

# Policy for the Promotion of Positive Behaviour

This Policy is set within the context of the Pastoral Care Policy and outlines the aims and principles underlying the promotion of positive behaviour within the College. It also provides guidance for responding to situations where behaviour is inappropriate.

## **Mission Statement and Aims**

*'At Lurgan College we seek to establish a hard working, positive and caring atmosphere. Central to the creation of this environment is a commitment to Christian / moral values.'*

### **Aims**

1. To create an environment which promotes effective teaching and learning;
2. To encourage all pupils to fulfil their full intellectual, spiritual, physical, social, creative and emotional potential;
3. To establish a caring, supportive community which enhances the pupils' self-esteem and fosters self-respect, respect for others, respect for authority, and good manners;
4. To encourage pupils to take personal responsibility for their own behaviour and learning through stimulating the development of the attitudes and qualities of initiative, self-motivation, self-confidence, self-reliance, self-esteem, self-discipline and self-control;
5. To encourage the development of the pupils' interpersonal skills and their ability to work co-operatively with others (staff members and fellow pupils) to resolve problems and potential or actual conflict;
6. To enable pupils to develop the strategies and the resilience to respond appropriately to situations affecting their welfare.

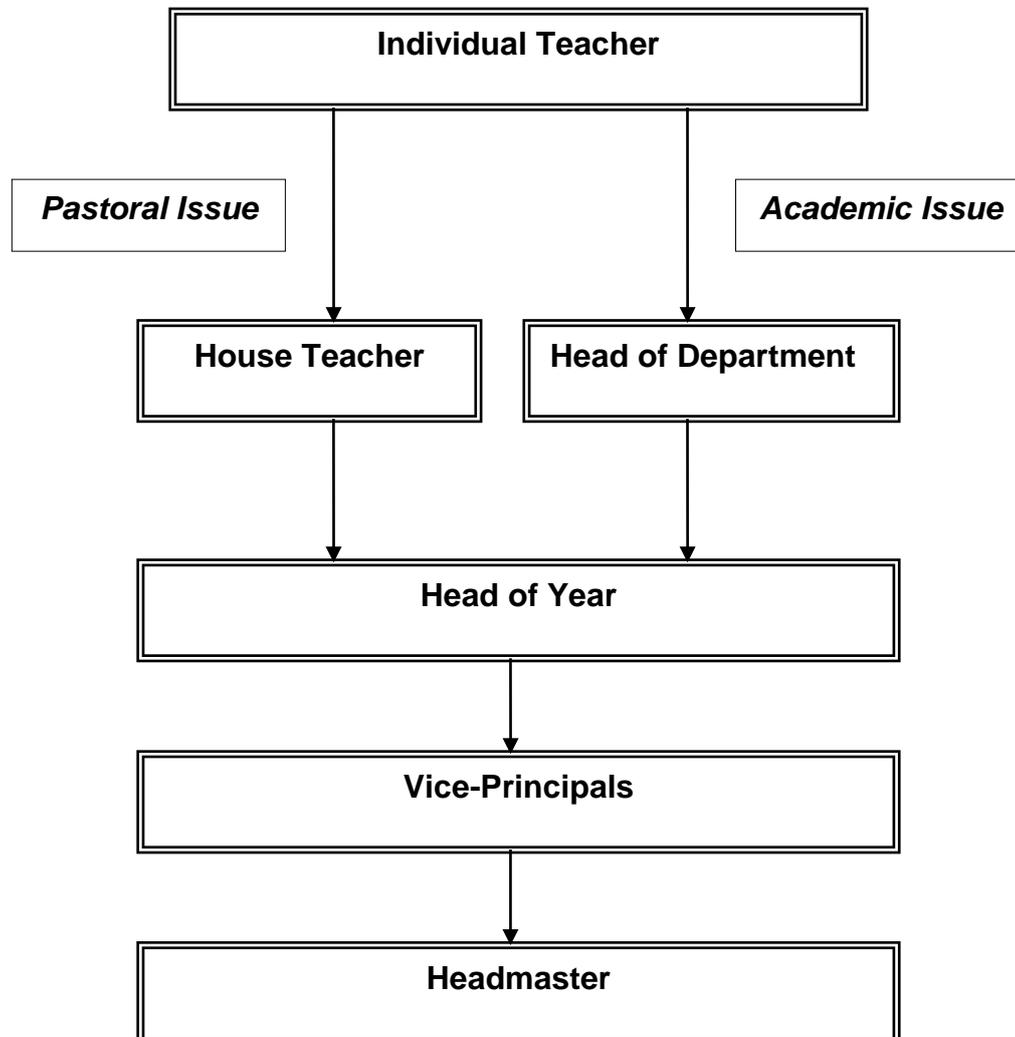
## **Principles**

The school policy is based on the following principles:

1. A proactive pastoral care system;
2. Effective home – school liaison involving the development of good relationships with parents/guardians, involving them as active partners in the promotion of positive behaviour;
3. Positive behaviour management being the responsibility of all staff who understand and apply consistently the agreed procedures;
4. Acceptance of the Code of Conduct (Appendix 1) by pupils entering the School, and by their parents;
5. The creation and maintenance of good relationships between all members of the school community;
6. An established hierarchy of rewards and sanctions in which the use of rewards will be more prevalent than the sanctions;
7. Recognition of what is desirable and undesirable in terms of behaviour;
8. The recognition that a sanction is applied in response to undesirable behaviour and is not a comment on the pupil.

## Procedures for Referral

The responsibility for promoting positive behaviour is shared by all staff and everyone is expected to play a full part in assisting with the maintenance of good order within the school. However, to complement this, there is a system of referral in place to support individual teachers to implement the Positive Behaviour Policy.



Although two separate strands are shown for dealing with academic and pastoral issues, it is recognised that in practice there is a great deal of overlap between these two areas. It is anticipated that cross-communication will take place so that the person who is best placed, will deal with the matter.

## **Procedures for informing parents and pupils about acceptable standards of behaviour**

- ❑ Parents are required to sign on the application form for admission that they agree on behalf of their children to be bound by the rules which are currently in force;
- ❑ At the New Entry Open Evening in June, the Headmaster highlights some aspects of the Code of Conduct which is contained in the Welcome Booklet and emphasises the benefits of positive behaviour management.
- ❑ A copy of the Code of Conduct is contained in the Student Planner.
- ❑ The Code of Conduct is discussed more fully with Year 11 and new Year 13 pupils during the Induction process.
- ❑ All Year Groups are reminded of the contents of the Code of Conduct and the importance of good behaviour:
  - *Initially* during the first day in September;
  - *Subsequently* and *periodically* through House Teachers, Assemblies and, where the need arises, through other pastoral structures.

NOTE: The Pastoral Vice Principal will ensure that all newly appointed teachers are made aware of the Positive Behaviour Policy as part of the induction procedures for new staff. The Teacher Tutor will inform student teachers about the Policy and a copy of the Code of Conduct is contained in the folder which is supplied to Substitute Teachers.

## **Implementation**

To encourage and maintain good order throughout the school it is important to have a system of **rewards** and **sanctions**. However, it is anticipated that the use of rewards to encourage good behaviour will be more prevalent than the use of sanctions. Such a system, when understood and applied consistently by all staff, will help to create and maintain an environment in which the safety and well-being of staff and pupils is paramount.

### **Rewards**

A wide range of rewards is used to encourage pupils by celebrating their achievements and progress, and to acknowledge individual pupil effort. Such rewards include:

- Positive written comments in workbooks, and on Examination Reports;
- Appropriate use of verbal praise and encouragement in the classroom and extra-curricular contexts;
- Positive comments at Parents' Meetings;
- Reward systems used by individual departments or teachers;
- Display of work in classrooms and/or in the corridors;
- Attendance at important school sporting, social functions and other events;
- Certificates to recognise full attendance;
- The opportunity to hold a position of responsibility, e.g. School Prefect, House Prefect, Careers Monitor, member of the School Council, posts in clubs and societies;
- Contributions to extra-curricular activities being recognised through the Colours award system;
- The opportunity to represent the school e.g. Sports Teams, Rotary Leadership Competition, Debating;
- Public acknowledgment of achievements through assemblies, school magazine and the local press;

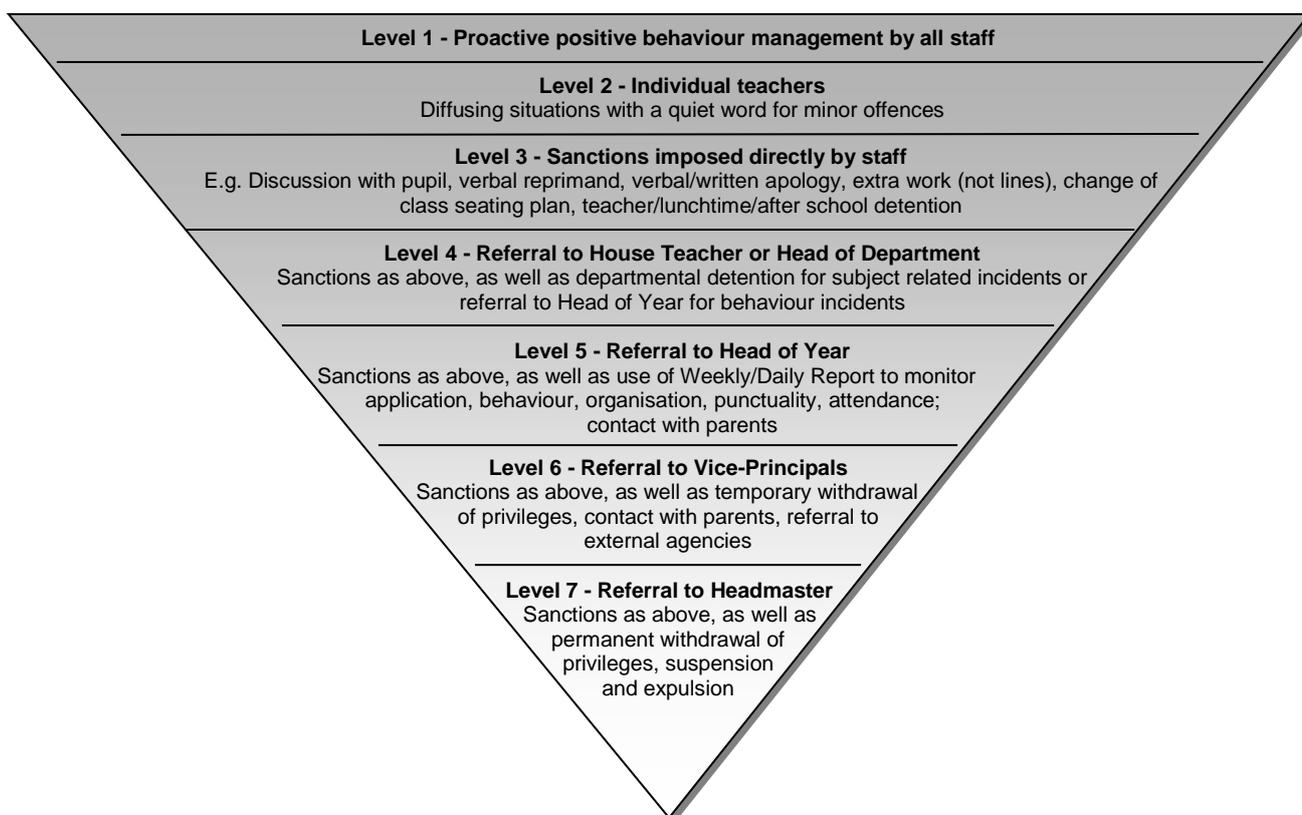
The range of rewards will be kept under review and the school is committed to encouraging student consultation in this through the use of the School Council and Suggestion Boxes.

## **Sanctions**

### **i. Proportionality**

The sanctions imposed will be reasonable and proportionate. They will be applied in a fair and consistent manner using the agreed procedures and will focus on the behaviour, rather than the pupil. However, it is acknowledged that a degree of flexibility may be necessary in order to take account of an individual pupil's circumstances.

The **hierarchy of sanctions** is shown below.



It is anticipated that it will be possible for individual teachers to deal with occasional instances of inappropriate behaviour by using Levels 1 – 3. However, if the behaviour is repeated, it should be dealt with using the referral system illustrated above. Serious breaches of the Code of Conduct e.g. misuse of alcohol and drugs and excess physical violence, would bypass the lower levels and go directly to Levels 6 or 7.

## ii. Use of sanctions for academic and non-academic issues

**Academic issues** are dealt with by the class teacher using his or her own sanctions.

**Non-academic offences** will be dealt with in a common way using the school detention system, regardless of where they occur. The school detention system should only be used for pupils breaking the school Code of Conduct (e.g. offences listed in the table below). Class teachers should devise their own strategies for other offences e.g. failure to complete homework/coursework, or lateness to class. If these do not work, teachers should follow the system of referral outlined on the previous page.

## iii. The use of detention

To allow for proportionality of response, a two-tier detention system is in place:

**Lunch time detention** which lasts for 15 minutes.

**After school detention** which lasts for 1 hour.

The table gives examples of the offences which merits each type of detention.

<b>Lunch time</b>	<b>After school</b>
<b>Offences such as:</b> <ul style="list-style-type: none"><li>• Bad Language</li><li>• Uniform infringements</li><li>• Chewing gum</li><li>• Talking in the library</li><li>• Forgetting games equipment</li><li>• Failure to produce an absence note after 3 days</li><li>• Not going to class / subject detention</li><li>• Inappropriate physical contact</li><li>• Use of mobile telephone in class or library</li><li>• Arriving late on 3 occasions</li><li>• Selling items in school for financial gain</li><li>• In an 'out of bounds' area</li></ul>	<b>Serious offences such as:</b> <ul style="list-style-type: none"><li>• Missing class without good reason</li><li>• Smoking (incl. e-cigarettes) /drugs</li><li>• Abusive behaviour and language</li><li>• Bullying</li><li>• Fighting</li><li>• Forging notes</li><li>• Stealing</li><li>• Truancy – including leaving school without permission</li><li>• Vandalism / graffiti</li><li>• Arriving late on 6 occasions</li><li>• Repeated minor offences - for use by Vice Principal (Pastoral)</li></ul>

Guidelines for staff on the use of detention can be found in Appendix 2.

## **Additional Support**

If it is considered that a pupil requires additional support with regard to behaviour management, the pupil's name may be placed on the school's SEN register at Stages 1 or 2. An Individual Behaviour Plan will be drawn up which will contain targets aimed at modifying the pupil's behaviour and improving performance. The pupil's progress in meeting the targets will be monitored and reviewed at regular intervals. If, after at least two reviews, the pupil fails to respond to the strategies employed, a decision will be taken in consultation with the parents, to move the pupil to Stage 3 on the Code of Practice and the support of external agencies will be sought e.g. Autism Advisory and Intervention Service, Pupil Personal Development Service, The Behaviour Support Team.

## **Bullying**

The Department of Education's publication Pastoral Care in School: Child Protection, defines bullying as 'deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim to defend him or herself'. It is a highly distressing and damaging form of abuse and is not tolerated in the College. All staff are asked to be vigilant at all times to the possibility of bullying occurring, and should take immediate steps to stop it happening, to protect and reassure the victim and to modify the behaviour of the bully. Parents of both victim and bully will be personally contacted immediately bullying behaviour is identified.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated by the Designated Teacher for child protection, and action will be taken to protect the victim. This will usually include ensuring that another child or small group of children befriends and supports the child being bullied during the school day. A parent making a complaint about bullying will have a personal response from the Designated Teacher within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.

The sanction taken against a pupil who bullies will depend on the seriousness of the case, but will include the loss of any privileges or position of responsibility he/she holds in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.

In the case of cyberbullying which impacts on the school community, the College will follow the procedures outlined above and may contact the PSNI or Service Provider or advise parents/guardians to do so.

## **Safe Handling/Use of Reasonable Force**

The school accepts that it has a pastoral responsibility towards all members of the school community and will therefore take all reasonable steps to ensure that the welfare of pupils and staff is safeguarded and that their safety is preserved.

The use of reasonable force as defined in Circular 1999/9 is only deemed appropriate as outlined in The Education (NI) Order 1998:

`A member of staff of a grant-aided school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupils from doing (or continuing to do) any of the following, namely:

- a. Committing any offence;
- b. Causing personal injury to, or damage to the property of, any person (including the pupil himself); or
- c. Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behaviour occurs during a teaching session or otherwise.'

## **Staff Training**

There will be ongoing training in order to build capacity within the staff with regard to positive behaviour management.

## **Review and evaluation**

The Pastoral Care Team have the responsibility for monitoring and evaluating the effectiveness of this policy as part of the overall pastoral curriculum. The policy will be reviewed annually or as appropriate.

## CODE OF CONDUCT

### INTRODUCTION

Pupils are expected to be considerate, courteous, well mannered and orderly at all times. Behaviour which includes verbal or physical abuse of fellow pupils is totally unacceptable and will be dealt with in accordance to the School's Anti-Bullying Policy.

### PERSONAL APPEARANCE

- A high standard of dress and appearance is expected at all times. Uniform regulations must be strictly obeyed both in and out of school.
- Only simple jewellery is allowed (one plain ring, a watch, one pair of stud earrings for girls – worn in earlobes). No other piercings (e.g. nose, stud/ring, eyebrow, lip or tongue) are permitted. Jewellery or retainers are not allowed to remain in place, or to be covered with plasters, until a hole has healed. Bracelets are not permitted. Bracelets and wristbands are not permitted.
- Make-up should be kept natural. Nail polish is not allowed.
- Girls' hair accessories must be plain and simple. They must be in school colours – navy or red.
- Hair must be kept neat and tidy. Extreme hairstyles or colours are not acceptable. Boys are not allowed to have long hair and must be clean shaven.
- Blazers must be worn to and from School, to Assembly and to all classes, as well as throughout the day. Blazers may be removed in class.
- Shirts and blouses must be fully buttoned, tucked in and long sleeves must not be rolled up. Ties should be tied to an appropriate length.
- Skirts must completely cover the knee; they must not be rolled up or altered in width.
- Socks must be pulled up.
- Only authorised badges should be worn (i.e. school badges, Duke of Edinburgh and major youth organisations e.g. Girls' Brigade, Scouts).

If a temporary change from regulation uniform has to be made, a written explanation of the reason should be provided by parents or guardians to the House Teacher. Pupils who are not properly dressed and who refuse to comply with the dress code, including the regulations relating to the wearing of jewellery, will be subject to the Positive Behaviour Policy.

### PERSONAL PROPERTY

- Pupils should ensure that all belongings, for example, books, clothing, footwear are clearly marked with their name.
- School bags must not be left on top of lockers or in corridors – they may only be left in designated areas.
- Unnecessary valuable items such as MP3 players, tablet devices and laptops should not be brought into school unless they are being used to support class work in line with the BYOD Policy.
- Valuable items needed for school activities should not be left unattended by the owner. Provision for such items can be arranged with the relevant teacher.
- Mobile phones may be used only during break and lunchtime. They must be switched off at all other times. The camera facility on mobile phones must not be used in school. If a mobile phone is used inappropriately, a teacher may request that it is placed on his/her desk. The phone may be returned at the end of the class or made available for collection by parents at a mutually convenient time. Pupils are reminded that mobile phones must not be brought into examination rooms.
- Nuts and products containing nuts must not on any circumstances be brought into school.

## **SCHOOL PROPERTY**

Pupils should treat the school and its surroundings with respect. Pupils should not:

- Damage or destroy school property or school notices (including graffiti)
- Drop litter
- Chew gum on school property
- Use abusive / offensive language or behaviour

## **ATTENDANCE**

- All pupils are to report to House Teachers for registration at 9.00 am.
- Pupils are required to be punctual. Those arriving late must report immediately to the Office where they must sign the late book and bring a letter from a parent/guardian to confirm the reason for arriving late.
- A pupil who wishes to be absent from school for any reason, must bring a letter from a parent/guardian in advance requesting the Headmaster's permission.
- Pupils may not leave the school grounds before 3.35 pm without the permission of the Headmaster, granted only on written request from parent / guardian.
- If a pupil needs to leave school, but has forgotten to bring a note, he/she must report to the general Office and explain the situation. Contact will then be made with parents to confirm the details and transport arrangements.

## **ABSENCE**

- Parents are requested to telephone the school on the first morning of absence.
- The school will phone home on the third day of absence and work may be sent home, if requested.
- On return to school a note or absence *pro forma* must be brought stating the reason for absence.
- This note or absence *pro forma* should be handed in to the House Teacher on the first day of return to school at morning registration.

## **GAMES AND P.E.**

- Games and P.E. are compulsory for all pupils.
- A pupil who is unable to turn out for P.E. must, on the day concerned, bring a parent/guardian's letter stating the reason.
- Notes should be given to the P.E. teacher who normally supervises the class.
- Long-term non-participation will require a medical certificate which should be given to the Headmaster.

## **TRANSPORT**

- Pupils must obtain the Headmaster's permission to bring a car or motorcycle to school.
- A form obtained from the Office must be completed, requesting information on licence, insurance and parental permission.
- Cars and motorcycles must be parked in the College Walk car park.

## **RESTRICTED AREAS**

Pupils are not allowed in the following areas without permission:

- The front lawn
- Changing rooms, unless changing for P.E. and Games
- The Sixth Form Centre, except for Year 13 and Year 14 pupils
- Prefects' Common Room, except for Prefects
- The Assembly Hall at lunch time
- Stage, unless directed

- Staff room and Marking room
- All classrooms
- The main entrance foyer (except for access to classroom 1)
- The wooded area adjacent to the pupil car park

### **SMOKING, ALCOHOL, SOLVENTS AND ILLEGAL SUBSTANCES**

Possession or use of cigarettes, alcohol, solvents or illegal substances is forbidden on school grounds, in school uniform or on school business.  
(For further information, please refer to Drugs Policy).

### **VISITORS**

To help ensure a safe environment, the co-operation of pupils is requested in identifying suspicious activity and strangers in the school buildings and grounds. All visitors to the school should be wearing a badge issued by the Office. If a pupil notices a stranger who is not wearing a badge they should not approach them, but should report their presence as quickly as possible to a member of staff.

### **ILLNESS**

If a pupil is ill or has an accident at school, they must tell a member of staff who will refer them to the Office. Pupils must not leave school without permission, stay in the toilets or go to the Medical Room without first reporting to the Office. Pupils must not make their own arrangements for going home. If necessary, the Office will contact the pupil's family.

**Any pupil who leaves school without permission, will be placed in an after school detention.**

**Lunch time detention** takes place everyday, except Wednesday, from 1.05 – 1.20 pm in a teacher’s room which is specified on the Weekly Notices. At lunch time pupils should be made to sit in silence for 15 minutes.

**After school detention** takes place on Friday from 3.35 to 4.35 pm at a location specified in advance. These detentions are supervised by a teacher as outlined on the rota which is produced at the beginning of the year. A letter will be sent home to the parents of pupils who have been placed in an after school detention. Parents of pupils who are given three such detentions in one term will be invited to discuss their child’s behaviour with the Headmaster. Pupils in an after school detention will be expected to undertake a piece of work specified by the teacher which may be related to the reason for the detention. Detention is not to be seen as a homework club.

### **Placing a pupil in lunch time detention**

When a teacher puts a pupil in lunch time detention they must inform the office before of the pupil’s name and the offence before 1.05 pm. The teacher in charge of the detention will complete the Lunchtime Detention *pro forma* which will be emailed to them in advance. Pupils arriving after 1.10 pm should remain in detention until 1.20 pm and the teacher in charge should make a note on the list that the pupil turned up late. This list should be returned to the office before 1.50 pm. The office will check for absentees and for any late arrivals. They will inform the appropriate House Teacher accordingly.

### **Placing a pupil in after school detention**

To ensure that pupils who are placed in after school detention are aware of this fact, the teacher imposing the sanction should complete a blue Detention Docket (available in the Office) and get the pupil to sign his/her name on it. This docket should be taken to the office where the pupil’s name will be entered into the detention book. The list of pupils for after school detention will be placed on the school notice board on Thursday. The office will check for absentees and inform the Vice Principal (Pastoral) accordingly. Pupils should only be excused detention as a last resort and Friday detentions will always take precedence over other detentions or other school activities.

## **Other Issues**

### **(a) Not attending teacher’s detention**

If a pupil does not attend a teacher's detention or if this type of detention coincides with an after school activity, then an after school detention may be given instead. This will not merit a letter home to parents.

**(b) Multiple lunch time detentions**

Any pupil accumulating 4 lunch time detentions in any one term will be interviewed by the Head of Year. Any pupil accumulating 6 lunchtime detentions will be placed in an after school detention.

**(c) Pupils missing lunch time detentions**

The office will report any pupils who miss a lunch time detention to the House Teacher who will warn pupils they are being monitored and keep a record of non attendance. When a pupil has missed 3 lunch time detentions the House Teacher will inform the Vice Principal (Pastoral) who will interview the pupil and use after school detention if appropriate.

**(d) Absent pupils**

Absent pupils who miss a detention should do the detention at the first opportunity when they return to school.

Please note:

- Pupils should never be referred to the Headmaster directly
- Pupils should never be placed outside or sent from a classroom for a disciplinary matter.
- If a case of serious misconduct occurs within a classroom a teacher should send a responsible pupil to inform both the Vice Principal (Pastoral) and the Headmaster.
- Suspected cases of both verbal and physical abuse should always be brought immediately to the attention of the Vice Principal (Pastoral) who will inform the Headmaster and decide appropriate action.