

St. Joseph's Grammar School

Scoil Ghramadaí Naomh Iósaf



Positive Behaviour Policy

2016 - 2017

POSITIVE BEHAVIOUR POLICY – 2016-2017

“The Grace of God is in Courtesy” (Belloc)

Discipline in the school is traditionally excellent and is organised for the good health, good training and happiness of the students as a body. Christian courtesy is the keynote. Students are encouraged to treat each other considerately and to practise charity in its widest sense. Younger students assimilate school standards and attitudes from those older; senior students encourage and maintain discipline in all areas of school life.

Students are representatives of the school and their conduct should reflect credit on themselves and on all members of the school community. In dress, attitude and demeanour their standards should be exemplary.

Self-Discipline is the key to communal discipline. School rules are laid out in the students’ planners and are discussed in PD class on a regular basis. The inculcation of high personal standards born of self-esteem is an integral part of the Pastoral Care system. In working with others, students are working for themselves.

As Individuals

Students are expected to behave in a mannerly, honest, open and cooperative way. They must respect the dignity and property of others and of school and treat facilities and fittings with the same care and respect as in their own homes. They may not impinge on another student’s right to learn or encroach on their privacy. Under no circumstances should another student’s dignity or character be attacked by word or deed. Responsibility in the spoken and written word is to be nurtured and emphasised.

Bullying

Bullying may be defined as:

“Any deliberate repeated action by word, deed or intent which causes harm or distress to anyone”

The school believes that every student has the right to attend school; free of intimidation of any kind and that every student has the duty to respect each other’s person, property, time and point of view. To this end any individual or group act of bullying is viewed as a serious offence against the individual and the school community. Any such complaint will be thoroughly investigated and the parent/guardian notified. Where it is deemed necessary, a psychologist will be involved and in more extreme incidents it will be punishable by suspension or expulsion.

Communication Between School and Home

It is our experience that we can best support our students to achieve their potential when there is a sound relationship between home and school. School reports and parent teacher meetings are important channels of communication between school and parents/guardians. The student planner is an equally important mechanism for communicating with parents/guardians and who are reminded that they should sign their child’s planner weekly. If there any changes in home circumstances that parents/guardians feel may affect their son/daughter’s behaviour or progress, they should contact the form teacher and any information will be passed on to subject teachers on a need-to-know basis. Where a student’s behaviour/progress is a cause for concern, parents will be alerted either via the student planner, by letter or by a telephone call. In some instances parents will be invited into school to discuss their child’s progress in the course of the school year if it becomes clear that there are difficulties and that the student needs additional support. Parents will receive a behaviour report on their son /daughter twice a year.

Penalties for Infringement of School Rules

The purpose of the school's Positive Behaviour Policy is to clearly set out the minimum standards of behaviour expected and to therefore avoid incidences of indiscipline. Its purpose is also to establish the steps the school will take to deal with behaviour it deems unacceptable. The school continues to insist on high standards of behaviour for a number of reasons:

1. In partnership with parents/guardians, the school takes responsibility for the holistic education of the child and this involves helping pupils to develop appropriate standards of social and moral values and behaviour.
2. There is a direct correlation between positive behaviour and cooperation and high levels of academic success.
3. In preparing pupils for adult life and work, the school aims to mirror expected attitudes and behaviours that are deemed necessary for success in the workplace and in adult life.

Where they occur, the school's response to incidences of indiscipline is intended to be proportionate, predictable and fair.

Minor incidences are properly dealt with by the subject teacher on the spot and if necessary, recorded on SIMS for the attention of parents and the form teacher.

It is recognised that at times less formal discipline strategies, such as a quiet word after a lesson has ended or removal of a privilege, can be as effective in correcting a pupil's misbehaviour and these are used regularly by staff to prevent the escalation of any inappropriate behaviour.

Buy back system

Planner pages allow for a form teacher to mark in the comments which the pupil has accrued through SIMS under the heading positive behaviour category and negative behaviour category. **Five** negative comments will result in an after school detention. However, there is scope for a student to cancel out a negative "Academic" comment before a detention would be due. This can be done by the accumulation of **three positive comments**. Disruptive behaviour or homework not done or incomplete homework is considered to be a more serious matter, and remain permanently on a student's record and cannot be cancelled out.

When more serious and /or repeated incidences of indiscipline do occur they will be investigated thoroughly by the school and pupils may be interviewed and asked to write an account of any such incident. Members of staff will routinely make notes during, or as soon as possible after, a telephone conversation or a meeting with pupil, parent or third party. These notes will form part of the relevant student's record in the main office. Where appropriate, more formal sanctions will be employed by the school and these are listed below in ascending order of seriousness. Most pupils quickly learn from their mistakes and only rarely does school have to impose successive after-school detentions. **However, pupils and parents should note that when a pupil has served two after-school detentions in a school year and would be due a third detention, suspension out of school for a period of not more than two days may be imposed in lieu.** In consultation with the SENCO, it may be considered necessary to refer a matter to the EWO or other external professionals to provide additional support.

Listed below are the sanctions available to school:

1. Lunchtime detention
2. After-school detention – 3.40pm to 4.40pm
3. Retention on a Baker Day
4. Saturday detention
5. Suspension in school
6. Suspension out of school
7. Expulsion

A pupil missing a detention for a second time will result in the pupil serving Retention day or a Saturday detention.

The above are in ascending order of seriousness. **Any member of staff may impose 1 or 2 above.** The Principal may impose numbers 3, 4 and 5. The Principal may impose 6 and 7 with the agreement of the Chairman of the Board of Governors. The Board of Governors has the right of suspension and expulsion on the Principal's recommendation. Parents may request a copy of the school's suspension/expulsion policy by writing to the Principal, Mrs G Donnelly.

Entrance to the school is taken as acceptance by both parent and pupil of all aspects of the school rules and discipline policy. Breaches of the rules will be punished on an ascending scale of severity as outlined above in the Behaviour Policy and at the discretion of the school. Pupils and parents are expected to give their full co-operation and support in the enforcement of the rules and of discipline in general. Refusal to support any aspect of the discipline policy will be regarded by the school management as an intention to withdraw the pupil from the school forthwith.

Focus for Improvement 2016 – 2017

- Students are to take pride in their personal appearance and follow school regulations with regards to uniform inside and outside of school.
- Students must take care that their spoken and written language including online activity is respectful and of the highest standard.
- Litter is everyone's responsibility – pupils who litter will be asked to carry out litter duty from 1-130 the next lunchtime.
- Students must abide by the school's mobile phone policy and are reminded to act with responsibility when on-line.

Behaviour and Good Manners

1. Pupils must observe high standards of courtesy, consideration and good manners in public places and in school.
2. All pupils must show respect to peers, teachers and other adults and should make visitors to the school welcome at all times.
3. "Please" and "Thank you" are simple courtesies that must be used in and out of school.
4. Pupils should open doors for others and allow adults to go through a doorway first. Doors should be held open for other coming behind.
5. Pupils must maintain quiet and orderly behaviour in school corridors and stairways.
6. Pupils must be punctual for each class, registration and other school events. Those who are late must volunteer an apology and an explanation as soon as they arrive.
7. **A pupil involved in fighting for any reason will serve an in-school suspension. Any subsequent involvement in fighting will automatically result in an out-of-school suspension.**
8. Pupils must not use offensive language, written or oral, nor gestures.
9. Teachers have the right, given adequate reason, to refuse permission to a pupil to take part in a school trip/event and to send a pupil home from a school trip for misbehaviour.
10. All school functions e.g., formal, trips, will be organised in line with the school ethos and policies.
11. **A pupil who plays truant from school or deliberately misses class will be required to serve a one-day suspension out of school. This sanction will be notified to the Chairman of the Board of Governors and to the SELB and is noted permanently in a pupil's school record.**
12. Pupils must not use the school as an address at which to receive letters or other material.
13. Acceptable eating habits are required in the canteen and pupils must leave tables cleared and clean and chairs pushed in. Pupils must observe instructions given by supervising prefects and staff in the canteen, which are intended for their health and safety.

14. Eating and drinking during or in between classes is not permitted without permission.
15. It is customary when in class to greet a member of staff /visitor when they are entering or leaving the room.
16. **Cyber-bullying or text bullying is forbidden and will attract the most severe sanctions when proven.**
17. Any behaviour which brings the school into disrepute is deemed to be a serious breach of discipline and will be dealt with as such. This includes pupils' online behaviour. **Abusive/inappropriate comments directed at another person will attract the most serious sanction in line with student policies.**
18. Any pupil who uses racist language will be given citizenship lessons. Any further instances will result in more serious sanctions being applied.
19. **A fight can be defined as any physical contact, whether intended to do harm or not.**

Safety and Security

1. Pupils must obey all rules on safety.
2. Pupils who travel to school by bus are not permitted to disembark in the village before arriving at school.
3. Pupils must not interfere with fire extinguishers or alarms.
4. Pupils must follow strictly and promptly the instructions for emergency evacuations.
5. Pupils must obey to the letter the instructions of their teachers and in particular during practical subjects, PE and games.
6. Pupils must summon a teacher immediately if another pupil is injured.
7. **Pupils should immediately report any safety hazard to a teacher or member of staff.**
8. School bags and other pupil equipment must only be left in the clearly designated areas.
9. Pupils are not permitted to use Tippex, other correction fluids or materials. (**Please note:** All public exam boards impose penalties for use of correction fluid).
10. The use of spray deodorants or other aerosols is not permitted.
11. Pupils in years 8–12 are not permitted to leave the premises, except with prior written permission and only after having been signed out by parent/guardian.
12. Lockers are only issued to pupils on the understanding that they are to be used appropriately for storing school related items. Lockers must remain locked at all times and keys returned at the end of the school year to the Form Teacher. No valuables should be stored in lockers. For health and safety reasons, books, files or other equipment placed on top of or in front of the lockers will be confiscated. School reserves the right to withdraw the privilege of lockers from those pupils who do not use them as permitted. Keys which are not returned at the end of the year will incur a £5 charge.
13. Pupils are permitted to go to their own locker only before school assembly, at break, at lunch and after school and not at any other time. Pupils may collect their blazer for home time at lunch break.
14. Pupils are not allowed into classrooms except with the permission of a teacher and must wait in single file outside the classroom until the teacher arrives.
15. As a Health Promoting school, we actively discourage students from bringing sweets or fizzy drinks to school for their own or other's use. Pupils who do so for purposes of selling these items will be suspended.
16. Pupils are not allowed to smoke tobacco, drink alcohol, use e-cigarettes or take noxious substances in school or on school-related activities regardless of parental attitude and in line with our Anti-Drugs Policy.
17. **Except where subject teachers have requested it,** students should not bring in valuable items to school such as phones, MP3 players or i-pods.
18. The owner's name should be marked clearly on books, bags and on all articles of clothing, footwear and sports equipment. The school is not responsible for finding or replacing items lost by pupils.
19. Pupils may only use their phone in line with the schools policy.

20. Pupils are not permitted to bring vehicles onto the school grounds, without first providing the Assistant Head of 6th Form Mr P. Wallace with all the appropriate documentation. Only brothers/sisters may travel with pupils who have been given this permission.
21. Pupils are not permitted to take their car to collaboration classes and must take the transport provided by school.
22. All road signs, road markings and speed limits must be strictly obeyed. Senior students who have been granted permission to bring a vehicle to school must park in the chapel car park between 8.50 – 3.30 pm.
23. For the safety of all pupils, parents are requested to collect pupils from the chapel car park only at 3.30pm.
24. Pupils should avail of toilet facilities before morning assembly, at break or at lunch time rather than between lessons.
25. All pupils should use the toilet facilities with due regard to issues of health, safety and hygiene.
26. Pupils must not run in the corridors.
27. In corridors pupils must walk on the left in a single file, carry schoolbags on the right so as to avoid damage to paintwork and woodwork.
28. Pupils must not sit on the floor in the corridors or on stairways.
29. Firedoors and outer doors must be kept shut. Emergency exit doors should be left free and accessible.
30. Pupils must not interfere with heaters, electrical appliances or fire extinguishers.
31. Pupils must not behave in school at any time in such a way as to cause damage to furniture, lockers, windows or equipment or to cause injury to themselves or other pupils. Parents/Guardians of pupils who do cause damage will be liable for the cost and school discipline procedures will be invoked.
32. Pupils are expressly forbidden from bringing any type of fireworks into school and will be suspended if they do so.
33. Pupils coming to and from school must use the footpaths and pedestrian gates where provided.
34. Pupils who travel to school by bus and disembark or board the bus on school premises are not permitted to leave the school grounds before or after school as this is a health and safety issue. An appropriate sanction will be imposed.
35. Pupils who are attending any afterschool activities must remain on school premises until collection.
36. Pupils must not push or shove in bus queues and must wait until permission is given to board a bus.
37. For their own health and safety pupils should avoid kneeling on bus seats and whenever possible should avoid standing in walkways when the bus is in transit. **Seatbelts must be worn at all times on school buses.**
38. Pupils should not keep seats on buses for other pupils. Bus prefects' instructions should be obeyed by all pupils.
39. Pupils should report to Mr. P. Corrigan any overcrowding on buses or any other source of dissatisfaction with the bus service.
40. Misbehaviour on school buses may result on the temporary/permanent withdrawal of a pupil bus pass by Translink.
41. At recreation time pupils may only use the areas specifically designated for their use.
42. Pupils may only use the internet in school in line with the school's "Use of the Internet Policy". Any abuse of the facility will result in removal of the privilege and sanctions being applied.

School Property, Personal Property and Property of Others

1. Pupils are expected to keep the school buildings and ground free of litter and spillages. Spillages should be cleaned up immediately and pupils are expected to clear up litter as requested by any adult in line with our anti-litter campaign.
2. **The use of chewing gum is forbidden in school.**

3. The use of the Form Room is at the discretion of the Form teacher and will depend on standards of behaviour in the room.
4. Damage to school property should be reported to a teacher. All costs for repairs or removal of graffiti will be paid for by the perpetrator.
5. The Study Hall is the designated room in which students should eat packed lunches. Food or drink should be consumed in the Multi-Purpose Centre, the Sixth Form Common Rooms, Bistro or the canteen. Students are responsible for keeping their locker areas litter free. Students who litter will be required to assist in a clean-up.
6. School is not responsible for the loss of valuable/personal property.

Uniform and Personal Appearance

School blazers are compulsory and must be worn at all time in school. Water bottles should not be carried in blazer pockets.

1. Pupils are required to observe strictly the school regulations with regard to school uniform and are expected to take pride in their uniform and personal appearance both inside and outside of school.
2. School uniform must be worn correctly and tidily and clip on ties **are compulsory for all students** (i.e.: shirts/blouses tucked in, top button fastened, cuffs fastened at the wrist, skirts without slits, **worn to the knee** and not rolled up.)
3. Female pupils in years 10-14 must wear school uniform tights throughout the school year. Male pupils are not permitted to wear sports/football socks unless as part of PE uniform. Plain black socks must be worn.
4. Only a bottle green coat, blazer, scarf or school fleece may be worn as outdoor wear. Fleeeces/Scarves must be left in the locker before assembly and collected at 3.30 p.m.
5. Pupils must not carry bottles in their blazer.
6. Pupils must not carry pens, pencils and stationary in the top pocket of their blazer.
7. Only black shoes of permitted height and style may be worn. Outdoor boots may be worn during snowy weather and must be changed immediately on arrival into school.
8. **All hairstyles should be tidy and unobtrusive. Unnatural and excessive hair colouring and hair styles are not permitted.** For health and safety reasons, all students with long hair must tie their hair back.
9. Coloured tee-shirts or those with logos must not be worn under school shirts or blouses
10. Badges/emblems may not be worn as part of school uniform.
11. Pupils are not permitted to wear trainers in school except when doing PE. Black, uniform plimsoles are available for pupils who appear in school without the required black shoes.
12. Pupils in years 8-10 inclusive are not permitted to wear make-up or nail varnish. Junior pupils who come to school wearing either or both will be required to remove it before going to class. Years 11-14 female students are allowed to wear light foundation and/or mascara only. No senior pupils are permitted to wear nail varnish.
13. Pupils who are not in full school uniform may be refused permission to participate in school outings/events.
14. Pupils may wear only the following jewellery:

Girls

One **small** gold/silver stud or **small** sleeper earring in the lobe of each ear

One small gold/silver ring

A watch

Boys

A watch

One ring

Pupils who come to school with excess jewellery will have it confiscated. **Confiscated items will be retained for 1 day and may be collected at 3.30 pm.**

15. All other visible piercing is forbidden, including temporary plastic substitutes. Pupils who arrive to school with piercings will be asked to remove them immediately. If they do not comply, parents may be asked to collect their child, who will remain at home until the piercing has been removed.
16. **Facial hair is not allowed, students must be clean shaven.** Students who do not follow this rule will remain in their form room until they are collected by their parents. Tattoos and piercings are not permitted in St Joseph's, only a classical ear piercing for girls is allowed.
17. **Pupils who do not conform to the school uniform policy will be required to remain at home until they have given a commitment to abide by the school policy on their return to school.**

Attendance and Punctuality

1. Parents are requested to, whenever possible; make medical and dental appointments outside of school hours.
2. Registration is at morning assembly. Those pupils who arrive any time after registration has been taken place must report to the office and sign the Late Comers book.
3. Pupils who know in advance that they will be absent for any foreseeable reason must bring a written note from parents/guardians for the form teacher giving a specific reason for their absence and the date of the anticipated absence. Pupils must provide form teachers with a note if they are to leave early and they will be issued with a Permission Slip to present at the school office. In line with school safeguarding policy, pupils will not be permitted to leave school without proper permission.
4. Pupils who have been absent because of illness etc., must immediately on their return bring a note to the Form Teacher giving a reason for the absence, clearly stating the dates to which the note applies. Failure to provide a written explanation of an absence within two weeks of that absence will result in an Unauthorised Absence being included in the pupil's attendance record. Pupils should also explain the reason for their absence to their subject teachers at the start of their next lesson and make arrangements to catch up on missed work. Parents of pupils who contact the school to give a reason for absence are not required to bring in an additional note.
5. If a pupil is going to be absent for a period of time, then parents should telephone school to speak to the Form Teacher and, if necessary, make arrangements for collecting work for their son/daughter.
6. **Parents/guardians are required to contact the school office in the morning before 9.30am to inform staff if their son/daughter is going to be absent on that day.**
7. **Pupils who are absent are responsible for finding out what work they have missed and catching up in their own time.**
8. Pupils who are late into school **three times in a term** without a valid reason in writing for their form teacher will serve **an after-school detention.**
9. School actively discourages holidays being taken at any time during term. Unless the principal has given permission, such absences will be recorded as "Unauthorised" and will impact on a pupil's attendance record.
10. Under no circumstances may a pupil leave the school premises without prior written permission. Any pupils seeking to leave school before 3.30 p.m. must first provide their form teacher with an explanatory note from the parent/guardian. They will be issued with a Permission Slip to be presented in the school office. Before leaving the school the following procedure should be followed:

Year 8 - 12	Parent/guardian should sign the pupil out in school office.
Year 13 - 14	Pupil should bring note to Head of Sixth Form Ms O. Goodwin who will sign a Permission Slip. This must be presented to office staff and Early Leavers book signed.

For child protection reasons, pupils should not be signed out by anyone other than a parent/guardian. Where this is not possible, parents must notify the school either by telephoning the school office or notifying the form teacher in writing, indicating the reason for leaving school

early and the name and relationship of the person collecting the pupil. Proof of identity may be required.

Learning

1. Pupils must bring a learning kit to each lesson which contains the necessary pens, pencils and stationary to enable learning.
2. Pupils are expected to cooperate fully with their teachers, performing all tasks set to the best of their ability.
3. Pupils must sit looking forward paying attention to the teacher.
4. All deadlines for class work and homework are expected to be met on time. **Coursework must be presented on the day appointed.** Pupils should arrange to have work submitted on time if they are not personally in attendance on the particular day designated. Hard copies only are acceptable.
5. Pupils should follow faithfully the guidelines given in each subject for written and learning homework. Homework should be recorded accurately in the Planner daily. Where no written homework is set on a particular night, pupils are expected as a matter of course to undertake learning and/or revision work.
6. Pupils are forbidden to copy others' work or to participate in any other unfair practice.
7. No work may be done in the locker area, cloakrooms, school buses or corridors.
8. Pupils will purchase a copy of the Planner at the start of the academic year as part of their compulsory school equipment. Pupils should bring them to every lesson and record only academic information. Lost/defaced planners will incur an additional replacement fee of £5.00.
9. Parents are expected to review their child's Planner each week and sign the Planner prior to the pupil's PD lesson. Parents may also wish to comment in the appropriate space each week.
10. Pupils are responsible for ensuring that their **Planners are signed** and made available for their form teacher each week.
11. Pupils in class should listen courteously and without interruption to others and should raise their hand if they wish to attract the teacher's attention or ask for assistance.
12. All books should be covered at the start of the school year. Graffiti on school books will result in sanctions and pupils will be required to serve a detention and meet the cost of replacing the book.
13. Failure to bring homework to class for any reason should be dealt with by the teacher in line with the homework policy and procedures section of the planner.
14. Failure to bring a textbook/exercise book (which does not contain homework for that lesson) to class will be recorded on SIMS. The same will apply if a pupil does not bring the necessary equipment required for a practical lesson.
15. Pupils who fail to meet deadlines set for submission of coursework may be put on an after school detention or required to attend school on a Baker Day to complete the work.
16. Pupils who fail to progress satisfactorily may be asked to repeat the academic year.

Rules During the Exam Season

1. All pupils going on exam leave are expected to demonstrate the highest level of behaviour. Pupils who bring themselves or the reputation of the school into disrepute during the exam release phase may be refused permission to sit their exams in St. Joseph's Grammar school.
2. All pupils are required to wear full uniform and observe all school rules during exam times. Students who do not observe these rules may not be permitted to sit their exam on site.
3. Pupils who come to school for all or part of the day to avail of the study facilities in the library, study hall or classrooms are expected to be in uniform and to observe all school rules as normal. They must sign in the school office as normal for safety reasons. All exam students must remain on site until they are collected/get bus.
4. Pupils who fail to return all school texts and library books as per instructions will be billed for the cost of their replacement.

5. Pupils who wish to consult with a teacher during exam season must first arrange a mutually convenient time. Consultation must be in person, not via a third party or written notes. The school email system may be used to make contact with a teacher.
6. Pupils who do not arrive into school for exams will be contacted by telephone to ascertain the reason for their absence.
7. In cases where pupils miss an in-house exam without a satisfactory explanation, the school's exam policy will apply.
8. **Any suspected incidents of malpractice during public exams must be notified to the appropriate awarding body. They will make a decision about actions to be taken.**

Form Teachers will explain these rules to their Form classes annually and display a summary of the school's guidelines in the Form room.

This policy is a framework for Positive Behaviour in the school and will be reviewed and up-dated throughout the year.