



Cód Iompair/ Code of Behaviour

The aims of this Behaviour Code are:

- Go mbeadh an scoil ag feidhmiú go hórdúil is go harmóineach. *To allow the school to function in an orderly and harmonious way.*
- Chun an timpeallacht foghlama a fheabhsú ionas go mbeadh na páistí abalta dul chun cinn a dhéanamh i ngach gné den fhéin-fhorbairt. *To enhance the learning environment where children can make progress in all aspects of their development.*
- Chun atmaisféar a chruthú ina bhfuil meas, fulaingt agus machnamh ag páistí ar dhaoine eile. *To create an atmosphere of respect, tolerance and consideration for others.*
- Chun iompar dearfach agus féinsmacht a spreagadh i ngach páiste agus difríochtaí idir páistí a aithint agus freastal ar na difríochtaí sin. *To promote positive behaviour and self-discipline, recognising the differences between children and the need to accommodate these differences.*
- Chun sláinte agus leas na mbaill den chomhphobail scoile a chinntiú. *To ensure the safety and well being of all members of the school community.*
- Chun cabhrú le tuismitheoirí agus daltaí chun nósanna imeachta an chóid iompar a thuiscint agus comhoibriú leo leis an bpolasaí a chur i bhfeidhm. *To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.*
- Chun a cinntiú go bhfuil córas na riaileacha luachanna saothair agus smacht bheannaí curtha i bhfeidhm go fearálta agus go seasmhach. *To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.*

1. Behaviour Out of Class:

Is í Gaeilge príomh theanga na scoile agus ní mór í a usáid ar scoil sa seomra ranga, sa chlós súgartha agus nuair atá tú ag glacadh páirt ar son na scoile. *Gaeilge is the language of communication of the school. Always endeavour to use it in the classroom, play-areas and when representing your school.*

- Ba chóir go bhfanadh na páistí sna háiteanna cuí le linn an am-súgartha. *Children should remain within marked areas during playtime.*
- Ní mór cloí le hordaithe agus treoracha an mhúinteora. *Any instructions or directions given by the supervising teacher are to be complied with.*
- Tá cosc ar rith ar an gcosán, léim/dreapadh ar an sconsa adhmaid nó ar na ráillí nó a bheith ar an gearrchlós. *Climbing on walls, swinging from fences or straying on to the car-park is forbidden.*
- Níl sé inghlachtha a bheith ag bagairt páistí nó ag tabhairt leas-ainmneacha orthu. Ní ghlactar le bulaíocht riamh sa scoil idir bulaíocht fisiciúil, siceolaíochta, mothúchánach no homófoibeach. Pléitear le nósanna imeachtaí gearáin i gcomhair cur i Leith/ bhulaíochta sa pholasaí frithbhulaíochta. *Any form of threatening behaviour is unacceptable. All forms of bullying are completely unacceptable. This includes physical, psychological emotional or homophobic forms of bullying. Procedures for dealing with allegations of bullying are dealt with in our anti-bullying policy.*
- Ar laethanta fliucha ní mór do pháistí fanacht sna seomraí ranga ainmnithe. *On wet days all pupils are to remain in their assigned classrooms, sitting, reading, colouring etc. No running is allowed.*
- Ní mór do gach páiste teacht ar scoil go rialta agus go poncúil gach lá agus ní mór nóta leithscéala a bheith ón dtuismitheoir/caomhnóir má tá siad déanach. *Each child is expected to attend school on a regular basis, be punctual and provide a note explaining cases of absenteeism or tardiness.*
- Ní mór fanacht ar thalamh na scoile le linn an lá scoile ach amháin turasanna faoi fheitheoireacht na múinteoirí. *Children must remain within the school grounds during school hours, except in the case of school outings under the supervision of the class teacher.*
- Ní cheadtaítear uirlisí dáinséaracha a thabhairt ar scoil go bhféadfadh daoine eile nó tú-féin a chur i mbaol ar scoil. *Do not bring any item or object to school that could be a source of physical or moral danger to yourself or others, m.sh blades, knives, lighters, matches, aerosols, inappropriate reading material.*
- Na cuir isteach ar pháistí eile ar an gclós. Má chuireann páiste eile isteach ort abair leo é a stopadh agus ma leanann sé ar aghaidh, inis don mhúinteoir ar dhualgais clóis faoi. *Refrain from taunting other children during playtime. If another child taunts you tell him / her to stop. If she / he will not stop, tell the teacher who is on duty in the yard.*
- Ní ghlactar le himirt garbh, bulaíocht, drochtheanga, droch iompar, droch gheaitsíocht agus nithe pearsanta a rá a ghortaíonn daoine. *Rough play, bullying, bad language, rude gestures and hurtful personal remarks are not permitted.*
- Seasann tú go ciúin socar i line díreach nuair a bhuaitear an clog/ séidtear an fheadóg. *Stand quietly in a straight line when the bell rings.*

2 Iompar sa Seomra Ranga/Behaviour In Class:

Riaileacha an Ranga/ Classroom Rules

Ag tús na scoilbhliana acadúil cuirfidh an múinteoir ranga liosta de riaileacha ranga le chéile bunaithe ar phríomhriaileacha na scoile. Beidh na riaileacha seo ar thaispeántas sa seomra ranga. *At the beginning of each academic year, the class teacher will draft a list of class rules with the pupils, based closely on the main school rules. These rules are on display in classrooms*

- Is í Gaeilge príomh theanga na scoile agus ní mór í a úsáid ar scoil sa seomra ranga, sa chlós súgartha agus nuair atá tú ag glacadh páirt ar son na scoile. *Gaeilge is the language of communication of the school. Always endeavour to use it in the classroom, play-areas and when representing your school.*
- Ní mór do pháistí na leabhair scoile agus ábhair scoile a bheith acu. *Pupils must have all books and required materials.*
- Ní mór dom mo lámh a ardú más gá dóibh labhairt. *I will raise my hand if I need to speak.*
- Ní mór do pháistí a bheith ag obair ar a ndícheall agus tascanna scríofa a bheith curtha i láthair go néata. *Pupils are expected to work to the best of their ability and to present written exercises neatly.*
- Ní mór do pháistí meas a bheith acu ar a gcomh-dhaltaí agus treoracha an mhúinteora a leanúint. *Pupils are to show respect for their classmates and to follow their teacher's instructions.*
- Ní glacfáir le haon droch-iompar toisc go gcuireann sé isteach ar dhul chun cinn oideachasiúil an ranga. *Any behaviour that interferes with the rights of others, with the smooth running of the class and affects the work of the class will not be tolerated.*
- Ní mór nóta a bheith agat i gcás go raibh tú as láthair, déanach nó ag iarraidh an scoil a fhágáil roimh 2.40 i.n. *A note is required by the class teacher when you have been absent, late or requesting to leave school before 2:40 p.m.*
- Ní mór meas agus cineáltas a thaispeáint do bhaill foirne, do pháistí eile, do thuismitheoirí agus cuairteoirí eile. *Show respect and kindness towards staff, other pupils, parents and other visitors.*
- Is briseadh an mhór den chód smachta é iompar atá bagrach nó foréigeanach i leith baill foirne nó páistí eile agus ní ghlacfar leis. *Aggressive, threatening or violent behaviour towards a member of staff or pupil is regarded as a most serious breach of discipline and will not be tolerated.*

3 Timpeallacht / Environment:

- Ní mór do gach páiste a bheith comhoibreach agus dícheallach chun na seomraí ranga agus talamh na scoile a choinneáil glan. *All pupils are expected to co-operate in keeping their classrooms and school grounds a litter-free zone.*
- Ní mór meas a thaispeáint ar fhearas, trealamh agus troscán scoile. *Respect school property and furniture.*
- Ní mór meas a thaispeáint d'earraí páistí eile agus aire mhaith a thabhairt d'ár leabhair scoile freisin. *Respect other children's property as well as keeping your own school-books and copies in good order.*

4. Éide Scoile agus Cur i láthair/ Uniform and Appearance

- Ní mór do dhaltaí an éide scoile oifigiúil a chaitheamh nuair a bhíonn siad ar scoil nó ag glacadh páirt ar son na scoile. *Pupils are expected to wear the official school uniform at all times while at school or when representing the school.*
- Ní cheadaítear caipíní, seaicéidí nó éadaí taobh amuigh a chaitheamh sna seomraí ranga gan cead. *Caps, Jackets, coats, outdoor clothing is not allowed to be worn in the classroom without permission.*
- An t-aon bhall seoide atá ceadaithe sa scoil ná uaireadóir rosta agus peire singil d'fháinní cluaise stodaithe. *The only jewellery permitted in the school is a wrist watch and a single pair of studded earrings.*
- Ní mór seodra a bhaint do ghníomhaíochtaí corpoideachais nuair a tholeann an múinteoir é. *All jewellery must be removed for PE activities when requested by staff. Pupils are expected to wear the school tracksuit and suitable footwear for P.E.*
- Ba chóir éadaí scoile agus cultacha reatha caite ar scoil a bheith glan, néata agus crot maith orthu. *Uniforms and Tracksuits worn to school should be clean, neat and in good condition.*
- Bíonn ardleibhéal sláinteachais pearsanta ag teastáil i gcónaí. *A high level of personal hygiene is expected at all times*
- Ní cheadaítear dath ghruaige bréagach. *No artificial hair-colouring is allowed.*
- Tá cosc ar smidiú. *No make-up is allowed.*

School and Personal Property

- Iarrtar ar pháistí meas a bheith acu ar mhaoín/ earraí scoile agus ba chóir dóibh íoc as aon damáiste a dhéanann siad air. *Pupils are expected to respect all school property and will be expected to pay for any damages caused.*
- Ba chóir do pháistí earraí/nithe a thabhairt ar scoil a n-iarrann an scoil orthu a thabhairt amháin. *Children should only bring items requested by the school to school.*
- Ní ghlacann an scoil freagracht as nithe pháistí atá caillte, imithe ar strae nó damáistithe. *The school does not accept responsibility for pupils' items which are lost, misplaced or damaged.*
- Ní cóir maoin pearsanta a fhágáil ar scoil. *Personal property should not be left in school.*
- Ní cheadaítear fóin póca ar scoil. *Mobile phones are not allowed in school.*
- Ba chóir ainmneacha na bpáistí a bheith marcáilte a mharcáil ar earraí pearsanta ar fad. *Children should have their names clearly marked on all personal items.*
- Ba chóir timpeallacht na scoile a choimeád saor ó bhrúscar. *Pupils are expected to keep the school property litter free.*

Luachanna saothair agus aitheantas ar dhea-iompair/ Rewards and acknowledgement of Good Behaviour

Ta sé mar sprioc ar an gcód féin smacht an pháiste a chothú trí dea-iompar a spreagadh. Aithníonn sé an ceart ata ag páistí a bheith sábháilteach ina dtimpeallacht foghlama,

Tuigeann na múinteoirí an tabhacht a bhaineann le strátéis smachta atá dearfach agus an gá atá ann díriú isteach ar iompar dearfach na bpáistí ar an gclós agus luach saothair a thabhairt dóibh nuair a bhíonn siad go maith. Is féidir na straitéisí seo a úsáid.

The code aims to develop self-discipline in every child by encouraging good behaviour. It recognises the right of pupils to feel secure in their learning environment. The teachers understand the need for a positive discipline strategy and focus on regularly scanning the class / yard for positive behaviour and reinforce reward when the pupils behave well. This reward / praise may be given by means of any one of the following:

- Is scoile cleachtadh aisiríoch i Gaelscoil Phortlaoise, seachas a bheith ag gearradh smachtbheannaí piónósacha ar scoláirí, bíonn deiseanna ag scoláirí machnamh a dhéanamh ar a mbotúin, a bheith freagrach agus leithscéalach as a gcuid iompair, agus cuirtear i gcuimhne orthu conas úinéireacht a ghlacadh ar a gcuid drochiompair. *Gaelscoil Phortlaoise is a Restorative Practice school, instead of punitive punishment, restorative practices in schools allow students to reflect on their mistakes, being accountable and apologising for their actions, while reminding them how their actions caused the problematic behaviour.*
- Focal dearfach i gcluas an pháiste. *A gesture or quiet word of approval*
- Moladh os comhair ranga nó grúpa. *A word of praise in front of a group or class.*
- Cúntas scríofa i ndialann obair bhaile nó cóipleabhair an pháiste. *A positive comment in a pupil's copy / book.*
- Straitéis spreagadh i.e. réaltaí, greamóga, teastais, boinn etc. *Motivational strategies i.e. stars, stickers, certificates, medals, srl.*
- Cuairt ar bhall foirne eile nó ar an bPríomhoide go bhfaigheadh sé/sí moladh. *A visit to another member of staff or Principal for commendation.*
- An dea-iompar a chur i luí ar thuismitheoirí. *Informing parent(s) of positive behaviour.*
- Dualgas pribhléideach a thabhairt don pháiste. *Delegating a special privilege of chore/responsibility*
- Teastais dea-iompair/ *Certificates for exemplary behaviour*
- Dearbháin oíche shaor ó obair bhaile/ *Homework off vouchers.*
- Cuireadh a thabhairt don phríomhoide cuairt a thabhairt ar an rang. *Invite principal to come and hear about good behaviour in class*
- Clár-Fogartha/ *Achievement notice board*
- Am órga a thabhairt mar luach saothair/ *Allocation of Golden Time as a reward for positive behaviour*
- Cartaí Glasa/ *Issuing of green cards to acknowledge use of Gaeilge liofa, good manners and kindness shown to others*

Straitéisí Uile-Scoile mar fhreagra ar iompar mhíoiriúnach/ Whole school Strategies for responding to inappropriate behaviour

- Córas luath-rabhaidh a chur i bhfeidhm le comhartha soiléir go mbeidh smachtbheanna i gceist má leanann sé ar aghaidh. Tugann é sin deis don pháiste an iompar a athrú. *Use of an appropriate early warning system with clear indication that a sanction will follow. This allows time for the pupil to amend their behaviour.*
- Ní mór do mhúinteoirí taifead scríofa a choimeád ar dhrochiompar dáiríre maraon le taifead ar athraithe dearfacha a thagann ar iompar páiste atá deacrachtaí iompair faoi/fúithí. *Teachers will keep a written record of all serious misbehaviour as well as a record of improvements in the behaviour of a disruptive pupil.*
- Úsáideann múinteoirí breithiúnas gairmiúil agus an t-eolas cuí le linn na heachtraí d'iompar mhíoiriúnach ar fad agus nuair a shocraíonn siad ar an bhfreagra is oiriúnaí ar gach eachtra. *Teachers use their professional judgement and knowledge in all incidents of inappropriate behaviour and in deciding on the most appropriate response to each situation.*
- Aithnítear trí leibhéal drochiompair: Mion (A), dáiríre (B) agus Oll (c). Pléitear leis na heachtraí laethúla de mhion ag an múinteoir ranga go ginearálta. I gcásanna drochiompair dáiríre nó oll, beidh na tuismitheoirí páirteach go luath sa phróiseas agus tabharfar cuireadh dóibh buaileadh leis an múinteoir nó leis an bpríomhoide le hiompar an pháiste a phlé. *Three levels of misbehaviour are recognised: Minor, Serious and Gross. All everyday instances of a minor nature are dealt with in general by the class teacher. In cases of serious misbehaviour or instances of gross misbehaviour, parents will be involved at an early stage and invited to meet with the teacher and/or the Principal to discuss their child's behaviour.*

Samplaí Drochiompar A/ Examples of Minor Misdemeanours (This list is not exhaustive.)

- Ag cur isteach ar obair ranga/ *Interrupting class work or other type of disruptive behaviour*
- Ag rith i bhfoirgneamh na scoile/ *Running in the school building*
- Ag fágáil an suíocháin gan cead le linn na sosanna/ *Leaving assigned seat without permission at break times*
- Ag fágáil bhrúscar timpeall na scoile/ *Leaving litter around the school*
- A bheith drochbhéasach nó drochmhúinte/ *Being discourteous/unmannerly*

- Obair-bhaile neamhdéanta/neamhchriochnaithe gan cúis/ *Not completing homework without good reason.*
- Imirt gharbh/ *Rough play*
- Ag scríobh agus ag scaipeadh nótaí/ *Writing and passing notes*

Smachtbhannaí / Sanctions

Is nósanna imeachta smachta grádaithe iad seo a leantar má bhristear na rialacha.

The following are a graded series of procedures that may be used if these rules are breached:-

- Réasúnaíocht. *Reasoning*
- Tasc a dhéanamh arís mura bhfuil se sásúil. *Repetition of a task if not done satisfactorily*
- Ceartú agus comhairle a thabhairt ar chonas an iompar a fheabhsú. *Reprimand (including advice on how to improve).*
- Iad a scarúint go sealadach ó chairde sa seomra ranga. *Temporary separation from classmates or friends within the classroom – “time out”.*
- Caillteanas Pribhléidí bheaga e.g Am órga. *Loss of smaller privileges e.g Golden Time*
- Iad a chur amach go rang eile má leanann siad ag cur isteach ar dhul chun cinn an ranga. *Temporary separation from the class room if they insist on disrupting the class.*
- Nóta a chur sa dialann obair bhaile nó nóta rúnda a chur abhaile nó glaoch abhaile. *A note will be put in their homework diary or a phone call home*
- Obair Bhaile sa bhreis/ Obair Bhaile deireadh seachtaine. *Extra Homework/ Weekend Homework.*

Samplaí de Drochiompair B/ Examples of serious misdemeanours (This list is not exhaustive)

- Athdhéanamh ar eachtraí a bhaineann le drochiompar A/ *Repeated instances of minor misbehaviour.*
- Iompar a chuireann isteach go seasmhach le múinteoireacht agus foghlaim/ *Behaviour that consistently interferes with teaching and learning*
- Iompar atá nimhneach (bulaíocht, cur isteach leanunach, idirdhealú agus ansmacht, san áireamh). *Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)*
- Ag goid, loitiméireacht/ *Stealing/damaging property*
- Ag úsáid drochtheanga i dtreo pháiste eile nó baill foirne/ *Using abusive or aggressive language towards another child or a member of staff.*
- Ag diúltú treoracha foirne a leanúint/ *Refusal to follow staff instruction*
- Buile/ ionsaí fisiciúil a dheanamh ar pháiste eile/ *Assault/hitting another pupil*
- Dul ar an dtor nó ag fágáil na scoile gan cead oiriúnach/ *Truancy/Leaving school premises during school day without appropriate permission*
- Úsáid fóin poca i rith an lae/ *Use of a mobile phone during the school day*

Riail na Gaeilge (Drochiompar B/Serious Misdemeanour)

- Tabharfar cárta buí do pháistí a labhraíonn Béarla ar scoil agus scríobhtar cuntas fé sin sa leabhar smachta. Bíonn coimeád acu agus faigheann siad obair bhaile deireadh seachtaine le siniú.
A child is issued with a yellow ‘warning’ card if caught speaking English on the school premises and a written record is kept in the ‘Discipline Book’.
- Tabharfar cárta dearg dóibh má labhraíonn siad Béarla x 2 taobh istigh de choicís. Sa chás sin rachaidh an príomhoide i dteagmháil leis na tuismitheoirí faoi.
Yellow cards will be given to pupils who speak English in school and a written record of this will be kept in the Disciplinary Book. A red card will be given for the second offence, if it occurs within a fortnight. In this situation the principal will meet the parents/guardians.
- Tabharfar aitheantas do na páistí is fearr ó thaobh na Gaeilge a labhairt trí mholadh ó bhéal, ticéidí/cártaí aitheantas a thabhairt dóibh, Gaelgeoirí na Seachtaine/ Gaelgeoir na Míosa.
Positive recognition is given to the children who make a big effort to speak Irish i.e Verbal praise, Cartáí Aitheantais, Gaelgeoir na Seachtaine, Gaelgeoir na Míosa srl.

Smacht bheannaí/ Sanctions

Smachtbheannaí/ Sanctions may include:

- Teagmháil le tuismitheoirí/caomhnóirí/ Contact parents /guardians
- Seoladh chuig an bpríomhoide/ leasphríomhoide/ *Referral to Deputy Principal/ Principal*
- Caillteanas Pribhléidí/ *Loss of privileges*
- Iad a chur amach go rang eile/ *Temporary separation from the class room*

- Coimeád féitheoireachta ag am sosa/ *Supervised detention at a breaktime*
- Taifead i leabhar smachta an phríomhoide/ *Record in Principal's Behaviour Log*
- An fón a bhaint den pháiste agus é a choimead sa scoil go dtí go bhfuil an tuismitheoir ar fáil é a bhailiú/ *Confiscation of mobile phone brought in and used in school, for collection by parent.*
- Buaileann an múinteoir/ príomhoide leis an tuismitheoir/caomhnóir D'fhéadfadh moladh i gcomhair measúnaithe a bheith molta, más gá dó/ *Teacher and or Principal meets with one/both parents, which may result in a referral for assessment, if appropriate.*
- Child may be put on a "shortened" or reduced school day to minimise disruption in class/school.
- Fionnraíocht i líne le treoirilinte an Bhoird Naisiunta Leasa Oideachais (BNLO), fionnraíocht neamhfhoirmiúil san áireamh/ *Suspension as per National Educational Welfare Board (NEWB) guidelines, including informal suspension.* (Developing a Code of Behaviour, NEWB, 2008). See section 8 below.
- Cuirtear faoi bhraid an Bhoird Bhainistíochta é agus lorgaíonn na tuismitheoirí cruinniú leis an gcathaoirleach agus an príomhoide. *Chairperson of Board of Management is informed and parents requested to meet with the Chairperson and Principal.*

Samplaí de Drochiompair C/ Examples of Gross misbehaviour (This list is not exhaustive)

- Ionsaí dáiríre ar chomhdalta/ *Serious assault on a fellow pupil*
- Ag úsáid drochtheanga i dtreo pháiste eile nó baill foirne/ *Using abusive or aggressive language towards another child or a member of staff.*
- Ionsaí ar bhall foirne/ *Assault on staff member*
- Gadaíocht dáiríre/ *Serious theft*
- Damáiste dáiríre ar mhaoín na scoile/ *Serious damage to property*
- Eachtraí bulaíochta leanúnach atá dáiríre/ *Serious repeated bullying incidents*
- Ionsaí gnéasach/ *Sexual assault*
- Drugaí, toitíní, agus alcól a thógaint ar scoil. *Carrying drugs, cigarettes, alcohol into the school*

Smachtbheannaí/ Sanctions may include:

- Díreach mar atá do drochiompair B nó/ *As for serious misbehaviour or...*
- Board of Management consulted/ dul i gcomhairle leis an mBord Bainistíochta
- Child may be put on a "reduced" school day to minimise disruption in class/school.
- Fionnraíocht i líne le treoirilinte an Bhoird Naisiunta Leasa Oideachais (BNLO), fionnraíocht neamhfhoirmiúil san áireamh/ *Suspension as per National Educational Welfare Board (NEWB) guidelines, including informal suspension* (Developing a Code of Behaviour, NEWB, 2008). See section 8 below:
- Díbirt / Expulsion (See section 9 below)

7 Daltaí le Riachtanais Speisialta/ Iompair/ mothucháin/ Pupils with special /behavioural/ emotional needs

- Beidh ar pháistí le riachtanais speisialta Cód Smachta na scoile a leanúint ach usaidfidh múinteoirí a mbreithiúnas proifisiúnta nuair atá an Cód á chur i bhfeidhm acu. *Pupils with special educational needs will be required to follow the school's Code of Behaviour but teachers will use their professional judgement in the application of the Code.*
- B'fhéidir go mbeidh cabhair ag teastáil ó pháistí le riachtanais speisialta an cód a thuiscint agus cloí leis. *Pupils with special educational needs may require help to understand and observe the code.*
- B'fhéidir go mbeidh gá páistí le riachtanais speisialta a mhúineadh conas cúis agus éifeact a cheangailt trí straitéisí praicticiúla ar nós pictiúr, scannán nó rólímirt. *Pupils with learning difficulties may need to be taught how to relate cause and effects of behaviour in more tangible ways, for example through pictures, film or role-play. They may not be able to predict consequences as easily as their peers and so may be vulnerable.*

Fionraíocht/ Suspension

Leanfaidh an Bord Bainistíochta na Nósanna Imeachta fionraíochta de réir mar atá siad leagtha amach i gcaibidil 10 agus 11 ar Cód Iompair a Fhorbairt: Treoirilinte do Scoileanna. *The Board of Management will follow the procedures for suspension as outlined in Chapters 10 & 11 of Developing a Code of Behaviour: Guidelines for Schools, NEWB, 2008.*

Sainmhíniú Fionraíochta/ : *'requiring the pupil to absent himself/herself from the school for a specified, limited period of school days, or part of a school day.*

Nósanna Imeachta Féarálta/ Fair procedures (i.e. right to be heard and the right to impartiality) will be applied. Accordingly, pupils and their parents will be fully informed about the alleged misbehaviour and the processes that will be used to investigate and decide

the matter; and they will be given an opportunity to respond to an allegation before a decision is made and before a serious sanction is imposed.

8.1 Údarás Fionnraí a chur i bhfeidhm/ Authority to suspend:

The Board of Management of Gaelscoil Phortlaoise has the authority to suspend a pupil. The Board of Management has formally and in writing delegated the authority to impose an ‘immediate suspension’ to the Principal where there is a serious threat to safety. Suspension will be a proportionate response to the behaviour that is causing concern. Normally, other interventions will have been tried before suspension, and school staff will have reviewed the reasons why these have not worked. The decision to suspend a pupil requires serious grounds such as that:

- the pupil’s behaviour has had a seriously detrimental effect on the education of other pupils
- the pupil’s continued presence in the school at this time constitutes a threat to safety
- the pupil is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension.

Suspensions can provide a respite for staff and the pupil, give the pupil time to reflect on the link between their action and its consequences and give staff time to plan ways of helping the pupil to change unacceptable behaviour.

8.2 Cineálacha Fionnraí/ Forms of suspension

Fionnraí Láithreach/ Immediate suspension

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the pupil in the school at the time would represent a serious threat to the safety of pupils or staff of the school, or any other person. Fair procedures will still be applied.

Fionnraí Neamhfhoirmiúil nó Inaitheanta/ Informal or unacknowledged suspension

Exclusion of a pupil for part of the school day, as a sanction, or asking parents to keep a child from school, as a sanction, is a suspension. Any exclusion imposed by the school is a suspension, and will follow the Guidelines relating to suspension.

Uathfhionnraí/ Automatic suspension

A Board of Management may decide, as part of the school’s policy on sanctions, and following the consultation process with the Principal, parents, teachers and students, that particular named behaviours incur suspension as a sanction. However, a general decision to impose suspension for named behaviour does not remove the duty to follow due process and fair procedures in each case.

Úsáid mhíchuí fionnraí/ Inappropriate use of suspension

Students should not usually be suspended for:

- poor academic performance
- poor attendance or lateness
- minor breaches of the code of behaviour.

However, any behaviour that is persistently disruptive to learning or potentially dangerous can be a serious matter. Behaviour must be examined in context to understand both the behaviour itself and the response or sanction that is most appropriate.

Fionnraí ar bhonn atrátha/Rolling suspension A student should not be suspended again shortly after they return to school unless:

- they engage in serious misbehaviour that warrants suspension and
- fair procedures are observed in full and
- the standard applied to judging the behaviour is the same as the standard applied to the behaviour of any other student.

Fionnraí neamhiata/ Open-ended suspension Students should not be suspended for an indefinite period. Any such suspension would be regarded as a de-facto expulsion and would be treated as such under section 29 of the *Education Act 1998*.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the school will observe the following procedures:

- *inform the pupil and their parents about the complaint*
- *give parents and pupil an opportunity to respond.*

Nósanna Imeachta i leith fionnraí láithreach/ Procedures in relation to immediate suspension

Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the pupil, other pupils, staff or others, a preliminary investigation will be conducted to establish the case for the imposition of the suspension. In the case of an immediate suspension, parents will be notified, and arrangements made with them for the pupil to be collected. The school must have regard to its duty of care for the pupil. In no circumstances will a pupil be sent home from school without first notifying parents.

The Board of Management acknowledges that the decision to impose either an immediate or informal suspension does not remove the duty to follow due process and fair procedures. In this regard and following a formal investigation, to be completed no later than two school days after the incident the Board will invite the pupil and his /her parents to a meeting to discuss :

- the circumstances surrounding the suspension
- Interventions to prevent a reoccurrence of such misconduct.

- The Board of Management may delegate responsibility for conducting this meeting to the Principal

8.3 Tréimhse Fionraí/ The period of suspension

A pupil will not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed in order to achieve a particular objective.

If a suspension longer than three days is being proposed by the Principal, the matter will be referred (except in exceptional circumstances) to the Board of Management for consideration and approval, giving the circumstances and the expected outcomes. Even in the case of exceptional circumstances the Principal cannot suspend for more than five days.

The Board of Management has placed a ceiling of ten days on any one period of suspension imposed by it. The Board will formally review any proposal to suspend a pupil, where the suspension would bring the number of days for which the pupil has been suspended in the current school year to twenty days or more. Any such suspension is subject to appeal under section 29 of the *Education Act 1998*.

8.4 Achomharc/ Appeals

The Board of Management will offer an opportunity to appeal a Principal's decision to suspend a pupil. In the case of decisions to suspend made by the Board of Management, an appeals process may be provided by the Patron.

Rannóg 29 Achomharc/ Section 29 Appeal

Where the total number of days for which the pupil has been suspended in the current school year reaches twenty days, the parents may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*.

8.5 Fionraí a chur i bhfeidhm/ Implementing the suspension

- Communication with parents regarding suspension of a pupil will be in writing and copies of all correspondence will be retained. In some circumstances it may be necessary to contact parents by phone
- The Principal will notify the parents and the pupil in writing of the decision to suspend. The letter will confirm:
 - ☐ the period of the suspension and the dates on which the suspension will begin and end.
 - ☐ the reasons for the suspension
 - ☐ any study programme to be followed
 - ☐ the arrangements for returning to school, including any commitments to be entered into by the pupil and the parents (for example, parents might be asked to reaffirm their commitment to the code of behaviour)
 - ☐ the provision for an appeal to the Board of Management
 - ☐ the right to appeal to the Secretary General of the Department of Education and Science (*Education Act 1998*, section 29).
- The parents/guardians and the pupil will be invited to meet with the Principal and or the Board of Management to discuss the proposed suspension
- Where parents do not agree to meet with the Principal, written notification will serve as notice to impose a suspension.
- Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within the suspension period at the discretion of the Principal and /or the Board of Management.

8.6 Tréimhse Fionraí a bhaint/ Grounds for removing a suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the *Education Act 1998*.

8.7 Nuair a chríochnaíonn an Tréimhse Fionraí/ After the suspension ends

A period of suspension will end on the date given in the letter of notification to the parents about the suspension.

Ath-chomhathú/ Re-integrating the pupil

The school will have a plan to help the pupil to take responsibility for catching up on work missed. The school will arrange for a member of staff to provide support to the pupil during the re-integration process.

Slata Glan/ Clean slate

When any sanction, including suspension, is completed, a pupil will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed the school should expect the same behaviour of this pupil as of all other pupils.

8.8 Taifead agus Tuairiscí/ Records and reports

Records of investigation and decision-making Formal written records should be kept of:

- the investigation (including notes of all interviews held)
- the decision-making process
- the decision and the rationale for the decision
- the duration of the suspension and any conditions attached to the suspension.

Tuairisc a chur faoi bhráid an bhoird/ *Report to the Board of Management*

The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

Tuairisc an BNLO/ Report to NEWB

The Principal is required to report suspensions in accordance with the NEWB reporting guidelines (*Education (Welfare) Act, 2000*, section 21(4) (a)).

Athbhreithniú ar usaí an fionraí/ *Review of use of suspension*

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that use of suspension is appropriate and effective.

Díbirt/ *Expulsion*

(Procedures outlined in the NEWB Guidelines pgs. 83- 86 will be followed.)

Definition: '*A student is expelled from a school when the Board of Management makes a decision to permanently exclude him or her from the school*'.

Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management of Gaelscoil Phortlaoise in extreme cases of unacceptable behaviour. The school will have taken significant steps to address the misbehaviour and to avoid expulsion of a student including, as appropriate:

- meeting with parents and the student to try to find ways of helping the student to change their behaviour
- making sure that the student understands the possible consequences of their behaviour, if it should persist
- ensuring that all other possible options have been tried
- seeking the assistance of support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the student's continued presence in the school constitutes a real and significant threat to safety
- the student is responsible for serious damage to property.

In exceptional circumstances a pupil may be expelled for a first offence for example:

- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- supplying illegal drugs to other students in the school
- sexual assault.

The following factors will be considered before proposing to expel a student

- **Cur síos agus dáiríreacht an iompair/ *The nature and seriousness of the behaviour***
- **Comhthéacs an drochiompair/ *The context of the behaviour***
- **Éifeacht an drochiompair/ *The impact of the behaviour***
- **Idirghabháil atá triailte go dtí seo/ *The interventions tried to date***

Nuair atá díbirt páiste á phlé. In a choineartáionn réamhfhiosrúchán na bhfíricí go bhfuil drochiompair oirdháríre ar siúl go bhféadfaí páiste a chur ar dhíbirt faoi, beidh na nósanna imeachta seo a leanas san áireamh.

When proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

Achomharc/Appeals

A parent may appeal a decision to expel to the Secretary General of the Department of Education and Skills (*Education Act 1998* section 29). An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

Treoirínte um Chosaint Sonraí 2018/ *Data Protection Guidelines*

In the interests of confidentiality and our revised General Data Protection Regulations 2018, school management will only discuss sanctions or the nature of said sanctions with those found to be in breach of the code of behaviour and their parents or guardians.

Cur i bhFeidhm/ *Implementation*

This policy will be implemented from November 13th 2018. It will be reviewed regularly.

Bainistíocht / *Management*

Tá an scoil faoi bhainistíocht an Bhoird faoi rialacha na Roinne Oideachais.

The school is managed by a Board of Management, under the rules of the Department of Education and Science.

Rólanna agus Freagrachtaí/ Roles and Responsibility

Tá sé mar fhreagracht ag an bPríomhoide le comhoibriú an Bhoird Bainistíochta, an fhoireann teagaisc agus tuismitheoirí go ndéantar Cód Iompair agus Smachta na scoile a riaradh i mbealach a thugann cothrom na féinne do gach dalta.

It is the responsibility of the Principal, in co-operation with the BOM, teaching staff and parents that the schools' code of behaviour and discipline is administered in a manner that is consistent and fair to all pupils.

Ionas timpeallacht foghlama atá dearfach agus slán a bheith sa scoil tá tacaíocht na tuismitheoirí an-thabachtach. Iarrtar orthu cóip den Chód Smachta a léamh agus a shíniú.

A safe and nurturing teaching and learning environment requires support from parents, who are requested to read and sign a copy of the schools' code of discipline.

Tá Cód Smachta na Gaeilscoile Phortlaoise léite agam agus glacaim leis na téarmaí atá ann.

I have read the document entitled “Gaelscoil Phortlaoise – School Policy” (incorporating the Code of Behaviour) and I accept the terms therein.

Síniú / Signed:

(Parents / Guardians –
Tuismitheoirí / Caomhnóirí)

Ainm an Pháiste

Dáta / Date: _____

Faomhaithe ag Bord Bainistíochta na Gaelscoile ar an 25ú Aibreán 2023

This policy was reviewed at a Board Meeting on April 25th 2023

Síniú an Chathaoirligh **Dáta an chruinnithe**.....