

Our Lady and St Patrick's College, Knock



Positive Behaviour Policy

Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Statutory	7 th June 2023	May 2023	May 2021	May 2025	Ms McCarthy

Related Documents and Location

1. Anti-Bullying Policy
2. Special Educational Needs Policy
3. Educational Visits Policy
4. Child Protection/Safeguarding Policy
5. Drugs Policy
6. Suspension and Expulsion Policy
7. Homework Policy
8. eSafety and Digital Technology Policy

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1. Mission Statement and Key Values

“Our Lady and St Patrick’s College, Knock cares for young people in a way that encourages them to develop to their full potential within a supportive Christian community. We seek to prepare our students to play an active and responsible role in society, and to use their talents for the service of others”.

We acknowledge that every individual in the College community is worthy of unconditional respect. We recognise the right of every individual to be educated and to educate in a safe and caring environment. We seek to uphold that right and to provide such an environment for students and staff alike.

Our five Key Values are: Care, Inclusion, Respect, Trust and Safety. This Positive Behaviour Policy is based firmly on these Key Values and the Statements of Principle outlined below.

2. From Values to Statements of Principle

Care: At OLSPCK, as a Catholic College, we seek to nurture a ***caring culture*** of supported ambition. We have high expectations with respect to behaviour and the hard work that is required for all to realise their full potential. Everyone in the College will be supported to meet these expectations in a caring environment. We show our care by being sensitive to one another’s differing emotional and practical needs and by being committed to meeting those needs with positive support.

Inclusion: At OLSPCK, we are ***fully inclusive*** of all and we celebrate together our diversity and our commitment to equality. Inclusion demands that there is a level playing field for all to achieve, regardless of natural privilege or social position, and for each to realise their full potential. We create an inclusive culture by taking positive action that seeks to overcome any obstacles that make it more challenging for some to achieve self-confidence, self-respect and self-esteem as a result of social circumstance or bad fortune.

Respect: At OLSPCK, we embed the value of ***universal respect*** in all that we do. Each member of the community is respected for the different contributions each of them brings to the life of the College, as a student, teacher, member of staff, parent or other stakeholder. We show our mutual respect by engaging with one another in ways that demonstrate our willingness to listen to differing views and to consider all matters together in a patient, reflective and considerate manner.

Trust: At OLSPCK, we create an ***atmosphere of trust***. If we are to flourish, we all need to feel confident that we can be trusted to contribute positively in our differing ways to the life of the College. We show our trust by treating everyone with consistent fairness, by respecting confidences and the privacy of others, and by demonstrating that openness and honesty will be rewarded with warm support.

Safety: At OLSPCK, everyone enjoys the right to work, study and play in a ***safe***, caring, respectful, trusting and inclusive ***environment***. If each of us does not feel safe, then we cannot benefit from the efforts we are making to embed our other key values into our culture. We show our commitment to safety by demonstrating very clearly that socially unacceptable or bullying behaviour towards any other member of our College community will not be tolerated.

3. Aims

- To promote a collective sense of responsibility among all students and staff for upholding high standards of behaviour.
- To create a positive, well-ordered and safe environment in which effective learning and teaching can take place.
- To promote mutual respect between staff and students.
- To encourage positive, respectful attitudes towards others, both in the College and in the wider community.
- To prevent and address bullying behaviour.

- To develop students' self-discipline and sense of responsibility.
- To promote respect for authority among students.
- To promote students' self-confidence and self-esteem.
- To promote respect for the College environment.
- To ensure consistency in the administration of rewards and sanctions.

4. Links to Other College Documents

- the Classroom Code of Conduct
- the Code of Conduct for Corridors
- the Merit System (Junior and Senior School)
- the Stepwise Approach to Student Behaviour Management
- the Code of Conduct for Students/Leaders on an Educational Visit
- the College Rules for Students

5. Roles and Responsibilities

Subject Teachers

Subject teachers are responsible for managing the behaviour of their classes. They are encouraged to use the Stepwise Approach to Student Behaviour Management and the Merit System in order to regulate and modify the behaviour of students in the classroom. The Subject Teacher may wish to involve the Head of Department when disciplinary issues persist in the classroom. The Subject Teacher should refer any student whose behaviour or work is persistently unsatisfactory to the Tutor.

Sanctions to be used by Subject Teachers:

- A note to parents in the Student Planner
- Parental Support Letter
- Extra work related to the subject, e.g. vocabulary or an essay (350 words maximum)
- Loss of Merit

Tutors

Students whose behaviour is persistently unsatisfactory or who have an unsatisfactory record of work, attendance or punctuality should be referred to the Tutor. Tutors will deal with such issues by means of individual interviews, counselling, target-setting, communication with parents and/or parental interviews. If a Tutor finds there is no improvement within 2 weeks, or if the issues are presenting in a number of subjects, the student should be referred to the Head of Year.

Additional sanctions to be used by Tutors:

- Lunchtime Detention

Heads of Year

The Head of Year will deal with such issues by means of individual interviews, target-setting, counselling, communication with parents, parental interviews and/or Daily Report. Heads of Year will regularly monitor Merit Records in order to identify students whose behaviour is persistently unsatisfactory.

Additional sanctions to be used by the Heads of Year:

- Lunchtime Detention
- Daily Report
- After School Detention

Heads of School

If a Head of Year finds there is no improvement, the student should be referred to the Head of School. The Head of School will deal with such issues by means of individual interviews, target-setting, counselling, communication with parents, parental interviews and/or Daily Report.

Outside agencies may be involved when appropriate.

Sanctions to be used by Heads of School

- Lunchtime Detention
- Daily Report
- After School Detention

Counsellors/Pastoral Support Team

One of the strategies used to promote positive behaviour is to refer students whose behaviour is persistently unacceptable to the Counselling Service or the Pastoral Support Team in the College.

Vice Principal (Pastoral)

Heads of Year and Heads of School liaise directly with the Vice Principal (Pastoral Care) over serious or persistent breaches of discipline and serious or persistent work related issues.

Serious misdemeanours should always be referred to the Vice Principal (Pastoral Care). The Principal will be kept informed.

The Principal

A student may be suspended from the College only by the Principal in accordance with the College's Suspension and Expulsion Policy.

Board of Governors

A student may be expelled from the College only by the Board of Governors in accordance with the College's Suspension and Expulsion Policy.

Note: The Principal and the Chairperson of the Board of Governors will be defined as including any other person who is for the time being performing those duties.

Parents/Carers

Close cooperation between home and school is essential in order to maintain high standards of behaviour. Parent/Carers have the right to expect timely and adequate information from the College, to be given the opportunity to present their views to College staff and to be confident that their children are being treated fairly and with respect by College staff. In turn, parents are asked for their support and cooperation when College staff are dealing with disciplinary matters.

Parents/Carers are expected to ensure that their child:

- Attends school regularly;

- Arrives at school punctually for Registration at 9.20 am;
- Attends throughout term times;
- Wears full College uniform;
- Abides by College rules;
- Completes all homework set;
- Shows respect to all others in the College Community.

Parents/Carers should sign homeworks and the Student Planner when requested to do so as an indication that they support subject teachers' efforts to maximise academic performance. When a student is placed on Daily Report parents are expected to sign the report every day.

College Prefects

Senior Prefects and Prefects are appointed in Year 14. After training they are responsible for supervising students on school buses and at other times when required. Senior Prefects and Prefects report students to the Vice Principal (Pastoral Care). They are not permitted to impose sanctions.

6. Rewards

Positive behaviour should be encouraged and reinforced by appropriate rewards. Rewards may take many forms including:

- Encouraging comments made verbally or written on students' work.
- Positive comments on Lesson Monitor.
- Public words of praise given in the classroom or at Assembly.
- Recognition of achievements either at Assembly, in Communiqué or on College social media.
- Gold Merit Awards and certificates of achievement at Junior/Senior/Upper School Awards Ceremony.
- Display of students' work either in the classroom or on plasma screens or on corridor noticeboards.
- Use of school reports to comment favourably on academic work, behaviour, attitude and involvement in College life.

7. Merit System

The College Merit System promotes positive behaviour through the awarding of individual (Year 8-12) and whole class merits (Year 8-10). The vast majority of our students work hard and cooperate with staff. The purpose of the Merit System is to recognise and reward them. Consistency in using the Stepwise Approach to Student Behaviour Management is vital. Students must be given an opportunity to accept responsibility for modifying their behaviour before being noted on Lesson Monitor.

Individual students will be given a certificate when they achieve the stipulated targets set. Gold certificates will be awarded at the Junior/Senior School Award Ceremony.

Year 8	Years 9 and 10	Year 11 and 12
Bronze Merit - 70% merits	Bronze Merit - 70% merits	Bronze Merit - 70% merits
Silver Merit - 80% merits	Silver Merit - 80% merits	Silver Merit - 80% merits
Gold Merit - 90% merits	Gold Merit - 90% merits	Gold Merit - 90% merits

8. Sanctions

Teachers have authority to discipline students for unacceptable behaviour which occurs in school and, in some circumstances, outside school. Teachers have authority to discipline students who break the College Rules or who fail to follow a reasonable instruction. Teachers have authority to discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on educational visits.

Sanctions must be proportionate to the misdemeanour. In determining whether a sanction is reasonable, account must be taken of the student's age and any special educational need or disability he/she may have.

Members of staff who deal most frequently with disciplinary issues, i.e. Tutors, Heads of Year, Heads of School and the Vice Principal (Pastoral Care) will determine the appropriate sanction for misdemeanours.

The College uses the following range of sanctions:

- Reprimand and warning
- A note to parents written in the Student Planner or on a piece of work
- Sanction essay
- Loss of Merit - Sanctions for repeated loss of Merits are outlined in Appendix 1 (Page 8)
- Loss of privileges, e.g. use of the Sixth Form Common Room.
- Lunchtime detention
- After-school detention
- Attendance at school during INSET training/student holidays
- Remuneration for damage to the property of another student
- Restitution, e.g. cleaning up mess/graffiti.
- Restriction to a defined area in school or on the bus
- Removal of privileges (extra-curricular activities/school trips)
- Not permitted to represent the College on sports teams/extra-curricular activities
- Disciplinary meeting with the Principal and Vice Principal
- Alternative transport arrangements
- Suspension
- Expulsion

9. Failure to Complete Homework

Regular homework is central to student learning and maintaining high standards within the College. Timely completion of homework promotes self-discipline, organisational skills, personal responsibility and independent learning. Failure to complete homework on a regular basis is unacceptable.

As per Appendix 2 (Page 9), students who miss homework deadlines will receive lunchtime/after school detentions and parents will be informed. Parents will be invited to attend an interview with the Head of Year/School when a student misses ≥ 20 homeworks. Students who miss ≥ 30 homeworks will be recommended for suspension from the College.

10. How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy, please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Complaints Procedure which is available on the College website at www.knock.co.uk. Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 8 of the Complaints Procedure.

Signed: Mr Leo O'Reilly
(Chairperson of Board of Governors)

Date: 7th June 2023

Signed: Miss Deborah McLaughlin
(Principal)

Date: 7th June 2023

Merit System - Sanctions

	Merit Loss	Sanction (Behaviour Points)
Behaviour (B)	1 x B	Sanction Essay
	2 x B	1 Lunchtime Detention (1 point)
	Every Subsequent B	1 Lunchtime Detention (1 point)
	4 x B	Referral to Head of Year
Homework (H)	5 x H (Stage 1)	1 Lunchtime Detention (1 point)
	Next 5 x H (Stage 2)	1 Lunchtime Detention (1 point)
	Next 5 x H (Stage 3)	2 Lunchtime Detentions (2 points)
	Next 5 x H (Stage 4)	1 After School Detention (3 points)
Equipment (E)	5 x E	1 Lunchtime Detention (1 point)
	Next 5 x E	1 Lunchtime Detention (1 point)
Punctuality (P)	5 x P	1 Lunchtime Detention (1 point)
	Next 5 x P	1 Lunchtime Detention (1 point)
Uniform (U)	5 x U	1 Lunchtime Detention (1 point)

- These sanctions will be applied when a student misses 5 or more homeworks per term.
- The 6 stages of Homework Sanctions continue for the academic year.
- A missing book containing homework should be recorded as 'H'.
- Sanctions for Year 8 start after Halloween mid-term.

Homework Sanctions

1 Lunchtime Detention	=	1 Behaviour Point on SIMS
1 After School Detention	=	3 Behaviour Points on SIMS
1 Day Suspension	=	12 Behaviour Points on SIMS

Stage	Behaviour Points to Date Sanction (Accumulated Sanctions to Date)	Action	Number of Homeworks
Stage 1	1 Behaviour Point for No Homework 1 x LTDT (1 x LTDT)	By subject teacher and Tutor	≥5
Stage 2	2 Behaviour Points for No Homework 1 x LTDT (2 x LTDTs)	Student interview with Tutor	≥10
Stage 3	4 Behaviour Points for No Homework 2 x LTDTs (4 x LTDTs)	Student interview with Head of Year Letter sent home by Head of Year	≥15
00St age 4	7 Behaviour Points for No Homework 1 x ASDT (4 x LTDTs + 1 x ASDT)	Student interview with Head of School Letter sent home by Head of School	≥20
Stage 5	10 Behaviour Points for No Homework 1 x ASDT (4 x LTDTs + 2 x ASDTs)	Head of Year/Head of School Interview with Parents	≥25
Stage 6	22 Behaviour Points for No Homework 1 Day Suspension (4 x LTDTs + 2 x ASDTs + 1 Day Suspension)	1 Day Suspension	≥30

College Rules for Students

The College is committed to providing a positive, well-ordered and safe environment in which effective learning and teaching can take place. As representatives of Our Lady and St Patrick's College, Knock, students are expected to show respect and behave responsibly at all times, both in the College and in the wider community. They should avoid saying or doing anything which may bring the College into disrepute. All students must adhere to the College Code of Conduct for both the classroom and the corridors. College expectations of positive behaviour extend to students travelling to and from the College.

1. POSITIVE BEHAVIOUR

- a. Students must be well behaved while going to and from the College. Any behaviour, even outside school hours, which would bring discredit on the College will be treated very seriously.
- b. Students must obey the instructions of staff (both teaching and support staff) at all times, and Prefects/Mentors when they are carrying out their duties.
- c. Students may not use the name of the College for events, or in any other circumstances, unless they have obtained permission from the Principal.

2. UNIFORM

- a. Students must wear the full uniform in the College, going to and from the College and at all College functions and representative events, unless otherwise permitted by the Principal.
- b. Students must adhere to the College regulations regarding their personal appearance as stated in the Uniform Policy.
- c. Students returning home after extra-curricular sporting activities are permitted to wear full uniform or the College PE Uniform.

3. TRAVEL

- a. When travelling on school buses students are required to remain seated, wear a seatbelt (if available) and take direction from Prefects.
- b. Students who wish to drive cars or ride bicycles or motorbikes to the College must apply for permission using the appropriate form obtainable from the Students Office. Students must observe all rules stated in the Application to Bring a Car to the College. Students who park on College grounds do so at their own risk. The student must display an approved Parking Permit on the dashboard of the vehicle.
- c. Parking spaces for students are limited. Where a space cannot be found the student should park legally off College grounds. The College accepts no responsibility for loss or damage to vehicles parked on College grounds.

4. SCHOOL ROUTINES

- a. Students are required to arrive at the College at or before 9.20am for Registration. Students must enter the College via the Students Entrance beside Languages.
- b. Students who arrive after Registration must firstly report to the Students Office, sign in, and report to their Head of Year immediately.
- c. Students must attend all classes or study periods as set out in their timetable.
- d. Students are not permitted to enter a classroom without a teacher's permission. They must line up in single file in the corridor.
- e. Schoolbags, books, PE kit, etc. should not be left on the floor in corridors. Students must use the designated bag store for their year group and ensure that their bag is placed securely on the shelves provided.
- f. Students are forbidden to leave the College grounds for any reason between the time they arrive (by bus/car/foot) and the end of the school day (3.35pm).

5. TOILETS

- a. Students must only use the designated toilets for their year group.
- b. Students may visit the toilets during break/lunchtime or before Registration. Permission from a teacher is required at other times.
- c. Students are forbidden to loiter in the toilets.
- d. PE toilets are only to be used by PE students during their PE class.

6. ABSENCE

- a. Students who are absent for any reason must, on their return to the College, give their Tutor a written explanation from their parent/guardian.
- b. If the absence lasts for three days or more, the parent/guardian must inform the Students Office by telephone. The letter of explanation is still required even when a telephone call has been made to the College.

7. EARLY DEPARTURE OR FEELING UNWELL

- a. Students who need permission to leave the College during the school day must not leave the College without taking the following steps:
 - They must bring in a signed written note from a parent/guardian indicating the time and reason for the request for early departure.
 - The student should report to his/her Head of Year/School at 9.20am with the note which must be counter-signed by that member of staff.
 - The student must sign out and leave the note in the Early Departure Book outside the Students Office before leaving the College.
- b. Students who feel unwell should alert their class teacher who, if necessary, will contact the College First-Aider. Students should otherwise remain in the classroom until break/lunchtime and report to the Medical Room for assistance at the start of break/lunchtime. Students should not make contact with parents prior to reporting to the Medical Room. College staff will make contact with parents. Students who need to take medication in the course of the school day should report to the Medical Room.

8. LEARNING AND JCQ GUIDELINES

- a. Students must participate fully in the learning activities devised by their teachers. This includes engaging in online learning, when appropriate, and completing homework assignments to a high standard.
- b. It is the responsibility of a student who misses class for any reason, e.g., music lesson, sport, to find out what work he/she has missed and to catch up both on classwork and homework.
- c. College IT facilities must only be used in line with the College eSafety and Digital Technology Policy including Acceptable Use of Digital Technology - Students.
- d. Students are required to adhere to all JCQ guidelines for examinations, coursework and controlled assessments. In particular, all students in Years 8-14 should not copy work or make their work available for copying to other students.

9. PROPERTY

- a. Valuable items should not be brought to school. The College does not assume any responsibility for loss of, or damage to, students' personal belongings.
- b. Textbooks are the property of the College. They must be kept in good condition and returned to the College when requested.
- c. Any accidental damage to College property must be reported immediately to a member of staff.
- d. Students who vandalise College property or the property of staff or other students may have to pay restitution in addition to any other sanction applied.
- e. Students must have their names inscribed on the following items:
 - all books and stationery
 - all items of clothing
 - PE uniform and footwear
 - calculators and pencil cases
 - schoolbags
 - USB pens

10. MOBILE PHONES

- a. Students are forbidden to contact their parents by means of their mobile phone during the school day. Should they need to contact parents, this can be done through Reception.
- b. Mobile phones/digital devices must not be switched on at any time during the school day with the following exceptions:
 - Year 13/14 students may use mobile phones/digital devices in the Common Room and the Study/Library for educational purposes only.
 - Students may use mobile phones/digital devices in class for educational purposes if directed by the class teacher.
- c. Students are forbidden to take photographs or recordings with mobile phones/digital devices except for educational purposes under the direction of a teacher.

11. DINING HALL AND STUDENT PURCHASES

- a. In the Dining Hall, students are expected to line up in single file and cooperate with/show respect to all supervisory staff.
- b. Students are responsible for clearing their table at the end of every break/lunch.
- c. Students are forbidden to buy any item from each other or sell any item to each other while in school, on the school bus or at the bus stop unless permitted to do so by a teacher.

12. EXTRA-CURRICULAR ACTIVITIES

- a. Participation in extra-curricular activities, including sport, is a privilege extended to students. This privilege may be withdrawn by the appropriate Head of School/Vice Principal if a student fails to apply him/herself fully to academic study, fails to meet the standard of behaviour expected of students or behaves in an inappropriate manner whilst participating in extra-curricular activities.
- b. Students who are selected to represent the College in extra-curricular sport must wear the full College PE Uniform. Students who do not adhere to the above will not be permitted to represent the College.

13. COLLEGE PREMISES

- a. Ball games may be played only in the designated areas (3G pitch, basketball court, table tennis, grass pitch). Students must follow Rules for 3G Pitch and appropriate footwear must be worn at all times. Students must only enter the grass pitch/3G pitch area when a supervising member of staff is present.
- b. Students must put all litter into the bins provided.

14. OUT OF BOUNDS

- a. Students are not permitted to be in the College outside school hours (8.30am-3.35pm) unless supervised by a member of staff. Students who have received permission to remain on College grounds outside school hours are forbidden to leave the College grounds until they are ready to return home.
- b. The areas stipulated below are out of bounds to students, unless under the supervision of a member of staff. These include:
 - Grass pitch
 - 3G pitch
 - Bus area
 - Tennis courts
 - Wildlife gardens
 - Amphitheatre (including the roof terrace)
 - The area behind Technology
 - The area behind the Sports Hall
 - The area between the 3G pitch and Gilnahirk Primary School/Gilnahirk Road.
 - The PE corridor

15. PROHIBITED ITEMS

- a. Illegal Drugs/Solvents/Alcohol: In accordance with the College Drugs Policy, students are forbidden to be in possession of or to have used or consumed illegal drugs, solvents or alcohol either in the College or travelling to and from the College and at any College-related function. Any infringements of these rules are regarded as serious and will result in disciplinary action and possibly expulsion.
- b. Students are forbidden to bring to the College any item that is not required for their work in the College. In particular, they are forbidden to have in their possession the following items:
 - knives
 - vapes
 - cigarettes, tobacco, nicotine containing products (e-cigarettes), alcohol, illegal substances
 - matches or lighters
 - laser pens
 - chewing gum
 - computer games
 - nail polish
 - whistles
 - energy-drinks
 - water balloons/pistols

16. It is the duty of a student to ensure that his/her parents inform the College immediately, in writing, of any change in address, contact telephone numbers or email.

These rules are subject to amendment by the Principal. In all cases, the Principal reserves the right to apply what she considers to be the most appropriate sanctions in relation to any incident/behaviour which is deemed unacceptable.