



## FRIENDS' SCHOOL LISBURN

### BEHAVIOUR POLICY

The Behaviour Policy is set in the context of the values inherent in the School's Pastoral Care Policy. The Behaviour Code (Appendix 1) sets out the expectations for the behaviour of our pupils. It is understood that good behaviour is encouraged when there is a clear awareness of standards, expectations and responsibilities amongst all in the School community. It is believed that the consistent and fair application of agreed procedures will reduce instances of inappropriate behaviour. It is also seen as important that a high standard of behaviour is instilled through praise and encouragement as well as through the example set by all members of staff. Good relationships are at the heart of our school community. School encourages all members of our community to show respect for themselves and for others at all times. Bullying of any form is not tolerated. The School's Anti-Bullying Policy makes clear our expectations and procedures.

#### **Aims of the Behaviour Policy and Code**

- To provide guidance on the promotion of positive behaviour amongst pupils and between pupils and members of staff;
- To provide a procedure for responding to situations where behaviour is inappropriate.

#### **Promoting Positive Behaviour**

The encouragement of Positive Behaviour will:

- Help to create the conditions in which effective learning and teaching may take place;
- Help pupils to develop an awareness of the need for personal responsibility and self-discipline;
- Promote an atmosphere of tolerance and respect for the rights, ideas and feelings of others;
- Contribute to a sense of order and create a safe and secure environment for all in School.

All members of staff have the responsibility to promote good behaviour amongst pupils through acknowledging pupils' active participation in the life of the School and all of their attainments within and beyond the school day.

Commendations are awarded to recognise:

- High standards of homework and classwork;
- High test and assessment scores;
- Evidence of hard work and improvement;
- Helpfulness to staff, other pupils and visitors.

Commendations are recorded on the Behaviour Management Module of SIMS, and parents who have registered for SIMS Online Services will receive a notification. Commendations are also recorded in Homework Planners, and letters are sent home when a pupil accrues 10, 20 and 30 Commendations.

In addition, House Points are used to reward pupils for their behaviour. Pupils' achievements are recognised in a number of ways, including in Assembly announcements, on the school's Twitter feed, on the school website, and in events such as Speech Day.

### **Responding to Inappropriate Behaviour**

All Behaviour Incidents are recorded on the Behaviour Management Module of SIMS as one of the following Types:

- Homework;
- Effort / Engagement;
- Unsatisfactory Standard;
- Organisation;
- Persistently Late;
- Behaviour;
- Mobile Phone.

Parents who have registered for SIMS Online Services will receive a notification.

In the event of behaviour which is contrary to the values of School or is in contravention of the Behaviour Code, sanctions, which are not necessarily punitive, will be applied. The rationale behind the use of sanctions is to intervene at an early stage in an attempt to educate pupils in personal responsibility, to encourage self-discipline and to change future behaviour. Any sanctions applied are a private matter between the pupil, his or her parents and the School.

Sanctions operate successfully when:

- All pupils are aware of the School's expectations and their own responsibilities;
- All staff take responsibility for the monitoring of pupil behaviour and use consistently an agreed hierarchy of sanctions;
- The response is to the behaviour and not a comment on a pupil;
- An opportunity for restitution is provided.

The appropriateness and effectiveness of sanctions (set out in Appendix 2) will be reviewed annually by staff and pupils through the Pastoral Working Group and the School Council.

**Updated September 2019**

## **Appendix 1**

### **Behaviour Code**

In the community of Friends' School high standards in behaviour and personal appearance are expected at all times throughout the school day, on the way to and from School and on all visits and trips organised by School.

#### **Respect for the Individual**

- School promotes behaviour and relationships that show respect for and tolerance of the rights, ideas and feelings of other people.
- School asks that pupils act sensibly, responsibly and honestly at all times, respecting the agreed Behaviour Code and Anti-bullying policy.
- Pupils have a duty to ensure that all communication on social media is respectful to all members of the school community in accordance with the Anti-bullying and Acceptable Use of the Internet policies

#### **Attendance and Punctuality**

- Pupils are required to be in School for 8.45 am for Registration at 8.50 am by their Collect Teacher (Monday – Thursday) or Subject Teacher (Friday). The Dining Hall is open from 8.00 am and school buildings are opened at 8.30 am.
- Pupils who arrive in School after 8.50 am will be marked Late.
- All pupils must register their presence in School. Those arriving after Collect must follow school procedures for signing in.
- Pupils are expected to arrive to class on time.
- Pupils not engaged in a formal after school activity (including study in the Library/ICT rooms) should leave the school site by 3.50pm.

#### **Absence**

- Only illness or an emergency constitute an acceptable reason for absence from School.
- On the first day back after absence, a pupil should give a signed note from his/her parent to the Collect Teacher, outlining clearly the reason for absence.
- In the case of a prolonged absence, parents should notify School of the reason for absence by the third day.
- If an appointment is known in advance, a letter, giving adequate notice and signed by a parent, should be submitted to the Principal's Secretary before Assembly.
- If a pupil wishes to leave School during the School day, he/she requires permission from the Principal, one of the Vice-Principals or the School Nurse.
- A pupil who becomes ill during the course of the school day should go to the Surgery or the General Office where the School Nurse will be contacted.
- Only pupils with prior permission to go home for Lunch are permitted to leave the school grounds at Lunchtime.

#### **Classroom Behaviour**

- Pupils are required to follow agreed classroom practice, behaving with courtesy and consideration at all times.
- In practical classes pupils are required to follow instructions for safe use of equipment and movement around the rooms.
- In Games and PE classes pupils are required to have the regulation equipment and clothing.
- In the event of not taking part in PE or Games classes, pupils are required to bring a note, signed by a parent, to the teacher. A medical note should be submitted in the event of lengthy non participation.

### **Homework**

- The Homework Planner should be brought to all classes.
- All Homework set should be recorded in the Homework Planner and submitted on the date required.
- In the event of pupil absence, it is expected that missed class work and homework will be completed by dates agreed with subject teachers.

### **Corridors**

- Pupils should walk at all times in corridors.
- To avoid congestion pupils should keep to the left in corridors and stairways.
- No food should be consumed in corridors.

### **Food in School**

- Food should only be consumed in the Dining Hall, Lunchrooms or outside picnic areas.
- In the Dining Hall and Lunch Rooms pupils should show respect and consideration at all times for the catering staff, supervisors and prefects on duty.
- Pupils should leave their school bags in the areas provided and queue in an orderly manner.
- When they have finished eating, pupils should clear away their plates and wipe the tables.
- Pupils should return to class promptly after Break and Lunch times.
- Pupils are permitted to use water in class.
- Chewing gum is not permitted in School.

### **Appearance**

- Pupils must wear the official School Uniform as outlined in School's Appearance Code.
- Pupils are required to wear the uniform correctly throughout the School day, when travelling to and from School and on all occasions when representing School.

### **Personal and School Property**

- All articles including books, clothing, foot wear and games equipment should be clearly named as School is not responsible for property lost in School.
- No money or valuables should be left in the Locker areas or changing rooms.
- Only money for daily needs should be brought into School.
- Mobile phones should be switched off during the school day from 8.30 am – 3.30 pm.
- Pupils should not leave personal belongings (other than in their lockers) overnight in School.

- Interference with another pupil's locker is not permitted.
- School property should be treated with care and any damage should be reported to a member of staff immediately. The cost of replacing or repairing property deliberately or carelessly damaged by a pupil will be charged on the School bill.
- Litter should be placed in the bins provided.
- Pupils are not permitted to use the 1<sup>st</sup> XV rugby pitch, car parks, maintenance areas or mown lawn verges as play areas. Ball games are not permitted in areas close to School buildings.

### **Sanctions**

- If a pupil acts in contravention of the School's Behaviour Code the appropriate sanctions will be applied, including liaison with outside agencies, as necessary. Please refer to Appendix 2.

## Appendix 2

### Sanctions in response to inappropriate behaviour

All Behaviour Incidents are recorded on the Behaviour Management Module of SIMS, and parents who have registered for SIMS Online Services will receive a notification. The lists below are not exhaustive; they are indicative of the normal approach to behaviour management, and staff will exercise discretion in the application of sanctions, taking into account the context of the incident and the pupil(s) involved. Any sanctions applied are a private matter between the pupil being disciplined, his or her parents and the School.

#### List of Sanctions

- Verbal reprimand;
- Verbal or written apology;
- Change the seating plan in the room;
- Set repeat or catch-up work;
- Confiscation of an item, to be left in Front Office for collection by parents.
- Put additional support measures in place (e.g. mentoring / counselling / mediation / outside agencies);
- Contact parents.
- Withdraw the pupil's privileges for a set period;
- Withdraw the pupil from class;
- Lunchtime Detention (daily in Library; Years 8-10 12.45-1.10; Years 11-14 1.20-1.45; no letter sent home);
- After-School Detention (weekly in M22; Wednesday or Thursday afternoon, 3.30-4.30; letter sent home);
- Saturday Morning Detention (monthly in M16; 8.45-10.45; letter sent home);

#### Collect Teachers generally deal with the following:

- Lateness to Collect;
- Failure to submit a note after absence;
- Inappropriate uniform;
- Inappropriate behaviour in Collect;
- Issues arising from low-level disputes between pupils.

#### Subject Teachers generally deal with the following:

- Lateness to class;
- Failure to produce satisfactory homework or coursework;
- Failure to meet required standards in tests or assessments;
- Forgotten books, equipment or kit;
- Inappropriate uniform and/or appearance;
- Inappropriate or disruptive behaviour in class e.g. speaking out; inappropriate questions or comments; insolence; refusal to engage in work or to follow instructions; unauthorised use of mobile phones;
- Lack of co-operation or defiance.

**Staff on corridor duty generally deal with the following:**

- Use of mobile phones;
- Littering;
- Eating outside designated areas;
- Loitering in corridors / locker rooms / toilets.

**In all of the cases above, the following sanctions are available:**

- Verbal reprimand;
- Verbal or written apology;
- Change the seating plan in the room;
- Set repeat or catch-up work;
- Lunchtime Detention;
- Confiscation of an item, to be left in Front Office for collection by parents.

If, once appropriate sanctions have been applied, the issue remains unresolved, it should be referred to the relevant Year Teacher or Head of Department.

**Heads of Department generally deal with the following:**

- Repeated failure to produce homework / coursework;
- Repeated failure to meet required standard in tests;
- Repeated failure to bring correct books / equipment / kit to class;
- Repeated lack of application or poor behaviour in class;
- Abuse of departmental property.

**The following sanctions are available to Heads of Department:**

- Set a Lunchtime or After-School Detention;
- Put additional support measures in place;
- Contact parents.

Where detentions are issued, or contact made with parents, the Year Teacher will be informed. If, once appropriate sanctions have been applied, the issue remains unresolved, the Head of Department will consult the Senior Teacher linked to the department or, in the most serious cases, with the Vice-Principal (Curriculum)

**Year Teachers generally deal with the following:**

- Repeated violation of Appearance Code;
- Truancy from Class / Collect;
- Persistent lateness to Class / Collect / School;
- Bullying-type behaviour;
- Disrespect to Subject / Collect teacher / peers in speech or gesture;
- Foul or abusive language;
- Other inappropriate behaviour – rudeness / disobedience / disruptiveness.

**The following sanctions are available to Year Teachers:**

- Give a verbal reprimand;
- Ask for a verbal or written apology;
- Set a Lunchtime or After-School Detention;
- Place on Report Card;
- Put additional support measures in place (e.g. Mentor / Counsellor);
- Contact parents.

If, once appropriate sanctions have been applied, the issue remains unresolved, the matter will be referred to Head of School / VP (Pastoral).

**Senior Teachers and Vice Principals generally deal with the following:**

- Failure to co-operate with sanctions issued by Year Teachers and Heads of Department;
- Truancy from School;
- Physical aggression;
- Defiance;
- Abuse of school property;
- Smoking, or other use of prohibited substances;
- Stealing.

**The following sanctions are available to Senior Teachers and Vice Principals:**

- Ask for a verbal or written apology;
- Contact parents;
- Set a Lunchtime / After-School / Saturday Morning Detention;
- Withdraw the pupil's privileges for a set period;
- Withdraw the pupil from class;
- Provide appropriate support structures with outside agencies, as appropriate.

The most serious breaches of School's Code of Behaviour are referred to the Principal, who may consider all of the responses detailed above, plus Suspension or Expulsion (in keeping with the School's Suspension and Expulsion Policy).

## Appendix 3

### Behaviour for Learning

The following guidelines have been agreed with pupils and staff for good practice in all classrooms in School.

#### Classroom Management - pupils

Friends' School acknowledges that for all pupils to learn effectively and make the most of their abilities, a positive attitude to learning is essential. School sets high standards for learning and asks pupils to accept the following responsibilities while in all classes.

Pupils are responsible for:

##### **RIGHT PLACE**

- Sitting in seats as directed by the teacher (Junior classes).

##### **RIGHT TIME**

- Arriving to class on time.

##### **RIGHT UNIFORM**

- Wearing uniform correctly in all classes.

##### **RIGHT EQUIPMENT**

- Organizing their schoolbags effectively;
- Bringing the appropriate books and equipment to class;
- Bringing Homework Planners to all classes;
- Completing homework to the best of their ability;
- Bringing homework to class on the correct days in the correct format;
- Having mobile telephones switched off between 8.30 and 3.30.

##### **RIGHT ATTITUDE**

- Lining up outside classrooms quietly and in an orderly manner;
- Entering and leaving classrooms in an orderly manner;
- Settling to work promptly;
- Focusing on learning and engaging positively;
- Listening attentively and speaking appropriately;
- Following guidance issued by the teacher;
- Respecting other pupils, teachers and visitors;
- Treating School property respectfully;
- Respecting the belongings of other pupils;
- Leaving classrooms tidy and pushing in chairs;
- Placing litter in the bins provided;
- Not eating in class.

## **Behaviour for Learning**

### **Classroom Management - Staff**

Staff are asked to be punctual to all classes in order to promote high standards of punctuality amongst pupils. Lesson Monitor is to be used at the beginning of each class to record pupils' attendance and punctuality, and all Behaviour Incidents are to be recorded on SIMS. In order to achieve consistency across all members of staff and to uphold the standards required of pupils in the Behaviour Code, staff are asked to ensure that:

- Pupils line up quietly outside the classroom before entering;
- Pupils enter the classroom in an orderly manner;
- There is a seating plan for Junior classes;
- Pupils leave the classroom tidy, pushing in chairs and placing all litter in bins provided;
- Pupils are dismissed from the classroom in an orderly manner, particularly at the start of Break and Lunch;
- Pupils do not eat in class;
- Pupils may drink water in class.

Classrooms should be locked over Break and Lunch time, as well as at the end of the day. Staff should also ensure that they log off from C2k if leaving a classroom for another member of staff and that data projectors etc are not left on when not in use.