

# LARNE GRAMMAR SCHOOL

## Behaviour Management Policy and Procedures

### General Principles

Within a well-ordered environment in which high disciplinary standards are set and maintained, pupils can expect to be successful, to feel secure and to establish principles and values that will shape their lives. To this end, everyone connected with Larne Grammar school is expected to show respect and concern for everyone with whom they come into contact. This is a central principle in a civilised society and lies at the heart of the ethos of the school. In particular, pupils are expected to support and co-operate with all staff (teaching and non-teaching) as well as the prefects, and are encouraged to be sympathetic to the rights, needs and interests of their fellow pupils.

In order to promote this atmosphere of mutual respect, pupils are required to observe the normal courtesies at all times - saying 'please' and 'thank you'; standing aside when a pupil meets an adult in the doorway, in the corridor or on the stairs; and opening a door for an adult when circumstances allow.

A school is often judged by its pupils' behaviour, demeanour and general appearance. Pupils are required to observe high standards of behaviour and to develop a sense of pride in their personal appearance. They are therefore expected to conduct themselves in an acceptable manner at all times both inside and outside the school and never to do anything to debase its good name.

Pupils are also expected to work hard and aim to fulfil their potential in every way. Besides being fully committed to their studies, they are encouraged to become involved in a range of extra-curricular activities in order to develop their gifts and skills in a way which will bring real satisfaction and personal fulfilment. Positive parental support is also very beneficial when pupils are called on to represent the school at games or any other extra-curricular activity in which they are involved. By working hard and becoming fully involved in the life of the school, pupils will not only gain the maximum benefit from every activity but will also be giving valuable service.

In order to meet the required standards in pupils' behaviour and attitudes, basic rules must be laid down and understood by everyone. This policy has been adopted by the Board of Governors after consultation with staff, pupils and parents. In developing the policy due regard was given to 'Pastoral Care in Schools: Promoting Positive Behaviour' produced by the Department of Education in 2001. It encourages a positive behaviour management ethos in the school. It should be read in conjunction with other school policies including:

- Mobile Phone Policy
- Internet policy
- Bullying Policy.

## SECTION A

### Attendance/Absence/Exeat

1. Pupils should aim to arrive on time (8.50 a.m.). If a pupil arrives in school after 9.15 am, a written explanation from parents/guardians must be brought to the School Nurse. Pupils will be given a warning on the 4<sup>th</sup> occasion on which they are late to indicate that a detention will be issued on the 5<sup>th</sup> occasion. This will be repeated once per year, and after a second detention (late on 10 occasions), a detention will be issued each time a pupil is late.
2. A pupil who has been absent must bring a note (signed, addressed and dated) from parents/guardians stating the period and cause of absence. A note which states 'absent with my permission' will not be accepted. The note must be presented to the Class Tutor on the day on which the pupil returns – a phone call will not suffice. Failure to produce a note within two days will result in the pupil's conduct card being signed.
3. If a pupil is going to be absent for a prolonged period, a written explanation from parents/guardians must be brought to the Year Head prior to the absence. Permission will not be given for holiday requests during term time.
4. No pupil may leave school before the regular time without his/her Class Tutor's permission. This will only be granted on reasonable grounds and at the written request of parents/guardians. Dental (excluding orthodontic) and medical appointments should be made outside school hours unless in an emergency.

If a pupil has permission to leave school during the day, he/she must report to the General Office before leaving. An exeat slip signed by the Class Tutor, Year Head or School Nurse must be presented to the General Office. If the pupil returns to school on the same day, he/she must sign in at the General Office.

5. Pupils must not leave the school grounds (which include the playing fields) throughout the school day. Lunches may only be eaten in the dining hall, Common Room or designated lunch rooms. The grounds adjoining the school property are out of bounds as are the areas around the pavilion (except when used for games) and the groundsman's store. Pupils must not play on the banks in front of, or either side of, the pavilion.
6. The parents/guardians of those pupils who wish to go home for lunch must complete the appropriate form. When this has been returned to the General Office, a lunch pass will be issued, if approved. Permission will be withdrawn if the privilege is abused. Pupils going home for lunch must also sign out and in again in the General Office.
7. Students who bring a car to school may park in the lower car park at the Technology Block (or if that is full in the Old Presbyterian Church car park) at their own risk. An appropriate form (available from the Year Head) must be completed and returned to the Principal's secretary. Pupils are asked not to park in surrounding streets. Any abuse of the privilege will result in it being withdrawn.
8. Once they have arrived in school, pupils must not leave again in any circumstances without seeking permission and following the correct

procedures. Failure to comply with the regulations with regard to leaving school will result in a detention.

Truancy will be considered a serious offence. The pupil will be detained after school in order to make up the work missed.

## **SECTION B**

### **Uniform/Care of Equipment**

1. Pupils are required to observe the regulations with regard to wearing the school uniform correctly going to and from school, in class, in the Games Hall or on the playing fields (See Uniform Regulations). Minor infringements such as not having a shirt or blouse properly tucked in or top buttons on shirts/blouses undone and ties loosened will result in the pupil's conduct card being signed. For more serious infringements such as being unshaven or having an extravagant hairstyle, the pupil may be given detention or be suspended (including internal suspension\*) and may be required to rectify the problem before returning to a normal school timetable. Boys' hair should not be excessively long (i.e. it should not extend over the collar at the back or beyond the eyebrows at the front while at the side the ear lobes should be visible) nor too short (i.e. it should not be open to confusion with a skinhead style haircut). Unnatural hair colouring is not acceptable. The general principle is that no pupil, boy or girl, should adopt a style which differs excessively from the generally accepted norms as determined by the school management.

The wearing of make-up or jewellery, with the exception of one plain ring (Years 11 - 14), is not permitted. Jewellery and other unacceptable items will be confiscated. All confiscated items will be available for collection by pupils from the General Office at the end of the day. If a pupil persists in bringing an unacceptable item to school, he/she may be placed in detention and the item will be required to be collected by a parent/guardian.

2. The owner's name should be clearly marked on all articles of clothing and footwear as well as all other belongings such as books and bags.
3. Money and articles of value should be kept personally or placed in the charge of a responsible person. They should not be left in cloak rooms, changing rooms, lockers or school bags. If articles belonging to a pupil go missing or are damaged as the result of a prank, the pupil responsible for interfering with the article(s) will be liable for the cost of their replacement or repair.
4. Pupils are responsible for the safe custody of all their other belongings. If these are left lying about the school, they will be taken to the building supervisor's store. The pupil's conduct card will be signed when the article is collected. Every pupil should put his/her belongings (except valuables) in the lockers provided. Food that has been cooked during Home Economics classes should not be left in lockers. A large fridge for this purpose has been provided in the Home Economics department. Art files should be left in the Art rooms or store for safe keeping.
5. The use of mobile phones is banned within the school buildings. Refer to the School Mobile Phone Policy.

### **\* Internal suspension**

This involves removing a pupil from normal timetable during which he/she will be isolated for a period of time (e.g. in the library, B11 or at the back of a class). This is not recorded as a formal suspension.

## **SECTION C**

### **ATTITUDES AND BEHAVIOUR**

1. Pupils must give all staff (teaching and non-teaching) their full co-operation at all times.
2. Pupils are required to obey instructions given to them by the Prefects in the course of their duties.
3. All text books, materials and homeworks must be brought to class as and when required. Entries into homework planners should be completed carefully and all written work should be kept neat and tidy. If a pupil misbehaves in class, forgets textbooks or produces slovenly work their conduct card will be signed. Further indiscretions will be dealt with as per the policy outlined below.

A pupil who fails to submit a homework/project/coursework/preparation for controlled assessment must bring a note of explanation from parents/guardians to the subject teacher concerned. In the event of a satisfactory explanation not being forthcoming, a conduct signing will be issued in addition to the requirement to complete the work set. Persistent omission of homework will result in a school detention.

4. Disruptive behaviour in class will not be tolerated. Persistent disruption of a class may result in suspension (including internal suspension) or expulsion, depending on the nature of the pupil's behaviour.
5. Any pupil found guilty of cheating in an internal examination will be given detention and 0 marks for the exam. Cheating in external examinations is beyond the control of the school and may have very serious consequences.
6. Pupils are required to maintain high standards of behaviour, courtesy and good manners in school; on their way to and from school; participating in school trips; or representing the school in any activity. Conduct likely to bring the school into disrepute on any of these occasions will be considered a serious offence and, depending on its nature, may bring suspension or expulsion. Pupils who misbehave on public transport will have their travel pass removed.
7. Quiet and orderly conduct is required on the stairways and in the corridors and passages of the school. Pupils should walk on the left side of the corridor. Disorderly, rowdy or boisterous behaviour will result in a detention. Pupils must not run inside the school building.
8. Pupils may not chew gum in school or on any school occasion. Anyone found with chewing gum will have their conduct card signed.

9. Pupils must put all litter in the bins provided throughout the school for this purpose. A pupil who deposits litter in any place other than the bins will have his/her conduct card signed.
10. Pupils must only use the appropriate cloakrooms and toilet facilities.
11. Smoking is strictly forbidden on school premises or when pupils are coming to or going from school or in any situation where they can be recognisably identified with the school. Detention will be given to any pupil caught either smoking or in the company of such pupils or in possession of tobacco-based products. Repeated offences will attract more serious sanctions.
12. Depending on all the circumstances, a pupil is liable to be suspended (including internal suspension) or expelled for any of the following serious offences:
  - (a) Bullying, violent behaviour, provocation, incitement to violence, threatening behaviour or threatening language.
  - (b) Criminal damage or acts of dishonesty.
  - (c) Being in possession of or using an offensive or dangerous article. (In this case the article will be confiscated and parents/guardians will be informed. The police may also be notified and their advice will be taken with regard to the return of the object in question).
  - (d) Causing any kind of damage to the fabric of the school building and/or another pupil's property. Cutting or writing on any part of the school furniture, walls, notices or fittings is forbidden. (Wilful damage to school property must be paid for).
  - (e) Misusing or facilitating the misuse of the school's computer system (see Internet Policy).
  - (f) While in school, or in school uniform, or at any school event or activity, using or being in possession of alcohol, solvents or any drug, other than those prescribed for their personal use by a medical doctor.
13. Dependent on the circumstances of each case, the school will consider expulsion of a pupil who is found to have:
  - (a) supplied, offered to supply or attempted to supply a controlled substance or drug to any other person; or
  - (b) had in his/her possession alcohol or solvents or any controlled substance or drug;while in school, or in school uniform, or at any school event or activity, whether or not such conduct has occurred on or off school premises or whether during or outside school hours.
14. If a pupil engages in unacceptable behaviour against the person or property of a member of the school staff, or to an immediate member of the member of staff's family, at any time whether inside or outside school, disciplinary action will be taken against the pupil which may include consideration of the option to expel.

The school reserves the right to suspend any pupil suspected of a serious breach of discipline pending an investigation. The school further reserves the right to suspend and/or expel any pupil found to have been guilty of a serious breach of discipline.

The following list of behaviours is unacceptable and may result in a sanction being imposed. This may range from signing a pupil's conduct card to detention. It is not exhaustive and is intended for guidance only:-

Submitting work copied from another pupil, lateness, lying to a teacher, verbal abuse of another pupil, bad language, writing offensive notes about another pupil, throwing stones/sticks or any other dangerous object at a pupil, spitting at another pupil, eating or drinking during class or in assembly, talking during assembly, manhandling a vending machine (without causing it damage), using a vending machine during or between classes.

However, depending on the circumstances, suspension (including internal suspension) could be given for some of these offences - for example, in the case of a pupil causing damage to a vending machine in the act of manhandling it or if a pupil verbally abused a member of staff or wrote something extremely offensive about another pupil or a member of staff. Suspension would also be invoked for deliberate and persistent disobedience such as failing constantly to arrive in school on time or failing to attend detention.

Those pupils who are put into detention more than five times in any one year, have been suspended or with an unacceptable attendance record may, at the discretion of the staff, be excluded, if practicable, from taking part in any school trips, visits or social functions within the school during that school year. Any pupil who brings himself/herself and the school into disrepute during a school trip or visit will forfeit the opportunity to participate in similar activities on future occasions.

In summary, the school reserves the right to administer the form of punishment which the Senior Executive (if appropriate, in consultation with the Chairman of the Board of Governors) deems to be commensurate with the offence committed by a pupil or a group of pupils.

Prefects are expected to uphold the rules of the school and lead by example. Failure to do so may lead to their removal from office.

## **Detention**

### **Procedures for Detention**

Work to be completed in detention will be recorded on a slip which will then be posted home. The slip (signed by the parent/guardian) should be returned to the school by the pupil and handed in to the General Office. A minimum of twenty-four hours notice will be given to any pupil who is detained except with prior permission from a parent. No alteration may be made to the date given for the detention, unless prior permission is sought from a Vice Principal or the Principal. If a pupil fails to turn up for a detention they will be given one opportunity to fulfil the detention at the earliest opportunity. Failure to take this opportunity will result in a further detention being issued and failure to attend this will result in a Saturday detention or subsequently a suspension.

All suspensions are recorded and may be made available, at the discretion of the Principal, to employers or other interested parties.

After repeated suspension expulsion will be seriously considered by the Board of Governors.

## **Suspension**

### **Procedures for Suspension and Expulsion**

Under the terms of Article 49 of the Education and Libraries Order 1986, as substituted by Article 39 of the Education and Libraries (Northern Ireland) Order 1993, the school is required to prepare a scheme specifying the procedure to be followed in relation to the suspension or expulsion of pupils under its management.

This document sets out the procedures to be followed in the event of a suspension or expulsion of a pupil from Larne Grammar School.

### **Definitions**

- (1) Throughout this document the following definitions are used
  - 1.1 "Board" means the North-Eastern Education and Library Board.
  - 1.2 "Principal" includes, where the Principal is absent or otherwise unavailable, a Vice-Principal or other person for the time being performing the duties of the Principal.
  - 1.3 "Chairman of the Board of Governors" includes, where the Chairman is absent or otherwise unavailable, the member of the Board of Governors for the time being performing the duties of the Chairman.
  - 1.4 "Parent" includes anyone who has parental responsibilities within the meaning of the Children (Northern Ireland) Order 1995.
  - 1.5 Any reference to the parent of a pupil shall include, in the case of a pupil who has attained the age of eighteen, the pupil himself.

### **Suspensions**

- (2) Regulations governing suspensions

The procedure for suspending pupils from all grant-aided schools is governed by Statutory Rule No 99 Schools (Suspension and Expulsion of Pupils) Regulations (Northern Ireland) 1995 as amended by Statutory Rule No 225 Schools (Suspension and Expulsion of Pupils) (Amendment) Regulations 1998 and SR 1998 No 255.

- (3) Principles

- 3.1 A pupil may be suspended only by the Principal.
- 3.2 An initial period of suspension shall not exceed five school days in any one school term.
- 3.3 A pupil may be suspended from school for not more than 45 school days in any one school year.

- 3.4 The Principal shall not extend a period of suspension except with the written prior approval of the Chairman of the Board of Governors and shall in every such case give written notification of the reason(s) for the extension and the period of extension to the parent of the pupil and to the Board.

(4) Steps to be followed prior to suspension

- 4.1 The school's disciplinary policy describes the standards of behaviour expected from pupils and provides guidance as to the range of sanctions which the school may impose in the event of a breach of discipline.
- 4.2 The disciplinary policy provides for the suspension of a pupil in the event of a breach of discipline by that pupil.
- 4.3 In the event of the school receiving a report of a particularly serious incident having occurred involving a pupil(s), the school may suspend the pupil(s) suspected of being involved pending a full investigation of the incident. This is an exceptional procedure only to be followed where the incident is particularly serious and it is not possible to complete a full investigation prior to the end of the school day upon which the report is first received; or the school considers that there may be a risk of the suspected offender(s) exercising an improper influence over other pupils who may be interviewed in the course of the investigation; or the school considers the continuing attendance of the suspected offender(s) at school may present a risk to the maintenance of good order and discipline in the school generally.
- 4.4 Save as provided at 4.3 (above), the option of suspending a pupil for a prescribed period will only be considered where:
- (a) the pupil is found to have committed a breach of discipline on a number of occasions. The school will maintain a record in writing of all incidents and of the intervention of teachers, contact with parents and requests for external support from the Board's Welfare and Educational Psychology services.
- or
- (b) the pupil is found to have committed a serious breach of discipline. The school will investigate and document the incident. This should include an opportunity for the pupil to be interviewed and his or her version of events given before the decision to suspend.

The school will take into account all relevant information prior to a decision being taken on what has occurred and what sanction may therefore be appropriate.

(5) Instigating suspension

- 5.1 On taking the decision to suspend a pupil, the Principal will immediately notify the parents, in writing, of the suspension, its duration and the reason(s) for the suspension. The letter notifying the parents of the suspension will be sent out on the day of the suspension. If the letter is sent home with the pupil this must be followed by a copy sent by first class post to the pupil's normal place of residence.
- 5.2 The letter will also invite the parents to visit the school to discuss the suspension. If the parents accept this invitation, the Principal may consider it appropriate to invite other parties such as Educational Welfare, Educational Psychology or Social Services. The meeting will be chaired by the Principal.
- 5.3 A written record of the meeting will be kept.
- 5.4 A copy of the letter will be sent to the Chairman of the Board of Governors.
- 5.5 All suspensions will be notified to the NEELB and will be accompanied by a copy of the letter sent to parents.
- 5.6 A suspended pupil will only be sent home before the end of the normal school day with the agreement of the parent and only if the pupil can be delivered directly into the care of the parent or of a person previously agreed by the parents.
- 5.7 Work will be made available to the pupil during the suspension.
- 5.8 Staff will be advised of a pupil's suspension.
- 5.9 On the day of the pupil's return from suspension the pupil must report immediately to the Principal.

(6) Extension of suspension

- 6.1 Where, in exceptional circumstances, a period of suspension is to be extended, the prior approval of the Chairman of the Board of Governors will be obtained.
- 6.2 The parents will be notified by letter of the extension, its duration (up to 5 days) and the reason(s) for it. The letter will be sent out by first class post to arrive before the end of the initial period of suspension. The school may also contact the parents by telephone.
- 6.3 All extensions will be notified to the NEELB and this will be accompanied by a copy of the letter to the parents.

**Expulsions**

(7) Regulations governing expulsions

The expulsion of pupils from all grant-aided schools is governed by Statutory Rule No 99 1995 and by Statutory Rule No 13 Schools (Expulsion of Pupils) (Appeals Tribunals) Regulations 1994, as amended by Statutory Rule No 256,

1998, which sets out the arrangements for hearing an appeal against expulsion.

(8) Principles

- 8.1 In relation to Larne Grammar School the Board of Governors is the expelling authority and the decision to expel rests solely with the Board of Governors.
- 8.2 A pupil may be expelled from the school only after serving a period of suspension.
- 8.3 A pupil **may only** be expelled from a school after consultation about the pupil's expulsion has taken place between the Principal, the parent or guardian of the pupil, the duly authorised officer of the Board and the Chairman of the Board of Governors, provided that any neglect or refusal on the part of the parent to take part in such consultations shall not prevent a pupil being expelled from the school.
- 8.4 The consultations must include consultation about the future provision of suitable education for the pupil concerned.
- 8.5 The parent of any pupil expelled from school must be given immediate written notice of the right to appeal against the decision.

(9) Steps to be taken prior to expulsion

- 9.1 In all cases where a recommendation for expulsion is being considered the Principal shall convene a meeting to be attended by the Principal, the Chairman of the Board of Governors, the parent(s) or guardian(s) and the authorised officer of the North-Eastern Education and Library Board.
- 9.2 The parents must be informed in writing of the date of the meeting and its purpose. This letter should be written confirmation of the arrangements already agreed with the parents in person or by telephone.
- 9.3 Written confirmation of the arrangements for the meeting should also be sent to the other parties required to attend the meeting.
- 9.4 Any neglect or refusal on the part of the parents to take part in this meeting shall not prevent the meeting from taking place or the pupil being recommended for expulsion.
- 9.5 At this meeting the possibility of expulsion and the implications of this course of action must be discussed. The meeting must also consider the future provision of suitable education for the pupil concerned.
- 9.6 The Principal shall ensure a written record of the meeting is kept.
- 9.7 Following the said meeting parents, whether they attended or not, shall be informed that the Principal or the Chairman (as the case may be) will report on the matter to the next meeting of the Board of Governors. Prior to any decision being made on the question of

expulsion, the parent(s) shall be invited to attend before the Board of Governors and shall be offered an opportunity to reply to the allegations made against the pupil(s) and to present any further information and/or material which the parent(s) consider relevant.

- 9.8 Following discussion by the full Board of Governors of all the available evidence, including the outcome of all consultations, the minutes of the meeting must record any decision taken and the reasons for it.

(10) Right of Appeal

- 10.1 Under Article 49(6) of the Education and Libraries (Northern Ireland) Order 1986, as substituted by Article 39 of the Education and Libraries (Northern Ireland) Order 1993, the parent or guardian of a pupil or the pupil himself, if he has reached the age of eighteen, may appeal to an appeal tribunal against a decision to expel.
- 10.2 The Board of Governors, as expelling authority, and the Principal will immediately inform parents in writing of the decision to expel, of the right to appeal the decision to expel the pupil, of the time limit set by the Board for lodging the appeal and of where the appeal may be lodged.

## **Conduct and Merit Monitoring Cards**

### **Merit Cards**

These will be issued to all pupils in Year 8 - 12 and used to record incidences of good behaviour and effort. The cards will complement the conduct cards currently in use and will be used for awarding merit certificates or other rewards. Departments will determine criteria for the signing of the merit card.

### **Merit Signing**

A merit signing may be given for

- a) Excellent Work (academic, aesthetic or physical) undertaken in class or at home.
- b) Positive improvements in attitudes or work and behaviour.
- c) Special acts of kindness and thoughtfulness to others in the school community inside or outside the classroom.
- d) For achievement or dedication in an extra curricular activity

Signings may be awarded by subject teachers or teachers in charge of an extra-curricular activity, to pupils who make positive improvements in their work and/or behaviour and who achieve personal targets set for them by their teachers.

### **Merit Awards**

Through the Merit Awards, we seek to complement our Behaviour Management Policy and to provide staff with an ordered system of awards which recognises and rewards positive behaviour and attitudes. The awards will take the form of certificates awarded in the areas of positive behaviour, punctuality and attendance.

#### **Attendance Certificate**

This will be awarded at the beginning of each school year in all years to those pupils who have 100% attendance at school in the previous year.

#### **Punctuality Certificate**

This will be awarded at the beginning of each school year in all years to those pupils who have never been late for school in the previous year.

#### **Merit Certificates (Years 8, 9 and 10)**

These will be awarded in recognition of positive effort and behaviour in all aspects of school life - academic, social, cultural and sport.

Certificates will be awarded in each year as follows:

A **bronze** certificate will be awarded to a pupil whenever he/she has obtained 7 merit signings.

A **silver** certificate will be awarded whenever 15 merit signings have been obtained.

A **gold** certificate will be awarded whenever 24 merit signings have been obtained.

Pupils achieving further signings may follow the voucher system for Years 11 and 12.

The first pupil in each year to receive a gold certificate in an academic year will receive a prize on Prize Night.

#### **Merit Rewards (Years 11 and 12)**

Pupils in years 11 and 12 will be given school vouchers which can be redeemed in school as follows:

Bronze - £5

Silver - £10

Gold - £15

The criteria listed above for years 8 -10 will apply.

## **Conduct Cards**

### **Objectives**

- To record and monitor an individual pupil's attitude, organisation and behaviour.
- To reward improvement in attitude, organisation and behaviour through target-setting
- To record and monitor difficulties which a pupil may have in a particular subject or several subjects and implement support strategies to effect improvement

### **Procedures**

1. The Conduct Card will be held by all pupils in Years 8-12 (and pupils in years 13 and 14 at the discretion of the Year Head) and should be carried with them at all times whilst in school uniform.
2. The Conduct Card will be used to record work related, behaviour and organisation offences in and out of the classroom.
3. Work related Offences
  - No homework submitted
  - No coursework submitted
  - No preparation for a controlled assessment completed
  - (i) Pupils should be given two chances for such offences.
  - (ii) For the 1<sup>st</sup> and 2<sup>nd</sup> offences a verbal warning should be given and a record kept.
  - (iii) On the 3<sup>rd</sup> offence the Conduct Card should be signed, the pupil spoken to and the parent/guardian contacted by phone or by a note in the homework planner.
  - (iv) For the 4<sup>th</sup> offence, a Thursday detention will be issued.

Note that a pupil who has reached this stage in more than one subject will be spoken to by the Class Tutor and the parents contacted by phone or by a note in the homework planner.
  - (v) For the 5<sup>th</sup> offence the pupil should be referred to the Head of Department for an interview and a Thursday detention issued. The parents will be phoned by the Head of Department.
  - (vi) For the 6<sup>th</sup> offence the pupil should be referred to the Head of Year for an interview and a Saturday detention issued. The Head of Year will contact the parents/guardians to request attendance at an interview. A target will be set and the consequences agreed.
  - (vii) For the 7<sup>th</sup> offence the pupil should be referred to the Vice Principal (Pastoral) for an interview and the pupil will be required to complete a one day internal suspension, which may require to be completed

Note that this is the last stage before a formal suspension is considered by the Principal.

Pupils in Years 8 to 10 will be awarded a fresh start in each subject after the February half term.

#### 4. Non work related Offences

The following list gives examples, but is not exhaustive.

- a. Persistent talking in class
- b. Eating in class
- c. Arriving in class without the necessary books/equipment on at least 3 occasions
- d. Arriving late to class on at least 3 occasions
- e. Using a mobile phone in class
- f. Using inappropriate language in class
- g. Being in possession of chewing gum
- h. Dropping litter

- (i) Pupils should be given two chances for such offences.
- (ii) For the 1<sup>st</sup> and 2<sup>nd</sup> offences a verbal warning should be given and a record kept.
- (iii) On the 3<sup>rd</sup> offence the Conduct Card should be signed.
- (iv) For the 4<sup>th</sup> offence, a Thursday detention will be issued.

Note that a pupil who has reached this stage will be spoken to by the Class Tutor and the parents contacted by phone or by a note in the homework planner prior to a second Thursday detention being issued.

- (v) For the 5<sup>th</sup> Offence a Thursday detention will be issued.

Note that a pupil who has reached this stage will be referred to the Head of Year and the parents contacted by phone. The pupil will also be placed on report for 2 weeks.

Further offences will attract further detentions, Saturday detention, or internal suspension (which may be required to be completed during an exceptional closure day) before a formal suspension will be considered, depending on the nature and frequency of the offences.

#### 5. Accumulation of signings

- (i) When 6 signings have been accumulated a pupil will be placed in a Thursday detention by the person issuing the 6<sup>th</sup> signing. This will be recorded on the pupil's card and on the computer system.
- (ii) Each 5<sup>th</sup> Thursday detention will be replaced by a Saturday detention. Again, it will be recorded on the card and when entered on the computer system will trigger a Saturday detention.

6. Conduct Cards should be signed a maximum of once in each category during a single lesson.
7. If a pupil cannot produce a card it must be produced first thing the following morning and a signing recorded in addition to the original offence. The first time a pupil loses a card a new card will be issued with the number of existing signings (plus 1 signing) recorded on the new card; thereafter a Thursday detention will replace the signing.
8. Cards should be inspected by the Class Tutor once per week when the number of signings should be recorded.
9. Accumulated details of merits, signings, detentions and times late should be emailed to the Head of Year at the end of each month.