Scoil an Chroí Ró Naofa –
Urlingford National School

Code of Discipline
And
School Rules -
September 2026

CODE OF BEHAVIOUR AND DISCIPLINE

1. In devising the code, consideration has been given to the particular needs and circumstances of this school. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a disruption free environment.

2. Every effort will be made by all members of staff to adopt a positive approach to the question of behaviour in the school. The code offers a framework, within which positive techniques of motivation and encouragement are utilised by teachers.

3. The school places greater emphasis on positive reinforcement than on sanctions in the belief that this will, in the long run, give the best results.

4. The school recognises the variety of differences that exist between children and the need to accommodate these differences, while preserving the rights of the other pupils. The ethos of this school emphasises the right for all to be happy while attending our school.

5. 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 and between staff, pupils and parents.

6. The rules are being kept to a minimum and are positively stated in terms of what pupils should do. School Code of Discipline is revised annually by School Staff and School Board of Management in September every year. Children in senior classes often develop their own Classroom Rules to give the children a sense of ownership of the rules.

7. All efforts will be made to match curriculum to the abilities, aptitudes and interests of each pupil. This should help to motivate interest and aid progress.

8. The overall responsibility for discipline within the school rests with the Principal. Each teacher has the responsibility for the maintenance of discipline within his/her classroom while sharing a common responsibility for good order within the school premises. A pupil will be referred to the Principal for serious breaches of discipline and for repeated incidents of minor misbehaviour. Good, effective yard supervision plays an important role in the smooth running of each school day. A Yard Supervision Rota is in operation in Urlingford NS. Yard Supervision Rota in operation is revised termly.

9. The following strategies may be used to show disapproval of unacceptable behaviour:-
- Class Teachers will contact Parents/Guardians as necessary when implementing the different strategies below (note, phone-call, meeting).
(a) Reasoning with the pupil.
(b) Verbal Reprimand by Staff Member (including advice on how to improve);
(c) Temporary separation from peers, friends or others;
(d) Loss of privileges or practical task, whichever is deemed appropriate, may be decided by a staff member with a view to correcting or redressing an unacceptable deed on the part of a pupil
(e) Prescribing additional work or repetition of unsatisfactory work
(f) Detention during a break;
(g) Referral to Principal/Acting Principal
(h) Meeting with parents;
(i) Suspension (Temporary)
(j) Expulsion

Clarifications of these sanctions and procedures related to them is included in Appendix 1 of this policy.
10. Bullying is considered to be serious misconduct. A full policy on dealing with such cases is outlined in the schools' Bí Cinéalta Policy.

11. In the belief that the most effective schools tend to be those with the best relationships with parents, every effort will be made by all staff to ensure that parents are kept well informed, that the school provides a welcoming atmosphere towards parents and that parents are not only told when their children are in trouble but when they have behaved particularly well.

Restorative Practice

An important part of our approach to behaviour management and in keeping with the new Bí Cinéalta Anti-Bullying procedures is the concept of

'Restorative Practice'. Our Code of Behaviour and Anti-Bullying polices are focused on the on the positive aspects of behaviour rather than on punishments, sanctions or suspensions etc., although these are included in the appropriate sections of our polices.

We promote the notion of a school community where everything we do is based on mutual respect. Pupils are expected firstly to respect themselves and then to treat each other and staff members with respect. Teachers and staff members are expected to treat students with respect. We take the view that pupils (other than some pupils with very special needs) choose their behaviour to a great degree – they always have an alternative. Therefore, they must take responsibility for their behaviour. If they treat others poorly, they may be acting out their own anger and frustration, but they can also learn to choose differently and more positively. We ask children to treat others as they want to be treated themselves.

The Restorative Practice Questions are fair and give each child a chance to explain what happened from their perspective. The questions encourage children to reflect on their actions and consequences.

Mutual respect, kindness, friendship, building of positive relationships and above all, empathy are all corner-stones of our Restorative Practice philosophy. We implement the principles of Restorative Practice in conjunction with the Bí Cinéalta Anti-bulling procedures, constantly aware of underlying values of:

- Respect
- Interconnectedness
- Fairness
- Personal Accountability
- Honesty
- Collaboration
- Problem-solving

https://oide.ie/wp-cotent//uploads/2024/11/Parents-Information-Leaflet-An-Overview-of-Restorative-Practices.pdf

Appendix 1.
Clarifications:
- Class Teachers will contact Parents/Guardians as necessary when implementing the different strategies below (note, phone-call, meeting).
(c) This sanction may include removal to a specific isolation desk within the classroom, removal to another classroom for a short period, a temporary separation from others during break time. (This may be in the yard area or in the school corridor depending on time of year and weather conditions)

(d) This sanction may include a loss of time during certain subjects. (not to the detriment of the child's education in that subject) It may also include removal from extra-curricular school activities for a temporary period.

e) Children undertake a THINK SHEET and/or additional work prescribed by Class Teacher.

(f) Formal detention during a break is administered twice a week, (Tuesdays or Thursdays) at little break time, when necessary. Detention at Big Break may be used by a staff member with a view to correcting or redressing an unacceptable deed on the part of a pupil. Children are asked to complete a detention sheet, which is age appropriate.

(g) The Principal has overall responsibility for discipline within the school. Good communication between staff, parents and the principal should ensure that formal referral to the principal would be necessary only in more serious cases.

(h) Before resorting to serious sanctions, the normal channels of communication between school and parents will be utilised. Parents will be involved as soon as possible, rather than a last resort. Communications with parents will be verbal. The parents will be invited to come to the school to discuss their child's case (Meeting with Parents/Guardians).

(i) For gross misbehaviour or repeated instances of serious misbehaviour suspension will be considered. The authority to suspend a child from school lies with the Board of Management. The Board of Management has delegated the Principal the power to suspend a child for three days.

Such a suspension must be in agreement with the grounds of suspension listed in this document. Suspensions of greater than three days must be referred to the Board of Management. The maximum suspension in relation to a single incident is 10 days. A child reaching a cumulative total of 20 days suspension should be subject of a review. The EWO will be consulted at such a stage. At all times, due and fair process must be given during such a procedure. Parents have a right to appeal any suspension if total number of days exceeds 20 under Section 29 of the Education Act (1998). Full records of any suspension must be kept.

If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may have to be suspended for a temporary period.

(j) Expulsion may be considered in an extreme case, in accordance with Rule 130(6). Expulsion of a pupil is a matter of last resort. The authority to expel lies only with the Board of Management and cannot be delegated. The key grounds for considering expulsion is where the continued presence of a pupil constitutes a real and significant threat to safety. Before expulsion, the assistance of appropriate agencies may be sought. These include the NEWB, the SENO, and NEPS. Parents have a right to appeal any such decision under Section 29 of the Education Act (1998). Full records of any expulsion must be kept.

Grounds for Sanction

- Class Teachers will contact/communicate with Parents/Guardians as necessary when implementing the different strategies below (notes, phone-calls, meetings).

Sanctions (a) to (e) refer to minor behavioural problems and are normally dealt with by a class teacher. It is envisaged that the vast majority of sanctions will fall into these five categories.

Sanction (f): Detention

Detention is considered for continual repeated minor misbehaviour and for incidents of serious misconduct. These include fighting, aggressive, threatening or violent behaviour towards another pupil, bullying, disrespect towards a teacher. This list is not prescriptive.

Sanctions (g) and (h): Referral to the Principal and Meeting with Parents.

Formal referral to the principal will take place where there are incidences of continued breaches of behaviour leading to detention or in certain cases of single serious misconduct. Parents will be involved as soon as possible in the process to attempt to secure resolution in as short a time as possible.

Sanction (i): Suspension

Grounds for suspension are defined as a proportionate response to behaviour that is causing concern. This may include ongoing serious misbehaviour where the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, ongoing behaviour that is having a seriously detrimental effect on the education of other students, where there is a threat to safety, where there is serious damage to property. While suspension is mostly concerned with ongoing behaviour, one single incident of serious misbehaviour may be grounds for suspension.

While suspension is usually discussed with parents beforehand, automatic suspension may be used in extreme cases whereby the behaviour of a pupil is such that his/her immediate removal from school is necessary.

All suspensions will follow fair procedures based on the principals of natural justice, which include the right to be heard and the right to impartiality. Where a child is to be suspended, and excepting automatic suspension, the following steps will be followed in implementing the suspension. Parents will receive written confirmation of the suspension indicating, the period and dates of suspension, the reasons for suspension, arrangements for returning to school including any commitments to be entered into by the pupil or parents, provision of appeal to the BoM. Full written records will be kept.

Sanction (j): Expulsion

Expulsion is only considered where all possibilities of changing pupil behaviour have been exhausted. Where expulsion is considered, a series of interventions should have been tried by the school. The key grounds for considering expulsion is where the continued presence of a pupil constitutes a real and significant threat to safety. Other grounds include behaviour that is the persistent cause of significant disruption to the learning of others or to the teaching process and where a pupil is responsible for serious damage to property.

Automatic expulsion for a first offence can be imposed by the Board of Management for certain prescribed behaviours. These are Sexual Assault, Actual violence or Physical Assault, Supplying illegal drugs to other pupils in school and serious threat of violence against another pupil or member of staff. Clear procedures must be followed in respect of expulsion. Following a detailed investigation carried out under the direction of the principal, the principal must make a recommendation to the BoM. The BoM considers this recommendation and if necessary holds a hearing. The Board then consider if expulsion is appropriate and if so the EWO is contacted and a 20 day cooling off period is arranged. The EWO arranges consultations with all parties before the Board confirm the decision to expel. The right of appeal under Section 29 of the Education Act (1998) must be attached to the order to expel.

While written in terms of the individual child, this code of discipline may be applied to any given group situation, where necessary.

Reviewed and agreed by the Board of Management in September 2026

School Rules

1. When coming into, or leaving school, pupils must go through the gates only – not through the teachers' car park or over the wall. School begins at 9.00 a.m. sharp and finishes at 2.40 p.m.

2. The school is not responsible for children who arrive in school before official opening time. Supervision is provided in the back yard or in the school building from 8.45 a.m.

3. Parents are encouraged to deliver and collect their children outside the school gates, as this helps to make them more independent.

4. All children should bring their lunches in the morning. Any parents leaving in lunches after 9 a.m. are required to leave them into the office only.

5. The children eat their lunches in the classrooms and are supervised by their teachers. No foodstuff is allowed in the yard.

6. The school has a healthy lunch policy. To this end, certain foodstuffs as outlined in our Healthy Eating Policy are not allowed. Chewing gum is **forbidden** in school.

7. Children must wear full school uniform/tracksuit at all times. Children must adhere to the school appearance policy.

8. Notes are required in the case of absence or early departure from school. Absence explanations are uploaded on Aladdin by Parents/Guardians. Children been collected early must be signed out and be collected from the school office.

9. Children from Junior and Senior Infants and First Class play in front of the school.

10. Children are strictly forbidden to run on the corridor or in their classrooms.

11. Pupils should keep the school litter free. All non-recyclable waste must be brought home. It is our school and it is up to us to keep it clean.

12. Pupils must respect and obey all teachers and others in authority in the school.

13. Parents are asked to ensure that their children do their homework each night and sign each child's homework diary. Parents/Guardians are asked to sign Friday Tests.

14. All pupils are expected to work to the best of their ability.

15. Bullying is considered to be a serious breach of discipline and contrary to our school vision statement.

16. Should any child have a problem or worry, his/her teacher is always willing to discuss this matter with you at an arranged time. Parents are asked to please ring the school to make an appointment to see a teacher.

Each teacher has special rules regarding classroom behaviour and these rules must be obeyed

Chairperson - _____ Date: 13/10/'26

Principal - Philip Lonergan Date: 13-10-2026