

St Patrick's & St Brigid's College Positive Behaviour & Discipline Policy



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Policy on Positive Behaviour and Discipline

We, at St. Patrick's & St. Brigid's College, aim to ensure that all aspects of school life are firmly rooted in Christian principles and Catholic values. Every child in our school is an important human person, created by God and entrusted to us by parents. The discipline policy of St. Patrick's & St. Brigid's College is based on the development of respect with caring relationships among pupils, parents, teachers and support staff.

We have a duty of care which extends to pupils, teachers and other adult staff throughout the school.

AIMS

The Policy supports the delivery of the school's mission statement and is an integral part of the curriculum in practice. It should be read in conjunction with the Anti-Bullying and Pastoral policies and the Positive Behaviour Rewards programme run throughout the school. The policy seeks to:

- * develop in our pupils a sense of responsibility, self-discipline and respect for others, themselves and property
- * create an ordered and caring environment in which effective learning and individual growth is promoted
- * ensure that staff, pupils and parents are aware of the school's expectations of behaviour
- * provide guidelines and principles to promote positive relationships
- * provide guidelines and principles to deal with unacceptable behaviour

PROMOTING GOOD BEHAVIOUR

GOOD RELATIONSHIPS

It is our belief that good discipline is based, first and foremost, on good relationships between staff and pupils and high expectations of pupils in terms of behaviour and work. These principles extend to the interaction of the whole school community and St. Patrick's & St. Brigid's College seeks to promote a positive culture with friendly relationships at all levels.

CONTRIBUTION OF STAFF TO GOOD DISCIPLINE

The professional conduct of all staff is of central importance for effective discipline. Positive teacher influence stems from attitude, character, example, teaching skills and the rapport established with pupils. In return, teachers have the right to be allowed to teach, to be listened to and to expect the full support of parents and pupils in upholding the school's standards. Support staff will treat all students with courtesy and professionalism and in turn may expect to be treated at all times with respect and dignity. This is further elaborated in our staff Code of Conduct policy.

Teacher - Pupil Relationships:

WHOLE SCHOOL

Teachers will -
Meet and greet pupils on coming to class
Call all pupils by their Christian names
Listen to pupils and respect what they have to say
Consider pupils' intentions as well as their actions
Value individuality
Deal diplomatically with anti-social behaviour
Praise pupil achievement as often as possible
Use the PSE period to discuss implications of rules
Reward good behaviour in and out of the classroom using the PBM system
Avoid discussing individual incidents or pupils openly with uninvolved staff
Avoid sarcasm
Remain consistent

CLASSROOM PRACTICE

Teachers will -
Arrive punctually to class
Plan lessons with clear aims and objectives
Share learning outcomes and success criteria with pupils
Maintain high, realistic expectations of pupils
Establish a purposeful, listening environment
Check for and record absentees
Insist on silence when teaching to whole class
Move around the classroom
Be consistent and fair
Follow basic classroom expectations consistently
Avoid sarcasm and personal remarks
Avoid invading personal space
Maintain good discipline within the classroom alongside developing good relationships

CONTRIBUTION OF PUPILS TO GOOD DISCIPLINE

Pupils have the right to be taught effectively in a proper environment, to experience a well-balanced curriculum and to be treated positively and fairly. In return, they are expected to be co-operative and well mannered, to respect others and to contribute positively to school life. They must be familiar with the Code of Conduct in their homework diary(pages 12-18) having countersigned this in September.

The Code of Conduct is intended to be a positive encouragement towards caring for others. Within this framework, teachers will seek to draw pupils towards an understanding of a range of important issues through discussion in the pastoral programme, at registration and in conversation at break or lunchtime. Pupils will be encouraged to see the relevance of the Code of Conduct and parents will be informed of all such rules. Pupils are expected to follow the basic classroom expectations.

The Code of Conduct protects the rights and responsibilities of pupils, parents and teachers.

PARENTS' CONTRIBUTION TO GOOD DISCIPLINE

Close co-operation between home and school is essential for the maintenance of good discipline in schools. Parents have the right to expect adequate information, to be listened to and to know that their children will be safe, secure and properly taught. In return, parents have a legal responsibility to send their children to school and have additional responsibility to send them punctually, adequately prepared and smartly presented; to monitor their child's progress, to offer relevant information regarding personal and academic details, to meet with staff when necessary and to support school policies. They are expected to sign the Homework Diary each week and to immediately acknowledge teacher comments/notes. They should attend all parents' meetings called by the school to discuss their child's progress or behaviour. There is also a Parents' section in the homework diary.

Parents are expected to ensure that their child:

- attends school regularly
- arrives for school on time (09.15) and remains in school until 15:35
- attends throughout designated term times
- is in proper uniform
- attempts all homework's to the best of their ability
- abides by the Code of Conduct
- represents the school when requested to do so
- accepts sanctions where deemed necessary

Parents should sign formal homeworks when requested to do so as an indication that they approve of the standard of presentation of work submitted. Where a student is placed on Behaviour or Progress Report, parents should sign the report daily.

SANCTIONS

Working actively together, teachers, parents and pupils are able to focus on the positive rather than punitive side of discipline. It must be recognised, however, that there will be occasions when more serious breaches of discipline will occur and that some pupils will contravene school rules and accepted patterns of behaviour. Therefore, it is necessary to have a set of procedures and sanctions for dealing with such offences, which are clearly understood and agreed by all staff, pupils and parents.

The sanctions to be employed in respect of indiscipline will depend upon the nature and seriousness of the misdemeanour. Out traffic light PBM framework our supports and sanctions.

Detention

In the event of a pupil being placed in detention, parents will be given twenty four hours notice of when the detention will take place; parents should sign the detention

letter which will give the reason for and time of the detention period, to indicate that they are aware of the detention. Parents should note that the notice is for information only and not seeking parental permission. When a pupil fails to return a signed detention notice, a second detention may be given. Failure to attend a detention after a re-issue notice will result in internal suspension if a suitable explanation is not forthcoming. After-school detention cannot be negotiated for other times during the school day. The school expects parents' support in this matter.

Homework Club

In the event of a pupil being placed in homework club by staff, parents will be given twenty four hours notice of this. Parents should sign the letter to indicate that they are aware of the action issued. . Parents should note that the notice is for information only and not seeking parental permission. When a pupil fails to return a signed letter, a second letter will be issued. Failure to attend after a re-issue notice will result in after school detention, if a suitable explanation is not forthcoming. After-school detention cannot be negotiated for other times during the school day. The school expects parents' support in this matter.

Suspension and expulsion

When a misdemeanour is of a serious nature or all other sanctions imposed have not succeeded, a pupil may be suspended from school. Parents will be asked to meet with the Assistant Principal for a re-admission meeting. Expulsion of a pupil is the ultimate sanction for very serious misbehaviour. The Board of Governors reserve the right to decide what actions constitute such behaviour.

Conclusion

St. Patrick's & St. Brigid's College aims to promote a culture and climate of good discipline through the school. It aims to do this through working in close partnership between staff and pupils in the first instance.

Negotiate difficulties initially with the pupil, then by involvement of parents. Through cooperation and consideration of the concerns of each party, it is hoped that the college can promote a safe, purposeful learning environment.

The Behaviour and Discipline policy is reviewed annually by SENIOR LEADERSHIP TEAM. Copies are made available to governors for review each year. Parents, pupils and staff are consulted on the policy through a biennial school audit and the Student Council will be asked to review the policy annually. The policy seeks to implement the best practice outlined in the DENI document "Promoting Positive Behaviour".

Appendix 1

School Code of Conduct

ATTENDANCE AND PUNCTUALITY

1. We must attend school all day, every day.
2. If we are going to be absent, we must ask our parent(s)/carer(s) **to telephone the school before 9.30 a.m.** and to explain the absence, of whatever duration, in the attendance section of our homework diary. Parents of all absent pupils will be contacted each day by telephone and asked to supply a reason for absence. Pupils should also complete the attendance pages on their homework diary. All absences are to be explained in writing by parents and all notes are to be signed and dated. Where possible, we should avoid making dental/medical/hospital appointments for times during the school day. If it becomes necessary to make such an appointment during the school day, we should show our appointment card to the form-tutor. On these occasions, it may not be necessary to be absent for all of the school day.
3. For Child Protection and Health and Safety reasons, no student may be collected from, or leave school, without the authorisation of the Head of Year. If a pupil becomes unwell and wishes to leave the school premises he/she must report to their form tutor who will make a decision about the action to be taken. If pupils are given permission to leave they must be collected by a named, responsible adult and must sign out at the school office. **(For Child Protection reasons, access to the school is restricted, and by appointment only).**
All visitors must, in the first instance, go directly to the Main Office. Approved visitors who wish to go anywhere in the school beyond the Main Office, must wear clearly visible authorisation and identification at all times, and be prepared to co-operate fully with a member of staff if requested to do so. Such a request might typically be to return to the Main Office to confirm authorisation and/or identity.)
4. We should not leave the school grounds for any reason without the approval of the Principal or Assistant Principals. **(Parents should be aware that the Board of Governors, the Principal and Assistant Principals will not accept responsibility for students who absent themselves from school for any purpose without prior permission from the school authorities).**
5. We should always be punctual, in the morning (no later than 9.20a.m), after morning break, after lunch and, of course, for all classes. If we are late, we should politely and courteously apologise to the teacher concerned.
6. We must never be absent from class without permission.

7. If we are late, we should report to the school secretariat and ensure that our name is registered. Attendance is monitored in both the morning and afternoon. Pupils will only be allowed out of class, if it is absolutely necessary.
8. In the case of absence with leave e.g. a family holiday in term-time, a written letter of application should be forwarded to the Principal (in her capacity as Secretary to the Board of Governors) at least one month before the proposed holiday is to take place. Permission is normally granted only on compassionate grounds and parents must have indicated in the letter of application how they intend to help the child(ren) compensate for the loss of teaching/learning time. If the Board of Governors does not grant permission, and this ruling is ignored, the absence(s) will be declared unauthorised and this information will be made available to the Education Welfare Service.

BEHAVIOUR - TRAVELLING TO AND FROM SCHOOL

9. On the way to and from school, or on any occasion when we are wearing our school uniform, we should behave in a sensible and responsible manner. We should also be courteous to bus-drivers and members of the general public. When in uniform we are representing the school and, as such, should act as role models of good behaviour.
10. When travelling on a school bus, our behaviour must be such that we do not distract the driver, thus putting others at risk of injury or even death.
11. We should only travel on the school bus assigned to us, unless granted permission by an Assistant Principal. Those pupils using the subsidized, private bus service should bring their weekly fare to the relevant teacher or member of the school's administration, at the designated place, first thing at the beginning of each school week. Failure to do so may mean exclusion from the private bus-service.
12. **We should not ask the bus-driver to stop the bus before it arrives at school or expect him to wait unduly in the afternoon.**
13. **On arrival at school by bus, we should not go down into the village without the permission of the Principal or Assistant Principal.**
14. Pupils whose behaviour is considered dangerous either to themselves or other pupils, may be excluded from the private bus service or any bus service for short periods of time.

BEHAVIOUR - INSIDE THE SCHOOL BUILDINGS AND GROUNDS

1. As it is dangerous to run inside the school buildings, we should walk at all times.
2. The front foyer (Office/Administration Area) is out of bounds (unless a pupil has to visit the School Office or the Principal's Office). Persistent infringement of this may lead to disciplinary sanctions being applied.
3. If corridors or staircases are crowded, we should walk on the left hand side. As well as this, we should walk quietly, without fuss or rowdiness. Pupils must show respect for adults on the school corridors.
4. Schoolbags must not be left on corridors, nor should they be brought to the canteen. Bags should be placed on hooks and kept off the floor. Pupils should not place their bags so that they obstruct doorways, stairs or lifts.

BEHAVIOUR- SCHOOL WORK

Pupils must adhere to the published 'Basic Expectations' behaviour rules which are clearly displayed in all classrooms.

1. All students must carry, and use at all times, the official **School Homework Diary** which monitors work and behaviour. **Parents** are requested to **inspect** and **sign** the **Homework Diary** at the **end of each school week**. **Such signatures should be legible. The School Homework Diary is each pupil's most important book.** It must be treated with care and contain all the information requested. The date must be written in for each school-day and all assignments, homeworks /coursework must be written down and completed. Emergency information such as back-up telephone numbers for parent(s)/carer(s) or nominated relative(s) must be provided. **This diary remains the property of the school. Pupils must submit their homework diary to teaching staff when requested to do so.**

2. We should show respect for others by working sensibly in lessons and by not disrupting the lessons of others. We should put up our hand to answer questions and not call out. When the teacher talks to the whole class we must be quiet and pay attention.
3. We should make sure that we bring the correct books, folders, pens, pencils and other equipment such as rulers to all lessons.
4. We should take care of all books and write only our name, the subject, our form group and address on books, exercise books or jotters.
5. Graffiti is not acceptable anywhere in the school and especially not on books. This includes doodles, drawings, obscenities or any form of sectarian, racist or political symbol, memorabilia or statement.
6. In class, we should behave in an orderly and mannerly way so that teachers can teach, and other pupils can learn, in a happy, relaxed and mutually supportive learning environment.
7. It is forbidden to chew gum or eat in class. Pupils have permission to drink water in class subject to the teacher's approval.
8. Pupils are expected to use toilets before school, between lessons, during morning-break or at lunch-time. Unless a health certificate, specifying a urinary related health problem is issued by a doctor and forwarded to the school, pupils should not ask to go to the toilet during lessons.
9. We should obey our teachers and avoid distracting others or engaging in any form of disruptive behaviour.
10. Each student must use the desk and chair assigned to him/her in each particular room. If requested to move to another desk and chair, to facilitate a teacher's educational purposes during a lesson, students should comply immediately with such a request. Make sure the area where you have worked is clean and tidy before you leave the room.
11. Students should not enter a classroom, especially a workshop, HE Suite, IT room, the Music Suite or a laboratory, unless accompanied by a teacher. Students should enter and leave classrooms in an orderly manner as directed by the teacher. Pupils must not leave the lesson at any time without the teacher's permission. Specific classroom rules and safety instructions must be followed and expensive equipment and facilities such as those found in IT, Science, Design and Technology, Home Economics, Art and Design and Music classrooms must not be abused, misused or damaged.
12. We should only 'pack away' when our teacher tells us.
13. All students must take part fully in P.E. classes and school activities unless exempted on health grounds by a doctor. Evidence of such medical certification will normally be sought. Students must tog-out fully for P.E. and games wearing the proper PE kit.
14. Students must return to class on time after P.E. in their school uniform. (For after-school activities or when representing the school, pupils should wear the appropriate sport kit). Failure to bring P.E gear will normally lead to sanctions such as supervised written work relating to current learning or detention. If alternative sportswear is provided, it must be worn. Repeated failure to bring appropriate PE gear will lead to further sanctions such as detention and suspension.

RESPECT FOR SELF AND OTHERS

1. Loud, rough, boisterous or dangerous play - so-called 'messaging about' of any degree - is strictly forbidden.
2. We should hold the door to welcome a visitor or to allow adults to walk through first.
3. We should behave courteously and show respect for ourselves, and avoid using obscene or abusive language.
4. We should treat our fellow pupils with respect and treat them as we would like them to treat us. We must avoid making any personal comments relating to them, their friends or their families. We should be friendly to each other and not isolate other pupils.
5. We should avoid any kind of behaviour which might cause distress and physical violence must be avoided at all times.
6. **All pupils are encouraged to report incidents of bullying which will be dealt with most severely. (Please refer to the Anti-Bullying Policy).**
7. We should also behave courteously and show respect to all adults working in the school community

RESPECT FOR THE SCHOOL AND ITS FACILITIES

1. We should treat our school's property and the property of others with respect. It is wrong to damage the property of others. Vandalism is a form of theft. Such damage must be paid for.
2. We should put litter in the litter and recycling bins and keep the school buildings and grounds neat and tidy. Offenders may be given litter-duty.

3. Interference with fire alarms or fire-fighting equipment will lead to suspension. It is highly dangerous and a criminal offence to interfere with such vital equipment.

RESPECT FOR THE SCHOOL UNIFORM AND ONE'S PERSONAL APPEARANCE

1. The full school uniform must be worn at all times. All items should be clearly marked. School skirts must not be worn shorter than 4 cms above the knee and socks (if worn) must be worn to the knee. Tights must be worn from after the Halloween break to after the Easter break.
2. Students arriving at school without full uniform should expect a sanction.
3. The school uniform should be worn proudly e.g. the shirt should be buttoned at the neck and the regulation school-tie worn. No part of the tie should be tucked into the shirt and the shirt itself should be tucked into the top of the trousers/ skirt. Black shoes must be worn.
4. Vans, Converse or similar style footwear is not permitted. Black boots are not acceptable as they pose a danger during a violent incident. Pupils wearing unsuitable footwear will be expected to wear replacement shoes provided on a daily basis by the school. Heels should not exceed 4 cms. Boys must wear black or navy socks.
5. Students should only wear badges approved by the school (prefect badges etc. One charity badge is permitted).
6. Jewellery is limited to one stud earring, worn on each earlobe. Spacers/stretchers and studs which extend beyond the back of the ear are not permitted to be worn. A watch may also be worn. Rings should not be worn as these are potentially dangerous in P.E. and practical lessons. Unapproved jewellery may be confiscated and may, depending on the circumstances, be returned only to a parent.
7. Any visible form of body-piercing or tattooing is strictly forbidden. All forms of facial decoration are forbidden and pupils are not permitted to insert any form of nose, tongue, eyebrow stud or any other such object. Where this has occurred, pupils will be required to remove the offending article immediately, when requested to do so. Plasters must not be used for concealment.
8. Pupils are expected to wear their hair neatly as if presenting themselves for a job interview. Extreme hair styles, cuts and/or colours are not acceptable. Male pupils who shave are always expected to be clean-shaven.
9. Make-up and nail polish are not permitted anywhere on the school premises, school outings (except for the School Formal) and on school trips, unless as otherwise agreed for senior pupils. Pupils will be expected to remove excessive makeup and remove nail varnish.

RESPECT FOR RULES ABOUT THINGS WHICH ARE FORBIDDEN

1. All forms of gambling are prohibited anywhere in the school buildings, grounds, in the immediate neighbourhood of the school, school buses or during school activities, trips or outings.
2. We should not bring anything into the school buildings, school grounds, the immediate vicinity of the school, school buses, or during school activities, trips or outings, to sell to other pupils.
3. We should not bring alcohol or **any illegal drug or substance** into the school buildings, the school grounds, the immediate vicinity of the school, school buses, activities, trips or outings. Where a doctor has prescribed medication for a pupil, this information should be forwarded to the Principal, Assistant Principals and the Health and Safety Officer.
4. It is absolutely forbidden to bring any type of cigarette, matches, lighters into the school buildings, the school grounds, the immediate vicinity of the school or school buses, activities, trips or outings or to smoke anywhere in the school buildings, school grounds, in the immediate vicinity of the school or into school buses, school activities, trips or outings.
5. Other items which should not be brought into school buildings/school grounds/the immediate vicinity of the school, school buses or activities, trips or outings include - chewing gum, laser pens, aerosol sprays, portable stereos, fireworks and items of value. Tippex should not be used.
Use of electronic media, which includes mobile phones, Ipods, MP3 players, data storage devices is covered in a separate Policy.
6. No substance, items or material that can be offensive, dangerous, distracting or inappropriate should be brought into the school buildings, school grounds, school buses, the vicinity of the school, school activities, outings or trips.
7. Sums of money should not be brought into the school buildings or the school grounds unless such money is for the school bank or other education-related purposes. This money should be given to the relevant teacher or administrator as early as possible.
8. Any form of knife, including pen knives, or anything which could be considered to be an offensive weapon must not be brought into school buildings, the school grounds, the immediate vicinity of

the school, school buses, school activities, trips or outings. If in possession, a pupil will be asked to hand it over.

RESPECT FOR PERSONAL PROPERTY

1. Students are responsible for their own property and the school's property which they have use of, i.e. Homework Diary, books, schoolbags, Science, P.E and games equipment. Items of property lost or misused may be charged for. All items of personal property must be removed from the school premises at the end of school each day.
2. No responsibility is accepted by the school for lost, damaged or stolen property.

CANTEEN RULES

- All pupils must enter the canteen in an orderly fashion
- All pupils must listen clearly to the instructions of the adults present in the canteen
- All bags must be left in the main school corridor before entering the canteen.
- Tables must be tidy, all trays returned and spillages reported before leaving the canteen.
- All pupils must go to the canteen at lunchtime. No pupil can leave the canteen until 10 minutes of the lunch sitting has elapsed, unless otherwise directed by a lunch-time supervisor.
- Lines to the serving areas and the payment machines must be in single file (no skipping).
- Pupils are not permitted to take any cutlery, food or drink from the canteen.
- All items bought in the canteen must be consumed in the canteen.

In ensuring that students adhere to the school rules as listed, the school reserves the right to impose sanctions which may be used as and when necessary. Examples of such sanctions have been already alluded to. They have been derived from the School Disciplinary Policy which has been agreed by parents, teachers and governors and interpreted and applied, on their behalf, by the Principal. Participation in school tours, outings and activities such as the school formal or representing the school is conditional upon a satisfactory record of school-work, homework and behaviour. Internal suspension (pupils removed from timetabled classes, provided with work and supervised) is a serious sanction which the school may use. This sanction will only be used when other less serious sanctions have been exhausted.