



Catholic Association

### CATHOLIC ASSOCIATION (CA) CODE OF BEHAVIOUR GUIDELINES

- \* It is compulsory for all Parents/Guardians of all students attending the Catholic education classes to agree to the contents of this document. On registration of your child, you are therefore accepting the following guidelines. On registering your child for religion classes parents must agree to Religion teachers having access to telephone & email contact details for parent(s).
- \* Children will line up in the school yard/hall at 3pm and wait in their class line for the Religion Teacher to collect them and bring them to class. Children will arrive and depart their designated classroom in an orderly manner. Children will respect the rights of others to learn in a secure and happy atmosphere and behave in a way that allows this, as they would during normal school hours.
- \* The Teacher has responsibility for the management and education of the children for his/her class and children are expected to co-operate with instructions given by the Teacher, as they would in school. If a child is extremely disruptive and non-cooperative, the Teacher will contact their parent(s). Parents/Guardians will be asked to discuss the child's behaviour with her/him to ensure that there is no repetition. Examples of mis-behaviour in class are:-
  - talking in class when continuously and regularly asked not to;
  - displaying cheeky or sulky behaviour or use of bad language; and
  - verbal abuse of another child, Teacher or Parent Supervisor.
- \* If the inappropriate behaviour continues after reasonable warning a Member of the Catholic association will be informed., the Parent/Guardian will be asked to either accompany the child at each class, or remove him/her from the class. **No refunds will be given.**
- \* Children must leave the premises after class as per the timetable. **It is not the responsibility of the Teacher or Parent Supervisor to supervise children after this time.** We recommend therefore, that Parents/Guardians aim to arrive at the school 10 minutes before class ends (4.05pm) to ensure prompt collection of their children. Please do not leave your children unsupervised at school. It can distress the child and create difficulties for the Parent Supervisor.
- \* **Parents/Guardians should have a contingency plan in place for their child should they be delayed for the pickup.** Remember there is unlikely to be any adults in the school after the cessation of classes. We would suggest making arrangements with other Parents/Guardians in your child's class whom you could agree to make contact at short notice if you are going to be late.
- \* The CA, Teacher or Parent Supervisor is not responsible if your child fails to attend a class. Please ensure your child attends at the given date and time. **In the case of absence, a Letter of Explanation should be provided to the Teacher at the next class attended.** These letters of explanation will be kept on file for inspection by the local Parish. **Children not attending a sufficient number of classes, may not be allowed to make the sacrament in the current year – this will be at the discretion of the local Parish.** **The attendance record will be given to the Priest co-coordinating the Sacraments at the end of each term or more often if requested.**
- \* It is the Parents/Guardians responsibility to supervise any homework given by the Teacher and to participate and encourage their children in any Catholic activities outside of school hours i.e. attending mass, religious festivals and other community events within their parish.