

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
mailto:admin@kilcredan.org](mailto:admin@kilcredan.org)  
admin@kilcredan.org  
Web [HYPERLINK  
http://www.kilcredan.org](http://www.kilcredan.org)  
www.kilcredan.org

## 1. Introductory Statement

This code of behaviour was redrafted during the period May to September 2024. The policy was first created in 2004 and reviewed in 2011, 2014 and 2017. The areas redrafted in this review include new "Golden Rules" and clear procedures for dealing with different levels of misbehaviour.

## 2. Rationale

The review of the behaviour policy is appropriate at this point in time. The school has undergone a number of changes. There have been a number of new additions to the teaching staff. The pupil intake has increased dramatically in recent years.

I

This code of behaviour is based on positive reinforcement as well as on compliance and sanctions. The school acknowledges the co-operation and support of parents and is happy to make them aware of the procedures used in the school. Parents, teachers, pupils and the board of management all have a role to play in ensuring that all children are treated with respect in Kilcredan N.S.

### The aims of our code of Behaviour are:

- ◆ To allow for the smooth and effective running of the school.
- ◆ To enhance the learning environment of the school by promoting a sense of mutual respect among all members of the school community.
- ◆ To ensure consistency in the application of rules and sanctions.
- ◆ To facilitate the development and education of all children.
- ◆ To increase the co-operation between home and school.

# Code of Behaviour

---

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

- ◆ To create an environment where the safety and happiness of all children and staff is promoted.
- ◆ To promote good behaviour and self discipline among the children.
- ◆ To promote equality and fairness for all.
- ◆ To outline the structure of fair and agreed sanctions that will be available to teachers in response to negative behaviour.

Discipline creates an environment which assists the self development and growth of the pupil. It is based on a sense of human dignity and respect for each person.

Qualities such as unselfishness, self control and thoughtfulness for others are fostered in our school and help in the development of the fully integrated person. This code of behaviour, engendered by rules and routines, is designed to make the school safe for all children. It also aims to allow the children to develop their individual gifts and talents, to develop self discipline to practice good behaviour and have a positive attitude towards themselves, towards other people and towards the school.

## Code of Behaviour



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

### The school expects that each child will:

- ◆ Attend school regularly and not miss days without a good reason.
- ◆ Arrive on time.
- ◆ Not leave the school grounds during the day without permission.
- ◆ Respect all school property.
- ◆ Wear the school uniform .
- ◆ Show respect for themselves and others.
- ◆ Avoid swearing fighting or name calling.
- ◆ Listen to messages given and do as requested.
- ◆ Participate in school activities.
- ◆ Move quietly around the school and avoid causing disturbance.
- ◆ Keep the school tidy and litter free.
- ◆ Walk to and from the school yard and school bus
- ◆ Play with children from their own class

In school, on the school bus, whilst attending school activities.

### The Teacher expects that you as his/her pupil will:

- ◆ Show him/her courtesy and respect.
- ◆ Accept his/her authority and responsibility and his/her right to teach and impose sanction on those who behave badly.
- ◆ Come to school on time and have all the necessary materials.
- ◆ Do your homework carefully and completely.
- ◆ Listen when others are talking.
- ◆ Avoid distracting behaviour.
- ◆ Participate in all class activities.
- ◆ Follow the rules drawn up by your class.

### Your fellow students expect that you will :

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
"www.kilcredan.org"

- ◆ Not bully them.
- ◆ Show acceptance and respect their differing personalities.
- ◆ Never insult or belittle them because of differences.
- ◆ Respect their property.
- ◆ Listen to them and acknowledge them.
- ◆ Share equipment and resources with them.
- ◆ Allow them to be part of the group.
- ◆ Speak to them with courtesy and respect

### As a student you expect that school will be:

- ◆ Safe
- ◆ Happy
- ◆ Suited to your learning style.
- ◆ A place where teaching and learning are at the core of all we do.

We believe that all of the above expectations can be followed through on by aligning with our 5 Golden Rules for a happy school:

- 1) Be Gentle
- 2) Respect Others
- 3) Be Honest
- 4) Do your best
- 5) Look after our property and our environment

### As a student you expect that your teachers will

- ◆ Care about you and your work



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
www.kilcredan.org

- ◆ Be well organised
- ◆ Set realistic expectations for you
- ◆ Treat you and your class with respect
- ◆ Encourage you to do your best
- ◆ Be understanding/ a good listener /Fair
- ◆ Support you in your learning and social and emotional development
- ◆ Affirm children of all abilities
- ◆ Create a classroom environment that is conducive to learning

**Parents expect that school staff and the board of management will promote:**

- ◆ A safe and happy environment for their child
- ◆ Recognition of and provision for the individual needs of pupils
- ◆ Support for children who need it
- ◆ Fairness and consistency in the way children are dealt with
- ◆ The development of a school culture which is supportive and inclusive
- ◆ A school climate which recognises the role of parents as partners in their children's education
- ◆ A willingness to listen to their viewpoint.
- ◆ Suggestions and support in relation to problems in school.

**School Staff expect that there will be:**

- ◆ Mutual support and encouragement.
- ◆ Co-operation to achieve the school's aims and objectives.
- ◆ A fair and consistent implementation of the school discipline policy
- ◆ A consistent approach to handling children with behavioural difficulties.
- ◆ An atmosphere that encourages professional development and a willingness to learn and change.

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

## Expectations of Parents

As a parent the school expects that you will

- ◆ Be familiar with the various policies and codes of the school and the schools expectations of pupils.
- ◆ Support school staff in the implementation of the school behaviour policy.
- ◆ Support your child in his/her school work and ensure he/she has the necessary materials.
- ◆ Ensure the punctuality and regular attendance of your child.
- ◆ Ensure that your child has a positive attitude to and abides by the school and class rules.
- ◆ Never undermine the authority of the school or teachers and promote respect for teachers and other school personnel.
- ◆ Give a contact number where you can be contacted in an emergency and be available to discuss a problem.

## Your child expects that you will:

- ◆ Look after his/her basic needs.
- ◆ be interested in, support praise and encourage his/her work in school.
- ◆ Show fairness

## Other parents expect that you will

- ◆ Support the school in implementing its code of behaviour.
- ◆ Cooperate with the school
- ◆ Exert firm discipline in cases where your child's behaviour is having a negative impact on others.



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
" [www.kilcredan.org](http://www.kilcredan.org)

- ◆ Be willing to co-operate with the school authorities in the implementation of any policies or procedures that will promote the common good.

### Promotion of Positive Behaviour

Teachers and parents play a pivotal role in modeling and encouraging positive behaviour in children. From an early age children learn that it is good to be kind, helpful and to respect other people, their opinions and their property. Formal lessons in SPHE and religion develop this theme as do informal class discussions. Children are made aware of their rights. They are also taught about their responsibilities. Children are encouraged to explore the consequences of their actions.

It is made clear to children that failure to comply with accepted standards of behaviour results in sanctions being imposed.

### Recognition of positive Behaviour

1 The school encourages staff and children to be kind, helpful and to work together to ensure the smooth running of the school.

At the beginning of each school year the teacher and class draw up a class contract where they agree the rules that will be needed in order that the children can work together and respect each other. The code is often displayed in the classroom.

2 Positive behaviour is acknowledged by teachers, ancillary staff and pupils. This can be on an informal basis i.e., well done, thank you, etc. It may take the form of a sticker in the child's journal or a comment in the child's copybook or journal. It may also take the form of a positive message over

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

the intercom, i.e. " Well done to \_\_\_ who has been very kind to children on the bus"

### 3 Formal basis

Within the classroom, teachers use various methods of encouraging good behaviour. This can take the form of a star chart or a marble jar, where individuals or groups win a star for the table or a marble for the jar. At the end of the week the winning group gets a little reward for example line leader, or a little treat.

Some class teachers use the traffic lights system. Good behaviour sees you on the green light, whilst unacceptable behaviour could see you move to the orange or red light.

Other classes use golden time on a Friday as a reward for good behaviour. Everyone begins the week with full golden time and retains the full time provided he/she follows the class rules. Failure to comply with the class rules result in a loss of some or all of golden time.

Some classes operate a star of the week system which rewards individuals for consistent good behaviour.

The school also engages in whole school targets for good behaviour, with incentives for the children to reach these targets e.g. awards for behaviour targets at Assembly.

### Children with behavioural difficulties



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
www.kilcredan.org

In cases where children need support in developing their behavioural skills, behaviour plans are formulated with the input of relevant staff members, parents and the child. Positive reinforcement is fundamental to behaviour plans as well as clear consequences.

The school's NEPS psychologist may give advice in certain cases and, on occasion, a behaviour adviser from the NCSE may be requested to help.

## Misbehaviour in school

Pupils who do not adhere to the code of conduct will be guilty of misbehaving. To differentiate between the seriousness of acts of misconduct and to allow the school to act appropriately, three broad areas of misbehaviour are identified. They are

1. Minor misbehaviour
2. Serious misbehaviour
3. Gross misbehaviour

### Level 1: Minor misbehaviours

Minor misbehaviours may include (this is not an exhaustive list):

- Interrupting class work
- Running in class
- Leaving seat without permission
- Littering
- Being unmannerly
- Not following yard rules

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

- Not lining up properly, etc.

The following protocols will be used to deal with the occurrence of minor misbehaviours:

1. The teacher will speak to the child and discuss the behaviour. The teacher will remind the student of the rules. The teacher and student will agree on how to improve. (See Appendix A for a list of questions the teacher may use)
2. The teacher will again engage in a discussion with the child as outlined in step one, but this step will also include a warning - if it continues, the next step is time out.
3. Time out - reflective area in class/ on yard- reflection sheet to be completed and signed by parents. The purpose of this is to get the child to think about their behaviour and how it impacts on themselves and others. The student and teacher agree how best to move forward and the slate is wiped clean. (See Appendix B for sample reflection sheets)
4. If the child goes through the process again and gets a second reflection sheet, the child has to meet with the Principal.
5. Following 4 reflection sheets - parents/guardians meet the class teacher and Principal. An agreed behaviour plan will be formulated by all parties involved, including the child in certain cases.

\*Please note that on yard the teacher has discretion/ professional judgement to give instant time out.

\*There will always be a reset after each timeout.



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

\*Persistent occurrences of minor misbehaviour may be considered to be serious misbehaviour

### **Serious Misbehaviour:**

Serious misbehaviours may include (this list is not exhaustive):

- Deliberate abuse of any member of the school community (pupils, staff or member of the board of Management.
- Bullying (including cyber bullying)
- Deliberate abuse of school property or property belonging to any member of the school community.
- Truancy
- Leaving the school grounds or premises without permission.
- etc.

Serious misbehaviour by a pupil will see all of the following steps followed:

1. There will be a discussion with the child
2. The child will complete a reflection sheet.
3. The Principal and parents will be informed.
4. There will be careful consideration of the sanction required (the child can be part of this discussion).

The following sanctions for serious misbehaviour can be chosen from:

- Lunchtime detention
- Denial of the privilege of school outings or school events

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK](mailto:admin@kilcredan.org)  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web [HYPERLINK](http://www.kilcredan.org)  
"http://www.kilcredan.org"  
www.kilcredan.org

- Denial of the privilege of representing the school at formal performances/functions.
- Suspension (The principal has the authority to suspend a child for up to three days without the prior approval of the board of management)

\*Persistent occurrences of serious misbehaviour may be considered as gross misbehaviour

### Level 3: Gross misbehaviour -

Examples of Gross misbehavior may include (this is not an exhaustive list):

- Constant bullying
- Setting fire to school property
- Bringing dangerous items to school
- Aggressive, threatening or violent behaviour towards a child or teacher
- Stealing, etc.

Some, or all, of the following steps may be followed:

1. Immediate actions are to ensure that all personnel are safe. The pupil may be potentially separated from classmates.
2. The principal and parents will be informed.
3. Parents may be asked that the pupil involved is collected and taken home.
4. Parents will be invited in person to a meeting with the principal and the Chairperson of the Board of Management at an appropriate time and venue.



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

5. The pupil's misbehaviour will be fully explained to the parents at this meeting.
6. The school's decision in relation to the appropriate sanction will be advised to the parent(s)/guardian.
7. Sanctions to be applied will involve one or more of the following measure as appropriate to the individual case.
  - Suspension from school for an appropriate number of days(not exceeding ten days for any one period of suspension imposed)
  - Expulsion from the school and notification of the E.W.O
8. Before a suspension is lifted the parents/guardian and pupil concerned will be required to give a written undertaking of future good behaviour in the school. This must be subsequently adhered to.

## Behaviour on the bus

1. Anyone may report incidents that occur on the bus to the class teacher, deputy Principal or principal
2. The teacher dealing with the report will speak to the children named as having been involved and seek an explanation.
3. The teacher will request an assurance that the behaviour will not be repeated
4. The teacher may outline a positive strategy for dealing with future incidents
5. If the teacher deems it to be a serious incident the parents will be informed
6. Children may be asked for a written account of the incident.

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
admin@kilcredan.org  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
www.kilcredan.org

### 7. The bus driver may provide further information in relation to the incident

Incidents that occur on school tours or trips to matches will be dealt with following the same procedure as that outlined for dealing with incidents in the yard or classroom.

### Other relevant information:

Where a teacher has a concern about a child's behaviour he/she may contact the parents by phone or email outlining the concern and seeking the parents support and cooperation in dealing with the concern. A parent may be invited to meet with the teacher with a view to developing a plan to bring about a positive response by the child.

If a parent has a concern regarding behaviour by their own or another child they can contact the school by phone or email outlining their concern and if necessary setting up a meeting with the class teacher.

In the case of children with special education needs, supports may be requested from outside agencies to support the school in providing for the child's special needs and to ensure the health and safety of the other children.

When the child returns from a suspension or having been sent home he/she must be accompanied by a parent and a behavioural plan will be agreed.



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

In the case of ongoing negative behaviour the board may request support from outside agencies and request an alternative placement for the child.

### Success Criteria

The success of this policy will be gauged by the general feeling of well being amongst the school community. A measure of its success would be a relatively smooth running school where there is respect and co-operation between pupils teachers and parents. It would be seen as a school where minor misbehaviour would be kept to a minimum and the support services to deal with it would be in place should it arise.

### Roles and Responsibilities

Each teacher is responsible for introducing the concept of positive behaviour in an age appropriate manner to his/her class. Parents have responsibility to support the promotion of positive behaviour both within and outside of school.

Children are responsible for following the guidelines laid down by parents and teachers.

The principal is responsible for supporting and affirming the work of teachers, parents and pupils and implementing the policy throughout the school.

The board of management needs to be familiar with the policy and support its implementation.

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email [HYPERLINK  
"mailto:admin@kilcredan.org"](mailto:admin@kilcredan.org)  
[admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web [HYPERLINK  
"http://www.kilcredan.org"](http://www.kilcredan.org)  
[www.kilcredan.org](http://www.kilcredan.org)

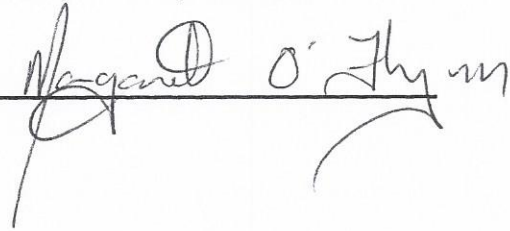
## Implementation

It was officially ratified by the Board of Management in early April 2005.  
It became effective once ratified.

## Review

This policy was last reviewed in 2017. In 2024 a number of additions have been made to suit our current school climate.

The policy was circulated to all parents, school staff and the board of management in September 2024.

Signed: 

Date: 3/10/2024



## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
www.kilcredan.org

## Appendix A:

Trigger questions when dealing with a behaviour issue

- What happened?
- How were you feeling at the time?
- Who has been affected by this?
- How do you feel now?
- How can you make things better?
- What needs to happen now?

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
" www.kilcredan.org

## Appendix B: Sample Reflection Sheets

Name \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Which of one (or more) of our Golden Rules was not being followed?

- Be Gentle
- Respect Others
- Be Honest
- Do your best
- Look after our property and our environment

What happened? (at least 5 sentences)

---

---

---

---

---



Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel: 024 98220

Email: [HYPERLINK  
mailto:admin@kilcredan.org](mailto:admin@kilcredan.org)  
Web: [HYPERLINK  
http://www.kilcredan.org](http://www.kilcredan.org)

Who was affected by what happened? (name everybody affected in any way)

---

---

---

---

What could you have done differently?

---

---

---

---

---

What can you do to make things better now?

---

---

---

---

---

Student signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

---

## Code of Behaviour Policy



Kilcredan N.S.  
Kilcredan,  
Ladysbridge,  
Co. Cork  
Tel 024 98220

Email **HYPERLINK**  
"mailto:admin@kilcredan.org"  
admin@kilcredan.org  
Web **HYPERLINK**  
"http://www.kilcredan.org"  
" [www.kilcredan.org](http://www.kilcredan.org)