

# Holy Family Senior School

# Enrolment Policy

## 2016

Holy Family Senior School is a member of the Ennis Parish Primary Catholic Schools Agreed Application System. The Agreed Application System is the process by which 1<sup>st</sup> level entry (2<sup>nd</sup> class in Holy Family Senior School, Junior Infants in all other schools) to any of the participating schools will be managed. The underpinning principles of the system are; **Inclusivity, Equality and Respect for Diversity.**

# **Ethos of Ennis Parish Primary Schools Agreed Application System**

## **Inclusivity, Equality & Respect for Diversity**

**Holy Family Senior School** is founded upon *Gospel* values and our *Catholic* tradition. Our mission is to inspire and enable each unique student to achieve their full spiritual, academic and personal potential and, at all times strive for excellence.

We are a welcoming school where tolerance, honesty, co-operation and mutual respect for others are fostered. We believe every student to be equal and we are committed to the development of the whole person within a secure and creative environment which is supportive of the individual regardless of their age, sex, race, colour, religion or disability. We provide a broad, balanced curriculum which we believe provides equal opportunity for all students to flourish and develop their given talents.

At **Holy Family Senior School** we aim to promote equality and tackle any form of discrimination. We actively promote harmonious relationships in all areas of school life. We seek to remove any barriers to access, participation, progression, attainment and achievement. We take seriously our contribution towards community cohesion.

## **SECTION 1: GENERAL INFORMATION**

### **Introduction**

This enrolment policy is set out in accordance with the provisions of the Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Carmel Honan, Holy Family Senior School, Station Road, Ennis, Co. Clare and the principal Sarah Barnes, Holy Family Senior School, will be happy to clarify any further matters arising from the policy.

Holy Family Senior School operates under the Rules for National Schools, The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), all relevant equality legislation and Department of Education and Skills (DES) Circulars.

**School Name:** Holy Family Senior School  
**School Roll Number:** 07315N  
**School Address:** Station Road, Ennis, Co. Clare  
**Telephone No.:** 065 6828893  
**Denominational Character:** Catholic  
**Name of Patron:** Bishop Fintan Monahan  
**Total No. of Teachers:** 25  
**Range of Classes Taught:** Senior School with Special Language Unit  
**Gender Orientation of School:** Boys and Girls

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 Sections 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 the 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 need;
- equality of access and participation in the school;
- parental choice in relation to enrolment; and
- respect for diversity of values, beliefs, traditions, languages and ways of life in society.

## **SECTION 2: ENROLMENT PROCEDURES**

### **Application Procedure**

- Enrolment applications to this school must be made using a prescribed application form. The Ennis Parish Catholic Primary Schools Agreed Application System has a specific enrolment application form (Appendix 1) a copy of which may be obtained from, all participating primary schools.
- The timeline for the submission of written applications will be notified in the month of January each year both in the Parish newsletters and in the Clare Champion and the Clare People.
- Parent(s)/Guardian(s) who wish to apply to enroll a first level entry pupil are required to complete and return the enrolment application form to Holy Family Junior School, Station Road, Ennis, Co. Clare on or before the closing date for the receipt of enrolment applications.

### **Provision of Key Information by Parents/Guardians**

Parent(s)/Guardian(s) are in the first instance required to complete the enrolment application form.

As a result of our participation in the Ennis Parish Primary Schools Agreed Application Procedure information from the enrolment application form will be shared with St. Senan's Education Office (Education Secretariat for the Dioceses of Killaloe). This information will be treated in a confidential manner and will not be shared with any other party or used for any purpose other than that of enrolment application.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school on or by the date specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enroll.

The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

## Decision Making

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board will have regard for relevant Department of Education and Science guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board is bound by the Department of Education and Science's Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enroll in Holy Family Junior School must have reached the age of 4 years prior to the first day of the school year they will commence attendance at Holy Family Junior School.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply.

1. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;
2. On an equal basis, children residing in the parish and children of school staff, priority eldest;
3. Children and or siblings of past pupils, priority eldest;
4. All other applicants, priority eldest.

In the event that mid criterion the number of eligible applicants sharing the same birthday exceeds the number of available places independently verified random selection (of this group) will apply.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size and available space in classrooms.
- Educational needs of children of a particular age.
- Multi-grade classes.
- Presence of children with special educational/behavioural needs.
- Health and Safety.

## **Enrolment of Children with Special Needs**

On enrolment of children with special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the Board will assess how the school can meet the needs specified in the report. Where the Board deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Science.

## **Pupils Transferring**

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be considered on a case by case basis and will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

## **Code of Behaviour**

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to this policy.

## **SECTION 3: APPEALS**

The Board of Management of Holy Family Senior School in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents/guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for the receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Science. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007), are available on the Department of Education and Science website at [www.education.ie](http://www.education.ie)

## **SECTION 4: EXCEPTIONAL CASES**

The Board of Management of Holy Family Senior School reserves the right to refuse enrolment or, to rescind an offer of enrolment to any child, in exceptional cases. Such an exceptional case could arise where either:

1. The child has special needs such that, even with additional resources available from the Department of Education and Science, the school cannot meet such needs and/or provide the student with an appropriate education, or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

## **SECTION 5: POLICY APPROVAL/RATIFICATION**

The policy was ratified by the Board of Management of Holy Family Senior School on \_\_\_\_\_

Signed: \_\_\_\_\_ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

## Holy Family Senior School Enrolment Application Form

Application for Enrolment, admission commencing in the (please tick)  2017/'18,  
 2018/'19 school year.

Please use Block Capitals.

Pupil's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Child's PPS Number: \_\_\_\_\_

Family Nationality: \_\_\_\_\_

Father's Nationality: \_\_\_\_\_ Mother's Nationality: \_\_\_\_\_

Address (at which the applicant resides):  
\_\_\_\_\_  
\_\_\_\_\_

Eircode: \_\_\_\_\_

Name and class of Sibling(s) currently enrolled:

Name of Sibling(s) \_\_\_\_\_ Class sibling is currently attending: \_\_\_\_\_

Name of Sibling(s) \_\_\_\_\_ Class sibling is currently attending: \_\_\_\_\_

Name of Sibling(s) \_\_\_\_\_ Class sibling is currently attending: \_\_\_\_\_

Parish in which the applicant resides:  
\_\_\_\_\_  
\_\_\_\_\_

**Name & dates of parent/guardian/sibling who previously attended the school:**

	<u>From</u>	<u>To</u>
_____	_____	_____
_____	_____	_____

**Parent(s)/Guardian(s) Details:**

**Name:** \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

**Name:** \_\_\_\_\_ [ ] Parent [ ] Custodian [ ] Legal Guardian

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

Home Tel. \_\_\_\_\_ Mobile \_\_\_\_\_ Email. \_\_\_\_\_

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed enrolment applications must be returned to Holy Family Senior School, Station Road, Ennis, Co. Clare on or before Thursday 09<sup>th</sup> February, 2017 by 3 pm.**

## **APPENDIX (2)**

### **Enrolment Registration Form**

(Content at discretion of School)

This form should be used to obtain

- SEN information
- Emergency contact details
- Medical details
- Birth/Baptismal Certificates
- Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of [www.stsenansed.ie](http://www.stsenansed.ie)).
- Other information sought by the school.

## **APPENDIX (3)**

### **Code of Behaviour.**

Family Senior School  
Ennis, Co. Clare.

Roll Number: 07315N

Email: [info@hfss.org](mailto:info@hfss.org)

Website: <http://www.hfss.org>

August 27<sup>th</sup> 2013

# Code of Behaviour

Principal: Sarah Barnes

## **Title: Code of Behaviour for HFSS.**

### **Introduction:**

The following draft Code of Behaviour was drawn up by the School Behaviour Committee, Whole Staff, BOM, Parents and Pupils (Students' Council) of Holy Family Senior School, Station Road Ennis, Co. Clare. In order to fulfil the main aims of primary education an atmosphere conducive to learning must be maintained. A positive school climate is one where individuals are valued, cared for and respected. Such an atmosphere contributes to effective teaching, learning and genuine communication, both within and outside the school. We need to establish a code of behaviour to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to an education in a disruption free environment. Great effort is made by all staff to adopt a positive approach to the management of behaviour in the school. This is best achieved by establishing a code appropriate to our school.

The policy will be submitted to the Board of Management for ratification, displayed on the website and in the school foyer. A synopsis of the policy will be included in homework journals and in a parents' booklet.

### **Rationale:**

In line with our mission statement the school recognises the variety of differences that exist between children and the need to accommodate these differences. It is agreed

that positive behaviour management requires a strong sense of community within the school and a high level of co-operation among all staff, parents and pupils.

Every effort will be made to implement our code of behaviour in a reasonable, fair and consistent manner to ensure the happiness and safety of the pupils in our school. This policy follows recommendations set in the relevant *Guidelines* issued by the National Educational Welfare Board (*Developing a Code of Behaviour: Guidelines for Schools 2008*) and *Behavioural Emotional and Social Difficulties (A Continuum of Support: Guidelines for Teachers 2007)*

#### **Aims of our Revised Code:**

- To promote the safety and happiness of all children and staff in the school.
- To allow for the smooth and harmonious running of the school.
- To facilitate the development and education of all children in our school by promoting a sense of mutual respect among all members of the school.
- To teach life skills and develop behaviour management which will enable our pupils to flourish in the school environment.
- To promote positive behaviour and self discipline by recognising individual needs and to accommodate difference.
- To have fair and agreed rewards and sanctions that will be available to staff in response to behaviour and to ensure consistency in the application of these sanctions.
- To increase the cooperation between home and school in the implementation of our code of behaviour.

***The policy is addressed under the following headings. Our policy is in compliance with legal requirements and good practice as set out in *Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008.****

1. *Guidelines for behaviour in the school (Page 5)*
  - Staff (Page 5)
  - Pupils (Page 6)
  - Board of Management (Page 6)

- Parents (Page 7&8)
  - Communication of guidelines (Page 8)
2. Positive strategies for managing behaviour
    - Classroom (Page 8)
    - Playground (Page 10)
    - Other areas in the school (Page 11)
    - School related activities (Page 11)
  3. Rewards and sanctions:
    - Rewards and acknowledgement of good behaviour (Page 12)
    - Definition & Strategies for responding to inappropriate behaviour Level 1, Level 2 and level 3 behaviours. Traffic Light Behaviour Management System. (Page 12-17)
  4. Suspension / Expulsion
    - Suspension (Page 17)
    - Expulsion (Page 19,20)
    - Appeals (Page 21)
  5. Keeping records
    - Class (Page 21)
    - Playground (Page 21)
    - School records (Page 22)
  6. Procedures for the notification of pupil absences( Page 22)
  7. Reference to other policies, procedures & action plans (Page 23)
  8. Success Criteria (Page 24)
  9. Review and Monitoring ( Page 24)

Appendix 1 Glossary of terms in use in the policy

**Guidelines for Behaviour in Holy Family Senior School:**

**All members of school community are expected to:**

- Show respect for self & others in their interactions.
- Display a willingness to help others.

- Show courtesy & good manners.
- Be fair in their dealings with each other.
- Make an effort to resolve difficulties & conflicts in respectful ways.
- Show a readiness to forgive.

#### **Expectations for staff:**

The content of this policy is based on the promotion of positive behaviour in our school, which nurtures a culture of self-discipline among children, rather than behaviour that is tailored to please adults. All staff fosters an atmosphere of co-operation and mutual respect and communicates with pupils in a way that reflects co-operation, respect, tolerance and encouragement.

The overall responsibility for discipline in the school rests with the principal. However each teacher has responsibility for the maintenance of discipline within their own class and the greater school environment. Each teacher will at all times strive to guard the safety and happiness of the pupils in the school.. They will:

- Endeavour to match the curriculum to the abilities, aptitudes and needs of the child
- Ensure there is an appropriate level of supervision at all times to ensure safety and order.
- Implement a reward/sanction scheme in a fair & consistent manner and will use whole school approaches such as Incredible Years programme at Junior level and the Traffic Light Behaviour Management system.
- Keep records of incidents, in accordance with the schools internal behaviour support system in order to plan for the management of individual pupil's behaviour.
- Work in partnership with parents and outside agencies where necessary to help manage all pupils but especially those with special emotional and behavioural needs

#### **Pupils are expected to:**

- Behave in a manner that promotes a safe, positive environment.
- Work to the best of their ability in class.
- Attend school regularly & punctually.
- Follow school rules and cooperate with the adults in the school at all times.

- Wear correct uniform.
- Take responsibility for their actions.
- Respond to and treat all staff & visitors to the school with respect.
- Respect other pupils & their learning.
- Participate in school activities to the best of their ability.

### **Board of Management**

The Board of Management of Holy Family School has a role to play in the maintenance of acceptable standards of behaviour in the school. It supports the Principal Teacher in the application of a fair code of behaviour and in the use of sanctions, to change behaviour and to help pupils understand the consequences of their actions.

- The Board of Management of HFSS is consulted in the drafting/reviewing of the code of behaviour.
- The Board of Management is responsible for providing a safe and orderly environment for staff and pupils to work in.
- The Board of Management, through on-going consultation, supports the staff in devising and upholding the behaviour code.
- Department of Education and Science ( DES) procedures are in place for the Board of Management to deal with serious breaches of behaviour.

### **Expectations for Parents/Guardians:**

Parents play a crucial role in shaping the attitudes of their children and fostering good behaviour in school. Co-operation and communication between staff and parents/guardians is actively encouraged through formal and informal meetings, written communication, information packs, communication diaries etc.

A representative group of parents in the school helped devise and outline a draft policy and also were consulted in the revision of the policy. Parents/Guardians of newly enrolled children are informed about the Behaviour Code and their part in supporting it, at new parents meetings, curriculum meetings and through information packs.

Parents are expected to support the school in the promotion of positive attitudes by:

- Encouraging their children to uphold the school's ethos and code of behaviour.
- Encouraging their children to respect all members of the school community.
- Making themselves aware of and cooperating with the school's system of rewards and sanctions and ensuring that they support the staff when using these systems.
- Ensuring their children are in school on time and in correct uniform.
- Attending meetings at the school if requested.
- Ensuring their children has the necessary books and materials to complete their schoolwork and take part in school activities.
- Monitoring homework through ensuring it is allotted due time and effort and signing work completed.
- Encouraging punctuality and regular attendance.
- Working in partnership with teachers and attending any courses run in school to support behaviour management.
- Supporting traffic light behaviour support system within school
  - Signing homework journal
  - Signing write outs
  - Attending meetings
  - Encouraging children to reach targets and rewards

**Communication:**

We endeavour to communicate the message of our code of behaviour throughout the school in the following positive manner. :

- Praise and positive reinforcement "catching the pupils being good".
- Meeting and greeting pupils and staff in a polite and mannerly way.
- Class rules and expectations developed in consultation with the pupils and displayed in each classroom.

- Posters/Visuals throughout the school displaying school rules
- Year group assemblies.
- Whole School Award assemblies.
- Photos of the Class of the month and pupils who achieve the principal's badge of honour displayed on the website and in the front foyer of the school.
- Regular meetings amongst staff and the schools behaviour committee.
- Systems and Procedures constantly reviewed & updated in conjunction with the Behaviour Committee, Management and Student's Council.
- Regular explicit reinforcement of expectations.
- Behaviour contracts: signed by pupils, parents & staff
- Code of behaviour included in front of homework diary and on school website.  
([www.hfss.org](http://www.hfss.org))
- A variety of methods to communicate expectations to children with Special Educational Needs will be employed including visual cues, one-to-one explanation/clarification and social stories as deemed necessary.

## 2. Positive strategies for managing behaviour:

*'The most effective methodology that teachers develop in attempting to manage challenging behaviour is to prevent it occurring in the first place'. (Managing Challenging Behaviour, Guidelines for teachers INTO 2004: 5).*

### **Prevention strategies**

#### **Classroom:**

A set of rules will be drawn up, in conjunction with the pupils in each class at the start of the school year. The aim is to establish a code which enables all to learn and cooperate effectively. These will then go on display in the room and be signed by all members of the class. These 'Golden Rules' will encourage politeness, kindness, honesty, gentleness, sharing, listening, etc:

- Put your best effort into your work.
- Be fair and honest with classmates & teachers.

- Play and work safely.
- Respect people in our school community.
- Respect property in our school community.
- Listen well & take turns.

Teachers will implement a number of prevention strategies in class to encourage good behaviour and to support pupils. Some of the strategies used will be:

- Modelling good behaviour
- Positive Reinforcement
- Curriculum differentiation
- Prompting
- Teaching alternative / replacement behaviours i.e. explicit

teaching children to say please, thank you, knocking before entering a room, holding a door open etc.

- Adapting classroom, selecting appropriate place for a child to sit
- Structured timetables / visual schedules
- Using tokens, stars, individual & group awards
- Planned ignoring
- Peer Mediation / Pupils will learn rules for conflict resolution
- Use of Golden Time
- Whole school smiley faces
- Notes to parents
- Write Outs

- Incredible years language and strategies in the Junior classes

A traffic light (Red, Orange and Green card) behaviour management system will be implemented where children do not respond to the above strategies.

**Playground:**

The above code for the classroom incorporates the principle of respect for others. Teachers and SNAs will monitor behaviour and ensure that pupils are playing in their various zones. Sharing and caring apply to yard rules. Pupils are encouraged to play so no child is excluded. By adhering to our code for lining up on time, they will receive a smiley face token. Jostling and overtaking is not acceptable.

- We always play safely - no rough play. Hands to ourselves.
- We play only in our designated area.
- We never use inappropriate, insulting or racist language towards others. School Playground Motto "If you don't have anything nice to say, don't say anything at all"
- We try to play in a way that does not exclude other pupils.
- We always ask permission to leave our area and never go the toilet without the toilet card.
- We obey the whistle/bell and line up safely.
- In conflict situations pupils are taught the following procedures for dealing with conflict on the playground.

*If someone annoys me I ask that person to*

STOP

*If the person doesn't stop I*

(a) IGNORE, (b) WALK AWAY (c) TELL THE NEAREST ADULT

Playground activities (football, basket ball, skipping and yard games) are organised on a daily basis and on a rota system. Any pupil who is in breach of our yard rules will have their name written into our yard books, and depending on the seriousness of the misdemeanour, may receive a sanction. Pupils may be asked to walk with the teacher, be given a timeout by the wall for a set period or sent inside with supervision.

### **Other areas in the school & movement throughout the School:**

In order ensure that there is order and safety in the corridors, classes will be accompanied by their teacher/SNA to the school yard at break times and at the end of the day.

Children must always **walk** within the school buildings for safety of themselves & others.

On wet days, the pupils remain in their classes for SOS and are permitted to sit and draw, or watch a DVD. For lunch time the pupils either go to the café or remain in their classrooms. The pupils must sit down at all times. Activities that each year group can use are distributed by the SNA staff and class teachers.

**School related activities:** Standards and rules contained in the code of behaviour would usually apply in any situation where pupils are still the responsibility of the school. Children are expected to adhere to the same rules that are in place in the school, especially yard rules when on school tours, our homework club policy, after school activities, at matches, swimming pool or any school trip. Generally, a permission letter must be signed by parent(s),guardian(s)for out-of-school-grounds events.

### 3. Rewards and Sanctions

An atmosphere of praise and encouragement is promoted at all times in the school. As part of the school traffic light behaviour support system, rewards are an essential element. Children need to see that good behaviour is noticed and rewarded on a daily, weekly and monthly basis. Good behaviour is publicly recognised both in the class and in the wider school environment using a variety of the following

rewards ■

- Regular whole school assemblies; at least one a month, individual certificates and homework passes awarded for good behaviour and academic achievement.

- Principals badge of honour given to one pupil from each class weekly.
- Individual awards within classes for achievements in work or kindness towards others. Pupil of the week.
- Golden time : Free play/choice time on Friday afternoon
- Group of the week awards in classes
- Smiley faces/tokens/ Class of the month. Smiley faces can be earned from good behaviour by a pupil, group or class. These all add up to a total each month and the class with the most smiley faces wins the class of the month. Awards for class of the month include pizza parties, trips to town, farmers market, playground
- Good behaviour comment frames on each classroom door
- Individual behaviour plans for Special Educational Needs children with appropriate rewards for reaching realistic targets.

These rewards are communicated to the school at assemblies, where children receive certificates of merit, and to parents using a monthly newsletter and school website ([www.hfss.org](http://www.hfss.org)). Further positive reinforcement strategies (Page 9,10)

### **Strategies for responding to inappropriate/challenging behaviour:**

The Education (Welfare) Act 2000, Section 23, states that a school must outline: *'the measures that may be taken if a pupil fails to observe the standards of behaviour that the school has outlined'*.

For the purposes of clarification behaviours are categorised here from low level to high level here . The school will operate a traffic light behaviour management system to address these behaviours at the three levels.

**Level 1** Repeated misbehaviour will tie in with the **Green Card**

**Level 2, Misbehaviours Orange card**

**Level 3 Misbehaviours Red Card**

**(a) Level 1 Minor misbehaviours :**

**CLASSROOM:**

- i. Constantly Shouting out in class .
- ii. Moving around the room without permission.
- iii. Disrupting the learning of others.
- iv. Deliberately disobeying the teacher or SNA.
- v. Once off name calling
- vi. Refusing to complete work
- vii. Coming and going in the classroom inappropriately
- viii. Repeatedly "borrowing" others belongings.
- ix. Not wearing uniform.
- x. Homework not completed without parental permission..

**Yard:**

Anything relevant from classroom misdemeanours in addition to:

- i. Not responding to adult direction on the yard,
- ii. Not responding and playing outside assigned areas in the yard.
- iii. Running in corridors and stairs.
- iv. Not willing to make up after an argument.
- v. Ignoring bells

**Level 1 Strategies/ Sanctions**

**Strategies used to deal with minor misbehaviours in the classroom & wider school environment where appropriate:**

1. Verbal warning.
- 2, Request to re-do work or complete work appropriately/ **Written exercise**
- 3 'Time Out' in classroom or 'Buddy class'.
4. Withdrawal of privileges.

**5. Note to parents** in a child's homework journal to inform parents of the misbehaviour

**6. 'Write Out'** Write outs will be given with each note in the homework journal and these are to be completed at home and signed by parents (if these are not signed, parents will be contacted by class teacher). If write outs are not completed, child is immediately put on detention to complete the teacher assigned write out

**7. The child will automatically go on the *Traffic Light Behaviour Management System* if the above interventions are not responded to. Parents may also be asked to attend a meeting with the teacher if necessary and in order to encourage the child to reach targets and rewards.**

#### **8. Green Card**

- Behaviour targets are set on this card by the teacher.
- Ticks will be given daily for each target achieved.
- The Green Card will be signed daily by class group Support Teacher
- The pupils must meet a certain percentage of success/improvement in order to come off this green card. If they achieve this they return to normal classroom behaviour management system however if not, it's an immediate move onto the Orange Card system.

#### **(b) Level 2 misbehaviours include:**

#### **CLASSROOM:**

- i. Defiance (back answering, ignoring direct instruction) when given an instruction by a staff member.
- ii. Repeated refusal to cooperate with homework policy.
- iii. Interfering with others property.
- iv. Aggressive behaviour / language towards children /Disrespect
- v. Persistent name calling/bullying behaviour/ Intimidating / Threatening behaviour to school community
- vi. Stealing.
- vii. Telling lies.

viii. Inappropriate use of mobile phones on school premises.

## **YARD / HALL:**

- i. Physical fighting / aggression.
- ii. Unacceptable language / racial comments / rude gestures.
- iii. Leaving the school premises without permission.
- iv. Back answering a member of staff / ignoring instruction in the yard/ disrespecting staff (mimicking etc).
- v. Running in the hall.

### **Strategies used to deal with major misbehaviours:**

All of the strategies used for Level 1 Misbehaviour may be employed but if persistent the next stage is :

- Extended Lunch time detention.
- Removal to a smaller playground for closer supervision.
- Extra removal of privileges
- Request by class teacher to meet parents by note or phone. The parent will be informed about the child's behaviour.
- Referral to Behaviour team / Traffic Light behaviour management system.
- Orange Card The orange card is similar to the green card but parents will be called in to meet with class teacher, deputy principal and support teacher to discuss the child's behaviour. If the pupil meets their target they are removed from all monitoring however in exceptional circumstances where targets aren't reached pupils will go on the Red card system

### **(c) Level 3 misbehaviours include:**

#### **Whole school environment:**

- i. Bringing dangerous objects to school with intent to cause harm / damage.
- ii. Deliberately injuring / damaging another pupil / staff member or property.
- iii. Behaviour which has serious detrimental effect on the learning of others.
- iv. Behaviour which is a threat to the safety of others.
- v. The pupil is responsible for serious damage to property.

**There are circumstances when minor or major misdemeanours become more serious. This can depend on the frequency of the behaviour and thereafter is upgraded on our ladder of intervention.**

- i. When despite interventions, the behaviour persists and causes serious disruptions to the teaching and learning in the classroom.
- ii. The repetitiveness of the behaviour may lead to it being upgraded to a more serious level.

**Strategies used to deal with gross misbehaviours:**

- Use of above sanctions from major misbehaviour list,
- Extra supervision in designated areas in school.
- Withdrawal from certain activities.
- Parents/guardians may be asked to supervise/withdraw pupil during breaks on an agreed basis.
- **Traffic Light System Red Card** The behaviours that may warrant an immediate red card are
  - Outright Refusal to follow instructions of staff members causing a threat to the safety and learning of others
  - Verbal abuse of a staff member
  - Physical Aggression
  - Violent outbursts where school property is damaged
  - Leaving the school without permission.

The Principal and Deputy Principal will be directly involved in any behaviour incidents that require a **Red Card**. A meeting will be arranged with parents, class teacher and support teacher from the behaviour team. Outside agencies may be contacted. Very clearly defined targets will be set for the pupil. If targets are still not achieved, the child may be suspended from the school and the BOM will be involved in the disciplinary procedure.

- Formal report to the Board of Management
- Suspension in accordance with guidelines below.

#### 4. Suspension & Expulsion:

The Education Welfare Act, 2000, stipulates that a code of behaviour shall specify... 'The procedures to be followed before a pupil may be suspended or expelled from the school concerned' and "the grounds for removing a suspension imposed in relation to a pupil."

### **Suspension**

The Principal shall inform the education welfare officer, in writing, when a pupil is suspended from a recognised school for a period of not less than 6 days. Circular 20/90 states that; 'Parents should be informed of their right to come to the school and be invited to do so in order to discuss the misbehaviour with the Principal Teacher and/or the class teacher. This should always be done when the suspension of a pupil is being contemplated '.

### **Procedure employed in Holy Family Senior School in relation to suspension and expulsion:**

The Board of Management has the authority to suspend a pupil.

#### **Grounds for suspension of Pupils:**

- Their behaviour has had a seriously detrimental effect on the education of other pupils.
- Their continued presence in the school at this time constitutes a threat to safety
- They are responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

For gross misdemeanours, or repeated instances of major misdemeanours, suspension will be considered. Aggressive, threatening, or violent behaviour towards a member of staff will be regarded as major or gross misdemeanour.

The Board of Management has authorised the Principal and or the Chairperson to exclude a pupil from the school for a maximum period of three school days initially.

#### **Procedures that ensure fairness when suspending a pupil will include:**

- Ensuring other means of intervention and dealing with the behaviour has been tried.
- Parents will have been invited to the school to discuss the intention to exclude/suspend.
- A fair investigation will be conducted, taking both parents' and pupil's perspective into account.
- Parents and pupil will be informed about the complaint.
- Parents and pupil will be given an opportunity to respond.
- Parents may be informed by phone or in writing.

*(The Education Welfare Act, 2000 Sections 23(2) c, d & 21(4) a (18))*

- In the case of immediate suspension, parents will be notified, and arrangements made with them for the pupil to be collected.

- The BOM will ensure its decision to exclude/suspend a pupil will be reached in an unbiased manner. Suspension will be in accordance with Rule 130(5) of the Rules for National Schools.
- Following suspension, a plan to re-integrate the pupil will include, where possible, an arrangement for a member of staff to provide support during the re-integration process. Pupil contracts will if necessary be put in place for the pupil and his/her parents. This will enable the school to set behavioural goals with the pupil and parent. All efforts will be made to support the pupil to adhere to this contract. It will be expected that the parent will maintain support for their child at all times. Regular positive contact will be necessary until the pupil has re-settled.
- When an immediate suspension is considered by the Principal, a preliminary investigation will be conducted to establish its validity. The formal investigation will follow the imposition of the suspension.
- The Board of Management has authorised the Principal, with the approval of the chairperson of the Board, to impose a suspension of up to three days in circumstances where a meeting of the Board cannot be convened in a timely fashion.
- The National Education Welfare Board will be notified by phone, fax, or email and using the standard form if a pupil is suspended for a cumulative total of six or more days per term.

#### **Implementing the suspension:**

The Principal shall notify parent in writing of the decision to suspend their child including:

- Letter stating period of suspension - dates it begins and ends.
- Reasons for suspension.
- Any programme to be followed by pupil and or parent.
- Arrangements for returning to school and any commitments to be entered into by pupil and parents.
- Provision for an appeal to Board of management.
- Right to appeal to the Secretary General of the DES (Education Act 1998 section 29).

#### **Post Suspension**

Child returns to school on Green Card.

#### **Expulsion (permanent exclusion)**

Under the Education Welfare Act, 2000; 'A pupil shall not be expelled from a school before the passing of twenty school days following the receipt of a notification under this section by an educational welfare officer' (Section 24(4))

It is the right of a Board of Management to take; '...such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of pupils is secured.' (Section 24(5))

The Board of Management has the authority to expel a pupil. As a matter of best practice, this should be reserved for the BOM and not delegated.

### **Procedure for expulsion**

Before a pupil is expelled a meeting is held with parents and pupil to try to find ways of helping the pupil to change their behaviour. The school will ensure:

- The pupil understands the consequences of their actions will result in expulsion.
- All possible options have been tried.
- The assistance of support agencies has been sought.

### **Serious grounds for expulsion are when:**

- Pupil's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The pupil's Special Educational Needs constitutes a real and significant threat to safety.
- The pupil is responsible for serious damage to property.

### **Examples of behaviour that might result in immediate expulsion:**

- A serious threat of violence against another pupil or member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other pupils in the school.
- Sexual assault.

### **Appeal Process**

Parents are entitled to appeal, under Section 29 of the Education Act, 1998, 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.

(2) Suspension which would bring the cumulative period of suspension to 20 school days or longer in any one school year.

Parents/Guardians will be informed in writing by the Principal of the decision of the Board of Management to permanently exclude or suspend the pupil.

Once a decision to suspend a pupil is made, parents will be alerted that they have 42 calendar days to bring an appeal.

Parents will be given a copy of Circular 22/02.

The Board of Management will prepare an appeal if the school is being investigated by the Dept of Education and Science.

## 5. Keeping records

The following procedures are in place to document behaviour in the school. These are in line with school guidelines and data protection legislation.

### **Class level**

- Teachers record incidents of major and gross misdemeanours and file as appropriate.
- Detention slips are Special Educational Needs to the principal's office.
- Teachers report on behaviour during parent teacher meetings and in end of year school reports.
- Teachers write notes in the pupil's homework diaries to communicate both positive and negative behaviours.

### **Playground**

- Teachers record any breach of the yard behaviour code in the supervision books.
- When detention is given the class teacher and principal are informed through detention slips and recording of name in the blue yard books.
- Incident report forms are sent to the principal's office.
- Memos, internal email and intercom systems inform all staff of incidents of major & gross misdemeanours.

### **School records**

- Behaviour observation records, recording diaries, incident report forms , traffic light system report forms and IBPs ( Individual Behaviour Plans ) are used for school business and kept by the class teacher.
- Detention slips are sent to the principal's office and stored in the child's file.

- All documentation related to suspension/expulsion is kept in the pupils file in the principal's office and reported to the NEWB ( National Educational and Welfare Board)

## 6. Procedures for notification of pupil absences from school

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 stipulates that parents must notify the school of a pupil's absence and the reason for this absence.

## **ATTENDANCE**

- Children at risk of developing attendance problems will be identified at an early stage. Class teachers will communicate with the Deputy Principal, H.S.C.L. and relevant class teachers regarding children with previous poor attendance record.
- Roll will be called every day by 10:30am.
- Class teachers are to record explained and unexplained absences of above children in our new electronic roll calling system - ALADDIN.
- Deputy Principal will be notified of any concerns/ improvements.
- Every effort will be made to raise children's awareness of the importance of punctuality and good attendance, by means of class teacher and regular assemblies. Classes achieving full attendance for one week will be rewarded by being publicly acknowledged and receiving immediate reward.
- Parents are reminded of the electronic roll calling system and the importance of punctuality and good attendance, through monthly newsletter and parental contact with HSCL.
- Parents are expected to provide a written note or telephone to office, stating the reason for child's absence.

- Children with good attendance or whose attendance improves will be rewarded at the teachers' discretion on a monthly basis e.g. extra golden time, extra P.E., Art, video etc.
- All NEWB reporting is carried out through new electronic Aladdin system.
- All records of attendance are stored in our new electronic roll calling system ([www.aladdinschools.com](http://www.aladdinschools.com)), and through Dept. Roll Books.

## 7. Reference to other policies, procedures and action plans:

- SPHE( Social Personal and Health Education) plan
- Anti-bullying
- Enrolment
- Record keeping
- Home / School links
- Health & Safety
- Equality
- Special Educational Needs
- Child Protection Policy
- Mobile Phone Policy
- Substance Use Policy
- Homework Policy
- Homework Club Policy
- Attendance

## 8. Success Criteria

The code of behaviour will be monitored through the following:

- Regular review of number of pupils in detention.
- Behaviour Committee meetings.

- IBP's ( Individual Behaviour Plans)
- Staff Meetings.
- Behaviour Committee meetings
- Middle management meetings
- Assemblies.
- Student Council.
- Parents Association.
- Policy Review in conjunction with BOM.

**Some practical indicators of the success of the code include:**

- Observation of positive behaviour in class rooms, playground and school environment.
- The practices and procedures of this code are consistently implemented by staff.
- Positive feedback from teachers, pupils and parents.

## 9. Review and Monitoring

This policy will be monitored and reviewed by the Board of Management by January, 2015.

Policy adopted by the BOM on August 27<sup>th</sup> 2013

