

Positive Behaviour & Discipline Policy

St. Patrick's & St. Brigid's College, Claudy



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 and Positive Behaviour Management framework run throughout the school. The policy seeks to:

- * develop in our pupils a sense of responsibility/resilience/ 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 POSITIVE 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.

ACHIEVEMENT SCHEME

The school operates an 'Achievement Scheme' run by our Achievement Lead – Miss A. Kelly. Pupils can receive SIMS achievement points for a variety of reasons e.g. positive behaviour, contribution in class, homework, representing the school etc. Half-termly achievement assemblies are held to recognise and reward pupil achievements. At these assemblies, the school endeavours to mention external achievements as well.

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 short, staff have to demonstrate respect. 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 pupils 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 aim to consistently:

- Apply SPB basic classroom expectations (see appendix 3)
- Follow agreed 'Welcome and End' (see appendix 2)
- 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 Form Time period to discuss implications of

CLASSROOM PRACTICE

Teachers will aim to consistently:

- Arrive punctually to class thereby demonstrating professionalism
- 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 full pupil attention when teaching to whole class
- Move around the classroom

their choices

- Reward good behaviour in and out of the classroom using the Achievement system
- Avoid discussing individual incidents or pupils openly with uninvolved staff or other pupils
- Avoid sarcasm
- Avoid personal comments either in class or to a pupil 1:1.

- Be consistent and fair with all pupils
- Apply the classroom expectations consistently (see appendix 3)
- Avoid sarcasm and personal remarks
- Avoid invading personal space
- Maintain good discipline within the classroom alongside developing good relationships
- Engage in damage repair (restorative practice) when deemed necessary
- Follow up on curriculum issues

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 pupil planner having countersigned this in September and are expected to follow the basic classroom expectations.

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, teachers and all staff in the school.

PARENTS' CONTRIBUTIONS 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 Pupil Planner 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 Pupil Planner.

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 (including full PE uniform on PE days)
- attempts all homework 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 check Pupil Planners (formerly diaries) regularly and sign formal homework when requested to do so as an indication that they approve of the standard of presentation of work submitted. Parents are also required to sign off on the codes of conduct and GDPR documents in the pupil planner.

Supports

In order to create a climate where there is mutual respect and good discipline the school has put in place a series of supports to enable the pupils to succeed. It is the aim of our school to place supports before sanctions to help our pupils to experience success. The table below lists a range of supports that may be used:

Support	Action
Clubs	Homework Club
Report Book	Pupils report to FT/HOY/SLT daily where report book is monitored
Letters	Commendation Department Concern General concern Attendance Concern
Meetings	PTM New year information meetings Year 8 and 11 Milestone Parent with Form Teacher Parent with Head of Year Parent with a member of SLT Parent with SENCO Parent with EWS-EPM EWO-pupil Annual Reviews MAST Social Services-Case Planning meetings/Case conferences/LAC reviews
After school activities	Extra-curricular clubs Revision classes
Referrals	In-school Referrals Learning Mentor Wellbeing Lead ICPCC Counsellor Learning Support External Referrals

	EA EWS EA Behaviour Support Team EA SEN EA Educational Psychologist EA CPSS ASD Team Services MAST EOTAS CAMHS Gateway
Health and emotional wellbeing	AWARE NEXUS PSNI Action for Children Whistle Project/Waterside Hub Dry Arch Centre Cedar Foundation Jigsaw project

SANCTIONS

Working actively together, staff, teachers, parents, pupils and relevant support agencies 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. Each individual case will be judged on its merits. A non-exhaustive list of strategies and interventions for teachers to use can be found in Appendix 5.

SIMS Behaviour Points

If a teacher deems a pupil's behaviour to be persistently unsatisfactory, they may record the incident on SIMS. Each comment added equates to a 'behaviour point'. Pupils will accrue points throughout the year. Reaching certain milestones may trigger one of the sanctions listed below.

Break/Lunch Detention

Pupils can be issued with a break/lunch detention by any teaching member of staff. Pupils are expected to comply with this. Pupils will be afforded the opportunity to use the toilet.

Detention

Detention can be issued by Heads of Year, Heads of Department and SLT. 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 (15:35-16:35 Tuesday/Friday - SLT detention), to indicate that they are aware of the detention. Parents should note that the notice is for information only and not seeking parental permission. It is imperative for a parent to sign the letter to ensure their son/daughter returns home safely. Arrangements are the responsibility of the parent. The school cannot be expected to chase up letters if not returned to school. When a pupil fails to return a signed detention notice, a second detention will 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.

Internal Suspension

Internal suspension is the final step on the disciplinary ladder before external (official) suspension. It involves the pupil being withdrawn from their normal classes and housed by their FT/HOY/SLT. They may be instructed to take a different break/lunch than their normal timetable dictates. They may be housed in the canteen during their lunch. Toilet breaks will be provided as and when necessary.

Suspension

When a misdemeanour action is of a serious nature or all other sanctions imposed have not succeeded, a pupil may be formally suspended from school. Parents will be asked to meet with the Principal, Assistant Principal, SLT or Head of Year for a readmission

review meeting. At this meeting, pupils and parents will be asked a series of questions to reflect the behaviour which led to the suspension (see appendix 4) and plan a way forward. If a pupil is suspended multiple times, this may trigger a meeting with the Board of Governor's sub-committee for discipline to discuss the behaviours concerned.

Expulsion

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.

Staff will 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 the Senior Leadership Team and ratified by governors. 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 pupils are going to be absent, they must ask our parent(s)/carer(s) to telephone the school before 9:30am and to explain the absence, of whatever duration, in the attendance section of the Pupil Planner. Parent(s)/carer(s) of all absent pupils will be contacted each day by telephone and asked to supply a reason for absence. 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 pupil 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. Pupils should not leave the school grounds for any reason without the approval of a member of SLT. **(Parents should be aware that the Board of Governors and general staff will not accept responsibility for pupils who absent themselves from school for any purpose without prior permission from the school authorities).**
5. Pupils should always be punctual, in the morning (no later than 9.15am), after morning break, after lunch and, of course, for all classes. If pupils are late, they should politely apologise to the teacher concerned and explain their tardiness.
6. Pupils must never be absent from class without permission.
7. If pupils are late, they should report to the school secretary and ensure their 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 at least one month before the proposed holiday is to take place. He will then table this to the Board of Governors. 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 a member of SLT. Those pupils using the subsidized, private bus service should bring their weekly fare to the school's office staff 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, pupils should not go down into the village without the permission of a member of SLT.
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, pupils 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, pupils should walk on the left hand side. As well as this, pupils 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 'Three Guiding Principles', agreed by the whole school community which are clearly displayed in all classrooms.

1. All pupils must carry, and use at all times, their Pupil Planner which monitors work, homework and facilitates teacher/parent communication. Parents are requested to inspect and sign their child's Planner at the end of each school week. Such signatures should be legible. The Pupil Planner 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 Planner remains the property of the school. Pupils must submit their Planner to teaching staff when requested to do so.
2. Pupils 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. Pupils 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 and our form group/class group on books and/or exercise books.
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. Pupils should obey our teachers and avoid distracting others or engaging in any form of disruptive behaviour.
10. Each pupil 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, pupils 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. Pupils should not enter a classroom, especially a workshop, HE Suite, IT room, the Music Suite or a laboratory, unless accompanied by a teacher. Pupils 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. Pupils should only 'pack away' when the teacher advises.
13. All pupils 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. Pupils must tog-out fully for P.E. and games wearing the proper PE kit.
14. Pupils 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 and/or the privilege of wearing P.E kit to school (full uniform would then be required).

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 Addressing 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.
4. Pupils are not permitted to climb school fences

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 should be knee length which means when standing straight the hem is on the knee.
2. Pupils arriving at school without full uniform should expect a sanction. Ties can be borrowed for 50p from a pupil's HOY or the Assistant Principal.
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 canvas style footwear is not permitted. Fully black leather converse (or similar) are allowed. 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. Boys must wear black or navy socks.
5. Pupils should only wear badges approved by the school (prefect badges etc.). One charity badge is permitted.
6. Jewellery is limited to two pairs of stud earring, worn on each earlobe. Hoops are not allowed. 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. Plastic retainers are allowed. In certain cases pupils may be asked to wear a plaster over any unsuitable/illegal piercings.

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.
9. Make-up and nail polish are not permitted anywhere on the school premises, school outings 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. Pupils 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. Pupils 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 Assistant Principal and the relevant pastoral team.
4. It is absolutely forbidden to bring any type of vape (e-cigarette), cigarette, matches or 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 office staff 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. Pupils are responsible for their own property and the school's property which they have use of, i.e. Pupil Planner, 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

1. All pupils must enter the canteen in an orderly fashion.
2. All pupils must listen clearly to the instructions of the adults present in the canteen.
3. All bags must be left in the main school corridor or alternative bag drop areas before entering the canteen.
4. Tables must be tidy, all trays returned and spillages reported before leaving the canteen.
5. All pupils must go to the canteen at lunchtime (or the covered area if eating a packed lunch).
6. Lines to the serving areas and the payment machines must be in single file (no skipping).
7. Pupils are not permitted to take any cutlery, food or drink from the canteen.
8. All items bought in the canteen must be consumed in the canteen.

In ensuring that pupils 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.

SPB College Classroom routines: Welcome & End



Welcome:

1. Meet & Greet with a smile at classroom door, uniform checking.
2. Planners, books and equipment placed on table from allocated seat.
3. Starter activity & Prayer (P.1: '*Guardian Angel*' & P.8: '*Lord's prayer*').
4. Register.

End:

1. Recording of Homework.
2. Positive feedback – *verbal recognition/SIMS achievement points*.
3. Pupils pack away quietly/tidy up.
4. Teacher begins dismissal from the door – pupils remain seated.
5. Pupils leave row by row or as instructed (two-way thank you whilst leaving).

Three guiding **SPB** principles

1. **S**how respect



2. **P**repare for learning



3. **B**e your best



Appendix 4 – Suspension Review
Document



RETURN FROM SUSPENSION REVIEW

Name: _____ Class: _____ Date: _____

Reason for Suspension: _____

What happened?
What were you thinking and feeling at the time?
What are your thoughts and feelings now?
Who has been affected by it and in what way?
How could things have been done differently?
What has been done / do you think needs to happen next?
Has the pupil accepted his actions and shown readiness to return to school? YES / NO
Additional Comments: (E.g. Conditions for return)

Pupil: _____

Parent: _____

Head of Year / SLT: _____

Pro-forma to be returned to
Assistant Principal

Appendix 5 – SPB Behaviour Management Strategies and Interventions



Strategies

- 'Welcome/End' strategies met
 - Teacher on time to greet class
 - Positive approach/language
 - Fully planned lesson (with differentiation)
 - Remind of 3 guiding principles
 - Quiet word/reasoning
 - Praise/Recognition Board
 - Ask pupil a question (distraction)
 - Sit beside challenging pupil(s) and offer support
 - Teacher redirect pupil focus to task in hand
 - Step outside – deal with instantly (do not leave pupil outside)
 - Repeat instructions
 - Seating plan – move seats (beside positive pupil to model behaviour)
 - Peer support – placement of children
 - Get class attention (clap/silence/countdown)
 - Giving challenging pupils responsibilities e.g. giving out books
 - Eye contact
 - Body language
 - Tone of voice
 - Move around room
 - Understand pupil background – SEN/Pastoral
 - Use/placement of CA
 - Remain calm and professional
-
- Pupil pursuit
 - Observations (visiting a colleague or SLT observing to support)
 - Class conference
 - Behaviour Support Team
 - Whole staff CPD

Classroom Teacher/HOD

Form-Tutor

Head of Year

SLT

Principal

BoG

Interventions

- Speak to pupil during/at end of lesson. Remind of 3 SPB guiding principles
- Break detention*
- Lunch detention* (*carried out by class teacher/HOD where possible)
- Phone call home (liaise with FT)
- SIMS comment – 'Unresolved'. Record strategies/interventions used and actions taken
- Department Letter of Concern
- Removal of pupil using 'buddy system'
 - Last resort
 - Teacher should carry out reparative work before next lesson
- **Referral to Form-Tutor**
 - FT report
 - FT letter of concern
 - Phone call to parent
 - Parental meeting
- **Referral to Head of Year**
 - HOY report
 - HOY letter of concern
 - Parental phone call
 - Parental Meeting
 - Internal suspension (1/2 day)
 - Referral to pupil mentor
- **Referral to Assistant Principal/SLT**
 - SLT report
 - Parental phone call
 - Parental Meeting
 - Internal/External suspension
 - Referral to external agencies
 - Class visits/removal of pupil(s)
 - Mentoring
- Referred to BoG subcommittee for discipline/Consultative meeting