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## **Coolick National School's Code of Behaviour**

### **Introduction**

The school has a central role in the children's social and moral development just as it does in their academic development. In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations that are either fulfilled or not. The children bring to school a wide variety of behaviour. As a community environment, in school we must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility while understanding the modern challenges facing children. It follows that acceptable standards of behaviour are those that reflect these principles. The ethos of Coolick National School dictates that we embrace a holistic approach towards behaviour and endeavour to address children's wellbeing. An example of this would be the school playground; pupils are allowed to gravitate to an area of interest to themselves be it the Tír na nÓg playground, Aistear playground, Astro-Pitch, court or sand pits. We believe that the incidents of misbehaviour are rare here in Coolick National school as children have the opportunity to express themselves and their individual needs are addressed.

In compliance with Section 23 of the Education (Welfare) Act 2000, the Board of Management of Coolick National School has drawn up and made available a Code of Behaviour for its Pupils, Staff and Parents.

The Code of Behaviour details:

1. The standard of behaviour that shall be observed by each pupil attending the school.
2. The measures to be taken when a pupil fails or refuses to observe those standards.
3. The whole school approach in promoting positive behaviour.
4. The procedures to be followed before a pupil is suspended or expelled from the school concerned.
5. The grounds for removing a suspension imposed on a pupil
6. The school's Anti-Bullying Policy; and
7. The procedures to be followed in relation to a child's absence from school.

The Code of Behaviour of Coolick National School has been developed in accordance with

'Developing a Code of Behaviour: Guidelines for Schools', National Educational Welfare Board, 2008.

## Policy Formulation

In formulating this policy,

1. This Code of Behaviour has been devised by the school principal in consultation with all staff members, the members of the Board of Management, the senior students and the Parents Association.
2. This policy was devised and reviewed in line with our Anti-bullying policy.
3. Class teachers were requested to discuss the topic of 'rules' with their classes and submit a list of pupils suggestions to the principal.
4. The initial draft of the Code of Behaviour was reviewed and where appropriate amended in-line with the feedback received.

## Aims & Objectives of the Code

The aims and objectives of the code are:

- To allow the school to function in an orderly way where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences
- To ensure the safety and well-being of all members of the school community
- To assist school staff, parents and pupils in understanding 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 ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

## Whole School Approach

The Board of Management recognises the importance of creating consistent values, policies, practices and relationships that support the Code of Behaviour. Such an environment may only be formed by involving the entire school community and in this respect the Board acknowledges the importance of the roles played by, the principal, teachers, ancillary staff, members of the board and parents in the review and operation of the Code.

## Standards of Behaviour

### Pupils

- It is essential to be punctual at all times.
- When the bell rings pupils are to line up promptly and properly in their designated area.
- Pupils are not supervised in school until 8.45 a.m.
- Pupils are not allowed back into the school building before 8.45 a.m., at "sos" or lunchtime, unless given express permission by a member of staff.
- Pupils may not leave the school grounds during the school day without the written permission of parent / guardian.

- Pupils should all times show respect to all staff
- Pupils should treat school property, fellow pupils and their property with respect.
- Hurtful or dangerous play must be avoided.
- Pupils are to wear the full school uniform at all times except on PE days or as directed by the class teacher
- Pupils are to have school tracksuit on PE days and as directed by the class teacher.
- Pupils are to observe the “out of bounds” areas, e.g. surrounding fields, front lawn, staff toilets and any other areas as directed by staff.
- Pupils are required to wear masks when directed by staff following direction by the Dept of Education.
- It is forbidden to bring chewing gum inside the school grounds.
- Bicycles may not be ridden while on the premises.
- Pupils should keep the school and grounds clean and tidy and use the bins that are provided.
- Pupils are to walk on the corridors at all times. No running indoors.
- School books not required for homework may be left neatly in the classroom at owners risk.
- School books used as party of the school Book Rental scheme are be kept in good order and returned at the end of each school year in good condition.
- A high standard of personal hygiene is expected.
- Regular punctual attendance is essential.
- Homework is to be done consistently and with care.
- Pupils must be well behaved and show consideration for other children and adults

### **Classroom Behaviour**

Each pupil is expected to:

- listen – to the teacher and other pupils if they are speaking
- work – to the best of his ability
- value – school property and the belongings of fellow pupils.
- follow – the direction of his/her teacher
- obtain – his/her teacher’s permission to leave the classroom
- respect – the teacher, other pupils and visitors to the classroom.

### **Playground Behaviour**

Each pupil is expected to:

- play – safely avoiding rough or dangerous games or play
- follow – the directions of the playground supervisor(s)
- remain – on school grounds at all times
- obtain – permission before re-entering the school building during break periods
- respect – the yard supervisors and fellow pupils
- avoid – swearing, fighting or name calling

### **Behaviour in other School Areas**

Each pupil is expected to:

- walk – in the school corridors
- behave in a way that does not endanger themselves or others
- comply with the instructions of the supervisors
- line up in an orderly manner when requested
- behave appropriately when lining up for and using school toilets

### **Behaviour during School Outings/Activities**

Each pupil is expected to:

- follow – his/her teacher's directions at all times
- remain – with the teacher/supervisors and group of pupils at all times
- behave – politely towards those they meet on such trips
- observe – the rules of general good behaviour

### **School Rules for Health and Safety**

- Cyclists must dismount and walk when entering or leaving the school grounds.
- Chewing gum is not allowed in the school or grounds.
- Mobile phones are not permitted to be switched on at school and must remain in their school bags at all times. Students should refrain from turning on mobile phones until they are outside the school gates. In the event of a phone being discovered switched on it will be taken from the student and must be collected from the principal's office by a parent/guardian. Repeated offence will lead to the phone being kept for longer periods of time before being returned.
- The wearing of jewellery which may be of danger to the pupil or others, including loose chains, large, hooped earrings, loose bracelets, etc. is not allowed. A watch is permissible.
- Children must play safely in designated areas and should not re-enter the school building without permission.
- Line up in an orderly manner when requested. Children should not enter the school building without permission.
- Litter Control. Pupils should keep the school and grounds clean and tidy and use the bins provided.
- A high standard of personal hygiene is expected at all times.

### **Staff**

It is the principal's responsibility to ensure the school's Code of Behaviour is administered in a manner that is consistent and fair to all pupils. However, each staff member has responsibility for the maintenance of discipline within common areas of the school.

Teaching staff are specifically responsible for the management of behaviour within their own class. They will:

- Discuss the Code of Behaviour with their class in an age-appropriate manner at the beginning of the school year and when the need to do so arises.
- Ensure the rules are displayed in the classroom.
- Encourage self-discipline and positive behaviour.
- Ensure there is always an appropriate level of supervision.

- Implement the reward/sanction scheme in a fair and consistent manner.
- Keep a written record of all incidents of continued, serious or gross misconduct. This record will indicate the advice and/or warnings given to the child on the misbehaviour and, the consequences of its repetition.
- Inform pupils when instances of misbehaviour on their part are being recorded.
- Report repeated instances of serious misbehaviour to the principal.

## **Parents/Guardians**

Parents/guardians play a crucial role in shaping attitudes in their children which produce positive behaviour in school. Parents/guardians can assist the school by encouraging their children to abide by the school rules, encouraging punctuality and regular attendance and by ensuring that homework is given due time and effort. Parents/guardians can also assist the school by supporting staff in the implementation of the school's Code of Behaviour, its rules and its implementation of sanctions.

Should a parent/guardian be concerned about any aspect of their child's behaviour they are welcome to make an appointment to discuss their concerns.

In cases of an identified pattern of misbehaviour parents will be invited to participate in an intervention process.

## **Promoting Positive Behaviour**

As a general rule the school will endeavour to create an environment where positive behaviour is reinforced through praise and reward. School staff will use encouraging language and gestures, both in class and around the school, so that positive behaviour is instantly recognised and positively rewarded. Special attention will be paid to pupils who have previously been associated with poor behaviour so that not only good behaviour but also improvement in behaviour is acknowledged.

A reward scheme for promoting positive behaviour will be used. Such rewards may include;

- Individual or whole class 'Homework Vouchers'
- Awards and acknowledgement for 'Acts of Kindness'
- Positive written or verbal communication with parents/guardians
- Certificates
- A visit to another class or the principal for commendation
- Individual class merit awards, points awards or award stamp.
- Praise in front of class group
- Small prizes, stickers / stars etc
- Class Dojos
- Golden Time

## **Inappropriate Behaviours**

In order to establish a common understanding and consistent response the Code of Behaviour classifies misbehaviour into three levels based on the degree of disruption caused by the misconduct. The Code also specifies the disciplinary actions and supportive interventions that will be employed.

### **LEVEL ONE**

#### **Level 1: Inappropriate Behaviours**

Level 1 behaviours are those that interfere with the orderly learning environment of the school, classroom, and common areas. Students learn through their mistakes. To this extent, responses to the daily misbehaviours, which occur in school, will be developmentally appropriate, instructive and positive. Children will be taught what is expected and how they should behave. Listed below are some examples of the types of misbehaviour that are included in Level 1. Please note the list is not exhaustive.

- Failure to prepare for class, as defined by individual teachers
- Running in the hallways
- Disturbing the work or play of others
- Disrespectful language, tone, or manner
- Ignoring staff requests

#### **Level 1: Disciplinary Actions**

Consequences for Level 1 behaviour are dependent upon the severity and frequency of the specific behaviour. Teachers will discipline students at level 1. Some examples of Level 1 responses are:

- Gestured warning – look/whisper
- Verbal reprimand/reminder(s)
- Teacher talks to pupil about their behaviour.
- Reinforcement of alternative positive behaviour
- Within the classroom, pupil may be moved to another table, offside area in the classroom
- Pupil may be sent to another classroom to complete designated work quietly; pupil may be given a behaviour sheet to fill in to emphasise how he can improve his behaviour
- Lose points for class on weekly behavioural competition
- Prescribing additional work
- Loss of privileges
- Parents/guardians to be contacted
- Behaviour contract

#### **Level 1 Supportive Interventions**

Listed below are some examples of Level 1 supportive actions:

- Classroom-based interventions, such as Circle Time or class meetings, with the option of informal consultation, (e.g. with parent(s)/guardian(s) or staff members)
- Discussion of behaviour with the child
- Informal notes regarding incident/intervention/date. This information would be useful should a problem persist.

## **LEVEL TWO**

### **Level 2: Inappropriate Behaviours**

Level 2 Behaviours are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well being of the students and staff. Listed below are some examples of the types of behaviour that are included in Level 2. Please note the list is not exhaustive.

- Repeated instances of Level 1 behaviour which have not been modified by intervention
- Behaviour which is dangerous to self or others (e.g. shoving, pushing, hitting)
- Intentionally damaging school or personal property
- Stealing
- Cheating
- Use of profane or obscene language.
- Derogatory reference to another person's race, gender, religion, physical condition, disability, or ethnic origin
- Disrespectful language or behaviour toward an adult
- Possession or use of dangerous toys or sporting equipment (e.g. bow and arrows, any kind of knives, etc.)

### **Level 2: Disciplinary Actions**

The disciplining of students for Level 2 behaviour is dependent upon the severity and frequency of the specific behaviour and developmentally appropriate levels. The disciplinary actions at Level 2 are administered by the principal, and include the formal notification of parents, with written documentation. Some examples of Level 2 responses are:

- In school supervised detention
- Report submitted to the Board of Management
- Meeting with parent(s)/guardian(s)
- Suspension from school of one to five days, depending on the severity of the Behaviour
- Implementation of extensive behaviour management plan

## **LEVEL 2: SUPPORTIVE INTERVENTIONS**

Listed below are some examples of Level 2 supportive actions:

- Team conference to include classroom teacher, other involved staff, Deputy Principal or Principal.
- Request for assistance from external agencies such as the National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education.
- Referral of a Child displaying behavioural problems for psychological assessment (with the parent(s)/guardian(s) consent).

### **LEVEL THREE**

#### Level 3: Behaviours

Level 3 behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well-being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the school environment. Situations, which include illegal activity, may result in contact with the Garda Síochána.

Listed below are some examples of the types of behaviour that are included in Level 3. Please note that the list is not exhaustive.

- Repeated or serious instances of Level 2 behaviour which have not been modified by intervention
- Setting fires
- Intentional possession or use of weapons
- Violent fighting or intentionally causing physical harm to others
- Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, disability, or ethnic origin

#### Level 3: Disciplinary Actions

Behaviour at Level 3 may involve suspension from school. The length of the suspension will depend upon the severity and frequency of the specific behaviour. Specific information about due process and procedures in respect of the issuing of a suspension is contained in this document. Level 3 responses:

- Suspension from school for one to five days:

This response will occur with the first incidence of Level 3 behaviour or Level 2 behaviour of significant severity. The Principal following due process and procedure, can issue a suspension.

- Suspension from school for five to ten days:

This response will occur with the repeated incidence of Level 3 behaviour or a severe expression of this behaviour. A suspension of this magnitude will only be issued with the approval of the Board of Management.

- Expulsion:



Repeated incidents of Level 3 behaviour can result in a pupil being expelled.

### **Misbehaviour in the Playground/Astro-Turf/Yard/other play areas**

To pre-empt incidents of misbehaviour on yard, our whole school approach focuses on respect – respect for yourself, respect for others, respect for the environment. We encourage pupils to take responsibility should they accidentally hurt another child, thus showing respect for that individual. A list of possible playground rules are listed below. This list is not exhaustive;

Each pupil is expected to:

- play – safely avoiding rough or dangerous games or play
- follow – the directions of staff on supervision duty
- remain – on school grounds at all times
- obtain – permission before re-entering the school building during break periods
- respect – staff on supervision duty and fellow pupils
- avoid – swearing, fighting or name calling

### **Incidents of yard misbehaviour will be dealt with as follows.**

The teacher on duty who notices misbehaviour or has misbehaviour reported to them, will if warranted and following investigation of the misbehaviour;

- Impose a period of “time out” where the student will be asked to remain in a specified place until told to return to play;
- Record the details of the incident, pupils involved and sanction imposed in a Playground Incident Book.
- Inform the class teacher.

Three recorded incidents of misbehaviour in a one month period and the child will be removed from the yard for a full breaktime. The principal will speak with the child and the parents will be informed.

It is envisaged that the teacher on Supervision duty will deal with the incidents of misbehaviour and sanction accordingly.

### **Pupils with Special/Behavioural/Emotional Needs**

Pupils with special needs will be required to follow the school’s ‘Code of Behaviour’ but teachers will use their professional judgment in the application of the Code.

Teaching the rules to children with SEN and helping them understand behaviour and its consequences will be a main focus of teacher’s work.

Parents of these children will be kept informed of their child’s behaviour on a regular basis and may be requested to work with the school in devising effective strategies to help the child to improve his behaviour. This may involve working and co-operating with a Special Needs

Assistant, and/or agreeing a behaviour plan or Support Plan. Support services such as NEPS, the SENO and the NEWB may be involved in this context.

## **Procedures for Suspensions & Expulsions**

### **Suspension: Definition of Suspension:**

*‘Requiring the student to absent himself/herself from the school for a specified, limited period of school days’ as per ‘Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board’*

### **Authority to Suspend:**

The Board of Management of Coolick National School has formally and in writing delegated the authority to impose an ‘Immediate Suspension’ to the Principal Teacher. An ‘Immediate Suspension’ may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Furthermore, the Board of Management has formally and in writing delegated to the Principal Teacher the authority to impose an ‘Automatic Suspension’ for named behaviours detailed in this policy. An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

The Board retains its authority to suspend a student in all other cases/circumstances.

### **Immediate Suspension and Automatic Suspension**

An ‘Immediate Suspension’ will be deemed to be necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils or staff of the school. An ‘Immediate Suspension’ may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

An ‘Automatic Suspension’ is a suspension imposed for named behaviours. The Board of Management of Coolick National School, having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named behaviours will incur ‘Automatic Suspension’ as a sanction;

- Physical assault/violence resulting in bodily harm to a pupil or member of staff or
- Physical violence resulting in serious damage to school property

An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the

Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Parent(s)/Guardian(s) will be informed of an 'Immediate' or 'Automatic Suspension' by telephone, and arrangements will be made with them for the pupil to be collected. In no circumstance will a student be sent home from school prior to his parent(s)/guardian(s) being notified. Formal written notification of the suspension will issue in due course, but no later than 2 school days after the imposition of the suspension. Such a notification will detail:

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s).

The Board of Management acknowledges that the decision to impose either an Immediate or Automatic Suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation, to be completed no later than 2 school days after the incident the Board will invite the pupil and his/her parent(s)/guardian(s) to a meeting to discuss;

- the circumstances surrounding the suspension,
- interventions to prevent a reoccurrence of such misconduct.

The Board of Management of Coolick National School acknowledges the fundamental importance of impartiality in the investigation process. In this regard the following undertaking is given;

- No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure.

### **Procedures in Respect of Other Suspensions:**

In cases other than those of Immediate or Automatic Suspension the following procedures will apply;

Where a preliminary assessment of the fact confirms serious misbehaviour that could warrant suspension, the Board of Management of Coolick National School will initiate a formal investigation of the matter.

The following procedures will be observed;

A written letter containing the following information will issue to Parent(s)/guardian(s);

- i. Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in suspension.

- ii. An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond before a decision is made or a sanction imposed.

The Board of Management of Coolick National School, acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- i. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.
- ii. The person(s) who are subject to the investigation process will on presentation of a full report of the facts absent themselves from the decision-making process.

Where a decision to suspend has been made the Chairperson of the Board of Management will provide written notification to the parent(s)/guardian(s) and the pupil of the decision. The letter will confirm:

- i. the duration of the suspension and the dates on which the suspension will begin and end
- ii. the reasons for the suspension
- iii. any study programme to be followed
- iv. the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s)
- v. the provision for an appeal to the Board of Management.

Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days the parent(s)/guardian(s) will be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 of the Education Act 1998 and will be provided with information on the submission of such an appeal.

## **Expulsion**

### **Definition of Expulsion:**

*'A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000' as per 'Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board'*

### **Authority to Expel:**

The authority to expel a pupil is reserved by the Board of Management.

### **Procedures in Respect of Expulsion:**

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following procedures will apply:

***a) A detailed investigation will be carried out under the direction of the principal (or a nominee of the Board if required)***

As part of the investigation a written letter containing the following information will issue to parent(s)/guardian(s);

- i. Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in expulsion.
- ii. An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond

***b) The principal (or BOM nominee) will make a recommendation to the Board of Management.***

Where the principal (or nominee) forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the principal (or nominee) makes a recommendation to the Board of Management to consider expulsion.

In this event the Principal (or nominee) will:

- i. inform the parent(s)/guardian(s) that the Board of Management is being asked to consider expulsion
- ii. ensure that parent(s)/guardians have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- iii. provide the Board of Management with the same comprehensive records as are given to parent(s)/guardian(s)

***c) Consideration by the Board of Management of the principal's (or BOM's nominee) Recommendations and the Holding of a Hearing***

If, having considered the principal's report, the Board of Management decides to consider expelling a student a hearing will be scheduled.

The parent(s)/guardian(s) will be notified in writing

- i. as to the date, location and time of the hearing
- ii. of their right to make a written and oral submission to the Board of Management
- iii. that they may if they so choose be accompanied at the hearing

The Board of Management undertakes that the timing of such written notification will ensure that parent(s)/guardian(s) have enough notice to allow them to prepare for the hearing.

In respect of the expulsion hearing the Board gives an undertaking that;

- i. the meeting will be properly conducted in accordance with board procedures
- ii. the principal (or BOM nominee) and parent(s)/guardian(s) will present their case to the board in each other's presence

- iii. each party will be given the opportunity to directly question the evidence of the other party
- iv. the parent(s)/guardian(s) may make a case for a lesser sanction if they so choose

***d) Board of Management Deliberations & Actions following the Hearing***

Where the Board of Management, having considered all the facts of the case, is of the opinion that the pupil should be expelled the Board

- i. Will notify the Educational Welfare Officer in writing by registered post of its opinion, and the reasons for this opinion.
- ii. Will not expel the student before the passage of 20 school days from the date on which the Educational Welfare Officer receives this written notification
- iii. Will in writing notify the parent(s)/guardian(s) of their decision and inform them that the Educational Welfare Officer is being contacted.
- iv. Will be represented at the consultation to be organized by the Educational Welfare Officer.
- v. Will suspend the student, if it is deemed likely that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other pupils or staff.

***e) Confirmation of the Decision to Expel***

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel.

Parent(s)/guardian(s) will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Secretary General of the Department of Education and Science under Section 29 or the Education Act 1998 and will be provide with information on the submission of such an appeal.

The Board of Management of Coolick National School, acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- i. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.
- ii. The person(s) who are subject of the investigation process will on presentation of a full report of the facts absent himself/herself/themselves from the decision-making process.

**Notifications of a Child's Absence from School**

Parent(s)/guardian(s) should adhere to the following procedures when notifying the school of a pupil's absence;

- i. The school should be notified of the absence on the first day the pupil returns to school or prior to an envisaged absence.
- ii. The reason for the absence should be notified to the class teacher
- iii. The absence should be notified in writing by letter / using the school journal/email or by phone call
- iv. Details pertaining to the absence, such as duration and reason, should be provided
- v. Significant absences cause by ill health (i.e. absences longer than 10 school days) should be certified.

The school is legally obliged to inform the Education Welfare Officer in writing if;

- i. a child is suspended or expelled for 6 days or more,
- ii. a child has missed 20 or more days in a school year,
- iii. attendance is irregular and when the pupil is removed from the school register

## Records

A standardised record system will be used, where deemed necessary, to track an individual pupil's behaviour. Such records will contain;

- Incidents of misbehaviour,
- Interventions used to improve behaviour, including contact with parent(s)/guardian(s) or referral to other agencies
- Evidence of improved behaviour
- Any sanctions imposed, and the reasons they were imposed

Pupils will be told when a record is being made about their behaviour, and the reasons for keeping a record will be explained.

All records will be kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

## Success Criteria

This policy will be deemed to be successful when the following are observed:

- Positive behaviour in classrooms, playground and school environment
- Practices and procedures listed in this policy being consistently implemented by teachers
- Positive feedback from teachers, parents and pupils.

## Policy Ratification

This Policy was reviewed and ratified by the Board of Management of Coolick National School at its meeting on the 9th of January 2024

Ciara Irwin Foley  
Chairperson of Board of Management  
Date: 09/01/24

Gearóid O Sullivan  
Principal/Secretary to the Board of Management  
Date: 09/01/24