

# **PROMOTING POSITIVE BEHAVIOUR POLICY AND PROCEDURES**

**(including statement of disciplinary measures)**

## **AIMS**

- To encourage above all an awareness of the importance of self-discipline and a sense of responsibility.
- To accustom pupils to sound habits of good behaviour.
- To enhance pupils' self-esteem and foster a spirit of openness and co-operation, by placing greater emphasis on praise and reward than on punishment and critical control.
- To ensure an appropriate standard of manners and common courtesy within the school as a whole which is set, primarily, by the Headmaster and Staff.
- To establish a calm, purposeful and happy atmosphere within the school where boundaries of acceptable behaviour are clearly understood.

## **RATIONALE**

The Code of Conduct outlines the rights and responsibilities of the pupils in the school. Essential guidelines for the administration of discipline throughout the school are provided by the School Rules, Anti-Bullying, Child Protection, Complaints, Drugs Education, Pastoral Care and Educational Visits policies; all of these should be read in association with this policy and are deemed to be part of it.

The Code of Conduct, Expected Behaviour document and the School Rules form part of the school's Promotion of Positive Behaviour Policy and shall have effect as if set out in full in the body of this Policy. Copies of the Code of Conduct, Expected Behaviour document and the School Rules are provided for each pupil and member of staff. It is expected that all boys and their parents will make themselves familiar with their contents.

## **RESPONSIBILITY FOR POSITIVE BEHAVIOUR PROMOTION**

- The responsibility for the supervision and control of school discipline is delegated by the Board of Governors to the Headmaster who entrusts the maintenance of good discipline to his staff and Prefects.
- All members of the school community are expected to exercise self-discipline and take responsibility for the consequences of their actions.
- The Learning for Life and Work classes contribute to building an awareness of the importance of self-discipline.
- Appropriate sanctions will be imposed where behaviour does not reach the required standard.
- Underlying the application of discipline is a care and concern for the good of every individual and also the greater good of all those who make up the school community.
- When in school uniform, pupils are visibly part of the School community. This policy is deemed to apply to all pupils when in Bangor Grammar School uniform, even if outside the School's bounds and beyond the limits of a normal school day.
- This policy will apply to pupils on school trips or when engaging in school activities, even if outside the School's bounds, beyond the limits of a normal school day or during school holidays.

- The School may act when it is established that a pupil has been involved in criminal or other activity outside school which involves, and is to the detriment of, other members of the school community, and/or, in the view of the School, brings the name of the School into disrepute. The offence committed may be regarded as a legitimate school concern and those involved may, therefore, be subject to internal school disciplinary measures.

## **RECOGNISING ACHIEVEMENT**

The school values the positive contribution that its pupils make, both in terms of individual achievement and in ways which enhance the life of the school community as a whole. To this end, a merit system is employed to reward, encourage and validate the positive contributions made by pupils to the School community and the curriculum. Each department has clearly displayed and indicated to pupils how they can earn merits within each subject area. Merits will be recorded electronically and, at the end of every half-term, the top three pupils in each year group and the form class which has collectively earned the highest number, will be recognised in an appropriate way.

As well as the merit system, the positive contributions made by pupils are recognised in a number of ways:

- academic commendation both termly and annually;
- end of year certificates and school reports;
- award of prizes at Speech Day;
- the school awards scheme for senior activities;
- the Gryphon Badge scheme for activities at junior and intermediate levels;
- displays of work;
- *The Gryphon* magazine;
- public commendation at assemblies;
- publication of achievement on the School's website and in the local press.

## **POSITIVE BEHAVIOUR PROMOTION PROCEDURES**

### **The Hierarchy of Positive Behaviour Promotion and Disciplinary Measures**

To enhance the promotion of positive behaviour and ensure a consistency of management and response throughout the teaching staff, a structure of 4 levels has been designed to categorize the variety of misconduct which may occur. In parallel, a clear chain of responsibility within the staff has been devised. Each pupil has access to a copy of the Levels of Misconduct in their Homework Diaries and the information is displayed in each classroom.

**The Levels of Misconduct and Chain of Responsibility area appended (Appendices 1 and 2).**

The Levels of Misconduct clearly categorise offences, with Subject teachers/form teachers dealing with Level 1, Heads of Department Level 2, Heads of Year/Senior Teachers Level 3 and the Pastoral Vice-Principal, Headmaster dealing with Level 4.

All information on pupils will be recorded electronically, using the Behaviour Management Module of the School Information and Management System, providing the school with an effective and confidential method of tracking each pupil's progress.

### **PREFECTS**

- Prefects may give a verbal warning or a limited written task to any pupil whose behaviour is unacceptable. More serious offences shall be referred to the Senior Teacher in charge of Prefects, or if he/she is unavailable, to any other senior member of staff.
- A written record must be kept of any sanction given by a prefect and the file of records must be inspected by the Senior Teacher on a regular basis.

### **STAFF**

- For Level 1 misconduct, staff may reprimand the pupil verbally, issue a demerit, impose appropriate extra written work or hold a subject detention.
- Where an offence is repeated or sustained over a period of time (Level 2 or 3 misconduct), the pupil will be referred to the Head of Department or, if appropriate, directly to the Head of Year and/or Senior Teacher.
- For a serious offence (Level 4 misconduct) or for persistent disruptive behaviour, which affects the learning of other pupils or which has a negative impact upon the life of the School, the pupil will be referred to the Pastoral Vice-Principal, and if appropriate, the Headmaster.
- When dealing with misconduct it is important that staff act within the guidelines and use their professional judgement.

### **HEADS OF DEPARTMENT**

- For persistent or serious offences within the classroom (Level 2 misconducts), including those necessitating a pupil's removal from the classroom, the pupil will be referred in the first instance to the Head of Department.
- The Head of Department, after discussion with the class teacher, will decide on the next course of action. This may include issuing a departmental detention. When appropriate (after two departmental detentions have been issued in one term), the Head of Department will refer the pupil to his Head of Year.

### **HEADS OF YEAR**

- Following a referral from the Head of Department, for serious offences inside the classroom, or from a member of staff for serious offences outside the classroom the Head of Year (who has responsibility for dealing with Level 3 misconduct) can employ a range of strategies such as speaking to the parents, using a Discipline Card or Academic Monitoring Card, placing the pupil in a Friday or Saturday detention. Where a pupil completes two Friday detentions and two Saturday detentions in one term, he will be referred to the Pastoral Vice-Principal.

- Heads of Year may also report persistent offenders or those who commit, in the view of the Head of Year, sufficiently serious offences, to the appropriate Senior Teacher, the Pastoral Vice-Principal or Headmaster.

### **SENIOR TEACHERS**

- For offences, within or outside the classroom which are, in the view of the Head of Year, sufficiently serious and/or persistent, the Head of Year may refer the pupil to the appropriate Senior Teacher. The Senior Teacher works alongside the Head of Year in dealing with Level 3 misconduct.
- The Senior Teacher may impose any sanctions up to and including Saturday detention and may recommend to the Vice Principals and Headmaster the use of suspension.

### **HEADMASTER AND VICE PRINCIPALS**

- For a serious or persistent offence of any nature (leading to Level 4 misconduct), the pupil will be referred to the Headmaster or a Vice-Principal.
- The Headmaster or Vice-Principal may draw on a range of sanctions, applying the one which is most appropriate and proportionate in the light of the circumstances.
- Pupils may be required to attend School on a Staff Day or Days, Exceptional Closure Day or Days or on the afternoon of a half-day or days.
- Pupils may be isolated from their peers through the course of one or more days, not exceeding a total of five, so that appropriate levels of support may be put in place. During that time, pupils will be under the direct supervision of the appropriate member of staff and have no contact with other members of their year group or school section (i.e. junior, middle, senior). They may be required to arrive at School before 8.45 am and stay in School until 3.45 pm.
- The Headmaster or Vice-Principal may suspend a pupil.

### **NOTIFICATION**

- It is the responsibility of the Headmaster or Vice-Principal to inform parents either verbally or by formal letter when pupils are required to attend School outside school time or when they are isolated from their peers.
- It is the responsibility of the Pastoral Vice-Principal to ensure that parents are informed in writing when an Academic Report Card or a Discipline Card is issued.
- It is the responsibility of the designated senior teacher to inform parents in writing when Friday or Saturday detention is imposed.
- It is the responsibility of the appropriate Head of Department to inform parents in writing when a departmental detention is imposed.
- It is the responsibility of the subject teacher to inform parents in writing when a subject detention is imposed.

### **SUSPENSION AND EXPULSION**

#### **Suspension**

- A decision to suspend a pupil will, save in exceptional circumstances, only be taken if any of the following circumstances apply:
  - if a Level 4 misconduct has taken place;

- in response to a serious breach or serious or persistent breaches of the school's Discipline Policy and all other policies referred to in the Rationale section of this policy:
  - when to allow the pupil to remain at school would pose a serious threat to the health and safety of the pupil, other pupils or staff in the school;
  - where alternative strategies to modify a pupil's behaviour and encourage more positive attitudes have been tried and have failed;
  - on a precautionary basis in the case of suspected serious breach or breaches of the school's Promoting Positive Behaviour Policy where the school needs time to carry out a full investigation or where necessary to protect the integrity of such an investigation and where expulsion is a potential disciplinary outcome.
- A decision to impose suspension shall be taken by the Headmaster or a Vice-Principal and shall be for a defined period not, initially, exceeding five days
- Wherever reasonably practicable and unless a serious threat to the health and safety of pupils or staff is judged to exist or precautionary suspension is required, suspension shall not be imposed until:
  - after the relevant facts and evidence to support the allegations have been examined;
  - the pupil concerned has had an opportunity to put his side of the case on the record or in writing and others involved have had an opportunity to give their version of events to the Headmaster or Vice-Principal;
  - where reasonably practicable the situation has been discussed with the pupil's parents.
- In cases of incidents involving a number of pupils any suspensions imposed on such pupils shall reflect, so far as is reasonably practicable, their individual responsibilities or participation in the events giving rise to the consideration of a decision to suspend.
- In the case of suspension the Headmaster or a Vice-Principal will:
  - inform the pupil's parents verbally of the suspension and the reasons for it as soon as possible;
  - afford the pupil's parents the opportunity to come to discuss the matter with himself;
  - confirm the suspension and the reasons for it to the pupil's parents in writing;
  - inform the Chairman of the Board of Governors (or in his absence a Vice Chairman or other senior member of the Board) at the earliest opportunity, if possible at first verbally and then in writing, by letter or email;
  - inform the Education Welfare Office of the South Eastern Education and Library Board in writing.
- The length of the period of suspension may be extended beyond five working days by the Headmaster only if he obtains permission to do so from the Chairman of

the Board, or in his absence a Vice Chairman or other senior member of the Board, and up to a limit of forty five working days in any one school year; in every case written notice of the reasons for and the duration of the extension shall be given to the pupil's parents and the Education and Welfare Office of the South Eastern Education & Library Board.

- In cases of unacceptable behaviour or conduct, suspension will normally serve as a final warning about a pupil's behaviour.
- Following any further serious offence, the Headmaster may recommend consideration of the step of expulsion to the Board of Governors.
- Precautionary suspension shall not be viewed as a penalty or as a disciplinary outcome.

### **Expulsion**

- Following a pattern of persistent serious misbehaviour or where occasioned by a grave offence, the Headmaster may decide that he needs to recommend to the Board of Governors consideration of the step of expulsion of the pupil from the school.
- In such a case a pupil will always have served a period of suspension before expulsion is implemented.
- The procedure for expulsion is as follows:
  - the Headmaster will suspend the pupil using the procedures set out above;
  - the Headmaster will, if he feels it necessary to do so, consult with an advisory sub-committee of the Board, before deciding to recommend to the full Board of Governors at the earliest opportunity consideration of expulsion;
  - the Board will at such meeting either reject the Headmaster's recommendation, in which case the matter will proceed no further, or agree that expulsion should be considered in which case the matter shall proceed to the next step.
  - the pupil's parents will be informed that the Board is considering expulsion and will be invited to a consultation meeting with the Chairman of the Board (or his nominee), the Headmaster and a senior officer of the South Eastern Education and Library Board. At this meeting the parents will have the opportunity to put their case for consideration. Consultation will include discussion about the future provision of suitable education for the pupil concerned. If the parents fail to attend this consultation meeting either through neglect or refusal this shall not prevent a pupil from being expelled;
  - the Chairman (or his nominee) and the Headmaster will report to the Board of Governors which will make its final decision at a Board meeting. The Headmaster shall outline the facts of the investigation to the Board meeting. If the parents wish to make a further written or verbal submission to this meeting of the Board, they may do so. The pupil concerned will have the right to attend this meeting with his parents.
  - if the Board of Governors decides to expel, the Headmaster will immediately inform the pupil's parents in writing of the decision. In this letter the Headmaster will give details of the right of appeal to the Expulsion Appeals Tribunal and how, where and when to do so.

## **Representation**

- Parents/guardians may not be accompanied by a legal representative at either the consultation meeting or the final Board meeting at which the decision about expulsion will be taken.

## **Investigation**

- In the event of an alleged offence being denied by the pupil concerned the school's investigation of such alleged offence will be commensurate with the level of offence and potential penalty.
- If the offence is serious, in addition to the matters outlined above under the heading "Suspension and Expulsion", no action will be taken by the school without allowing the pupil concerned to state his position. If necessary, the school will interview other pupils and members of the school community, take written statements and review other evidence.
- In all instances the standard of proof shall be the balance of probabilities.
- Where a serious matter is being investigated, the pupil concerned has the right, where practicable, to be accompanied by parents/guardians at the time of interview.
- Where it is not practicable for the pupil to be accompanied by parents or guardians, he may be accompanied by a member of staff.
- During the investigation procedures, the pupil concerned has the right to be informed of any allegations made against him.
- The identity of any pupil witnesses may be withheld at the discretion of the Headmaster.
- If an alleged offence is also the subject of an external investigation of the police or other competent authority, the school's investigation will be subject to any requirements of such external investigation. The school may continue, implement or suspend its own investigation and disciplinary procedure as it considers appropriate during the course of the external investigation.

## **Appeals procedure**

- A pupil has the right to appeal against a disciplinary procedure. This may be done personally, or by his parents to a Vice Principal or to the Headmaster. An appeal must be in writing and be delivered to the School within seven days of the decision under appeal and must set out the grounds of the appeal.
- The right of appeal in the school context against a decision of the Headmaster is to the Board of Governors of the school. Such an appeal should be sent in writing to the school, addressed to 'The Chairman of the Board' within seven days of notification of the Headmaster's decision, setting out the grounds of appeal.
- The Board of Governors is duty bound and shall advise parents of their right to appeal a decision to expel to the South Eastern Education & Library Board.
- Under current Statutory provisions an appeal against the decision of the Board of Governors to expel a pupil is made, initially, by sending a written Notice of Intention to make a formal appeal within ten days of receipt of the letter from the Board of Governors setting out the decision to expel. The Notice of Intention to make a formal appeal should  
be sent to the Clerk of the Tribunal, c/o South Eastern Education & Library Board, Grahamsbridge Road, Dundonald, Belfast BT16 2HS

**Evaluation**

The Disciplinary Procedures of the school are kept under review and updated in line with current practice, with a regular review by the Board of Governors.

## **SCHOOL RULES**

### **1. ACADEMIC WORK**

- (i) Academic work is the most important aspect of the school's life, and in this respect pupils must perform to the best of their ability at all times.
- (ii) All homework must be recorded in the Homework Diary (Years 8 to 12 as per the Homework Timetable)
- (iii) All homework (including coursework) must be presented on time as directed by the teacher.
- (iv) Text books must be treated with the utmost care. They must not be abused, defaced or mislaid.

### **2. BEHAVIOUR/MANNERS**

- (i) At all times pupils' behaviour must be mannerly and truthful.
- (ii) Pupils must walk in single file in the corridors, without pushing, keeping to the left.
- (iii) Pupils must always turn up to class on time, wait in an orderly fashion, and be fully prepared and equipped for each lesson.
- (iv) Pupils must always address staff in an appropriate, courteous way.
- (v) The possession, use, promotion or consumption of tobacco, alcohol, drugs, solvents or other intoxicants or substances purporting to be tobacco, alcohol, drugs, solvents or other intoxicants and any form of dealing or purporting to deal in same whether for reward or otherwise are forbidden while in school, on the way to or from school, or while representing the school in any way.
- (vi) Behaviour on school trips and tours must be exemplary, as directed by the teachers or other leaders.
- (vii) Pupils must not use foul or abusive language.
- (viii) Pupils must comply with the proper request of any prefect or member of staff.
- (ix) Pupils may not use, possess or bring weapons or dangerous items into school or on school activities or school trips.
- (x) Any form of abuse, violence or threats of violence towards other pupils or staff or visitors are entirely unacceptable.

### **3. ATTENDANCE AND ROLL CALL**

- (i) Attendance as required by the school is always compulsory.
- (ii) On the **FIRST** day of any illness, a parent, caregiver or guardian should phone the school to indicate the reason for absence.
- (iii) A written excuse note signed by parent, caregiver or guardian must be presented on the first day back to school.
- (iv) Prior permission must always be sought for planned absence.
- (v) External appointments normally should not be made for pupils during school hours.
- (vi) Pupils must attend Registration in their Form Room at 8.50 a.m. daily.
- (vii) After 8.50 a.m. late slips must be obtained immediately on reaching school in the Timetabler's Office. After 9.10am, they should be obtained from the General Office.
- (viii) Any late slips must be given to the pupil's form teacher at Registration on the next school day.

- (ix) Supervision for pupils will be provided from 8.40 a.m. each day; pupils not attending an after-school activity must vacate the school premises by 3.40 p.m.

#### **4. SCHOOL UNIFORM AND DRESS CODE**

- (i) School uniform must be worn correctly in, and on journeys to or from, school.
- (ii) Pupils will wear school uniform to all school occasions except where specifically directed otherwise.
- (iii) Hair should be neatly trimmed and cut above the collar. Styles should not be so obtrusive as to attract undue attention. Bleaching or colouring hair so that its appearance is not natural is not permitted. The minimum permitted cut for boys in Years 8 to 12 is number three, for boys in the Sixth Form a number two. Stepped styles are not acceptable. Pupils must always be clean shaven.
- (iv) Jewellery, except watches or a single plain ring, never forms part of school uniform. Facial and body piercing is not permitted during term-time. Facial jewellery is not permitted while in school for reasons of health and safety.

#### **5. LITTER**

- (i) Litter is unacceptable, an insult to our own community.
- (ii) Packed lunches may only be eaten in the designated area of the Cafeteria at lunchtime.
- (iii) At break, sandwiches, rolls and drinks may never be consumed indoors. In exceptional circumstances, pupils may be granted permission to eat indoors in designated areas.
- (iv) Correction fluid and chewing gum are forbidden inside school.

#### **6. PROPERTY**

- (i) All personal property must be clearly marked with the owner's name.
- (ii) Pupils are expected to take care of their own property, especially money and other valuables. The School will take no responsibility for the security of valuable items unless they are deposited for safekeeping in the General Office.
- (iii) When a pupil's property has been lost or damaged it should be reported to his Head of Year as soon as possible.
- (iv) Pupils who damage school property must report it at once and may be required to pay for the repairs.
- (v) Pupils must take pride in the appearance of the school and must not deface school property.
- (vi) If a mobile phone, walkman, MP3 or mini disc player is brought into school, it may only be used before 8.50 a.m., during break and lunchtime, and after 3.25 p.m. Phones must be switched off at all other times.
- (vii) The recording of images and/or sound in school using camera phones or other digital devices is strictly forbidden at all times.
- (viii) Pupils must not deface or apply graffiti to any property of the School or of any pupil, staff member or visitor.
- (ix) Theft, unauthorised use or possession of the property of the School, other pupils or staff is prohibited.

#### **7. SCHOOL BOUNDS**

All pupils must remain within school bounds during the school day except in the circumstances listed 7(i) to 7(vii).

- (i) School Prefects while on school business at break or lunchtime.
- (ii) School Prefects, not on duty, at lunchtime.
- (iii) Any Sixth Former who may sign out and in at lunchtime having obtained written permission from the Headmaster, a Vice Principal, a Senior Teacher or Head of Year 13 or 14.
- (iv) Any pupils on valid home study.
- (v) Pupils with a valid Home Lunch Pass on their way to or from their lunch venue only.
- (vi) When a permit has been issued in advance by the Headmaster's Secretary following a formal request from home.
- (vii) Pupils on their way directly to games who are not on a supervised bus.

#### **8. PLAYGROUND**

- (i) Consideration should be shown to other users of the playground at all times.
- (ii) The staff car park is not part of the playground; it must only be used by pupils when moving directly between classes.
- (iii) Only approved size footballs and tennis balls are permitted in the playgrounds.
- (iv) Rugby balls may be played with, but must not be kicked in the playgrounds.
- (v) Any ball or other item of property which has gone into an adjacent garden or on to a roof of the school buildings must not be retrieved by any pupil. The matter should be reported to the Headmaster's Secretary or to a member of the maintenance team.
- (vi) Pupils on foot must not use the vehicle entrance by the side of Crosby House.
- (vii) Pupils' cars must not be parked within the school bounds.

#### **9. RESPONSIBILITY TO FELLOW PUPILS**

- (i) Any form of bullying or breach of the School anti-bullying policy is forbidden.
- (ii) Any pupil witnessing a serious incident (bullying, vandalism etc.) must bring this to the attention of a teacher immediately.
- (iii) Pupils must not deliberately or recklessly endanger themselves, other pupils or any members of staff including their safety, well-being or property.

#### **10. RESPONSIBILITY TO THE SCHOOL**

- (i) At all times pupils must carry their copy of the School Rules with them when in school uniform.
- (ii) At all times pupils must ensure that their behaviour both inside and outside school is not detrimental to its good name.

#### **11. BREACH OF THE SCHOOL RULES**

- (i) Breach of the school rules or acting in a manner likely to bring the School into disrepute may be treated as a disciplinary matter and dealt with in accordance with discipline procedures outlined above.
- (ii) The Headmaster will determine whether an offence or persistent commission of offences is so serious as to potentially merit suspension or expulsion.
- (iii) The following individual acts of Level 4 misconduct will be treated as potentially meriting suspension or expulsion:
  - Violently aggressive or abusive behaviour including use of abusive language

- Any criminal behaviour or behaviour of which if carried out by an adult would be treated as criminal.
- Bullying or a serious breach of the school's Anti-bullying Policy.
- Use or possession of a weapon or dangerous item.
- Use or promotion or possession of, alcohol, drugs, solvents or other intoxicants or of a substance purported to be alcohol, drugs, solvents or other intoxicants.
- Dealing or purporting to deal, sell or pass on alcohol, drugs, solvents or other intoxicants.
- Dealing or purporting to deal, sell or pass on a substance purported to be alcohol, drugs, solvents or other intoxicants.
- Use, possession of or dealing in obscene or other offensive material.
- Wilful refusal to obey an appropriate instruction from a member of staff.
- Defacing, damage or destruction of property or the writing of graffiti.
- Theft or misappropriation of property belonging to others.
- Vandalism.
- Wilfully setting off the fire or other alarms or making hoax emergency calls.
- Deliberately or recklessly endangering the pupil's own and other pupils or any member of staff's wellbeing, safety or property.
- Fraud or falsification of records.
- Conduct likely to bring the school into public disrepute.
- Misconduct or harassment with aggravating circumstances such as those which are racist, sectarian, sexist or homophobic in nature.
- Misuse of the Internet in a way that is in breach of the school's Internet usage guidelines.

This list is not exhaustive. The Headmaster is at liberty to view a serious or persistent breach of other forms of misconduct or breaches of the school rules as meriting consideration of suspension or expulsion.

## **CODE OF CONDUCT FOR ALL AT BANGOR GRAMMAR SCHOOL**

### **Your Rights:**

As a member of Bangor Grammar School you have the right:

- to enjoy a high quality education;
- to feel safe and secure in school;
- to be an individual and to be proud to be yourself;
- to question politely anything you think is wrong;
- to be treated by other pupils and staff fairly and with respect;
- to receive help, support and encouragement for your particular needs in school.

### **Your Responsibilities:**

As a member of Bangor Grammar School, the school expects you:

- to achieve your personal best in your studies and to play an active part in school life;
- to inform a member of staff if you feel that your rights or someone else's rights are being denied;
- to respect individual differences;
- to report any unacceptable incidents, including acts of vandalism. To do nothing is to support bad behaviour;
- to behave in a way that does not interfere with the freedom and rights of fellow pupils;
- to behave in a way that respects the role of staff and the right of others to be taught.

## **EXPECTED BEHAVIOUR IN BANGOR GRAMMAR SCHOOL**

### **In the classroom we:**

- enter rooms in orderly fashion and have all necessary books and equipment ready to use as soon as possible;
- pay attention when our teachers speak, follow their instructions carefully and avoid shouting out answers; record all homework in our diaries carefully;
- at the end of lessons clear up and pack away promptly and leave in an orderly fashion as directed by the teacher.

### **In the corridors we:**

- walk in single file keeping to the left at all times without pushing; when waiting outside the classroom line up in an orderly fashion on one side of the corridor only.

### **At all times we should:**

- treat both staff (teaching and non-teaching) and fellow pupils with respect;
- treat all property, whether the school's or a pupil's, with care;
- be of neat appearance and treat adults and visitors with courtesy; talk quietly without vulgar or offensive language; place any litter in the bins.

### **As a school we value:**

- working hard to achieve our best;
- telling the truth;
- respecting the rights and property of others;
- being kind and helping others;
- good manners;
- facing up to the consequences of what we do.

### **We will not tolerate:**

- rudeness;
- bullying;
- lack of effort in our work;
- dishonesty;
- aggressive behaviour or language;
- discrimination or prejudice of any kind.

## **POSITIVE BEHAVIOUR MANAGEMENT GUIDELINES FOR STAFF**

- Staff should support the authority of the prefects and offer encouragement and advice where appropriate.
- Different year groups require different responses. Within each year group aim to be consistent.
- Subject teachers should in the first instance issue a verbal warning. If not adhered to a demerit should be given, followed by, if necessary extra work.
- If the extra work is to be a written sanction, then:
  - Impositions should be creative and useful work (Lines or the writing out of School Rules must not be given)
  - All impositions should be acknowledged and returned to pupils unless teachers wish to file them for their own records
  - Their length should be no more than:
    - 15 minutes for Years 8 and 9
    - 30 minutes for Years 10 to 14
  - If late, further appropriate action should be taken.
- Repeated failure to complete extra work should result in a subject teacher after which the pupil should be referred to the Head of Department.
- If the situation becomes sufficiently serious to warrant removing a boy from the classroom, in no circumstances should he be kept unsupervised. He should be sent, where possible and where convenient, to the Head of Department with a brief explanatory note. Where this is not possible, he should be placed under supervision elsewhere or sent to the appropriate senior teacher or Academic Vice-Principal. Where appropriate, the Head of Department will made use of the departmental detention facility.

### **Notes:**

1. Persistent means on at least 3 occasions in the first instance.
2. The class teacher is expected to use a range of approaches in order to discipline a pupil. These strategies are:
  - verbal warning;
  - demerit;
  - additional work;
  - subject detention.
3. In the case of a pupil's failure to respond to these strategies, teachers should make a Departmental Referral to their Head of Department.
4. The Head of Departments will decide the merits of the case and may employ a further sanction such as break or lunchtime detention. If a pupil completes two departmental detentions per term, he should be referred to the Head of Year.
5. The Head of Year may feel that stronger action is necessary and place the pupil on an academic monitoring card, reward card or place the pupil in a Friday detention. Senior Teacher can place pupils in a Saturday detention.
6. Work should be set and marked by the teacher requesting the detention.
7. Parents must be informed 24 hours in advance in writing by a Senior Teacher that their son has been placed in a Friday detention. The Pastoral Vice-Principal will inform parents in writing if a Saturday detention has been issued.
8. Unacceptable use of language in class at its first instance should be referred to the Head of Department.



## Appendix 1 - Categories of Misconduct

<b>Level 1 Misconduct</b>	<b>Level 2 Misconduct</b>	<b>Level 3 Misconduct</b>	<b>Level 4 Misconduct</b>
	<i>Repetition of level 1 misconduct or not responding to previous sanction</i>	<i>Repetition of level 2 misconduct or not responding to level 2 sanction</i>	<i>Repetition of level 3 misconduct or not responding to level 3 sanction</i>
Lateness to class	Swearing	Fighting	Theft
No homework	Out of bounds	Leaving school without permission/signing out	Truancy
Not prepared for class/games	Not signing in late	Bullying	Sectarianism
Incorrect uniform Inappropriate wearing of hair	Ignoring safety rules	Lying to a member of staff	Racism
Littering	Disobedience to a member of staff/prefect	Forging of notes/signatures	Inappropriate use of camera/video phone/recording device
Eating outside designated areas	Inappropriate use of internet	Inappropriate conduct in front of staff/other pupils	Graffiti/defacing school property
Inappropriate behaviour in class Inappropriate behaviour in library	Mobile phone misuse within class	Cheating/plagiarism	Alcohol/Drug abuse
Inappropriate behaviour outside of class/in corridors	Piercings	Inappropriate material (eg of a pornographic or offensive nature)	Smoking
Lack of cooperation in class/back chat.		Missing class/games without permission	Inappropriate conduct harming the image of the school
Shouting out inappropriately Failure to sign out of study Yr 13/14 Inappropriate use of Yr13/14 centre		Misbehaviour in school or whilst travelling to or from school in association with a school activity that puts other pupils or staff at risk.	Persistent failure to respond to guidance and correction Bringing an offensive weapon into school
Work related deadlines not met		Lateness to school (5 times in any four week period)	Inappropriate behaviour to a member of staff/prefect
Inappropriate entry into and/or when leaving a class			Systematic bullying
Chewing gum Spitting			Persistent lateness (if two cycles of Early Doors has already been completed)

## Appendix 2: Chain of Responsibility

Level 1 Misconduct	Level 2 Misconduct	Level 3 Misconduct	Level 4 Misconduct
Dealt with by <b>subject teachers/ form teacher/ librarian/study supervisors</b> (Staged approach to be followed as indicated below)	<b>In class:</b> dealt with by <b>Head of Dept</b>  <b>Outside class:</b> dealt with by <b>Head of Year</b>	Dealt with by <b>Head of Year/Senior Teacher</b>	Dealt with by <b>Pastoral Vice Principal/ Headmaster</b>
1. Verbal Warning	<b>Head of Dept:</b> Departmental detention (max of 2 per term before progressing pupil to Level 3)	Friday detention (max of 2 per term before progressing pupil to Saturday detention).	Suspension
2. Demerit 3. Additional Work	<b>Head of Year:</b> Academic monitoring card, Reward card.	Saturday detention (max of 2 per term before inviting parents in for a meeting).	Expulsion
4. Subject Detention		Parental interview ( <b>Head of Year/ Senior Teacher</b> )	
If outside of classroom, responsibility of member of staff to deal with			