

LARNE GRAMMAR SCHOOL
PROMOTING POSITIVE
BEHAVIOUR 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 support) 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 and Bullying Policy.

SECTION A - Attendance/Absence/Exeat

1. Pupils should aim to arrive on time (8.50 am). 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 4th occasion on which they are late to indicate that a detention will be issued on the 5th 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.

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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 exit 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. Clips and bands used to keep hair neat and tidy should be of a plain colour in keeping with the school colours e.g. white, black, navy or maroon, and should not include decorations such as bows, bobbles etc.
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

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- 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 (see 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 a mark of '0' 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.

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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:-

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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.

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

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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.

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 (this is under review):

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.

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- (ii) For the 1st and 2nd offences a verbal warning should be given and a record kept.
- (iii) On the 3rd 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 4th 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 5th 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.
The pupil will be referred to the mentoring programme for support with homework which will take place after school for one hour. Pupils failing to submit homework in one subject will remain on Monday, two subjects Monday & Tuesday, three Monday to Wednesday and four Monday to Thursday. Any pupil who has failed to submit homework on at least five occasions in more than four subjects will be deemed as failing to comply with school regulations will attract sanctions in keeping with unacceptable behaviour.

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.

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

- (i) Pupils should be given two chances for such offences.
- (ii) For the 1st and 2nd offences a verbal warning should be given and a record kept.
- (iii) On the 3rd offence the Conduct Card should be signed.
- (iv) For the 4th 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 5th 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

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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 6th signing. This will be recorded on the pupil's card and on the computer system.
 - (ii) Each 5th 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.

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.