



**lmetb**

*Bord Oideachais agus Oiliúna Lú agus na Mí*  
Louth and Meath Education and Training Board

# Faughart Community National School

## Code of Behaviour

Faughart CNS will be required to confirm in writing that they shall make all reasonable efforts to ensure compliance with such code by the child.

### 3. When the Code of Behaviour Applies

The school's Code of Behaviour applies while students are on the school premises and grounds before, during and after school hours. It applies at all co-curricular and extra-curricular activities and classes, at swimming classes, sports day, school related events, at all fundraising and social events organised by the school or the Parents Association, at school concerts and on school tours.

### 4. The Code of Behaviour at Faughart CNS

The Code of Behaviour at Faughart CNS has been developed to encourage positive behaviour, respect for self and respect for others. It is envisaged that by consistent implementation of the Code of Behaviour by all members of the Faughart CNS community that Faughart CNS will have the best possible environment conducive to teaching, learning and personal development of pupils attending the school.

There are four strands to the Faughart CNS Code of Behaviour:

1. School Charter
2. The Parent/ School Contract
3. Sanctions for Breach of the Code of Behaviour
4. LMETB Suspensions and Expulsions Policy and Procedures

#### Strand 1: School Charter

The School Charter for Faughart CNS recognises that all members of the community at Faughart CNS have rights and responsibilities. The Charter is made up of ten core statements of expected behaviour. These statements are in effect the school rules and are linked to our school values. They will be displayed prominently in each classroom and on corridors throughout the school.

The School Charter promotes positive behaviour and outlines rewards for those students who make a positive impact on school life at Faughart CNS through positive behaviour. At Faughart CNS there will be a strong emphasis on recognising and commending positive behaviour. Good attendance, co-operation with students and staff, academic results, cultural and sporting achievements, involvement in school committees, fundraising for voluntary organisations will be recognised and rewarded at Faughart CNS.

The following are examples of **positive reinforcement rewards** that teachers and SNA use to promote positive behaviour:

1. A quiet word or gesture to show approval
2. A visit to another class, staff member or to the Principal for commendation
3. A word of praise in front of a group or the class

The pupils also create list of desired behaviours and undesired behaviours in relation to each of our school values as follows:

**We care about our own wellbeing and the wellbeing of others.**



**Examples of Desired Behaviour**

- Healthy Lunchboxes
- Active play in the yard.
- Being kind to others.
- Helping others.
- Being respectful.
- Playing kindly
- Giving compliments
- Supporting others
- Eating fruit and vegetables
- Sharing with others

**Examples of Undesired Behaviour**

- Hitting people
- Bullying other people
- Treating people badly
- Hurting others peoples' feelings
- Rough play
- Mocking others
- Making others feel bad about themselves.
- Bringing unhealthy lunches to school
- Sitting down all of break time
- Making others feel stupid.

**We Show Respect  
And  
Act Responsibly**



**Examples of Desired Behaviour**

- We have manners we say please and thank you.
- We are helpful to everyone around us.
- We listen when we are being spoken to.
- We do our homework.
- Raise your hand if you ever want to ask a question.
- You should act kindly to everyone and show respect to your teachers.
- Listen to your teachers and others.
- Following directions
- Don't insult anyone.
- Respect others and their property.
- Treat people the way you would like to be treated.

**Examples of Undesired Behaviour**

- Ignoring others
- Being off task
- Name calling
- Taking, interfering with or damaging other people's belongings
- Not doing homework (forgetting)
- Distracting others during group work

## Core Statements of Behaviour:

1. **Respect:** at all times students at Faughart CNS must show respect for themselves, each other, members of staff and all visitors to the school. We expect all pupils of Faughart CNS to be helpful and mannerly at all times. Inappropriate language is not accepted at Faughart CNS. We expect our pupils to obey their class teacher's instructions and not to disturb classes. We also expect pupils to follow any instructions given by supervising teachers and other members of the school's management and staff. Faughart CNS will not tolerate any bullying of other by name calling, fighting or other aggressive behaviour. Bullying is a serious offence and will be dealt with in accordance with the school Anti – Bullying Policy
2. **School Uniform:** All students at Faughart CNS must wear the full school uniform at all times. Pupils should be proud to wear their school uniform. Details of the school uniform for Faughart CNS are included in the school's website. Personal hygiene must be of a high standard and your school uniform must be kept in good condition. For Health and Safety reasons, jewellery is forbidden????
3. **Attendance and Punctuality:** Students should attend school every day during the academic year. You must come to school unless it is unavoidable due to illness or family emergency. You are expected to be in class on time for roll call and classes to start at 08.50am. The school day ends each day at 1.30pm for Junior and Senior Infants and at 2.30pm for all other students
4. **Classwork & Homework:** Pupils should come to school properly prepared for all classes. This includes having all books, copies, pens, pencils, colours, rulers, notebook, folders and other resources and equipment as outlined by their class teacher with them at all times. Pupils at Faughart CNS should participate fully in class. Pupils must keep their homework diary in good condition and use it properly each day. Homework must be completed by all pupils. If pupils are experiencing any problems with their homework, parents should make an appointment to discuss these concerns with the class teacher.
5. **Mobile Phones:** Mobile phones and other such devices can act as a major distraction in the classroom environment and beyond. It is therefore strongly recommended that pupils at Faughart CNS do not bring them into school. Should the need arise, a pupil may use the school phone with the permission of a staff member to contact parents/guardians. Likewise, should parents/guardians wish to make contact with their child during the school day they can contact the school office.
6. **Pupil absences:** If a pupil is absent from school due to illness the parent/guardian must provide a note for the class teacher on the school Aladdin App. If a pupil misses 20 days or more in the school year, the Principal must report this to the Educational Welfare Services of the Child and Family Agency (TUSLA). Likewise if the Principal is concerned that a pupil is missing too much school the Educational Welfare Services section of TUSLA will be advised.

If a pupil needs to leave school early on a particular day, parents can enter this on the school Aladdin App in advance detailing the time student must leave school, reason for absence and details of who will collect the pupil.

Should a pupil arrive late to school, the class teacher will track this on the school Aladdin system and parents can add a note on the app.

7. They maintain contact with the school and are supportive of school management and staff
8. They encourage their child to be supportive of and co-operative with the teaching and learning activities provided by the staff of the school
9. They make themselves available to support school management and staff when necessary
10. They sign to confirm acceptance of the Code of Behaviour of Faughart CNS

**Strand 3: Procedures for responding to Inappropriate Behaviour and Sanctions for Breach of the Code of Behavior**

1. Pupils may bring behaviour issues to class teachers for resolution when they themselves are unable to resolve them. Teachers at Faughart CNS will encourage, support and show pupils how they may be able to resolve these issues, thus assisting the pupil in building up skills necessary for the resolution of issues. When the teacher judges it necessary, he/she will become involved and help resolve a behaviour issue. The vast majority of issues will be resolved at this point.
2. Minor misbehaviour should be dealt with by the class teacher/teacher on yard duty by way of warning and/or advice in the first instance. The pupils will be spoken to directly at an early stage and in many cases the issue is resolved at this point. Any sanctions applied will be in line with the school's Code of Behaviour.
3. Should the issue not be resolved, the advice of the Principal/Deputy Principal will be sought. This may result in a meeting with the class teacher and the Principal/Deputy Principal. The Principal will more than often not be involved in minor incidents of inappropriate behaviour. The Principal, may however may note of matters and offer advice at any time to members of staff dealing with inappropriate behaviour of any sort. In general sanctions will be associated with the misbehaviour e.g. misbehaving at PE may mean missing out on PE, not handing up homework may mean completing the work during break time, inappropriate behaviour in the school yard may mean sitting out for five minutes.
4. Non teaching staff such as SNAs, caretaker, cleaner, administration staff are asked to report any reports of inappropriate behaviour observed by them or mentioned to them, to the relevant class teacher and/or the principal.
5. The Principal should be informed of all persistent minor misbehaviours and the Principal will determine whether the matter will continue to be investigated by the class teacher or the Principal.
6. The Principal should be informed immediately of all observed/reported serious breaches of the code of behaviour. The Principal will determine whether the matter will continue to be investigated by the class teacher or the Principal.
7. Written reports and records will be kept of incidents reported using a standard template form on the Aladdin system by the class teacher.
8. Parents and Guardians will be kept informed of and consulted on all persistent breaches of code of behaviour and on serious breaches of the code of behaviour.
9. In addition to the application of sanctions for a breach of the code of behaviour support will also be offered/provided. This may include support for an individual, small group support, whole class support and/or whole school support. This could also include lessons dealing with respect, self esteem, bullying etc

## Sanctions

The purpose of sanctions and other strategies is to promote positive behaviour and to discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to the age and emotional development of the child and teacher judgement of each individual situation.

Phase 1 Sanctions	
<ul style="list-style-type: none"> <li>• Verbal reprimand (including advice on how to improve)</li> </ul>	<ul style="list-style-type: none"> <li>• Reasoning with pupils including advising them about the consequences of their actions</li> </ul>
<ul style="list-style-type: none"> <li>• Value reminder cards /posters</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary removal from peers/group (within the class or on the yard)</li> </ul>
<ul style="list-style-type: none"> <li>• Reflection sheet to complete in school or for homework</li> </ul>	<ul style="list-style-type: none"> <li>• Reflection sheet to be signed by parent/Note in diary/Aladdin App from class teacher to be signed by parent</li> </ul>

Phase 2 Sanctions	
<ul style="list-style-type: none"> <li>• Supervision during lunch break in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Time out in another class/room/sensory room</li> </ul>
<ul style="list-style-type: none"> <li>• Verbal communication with parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>• Prescribing extra work</li> </ul>
<ul style="list-style-type: none"> <li>• Withdrawal of privileges, responsibilities or extra duties</li> </ul>	<ul style="list-style-type: none"> <li>• Recording instances of repeated misbehaviour on School Administrative System</li> </ul>
<ul style="list-style-type: none"> <li>• Referral to the Principal</li> </ul>	

Phase 3 Sanctions	
<ul style="list-style-type: none"> <li>• Formal written communication with parents/guardians</li> </ul>	<ul style="list-style-type: none"> <li>• Formal meeting with parents/guardians</li> </ul>
<ul style="list-style-type: none"> <li>• Referral to the Principal and the members of the Board of Management</li> </ul>	<ul style="list-style-type: none"> <li>•Suspension (LMETB Suspension and Expulsion Policy &amp; Procedures applies)</li> </ul>
<ul style="list-style-type: none"> <li>• Expulsion (LMETB Suspension and Expulsion Policy &amp; Procedures applies)</li> </ul>	

- The standards of behaviour expected in the school
- The plan for promoting good behaviour
- The ways in which a school responds to unacceptable behaviour
- The plan for implementing the code of behaviour
- School procedures for the use of suspension and expulsion

2.3. *Faughart Community National School* recognises the Right to Appeal pursuant to Section 29 of the Education Act.

2.4. In regard to informing the Education Welfare Board, *Faughart Community National School* affirms its statutory obligation pursuant to section 21 (4)(a) of the Education Welfare Act.

2.5. *Faughart Community National School* affirms that data collected in relation to students and parents is in compliance with the Data Protection Acts 1988 to 2018.

### 3 Suspensions

3.1 The Board of Management of *Faughart Community National School* holds the authority to suspend a student. This authority is devolved under Section 44 (11(a)) of the Education and Training Boards Act 2013 by Louth and Meath ETB to the Boards of Management of each of the schools under its control.

3.2 Louth and Meath ETB recognises that the Boards of Management of *Faughart Community National School* may delegate this authority to the Principal of *Faughart Community National School*. The Board of Management should make a formal delegation arrangement taking due account of the provisions of the Education and Training Boards Act 2013.

3.3 *Faughart Community National School* recognises that suspension is only one strategy within the Code of Behaviour in response to inappropriate behaviour.

3.4. *Faughart Community National School* recognises that when all other strategies have been exhausted, suspension affords a student time to reflect on their behaviour, to acknowledge and accept responsibility for their behaviour and to accept the need for the behaviour to change. *Faughart Community National School* works closely with parents to assist a suspended student to rejoin the school community successfully.

3.5 *Faughart Community National School* acknowledges that suspension should be a proportionate response to the behaviour that is causing concern. The decision to suspend a student requires serious grounds such as that:

presence of the student in the school at the time would represent a serious threat to the safety or welfare of students, staff of the school or any other person.

3.11 A student may be suspended during a state examination and such suspension should normally be approved by the Board of Management of Faughart Community National School. This type of suspension should only be used where there is:

- A threat to good order in the conduct of the examination
- A threat to the safety or welfare of other students and personnel
- A threat to the right of the other students to do their exam in a calm atmosphere.

3.12 Louth and Meath ETB recognises that the Board of Management of *Faughart Community National School* may decide as part of the school's policy on sanctions and following consultation process with the Principal, parents, teachers and students, that particular named behaviour incur suspension as a sanction. This does not remove the duty to follow due process and fair procedures in each case.

## 4 Inappropriate use of Suspension

- Rolling suspension. A student should not be suspended again shortly after they return to *Faughart Community National School* unless they engage in serious misbehaviour that warrants suspension, that fair procedures are observed in full and the standard applied to judging the behaviour is the same as that standard applied to the behaviour of any other student.
- Informal / unacknowledged suspension. Exclusion of a student for part of the school day as a sanction is a suspension.
- Open-ended suspension. Students should not be suspended for an indefinite period. Any such suspension would be regarded as a defacto expulsion.

## 5 Procedures in respect of Suspension.

5.1 Louth and Meath ETB affirms that *Faughart Community National School* is required to follow fair procedures when proposing to suspend a student. The school should observe the following procedures

- The student and parent(s) should be informed about the complaint
- The student and parent(s) should be given the opportunity to respond
- In the case of 'immediate' suspension, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. Parents must be notified, and arrangement made for the student to be collected from the school. The school must have due regard for its duty of care for the student.



- 7.2 An appeal may be made by the parent of the student concerned, or by the student concerned where the student has reached the age of 18 years. In accordance with section 26 of the Education (Welfare) Act, 2000, the Child and Family Agency (Tusla) may appoint a person, independent of that Agency, to appeal a decision of a board of management or person acting on behalf of the board of management to permanently exclude a student from a school.
- 7.3 An appeal must be made within **42 calendar days** from the date of the decision of the board of management or a person acting on behalf of the board of management.
- 7.4 Appeals must be made in writing on the Section 29 Appeal Form and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website [www.education.ie](http://www.education.ie).

## 8 Expulsion

- 8.1 Louth and Meath ETB has the authority to expel a student. This authority may be delegated under Section 44 (11(a)) of the Education and Training Boards Act 2013 by Louth and Meath ETB to the Board of Management of Faughart Community National School.
- 8.2 Expulsion should be a proportionate response to the student's behaviour. Faughart Community National School acknowledges that expulsion of a student is a very serious step and one that should only be taken by the Board of Management of Faughart Community National School in extreme cases of unacceptable behaviour.
- 8.3 The Board of Management of Faughart Community National School affirms that Faughart Community National School needs to have taken significant steps to address the misbehaviour and to avoid expulsion.

Such measures may include:

- Meeting with parents and students to try and find ways of helping the student to change their behaviour.
- Making sure that the student understands the possible consequences of their behaviour should it persist
- Ensuring that all possible options have been tried.
- Seeking the assistance of relevant support agencies, e.g. Child and Family Agency (Tusla) Education Welfare Services, HSE Child and Adolescent Mental Health Services. National Behavioural Support Service JLO, NEPS, NCSE.

- Minor breaches of the Code of Behaviour

However, any behaviour that is persistently disruptive to learning or dangerous can be a serious matter. Behaviour must be examined in context to understand both the behaviour itself and the response or sanction that is most appropriate.

## 10 Procedures in respect of expulsion

- 10.1 A detailed investigation will be carried out under the direction of the Principal. The Principal should ensure that no party who has had any involvement with the circumstances of the case is part of the investigation.
- 10.2 The Principal should inform the student and his/her parents about the specific details of the alleged breach of behaviour, how it will be investigated and that it could result in expulsion. The Principal must ensure that the student and parents are given every opportunity to respond to the complaint of serious misbehaviour. The Principal should communicate this in writing to ensure that parents have a permanent record of having been informed.
- 10.3 A meeting should be arranged between the student and their parents and the Principal of Faughart Community National School before a sanction is imposed.
- 10.4 Should a student and their parent(s) fail to attend a meeting the Principal should write advising:
- the seriousness of the matter
  - the importance of attending a re-scheduled meeting
  - Failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour
  - Record all correspondence
- 10.5 Where the Principal of Faughart Community National School forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal shall make a recommendation to the Board to consider expulsion.
- 10.6 The Principal should:
- Inform the student and parents in writing that the Board of Management is being asked to consider expulsion.
  - Ensure that parents have written records of (a) the allegation, (b) the investigation, (c) written notice of the grounds on which the Board of Management is being asked to consider expulsion.
  - Provide the Board with the same comprehensive records as are given to the student and the parents.

- (a) the nature, scale and persistence of any behaviour alleged to have given rise to, or contributed to, the decision made by or on behalf of the Board,
- (b) the reasonableness of any efforts made by the school to enable the student to whom the appeal relates (the 'student concerned') to participate in and benefit from education,
- (c) the educational interests of the student concerned and the desirability of enabling the student as far as practicable to participate in and benefit from education with his or her peers,
- (d) the educational interests of, and the effective provision of education for, other students of the school and the maintenance of a classroom and school environment which is supportive of learning among the students of the school and ensures continuity of instruction provided to students in any classroom concerned and the school,
- (e) the safety, health and welfare of teachers, students and staff of the school,
- (f) the code of behaviour under section 23 of the Education (Welfare) Act of 2000 and other relevant policies of the school and —
  - (i) in the case of that code of behaviour, the extent to which it is in compliance with that section 23 and any guidelines issued under subsection (3) of that section, and
  - (ii) in the case of those other policies, the extent to which each of them is implemented, promotes equality of access to and participation in education and is in compliance with —
    - (I) any enactment that imposes duties on schools or their boards,
    - (II) any relevant guidelines or policies of the Minister,
- (g) the duties on schools or their boards imposed by or under any enactment,
- (h) guidelines issued pursuant to section 22(7) of the Act of 2000, and (i) such other matters as the Board considers relevant.

## 11 Board of Management deliberations and actions following the hearing

11.1 Having heard from all the parties involved it is the responsibility of the Board to decide whether or not the allegation is substantiated and if expulsion is the appropriate sanction.

11.2 When the Board of Management having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the Education Welfare Officer in writing of its opinion and the reasons for this opinion pursuant to section 24 91) of the Education Welfare Act 2000. The Board should refer to the Child and Family Agency (Tusla) Education Welfare Services reporting procedures for proposed expulsions.

11.3 The student cannot be expelled before the passage of 20 school days from the date on which the EWO receives this written notification.

11.4 The Board of Management should inform the parents in writing about its conclusions and where expulsion is proposed the parents should be informed that the Board of Management will inform the Education Welfare Officer.

14.4 An appeal must be made within **42 calendar days** from the date of the decision of the board of management or a person acting on behalf of the board of management.

14.5 Appeals must be made in writing on the **Section 29 Appeal Form** and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website [www.education.ie](http://www.education.ie).

## 15 Review of use of Expulsion

15.1 The Board of Management of *Faughart Community National School* should review the use of expulsion in the school at regular intervals.

## 16 Implementation and Review of Policy

16.1 The Principal and Board of Management of *Faughart Community National School* will responsible for the implementation of this policy.

16.2 This policy shall be reviewed periodically, in light of emerging legislation and circulated Guidelines from the Department of Education from its official adoption by the Louth and Meath Education and Training Board and *Faughart Community National School* Board of Management.

This policy was reviewed and adopted by Louth and Meath Education and Training Board on 15 November 2018 for incorporation into school's Codes of Behaviour.

This policy was reviewed in November 2020 in light of commencement of changes to the Section 29 Appeals procedures under the Education (Admission to schools) Act 2018.

## **5. Consistency in Application of the Code of Behaviour at Faughart CNS**

If it is important that the Code of Behaviour is applied consistently by all staff at the school. Training on the Code of Behaviour will be provided to pupils/staff and parents/guardians regularly. Discussions on implementation of the Code of Behaviour will take place at staff meetings. Written reports and records will be kept of incidents reported using a standard template form.

Underlying this reporting should be an ongoing positive two-way relationship between parents/guardians and the school that fosters good communications and maintains high levels of parental involvement in the interests of the child.

## **6. Accessing copies of the school's Code of Behaviour**

A copy of the school's Code of Behaviour will be available to download on the school's website [www.faughartcns.ie](http://www.faughartcns.ie). A hard copy of this policy will also be available on request from the school's main office.

## **7. Monitoring and Review of this Policy**

This policy will be reviewed annually or as required by legislation or Department of Education and Skills Circular.



# lmetb

Bord Oideachais agus Oiliúna Lú agus na Mí  
Louth and Meath Education and Training Board

## Policy for Resolution/Ratification by LMETB Board

<b>School</b>	Faughart Community National School
<b>Policy Title</b>	Code of Behaviour Review
<b>Date of School Board of Management Meeting</b>	10/09/2024
<b>Please confirm if a quorum was present at the meeting (4)</b>	Yes
<b>Please confirm if the completed Policy Consultation Record was presented at the meeting</b>	Yes
<b>Policy Proposed By</b>	Alan McArdle
<b>Policy Seconded By</b>	Ruth Elliott
<b>Signed</b>	Mary H Jackson Chairperson of Board of Management
<b>Date</b>	10/09/2024
<b>Signed</b>	Jaqui McLene Principal
<b>Date</b>	10/09/2024