

***St. Laurence's National School***  
**Scoil Naomh Lorcán**  
***Sallins***  
***Co. Kildare***  
***W91 AD80***

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***November 2025***

<b>Chairperson, B.O.M:</b>	<b>Ms Breda Fay</b>
<b>Principal:</b>	<b>Ms Íde Kelly</b>
<b>Deputy Principal:</b>	<b>Ms Niamh Fitzpatrick</b>

**School Times**

**Junior & Senior Infants: 9.20 am – 2.00 pm**  
**1<sup>st</sup> Class to 6<sup>th</sup> Class:        9.20 am – 3.00 pm**

**Our School Information and Code of Behaviour has been compiled by the school staff in consultation with the Parents Council and has been ratified by the Board of Management. It applies to all members of the school community. Parents/Guardians are advised that by enrolling their child/ren in St. Laurence's N.S. they are accepting the school's Code of Behaviour.**

***Children are the living messages we send to a time we will not see***

## **General Information**

St. Laurence's National School is a Catholic, co-educational vertical school, it goes from junior infants to 6<sup>th</sup> class. Classes are restructured at the end of senior infants and 4<sup>th</sup> class taking into account the changing needs of all our children as they journey through primary school.

### **School Ethos Statement**

We see our school as an extension of the home, a place where children and teachers work, play and pray together.

The ethos of our school is Catholic and in this atmosphere the spiritual, moral, intellectual, social and physical growth of the children is nurtured.

All the children in our care are encouraged to realise their maximum potential in all areas of development, to participate fully in the education they receive and to develop attitudes and beliefs consistent with our ethos. In this way we encourage our children to develop as complete human beings and citizens.

To facilitate the achievement of our aims we believe that co-operation from all parties to the process, pupils, parents, staff, school patron, Board of Management and the wider school community, is essential.

## **The Education (Welfare) Act 2000 - Absenteeism**

One of the statutory provisions of the Act is the establishment of Education Welfare Officer/TESS (Tusla Education Support Services). Under the Act a parent is obliged:-

- To send his/her child to a recognised school.
- To write a note explaining the child's absence.
- We ask you to put the reason in writing and give the note to the child when he/she returns to school. If a child exceeds 19 absences in the school year, the Principal is obliged to inform Education Welfare Officer/TESS of this and also if it is considered necessary, to issue him/her with all notes received concerning the absences.
- It will then be the duty of TESS/Education Welfare Officer to contact the parents of the child/children in question.
- See the school's Attendance Strategy.

## **Illness**

- If a pupil becomes ill at school the parents/guardians will be contacted.
- Consideration should be given to the health of other children by not sending pupils to school if they are ill.
- As a rule no tablets or medicine will be administered by any member of the staff to a pupil unless by prior consent of the Principal, the relevant staff member and the parent/guardian. If a pupil is on medication, the class teacher should be notified and the Administration of Medication Form completed by his/her parents/guardians.
- Minor accidents are treated at school. Slight cuts and grazes are normally treated by cleaning with an antiseptic wipe and applying a plaster as necessary. Please inform the school if your child has an allergy to any of the above. Parents will be

informed by note or phone of any serious accident which occurs in school.

- For more serious accidents, such as head injuries etc. parents are contacted by phone. In the event of the parent being unavailable, the emergency contact number, requested on the enrolment application form, is contacted. If a parent/guardian or emergency number/person cannot be contacted, the child may be taken to hospital/doctor as necessary.
- In the event of an emergency an ambulance is called.

*Should any of your contact phone numbers change it is essential to inform the school immediately. It is the parents' responsibility to ensure that the school has up to date phone numbers at all times.*

## **Uniforms**

All pupils are expected to be neat and tidy in appearance and to wear the school uniform. For P.E. children are expected to wear school tracksuit and runners. The school tracksuit should be worn only on P.E. and swimming days. The younger children in our school, from Junior Infants to 1st Class, have the option to wear either their school uniform or their school tracksuit every day of the week.

The school uniform consists of:-

Plain grey trousers or grey skirt/pinafore, navy jumper or navy cardigan, light blue shirt/blouse and navy tie.

**Footwear:** A dark colour for footwear must be worn.

- Pupils may wear a pair of small earlobe piercings and a watch.
- Make-up, artificial nail enhancement, artificial eyelashes, dangling earrings or other jewellery is forbidden.

- Pupils should be neat and tidy at all times.

In the event of non-compliance with our uniform rule, the procedures as set out below will be followed:

- Verbal advice
- Verbal warning
- Letter to parents/guardians
- Referral to Deputy Principal
- Referral to Principal

### **Information**

- School doors will be open each morning at 9.20 am.
- Staff are not responsible for children who are on the school grounds prior to 9.20 am.
- Parents are asked to leave their children in the class line and not enter the school, as this helps to foster independence in their children and avoids unnecessary congestion in the school corridors.
- School ends for Junior and Senior Infants at 2.00 pm. and for all others at 3.00 pm.
- Pupils must use the appropriate gateways and pathways when entering or leaving the school and walk in an orderly fashion at all times. Running, pushing or passing other children is not allowed.
- A pupil may only leave the school early if he/she is collected by a parent/guardian/authorised person.
- Pupils who are being collected from or returned/late arriving to school must be signed out or in at reception.
- For safety and child protection reasons, children cannot be collected from the yard during break-time. Parents/guardians

must collect their child/ren from the classroom before break or afterwards when pupils have returned to their rooms. The break times are from 11:00 am - 11:15 am and 12:55 pm – 1:20 pm.

- All class groups, going to or coming from the yard or leaving the school will be escorted by a staff member.
- We ask that all persons collecting children at dismissal time arrive on time and wait outside the school gates. The staff cannot accept responsibility for any children on the premises after school hours.
- In the case of children travelling by bus, the school cannot accept responsibility for escorting the children from the school premises to the bus or from the bus to the school premises.

In the interests of safety no pupil, whether accompanied by an adult or not, should enter or leave the school grounds through the staff carpark.

***The carpark is for staff cars only.***

- Pupils must not bring any article which could be a source of danger to themselves, or others, to school.
- Unnecessary sums of money should not be brought to school.
- In line with our Acceptable Use Policy, the school strongly discourages the use of any form of personal smart devices in school, including but not limited to smartphones, smart watches and similar internet-enabled technology. If a parent deems it necessary, a pupil may bring such a device to school. However, it must be kept in the pupil's schoolbag and switched off at all times until he/she has left the school grounds.

- If a device is seen or heard it will be removed from the pupil but can be collected at the end of the school day. If the problem happens again the parents will have to collect it and the pupil will not be allowed the device in school again.
- The use of correction fluid is forbidden in school.
- All pupils are expected to co-operate in keeping the classrooms and school yard litter free by bringing all wrappers, tin foil, cling film etc. home.
- Good food-value lunches are recommended. A lunch consisting of sandwiches, fruit and water is ideal. Bars, biscuits and other sugary snacks should be avoided as they do not provide children with the sustained energy needed for the school day. Crisps, chewing gum and yoghurts are not permitted as they can create a mess in the classroom. Nuts, any products containing nuts, sesame seeds and eggs are not allowed as they can be potentially hazardous to pupils. Glass bottles or cartons are not permitted.
- All pupils must walk to the yard at break times and may only go back to a classroom with permission from a staff member.
- No pupil is permitted to remain inside during break time unless in exceptional circumstances and with the prior permission of the Principal/staff member.
- During breaktimes the yard will be supervised by school staff. All pupils must obey the staff on yard duty.
- No food or drinks are allowed in the yard, school corridors or on the stairs.
- On the days where sports equipment is provided, it is expected that pupils will treat the equipment with care and use it in allotted areas only.

## Homework

- Homework is an extension of the school day's work and should be done carefully each evening. Parents are expected to check that the homework is done and that written work is presentable before signing the homework notebook. Homework notebooks are a communication link between parents/teachers and should be used in this way. Approximate times which should be allotted for homework:-

Junior/Senior Infants	15 minutes
1 <sup>st</sup> /2 <sup>nd</sup> classes	20 - 25 minutes
3 <sup>rd</sup> /4 <sup>th</sup> classes	30 - 40 minutes
5 <sup>th</sup> /6 <sup>th</sup> classes	40 - 45 minutes

Parents are encouraged to come and talk to the teachers or the Principal if their child is experiencing any problems. **Any parent wishing to meet a teacher should make an appointment in advance, as a teacher is not in a position to speak with parents during class time for educational and safety reasons.**

## Code of Behaviour

### **The aims of our Code of Behaviour**

- To create an atmosphere of respect, tolerance and consideration for all members of the school community.
- To promote positive behaviour and self-discipline.
- To ensure the safety and wellbeing of all members of the school community.
- To enhance the learning environment where children can make progress in all aspects of their development.
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and

to seek their co-operation in the application of these procedures.

- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.
- To enable teachers to teach and pupils to learn without disruption.
- To allow the school to function in an orderly and harmonious way.

### **Whole School Approach to Promoting Positive Behaviour**

- The Board of Management and the Principal have overall responsibility for the implementation and on-going monitoring of this policy. However, all staff members have responsibility for their own classes and for the general school population when on yard duty or on any organised out-of-school activity.
- Senior pupils have a role to play in modelling positive behaviour.
- Parents or other members of the school community may make comments or suggestions to the Parents Council, a staff member or the Principal.
- The school values the support and co-operation of parents in the promotion of this strategy.
- It is the policy of this school to actively promote good behaviour.
- At a staff meeting early in each new school year the Code of Behaviour will be discussed.
- Teachers will use various strategies to promote good behaviour. The Code of Behaviour will be available on the school website.

- The Code of Behaviour will be given to parents whose children are enrolling in the school. Agreement to abide by the code must be signed by parents/guardians.

## **Expectations for pupils, staff and parents**

### **Pupils**

Pupils can **expect** to:

- be treated fairly, consistently and with respect;
- have their individual differences recognised and acknowledged when and where possible;
- feel safe, respected and secure;
- have positive behaviour reaffirmed;
- have misbehaviour dealt with appropriately.

Pupils are **expected** to:

- attend school regularly and punctually;
- wear a neat school uniform;
- work quietly and safely to the best of their ability at all times;
- respect the right of others pupils to learn;
- show respect for all members of the wider school community;
- respect school property, the property of others and their own belongings;
- keep the school environment clean and tidy;
- have the correct books and materials in school;
- follow class rules;
- move quietly and carefully around the school;
- line up in an orderly manner before and after break;

- stay on the premises and within designated areas during school times;
- do their homework to the best of their ability.

## **Staff**

Staff can **expect** to:

- be treated with respect;
- teach in a well maintained physical environment relatively free from disruption;
- get support and co-operation from colleagues and parents in order to achieve the school's aims and objectives;
- be listened to and participate in decision making which affects their own work and that of the school in general;
- work in an atmosphere that encourages professional development;
- get support and professional advice from the Board of Management, Department of Education and Skills, TUSLA – Child and Family Agency, the National Council for Special Education and the National Educational Psychological Services to help to cater for the psychological, emotional and physical needs of their pupils;
- have grievances dealt with according to agreed procedures as set out in the CPSMA handbook.

Staff are **expected** to:

- support and implement the school's Code of Behaviour;
- be cognisant of their duty of care to the pupils;
- create a safe, welcoming atmosphere for their pupils;

- develop and nurture a sense of self-esteem in each pupil;
- praise desirable behaviour;
- facilitate pupils to reach their full academic potential;
- recognise and provide for individual differences as far as is reasonable;
- be courteous, consistent and fair;
- keep opportunities for disruption to a minimum;
- keep a record of serious misbehaviour or repeated instances of misbehaviour;
- provide support for colleagues.

### **Parents/Guardians**

Parents/Guardians can **expect** to:

- be treated with respect;
- have a safe and welcoming environment for their child;
- obtain recognition for individual differences among pupils having due regard for the resources that are available;
- have fair and consistent procedures applied to the school's dealings with pupils;
- receive progress reports in accordance with agreed school policy (Parent Teacher meetings and end of year reports);
- receive information on school's policies and procedures.

Parents/Guardians are **expected** to:

- ensure their children attend school regularly and on time and that they are collected from school on time;
- encourage their children to follow the school's Code of Behaviour;

- ensure their children wear the school uniform;
- ensure their children have the correct books and materials;
- have their children's belongings labelled;
- read written communication received from the school and respond appropriately;
- report to the secretary's office if calling to the school, for any reason, during the day;
- make an appointment beforehand if they need to see a teacher;
- treat all members of the school/wider community with respect and dignity;
- provide a letter for all absenteeism. Such notes are an important part of the record keeping done to fulfil the requirements of reporting to TUSLA (Child and Family Agency);
- inform class teacher of any change to collection procedure for their children;
- 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;
- communicate to the school problems which may affect their child's behaviour;
- attend meetings at the school if requested;
- help their children with their homework and ensure it is completed.

## **Board of Management**

The Board of Management is **expected** to:

- provide a comfortable, safe environment for the school community;
- support the Principal and staff in implementing the Code of Behaviour;
- ratify the Code of Behaviour;
- ensure the Code of Behaviour is communicated to the whole school community.

### **Our Golden Rules**

- I will be respectful to all pupils, all staff and all members of the school community.
- I will be kind in all I say and do – I will not hurt others.
- I will be honest and truthful. I will not tell lies.
- I will listen in class and I will do my work well.
- I will take care of my property and will respect what belongs to others.
- I will always play fairly and include other pupils in games and activities.

Our Golden Rules form the basis for the behaviour expected of pupils in our school. Regularly throughout the year each class will

read and discuss the rules, reflecting the age, understanding and maturity levels of the pupils in the class.

### **Misbehaviour**

Misbehaviour is the lack of respect for other children, school staff or school property and includes the following:-

- Continuous disruptive behaviour
- Showing disrespect to staff, pupils or any member of the school community
- Using bad or abusive language
- Name calling
- Persistent failure to produce homework without a written reason from parents/guardians
- Careless or unsatisfactory homework on a regular basis
- Consistently arriving late for school
- Bullying (see Anti-Bullying Policy)
- Theft
- Disobedience
- Insolence
- Damaging others property
- Behaviour which is a risk to the safety of self or others

### **Strategies and Sanctions**

These sanctions are not in any particular order and will depend on the circumstances.

School procedures for handling misbehaviour may include:

- Reasoning with the pupil (including advice on consequences of his/her actions)
- Correction by staff member
- Verbal reprimand (including advice on how to improve)
- The child's seating arrangement in class may be changed

- Temporary separation from peers, friends or others including removing pupil to another classroom or yard
- Loss of privileges
- Invoking the school Sports Policy
- Supervision during lunch break in designated area
- Carrying out a useful task in the school
- Prescribing additional work
- Record made in teacher's notebook
- Verbal communication with parents/guardians
- Child may not be allowed to go on the school tour
- Note/letter/card may be written, to be read and signed by parents/guardians
- Parents/guardians may be called to school to meet with class teacher/Deputy Principal/Principal with a view to helping the child
- Referral to Deputy Principal
- Referral to Principal
- Referral to the Chairperson of the Board of Management
- Formal meeting with parents/guardians
- Suspension
- Expulsion

### **Suspension**

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

A suspension may be considered if:

- The pupil's behaviour has had a seriously detrimental effect on the education and/or wellbeing of other pupils
- The pupil's continued presence in the school at this time constitutes a threat to safety
- The pupil is responsible for serious damage to property

**A single incident of serious misconduct may be grounds for suspension.**

Parents/guardians will be requested to attend a meeting at the school to meet the Principal and, if deemed necessary the Chairperson and/or any other relevant staff member. At this meeting a suspension not exceeding three school days may be imposed. Parents/guardians will, at this meeting, be given an opportunity to respond and to make a case for lessening the sanction.

In exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of pupils, staff or any other person. The Board of Management has delegated the authority to suspend a pupil for up to three days to the Principal.

Parents/guardians will be informed in writing of a decision to suspend a pupil. This letter will confirm:

- The period of the suspension and the dates on which the suspension will begin and end
- The reasons for the suspension
- The provision for an appeal to the Board of Management, if applicable

- The right to appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29), if applicable

Following a period of suspension a pupil returns to school for a fresh start and with a clean slate.

### **Expulsion**

The Board of Management has the authority to expel a pupil in an extreme case of unacceptable behaviour, where repeated incidents of serious misbehaviour interfere with educational opportunities or where there is a real and significant threat to the health and safety of either students or staff. Where expulsion is considered, the school authorities will have tried a range of other interventions and will have formed the opinion that they have exhausted all possibilities for changing the pupil's behaviour. This sanction would be imposed under the terms of the Education Welfare Act (2000). Suspension/expulsion procedures are in accordance with the Education Act (1998).

The procedural steps with regard to expulsion as prescribed under the Education (Welfare) Act 2000 include the following:

1. A detailed investigation carried out under the direction of the Principal of the school.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing with the parents/guardians.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer/TUSLA.
6. Confirmation of the decision to expel.

## **Right of Appeal**

Under Section 29 of the Education Act (1998) parents/guardians are entitled to appeal to the Secretary General of the Department of Education and Skills in respect of decisions of the Board of Management in relation to:-

- (1) Refusal to Enrol;  
Suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year;
- (2) Permanent exclusion from the school.

*When a decision on 1, 2, or 3 above is taken, the parents/guardians will be informed of their right to appeal, in writing, by the Chairperson or the Secretary of the Board of Management. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent/guardian. The appeal is made in writing on the prescribed Application Form supplied by the Department of Education and Skills. Further information on the procedures for making an appeal under Section 29 can be found on the Department of Education and Skills website [www.education.ie](http://www.education.ie).*

In the event of a Section 29 Appeal the School Principal/Secretary of the Board of Management will correspond with the Department of Education & Skills on behalf of the Board of Management.

## **Bullying**

Bullying in any form will not be tolerated in our school. Please see our Anti-Bullying Policy for procedures, strategies and sanctions.

## **Reference to other Policies**

Other school policies which support our Code of Behaviour include:

- Acceptable Use Policy
- Anti-Bullying Policy
- Sports Policy
- Tours Policy
- Relationships and Sexuality Education Policy
- Safety Statement
- Child Safeguarding Statement

### **Review**

This policy was reviewed and updated in the first term of 2025/2026 in consultation with our school staff and the Board of Management.

### **Ratification and Communication**

This policy has been ratified by the Board of Management at its meeting of 6<sup>th</sup> November 2025. Copies of the School Information and Code of Behaviour are available at reception or on the school website.