



Parkhall Integrated College

Positive Behaviour Policy

Agreed by Board of Governors: January 2019

To be reviewed: 2021

Rationale

The Mission Statement of Parkhall Integrated College is “to provide a caring learning environment where each person feels valued and respected”. This Policy reflects the College’s concern for the safety, well being and happiness of pupils in our care, outlines the conduct expected of pupils attending Parkhall and explains how the system of rewards and sanctions works in the day to day running of the school.

The development of positive behaviour is seen as a means of developing young people for life and to take up their roles as good citizens. In creating an atmosphere conducive to learning and in the interests of the health and safety of all pupils and staff, it is essential that good order and discipline is maintained. The highest standard of conduct is expected of all pupils, whether they may be in classrooms, workshops, laboratories, corridors, school grounds, on the playing fields or on school trips. This standard must also be observed by pupils who travel in buses and by pupils on their way to and from school.

Parents are expected to support, in a positive manner, the promotion of these attributes. We attempt at all times to ensure that the education and well-being of our pupils’ is not allowed to suffer because of the misdemeanours of a few. Bullying behaviours, or any form of verbal or physical aggression are not tolerated in our school. Self-discipline, courtesy and consideration for others are encouraged.

Purposes

Our Positive Behaviour Policy supports our school mission statement by:-

- fostering self-discipline and self-awareness in pupils to prepare them to be good citizens
- promoting independence and a sense of responsibility
- promoting mutual respect, respect for others and respect for the school and the property
- considering the emotional and social needs of the individual pupil
- providing a positive climate in which effective learning can take place
- recognising and rewarding positive behaviour
- encouraging positive relationships among all members of the school community

The DENI document – ‘Pastoral Care in Schools’ identifies the rights and responsibilities of stakeholders within the school:

Guidelines

Rights of pupils, staff and parents

Pupils have a right to:-

- be valued as members of the school community
- get help when they seek it, whether with their work or with bullying or other personal worries, and to have a sympathetic audience for their ideas and concerns
- make mistakes, and learn from them
- be treated fairly, consistently and with respect
- be consulted about matters that affect them, and have their views listened to and, as far as is reasonable, acted upon
- be taught in a pleasant, well-managed and safe environment
- work and play within clearly defined and fairly administered codes of conduct
- experience a broad, balanced and suitably differentiated curriculum, and to have any special learning needs identified and met
- develop and extend their interests, talents and abilities.

Staff have a right to:

- work in an environment where common courtesies and social conventions are respected
- express their views and to contribute to policies which they are required to reflect in their work

- a suitable career structure and opportunities for professional development
- support and advice from senior colleagues and external bodies
- adequate and appropriate accommodation and resources

Parents have a right to:

- a safe, well-managed and stimulating environment for their child's education
- reasonable access to the school, and to have their enquiries and concerns dealt with sympathetically and efficiently
- be informed promptly if their child is ill or has an accident, or if the school has concerns about their child
- be well informed about their child's progress and prospects
- be well informed about school rules and procedures
- a broad, balanced and appropriate curriculum for their child
- be involved in key decisions about their child's education
- a suitably resourced school with adequate and well-maintained accommodation

Responsibilities of pupils, staff and parents

Pupils have a responsibility to:

- come to school on time, with homework done, and suitably equipped for the lessons in the day ahead
- respect the views, rights and property of others, and behave safely in and out of class
- co-operate in class with the teacher and with their peers
- work as hard as they can in class
- conform to the conventions of good behaviour and abide by school rules
- seek help if they do not understand or are in difficulties

Teaching/support staff have a responsibility to:

- behave in a professional manner at all times
- ensure that lessons are well prepared, making use of available resources, and that homework is appropriately set and constructively marked;
- show interest and enthusiasm in the work in hand and in their pupils' learning
- listen to the pupils, value their contributions and respect their views;
- be sympathetic, approachable and alert to pupils in difficulty or falling behind identify and seek to meet pupils' special educational needs through the SEN Code of Practice
- share with the parents any concerns they have about their child's progress or development
- expect high standards and acknowledge effort and achievement
- pursue opportunities for personal and professional development.

Parents have a responsibility to:

- ensure that their child attends school regularly and arrives in good time, with homework done, and suitably equipped for the lessons in the day ahead
- be aware of school rules and procedures, and encourage their child to abide by them:
- show interest in their child's classwork and homework, where possible, provide suitable facilities for studying at home
- act as positive role models for their child in their relationship with the school;
- attend planned meetings with teachers and support school functions;
- provide the school with all the necessary background information about their child, including telling the school promptly about any concerns they have about school, or any significant change in their child's medical needs or home circumstances.

Code of Conduct

The Code of Conduct summarises the behaviour expected by the College from the pupils. The Code of Conduct is supported by a Rewards System and Sanctions Guidelines.

Pupils should: -

- come to school on time, with all homework done and suitably equipped for class
- take a pride in being a member of Parkhall Integrated College and act as role models for others
- adopt a positive attitude to schoolwork so that they can achieve to their individual abilities
- show respect for members of staff, other pupils and their property
- maintain a high standard of uniform and appearance at all times
- comply with school rules and procedures
- accept responsibility for their own behaviour and learning and develop a sense of independence

While our 'Code of Conduct' captures the spirit of the school's expectations of pupil behaviour, the following behaviours must be strictly adhered to:-

- Bullying, physical or verbal aggression are not tolerated. Report it immediately
- No items may be brought into school which may endanger others - e.g. matches, fireworks, aerosols, dangerous instruments or substances
- It is forbidden to engage in any activity which is likely to prove harmful to yourself or others.
- Never go into areas which are out of bounds
- Be in school for registration by 9.00am each day. Do not leave the school during the school day without permission
- When arriving at school by bus go directly into the school grounds. Do not linger at the area outside school.
- Wait for buses on footpath area
- School uniform is to be worn at all times
- In the school buildings walk quietly on the left
- Smoking is forbidden in school and in school uniform
- Use the bins provided for litter as part of the college Eco Policy
- Mobile phones must always be switched off and kept out of sight at all times during the school day.
- Pupils are not permitted to listen to iPods/MP3 players during class or when travelling to and from class
- Mobile phone technology, cameras or other technologies must not be used inappropriately
- In everything you do consider your own safety and well-being and the safety and well-being of others

Promoting Positive Behaviour through Rewards

The College's Reward System is in place to motivate and reward pupils who demonstrate their commitment to following the College's Code of Conduct. The Rewards System has a variety of ways for acknowledging pupils progress and achievements and are displayed on noticeboards and in school publications. Pupils and parents are notified of the rewards system on an annual basis and included within the student planner for reference.

Throughout the year these include praise, reward stickers, stampers and postcards, certificates, vouchers, reward trips. The annual Prize Night recognises pupils who have made excellent progress and achievement during the previous year.

The Reward System has five categories and some examples of the rewards for each category are given below:-

Attendance

- Each month pupils with 100% attendance are put in a draw for a gift voucher and twice a year there is trip for all those with 100% attendance
- The class in each year group with best attendance each month gets a certificate and twice a year there is a trip to the cinema for the class with best attendance in each year group
- There is a reward trip to the cinema at the end of the year for pupils achieving above 98% attendance

Academic

- Subject departments use stickers on work or in planners to acknowledge good work and exceptional work can be commended to parents by a postcard being sent home
- Each department has been allocated a bank of reward products to use throughout the year to recognise above average work in homeworks, coursework, tracking assessments and exams. These products include pencils, pens, phone speakers and USB pens
- At the end of the year, the top boy and top girl in each class are recognised by an Achievement Award
- College Prize Night recognises pupil achievement in subject areas

Sporting

- Bi annual sporting assemblies and the College Prize Night recognise achievement in sport by individuals and teams through the presentation of certificates, trophies or medals.
- For exceptional performance or effort the PE department, with sponsorship for Islandbawn Stores Building Supplies, award selected pupils twice yearly with reward hoodies

Courtesy

- Pupils who have been respectful to staff, respectful to fellow pupils or show willingness to help others are recognised with Certificates given out by Year Heads during the year and with Awards at the College Prize Night

Behaviour

- Heads of School may present rewards to pupils who show exemplary behaviour or who show a consistent improvement in behaviour over a considerable time

The School Rewards System is supported through our community link with our business partners. These business partners attend a rewards ceremony annually and present their award to the identified pupils. The school also operates a junior school Colours and Honours policy which recognises the commitment of our pupils to arts, sport, music and community. (See Appendix 2)

Sanctions

When required, appropriate sanctions may be considered from the sanctions guidelines (See Appendix 1) and may include one or more of the following: -

- The referral system using a SIMS Report/Message either to enlist back up from another member of staff or to simply record a misdemeanour. For example, inappropriate behaviour in class
- Extra work or denial of privileges instigated initially by the Subject Teacher or by any Teacher directly involved in the misdemeanour - or as a follow-up exercise by the Registration Teacher. For example, failure to produce homework
- Break-time Detention. For example, lateness, incorrect uniform
- After School Detention. For example, more serious misdemeanour
- Visit to the home by the EWO. For example, irregular attendance, truancy
- Daily Report Card. For example, persistently poor behaviour/lack of effort
- Parent called in for interview. For example; poor behaviour/progress
- Withdrawal from class. For example, pupils' behaviour deemed to be disrupting education of others.
- Repayment for vandalism, breakage's, missing or damaged books
- Suspension from school - very serious or inappropriate behaviour, for example; bullying, physical aggression, conduct of pupil deemed to be detrimental to the education of others and to the work of the staff
- Under exceptional circumstances, if existing procedures fail to encourage the desired behaviour, the Board of Governors may recommend to the Education Authority that the pupil be expelled from the school

Partnership with Parents

We encourage and welcome as much contact as possible with parents and value highly the close links which develop between parents and teachers. Parent consultation sessions are held throughout the year. On these occasions parents can talk to individual teachers about their children.

Parents have the most powerful influence on children's behaviour. Parental encouragement is crucial to the child's progress, development and maturity. Children need parental support to participate fully and positively in their day to day school work. For our school positive behaviour policy to be effective parents need to co-operate with the school in matters of discipline and reinforce the school's efforts at home. Any concern about the day to day work of the school should be directed first to the Principal.

Where a pupil for one reason or another is falling short of the accepted standards, the parent would be seen as a vital element in the remediation process. While the normal supportive structures are used initially, if deemed necessary the parent would be invited to school and, where appropriate, would be encouraged to co-operate in monitoring the pupil on a daily basis (i.e. the Behaviour Support Sheet).

A close working relationship between the school, the EWO and other agencies ensures that parents are supported in particular difficulties as well as in fulfilling their legal obligations.

This Policy should be read along with the Guidelines Booklet for Parents and Pupils.

These policy Guidelines are translated into action through other policies and procedures, for example:

Rewards System, Sanctions Guidelines, Pastoral Care Policy, Anti-Bullying Policy,

Child Protection Policy, Teaching and Learning Policy, Assessment and Reporting Policy.



Appendix 1

Parkhall Integrated College

Positive Behaviour Policy

Parkhall Integrated College

SANCTIONS

ISSUE NO 10 (Amended January 2018)

This list of Sanctions is a guideline only and may help in providing a more uniform approach to discipline. We do recognise that there will always be exceptions and some instances of behaviour, which invoke a sanction, will often have to be looked at in the context in which it occurs. These guidelines should prove helpful not only to Class Teachers and Year Heads but to all staff.

It also recognises that classroom discipline is largely the responsibility of the individual teacher. There may be times however, when it is necessary to seek the intervention of others, depending on the nature of the help required. All staff are encouraged to develop their own classroom management procedures. **If you come across an issue, please deal with it appropriately.**

Staff should work their way through the deterrents and sanctions available. It may then be appropriate to seek assistance from:

- Another teacher with relevant expertise
- Head of Department
- Form Staff/Year Head
- Member of the Senior Management Team
- Vice Principal

Strategies to implement:

- Extra work
 - Personal and Departmental Detentions
 - Break Time Detention (BDT)
 - After School Detention (ASDT)
 - Parental involvement
 - Suspension
-
- Individual classes can be placed on Daily / weekly report. This should be initiated through the Year Head Staff.
 - Parents/Guardians should be involved at an early stage when sanctions appear to be having little effect.

***T in C: TEACHER in CHARGE**

***CT: CLASS TEACHER**

***HOD: HEAD OF DEPARTMENT**

***YH: YEAR HEAD**

***HPC: HEAD OF PASTORAL CARE**

***VP: VICE PRINCIPAL**

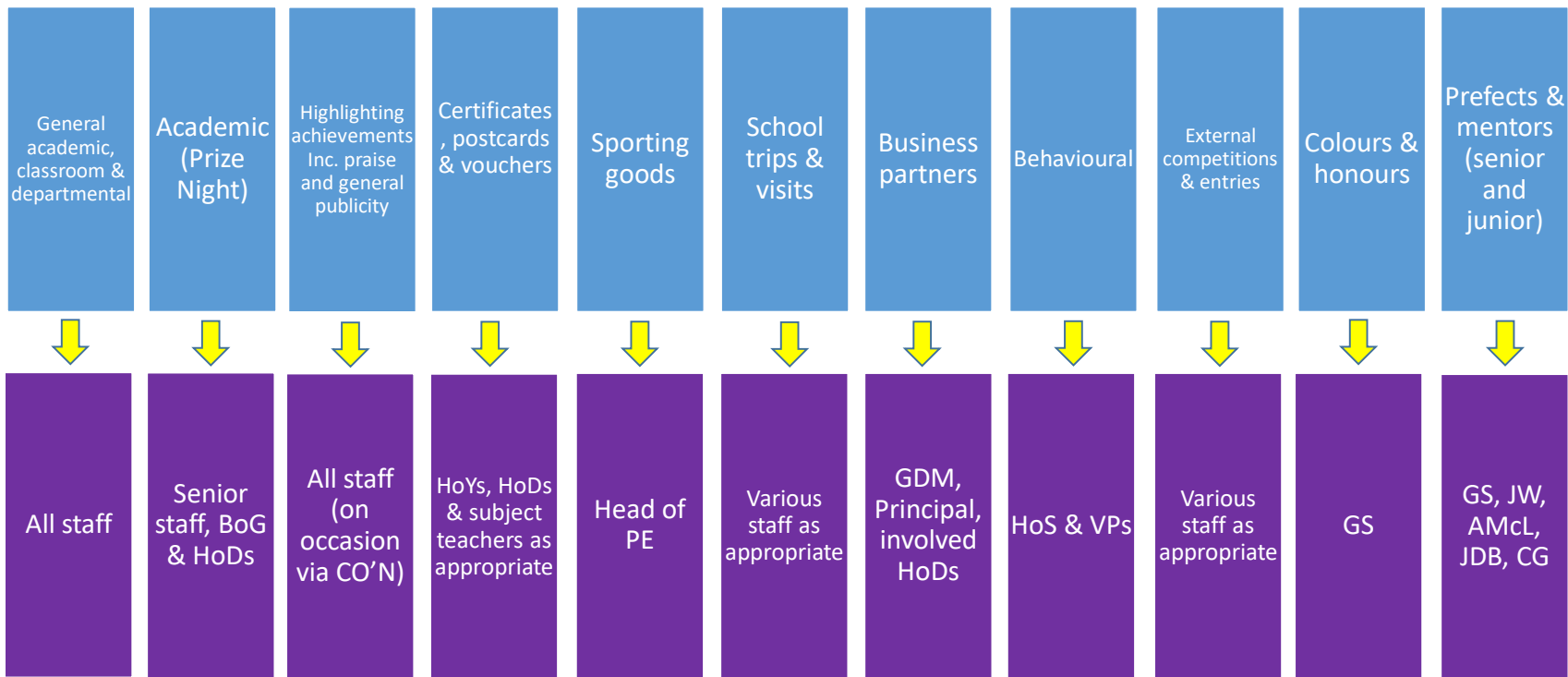
This list of Sanctions is a guideline only and may help in providing a more uniform approach to discipline. It also recognises that classroom discipline is largely the responsibility of the individual teacher.			
Issue	Offence / Description	Sanction	Staff
ASSAULT	Towards other pupils:		
Level 1	<ul style="list-style-type: none"> Assault (threat of an attack/no physical contact) 	<ul style="list-style-type: none"> Stern Rebuke & Record on SIMS 	ALL STAFF
Level 2	<ul style="list-style-type: none"> Assault & Battery (physical contact/markings) 	<ul style="list-style-type: none"> Stern Rebuke, Record on SIMS, ASDT 	YH
Level 3	<ul style="list-style-type: none"> Assault Occasioning Actual Bodily Harm (marking) (cut/hospital check-up) 	<ul style="list-style-type: none"> Stern Rebuke/ Parents contacted / 1 – 3 days suspension 	HCP refer to principal
Level 4	<ul style="list-style-type: none"> Grievous Bodily Harm (fractures/serious scarring) 	<ul style="list-style-type: none"> Parents contacted / 5 days suspension + extension(s) leading to advisement on expulsion 	VP PRINCIPAL
BANNED SUBSTANCES	<ul style="list-style-type: none"> Chewing gum Banned 'fizzy drinks' Any other items on banned list 	<ul style="list-style-type: none"> Confiscation and not returned 	ALL STAFF
BULLYING	<ul style="list-style-type: none"> Follow guidelines in Anti – bullying Policy 		
BUSES	<ul style="list-style-type: none"> Misbehaviour on bus to/from school School Trips Complaints from a member of the Public School Mini Bus 	<p>This is to be viewed as very serious as the image of the school is affected.</p> <ul style="list-style-type: none"> ASDT 	YH Teacher IC
CLASSWORK/ COURSEWORK	See guidelines for Homework		
CLASSROOM DISRUPTION	<ul style="list-style-type: none"> Advice / referral to HOD – Use of resource rooms and other teachers on corridor with relevant experience Persistent offences to be discussed with HOD & YH Recording of all instances on SIMS Involvement of Class Teacher 	<ul style="list-style-type: none"> Stern rebuke Extra work- Punishment Exercise Withdrawn to Dept Resource area Dept DT Subject Report Sheet ASDT/ contact parents Behaviour Support Sheet Withdrawal from Class Class Report Suspension Educ Psychology/Behaviour Support EA 	SUBJECT TEACHER CT HOD YH HPC refer to Principal

Issue	Offence / Description	Sanction	Staff
CORRIDOR MISBEHAVIOUR	<ul style="list-style-type: none"> Unruly and boisterous behaviour 	<ul style="list-style-type: none"> Stern rebuke BDT 	ALL STAFF
EATING IN CLASS	<ul style="list-style-type: none"> Chewing gum 	<ul style="list-style-type: none"> Immediate removal & Stern rebuke 	ALL STAFF
DEFIANCE	<ul style="list-style-type: none"> Deliberate refusal to obey teacher instruction Walking out of class Continued defiance 	<ul style="list-style-type: none"> ASDT Contact home Parent in school for interview Suspension if continual 	ALL STAFF HOD YH HPC refer to principal
FORGED NOTES/ PHONE CALLS	<ul style="list-style-type: none"> Using someone else other than parent/carer to write or phone in a reason for absence 	<ul style="list-style-type: none"> ASDT Parent informed 	YH
FIRE ALARM	<ul style="list-style-type: none"> Setting off fire alarm 	<ul style="list-style-type: none"> Suspension 	VP PRINCIPAL
FIREWORKS	<ul style="list-style-type: none"> Bringing into school/having on your person/throwing – setting off on premises 	<ul style="list-style-type: none"> ASDT Suspension 	YH HCP refer to principal
GRAFFITI	<ul style="list-style-type: none"> If possible, made to remove it after school. (Check with Caretaking Staff) Care must be taken with Health & Safety issues Alternative is ASDT sanction 	Under Supervision <ul style="list-style-type: none">ASDT	YH HPC
IT ISSUES	<ul style="list-style-type: none"> Website interference/equipment misuse/inappropriate web site 	<ul style="list-style-type: none"> Parents contacted ASDT Suspension 	ALL STAFF HOD IT
INSOLENCE	<ul style="list-style-type: none"> Cheekiness Inappropriate language Disobedience Persistent/Repeated 	<ul style="list-style-type: none"> Refer to Classroom Disruption section 	SUBJECT TEACHER HOD YH HPC
LATENESS	<ul style="list-style-type: none"> Any pupil deliberately late for class at any stage during the day 	<ul style="list-style-type: none"> Record on SIMS and monitor Persistent - BDT 	ALL STAFF

Issue	Offence / Description	Sanction	Staff
MOBILE PHONE	<ul style="list-style-type: none"> • Use of phone during school hours • Use of a camera phone for transferring inappropriate images • Refusal to adhere to classroom rules re phones 	<ul style="list-style-type: none"> ○ Confiscation and contact parent ○ Phone left in office for parent ○ Refer to YH 	ALL STAFF YH
OUT OF BOUNDS	<ul style="list-style-type: none"> • Area defined as being outside immediate school perimeter ie school buildings & playground 	<ul style="list-style-type: none"> ○ BDT 	ALL STAFF
OFFENSIVE WEAPONS	<ul style="list-style-type: none"> • Ranging from snooker cues to hammers/knives or anything that is deliberately being used inappropriately as a weapon 	<ul style="list-style-type: none"> ○ Incidents of this nature should be treated as very serious and should be immediately referred to the Principal / Vice Principals. 	VP PRINCIPAL
RACIAL ABUSE/ HOMOPHOBIC	<ul style="list-style-type: none"> • Any form of comment/remark 	<ul style="list-style-type: none"> ○ Suspension 	YH HPC refer to principal
SECTARIANISM	<ul style="list-style-type: none"> • Any form of comment or remark • Written slogans on schoolbags/books etc 	<ul style="list-style-type: none"> ○ Removal of written slogans ○ Extra work ○ Inform parents ○ ASDT ○ Suspension 	YH HCP refer to principal
SMOKING/ VAPING	Smoking / eCigs on the School premises	<ul style="list-style-type: none"> ○ Extra Work ○ BDT ○ Suspension 	YH HCP refer to principal
SPITTING	On school or other pupils property	<ul style="list-style-type: none"> ○ Clean up mess ○ Pay cleaning bill if on pupils clothes/property 	YH
SWEARING 1	Directed towards a member of staff	<ul style="list-style-type: none"> ○ Suspension 	YH HCP refer to principal
SWEARING 2	Inappropriate/unacceptable language	<ul style="list-style-type: none"> ○ Stern rebuke to ASDT 	YH
THEFT	Of school or other pupils property	<ul style="list-style-type: none"> ○ Parents informed ○ Property/value of it replaced ○ If theft is serious or persistent – suspension 	YH HCP refer to principal

Issue	Offence / Description	Sanction	Staff
TRUANCY	Whole or part of the day.	<ul style="list-style-type: none"> ○ Whole or part of the day ○ EWO & parents informed ○ 1 day truanting – ASDT ○ Truanting/assembly – BDT 	YH HPC
UNIFORM/ MAKE UP	<ul style="list-style-type: none"> ● Persistently breaking the dress code ● Wearing training shoes to school ● Persistent offences to YH ● HD eyebrows 	<ul style="list-style-type: none"> ○ Immediate removal – If not, treat as defiance ○ Contact home ○ BDT ○ ASDT 	ALL STAFF YH
VANDALISM	Destroying school property or that of others	<ul style="list-style-type: none"> ○ Parents informed & damage paid for ○ ASDT/ depending on the gravity incident 	YH
<p>SUSPENSION * YEAR HEAD should place a suspended pupil on a Behaviour Support Sheet on SIMS after meeting with the parent upon return to school. This should act as an aid to reintegration into the classroom / school setting.</p>			

REWARDS PROGRAMME
ACROSS THE WHOLE SCHOOL





Parkhall Integrated College

Positive Behaviour Policy

Rewards/Positive Behaviour Working Party Calendar of Rewards			
	Category	Reward	By who
September	Monthly Attendance	Class Prize	VP/HOS
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
October	Monthly Attendance	Class Prize	VP/HOS
	100% Attendance – Prize Night	Certificate	VP/HOS
	Courtesy Award	Certificate top Boy and girl in each year group	HOY
	Academic Achievement	Trophies/Certificates etc – Prize Night	VP/HOS/BOG
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
November	Monthly Attendance	Class Prize	VP/HOS
	Attendance Individual Improvers	Certificate	HOY
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
December	Monthly Attendance	Class Prize	VP/HOS
	½ Year Attendance	Cinema Trip	VP/HOS
	Courtesy Award	Certificate top Boy and girl in each year group	HOY
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
January	Monthly Attendance	Class Prize	VP/HOS
	Termly Attendance Award	Certificate	VP/HOS
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
February	Monthly Attendance	Class Prize	VP/HOS
	Attendance Individual Improvers	Certificate	HOY
	Sports Assembly Awards	Various Vouchers	PE Dept
	Courtesy Award	Certificate top Boy and girl in each year group	HOY

	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
	Academic Tracking Award	Certificate	HOY and C.T
March	Monthly Attendance	Class Prize	VP/HOS
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
April	Monthly Attendance	Class Prize	VP/HOS
	Courtesy Award	Certificate top Boy and girl in each year group	HOY
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
May	Monthly Attendance	Class Prize	VP/HOS
	Attendance Individual Improvers	Certificate	HOY
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY
June	Monthly Attendance	Class Prize	VP/HOS
	½ Yearly Attendance	Cinema Trip	VP/HOS
	Individual high attendance award	Day Trip/Outdoor Pursuits	VP/HOS
	Sports Assembly Awards	Various Vouchers	PE Dept
	Courtesy Award	Certificate Top boy and girl in each year group	HOY
	Departmental Academic Achievements	Rewards Cards/Stickers random Spot Prizes	All class teachers and HOD
	Improving Behaviour	Box of discretionary Rewards	HOS and HOY