



The Burrow School

Code of Behaviour Policy

Reviewed: October 2024

A handwritten signature in blue ink, appearing to read "PHILIP HEAK", enclosed in a light blue rectangular box.

Rev. Philip Heak
Chairperson

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An integral part of your child's application for a place and continued education in the Burrow School is signing up to the Code of Behaviour and the Anti-Bullying Policy (Bí Cineálta, procedures to prevent and address bullying behaviour 2025). Please ensure that you read both of these important documents on a regular basis as your child progresses through the school.

INTRODUCTION

The Ethos and Anti-Bullying Policy (Bí Cineálta, procedures to prevent and address bullying behaviour 2025). frame the characteristic spirit of the Burrow School. The Code of Behaviour is underpinned by this ethos and is a framework of acceptable standards within which the pupils are expected to operate.

The School uses positive techniques of motivation and encouragement with a view to providing the atmosphere in which each child can develop to their own potential.

This *Code* can only be effectively implemented if there is co-operation and support at all levels – between pupils, staff, parents/guardians, Board of Management and Parents Association all striving towards the common goal of attaining high standards of what is acceptable educationally and socially for the children within the school community.

The spirit of co-operation, support and openness outlined in this Code of Behaviour is essential to ensure a stimulating and happy atmosphere, conducive to learning and laying the foundations for worthwhile citizenship in the wider community.

The *Code* provides a framework for effective and efficient running of the school. It is drawn up, and will be implemented, with the needs of each individual child's development and education in mind. Every individual child is important and is recognised by all concerned within the school community for his/her care, development and educational advancement.

If problems arise, it is important that these should be addressed at an early stage to ensure the happiness and well-being of the child within the school. The procedure of dealing with difficulties is laid down in the *Code of Behaviour*.

A spirit of openness is encouraged, and in matters not covered by this *Code of Behaviour*, suggestions, comments and indeed complaints should be made known and DISCUSSED. Teachers are available to talk with parents/guardians on any matter at a mutually suitable time at an arranged time afterschool (2.20 pm).

The Department of Education requires each National School Board of Management to draw up a *Code of Behaviour* in order to provide clear guidelines to staff, parents/guardians and pupils. This *Code* will be reviewed regularly by the Board of Management and may be amended or updated if deemed necessary.

SCHOOL ETHOS

- The Burrow School is a denominational school under Church of Ireland management and under the patronage of the Archbishop of Dublin and Glendalough. It is an inclusive school and welcomes students of other religions and those with no religious affiliation.
- The School aims to provide a happy and secure atmosphere in which learning is enjoyable and where children can grow in confidence and independence.
- The school is part of a community which includes the pupils and staff, the local population, the State and ultimately the whole of society.
- We therefore strive to develop a sense of responsibility within the school, where children will co-operate with adults and their peers and help them to have an appreciation of themselves, the community, the world in general and the problems therein.
- The Burrow School has a strong tradition of personal commitment by the staff to the personal and academic welfare of each child. **This commitment is the base on which a happy school community is built which fosters tolerance, understanding, co-operation and respect as well as the educational advancement for all within.**
- The Burrow School recognises that each pupil has individual needs and abilities and that each develops at a different rate. Therefore we try to help children reach their potential and have a sense of satisfaction having done their best.
- Each child is encouraged and guided in the development of sound study skills and good work habits.
- The school seeks to develop pupils' thinking skills so that they will have questioning minds and know how to seek information for themselves.
- As per our Bí Cinealtas policy, we will be aware of any learning difficulty children may have and deal with any relevant behaviour according to their needs.

The Board of Management supports the principles of:

- **Inclusiveness**, particularly with reference to the enrolment of children with a disability or other special educational need.
- **Respect for diversity** of values, beliefs, traditions, languages and ways of life in society.

- **Equality** of access and participation in the school.
- **Parental choice** in relation to enrolment.

All the relevant partners (pupils, staff, parents/guardians and management) in the school community work in unison to provide a safe, happy environment in which each child will be valued as a unique individual and their holistic development advanced appropriately.

AIMS AND OBJECTIVES

- To ensure that the individuality of each child is accommodated while acknowledging the right of each child to education in a positive learning environment.
 - To foster a self-esteem and self-worth in children by developing self-respect, respect for peers, for those in authority and for the environment of the child.
 - To achieve a high standard of behaviour through a strong sense of community within the school and a high level of co-operation between staff, pupils and parents/guardians.
 - To encourage learning by good example defined by those within the school environment.
 - To foster caring attitudes to one another and to the environment.
 - To devise school rules so that the health, safety and welfare of all members of the school community are protected.
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LINES OF COMMUNICATION

If a parent/guardian is concerned about his/her child – either academically or socially within the school, it is imperative that any problem should be resolved as soon as possible. The procedure will be as follows:

1. To arrange a meeting with the class teacher through the Aladdin App.
2. If unsatisfied, contact the Principal and or Deputy Principal and/or Senior member of staff.
3. If the situation still requires attention, contact the Chairperson of the Board of Management.

We would appeal to all parents/guardians to respect and adhere to these procedures.

FOSTERING GOOD BEHAVIOUR AND RELATIONS

The policy of the school is to encourage openness between parents/guardians and teachers to discuss the safety, welfare and well being of all pupils.

For a student voice we have set up a Student Council September 2024.

All the adults encountered by the pupils at school have an important responsibility to model high standards of behaviour, both in their dealings with the children and with each other, as their example has an important influence on the children.

It is essential that good relations and a positive approach should prevail between home and school. Parents/guardians are encouraged to foster the spirit of the Code.

If any negative misgivings about the school should arise, please ensure that these are never discussed within a child's hearing. *Beware little ears!*

The use of praise and reward for good behaviour encourages high standards of responsible behaviour among pupils.

Encouraging this good behaviour is key to creating and maintaining an orderly atmosphere conducive to learning in the school.

Where sanctions are necessary, pupils should understand that it is the behaviour that is unacceptable, not the pupil.

STANDARDS OF BEHAVIOUR

Part of the vision of the Burrow is to help children achieve their personal best. They will constantly be encouraged, praised and listened to by adults in the school.

Teachers have systems for rewarding good and respectful behaviour on an individual class basis. Across the age spectrum some examples may include sticker charts, pupil of the day, homework passes, golden time reward, etc.

UNACCEPTABLE BEHAVIOUR:

Three levels of misbehaviour are recognised: **Minor, Serious and Gross**. All instances of a minor nature are dealt with by the class teacher. In cases of repeated minor misbehaviour, and single instances or repeated serious misbehaviour, the parents/guardians and Principal and/or Deputy Principal and/or Senior member of Staff may be involved as early as is deemed appropriate. If there is an instance of gross misbehaviour, the parents/guardians and Principal will be involved immediately.

Examples of **Serious** Misbehaviour:

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation).
- Behaviour that interferes with teaching and learning.
- Threats of physical hurt to another person.
- Damage to property.
- Theft.
- Using mobile phones on or other electrical devices during school time.

* This list is not exhaustive.

Examples of **Gross** Misbehaviour:

- Assault of a teacher or pupil.
- Serious theft.
- Serious damage to property.

* This list is not exhaustive

Please note: the Burrow School maintains a very strict policy on Bullying. We ask that all parents/guardians familiarise themselves with the school's dedicated anti-bullying policy (Bí Cineálta, procedures to prevent and address bullying behaviour 2025).

DISCIPLINARY PROCEDURES

The Board of Management has ultimate responsibility for behaviour in the school. The Code of Behaviour is formulated by the Principal and teaching staff. The Principal has overall responsibility for the execution of this Code within the school community.

The "Procedure" is as follows:

1. Each teacher has responsibility for the maintenance of good behaviour within his/her classroom; while sharing a common responsibility for good order on the school premises.
2. A pupil will be referred to the Principal and/or Deputy Principal and/or senior member of staff for cases of repeated misbehaviour, serious misbehaviour or gross misbehaviour.
3. Parents/guardians will be contacted as soon as is appropriate.
4. If necessary, the Board will become involved.

Note: that a separate set of procedures come into effect once the Board has become involved. These are detailed in Appendix A.

Possible 'Actions' are as follows:

Throughout these disciplinary procedures, any of the following actions may be applied at any time at the discretion of the teacher and/or Principal:

- Reasoning with pupil
- Reflect on behaviour and actions
- Encourage to take responsibility for their actions
- Verbal reprimand including advice on how to improve
- Apology to other party involved
- Temporary separation from peers within class and/or temporary removal to another class
- Prescribing extra work
- Writing out the sequence of events as to what happened
- Loss of privileges
- Detention – at the class teachers discretion (inform the parents in advance)
- Communication with parents/guardians
- Referral to Principal

- Principal / class teacher communicating with Parents/Guardians
- Exclusion (Suspension (or in school suspension) or Expulsion) from school

In the administration of this section of the Code of Behaviour, it is essential to point out that **it is the child's behaviour which is being rejected, not the child.** It is extremely important that the **dignity of the parent/guardian, child and teaching staff is respected at all times.**

SCHOOL RULES

“Class Rules” are developed by the teacher and the pupils at the start of each year. By definition these are specific to the class and appropriate to their age range. However, they are an integral part of the school rules.

Entering and Leaving School:

- The School day begins at 8.35 a.m. and formal teaching starts at 8.55 a.m. Junior and Senior Infants are dismissed at 1.15 p.m. All other classes are dismissed at 2.15 p.m.
 - If your child arrives after 8.55 a.m., they will be recorded as late on the Aladdin system.
 - During school hours, no child may leave the school grounds unless accompanied by an adult or has an adult's permission.
 - If a child has to leave during school hours, the agreed procedures are as follows:
 - Notify the school via Aladdin app.
 - Come to the main door and ring the bell.
 - The Secretary will collect your child from class and sign them out.
 - If they are returning before the end of the school day come to the main door and the secretary will see them back to class and sign them back in.
 - If a child is absent from school for any period, the Class Teacher must be notified on Aladdin.
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- Bicycles, scooters, roller blades, etc. may not be used on the school grounds. Bicycles and scooters should be wheeled to the racks provided.

- Parents/guardians may not drive into the school grounds, unless the Principal has granted permission.
- Parking on yellow “zigzag” lines outside the school gate is both illegal and dangerous!
- Do not block neighbouring driveways; it is inconsiderate.
- The class teacher oversees the children leaving the school premises. Fingal County Council provides a Traffic Warden Service at the opening and closing of school.

Dress Code:

- A pupil’s general appearance and personal hygiene must be of an acceptable standard at all times.
- The School Uniform is compulsory and comprises of a white crested Polo Shirt and School Jumper. Additional clothing and footwear must be appropriate to the school environment.
- Jewellery must be appropriate for school activities.
- Hair below shoulder length must be tied back in plaits or buns. Fringes etc. must not block eyesight. Dyed hair is not acceptable eg coloured streaks through hair included.
- The wearing of all facial make-up is discouraged.

The following Acts are Forbidden on School Grounds:

- Climbing on walls, steps, basketball poles, sheds, railings, gates or trees.
- Lifting or carrying of any children, by another child in the school yard.
- Playing dangerous or rough games.
- Mock fighting, wrestling.
- Use of bad language.
- Playing around staff cars.
- Using a mobile phone / other smart devices.

Yard Time:

- Each class is allocated a play area and should play within this area at playtime.
- If a child is reprimanded by a supervising adult (at any time), all instructions given must be obeyed.
- Due to the confined space, care should be taken when running.
- After playtime children must line up, not interfere with other classes, and return to class in an orderly fashion.

School Property:

- School Property and equipment must be treated with respect.
- The cost of wilful damage will be met by those responsible.

Mobile Phones and other smart devices:

- The use of mobile phones and other smart devices are not permitted on school grounds as per our mobile phone and smart devices policy unless there is written consent from parent to have one in their possession during school hours.

GENERAL INFORMATION

Lunches:

- A Healthy Lunchbox Policy is in place – contents of the lunch box should not include hot drinks/soup, fizzy drinks, chocolate, sweets, crisps or food with additives or preservatives, which can affect children’s behaviour.
- Chewing Gum is strictly forbidden.
- Some lunch may be taken outside at “first” break.
- Lunch is eaten in the classroom from 12.15 -12.25 and if a child has still not finished lunch within the 10 minute allocated eating time, he/she may take it out to the playground.

- **Birthday Treats:**

Each child’s birthday is celebrated by birthday wishes, singing and other “non-food” based treats such as a home work pass or sticker.

Birthday treats for sharing are permitted on the day of the Birthday. Individually packed treats or a small bar are recommended for sharing with the class if parents wish.

Contacting Home:

- If lunch or sports equipment etc. is forgotten, parents will be notified by email or phone call.
- The school phone may be used for URGENT contact where the need arises. To avoid abuse of this necessary facility, it is at the teacher’s discretion.
- Any children who have not been collected within 10 minutes of home time will remain under supervision and parental contact will be organised by the class teacher.
- During school related “off site” activities – school outings, hockey, football and basketball, etc. mobile phones or smart devices may only be used with the permission of the supervising adult.

In Case of Accidents:

- A child involved in any accident or who is hurt in any way must report or be reported to the adult on duty.
- The adult on duty will follow agreed school policy.
 1. First Aid will be administered by a staff member.
 2. Parents/guardians will be contacted immediately where required.

Please ensure the school is **notified immediately** of any changes to your emergency contact details.

Medical:

- If medicine for an ongoing long term illness is to be administered during school hours, parents/guardians **must** notify the Principal as a representative of the Board of Management and an Indemnity form **must be signed**.
- If medicine must be administered on a once off occasion, parents must inform the Principal via email and the medicine will be stored in the Principal's office e.g. Neurofen or Calpol and administered by the Principal.
- Any infectious or contagious illness or disease must be reported to the School immediately. The Principal will notify the parent/guardian body of same.

Extended Absences:

- Under the terms of the Children's Welfare Act (2000):
 - It is mandatory for the School to notify Tusla of any absence which exceeds twenty days in the school year. The parent/guardian of the child will be notified in writing by the Principal prior to this report being lodged with Tusla.
 - The school is obliged "to promote and foster...an environment that encourages children to attend school and participate fully in the life of the school".
- When a pupil is absent due to a prolonged illness or other extenuating circumstances, the class teacher will then, when possible, liaise with the parent/guardian and devise an appropriate programme of work.
- If a period of erratic attendance or punctuality is noted, the Principal will contact the parents/guardians.

- Parents/guardians who choose to remove their children during term time for reasons other than illness or urgent family reasons, do so in the knowledge that their child will be missing out on the delivery of the school curriculum during their absence.
- Teachers will, on request, outline some of the topics to be covered during this absence, but will not check or correct any of the work undertaken by the pupil during their absence.

APPENDIX 1:

BOARD OF MANAGEMENT DISCIPLINARY PROCEDURES

- Any sanctions in this category pertain to misbehaviour deemed sufficiently serious for the Board of Management to become involved in tandem with the Principal and/or Deputy Principal and/or senior member of staff. These sanctions may involve suspension or expulsion.
- Sanctions may be applied by the Principal and/or Deputy Principal and/or senior member of staff and if necessary the Chairperson of the Board of Management.
- Communication with parents/guardians will be verbal or by email depending on the circumstances. The Class Teacher/Principal/Chairperson will meet with the parents/guardians at the earliest possible opportunity.
- If the parents/guardians and where appropriate, the pupil, do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may be suspended for a temporary period. Suspension will be in accordance with the National Education Welfare Board 2008, “Developing a Code of Behaviour : Guidelines for Schools”
- This provides for an initial period of suspension followed by a further period of suspension if the situation is not resolved.
- In the case of gross misbehaviour, the Board may authorise the Chairperson and/or the Principal to sanction an immediate suspension pending discussion of the matter with the parents/guardians.
- Expulsion will be considered, where appropriate, in accordance with National Education Welfare Board 2008, “Developing a Code of Behaviour : Guidelines for Schools”.

Parents/guardians will be advised of their right to appeal this decision and an outline of the procedures involved will be given. Written submission on reasons for appeal by Parents/guardians will be forwarded to the Chairperson, Board of Management.

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In the case where a child is believed to be experiencing emotional and behavioural issues, the school may recommend parents/guardians to have the child assessed and, if professionally advised, placed according to his/her needs.

The school will make every effort to support parents/guardians in obtaining help for their child.