



Newtown National School

Newtown
Enfield
Meath
A83 HW74
Ireland

Roll Number
18650P
RCN
20124809
Contact
+353 46 954 1122
office@newtownns.ie

newtownns.ie

CODE OF BEHAVIOUR AND EXCELLENCE 2024 - 2025



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This policy, in accordance with the provisions of the Education Act (1998) and the Education Welfare Act (2000), details the procedures for dealing with discipline matters that may arise while your child is attending Newtown National School. We trust that by detailing these procedures, it will assist all parties in relation to discipline matters. The Chairperson/Principal will be happy to clarify any matters arising from this policy, should it be required. It should be read in conjunction with the child protection and anti-bullying policies.



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GENERAL INFORMATION

Name of School: Newtown National School

Address: Newtown
Enfield
Co. Meath
A83 HW74

Telephone: 046-9541122

E-Mail: office@newtownns.ie

Principal: Siobhán Dougan

Chairperson: Anna Ó Cuill

No of Teachers: 1 Principal
4 SET
1 Part Time SET
4 Mainstream

Non-Teaching Staff: 1 Secretary (Part time)
9 SNA



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INTRODUCTION

Newtown National School is a Co-educational Primary School under the Patronage of the Catholic Archbishop of Kildare & Leighlin. The ethos or climate of our school is a major factor in establishing and maintaining high standards of behaviour and excellence. This involves a sense of community within the school and a high level of co-operation among staff and between staff, students and parents/guardians, which is best achieved by fostering positive relationships.

We are an inclusive school and strive to foster a positive school ethos is based on the quality of these relationships, both the professional relationship between staff and the manner in which staff and students treat each other. The positive ethos permeates all activities of the school and helps in forming a strong sense of social cohesion within the school.

As a school community, we aim to create a happy and secure environment for our students, where there is a sense of good order and a reasonable approach to discipline. Through effective communication between school and home, we hope to ensure that discipline is consistent and fair. Factors such as age, additional needs, range of ability and other relevant factors are taken into consideration when dealing with incidents of misbehaviour.



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GENERAL SCHOOL RULES

1. The school day starts at 8:50am. Senior Infants will finish each day at 1:30pm and all classes from 1st to 6th will finish at 2:30pm. Please note that Junior Infants will attend from 8:50 am to 12:00 pm until Friday September 13th. From Monday September 16th they will remain in school until 1:30 p.m. Children will enter the school building through specific entrance points relevant to the location of their class. The children will not be permitted to congregate at the main school entrance before the doors open at 8:50 am.
2. Respectful behaviour is expected from students at all times. Each student has the right to an education free from fear and intimidation. Bullying is not tolerated.
3. Students are required to wear a uniform/tracksuit every day. Newtown NS uniform consists of crested jumper, blue polo t-shirt, navy tracksuit bottoms. Children are permitted to wear navy knee length shorts, when the weather is warm and sunny (May, June, September and October). Shorts must be of the same material, non-branded, as the standard uniform tracksuit pants and to the knee. Leggings/bicycle shorts are not permitted.
4. Under no circumstances may a student leave school without permission during school time. In the event of early collections, parents/guardians are required to come to the office and sign their child out. Where possible parents are asked to inform the class teacher by email in advance of any early collections.
5. If you wish to speak to a teacher, please make an appointment via email or Aladdin Connect.
6. In the case of your child having a vomiting bug/diarrhoea and/or being sent home from school with same we request that you do not send your child back for a minimum of 48 hours as per HSE guidelines.
7. Students are not allowed on the school grounds before or after school hours unless permission of the school authority has been granted.
8. Healthy lunches are requested. One small treat is allowed on Friday. Lunches are available to order through The Lunch Bag app which are in line with our school healthy eating policy. Children availing of hot lunches are asked to bring a clean lunch box with them each day so that any left overs can be brought home. This box is provided by the lunch bag and should be clearly labelled. Late lunches to be left in office to avoid disrupting classes.
9. Mobile phones, smart watches and other electronic devices with the capacity to record images or voice are not permitted in school.
10. All belongings should be clearly labelled and cared for.



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REWARD SYSTEM

We in Newtown National School put a greater emphasis on rewards rather than on sanctions, in the belief that this will, in the long run, give the best results. All efforts will be made to match the curriculum to the abilities, aptitudes and interests of each student in our school

Teachers operate in-class reward systems to encourage and reinforce and praise effort in work and behaviour. Rewards include Golden Time, Homework Passes, etc.

Encouraging high standards of behaviour among students and creating an orderly atmosphere for learning in the school involves the use of sanctions as well as praise and rewards. Sanctions are used to register disapproval of unacceptable behaviour. When sanctions are invoked, pupils should understand that what they have done is not acceptable and that it is the misbehaviour that is rejected and not the pupil.

The following are some sanctions that could be imposed:

1. Verbal reprimand by staff member(s).
2. Extra work or repetition of unsatisfactory work.
3. Note/Telephone Call/Letter to parents/guardians.
4. Referral to Principal /Acting Principal/ Deputy Principal
5. Loss of privilege as deemed appropriate, may be decided by a staff member with a view to correcting or redressing an unacceptable deed on the part of the student.
6. Temporary removal from the classroom/ yard
7. Detention- for serious/persistent breaches of the yard rules, incomplete/unsatisfactory homework.
8. Reduced timetable
9. Suspension
10. Expulsion



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PROCEDURE FOR DEALING WITH MISBEHAVIOUR

The particular steps invoked will depend on the seriousness of the misbehaviour. Minor misdemeanours will be dealt with by issuing verbal reprimands and/or minor sanctions. In the event that a misbehaviour is judged to be serious and persistent, the following steps may be invoked:

Step 1: The misdemeanour will be recorded by a staff member following observation and or questioning of parties involved. The parents/guardians of the student may be informed by way of a note or phone call. An appropriate sanction may be imposed at this point.

Step 2: If warranted the parents/guardians of the student will be requested to meet with the class teacher to discuss their child's misbehaviour with a view to improving same. An appropriate sanction may be imposed at this point. Where a pupil is regularly misbehaving a Behaviour Support Plan may be deemed necessary to support the student.

Step 3: Any further incident(s) being recorded by a staff member may result in the parents/guardians of the student meeting with the Principal and or Board of Management. Suspension may be enforced at this point. A letter to this effect will be issued to the parents/guardians of the student.

SUSPENSION

It is the school policy that any student serving a suspension must complete assigned school-work for the duration of his/her suspension and will be re-admitted to the school on the following conditions:

1. This work being completed and checked.
2. Returning to school with either/both parents/guardians.
3. An agreed has been put in place to support a successful return to school.

Students that have served a suspension and continue to breach the school Code of Behaviour will receive one verbal warning only. Any further incident will result in a further period of suspension.

Persistent breaches of the school Code of Behaviour will result in the student's case being referred to the Board of Management. Taking cognisance of the facts of each individual case, the Board of Management may authorise further exclusion of the student up to a maximum of ten school days to enable further consideration of the case.

A decision regarding suspension by the Principal or Deputy Principal may be appealed to the Board of Management within a reasonable period of time of being informed of the decision, having regard for the educational and safety needs of all parties concerned.

In accordance with Section 29 of the Education Act (1998), parents/guardians have the right of appeal to the Secretary General of the Department of Education and Science within a reasonable period of time from the date that the parents/guardians was informed of the decision and following the conclusion of any appeal procedures provided by the school in accordance with Section 28.



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HEALTH AND SAFETY ISSUES

In the interest of Health and Safety, students are not permitted to wear items of jewellery / accessories that are dangerous or posing a risk to themselves and others while undertaking activities during the school day.

If a member of staff deems a piece of jewellery / accessory to be a risk to the student and others, he or she may be asked to remove it. Newtown National School will not be responsible for any item of jewellery that go missing arising from such a request.

Parents/guardians do not have the right to reprimand a student not in their care in the school environs.

Care should be taken when parking or moving cars at the entrance to the school grounds especially at opening and closing times. Please be aware of accessible parking spaces and keep the bus bay free at all times to allow children to exit the school safely.



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SOCIAL MEDIA

We strongly recommend that children of primary school age should not access social media sites of any kind and all internet use should be supervised.

If your child has access to the internet, including online gaming platforms, we strongly encourage that this activity is closely monitored. Please be aware that many social media platforms require a minimum user age of 13 years or older. The school has no role in monitoring the children's use of such platforms and is not responsible for the management and or resolution of incidents which take place online.

Please familiarise yourselves with parental controls and follow the advice outlined on webwise.ie



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HOMEWORK POLICY

Homework is assigned to:

1. reinforce concepts being covered in class time.
2. develop independent working skills
3. form of communication between home and school

Time Schedule

Junior Infants	10 minutes (informal)
Senior Infants	10 – 20 minutes
First/Second Classes	20-30 minutes
Third/Fourth Classes	30-40 minutes
Fifth/Sixth Classes	40-60 minutes

These are maximum times provided the child is focused. If your child has worked hard for the recommended time but has not completed the work, a note of explanation in the journal is acceptable.

Homework must be checked and homework notebook/homework signed. (Please indicate the time it has taken your child to complete his/her homework when signing the journal.)

If your child is having difficulty with his/her homework please contact the class teacher.

Support teachers may assign additional tasks in accordance with a child's school support plan.