



Code of Conduct for Parents and Visitors

Introduction

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Caheragh National School, it is essential that all parents and visitors to our school be aware of their responsibilities and adheres to the expected code of conduct as set forth in this guide.

This Code of Conduct was drafted in 2023 by the Board of Management and subsequently reviewed by staff and our Parent Association. It was ratified on 22nd June 2023 and will be implemented in September 2023.

Parents are expected to:

- Recognise that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Review the Code of Behaviour with their child and sign it.
- Encourage their children to follow the school's Code of Behaviour
- Help their children to learn and practise good behaviour and to have a positive attitude towards themselves, other people and towards the school;
- Co-operate with teachers in instances where their child's behaviour is causing difficulty to others
- Attend meetings at the school if requested
- Ensure that their children attend school regularly and on time and that they are collected from school on time
- Inform class teacher of any change to collection procedure for their children;
- Provide a letter for all absenteeism;
- Inform school Principal of changes in the home situation that may affect your child in school.
- Read written communication received from the school and respond appropriately
- Ensure their children have the correct books and materials
- Ensure that children bring only items appropriate and related to the school programme.
- Have their children's belongings labelled
- Help us take pride in every students' uniform and care for it as best you can.
- Ensure their children wear the school uniform; school tracksuit only to be worn on PE days
- Provide a place for study at home and ensure homework assignments are completed. Familiarise themselves with their child's national curriculum.
- Help their children with their homework and ensure it is completed.
- Build good relationships with teachers, other parents and their children's friends.
- Communicate effectively with teachers/members of staff in a manner that is collaborative and based on trust and respect.
- Respect all children in the school, not just your own, and we would ask that you embrace all children's unique qualities.
- Be mindful of conversations that happen in the school grounds at school events, and the language being used. Only discuss topics that are appropriate to the playground and school environment.
- Be friendly, welcoming and courteous to those new to the school, as we were once like them.



- Help their children deal effectively with peer pressure.
- Become actively involved with their child's school events throughout the academic year.
- Teachers are responsible for students during school time only. Parents, please ensure that students are not left in the school grounds unattended before they are escorted to their classes and not left in the school grounds after school has ended.
- Appreciate that pupils are excited at the start and end of the school day and ask all parents to be aware of this as they park and drive into and out of the church car-park. In turn we will remind all children of safe crossing lessons as they leave the grounds and walk to their parents' cars in the car-park.
- Ensure all children in your care, not only students, should maintain respect for the school/garden/playground and behave appropriately as a visitor.
- No unauthorised access by ANY member of the public outside of school hours.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal or his/her designated person is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office/principal upon arrival at the school. They will be required to sign the visitor's register and sign out before leaving the building.
- All parents/visitors must enter via the main (middle) door. Access by any other door is prohibited unless prearranged with a class teacher.
- Visitors attending school functions that are open to the public, such as annual parent-teacher meetings, Christmas performances, Communion Reception etc. are not required to register.
- Bear in mind that teachers are responsible for students during class time and cannot leave children unattended to enter conversations during the school day. If a parent needs to meet with a teacher they should either phone the school in advance or send a note in their child's bag/homework journal to request a meeting at a suitable time.
- Any unauthorised person on school property will be reported to the principal or the office staff. Unauthorised persons will be asked to leave. The Gardaí may be called if the situation warrants.
- Pets are not permitted in the school grounds at any time and we would ask parents/visitors to ensure any fouling by pets on the school grounds is removed in accordance with Cork Co. Council Bylaws.
- The use of bad language is strictly prohibited.
- The taking of photographs and/or filming without permission is strictly prohibited.
- No visiting adult has permission to reprimand any pupil that is not their own child on school premises.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.



Any person who is a frequent visitor to the school, ie a specialised teacher, sports coach, student on work experience/ teaching practice, will have to undergo the standard Garda Vetting Procedures for Schools (see our Gard Vetting Policy) before attending the school. This vetting remains in place for 3 years and once it has expired, the person must be re-vetted before the Board will grant permission for them to be on the premises again.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programmes or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the school programme.
- Intimidate, harass or discriminate against any person on the basis of race, colour, creed, national origin, religion, age, gender, sexual orientation or disability.
- Intimidate, harass or speak in a disrespectful manner to any member of staff, in person or via telephone/electronic communications. Open communication between staff and parents is always welcome but any personal attacks or derogatory statements made to staff members will not be tolerated.
- Enter any part of the school premises without authorisation or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles. Parents are responsible for the safety of their own children and those of others.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school functions, except in the case of the Gardaí. Loiter on or about school functions.
- Smoking of any substances i.e. cigarettes, drugs and e-cigarettes (vaporised cigarettes) on school property are prohibited at all times.
- Wilfully incite others to commit any of the acts prohibited by this code.
- Violate any policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorisation of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Gardaí.

The school reserves the right to pursue a civil or criminal legal action against any person violating the code.



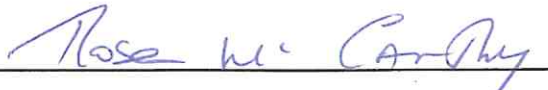
Caheragh National School

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Conclusion: Rationale for this Code of Conduct

Our school motto is "Mol an Oige agus Tiocfaidh Sí" (Praise the child and she/he will grow). We do this by setting the best example possible for our students and as parents/visitors we ask the same of you. By creating a positive, respectful culture, together we are supporting our children on their journey as lifelong learners in a safe, considerate environment. Our school strives to show what we can achieve when we all act together, each playing our part and we ask for your help to continue this.

Signed on behalf of the Board of Management of Caheragh National School:



Chairperson of the Board of Management



Principal

Date: 22nd June 2023

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