



Behaviour Policy

The school behaviour policy is designed to enable everyone in school to live and work together in a calm and safe environment, where

- Students are encouraged to become responsible members of the community
- There is an atmosphere in which students can learn and teachers can effectively teach thus an effective learning environment is maintained.
- Everyone is treated with respect and courtesy

It is the role of every member of staff at St. Aloysius' College to praise the behaviour we encourage and strive to foster. Similarly, it is the responsibility of every member of staff to challenge and respond accordingly to behaviour which breaks our rules, code of conduct and does not contribute positively to our learning environment.

However, the Headteacher reserves the right to send pupils home when it is considered appropriate to do so as follows:

- To remedy breaches of the schools rules on uniform or appearance.
- Fixed term exclusion for a serious breach of school rules, regulations, code of conduct, work related or pending further enquiry.
- Permanently exclude a pupil as a result of a very serious incident.

This will include very serious verbal or physical abuse or threatening violence towards staff or pupils directly or through the use of online mediums such as the internet or mobile phones.

Misuse of drugs

Carrying an offensive weapon and other very serious incidents that the headteacher considers appropriate for permanent exclusion.

- The Exclusion Policy has full details of the St. Aloysius' College exclusion rationale and procedures.

In all instances parents/carers will be kept fully informed.

Code of Conduct

At all times students must:

- Not disrupt the learning environment
- Treat other students and staff with consideration and respect

- Wear the recommended school uniform
- Maintain a tidy appearance – shirts tucked in, ties straight, blazers worn
- Follow the instructions of the teachers
- Avoid disagreements
- Treat the building and equipment with care

In registration students must:

- Arrive on time
- Participate in the daily act of worship
- Ensure that they are fully equipped for lessons, eg. pen, pencil, etc
- Present homework diaries for inspection

In lessons students must:

- Not disrupt the learning environment
- Arrive on time
- Bring appropriate equipment, including PE kit, for the lesson
- Remove coats in the classroom
- Record set homework in diaries
- Contribute helpfully to the learning of other students
- Not chew sweets or chewing gum

Out of lessons students must:

- Respond promptly to bells
- Walk quietly and directly from place to place, keeping to the left and adhering to the one-way systems on certain stairways and corridors
- Not shout, display or involve themselves in unruly, boisterous or dangerous behaviour.
- Behave sensibly outside school towards people in the community

Parents are reminded that:

- They should support the school in their endeavours to implement high standards in learning, behaviour and uniform.
- All property must be marked clearly
- Homework diaries must be checked and signed each week
- They should contact school on the first morning of an absence, and send in a note of explanation on the day the child returns
- Mobile phones, cigarettes, lighters, illegal substances or items, must not be brought into school

Rewards

A school ethos of encouragement is central to the promotion of good behaviour. Rewards are one means of achieving this. They have a motivational role in helping pupils to realize that good behaviour is valued and encouraged.

It is important that there is an emphasis on praise, both formal and informal for individuals and groups. The school will promote good and improved behaviour by pupils through a system of recognition and reward. This will include:

- **Praise and positive feedback** – both verbal and written. Subject staff will be guided on assessment and marking procedures for the school by their Head of Department.
- **Commendations and Awards** – these include Achievement Awards, which are logged in pupils' diaries. Staff award these for academic and other reasons e.g. for contributing positively to St. Aloysius' College community. When a pupil receives 30 awards, they are presented with a certificate at assembly. The amount of certificates a pupil receives are recorded and can form part of future references etc.,

Student of the Week for each year group: these are awarded for specific reasons e.g. a single outstanding contribution, or improvement over a period of time, or sustained effort etc., All staff can recommend a pupil for this award to the appropriate Head of Year.

- **Calls/Letters to Parents/Carers** – all staff should be encouraged to note examples of good/improved work, positive contributions, sustained effort etc., and communicate this with home. This communication can be via an informal note in the pupil's diary, or a telephone call home. It should be remembered how powerful a positive letter home can be. Departments can produce their own "standard" letters, for staff to fill in, or individual letters can be written. Copies of all letters home should be placed on the pupil's file.

All Departments have reward post cards and these should be used at least once a term.

- **Prize Giving Days** - these take place for each year group at the end of the school year. Departments agree on pupils who have achieved highly, displayed consistent effort etc., to be rewarded publicly. Attendance and punctuality awards are also given at these celebrations of the year group's achievement.
- **Extension of School Privileges** – these could be on an individual or group basis, as warranted e.g. merit trips for pupils gaining the most achievement awards.

A record of rewards/awards should be noted on a pupils file.

Managing Discipline - Teacher Guidelines

Class teachers

- Classroom discipline is initially the responsibility of the class teacher
- Any difficulties, classroom or not, should initially be pursued by the individual member of staff.
- Every member of staff, whether on duty or not, is responsible for the out of lesson behaviour of students around the school
- All sanctions must be followed through by the member of staff responsible
- If the difficulty has not been resolved by using the available sanction, then support should be sought from the Head of Department by using the referral procedure

- Any member of staff may make communication with parents when appropriate. **However, the Head of Year must be advised first. The Head of Year will then advise not to contact, to contact, to modify, to do it personally, or to involve SLT.**

Heads of Department

- As the expert in the subject area, the Head of Department will ensure the quality, relevance and level of presentation of work is appropriate for each group taught
- Issues of classroom management, etc will be resolved by the subject teacher and if necessary the HOD.
- HOD's are also responsible for ensuring that high expectations of conduct and work are maintained within their subject areas. They should reinforce these high standards by supporting colleagues in maintaining these expectations, when necessary, passing on referrals of this nature to the form tutor for information
- Initial problems, issues, concerns should be referred to/discussed with line managers

Form Tutors

- The Form Tutor is at the heart of the pastoral support system, and maintains a record of referrals using the school system. Copies of all referrals are kept, together with a written summary of any communications made, eg. telephone calls to parents, discussion with student, etc
- Subject teachers will refer 'academic' concerns to their Head of Department, eg. homework, standards of work, who will copy outcomes to form tutor.
- Parents should be encouraged to contact form tutors with general concerns or parental issues. This should be done via the homework diary in the first instance.

Heads of Year

- Heads of Year will become involved in incidents when they are of a very serious or persistent nature, or as part of the back up process, on behalf of a form tutor or head of department.
- Heads of Year have authority to involve parents and outside agencies. If a HOY considers an incident will result in an exclusion, the HOY should consult with their SLT Line Manager.

Assistant Heads/Deputy Heads

- Involvement in the very serious incidents, and in the very few cases where problems remain unresolved and continue to escalate

Headteacher

- Sanctions, exclusions, support and guidance, Saturday Detentions.

- The Headteacher reserves the right to hold additional detentions, even on a Saturday for pupils who persistently challenge the school rules.

LSC Inclusion – will usually occur as a result of persistent inappropriate and unacceptable behaviour, or for a serious incident. Students can be included to the Centre by SLT, HOY's and HOD's. Students can be withdrawn full time from lessons and receive their educational entitlement in the LSC for two weeks, or longer in exceptional circumstances. Students can also be withdrawn from specified curriculum areas for up to two weeks for persistent poor behaviour in that subject.

Withdrawal from lessons, occurs through negotiation with staff concerned, and the LSC Manager and is usually part of a Pastoral Intervention Programme. Classroom discipline and behaviour management around the school building remains the responsibility of every classroom teacher.

Types of Monitoring Forms

The **Head of Department** may place a student on:

White Form

This is a form administered by an individual department. The Head of Department will arrange for the pupil to be placed on White Form. In consultation with the Head of Year s/he will notify parents (in writing) copies to Head of Year and Form Tutor. The White Form will be for a period of two weeks. It must be signed each lesson by the subject teacher and then at the end of the week by the parent/s and then given (by the pupil) to the Head of Department. In some cases it will be necessary for the Head of Department to invite parents into school. If these actions do not bring about the desired effect, the matter may then be referred to the **Head of Year** by the Head of Department.

The **Head of Year** may place a student on:

Green Form

This is a form administered by the Head of Year. The Pupil will be on the form for a period of two weeks. Parents will be notified in writing (copy to file and form tutor) and staff informed via the bulletin. Pupils will be required to report a.m. and p.m. to the Head of Year; unsuccessful completion of the two week period may result in Red Form via Learning Support Centre

Students at risk of/or returning from exclusions, may be placed on

Red Form

All Red Forms are administered by staff in the **LSC**. Again, a pupil is on Red Form for two weeks. At all stages the seriousness of Red Form is stressed. A letter from the Head of Year explaining the system and why the pupil is on the form is sent to parents (copy to Form Tutor). Pupils must report (on time) to each a.m. and p.m. to the LSC. Failure to complete Red Form may result in exclusion. Having successfully completed a two week period on Red Form, the pupil may be placed on Green Form for two weeks.

A record will be placed on the pupil's file of Green and Red Forms.

A Head of Year, or Head of Department should always seek advice/support from their Line Manager with serious incidents, or pupils they are particularly concerned with.

RESPONSES TO LATES - Names will be taken at the front gate of those boys arriving in school after 8.40 a.m. on Monday – Friday.

Boys will be recorded as being late if they arrive after 8.40 a.m. which is the start of registration.

Parents of persistent latecomers will be informed by letter that if their son has any further lates, he will be sent home directly to obtain a note explaining the reasons for his lateness.