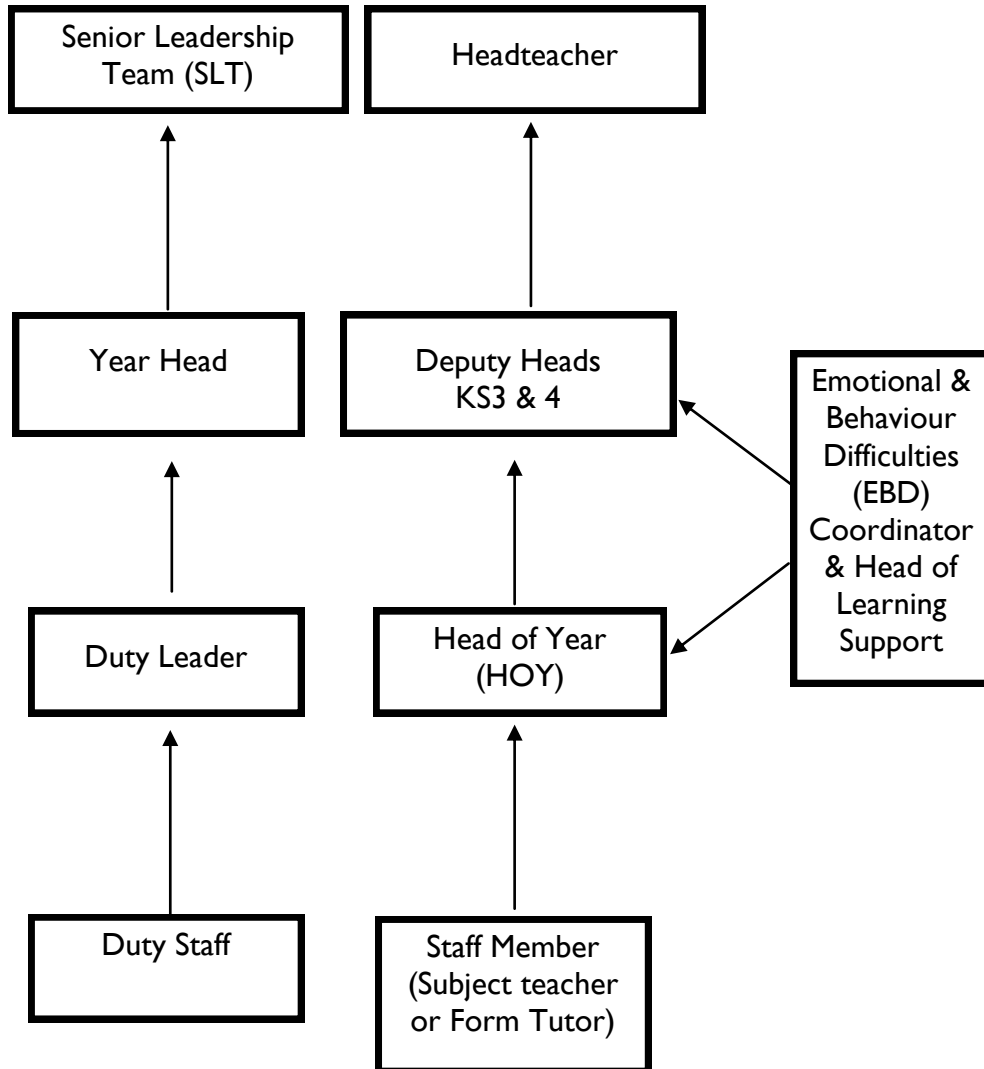


## Discipline Chain



*To inspire and Achieve*

# BEHAVIOUR Policy



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*POSITIVES bring PRAISE*

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**4:1 Ratio - Four Praises to One Sanction**

**P1 Verbal Praise**

- . Well done! Good! Thank you! Excellent! Brilliant!
- . Use generously and try to catch good behaviours often

**P2 House Points/ Commendation**

- . Log on House point /commendation slip
- . Give for good work/effort etc in/out of class

**P3 Good News Post cards & Learner of the Week**

- . For generally good behaviour these are sent home

**P4 Form tutor Commendation**

- . Good behaviour in Form time
- . Students achieving 25 HP's should receive a Form tutor Commendation

**P5 Head of Year Commendation & Learner of the Month**

- . Generally good positive behaviour around school
- . Student achieving 50 HP's should receive a Head of Year Commendation

**P6 Deputy Head commendation**

- . Exceptional behaviour
- . Nominations can be made by any member of staff
- . Students achieving 75 HP's should receive a DH Commendation
- . Letter/Phone Call home

**P7 Head Teacher commendation**

- . Exceptional behaviour
- . Nominations can be made by any member of staff
- . Students achieving 100 HP's should receive a Head Commendation
- . Letter/Phone Call home

**P8 Special Class reward**

- . A day/part day out
  - . Students in a class displaying exceptional behaviours/work ethic; etc
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**Respect, Safety and Well Being  
around the school**

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**Everyone at PAS should:**

- . Have mutual respect for one another
- . Be mindful of the needs of others
- . Respect our environment, building and resources
- . Move around the building in a safe way

**All Students should:**

- . Wear correct uniform at all times
- . Eat and drink only in permitted areas
- . Use bins provided for litter
- . Be mindful of learning taking place when moving around the building
- . Report any damage they see to a member of staff
- . Support each other
- . Follow reasonable requests from members of staff

**All Staff should:**

- . Challenge incorrect uniform
  - . Ensure students eat only in permitted areas
  - . Ask students to pick up litter they have dropped
  - . Promote safe moving around the school through regular reminders
  - . Report any damages
  - . Log and report any inappropriate behaviour
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# Code of Conduct

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## Be courteous and Considerate

Be thoughtful, respectful and courteous to others

## Let others learn

Work without disturbing others

## Respect other people

Hurting others physically or verbally is unacceptable

## Respect the property of others

Take care of personal and school property

## Be prepared

Be prepared and on time and on time for lessons and have the appropriate equipment/materials available

## Dress appropriately

Adhere to the school dress code at all times

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*POSITIVES bring PRAISES*

P8 Special Class reward (day out of school)

P7 Head Teacher Commendation (for outstanding behaviours worthy of this reward)

P6 Deputy Head Commendation (for outstanding behaviours worthy of this reward)

P5 Head of Year Commendation Letter & Learner of the Month  
(for general exceptional behaviours around school)

P4 Form Tutor Commendation Letter (for exceptional behaviour in Form time)

P3 Good News Post Card & Learner of the Week

P2 House Point(s) / Commendation(s) (15 House Point's / 10 Commendation's = 1 GOLDEN TICKET)

P1 Verbal Praise

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## ACTIONS bring CONSEQUENCES

Music equipment (head phones, iPods, PSP's, Mp3, etc) is banned in school, buses and when on school trips. It will be confiscated immediately for 1 week on 1<sup>st</sup> occasion, 2 weeks on 2<sup>nd</sup> occasion, etc.

### **C1 – C3**

#### **C1 and C2 VERBAL WARNINGS C3 BTF logged**

- Incorrect uniform this includes jewellery. Students with legitimate excuse (letter or phone call from parent/Guardian) will be issued with a uniform pass (by form tutor). Jewellery seen on second occasion will be confiscated by form tutor.
- Lack of correct equipment
- Failure to line up outside of class properly
- Talking after teacher has asked to be quiet
- Shouting out in class – students are expected to raise hand and wait for teacher to indicate before responding
- Dropping litter in classrooms (students will be expected to pick up litter they have dropped)
- Failure to respond to teachers instructions immediately
- Being rude to others (verbal, physical and mental bullying. This may range from C1 to C9. Student is expected to apologise
- Late for lessons or registration (**C1 on first occasion C5 on second occasion**)
- Eating or drinking in class without permission
- Use bad language within hearing of staff

**Persistent behaviour in class (warnings given for C1-C3) will result in students starting their next lesson on a C3 and then progress to C4 and C5.**

### **C4 REMOVAL FROM CLASS (BTF logged)**

**Fill in Remove Room Form. Student to be placed in 'On call' room.**

- Failure to respond to initial consequences C1-C3
- Persistent (3 times or more) use of bad language within hearing of staff
- Disrupting lessons and hindering from learning
- Failure to complete work to an accepted standard
- Failure to settle quickly to tasks
- Out of lessons without permission
- Parents informed as appropriate

## Guidelines To Monitoring Students Behaviour

	<b>DOE:</b> Students referred from PAS
	<b>Head Teacher/DH:</b> Arrange meeting with parents for persistent behaviour
	<b>EBD Coordinator/DH:</b> Will set up IBP and issue Daily Record Book
	<b>HoY:</b> Where necessary, meet with student to discuss behaviour issues. Issue Target Report Card and monitor. Hold weekly 1:1 meeting with student.
	<b>HoY:</b> Meet regularly with FT team to discuss any issues regarding behaviour. Monitor students in year group closely alongside FT.
	<b>Form Tutor:</b> Collate and keep record of BTF's rec'd. Engage in dialogue with student regarding issues and develop strategies for avoiding issues which has been recorded.
	<b>Staff Member:</b> Fill out BTF (located on Staff Shared area) and ensure consequence has been completed. Email to students Form tutor (FT) AND Head of Year (HoY)

All Target Report Cards/Daily Record Books need to be filed in DHSS office

## CONSEQUENCES IN THE CLASSROOM

<b>C11 EXCLUSION - Referral to Education Committee</b>	
<b>C10 Referral to Education Committee</b>	
<b>C9 Referral to DOE</b>	Parents' meeting
<b>C8 Suspension</b>	Parents' meeting before readmission
<b>C7 Isolation Room</b>	BTF logged
<b>C6 After school detention</b>	BTF logged/Letter home
<b>C5 Lunch time detention</b>	BTF logged
<b>C4 Removed from class /time out</b>	= C5 and BTF logged
<b>C3 Final Warning and moved within class</b>	BTF Logged
<b>C2 2<sup>nd</sup> Warning</b>	
<b>C1 1<sup>st</sup> Warning</b>	

### **C5 LUNCH TIME DETENTION (BTF logged)**

**Students will be given two chances to show for lunch time detention**

- For being removed from class C4
- Chewing gum (**first occasion**)
- **If caught chewing gum out of class (lunch, etc) students will be placed in the detention room**
- Late for lesson/registration (**second occasion**)
- Failure to complete work to a satisfactory standard
- Failure to complete homework
- Failure to come prepared for lessons
- Behave in a manner that requires a stronger sanction than C4
- Littering
- Graffiti or vandalism (low level – writing on desks, walls or books). Students will be expected to clean up or pay for damage
- Parents informed as appropriate

### **C6 AFTER SCHOOL DETENTION (BTF logged)**

**An afternoon detention letter must be written by teacher and give to DOL to sign who will hand it on to School Office to process**

- Do not behave in an appropriate way in C5
- Missing C5 detention (on two occasions).
- Truancy from a lesson
- Chewing gum (**second occasion**)
- Letting of Fire Alarm (accidental)
- Failure to completed homework on the 3rd occasion
- Stealing (can range from C6 to C8)

### **C7 ISOLATION ROOM (BTF logged)**

- Failure to respond to C6 consequence
- Persistent disruptive behaviour
- Failure to respond to isolation Room procedures will result in student being sent home
- Persistent referrals to isolation room (**3 full days**) referral to **EBD (Emotional & Difficulties) Coordinator and Pastoral for IBP (Individual behaviour plan)** and modification programme
- Students will spend time in the Inclusion Room after a suspension (SLT to action)

## **C8 SUSPENSION**

**Students will be placed in isolation room until suspension has been approved.**

- Failure to respond to C7 consequence
- Swearing or abuse to a staff member
- Caught Smoking (**cigarettes confiscated and a letter sent to police and parents**). **Followed by detention from 3 to 4pm**
- In possession of alcohol (**alcohol confiscated and a letter sent to police and parents**). **Followed by detention from 3 to 4pm**
- In possession of drugs (**referral to police immediately**). **Followed by detention from 3 to 4pm.**

### **Detention:**

**1 week for first offence; 2 weeks for second offence; 3 weeks for third offence, etc**

- In possession of harmful weapons
- Severe bullying
- Harassment
- Sexual behaviour to staff
- Out of control behaviour (aggressive/physical)
- Premeditated fighting
- Letting of Fire Alarm or Fire extinguishers (deliberate)
- Throwing objects (**stones, seeds, fruit, etc**) and firing catapults resulting in harming other students or property,
- Truancy from school. Students will be expected to come to school in the holidays to make up the day they missed.
- Graffiti or vandalism (Severe – breaking school equipment deliberately (tables, windows, chairs, etc) students will be expected to clean up or pay for damages.

**Student will not return to school until a parent meeting has taken place**

**Also if there has been an incident between a staff member and student, Head Teacher should arrange a meeting to clear the air**

## **C9 REFERRAL TO DIRECTOR OF EDUCATION**

- Suspension on three occasions (after third suspension referral to DOE) ( length depends on severity of behaviour)
- Out of control behaviour (emotional)
- Support programme set up or reintegration in to Prince Andrew School
- After 2<sup>nd</sup> referral to DOE a referral to Multi -Agency board will be made by SLT
- 3<sup>rd</sup> referral to DOE will be a long term which could last up to 1Term

## **C10 REFERRAL TO EDUCATION COMMITTEE**

- After 3 long term (half term/1 term) referrals to the Education Committee over the time they spend at PAS (Year 7 to Year 13)
- Support programme set up for reintegration in to Prince Andrew School
- Alternative Curriculum (Out Reach Programme)

## **C 11 EXCLUSION - REFERRAL TO EDUCATION COMMITTEE**

- Failure to respond to all previous consequences
- Serious actual or threatened violence against another student or staff member (Police involvement for threatened behaviour)
- Sexual abuse or assault
- Any behaviour that may be threatening to the well being of the school. (including possession of illegal substances)