

# Sgoil Lionacleit

## Promoting Positive Behaviour



### Policy & Supporting Documents



# Promoting Positive Behaviour Policy

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**Promoting Positive Behaviour**

# Sgoil Lionacleit - Behaviour Policy

## Aims and Objectives

At Sgoil Lionacleit we firmly believe in Promoting Positive Behaviour. Pupils are encouraged to do well and we set high expectations for all our pupils.

As Sgoil Lionacleit is a community school it is vital that we all act in a way that reflects a positive image of the school. As such, the aims and objectives of the Policy are:

- To promote a positive atmosphere in our school community where discipline and good order lead to excellence;
- Encourage behaviour that promotes respect and creates a safe learning environment for all;
- To marginalise poor behaviour by promoting good behaviour;
- To recognise, reward and celebrate good behaviour;
- To develop and implement a whole school approach to managing behaviour; and
- To involve pupils, parents and staff in the creation and implementation of a consistent approach to behaviour.

## Rights and Responsibilities

In order to maintain the successful running of a positive learning environment, everyone in the school has the right:

- To be involved in the learning process
- To work in a safe environment
- To be treated with dignity and respect

However, no person has the right to interfere with another person's right.

Everyone has the responsibility to treat others and the school environment with **courtesy, care and consideration**.

In Sgoil Lionacleit we are **Responsible Citizens, Successful Learners, Confident Individuals and Effective Contributors.**

*We show this by:*

***Arriving on time***

***Working together***

***Not being afraid to try because making mistakes is part of the learning process***

***Trying out new ideas***

***Showing creativity in our approach to learning***

***Speaking politely to each other***

***Adhering to the rules of the school and the laws of society***

***Being considerate of other's feelings***

***Respecting each other***

***Caring for ourselves and our environment***

***Being well prepared for learning with books, jotters and equipment***

***Asking permission before using the property of others***

***Valuing the diversity of opinion, beliefs, traditions and cultures that exist***

## **Standards and Expectations**

The following are guidelines that all pupils and staff are expected to follow:

- Pupils must attend during school hours unless granted permission to be absent or have written permission to leave school premises. On return from absence, report to Register Teacher with a note from parent/guardian.
- Pupils must adhere to the school dress code – (the wearing of football shirts/colours is forbidden).
- Follow instructions issued by staff.
- Be courteous and considerate to others.
- The Council has strict policies on smoking, alcohol and drug consumption – they are forbidden on school premises and transport and as such pupils should not bring drugs, aerosols, alcohol, cigarettes, lighters, matches to school
- Students must not bring offensive weapons of any kind, including laser pens to school
- Pupils must behave on all school transport.
- All school property, including equipment and books issued to pupils, should be treated with care and respect.
- Mobile phone use – the school policy must be adhered to.

- The use of personal music players/ ipods or similar is prohibited during class times.
- Observe the one-way system and keep to the left when moving through the school. At break times year groups to remain in designated areas or outside – pupils must remain within the school grounds at all times.
- All food and drink should be consumed in the cafeteria area or outside.
- Litter, including chewing gum, must be placed in the bins provided.
- Vending machine – may only be used at designated break times.
- Pupils that do not act responsibly or interfere with the rights of others will face consequences for their actions. (A copy of the School's Discipline Procedure is available from the Head Teacher on request).

## **Parental Involvement**

The support of parents to any school is vital. At Sgoil Lionacleit we enjoy good support from parents and would request parents to:

- Support the school behaviour policy;
- Make regular checks of the personal organiser;
- Ensure that homework or disciplinary tasks set by the school are completed;
- Ensure that their child arrives at school on time;
- Ensure that their child adheres to the school's dress code;
- Ensure that their child does not bring prohibited items to school.
- Ensure that their child comes to school prepared for learning

## **Additional Support Needs**

Some pupils in school have been identified as having social, emotional or behavioural difficulties which result in challenging behaviour. These pupils should have an Action Plan, Individual Education Plan (IEP) or Co-ordinated Support Plan (CSP) which includes behaviour support. This may mean that some pupils are having support for their behaviour which is additional to, or different from, the procedures in the whole school behaviour policy. The Action Plan, IEP or CSP will give details of this.

In addition a few pupils may have Risk Assessments. These will identify risks to pupils, staff or members of the public and will outline the measures that are in place to minimize these risks. In some cases this will include measures to be adopted for physical intervention.

The council's "Improving Behaviour Policy" should be consulted for fuller guidance relevant to pupils with additional support needs.

## **School Uniform**

Pupils are expected to take pride in their appearance and their association with the school. As a school we insist on pupils dressing in an appropriate and professional manner.

By wearing the school's uniform pupils show their support and respect for the school and its aims.

(Details of the School Uniform can be found in the school handbook).

# **Promoting Positive Behaviour**

## **Merit System and Recognising Achievements**

A school ethos of encouragement is central to the promotion of desirable behaviour. Rewards are an integral means of achieving this. Staff will reward pupils formally through the Merit System (Information on the Merit system can be found in Pupil Planners).

'Celebrating Achievement' assemblies will be held throughout the year for each year group

Sgoil Lionacleit recognises that many of our pupils achieve success outwith the school environment and these achievements are also worthy of note within school therefore the school will encourage pupils, parents and the wider community to notify the school of any activity or achievement a pupil undertakes or accomplishes.

## **Discipline**

It is our expectation that all students are in their classes actively participating in their learning. Making appropriate choices in daily behaviour will help students achieve that goal. Our approach to student discipline is to teach appropriate actions, promote understanding that all actions have consequences, and to develop the self-discipline and character in our students so they make the right choices next time. When misbehaviour occurs our approach to dealing with it involves three aspects: we will impose a sanction; we will give students the opportunity to make amends for their inappropriate behaviour; and then give support to promote better behaviour in the future.



# Promoting Positive Behaviour Discipline Procedure & Supporting Documents

**General Guidance Notes**  
**Discipline Procedure**  
**Referral Flow Chart**  
**School Rules**  
**Merit System**  
**Template - Letter Home**  
**Template -**  
**Department Interview/Contract Form**  
**Template – Department Monitoring Forms**  
**Referral Form**

## General Guidance Notes

**Sanctions** (The steps of the Discipline Procedure should be followed as all times.)

– see support material for templates of letters home, reflection exercises, contract interviews and monitoring cards.

**Class teachers** have a responsibility to deal with initial transgressions within their classroom.

Sanctions could include:

- Interval or lunchtime detention
- Homework task sent home for completion under supervision by parent
- Reflection exercise completed during interval or lunchtime detention for poor behaviour
- Letter home

**Principal teachers and Faculty Heads** have a responsibility to deal with pupils who continue to fall below expected standards after class teacher's sanctions have been applied. Sanctions could include:

- Interval or lunchtime detention to catch up on work not completed in class
- Interview pupil and agree targets for improvement and create a contract
- Place pupil on Department Monitoring Card with clear targets which are reviewed weekly.

On all occasions where PT or FH has intervened a letter is to be sent home.

PT and FH should record on referral form action taken and return to class teacher.

**Senior Managers** have a responsibility to ensure that standards are maintained and to deal with pupils who continue to fall below these standards once a Department has exhausted all its strategies.

In addition Senior Managers are responsible for dealing with serious incidents of poor behaviour or for events that occur out with the classroom.

Senior managers should ensure that any action taken is recorded on referral form and returned to either the teacher or the Department.

### **Sanctions**

Sanctions should be issued in response to a specific incident and be appropriate to the misdemeanour in that minor offences will earn only minor punishments. However, persistent offenders may find themselves facing exclusion.

Students who persistently defy the authority of a teacher will be excluded from school.

A number of sanctions are available to the school if a pupil misbehaves. These are set out below in order of severity.

1. Detention during break time or the first half of lunch break
2. Reflection Exercise
3. Department monitoring card with targets
4. Letter to parents and follow up meeting with Management
5. Internal exclusion with SMT/PT
6. Whole-school monitoring card
7. Referral to Inclusion Department
8. Short term temporary exclusion
9. Indefinite exclusion

## **School Dress**

Registration teachers should notify the office at the end of registration of any pupil who is not wearing school uniform

If the clothing is inappropriate for example – revealing clothes; embellishments such as brand names; logos & slogans or images then the registration teacher should escort the pupil to the main office who will issue them with a school top.

The office staff will keep records and inform SMT of regular non compliance.

## **Mobile Phones**

If a mobile phone (or other electronic device such as ipod, camera etc) is used or exhibited in class then it should be confiscated by the teacher and the pupil advised that they will be able to collect it at the end of the day from the school office.

The teacher should issue the pupil with a note as a receipt which the pupil will hand to the office staff in order to retrieve the device.

At the end of the lesson the device should be taken to the office for safekeeping for the rest of the day.

Office staff will log the device. If this is the first time the device has been confiscated then Office staff will return the phone to the pupil at the end of day. If the device has been confiscated before, Office staff will ask a member of SMT for guidance as to what course of action to take.

As a general rule if the device has been confiscated on 3 occasions in a term parents should be notified and requested to collect device themselves.

## **Corridors**

All staff should remind pupils of Building Rules should they encounter disorderly conduct.

A verbal reprimand in most cases should be all that is required however if a pupil responds in an inappropriate manner or refuses to follow instructions the staff member should advise the pupil that they will take the matter further and the incident should then be reported direct to SMT and a Referral form completed.

If the incident observed is a serious matter and requires immediate attention – for example if someone is being hurt or in a dangerous situation then the nearest panic button should be activated.

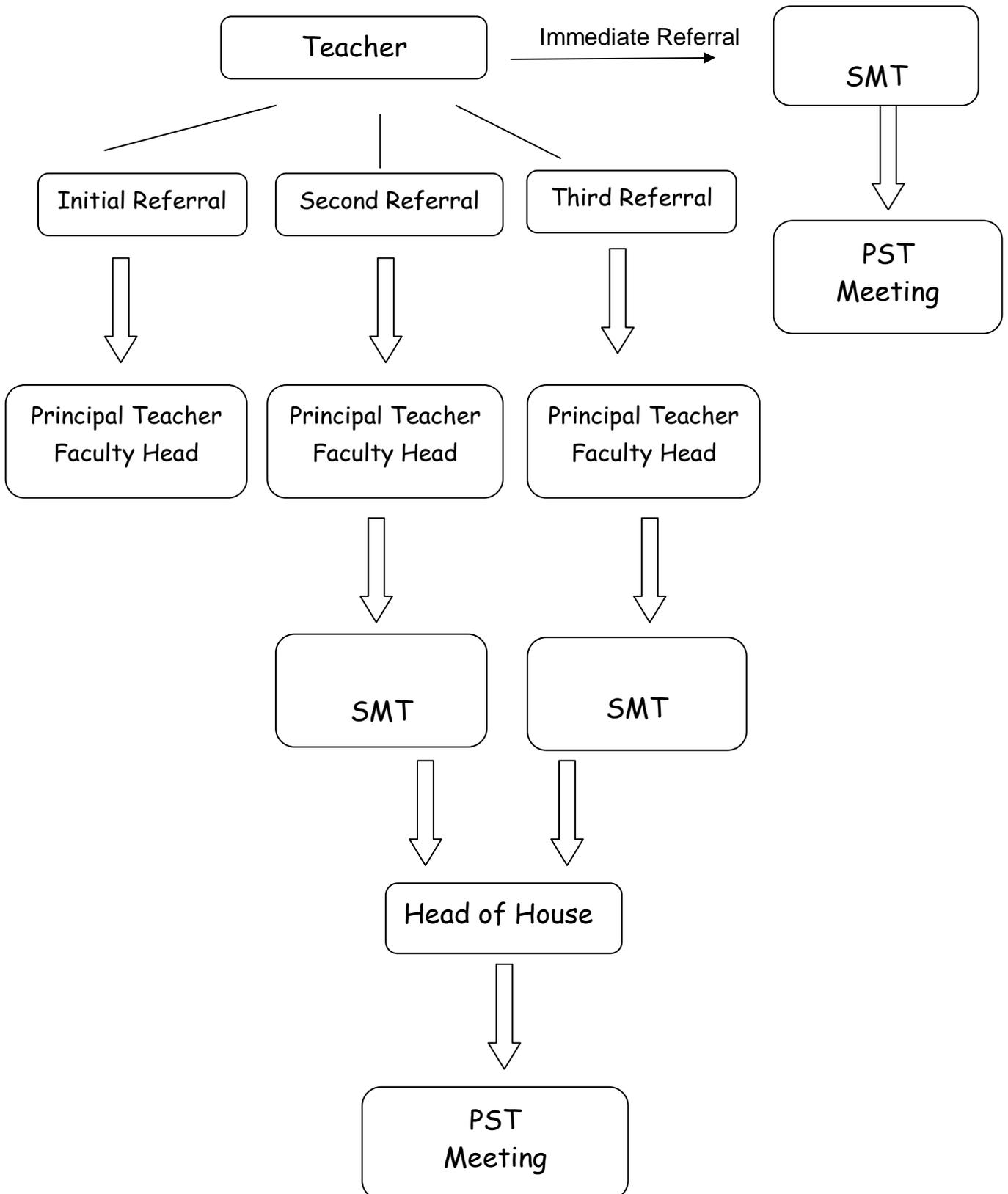
SMT should be alerted immediately.

## Discipline Procedure



Step	Misdemeanour	Sanction	Action	Who
1	Missed Homework Late to class No equipment	Homework to be handed in next day or completed in class teacher detention	Complete Homework slip /late to lesson log	Classroom Teacher
	Work not completed/ Lack of work or effort in class	Work to be completed at home for next day (signed by parent) or in class teacher detention	Record in E1 & Discipline Log /Record of Work	
	Poor behaviour in class / Failure to follow instructions	Class Teacher to deal with as appropriate	Information Referral to PT/Faculty Head	
2	Continued lack of homework, equipment or late to class Rudeness to teacher Failure to attend class teacher detention or complete punishment exercise Continued poor behaviour /lack of effort/failure to follow instructions etc	PT/Faculty Head Intervention as appropriate  Letter home to Parents	Complete Referral Form  Record actions on E1 and Referral form - copy to teacher & Info copy to SMT  Note in DM minutes Letter home to Parents	Classroom Teacher  PT /Faculty Head  PT /Faculty Head
	3	Steps 1 & 2 undertaken Persistent poor behaviour Persistent lack of effort or work Failure to attend departmental detention Continued missed homework	SMT to deal with as appropriate SMT letter to Parents	Complete Referral Form
Add Comment on Referral Form Copy to SMT Note in DM minutes				PT /Faculty Head
Record action at PST meeting and on referral form return to PT/FH for class teacher  SMT letter to Parents				SMT  SMT
	Guidance referrals or Serious incidents of bad behaviour	SMT to deal with as appropriate in line with sanctions	Complete Referral Form Copy for Department records Refer to PST meeting record actions on referral form and return to teacher – copy for department	Teacher  SMT

### Referral Flow Chart



Note: Teachers should have referral form returned to them detailing actions taken.  
Departments should maintain a record of all referral forms showing actions taken.

## School Rules

### Dress Code

Pupils should follow the dress code as per school policy.

### Mobile phones

Mobile phones should only be brought into school as per school policy.

Swearing, Bullying, Fighting or physical aggression will not be tolerated

### Building Rules

- Pupils should not run inside the building and keep to the left when moving around the building
- Bags should be either with pupils in class or in a locker during break and lunchtime
- Pupils should only consume food and drinks ( other than water) in the cafeteria area or courtyard – this includes any type of snack - chewing gum should be disposed of in the waste bins
- Pupils should only use vending machines at Interval or Lunchtime
- Pupils should dispose of all litter in the appropriate bins
- Pupils should only use the lift with permission of a member of staff

### Classroom Rules

- Pupils should arrive on time and fully prepared for all lessons –bags/books/equipment should not need to be collected between periods
- Water bottles to be kept in bags off desks
- Jotters, folders and any other piece of equipment for example textbooks, rulers, calculators etc should be respected; kept in good condition and graffiti/doodles free
- Pupils should have their planners with them at all times and it should contain an accurate timetable
- Pupils should wait at their desks until the teacher dismisses them at the end of the lesson.

## The Merit System

All staff members are encouraged to use the Merit System to reward good behaviour and achievement.

There are many reasons for giving out merits and below is a list to help as a guide:

- Exceptional behaviour
- act of courtesy and/or thoughtfulness beyond expectations
- Showing commitment to their studies through for example:
  - Answering questions in class
  - Participating in class discussions or activities
  - Extra effort in class
  - Excellent piece of work
  - Consistently producing good pieces of homework
  - exceeding lesson objectives

In addition merits can be given for:

- Representing school
- Taking part in extracurricular activity
- Fundraising activity

Merits should only be awarded singularly – 1 merit given at a time.

Merits are to be recorded in pupils' planners – no planner = no merit.

Tutors will be asked to make a note of number of merits awarded once a term.

30 Merits = Bronze award

50 Merits = Silver award

100 Merits = Gold Award

Merit certificates will be presented at 'Celebrating Achievement' assemblies and letters sent home to parents.

Dear Parent/Carer

I would advise you that \_\_\_\_\_ has received a departmental detention with the Principal teacher this week for the following reason:

- Continued lack of effort in class following sanctions by class teacher
- Continued poor behaviour in class following sanctions by class teacher
- Continuing to fail to follow instructions following sanctions by class teacher
- Rudeness towards his/her class teacher

If you would like to discuss this matter further please do not hesitate to contact the -----  
-----Department on the above number.

Yours sincerely

Principal Teacher /Faculty Head

### Department Interview/Contract Form

Pupil Name:		Year
Referring Teacher Name:		Date
Reason for Interview		
To Be Completed by Pupil		
What did you do to disturb the class?		
Who was affected by your actions?		
Why is this not acceptable?		
What will you do to make amends for this incident?		
On the other side of this sheet you will see some ideas that will help you to work in class and not disturb others. Choose three ideas. Now write these ideas below to show how you intend to conduct yourself in the future?		
Signed (Pupil)	Signed (P.T.)	

Some of the ideas will help you work in class without disturbing others.

I will follow all directions and try to do all of my work.

I will ask politely if I am not sure what to do

I will try to keep calm and control my temper.

I will stop arguing.

I will not throw things or damage furniture and fittings

I will speak without being rude.

I will stop wasting time.

If I need help I will put my hand up, I will not shout out.

I will work quietly when asked.

I will stop disrupting the learning of others and follow the class rules.

I will ignore anyone trying to make me angry.

S1 – S4 Department Monitoring Card

Agreed Targets:

1.				
2.				
3.				
Signed	Pupil:			
	Principal Teacher:			
1: Met target Consistently 2: Generally met target 3: Failed to meet target				
Week Commencing:				
Targets:	Lesson 1	Lesson 2	Lesson 3	Lesson 4
1,				
2.				
3.				
Teacher Comment				
PT/FH Comment				
Week Commencing:				
Targets:	Lesson 1	Lesson 2	Lesson 3	Lesson 4
1,				
2.				
3.				
Teacher Comment				

## S5/S6 Department Monitoring Card

Agreed Targets:

1.	
2.	
3	
Signed	Pupil:
	Principal Teacher:

1: Met target Consistently 2: Generally met target 3: Failed to meet target

Week Commencing:

Targets:	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
1,						
2.						
3.						

Teacher Comments:

PT/FH Comments:

Week Commencing:

Targets:	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
1,						
2.						
3.						

Teacher Comments:

PT/FH Comments:

## Referral Form

Teacher	Department	Date	
Name of Pupil	Year	Type of Referral	
		Step 1 Initial	
	House	Step 2 - PT	
		Step 3 - SMT	
Reason for referral:			
Action Taken by Class Teacher:			
Action Taken by Principal Teacher:			
Action Taken by Management:		PST Comments	
Returned to Department Date:		Signature:	