

Belfast High School

PROMOTING POSITIVE BEHAVIOUR POLICY

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Introduction

This policy outlines the conduct expected of pupils attending Belfast High School and explains how the system of rewards and sanctions are used to encourage positive behaviour.

The School believes that learning can best take place in a well-ordered and disciplined environment. Good behaviour is seen as essential for the safety and welfare of every pupil. Pupils are expected to conform to the School Rules and to show a sense of respect for themselves and other people and for property, personal, private or public. The School Rules cannot be expected to cover every eventuality and the Principal retains the right to arbitrate in any unforeseen circumstance.

The maintenance of good discipline and order is a corporate matter involving all members of staff both inside and outside the classroom. It is considered essential in preserving a friendly environment and atmosphere in which all pupils can feel secure.

Objectives

- to monitor the behaviour and the personal, social and educational development of every pupil in the School;
- to establish and maintain regular channels of communication with parents and colleagues;
- to encourage pupils to co-operate with each other in all respects of School life and, where appropriate, to assume responsibilities;
- to foster community awareness;
- to contribute to the enforcement of School discipline, thus protecting the safety and interests of all;
- to encourage pupils to feel a sense of pride in themselves and their School and a sense of respect for themselves and other people and for property – personal, private or public;

Rights and responsibilities

Parents and teachers have discrete and complementary roles in the education of young people. The rights and responsibilities below have been selected from the DENI document Pastoral Care in Schools: PROMOTING POSITIVE BEHAVIOUR and were drawn from the work of the MBW Discipline Project.

Rights of pupils, teachers & parents	Responsibilities of pupils, teachers & parents
<p>Pupils</p> <ul style="list-style-type: none">• be valued as members of the school community;• get help when they seek it, whether with their work or with bullying or other personal worries, and to have a sympathetic audience for their ideas and concerns;• make mistakes, and learn from them;• be treated fairly, consistently and with respect;• be consulted about matters that affect them, and have their views listened to and, as far as is reasonable, acted upon;• be taught in a pleasant, well-managed and safe environment;• work and play within clearly defined and fairly administered codes of conduct;• experience a broad, balanced and suitably differentiated curriculum, and to have any special learning needs identified and met;• develop and extend their interests, talents and abilities.	<p>Pupils</p> <ul style="list-style-type: none">• come to school on time, with homework done, and suitably equipped for the lessons in the day ahead;• respect the views, rights and property of others, and behave safely in and out of class;• co-operate in class with the teacher and with their peers;• work as hard as they can in class;• conform to the conventions of good behaviour and abide by school rules;• seek help if they do not understand or are in difficulties;• accept ownership for their own behaviour and learning, and to develop the skill of working independently.

Teachers

- work in an environment where common courtesies and social conventions are respected;
- express their views and to contribute to policies which they are required to reflect in their work;
- a suitable career structure and opportunities for professional development;
- support and advice from senior colleagues and external bodies;
- adequate and appropriate accommodation and resources.

Teachers

- behave in a professional manner at all times;
- ensure that lessons are well prepared, making use of available resources, and that homework is appropriately set and constructively marked;
- show interest and enthusiasm in the work in hand and in their pupils' learning;
- listen to the pupils, value their contributions and respect their views;
- be sympathetic, approachable and alert to pupils in difficulty or falling behind;
- identify and seek to meet pupils' special educational needs through the SEN Code of Practice;
- share with the parents any concerns they have about their child's progress or development;
- expect high standards and acknowledge effort and achievement;
- pursue opportunities for personal and professional development.

Parents

- a safe, well-managed and stimulating environment for their child's education;
 - reasonable access to the school, and to have their enquiries and concerns dealt with sympathetically and efficiently;
 - be informed promptly if their child is ill or has an accident, or if the school has concerns about their child;
 - be well informed about their child's progress and prospects;
 - be well informed about school rules and procedures;
 - a broad, balanced and appropriate curriculum for their child;
 - be involved in key decisions about their child's education;
- a suitably resourced school with adequate and well-maintained accommodation.

Parents

- ensure that their child attends school regularly and arrives in good time, with homework done, and suitably equipped for the lessons in the day ahead;
- be aware of school rules and procedures, and encourage their child to abide by them;
- show interest in their child's classwork and homework, where possible, provide suitable facilities for studying at home;
- act as positive role models for their child in their relationship with the school;
- attend planned meetings with teachers and support school functions;
- provide the school with all the necessary background

Merit System

The school ethos of promoting an atmosphere of civilised tolerance is central to the promotion of positive behaviour. The school merit system is one way of achieving this. Staff are encouraged to commend good behaviour and creditable achievements whenever possible. Possible rewards may include:

- Verbal praise from staff
- Positive comments written on work
- Praise signings on pupil cards (see appendix)
- Positive comments in homework diaries
- Positive comments on reports, assessment cards and at Parents' meetings.
- Display of pupils work
- Publishing of pupils work in the school magazine
- Acknowledging contribution to extracurricular activities on pupil cards
- Badges for exceptional help at extracurricular clubs
- Certificate for full attendance throughout year
- Pupil praise note written by the principal
- Class/individual prizes
- School Honours and Colours

Sanctions

When sanctions are required to respond to undesirable and inappropriate behaviour, the following options are available:

A teacher may deal with a situation by talking to a pupil informally, by having a formal interview with the pupil. This may involve a verbal warning, an imposition or extra work, or by requiring some form of school-based community service. Pupil cards will be signed by teachers when there is a breach of the school regulations for behaviour, unacceptable standards of homework, unacceptable uniform (see appendix – pupil card). Subject teachers pass instances of persistent indiscipline or lack of co-operation on the appropriate Head of Department or Subject Leader who may impose a departmental detention as a further sanction. The Head of Department or Subject Leader should inform the Year Teacher of the pupil concerned. Parents will be given at least 24 hours notice of any detention outside normal School hours.

Only a Subject Leader, a Head of Department, a Year Teacher, a Senior Teacher, a Deputy Principal or the Principal may place a pupil in the supervised School detention on a Wednesday afternoon after School. A Year Teacher, Senior Teacher, Deputy Principal or the Principal may also put a pupil on a daily report card. Parents or guardians whose children are involved in repeated or serious breaches of discipline will be informed and may be asked to visit the School for an interview. The School recognises and values the contribution which parents can make to good discipline.

The Senior Teacher (Pastoral) may also withdraw a pupil from class, exclude a pupil from School activities or recommend suspension to the Principal.

It must be understood that the sanctions mentioned above do not necessarily form a progression and need not be followed in succession. Extreme measures may have to be taken immediately in very serious cases. Pupils who misbehave in a particularly serious manner may be suspended from participating in particular school activities or events or from attending school for one or more days (see Suspension and Expulsion Policy).

School Prefects support the staff in the maintenance of good order and deal with minor issues, but hand over responsibility to the Year Teacher for more serious matters. Urgent and serious breaches of discipline are always referred at once to a member of staff who will, if necessary, pass on a report to the Year Teacher, the Senior Teacher (Pastoral) or the Principal.

Year Teachers are responsible for keeping up to date records, including records of disciplinary matters, in the pupils' files up to date.

Certain breaches of the school rules may lead to immediate suspension from school and could, in particular circumstances, lead to pupils being excluded from school on a permanent basis.

A copy of the school Suspensions and Expulsions Policy is available on request.

Attendance

Attendance is recorded daily by form teachers/form tutors on Lesson Monitor and class registers. The Senior Teacher (Pastoral) and Year Teachers are informed if there is prolonged unexplained absence, in which case, the Year Teacher may need to contact the pupil's parents. Should there be no clear improvement the Senior Teacher (Pastoral) will monitor the situation and may, if deemed necessary, seek the assistance of the Education Welfare Officer. Pupils guilty of being absent from School without permission may have their names put on a special list in the School Office. In such cases parents may be required to inform the School Office by telephone on any morning when the pupil will be absent or late for School. For further details on attendance please refer to the school attendance policy.

Absence

If a parent or guardian knows that a pupil is going to be absent from School, permission should be sought in advance of the absence, in writing, from the Principal or Senior Teacher (Pastoral). If an absence is unforeseen, pupils must bring an excuse note or letter to the School Office immediately upon return to School. (See attendance policy for further details.)

No pupil is allowed to leave the School premises at any time during the school day without permission.

All pupils must make every effort to be in School by 9.15 am at the latest to attend Registration.

Pupils delayed by transport difficulties who arrive after the start of school registration register in the Pastoral Office until 9.55 am. Pupils arriving to school after this time must report to the General Office

Please do not take children on holiday during term time. They will miss vital school work and assessments. (Please see attendance policy for more details)

SCHOOL REGULATIONS

These are strategies to promote and encourage positive behaviour.

CONDUCT

1. The good name and reputation of the School largely depend on the conduct of the pupils both inside and outside School. Consideration of others, especially in public places (buses etc) should be the criterion of conduct. Each pupil should feel responsible for maintaining his or her own good appearance and also that of the School grounds, buildings, furniture and equipment.
2. It is an **offence** to cause **litter**. Anyone doing so will incur sanctions. Litter must be placed only in the waste paper baskets and litter bins provided.

SCHOOL UNIFORM

1. Full school uniform must be worn to and from School and at School functions as required. Pupils are reminded that they represent the School at all times when they wear school uniform and a high standard of neatness and behaviour are required. **Extremes of style, colour or length of hair will not be accepted.** In the event of any dispute the **Principal will be the final arbiter of what is acceptable.** **For more detail read your copy of the uniform regulations.**
2. All clothing and private property which is brought to School **MUST BE** clearly marked with the owner's name and when not in use should be kept in the appropriate place.
3. Anyone losing or finding an article should report immediately to the General Office. The School authorities are not responsible for losses. Valuables must not be kept in cloakrooms, lockers or changing rooms. Money and valuables may, in special circumstances, be left at the General Office for safe keeping.
4. Money and valuables which have to be left behind during games etc **must** be given to members of staff in charge.
5. Proper regard for property is expected and any conduct likely to lead to damage will incur sanctions. Any damage done must be reported immediately.

General Strategies for promoting positive behaviour

1. **Pupils may not leave School grounds during the school day without permission.** Written excuses for lateness and absence must be brought by ALL pupils immediately upon return.

Any notes issued by the office for lateness or an authorised absence must be shown to ALL teachers concerned. This applies only to unforeseen and unavoidable absence. In cases of anticipated absence pupils must bring a written request in advance to their Year Teacher or the Senior Teacher (Pastoral). Unapproved absence for all or part of a school day will be regarded as a serious breach of School Regulations. Any pupil arriving in School after 9.55am must report to the General Office. Persistent unpunctuality will result in sanctions (see pupil card).

2. Pupils must be ready to enter classrooms at the proper time. They must wait on the classroom side of the corridor until permission has been given to enter.

3. People moving in the corridors must do so quietly without running and in single file on the left side.
4. The School premises are only open to pupils for official school activities. When these have finished pupils must leave within 15 minutes. Unofficial games in the playground after school are not permitted.
5. Lockers are provided for keeping books and stationery. Sports gear, including gym kit, must be kept in lockers only on the day on which it is required. These items must be taken home at the end of school and in no circumstances must sports equipment be left overnight. Locks must be removed from lockers and lockers should be emptied during school vacations.
6. Books, sports equipment etc must not be left on top of lockers or elsewhere in School.
7. Pupils are responsible for the proper use and care, including tidiness, of their lockers. They must provide their own locks and keys (with the exception of year 8).
8. Lockers are out of bounds except at the following times:

Before school
Break
Lunch time
After school

They are not to be used between classes.
9. The locker area is closed on Saturday.

BUSES

1. Pupils must make their way to and from buses without loitering.
2. Orderly queues must be formed, 2 abreast, in the position assigned for each route.
3. Instructions will be given by staff as to when and where to board each bus.

LUNCH ROOMS

Pupils eating packed lunches inside School must do so only in the rooms provided and all litter must be placed in the receptacles provided.

CARS AND MOTOR CYCLES

Pupils wishing to bring cars and motor cycles must first obtain permission from their Year Teacher. Pupils will be asked to provide a copy of their insurance documents and driver's licence. Those on motor cycles must wear crash helmets. Pupil cars/motor cycles may cross the bus park **only** when it is clear or when a member of staff on duty permits.

Parents are advised to ensure that cars or motorcycles are fully insured, taxed and, where required, have current MOT certificates and that insurance companies are aware that the vehicle is being used by the commuting to and from school and, where relevant, to carry passengers. The school can accept no liability for damages or injury caused by pupils travelling in private cars or motorcycles.

OUT OF BOUNDS

1. The main driveway to pedestrians.
2. The changing rooms and gym except for authorised games periods or PE classes.
3. The roofs of all buildings.
4. The lockers, except at the times already specified.
5. The cloakrooms, except before and after school.
6. The stage and assembly hall except for assembly and authorised classes or meetings.
7. The area between the tennis practice wall and the Groundsman's shed and the area around the outside gym.
8. The playing fields in wet weather.
9. The front lawn, car parking area and bus park.
10. The ramp area at main entrance.
11. Area between the school buildings and the University of Ulster.

DETENTION

1. Pupils placed in detention must carry out the work assigned to them in silence and must not leave until dismissed by a member of staff or prefect.
2. Pupils are reminded that their acceptance into the School and their continuance here depends on their observance of the School regulations.

ILLNESS OF PUPILS

All pupils who take ill at School must report to the School Nurse. Under **NO** circumstances may a pupil go home without permission from the Principal.

TELEPHONE

The school pay phones may not be used during or between periods and should be used for emergencies only.

MOBILE PHONES

Pupils may bring mobile phones into school but they must be switched off and only used in an emergency. Many mobile phones have a built-in camera/video and these are particularly unacceptable when used in camera format in a school environment. The School will treat the non-emergency use of any mobile phone as a serious breach of discipline and if that phone has a built in camera the user may be suspended. Any mobile phone being used in class will be confiscated. Parents will be asked to collect the phone from the Principal. The School accepts no responsibility whatsoever for mobile phones whether lost or stolen. This also applies to other items such as MP3 players, iPods etc which should not be brought into School. See separate Mobile Phone Policy.

Additions and alterations to the Regulations may be made from time to time.

Behaviour in All Rooms

Pupils should not:

- Touch any special equipment in the room.
- Interfere with wall displays.
- Sit on top of desks with feet on the seat.
- Sit on teacher's desk/chair, cupboard tops or heaters.
- Sit on window sills or lean out of windows.
- Write on blackboards.
- Tamper with curtains/blinds.
- Leave litter.

Unacceptable Behaviour

Pupils must not:

- Use offensive language at any time or in any place while in School, travelling to and from School or taking part in any School activity.
- Engage in any form of bullying.
- Possess or use in School or on the way to or from School any tobacco products, alcoholic drinks, illicit substances, pornographic material, offensive weapons, fireworks or laser pointers.
- Engage in behaviour which is likely to bring the name of the School into disrepute.

This Code of Conduct will be implemented by all members of the School community and, where necessary, sanctions will be imposed by staff and/or prefects in accordance with the School's Discipline Policy.

Signed pupil:

Belfast High School



CODE OF CONDUCT FOR PUPILS

Name: _____

Form: _____

CODE OF CONDUCT

The following Code of Conduct is designed to ensure, as far as possible, that:

1. **The work of Belfast High School proceeds in an orderly and effective manner.**
2. **The School environment is safe and pleasant for all who work in it.**
3. **Pupils feel secure and confident of what is expected of them.**

Courtesy and Respect

Courtesy and respect are to be shown to all members of the School community. Pupils should:

- Be polite and co-operate fully with members of staff at all times.
- Give way to members of staff and visitors at doors and in corridors.
- Knock before entering a classroom when delivering a message.
- Always address staff in a courteous manner using the appropriate title.
- Never address a member of staff while standing with hands in pockets or slouch against a wall.
- Co-operate fully with prefects on duty.
- Accept the right of others to hold views and express opinions which may differ from their own.

Behaviour in Classrooms

Pupils should:

- Arrive at class punctually and wait outside until any previous class has left.
- Have the books and materials necessary for the lesson.
- Enter the room quietly and sit in the usual seat.
- Immediately open books ready for work, without having to be told.
- Get on with work in an orderly manner.
- Always remain seated during the lesson unless otherwise directed.
- Observe the usual norms of politeness eg keep quiet while the teacher is talking, put up hand in response to general questioning and wait until invited to answer.
- Not eat, chew or drink during class.
- Not leave any litter or indulge in graffiti.
- Note details of homework in homework diary.
- Pack up books and leave only when instructed to do so by the teacher.

Behaviour in Corridors

Pupils should:

- Walk, not run in the corridors and staircases.
- Queue in an orderly manner outside classrooms in single file.
- Not eat, chew or drink while walking along corridors.
- Place all litter in the bins provided.
- Avoid leaving schoolbags in such a way as to cause a hazard.

Appearance

Pupils should:

- Take pride in their appearance.
- Wear regulation uniform only, both in School and on the way to and from School.
- Be neat and tidy in appearance (ties must be properly knotted, collars buttoned, shirts and blouses tucked in etc).
- Be well groomed (hair must be in a style acceptable to the School; extremes are to be avoided).

Property

Pupils should:

- Secure all personal belongings in their lockers or take them home.
- Keep their lockers neat and tidy.
- Never borrow another pupil's property without permission.
- Respect School property and report any accidental damage immediately.

Behaviour in Dining Hall and Lunch Rooms

Pupils should:

- Be well-mannered and co-operate fully with the dining hall staff and teachers on duty.
- Use allocated rooms for quiet recreation.
- Leave the rooms neat and tidy fifteen minutes before the end of lunch-time.

Commonly Observed Routines for Pupils

The School wishes to make pupils aware of the following routines:

1. Treat all adults and fellow pupils in school with respect and act with good **manners** at all times. Hold doors open for people coming behind you, greet others, say ‘please’ and ‘thank you’ when appropriate;
2. Keep the school clean and tidy. Treat the building with respect as if it was your own home – use bins located throughout the school and use the recycling facilities available. Take responsibility for cleaning your table in the dining hall after lunch. Do not write on desks;
3. Keep chewing gum at home.
4. Be at your lessons on time. Avoid going to lockers or vending machines between classes;
5. Walk on the left-hand side in corridors;
6. Line up neatly outside each room and stand quietly until told to enter by the teacher. Only enter a classroom with the teacher’s permission;
7. Make sure that your uniform is neat and tidy at all times, including before you enter each room, at the end of each lesson and when you are in the corridors between classes;
8. Make sure that you ALWAYS sit at the desk the teacher has allocated for you, unless otherwise instructed. This also includes when a substitute teacher is taking your class;
9. Ensure that you take out all necessary books, including your homework diary, at the **start** of the lesson;
10. Your teacher will give you the learning intentions and success criteria at the start of each lesson. Listen carefully to these, as it is important that you know what you are learning and how it fits in to your programme of study;
11. Try to participate in all lessons and be active in your learning. Put your hand up if you know the answer to the teacher’s question and ask the teacher if you are unsure or if you have a question related to what you are learning;
12. Keep classwork books neat and up-to-date, as your teacher will be looking at them regularly;
13. Make sure that you are organised and bring all your books to lessons. If your teacher wants you to complete your homework on a computer, broken printers and an inability to access the websites will not be accepted as an excuse for not handing it in;
14. Your teacher will recap the content of the lesson at the end of class. This is an important part of the lesson for you, as it gives you an opportunity to test what you have learned. Make sure you focus carefully at this part, even though it may be at the end of the lesson;
15. Ensure that you have your homework diary out and open at all times during the lesson. Make sure that you write ALL your homework into it, as it will be checked on many occasions by form prefects, your form teacher and by SMT;
16. If you are given permission to leave the class during the lesson to go somewhere else in school, make sure that you have got a ‘permission to leave class’ card from the teacher. Otherwise you may be sent back to class if caught;
17. Even if you are involved in unique activities during the school day which take you out of lessons such as musical rehearsals, carol service practices or off-timetable days, you must still attend registration and the first five minutes of your period 7 lesson at 13:50;
18. You should stand if a member of SMT enters the room;
19. Make sure that you only begin to exit the room once you have been given permission to do so, and that you leave in an orderly fashion. The bell is NOT a signal for you to pack up, and you should remain still and focussed until the teacher gives you permission to move;
20. Using phones or I-pods in school is not allowed. You can fully expect to have these confiscated by a member of staff if you are caught with them. (Years 13 and 14 should consult the notice board in the Sixth Form study areas for separate regulations on I-Pods).

Other Infringements



BELFAST HIGH SCHOOL

PUPIL CARD

Code	Date	Staff

Codes

- A:** Unacceptable uniform
- B:** Non-regulation jewellery
- C:** Chewing gum
- D:** At locker/ vending machine
- E:** Litter
- F:** Unacceptable behaviour
- G:** Other

Pupil Name: _____

Form _____ **House** _____

Lateness to School

Time	Date	Staff

After 3rd infringement/
lateness YT DT

After 4th YT DT

After 5th After school DT

After 6th Referral to
Assistant Principal

Praise Section

Code	Date	Staff

Codes

- A:** Very good manners
- B:** Helpfulness
- C:** Exceptional work or exceptional homework
- D:** Exceptional contribution to an aspect of school life
- E:** other

Parent's Signature

Date	Parent Signature

YT Action

Date	Action	Staff

SUBJECT INFRINGEMENTS

SUBJECT INFRINGEMENTS

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

Subject:

Code	Date	Staff

CODES:

- A:** No homework
- B:** Unacceptable behaviour
- C:** Repeated failure to bring book(s)/ homework diary to class
- D:** Late to class
- E:** Graffiti

After 3rd infringement in each subject – DT action by HOD (YT to be informed).

After 4th infringement – as above.

After 5th infringement in each subject HOD to issue Wednesday after-school DT. Referral to YT.

HOD Action

Date	Action	Staff

Parent's Signature

Date	Signature