



Scoil Mhuire

Code of Behaviour

Reviewed and ratified by Board of Management

October 2025

Code of Behaviour

Rationale

This code of behaviour has been developed for the following reasons:

- To facilitate delivery of curriculum to pupils.
- To enable staff to manage incidents of misbehaviour and indiscipline that may arise.
- To ensure the safety of all members of the school community both on the school premises and whilst attending school activities.
- To help pupils acquire good habits of discipline and behaviour.
- To inform pupils and parents of the measures that the school may take to address misbehaviour.
- To inform parents of the procedures to be followed before a pupil is suspended or expelled.
- To conform to the statutory obligation in section 23 of the Education Welfare Act 2000 which obliges schools to prepare a code of behaviour.

Scoil Mhuire Ethos

Scoil Mhuire is a Roman Catholic School, established with the Minister for Education. It aims at promoting the full and harmonious development of all aspects of the person; intellectual, physical, cultural and spiritual, including a living relationship with God and other people.

It provides Religious Education for the pupils in accordance with doctrines, practices and traditions of the Catholic Church and promotes the formation of pupils in the Catholic Faith.

Whilst Scoil Mhuire is a Roman Catholic School, we welcome children of other religious denominations.

Standards

Standards of behaviour in our school reflect:

- Respect for ourselves and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

School and Class Rules

Every child and member of our school community is entitled to a safe, happy and respectful learning environment and place of work. School and class rules help pupils to commit to the standards we expect from them. Rules are kept to a minimum and written in simple, clear language and communicated to the school community regularly.

School Rules

1. We treat all members of the Scoil Mhuire Community with respect.

- Everyone is entitled to be treated with the utmost dignity regardless of:
Gender, race, religion, nationality, ethnicity, ability, beliefs etc.

2. We respect all school property and that of others.

- We will not accept littering inside the school building or on the school grounds.
- We will not accept the defacing of tables, chairs, classroom equipment, walls, toilets etc.
- We will not accept intentional damage to books, iPads, computers, PE equipment, garden.
- We will not tolerate the taking and damaging of another student's possessions.

3. We wear our Scoil Mhuire uniform at all times with pride.

- Our school uniform is to be worn at all times by all students.
- Students are only permitted to wear their PE uniform on their timetabled day.
- Students are not permitted to wear any form of make-up/nail polish.
- Students can only wear one pair of studded earrings.
- Students should keep their hair neat and tidy.

4. We move through the school in an orderly fashion.

- We walk quietly throughout the school corridors and stairwells remaining on the left hand side at all times.
- We walk in respectful lines and do not run until we reach our designated yard.
- We do not bounce balls or jostle along our way.

5. We remain on Scoil Mhuire premises and designated areas during the school day.

- We do not venture into the town park unless we are with a teacher.
- We do not go and retrieve stray balls from outside the school perimeter.

6. We do not use any personal smart devices on Scoil Mhuire property.

- We do not use smart phones of any description.
- We do not use smart watches.
- We do not use handheld game consoles.

Classroom Rules

1. We are safe.

- We do not throw any items around the classroom.
- We do not walk around the classroom without permission.
- We do not partake in hitting, pushing or fighting.
- We use class materials safely i.e scissors, chairs, writing materials etc.
- We follow safety procedures i.e. fire drills.
- We do not tolerate bullying of any kind.

2. We follow directions the first time.

- We adhere to directions for any assignment, task or activity during the school day.
- We pay attention to all safety procedures.
- We abide by class routines and transitions.

3. We are respectful.

- We use kind words.
- We listen to other teachers and staff in the school.
- We listen to our peers.
- We have a respectful tone and do not use any vulgar language.
- We treat the classroom and school materials nicely.
- We respect personal space and people's personal requests.

4. We work hard and try our best.

- We come prepared every day – pencils, rubbers, rulers, books.
- We make an effort with all classwork and homework.
- We complete the work assigned to us.
- We are organised and keep our desk space tidy.
- We demonstrate self-management of behaviour/self- reflection of action.

School Disciplinary Structure

Class teacher/support teacher

Principal

Board of Management

Application of school rules

The school code of behaviour applies during the following activities:

- School trips/tours
- Church visits
- Choir
- Quizzes
- Walks
- Swimming
- Extra-curricular activities to include school football games, athletics etc

Rewards and sanctions

Teacher may choose from a menu of rewards to encourage and promote good choices around pupils' behaviour. A non-exhaustive list of rewards is contained at the end of this policy.

Sanctions are part of our school code of behaviour and may be necessary when a pupil chooses a behaviour that falls short of our standards, in line with our school and class rules. Sanctions are proportionate to the nature and seriousness of the misbehaviour. Duty of care to the child is maintained when sanctions are administered. The purpose of sanctions is to promote positive behaviour. Sanction steps are detailed in appendix to this policy.

Record keeping

In instances of serious misbehaviour, teacher will complete the "Behavioural Incident Reporting Sheet" and furnish this document to Principal.

Suspension

Suspension shall be defined as: 'requiring the student to absent himself/herself from the school for a specified, limited period of school days'

The Board of Management has the authority to suspend a student. In this school, this authority has been formally delegated to the Principal. The Principal may suspend a pupil up to a maximum of 5 school days.

A single incident of serious misconduct may be grounds for suspension. Generally, however, other interventions, as outlined above, will have been tried.

Grounds for suspension:

The decision to suspend a student will be taken on such grounds as the following:

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at the time constitutes a threat to safety.
- The student is responsible for serious damage to property.

The school management is aware of the risks associated with suspension, such as an increased sense of alienation from school which could lead to a cycle of behavioural and academic problems. School management has been, and will continue to be proactive in avoidance of suspension of any student.

Whilst suspended, the student shall continue to retain a place in the school.

Suspension Procedures:

Where a preliminary assessment of the facts confirms serious misbehaviour that warrants a suspension, the school shall:

Inform the student and their parent(s) about the complaint. Parents may be informed by phone or in written format. Written notification will include:

- The proposed period of suspension and the beginning and end date of suspension.
- The reasons for the suspension.
- Arrangements for return to the school (Parents will be asked to reaffirm their commitment to the code of behaviour.)
- The provision of an appeal to the Board of Management
- The right to appeal to the secretary general of the Department of Education and Science in the case of suspensions totalling 20 days or more in any one school year.

Allow parents and child the opportunity to respond. A meeting shall be arranged with the parents. Should the parents fail to attend a meeting, the Principal shall write, advising of the gravity of the matter and the duty of the school authorities to make a decision to respond to the negative behaviour. These invitations shall be recorded.

In case of immediate suspension, parents will be immediately notified, and arrangements will be made with them regarding collection of the child. The school will always have regard to its duty of care for the child.

The period of suspension

A suspension by the Principal will last one – five days. A student will not be suspended in excess of five days, except in exceptional circumstances where the Principal considers that a longer suspension is needed, in order to achieve a particular objective.

The Board of Management had delegated to the Principal in consultation with the Chairperson of the Board, the authority to suspend a pupil for up to five school days.

The Board of Management may suspend a pupil up to ten school days in exceptional circumstances.

Section 29 appeal

Where the total number of days, for which the student is suspended in the current school year reaches 20 days, the parents may appeal the decision under section 29 their right to appeal, and will be given information about how to appeal.

Suspension as part of a behaviour management plan

It is envisaged that suspension be part of an agreed plan to address the students behaviour. Suspension shall allow:

- The school to set behavioural goals for the students.
- The school staff to plan for interventions.
- The school to impress upon parents and student the seriousness of their behaviour.

Grounds for removing a suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason, or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the Education Act 1998.

Reintegrating the student

A member of staff will be appointed to provide support to the student during the reintegration process.

Expulsion

The Board of Management reserves the authority to expel a student.

Expulsion will be a proportionate response to a student's behaviour and will be only taken in response to extreme cases of unacceptable behaviour. The school will take significant steps to address the misbehaviour and to avoid expulsion of the student including, as appropriate;

- Meeting the parents and the student to try to find ways to help the student to change their behaviour.
- Making sure that the student understands the consequences of their behaviour if it should persist.
- Ensuring that all other options have been tried.
- Seeking the assistance of support agencies e.g. NEPS, NCSE, TESS, CAMHS

Grounds for expulsion

A proposal to expel a student will involve serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

Expulsion for a first offence

In extraordinary circumstances, the Board of Management may form the opinion that a student should be expelled for a first offence. The following such behaviour may warrant this sanction:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supply of illegal drugs to another student or students
- Sexual assault

Procedure in respect of expulsion

The following steps will preface any expulsion.

1. Preliminary assessment of the facts.
2. A detailed investigation carried out under the direction of the Principal.

In investigating an incident, the Principal shall

- Inform the parents and student about the alleged misbehaviour, how it will be investigated and that it could result in expulsion. This shall be in written format.
- Give parents and the student the opportunity to respond to the complaint.

Where expulsion may result from the investigation a meeting with the student and parents is essential. If they refuse to attend a meeting, the principal shall write to them advising of the gravity of the matter, the importance of attending a rescheduled meeting and failing that, the duty of school authorities to make a decision to respond to this inappropriate behaviour. The school will record the invitation to parents and their response.

3. A recommendation by the Principal to the Board of Management.

Where the Principal forms a view, based on investigation of the alleged misbehaviour that expulsion may be warranted, the Principal shall make a recommendation to the Board of Management to consider expulsion. The Principal shall:

- Inform the parents that the Board of Management has been asked to consider expulsion.
- Ensure that the Parents have records of the allegations against the student, the investigation, and written notice of the grounds on which the Board is being asked to consider expulsion
- Provide the Board of Management with the records as listed above
- Notify the parents of the date of the hearing and invite them to that hearing.
- Advise the parents that they can make a written and oral submission to the Board of Management.
- Ensure that the parents have sufficient notice of the hearing.

4. Consideration by the Board of Management of the Principal's recommendation and holding of a hearing.

The board shall review the initial investigation and satisfy itself that the investigation was conducted in line with fair procedures. The Board shall undertake its own review of all documentation and circumstances of the case. No party with direct involvement in the circumstances of the case shall be part of the Board's deliberations.

The Board, if satisfied as outlined above, shall hold a hearing. At the hearing, both Principal and parents shall put their case in the presence of each other. The board shall be and shall be seen to be, impartial. Parents may wish to be accompanied to this meeting. The Board shall facilitate this.

5. Board of Management deliberations and actions following the hearing.

Having heard from both parties, the Board shall decide whether expulsion is the appropriate sanction. Where the Board decides that expulsion is the appropriate sanction, the Board shall notify the Educational welfare officer in writing, giving reasons for its opinion. The student shall not be expelled before the passage of twenty school days from the date on which the EWO receives this notification, in line with the Education Welfare Act 2000, S24(1)

6. Consultations arranged by the Education Welfare Officer

The Education officer must:

- Make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance.
- Convene a meeting of those parties who agree to attend.

The purpose of these consultations is to ensure that arrangements are made for the student to continue in education. Pending these consultations, the Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured, in accordance with Educational Welfare Act 2000,s 24(5). The board may consider it appropriate to suspend the student

during this time. Suspension shall be considered where there is a likelihood 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 students or staff.

7. 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 this student be expelled, the Board of Management shall formally confirm the decision to expel. Parents shall be notified immediately. Parents shall be informed of the right to an appeal and be supplied with a standard form on which to lodge this appeal. A formal record shall be kept of the decision to expel the student.

Appeals

The Board of Management recognises that a Parent may appeal a decision to expel the student to the Secretary General of the Department of Education and Science. (Education Act 1998, section 29) An appeal may also be brought on behalf of the student by the Education Welfare Officer.

MISDEMEANOUR	STEPS TO BE TAKEN	REWARDS FOR GOOD BEHAVIOUR
Distracting others	<ol style="list-style-type: none"> 1. Reason with child on first occasion. 2. Verbal warning on second occasion. 3. Second verbal warning on third occasion. 4. Temporary separation from peers (in class). 5. Loss of privilege e.g. class trip. 6. Temporary separation to another class. 7. Detention during break and notification of parent/guardian – record kept of notification. 8. For serious misbehaviour referral to Principal, complete Behaviour Incident Reporting Sheet and numbers 9-14 apply. 9. Children from 2nd-6th complete class behaviour reflection form. 10. Parent/Guardian informed and invited to meeting if necessary. 11. Class teacher and Principal meet with parent/guardian where a sanction is agreed: Apology/ make amends/ Community service (picking up litter around school)/behaviour contract / other appropriate sanction. 12. Staff notified of offending student. 13. Any recurrence of misbehaviour child may be suspended for between 1-3 days. BOM notified. Letter sent to parent/ guardian. Recorded on Aladdin. EWO informed. 14. If child has any further incidents upon return to school, may be suspended for up to 10 days. BOM notified. Letter sent to parent/guardian. Recorded on Aladdin. EWO informed. 	Praise
Swinging on chair		Happy Note home
Interrupting teacher		Golden Time
Interrupting other pupils		Certificates
No homework		Sticker books
No uniform		Extra yard time
Wandering about the classroom		Night off written homework
Using bad language		Sent to Principal for recognition
Eating in class		Public display of student's work
Slovenly work		Student of the week
Books/copies/pencils left at home		Student of the month
Wasting time deliberately		Extra computer time
Littering		Extra iPad time
SERIOUS MISBEHAVIOUR		Sit with a friend
Recurring misdemeanours	<p>In the event of an incident on yard – teacher on duty reports back to class teacher who determines sanction from 1-12 where appropriate.</p>	
Being cheeky		
Bad language		
Teasing		
Breaching Anti-Bullying Policy		
Abusing property		
Noisy disruptive behaviour		
Deliberate disobedience		
Hall/corridor/yard offences		
Kicking/fighting		
Telling lies		
Defacing property		
Stealing		
Using personal smart devices		
Cyber-bullying		
GROSS MISBEHAVIOUR		
Threatening behaviour		
Serious theft		
Serious defacing of property		
Spitting / Biting		
Bullying		
Substance misuse		
Abusive behaviour towards staff.		