



POSITIVE BEHAVIOUR POLICY

Introduction and Policy Statement

Discipline is often seen only in the context of punishment. At Beechlawn it is considered as an integral part of wider framework - with the emphasis very much on positive discipline - through which we seek to encourage good behaviour rather than to simply punish bad behaviour. It is important to maximise positive feedback to pupils to counteract as far as possible any feelings of failure or frustration.

Beechlawn is a Rights Respecting School (RPS) and aims to help pupils grow in confidence and become caring and responsible young citizens by understanding their rights, under the UNCRC, and also understanding the importance of respecting the rights of others. Beechlawn School encourages pupils to reflect on how they behave and how actions affect those around them to help build and maintain a positive and safe learning environment.

Aims and Objectives:

We provide a range of rewards for all our pupils. The whole school positive behaviour policy is supported and followed by the whole school community - parents, teachers, pupils and governors - based on a sense of community and shared values.

In association with a system of agreed rules for good behaviour and our pastoral care provision, discipline here is considered to be the system and ethos which attempts to achieve the following aims:

- To cultivate in pupils an acceptance and recognition of responsibility for their own actions, and for the consequences of these, thus developing self discipline.
- To make clear to pupils, staff and parents the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
- To encourage the development of personal esteem and sound moral qualities.
- To maintain a well prepared and organised environment in which all members of the school community feel safe and where effective teaching and learning can take place.
- To develop mutual respect and tolerance between all members of the school community, and to deal with behaviour that disrupts the rights of others, be they pupils or staff.
- To encourage care of the school environment.
- To ensure consistency of approach and solution throughout the school.

Ideally, achievement of the right framework and the right ethos in Beechlawn, where praise is more common than blame, should make regular imposition of sanctions increasingly unnecessary.



Encouraging a Positive Approach to Discipline

Pupils respond well to praise and encouragement and enjoy success of any sort, including that within the classroom.

Within the school setting, there are many opportunities to reinforce success and thus contribute to the development of self esteem.

Such opportunities include:

- Taking every opportunity to get to know pupils better.
- A quiet word of praise or an encouraging smile.
- A written comment on pupils' work.
- Commendation from senior staff.
- Awarding of Points Reward System.
- Public praise, in front of the class and at assembly e.g. Pupil of the Month Certificates.
- The award of examination and other certificates on Prize Day.
- Achievement awards which reflect endeavour within or on behalf of the school i.e. cups and shields.
- Rewards on a Monthly/Termly basis to those who gain most Reward Points.
- Contact with parents informing them of a pupil's action or achievement which deserves praise, Parent-O-Gram.

Code of Conduct

The following Code of Conduct should be clearly understood by pupils and should be consistently applied by all members of staff. **Parents will also be made aware of its contents.**

- 1** Pupils are encouraged, and expected to be well behaved, well mannered and attentive. Respect and consideration for other pupils and staff is essential.
- 2** Pupils are expected to respect their own and other people's property and to take care of books and equipment.
- 3** Pupils should come to school equipped for the day's work. Each pupil should have:
 - school bag
 - ruler
 - sharpener.
 - pen and pencil
 - rubber

Pupils should also have a pencil case to keep these items in.

On the appropriate day, pupils should bring:

- PE/Swimming kit
- Equipment for Home Economics
- Any donations required for the above subjects.
- Library Books



- 4 Pupils should transfer from one class to another as quickly as possible, without running, without excessive noise and walking on the left hand side of the corridor. Pupils are expected to be punctual. **Staff should stand outside their doors to supervise the movement of pupils.**
- 5 If a pupil has a grievance against another pupil, it must be reported to a member of staff, who will deal with the matter. Usually this will be the member of staff on duty.
- 6 **Physical violence is not acceptable; neither is retaliation. Repeated or serious incidents will result in suspension.**
- 7 **Foul or abusive language must not be used**, and will be discouraged at all times.
- 8 Pupils must wear the correct school uniform. This is:

Boys School Uniform	Girls School Uniform
Regulation Blazer	Regulation Blazer
White Shirt	White Blouse
Charcoal Grey Trousers	School Skirt
Regulation Pullover	Regulation Pullover
School Tie	School Tie
School Coat	School Coat
	School Socks

- **Dark grey or black trousers/skirt**
Girls may wear trousers, but for all pupils these must be plain and formal. Track suit bottoms, denims etc are not acceptable.
- **Black School shoes**
All pupils must wear sensible, black shoes.
High heels, steel toe-cap boots and brown footwear are not permitted.
Trainers are not acceptable, except for PE.

Hats are not part of school uniform, and should not be worn, except in the playground during the winter months (between Halloween and Easter). Baseball caps are not allowed. Sun hats are allowed in very hot weather.

Jewellery - for safety reasons, chains, finger rings, earrings/studs, or any other piercing are not allowed.

A watch only may be worn.

Up until Halloween, studs in any new piercings must be covered with flesh-coloured sticking plaster. After Halloween, jewellery for piercings will not be accepted.

Tattoo's - tattoos must not be on display in school and therefore should remain covered at all times. This should be in agreement with parents and consultation has taken place with SEELB over this issue.

Hair – Must in an appropriate style – no shorter than a No. 3. Colouring and lines are not allowed.

Make-up and nail varnish is not allowed.



If there is non-compliance with the above there will be consequences as deemed appropriate by the school.

- 9**
- i)** Pupils must not bring any sharp or dangerous items into school.
 - ii)** Mobile phones should not be brought into school. Please refer to the Mobile Phone Policy.
 - iii)** Any items of personal property which are brought into school remain the responsibility of the owner.

The Management and Staff of Beechlawn can take no responsibility for loss of, or damage to, such items.

- 10** Smoking is not allowed in school or on journeys to and from school. Cigarettes, lighters, matches, etc will be confiscated and not returned. Alcohol and illegal drugs are not permitted in school. Any incidence of these will be reported to parents, Governors and the Police, as outlined in the school's Drugs Policy.
- 11** Chewing Gum is not allowed in school or on school transport.
- 12** Buying, selling or swapping of items is not allowed in school or on school transport.
- 13** Pupils must wear seatbelts where these are provided.
- 14** Pupils who have a medical reason may visit the toilet, with permission, at any time throughout the day. This should be in line with a letter from home. Other pupils may go with permission at specific times when the toilets are supervised, namely during early supervision, at break, at lunch-time and at the end of the day. During class time, pupils may obtain permission to visit the toilet if necessary and is discouraged which may affect the teaching and learning in the classroom.
- 15** All absences by pupils should be covered by a note of explanation or appointment card, from home.
- 16** No pupil may leave the school grounds without the permission of the Principal or Vice Principal. Details of class, names, times and purpose of any excursion should be left in the Principal's office, **and entered in the diary in the Main Office.**
- 17** Pupils who misbehave on the way to or from school shall be subject to the school's disciplinary system. Serious or repeated incidents may result in suspension from transport, arranged and authorised by the Transport Department of South Eastern Education & Library Board.



SANCTIONS

Consequences

The aim of imposing sanctions is to encourage improvement in individual pupil behaviour. In all disciplinary actions, it is essential that the pupil fully understands that it is the behaviour which is unacceptable and not the pupil as a person.

With a long and varied list of sanctions we should:-

- a) Ensure that the pupil knows that he/she has reached a stage where sanctions may have to be applied.
- b) Always give the pupil(s) the opportunity to choose to behave appropriately, so that sanctions may not be necessary.
- c) Avoid by-passing earlier sanctions so that the next step is always available. We are not then forced to take extreme measures due to lack of alternatives.
- d) Avoid making threats or statements which leave little or no room for manoeuvre.
- e) Recognise that a sanction is less likely to be effective if over-used.
- f) Ensure close professional liaison and cooperation.

The following sanctions should be used accordingly by all members of staff.

- 1) **Immediate checking of misbehaviour.** This often prevents more serious trouble from developing.
- 2) **Recording of 'sad faces', loss of reward points etc for inappropriate behaviour.**
- 3) **A minor penalty,** where possible related to the offence, e.g. removing of graffiti or picking up litter.
- 4) **Repeated, or extra work,** as appropriate.
- 5) **Reflection Time**

Class/Subject teachers may take pupils for Reflection Time in their own rooms between 8.45am and 9.00am each morning and/or when pupils have finished lunch.

NB: Any member of staff who intends to take a pupil for Reflection Time should complete a Reflection Time slip and send it to the Teacher on Dinner Hall Duty. Pupils will then be collected from the dinner hall by the relevant teacher.



After all interventions/strategies/sanctions have been exhausted the class teacher may seek support from the Year Teacher.

If it becomes clear that sanctions are not achieving the expected improvement in pupil behaviour, parents will be involved **at an early stage** through the Year Teacher.

- 6) Pupils are expected to wear school uniform unless prevented from doing so for medical reasons. Class teachers will monitor school uniform each morning at Registration. Classroom Assistants may be able to provide appropriate sizes of freshly laundered trousers, skirts, shirts and jumpers.

Pupils not wearing proper uniform will **NOT** be allowed to go to the **playground during break and lunch time. At break time pupils remain with the class teacher and at lunch time kept in dining hall and remain with the teacher on duty.**

- 7) Disallowed items will be confiscated e.g. **mobile phones**, jewellery, laser pens, knives, toy guns etc. Items considered to be dangerous, or which could place the pupil in danger, will be retained until collected by **a responsible adult**.
- 8) Referral to Year Teacher, Vice-Principal or Principal if earlier sanctions have failed to improve behaviour. (Details of earlier sanctions/strategies tried should be provided at the time of referral).

9) **Placing On Daily Report / Individual Behaviour Programme**

Pupils may be put on report by the Year Head, Vice Principal or Principal, in response to persistent bad behaviour in class or elsewhere or for open defiance. Pupils who have left the school without permission or who are returning from **suspension will automatically be on Daily Report or Target Diary**. Pupils normally remain on Daily Report for at least 10 consecutive days and until they have achieved a level of acceptable behaviour over this period of time.

For Daily Report to be as effective as possible, it is important that:

- Parents are initially informed by letter and or telephone, detailing the reasons for placement on report and asking for cooperation, signing and returning each day's report.
- The Year Teacher will email all staff with names of pupils on report.
- Bad behaviour outside the classroom - for example, in the dining hall, playground or corridor - is recorded on a pupil's Daily Report.
- Reports are signed each day by the Year Head, or Vice Principal/Principal and the parent.
- The Class Teacher will check the pupil has their Daily Report.
- Reports which are thought to be at risk of 'disappearing' are photocopied to minimise the impact of such an event.



On occasions, pupils may be placed on an agreed Individual Behaviour Programme/Target Diary, based on achieving identified targets, with appropriate rewards, initially in school and backed up at home. This will follow discussions involving the Pupil, Class Teacher, Year Teacher, Principal/Vice Principal and parents.

These two separate systems must not be confused – specific details and instructions are clearly stated on each booklet.

10) **Additional Parental Consultation**

Where the application of sanctions has failed to bring about an improvement in a pupil's behaviour, parents will be contacted and asked for their assistance. This may perhaps throw light on possible causes of misbehaviour and should provide joint/consistent action between school and home.

All such referrals to parents should be made by the Principal/Vice Principal/Year Teacher. If necessary, parents will be invited to make an appointment for a meeting with the Principal/Vice Principal/Year Teacher/Class Teacher to discuss any problem relating to their child. Should problems continue:

- a) the pupil may be referred to the Educational Welfare and/or Educational Psychology Services.
- b) an Individual Behaviour Plan may be developed.
- c) the matter may be brought to the attention of the Board of Governors, who may be asked to contact parents.

11) Loss of privileges, especially the right to go on trips and visits. Staff should liaise closely with colleagues, senior staff and parents.

12) Withdrawal from a particular class or from all classes for a period of time. This will necessitate supervision by a member of staff and should only be invoked following discussion between relevant members of staff, including the Principal/Vice Principal. Withdrawal for an extended period of time requires the knowledge and agreement of parents.

13) **Where a pupil leaves school without permission -**

- a) Where possible, every attempt will be made to persuade the pupil to remain. Physical restraint will not normally be used, except to protect the pupil – or any other member of the school community – from harm or danger.

Should a pupil leave class, or it is known that a pupil has not arrived into class as expected, then the Principal/Secretary must be informed immediately.

- b) The PSNI will be advised that a pupil has left the school without permission.
- c) Parents/Guardians will be informed by telephone.
- d) Upon return, the pupil will be on Daily Report.



14) Suspension of a Pupil

Suspension is the responsibility of the Principal, or Vice Principal in their absence, who must immediately give written notification of the reasons for, and the duration of, the suspension to the parents, Education Board and the Chairperson of the Board of Governors. An initial period of suspension may not exceed five days. The length of suspension will be graded according to the severity of the incident.

Pupils will be suspended from school for the following behaviours:

- Serious physical violence towards other pupils.
- Persistent bullying of other pupils - physical, verbal, emotional.
- Physical violence or aggressive, **threatening behaviour** or language **towards a member of staff**.
- Any threatening behaviour involving a weapon.
- **Persistent disruption of classroom or other activities.**
- Persistent use of foul language.
- Possession of alcohol or drugs.
- Theft.
- Sexual misconduct.
- **Failure to cooperate with school policies/procedures or to comply with instructions.**

Where suspension exceeds three days, **Parents must attend for interview before a pupil can return to school.** Where possible, the Class Teacher and/or Year Teacher should be present at this meeting.

- **Work will be sent home with the pupil or posted if requested, prepared by the Class Teacher.**

On return, the pupil:

- **will be interviewed by Principal/Vice Principal/Year Head.**
- **will be on Daily Report.**



Organisation of the School Day

School begins at 8.45am. **Teachers on Early Supervision duty should be in the entrance hall just before this to escort pupils out to the rear playground.**

At 9:00am, pupils will form class lines. They will be collected from the playground and escorted to Registration by their teacher/sub-teacher.

- On wet days, pupils go directly to their form classroom - teachers should be there from 8.45am.
- If rain begins during Early supervision (i.e. between 8.45 and 9.05am) pupils should be brought into the Dining Hall.

Registration ends at 9.15am. In addition to marking the roll and monitoring notes, Class teachers should check pupils' uniform, ensure they are not chewing gum or wearing jewellery, and remind the class about not wearing coats.

Break begins promptly at 10:15am - 10:30am. Pupils should be released/escorted to toilets. All teachers should open their doors and monitor pupil movement/behaviour in the corridors. All pupils should have finished drinking, eating and disposing of their rubbish before they leave the room. Classroom Assistants break is from 10:15am – 10:30am. At 10.30am pupils are escorted by their teacher to the playground, where Classroom Assistants will be on duty. If there is a **wet break** pupils remain in class with their class teacher **AND** classroom assistant.

Assembly

- Key Stage 3 & 4 – Tuesday – Gym at 10:40am

Staff should assume that Assembly is on, unless they have received notification to the contrary. Classroom Assistants supervise their form classes.

FIRST LUNCH SITTING (12.25pm - 1.05pm)

All staff on lunch/packed lunch duty for the first sitting must be in position by 12.25pm, to receive pupils who will be leaving class at that time en route for the hall. Teachers must escort their pupils to the Dining Hall and remain with the class until pupils are allowed to move in.

Pupils may leave the Dining Hall from 12.40pm onwards. Staff supervising playgrounds and toilets must be in position at this time.

Teachers on duty must be in the appropriate playground at 12.55pm. Teaching staff should be positioned close to entrance doors to monitor/control pupil access to the building. **Classroom Assistants should patrol the full extent of the playground.** Pupils who are completing sanctions should be collected from the Dining Hall by the detaining teacher and a referral slip submitted.



Pupils displaying disruptive behaviour in the playground should not be sent to the dining hall. Incidents should be dealt within the playground. In the event of serious disruption, seek assistance.

By 1.05pm, pupils should form class lines and will be collected and escorted to Period 7 class by their teacher/sub-teacher, using the most appropriate entrance.

- On Wet days, pupils remain in the Dining Hall or Packed Lunch Room - visits to toilets are on a rota basis; videos, games and comics are available if required.
- If rain begins when pupils are already out, they should return to the Dining Hall or Packed Lunch Room (i.e. where they have eaten dinner/lunch).
- On these occasions, staff should collect their Period 7 class from the Dining Hall. **Pupils at the packed lunch venue will be allowed to go directly to class.**
- Classroom Assistants may be involved in the Lunch Club, Football Zone, Games Room Zone, Music Zone or Playground Zones. Teachers on duty are in the playgrounds. Phones are provided for Classroom Assistants.
- Choices for Senior Pupils are :
 - a) Lunch Club
 - b) Football
 - c) Playground
 - d) Games Room

SECOND LUNCH SITTING (1.10pm - 1.50pm)

All staff on lunch/packed lunch duty for the second sitting must be in position by 1.10pm, to receive pupils who will be leaving class at that time en route for the hall. Classes should never arrive before 1.10pm, as pupils from 1st sitting will be moving through the Dining Hall on their way to class. Teachers must escort their pupils to the Dining Hall and remain with the class until pupils are allowed to move in.

Pupils may leave the Dining Hall from 1.30pm onwards. Staff supervising playgrounds and toilets must be in position at this time.

Teachers on duty must be in the appropriate playground at 1.40pm. Teaching staff should be positioned close to entrance doors to monitor/control pupil access to the building. **Classroom Assistants should patrol the full extent of the playground.** Pupils who are completing sanctions should be collected from the Dining Hall by the detaining teacher and a referral slip submitted.

Pupils displaying disruptive behaviour in the playground should not be sent to the dining hall. Incidents should be dealt within the playground. In the event of serious disruption, seek assistance.



By 1.50pm, pupils should form class lines and will be collected and escorted to Period 8 class by their teacher/sub-teacher.

- On Wet days, pupils remain in the Dining Hall - visits to toilets are on a rota basis; videos are available if required.
- If rain begins when pupils are already out, they should return to the Dining Hall (i.e. where they have eaten dinner/lunch).
- On these occasions, staff should collect their Period 8 class from the Dining Hall.
- Classroom Assistants may be involved in the Football Zone, Lunch Club, Summer House Zone, Playpark Zone, Music Zone or Playground Zone. Teachers on duty are in the playground. Phones are provided for Classroom Assistants.
- The choices for Junior Lunch are as follows :
 - a) Lunch Club
 - b) Playpark Zone
 - c) Playground Zone
 - d) Football Zone
 - e) Summer House Zone

This is rotational and organised by Classroom Assistants.

END OF DAY (3.00pm)

Period 9 ends at 3.00pm.

All pupils go to transport vehicles via the Front Hall - teachers **MUST** escort their Period 9 class to the Front Hall and then go directly to transport duty, **equipped with their transport list which will have been collected at lunch time.**

Punctuality is very important.

Directed Time ends at 3.15pm each day and 4.30pm on Tuesday.

- **Reward System:** A single period each week is built into the timetable to reward the class for good work and behaviour. Each Year Group have their own Reward Systems.
- **Team Teach** – all members of staff have been trained in Team Teach methods which is the SEELB's recognised procedure for dealing with a pupil who needs restrained for their own safety or the safety of others.

***B Green
Principal***

***Reviewed : June 2013
To be reviewed : June 2015***