**MUSLIM NATIONAL SCHOOL, CLONSKEAGH, DUBLIN**

**CODE OF BEHAVIOUR**

**AIMS OF THE CODE OF BEHAVIOUR**

**The aims of the code of behaviour is to promote the following in the context**

**of the Islamic ethos:-**

1. To help the efficient operation and smooth running of the school.
2. To help create a positive learning environment in which every pupil can benefit from school.
3. The maintenance of good order throughout the school and respect for the school environment.
4. To help pupils become self -disciplined and to encourage a good standard of behaviour.
5. To encourage pupils to show consideration, respect and tolerance for others.
6. To encourage the children to speak the truth at all times and to take responsibility for their own behaviour.

**SCHOOL EXPECTATIONS FOR PARENTS & PUPILS**

**We expect all parents and children will support the Islamic ethos of the school which permeates all aspects of the school day.**

**PUNCTUALITY:**

1. The official opening time is 9.00 a.m.Classes for Junior and Senior Infants end at 1.50 p.m. Classes for the other pupils end at 2.50 p.m.Only infants who are dependent on school transport may remain in school after 1.50 p.m.
2. There is supervision in the yard from 8.50am for children whose buses arrive early. Bus drivers must not allow children to disembark from buses or enter the yard before 8.50am. They are reminded that the official opening time for the school is 9.00am, and they should endeavour to have the children arrive between 8.40am and 9.00am, and not before 8.40am. The co-operation of parents who bring their children to school is also required in this matter. Parents who bring their children to school should do so as near to 9am as possible.
3. Pupils must line up in an orderly and quiet manner in the yard at 9.00 a.m., at the end of their breaks and when going to and coming from wudu and prayer. They should then proceed quietly and in a straight line to their classrooms -accompanied by the class teacher. No child should enter the school building before 9.00am except in exceptional circumstances.

**Use of Bathroom**

1. Children who arrive in the yard before 9.00am are not permitted to enter the

school building as a matter of habit to use the bathroom. They may do so only as a matter of urgency with school personnel permission.

1. The school uniform must be worn in school during every school day. This consists of:
2. Boys: Grey trousers, grey jumper, blue shirt, tie, school tracksuit.
3. Girls: Grey jumper/cardigan, blue shirt/blouse, tie, grey skirt/pinafore and grey trousers/thick tights, black shoes and black runners for P.E.
4. Children must wear black shoes with their school uniform.

No other clothing for P.E. except school tracksuit is permitted. Girls in 5th and 6th class are advised, in keeping with the Islamic ethos, to wear their hijab at all times. The hijab colour must be white. In order to facilitate Wudu, girls from 3rd to 6th are advised to wear trousers with the school uniform instead of tights. Boys (3rd - 6th) are advised to wear a short sleeved shirt. Both boys and girls are advised to wear Velcro fastener shoes. Safe, appropriate footwear should be worn at all times.

**Respect Courtesy**

Respect and courtesy are key Islamic values. All pupils are expected to treat staff, their fellow pupils and visitors with respect and courtesy at all times. The use of foul language and any form of bullying are unacceptable. If children are being bullied, teachers must be told, so that the matter can be dealt with effectively (refer to Anti-Bullying Policy). Bullying issues are taken very seriously in our school.

**Absences**

Every absence of a child must be accounted for in writing or through Aladdin from the parents as soon as possible. This is to fulfil the requirements of the Education Welfare Act, and notes will be kept by the class teacher for possible inspection by the National Educational Welfare Officer. If a child has missed 20 days or more during the school year, the school must inform the National Educational Welfare Board. An Educational Welfare Officer may then contact the parents to investigate the absences**. Aladdin is the best way to record absences**.

**Punctuality**

Punctuality is an important part of children’s training. Parents are encouraged to ensure their child(ren) arrive in school on time every morning. Teachers should keep a note of those children who arrive late regularly. If a child is late there should be a note of explanation from the parents for the class teacher.

If a child is late and does not have a note of explanation, he/she will be given a letter for their parents. If the problem is ongoing, the class teacher will contact the parents to arrange a meeting to discuss the problem with a view to ensuring the child’s punctuality.

**Collecting Children**

If a child is to be withdrawn from school between 9am and 2.50pm a parent must collect him/her. If another responsible adult is to collect a child, a note must be sent to the class teacher and the office contacted informing us of this. Parents cannot collect a child from the yard during the school day. The child will be called to the office. **Parents must sign out their child from the office.** Parents must make the school aware of any legal documents relating to access to children. The Principal must see the original documents.

 **Illness**

Any infectious illness should be notified to the school immediately. Children who are ill should be kept at home. In the case of a child becoming ill in school or having an accident, every effort will be made to contact parents by phone (see Administration of Medicines Policy). Parents must ensure that the school has up to date contact details.

 **Pupil Information Sheet**

It is a parent’s responsibility to ensure that a pupil information sheet is completed for each child. This will give details of any medical condition and will be kept on file in the school. The names and telephone numbers of others to contact in case of emergency, if the parents cannot be contacted, should also be given on this form.

**School Property and the School Environment**

Pupils must respect all school property and furniture and keep the school environment clean and litter free. If school property is damaged it will be the responsibility of the parent/pupil to make retribution – e.g. To pay for the repair/replacement or to clean in the event of school furniture/property being marked, written on.

**Lunches**

Parents are encouraged to provide their children with a healthy lunch each day.

In the interest of healthy eating, sweets, crisps, chocolate, fizzy drinks and chewing gum are strictly forbidden. We encourage that all left over wrappings etc from the lunch should be put in the lunch box and taken home.

**Toys/ Mobile Phones**

It is strictly forbidden to bring toys of any description into school, unless requested by the class teacher, as no responsibility can be taken for loss or damage. Mobile phones must be kept switched off in school bag during the school day. Only **non- smart phones** are allowed in school.

**In Class**

Every class may have its own rules put together in discussion with the children

**The following are general rules for all classes: -**

1. Pupils must have all books and required materials. Books should be covered and should be treated with care.
2. Pupils are expected to work to the best of their ability and to present written exercises neatly.
3. All pupils are to show respect for their classmates and to follow their teacher's instructions. As the class teacher is responsible for his/her pupils during all activities during the school day, the class teacher is responsible for his/her class during Religious Studies/Arabic classes. He/she must be available to deal with problems which arise during these classes. Religious Studies teachers should consult with the class teacher re any behaviour problems and when giving a yellow or red card.
4. Any behaviour that interferes with the rights of others is unacceptable.

 **Transferring between Classes**

 Children should be accompanied by a responsible adult, class teacher, religious study teacher, support teacher or SNA at all times when going between classes. Children should always go through the yard when moving between buildings, and not at the front of the school beside the buses unless accompanied by an adult.

 **Homework**

It is the policy of the school to give homework. Parents are strongly encouraged to take an active interest in their child's homework and to ensure that all homework, both written and oral is completed satisfactorily. For this reason, parents are required to sign the homework diary or copy every night (see Homework Policy).

 **Meeting with Staff**

 If a parent wishes to meet the Principal or Class Teacher or Religious Studies Teacher, **an appointment must be made beforehand**. It is not acceptable for a parent to interrupt classes during teaching time.

 **In the Yard**

The yard is divided in two areas. Infants and 1st class must play in the infant area. The other classes are to play in the senior area. Children should stay out of the rectangular area reserved for those who misbehave, e.g. rough play, kicking etc.

1. Pupils must not behave in any way which endangers themselves or others. Any form of bullying, fighting, name calling or exclusion will not be tolerated. Pupils will be encouraged to show **RESPECT** for each other at all times.
2. Any instructions or directions given by the supervising teachers/adult on duty are to be complied with.
3. When the first buzzer sounds for the end of play, children must stop. On the instruction of the duty teacher, they walk quietly to their line.
4. Running in the school building, playground or environs is forbidden.
5. Children should keep off the grass.
6. It is forbidden to take cartons, paper wrappers or food into the playground. This ensures any dangers from seagulls or other birds is minimised.
7. If a child needs to leave the playground for any reason, they must get permission from the duty teacher first, and report back afterwards.

The overall responsibility for discipline within the school rests with the Principal. Each teacher has responsibility for the maintenance of discipline within his/her classroom, while sharing a common responsibility for good order within the school.

Every effort will be made by teachers to adopt a positive approach to the question of behaviour in the school. Positive techniques of motivation and encouragement will be utilised by teachers in the form of rewards for good behaviour. It is accepted that there is a need for strategies and sanctions to register disapproval of unacceptable behaviour and to maintain good order. The following are lists of

A. Rewards

B. Sanctions.

**Rewards for Good Behaviour**.

Promoting good behaviour is the main goal of the Code. All staff and pupils should foster the school ethos which emphasises care, respect and responsibility in order to promote positive behaviour.

Respect is at the core of good discipline. Respect for self, for fellow pupils, for staff, for one’s own property and for the property of others

**Good behaviour must be seen to be rewarded:**

1. A reward will be given each week to the class which behaves the best after the buzzer has gone (walk to line, line up quietly, straight line - walk in quietly in a straight line) in the yard and school.
2. Oral and written praise for good behaviour and good work. Small prizes and stickers may also be given.
3. Student certificates are presented at assembly for good behaviour and academic efforts. One certificate per class is recommended. Each Religion Teacher can give one certificate also.
4. Rewards structures in individual classrooms at teacher's discretion.
5. The cleanest class of the month will receive a plaque for display in their room each month.
6. Attendance certificates will be presented to pupils who have no more than 3 absences per school year.
7. Green cards will be given for good behaviour in keeping with the Islamic ethos of the school regarding respect for all.

**STRATEGIES AND SANCTIONS**

1. Reasoning with pupil.
2. Reprimand (including advice on how to improve).
3. Each child has the right to education in a relatively disruption free environment. If steps 1 and 2 are unsuccessful disruptive pupils may, at times, be temporarily separated from their peers and friends and sent to another class with work. This will protect the rights of the majority of the pupils in the class.

***For more serious offences, or for continued misbehaviour:***

1. Loss of privileges - e.g. Tour, Videos/DVD’s, Golden Time etc.
2. Detention during breaks - in the school under teacher supervision or in the yard in rectangular box reserved for pupils who misbehave in yard.
3. Referral to the Principal - for serious breaches of discipline and for repeated incident of minor misbehaviour.

7. Truthfulness with regard to misbehaviour will warrant less punishment.

 **Communication with parents:**

A card system will be operated in the school. Children who commit a minor offence, (as opposed to petty) or a series of petty offences will receive a yellow card. A list of transgressions will be written on the card with a "/" beside the transgression(s) in question. The parent will then be required to sign the card and ensure that it is returned to the teacher on the following day.

For serious offences or after **3 yellow cards** a **red card** will be given. The parents may be required to visit the school. The child’s behaviour problem(s) will be discussed and the parent's help in improving this behaviour will be sought.

This card system will give parents greater involvement in the discipline of their children. It will also ensure that parents are informed of misbehaviour at an early stage, rather than as a last resort. The system will be operated on a yearly basis.

# Suspension

## A proposal to exclude a student through suspension is a serious step warranted only by very serious misbehaviour or behaviour that is endangering other children.

The responsibility for suspension will lie with the Principal. A pupil will not normally be suspended for more than 3 days, except in exceptional circumstances.

The child, with his/her parents will be given an opportunity at a meeting to respond before a decision is made regarding suspension.

All details of the allegation(s) and investigation will be discussed at this meeting. Alternative sanctions, including a behaviour plan will be discussed before a decision is made.

Possible intervention of NEPS, Tusla or other support services will also be discussed.

If a decision to suspend a child is taken, the parents’ support will be sought in an effort to improve the child’s behaviour. The suspension will: -

* Enable the school to set behavioural goals with the child and his/her parents.
* Give school staff an opportunity to plan other interventions.
* Impress on a child and his/her parents the seriousness of the misbehaviour.

Notification of a decision to suspend will be made to the parents in writing to include:

* The period of 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, e.g. parents might be asked to reaffirm their commitment to the Code of Behaviour.

When the suspension period has expired, the parents will be requested to accompany the child on his/her return to school to meet the Principal and the teacher(s) concerned. The parents will be required to give an undertaking that the pupil will behave in an acceptable manner in the future. The pupil will then be re-admitted formally to the class by the Principal.

**Repeated instances of serious misbehaviour:**

Where there are repeated instances of serious misbehaviour, e.g. smoking, stealing, bullying. The chairperson of the Board of Management will be informed and the parents will be requested to attend at the school to meet the Chairperson, the Principal and the teacher(s) concerned. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future, the pupil may have to be suspended for a longer period. Suspension and Expulsion will be dealt with in accordance with the Education Welfare Act.

# Gross Misbehaviour:

In the case of gross misbehaviour (e.g. aggressive, threatening or violent behaviour towards a teacher or another pupil, stealing) the child may be suspended immediately pending a discussion of the matter with the parents.

**Wudu and Prayer**

1. Children from 3rd to 6th attend Dhur prayer in the Mosque daily. This constitutes religious education time.
2. Children should proceed quietly to the wudu area at the appropriate time under

the supervision of their class teacher. Supervision during wudu and prayer is the responsibility of the class teacher, assisted by the religious study teacher(s) and SNA’S.

At the moment six classes attend prayer in the mosque daily. The boys attend in the male section of the mosque, the girls in the female section. It is required that two male class teachers and two female class teachers remain with the boys/girls in the mosque for wudu/prayer. One teacher will be on duty to supervise children not attending prayer for a specified reason.

1. Wudu should be made quickly and quietly with minimum waste of water and tissue. Children should have appropriate dress in order to perform wudu and prayer.
2. After wudu children should then proceed quietly to the Mosque where they will line up quietly in the appropriate positions for prayer and wait, without talking, for the Imam to begin.
3. After completing the prayer, children must remain in their lines until directed to leave the prayer area, and then return to their classrooms, quickly (walking) and

quietly. Children may not go anywhere except their classroom or the yard, without permission of a teacher. The Mosque should be left in a tidy condition.

1. Children who continue to misbehave should be referred to the Principal.
2. It is not the policy of the school to exclude children from the prayer as it is and should be seen as an obligation not a privilege.
3. Procedure for correct behaviour at prayer/in the Mosque is available.

**Jummah Prayer:**

1. Children from 3rd to 6th class attend Jummah prayer in the Mosque every Friday.
2. Attendance at Jummah constitutes religious education time.
3. The same rules and sanctions which apply for the Dhur prayer also apply for Jummah prayer.
4. Children should remain quiet and attentive during the Khutbah.
5. No parent may take a child home from Jummah without arrangement with the school.

**Complaints Procedure:** If a parent has a complaint, there is a complaints procedure which should be followed: -

1. The parent should see the teacher by appointment at the earliest opportunity. The issue will usually be resolved to the satisfaction of both parties.
2. If the parent is still dissatisfied, he/she should bring the matter to the attention of the Principal, who having listened to both sides will try to settle the issue to the satisfaction of both parent and teacher.
3. If the complaint is still unresolved and the parent wishes to pursue the matter further, he/she should lodge the complaint in writing with the Chairperson of the Board of Management, who will seek to resolve the matter between the parties.
4. If the complaint is still unresolved, the matter will be passed to the Board of Management.

Parents are asked to adhere to this procedure. The Board of Management will not deal with complaints unless this procedure has been followed.

**New Information for School Year 2020-2021**

**COVID-19**

COVID-19 is a very serious issue in school. Our school complies with DES and HSE guidelines regarding this and we are keeping abreast of changes as they occur. The safety rules regarding COVID-19 will be explained clearly to your child (children). It is important they you, as a parent, explain to your child that this is a serious issue and every school in the country is abiding by the rules.

If you child deliberately breaks a rule in relation to safety around COVID-19 the Principal or Vice Principal will speak with them and discuss the seriousness of what has happened. If this happens a second time we will contact you, the parent, and have a telephone consultation regarding this. If the behaviour continues following this we will ask you to come and take your child home. Suspension for a number of days (at the discretion of the Board of Management) will follow.

Suspension is a very serious step and we will not take this lightly but, given the danger of COVID-19, this serious sanction must be in place.

**Some aspects of this Policy may be changed this year because of COVID-19.**

**Updated: 27th August 2020**

**Muslim National School, 19 Roebuck Road, Clonskeagh, Dublin 14**

**CODE OF BEHAVIOUR**

**I have read the Code of Behaviour and agree to abide by it.**

**CHILD'S/CHILDREN'S NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**