

## Cód Iompair Gaelscoil Lios na nÓg

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Bunscoil náisiúnta Lán-Ghaeilge faoi phátrúnacht Fhoras Phátrúnachta na Scoileanna Lán-Ghaeilge Teoranta is ea Gaelscoil Lios na nÓg. Tá an Cód Iompair seo le léamh i dteannta Pholasaí Frithbhulaíochta na scoile.

### 1. Aidhmeanna an Chóid Iompair

Tá Cód Iompair Lios na nÓg bunaithe ar na luachanna seo a leanas:

#### **Meas agus comhpháirtíocht**

Tá sí mar aidhm ag an scoil forbairt iomlán na ndaltaí a chur chun cinn i suíomh taitneamhach Lán-Ghaeilge a thógann indibhidiúlacht gach uile leanbh san áireamh, agus ag an am céanna, aitheantas a thabhairt don cheart atá acu d'oideachas i suíomh slán gan dua. Nuair a bhíonn meas ag daltaí orthu féin, ar a muintir, ar a múinteoirí, ar a gcomhdhaltaí agus ar thimpeallacht na scoile cuireann sé sin le hatmaisféar suaimhneasach cuidiúil.

#### **Dílseacht do luachanna na scoile**

'Ní neart go cur le chéile.' Iarrtar ar thuismitheoirí agus ar dhaltaí, chomh maith le baill foirne, bheith dílis do bhunluacha na scoile:

1. meas agus comhpháirtíocht i measc leanaí agus daoine fásta
2. an Ghaeilge mar ghnáth-theanga labhartha

Ba chóir do na leanaí geansaí/T-léine Lios na nÓg a chaitheamh i gcónaí mar ghnáthéide scoile agus chun dílseacht a thaispeáint in imeachtaí taobh amuigh den scoil, mar atá cluichí/lúthchleasaíocht.

#### **An Ghaeilge mar theanga labhartha**

Is í an Ghaeilge an meán cumarsáide agus an meán oiliúna i Lios na nÓg agus beifear ag súil go labhróidh na leanaí an Ghaeilge an t-am ar fad, de réir a gcumas féin sa teanga. Braithfidh sé seo cuid mhór ar thuismitheoirí na scoile a leanaí a spreagadh chun an Ghaeilge a labhairt



agus í a labhairt iad féin oiread agus is féidir. Tá an Cód Teanga ar fáil in oifig na scoile agus ar shuíomh na scoile [www.liosnanog.com](http://www.liosnanog.com)

### **Sláinte agus sábháilteacht**

Tá sláinte agus sábháilteacht na leanaí agus na scoile iomláine fíorthábhachtach. Dá bhrí sin, tá rialacha leagtha síos sa chód chun iad a chinntiú chomh fada agus is féidir. Tá Cód Sláinte agus Sábháilteachta na scoile ar fáil in oifig na scoile agus ar shuíomh na scoile [www.liosnanog.com](http://www.liosnanog.com).

### **2. Dualgaisí an Bhoird Bhainistíochta**

1. Suíomh slán, suaimhneasach múineadh/foghlama a chur ar fáil do dhaltaí agus do bhaill foirne.
2. Tacaíocht a thabhairt don Phríomhoide agus don fhoireann agus an Cód Iompair a chur i bhfeidhm acu.
3. Athbhreithniú agus leasú a dhéanamh ar an gCód Iompair ó am go ham.

### **3. Dualgaisí an Phríomhoide**

1. Suíomh foghlama slán, dearfach a chur chun cinn sa scoil.
2. Cinntiú go gcuirfear an Cód Iompair i bhfeidhm ar bhealach cothrom agus seasmhach.
3. Athbhreithniú ar an gCód Iompair a chur i gcrích de réir mar is gá.

### **4. Dualgaisí na múinteoirí**

1. Suíomh foghlama slán agus dearfach a chur ar fáil a rachaidh chun tairbhe do na leanaí ar fad.
2. Meas a bheith acu ar na leanaí ar fad agus caitheamh go cothrom leo.
3. Tacú le Cód Iompair na scoile agus é a chur i bhfeidhm sa seomra ranga, sa chlós, ar fud na scoile agus ag aon ócáid scoile taobh amuigh de shuíomh na scoile.
4. Aitheantas a thabhairt do chumas indibhidiúil agus d'fhorbairt indibhidiúil na leanaí ó thaobh iompair.

5. Aitheantas dearfach a thabhairt do na leanaí nuair atá sé tuillte acu ó thaobh iompair nó ó thaobh a gcuid oibre scoile.
6. Gan ligean do leanaí cur isteach ar obair an ranga.
7. Tacaíocht a thabhairt dá gcomhghleacaithe agus iad ag cur Cód Iompair na scoile i bhfeidhm.
8. Dul i dteagmháil nuair is gá le tuismitheoirí, mar gheall ar mhí-iompar a leanaí, más gá.
9. Cuntas a choimeád ar mhí-iompar agus ar theagmhálacha le tuismitheoirí sa Dialann Ranga.
10. Cuntas a choimeád ar mhí-iompar tromchúiseach nó ollmhí-iompar, agus ar bhulaíocht sa Dialann Ranga agus sa Dialann Iompair san oifig.

## 5. Ról na dtuismitheoirí

Tá ról tábhachtach ag tuismitheoirí na scoile maidir leis an gCód Iompair. Is féidir leo cabhrú leis an scoil agus míniú dá leanaí cén fáth go bhfuil gá le rialacha agus iad a phlé leo ó am go chéile. Bíonn teagmháil idir thuismitheoirí agus foireann na scoile rí-thábhachtach agus an fhoireann ag iarraidh cur chuige dearfach a chaomhnú agus iad ag déileáil le leanaí. Ba cheart do thuismitheoirí labhairt faoi rún le múinteoirí má tharlaíonn aon rud ábhartha a d'fhéadfadh a chur isteach ar iompar a leanaí ar scoil agus aird a thabhairt ar aon tuairim a nochtann múinteoirí i dtaobh a leanaí.

### Treoiríníte do na tuismitheoirí

1. I gcás linbh le riachtanais speisialta, ní mór do na tuismitheoirí socruithe a dhéanamh le foireann na scoile ina thaobh sula dtagann sé/sí ar scoil don chéad uair.
2. Tá sé de dhualgas ar na tuismitheoirí a leanaí a chur ar scoil go rialta ach amháin i gcás breoiteachta nó ar chúinse eisceachtúil eile.
3. Nuair a chaitear leanbh a choimeád sa bhaile ón scoil ba chóir teagmháil a dhéanamh leis an múinteoir agus nóta tinrimh a lorg agus a líonadh isteach. (Féach Polasaí Tinrimh na scoile.)
4. Ba cheart go mbeadh na leanaí ar scoil in am gach lá. Tosnaíonn an lá scoile le Tionól ag 8.30 r.n.

5. Ba chóir do thuistí féachaint chuige go mbíonn na leabhair, cóipleabhair agus fearas scoile cuí ag na leanaí gach lá.
6. Ba chóir dialann obair bhaile an linbh a sheiceáil go rialta mar is inti a scríobhann na múinteoirí nóta do na tuismitheoirí (Rang 1 - 6).
7. Más mian le tuismitheoirí labhairt le múinteoir, ba cheart dóibh coinne a dhéanamh roimh ré.
8. Ba cheart do na tuismitheoirí lón sláintiúil a thabhairt do na leanaí agus iad ag teacht ar scoil gach lá. (Féach Polasaí Lón Sláintiúil na scoile)
9. Ba chóir do na tuismitheoirí féachaint chuige nach bhfuil bréagáin, marcóirí ná airgead ag na leanaí ag teacht ar scoil, ach amháin má tá siad ag teastáil le haghaidh gníomhaíocht scoile ar leith. Ní ceart do na leanaí seodra luachmhar a thabhairt ar scoil.
10. Iarrtar ar tuismitheoirí agus feighlithe gan Béarla a labhairt i dtimpeallacht na scoile.
11. Má bhíonn míol gruaige nó galar tógálach ar leanbh, ba chóir do thuistí é sin a chur in iúl láithreach don mhúinteoir ranga.
12. Ná fág bugaithe ná pramanna i halla na scoile le bhur dtoil, mar níl spás dóibh.
13. Iarrtar ar na tuismitheoirí na bealaí isteach cuí go dtí na seomraí ranga a úsáid agus hallaí na scoile a choimeád slán ó bhrú.
14. Iarrtar ar na tuismitheoirí a bheith aireach ag an ngeata agus ar an mbóthar agus iad ag bailiú na leanaí ón scoil agus comhoibriú leis an maor scoile. Ba cheart súil a choimeád ar na leanaí ag am fágála na scoile agus na cosáin a choinneáil saor ó chonstaic.
15. Iarrtar ar na tuismitheoirí gan páirceáil ag geata na scoile agus smaoineamh ar chomharsana na scoile.

### **Leanaí le riachtanais speisialta**

Ní mór do gach leanbh cloí leis an gCód Iompair. Tuigeann foireann na scoile, áfach, go bhféadfadh cabhair bhreise a bheith de dhíth ag leanaí le riachtanais speisialta chun rialacha na scoile a thuiscint agus a leanúint. Oibreoidh an múinteoir ranga, an múinteoir tacaíocht foghlama/acmhainne agus/nó an Príomhoide agus tuismitheoirí an linbh i gcomhar chun an

tacaíocht sin a chur ar fáil. Tógfar san áireamh forbairt chognaíoch an linbh agus iarrfar comhairle ghairmiúil nó measúnú síceolaíochta más gá. Spreagtar go gníomhach pobal na scoile ar fad chun bheith tuisceanach ar pháistí a bhfuil riachtanais speisialta acu.

## **6. Mionchód Iompair**

### **Iompar sa seomra ranga**

1. Tá meas, béasaí agus comhoibriú riachtanach ionas go mbeidh atmaisféar foghlama dearfach agus socair sa seomra ranga.
2. Caithfidh na leanaí cloí le treoracha an mhúinteora nó an duine i gceannas.
3. Níl cead cur isteach ar an múinteoir/duine i gceannas ná ar aon leanbh eile agus iad ag labhairt.
4. Ní ceart do leanaí siúl timpeall an ranga ach amháin le cead ón mhúinteoir/duine i gceannas.
5. Níl cead ach ag leanbh amháin ag an am an seomra ranga a fhágáil chun dul go dtí an leithreas.
6. Caithfidh na leanaí sár-iarracht a dhéanamh le hobair an ranga agus leis an obair bhaile.
7. Caithfidh na leanaí na leabhair agus an fearas ranga atá riachtanach a thabhairt leo ar scoil.
8. Caithfidh na leanaí éadaí agus bróga cuí a chaitheamh don chorpoideachas.
9. Caithfidh na leabhair a bheith clúdaithe agus coimeádta glan agus néata.
10. Caithfear an seomra ranga a choinneáil glan, néata agus sábháilte. Tá cosc iomlán ar aon rud a chaitheamh sa seomra ranga.
11. Caithfear gruaig fhada a bheith ceangailte siar ar mhaithe le sláinte agus sábháilteacht.
12. Tá cosc iomlán ar smideadh, vearnais iongan agus seoda, seachas fáinní cluasa beaga agus uaireadóir.
13. Níl cead málaí le rothaí, bréagáin, cártaí imeartha, uirlisí teicniciúla, iPod, airgead ná irisleabhair a thabhairt ar scoil.
14. Níl cead ag na leanaí fón póca a úsáid i rith an lae. Caithfear iad a thabhairt don

mhúinteoir ag tús an lae scoile. (Féach Polasaí Fón Póca agus Uirlisí Teicniciúla)

15. Níl cead ag na leanaí uirlisí teicniciúla a bheith acu ar scoil.

### **Iompar sa chlós**

1. Caithfidh na leanaí cloí go hiomlán le treoracha an duine atá i gceannas.
2. Ní cheadaítear aon iompar ná cluiche dainséarach a chuirfeadh leanbh eile i mbaol.
3. Caithfidh na leanaí imirt san áit atá leagtha síos dá rang.
4. Tá cosc iomlán ar iompar frithshóisialta, mar atá bheith ag troid, ag ciceáil, ag spraoi go garbh, ag dreapadh, ag caitheamh seile, ag brú, ag caitheamh cloch, ag bualadh nó ag gaoch ainmneacha ar leanaí eile. Scríobhfar tuairisc ar iompar dá leithéid sa Leabhar Clóis agus cuirfear an múinteoir ranga ar an eolas agus an Príomhoide más gá.
5. Má thiteann leanbh sa chlós nó má ghortaítear leanbh caithfear é sin a rá leis an múinteoir nó an duine atá i gceannas. Déanfaidh an múinteoir atá ar dualgas clóis cúram den bpáiste. Scríobhfaidh an duine atá i gceannas tuairisc ar an eachtra i Leabhar na dTimpistí, a choimeádtar san oifig, agus cuirfidh sé/sí múinteoir ranga an linbh ar an eolas mar gheall air.
6. Caithfear siúl chuig an gclós agus ar ais don seomra ranga go ciúin, i líne shingil, agus dul suas agus síos an staighre ar chlé.
7. Nuair a shéidtear an fheadóg caithfidh na leanaí siúl isteach go ciúin sa líne ranga agus fanacht sa líne go mbailíonn an múinteoir ranga iad.
8. Má theastaíonn ó leanbh dul isteach sa scoil i rith am clóis caithfidh sé/sí cead a fháil ón duine atá i gceannas agus an duine céanna a chur ar an eolas tar éis fillte. Caithfidh beirt a bheith le chéile i gconáí.
9. Má tá an lá fliuch fanfaidh na leanaí ina seomra féin agus ina suí agus déanfaidh an múinteoir ar dhualgas maoirseacht orthu.

### **Iompar i dtimpeallacht na scoile**

1. Caithfear siúl sa scoil i gcónaí agus dul suas agus síos an staighre ar chlé.
2. Tá ar leanaí an Cód Iompair a leanúint mar atá leagtha amach don seamra ranga agus don chlós agus iad timpeall na scoile.

## **7. Mol an óige**

Bainfidh an fhoireann úsáid as moladh seachas pionóis oiread is féidir leo chun dea-iompar a spreagadh, mar atá:

1. Moladh ó bhéal an mhúinteora.
2. Moladh scríofa ar chóipleabhar an linbh nó sa dialann obair bhaile.
3. Moladh os comhair an ranga.
4. Duais ranga ón múinteoir.
5. Pribhléidí ar leith.
6. Moladh ón bPríomhoide nó ó mhúinteoir eile.
7. Aitheantas ag an dTionól.
8. Dea-iompair a chur in iúl do thuismitheoirí an linbh trí nóta a scríobh sa dialann obair bhaile.

## **8. Mí-iompar sa chlós**

Déanfaidh an duine i gceannas plé leis an leanbh faoin mí-iompar. Mura dtagann feabhas ar an scéal leanfar na céimeanna seo a leanas:

1. Iarrfaidh an duine atá i gceannas ar an leanbh fanacht taobh leis/léi agus é/í i mbun a d(h)ualgais chlóis, ag brath ar aois an pháiste.
2. Déanfar an eachtra a chlárú sa Leabhar Clóis.
3. Cuirfear tréimhse 'am amuigh' i bhfeidhm: fanfaidh an leanbh scartha óna c(h)ompánaigh in áit áirithe sa chlós go dtí go gceadaítear dó/di dul ar ais ag spraoi.
4. An leanbh a chur chun an Phríomhoide.
5. An múinteoir ranga a chur ar an eolas nuair a thagann sé/sí ar ais chun na leanaí a bhailiú.

## **9. Straitéisí chun déileáil le mí-iompar**

Is é/í an múinteoir ranga a dhéanfaidh plé le leanaí a bhfuil mí-iompar ar siúl acu ar an gcéad dul síos. Cuirfidh sé/sí ar an eolas iad nach nglacfar le mí-iompar agus cuirfear comhairle orthu conas an t-iompar i gceist a fheabhsú. Beidh plé ar dhea-iompar ar mhí-iompar agus a dtorthaí sna ranganna Oideachas Sóisialta Pearsanta Sláinte (OSPS) sa scoil ar fad.

Déantar mí-iompar a rangú, (1) mion, (2) tromchúiseach nó (3) ollmhí-iompar, de réir bhreithiúnas stuama na múinteoirí agus an Phríomhoide, ag tógáil san áireamh aois agus forbairt na leanaí agus cé chomh dáiríre agus atá an mí-iompar i gceist agus minicíocht an mhí-iompar.

## **9. (1) Mionmhí-iompar**

### **(i) Samplaí de mhionmhí-iompar**

1. Bheith ag cur isteach ar obair an ranga.
2. Bheith ag teacht déanach ar scoil go rialta.
3. Bheith ag rith taobh istigh den scoil agus ag déanamh fothraim.
4. Bheith ag caitheamh bruscair sa scoil nó sa chlós.
5. Caint dhrochbhéasach.
6. Iompar nó geáitsí míchuí.
7. Bheith ag déanamh neamhaird d'obair scoile ar bonn rialta (gan nóta ó thuistí).
8. Bheith ag cur isteach ar leanaí eile nó ag glaoch ainmneacha orthu.
9. Bheith ag fágáil a (h)áite sa rang nó an seomra ranga gan cead.
10. Bheith ag déanamh neamhaird de rialacha an chlóis.

### **(ii) Conas a ndéanfar plé le mionmhí-iompar**

Leanfaidh na múinteoirí na céimeanna seo a leanas agus iad ag plé le drochiompar den tsaghas seo:

1. Déanfar an mí-iompar a phlé leis an leanbh.
2. Tabharfar íde béil don leanbh.
3. Scarfar an leanbh óna chompánaigh nó cuirfear chuig rang eile é/i agus obair ranga le déanamh aige/aici.
4. Scríobhfar nóta do na tuismitheoirí i ndialann obair bhaile an linbh agus iarrfar orthu é a shíniú.
5. Más mí-iompar sa chlós atá i gceist, déanfar nóta de sa Leabhar Clóis agus cuirfear an múinteoir ranga ar an eolas.



## **Mionmhí-iompar atá ar siúl go leanúnach**

Leanfaidh na múinteoirí na céimeanna seo a leanas:

### **Céim 1**

1. Cuirfear an leanbh chun an Phríomhoide.
2. Scarfar an leanbh óna chompánaigh go sealadach (sa seomra ranga).
3. Cuirfear an leanbh chuig seomra mhúinteora eile (ar feadh uair an chloig ar a mhéid).
4. Iarrfar ar an leanbh billeog mhachnaimh a dhéanamh agus cuntas gairid a scríobh ar an eachtra/na heachtraí i gceist. Síneoidh an múinteoir, an leanbh agus na tuismitheoirí an cháipéis seo agus coimeádfaidh an múinteoir in áit shlán é.

### **Céim 2**

1. Cuirfear an leanbh chun an Phríomhoide.
2. Iarrfar ar an leanbh billeog mhachnaimh eile a dhéanamh agus cuntas gairid a scríobh ar an eachtra/na heachtraí i gceist. Síneoidh an múinteoir, an leanbh agus na tuismitheoirí an cháipéis seo agus coimeádfaidh an múinteoir in áit shlán é.
3. Buailfidh an múinteoir ranga agus/nó an Príomhoide le tuismitheoirí an linbh.
4. D'fhéadfadh an Príomhoide, Cathaoirleach an Bhoird Bhainistíochta a chur ar an eolas mar gheall ar mhí-iompar an linbh más gá.
5. Ní ligfear don leanbh páirt a ghlacadh i ngníomhaíocht ranga éigin, mar shampla turas go dtí an pháirc nó turas scoile lae. Beidh sé seo faoi dhiscreid an mhúinteora.

## **9. (2) Mí-iompar tromchúiseach**

### **(i) Samplaí de mhí-iompar tromchúiseach**

1. Bheith ag cur isteach ar an rang go leanúnach.
2. Bheith ag insint bréag.
3. Bheith ag goid.
4. Bheith ag déanamh faillí iomlán san obair scoile.
5. Bheith ag déanamh damáiste do rudaí a bhaineann le leanaí eile.
6. Bulaíocht.

7. Bheith ag caint go maslach le múinteoir nó le duine eile atá i gceannas.
8. Iompar atá contúirteach don leanbh féin nó dá c(h)omhdhaltaí sa rang nó sa chlós.
9. Bheith ag mí-úsáid teanga.
10. Mí-iompar leanúnach d'aon ghnó.
11. Úsáid an fón póca agus uirlisí teicniúla eile gan cead (féach Polasaí Fón Póca agus Uirlisí Teicniúla).

Déanfar plé le heachtraí bulaíochta de réir pholasaí frithbhulaíochta na scoile, atá ar fáil in oifig na scoile agus ar shuíomh na scoile [www.liosnanog.com](http://www.liosnanog.com)

### **(ii) Plé le mí-iompar tromchúiseach**

Leanfaidh na múinteoirí na céimeanna céanna a leantar i gCéim a 1 chun plé le mí-iompar nach bhfuil tromchúiseach ach, ag brath ar an mí-iompar atá i gceist, d'fhéadfaí leanúint ar aghaidh go dtí na céimeanna seo a leanas. (Féach Polasaí Frithbhulaíochta na scoile ar [www.liosnanog.com](http://www.liosnanog.com) más bulaíocht atá i gceist.)

1. An leanbh a chur chun an Príomhoide.
2. Cuntas a scríobh ar na heachtraí ar fad sa Dialann Ranga agus sa Dialann Iompair san oifig.
3. D'fhéadfadh an Príomhoide litir fhoirmeálta a chur chun na dtuismitheoirí mar gheall ar an mí-iompar.
4. Buailfidh an Príomhoide agus an múinteoir ranga/an duine a bhí i gceannas sa chlós leis na tuismitheoirí.
5. D'fhéadfadh an Príomhoide, Cathaoirleach an Bhoird Bhainistíochta a chur ar an eolas agus iarraidh uirthi/air nó ar dhuine eile ón mBord Bainistíochta a bheith i láthair ag cruinniú leis na tuismitheoirí.
6. Úsáidfear fionraí mar phionós má theipeann ar gach iarracht ar réasúnú leis an dalta agus má theipeann ar gach iarracht a dhéanann foireann na scoile, i gcomhar leis na tuismitheoirí, toradh sásúil a bhaint amach. Más fionraí atá i gceist, nó ma tá foireann na scoile ag smaoineamh ar fionraí a chur i bhfeidhm, is ar phár a dhéanfar teagmháil leis na tuismitheoirí agus comeádfar cóip den chomhfhreagras ar fad.
7. Más mí-iompar leanúnach tromchúiseach atá i gceist, rangófar é mar ollmhí-iompar.

### 9. (3) Ollmhí-iompar

#### (i) Samplaí d'ollmhí-iompar

1. Airm nó substaint dainséarach a thabhairt chun na scoile.
2. Páirt a ghlacadh i ngníomhartha nach bhfuil feiliúnach nó a bhfuil sé aitheanta ag foireann na scoile go mbaineann dainséar leo.
3. An scoil a fhágáil gan cead.
4. Duine ar bith a bhaineann le pobal na scoile a ghortú d'aon ghnó.
5. Sealúchas na scoile a chur trí thine.
6. Buacairí nó píopán tine a fhágáil ag sileadh.
7. Iompar bagrach nó foréigeanach (mar shampla foréigean fisiciúil, bualadh, greim fiacla, baint liomóige, caitheamh seile) i leith bhall den fhoireann nó i leith dalta eile sa scoil.
8. Úsáid an fón póca agus uirlisí teicniciúla eile gan cead (féach Polasaí Fón Póca agus Uirlisí Teicniciúla)

#### (ii) Plé le hollmhí-iompar

Leanfaidh múinteoirí na céimeanna seo leanas ag déileáil le hollmhí-iompar:

1. Cuirfear an Príomhoide agus Cathaoirleach an Bhoird Bhainistíochta ar an eolas láithreach bonn agus déanfar cinneadh an dalta a chur ar fionraí. Tá ceart agus freagracht ag an bPríomhoide a fhaigheann sí/sé ón mBord Bainistíochta fionraí a leanfaidh trí lá ar a mhéid a chur i bhfeidhm ar an gcéad dul síos. Beidh cead an Bhoird Bhainistíochta de dhíth chun fionraí níos faide a chur i bhfeidhm. Is féidir leis an bPríomhoide agus leis an gCathaoirleach na cúiseanna a gceapann siad a bhfuil síneadh leis an bhfionraí ag teastáil a mhíniú agus an cead seo a lorg ag gnáth chruinniú den Bhord Bainistíochta nó ag cruinniú ar leith. Chun cloí le riachtanais an Acht Oideachais (Leasaithe) 2000, caithfidh an Bord Bainistíochta an Bord Náisiúnta Leasa Oideachais a chur ar an eolas má chaitheann dalta sé lá nó níos mó ar fionraí ón scoil.
2. Nuair a chuirtear dalta ar fionraí iarrfar ar na tuismitheoirí é/í a thógáil ón scoil. Casfaidh an Príomhoide leis na tuismitheoirí chun míniú dóibh conas a chuirfear an fhionraí i bhfeidhm. Tabharfar cáipéis do na tuismitheoirí a mbeidh na cúinsí a bhaineann leis an bhfionraí, cé chomh fada is a leanfaidh an fhionraí agus an dáta a

chríochnóidh an fhionraí leagtha amach ann.

### **Deireadh na fionraí (An leanbh a ligean ar ais ar scoil)**

Le linn tréimhse na fionraí nó tar éis di a chríochnú is féidir leis na tuismitheoirí iarraidh ar an scoil an leanbh a ligean ar ais. Caithfidh na tuismitheoirí gealltanais sásúil a thabhairt go n-iompróidh an leanbh atá ar fionraí é/í féin de réir Chód Iompair na scoile as sin amach agus caithfidh an Príomhoide a bheith sásta nach mbeidh aon bhaol do shábháilteacht an linbh féin ná do shábháilteacht duine ar bith eile de phobal na scoile má ligtear ar ais é/í. Déanfaidh an Príomhoide, i gcomhar leis na tuismitheoirí, an múinteoir ranga agus an dalta (más cuí) plean iompair a ullmhú don dalta, más gá, agus tabharfar cead foirmeálta don dalta teacht ar ais ar scoil.

Má thagtar ar chomhréiteach sásúil, is féidir an dalta a ligean ar ais chun na scoile taobh istigh den tréimhse fhionraí. An Príomhoide agus Cathaoirleach an Bhoird Bhainistíochta a dhéanfaidh an cinneadh seo.

### **Díbirt**

Tá an t-údarás ag an mBord Bainistíochta dalta a dhíbirt ón scoil i gcásanna an-tromchúiseacha (féach Ich. 80 'Cód Iompair a Fhorbairt, Treoirlínte do Scoileanna', An Bord Náisiúnta Leasa Oideachais, 2008) nó má chuireann ollmhí-iompar an linbh leanúnach isteach ar mhúineadh na leanaí eile nó má bhíonn bagairt do shláinte nó do shábháilteacht phobal na scoile. Cuirfear an pionós i bhfeidhm de réir théarmaí an tAcht Oideachais (Leas), 2000. Cloífidh nósanna imeachta na díbeartha le forálacha an Acht Oideachais (1998).

### **Achomhairc**

De réir fhorálacha Mhír 29 den Acht Oideachais (1998), tá cead ag tuismitheoirí achomharc a dhéanamh d'Ard-Rúnaí an Roinn Oideachais agus Scileanna i gcoinne chinntí áirithe an Bhoird Bhainistíochta, mar atá:

1. díbirt bhuan ó scoil
2. fionraí do thréimhse a mbeadh 20 lá nó níos faide i gceist san iomlán in aon scoilbhliain

amháin.

De ghnáth caithfear achomharc a dhéanamh taobh istigh de 42 lá ón dáta a chuirtear na tuismitheoirí ar an eolas faoin bhfionraí (Féach Imlitir 22/02, An Roinn Oideachais agus Scileanna).

### **Plé le mí-iompar trodach nó foréigneach**

Tuigeann foireann na scoile go dtarlóidh sé ó am go chéile nach mbeidh toradh fiúntach ar na gnáthbheartais a dhéantar chun an Cód Iompair a chur i bhfeidhm agus go mbeidh tacaíocht bhreise ag teastáil ó leanbh chun déileáil le mí-iompar tromchúiseach nó foréigneach: tacaíocht leanúnach ó thuistí, múinteoirí agus baill foirne eile. D'fhéadfadh tacaíocht ghairmiúil a bheith ag teastáil i gcásanna áirithe.

## **10. Cuntas a choimeád ar ghnéithe a bhaineann le h-iompar**

### **Dialann Ranga an Mhúinteora**

Úsáideann na múinteoirí Dialann Ranga chun:

1. Gnáth eachtraí a bhaineann le hiompar na leanaí sa rang a chlárú.
2. Cuntas a choimeád ar theagmháil – litreacha nó cruinnithe – le tuismitheoirí
3. Téann an Dialann Ranga ar aghaidh ó bhliain go bliain leis an rang.

### **Dialann Iompair**

Úsáideann na múinteoirí Dialann Iompair san oifig chun:

1. Mí-iompar tromchúiseach agus bulaíocht a chlárú, mar aon le pionóis a ghearrtar ar leanaí. Má tharlaíonn eachtra dá leithéid cuirtear an Príomhoide agus na tuismitheoirí ar an eolas láithreach.
2. Más eachtra bhulaíochta atá i gceist líonfar an teimpléad ar thuairisc bhulaíochta agus tugtar don bPríomhoide é.

### **Cuntais a choimeád ar mhí-iompar tromchúiseach**

Coimeádfar Dialann Iompair na hOifige, a bhaineann le hiompar tromchúiseach daltaí, i gcomhadchaibinéad daingean, ag teacht le polasaí na scoile i leith choimeád taifead agus

reachtaíocht um chosaint sonraí. Coimeádfar cóip de gach litir a scríobhtar le tuismitheoirí.

### 11. Athbhreithniú ar Chód Iompair na scoile

Ba cheart an Cód Iompair seo a léamh i dteannta Pholasaí Frithbhulaíochta agus polasaithe ábhartha eile na scoile. Tá siad ar fad ar fáil in oifig na scoile nó ar shuíomh na scoile, [www.liosnanog.com](http://www.liosnanog.com). Déanfaidh an Bord Bainistíochta athbhreithniú ar an gCód Iompair i rith chéad téarma na scoilbhliana 2018/19. Is féidir le tuismitheoirí aiseolas nó moltaí a chur chun na scoile agus tógfar san áireamh iad nuair a dhéanfar athbhreithniú ar an gCód. Bíonn foireann na scoile ar fad páirteach agus an Cód Iompair a chur i gcrích.

Ghlac an Bord Bainistíochta leis an gCód Iompair ar an 21/03/2018

Bhí uasdátú déanta ag an mBord Bainistíochta ar an 20/03/2023

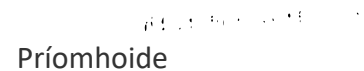
Síniú



Cathaoirleach an Bhoird Bhainistíochta

Dáta 20ú Márta 2023

Síniú



Príomhoide

Dáta 20ú Márta 2023



## Lios na nÓg Code of Behaviour

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Gaelscoil Lios na nÓg is an Lán-Ghaeilge primary school under the patronage of Foras Pátrúnachta na Scoileanna Lán-Ghaeilge Teoranta. This policy should be read in conjunction with the Lios na nÓg Anti-Bullying Policy.

### 1. Aims of the Code of Behaviour

The aim of the Lios na nÓg Code of Behaviour is to promote the following values:

#### **Respect and partnership**

The school aims to foster the rounded development of the pupils in an enjoyable lán-Ghaeilge environment that takes their individuality into consideration, while acknowledging their right to education in an environment that is as free from disruption as possible. When pupils respect themselves, their parents, their teachers, their fellow pupils and school surroundings this contributes to a positive and cooperative atmosphere.

#### **Commitment to the values of the school**

‘Ní neart go cur le chéile.’ Parents and children, as well as staff, are asked to make a commitment to the core values of the school:

1. respect and partnership among children and adults
2. the use of Irish as a spoken language

Children also should show commitment to the school by wearing a Lios na nÓg sweatshirt/T-shirt as their daily attire and also representing the school in outside activities such as sport.

#### **Irish as a spoken language**

Irish is the medium of communication and instruction in Lios na nÓg and children are expected to speak Irish at all times, according to their individual linguistic abilities. This depends a good deal on the role parents play in encouraging their children to speak Irish and in speaking Irish themselves whenever possible. The school’s Irish Language Code is published on [www.liosnanog.com](http://www.liosnanog.com) and is available in the school office.

## **Health and safety**

The health and safety of children in particular and of the entire school community is of the utmost importance. Therefore, the regulations in the code are implemented in as far as is practicable. The school's Health and Safety Code is published on [www.liosnanog.com](http://www.liosnanog.com) and is available in the school office.

### **2. Duties of the Board of Mangement**

1. To provide a safe and comfortable learning/teaching environment for all pupils and staff.
2. To support the Principal and staff in the implementation of the Code of Behaviour.
3. To review and amend the Code of Behaviour as necessary.

### **3. Duties of the Principal**

1. To promote a safe and positive learning environment in the school.
2. To ensure the Code of Behaviour is implemented in a fair and consistent manner.
3. To organise a review of the Code of Behaviour as required.

### **4. Duties of teachers**

1. To provide a safe and positive learning environment for all the children.
2. To be respectful to all children and treat all children equally.
3. To support and implement the school's Code of Behaviour in the classroom, the schoolyard, elsewhere on the school premises and at any school event that may take place outside of the school premises.
4. To recognise the range of abilities and individual development of the children in relation to behaviour.
5. To give children positive recognition when their behaviour or work deserves it.
6. To ensure that children's behaviour does not disrupt the work of the class.
7. To support fellow teachers in implementing the school's Code of Behaviour.
8. To contacted parents if necessary regarding their child's misbehaviour.



9. To keep an account of children's misbehaviour and any contacts with parents in their Dialann Ranga/Teacher's Class Diary.
10. To keep an account of serious and gross misbehaviour and bullying in their Dialann Ranga and in the Dialann Iompair in the Office.

## **5. The Role of Parents**

Parents have a central role to play in the implementation of the Code of Behaviour. They can support the school by explaining to their children why rules are needed in school and by discussing with them, if necessary, the application of the Code of Behaviour. Communication with parents is central to maintaining a positive approach in dealing with children. Parents are encouraged to speak in confidence to teachers about any significant development in their children's lives that may affect their behaviour and to respond to any comments made by teachers about the behaviour of their children.

### **Guidelines for parents**

1. Parents should make arrangements with the school authorities in relation to a child with special needs before the child starts school.
2. It is the duty of parents to send their children to school regularly except in case of illness or other exceptional circumstances.
3. When a child has been absent from school, parents should contact the class teacher, request an attendance note and complete and return it. (Please refer to the school's Attendance Policy for details.)
4. Parents should ensure that their children are punctual. The school day starts at 8.30am at assembly/tionóil.
5. Parents should ensure that the child has the correct books, copybooks and equipment each day.
6. Parents should check the children's homework journal/dialann obair bhaile regularly as these are the everyday means of communication with teachers (for children from Rang 1 - 6).
7. If parents wish to speak to the teacher they should make an appointment in advance.

8. Parents should give children a healthy lunch for school every day. (Please refer to the school's Healthy Lunch Policy.)
9. Parents should ensure that the child does not bring toys, markers, money or jewellery to school, unless required for a specific school activity.
10. Parents/minders are asked not to speak English in the school surroundings.
11. Parents should inform the teacher as soon as possible if a child has an infectious illness or head lice.
12. Parents should not leave buggies or prams in the school hall, as there is not enough space for them.
13. Parents are asked to use the correct entrances to classrooms and to keep the school hall free of crowding.
14. Parents are asked to be careful at the school gate and on the road when collecting children and to cooperate fully with the school warden. Children should be supervised at school-leaving time and footpaths kept as clear as possible outside the gate.
15. Parents should not park at the gate and should be respectful of the school's neighbours.

### **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 extra assistance to understand and follow certain rules. The class teacher, learning support teacher, resource teacher and/or Principal will work closely with parents to ensure optimal support, taking the children's cognitive development into account at all times. Professional advice and/or psychological assessments may be sought. The whole school community is actively encouraged to develop an understanding of pupils with special needs.

## **6. Detailed Code of Behaviour**

### **Behaviour in the classroom**

1. Respect, politeness and cooperation are necessary to create a stable and positive learning atmosphere in the classroom.
2. Children should pay attention to the instructions of the teacher or person in charge.
3. Children should allow the teacher, person in charge or other children to speak without interruption.
4. Children should not move around the class or leave their seat without permission.
5. Only one person at a time is allowed to leave the classroom to go to the bathroom.
6. Children should devote their best efforts to classwork and homework.
7. Children should have all the necessary books and class equipment in school.
8. Children must wear appropriate clothes and shoes for physical education.
9. Books should be covered and kept clean.
10. Children should keep the classroom clean, tidy and safe and should not throw objects at any time.
11. Long hair should be tied back for safety reasons.
12. No make-up or nail varnish is allowed. Small earrings and a watch are the only jewellery allowed.
13. Bags with wheels, toys, playing cards, electronic devices, iPods, money or magazines are not allowed in school.
14. Children are not allowed to use mobile phones during school hours. Phones must be given to the teacher at the start of the school day. (Please see Mobile Phone and Electronic Devices Policy)
15. Children are not allowed to bring electronic devices to school.

### **Behaviour in the yard**

1. Children should obey the instructions of the person in charge at all times.
2. Games and play should be safe for all children.
3. Children should play in the area allocated for their class.
4. Fighting, kicking, rough play, climbing, spitting, pushing, throwing stones, hitting and name-calling are among the anti-social behaviours prohibited in the yard.

Inappropriate behaviour is recorded in the Schoolyard Log Book/Leabhar Clóis and reported to the class teacher and the Principal if necessary.

5. If a child falls or injures him/herself in the yard the teacher or person on duty should be told. S/he will attend to the child and record all accidents in Leabhar na dTimpistí which is kept in the office, and report them to the relevant class teacher.
6. Children should walk to and from the yard quietly, in single file, and stay on the left going up and down the stairs.
7. Children should quietly assemble into their class line when the whistle blows and remain in line until their class teacher collects them.
8. Children may go back into the school building only with the permission of the person in charge. On their return they must inform the same person. Two children must be together always when leaving the school yard.
9. Each class group will remain seated in its own room on wet days, supervised by the teacher on duty.

### **Behaviour in the general school environment**

1. Children should walk in the school building at all times, and stay on the left going up and down the stairs.
2. Children should follow all codes of behaviour applicable to the classroom and the schoolyard at all times, in the school building and it's environs.

### **7. Incentives for Good Behaviour**

Where possible school staff will utilise rewards rather than sanctions to promote good behaviour, including:

1. Personal words of praise.
2. Written praise on the child's work or in their homework journal.
3. Praise in front of the class.
4. Class prizes.
5. Special privileges.
6. Praise by the Principal or another teacher or person in charge.

7. Special recognition at the assembly/tionóil.
8. Noting the child's good behaviour in his or her homework journal for the parent's attention.

## **8. Misbehaviour in the yard**

The teacher/person in charge will reason with the pupil who is misbehaving. If there is no improvement s/he may follow this procedure:

1. Ask the misbehaving pupil to accompany him or her as s/he supervises the yard, depending on the child's age.
2. The incident is recorded in the Schoolyard Log Book/Leabhar Clóis.
3. Impose a period of time out, whereby the pupil is asked to remain in a specified place until told to return to play.
4. Ask the pupil to go to the Príomhoide in the oifig.
5. Inform the class teacher when he or she returns to collect the class.

## **9. Strategies for Dealing with Misbehaviour**

Misbehaviour will initially be dealt with by the class teacher, who will let children know that their behaviour is unacceptable and advise them how to improve. Discussion of good and bad behaviour and their consequences will also form part of Social Personal Health Education (SPHE) lessons at all levels.

Misbehaviour is classified as (1) minor, (2) serious or (3) gross, according to the commonsense judgement of the teachers and the Principal, having regard to the age and development of the child and the gravity and frequency of any misbehaviour.

### **9. (1) Minor Misbehaviour**

#### **(i) Examples of minor misbehaviour**

1. Interrupting the work of the class.
2. Regularly arriving late for school.
3. Running in the school building and making noise.

4. Littering the school premises.
5. Being discourteous.
6. Inappropriate behaviour or gestures.
7. Disregarding school work without good reason on a regular basis, (without a note from a parent/guardian).
8. Name-calling or upsetting other children
9. Leaving their place or the classroom without permission.
10. Not complying with yard rules.

### **(ii) Dealing with minor misbehaviour**

Teachers will take the following steps when dealing with minor misbehaviour:

1. Minor misbehaviour will be discussed with the pupil.
2. Give a verbal reprimand.
3. Separate child from companions in the class or send child with an assignment to carry out to another class.
4. Make a note in the pupil's journal to be signed by the parent.
5. Give the pupil extra school work.
6. Note instances of yard misbehaviour in the incident book and inform the class teacher.

### **Repeated occurrences of minor misbehaviour**

Teachers will take the following steps when dealing with repeated minor misbehaviour:

#### **Phase 1**

1. Child will be sent to the Principal.
2. The child will temporarily be separated from peers (within the classroom).
3. The child will be sent to another teacher/classroom (maximum stay one hour).
4. The child will be asked to complete a reflection sheet (describing incident), to be signed by parents/teacher/pupil and kept on file by the teacher.

## Phase 2

1. Child will be sent to the Principal
2. The child is asked to fill in another reflection sheet and this will be signed by the teacher, the child and their parents. It will be then kept on file.
3. The class teacher and/or Principal will meet with one or both parents if necessary
4. The Principal, the Chairperson can be informed of the child's misbehaviour if necessary.
- The child will be denied participation in a class activity e.g. a trip to the park or school tour. This will be at the discretion of the teacher

## 9. (2) Serious Misbehaviour

### (i) Examples of serious misbehaviour

1. Being constantly disruptive in class.
2. Telling lies.
3. Stealing.
4. Persistently not working to full potential.
5. Damaging the property of others.
6. Bullying.
7. Answering back a teacher or person in charge.
8. Endangering self or fellow pupils in the class or the yard.
9. Using unacceptable language.
10. Deliberate, repeated disobedience.
11. Use of mobile phone and electronic devices (see Mobile Phone and Electronic Devices Policy)

(All incidents of bullying will be dealt with in accordance with the school's Anti-Bullying Policy which is published on [www.liosnanog.com](http://www.liosnanog.com) and is available in the school office.)

### (ii) Dealing with serious misbehaviour

Teachers will take the same steps as for Phase 1 in relation to minor misbehaviour, but

depending on the misbehaviour in question, may proceed to the following steps: (If serious misbehaviour is of a bullying nature please see Anti-Bullying Policy [www.liosnanog.com](http://www.liosnanog.com))

1. Send the child to the Principal.
2. Enter an account of all incidents in the relevant Dialann Ranga/Teacher's Class Diary and the Dialann Iompair in the office.
3. The Principal may send a formal letter to inform the parents of the misbehaviour.
4. The Principal will meet one or both parents along with the classroom teacher/person in charge/person on yard duty.
5. The Chairperson of the Board of Management may be informed and parents requested to meet the Chairperson or other designated Board member along with the Principal.
6. Suspension will be used as a sanction when all attempts at reasoning with the pupil have failed and when all other efforts of the school in consultation with the parents of the pupil have failed to achieve a satisfactory resolution. Communication with parents regarding the suspension of a pupil, or the possibility of considering suspension as a sanction, will be in writing and copies of all correspondence will be retained.
7. Persistent incidents of serious misbehaviour will be classified as gross misbehaviour.

### **9. (3) Gross Misbehaviour**

#### **(i) Examples of gross misbehaviour**

1. Bringing weapons or dangerous substances to school.
2. Persistently engaging in activities identified by members of staff as dangerous or inappropriate.
3. Leaving the school premises without permission.
4. Deliberately injuring any member of the school community.
5. Setting fire to school property.
6. Deliberately leaving taps or fire hoses open.
7. Aggressive, threatening or violent behaviour towards a member of staff or another pupil (e.g. physical violence, striking, nipping, biting, spitting).



8. Use of mobile phone and electronic devices (see Mobile Phone and Electronic Devices Policy) .

### **(ii) Dealing with gross misbehaviour**

Teachers will take the following steps when dealing with gross misbehaviour:

1. The principal and the Chairperson of the Board of Management will be informed immediately and suspension will be sanctioned. The Board of Management has invested responsibility in the Principal to impose an initial sanction of up to three days. Further suspensions will require the approval of the Board of Management, either at a regular meeting of the Board or at an emergency meeting at which the Chairperson and Principal will outline for the Board the reasons why they feel it is necessary to impose a further suspension. In line with the requirements of the Education Welfare Act (2000), the Board of Management will inform the Education Welfare Board when any pupil's period of suspension equals or exceeds six school days.
2. When a pupil is suspended, the parents will be requested to remove the pupil from the school. The Principal will meet the parents to explain the terms of the suspension and will present the parents with a written statement of the terms and duration of the suspension as well as the date of termination.

### **Removal of Suspension (Reinstatement)**

During or after a period of suspension, parents may apply to have the pupil reinstated in the school. They must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school Code of Behaviour 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 any other member of the school community. In consultation with the parents, the class teacher and the pupil (if appropriate) the Principal will facilitate the preparation of a behaviour plan for the pupil, if required, and will formally readmit the pupil to the school.

If a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to school within a suspension period at the discretion of the Principal and the Chairperson of the Board of Management.

## **Expulsion**

The Board of Management has the authority to expel a pupil in an extreme case (see p. 80, 'Developing a Code of Behaviour; Guidelines for Schools', National Education and Welfare Board, 2008), or where repeated incidents of gross misbehaviour interfere with the learning environment of fellow pupils or where there is a threat to the health and safety of other pupils or staff. This sanction will be imposed according to the terms of the Education Welfare Act (2000). Suspension/expulsion procedures are in accordance with the Education Act (1998).

## **Appeals**

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

1. Permanent exclusion from a school.
2. Suspension for a period which would bring the cumulative period of suspension to twenty school days or longer in any one school year.

Appeals must generally be made within forty-two calendar days of the date on which the school notified the decision to the parents. (See Circular 22/02 from Department of Education and Skills.)

## **Managing aggressive or violent behaviour**

The school recognises that occasionally pupils may not respond positively to the usual interventions and may require extra support in order to manage aggressive or violent behaviour. These pupils will need a sustained and systematic response involving the important adults in their lives, in school and at home, and may also require professional intervention.

## **10. Recording Issues Relating to Behaviour**

### **The Teacher's Dialann Ranga/Class Diary**

The teacher uses his/her Dialann Ranga/Teacher's Class Diary to:

1. Register everyday occurrences relating to the children's behaviour.
2. Keep records of contacts with parents – letters or meetings.
3. This Diary goes on with each class as they ascend through the school.

### **The Dialann Iompair/Office Disiplinary Diary**

The teacher uses the Dialann Iompair/Office Disiplinary Diary in the Office to:

1. Record serious and gross misbehaviour as well as sanctions imposed. The Principal and parents are informed immediately if such an incident occurs
2. Cases of bullying are recorded on the standard report form template and given to the Principal. (see Anti-Bullying Policy).

### **Keeping records of serious misbehaviour**

In line with the school's policy on record-keeping and data protection legislation, records of serious issues relating to pupils' behaviour are kept in the Dialann Iompair/Office Disiplinary Diary in a secure filing cabinet. Copies of all communications with parents will be retained in the school in the same way.

### **13. Review of the Code of Behaviour**

This code of behaviour is to be read in conjunction with the school's Anti-Bullying Policy and other relevant codes of practice. All codes of practice may be consulted on [www.liosnanog.com](http://www.liosnanog.com) or in the school office. The Board of Management will review the code during the first term of the 2018/19 school year. Parents are asked to send any comments or recommendations to the school and these will be taken into account when the code is reviewed or updated. All school staff contribute to the creation of the Code of Behaviour.

This policy was adopted by the Board of Management on 21/03/2018

It was updated by the Board of Management on the 20/03/2023



Signature

Cathaoirleach an Bhoird Bhainistíochta

Date 20/03/2023

Signature

Príomhoide

Date 20/03/2023