



## **Our Lady Queen of the Apostles N.S**

### Code of Behaviour policy

#### **Introduction**

This Code of Behaviour was devised by the school principal in consultation with all staff members, the members of the Board of Management, the student council, the Parents Association and the entire parent body. It was devised during the third term of 2003. The policy was drafted in June 2003 and adopted by the Board of Management in September 2003. The policy was then reviewed by all stakeholders (parents, pupils, staff, Board of Management) in 2009. It was reviewed again by all stakeholders in 2012. The plan was reviewed again in September 2015 and was ratified by the board of management. This reviewed plan was assessed again by all stakeholders in 2019. It was reviewed and ratified by the board in April 2019. A full review of the Code of Behaviour was undertaken in April 2023 in conjunction with the adoption of the Behaviours of Concern Policy and with a view to include aspects of our Acceptable Use Policy and our Communication Policy.

#### **Rationale**

The Education Welfare Act (2000) Section 23 requires the Board of Management to prepare and make available a Code of Behaviour for the students registered in the School.

Section 23 (2) states that The Code of Behaviour shall specify:

- I. The standards of behaviour that shall be observed by each student attending the school
- II. The measures that shall be taken when a student fails or refuses to observe those standards
- III. The procedures to be followed before a student may be suspended or expelled from the school
- IV. The grounds for removing a suspension in relation to a student
- V. The procedures to be followed in relation to a child's absence from school

### **Relationship to the Characteristic Ethos of the School.**

Our Lady Queen of the Apostles N.S seeks to be a warm and welcoming place, respectful and accommodating of diversity in race, culture, religion, gender and ability. We strive to provide an inclusive environment in response to the needs of all children.

We aim to develop an atmosphere of tolerance, openness, honesty and creativity. All children are nurtured and cherished and encouraged to reach their full potential. It is recognised that they contribute to the wider school community by their uniqueness as individuals.

Our Lady Queen of the Apostles N.S seeks to cherish and challenge children in a safe, secure and attractive learning environment. We aim to provide quality learning experiences that are enriching and enjoyable through a broad balanced and relevant curriculum. We strive at all times to provide a peaceful, happy and fun learning environment.

Our Lady Queen of the Apostles N.S values its open and welcoming relationship with parents. We will continue to work in partnership with parents to ensure the welfare of each individual child and the school as a whole.

## **Aims**

1. To create an atmosphere of mutual respect.
2. To create a climate in which teaching and learning can take place.
3. To help develop positive relationships (between teachers and their students between students and their peers and between school and home).
4. To develop in the children a sense of civic pride in their school and in their work.
5. To promote good manners, courtesy, co-operation and helpfulness.
6. To promote positive behaviour.
7. To ensure a safe and healthy environment for all members of the school community.
8. To allow the school to function in an orderly way where children can make progress in all areas of their development.
9. To ensure that the systems of rules, rewards and sanctions are implemented in a fair and consistent manner throughout the school.

## **Whole School approach to promoting positive behaviour**

### **(a) Developing and maintaining a positive school ethos**

"a positive school ethos is based on the quality of relationships between teachers and the way in which pupils and teachers treat each other. This positive ethos permeates all the activities of the school and helps in forming a strong cohesion within the school" (circular 20/90)

### **(b) The development of positive relationships**

In our school we treat all children with respect and dignity. We strive to develop a strong sense of community and co-operation among the staff, pupils and parents and all are agreed that their focus is primarily on the promotion and recognition of positive behaviour. The SPHE curriculum also supports the code of behaviour. This curriculum helps children to develop communication and problem - solving skills while fostering self - esteem.

**An effective Code of Behaviour requires the co-operation of all stakeholders in the school:**

**a) Staff**

As a staff we work together to follow our school Positive Behaviour Reward System "Going for Gold"

- This behaviour policy is circulated to all staff. Through regular staff meetings and good communication, the policy is reviewed and updated on a regular basis.
- All staff implement the school code of behaviour to ensure consistency and transparency. Teachers have been trained in Restorative Practice and strategies are used and implanted throughout our school Code of Behaviour and in conjunction with our Anti-Bullying Policy.

**b) Board of Management**

- The board was involved in this policy review and will be involved in future reviews.
- The Board supports the Code of Behaviour in the school on an on-going basis.
- The Board of Management supports the staff in implementing the code of behaviour.
- The Board gives authorisation for the sanctions outlined in the policy.

**c) Parents**

- The Board of Our Lady Queen of the Apostles recognises that parents have a primary role and responsibility in teaching their children how to behave in an acceptable manner.
- Parental understanding and support for the plan is crucial.
- When children enrol in the school, parents are given a copy of the Code of Behaviour, and the expectations of pupils are discussed, along with the role of parents in helping pupils to meet these expectations.
- Parents are encouraged to share information about anything that might affect a child's behaviour in school. This can be done by organising a meeting via the school journal/teddy bear book or school email address with the class teacher.
- If a child consistently misbehaves, his/her parents will be invited to meet with the class teacher and/or Principal to discuss and agree ways of helping the child.
- The school has a Parent's Association. Parents are encouraged to get involved in this association as a structure through which they can work together for the best possible education for their children.

**d) Pupils**

- Pupils are expected to respect the right of other pupils to learn and to avoid disrupting the work of the classroom.
- Pupils are expected to have respect for their teachers and follow instructions given by them.
- Pupils are expected to go to and from their classroom in an orderly manner and running is not allowed at any time in classroom or on the corridors.
- Pupils are expected to show courtesy and respect towards other pupils.

- Visitors to classes should be greeted politely and pupils should continue to work quietly.

Each child is responsible for his/her own behaviour. Children are reminded on a regular basis of their responsibilities inside and outside the classroom. This will enable the children to develop honesty and good behaviour and will boost their self-esteem.

Acceptable behaviour in our school reflects the Christian values promoted within the school with an emphasis on forgiveness, reconciliation, new beginnings and hope.

## **Guidelines**

### **Good behaviour involving staff, pupils and parents.**

1. All members of the school community treat each other with respect. (see dignity in the workplace policy also)
2. Open dialogue between all members of the school community is encouraged to ensure that everyone is listened to.
3. School Rules and Policies apply to all members of the school community to ensure the well-being and safety of all.
4. Children are encouraged, praised and rewarded for good behaviour and effort.
5. Assemblies will begin in term 3 2023 aimed to bring the school together as a community to celebrate children's achievements.
6. School seeks and values parents support and co-operation in promoting good behaviour.

7. School rules and the sanctions for not following the rules are taught to all the children. Rules will be displayed in all classrooms, staffrooms, corridors and offices.
8. The whole school follow our positive behaviour reward system "Going for Gold". It is a reward stamp received daily in the school journal or teddy bear book with termly certificates sent home. Bronze – term one, Silver – term two, Gold – term three. Rewards for receiving a certificate termly include homework passes, lucky dips and end of year trips.
9. A "Happy Message" postcard is used as an incentive for positive behaviour. It is sent home in the post by the class teacher termly.
10. Positive Behaviour Messages are encouraged in the Yard Books Daily and weekly stickers (Junior classes) certificates (senior classes) are given out on a Friday to promote and encourage positive behaviour in the yard.

### **Attendance and Punctuality**

The school is legally bound to furnish the Education Welfare Officer with a list of the names of all children who have missed 20 school days. Our Lady Queen of the Apostles is a DEIS band 2 school and has a DEIS Attendance Action Plan in operation. There are specific families targeted by our Home School Liaison officer daily.

All absences must be explained via a written note, which can be written in student's Journal or a message sent via Aladdin connect or email to [info@clonburrisns.ie](mailto:info@clonburrisns.ie).

The children must remain on the school premises during the school day unless:

- 1.They are collected by a parent/guardian.
- 2.They have permission from a parent/guardian to leave
- 3.They are accompanying their teacher on a trip.

Children are not allowed on the school premises outside of school hours unless attending an activity, which has been approved in advance by the Board of Management.

- School Gates open at 08:45a.m.

Children enter and stand on their class line. At 08:50 the class teacher escorts pupils into the school building and they walk to their classrooms. The Principal, Deputy Principal and or the HSCL remain in the yard until 09:00am for any child who misses their line.

- Class starts at 9:00 am and finishes at 2:30pm for 1<sup>st</sup> – 6<sup>th</sup> Classes
- Class starts at 09:00am and finishes at 1:30pm for Infants.

Children should be collected on time, as we do not have the personnel to supervise after school hours. Please let the class teacher know who will be collecting your child. (If your child ever has to be collected by someone else, please advise class teacher beforehand. In June, you will receive a school calendar. Please organise family holidays to coincide with the school calendar.

Punctuality: Children are encouraged to be punctual. If a child misses 10 minutes of class every day, then that is 50 minutes of class time missed a week and just over 3} hours of class time missed in a month!

When children are late, they are dropped at the main entrance and greeted by the HSCL or school secretary. The HSCL will contact the parents of children who are continuously late. If a child is continuously late or absent, his/her parents may be asked to explain this to the Principal.



## **Uniform**

- The school uniform should be worn every day and school track suit on P.E days.
- Runners should be worn on P.E. days for Health and Safety reasons. If students are not wearing suitable footwear, they may be advised not participate in P.E. lesson.
- Children should not wear make up, false lashes, false nails to school under Health and Safety Guidelines..
- For Health and Safety reasons, children should not wear jewellery, except small studs in their ears. The school will not accept any responsibility for any lost or damaged jewellery.

## **School Yard**

- Break times should be enjoyed by all!
- The teachers on 'yard duty' are in charge and all children are expected to obey those teachers. We expect the children to treat all personnel (Special Needs Assistants, Caretaker, Secretary, etc.) with respect at all times.
- The School Rules & Sanctions apply in the school yard.

If a pupil hurts themselves on the yard, the teacher on duty will assess the injury and inform the class teacher or First Aid Officers accordingly. If they are seriously injured their parents/guardians will be informed. Pupils are obliged to stay within the boundaries of the school during break times. On hearing the first bell, the pupils are expected to stop play, freeze. On hearing the second bell the pupils can make their way to their line, where they should line up in an orderly way until they are collected by their class teacher and return to their classroom.

## **Property**

### *Personal Property*

Children must have respect for their own property, the property of other students and school property.

In as far as possible, children are responsible for their own property.

Every item brought to school should be clearly labelled with the child's name.

Particular attention should be paid to lunch boxes and items of clothing.

The school does not accept responsibility for property which is lost, mislaid or stolen.

The children should always have regard for the property of others.

### *School Property*

The children must always respect school property.

- School property includes buildings, fixtures, furniture and equipment. Compensation will have to be made if another child's property is deliberately defaced, damaged or stolen.
- Deliberate defacing, damaging or stealing school property by a student of the school will be reported to his/her parents/guardians and compensation will have to be made.
- Children who damage property either accidentally or deliberately must report it straight away to the Principal.

## **Use of Mobile Phones and Other Smart Devices**

### **Positive and Proactive Steps**

In order to encourage safe use of mobile devices and to educate our pupils on using the internet and online safety we will hold an Internet Safety Week in September/October of each year for all pupils. We aim to enable them to be safe online and to know their rights and responsibilities when using smart devices.

We provide an internet safety information evening for parents annually.

We will also teach the children about Cyber Bullying during our Anti-Bullying Week.

To protect all members of the school community we discourage children from bringing any smart devices to school (mobile phones, smart watches, ipods etc). If parents deem it necessary that their child has a device in school, it must be turned off and handed in to their teacher upon entering the school building. They are collected and stored in a secure locked place during the school day and are returned to children when exiting the school building, as per the school's Mobile Phone and Personal Electronic Device Policy. The school do not take responsibility for any devices brought to school that do not follow these procedures.

It is strongly advised that pupils use PIN or password protection to ensure no unauthorised use of their device if found/stolen. These PINs and passwords should be kept confidential and should not be shared with other pupils. (See Communications policy and Acceptable Use Policy)

Misuse of devices and related sanctions

It may not be used for any reason on the school grounds or when on an off-site school activity. For example, on school tour, at a sporting event, swimming etc. The school premises includes: classrooms, corridors, yards, or walking in and out of school from the outer school gates. The only exception to this rule is if the child has explicit permission from a teacher to use their phone or device in an urgent/emergency situation. This is for the safety and protection of all the school community and their right to privacy.

Pupils who ignore this policy and use a device without permission will be required to hand over the device to a member of staff and it will be returned to the parent at the end of the school day or when they can collect it.

If a staff member has any suspicion that a device has any unsuitable material on it (for example recordings of pupils or teachers, photos taken in school or on a school tour or outing etc) the pupil will be required to hand over the device and parents will be asked to come to school to collect it.

If a pupil shares any material as mention above on any social media or message sharing platform (e.g. WhatsApp) this will result in the pupil's immediate suspension from school.

Where there is any suspicion that the material involved may provide evidence relating to a criminal offence, the device will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances.

The school accepts no responsibility for replacing or repairing lost, stolen or damaged devices. The safety and security of devices is wholly a matter for pupils/parents. The school accepts no responsibility for devices lost or stolen on the way to or from school.

Devices found in school, and whose owner cannot be located, must be handed in to a member of staff or to the office.

Devices should be clearly marked with the pupil's name so as to identify the owner in the case of a device being handed in to staff.

It should be noted that it is a criminal offence to use a mobile device to harass, menace or offend another person. As such, if action taken by the school in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.

### **Health and Safety**

Our Lady Queen of the Apostles N.S has a separate health and safety statement, which is available in the school. Children must walk inside the school building (running inside the building is not allowed.)

### **Encouraging Positive Behaviour**

The following are some examples of the ways on which teachers encourages positive behaviour.

1. Drawing attention to and praising positive behaviour.
2. Student of the week.
3. Giving students responsibilities e.g. captains of groups, line leaders etc.
4. Forming the children into groups and encouraging them to support each other in behaving positively. The positive behaviour is recorded by the teacher and at the end of the week the best group gets a reward.
5. Circle Time.

6. Going for Gold Reward stamp daily.
7. Classroom/School rules are taught to the children.
8. Some classes use Class Dojo with points being awarded and prizes given after an agreed number of individual or class points have been achieved

## **Rewards and Sanctions**

Rewards recognise good behaviour, work well done and achievement.

Sanctions are administered where there is irresponsible behaviour.

## **Types of Rewards**

This list is not exhaustive.

1. Treats/prizes
2. Praise, a word of encouragement, thanks
3. Stars, stickers, positive comments in copies/homework journal, certificates
4. Kindness awards/Great Friend awards
5. Homework vouchers
6. Golden time
7. Happy Message Postcard
8. Going for Gold Stamp

## **Sanctions**

The purpose of a Sanction is to bring about a change in behaviour by

- Helping children to learn that their behaviour is unacceptable.
- Helping them to recognise the effects of their actions and behaviour on others.

- Helping children (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.
- Helping them to learn to take responsibility for their behaviour.
- Restorative Practice – How my behaviour impacts others, developing empathy.

**A Sanction may also**

- Reinforce the boundaries set out in the Code of Behaviour.
- Signal to other children and staff that their wellbeing is protected.

***In instances of more serious breaches of school standards, sanctions may be needed to:***

- Prevent serious disruption of teaching and learning
- Keep the student, or other students or adults safe.

Sanctions will be fair, just, predictable and consistent.

***Misbehaviour/irresponsible behaviour may be divided into three categories***

- **Minor Misbehaviour**
- **Major Misbehaviour**
- **Serious/Gross Misbehaviour**

Sample Minor Behaviours	Sample Major Misbehaviours
<ol style="list-style-type: none"> <li>1. <i>Repeated back answering</i></li> <li>2. <i>*Throwing objects around the classroom that could result in injury of others.</i></li> <li>3. <i>*Thumping/Kicking/Striking</i></li> <li>4. <i>*Spitting</i></li> <li>5. <i>Lying</i></li> <li>6. <i>Ignoring teacher/SNA instruction</i></li> <li>7. <i>Verbal abuse – student to student name-calling</i></li> <li>8. <i>Constant disruption</i></li> <li>9. <i>Persistent infringement of general school rules</i></li> </ol> <p><i>*the age of the child will be taken into consideration when judging such misbehaviour.</i></p>	<ol style="list-style-type: none"> <li>1. <i>Cursing at a teacher/SNA</i></li> <li>2. <i>*Stealing</i></li> <li>3. <i>*Throwing objects around the classroom that could result in injury of others.</i></li> <li>4. <i>*Thumping/Kicking/Striking</i></li> <li>5. <i>*Spitting</i></li> <li>6. <i>Aggressive, threatening behaviour towards another student, teacher, SNA, staff member and visitors.</i></li> <li>7. <i>Throwing tantrums</i></li> <li>8. <i>Fighting</i></li> <li>9. <i>Bullying</i></li> <li>10. <i>Major Yard incident</i></li> </ol> <p><i>*the age of the child will be taken into consideration when judging such misbehaviour.</i></p>

### Serious/Gross Misbehaviour

- Any allegation of serious/gross misbehaviour will be investigated thoroughly ensuring everyone is allowed the right to be heard and the right to impartiality. Any allegation will be put to the child in the presence of their parents/guardians.
- To allow the class teacher to deal with a serious problem/incident another member of staff may be asked to step into their classroom.
- Examples of Gross Misbehaviour that may result in immediate suspension by the Principal subject to the approval of the BOM include:
  1. *Aggressive, threatening, racial or violent behaviour towards a pupil, member of staff or visitor.*
  2. *Bringing onto school grounds illegal substances including alcohol and drugs.*
  3. *Bringing/Using a weapon or items which can be used as a weapon onto/on school grounds.*
  4. *Smoking within the school grounds.*



- 5. Deliberate damage to school property.**
- 6. Sharing inappropriate or defamatory material online**
- 7. Leaving the school without permission**
- 8. Persistent infringement of the School Rules.**
- 9. Other such misdemeanours as may be deemed Gross Misbehaviour.**

Some matters of a serious nature pertaining to Our Lady Queen of the Apostles N.S may be referred to Clondalkin Gardaí.

### **Examples of types of sanctions**

The following are sanctions which may be used for **Minor, Major or Serious Gross Misbehaviour**. This may also be used as part of an individual behaviour plan.

- Isolation within the classroom (e.g. sit at 'time out' table).
- Deprivation of privileges e.g. Football Matches, School Tours, Golden Time, End of Year Nature Walk.
- Detention at break-times.
- Report to Principal.
- Contact parents by note or phone call.
- Replacing, repairing or paying for property damaged or stolen.
- Student makes an apology and gives guarantee to behave in the future (this may be verbal or written/private or public and may be countersigned by parents/guardians).
- Sent to another class. When a child is sent to another class, a note will be sent to the child's parents. **After three notes, parents will be asked to attend a meeting.**
- A phone call home so that the child is collected from school.

- In cases where the Class Teacher and Principal have gone through the normal procedure **without** success, the Principal will bring the matter to the attention of the Board of Management to be reviewed by Board of Management. The child involved may then be suspended for a maximum of three days or a further period in accordance with Rule 130 for Primary Schools.

In any situation where there is a big group of children together it is inevitable that there will be disputes and disagreement. If your child is upset about any incident which happened in school, please let the class teacher know and he/she will deal with it. The matter may be reported to the Principal or Deputy Principal if necessary. The Board of Management would like to point out that under no circumstances should a parent approach another parent's child in the school about an alleged incident in person or via social media.

### **Suspension**

A child may be suspended for up to a period of 3 days for Major misbehaviour or Serious Gross Misbehaviours.

The Chairperson of the B.O.M. will be informed, the Principal will contact parents/guardians and inform them. The Parent/Guardian will be given a letter outlining dates and reason for suspension.

#### **Section 29 Appeal**

Where the total number of days for which the pupil has been suspended in the current school year reaches 20 days, the parents may appeal the suspension under section 29, the Education (Miscellaneous Provisions) act 2007

When parents are being formally notified of such suspension they will be told about the right to appeal to the Secretary General of The Department of Education & Skills,

under section 29 and will be given information about how to do so (including a copy of Circular 22/02 and related forms)

When a child returns from suspension a programme will be developed to work with the child and if necessary, relevant agencies will be contacted to help support the child e.g. Social Workers, Counselling Service.

### **Expulsion**

The Board of Management will expel a child if:

1. A child engages in repeated acts of Serious Misbehaviour (see list) and efforts to work with the student and his /her parents/guardians have failed.
2. If a child is repeatedly suspended and all efforts to work with the child and his/her parents/guardians failed and the child is continuing to engage in acts of erious Gross Misbehaviour (see list)

In accordance with the Welfare Act, before a child is expelled, the Welfare Officer will be notified in writing, and the child will not be expelled before the passing of twenty school days following the receipt of notification by the

Education Welfare Officer. This is without prejudice to the right of a Board of Management to take such other reasonable measures as it considers appropriate to ensure that the safety of students is secured (Education Welfare Act 200

Section 24 Subsection 5)

Section 29 Appeal

When parents are being formally notified of such an expulsion they will be informed of their right to appeal to The Secretary General of The Department of Education & Skills under section 29 and will be given information about how to do so (including a copy of circular 22/02 and related forms)

### **Students with Special Education Needs**

The school's role is to plan for and meet student's individual needs. Class teachers and specialist personnel e.g. Learning Support/Resource teacher, SNA's, EAL teachers will check that standards and rules are communicated to pupils with Special Educational Needs.

Students with special educational needs and/or severe behaviour problems, will have a Behaviour Support Plan. The Behaviour Support Plan will be a component of their School Support Plan and or their Additional Care Needs Targets (if applicable) if it is felt that their behaviour impedes their safety and learning or interferes with the safety and learning of others.

\*See Behaviours of Concern Policy also.

### **Physical Interventions**

There should be no physical contact with the children, other than holding hands, when deemed necessary, unless agreed with the parents and recorded in their SSPs/Behaviour Support Plan. This includes kissing, hugging, carrying and sitting children on laps.

Physical restraint in Our Lady Queen of the Apostles N.S is defined as the positive use of force in order to protect a person from harming himself/herself or others. In exceptional circumstances, and as a last resort procedure, staff may use physical intervention as part of a total

response to the student, but only if its use has been agreed by the student's parents, all other personnel involved and the procedure is clearly outlined in the student's Behaviour Support Plan.

### **Implementation and Review**

This revised policy will be implemented from June 2023.  
It will be reviewed on an annual basis.

### **Success Criteria**

- Consistent discipline.
- Successful resolution of behaviour problems.
- Regular communication with parents.
- Uninterrupted quality teaching and learning.

### **Ratification**

This policy was ratified by the Board of Management on 20<sup>th</sup> June 2023.

Signed: 

Chairperson of Board of Management

# Appendix to Code of Behaviour

## Suggested School Rules

1. Be on time and be prepared for class every day.
2. Always do your best and encourage others do the same.
3. Treat all staff with courtesy and respect.
4. Act in a safe and respectful way at all times around the school building.
5. Use good manners to all children, and visitors to the school.

### Suggested Yard Rules

1. Walk to the yard
2. Games which do not interfere with the safety of other children may be played e.g. simple chasing games/street games etc.
3. Remain in the play area unless given permission to leave by the teacher on duty.
4. Respect the yard environment and help to maintain pleasant surroundings
5. Respect the playground leaders and engage with games politely
6. Keep unhelpful hands, feet, stones, (or any other objects) comments and threats to yourself.
7. Exit the yard in lines quietly and return to class without disturbing other classes.
8. The bell rings once at the end of the break and all pupils will “freeze”. On the second bell all pupils will walk to their line politely.



## Suggested Classroom Rules Infants to Second Class

1. Be Polite
  - Greet Visitors
  - Stand Back
  - Hold door Open
  - Move Politely
  - Hands up to speak
2. Be Friendly in class and yard
  - Keep unhelpful hands, feet and words to yourself
  - Include people in your games
  - Hand things to others
3. Have everything you need for school
  - Uniform on days that you don't have PE
  - Tracksuit on PE days
  - Books, pencils, rubbers etc.
4. Listen well and always try your best.
5. We all want a nice school – Respect It.
  - Use the correct bins to help keep the classroom tidy
  - Keep the yard and garden tidy
  - Bring your lunch wrappers home

## Suggested Classroom Rules

### 3<sup>rd</sup> – 6<sup>th</sup> Class

#### 1. Courtesy Rules

- Greet a visitor to your room and continue to work quietly.
- Treat fellow pupils, staff and visitors with courtesy.
- When asked a question, raise your hand and answer when asked to do so.
- Respect the classroom and school furniture.

#### 2. Safety Rules

- Always walk in an orderly fashion – into the classroom, around it and out of it.
- Keep bags/book boxes safely under the table.
- Push your chair in safely under the table when leaving your place.
- Always hand items to pupils and teachers.

#### 3. Work Related Rules

- Come prepared for school with copies, books, pencils etc.
- Work to the best of your ability and present class and homework exercises neatly.
- Notes should be given when homework assignments have not been completed.

1. What happened/What led to your misbehaviour?
2. What school rule/rules did you choose not to follow?
3. What will you do differently in the future to avoid repeating this misbehaviour?
4. Are you prepared to behave as expected?

• Teacher Signature:  
Date:

Appendix 6: Going for Gold Steps to behaviour Sanctions

1. Verbal Warning given by teacher – short oral warning clearly outlining the expected behaviour
2. Verbal Warning given by teacher and reminder card placed on the child's desk or journal or teddy bear book confiscated and placed on teachers desk
3. Written record of misbehaviour in pupil teddy bear book or journal. All subsequent steps will be recorded in the pupil teddy bear book/journal.
4. Pupil moved to "thinking table/chair/time out" in the classroom. May be given prompt card to reflect on behaviour (What happened? Who was affected?)
5. Pupil is sent to a partner teacher for X amount of time (with work) and child fills in behaviour reflection form (age appropriate) (appendix 5)
6. Pupil sent to Principal/Deputy Principal to reflect on misbehaviour and receive sanction.
7. A Phonecall will be made to the pupil's parents outlining the misbehaviour and expected behaviour.
8. The parents will be invited to attend a meeting with the Principal/Class teacher and a behaviour plan formulated.
9. A sanction letter is sent home explaining the repeated and persistent breach of the Code of Behaviour where it is outlined that the next step may be suspension.
10. Suspension. Meeting with Principal.  
\*suspension may take the form of in-school suspension or out of school suspension. This will be at the discretion of the BOM.

***\*the age of the child will be taken into consideration when judging such misbehaviour.***

***Sanctions may be differentiated according to Pupils individual needs (See Behaviours of Concern Policy) or if there is a single incidence of serious/gross behaviour???***