHOOL RULES

1. ALWAYS SHOW KINDNESS TO OTHERS.
2. ALWAYS *WALK* INSIDE THE BUILDING - NEVER RUN.
3. BE ON TIME FOR EVERYTHING AND HAND IN WORK ON TIME.
4. WEAR THE CORRECT UNIFORM.
5. KEEP YOUR SCHOOL CLEAN AND TIDY.
6. ALWAYS DO YOUR BEST.

7. ALWAYS TELL THE TRUTH.

(These rules will be displayed on the main corridor and in classrooms. They are reviewed annually by staff and agreed with children in assembly at least once a year. They are always presented and applied in a positive manner.)

In Summary :

If a child lives with criticism he/she learns to condemn

If a child lives with hostility he/she learns to fight

If a child lives with ridicule he/she learns to be shy

If a child lives with shame he/she learns to feel guilty

If a child lives with tolerance he/she learns to be patient

If a child lives with encouragement he/she learns confidence

If a child lives with praise he/she learns to appreciate

If a child lives with fairness he/she learns justice

If a child lives with security he/she learns to have faith

If a child lives with approval he/she learns to like himself

If a child lives with acceptance and friendship

He/She learns to find love in the world.

Dorothy Holte .

.....As displayed in the entrance lobby of our school.