



POSITIVE BEHAVIOUR POLICY

This Policy is set within the context of the Pastoral Care Policy and outlines the aims and principles underlying the promotion of positive behaviour within the College. It also provides guidance for responding to situations where behaviour is inappropriate.

Mission Statement and Aims

'At Lurgan College we seek to establish a hard-working, positive and caring atmosphere. Central to the creation of this environment is a commitment to Christian / moral values.'

Aims

1. To create an environment which promotes effective teaching and learning;
2. To encourage all pupils to fulfil their full intellectual, spiritual, physical, social, creative and emotional potential;
3. To establish a caring, supportive community which enhances the pupils' self-esteem and fosters self-respect, respect for others, respect for authority, and good manners;
4. To encourage pupils to take personal responsibility for their own behaviour and learning through stimulating the development of the attitudes and qualities of initiative, self-motivation, self-confidence, self-reliance, self-esteem, self-discipline and self-control;
5. To encourage the development of the pupils' interpersonal skills and their ability to work cooperatively with others (staff members and fellow pupils) to resolve problems and potential or actual conflict;
6. To enable pupils to develop the strategies and the resilience to respond appropriately to situations affecting their welfare.

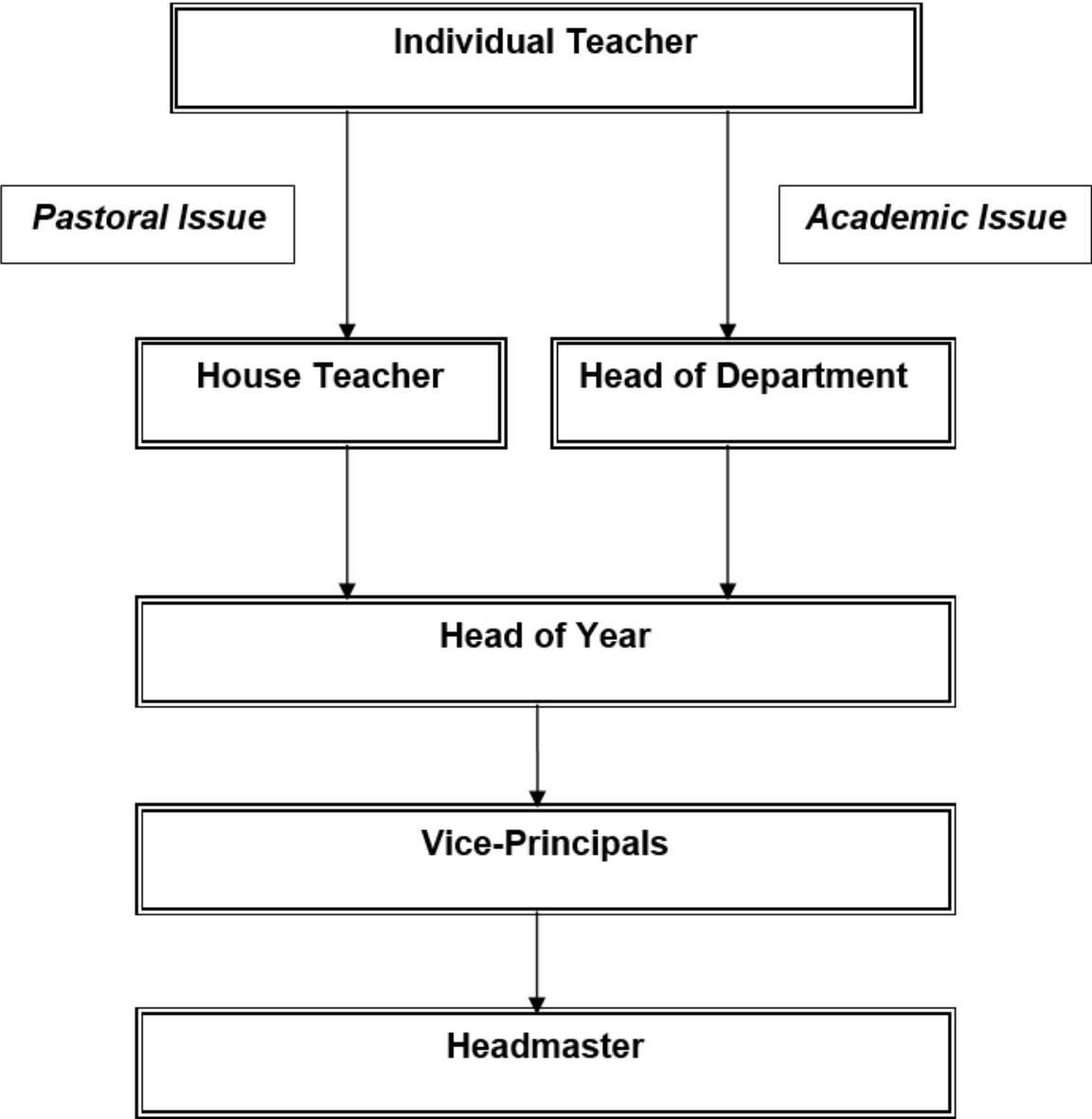
Principles

The school policy is based on the following principles:

1. A proactive pastoral care system;
2. Effective home – school liaison involving the development of good relationships with parents/guardians, involving them as active partners in the promotion of positive behaviour;
3. Positive behaviour management being the responsibility of all staff who understand and apply the agreed procedures consistently;
4. Acceptance of the Code of Conduct ([Appendix 1](#)) by pupils entering the School, and by their parents;
5. The creation and maintenance of good relationships between all members of the school community;
6. An established hierarchy of rewards and sanctions in which the use of rewards will be more prevalent than the sanctions;
7. Recognition of what is desirable and undesirable in terms of behaviour;
8. The recognition that a sanction is applied in response to undesirable behaviour and is not a comment on the pupil.

Procedures for Referral

The responsibility for promoting positive behaviour is shared by all staff, and everyone is expected to play a full part in assisting with the maintenance of good order within the school. However, to complement this, there is a system of referral in place to support individual teachers to implement the Positive Behaviour Policy.



Although two separate strands are shown for dealing with academic and pastoral issues, it is recognised that in practice there is a great deal of overlap between these two areas. It is anticipated that cross-communication will take place so that the person who is best placed will deal with the matter.

Procedures for informing parents and pupils about acceptable standards of behaviour

- ❑ Parents are required to sign on the application form for admission that they agree on behalf of their children to be bound by the rules which are currently in force;
- ❑ At the New Entry Open Evening in June, the Headmaster highlights some aspects of the Code of Conduct which is contained in the Welcome Booklet and emphasises the benefits of positive behaviour management.
- ❑ A copy of the Code of Conduct is contained in the Student Planner.
- ❑ The Code of Conduct is discussed more fully with Year 11 and new Year 13 pupils during the Induction process.
- ❑ All Year Groups are reminded of the contents of the Code of Conduct and the importance of good behaviour:
 - *Initially* during the first day in September;
 - *Subsequently and periodically* through House Teachers, Assemblies and, where the need arises, through other pastoral structures.

NOTE: The Pastoral Vice Principal will ensure that all newly appointed teachers are made aware of the Positive Behaviour Policy as part of the induction procedures for new staff. The Teacher Tutor will inform student teachers about the Policy and a copy of the Code of Conduct is contained in the folder which is supplied to Substitute Teachers.

Implementation

To encourage and maintain good order throughout the school, it is important to have a system of rewards and sanctions. However, it is anticipated that the use of rewards to encourage good behaviour will be more prevalent than the use of sanctions. Such a system, when understood and applied consistently by all staff, will help to create and maintain an environment in which the safety and well-being of staff and pupils is paramount.

Rewards

A wide range of rewards is used to encourage pupils by celebrating their achievements and progress, and to acknowledge individual pupil effort. Such rewards include:

- Positive written comments in workbooks, online work and on Examination Reports;
- Appropriate use of verbal praise and encouragement in the classroom and extra-curricular contexts;
- Positive comments at Parents' Meetings;
- Reward systems used by individual departments or teachers;
- Display of work in classrooms and/or in the corridors;
- Attendance at important school sporting, social functions and other events;
- Certificates to recognise full attendance;
- The opportunity to hold a position of responsibility, e.g. School Prefect, House Prefect, Careers Monitor, member of the School Council, posts in clubs and societies;
- Contributions to extra-curricular activities being recognised through the Colours award system;
- The opportunity to represent the school e.g. Sports Teams, Rotary Leadership Competition, Debating / Public Speaking, Music;
- Public acknowledgment of achievements through social media, assemblies, school website, school magazine and the local press;

The range of rewards will be kept under review and the school is committed to encouraging student consultation in this through the use of the School Council.

Sanctions

i. Proportionality

The sanctions imposed will be reasonable and proportionate. They will be applied in a fair and consistent manner using the [Positive Behaviour Management Procedures & referral system](#) and will focus on the behaviour, rather than the pupil. However, it is acknowledged that a degree of flexibility may be necessary in order to take account of an individual pupil's circumstances.

It is anticipated that it will be possible for individual teachers to deal with occasional instances of inappropriate behaviour. However, if the behaviour is repeated, it should be dealt with using the [referral system](#) illustrated below. Serious breaches of the Code of Conduct, e.g. use of / possession of any unauthorised substance in school and fighting / violent Behaviour bypass the lower levels and go directly to Levels 4 or 5.

ii. Use of sanctions for academic and non-academic issues

Academic issues are dealt with by the class teacher using his or her own sanctions. Non-academic offences will be dealt with in a common way using the school detention system, regardless of where they occur. The school detention system should only be used for pupils breaking the school Code of Conduct ([Appendix 1](#)). Class teachers should devise their own strategies for other offences e.g. failure to complete homework/coursework, or lateness to class. If these do not work, teachers should follow the [Positive Behaviour Management Procedures & referral system](#).

iii. The use of detention

To allow for proportionality of response, a tiered detention system is in place:

Departmental/Subject Detention - at the discretion of the teacher / HOD.

Lunchtime detention which lasts for 15 minutes.

After-school detention which lasts for 1 hour.

Saturday Detention which lasts for 2 hours - supervised by the Headmaster or Vice-Principals.

Guidelines for staff on the use of detention can be found in [Appendix 2](#).

Positive Behaviour Management Procedures & referral

Level	Staff Responsible	Example Behaviours including:	Actions/ Sanctions
5	Board of Governors	<i>Repeated Level 4 Offences</i> Serious behavioural incidents	Exclusion from School
4	 Headmaster	<i>Repeated Level 3 Offences</i> Fighting / Violent Behaviour Use of / possession of any unauthorised substance in school Serious misuse of electronic media / ICT	Parent / Guardian Meeting with Principal Permanent withdrawal of privileges Internal (Reverse Suspension) Suspension from School
3	 Vice Principal SSCo Head of Year	<i>Repeated Level 2 Offences</i> Unauthorised absence from class and/or school Smoking / Vaping Bullying (including online/cyber bullying) Vandalism / Graffiti Stealing Unacceptable behaviour in public Late to school x 9 or more per term Use of Mobile Phone - more than two offences	Saturday Detention Report Card (SSCo) Parent / Guardian Meeting with HOY / VP Financial Penalty Temporary withdrawal of privileges Withdrawal from class/corridors Submission of phone to the school office / Withdrawal of BYOD privilege
2	 Head of Department (Classroom problems) Head of Year (General problems)	<i>Repeated Level 1 Offences</i> Significant Classroom Disruption Defiance Rudeness/lack of courtesy to staff or peers Disobedience/lying/insolence Truancy - missing class without good reason Late to school x 6 per term Use of Mobile Phone - 2nd offence*	Departmental Detention Parent / Guardian contact - telephone Letter of apology signed by Parent / Guardian School Friday Detention Confiscation of Mobile Phone + Friday Detention - phone collected by parent
1	 Individual Class / House Teacher	Classroom disruption Lateness to class without good reason Failure to complete homework Unprepared for class / forgetting equipment General misconduct Late to school x 3 per term Poor manners Incorrect Uniform / Appearance In an 'Out of Bounds' / Restricted area Use of bad/foul language Use of Mobile Phone - 1st offence	Diffusing situations with a quiet word Verbal reprimand Verbal/written apology Extra work Change of class seating plan Individual teacher lunchtime/after-school detention School lunchtime Detention Confiscation of Mobile Phone + Friday Detention - phone collected by pupil

* Use of Mobile Phone - 2nd offence – VPs will contact parent/guardian

Additional Support

If it is considered that a pupil requires additional support with regard to behaviour management, the pupil's name may be placed on the school's SEN register at Stages 1 or 2. An Individual Behaviour Plan will be drawn up which will contain targets aimed at modifying the pupil's behaviour and improving performance. The pupil's progress in meeting the targets will be monitored and reviewed at regular intervals. If, after at least two reviews, the pupil fails to respond to the strategies employed, a decision will be taken in consultation with the parents, to move the pupil to Stage 3 on the Code of Practice and the support of external agencies will be sought e.g. Autism Advisory and Intervention Service, Pupil Personal Development Service, the Behaviour Support Team.

Bullying

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. It is a highly distressing and damaging form of abuse and is not tolerated in the College.

All staff are asked to be vigilant at all times to the possibility of bullying occurring, and should take immediate steps to stop it happening, to protect and reassure the pupil who is the target of bullying behaviour and to modify the behaviour of the pupil displaying bullying behaviour. Parents of both the pupil who is the target of bullying and the pupil who is displaying bullying behaviour will be personally contacted immediately if bullying behaviour is identified.

Any complaint by a parent that their child is, or may be, the target of bullying behaviour will be fully investigated by the Designated Teacher for child protection, and action will be taken to protect the pupil. This will usually include ensuring that another pupil or small group of pupils befriends and supports the pupil who is the target of bullying behaviour during the school day. A parent making a complaint about bullying will have a personal response from the Designated Teacher within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.

The consequences for a pupil who displays bullying behaviour will depend on the seriousness of the case, but will include the loss of any privileges or position of responsibility he/she holds in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.

In the case of cyberbullying which impacts on the school community, the College will follow the procedures outlined above and may contact the PSNI or Service Provider or advise parents/guardians to do so.

Safe Handling/Use of Reasonable Force

The school accepts that it has a pastoral responsibility towards all members of the school community and will therefore take all reasonable steps to ensure that the welfare of pupils and staff is safeguarded and that their safety is preserved.

The use of reasonable force as defined in Circular 1999/9 is only deemed appropriate as outlined in The Education (NI) Order 1998:

‘A member of staff of a grant-aided school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupils from doing (or continuing to do) any of the following, namely:

- a. Committing any offence;
- b. Causing personal injury to, or damage to the property of, any person (including the pupil himself); or
- c. Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behaviour occurs during a teaching session or otherwise.’

Staff Training

There will be ongoing training in order to build capacity within the staff with regard to positive behaviour management.

Review and evaluation

The Pastoral Care Team has the responsibility for monitoring and evaluating the effectiveness of this policy as part of the overall pastoral curriculum. The policy will be reviewed annually or as appropriate.

CODE OF CONDUCT

INTRODUCTION

Pupils are expected to be considerate, courteous, well-mannered and orderly at all times. Behaviour which includes verbal or physical abuse of fellow pupils is totally unacceptable and will be dealt with in accordance to the School's Anti-Bullying Policy.

PERSONAL APPEARANCE

a. Uniform Standards

A high standard of dress and appearance is expected at all times. Uniform regulations must be strictly obeyed both in and out of school.

- Blazers must be worn to and from School to Assembly and to all classes, as well as throughout the day. Blazers may be removed in class.
- Shirts and blouses must be fully buttoned, tucked in at all times.
- Ties should be tied to an appropriate length.
- Skirts must completely cover the knee. They must not be rolled up or altered in width.
- Socks must be pulled up.

b. Jewellery and Piercings

Only simple jewellery is allowed (one plain ring, a watch, one pair of stud earrings for girls – worn in earlobes). No other piercings (e.g. nose, stud/ring, eyebrow, lip or tongue) are permitted. Jewellery is not to be covered with plasters until a hole has healed; however, clear retainers are permitted. The school, therefore, expects that where a pupil is arranging to get a piercing, this should be done at the start of the summer holiday to allow for an appropriate amount of time for the piercing to heal. Bracelets and wristbands are not permitted.

c. Hair

Pupils are expected to always keep their hair neat and tidy. Pupils' hair must be of a natural colour and appearance. Girls' hair accessories must be plain and simple. They must be in school colours – navy or red.

d. Headscarves

Some of our girls may choose to wear headscarves for religious reasons. If so, these headscarves must be plain navy, red or black.

e. Make-up and nail polish

Make-up may be worn; however, it must be discreet and natural.

Pupils may wear gel nails, but these must be kept short and rounded so as not to pose a health and safety risk. They must also be discreet and natural in colour.

f. Badges & Emblems

Only authorised badges should be worn (i.e. school badges, Duke of Edinburgh and major youth organisations, e.g. Girls' Brigade, Scouts).

If a temporary change from regulation uniform has to be made, a written explanation of the reason should be provided by parents or guardians to the House Teacher. Pupils who are not properly dressed and who refuse to comply with the dress code, including the regulations relating to the wearing of jewellery, will be subject to the Positive Behaviour Policy.

PERSONAL PROPERTY

- Pupils should ensure that all belongings, for example, books, clothing, footwear are clearly marked with their name.
- School bags must not be left on top of lockers or in corridors – they may only be left in designated areas.
- Unnecessary valuable items such as tablet devices and laptops should not be brought into school unless they are being used to support class work in line with the BYOD Policy.
- Valuable items needed for school activities should not be left unattended by the owner. Provision for such items can be arranged with the relevant teacher.
- Pupils are not permitted to have their mobile phones turned on or visible at any time whilst on school premises, unless permitted to do so by a teacher. The following sanctions will be applied if necessary:
 1. The first instance will result in the pupil being placed in a Friday detention, their device confiscated and placed in the school office, where it can be collected at the end of the school day by the pupil.
 2. A second offence will result in a Friday detention, and their device confiscated and placed in the school office, where it can be collected at the end of the school day by a parent/guardian ONLY.
 3. Repeat offenders may have their Bring Your Own Device privilege removed for a period of time. Alternatively, pupils may be required to submit their mobile phone to the school office upon arrival at school, or, in extreme cases, banned from bringing their mobile device into school. (For further information, please refer to the *Acceptable Use of the Internet Policy*)
- Pupils are reminded that mobile devices must not be brought into examination rooms.
- Nuts and products containing nuts must not in any circumstances be brought into school.

SCHOOL PROPERTY

Pupils should treat the school and its surroundings with respect. Pupils should not:

- Damage or destroy school property or school notices (including graffiti)
- Drop litter
- Chew gum on school property
- Use abusive/offensive language or behaviour

ABSENCE FROM SCHOOL

- When a pupil is absent, the school will send an Absence Alert Text from 07908669256 via the Absence Call System and it is a parent's responsibility to inform the school of the precise reason for, and if applicable, the expected duration of the pupil's absence via text reply on the first day of absence.
- The school will contact home after 3 days of absence and, if appropriate, organise work to be provided via learning logs, Google Classroom, or other suitable method.
- A pupil who wishes to be absent from school for any other reason must request the Headmaster's permission in advance via email info@lurgancollege.lurgan.ni.sch.uk

PUNCTUALITY

- Pupils are required to be punctual. They must report to House Teachers for registration no later than 9.00 am.
- Those arriving at school after 9.00am - and before the start of period 1 must report immediately to the Late Room (The Study Space) and provide a reason for their lateness, which will be recorded. Lateness without good reason will result in sanctions being applied on a termly basis, in line with the school's Promoting Positive Behaviour Policy.
- Pupils arriving after the end of registration must report to the office.
- Pupils may not leave the school grounds before 3.35 pm unless a parental request/absence call message from a parent/guardian has been received by the school.
- **All pupils must report to the School Office before signing out.** If a parent request/communication has not been received, the pupil must remain in school until parents have been contacted, arrangements confirmed and permission received.

GAMES AND P.E.

- Games and P.E. are compulsory for all pupils.
- A pupil who is unable to turn out for P.E. must, on the day concerned, bring a parent/guardian's letter stating the reason.
- Notes should be given to the P.E. teacher who normally supervises the class.
- Long-term non-participation will require a medical certificate which should be given to the Headmaster.

TRANSPORT

- Pupils must obtain the Headmaster's permission to bring a car or motorcycle to school.
- A form obtained from the Office must be completed, requesting information on licence, insurance and parental permission.
- Cars and motorcycles must be parked in the student car park - pupils should avoid parking in College Walk and should show care and consideration to our neighbouring residents at all times.

RESTRICTED AREAS

Pupils are not allowed in the following areas without permission:

- The front lawn
- Changing rooms, unless changing for P.E. and Games
- The Sixth Form Centre, except for Year 13 and Year 14 pupils
- Stage, unless directed
- Staff room
- All classrooms
- The main entrance foyer (except for access to Room 1)
- The wooded area adjacent to the pupil car park

SMOKING, ALCOHOL, SOLVENTS AND ILLEGAL SUBSTANCES

Possession or use of cigarettes including e-cigarettes, alcohol, solvents or illegal substances is forbidden on school grounds, in school uniform or on school business. (For further information, please refer to Drugs Policy).

VISITORS

To help ensure a safe environment, the co-operation of pupils is requested in identifying suspicious activity and strangers in the school buildings and grounds. All visitors to the school should be wearing a badge issued by the Office. If a pupil notices a stranger who is not wearing a badge, they should not approach them, but should report their presence as quickly as possible to a member of staff.

ILLNESS

If a pupil is ill or has an accident at school, they must tell a member of staff who will refer them to the Office. Pupils must not leave school without permission or stay in the toilets without first reporting to the Office. Pupils must not make their own arrangements for going home. If necessary, the Office will contact the pupil's family.

Any pupil who leaves school without permission will be placed in an after-school detention.

Guidelines for staff on the use of detention

Lunchtime detention takes place every day, except Wednesday, from 1.05 – 1.20 pm in Room 25. At lunchtime, pupils should be made to sit in silence for 15 minutes.

After school detention takes place on Friday from 3.40 to 4.40 pm at a location specified in advance. These detentions are supervised by a teacher as outlined on the rota which is produced at the beginning of the year. A letter will be sent home to the parents of pupils who have been placed in an after-school detention. Parents of pupils who are given three such detentions in one term will be invited to discuss their child's behaviour with the Headmaster. Pupils in an after-school detention will be expected to undertake a piece of work specified by the teacher which may be related to the reason for the detention. Detention is not to be seen as a homework club.

Placing a pupil in lunchtime detention

When a teacher puts a pupil in lunchtime detention, they must inform the office before of the pupil's name and the offence before 1.05 pm. The teacher in charge of the detention will complete the Lunchtime Detention register on SIMS. Pupils arriving after 1.10 pm should remain in detention until 1.20 pm, and the teacher in charge should make a note on the register that the pupil turned up late. The office will check for absentees and for any late arrivals. They will inform the appropriate House Teacher accordingly.

Placing a pupil in after school detention

To ensure that pupils who are placed in after school detention are aware of this fact, the teacher imposing the sanction should enter the details on SIMS Behaviour management and inform the office, who will send a letter home via ParentMail at least 24 hours in advance of the detention outlining the date & time of detention and the reason for it. The office will check for absentees and inform the Vice Principal (Pastoral) accordingly. Pupils should only be excused detention as a last resort, and Friday detentions will always take precedence over other detentions or other school activities.

Other Issues

(a) Not attending teacher's detention

If a pupil does not attend a teacher's detention or if this type of detention coincides with an after-school activity, then an after-school detention may be given instead. This will not merit a letter home to parents.

(b) Multiple lunchtime detentions

Any pupil accumulating 4 lunchtime detentions in any one term will be interviewed by the Head of Year. Any pupil accumulating 6 lunchtime detentions will be placed in an after-school detention.

(c) Pupils missing lunchtime detentions

The office will report any pupils who miss a lunchtime detention to the House Teacher, who will warn pupils they are being monitored and keep a record of non-attendance. When a pupil has missed 3 lunchtime detentions, the House Teacher will inform the Vice Principal (Pastoral), who will interview the pupil and use after-school detention if appropriate.

(d) Absent pupils

Absent pupils who miss a detention should complete the detention at the first opportunity when they return to school.

Please note:

- Pupils should never be referred to the Headmaster directly
- Pupils should never be placed outside or sent from a classroom for a disciplinary matter.
- If a case of serious misconduct occurs within a classroom, a teacher should send a responsible pupil to inform both the Vice Principal (Pastoral) and the Headmaster.
- Suspected cases of both verbal and physical abuse should always be brought immediately to the attention of the Vice Principal (Pastoral), who will inform the Headmaster and decide appropriate action.