

# St Catherine's College, Armagh



## School Behaviour Policy

2020/2021

## **SCHOOL BEHAVIOUR POLICY**

Good discipline protects staff and pupils alike from any form of aggression (physical, verbal, psychological or otherwise), violence and bullying. Excellent discipline can only be achieved in our school by adopting a coherent policy whereby positive achievement is recognised and rewarded.

Central to the school's behaviour policy is its belief in the uniqueness and value of each individual's gifts and contribution to the school community. All pupils are expected to recognise, respect and value the worth of all school staff and of their fellow pupils.

The school in its turn commits itself to the acknowledgement and celebration of the achievements and progress made by our pupils during the school year.

School sanctions will be applied fairly, consistently and in a proportionate fashion. Application of school sanctions will give due consideration to the particular needs of every pupil in the school.

A learning support programme has been developed to provide support for pupils experiencing particular difficulties.

A Classroom Code is displayed in every classroom and must be strictly adhered to.

## **POSITIVE ACHIEVEMENT POLICY**

At St. Catherine's College, we believe that through recognition and reward, we can help our students to harness intrinsic motivation - the desire to pursue personal and academic excellence for its own sake. We believe that all of our students have a valuable contribution to make to our community and want to promote and celebrate their efforts in doing so. Our students have many talents and qualities and where possible and relevant, we will show our appreciation of their achievements whether they be in the academic discipline, in sports, in the arts or in technology. Equally we will celebrate the living out of our school ethos and goals, particularly the values of kindness, fairness and respect. We recognise that positive relationships are the foundation to positive achievement.

To support these intentions, our staff will offer praise in both formal and informal contexts; publicly or discreetly as appropriate; regularly, consistently and sincerely.

It is important to us that all of our students are recognised and rewarded, regardless of their level of ability, age or stage and this is done consistently across subject teams and from teacher to teacher. Rewards must be given fairly and in recognition of an effort, achievement or action that is beyond what we would ordinarily expect from all of our students, or in the case of particular individual improvement.

Recognition of achievement within the form room and classroom includes:

- Praise
- Positive marking/feedback
- Sharing of exemplary pupil work with teacher colleagues, relevant Head of Department/Year Head
- Stickers
- Certificates
- Communication with parents
- Displaying work
- Form class noticeboards used to celebrate individual/class success
- Individual subject award
- Social media updates

Whole school recognition of positive achievement:

- Use of SIMS to implement merit system
- Rewards for excellent behaviour/attendance

- Regular school bulletins (Cor Unum/Sceala Scoile) to salute achievements in sport, music, dance, competitions and clubs, in and out of school.
- Use of school app and social media to celebrate success
- Weekly Year Group Assemblies
- Presentation of Principal awards linked with Sacred Heart Goals (badges)
- Positive Achievement Assemblies
- Key Stage 3/Senior prize givings
- Sports Day awards

## POSITIVE BEHAVIOUR POLICY

### SECTION 1 – e - REPORT BOOK

Saint Catherine's College operates an e-Report Book System in all Key Stages in which class teachers record behavioural/uniform infringements and absenteeism. When a pupil fails to meet the minimum required standards of behaviour or uniform a note of this is made on the e-Report Book and includes misdemeanours such as:

- chewing gum
- having fizzy/carbonated drinks
- no books/equipment/PE kit to class
- late to class
- uniform infringement
- inappropriate behaviour e.g. talking/irresponsible behaviour etc

### SECTION 2 – RETENTION

Retention may be imposed for any of the following:

- a) Unacceptable behaviour or failure to comply with school rules / signage.
- b) Persistent lateness to school in the morning (two or more in any one week)
- c) Failure to sign the late book.
- d) Being in clearly designated 'out of bounds' areas (inside or outside school).
- e) No clip-on tie.
- f) Damage to school property
- g) Inappropriate use of school computers/electronic devices e.g. visiting unapproved sites, uploading/downloading inappropriate images or failure to comply with the Acceptable Use of the Internet Policy.
- h) Consumption of food ordered by pupils for delivery onto the school premises.  
(The ICT Co-ordinator reserves the right to bar pupil access to the school ICT facilities for any inappropriate use of the school computers.)

A pupil's Year Head or, in the absence of the Year Head, Head of Key Stage, can impose Retention.

- Retention takes place on Wednesdays and Thursdays, 3.30p.m. - 4.15 p.m. in the Study Room, Main School Building and is supervised by members of staff.
- Advance notice of Retention will be given to the pupils and parents/guardians concerned. **Parents/Guardians must make appropriate arrangements for pupils going home late due to Retention.**
- An unauthorized absence from or lateness to Retention will result in a pupil receiving a Double Retention which will then count as **TWO Retentions**.
- Two consecutive unauthorised absences from Retention will result in a referral to a member of the Senior Leadership Team who will issue a Report Book.
- Persistent failure to comply with Retention may warrant a suspension.

### SECTION 3 - HOMEWORK RETENTION

- a) A subject teacher will record “No homework/Incomplete homework” on the school’s e Report Book.
- b) Failure to bring PE uniform/musical instrument to class will also be recorded on the e Report book.
- c) A pupil with three homeworks missed in a week / failure to bring in PE uniform/musical instrument **in two consecutive periods** will warrant a **HOMEWORK RETENTION** being imposed.
- d) A pupil in Sixth Form with a “non-submission” of a major homework or failing to meet a major deadline will warrant a Homework retention being imposed.
- e) A pupil who absents him/herself, except in cases of genuine illness **AS COMMUNICATED BY THE PARENT/GUARDIAN**, before a class test/timed essay or major deadline without prior negotiation with the class teacher, will warrant a Homework retention being imposed.

- Homework Retention will take place every week on a Thursday afternoon from 3.30-4.50 pm in B22, Main School Building, and will be supervised by Senior Leadership Team/Pastoral Team. **Parents/Guardians must make appropriate arrangements for pupils going home late due to Homework Retention.**
- An unauthorized absence from or lateness to Homework Retention will result in a pupil receiving a Double Homework Retention which will then count as **TWO Homework Retentions**.
- A pupil with three Homework Retentions in a term will enter into a Homework Support Programme devised by the relevant member of the Pastoral Team and discussed/agreed with parents/guardians.
- Two consecutive unauthorised absences from Homework Retention will result in a referral to a member of Senior Leadership Team who will issue a Report Book.
- Persistent failure to comply with Homework Retention may warrant a suspension.

### SECTION 4 - DOUBLE RETENTION

A double retention may be imposed for any of the following:

- a) Use of foul or unacceptable language
- b) Unauthorised absence from class/Sixth Form Centre.
- c) Absence from school before morning Registration after having been delivered onto school premises by parents/bus.
- d) Smoking on school premises / on a school sponsored programme / while in uniform.
- e) Buying/selling food and drink among the pupil body.
- f) Buying/selling goods in school.
- g) Persistent failure to comply with school uniform rules

### SECTION 5– ON REPORT

A pupil receiving **THREE Retentions** in a Term will be placed **ON REPORT** with his / her Year Head. A pupil's parents/guardians will be informed in writing that he/she is on Report. In addition, a special **REPORT BOOK** is issued to the pupil by his/her Year Head and each class teacher is asked to comment on punctuality, uniform, behaviour and effort. Parents/guardians will be asked to sign the Report Book each evening and a pupil's Year Head will countersign it the following morning. A pupil will be kept on Report for **two weeks**. The Year Head may also recommend an individual learning or behavioural support programme where appropriate.

## SECTION 6 – SPECIAL RETENTION

A pupil receiving **six Retentions** in a Term will remain in school but be withdrawn from normal class with work provided until an appointment is made between parents/guardians and his/her Year Head and Head of Key Stage. The objective of this meeting will be:-

- To ensure that both parents/guardians and pupils understand the unacceptability of the behaviour.
- To elicit from the pupil a sincere commitment to modify his/her behaviour accompanied by an assurance that this behaviour would not be repeated.

A period of **SPECIAL RETENTION** will be invoked at this point. A Special Retention involves an **eight** period session of Retention held over **two weeks**. Alternatively an agreed form of school service may be undertaken or, where appropriate, a referral may be made to an outside agency.

## SECTION 7 – WITHDRAWAL FROM CLASS

**The following infringements may also warrant the WITHDRAWAL FROM CLASS of a pupil from normal class. Pupil / Pupils will be interviewed by relevant Year Head and pupil / witness statements may be sought.**

- a) Unacceptable behaviour to a member of staff, e.g. giving false information, refusing to hand over a mobile phone when requested, severely disrupting the class, preventing learning taking place, disrespectful behaviour, gross disobedience to a member of staff
- b) Stealing from others on the school premises/school outings
- c) Unauthorized absence from the school premises
- d) Failure to arrive onto the school premises as expected by parents
- e) Gross misuse of school IT facilities/personal electronic devices.
- f) Causing significant damage to school property
- g) Proven incidences of bullying behaviour
- h) Anti-social behaviour
- i) Any act of aggression towards another pupil.
- j) **Persistent** failure to do Retention/Homework retention/unauthorized absence from school premises.
- k) **In COVID-19 related incidents, the school is able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.**

Pupils will be withdrawn from normal class with work provided until they accompany their parents to an arranged interview with his/her Year Head and Head of Key Stage. Normal class will resume for pupils after this meeting has taken place. The objectives of this meeting are outlined in section (6) above.

An appropriate sanction for the offence e.g. a period of Special Retention, an agreed form of school service, withdrawal of privilege, a programme of individual learning support etc. will be imposed by the Head of Key Stage and confirmed with the Pastoral Vice Principal. Also, where appropriate, a CCMS Risk Assessment may be completed.

**A period of Formal Suspension may also be imposed at this stage – see Section 8 below.**

Pastoral support is provided for pupils throughout the disciplinary process.

**In the case of vandalism, parents/guardians will be required to pay for damage caused and the pupil involved will be required to do compensatory work for the school.**

## **SECTION 8 - FORMAL SUSPENSION**

**The CCMS Suspension and Expulsion Scheme will be followed at all times.**

Formal Suspension is a very severe sanction which will be used where a pupil is presenting serious difficulties to the school and where it is considered to be in the best interests of the school/pupil. A Formal Suspension can only be sanctioned by the Principal and will be applied when, after due consideration, she is satisfied that the suspension is appropriate. It can be applied in the following circumstances:

- a) Repeated and persistent misconduct which has resulted in two periods of Special Retention or has been dealt with under Section 7 above.
- b) Any case of fighting/physical violence/incitement to fight, assault, persistent and proven bullying or intimidation.
- c) Deliberate vandalising of private or school property on school premises or while in school uniform.
- d) **Any action, either on school premises, while in school uniform or when representing the school, which in the opinion of the School Principal has brought the school into disrepute.** This includes the publication or dissemination of defamatory, obscene or offensive material concerning the school or any member or members of staff or pupil or pupils by whatsoever means or methods to include writings, publications, broadcasts, use of computers or slanderous or malicious gossip. Such action also includes a breach of point 6 of the school's Coursework Policy.
- e) Physical intimacy between pupils.
- f) Consuming alcohol, misuse of illegal substances, **possession/use of e cigarettes**, while in school uniform or when representing the school.

In the case of suspected drug abuse or an attack on a pupil, the school may consider using a short timeout period( not more than two days) within the school setting while enquiries to establish the facts of the situation are carried out (Suspension and Expulsion Procedures, DENI March 2004)

After the facts of any situation in Section 7 or 8 have been established, a meeting to discuss a pupil's behaviour will be convened between the relevant pastoral team and parent. Should a parent fail to attend such a meeting, the Principal will impose the relevant sanction within 3 working days of the infringement.

Written notification for the reason and duration of any suspension will be sent to parents, the Chairman of the Board of Governors, CCMS and the Designated Officer of the Education Authority. The prior approval of the Chairman of the Board of Governors will be sought in the case of a second / subsequent period of suspension.

A programme of Pastoral and Learning Support is provided for pupils on return to school which will include an IBP.

### **EXPULSION**

Two Formal Suspensions in a year or a single major incident may lead to the issue of possible EXPULSION being discussed at a specially convened meeting of the school Board of Governors. The expulsion of a pupil is the most serious disciplinary action that can be applied and in normal circumstances will be considered only after all reasonable courses of action have been explored.

Finally, a student's behaviour in public speaks not only for him/herself but for his/her family and his/her school. A pupil in school uniform is a public representative of his/her school and his/her conduct in public either adds to or takes from the school's standing in the community. Unruly behaviour, bad language or untidy appearance are a poor reflection on a student and his/her school. A concerted effort by everyone will maintain the high standards of which we are justly proud.