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Scoil Cholumba Naofa

Information Booklet

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**St. Columba's National School,**

**Cloonagh,**

**Dring,**

**Co. Longford.**

**Phone No.:** 043 6683020

**Email:** cloonaghns1@eircom.net

**Principal:** Frances McDonnell

**Assistant:** Anne McCabe

Aoife Kane (2016-2017)

**Learning Support (part-time):** Hillary Coughlan

Eamon Shannon

**Board of Management:**

**Chairperson:**  Frankie Mulligan

**Parent's Nominee:** Michael Matthews

**Parent's Nominee:** Caroline McHale

**School Nominee/Secretary:**  Frances McDonnell

**School Nominee**: Anne McCabe

**Community Nominee/Treasurer:** Geraldine McGovern

**Community Nominee:**  Pauric Hanlon

**Bishop’s Representative:** Fr. Bannon

**Opening times:**

School starts: 9:20am

Classes begin: 9:30am

First break: 11:00 - 11:20am

Lunch: 12:30pm - 1:00pm

Schools finishes: 3:00pm

Pupils may arrive 10 minutes before school begins. Outside of these times children are not supervised and are the responsibility of their parents.

**Vision Statement St. Columba’s National School**

St. Columba’s National School is a co-educational primary school under the patronage of the Catholic Bishop of Ardagh and Clonmacnoise. The school aims to promote the full and harmonious development of all pupils: cognitive, intellectual, physical, cultural, moral and spiritual, including a living relationship with God and other people and promotes a Christian philosophy of life.

We encourage a spirit of co-operation and active participation so that all children will grow and learn to become responsible citizens having regard for themselves, their society and the environment.

St. Columba’s National School operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Science. The school is subject to the Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Our school follows the curricular programmes laid down by the Department of Education and Science.

**School Charter St. Columba’s National School**

St. Columba’s National School is a Roman Catholic School established in connection with the Minister for Education aim at promoting the full and harmonious development of all aspects of the character of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. St. Columba’s National School provides Religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

**School Ethos**

Our aim is to develop the whole child so that all children reach their potential physically and academically and are taught the social and emotional skills to be able to live in, and contribute to the wider community.

We actively promote this aim by encouraging the following behaviour and attitudes from adults and children:

Courtesy: in dealing with others

Care: of themselves, other property and the environment

Respect: for their own achievements and the achievements and opinions of others

Pride: in their appearance, their work and their school.

Effort: by always trying their best.

Acceptance: of the difference between people in ability, needs and talents, regardless of race or belief.

St. Columba's is a Catholic School. Children are prepared for the Sacraments of Confession, Communion and Confirmation. Children of other religious denominations who fulfill enrolment policy requirements will not be excluded from our school.

**Expectations:**

**What should you expect from the school?**

Your child should be safe.

Your child should be educated according to his/her needs and ability.

We should tell you what we are doing and why.

We should listen to your concerns and respond constructively.

We should tell you if we have concerns.

**What does your school expect from you?**

Your child should attend regularly and punctually.

Your child should be ready for school each day i.e. clean, tidy and well rested.

You should oversee homework and look after books and equipment sent home.

You should attend parent/ teacher meetings.

You should make sure we can contact you in case of emergency.

**In St.Columba's our aim is:**

* To create a rich, stimulating learning environment.
* To provide the child with high quality teaching, books, materials and equipment in order that they may learn.
* To help the child to become independent learners by teaching them the necessary skills and by establishing a positive attitude towards learning.

Primary school comprises of a two-year infant cycle and six standards. Children are expected to progress to the next level at the end of each year. Support for pupils with learning needs is provided through our part-time learning support teacher.

**History**

Cloonagh National School was originally established in 1828. It was first established under the Board of Education on the 20th August 1835. It was a mixed school at first and was originally erected on the grounds of the chapel which is located where the graveyard is now. It was built of stone and lime and thatched and measured 50ft by 13ft by 10ft. It was built by voluntary contributions from the parishioners. There were two rooms – one for boys and one for girls. One desk, one table and six seats accommodated 120 pupils at one time.

St. Columba’s School as it stands today was originally divided into two schools, one for boy and one for girls with two separate roll books! There was a principal and an assistant for each school. The two schools were amalgamated into one school sometime in the early 1940’s.

There were schools listed elsewhere in the parish of Mullinalaghta: Mullinroe, Culleenmore and Clooneen. These schools were closed and were amalgamated into Cloonagh National School over time. Mullinroe School was accommodated in the kitchen of the master’s house, James Reilly.



**Above: Our new school gates. Above: The old school on the grounds.**

**School Activities**

**Football:**

St. Columba’s National School is involved with many activities both during and after school hours. Our Astro turf and great deal of PE equipment mean we can place a unique emphasis on teaching PE to all students regardless of ability. As part of our PE programme all pupils from 1st to 6th class are taken to swimming lessons in Longford. Football training in the village is undertaken by the school and volunteers from the parish. Our team did well in the past winning many Cumman na mBunscoil Championships and leagues.

**Music:**

St. Columba’s places emphasis on music teaching especially singing and the tin whistle. All students from 3rd to 6th are taught the tin whistle each week and students learn many jigs, reels and slow airs. Once a year Noel Sweeney a traditional musician from Longford gives a workshop on the tin whistle. This gives pupils an opportunity to fine tune their pieces and to learn more pieces. Pupils sing and play for the First Communion mass. Pupils are also encouraged to join the church choir. In 2016/2017 we are entering the National Children’s Choir for the first time. Pupils of 4th to 6th classes will perform with other schools in a concert in the last term of school.

**Poetry:**

St. Columba’s National School has been involved in the Euro Child Project. Many of our pupil’s poems have been published as a result of workshops done with poet Mary Melvin-Geoghan.

In 2016 and again in 2017 we will be entering the Maria Edgeworth poetry competition

**Handwriting and Spellings:**

Our school places an importance on handwriting and we have been fortunate in winning prizes in the INTO Handwriting Competition both in 2011, 2012 & 2013. St. Columba’s enters the Eason’s Spelling Bee competition annually. Catherine Matthews won the Leinster final in 2016.

**Quizes:**

Pupils from 3rd to 6th class take part in the Granard Credit Union Quiz annually. Our school won the Granard CU Quiz in 2011.

**Basketball and Swimming:**

In the last term we invite coaches in to coach pupils in the senior room in basketball for 6 weeks.

All pupils attend 6 weeks of swimming lessons in The Mall, Longford.

**Green Schools:**

Our school is partaking in the Green Schools Project. We are currently working on our Energy flay for 2017.

**Below: The winning team at the School Girls Final**

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**Above: Looking forward to winning a Above: Raising our Green Flag in 2013.**

**cup!**

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**Some pupils holding the Longford cup!**

**Information on Policies and Procedures:**

St. Columba’s National School has a number of policies to ensure the smooth running of the school. There are five key policies which all schools are legally required to have in place. These are Child Protection, Health & Safety, Enrolment, Equality of Opportunity and Attendance. The following is a list of all other policies at St. Columba’s National School: Anti-Bullying, Learning Support, R.S.E., Substance Abuse, Assessment, Access to Records, Use of the Internet and Critical Incident. These policies are available for parents to view at school.

**Discipline policy**

We practice 'Discipline for Learning' policy which dwells on praising the positive rather than noticing the negative. This encourages the positive good and discourages negative behaviour.

We do not tolerate anti-social behaviour and aim to correct such when it occurs.

* Usually, bad behaviour will demand no more than a reprimand.
* Where there is a more serious breach of code it may be necessary to impose a punishment such as loss of play time, deprivation of sport activities or a written exercise may be given to explore the seriousness of the action.
* When there is a very serious breach of code it may be necessary to draw this to the attention of parents and to seek their co-operation in solving the matter.
* Where there is a very serious personal attack or continuous bad behaviour we must involve the Board of Management. This may lead to suspension.
* Mobile phones are not allowed.
* We advise that electrical devices etc. should not be brought to school.

**Admissions:**

A child may be admitted to Primary school in September following their 4th birthday. Application forms and relevant information are available from the school.\*

Application forms must be returned *to the principal* before April 30th in the year of application.

\* It is expected that all pupils progress steadily from year to year to the next standard. Repeating a standard *is not the norm* in the primary school and is only used in a) exceptional circumstances or b) for education purposes where a special programme is written and approved by the parents, principal, teacher, the school inspector and the Board of Management. We encourage repeating a year in junior infants should a pupil be unable to progress. We do not encourage repeating any year after this except for reasons stated above. The decision to allow a child to repeat is subject to approval from the school inspector and the Board of Management.

**Health and Safety policy**

Health and safety at St. Columba's NS is a legal requirement and we are committed to ensuring that our school is a safe environment for all.

Children are expected to observe the safety rules (see below). All breaks are supervised. Girls are discouraged from wearing earrings as they can easily get caught during play and injure ears. Indoor shoes are advised - fitted slippers or plimsolls are recommended.

**Emergency contact details:**

In case of an accident please ensure that the school has emergency contact details for your child. If this should change during schooling please remember to furnish these changes to the school. In case of not being able to make contact the principal may decide it is necessary to bring the child to the doctor.

**Anti-bullying policy**

Our school seeks to cherish all children equally and to create a happy, tolerant safe environment for each child.

Behaviours such as name calling, teasing, being pushed or pulled, being hit or attacked, having one's possessions interfered with, having rumours spread about your child, being ignored or excluded, or being attacked for any reason on a steady basis are all bullying behaviours.

The school seeks to prevent bullying by implementing the Stay Safe programme, informing pupils about bullying behaviours and how to prevent/deal with bullies and implementing the anti-bullying policy.

**Child Protection Policy**

It is a legal requirement of every school to put in place a child protection policy and to have a designated liaison person who will act on or report complaints. The school has adopted in full the new Child Procedures for Child Protection. The Designated Liaison Person is the principal of the school and allegations or suspicions should be brought to the attention of the DLP first. It is now a legal requirement of the DLP to report any suspicion of child abuse to the HSE.

**Uniform**

At the request of parents, we have a uniform, which consists of:

White polo shirt.

Navy skirt or trousers - no stripes or labels.

Maroon jumper available in Pat Sheridan’s Granard.

Please ensure that all items are clearly marked with the child's name. This applies especially to younger children who find it difficult to identify their own items - especially jumpers! Indoor shoes are requested for all pupils - fitted slippers or plimsolls are preferred. Flip-flops are not allowed as they are unsafe on our floors. Please note leggings are not part of the school uniform.

**Attendance Policy:**

***The Education Welfare Act 2000*** places a legal obligation on parents and schools to ensure their child attends school. Under the Act, schools are obliged to monitor school attendance and to report to the National Education Welfare Board the name of any pupil who is absent for an aggregate of **20** days or more in a school year. We require a written, signed note from parents for every day that a child is absent.

**Lunches**

We have a policy of encouraging healthy eating. To this end we do not allow any junk food e.g. sweets, crisps, fizzy drinks etc.

We recommend sandwiches, fruit, yoghurt, fruit juices, milk etc. Tuesday and Thursday are milk days. We ask that only milk be brought as a drink on these days.

We ask for your co-operation in making this work.

**Homework**

Homework is given on Mondays, Tuesdays, Wednesdays and Thursdays but not on Fridays with certain exceptions:

• If homework has been neglected during the week

• In senior classes some project work is undertaken at weekends.

Parents are required to sign the homework diary every night. It is recommended that parents look through their child’s homework to ensure that homework is completed and done neatly. Oral homework such as reading, tables, spellings are all very important. Parents can help their children by listening to their child’s reading and asking spellings.

Homework will regularly contain reading, spellings, tables, written work, pieces to be ‘learned by heart’, drawing/colouring, collecting information/items and finishing work started in class. Children often feel that reading and ‘learning by heart’ is not real homework. Parents can play an important role in listening to reading and items to be learned, ensuring this work is done well.

Duration of Homework:

The following are guidelines for time spent at homework. Different children will complete the same homework in different lengths of time. Time spent will vary from day to day and also from the beginning to the end of the school year. It is important to remember that it is the quality and not the quantity of homework that matters. The following are general guidelines:

Infants 0-20 minutes

Rang 1 and 2 20 to 30 minutes

Rang 3 and 4 30 to 40 minutes

Rang 5 and 6 40 to 60 minutes

**Curriculum**

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 and 30 of the Education Act (1998). Within the context and parameters of Department regulations and programmes, The rights of the patron as set out in Education Act (1998), and the funding and resources available, the school supports the principles of:

* Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs;
* Equality of access and participation in the school
* Parental choice in relation to enrolment; and
* Respect for diversity of values, beliefs, traditions.

 

**Above: Grassmen we planted in science! Above: Abbotts visited us for a science experiment.**

**Reporting to Parents:**

Parents are valued partners in their children's education. We feel this is important to help parents feel welcome to come into our school and to discuss any concerns relating to their child as soon as they may arise. Parents are asked to make an appointment before calling to the school.

St. Columba’s National School has accepted the recommendations laid out in Circular 0056/11 with reference to literacy and numeracy. To that end the following will apply from January 2012:

Reporting of test results:

1. A short report with some academic results is sent out at Halloween.
2. Parent-teacher meetings are held each year at the beginning of the second term. Test results from class tests at Christmas and at the end of the year are given out in writing to all parents. During this meeting the child's overall progress will be discussed.
3. An end of year report will be sent out to parents early in June containing the Standard Scores of Maths and English and any summer tests completed in class.

**Medication**

Teachers are not authorised to administer medication. However, if there are circumstances when a child needs medication during school hours, parents must request this in writing from the Board of Management. The B.O.M. may seek an indemnity for the parent in respects of any liability that may arise regarding the administration of medication.

We advise that relevant information be given on the application form.

Asthmatics are encouraged to keep inhalers in schoolbags to be readily available when needed. They should be clearly labelled with the child's name.

**CODE OF BEHAVIOUR**

**The aims of the Code of Behaviour of St. Columba's National School are:**

1. To provide guidance for pupils, teachers and parents on behavioural expectations.
2. To provide for the effective and safe operation of the school.
3. To develop pupils’ self-esteem and to promote positive behaviour.
4. To foster the development of a sense of responsibility and self-discipline in pupils based on respect, consideration and tolerance of others.
5. To facilitate the education and development of every child.
6. To foster caring attitudes to one another and to the environment.
7. To enable teachers to teach without disruption.

**Implementation**

Every member of the school community has a role to play in the implementation of the Code of Behaviour. Rules will be kept to a minimum, emphasise positive behaviour and will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual difference. Good behaviour will encouraged and rewarded. Where difficulties arise, parents will be contacted at an early stage.

**General Guidelines for Positive Behaviour**

1. Pupils are expected to treat all adults and fellow pupils with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
2. Pupils are expected to show respect for all school property and to keep the school environment clean and litter free.
3. Pupils are expected to take pride in their appearance, to have all books and required materials and to be in the right place at the right time.
4. Pupils are expected to follow teacher’s instructions, to present assignments neatly and always to work to the best of their ability.
5. Pupils are expected to show respect for their own achievements and the achievements and opinions of others.
6. Pupils are expected to attend every day unless there is a genuine reason for absence, in which case the school must be informed in writing, stating the reason for absence.

**School Rules**

School rules are kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. If a school is to function efficiently, it is necessary that rules and regulations are clearly stated and enforced consistently and fairly. Please read a copy of the school rules attached.

**Affirming Positive Behaviour**

St. Columba's practises a method of positive discipline whereby focus is placed on positive behaviour and thereby encouraged and negative behaviour consequently discouraged.

**Strategies/Incentives**

* A quiet word or gesture to show approval.
* A comment on a child’s exercise book.
* A visit to another class or Principal for commendation.
* Praise in front of class group.
* Individual class merit awards, points awards or award stamps. Pupils can accrue points and earn many prizes through good behaviour.
* Delegating some special responsibility or privilege.
* Written or verbal communication with parent.

**Unacceptable Behaviour**

Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher, or the supervising teacher at break-times. In cases of repeated serious misbehaviour or single instances of gross misbehaviour parents will be involved at an early stage and invited to meet the teacher and / or the principal to discuss their child’s behaviour.

Examples of minor misbehaviour include:

* Bringing electronic equipment or mobile phones to school
* Not wearing appropriate uniform; bringing in chewing gum
* Not following instructions

Examples of serious misbehaviour include:

* Behaviour that is hurtful (include bullying, harassment, discrimination and victimisation)
* Behaviour that interferes with teaching and learning
* Threats or physical hurt to another person
* Damage to property
* Theft
* Bringing dangerous equipment to school
* Leaving school/ school activities without permission

Examples of gross misbehaviour include:

* Assault on a teacher or pupil
* Serious theft
* Serious damage to property
* Serious bullying
* Carrying drugs, alcohol, cigarettes

**Bullying:**

Bullying is repeated aggression – physical, verbal or emotional – conducted by an individual or group against another or others.

* PHYSICAL: includes pushing, shoving, punching, kicking, poking, tripping etc.,
* VERBAL: name calling which hurts, insults or humiliates.
* EMOTIONAL: threats or persistent hurtful remarks regarding sensitive areas e.g appearance, dress, progress, colour, culture and disability. Isolating or shunning a child. Threats to extort money or possessions. “Cyber /text” bullying.

The school takes particular care to intervene early in responding to the needs, fears or anxieties of individual members in a sensitive manner.

Issues in relation to bullying are explored continually during SPHE lessons and using Circle Time, Drama etc.,

Should a parent/guardian have any concerns which need to be discussed with a teacher, all staff members are more than willing to facilitate a meeting, made through the proper channels i.e. a phone call to the office, or a note t the class teacher to arrange a convenient time for both parties. The first person to be informed should be the class teacher.

This arrangement ensures that all concerns are dealt with in a dignified, meaningful manner, without infringing on valuable teaching time.

Isolated incidents of aggressive behaviour, while not to be condoned, can not be described as bullying.

Incidents of bullying will be dealt with in the same manner as breaches of discipline – already outlined in our Code of Behaviour.

In the case where a parent reports a bullying incident, the school reserves the right to inform the relevant parties of the identity of the person making the complaint, when this is deemed necessary.

**Cyber Bullying:**

School advises strongly recommends that children under 13 years of age should not be on Facebook, Twitter, Ask.fm. or any other Social Networking website that is not suitable for children under 13 years of age. However, parental discretion is always advised as to the exact age a child is ready for social media or online gaming.

* Children need to know they shouldn’t be on facebook.
* Parents should be aware of what is happening at home on their computer(s). Ignorance in relation to computer literacy is no excuse.
* We advise you to carefully monitor the sites your child visits.
* Use the website ‘webwise’ to help get more information on helping children cope with the internet.

**Discouraging Misbehaviour**

The purpose of sanctions and other strategies is to promote positive and discourage misbehaviour. Sanctions will be applied according to the gravity of the misbehaviour, with due regard to age and emotional development. These may include

* Reasoning with pupil.
* Verbal reprimand including advice on how to improve.
* Temporary separation from peers within class and/or temporary removal to another class.
* Prescribing extra work.
* Loss of privileges.
* Detention during break.
* Communication with parents.
* Referral to Principal.
* Principal communicating with parents.
* Exclusion (Suspension or Expulsion) from school (in accordance with Rule 130 of the Rules for National Schools as amended by circular and Education Welfare Act 2000).

Pupils will not be deprived of engagement in a Curricular Area, except on the grounds of health/safety

**Suspension/Expulsion**

Before serious sanctions such as detention, suspension or explusion are used, the normal channels of communication between school and parents will be utilised. Where it is proposed to detain a pupil after school hours, the parents or guardians will be notified. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child’s case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed and the parents will be requested in writing to attend at the school to meet the Chairperson and the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will be in accordance with the Rules for National Schools and the Education Welfare Act 2000.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools and the Education Welfare Act 2000. Before suspending or expelling a pupil, the Board shall notify the Local Welfare Education Officer in writing in accordance with Section 24 of the Education Welfare Act.

**Removal of Suspension (Reinstatement)**

Following or during a period of suspension, the parent/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil’s reinstatement will not constitute a risk to the pupil’s own safety or that of the other pupils or staff. The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class.

**Children with Special Needs**

All children are required to comply with the code of behaviour. However the school recognizes that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, learning support/ resource teacher, and or principal will work closely with home to ensure that optimum support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments will be invaluable.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

**Communicating with Parents**

Communicating with parents is central to maintaining a positive approach to dealing with the children. Parents and teachers should develop a joint strategy to address specific difficulties, in addition to sharing a broader philosophy which can be implemented at home and in school.

A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school. Structures and channels designed to maintain a high level of communication among staff and between staff, pupils and parents have been established and are being reviewed regularly.

Parents are encouraged to talk in confidence to teachers about any significant developments in a child’s life (in the past or present), which may affect the child’s behaviour.

The following methods of communication are to be used within the school:

* Through children’s homework journal
* Informal / formal parent/ teacher meetings – appointments necessary.
* Letters / notes from school to home and from home to school.
* Text a Parent service.
* School notice board.
* Newsletters/ school web-site / e-mails

**Before/After School**

Parents are reminded that the staff of the school does not accept responsibility for pupils before official opening time of 9:20a.m. or after the official closing time of 3:00p.m. (infants) 2:00p.m. except where pupils are engaged in an extra-curricular activity organised by the school and approved by the Board of Management. Pupils involved in such activities are expected to behave in accordance with school behaviour policy during these times.

**Board of Management’s Responsibilities**

* Provide a comfortable, safe environment.
* Support the Principal and staff in implementing the code.
* Ratify the code.

**Principal’s Responsibilities**

* Promote a positive climate in the school.
* Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
* Arrange for review of the Code, as required.

**Teachers’ Responsibilities**Support and implement the school’s code of behaviour.

* Create a safe working environment for each pupil.
* Recognise and affirm good work.
* Prepare school work and correct work done by pupils.
* Recognise and provide for individual talents and differences among pupils.
* Be courteous, consistent and fair.
* Keep opportunities for disruptive behaviour to a minimum.
* Deal appropriately with misbehaviour.
* Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
* Provide support for colleagues.
* Communicate with parents when necessary and provide reports on matters of mutual concern.

**Parents/Guardians’ Responsibilities and**

Encourage children to have a sense of respect for themselves and for property.

* Ensure that children attend regularly and punctually.
* Be interested in, support and encourage their children’s school work.
* Equip pupils with appropriate school materials, a sufficient healthy lunch and full uniform.

**Pupils’ Responsibilities**

* Attend school regularly and punctually.
* Listen to their teachers and act on instructions/advice.
* Show respect for all members of the school community.
* Respect all school property and the property of other pupils.
* Avoid behaving in any way which would endanger others.
* Avoid all nasty remarks, swearing and name-calling.
* Include other pupils in games and activities.
* Bring correct materials/books to school.
* Follow school and class rules.

**Code of conduct for parents**

* Be courteous towards staff.
* Make an appointment before meeting with your child’s teacher or principal.
* Be familiar with the code of behaviour and support its implementation.
* Co-operate with teachers in instances where their child’s behaviour is causing difficulties for others.
* Communicate with the school in relation to any problems which may affect child’s progress/behaviour.
* Respect school property (including books and workbooks borrowed from the school) and encourage their children to do the same.
* Strictly supervise pre-school children when in the school.
* Provide written notes for absences.
* Parents are strongly advised to take an active interest in their child’s homework and to sign their Homework Journal each night (ensuring that it is filled in fully and completed).

**School Rules**

**Outdoors:**

1. Always stay in the schoolyard. Never go down the hill or out the front gate. (If the ball goes out on the road or down the hill, do not follow it without asking teacher).
2. Only a sixth class pupils may retrieve the ball from the field/hedge.
3. Do not climb on the walls or elevated areas.
4. Do not go behind the astro turf unless asking teacher first.
5. Pupils must play safely at all times. Anti-social, dangerous or hurtful behaviour is forbidden, (e.g. wrestling, headlocks, jockey backs, bullying, intimidation, teasing, jeering, fighting, spitting, kicking, charging in groups, bad language, exclusion).

**Indoors/Classroom rules:**

1. Instructions given by teacher must be obeyed.
2. Pupils should work to the best of their ability and present exercises neatly.
3. Pupils must stay seated in their places unless told otherwise. This is particularly important when teacher is called from the room.
4. Walk at all times.
5. Keep bags tidied so that nobody trips on them.
6. Pick up anything you see that should not be on the floor.
7. Wear indoor shoes (plimsolls preferred) inside.
8. If you have something to say raise your hand.
9. Only one boy/girl to the toilet at a time.
10. Enter and exit through the back door.
11. No one is to go upstairs.
12. Do not go down to the resource or learning support or photocopier rooms on your own.

**Dismissal at 2pm and 3pm:**

1. Bus people go first.
2. Walk down the hill.
3. Little ones only go out the gate or the front door of the school with the person collecting them.
4. Non-bus people leave in small groups.
5. All go straight to the car or bus.