

SACRED HEART GRAMMAR SCHOOL



POSITIVE BEHAVIOUR POLICY

Positive behaviour is an integral part of the Pastoral Care Policy and is central to the realisation of the aims and objectives of Sacred Heart Grammar School

Positive behaviour

Promotes the conditions for effective learning by creating within the school an environment where constructive and purposeful activity can take place;

Encourages high standards of individual and collective behaviour within the school and beyond, in the interest of the student and of society;

Promotes self esteem within the student;

Encourages sensitivity towards others;

Promotes a spirit of co-operation and participation;

Encourages a positive attitude to school work, punctuality, attendance and commitment to work;

Encourages an acceptance of the value of school rules and a willingness to adhere to them;

Helps students to reach their full potential as individuals and as members of the wider community.

Positive behaviour Sacred Heart Grammar School is established and maintained through:

The Pastoral Care Programme;

The promotion of self discipline and individual responsibility as the central pillar of positive behaviour;

A strong teacher-student relationship, based on mutual respect and common goals;

Parental support and involvement;

Student involvement in policy making;

The Prefect System;

Awards and recognition of achievement;

School rules.

Referral System

Rules are important to the school and parental support is needed in the maintenance of dress standards and behaviour. When students break the school rules there is a series of sanctions which may be imposed. When serious misconduct arises, or for repeated misbehaviour, absenteeism, late-coming, lack of application or failure to present work, teachers may use the Referral System, which is described below:

Stage 1

The problem or incident is reported by the Class Teacher to the Form Teacher, who conducts an interview with the student. On the basis of this interview the Form Teacher should attempt to resolve the problem by dealing directly with the student.

Stage 2

If further incidents or problems occur with the same student the matter should be reported to the Year Head. The Year Head then interviews the student and records the reported misdemeanour. Action taken to resolve the problem may be withdrawal of privileges or other appropriate sanctions or to put the student On Report for a period one week. At the end of the week the Year Head will review the report sheet and decide whether a further week On Report is needed.

Stage 3

If a student is reported to the Year Head a second time this incident is recorded and the student may be put on report for 2 weeks. A letter is also sent to the parents inviting them to meet the Year Head to discuss their daughter's progress. Parents are informed that one further report to the Year Head could lead to suspension. They are also advised that their daughter might experience difficulty retaining her place in Sacred Heart in the following year. Students are reminded that any further default will be dealt with by the Principal/Vice Principals.

Stage 4

A third report to the Year Head is referred to the Vice Principals or Principal. Parents are interviewed regarding the student's behaviour/progress and a period of suspension may be imposed. The initial period of suspension may not exceed 5 school days. It may be extended by the Principal following consultation with the Chairman, Board of Governors or with the Governors.

Stage 5

Only the Board of Governors can expel a student from school and no student shall be expelled unless she has first served two periods of suspension.

In the event of a serious breach of discipline the referral procedures will not operate but the matter will be dealt with directly by the Principal.

Suspension and Expulsion Procedure

1. Where suspension is contemplated it should be checked that the proposed suspension would not result in the student having been suspended from school during the school year for more than a total of 45 school days.

2. **Suspension**

If the Principal suspends a student the initial period of suspension shall not exceed 5 school days. The Principal should write immediately the following letters:

- (a) to the parents or guardian of the student specifying the reasons for the suspension and extending an invitation to the parents or guardian of the student to visit the school to discuss the suspension.
- (b) where the student has attained 18 years of age, an invitation to the student to discuss the suspension.
- (c) to the SELB advising it of the suspension and enclosing a copy of the letter sent to parents/guardians.
- (d) to the Chairman of the Board of Governors advising him of the suspension and enclosing a copy of the letter to the parents/guardian.

3. **Extension of Suspension**

- (a) the student may be suspended up to a maximum of 45 school days in any school year.
- (b) the period of suspension may only be extended after obtaining prior approval in writing from the Chairman of the Board of Governors.
- (c) on receipt of the Chairman's approval, letters are to be written advising each of the following parties of the reasons for the extension of the suspension and stating the further period of suspension:
 - (i) to the parents or guardian;
 - (ii) to the student where the student has attained the age of 18 years;
 - (iii) to the SELB.

4. **Expulsion**

A student may be expelled from the school:

- (i) only after serving a period of suspension.
- (ii) after consultation has taken place between the Principal and the Board of Governors or their sub committee.
- (iii) after statutory consultations have taken place between:
 - (a) the Principal
 - (b) the parents or guardian of the student
 - (c) the student where she has attained the age of 18 years
 - (d) the authorised representative of the SELB
 - (e) the Chairman of the Board of Governors

Where a student has been expelled from the school the Principal shall immediately give notice to the parents or guardian of the student, and to the student, where the student has attained the age of 18 years, of the following matters:

- (i) their right to appeal the decision to expel the student
- (ii) the time limits set by the SELB for lodging an appeal
- (iii) where the appeal may be lodged.

N.B. This letter should include the SELB's "Appeal Procedure" paragraph from their "School Exclusion Tribunals: Procedures and Notes of Guidance".

Transfer to new year group

Most students will transfer to a new year group without difficulty. However, students who have been referred to the Year Head on more than one occasion during the school year will require a satisfactory reference from the Principal, based on satisfactory behaviour, attendance, punctuality and academic performance, in order to gain a place in Sacred Heart in the following year. Students may be reminded of this requirement at Stage 2 of the Referral System. Parents who are invited to meet the Year Head at Stage 3 may also be reminded of this requirement. With regard to transfer from GCSE to A Level this will involve students meeting the criteria as laid out in the school's Admission Criteria.

The Prefect/Committee System

The Head Girl, School Council, Class Prefects, Bus Prefects, Charity Committee, Common Room Committee, Hall Committee play an important role in the maintenance and development of a positive attitude to discipline.

The Prefect/Committee System provides a two-way channel of communication between students and staff so that where concerns are expressed an appropriate response from staff or Principal may be made.

By involving students directly in the decision-making process and by encouraging active participation in the life of the school through the Prefect/Committee System we aim to enhance discipline and provide opportunities for students to demonstrate responsibility and develop a caring, concerned awareness of the needs of others.

Awards

To develop a positive attitude to discipline special awards are presented to students during the annual prize-giving ceremonies. These include:

The Gilmore Trophy, awarded to the pupil with the best school spirit.

The First Year Award, presented to the best First Year pupil.

Sports Personality of the Year.

The Catherine McCourt Memorial Cup, awarded to the class which makes the best contribution to charitable causes.

Awards to students who have unbroken attendance during the year.

The public presentation of GCSE and A Level Certificates recognises the hard work and commitment of pupils in examination classes.

Other Aspects of Positive Behaviour

To ease the movement of students throughout the school it is essential that order is maintained and that each teacher should share the responsibility that students adhere to the arrangements set down in the School Rules booklet.

In the interest of safety and good behaviour students should leave the classroom door open until the teacher arrives, and in cases where students line up outside specialist rooms they should remain quiet and orderly in the corridor. Class prefects/vice prefects (in their absence any member of the class) should inform the General Office if their teacher does not arrive.

Students should not be on corridors or in cloakrooms when classes are in session and it is the responsibility of each teacher to seek an explanation from students found in breach of this rule.

Each teacher is expected to challenge students who breach the rules with regard to uniform, litter and the consumption of food in the main school buildings. With the exception of Year 14, who may eat in the Yr 14 Centre, food may only be eaten in the Dining Hall areas.

Since the minibus is an extension of the school environment, regulations relating to issues such as behaviour, tidiness, mutual respect and health and safety apply. Seat belts must be worn at all times.

Use of Reasonable Force to Restrain or Control Students

The school will only resort to the use of reasonable force to restrain/control students when all other avenues for successfully dealing with the problem have been tried and failed.

Depending on the circumstances, a teacher may use reasonable force to prevent a student from:

- committing an offence;
- causing personal injury to, or damage to the property of, any person (including the student herself); or
- engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of the students whether during a teaching session or otherwise.

Non-teaching staff and volunteers may also use reasonable force in the situations described above – provided they are authorised to do so by the Principal.

Staff will follow the guidelines described in DENI Circular 1999/9.

The school will keep a written record of all occasions where reasonable force has been used to restrain a student/students.