

Ráiteas Tosaigh

Cuireadh an polasaí seo le chéile le linn na bliana 2010 - 2011. Bhí deich mbliana ann ó foilsíodh cód iompair roimhe seo agus rinneadh athbhreithniú ar chód 1999 chomh maith le leasaithe a dhéanamh air le linn an phróisis seo. Chuir an Bord Bainistíochta an dréacht-pholasaí seo le chéile tar éis dul i gcomhairle le foireann na scoile, gasúir na n-ar-dranganna sa scoil, cumann na dTuismitheoirí agus Gaeloideas. Scaipeadh an dréacht-pholasaí ar gach clann sa scoil agus tugadh deis dóibh freagairt don dréacht agus moltaí a dhéanamh. Foilsíodh an polasaí leasaithe i mBealtaine 2012 agus tháinig sé i bhfeidhm ón 1 Meán Fómhair 2012.

Réasúnaíocht

Is bunscoil lán-Ghaeilge í Scoil Neasáin arb í an Ghaeilge teanga ghnó agus chumarsáide na scoile, an teanga teagaisc i ngach ábhar seachas an Béarla, an teanga chaidrimh idir na múinteoirí agus na daltaí agus an teanga chaidrimh idir na daltaí féin i gcónaí.

Sí aidhm ghinearálta Scoil Neasáin bunoidreachas lán-Ghaeilge a chur ar fáil do pháistí na scoile agus cúlra, timpeallacht, pearsantacht agus cumas gach dalta á chur san áireamh.

Aithnítear gur ar na tuismitheoirí a luíonn freagracht i leith iompar a bpáistí. Lorgáítear cabhair agus tacaíocht gach tuismitheoir chun aidhm ghinearálta na scoile a chur i gcrích.

De bharr go bhfuil sonas an pháiste rí-thábhachtach is fíor a rá go gcothaíonn timpeallacht shona eagraithe atmasféar scoile a chabhraíonn le forbairt gach dalta -- forbairt ar neamhspleáchas, féin-mheas, féin-mhuinín, comhoibriú, caradas, ionracas agus dílseacht.

Mar gur pobal ann féin gach scoil tá sé riachanacht go mbeadh rialacha agus treoracha a bhaineann le hiompar agus le smacht ann sa chaoi is go rachaidh obair na scoile chur tairbhe gach éinne atá páirteach san obair thábhachtach laethúil sin.

Ba chóir go mbeadh an Cód Iompair seo sothuigte ag cách agus infheidhmithe gan mórán dua. Cothóidh sé ord agus eagar a rachaidh chun tairbhe na foghlama. Beidh sé rí-thábhachtach sa phróiseas oideachais agus ullmhóidh sé daltaí na scoile chun páirt ghníomhach, eagraithe a ghlacadh sa tsochaí nuair a bheidh siad in aois fir is mná.

Baineann an Cód Iompair seo le hiompar gach dalta -- istigh sa scoil nó mar bhall de ghrúpa aitheanta de phobal na scoile taobh amuigh den scoil, faoi stiúir múinteora.

Is cuid bhunúsach agus lárnach an Cód seo de bhainistíocht laethúil agus d'eagrú na scoile, ina bhfuil tuismitheoirí, daltaí, na múinteoirí agus an bhainistíocht lánghníomhach.

Tá Bord Bainistíochta na scoile freagrach as na páistí faoina gcúram ó am oscailte oifigiúil na scoile go dtí am scoir agus le linn imeachtaí oifigiúla réamhscoile agus iar-scoile (atá faoi chúram múinteoirí).

Gaol le spiorad sáiniúil na scoile

Is scoil í Scoil Neasáin a aithníonn féiniúlacht agus uathúlacht gach páiste agus a chuireann roimpi sonas an pháiste a chothú i dtimpeallacht agus atmaisféar cuí; forbairt gach páiste ar neamhspleáchas, fhéinmheas, fhéinmhuinín, charadas, chomhoibriú, ionracas agus dílseacht.¹

Is scoil lánGhaeilge í Scoil Neasáin. Is í an Ghaeilge teanga ghnó agus chumarsáide na bainistíochta. Labhraítear Gaeilge i gcónaí i measc daltaí agus foireann na scoile, ag teacht agus ag imeacht ón scoil agus ag ócáid scoile ar bith a dtagann daltaí le chéile.

Déantar chuile iarracht bród agus mórtas as an teanga agus as an gcultúr Gaelach a chothú sna gasúir. Scoil í seo ina mbíonn gach deis ag an bpáiste é / í féin a fhorbairt go hiomlán.

Is bunscoil Chaitliceach chomhoideachasúil í Scoil Neasáin, faoi phátrúnacht Ard Easpaig Bhaile Átha Cliath. Cláraítear páistí ó chreidimh éagsúla sa scoil agus páistí gan chreideamh seachas nach gcuirfidh siad isteach i slí ar bith ar shainmheon Chaitliceach na scoile.

Aidhmeanna

'Siad an haidhmeanna atá ag Scoil Neasáin i bhforbairt an chóid seo ná:

- A chinntiú go gcuirtear timpeallacht oideachasúil ar fáil atá teoraithe ag ár ráiteas físe
- Cur ar chumas na scoile feidhmiú ar bhealach ordúil ionas gur féidir le leanaí dul chun cinn a dhéanamh i ngach gné dá bhforbairt
- Atmaisféar a chruthú ina bhfuil meas agus tuiscint ag pobal na scoile ar a chéile agus ina nglactar le daoine mar atá agus áit go mbrathann gach duine de phobal na scoile slán.
- Iompar dearfach agus féinsmacht a chothú, ag tabhairt airde ar na difríochtaí idir leanaí agus an gá le freastal ar na difríochtaí sin
- Páistí a spreagadh chun freagracht phearsanta a ghlacadh as a bhfoghlaím agus as a n-iompar féin
- Sábháilteacht agus dea-bhraistint gach ball den phobal scoile a chinntiú
- Cabhrú le tuismitheoirí agus daltaí tuiscint a fháil ar na córais agus na nósanna imeachta atá mar chuid den chód iompair agus a gcomhoibriú a lorg agus na nósanna imeachta sin á gcur i bhfeidhm
- A chinntiú go gcuirtear an córas rialacha, duaiseanna agus smachtbhannaí i bhfeidhm ar bhealach cothrom agus comhleanúnach ar fud na scoile

¹ Cód Iompair Scoil Neasáin 1999

Ábhar an pholasáí

Tá an polasaí eagraithe faoi na ceantheidil seo a leanas.

1. Treoirlínte faoi iompar sa scoil
2. Cur chuige na scoile uile maidir le hiompar dearfach a chur chun cinn
 - An Fhoireann
 - An Bord Bainistíochta
 - Tuismitheoirí
 - Daltaí
3. Straitéisí dearfacha chun iompar a bhainistiú
 - An Seomra Ranga
 - An Clós Súgartha
 - Limistéir eile sa scoil
 - Gníomhaíochtaí atá bainteach leis an scoil
4. Duaiseanna agus smachtbhannaí
 - Duaiseanna agus aitheantas tugtha do dhea-iompar
 - Straitéisí chun freagairt d'iompar míchuí
 - Tuismitheoirí a bheith rannpháirteach i mbainistiú an drochiompair
 - Iompar ionsaitheach nó foréigneach a bhainistiú
5. Fionraí / Díbirt
 - Fionraí
 - Díbirt
 - Achomhairc
6. Cúntas a Choiméad
 - Rang
 - An Clós Súgartha
 - Taifid scoile
7. Nós imeachta chun fógra a thabhairt go mbeidh dalta as láthair ón scoil
8. Tagairt do Pholasaithe eile

Treoirlíne faoi iompar sa scoil

Is iad seo leanas na caighdeáin iompair a bhfuiltear ag súil leo i Scoil Neasáin, chomh maith le cur síos ar rialacha na scoile.

I Scoil Neasáin bímid ag súil:

- Le dea-iompar ó gach dalta agus go léireoidh gach dalta tuiscint agus meas ar leanaí eile agus ar dhaoine fásta
- go léireoidh gach dalta meas ar mhaoin na scoile, maoin leanaí eile agus ar a maoin féin
- go bhfreastalóidh gach dalta ar scoil ar bhonn rialta agus go mbeidh siad ann in am
- go ndéanfaidh gach dalta a d(h)ícheall ar scoil agus san obair bhaile.
- go n-inseoidh páistí an fhírinne agus go ndéanfar tuairisciú ar dhrochíompar a tharlaíonn dóibh nó do dhaoine eile.
- go mbainfidh gasúir triail as gach rud
- go mbeidh daoine san áireamh i gcónaí agus nach bhfágfar daoine amach d'aon turas
- go n-imreófar gach cluiche go macánta, go cóir agus i gcothram na féinne i gcónaí.
- go mbeadh gach dalta aireach agus cúramach i gcónaí i láthair na scoile.
- go mbeadh na daltaí scoile in am agus réitithe go hiomlán d'obair an lae -- lena gcuid leabhar, ábhar scríbhneoireachta, ábhar corpoiliúna agus araile agus an obair bhaile (ó bhéal agus scríofa) réitithe agus déanta go hiomlán agus go cuimsitheach.
- go dtabharfaidh na daltaí aird ar agus aire do na rialacha slándála i gcónaí.
- nach ndéanfaidh daltaí aon rud a chuirfeadh buairt ar, nó a chuirfeadh isteach ar dhalta(i) eile, nó a bhainfeadh de bhunchearta dalta obair scoile a dhéanamh nó dul i mbun caitheamh aimsire gan baol trasnáile, corraíle nó clampair.

Chuirge seo beidh na rialacha scoile seo leanas i bhfeidhm:

Meas

- Léireodh na páistí meas orthu féin, ar a gcomhscoláirí, ar na múinteoirí agus ar éinne a thagann ar cuairt chun na scoile.
- Léireoidh daltaí na scoile meas ar mhúinteoirí agus ar fhoireann chúntach na scoile i gcónaí agus comhlíonfaidh na daltaí a n-orduithe dleathúla agus iad i mbun a gcuid dualgaisí scoile.
- Ní bheidh aon dalta páirteach in aon mhí-iompar, díreach nó indíreach, a chuirfeadh isteach ar nó baint ó mhúinteoirí na scoile agus iad i mbun a gcuid dualgas.

Tromaíocht: Tabhair aird ar Pholasaí Frith-Thromaíochta na scoile (Nollaig 2004)

- Tromaíocht a thugtar ar gach ionsaí -- ó bhéal, siceolaíoch nó fisiciúil -- a dhéanann aonarán nó grúpa go leanúnach i gcoinne páiste nó páistí eile.
- Tá sé de cheart ag gach dalta i Scoil Neasáin dul i mbun na foghlama agus taitneamh a bhaint as a dtráthanna scíthe saor ó scanrú nó imeaglú.
- Ní ghlacfar le haon ghníomh, glaoch ainmneacha nó caint neamhcharthanach -- fiú nuair nach raibh rún ann duine nó páiste a ghortú.
- Ba chóir do dhaltaí ómós a thaispeáint dá chéile trí gach ócáid bulaíochta a thuairisciú.

An Ghaeilge

- Léireoidh na páistí meas ar an nGaeilge trí í a labhairt i gcónaí sa scoil, ag teacht agus ag imeacht ón scoil, ar an mbus scoile nó ag aon ócáid scoile.

Maoin agus Sealúchas

- Léireoidh na daltaí meas ar mhaoin na scoile agus ar shealúchas phobal na scoile.
- Ní bheidh cead maoin nach leo a thógáil gan údarás, a mhilleadh, scríobh air nó a chur i bhfolach.
- Coinneoidh na daltaí a seomraí ranga agus foirgneamh na scoile glan, néata agus saor ó bhruscar.
- Coinneoidh na daltaí clós agus timpeallacht na scoile glan, néata agus saor ó bhruscar. Ba chóir aon bhruscar a chur sna boscaí nó sna málaí cúí.
- Ní dhéanfaidh na daltaí aon chur isteach ar fhearas na scoile. Ní bhainfidh siad mí-usáid as nó ní dhéanfaidh siad neamart de -- go háirithe fearas slándála.
- Ní mór aon damáiste, dochar, briseadh nó scriosadh a chur in iúl láithreach don phríomhoide nó don mhúinteoir ranga.

Feisteas

- Ba chóir do pháistí bróga reatha a chaitheamh ar na laethanta go mbíonn siad i mbun spóirt. Ní cheadófar do pháistí páirt a ghlacadh i rang spóirt muna mbíonn an feisteas cúí orthu atá sábháilte.
- Fáinní cluaise beaga (studs) amháin a cheadaítear.
- Iarrtar ar pháistí a fhaigheann feisteas spóirt ón scoil agus iad ag imirt ar fhoirne scoile aire an-mhaith a thabhairt dó agus é a thabhairt ar ais in am agus glan gach seachtain.
- Ní cheadaítear guma coganta sa scoil ag am ar bith.
- Ní cheadaítear caitheamh tobac nó táirgí tobac, drugaí nó alcól a bheith i seilbh pearsanta páistí ag am ar bith

Cumarsáid

- Cheadaítear fóin phóca ar bhonn eisceachtúil amháin le cead scríofa ó thuismitheoir. Tá polasaí cuimsitheach ar fóin phóca agus na céimeanna a ghlactar i gcás sárú an pholasaí foilsithe ag an mBord Bainistíochta agus ar fáil ón oifig. (foilsithe 2004)

Fearas Pearsanta

- Beidh na téacsleabhair, cóipleabhair agus uirlisí cearta ag gach páiste do gach rang.
- Beidh a (h)ainm scríofa ag páiste ar gach leabhar agus téacsleabhar
- Coinneofar dialann na scoile go néata i gcónaí

Scaipeadh an Chóid

Foilseofar an cód seo i ndialann obair bhaile gach páiste. Beidh cóip ar fáil ar shuíomh idirlín na scoile chomh maith le cóipeanna crua a bheith ar fáil ón oifig. Dáilfear cóip de ar thuismitheoirí nua na scoile agus iarrfar orthu cóip de a shíniú nuair a déantar áit a thairiscint dá bpáiste sa scoil.

Cur chuige na scoile uile maidir le hiompar dearfach a chur chun cinn

Ní dhéanfaidh cód iompair leis féin timpeallacht a chruthú ina mbeidh páistí ag foghlaim agus dea-iompar le sonrú. Cuireann atmaisféar na scoile, sainmheoin na scoile, luachanna, polasaithe, agus nósmaireachtaí leis an gcód iompair seo. Tá cur chuige scoile iomlán i gceist maidir le cur chun cinn dea-iompair

Rólanna agus Freagrachtaí

An Fhoireann

- Tugtar deis do bhaill foirne ionchur a bheith acu i bpolasaithe scoile agus go háirithe mar a bhaineann leis an gcód iompair de. Tarlaíonn an dul i gcomhairle seo ag cruinnithe foirne, laethanta inseirbhíse agus laethanta pleanála.
- Pléitear cúrsaí iompair ag cruinnithe meánbhainistíochta go rialta.
- Glacann an Príomhoide Tánaisteach ról comhairliúcháin le múinteoirí nua agus mínítear an cód iompair dóibh.
- Déanann múinteoirí ranga monatóireacht ar iompair pháistí le riachtanais speisialta. I gcás páistí a mbíonn deacrachtaí ar leith iompair acu ag éirí as riachtanais speisialta déanfar spriocanna iompair a shonrú i bplean aonair oideachais an pháiste tar éis dul i gcomhairle le tuismitheoirí, foireann raichtanais speisialta agus múinteoir ranga. (cúntóir riachtanais speisialta más cuí).
- Úsáidtear curaclam OSPS na scoile chun tacaíocht a thabhairt don chód iompair. An aidhm atá aige ná cabhrú lenár leanaí scileanna cumarsáide, bealaí cuí idirghníomhaíochta agus iompair agus scileanna um réiteach coinbhleachtaí a fhorbairt. Déanann sé iarracht freisin féinmheas a chothú agus cabhrú le leanaí glacadh le difríochtaí agus saoránacht a fhorbairt.

An Bord Bainistíochta

- Tá an Bord Bainistíochta freagrach as Cód Iompair Scoil Neasáin a fhorbairt agus athbhreithniú rialta a chinntiú.
- Tacaíonn an Bord Bainistíochta le foireann na scoile i gcur i bhfeidhm an chóid seo
- Cuireann an Bord Bainistíochta deiseanna ar fáil d'fhorbairt foirne nó taighde foirne Na bealaí ina dtacaíonn an Bord Bainistíochta leis an gcód iompair sa scoil ar bhonn leanúnach.
- Pléann an Bord Bainistíochta le cásanna iompair i rith na bliana de réir mar atá leagtha síos sa chód seo.

Tuismitheoirí

- Scaiptear cóip den chód iompair ar gach teaghlach nuair a bhíonn páiste ag glacadh le háit sa soil. Iarrtar ar thuismitheoirí an cód a shíniú ag glacadh leis sula dtosnaíonn páiste ins an scoil.
- Iarrtar ar thuismitheoirí tacú leis an scoil ar na bealaí seo leanas:
 - *Déanann siad cinnte go mbíonn leanaí ag freastal ar scoil go rialta agus a bheith in am*
 - *Spreagann siad na leanaí a ndícheall a dhéanamh agus a bheith freagrach as a gcuid oibre*
 - *Tá siad ar an eolas faoi rialacha, faoi chóras duaiseanna agus smachtbhannaí na scoile agus comhoibríonn siad leis*
 - *Freastalaíonn siad ar chruinnithe ag an scoil má éilítear orthu*
 - *Cabhraíonn siad le leanaí an obair bhaile a dhéanamh agus déanann siad cinnte go bhfuil sí tugtha chun críche acu*
 - *Déanann siad cinnte go mbíonn na leabhair agus na hábhair riachtanacha don scoil ag leanaí*

Daltaí

- Déantar plé le páistí maidir leis an gcód iompair go rialta agus bíonn páirt lárnach acu i ndrúchtí rialacha don seomra ranga, sa tionól gach seachtain agus tríd an curaclam sna rangana OSPS. Tá cód scoile le síniú ag gach páiste ó Rang 1 - Rang 6.

Stáitéisí dearfacha chun iompar a bhainistiú

An Seomra Ranga

Úsáidtear na straitéisí dearfacha seo chun dea-iompar a spreagadh sa seomra ranga:

- Bíonn ionchur ó dhaltáí nuair a bhíonn na rialacha ranga á gcur le chéile.
- Bíonn na rialacha ranga le feiceáil go soiléir i ngach seomra ranga
- Tugtar moladh don dea-iompar
- Tugtar treoracha soiléire
- Bíonn réimse leathan gníomhaíochtaí agus modhanna múinte in úsáid chun suim na bpáistí sa bhfoghlaim a mhúscailt
- Déantar plé agus díospóireacht go rialta faoi na rialacha ranga / scoile
- Cuirtear clár ama i bhfeidhm sna ranganna.

Cló(i)s Súgartha

Amuigh sa chlós úsáidfeá na straitéisí seo leanas chun dea-iompar a spreagadh agus chun plé leis an droch iompar.

- Leagtar amach rialacha go soiléir don chlós agus déantar iad a phlé go rialta sna seomraí ranga agus ag an tionól.
- Bíonn múinteoirí i mbun feitheoireachta ag am sosa agus ag am lóin. Socraítear róta feitheoireachta chuile mí. Bíonn cúntóir(i) riachtanais speisialta i mbun feitheoireachta gach am lóin ar an chlós.
- Tá am-chlár ar leith leagtha amach do na ranganna le cinntiú go bhfaigheann gach rang deis imirt ar fud an chlóis.
- Cuirtear réimse leathan fearas ar fáil ag am lóin chun go mbeidh páistí i mbun cluichí agus agcomhoibriú.
- Ar laethanta fliucha fanann na páistí sna seomraí ranga agus bíonn múinteoirí ag déanamh feitheoireachta. Téann páistí rang 6 isteach sna seomraí. Bíonn cluichí boird ar fáil sna ranganna.

Limistéir eile sa scoil

Timpeall na scoile iarrtar ar pháistí:

- Siúl go béasach ciúin i línte díreacha trí dhorchlaí na scoile
- Géilleadh do rang níos óige nó do ghrúpa níos lú nó duine aonair ag doirse
- Suí go ciúin ina línte ranga ag am tionóil agus éisteacht nuair a ardaítear lámh an mhúinteora i gceannas ar an tionól.
- Siúl isteach go ciúin tar éis gníomhaíochtaí na maidine agus ciúiniú nuair a ardaítear lámh an mhúinteora sa halla le paidir a rá.
- Bheith cuirtéiseach agus béasach le daoine
- Beannú do chuirteoirí agus fáilte a chur rompu chun na scoile

Gníomhaíochtaí atá bainteach leis an scoil

Baineann na rialacha agus na caighdeáin iompair atá leagtha síos sa chód iompair seo le haon ghníomhaíochtaí scoile nó turais scoile.

Duaiseanna agus Smachtbhannaí

Tugtar aitheantas do **dhea-iompar** sa scoil ar na bealaí seo leanas

- Réalta sa dialann
- Teastais dhea-iompair a bhronnadh tar éis 12 agus 24 réalta a fháil
- Ábhar / Oíche saor ó obair bhaile tar éis méid áirithe realta a fháil
- Dalta na Seachtaine a fhógairt i ngach rang ag an tionól gach seachtain agus míniú a thabhairt ar iompar an pháiste sin agus an chúis gur bronnadh dalta na seachtaine air / uirthi
- Teastas agus suaitheantas 'dalta an seachtaine' a bhronnadh ag an tionól agus aird cuairteoirí a tharraingt air trí phostaer leis an suaitheantas a chrochadh timpeall.
- Gaeilgeoir na Seachtaine a ainmniú ag an tionól agus duais bheag a bhronnadh air / uirthi
- Dalta agus Gaeilgeoir na seachtaine a chlárú i leabhar ar leith
- Marcanna ranga a ghlacadh ag an tionól don iompar agus don Ghaeilge agus comórtas 'Rang na Míosa' á eagrú ach go mbronntar am lóin breise, am órga breise nó oíche saor ó obair bhaile ar an rang a bhuann gach mí.
- Dea-iompar a mholadh ó bhéal.
- Feabhas ar iompar / dea iompar a nótáil agus a roinnt leis an bPríomhoide / Tuismitheoirí. Is féidir go mbeadh cuairt ar an oifig i gceist nó nóta sa dialann obair bhaile i gcás tuismitheoirí.

Straitéisí chun freagairt d'iompar míchuí

Úsáidtear smachtbhannaí le freagairt do iompar mí-chuí. Cláraítear iompar mí-chuí ar chártaí iompair sa scoil. Déantar gach iarracht plé le páistí i gcás drochiompair agus cuidiú leo machnamh a dhéanamh ar an iompar agus freagracht a ghlacadh as.

Úsáidtear smachtbhannaí chun dínit na bpáirtithe uilig a chaomhnú agus cuidiú le páistí machnamh a dhéanamh ar an iompar.

Glactar na céimeanna seo leanas agus sinn ag plé le drochiompar sa scoil:

1. Foláireamh ó bhéal ag tabhairt míniú ar an iompar inghlactha
2. Foláireamh scríofa (ainm ar chlár / cóipleabhar)
3. Clárú an iompair ar chuntas iompar pearsanta an pháiste (ard-ranganna)
4. Aistarraingt ón ngrúpa (seasamh suí amach / athrú áite / bord aonair / athrú ranga)
5. Cárta Iompair Ranga (Buí)
6. Cárta Iompair Oifige (Dearg) (tar éis trí Chárta Iompair Ranga in aon scoilbhliain nó eachtra tromchúiseach). Cláraítear ainm an pháiste san oifig i Leabhar Iompair.
7. Cruinniú idir múinteoir ranga agus tuistí tar éis cárta oifige (dearg).
8. Cruinniú idir páiste, Príomhoide, Príomhoide Tánaisteach agus Múinteoir Ranga tar éis dhá chárta oifige.
9. Cruinniú idir tuistí agus an Príomhoide i gcás dara cárta oifige. (dearg)
10. Tuairisc don Bhord Bainistíochta ar an drochiompar
11. Fionnraí
12. Díbirt

(D'fhéadfadh páiste tosú ar chéim 2,3,4, nó 9 ag brath ar chomh tromchúiseach is atá an droch iompar.)

Amuigh sa chlós

1. Foláireamh ó bhéal
2. Marc sa Leabhar Eachtraí Clóis
3. Seasamh amach ar feadh tréimhse nach faide ná 10 nóiméad
4. Cárta Iompair Ranga (3 mharc sa leabhar eachtraí clóis i dtréimhse míosa) nó iompar tromchúiseach.

I measc na smachtbhannaí go bhféadfaí a chur i bhfeidhm i gcás droch iompair tá:

- Aistarraingt pribhléidí (am órga / am spraoi maidne / scannán sa rang / post a chailliúnt)
- Nóta sa dialann / Labhairt le tuismitheoir
- Obair scríofa breise le déanamh sa bhaile
- Am amach i rang eile
- Machnamh ar dhrochiompar - bileog a líonadh
- Post úsáideach timpeall na scoile ag am lóin*
- Cailliúint cuid d'am lóin*
- Aistarraingt pribhléidí turais*
- Aistarraingt ó fhoirne scoile*

* Ní mór cead an Phríomhoide a lorg sna cásanna seo.

Tuismitheoirí a bheith rannpháirteach i mbainistiú an drochiompair

Tá cur chuige comhoibritheach rí-thábhachtach d'fheidhmiú an chóid iompair seo.

- Úsáidtear an dialann obair bhaile le teagmháil neamh fhoirmiúil a dhéanamh le tuismitheoirí
- Úsáidtear na cártaí iompair chun tuismitheoirí a choinneáil ar an eolas maidir le hiompar an pháiste
- Sna ranganna náionáin labhraíonn an múinteoir go neamhfoirmiúil le tuismitheoirí chun eachtraí ar leith a thuairisciú dóibh.
- Eagraítear cruinnithe foirmeálta idir múinteoir ranga agus an tuismitheoir nuair is cúis imní é iompar an pháiste
- Eagraítear cruinnithe foirmeálta idir múinteoir ranga, tuismitheoir agus an Príomhoide nuair a leanann an mí-iompar.
- Sa chás go mbíonn tuismitheoir buartha faoi aon ghné d'iompar a p(h)áiste moltar dóibh teagmháil a dhéanamh leis an múinteoir ranga.

Iompar ionsaitheach nó foréigneach a bhainistiú

- Sa chás go mbíonn iompar pháiste ionsaitheach nó foréigneach agus nach n-éiríonn le clár idirghabhála iompair nó smachtbhannaí an t-iompar sin a athrú agus gur dóichí go bhfuil fadhbanna dáiríre mothúchánacha agus iompair mar bhunús leis na drochiompair glactar na céimeanna seo leanas:
 - Moladh a dhéanamh áit a mbíonn páiste suaithe go mothúnach é a chur le haghaidh measúnú síceolaíoch. (é a seo a phlé le síceolaí NEPS na scoile agus na tuismitheoirí)
 - Le cabhair an Eagraí Riachtanas Speisialta Oideachais , lorgáitear tacaíocht chúí ó na seirbhísí atá ar fáil e.g. Feidhmeannach na Seirbhíse Sláinte, NEPS,
- Má chúisíonn iompar foréigneach nó bagrach leanúnach riosca don pháiste féin nó do shábháilteacht na ndaltaí eile nó na foirne, cuirfear an páiste ar fionraí de réir pholasaí na

scoile i leith fionraithe. D'fhéadfaí páiste a chur ar lá laghdaithe nó a dhibirt ón scoil. Tá dualgas ar an scoil gach iarracht a dhéanamh sábháilteacht agus sláinte phobal uile na scoile a chosaint i gcónaí.

Fionraí / Díbirt

Fionraí

Maidir le páiste a chur ar fionraí leanfaidh an Bord Bainistíochta na treoirlínte atá leagtha amach sa doiciméad 'Cód Iompair a Fhorbairt: Treoirlínte i gcomhair Scoileanna, BNLO.' I measc na n-ábhar a bheidh i gceist beidh:

- Dea-chleachtais a fhorbairt agus a thaifeadadh maidir le húsáid fionraí
- Gnáthaimh chóra a bheith ann le haghaidh imscrúdaithe agus cinnteoireachta
- Gnáthaimh a bheith ann le tuismitheoirí a chur ar an eolas maidir lena gceart achomhairc
- Córas a bheith ann le haghaidh athbhreithnithe rialta ag an mBord Bainistíochta ar úsáid fionraí sa scoil.

(féach aguisín 2)

Díbirt

Maidir le páiste a dhíbirt ón scoil leanfaidh an Bord Bainistíochta na treoirlínte atá leagtha amach sa doiciméad 'Cód Iompair a Fhorbairt: Treoirlínte i gcomhair Scoileanna, BNLO.' I measc na n-ábhar a bheidh i gceist beidh:

- Dea-chleachtais a fhorbairt agus a thaifeadadh maidir le húsáid díbeartha
- Gnáthaimh chóra a bheith ann le haghaidh imscrúdaithe agus cinnteoireachta
- Gnáthaimh a bheith ann le tuismitheoirí a chur ar an eolas maidir lena gceart achomhairc
- Go mbeidh córas ann le haghaidh athbhreithnithe ag an mBord Bainistíochta ar úsáid díbeartha sa scoil

(féach aguisín 3)

Achomhairc

Faoi Alt 29 den Acht Oideachais, 1998, féadfaidh tuismitheoirí (nó mic léinn a bhfuil 18 mbliana d'aois slánaithe acu) achomharc a dhéanamh chun Ard-Rúnaí na Roinne Oideachais agus Eolaíochta in aghaidh roinnt cinntí de chuid an Bhoird Bhainistíochta, lena n-áirítear (1) eisiamh buan ó scoil agus (2) fionraíocht ar feadh tréimhse a chiallódh go mbeadh tréimhse fionraíochta iomlán de 20 lá scoile nó níos mó in aon scoilbhliain amháin slánaithe ag dalta. Mar sin, ní mór do scoileanna tuismitheoirí a chur ar an eolas faoin gceart achomhairc sin má shocraítear dalta a chur ar fionraí nó a eisiamh go buan ón scoil. De ghnáth, ní mór achomhairc a dhéanamh laistigh de 42 lá féilire ón dáta a cuireadh an tuismitheoir nó an dalta ar an eolas faoi chinneadh na scoile. (Féach Imlitir 22/02)

Taifid a choinneáil

Ag dul le polasaí na scoile ar Choiméad Cúntas, agus reachtaíocht um chosaint sonraí coinnítear na cuntais seo leanas i leith iompair daltaí

- Cártaí Ranga agus oifige ar chód an pháiste
- Taifead d'ainmneacha sa leabhar iompair in oifig an Phríomhoide
- Taifead d'eachtraí clóis sa leabhar eachtraí clóis

Nósanna imeachta chun fógra a thabhairt go mbeidh dalta as láthair ón scoil

De réir Alt 18 den Acht Leas Oideachais ní mór do thuismitheoirí an scoil a chur ar an eolas faoi neamhláithreachta dalta agus cúis na neamhláithreachta sin. Ba chóir gach asláithreachta a chur in iúl i scríbhinn ag míniú cúis na hasláithreachta.

Sa chás go gcailleann páiste 20 lá nó níos mó, tá dualgas ar an scoil é seo a chur in iúl don Bhord Leas Oideachais. Más de bharr tinnis a chaill do pháiste na laethanta cuirtear seo in iúl.

Tugann an scoil aitheantas gach bliain do pháistí a raibh lán timrimh acu don scoilbhliain sin.

Tagairt do pholasaithe eile

Ta dlúthbhaint ag na polasaithe seo thíos leis an gcód iompair

- Plean OSPS, Friththromaíocht, Ciapadh, Ciapadh gnéasach, Clárú, Cuntas a Choiméad, Sláinte & Sábháilteacht, Comhionannas, Riachtanais Speisialta Oideachais, Fóin Phóca

Critéir Rathúlachta

Déanfar rathúlacht an pholasaí seo a mheas ar na bealaí seo leanas

- *Iompar dearfach breathnaithe i seomraí ranga, sa chlós súgartha agus sa timpeallacht scoile*
- *Cleachtais agus nósanna imeachta a liostaítear sa pholasaí seo curtha i bhfeidhm go leanúnach ag múinteoirí*
- *Aiseolas dearfach ó mhúinteoirí, tuismitheoirí agus daltaí*

Ról agus Freagrachtaí

- Tá ról an-tábhachtach le n-imirt ag baill uile de phobal na scoile chun cinntiú go mbeidh tionchar dearfach ag an gcód iompair seo ar shaol na bpáistí agus na foirne sa scoil.
- Tá an Bord Bainistíochta agus an Fhoireann Teagaisc freagrach as cur i bhfeidhm an pholasaí seo agus as athbhreithniú a dhéanamh air mar atá leagtha amach thíos.
- Tá freagracht ar ghasúir na scoile an polasaí a léamh, meas a léiriú air agus cloí leis na caighdeáin iompair atá leagtha síos ag an scoil.
- Tá freagracht ar thuismitheoirí tacaíocht a thabhairt don Bhord Bainistíochta agus don Fhoireann i gcur i bhfeidhm an pholasaí seo.

Dáta don chur i bhfeidhm

Cuirfear an cód seo i bhfeidhm ó thús na scoilbhliana 2012.

Clár ama don Athbhreithniú

Is próiseas leanúnach é athbhreithniú a dhéanamh ar bhainistiú iompair sa scoil. Déanfar an cód iompair a phlé go bliaintúil ag cruinnithe foirne agus ag cruinnithe Boird. Déanfar ath-bhreithniú foirmeálta ar an gcód le linn na scoilbhliana 2015 - 2016.

Daingniú & Cumarsáid

D'fhaomhaigh an Bord Bainistíochta an cód iompair seo ar an 30 Bealtaine agus scaipeadh ar phobal na scoile ina dhiaidh sin é.

Introductory Statement

This policy was revised during 2010-2011 school year. The existing code of behaviour had been published 10 years earlier. This 1999 code has been revised and amended during this process. The Board of Management drew up this draft policy following consultation with the staff, the pupils in the senior classes, representatives from *Gaeloideas* and *Cumann na dTuismitheoirí*. The draft policy was made available to every family in the school and all families were afforded the opportunity to respond to the draft policy and make recommendations. This revised policy was amended in 2012 and came into effect from September 2012

Rationale

Scoil Neasáin is an all-Irish primary school in which Irish is, at all times, the language of work and communication in the school, the language used in all subjects except English, and the language of communication between the teachers, and between teachers and pupils **at all times**.

The general aim of the school is to provide an all-Irish primary education to its pupils, while always being mindful of the background, environment, personality and ability of the pupils concerned.

It is acknowledged that parents are responsible for their children's behaviour. The help and support of all parents is basic to achieving the general aim of the school.

Because the well-being of each child is so important, a happy, secure and organised school environment facilitates a school atmosphere which enhances the development of every pupil in the areas of independence, self-esteem, self-confidence, cooperation, endeavour, friendship, honesty and loyalty.

School is by its nature a community. A code of behaviour is essential to ensure that the work of the school benefits all involved in that important daily responsibility.

This code of behaviour should be easy to understand and implement. It will be an integral aspect of the education process, and will prepare the pupils of the school to engage actively in socially useful behaviour which will enable them to lead fulfilled lives as self-directing adults in society.

This code of behaviour determines, under the direction of a member of the teaching staff the rules of conduct expected of each and every pupil whether within the school or as a recognisable member of the school community outside its bounds.

This code is an essential and central part of the management and organisation of the school and one in which parents, pupils, teachers and management are involved.

The Board of Management is responsible for pupils in its care from the official opening time to the official closing time of the school and during sanctioned activities before and after school which are supervised by members of teaching staff.

Relationship to the characteristic spirit of the school

Scoil Neasáin is an all-Irish school which recognises the individuality and uniqueness of each child and attempts to cultivate the well-being of the child in an appropriate environment and atmosphere in respect of independence, self-respect, confidence, friendship, co-operation, honesty and loyalty.¹

Scoil Neasáin is an all-Irish school. Irish is the language of work and communication at management level. Irish is the language of communication between teachers and pupils and among the pupils themselves within the school, coming to and going from school and at any occasion organised by the school where pupils come together.

Every effort is made to instil a sense of pride in the language and to foster a respect for Irish culture. Scoil Neasáin is a school in which the child is provided with every opportunity for full personal development.

Aims

Scoil Neasáin identifies the following aims in developing this code of behaviour

- To ensure an educational environment that is guided by our vision statement
- To allow the school to function in an orderly way where children can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others where everyone is accepted for who they are and where it is accepted that the school is a place where everybody can feel safe.
- To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences
- To encourage children to take personal responsibility for their own learning and behaviour.
- To ensure the safety and well being of all members of the school community
- To assist parents and pupils in understanding the systems and procedures that form part of the code of behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

¹ Cód Iompair Scoil Neasáin 1998

Contents of this Policy

The policy is addressed under the following headings.

1. Guidelines for behaviour in the school
2. Whole school approach to promoting positive behaviour
 - Staff
 - Board of Management
 - Parents
 - Pupils
3. Positive strategies for managing behaviour
 - Classroom
 - Playground
 - Other areas in the school
 - School related activities
4. Rewards and sanctions
 - Rewards and acknowledgement of good behaviour
 - Strategies for responding to inappropriate behaviour
 - Involving parents in management of problem behaviour
 - Managing aggressive or violent behaviour
5. Suspension / Expulsion
 - Suspension
 - Expulsion
 - Appeals
6. Keeping records
 - Class
 - Playground
 - School records
7. Procedure for notification of a pupil's absence from school
8. Reference to other policies

Guidelines regarding behaviour in Scoil Neasáin

The following are the standards of behaviour that shall be observed by each student attending the school and a description of the school rules.

In Scoil Neasáin:

- Each pupil is expected to be well behaved and to show consideration for other children and adults.
- Each pupil is expected to show respect for the property of the school, other children's and their own belongings.
- Each pupil is expected to attend school on a regular basis and to be punctual.
- Each pupil is expected to do his/her best both in school and for homework.
- Each pupil is expected to tell the truth and to report unacceptable behaviour towards themselves or towards others.
- Each pupil is expected to try everything.
- Each pupil is expected to include fellow pupils and not to deliberately leave other pupils out.
- Each pupil is expected to observe the highest standards of sportsmanship in every game they play.
- Each pupil is expected to behave in an orderly fashion when going from place to place within the school.
- Each pupil is expected to exercise care and attention while on the school campus.
- Each pupil is expected to be punctual and come fully prepared for each day's work with the necessary books, writing materials, sports wear and with all homework (oral and written) comprehensively prepared.
- Each pupil is expected to be mindful of their own safety and that of others and never do anything which might endanger that safety.
- Pupils shall not engage in any activity which might cause upset or harassment to another pupil or pupils, or interfere with other pupils' rights to engage in school work or recreation without interruption or disturbance.

Towards this end the following rules shall be observed:

Respect

- Pupils shall show respect to themselves, their fellow pupils, their teachers and any visitors to the school.
- Pupils shall show respect to the teachers and school auxiliary staff and shall obey them in the lawful exercise of their authority.
- Pupils shall not engage in behaviour, directly or indirectly, which may prevent, interrupt or interfere with teachers in the exercise of their duties and responsibilities.

Bullying: Please note the school's anti-bullying policy.

- Bullying is defined as repeated aggression, whether verbal, psychological or physical conducted by an individual or group against others.

- Every pupil in Scoil Neasáin has the right to enjoy his/her learning and leisure free from intimidation, both in the school and in their communities.
- Our school community will not tolerate any unkind actions, name-calling or unkind remarks -- even if these were not intended to hurt.
- Pupils should respect each other by reporting all instances of bullying.

An Ghaeilge

- **Pupils will speak Irish at all times** in the school, in the school yard, on the school bus, on school tours and during after-school activities.

Property and personal possessions

- Pupils shall respect the property of the school and that of each member of the school community.
- Pupils shall not take without permission, deface, damage, hide, or write on property which does not belong to them.
- Pupils shall keep their classroom tidy and free from litter.
- The school premises and grounds shall also be kept free from litter. Litter will be deposited in the appropriate bins or bags.
- Pupils shall not misuse, neglect or interfere with school equipment, especially that which is provided for their safety.
- All breakages or damage shall be reported immediately to the Principal or class teacher.

Attire

- All pupils shall wear runners on the days designated for sports. Pupils will not be permitted to partake in a PE class if their attire is unsuitable or unsafe.
- Studs are permitted.
- Pupils who receive gear from the school when playing on school teams are required to take good care of it and return it to the school clean and on time each week.
- Chewing gum is not permitted in the school at any time.
- Pupils are not permitted to smoke and should not have in their possession at any time tobacco products, drugs or alcohol.

Communication

- Mobile phones are only permitted in exceptional circumstances with prior written permission from a parent. A comprehensive policy on mobile phones is available from the school office which outlines the steps to be taken in the event of breach of policy. This policy was published by the Board of Management in 2004

Personal effects

- Pupils will have the correct textbooks, copy books and implements for all subjects / classes.
- Pupils' names will be clearly written on all equipment, books and copies.
- Pupils will keep their journals tidy at all times.

Dissemination of the Code

This code will be published in the pupils' journal. A copy will be uploaded to the school website as well as hard copies being available from the school office. All new families to the school will be given a copy and they will be required to sign acceptance of the policy once their child is accepting a place.

Whole school approach to promoting positive behaviour

This code of behaviour, on its own, cannot create the environment that makes it possible for pupils to learn and behave well. Our school climate, values, policies, practices and relationships support our code of behaviour. For this reason we as a school community have adopted a whole-school approach to behaviour.

Staff

- Staff members as a team have opportunities to confirm that all school policies and practices support the objectives of the code of behaviour. These opportunities are provided as follows at Staff Meetings, Curriculum Planning Meetings, School Planning Days and Policy Review Meetings.
- The code of behaviour is discussed regularly at Middle Management meetings.
- The deputy Principal works in an advisory role with new teachers and explains aspects of the code of behaviour to them.
- Children with special education needs are monitored by the class teacher in order to ensure that they comply with the code of behaviour. Where it is established that a child presents with behavioural difficulties arising from his special education needs the relevant issues will be addressed in the child's IEP in consultation with the class teacher, SET teacher and parents.
- The school's SPHE curriculum supports the code of behaviour. It aims to help our children develop communication skills, appropriate ways of interacting and behaving, and conflict resolution skills. It also aims to foster self-esteem and to help children accommodate differences and develop citizenship.

Board of Management

- The Board of Management is responsible for the development of Scoil Neasáin's Code of Behaviour and its continuous review.
- The Board of Management supports the staff in implementing the code of behaviour.
- The Board of Management provides opportunities and funding for staff development and supports staff who wish to conduct research in this area.
- The Board of Management addresses cases of misbehaviour during the year as outlined in this Code.

Parents

- Parents are given a copy of the code of behaviour prior their application for the enrolment of their child and they are invited to read it.
- Parents are requested to sign a copy of the Code of Behaviour before a child starts in the school.
- Parents support the school in the promotion of positive behaviour and the maintenance of high standards of behaviour in the following ways:
 - Parents ensure their children attend school regularly and punctually.

- Parents encourage their children to do their best and to take responsibility for their work and behaviour.
- Parents make themselves aware of, and co-operate with the school's rules and system of rewards and sanctions.
- Parents attend meetings at the school if requested.
- Parents help their children with homework and ensure that it is completed.
- Parents ensure their children have the necessary books and materials for school.

Pupils

- Pupils are regularly involved in discussions in relation to the Code of Behaviour and they have a central role in drafting classroom rules, at the assembly each week and through the SPHE curriculum. Each pupil from Rang 1 - Rang 6 is required to sign a school code.

Positive Strategies for managing Behaviour

The classroom

The following positive strategies are used to promote positive behaviour in the classroom:

- Pupils are involved in drawing up the class rules
- Class room rules are clearly displayed
- Positive behaviour is praised
- Clear directions are given
- A wide range of activities and methodologies are employed to foster children's interest in learning
- School and class rules are frequently discussed and debated
- All classes adhere to a time table

In the school yard(s)

In the school yard the following strategies are used to promote positive behaviour and to address negative behaviour:

- Rules pertaining to the school yard are clear and are regularly discussed in classrooms and at the weekly assembly.
- Teachers supervise at break and lunch times. A supervision rota is circulated every month. Special needs assistants are involved in supervision every lunch time.
- A special timetable has been drawn up for all classes to ensure that all classes get the opportunity to play in all areas of the yard.
- There is a large bank of equipment available to children at lunchtime which promotes game playing and co-operation.
- When the days are too wet to go outside children remain in their classrooms and teachers supervise. Sixth class pupils go into the different classes. Board games are available as well as presentations for the interactive boards.

Elsewhere in the school

Pupils are requested:

- To walk quietly in a mannerly fashion in straight lines through the school corridors
- Yield to a younger class or to a small group or individual at the doors
- To sit quietly in their class groups for assembly and to listen once the teacher in charge raises an arm.
- To walk in quietly after morning activities and to quieten once the teacher in charge raises an arm
- To be courteous and mannerly towards people
- To address visitors and welcome them to the school

Other activities associated with the school

The rules and standards of behaviour as outlined in this policy are applicable to all activities related to the school and to school tours.

Rewards and Sanctions

Positive behaviour within the school is rewarded in the following way.

- Star in the journal
- Certificate for positive behaviour to be awarded after a pupil gains 12 / 24 stars
- Subject / night off homework after gaining a certain amount of stars
- Announce 'dalta na seachtaine' (pupil of the week) at the assembly each week explaining the positive behaviour that was being acknowledged and the reasons the particular pupil was being selected for that week
- Presentation of a certificate and badge for dalta na seachtaine at the assembly each week. Posters around the school drawing attention to the badges
- Name 'Gaeilgeoir na Seachtaine' at the assembly each week
- Register Dalta and Gaeilgeoir na Seachtaine in a special book each week
- Marks from classes to be gathered at the assembly each week for Gaeilge and behaviour as part of a monthly competition to find 'Rang na Míosa' The winning class(es) each month may get a night off homework, extra golden time, extra lunch time
- Praise positive behaviour as one witnesses it
- Improvements in behaviour to be noted, shared with the Principal / Parents. This might involve a visit to the office or a note home in the case of parents

Strategies for dealing with inappropriate behaviour

Sanctions are used to deal with inappropriate behaviour. Inappropriate behaviour is recorded on a cárta iompair (behaviour card) within the school. Every effort is made to discuss inappropriate behaviour with the children involved and to help them reflect on their behaviour and take responsibility for it.

Sanctions are used to preserve the dignity of all parties and to help pupils reflect on their own behaviour.

The following steps are taken when addressing inappropriate behaviour within the school:

13. Verbal warnig

14. Noted warning (written on board/copy/journal)
15. Withdrawal from group (standing or sitting out / changing place / single table / change of class)
16. Class behaviour card (Cárta Iompair Ranga) (yellow)
17. Office behaviour card (Cárta Iompair Oifige) (red) (after three class cards or after a serious incident). The child's name is recorded in a specific book for such purposes held in the office.
18. Meeting between class teacher and parents after a cárta oifige (red)
19. Meeting between child, principal, deputy principal and class teacher after two cártaí oifige.
20. Meeting between parents and principal following 3 cárta oifige.
21. Report to tth Board of Management on the inappropriate behaviour.
22. Suspension
23. Expulsion

(A child may start at any stage 2 - 11 depending on the serious nature of the incident)

In the school yard

5. Verbal warning
6. Noted in the Yard Incident Book
7. Standing out for a period not longer than 10 minutes
8. Class behaviour card (3 notes in the Yard Incident Book within the space of a month)

Among the sanctions that could be used in the case of misbehaviour are:

- Withdrawal of privileges (golden time / morning activiteis / class film / loss of post of responsibilty)
- Note in journal / Speak with parent
- Extra written work to be completed at home
- Time out in another class
- Reflection on the misbehaviour (a report to fill in)
- Useful job around the school at lunchtime*
- Missing part of lunch break*
- Withdrawal of school tour privileges*
- Removal from school team*

* Principal's permission to be sought in these cases

Parental involvement in the managing of mis-behaviour

A co-operative approach is essential to the effective implementation of this code of behaviour.

- The homework journal is used to make informal contact with parents
- Cártaí Iompair are used to inform parents of the behaviour of their children
- In the infant classes the teachers approach parents informally to inform them of incidents of misbehaviour and to discuss ongoing issues
- Formal meetings between parents and teachers are arranged when there is genuine alarm as to a pupil's behaviour

- Formal meetings between teachers, parents and the Principal are arranged where continuous misbehaviour is ongoing
- Where a parent is worried about any aspect of their child's behaviour they are encouraged to make contact with the class teacher

Managing threatening or violent behaviour

Where it is found that the aggressive or violent behaviour of a pupil cannot be managed successfully through the application of a combination of positive behaviour management strategies and sanctions and that the suspected underlying cause is emotional in nature the following steps will be taken:

- The parent's shall be advised by the principal that it is the considered opinion of school staff that the child may have emotional and behavioural problems and a recommendation that the child be referred for an assessment (this to be discussed with the school psychologist also).
- with the help pf the SENO to seek resources and support from the servics available e.g. SESS NEPS, HSE.

If violent or threatening behaviour poses a risk to the child himself or to the health and safety of the other children or staff the child will be suspended in accordance with the school's suspension policy. A child may be put on a shortened day or may be expelled from the school. The school is obliged to ensure the health and safety of the entire school community.

Suspension / Expulsion

Suspension

With regard to suspending a pupil the Board of Management will follow the guidelines outlined in the document 'Developing a Code of Behaviour: Guidelines for Schools, NEWB' . Among the principles involved will be :

- Developing and documenting good practice in relation to the use of suspension
- Having fair procedures for investigation and decision-making
- Having procedures for informing parents and students about their right to appeal
- Having a system for regular review by the Board of Management of the use of suspension in the school. (see appendix 2)

Expulsion

With regard to expelling a pupil the Board of Management will follow the guidelines outlined in the document 'Developing a Code of Behaviour: Guidelines for Schools, NEWB' . Among the principles involved will be :

- Developing and documenting good practice in relation to the use of suspension
- Having fair procedures for investigation and decision-making
- Having procedures for informing parents and students about their right to appeal
- Having a system for regular review by the Board of Management of the use of suspension in the school. (see appendix 3)

Appeals

Under Section 29 of the Education Act, 1998, parents (or pupils who have reached the age of 18) are entitled to appeal to the Secretary General of the Department of Education and Science against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year. Accordingly, schools should advise parents of this right of appeal and associated time frame if it has been decided to suspend or permanently exclude a pupil. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student. (See Circular 22/02)

Record Keeping

In accordance with the school's policy on Record Keeping and Data Protection the following is the data retained in relation to pupils' behaviour.

- Cártaí Ranga agus oifige on the pupil's file
- A record of names entered into the register held in principal's office
- A record of incidents recorded in the Yard incident Book

Procedures for informing the school of a child's absence

The Education Welfare Act, 2000, Section 23 (2)(e) states that the code of behaviour must specify, *"the procedures to be followed in relation to a child's absence from school."* Section 18 of the Education Welfare Act 2000 stipulates that parents must notify the school of a student's absence and the reason for this absence. All absences should be communicated to the school in writing stating the reasons for absence.

Where a child exceeds 20 days absences this must be communicated to the Education Welfare Board. This is a legal requirement on the school. Where a child's absence is due to illness this is communicated to the Board.

The school rewards children who have full attendance every year.

Reference to other school policies

The following school policies are intrinsically linked to the Code of Behaviour:

- SPHE plan, Anti-bullying, Harassment, Sexual harassment, Enrolment, Record Keeping, Home / School links, Health & Safety, Equality, Special Educational Needs, Mobile Phone

Criteria for Success

The success of this policy will be assessed in some of the following ways:

- Observation of positive behaviour in class rooms, playground and school environment
- Practices and procedures listed in this policy being consistently implemented by teachers
- Positive feedback from teachers, parents and pupils

Roles and Responsibilities

- All members of the school community have an important role to play to ensure that Scoil Neasáin's code of behaviour has a positive effect on the lives of the children and staff of the school.
- The Board of Management and the teaching staff are responsible for the implementation of the policy and for reviewing the policy as outlined below.
- Pupils have a responsibility to read the policy, respect and maintain the standards of behaviour as laid down by the school.
- Parents have a responsibility to support the Board of Management and the staff in their implementation of this code of behaviour.

Date for Implementation

This Code will be implemented from the beginning of the school year 2012.

Timeframe for Review

The question of reviewing the management of behaviour is a continuous process. The Code of Behaviour will be discussed annually at staff meetings and Board of Management meetings. The Code will be formally reviewed during the 2015 - 2016 school year.

Ratification and Communication

The Board of Management formally ratified this Code of Behaviour on the 30th May 2012 and it was made available to the school community after that.

