

POSITIVE BEHAVIOUR POLICY

1. Aims of the Policy:

In St Patrick's Academy we will seek to:

- Establish a culture of care and consideration for the needs of others, in line with the school's Catholic ethos;
- Promote a climate of self-discipline, self-control and independence, in which in each pupil takes responsibility for his/her own behaviour and the consequences of it;
- Provide our pupils with a safe, secure environment in which their learning can flourish;
- Create optimum conditions for teachers to teach effectively;
- Develop sound relationships, based upon collaboration and cooperation, with the parents of our pupils.

2. Behaviour of Pupils in the Classroom:

Pupils are expected to be:

- Attentive
- Cooperative
- Participative
- Punctual
- Responsible
- Responsive

Code of Conduct in the Classroom

Good behaviour is an essential part of the learning process. Everyone has the right to study and develop in an atmosphere of trust, respect and security. The following rules for appropriate behaviour will be displayed in each classroom. Furthermore, each pupil will indicate his/her acceptance of these rules by signing the relevant section of the Student Planner.

1. Punctuality to class is essential.
2. Pupils must enter and leave the classroom in an orderly manner.
3. Everyone must show the courtesy and respect that they would expect from others.
4. It is the pupil's responsibility to ensure that all correct books and equipment are brought to class.
5. Listening attentively, particularly to instructions, is essential.
6. Full participation in class activities is expected from every pupil.
7. Interruptions while others are speaking are not acceptable.
8. Homework must be:
 - recorded accurately in the student planner;
 - completed to the highest possible standard;
 - submitted at the specified time.
9. It is the pupil's responsibility to arrange for a friend to pass on, or collect, details of any work set, in the event of a planned absence.
10. Food and drink must not be consumed in the classroom.

3. Conduct on the school premises, outside the classroom

Pupils must not engage in activities which will be harmful to them or their peers or which may lead to damage to property.

- **Before class starts in the morning**

Pupils should line up outside their assembly room at 8:50 and only enter the room with their form teacher's permission.

- **General assemblies**

Pupils must line up, in class groups, in alphabetical order, parallel to and facing the stage. When assembly is over, class groups must wait in silence until they are dismissed, line by line.

- **On the corridors/outside 'mobile' classrooms**

(1) Between class:

Pupils are expected to move about the school in an orderly manner;

Pupils should stand aside for adults at doorways, holding the door open, if necessary.

(2) During class:

As far as possible, all pupils should, at all times be in class or in the study hall. Pupils should take the opportunity to go to the toilet at break and lunchtime, rather than asking out of class. Pupils who are out of class will be challenged and 'hurried on' to class/study hall; a verbal reprimand will be given, if appropriate, in the first instance; persistent offenders will be reported to their form teacher/HoY.

- **Breaktime and lunchtime**

Break: 11:00-11:15 First lunch: 12:45-1:30. Second lunch: 1:15-2:00.

Warning bells will be rung five minutes before the end of break and lunch time to remind pupils that they should make their way to their classrooms, to enable class to start promptly.

During break and lunch times pupils are expected to go to designated areas and stay away from classrooms. The environment should be relaxed and safe for all pupils.

Pupils who wish to go home for lunch should bring a written request from a parent at the beginning of the school year. Apart from exceptional circumstances, only those who live within walking distance of the school will be allowed to leave school at lunchtime.

- **School Canteen**

Conduct in the canteen should be relaxed but orderly; all rules for queuing and clearing must be strictly adhered to.

Year 8 are allowed to go to canteen five minutes before other year groups.

4. Conduct after school/off the school premises

For reasons of Health and Safety, only the pedestrian exits can be used. No pupil is allowed to walk down the school drive-ways nor leave school through the main gates.

Pupils should go directly home from school and not congregate in the town centre.

Pupils are reminded that they are representing the school whenever and wherever they are wearing the school uniform, and that bringing the school into disrepute by unacceptable behaviour when wearing the school uniform will result in suspension.

5. School Uniform

Pupils must wear their uniform neatly and observe all uniform regulations. Failure to do so will result in detention or more serious sanctions, as appropriate. See **Uniform Information for Parents**.

6. Attendance:

Every pupil should aim for full attendance. Recognition will be given to those who achieve full attendance. A casual approach to attendance is not acceptable. Any pupil returning to school after a period of absence **must**, on the day of return, present to his/her form teacher an explanatory letter from a parent/guardian. Failure to supply an explanatory note after an absence will result in detention.

No pupil should be on the school premises after 3:30 unless he/she is involved in school business.

7. Leaving school during school day:

All pupils must remain within school bounds throughout the school day unless they are given permission to leave. Such permission will be given only by the Principal and Vice-Principals, on production of written request by parent/carer, together with an appointment card, where relevant. Pupils in Years 8-12 must be **collected** by a parent/guardian and 'signed out' at reception. Students in Years 13/14 may 'sign out' themselves **but only if written permission is provided by parent/carer, together with a phone number at which parent/carer can be contacted to verify the request**. Parents are reminded that medical and dental appointments (other than those with hospital consultants) should not be made during the school day.

Attendance will be monitored throughout the school day. Pupils who leave school without permission will be put on Saturday/Directed Day detention.

8. Punctuality:

Pupils must be punctual for school. They must be in by 8:50, at the latest, to ensure that they are in their registration rooms/general assembly/year assembly by 8:55. Pupils who arrive after this time must report to reception, where the time and the reason for lateness will be recorded. Any pupil who is late for a valid reason must provide a note from a parent/guardian. A pupil who is late, without a valid reason, more than once, in any given half term, will be required to do after-school detention.

Likewise, pupils must arrive promptly for all of their classes. Punctuality to class will be monitored throughout the school day. Sanctions will be in place for those who are persistently late.

9. Bullying

Bullying of any type will not be tolerated. St Patrick's Academy will do all within its power to combat bullying – see **Anti-Bullying Policy**.

10. School trips

Conduct on school trips must be in accordance with procedures as set out in the **School Trips Policy**.

11. Mobile phones

- Mobile phones must be **switched off and kept out of sight throughout the school day**. Any pupil failing to observe this regulation will have his/her mobile phone confiscated and the phone held by the school until it is collected by a parent/guardian.
- In the interests of Child Protection and of privacy, no pupil is allowed to use his/her camera phone to record an image (video or still) or to make an audio recording of a pupil or member of staff. Anyone caught doing so, or attempting to do so, will be suspended.
- Anyone caught trying to provoke a situation whereby a video or audio recording will be made will be suspended.

12. Use of MP3 players, iPods, PSP, games technology

In the interest of Health and Safety and of the security of pupils' possessions, the use of all such devices is not permitted during the school day (8:50-3:30). Use of such items will lead to confiscation and the same return procedures which apply to the use of mobile phones. (See above.)

13. Smoking

Pupils are strictly forbidden to smoke in school, or when wearing school uniform outside school hours. In view of the serious health implications of smoking, any pupil who breaks this rule will have the following sanctions imposed: parents will be informed, a warning given and after school detention will be imposed, in two successive weeks. Re-offending will result in suspension.

14. Alcohol and Drugs

Alcohol and illicit/illegal substances are absolutely forbidden in school and the school grounds, or when wearing school uniform outside school hours – **see Drugs Education Policy**. Pupils in breach of this rule will be excluded from school; this exclusion may eventually result in suspension or expulsion by the Board of Governors.

15. Care of school environment

Graffiti or damage to property will not be tolerated. The cost of repairing wilful damage will be met by the pupil responsible for causing the damage.

- All litter must be put in bins.
- Chewing gum is forbidden.

16. Buses

Pupils must assemble in the allocated line and wait there until the supervising teacher informs them of the arrival of their bus. They should then walk in an orderly manner to the bus and board it. Pupils are expected to maintain the same high standards of courtesy on their journeys to and from school as they are required to show in school.

Inappropriate conduct on the school bus will be dealt with very severely, with, as a minimum, a directed day detention/Saturday detention, as a sanction from the school. For their part, Translink/SELB may not only revoke the right of a pupil to travel on a bus and, in addition, expect that payment be made for any damage done to Translink property (including the cost of cleaning buses to make them suitable for other users) but may also remove a bus from a route altogether.

17. School property

School textbooks must be covered and properly cared for. All books should have the pupil's name on the inside of the front cover. Pupils should have a strong school bag for carrying books and other materials. Textbooks are supplied on loan to pupils and must be returned at the end of the school year. Where loss or damage to school property - including textbooks – occurs, the school may require the pupil to pay the costs of repair or replacement.

18. Pupils' property

All items of uniform should bear the owner's name. Pupils should not leave money or other valuables unattended in school bags or pencil cases. *Pupils may not, under any circumstances, go to other pupils' lockers. School bags or other items must not be placed on top of lockers or in passage ways.*

Sanctions for misbehaviour (See also the grid in Appendix I.)

(a) Detention procedures:

- **Lunch time detention** (LTD) lasts 25 minutes.
- **After school detention** (ASD) takes place once a week, usually on Thursdays, from 3:30-5:00.
- Parents are always informed by letter so that travel arrangements can be made.
- **Saturday Detention** will last for three hours and will be imposed for more serious breaches of discipline, including truancy or persistent misconduct resulting in more than three occasions of ASD. It can be given only by the Principal or VPs. Parents are always informed by letter so that travel arrangements can be made.
- **Directed day detention** (DDD), from 9:00am-3:30, may be used as an alternative to Saturday Detention.
- ASD cannot be substituted for Saturday or Directed Day detention. Failure to do Saturday or Directed Day detention will result in suspension.
- **Three instances of detentions (excluding LTD)** will result in a pupil being removed from a school team/competitive event/ school visit, for a minimum of one school term or equivalent length of time.

Any detention set will be recorded in a pupil's school record, on SIMS.

(b) Alternative/additional sanctions:

- Withdrawal of privileges, possibly including non-involvement in extra-curricular activities and/or class/year group rewards;
- Temporary removal of a pupil from his/her peers into another class;
- Temporary 'attachment' of a pupil to a senior member of staff
- Internal suspension.

In the case of all serious disciplinary issues, parental involvement and support will be sought. At the discretion of the Principal, pupils whose behaviour and/or progress are giving rise to serious concern, may be asked to sign an agreement, indicating their willingness to co-operate fully with their class teachers and to conform to the school's code of conduct. A pupil and his/her parents may be required to meet the Board of Governors' Positive Behaviour Sub-committee.

(c) Suspension, exclusion, expulsion:

In extreme cases of misbehaviour, the Board of Governors may deem that suspension, exclusion or expulsion is the appropriate course of action.

Suspension may be imposed if a pupil has failed to respond to less serious sanctions. It may also be the sanction for a single incident of serious misconduct; it may be imposed for bullying and, because of the particularly hurtful nature of cyberbullying, will always be imposed for the latter offence.

Expulsion from school may be the result of repeated serious misconduct, when a pupil has failed to respond to all other means of remedial action by the school. Expulsion may also result from a single instance of grave misconduct, such as a pupil striking a member of staff or a pupil coming onto the school premises after school hours to carry out malicious damage to school property. In the case of students about to sit external examinations, such misconduct may result in a student being denied further entry to the school premises and will consequently require him/her to find an alternative venue in which to do those examinations.

Conclusion:

In St Patrick's Academy, we feel confident that our pupils, with the encouragement of both staff and parents, will recognise that the above rules and procedures exist solely to underpin the school's aim of creating and maintaining an environment for all, which is safe, secure and conducive to productive learning.