

Policy on Behaviour and Discipline

As a Catholic school we seek to ensure that all aspects of school life are firmly rooted in Christian principles. In particular, we accept that every child in our school is an important human person, created by God and entrusted to us by parents. We also accept that every teacher is an important person and a professional, entitled to the support and respect of children and parents. The discipline policy of Lumen Christi College is based on the development of caring relationships among pupils, parents, teachers and support staff.

AIMS

The Policy supports the delivery of the school's mission statement and is an integral part of the curriculum in practice. It should be read in conjunction with the Anti-Bullying and Pastoral policies and the rewards programme of the college's Merit System. The policy seeks to:

- * develop our pupils' sense of responsibility, self-discipline and respect for others and themselves
- * create an ordered and caring environment in which effective learning and individual growth is promoted
- * ensure that staff, pupils and parents are aware of the school's expectations of behaviour
- * provide guidelines and principles to promote positive relationships
- * provide guidelines and principles to deal with unacceptable behaviour

PROMOTING GOOD BEHAVIOUR

GOOD RELATIONSHIPS

It is our belief that good discipline is based, first and foremost, on good relationships between staff and pupils and high expectations of pupils in terms of behaviour and work. These principles extend to the interaction of the whole school community and Lumen Christi College seeks to promote its aim of being a "listening school" in the development of friendly relationships at all levels.

CONTRIBUTION OF STAFF TO GOOD DISCIPLINE

The professional conduct of all staff is of central importance for effective discipline. Positive teacher influence stems from attitude, character, example, teaching skills and the rapport established with pupils. In return, teachers have the right to be allowed to teach, to be listened to and to expect the full support of parents and pupils in upholding the school's standards. Support staff will treat all students with courtesy and professionalism and in turn may expect to be treated at all times with respect and dignity.

Teacher - Pupil Relationships:

WHOLE SCHOOL

Teachers will -
Greet pupils on coming to class
Call all pupils by their Christian names
Listen to pupils and respect what they have to say
Consider pupils' intentions as well as their actions
Value individuality
Deal diplomatically with anti-social behaviour
Meet pupils in extra-curricular activities
Praise pupil achievement as often as possible
Use the pastoral period to discuss implications of rules
Reward good behaviour in and out of classroom
Avoid discussing individual incidents or pupils openly with uninvolved staff

CLASSROOM PRACTICE

Teachers will -
Arrive punctually to class
Plan lessons with clear aims and objectives
Share learning outcomes and success criteria with pupils
Maintain high, realistic expectations of pupils
Establish a purposeful, listening environment
Check for and record absentees
Insist on silence when teaching to whole class
Move around the classroom
Be consistent and fair

CONTRIBUTION OF PUPILS TO GOOD DISCIPLINE

Pupils have the right to be taught effectively in a proper environment, to experience a well-balanced curriculum and to be treated positively and fairly. In return, they are expected to be co-operative and well mannered, to respect others and to contribute positively to school life. They must be familiar with the Code of Conduct in their Student Planner and its implications for their behaviour.

The Code of Conduct is intended to be a positive encouragement towards caring for others. Within this framework, teachers will seek to draw pupils towards an understanding of a range of important issues through discussion in the pastoral programme, at registration and in conversation at break or lunchtime. Pupils will be encouraged to see the relevance of the school rules and parents will be informed of all such rules.

The school rules protect the rights and responsibilities of pupils, parents and teachers.

SCHOOL RULES

Travelling to and from the College

1. Students must wear the full school uniform in the College, whilst travelling to and from the College and at all College functions, unless otherwise permitted by the Principal. (See uniform policy for full details.)
2. All students are expected to be well behaved in the College, whilst travelling to and from the College and when in school uniform.

The School Day

3. Registration begins at 9.05 am (9 am on Wednesdays) so all students should be present in the College at 8.55am (8.50am on Wednesdays). Students who arrive late must report to their Form Teacher and if later than 9.20am to Reception. A pattern of lateness will result in detention.
4. Lockers are provided for students in Years 8-12 and these are to be used as directed by Form Teachers. Students are not permitted in locker areas during class times and all books and bags must be stored in the locker provided.
5. Students must attend the classes, study periods and Assembly rota as set out in his/her timetable.
6. Students line up in an orderly fashion in the corridor and must not enter a classroom without the teacher's permission. If a 'cover teacher' does not arrive within 5 minutes of the beginning of the lesson the form captain, vice captain or class representative should contact Reception.
7. The Student Planner is used to record homework and students must ensure it is signed weekly by Parents/Carers and immediately when a comment is entered by a subject teacher.
8. If a student misses class due to a music lesson, sporting activity etc. he/she is expected to find out what work has been missed and catch up in advance of the next lesson.
9. Textbooks are the property of the College (unless otherwise stated) and must be kept in good condition and returned as required by the subject teacher. Lost textbooks etc will incur a cost.
10. Students must bring the books and stationery required to complete their work in class.
11. Students should visit the toilets before registration and at break time / lunchtime only. Students requiring to leave class to go to the toilet must have written consent from their teacher.
12. Students are not permitted to leave the College grounds without the permission of a Form Teacher in receipt of a note from a Parent/Carer and having signed out through Reception.
13. Students must follow the instructions of staff at all times and of Prefects while on duty as requested.
14. Students must not be in possession of E-cigarettes/cigarettes or alcohol on school premises or en route to and from school.

Extra-Curricular Club attendance

15. The College offers a wide range of Extra-Curricular Clubs. Students who attend these must be registered at 3.40pm and no student should be in the College after 3.30pm unless attending a Club.

Sickness

16. If a student is unwell during a lesson, he/she should inform the teacher who will send the student to Reception if required and home will be contacted if deemed necessary. During break/lunchtime if a student is unwell he/she must report directly to reception.

Absences

17. If absent from school, a student, on his/her return must present the completed Absence Form to his/her Form Teacher.

Communications

18. The College Acceptable Use of the Internet Policy must be strictly adhered to at all times otherwise ICT facilities may be withdrawn.
19. Students are permitted to carry a mobile phone to school but it must be SWITCHED OFF as soon as the student comes into school in the morning until 3.30pm. Students are not permitted to take photographs, record videos etc using any mobile device.
20. Data collection forms are completed annually. Any changes to these details during the course of the academic year must be confirmed in writing to Reception immediately.

School Environment

21. Students are expected to keep all areas of the school tidy by using the litterbins provided. Accidental damage should be reported immediately to a member of staff. Any damage by a student(s) to College property or property of other students or staff will be billed and sanctions applied.

PARENTS' CONTRIBUTION TO GOOD DISCIPLINE

Close co-operation between home and school is essential for the maintenance of good discipline in schools. Parents have the right to expect adequate information, to be listened to and to know that their children will be safe, secure and properly taught. In return, they have the responsibility to send their children to school punctually, adequately prepared and smartly presented; to monitor their child's progress, to offer relevant information regarding personal and academic details, to meet with staff when necessary and to support school policies. They are expected to sign the Student Planner each week and to immediately acknowledge teacher comments/notes. They should attend all parents' meetings called by the school to discuss their child's progress or behaviour.

Parents are expected to ensure that their child:

- attends school regularly
- arrives for school on time (08:55) and remains in school until 15:30
- attends throughout designated term times
- is in proper uniform
- completes all homework set
- abides by school rules
- represents the school when requested to do so

Parents should sign formal homeworks when requested to do so as an indication that they approve of the standard of presentation of work submitted. Where a student is placed on Behaviour or Progress Report, parents should sign the report daily.

SANCTIONS

Working actively together, teachers, parents and pupils are able to focus on the positive rather than punitive side of discipline. It must be recognised, however, that there will be occasions when more serious breaches of discipline will occur and that some pupils will contravene school rules and accepted patterns of behaviour. Consequently, it is necessary to have a set of procedures and sanctions for dealing with such offences, clearly understood and agreed by all staff.

The sanctions to be employed in respect of indiscipline will depend upon the nature and seriousness of the misdemeanour. Persistent misbehaviour is regarded by the school as a serious breach of discipline liable to the most serious sanctions. Teachers will record in the Form Book /Lesson Monitor any misbehaviour and the punishments imposed, if relevant, for possible future referral. Teachers must inform parents via the Student planner of any misbehaviour or lack of work if these are considered to be serious.

Failure to abide by the stated rules of the school

There are key school rules within our code of conduct of which pupils are made aware at the beginning of each school year and a breach of such rules is thus regarded as sufficiently serious to merit specific sanctions

Pupils may have mobile phones in school for use in an emergency on the way to or from school or to contact parents after school hours. Mobile phones may not be used during the school day for any purpose and, if brought to school, must be switched off. Where a student is found to be using a mobile phone, the telephone will be confiscated and placed securely in the office; it will be returned on production of a signed note from the parent/carer to the appropriate Head of Key Stage the following day at 3.30p.m. (or, in the case of Friday, on the following Monday). Parents will be required to collect mobile phones should any subsequent misuse occur. The use of a mobile phone in school to take photographs is a serious breach of school rules liable to suspension.

Indiscipline may be work or behaviour related and may fall into one of three categories which will dictate the nature of the responses as identified below. The following examples are indicative only and should not be regarded as fully inclusive of pupil misbehaviour which would result in sanctions being imposed:

Incident	Examples	Likely Outcome
Minor Indiscipline	<p><u>Lack of compliance with expected standards of behaviour</u></p> <ul style="list-style-type: none"> • Lack of punctuality • Incorrect Uniform/poor personal presentation • Chewing gum/eating/drinking beyond designated areas/ • Failure to maintain student planner • Irresponsible behaviour in locker areas • Lack of co-operation in canteen • Discourtesy shown to fellow pupils/staff/visitors <p><u>Lack of positive participation in prescribed programmes of study</u></p> <ul style="list-style-type: none"> • Inattention/talking in class/failure to engage positively in group tasks/ failure to bring required books [incl. planner]/equipment to class • Poor maintenance of books and materials provided by teachers • Homework of poor standard/ not presented • Failure to co-operate with arrangements for controlled assessments /fieldwork etc., <p><u>Failure to follow instructions in school</u></p> <ul style="list-style-type: none"> • Inappropriate responses to any member of staff/senior prefects on duty 	Verbal reprimand/ note in daybook and/or Punishment Homework Matter reported to Form tutor via merit book/ Lesson Monitor

	<ul style="list-style-type: none"> • Failure to comply with general health and safety precautions in school and whilst travelling to and from school • Unauthorised use of mobile phone 	
Serious Indiscipline	<p>Recurring incidence of any of the above</p> <ul style="list-style-type: none"> • Wilful misbehaviour whilst travelling to and from school/on school trips • Dishonesty • Examination malpractice • Disrespect shown to any member of staff • Abuse of the internet • Bullying • Failure to attend for detention/examination • Vandalism • Truancy from class • Unauthorised taking of photographs of pupils/members of staff • Failure to comply with school rules relating to 'out of bounds' • Smoking/vaping or possession of E-cigarettes/cigarettes 	<p>Detention (informal & off record during school day <u>or</u> formal and recorded after school)</p> <p>Parents to attend interview - Exclusion from class</p> <p><u>or</u></p> <p>Saturday detention</p> <p><u>or</u></p> <p>Suspension - depending on seriousness and or frequency of incident</p>
Very Serious Indiscipline	<ul style="list-style-type: none"> • Physical assault on pupil or staff member • Vandalism • Misbehaviour likely to bring the school into disrepute e.g plagiarism of coursework • Possession of illegal substances • Possession of dangerous weapons • Repeated Bullying, Truancy, Smoking • Serious immoral conduct inc. abuse of internet • Distribution of indecent material • Persistent, deliberate misbehaviour • Foul language addressed to a member of staff • Publication of malicious, threatening or offensive material on internet/mobile phone 	<p>Suspension and/or expulsion</p>

In the event of a pupil being placed in detention, parents will be given twenty four hours notice of when the detention will take place; parents should sign the detention notice which will give the reason for and time of the detention period, to indicate that they are aware of the detention. Parents should note that the notice is for information only and not seeking parental permission. When a pupil fails to return a signed detention notice, a second detention may be given.

Suspension and expulsion

When a misdemeanour is of a serious nature or all other sanctions imposed have not succeeded, a pupil may be suspended from school. Parents will be asked to meet with the principal or vice-principal to discuss the suspension.

Expulsion of a pupil is the ultimate sanction for very serious misbehaviour. The Board of Governors reserve the right to decide what actions constitute such behaviour.

Conclusion

Lumen Christi College seeks above all to promote good discipline through the reinforcement of its ethos as a caring, listening college. Its primary aim is to negotiate difficulties initially with the pupil, then by involvement of parents. Through cooperation and consideration of the concerns of each party, it is hoped that the college can promote a safe, purposeful learning environment.

The Behaviour and Discipline Policy is reviewed biennially by the Leadership Team. Copies are made available to governors for review. Parents, pupils and staff are consulted on the policy through a biennial school audit and the Student Council will be asked to review the policy regularly. The policy seeks to implement the best practice outlined in the DENI document "Promoting Positive Behaviour".