

DALRIADA SCHOOL

POLICY DOCUMENT



Behaviour Management Policy

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Dalriada School aims to promote academic excellence and all-round personal development in a stimulating, caring, happy environment which is sympathetic and responsive to individual needs, aspirations and talents.

Behaviour Management Policy

AIMS

- *to provide a framework, involving basic rights, responsibilities, rewards and sanctions, for the safe, efficient and congenial running of the school*
- *to help pupils to develop self-discipline*

- *to help pupils gain self-respect, respect for others, including those in authority, and a sense of responsibility towards the community and their environment*
- *to encourage pupils, when required, to reassess their attitude and behaviour*
- *to encourage pupils to learn from their experience, be positive and look to the future*

RIGHTS and RESPONSIBILITIES

Rights and responsibilities of all members of the school community

All members of the school community have rights and responsibilities that are based on the values held by the school. These values include;

- self-respect
- self-discipline
- care and consideration of others
- mutual respect
- fairness and honesty
- respect for property

The rights implicit in such values include

- the right to feel safe
- the right to be able to learn and teach without unnecessary interruption
- the right to be heard
- the right to fair treatment
- the right to be treated with respect

Pupils are expected to

- be responsible for their actions
- behave with courtesy and respect towards others
- follow school policies and procedures
- be on time to all classes and be prepared with correct materials and completed homework
- complete assigned work neatly, properly and on time
- follow the instructions given by teachers and ancillary staff
- dress according to the school uniform regulations
- take proper care of school facilities and property, keep the school free of litter and graffiti
- observe the basic rules of behaviour outlined in this document

These expectations apply when pupils are at school, travelling to or from school, on a school visit/event or at any time when they are clearly identifiable as a member of the school.

Parents can provide an atmosphere in which learning is valued by supporting and encouraging the efforts of their child, providing time and a place for homestudy and supporting the school and its personnel.

Parents are expected to

- be familiar with and support the aims of the school
- co-operate with and promote school policies and procedures
- notify the school promptly regarding their child's absence
- keep their emergency contact information up-to-date throughout the school year, promptly notifying the school secretary of any changes
- respond as soon as possible to communications sent by the school via post or pupil mail that require a parent or guardian's signature or response
- support their child's involvement in extra-curricular activities

- attend parent-teacher meetings
- monitor homework, coursework and on-going revision
- inform the school of any special circumstances which might affect their child's performance

Teachers are expected to

- create a safe working environment which encourages pupils to work
- listen to the concerns and problems of pupils
- treat pupils in a fair and reasonable way
- respect pupils
- know and apply the various school policies and procedures
- monitor, evaluate, record and report on the work of their pupils
- keep the HOD's and Form Tutors informed of the progress of their pupils
- apply rewards and sanctions in a reasonable and positive manner
- use the appropriate referral system which includes the Form Book at KS3 and internal e-mail at KS4 and Sixth Form. Use Sims system to record behavioural problems of pupils
- attend parents' meetings

Support staff are expected to

- treat pupils fairly and with respect
- listen to the concerns and problems of pupils
- report concerns about pupils to the Designated Teacher as outlined in the school's Child Protection Policy
- be familiar with relevant school policies and procedures

PROCEDURE

When school rules are broken, a teacher, member of ancillary staff, or prefect, should take immediate and appropriate action to deal with the situation

Depending on how serious the matter is, it may be referred to the Form Tutor, the Head of School, the Deputy Head (Pastoral), another member of Senior Staff, the Headmaster or the Board of Governors. Serious misbehaviour in the classroom or a poor attitude to classwork or homework will be referred to the Head of Department in the first instance.

Parents will be informed, and may be requested to come into school to discuss the matter further. This may involve the Headmaster and if required the Board of Governors

REWARDS and SANCTIONS

The range of measures used to encourage good behaviour and deal with breaches of discipline is likely to include the following:

Rewards

- verbal praise, acknowledgement or encouragement
- mention on Form Report or Referral Forms to Head of Department, Tutor and Head of Year
- display of work on classroom notice boards or school notice boards
- mention in assembly
- special awards
- publication of work on school web-site
- letter to parents
- magazine entries
- Internal School Certificate for Progress file
- School Colours and Honours
- Praise Postcards
- Entry in the achievement log on Sims

Sanctions

- Suitable punishment 'on the spot'
- Action recorded in Form Book
- Referral to Form Tutor, Head of Department and Head of Year
- Setting of extra work, during school time or at home
- School detention on Wednesday 3.30 pm - 4.30 pm or Uniform detention on Friday 3.30 pm – 4.30 pm for persistent uniform violations
- Attending school for extra work when other pupils are not required to attend ie Saturday or during holiday time, or on training days
- Not granting a request for study leave
- Informing parents
- Weekly or daily report for attitude and behaviour
- Returning or replacing items taken or damaged, or payment of an agreed sum
- Restrictions or loss of privileges
- Informing the Education Welfare Officer, the police or other outside agency
- Suspension or exclusion from school
- Informing the Board of Governors

In some cases, following discussion with a pupil and (usually) parents, a written contract will be drawn up, setting out the standards of behaviour expected from the pupil and the consequences of any failure to meet those standards.

RULES

SCHOOL ATTENDANCE

RECORD OF ATTENDANCE

The register is marked at 9.00 am during registration, pupils are expected to be in school at 8.55 am. It is the pupil's responsibility to ensure that attendance is recorded and that parents, explain all absences in writing. Pupils must record attendance before going to any other event which may require them to be out of registration.

ABSENCE

What should you do if you have been absent?

- You must bring a parent's note with you on the day of your return to school.
- If you have been, or are likely to be, absent for a period of more than three days, your parents should not wait till the end of the absence, but should inform the School Office as soon as possible.
- The School should be informed in advance of any planned absence.

EXEATS

What should you do if you need to leave the school premises during the normal school day?

- You must bring a parent's note **in advance**, to ask permission.
- Your Form Tutor at registration, Head of Year or a senior teacher must sign this note if you are late.
- Take the signed note to the office where you will be issued with an Exeat Card.
- Show the Exeat Card to your class teacher, at the beginning of the lesson, so that you can leave at the time stated without further interruption.

UNAUTHORISED ABSENCE

What action will be taken if you are absent from school or from timetabled classes without good reason?

Because school attendance is a legal requirement, unauthorised absence from school will result in serious consequences:

- You will be interviewed by your Form Tutor, the relevant Head of Department, your Head of School, Deputy Head or the Headmaster, as appropriate.
- You will be given detention, to make up for time and work lost.
- Your parents may be informed and invited into school to discuss your absence.
- Your freedom at break and lunchtime may be restricted.
- You may be required to sign in at specific times until it is clear you can be trusted
- The Education Welfare Officer may be informed and asked to visit your home.
- Action will be taken to ensure that you make up for work missed or time lost.
- A note will be made in your record, which may affect your school reference.

PUNCTUALITY

You are expected to arrive punctually for registration, all school assemblies, classes and events.

What should you do if you are late?

If you arrive in school after 9.00 a.m. but before the end of assembly or registration at 9.10 pm

- Report to your tutor in your registration room or in the John Armstrong Hall.

If you arrive in school after the end of assembly/registration at 9.10 am

- Go to the office and sign the late book.
- Make contact with your tutor later in the day, so he/she knows you are present.
- If an exeat is required urgently, inform the office staff. Otherwise you should ask your tutor for an exeat card at break or lunchtime.

- Ask your parents to provide a written explanation for your lateness. Give this note to your tutor at registration/assembly on the day following your lateness.

What action will be taken if you are late for school or for class without good reason?

After two incidents of lateness in any week and where no satisfactory note has been received, you will be liable for break time detention taken by the Headmaster.

If you are frequently late you may be required to sign in each morning with another teacher, until the Tutor is satisfied that improvement has taken place in relation to punctuality.

A note will be made in your record, which may affect your school reference.

The subject teacher will deal with lateness for class. Repeated lateness to class will be punished by detention.

PROPERTY

It is your responsibility to look after your own property and the school will not be liable for any damage to or loss of property.

How can you look after property?

- All property, including clothing and footwear, must be clearly marked with your name .
- Avoid bringing money, electronic items or valuables to school if possible.
- Never leave money, electrical items or valuables in the changing rooms or other public areas.
- If you need to bring money or valuables to school, keep them on your person, or deposit them in the School Office, or with a teacher (e.g. during PE or Games lessons).
- Keep all files, books and other items in your bag or in your locker.
- Hand in any items of lost property to the School Office immediately.
- Report any loss or damage immediately (including damage to school property), preferably to a member of Staff.

What should you do if you cause damage to property?

- Report the damage immediately to the School Office, or a member of Staff.

Remember that damaged property may cause injury to others. It is therefore very important that you report damage in all cases. Failure to report such damage may not only cause risk to others, but will reflect badly on you. It may also incur more serious consequences than if you had acted more responsibly.

What should you do if you lose something?

It is very important that you take action immediately.

- Check carefully in areas where you might have mislaid your property,
- Report the loss to the School Office at the time.
- Tell your Form Tutor.
- Check in the lost property office as soon as possible.

What should you do if you find something?

- Take it to the school office.
(Half of all unclaimed money will be given to charity, the other half will be returned to the person who found it.)

What action will be taken if you damage or steal property?

- If the damage is deliberate, or due to thoughtless or bad behaviour, you will be expected to meet part or all of the cost.
- If you steal something, you will have to return it or repay the value in full.
- Other disciplinary action may be taken, such as detention or suspension from school.
- Parents will be informed and involved.
- While many of these matters may be dealt with in school, on occasion it will be necessary to refer them to the police.

What action will be taken if you interfere with or cause damage to fire and/or safety equipment in school?

Such behaviour will result in immediate suspension, or in extreme cases, exclusion.

SCHOOL BOUNDS

What are the rules about leaving the school premises?

- You must not leave the school site between 9.00 a.m. and 3.30 p.m. including break and lunchtime unless you have an exeat or lunch pass, **or** you are going directly to or from a class in the Northern Regional College. If you are a Sixth Former, you may leave the site at breaktime and lunchtime without permission, but at other times an exeat is required.

What are the penalties for being out of school without permission?

- Please refer to P.5 “Unauthorised Absence”.

Which areas of the school grounds are available to you, when you are out of class?

- (Always)***
 - The tarmac area behind the Sports Hall.
 - The tarmac area behind Modern Languages.
- Year 8 pupils***
 - Courtyard near staffroom.
- (Sometimes)***
 - *During the summer term only*, the area beside the tennis courts.
 - The all-weather pitch near the Sports Hall - this will occasionally be out of bounds when it has been prepared for a match.
 - The Preparatory Department tarmac and grass playing area at the front of the school, - available to Year 8 pupils from 1.10 - 1.40 p.m.
- (Rarely)***
 - The bottom pitches, the lane to the pavilion and the Pavilion, Smiley's Clump and the School Pond, *only under the direct supervision of a teacher*.
 - The car parks, the area around the groundsman's garage. (You may only enter this area to retrieve a ball.)

In areas where cars are parked, you should not run or play games, in case of damage or injury.

What action will be taken if you break the rules about bounds within the school grounds?

- Depending on seriousness or frequency, you may be given a warning, detention(s) or have your freedom restricted (for example at break or lunchtime).

USE OF ROOMS

Care should be taken to keep rooms tidy and in good order. Rubbish should be placed in bins and furniture tidied where necessary. Boards, books and other items in the room should not be interfered with. Lunchtime room users are expected to help tidy up before they leave and make sure the furniture is put back in the place it was taken from.

Specific rules for the use of the Library, Laboratories, the Sports Centre and other rooms are provided in the rooms concerned and emphasised from time to time by the Departments responsible.

What will happen if these rules are broken?

- You may be given detention.
- You may be required to pay for any loss or damage which you have caused.
- Serious cases may result in suspension.

PERSONAL APPEARANCE

You are expected to be clean, tidy and neat in your appearance at all times. You must avoid extremes of fashion in hairstyle or jewellery. You are required to wear correct school uniform, according to the list provided to parents at the beginning of each school year. Facial jewellery, if worn, must be restricted to a single **stud** in each ear lobe. **No other facial jewellery should be worn.**

Pupils are expected to wear their school uniform properly

- Shirts and blouses tucked in
- Ties worn properly.
- Skirts worn at a modest length (according to uniform regulations).

When do you wear school uniform?

- travelling to and from school
- during the normal school day
- at school functions or away matches (unless other arrangements have been made)
- on school visits or tours

unless other arrangements have been made, with the Headmaster's permission.

If it is not possible to wear normal school uniform (e.g. for medical reasons) you must bring a parent's note. You will then be provided with a note from your Form Tutor, which you should present to teachers on request.

Regular uniform checks will be carried out by form and class teachers.

What action will be taken if you do not meet the requirements with regard to appearance without good reason?

- You will be warned and pupils who defiantly ignore warnings will be put into a Friday Detention.
- If your uniform continues to not meet the expected standard your parents will be informed, further detentions given or you may be suspended from school.

BEHAVIOUR

It is expected that at all times pupils will contribute to an atmosphere of co-operation, consideration and mutual respect by the way in which they treat other members of the school community, both staff and pupils.

Earphones

Ear phones must not be worn in class (unless authorised by the teacher-in-charge). For Health and Safety reasons earphones must not be used when moving around school corridors.

Mobile phones (See policy on use of mobile phones)

Mobile phones must not be switched on during class time. Teachers will remove mobile phones if they cause distraction in class.

Chewing Gum

Inappropriate disposal of chewing gum is a health hazard. For this reason, chewing gum must not be brought onto the school premises. Offenders will be liable for detention.

Peanut Products

Some pupils may suffer a severe reaction to peanuts or peanut products. For this reason, they must not be brought onto the school premises or taken on school visits.

How are you expected to behave in class?

At the beginning of class:

- If you have to wait outside a room or a laboratory, form a queue and wait quietly.
- You should get out your books, files and other equipment and be ready to begin the lesson.
- You should wait quietly until the teacher arrives.

During class:

- You must always follow the direction and advice of the teacher or the person in charge of the class.
- You should concentrate on the work in hand, be as involved as possible and ask questions if you are in difficulty.
- If homework is set you must record it accurately in your Homework Diary

At the end of class:

- You must continue to work until the teacher dismisses the class.
- You should go directly from one class to the next.
- You should not visit your locker.

What are the rules out-of-class?

In the corridors:

- Walk on the right hand side.
- Don't run or shout.
- Do not carry large bags on your shoulders - this is potentially dangerous to other people in a busy corridor.
- Do not leave books, school bags or sport equipment in the corridors and in doorways.
- Show consideration for other pupils at all times.
- Be courteous to visitors; ask if you can help in any way, and if directions are needed, offer to accompany them, or find an appropriate member of staff.
- Give way to staff, both teaching and non-teaching, visitors and young children.
- Take special care to give way to laboratory staff and technicians carrying chemicals and equipment.

Out of school

You should always behave in a way which will bring credit to you and to your school, especially when you are wearing school uniform or taking part in a school-related activity.

Lockers

Lockers are the property of the school, you must look after your locker, you do not have permission to damage it or write in or on your locker. It is expected that it is kept tidy and the contents are tidy. Avoid the storage of any food items.

When may you use your locker?

- Before school begins
- At break
- At lunchtime
- After school

You should not visit your locker at other times unless you have direct permission from a teacher.

What are the rules for break and lunchtime?

- You must follow the instructions of duty staff, supervisors, and prefects.
- You should either use the rooms assigned during lunchtime or go outside.
- You should not linger in the corridors or in the locker areas.
- All pupils are responsible for keeping their rooms in good order.
- Litter must be placed in the bins.
- You must not sit on desks or put your feet on chairs.
- Avoid noisy or rowdy behaviour.

What action will be taken if your behaviour is unsatisfactory?

- You will be warned or given detention and your parents informed.
- Restrictions may be placed on your freedom at break or lunchtime.
- Your parents may be involved.
- Any serious misbehaviour will result in a note being made in your record.
- Suspension or exclusion (in very serious cases or in cases of persistent misbehaviour).

Behaviour towards members of staff

You are expected to behave in a polite and respectful way to all members of the teaching and ancillary staff.

If a pupil engages in an act of violence or harassment against the person or property of a member of the school staff, or to an immediate member of the staff's family, at any time whether inside or outside the school, disciplinary action will be taken against the pupil which may include consideration of the option to exclude.

Disrespectful, rude or disobedient behaviour will result in one or more of the following:

- providing an apology,
- detention,
- suspension or exclusion.

Behaviour to other pupils (to be read along with the Anti Bullying Policy)

You are expected to treat your fellow-pupils with courtesy and respect. Bullying or the use of threatening or abusive language, persistent teasing, physical assault, theft and damage to the property of other pupils are very serious offences. Harassment of another pupil, member of teaching or non teaching staff, whether in school or out of school will be treated as a serious offence.

Pupils must not take or use school property or the property of another pupil without permission.

- Such offences will be punished by detention, suspension, or exclusion.
- Parents will be informed.
- Serious or persistent offenders may be excluded.
- Outside agencies such as the police will be involved in the most serious cases.

OFFENSIVE WEAPONS

It is forbidden to bring to school any article or implement that could be regarded as an offensive weapon. This includes firearms (including pellet guns), swords or knives, crossbows and catapults. The use of such articles or their threatened use by word or deed will be treated as a very serious offence. In all cases the offensive implement will be confiscated and parents contacted. The police are likely to be informed. Similar action will follow if a normal everyday piece of equipment e.g. a pencil, pen, ruler or pair of compasses is used or appears likely to be used as an offensive weapon.

MISUSE OF DRUGS, SOLVENTS, ALCOHOL AND TOBACCO

All drugs and medicines which have been prescribed, must be declared to the Pastoral VP along with a parental letter explaining the detail of use.

In the interests of your health and well-being, and that of others, drugs (excepting medical prescriptions), alcohol and tobacco may not be brought to school, received from or given to others on school premises, or used on school premises, on a school trip or visit, or in a situation where you are identifiable as a pupil of the school. The misuse of solvents is also unacceptable. Drugs prescribed for one pupil should never be given to anyone else

N.B. AEROSOLS for Health and Safety considerations, Aerosol spray containers (e.g. deodorants) should not be brought to school or used in school or in relation to any school activity.

What will happen if you break these rules?

Depending on its seriousness, any breach of these rules will result in some or all of the

following:

- involvement of parents, Headmaster and Board of Governors;
- suspension or exclusion from school;
- signing an undertaking as a condition of return;
- informing external agencies.

TRAVEL TO AND FROM SCHOOL

What should you do after school?

- When classes end, you should leave the school premises by 3.40 p.m. unless you are taking part in a supervised activity.
- If you need to remain in school after 3.40 p.m., you may wait in the library or in Room B3.
- All pupils, including those taking part in supervised activities, should normally leave the school premises by 5.00 p.m. On half day holidays, you should leave by 1.00 p.m. Locking of external doors begins at 4.30 pm, exit from the school up to 5.30 pm is by the school office door only.

How should you behave travelling to and from school?

- On foot***
- Stay on the footpath, and avoid pushing or running.
 - Take care crossing the road; remain on the footpath until your way is clear.
 - Take particular care if you are crossing from behind or in front of any parked vehicle.
 - Use the pedestrian entrances only when arriving or leaving school grounds, do not use either vehicle entrance when on foot.

- By bus***
- Enter and leave the bus with care, without pushing.
 - Never attempt to enter or leave until the bus is stopped.

- Be courteous to other passengers.
- Follow the instructions of the bus driver.

What will happen if there is misbehaviour on the bus?

- When misbehaviour is reported, action will be taken by the school or schools involved, by the bus authorities and by the Transport Officer, as appropriate.
- The following sanctions may be used:
 - parents informed and involved;
 - punishment given in school, such as detention;
 - a letter or letters of apology;
 - a warning may be issued by the bus authorities or by the Transport Officer;
 - your bus pass may be removed;
 - alternative means of travel may be required.

Note: This policy will be reviewed by the Pastoral Team on an annual basis. Bi-annually this policy will be consulted upon by all stakeholders.

TJS/NJM/lh Revised September 2010
Approved by the Board of Governors - 24/02/11

Policy reviewed 19.05.16