

Code of Behaviour

Here in Scoil Mhuire Naofa, Kiltale we aim to create a caring, safe environment where your child will be happy and engaged in learning. We aim to promote the development of all aspects of each child's intellectual, physical, cultural, social, moral and spiritual wellbeing within that caring environment.

This policy is linked to and consistent with our Bí Cineálta Policy (2025) to address and prevent bullying behaviour. Following the biblical golden rule, Matthew 7.12:

"So always treat others as you would like them to treat you."

Kiltale NS is committed to creating a safe and supportive environment that promotes the wellbeing of all students and staff. All bullying behaviour is not tolerated in our school and we believe that every student has the right to learn and grow in an atmosphere free from fear, intimidation and harassment.

This policy is underpinned by our motto **"Kind Hands, Kind Words, Kind Feet"** which is implemented through our inter-actions on a daily basis.

The Aims of the Code:

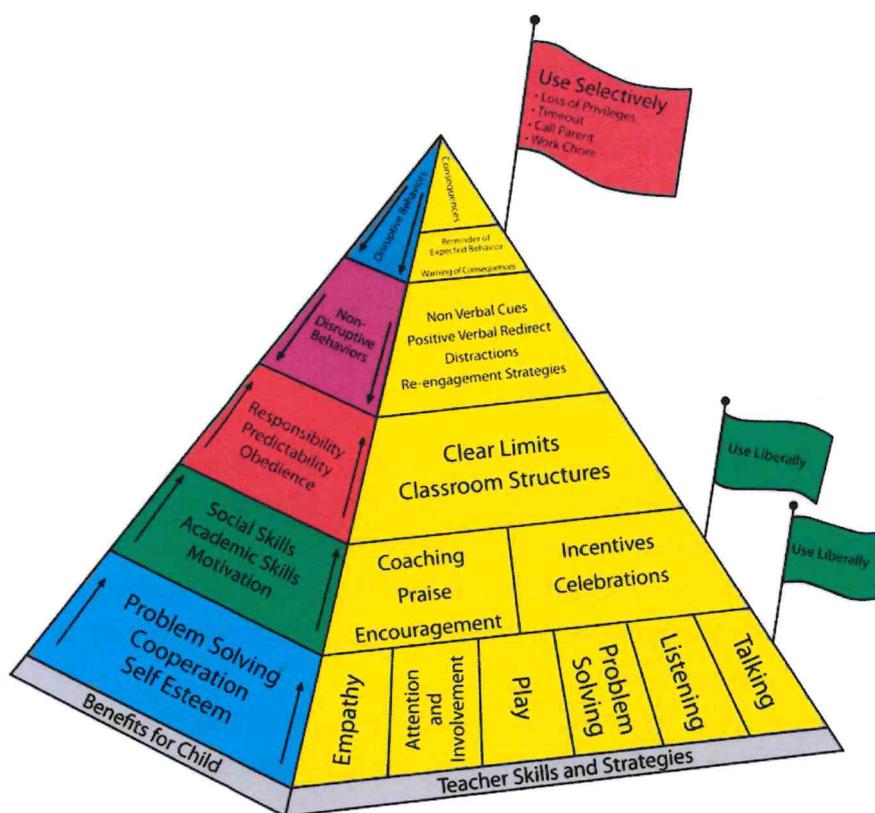
1. To cultivate a safe, harmonious, happy environment conducive to learning which facilitates the education and development of every child.
2. To help each child to develop holistically to reach their full potential.
3. To promote positive behaviour and self-discipline; recognising and accommodating the differences between children; thus ensuring fair treatment for all regardless of age, gender, race and ability.
4. To enable pupils to develop a sense of self-worth and a sense of respect for others, thus providing an environment in which the pupils and staff feel secure, safe and respected.
5. By making this Code widely known, to encourage the involvement of both home and school in the implementation of this code.
6. To ensure that wellbeing is at the core of everyday school practices, to enhance the wellbeing of all in our school.

Our Definition of Good Behaviour

We in Scoil Mhuire Naofa, Kiltale define good behaviour as:

1. Respect for self and others both online and offline.

2. Awareness of and consideration for the needs of others.
3. Know and respect school rules, property and policies.
4. Taking appropriate responsibility for learning, behaviour and belongings.
5. Being interested, enthusiastic, and ambitious and willing to work to the best of each child's ability.
6. Being ready to take on new challenges and have the resilience to overcome difficulties encountered.
7. Being able to work on one's own and as part of a group.
8. Being kind and willing to help others.



This diagram encapsulates our vision for relationships and behaviour in this school.

Role of the staff in promoting good behaviour

- The overall responsibility for discipline within the school rests with the principal teacher. (Rules for National Schools 123(4))



Kiltale,
Dunsany,
Co. Meath,
C15 XF86.

Charity No. 20131357
Roll No: 17742P

(046) 9025619
office@kitalens.ie
principal@kitalens.ie
www.kitalens.ie

- The Board of Management recognises the right of children and staff to polite and respectful behaviour within the school environment.
- As a guiding principle all staff will endeavour to promote a welcoming atmosphere in the school, and to keep parents / guardians informed of school activities
- Each teacher has the responsibility for the maintenance of discipline with his/her classroom while sharing a common responsibility for good order within the school.
- The school places greater emphasis on rewards than on sanctions, therefore a positive climate is fostered by the staff, through encouraging relationships based on honesty, kindness, respect and courtesy.
- Where a Special Needs Assistant is helping the classroom teacher he/she has a duty to support the teacher in promoting and maintaining good behaviour.
- Support Education teachers (SET) have a designated responsibility to help children with additional needs to understand the school rules.
- All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each pupil.

Role of the Parent in promoting good behaviour

For the successful implementation of the code it is essential that the school works in collaboration with families in a partnership approach. All parents / guardians need to familiarize themselves with the code. Parents / guardians should never undermine the authority of the school. If a problem arises the staff member involved will call a meeting with the parent or guardian when the misdemeanour first occurs. The focus of this meeting will be on fixing the problem informally and blaming will be avoided.

Practical steps that families can take to ensure the successful implementation of the code include the following;

- Know and ensure that your child has a positive attitude to and abides by the school rules.
- Discuss code of behaviour and anti bullying policy with children
- Inform the school of any issues that may affect the pupil's behaviour/performance at school
- Ensure that children wear full correct uniform daily and abide by the school's dress code.
- Support your child in his/her learning and ensure they have the necessary materials. Check homework, ask for learning homework, listen to reading and sign their journal daily.



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- Ensure the punctuality of your child – late arrivals will be recorded, in the event of repeated instances; the class teacher will contact parents / guardians.
- Ensure the regular attendance of your child. Parents / guardians will notify the class teacher in writing whenever their child is absent from school for some or all of the day or days. The principal is obliged to inform the Education Welfare Officer in writing when a pupil has a cumulative absence of 20 days or in the opinion of the principal is not attending school regularly. The taking of holidays during school time is discouraged. Notification of absences and reason for absence must be in the form of a note rather than written in the school diary. These notes will be kept by the class teacher on file. (Section 18 Education welfare Act 2000)
- Be courteous towards pupils and staff.
- Strictly supervise pre-school children, when in the school.
- As the Board of Management is responsible for the Health and Safety and Wellbeing of all staff and pupils, parents / guardians are requested not to approach or reprimand another person's child on the school premises.

Role of the Pupil

- Show respect for themselves and others at all times including both online and offline activities.
- Know and respect school rules and policies.
- Not leave the school without permission.
- Respect all their property, that of fellow pupils and all school property.
- To attend school regularly and not miss days without good reason.
- Arrive on time.
- Wear the correct full school uniform and abide by the school's dress code.
- Participate in school activities so as not to disturb the classroom learning.
- Keep the classroom, the school, the school yard and the school environment tidy and litter free.

School Rules

The standards of behaviour expected in the school are encompassed in the following school rules.

1. We show respect for self and others at all times including both online and offline activities.
2. We work hard and allow others to work.



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3. We are kind and never hurt others.
4. We are fair, honest and always tell the truth.
5. We respect school property.
6. Mobile phones and or internet enabled devices are not permitted by pupils in school at any time. This rule also applies during any educational tour and or school activity taking place outside Kiltale NS.
7. We promote the motto ***“Kind Hands, Kind Words, Kind Feet”*** throughout the school each day.



Safety Rules in and around School

In the classroom

1. Pupils must remain seated in class and during lunch time.
2. Tippex correcting fluid is not allowed.
3. Pupils must sit correctly on chairs – four legs of chair on floor.
4. No running is allowed in the classrooms.
5. All pupils' property must be stored tidily and safely.
6. Pupils should put their chair under the table when leaving their place.
7. When leaving the classroom in the evening, bags must be carried rather than being slung over shoulders (danger of hitting other pupils in the face).
8. Shoe laces must be properly tied at all times.

School yard

1. Follow safety rules of games as instructed by the teacher/trainer.
2. Wear suitable/correct footwear for indoor/outdoor activities.
3. No jewellery, except stud earrings allowed.
4. Play in the section of the playground designated for class use.
5. Footballs must not be kicked on the yard.
6. No swinging from goal posts at any time or climbing on school grounds.
7. First bell on yard, Stand Still and Stop Playing, Second bell tidy up and line up immediately and properly until the class teacher returns.

Around the school building

1. No running in the school corridor.
2. Enter and leave school by the gate into the church car park.
3. Sitting/Standing/Walking on the school wall is forbidden.
4. Remain seated correctly on the bus, follow instructions of teacher/driver and fasten and keep fastened seat belts provided on transport.
5. Football boots must not be worn in school building.
6. Respect school dress code
7. Know and respect school policy on healthy eating
8. Know and respect school policy on anti bullying

Rewards for Good Behaviour

Various incentive schemes will be used in a systematic way by school staff to encourage and reward good behaviour. Rewards will be flexible and varied taking into account the developmental stages of the children and the time of the school year. Some examples include and this list is not exhaustive :

- Praise from staff.
- Parents / guardians will be informed when behaviour is commendable.
- Responsibilities given.
- Quality time in the classroom when good behaviour and good work are achieved.
- Showing good work to fellow pupils, other teachers or principal or at a school assembly.
- Use of merit stamps, assembly awards, certificates and lucky dip.
- Merit stamps/credits for homework/school work to be awarded by the teacher at their discretion.
- Time on the computer.
- Homework Pass.
- “Golden time”, “Golden Tickets”

Examples of Minor Misdemeanours

The following list, and this list is not exhaustive, of small scale misdemeanours will be monitored and dealt with according to a staged build up of sanctions. While they are only minor in nature if not dealt with effectively they can hamper learning.

- Shouting out in class instead of raising a hand.
- Running in the school building.
- Talking in class during teaching time.
- Persistent inattention or disruptive behaviour.
- Leaving the seat without permission during class time and lunch time.
- Leaving litter around the classroom/school building/yard/travelling on bus/while on school trips.
- Not wearing correct full uniform
- Not completing homework
- Not having a homework diary signed by parent/guardian.
- Not taking home/to school correct books, copies and homework diary needed for work.

- Having a mobile phone and or an internet enabled device in school without a note or permission from parents / guardians and without informing the class teacher. This rule also applies during any educational tour and or school activity taking place outside Kiltale NS. This also covers any event where pupils are representing the school eg., Peace Proms on a Saturday, Cumann na mBunscol finals on weekends, etc.

Responses and Sanctions to be used by School staff

While the approach of the school is to identify and model good behaviour “catch them being good”, it is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. The school has devised a graded system of sanctions suitable to its needs and circumstances. The sanctions make the distinction between minor and more serious misdemeanours – these distinctions will be made clear to pupils.

All staff will use agreed sanctions in a consistent way. However, sanctions will be sensitive to the particular circumstances of children with additional needs or specific circumstances e.g. children in care etc.

The SET Teachers will support the classroom teachers to ensure that pupils with special needs understand clearly the purpose of sanctions and the reason why certain behaviours are unacceptable.

The emphasis will be put on the certainty of all sanctions as opposed to their severity, they do not have to be severe to be effective. Sanctions will follow the law of the least disruptive intervention and will be logical, immediate, non-punitive, age appropriate and short.

A staged approach will be used. These will be recorded by the class teacher.

The Stages are as follows:

1. Reminder of what rule is been broken and guidance as to how the behaviour needs to change
2. Firm warning and reminder of the negative consequence if behaviour continues.
3. Pupil removed from peer group or a few minutes taken off playtime.
4. Parents / guardians to be informed of any detention during breaktime.
5. Extra homework sheet, content at discretion of the class teacher, to be signed by parents / guardians.
6. If behaviour continues, the matter will be dealt with as per serious mis-behaviour (see next section)



Examples of Serious Misdemeanours defined as: (this list is not exhaustive)

- Deliberately injuring another pupil.
- Bullying.
- Stealing.
- Defiance - Failing to comply with the instruction or request of a teacher and / or any staff member.
- Back answering a teacher/being discourteous/unmannerly.
- Leaving the classroom, school or any venue on a school excursion without permission.
- Constantly disruptive in class.
- Damaging pupils and school property.
- Swearing/bad language/vulgarity.
- Repeated minor misdemeanours (*see no. 5 above*).
- Telling lies.
- Not working to full potential.
- Deliberately wasting class time by obstructive behaviour and depriving other children of their right to learn.
- Use of or using a mobile phone and or an internet enabled device in school without a note or permission from parents / guardians and without informing the class teacher. This rule also applies during any educational tour and or school activity taking place outside Kiltale NS. This also covers any event where pupils are representing the school eg., Peace Proms on a Saturday, Cumann na mBunscol finals on weekends, etc.

Responses in the event of an incident of serious Misdemeanour

- Principal and parents / guardians will be informed and the incident will be recorded in the serious incident book.
- Exclusion from the privileges e.g. playtime detention supervised by members of school staff, losing minutes off golden time, etc.

Repeated Instances of Serious Misdemeanour

The procedures for dealing with repeated instances of serious misdemeanours are:

- Where the serious misdemeanour is repeated, the pupil will be removed from the classroom or playground in the interest of classroom management and in order to minimize disruption to the learning of other pupils and to help the individual pupil to recognize and learn about the impact and consequences of their behaviour.

- Further meeting with parents / guardians, class teacher, principal/deputy principal (as appropriate).
- If serious misdemeanours continue, a formal report will be made to the Chairperson of the Board of Management and parents / guardians will have to meet with the Chairperson before the child can be returned to his/her classroom.
- If parents / guardians refuse to meet, a letter advising of the gravity of the situation will be sent home.
- If an undertaking is not given, by the parents / guardians and the pupil, that the behaviour will not be repeated the pupil may have to be suspended for a temporary period (up to and including 3 days) in accordance with the new guidelines prepared by the N.E.W.B. (Chapter 10 11 12) (October 2007) and in accordance with the Education Act 2000.
- Parents / guardians are notified in writing of the date and duration of suspension. The Board of Management has the authority to suspend a pupil however the Board of Management may delegate this authority to the principal and this delegation should be done formally and in writing.
- Parents / guardians and pupil should be given an opportunity to respond to the proposed suspension.
- Parents / guardians should take responsibility to obtain and ensure the completion of all homework during the period of suspension.
- Once the suspension period is over the family and school will draw up an agreed behaviour plan for the pupil and the pupil will be given the opportunity for a fresh start.
- A review date will be set for the behaviour plan.

Appeals

Where the total number of days for which a pupil has been suspended in the current school year reaches twenty days the parents / guardians may appeal the suspension under section 29 of the Education Act 1998.

At the time when parents / guardians are being formally notified of such a suspension, they and the pupil should be told about their right to appeal to the Secretary General or Department of Education under Section 29 of the Education Act 1998 and should be given information on how to appeal..



Gross Misdemeanours

Defined as any behaviour either online or offline that is aggressive, threatening or violent towards any staff member or pupil. If it negatively effects the health and safety or wellbeing of any staff member or pupil it will not be tolerated.

The procedures for dealing with an incident of gross misdemeanour are:

- In the case of gross misdemeanour, the Board of Management shall authorise the Chairperson or Principal to sanction an immediate suspension, pending a discussion of the matter with parent/s or guardians.
- A special decision of the Board of Management may authorise a further period of exclusion up to a maximum of 10 school days to allow for consultation with the parents / guardians.
- In exceptional circumstances, the Board of Management may authorise a further period of exclusion in order to enable the matter to be resolved.
- Expulsion may be considered in extreme cases, in accordance with Education Welfare Act 2000 (10.3), (10.4).

Expulsion

This procedure may be considered in an extreme case, in accordance with Section 23 of the Education Welfare Act 2000.

Grounds for Expulsion

- Behaviour is persistent cause of significant disruption to the learning of others and / or to the teaching process
- Continued presence of pupil constitutes a real and significant threat to the health and safety or wellbeing of any other pupil and /or staff member.
- Pupil responsible for serious damage to property.

Automatic Expulsion

Board of Management may sanction automatic expulsion for certain prescribed behaviours (this list is not exhaustive):

1. Sexual Assault
2. Possession of illegal drugs
3. Supplying illegal drugs to other pupils in the school

4. Actual violence or physical assault
5. Serious threat of violence against another pupil or member of staff.

Procedures in Respect to Expulsion

1. Detail investigation by school principal
2. Recommendation by principal to Board of Management
3. Board of Management considers Principal's recommendation and holds hearing
4. Board of Management decision, is expulsion appropriate? If Board of Management recommends expulsion, the Board of Management will propose a date which will allow a 20-day cooling off period
5. Education Welfare Officer is informed of proposal to expel pupil and effective date of that proposal
6. Parents / guardians of the pupil are informed of rights to invoke a Section 29 appeal under the Education Act 1998
7. Education Welfare Officer arranges consultations
 - Confirmation of decision
 - Every effort will be made to have a child in need of emotional support referred for psychological assessment without delay. Help will be sought from support services both nationally and locally within the wider community e.g. NEPS, Community Care Services provided by Health Authorities, etc.

Recording

- Both rewards and sanctions given to a pupil are recorded in either the class record book or the yard book or serious incident book depending on the location of the event.
- In general this task will naturally fall within the remit of the class teacher. However there will also be situations where the responsibility to record the sanction and or reward will rest with the SET Teacher and / or the Special Needs Assistant.
- It is the responsibility of the teacher on yard duty to record and sign any misdemeanour in the yard book.
- This code also applies to any school linked events such as inter school competitions, school tours etc.

All parents / guardians will be provided with a copy of the code and confirm in writing that the code is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by the pupil concerned.



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Conclusion

The essence of our code of behaviour is valuing the wellbeing, skills, talents and needs of every individual and encouraging them to accept responsibility for their own behaviour, actions and to develop self-discipline and control in all situations.

N.B. The Board of Management reserves the right to authorize the insertion of a new rule/clause if deemed necessary to preserve the safety, health, wellbeing and welfare of the general school body.

Signed: Maura Dineen
(Chairperson of Board of Management)

Signed: Giní Feeney
(Principal)

Date: 9-10-25

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