

# St. Joseph's Grammar School

## Scoil Iósaeif



# Positive Behaviour Policy 2023-2024

<b>Policy Author</b>	Mr P Corrigan
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## **POSITIVE BEHAVIOUR POLICY – 2023-2024**

### **“The Grace of God is in Courtesy” (Belloc)**

Discipline in the school is traditionally excellent and is organised for the good health, good training and happiness of the students as a body. Christian courtesy is the keynote. Students are encouraged to treat each other considerately and to practise charity in its widest sense. Younger students assimilate school standards and attitudes from those older; senior students encourage and maintain discipline in all areas of school life.

Students are representatives of the school and their conduct should reflect credit on themselves and on all members of the school community. In dress, attitude and demeanour their standards should be exemplary.

Self-Discipline is the key to communal discipline. School rules are laid out in the students’ planners and are discussed in PD class on a regular basis. The inculcation of high personal standards born of self-esteem is an integral part of the Pastoral Care system. In working with others, students are working for themselves.

### **As Individuals**

Students are expected to behave in a mannerly, honest, open and cooperative way. They must respect the dignity and property of others and of school and treat facilities and fittings with the same care and respect as in their own homes. They may not impinge on another student’s right to learn or encroach on their privacy. Under no circumstances should another student’s dignity or character be attacked by word or deed. Responsibility in the spoken and written word is to be nurtured and emphasised.

### **Bullying**

The Addressing Bullying in Schools Act (NI) 2016 provides schools with a legal definition which must be used.

#### **1. In this Act “bullying” includes (but is not limited to) the repeated use**

**of—**

**(a) any verbal, written or electronic communication,**

**(b) any other act, or**

**(c) any combination of those, by a student or a group of students against another student or group of students, with the intention of causing physical or emotional harm to that student or group of students.**

SJS will use the statement below to support student’s understanding.

***“Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.”***

Socially unacceptable behaviours **become bullying behaviours** when the information gathered clearly demonstrates that the unacceptable behaviour **does meet the criteria listed below** i.e. on the basis of the evidence gathered the behaviour is/was:

- intentional,
- targeted at a specific student or group of students
- repeated – e.g. 3 or more repetitious incidents involving the same target/s
- causing physical or emotional harm
- omission - intentionally choosing not to mention, (failure to act) arising from a desire to cause harm

### **One-Off Incidents**

Whilst bullying is usually repeated behaviour, there are instances of one-off incidents that SJS will consider as bullying.

When assessing a one-off incident, to make a decision on whether to classify it as bullying, SJS shall consider the following criteria:

- severity and significance of the incident
- evidence of pre-meditation
- impact of the incident on individuals (physical/emotional)
- impact of the incidents on wider school community
- previous relationships between those involved
- any previous incidents involving the individuals

***Any incidents which are not considered bullying behaviour will be addressed under the Positive Behaviour Policy.***

To this end any individual or group act of bullying is viewed as a serious offence against the individual and the school community. Any such complaint will be thoroughly investigated and the parent/guardian notified. Where it is deemed necessary, support will be put in place for the student experiencing bullying behaviour and the student demonstrating bullying behaviour. Bullying incidents will be recorded and filed in line with the latest EA guidance and procedures (see SJS Anti-Bullying Policy).

### **Communication Between School and Home**

It is our experience that we can best support our students to achieve their potential when there is a sound relationship between home and school. School reports and parent teacher meetings are important channels of communication between school and parents/guardians. The student planner is an equally important mechanism for communicating with parents/guardians and are reminded that they should sign their child's planner weekly. If there are any changes in home circumstances that parents/guardians feel may affect their son/daughter's behaviour or progress, they should contact the form teacher and any information will be passed on to subject teachers on a need-to-know basis. Where a student's behaviour/progress is a cause for concern, parents will be alerted either via the parent app, by letter or by a telephone call. In some instances, parents will be invited into school to discuss their child's progress in the course of the school year if it becomes clear that there are difficulties and that the student needs additional support.

## **Buy back system**

**Five** negative comments will result in an after school detention. However, there is scope for a student to cancel out a negative comment for a uniform offence or forgetting a book before a detention would be due. This can be done by the accumulation of **three positive comments**. Disruptive behaviour or homework not done or incomplete homework will remain permanently on a student's record and cannot be cancelled out. Year 8 pupils will have a clean slate on negative comments at the start of Term 2.

## **Penalties for Infringement of School Rules**

The purpose of the school's Positive Behaviour Policy is to clearly set out the minimum standards of behaviour expected and to therefore avoid incidences of indiscipline. Its purpose is also to establish the steps the school will take to deal with behaviour it deems unacceptable. The school continues to insist on high standards of behaviour for a number of reasons:

1. In partnership with parents/guardians, the school takes responsibility for the holistic education of the child and this involves helping pupils to develop appropriate standards of social and moral values and behaviour.
2. There is a direct correlation between positive behaviour and cooperation and high levels of academic success.
3. In preparing pupils for adult life and work, the school aims to mirror expected attitudes and behaviours that are deemed necessary for success in the workplace and in adult life.

Where they occur, the school's response to incidences of indiscipline is intended to be proportionate, predictable and fair.

Minor incidences are properly dealt with by the subject teacher on the spot and if necessary, recorded on SIMS for the attention of parents and the form teacher.

It is recognised that at times less formal discipline strategies, such as a quiet word after a lesson has ended or removal of a privilege, can be as effective in correcting a pupil's misbehaviour and these are used regularly by staff to prevent the escalation of any inappropriate behaviour. In other situations of concerning behaviour the pupil may be placed on report by the FT/HOY, the report will need to be signed by the parent each night and returned to the Form Teacher or Head of Year each morning.

When more serious and /or repeated incidences of indiscipline do occur they will be investigated thoroughly by the school and pupils may be interviewed and asked to write an account of any such incident. Members of staff will routinely make notes during, or as soon as possible after, a telephone conversation or a meeting with pupil, parent or third party. These notes will form part of the relevant student's record in the main office. Where appropriate, more formal sanctions will be employed by the school and these are listed below in ascending order of seriousness. Most pupils quickly learn from their mistakes and only rarely does school have to impose successive after-school detentions.

Please view the table provided to see the points at which interventions are made by school with pupils who are accumulating negative comment

**Table showing the points at which interventions are made by school with pupils who are accumulating negative comments.**

No. of Negative Comments	Sanction	Staff Involved
5	After School Detention Call home from Form Teacher	Form Teacher
10	After School Detention +Meeting with Parents, Pupil placed on Report	Form Teacher /Year Head
15	After School Detention + Meeting with Parent/Guardians + Pupil placed on Learning Agreement	Head of Behaviour or Head of IMS/ Year Head
Mr D Tennyson will manage IMS behaviour working with the FT/YH and liaising with the Principal where sanctions 3,4,5,6 and 7 are required		
Mr P Corrigan will manage the remainder of the school working with the FT/YH and liaising with the Principal where sanctions 3,4,5,6 and 7 are required		
<b>However, pupils and parents should note that when a pupil has served three after-school detentions in a school year and would be due a fourth detention, suspension out of school for a period of not more than two days may be imposed in lieu.</b> In consultation with the SENCO, it may be considered necessary to refer a matter to the EWO or other external professionals to provide additional support.		

Listed below are the sanctions available to school:

1. Lunchtime detention
2. After-school detention – 3.40pm to 4.40pm
3. Staff Training Day detention
4. Saturday detention
5. Suspension in school
6. Suspension out of school
7. Expulsion

The above are in ascending order of seriousness. **Any member of staff may impose 1 or 2 above.** The Principal may impose numbers 3, 4 and 5. The Principal may impose 6 and 7 with the agreement of the Chair of the Board of Governors. The Board of Governors has the right of suspension and expulsion on the Principal's recommendation. Parents may request a copy of the school's suspension/expulsion policy by writing to the Principal, Mrs G Donnelly.

**Entrance to the school is taken as acceptance by both parent and pupil of all aspects of the school rules and discipline policy. Breaches of the rules will be punished on an ascending scale of severity as outlined above in the Behaviour Policy and at the discretion of the school. Pupils and parents are expected to give their full co-operation and support in the enforcement of the rules and of discipline in general. Refusal to support any aspect of the discipline policy will be regarded by the school management as an intention to withdraw the pupil from the school forthwith.**

### **Focus1 2023 2024**

**Pupils must comply with the 10 Golden Rules of school shown in their behaviour contract at the front of the pupil planner which is to be signed by both the pupil and parents/guardians at the beginning of the school year.**

#### **Behaviour and Good Manners**

1. Pupils must observe high standards of courtesy, consideration and good manners in public places and in school.
2. All pupils must show respect to peers, teachers and other adults and should make visitors to the school welcome at all times.
3. “Please”, “Thank you” and greeting their teachers are simple courtesies pupils must use in and out of school.
4. Pupils should open doors for others and allow adults to go through a doorway first. Doors should be held open for other coming behind.
5. Pupils must maintain quiet and orderly behaviour in school corridors and stairways.
6. Pupils must be punctual for each class, registration and other school events. Those who are late must volunteer an apology and an explanation as soon as they arrive.
7. Pupils must not use offensive language, written or oral, nor gestures. A pupil who is caught cursing will serve an after school detention.
8. Teachers have the right, given adequate reason, to refuse permission to a pupil to take part in a school trip/event and to send a pupil home from a school trip for misbehaviour.
9. All school functions e.g., formal, trips, will be organised in line with the school ethos and policies.
10. A pupil who plays truant from school or deliberately misses class will be required to serve a one-day suspension out of school. This sanction will be notified to the Chairman of the Board of Governors and to the Education Authority and is noted permanently in a pupil's school record.
11. Pupils must not use the school as an address at which to receive letters or other material.
12. (i) Acceptable eating habits are required in the canteen and pupils must leave tables cleared and clean and chairs pushed in. Pupils must observe instructions given by supervising prefects and staff in the canteen, which are intended for their health and safety.  
(ii) A pupil caught stealing from the canteen will serve an after school detention with a second offence resulting in a suspension.
- 13(i) Eating and drinking during or in between classes is not permitted without permission.
- 13(ii) Refilling water bottles should take place at break and lunchtime and not occur between classes.
14. It is customary when in class to greet a member of staff /visitor when they are entering or leaving the room.
15. Cyber-bullying or text bullying is forbidden and will attract the most severe sanctions when proven.
16. (i) It is forbidden for pupils to make recordings (video or audio) take pictures or post /share images with a mobile phone or digital device in class/school of any pupil or staff member without the permission of the classroom teacher/senior teacher/or principal. Any breach of this rule will automatically receive a one day out of school suspension with the potential for expulsion depending on the nature of the material or situation.

- (ii) A pupil found to be using social media inappropriately towards another pupil e.g. sexting, will serve a minimum 1day suspension with an increased length of suspension at the discretion of the principal depending on the level of seriousness.
17. Any behaviour which brings the school into disrepute is deemed to be a serious breach of discipline and will be dealt with as such. This includes pupils' online behaviour. Abusive/inappropriate comments directed at another person will attract the most serious sanction in line with student policies.
18. Any pupil who uses racist language will be given citizenship lessons. Any further instances will result in more serious sanctions being applied.
19. (i) A fight can be defined as any physical contact, whether intended to do harm or not.  
(ii) A pupil involved in fighting for any reason will serve an out of school suspension.  
(iii) A pupil actively engaging in the facilitating and encouraging of a fight will serve a 1 day out of school suspension

#### **Focus 2 2023 – 2024**

**The school belongs to the entire school community and must be respected at all times. Pupils who deliberately vandalise or damage school property including the toilet area will receive a one-day suspension.**

#### **Safety and Security**

1. Pupils must obey all rules on safety.
2. Pupils who travel to school by bus are not permitted to disembark in the village before arriving at school.
  - (i) Pupils must not interfere with fire extinguishers or alarms.
  - (ii) A pupil who deliberately sets off a fire alarm will serve a 1day suspension.
  - (iii) A pupil who deliberately sets off a fire alarm during public exams will serve a 5-day suspension with a view to expulsion.
3. Pupils must follow strictly and promptly the instructions for emergency evacuations.
4. Pupils must obey to the letter the instructions of their teachers and in particular during practical subjects, PE and games.
5. Pupils must summon a teacher immediately if another pupil is injured.
6. Pupils should immediately report any safety hazard to a teacher or member of staff.
7. School bags and other pupil equipment must only be left in the clearly designated areas.
8. Pupils are not permitted to use Tippex, other correction fluids or materials. **(Please note: All public exam boards impose penalties for use of correction fluid).**
9. The use of spray deodorants or other aerosols is not permitted.
10. Pupils in years 8–14 are not permitted to leave the premises, except with prior written permission and only after having been signed out by parent/guardian.
11. Pupils are not allowed into classrooms except with the permission of a teacher and must wait in single file outside the classroom until the teacher arrives.
- 12(i) As a Health Promoting school, we actively discourage students from bringing sweets or fizzy drinks to school for their own or other's use. Pupils who do so for purposes of selling these items will be suspended. Only water is permitted to be consumed with energy drinks e.g. Monster/Red Bull etc. not permitted and will be confiscated if found  
(ii) Pupils are not permitted to carry hot drinks in the corridor.

13. Pupils are not allowed to use or have in their possession tobacco, alcohol, e-cigarettes and noxious substances in school or on school-related activities regardless of parental attitude and in line with our Anti-Drugs Policy.

14. Any pupil caught with or using an e-cigarette/vaping in school will be required to be collected from school by their parents/guardian serve a one-day suspension and the item will be confiscated. Confiscated items will be retained for 1 day and may be collected at 3.30 pm. (please see SJS drugs policy) Pupils who are caught vaping on another occasion will have an increased period of suspension.

15. Except where subject teachers have requested it, students should not bring in valuable items to school such as phones, I-pads, I-pods, Apple/I –watches I-Glasses. BYOD policy needs to be signed as well as the WIFI access. Where such devices are causing a problem they can be confiscated and sent to the office.

15. (i) Pupils must follow test/exam rules in relation to technical devices like those listed in

Rule 15. Failure to do so will result in a sanction in line with school exams or exam board policies

16. The owner's name should be marked clearly on books, bags and on all articles of clothing, footwear and sports equipment. The school is not responsible for finding or replacing items lost by pupils.

17. Pupils may only use their phone in line with the school's policy.

18. Pupils are not permitted to bring vehicles onto the school grounds, without first providing the Assistant Head of 6th Form with all the appropriate documentation. Only brothers/sisters may travel with pupils who have been given this permission.

19. (i) Pupils who drive a car without permission outside of school during the school day will receive a serious sanction at the discretion of the principal

(ii) Pupils are not permitted to take their car to collaboration classes and must take the transport provided by school.

20. All road signs, road markings and speed limits must be strictly obeyed. Senior students who have been granted permission to bring a vehicle to school must park in the chapel car park between 8.50 – 3.30 pm.

21. For the safety of all pupils, parents are requested to collect pupils from the chapel car park only at 3.45pm.

22. Pupils should avail of toilet facilities before morning registration, at break or at lunch time rather than between lessons.

23.(i)All pupils should use the toilet facilities with due regard to issues of health, safety and hygiene.

(ii) Pupils are not permitted to take food into or consume food in the toilets.

24. Pupils must not run in the corridors.

25. In corridors pupils must walk on the left in a single file, carry schoolbags on the right so as to avoid damage to paintwork and woodwork.

26. Pupils must not sit on the floor in the corridors or on stairways.

27. Fire doors and outer doors must be kept shut. Emergency exit doors should be left free and accessible.

28. Pupils must not interfere with heaters, electrical appliances or fire extinguishers.

29. Pupils must not behave in school at any time in such a way as to cause damage to furniture, lockers, windows or equipment or to cause injury to themselves or other pupils. Parents/Guardians of pupils who do cause damage will be liable for the cost and school discipline procedures will be invoked.



30. Pupils are expressly forbidden from bringing any type of fireworks into school and will be suspended if they do so.
31. Pupils coming to and from school must use the footpaths and pedestrian gates where provided.
32. Pupils waiting for a bus departing from school must remain on the school site before they are collected failure to do this will result in an after school detention.
33. Pupils must not push or shove in bus queues and must wait until permission is given to board a bus.
34. For their own health and safety pupils should avoid kneeling on bus seats and whenever possible should avoid standing in walkways when the bus is in transit. **Seatbelts must be worn at all times on school buses.**
35. Pupils should not keep seats on buses for other pupils. Bus prefects' instructions should be obeyed by all pupils.
36. Pupils should report to school any overcrowding on buses or any other source of dissatisfaction with the bus service.
37. Misbehaviour on school buses may result on the temporary/permanent withdrawal of a pupil bus pass by Translink.
38. At recreation time pupils may only use the areas specifically designated for their use.
39. Pupils may only use the internet in school in line with the school's "Use of the Internet Policy". Any abuse of the facility will result in removal of the privilege and sanctions being applied.

### **School Property, Personal Property and Property of Others**

1. Pupils are expected to keep the school buildings and ground free of litter and spillages. Spillages should be cleaned up immediately and pupils are expected to clear up litter as requested by any adult in line with our anti-litter campaign.
2. The use of chewing gum is forbidden in school.
3. The use of the Form Room is at the discretion of the Form teacher and will depend on standards of behaviour in the room.
4. Damage to school/teachers property should be reported to a teacher. All costs for repairs or removal of graffiti will be paid for by the perpetrator.
5. School is not responsible for the loss of valuable/personal property

### **Uniform and Personal Appearance**

Please check 2023-2024 booklet which is produced separately by the school for rules and information on uniform and personal appearance

### **Attendance and Punctuality**

#### **Focus 3 2023 – 2024**

**A reason for absence must be given via a phone call or note within 5 days of the absence or a detention for non-submission of reason of absence will be issued to the pupil.**

1. **Registration** is at morning assembly. Those pupils who arrive any time after registration has been taken place must report to the office and sign the Late Comers book.

2. **Leaving school early** - except in exceptional circumstances, medical and dental appointments etc. should not be made during school hours. **If a pupil is leaving school early** the parent/guardian should email the form teacher.
  - (i) The form teacher will note on SIMS and inform the office staff.
  - (ii) Pupils in year 13 & 14 will be given a **Permission Slip** by their form teacher which then has to be countersigned by the Head of Sixth Form or Assistant Head of Sixth Form. This must be presented to office staff before leaving school.  
**In line with school safeguarding policy, pupils will not be permitted to leave school without proper permission.**
3. **Absence procedure** - If a student is unfit to attend, parents should contact the school office before 9.30am on the first day of absence. An absence note **will not** be required if explanation for absence is given.
4. If parents/guardians do not contact the school office to provide a reason for absence they should provide a reason for absence by email to the form teacher on return of their son/daughter to school. This should be sent within 5 days otherwise the pupil will be placed **on detention** for non-submission of reason for absence. **Pupils should also explain the reason for their absence to their subject teachers at the start of their next lesson and make arrangements to catch up on missed work.**
5. The practice of parents withdrawing students during term time to go on holidays is very strongly discouraged. Unless the principal has given permission, such absences will be recorded as “Unauthorised” and will impact on a pupil’s attendance record.
6. If a pupil is going to be absent for a period of time, then parents should telephone school to speak to the Form Teacher and, if necessary, make arrangements for collecting work for their son/daughter.
7. Pupils who are late into school three times in a term without a valid reason in writing for their form teacher will serve an after-school detention.
8. **Under no circumstances** may a pupil leave the school premises without prior written permission.

*For child protection reasons, pupils (including pupils over18) should not be signed out by anyone other than a parent/guardian. Where this is not possible, parents must notify the school either by telephoning the school office or notifying the form teacher in writing, indicating the reason for leaving school early and the name and relationship of the person collecting the pupil. Proof of identity may be required.*

### **Sickness Procedure**

1. If a student is feeling unwell they should go to their form teacher or in their absence Head of Year
2. The form teacher will assess if the student is able to return to class or needs to go home.
3. If the student is going home the form teacher will contact the office and ask that a phone call is made home and arrangements made for the student to be collected. If it is feasible the student should return to class until collected by the parent.
4. 4. Students **should not** contact home using their mobile phone.
5. If a student is so unwell that they cannot return to class the office staff will locate a

member of the Senior Leadership Team who will make arrangements for the pupil until they are collected.

6. When the student is collected the office staff will amend on SIMS.

### **Learning**

1. Pupils must bring a learning kit to each lesson which contains the necessary pens, pencils and stationary to enable learning.
2. Pupils are expected to cooperate fully with their teachers, performing all tasks set to the best of their ability.
3. Pupils must sit looking forward paying attention to the teacher.
4. All deadlines for class work and homework are expected to be met on time. **Coursework must be presented on the day appointed.** Pupils should arrange to have work submitted on time if they are not personally in attendance on the particular day designated. Hard copies only are acceptable.
5. If a student is absent from class, it is their responsibility to find out what they have missed from their subject teacher and ensure all work is up to date.
6. Pupils should follow faithfully the guidelines given in each subject for written and learning homework. Homework should be recorded accurately in the Planner daily. Where no written homework is set on a particular night, pupils are expected as a matter of course to undertake learning and/or revision work.
7. (i) Pupils are forbidden to copy others' work or to participate in any other unfair practice.  
(ii) A pupil who is found to have copied another pupil's coursework will serve a 1-day suspension
8. No work may be done in the bench areas, school buses or corridors.
9. Pupils will purchase a copy of the Planner at the start of the academic year as part of their compulsory school equipment. Pupils should bring them to every lesson and record only academic information. Lost/defaced planners will incur an additional replacement fee of £5.00.
10. Pupils in class should listen courteously and without interruption to others and should raise their hand if they wish to attract the teacher's attention or ask for assistance.
11. All books should be covered at the start of the school year. Graffiti on school books will result in sanctions and pupils will be required to serve a detention and meet the cost of replacing the book.
12. Failure to bring homework to class for any reason should be dealt with by the teacher in line with the homework policy and procedures section of the planner.
13. Failure to bring a textbook/exercise book (which does not contain homework for that lesson) to class will be recorded on SIMS. The same will apply if a pupil does not bring the necessary equipment required for a practical lesson.
14. Pupils who fail to meet deadlines set for submission of coursework may be put on an after school detention or required to attend school on a Baker Day to complete the work.
15. Pupils who fail to progress satisfactorily may be asked to repeat the academic year.

### **Rules During the Exam Season**

1. All pupils going on exam leave are expected to demonstrate the highest level of behaviour. Pupils who bring themselves or the reputation of the school into disrepute during the exam release phase may be refused permission to sit their exams in St. Joseph's Grammar school.
2. All pupils are required to wear full uniform and observe all school rules during exam times. Students who do not observe these rules may not be permitted to sit their exam on site.

3. Pupils who come to school for all or part of the day to avail of the study facilities in the library, study hall or classrooms are expected to be in uniform and to observe all school rules as normal. They must sign in the school office as normal for safety reasons. All exam students must remain on site until they are collected/get bus.
4. Pupils who fail to return all school texts and library books as per instructions will be billed for the cost of their replacement.
5. Pupils who wish to consult with a teacher during exam season must first arrange a mutually convenient time. Consultation must be in person, not via a third party or written notes. The school email system may be used to make contact with a teacher.
6. Pupils who do not arrive into school for exams will be contacted by telephone to ascertain the reason for their absence.
7. In cases where pupils miss an in-house exam without a satisfactory explanation, the school's exam policy will apply.
8. Any suspected incidents of malpractice during public exams must be notified to the appropriate awarding body. They will make a decision about actions to be taken.

Form Teachers will explain these rules to their Form classes annually and display a summary of the school's guidelines in the Form room