



Whole School Code of Behaviour June 2025



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Version	Date	Description	Authors
1.0	September, 2023	First Version of Policy	Board of Management
1.1	June, 2025	Review of Policy - Section 1. – Clarified language and improved flow of timeline reference. - Section 2. - Sentence structure improved for smoother reading. - Section 3. - Reworded for coherence and logical flow. - Section 4. – Reordered for clarity and purpose. - Section 5. – List formatting adjusted. - Section 6. – Added in extra methods being used in the school. - Section 7. – Reordered items for logical flow. - Section 8 – Updated to reflect current school standards of behaviour. General: Added in sections for ease of reference; language updated to reflect new school campus.	Board of Management

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1. Introductory Statement

Following consultation with the Board of Management (BOM), the teaching staff, parents, and pupils of Mercy Convent Primary, this Code of Behaviour was initially drafted in September 2023. This policy was reviewed and updated in June 2025 to reflect new guidance and developments.

2. Rationale

This review aligns our school's Code of Behaviour with recent national guidelines, including *Bí Cinéalta Procedures (2024)* and *Developing a Code of Behaviour: Guidelines for Schools (NEWB, 2008)*.

Maintaining a positive, respectful, and orderly learning environment remains a central priority for Mercy Convent Primary School. The Code is also a legal requirement under Section 23(1) of the Education Welfare Act (2000).

3. Relationship to the Characteristic Spirit of our school

The school has a central role in the children's social and moral development just as it does in their academic development. In seeking to define acceptable standards of behaviour it is acknowledged that these are goals to be worked towards rather than expectations that are either fulfilled or not.

The children bring to school a wide variety of behaviour. As a community environment, in school we must work towards standards of behaviour based on the basic principles of honesty, respect, consideration and responsibility. It follows that acceptable standards of behaviour are those that reflect these principles.

Children need limits set for them in order to feel secure and develop the skills for co-operation. Therefore, any rules will be **age appropriate**, with clear agreed consequences.

Parents can co-operate with the school by encouraging their children to understand the need for school rules, by visiting the school and by talking to the members of staff.

A code of behaviour is established to ensure that the individuality of each child is accommodated while at the same time acknowledging the right of each child to education in a relatively disruption free environment.

4. Aims

- To promote a positive, respectful and inclusive learning environment
- To reinforce and model good behaviour and positive relationships
- To cultivate pupils' self-esteem, responsibility and self-discipline
- To ensure consistency in response to both positive and negative behaviour
- To support all pupils' educational and developmental needs
- To enable effective teaching and learning without disruption
- To ensure the safety and wellbeing of all in the school community

- To widely communicate expectations and strategies through school rules, policies, and open communication
- To foster strong school-home partnerships in promoting positive behaviour

5. Responsibility of Adults

The adults encountered by the pupils at Mercy Convent Primary 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 pupils. In our school we treat all our children with respect and dignity. There is a strong sense of community and co-operation among staff, pupils and parents and all are agreed that the focus is primarily on the promotion and recognition of positive behaviour.

Adults in the school strive to:

- Create a positive learning atmosphere with clear expectations
- Lead by example with honesty, kindness, and courtesy
- Provide a caring and supportive environment
- Build relationships based on empathy and mutual respect
- Ensure fairness and inclusion across all areas
- Value all contributions and efforts
- Discourage aggression and promote the principle: "Never say anything, never do anything to hurt others."

6. Communication with Parents

Communicating with parents is central to maintaining a positive approach to dealing with children. A high level of co-operation and open communication is seen as an important factor encouraging positive behaviour in the school.

The following methods are to be used at all levels within the school:

- Meeting with parents/guardians at enrolment
- Induction meeting for new pupils
- Informal parent/teacher meetings and formal parent/teacher meetings
- Through children's homework
- Telephone contact
- Letters/notes from school to home and from home to school
- Aladdin Notifications
- Parent Information Updates
- School newsletters
- Through Parents' Association meetings
- Email communication
- School website and social media pages

Parents are encouraged to inform teachers in confidence of any significant events that may affect their child's behaviour.

7. School Procedures/ Health and Safety

7.1 Arrival and Departure

- School opens at 9:00a.m. Pupils enter through the main gate and proceed directly to their assigned doors. Junior and Senior Infant pupils enter through the main door at reception.
- Parents of infant pupils may accompany their child as far as the main reception door. All other parents may enter as far as the side gate at the back of the school, which leads to the playground. However, parents are kindly asked not to congregate in this area.
- Assembly time will take place in all classrooms from 9:00a.m. to 9:10a.m.
- Infant children are escorted by their teacher to the cobble lock area near the reception for collection at 1:40 p.m. Infant parents are welcome to enter the school grounds at this time to collect their child.
- Classes on the 1st Floor use the main stairwell and exit through the main door at reception and congregate on the cobble lock area for 2:40pm. These classes are released at the black gate in advance of the 2nd floor classes.
- Classes on the 2nd Floor use their assigned stairwell and exit door, then walk around the back of the building and congregate on the cobble lock area for 2:40pm.
- The Board of Management does not accept responsibility for children on the school premises before 9:00 a.m. or after they have left the premises at the end of the day.

7.2 Leaving School Early

- Pupils must be signed out by a parent/guardian at the office if leaving during the school day.

7.3 Timetable

- School Begins: 9:00a.m.
- Junior & Senior Infants: 1:40p.m. finish
- 1st – 6th Classes: 2:40p.m. finish
- Sos: 10:45a.m. – 11:00a.m.
- Lunch Break: 12:35p.m. – 1:00p.m.

7.4 Car Park Safety

- The school car park is for staff members only. Follow directional arrows and enter/exit in single file. Always show courtesy to others.

7.5 Punctuality

- Please support your child's routine by ensuring they arrive on time each morning.

8. School Rules

- Pupils are required to attend school regularly and to be punctual.
- When out for yard time, pupils should freeze when the first bell rings and line up when the second bell rings.
- School uniform is to be worn during school hours except when otherwise instructed. Our school is very proud of its uniform, and we expect the children to wear **full uniform every day**. In (the event of) very fine weather children may wear knee length navy shorts and their polo shirt / PE jumper.
- On P.E. day(s), children wear their school PE tracksuit, light blue polo shirt and runners to school (all classes infants – 6th). **Children may only wear the tracksuit on P.E. days.**

Please see Appendix 1 for guidance on school uniform.

- In the interest of your child's safety platforms or high heeled shoes are not acceptable. Please make sure that your child's shoes are securely fastened. We would prefer if the children did not wear **pumps** as they are unsafe on the stairs.

As it would be impossible to list or foresee every possibility:

- We insist on hair being kept neat and tidy in school with fringes etc. kept back and long and shoulder length hair must be tied back. We ask for your co-operation on this matter.
- If your child must use crutches in school, we must request a **doctor's certificate** stating same.
- As a "Go-Phone Free" school, children are **not** allowed to have **mobile phones** on their person during the school day. ***The Board accepts no responsibility for a phone brought to school.***
- **Internet enabled watches** are **not** allowed in school.
- Pupils are encouraged to always be considerate towards their fellow pupils. Name calling, bullying, bad language and fighting are to be avoided. Rough and dangerous play is not allowed. Please refer to our *Bí Cinéalta* (previously known as Anti-Bullying) policy.
- Pupils must show respect for themselves, their fellow pupils and their teachers and to visitors who come to the school.
- Pupils should walk quietly and orderly along the corridors and should not play in the toilet areas.
- In accordance with our Healthy Eating Policy and encouraging a healthy diet and healthy teeth, sweets, crisps and fizzy drinks etc., are not allowed.
- Climbing on walls, school buildings, gates, fences, furniture etc., is not allowed and children are encouraged to have respect for all school property.
- All pupils are asked to be litter conscious.
- While in school each pupil is subject to the authority of each member of the staff.
- Party invitations are not allowed to be distributed in school. We have found that some children feel quite isolated and hurt when they are left out so with that in mind, we ask you to understand and to co-operate with us fully.

- Parents, please note smoking is strictly forbidden in the school and in the school grounds.
- Parents will be involved at an early stage rather than as a last resort. It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of co-operation between staff, pupils and parents.

Following consultation with Parents in 2023 and again in 2025, our school has a set of School Standards that we hope will be respected and be a point of reference. They are displayed throughout the school.

See Appendix 2 for Our School Standards of Behaviour

9. Class Rules

At the beginning of each academic year, the class teacher will draft a list of class rules with the children. These reflect and support the school rules but are presented in a way that is accessible to the children. Class rules should be kept to a minimum and are devised with regard for the health, safety and welfare of all members of the school community. They should where possible emphasise positive behaviour. Rules will be applied in a fair and consistent manner, with due regard to the age of the pupils and to individual differences. Where difficulties arise, parents will be contacted at an early stage.

10. Playground Behaviour

Positive behaviour is expected at all times in the playground. We support and encourage such behaviour by:

- Supply of play equipment (e.g., balls, skipping ropes etc.)
- Careful supervision at each break time ensuring that all children are visible and actively involved
- An incident record file is carefully maintained where necessary
- The children's movement to and from the yard is orderly and supervised
- On wet days, board games, jigsaws, cards, etc., are used in the classrooms

11. Other areas in the school

Rules apply consistently across all school areas including corridors, halls, toilets, and any school-sanctioned activities such as trips.

12. Children with Special Needs

All children are required to comply with the Code of Behaviour. However, the school recognises that children with special needs may require assistance in understanding certain rules. Specialised behaviour plans will be put in place in consultation with parents and the class teacher, special education teacher, and/or Principal/Deputy Principal will work closely

with home to ensure that optimal support is given. Cognitive development will be taken into account at all times. Professional advice from psychological assessments may be helpful.

The children in the class or school may be taught strategies to assist a pupil with special needs adhere to the rules and thus provide peer support. This will be done in a supportive and safe way, acknowledging and respecting the difference in all individuals.

13. Bullying

Bullying is repeated aggression-verbal, psychological or physical- conducted by an individual or group against others. It will not be tolerated in our school. Parents/guardians will be expected to always cooperate with the school in dealing with instances of bullying in accordance with the school's Bí Cinéalta Policy. All reports of bullying will be noted, investigated and dealt with according to the procedures set out in our Bí Cinéalta Policy.

14. Incentives

Part of the vision of Mercy Convent Primary School is to help children achieve their personal best – academically, intellectually and socially. We recognise that there are many different forms of intelligence and that similarly children use a variety of approaches to solve problems. Reward systems which are based on academic merit or extrinsic goals continuously apply to only a limited number of children and undermine the individuality of children.

All children deserve encouragement to attain their own best. Children will be encouraged, praised and listened to at all times by adults in the school. Praise is earned by the maintenance of good standards as well as by particularly noteworthy personal achievements. Rates of praise for behaviour should be as high as for work.

The following are some samples of how praise might be given;

- A quiet word or gesture to show approval
- A comment in a pupil's exercise book
- A visit to another member of Staff or to the Principal/ Deputy Principal for commendation
- A word of praise in front of a group or class
- A system of merit marks or stickers
- Delegating some special responsibility or privilege
- A mention to parent, written or verbal communication
- Superstar Achiever Award

15. Unacceptable Behaviour

Three levels of misbehaviour are recognised; Minor, Serious and Gross. All everyday instances of a minor nature are dealt with by the class teacher. In cases of repeated serious misbehaviour or single instances of gross misbehaviour, parents will be involved at an early stage and invited to meet the teacher and/or the Principal to discuss their child's behaviour.

Examples of serious misbehaviour:

- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property (intentional)
- Theft

Examples of gross misbehaviour:

- Assault on a teacher or pupil
- Serious theft
- Serious damage to property (intentional)

16. Sanctions

In Mercy Convent Primary School if a pupil fails to observe the standards of behaviour outlined in the school's code, certain measures and sanctions may be imposed.

The use of sanctions or consequences should be characterised by certain features:

- It must be clear why the sanction is being applied.
- The consequence must relate as closely as possible to the behaviour.
- It must be made clear what changes in behaviour are required to avoid future sanction.
- Group punishment should be avoided as it breeds resentment.
- There should be a clear distinction between minor and major offences.
- It should be the behaviour rather than the person that is the focus.

Some or all of the following steps will be taken when the children behave inappropriately.

- Reasoning with pupil
- Verbal reprimand including advice on how to improve
- Loss of privileges
- Detention during break
- Communication with parents

This is not an exhaustive list, and other appropriate measures may be taken as required to support positive behaviour and maintain a respectful learning environment.

In addition to classroom-based strategies and sanctions, the school operates a consistent, whole-school sanction system to support positive behaviour and maintain a safe and respectful learning environment.

- If a pupil is not supporting staff, either in the classroom or on the yard and is negatively impacting teaching, learning, or recreation time, they may receive a tick.
- Accumulation of three tickets results in a warning card and an official school warning letter issued by the principal. At this stage, the pupil will also be required to complete a Promise Charter.

- Should a pupil receive three official warning letters in a school year (equivalent to nine ticks), this will lead to an automatic school suspension.
- All ticks and warning cards are reset at the end of each academic year.
- All warnings are to be documented in both the staff planner and the pupil's journal.

Use of Mobile Phones

- If a pupil is found using or in possession of a mobile phone during school hours, this will result in an **immediate official school warning letter** issued by the Principal, without the need for prior ticks.

16.1 Exclusion from School

Suspension or expulsion may be implemented in line with Rule 130 of the Rules for National Schools, as amended by relevant Department of Education circulars and in accordance with the Education (Welfare) Act 2000.

16.2 Managing Aggressive or Violent Misbehaviour

Should a pupils' behaviour constitute a risk to the safety of the pupil himself/herself or the safety of other pupils or staff, the school will take several steps. These include:

- Isolation of pupil/removal of the pupil to a safe place with a trusted member of staff
- Every effort will be made to calm the child
- Immediate communication with parents
- Immediate visit from parent if deemed necessary
- In extreme cases, child may need to be referred to external agency for psychological testing. This would only be done in consultation with the parents.

16.3 Suspension and Expulsion

Before serious sanctions such as suspension or expulsion are used, the normal channels of communication between school and parents will be utilised. Communication with parents may be verbal or by letter depending on the circumstances.

For gross misbehaviour or repeated instances of serious misbehaviour suspension may be considered. Parents concerned will be invited to come to the school to discuss their child's case. Aggressive, threatening or violent behaviour towards a teacher or pupil will be regarded as serious or gross misbehaviour.

Where there are repeated instances of serious misbehaviour, the Chairperson of the Board of Management will be informed, and the parents will be requested in writing to attend at the school to meet the principal. If the parents do not give an undertaking that the pupil will behave in an acceptable manner in the future the pupil may be suspended for a period. Prior to suspension, where possible, the Principal may review the case in consultation with the pupil, teachers and other members of the school community involved, with due regard to records of previous misbehaviours, their pattern and context, sanctions and other interventions used and their outcomes and any relevant medical information. Suspension will

be in accordance with the Rules for National Schools, the Education Welfare Act 2000 and the NEWB guidelines 2008. Suspension must also be notified to parents in writing. Where the parents decline the offer of meeting the school authorities, the written notification is to be regarded as the notification of suspension.

In the case of gross misbehaviour, where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils, the Board may authorise the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents.

Mercy Convent Primary School will follow fair procedures in the event that it is proposing to suspend or expel a student. These procedures have two essential components:

- The right to be heard
- The right to impartiality

These fair procedures apply to:

- The **investigation** of alleged misbehaviour
- The process of **decision making**

In exceptional circumstances, the principal and chairperson of the BOM may extend a 3 day suspension to a 5 day period without full BOM sanction (e.g. if the BOM is unable to convene at short notice).

The BOM will normally place a ceiling of **10 days** on a single suspension. Any extension of this will be considered as another suspension and due procedures should be followed. Where a period of suspension exceeds 20 days, the parents of the child have the right to appeal this under section 29 of the Education Act. A section 29 appeal can be made by contacting the Secretary General of DE. An application form for this procedure can be downloaded from the DE website.

16.4 Removal of Suspension

Following or during a period of suspension, the parents/s may apply to have the pupil reinstated to the school. The parent/s must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff.

The Principal will facilitate the preparation of a behaviour plan for the pupil if required and will re-admit the pupil formally to the class. The school will make every effort to help the student reintegrate into school life – academically and socially. The pupil will be given every opportunity and support for a fresh start.

16.5. Records and Report to be kept in respect of suspension will include:

Records of investigation and decision	• The investigation (incl. all interview notes) • The decision making process • The decision and rationale for same • The duration of the suspension and any conditions attached to the suspension
Report to the BOM	The principal will report all suspensions to the BOM with the reasons for and the duration of each suspension
Report to NEWB	The principal is required to report suspensions in accordance with the NEWB reporting guidelines (Ed. Welfare Act 2000, section 21 (4) (a))

* Use of suspension will be reviewed at regular intervals

Expulsion may be considered in an extreme case, in accordance with the Rule for National Schools the National Education Welfare Act 2000 and the NEWB Guidelines 2008. The grounds for expulsion will be similar to the grounds for suspension. However, it will only be considered when all other interventions have been exhausted.

16.6 Grounds for Expulsion may include

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

Before expulsion is considered, Mercy Convent Primary School will have tried other interventions and will have exhausted all possibilities for changing the pupil's behaviour.

16.7 Procedures in respect of expulsion

- A detailed investigation carried out under the direction of the principal (similar to one carried out in the case of suspension)
- A recommendation to the BOM by the principal
- Consideration of the BOM of the principal's recommendation, and the holding of a hearing
- BOM deliberation and action following the hearing
- Consultations arranged by the Education Welfare Officer (this should occur within the 20 day period between the Board's decision and the start of expulsion date)

16.8 Appeals

Under Section 29 of the Education Act, 1998, parents are entitled to appeal to the Secretary General of the Department of Education against some decisions of the Board of Management,

including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student. (See Circular 22/02)

16.9 Records and reports to be kept in respect of expulsion will include:

Records of investigation and decision making	• The investigation (incl. All interview notes) • The decision making process • The decision and rationale for same
Report to the B.O.M.	The principal will report to the B.O.M. with the records of all relevant communications and these will be maintained.
Report to NEWB	The B.O.M. is required to report expulsions in accordance with the NEWB reporting guidelines and the Welfare Officer is required to liaise with the all relevant parties within that period. (Ed. Welfare Act 2000, section 21(4) (a).

17. Keeping records

17.1 Classroom

- Serious misbehaviour is reported to the principal/deputy principal as soon as possible.

17.2 Playground

- The class teacher is informed by the supervising teacher of the misbehaviour immediately following the break.
- Teachers are reminded at staff meetings to apply rules consistently.

17.3 School records

- Teachers include a record of individual children's behaviour on the annual school report, where applicable.
- Factual reports of serious incidents, communication between school and home. And with outside agencies and the Board of Management, are retained.
- Documentation pertaining to appeals under Section 29 is retained in the Principal's Office.

18. Procedures for Notification of Pupil Absences from School

The school informs the parents regularly that The Education Welfare Act, 2000, stipulates that parents must notify the school of a pupil's absence and the reason for this absence.

This notification is required to be written. This can be completed by parents using the Aladdin app. This information is reported to the NEWB on the standard forms/online.

19. Reference to other Policies

Mercy Convent Primary School has an extensive range of policies which support and consolidate the school's Code of Behaviour.

These include:

- SPHE Plan
- Bí Cinéalta Policy
- Enrolment Policy
- Health & Safety Policy
- Special Educational Needs (SEN) Policy

20. Success Criteria

This policy will be considered successful when:

- Positive behaviour is consistently observed in classrooms, playgrounds, and throughout the school
- The procedures outlined are applied consistently by staff
- Teachers, parents, and pupils provide positive feedback on school behaviour

21. Roles and Responsibility

Everyone in the school community has a role to play in promoting positive behaviour:

- **BOM:** Provides support and oversight, especially in serious behaviour cases (e.g., suspension and expulsion)
- **Principal and Deputy Principal:** Lead the implementation of the Code and ensure consistency
- **Teachers and Staff:** Model and reinforce positive behaviour daily
- **Parents:** Support the Code at home and communicate with staff
- **Pupils:** Follow school and class rules, treating all members of the community with respect

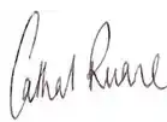
22. Ratification of Policy

This policy was adopted by the Board of Management on **June 18th 2025**.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management every three years or as the need arises. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 
(Chairperson of Board of Management)

Signed: 
(Principal)

Date: 18/06/2025

Date: 18/06/2025

Date of next review: June 2028

Appendices

1. School Uniform Information
2. School Standards
3. Sample School Official Warning Letter
- 3.1 Sample Warning Letter – Mobile Phone Breach
4. Sample Pupil Promise
5. Sample Second Official Warning Letter
6. Sample Suspension Letter

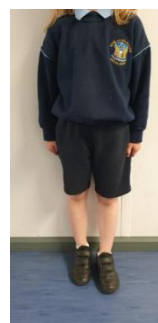
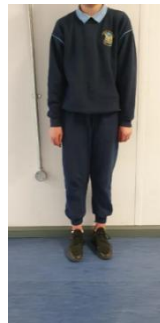
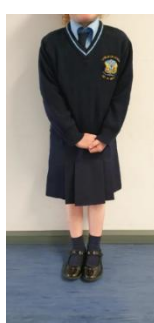
School Uniforms

Appendix 1



Dear Parents, please see below information regarding our school uniform. We have two uniforms, one formal one and a PE uniform as per the information and pictures below. Please ensure all items are labelled so they are not lost.

Girls Formal	Boys Formal
- Navy school skirt (pleated) or navy school pinafore (pleated) - Navy school unisex, straight legged trousers (optional) - Pale blue (long or short sleeved) shirt - Navy tie - Navy knee socks or tights - Navy v-necked jumper with school crest	- Navy pants - Pale blue shirt (long or short sleeved) and navy tie. - Navy V---Necked Jumper - Navy tie - School Crest embroidered on Left of Jumper
Unisex PE Tracksuit	
- Navy school tracksuit with school crest – bottoms <u>must</u> be cuffed - Pale blue polo shirt - Sports runners must be worn with the P.E. uniform. (Canvas fashion runners are <u>not</u> appropriate for sporting activities and are <u>not</u> permitted). - The tracksuit is not acceptable uniform everyday. Outside of PE days it may only be worn in the event of an emergency or on days /events specified by the school principal.	
School Shoes	
- Black or navy, flat, non-slip shoes or boots. Black runners can be worn with the formal uniform at the discretion of parents. - On PE days any style runners can be worn.	
Warm Weather Uniform	
In warm weather pupils are allowed to wear the PE tracksuit with navy shorts to the knee. Parents will be contacted in advance but generally it is the last part of term 3 depending on weather.	
Where to purchase uniforms from?	
Formal School uniform: The following items can be purchased from Mardec Clothing (Friary Business Park, 4 Friary Rd, Naas) - Crested school jumper - Elasticated school tie All other school uniform items skirt, elasticated trousers, pinafore, blouses, polo shirts can also be purchases from Mardec OR Dunnes Stores, Tesco Extra, Marks & Spencer.	P.E. Uniform Crested navy P.E. school uniform can be purchases form Richie Whelan's Menswear (Mainstreet Naas).



Picture

- Girls Formal
- Boys Formal
- PE Uniform
- Summer Uniform

Uniform Pictures



Fig. 1



Fig. 2



Fig. 3



Fig. 4

These pictures, we hope, will give you a clear outline of the uniform here in the school. The children have the main school uniform but also a PE tracksuit. In June the children can wear shorts which are highlighted in Fig 3. All uniforms must be accompanied with dark shoes. They can be shoes, boots or runners but must be either black or navy. We do not want the children under pressure to have the latest footwear trends or styles.



Fig. 5

Appendix 2

School Standards





Appendix 3

First warning letter (sample) for breach of school standards or rules (after receiving three ticks)

Dear Parents,

I am writing to inform you that _____ has received three behaviour ticks due to repeated instances of inappropriate behaviour. As outlined in our school's *Bí Cinéalta* Policy and Code of Behaviour, this has resulted in the issuing of an official school warning.

Please note that in accordance with school policy, a pupil who receives three official warnings within a school year (equivalent to nine ticks) will be subject to an automatic school suspension.

To reinforce the expectations of our school community, we are also including a Pupil Promise agreement. This should be read and signed by both you and your child. By signing, you acknowledge and accept the school's Code of Behaviour and *Bí Cinéalta* Policy on behalf of your child.

A copy of this warning will be kept on file. We value your cooperation in supporting positive behaviour and addressing this matter. Should you have any questions or wish to discuss this further, please do not hesitate to contact me.

Yours sincerely,

Principal

(Principal acting on behalf of the Board of Management)



Appendix 3.1
Official Warning Letter – Mobile Phone Breach

Dear Parents,

I am writing to inform you that _____ was found in possession of/using a mobile phone during school hours. As Mercy Convent Primary is a Go Phone Free School, this constitutes a breach of our school rules and Code of Behaviour.

In accordance with our policy, this has resulted in the issuing of an official school warning letter. Please note that a pupil who receives three official warnings within a school year (whether for mobile phone breaches or accumulated behaviour ticks) will be subject to an automatic school suspension.

To reinforce the expectations of our school community, we are also including a Pupil Promise agreement. This should be read and signed by both you and your child. By signing, you acknowledge and accept the school's Code of Behaviour, the Bí Cinéalta Policy and our Go Phone Free commitment on behalf of your child.

A copy of this warning will be kept on file. We value your cooperation in supporting our shared commitment to a safe and respectful learning environment.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely,

Principal

(Principal acting on behalf of the Board of Management)

Appendix 4
Sample Pupil Promise



Pupil Promise

I understand the school's Code of Behaviour and *Bí Cinéalta* Policy, and I agree to follow the expectations set out within it.

Pupil's Signature:

*By signing this agreement, we, as parents/guardians, agree to support and uphold the school's Code of Behaviour and *Bí Cinéalta* Policy on behalf of our child.*

Parent's Signature:

Parent's Signature:

Principal's Signature:

Date



Appendix 5

Dear Parents/Guardians,

I am writing to inform you that _____ has accumulated an additional three ticks for incidents of inappropriate behaviour, bringing the total to six ticks received to date. As outlined in our Code of Behaviour policy, the accumulation of six ticks results in the issuing of a second official school warning.

These behaviours remain in breach of our *Bí Cinéalta* Policy and Code of Behaviour. It is important that we continue to work together to support _____ in making more positive choices. Please be aware that any further incidents may lead to additional consequences, including the possibility of a school suspension, in line with our school policy.

It is also important to note that this behaviour represents a breach of the **Pupil Promise** your child agreed to, which reflects their commitment to respectful and responsible conduct within our school community.

A copy of this written warning will be kept on file. We appreciate your continued support and cooperation as we guide _____ toward more positive behaviour.

Should you wish to discuss this matter further, please do not hesitate to contact me directly.

Yours sincerely,

Principal

(Principal acting on behalf of the Board of Management)

Appendix 6: Sample Suspension Letter



(insert date)

Dear Parents,

Firstly, I would like to thank you for coming in to school today in relation to _____.
I felt it was important that we discussed the matter before any sanctions were imposed.

This letter is required to formally notify you that _____ is suspended from school from _____. This decision is made based on the serious misbehaviour that occurred as set out in our School's Bí Cineálta policy and Code of Behaviour.

The reason for suspension is the _____
unacceptable behaviour.

_____ has prepared a programme of work to be completed by _____ at home on the Monday. As discussed at the meeting, _____ should have no access to any form of technology while at home. We ask that she reflect on the inappropriateness of her behaviour.

In accordance with our Code of Behaviour it is important to note that every student is given every opportunity to a clean start when the suspension has been completed.

I would like to thank you for your full cooperation in relation to the above matter.

Yours sincerely,

Principal

Principal acting on behalf of the School Board of Management