

# Dalriada School

## Positive Behaviour Policy

*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.*



### Consultation

June 2020 – to pastoral team

June 2020 – to staff

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*Available online or as a hard copy from the school office upon request.*

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## **Introduction**

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.

In Dalriada equal opportunities are provided for all and the diverse talents of each pupil is appreciated, nurtured and celebrated. Pupils are encouraged to be enthusiastic, confident and tolerant young people who have respect for themselves, their peers, members of the school community and their environment.

Positive behaviour is fundamental to the success of every member of the school community and we believe that everyone has a responsibility to ensure that the principles of respect for oneself, for others and for our environment pervade in all that we do.

## **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 and amend their attitude and behaviour
- to encourage pupils to learn from their experience, be positive and look to the future.

## **Objectives**

- to provide guidelines for pupils, parents and staff on the good behaviour expected of pupils
- to make sure pupils, parents and staff understands their role within the school community.

## **Links to other policies**

The Positive Behaviour Policy takes cognisance of the following policies:

- Anti-Bullying
- Acceptable use of ICT
- Pastoral Care
- SEN
- Drugs Education
- Safeguarding and Child Protection
- Health and Safety.

## **Rights and responsibilities**

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.

### **Rights**

All members of the school community have the right to:

- feel safe
- learn and teach without unnecessary interruption
- be heard
- fair treatment
- be treated with respect.

### **Responsibilities**

All members of the school community have responsibilities.

#### **PUPILS**

##### **Pupils are expected to**

- be responsible for their actions
- avoid the use of any offensive language or behaviour
- behave with courtesy and respect towards others
- follow school policies and procedures
- be punctual to all classes and be prepared with correct materials and complete assigned work to the best of their ability
- follow the instructions given by staff
- dress according to the school uniform regulations
- take proper care of school facilities and property, keep the school free of litter and graffiti.

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.

Prefects have a very important role to play by assisting staff in the promotion of positive behaviour.

##### **Prefects are expected to:**

- act as role models (including uniform and conduct)
- support staff in promoting positive behaviour
- complete prefect duties to assist the smooth running of the school
- provide leadership in the school
- create a positive atmosphere in school and contribute to the development of other pupils
- act as mentors to pupils (when required)
- monitor behaviour in the corridors, in areas of school where they are present and on school transport
- challenge inappropriate behaviour
- report concerns or issues to a member of staff.

## **PARENTS**

The role of parents and carers in the educational development of pupils is critical. It is hoped that parents and carers will co-operate with the school to ensure that their children adhere to the Positive Behaviour Policy. Parents are encouraged to discuss the Positive Behaviour Policy within the home, to make sure everyone understands the role of the individual within the school community.

### **Parents are expected to**

- be familiar with and support the aims of the school
- co-operate with and promote school policies and procedures
- support punctual attendance at school every day
- monitor the wearing of school uniform
- oversee the naming of all items of uniform and property
- 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, pupil mail, online Parent Mail) that require a parent or guardian's signature or response
- support their child's involvement in extra-curricular activities
- attend parent-teacher meetings
- provide an atmosphere in which learning is valued by supporting and encouraging the efforts of their child
- provide time and a place for home study
- monitor homework, coursework and on-going revision
- check and counter sign homework diaries (KS3 and 4)
- inform the school of any special circumstances which might affect their child's performance.

## **STAFF**

All staff play a key role in promoting positive behaviour and effective learning.

### **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 and colleagues
- regularly reinforce the school's expectations
- praise pupils' efforts and achievements
- act as role models through professional conduct and appearance
- maintain a consistent approach to dealing with positive and negative behaviour
- know and apply the various school policies and procedures
- monitor, evaluate, record and report on the work of their pupils
- keep the HOD, Form Tutors and HOY informed of the progress of 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 the SIMS system to record behavioural problems of pupils
- Inform parents of behavioural issues (when required)
- attend parents' meetings.

**Support staff 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
- regularly reinforce the school's expectations
- praise pupils' efforts and achievements
- act as role models through professional conduct and appearance
- maintain a consistent approach to dealing with positive and negative behaviour
- know and apply the various school policies and procedures

## **Procedures**

Dalriada has a stepped approach to behaviour management and depending on how serious the matter is, or the repeated nature of incidents by an individual, it may be referred to the Head of Department, Form Tutor, the Head of School, a member of Senior Staff, the Deputy Head, the Headmaster or the Board of Governors. At all times pupils should be encouraged and supported to alter their behaviour to bring it in line with the high standards that are expected in Dalriada.

When the expected school behaviour standards are not followed, a teacher, member of support staff, or prefect, should take appropriate action to deal with the situation, acting immediately if the safety of a pupil or member of staff is at risk or when school property is being damaged.

All behaviour incidents should be recorded on the Form Report (Key Stage 3) and logged on SIMS Behaviour Management Module which is monitored and reviewed by the Deputy Head (Pastoral) and the Pastoral Team.

Staff should be consistent in the procedures followed for managing behaviour incidents. These procedures are outlined in Appendix 1.

There should be on-going communication between the pupil, relevant staff and (when necessary) parents so that all necessary parties involved are fully aware of the procedures and actions.

## **Rewards and Interventions**

Dalriada School has an ethos which is based on mutual respect and prides itself on the happy, confident pupils that belong to the school. A range of measures used to encourage and celebrate good behaviour, as well as to deal with breaches of the high standard of behaviour expected in Dalriada, is outlined below. The specific context of any inappropriate behaviour has to be taken into account and professional judgement of staff is required accordingly when interventions are applied.

### **Rewards**

- verbal praise, acknowledgement or encouragement
- positive comment in student planner
- positive mention on Form Report, SIMS or positive Referral to Head of Department, Tutor or Head of Year
- display of work on classroom notice boards or school notice boards
- mention in assembly
- special awards
- communication with parents
- magazine entries and/or on school social media
- Internal School Certificate
- School Colours and Honours
- Praise Postcards

## **Interventions**

On occasion there may be breaches of the high standard of behaviour expected in Dalriada and this will require an intervention to be applied to ensure that the behaviour is not repeated and that the pupil takes responsibility for their actions and adapts future behaviour. It will be made clear to the pupil why an intervention is being applied and that a record of their conduct will be kept.

Interventions may include:

- A reminder of rules, moving seats, note in homework diary
- Referral to and/or interview with Form Tutor, Head of Department, Head of Year or Deputy Head/Headmaster (see Appendix 2)
- Apology (verbal or in writing)
- Setting of extra work, during school time or at home
- Related consequence (e.g. cleaning up mess, confiscation of phone)
- Departmental intervention (e.g. break/lunch detention)
- School detention on Tuesday 3.30 pm - 4.30 pm
- A record made on SIMS Behaviour Management Module and/or KS3 Form Report
- Attending school for extra work when other pupils are not required to attend (ie: Saturday or during holiday time or on training days or during study leave)
- Informing parents (this may involve parents being asked to attend an interview in school)
- Weekly or daily report
- Returning or replacing items taken or damaged, or payment of an agreed sum
- Restrictions or loss of privileges
- Not being allowed to return to 6<sup>th</sup> Form in Dalriada
- Informing the Board of Governors
- Suspension or exclusion\* from school (for serious or repeated incidents)

In some cases, following discussion with a pupil and (usually) parents, a written contract may be drawn up, setting out the standards of behaviour expected from the pupil and the consequences of any failure to meet those standards in the future. In some cases, following discussion with the pupil and parents, support may be sought from an outside agency to provide additional support to address any behavioural issues.

\* The Board of Governors may expel a pupil. Expulsion will only take place after following the correct procedures as laid down by DENI.



# **Procedures, expectations and consequences**

## **School Attendance**

The register is marked at 9.00 am. Pupils are expected to be in school at 8.55 am to allow them to get to assembly or registration promptly. It is the pupil's responsibility to ensure that parents explain all absences in writing. Pupils should record attendance before going to any other event which may require them to be out of registration, if this has not been possible they should sign in at the office as soon as possible. Pupils are expected to arrive punctually for registration, school assemblies, classes and events.

### **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.

### **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, Head of Year or a Senior Teacher will sign this note and issue an Exeat Note.
- Show the Exeat Note to your class teacher, at the beginning of the lesson, so that you can leave at the time stated without further interruption.
- Show the Exeat Note to the office as you leave school (**by the main entrance**) – you should not leave school without informing the office.
- If you know in advance that you will be missing a class you should inform the class teacher and catch up on work missed.

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

School attendance is a legal requirement (Year 8-12) and therefore unauthorised absence from school will result in serious consequences:

- You will be interviewed by your Form Tutor, your Head of School, Deputy Head or the Headmaster, as appropriate taking into consideration your record and the situation.
- 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.
- A note will be made in your record, which may affect your school reference and entry into Sixth Form.
- If the action is repeated, or combined with other behaviour incidents, there may be further interventions necessary (e.g. outside agency involvement, suspension).

### **What should you do if you are late to school?**

If you arrive in school after 9.00 a.m. but before the end of assembly or registration at 9.10am you should report to your tutor in your registration room or in the John Armstrong Hall (on assembly days). Your tutor will record the Lateness as 'L' on SIMS.

If you arrive in school after the end of assembly/registration at 9.10 am you should go to the office and sign the late book. The office will record the Lateness at 'L' on SIMS. If you do not report to the office to be signed into school this lateness may result in an unexplained absence being recorded. You should also make contact with your tutor later in the day, so they know you are present. 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 (e.g. a bus was late)?**

After three incidents of lateness (AM or PM) in any 4 week period, and where no satisfactory note has been received, you will make up the time by attending after school detention (Tuesday 3.30-4.30) which will be supervised by Senior Staff.

If you are frequently late to school you may be required to sign in each morning with another Senior Teacher, or you may be placed on Punctuality Report until improvement has taken place in relation to punctuality. A record of this will be made on SIMS Behaviour Management Module which may affect your school reference and entry into 6<sup>th</sup> Form. Your parents may be asked to attend an interview in school.

Your subject teacher will deal with lateness for class and you may be referred to the Head of Department which may result in a departmental intervention (e.g. Lunchtime detention). Repeated lateness to class will be referred (by the Head of Department) to the Head of Year and you will be asked to attend after school detention to make up the time lost. A record of this will be made on SIMS Behaviour Management Module which may affect your school reference and entry into 6<sup>th</sup> Form.

## **Property**

We encourage pupils to take responsibility and care for their own items, including assessing the risk of bringing fragile or valuable items into school. The school will not be liable for any damage to or loss of property that a pupil has chosen to bring into school.

### **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 with a teacher (e.g. during PE or Games lessons).
- Keep all files, books and other items in your bag or in your locker or in the racks provided. Do not leave them in corridors.
- Report any loss or damage immediately (including damage to school property), 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 all areas where you might have mislaid your property.
- Report the loss to your class teacher, form tutor, Head of Year or to the School Office.
- Tell your Form Tutor – who may make suggestions and may place an announcement in the next day about the lost property.
- Check in the lost property office as soon as possible (see the Deputy Head (Pastoral) for access to this area).
- Check the Sports Complex lost property for items lost during PE/Games.

### **What should you do if you find something?**

- Take it to the school office or give to a member of staff.

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

- If the damage is deliberate, or due to thoughtless or poor 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 may 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**

### **Can you leave school premises during the school day?**

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. If you are a Sixth Former, you may leave the site at lunchtime, but at other times an exeat is required. (In addition refer to the School Attendance section).

### **Which areas of the school grounds are available to you when you are out of class (unsupervised)?**

The tarmac area behind Modern Languages/English Department

The all-weather pitch near the Sports Hall (two areas)

The tarmac and grass playing area at the front of the school (Year 8-9 only)

**Which areas of the school grounds are out of bounds to you (unless accompanied by a teacher)?**

Areas around the KidsClub Facilities

Areas around the HE Department

The area beyond the marked line on the front tarmac play area

Areas around the tennis courts, 3G pitch, the lane, bottom pitches (and all surrounding areas).

Carparks

Sports Complex corridors, gyms or changing rooms

If you are in an area which is out of bound (depending on seriousness or frequency) you may be given a warning, detention(s) or have your freedom restricted at break or lunchtime.

**Use of rooms**

Care should be taken to keep rooms tidy and in good order. Rubbish should be placed in appropriate bins and furniture tidied. Boards, books, electronic equipment and other items in the room should not be interfered with. Specific rules for the use of the Library, Laboratories, Workshops, the Sports Centre and other rooms are provided in the rooms concerned and emphasised by the Departments responsible.

In Dalriada we allow pupils to use classrooms to eat their packed lunch in and with this privilege comes responsibility. 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. Each form class should have a lunch rota clearly displayed in the lunchroom.

**What will happen if these rules are broken?**

- You may be asked to tidy a room.
- You may be given detention.
- You may be required to pay for any loss or damage which you have caused.
- You may have to eat lunch elsewhere in a supervised area.
- Your parents may be informed.
- Serious or repeated cases may result in suspension.

**Use of 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. As lockers are school property your locker can be checked at any time and should be treated with respect and kept tidy.

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.

## **Personal Appearance**

You are expected to be clean, tidy and neat in your appearance at all times and take pride in your appearance. You should avoid extremes of fashion in hairstyle, make-up 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, plain stud in each ear lobe (this is an important Health & Safety requirement). No other facial jewellery should be worn.

Pupils are expected to wear their school uniform properly:

- shirts and blouses tucked in
- ties worn properly (up to the button and appropriate length e.g. just above the waist band)
- skirts worn at a modest length (according to uniform regulations)
- outdoor coats must not be worn indoors (unless it is before 9am and you are going to your locker to store your coat for the day)
- non-regulation tops (see uniform list) should not be worn under blazers – unless in exceptional circumstances and with teacher permission.

Regular uniform checks will be carried out by Senior staff.

### **When do you wear school uniform?**

- travelling to and from school (at all times)
- 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)

All pupils are required to conform to the uniform regulations. The cooperation of parent(s)/guardian(s) in this respect is expected. Only regulation uniform should be worn. Infringement of the uniform regulations will result in the issue of a sanction as outlined below.

If for any unavoidable reason a temporary deviation from the Uniform Regulations is required, a written request should be made to the form tutor. (For example, a pupil may be unable to wear their complete school uniform due to a broken leg or arm).

Individualism is not an acceptable reason to depart from the regulations, however the school understands that there may be individual circumstances that merit careful consideration to allow a pupil to feel safe and comfortable during the school day. A request should be made to the Deputy Head (Pastoral) and this individual circumstances will be considered, and the Headmaster consulted, before a decision is made to allow for a deviation of the uniform regulations.

### **What action will be taken if you do not meet the requirements with regard to appearance?**

- You will be given a verbal or written warning
- You may be asked to attend after school detention if you defiantly ignore warnings
- A record will be made on SIMS Behaviour Management Module

- If your uniform continues to not meet the expected standard of the school your parents will be informed and a meeting will take place with the Head of Year, Deputy Head (Pastoral) and/or Headmaster who may take further action.

## **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 a member of staff). For Health and Safety reasons earphones must not be used when moving around school corridors or in toilets (unless prior arrangement has been made with the school SENCO).

### **Mobile phones (See policy on use of mobile phones)**

Mobile phones must not be switched on during class time (unless authorised by the teacher-in-charge). Teachers will remove mobile phones if they cause distraction in class. You will then be asked to collect your phone from the Deputy Head (Pastoral) at 3.30pm. A note will be recorded on your SIMS record and your parents may be informed.

### **Chewing Gum**

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

### **Nut 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.

### **Energy Drinks**

For the health and wellbeing of pupils energy drinks are not allowed in school. Pupils are encouraged to drink water or healthy fruit juices (see Healthy Eating Policy). Energy drinks will be taken from pupils.

## **How are you expected to behave?**

### **At the beginning of class:**

- If you have to wait outside a room form a queue and wait quietly.
- Once in your class you should get out your books, files and other equipment and be ready to begin the lesson.

### **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 need help.
- If homework is set you must record it accurately in your Student Planner.

### **At the end of class:**

- You must continue to work until the teacher dismisses the class.
- You should leave the room neat and tidy.
- You should go directly from one class to the next via the shortest route.
- You should not visit your locker.

### **In the corridors:**

- Walk on the right hand side (following the latest social distancing guidelines).
- 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 throw balls or other items.
- 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 and visitors.
- 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.

### **At break and lunchtime?**

- You must follow the instructions of duty staff and supervisors.
- 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 appropriate bins.
- You must not sit on desks or put your feet on chairs.
- Avoid noisy or rowdy behaviour.

### **At the end of the school day**

When classes end, you should leave the school premises by 3.40 pm. unless you are taking part in a supervised activity. If you need to remain in school after 3.40 pm., you may wait in the library or in the B Rooms. All pupils, including those taking part in supervised activities, should leave the school premises by 5.00 pm unless supervised by a member of staff. **All pupils must have left the Sports Complex by 5pm as the community group 'Route to Fitness' have use of it from 5pm.**

Locking of external doors begins at 4.30 pm and exit from the main school building between 4.30-5.30pm is by the school office door only. You should be off school premises by 5.30pm (unless prior arrangement has been made and there is staff supervision).

On half days you should leave by 12.30pm unless supervised by a member of staff.

### **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 or follow the cross patrol instructions (where available)
- 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

When poor behaviour is reported on buses, action will be taken by the school, schools involved, the bus authorities or the PSNI, as appropriate.

The following actions may be taken:

- parents informed and involved
- detention, suspension or exclusion (depending on the seriousness of the incident)
- 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 and alternative means of travel may be required
- the PSNI may be involved in a formal investigation.

### **What action will be taken if your behaviour does not meet the high expectations required by Dalriada?**

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

## **Behaviour towards others**

### **Behaviour towards members of staff**

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

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

- providing an apology
- record on SIMS Behaviour Management Module
- detention,
- suspension or exclusion.

If a pupil engages in any 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 involve the Headmaster and Deputy Heads and will include consideration of the option to suspend or exclude.



## **Behaviour towards other pupils**

### **(Refer also to 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. Pupils must not take or use school property or the property of another pupil without permission.

Such behaviour may result in one or more of the following:

- referral to Head of Year, Deputy Head
- record made on SIMS
- detention or suspension
- parents being informed
- referral to an outside agency (e.g. PSNI).

Serious, repeated or persistent behaviour may result in exclusion

## **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. 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.

Such behaviour may result in one or more of the following:

- Referral to Head of Year, Deputy Head
- Record made on SIMS
- Detention or suspension
- Parents being informed
- Referral to an outside agency (e.g. PSNI)

Serious, repeated or persistent behaviour may result in exclusion

## **Misuse of drugs, solvents, alcohol, tobacco and e-cigarettes**

### **(Refer also to the Drugs Education Policy)**

All drugs and medicines which have been prescribed, must be declared to the Deputy Head (Pastoral) along with a parental letter explaining the detail of use. It is the parental responsibility to inform the school and complete an AM2 and/or AM3 form. Drugs prescribed for one pupil should never be given to anyone else.

In the interests of health and well-being drugs (excepting medical prescriptions), alcohol, tobacco and e-cigarettes may not be brought to school, received from or given to others on school premises, or used on school premises, used 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.

Depending on its seriousness such behaviour 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
- involvement of external agencies.

*This policy will be reviewed by the Pastoral Team and the Safeguarding Team on an annual basis and on the review date when consultation with staff, pupils and parents will be carried out. The policy may be altered in between review dates to reflect changes in educational legislation and practice, as appropriate, and all stakeholders will be informed.*

## APPENDIX 1

### Procedures

