



## **Positive Behaviour Policy**

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## 1. Introduction

At Methodist College equal opportunities are provided for all and the diverse talents of each of our pupils are appreciated, nurtured and celebrated. The development of intellectual curiosity, critical debate, active and independent learning and the pursuit of excellence are all valued.

Through the pursuit of curricular and extra-curricular activities, the College supports and promotes the belief in the importance of developing the whole person. Pupils are encouraged to be enthusiastic, confident and tolerant young people, who have respect for themselves and for others.

To facilitate active learning and where the uniqueness and development of each individual are of the utmost importance, it is crucial that a well-ordered environment is cultivated. Positive behaviour is seen as paramount in the achievement of the objectives of the College and is a common aim which should be shared by all pupils, staff and parents/carers.

To this end the College has formulated a Positive Behaviour Policy.

We believe that good behaviour should be regarded as the norm and should be universally understood as such. All members of the College community have a responsibility in ensuring that the principles of **respect for oneself, for others, and for our environment** pervade all that we do.

## 2. Aim

- To create a positive, productive and caring environment, where each pupil feels valued and respected, and can achieve his/her potential.

## 3. Objective

- To provide clear guidelines to all pupils, parents, carers and staff on the behaviour expected of pupils and associated procedures.

## POSITIVE BEHAVIOUR

### **4A. Rewards**

The ethos of encouragement is central to the promotion of positive behaviour in the College and all staff have a collective responsibility to contribute to positive behaviour management.

Pupils are valued as individuals and their achievements are recognised.

The following are rewards used in the College:

Rewards:

- Verbal praise from staff;
- Positive comments from staff in the homework diary;
- Positive marking of a pupil's work and written praise;
- Displays of pupils' work in the classroom, in the Department and in the wider school;
- Recognition of achievements in assembly, on College reports and in school publications and website;
- The award of an academic progress certificate by Head of Section;
- Prizes presented on Junior and Senior Prize Days;
- Selection as Prefects;
- The award of colours, honours and special awards for non-academic achievement.

Positive behaviour is promoted through the

- Responsibilities of Pupils (See Appendix B) and the homework diary;
- Form Assemblies and Tutor Group Assemblies;
- Personal Development Programme;
- Teaching and extra-curricular staff.

### **4B. Intervention**

The vast majority of pupils in Methody behave positively. Pupils who do not behave appropriately may have privileges withdrawn or sanctions applied. Guidance for teachers (see Appendix E) as to which type of sanction is appropriate for different misdemeanours is based on a hierarchy of misconduct. However, the specific context of the inappropriate behaviour has to be taken into account and professional judgement of staff is required accordingly. There is a set of procedures and sanctions for dealing with unacceptable behaviour. These sanctions include:

- Verbal warnings, repeated or extra work, community service
- 45 minute and 90 minute Friday detentions
- Principal's detention
- Suspension
- Expulsion

At each stage it will be made clear to pupils why they are being punished and that a record of their conduct may be kept.

The following will be regarded as serious offences (this list is not exhaustive) and will likely lead to one of the above sanctions being imposed:

**Respecting oneself:**

e.g. persistent minor offences; repeated failure to complete work; persistent lateness; truancy; misconduct during examinations, repeated failure to adhere to uniform regulations; possessing offensive material smoking (including smoking e-cigarettes); possession and/or use of alcohol, drugs or solvents.

**Respecting others:**

e.g. use of abusive language (in either spoken or written form); insolence, relaying offensive material; being inconsiderate towards others; assault; physical violence; bullying; distribution or sale of alcohol, drugs or solvents; fighting; interfering with the possessions of others; internet abuse; sexual misconduct; possession of a weapon; dangerous behaviour.

**Respecting the environment (both inside and outside the College):**

e.g. showing disrespect to the College environment, vandalism.

**Failure to complete a sanction may lead to a more serious sanction being applied.**

Unacceptable behaviour leading to the issuing of a detention will be recorded and monitored (by Form Staff) with 'points' assigned as follows:

45 minute (Stage 1) Friday detention	1 point
90 minute (Stage 2) Friday detention	3 points
Principal's detention	9 points

A 3<sup>rd</sup> Stage 1 detention will automatically become a Stage 2 detention.

A 3<sup>rd</sup> Stage 2 detention will automatically become a Stage 3 detention.

**Interviews:** In a single school year

any pupil accumulating 5 points will be spoken to by the Head of Form  
any pupil accumulating 7 points will be interviewed by the appropriate Head of Section and Head of Form.

any pupil issued with a Principal's Detention will be interviewed by the Principal.

any pupil accruing more than 9 points will be interviewed and monitored by the Head of Section and Vice Principal (Pastoral) in order to provide support to them to effect an improvement in their behaviour. Should the required improvement not be evident and the pupil accrues behaviour points beyond 18 the Principal will conduct an interview with the pupil and their parents/guardians. This may result in a more serious sanction being issued.

**Persistent Lateness**

The College regards punctuality as essential and views parental support in this matter as key. Procedures are in place to monitor pupil punctuality and to deal with persistent lateness. A pupil will, in the first instance, be issued with a ½ hour Friday morning detention or in the case of Sixth Form lose a 'free' period. Failure to address the matter will thereafter result in the detentions outlined above.

## **5. Detention and Exclusion**

### Friday Detention

Friday Detention is a serious sanction. Pupils may be given either a 45 minute detention or a 90 minute detention. A pupil may be put in a 45 minute detention by any member of staff; they may be put in a 90 minute detention by Heads of Department, Heads of Form or senior staff.

### Principal's Detention

A Principal's Detention is an extremely severe sanction issued by the Principal and will be held at a time and location, on College property, convenient to the Principal or delegated senior member of staff. It may take place during school holidays or designated staff/school development days.

### Suspension

Suspension is used for extremely serious breaches of discipline and can only be applied by the Principal, or the Senior Vice-Principal in the Principal's absence.

### Expulsion

The Board of Governors may expel a pupil and this is a sanction which will only take place following the correct procedures as laid down by DENI.

### Referral System

On a day-to-day basis, each member of staff is responsible for promoting positive behaviour. Issues relating to academic or other matters are dealt with by the teacher-in-charge in the first instance. If the matter cannot be resolved, or is of a more serious nature, it is referred to the appropriate Head of Department or Head of Form. If a problem continues, staff consult the relevant Head of Section or Vice Principal (Pastoral) and agree the action to be taken and by whom. Heads of Section refer issues to Senior Leadership Team when appropriate.

## **6. Monitoring and Evaluation**

On a day to day basis the Vice Principal (Pastoral) monitors the implementation of the policy which is reviewed at least once every three years by the Vice Principal in consultation with parents, pupils and staff. The policy will be altered to reflect changes in educational legislation and practice as appropriate.

**September 2019**

## **Appendix A** *Links to other policies*

The Positive Behaviour Policy takes cognisance of the following College documents and policies, which are available on the College website ([www.methody.org](http://www.methody.org)):

- Anti-bullying Policy
- Acceptable Use of ICT
- E-safety Policy
- Pastoral Policy
- SEN Policy
- Drugs Policy
- Child Protection Policy
- Health and Safety Policy
- Safe Handling Policy
- Code of Conduct for Staff and Volunteers
- Complaints Policy
- Regulations for pupils participating in school trips
- Uniform Regulations

## **Appendix B. Responsibility of pupils**

### **Attendance**

All pupils must:

- attend on every occasion that the school is in session, unless ill, or unless prior permission has been given;
- arrive in school no earlier than 8.25am, unless involved in a supervised College activity;
- arrive for Tutor Group Assembly (registration class) by 8.45am;
- bring a note of explanation from a parent/carer to their Tutor immediately on return to school after every absence unless a text has already been submitted via Schoolcomms;
- attend all classes, Assemblies, Games and activities as shown on individual timetables and rotas;
- remain on the school premises until the end of each school day (Sixth Form pupils are allowed to leave the school grounds at lunchtime but must return promptly for the start of the afternoon session).
- leave the College grounds within ten minutes of their last supervised activity;
- if feeling ill during the course of the school day, go to the Sanatorium (going home without permission from the College Nurse or a senior member of staff is not permitted);
- if present in school but unable to take part in school Games or Physical Education classes, bring a letter of explanation from parents/carers to the Head of the Physical Education Department;
- request permission from teachers prior to being absent from class;
- wear uniform in line with College Uniform Regulations at all times when uniform is worn. See Uniform Booklet or website.

### **Attitude and behaviour**

All pupils must:

- set high standards of behaviour for themselves, both inside school and on the journey to and from school, or when involved in school activities;
- take responsibility for their behaviour, attitude and appearance at all times;
- show courtesy and consideration for all other pupils, teaching and ancillary staff, and visitors to the College at all times.
- observe and adhere to all safety instructions given to them;
- arrive in each class on time, with the correct materials and resources and with all necessary preparatory work and homework completed on time to the best of their ability;
- follow instructions given by all teachers, ancillary staff and College Prefects at all times;
- take responsibility for their own possessions and belongings, ensuring that where possible, all are clearly marked with their name;
- report any accident or breakage immediately to a member of staff;
- take responsibility for valuable possessions brought into school.

Pupils must not:

- use offensive language or act in an offensive or violent manner towards any other person;
- bring into school any item or substance which will contravene school regulations such as alcohol, illegal drugs or any substance which has an intoxicating or hallucinatory effect (smoking/vaping e-cigarettes is strictly forbidden in all circumstances), both inside school and on the way to and from school and school activities);
- borrow, use or take away any item belonging to another person without clear permission;
- intentionally damage College property or that belonging to another person;
- eat or drink in class, assembly, corridors, locker areas or in study areas (pupils are permitted to drink still water in class only with the permission of their teacher);
- have mobile devices switched on in class or assembly or use such in the corridors except at break and lunchtime or with the express permission of a member of staff;
- record or send an image or sound without the permission of a member of staff and the people being recorded;
- bring into school knives, other weapons or any dangerous item;
- **interfere with fire extinguishers or fire alarms.**



## **Appendix C** *Responsibilities of Parents and Carers*

The rôle of parents and carers in the educational development of pupils is critical. The College shares with each parent and carer the aspiration that all pupils will attain their educational potential in the widest sense. It is in this spirit of partnership that it is hoped that parents and carers will co-operate fully with the College in ensuring that their children conform to the Positive Behaviour Policy.

The following points require particular attention and co-operation from parents and carers:

- punctual attendance every day, with illness or prior leave as the only grounds for absence;
- the wearing by pupils of school uniform and neat general appearance as the College directs;
- appropriate behaviour of pupils at all times both in school and on the way to and from school;
- the completion by pupils of homework in accordance with deadlines set by teachers;
- checking and countersigning of homework diary by parents/carers (Forms 1 – 5) on a weekly basis;
- attendance by pupils, as required, at College events, sometimes out of school hours;
- participation by pupils in Games (including on Saturdays, if required) unless excused;
- proper fulfilment of obligations voluntarily assumed by pupils, e.g. rehearsals for school plays or concerts;
- keeping Form and Pastoral teams informed regarding issues which may affect the well being of pupils;
- attendance at meetings with teachers to discuss pupils' progress and support College functions;
- the clear marking of all clothing and belongings brought into the College by pupils with the owner's name;
- respect by pupils for the property of others;
- pupils' care of, and respect for, College property, with unlawful damages being paid for;
- ensuring that pupils are not left off or collected inside the grounds of the College.

The Principal is always willing to discuss individual cases or concerns about any aspect of the Positive Behaviour Policy with parents and carers.

## **Appendix D** *Responsibilities of Staff*

All staff play a key rôle in promoting positive behaviour and effective learning, irrespective of their rôle, or experience, and abide by the Code of Conduct for Staff and Volunteers.

The specific procedures for promoting and maintaining positive behaviour are outlined in the relevant section of the policy, but the following general points are relevant to all staff, who:

- act as rôle models for pupils through professional conduct and appearance;
- regularly reinforce the College's expectations of what constitutes good behaviour;
- treat pupils with respect at all times and acknowledge and praise pupils' efforts and achievements as often as possible;
- advise and support pupils who find difficulty behaving in a positive manner;
- inform parents about their children's efforts and achievements as relevant;
- involve parents at an early stage to resolve behavioural issues when they arise;
- maintain a consistent approach to pupil issues when dealing with both positive and negative aspects of behaviour.

## Appendix E Guidance for teachers

Guidance for teachers, as shown below, as to which type of sanction is appropriate for different misdemeanours is based on a hierarchy of misconduct. However, the specific context of the inappropriate behaviour has to be taken into account and professional judgement is required accordingly.

<i>Level 1- may include the following:</i>	Interventions
<ul style="list-style-type: none"> <li>○ Not staying in seat</li> <li>○ Pushing in class</li> <li>○ Interrupting</li> <li>○ Chatting</li> <li>○ Turning round</li> <li>○ Failure to bring books/equipment/homework once</li> <li>○ Eating or drinking anything apart from water</li> <li>○ Low level disrespect</li> <li>○ Low level disruption</li> </ul>	<ul style="list-style-type: none"> <li>○ A reminder of rules</li> <li>○ Non-verbal signals</li> <li>○ A verbal warning</li> <li>○ A note made in homework diary</li> </ul>

<i>Level 2 – may include the following:</i>	Interventions
<ul style="list-style-type: none"> <li>○ <b>Persistent Level 1 behaviour (Level 1 interventions should have been tried first)</b></li> <li>○ Inappropriate remarks</li> <li>○ Answering back</li> <li>○ Inconsiderate behaviour to other pupils</li> <li>○ Failure to meet homework/assignment deadlines</li> <li>○ Failure to use homework diary properly</li> <li>○ Lack of application to classwork</li> <li>○ Littering</li> <li>○ Chewing gum</li> <li>○ Unacceptable uniform or appearance e.g. hair, jewellery, make-up etc</li> <li>○ Poor punctuality to Tutor Group Assembly or class</li> <li>○ Failure to register attendance</li> <li>○ Use of mobile phone and other electronic devices at inappropriate times</li> </ul>	<ul style="list-style-type: none"> <li>○ A note made in homework diary</li> <li>○ Moving seat</li> <li>○ Second warning</li> <li>○ <b>Related sanction, e.g. imposition, cleaning up mess, loss of privilege</b></li> <li>○ <b>Supervised short detention</b></li> <li>○ <b>Repeating work which has been poorly presented</b></li> <li>○ <b>Setting additional work</b></li> <li>○ <b>Contacting parents</b></li> </ul>

<i>Level 3 – may include the following:</i>	Interventions
<ul style="list-style-type: none"> <li>○ <b>Persistent, or serious, Level 2 behaviour (for persisted Level 2 misdemeanours Level 2 interventions should have been tried first)</b></li> <li>○ Absence from Assembly</li> <li>○ Wilfully disobeying an instruction from a member of staff</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Written apology</b></li> <li>○ <b>Loss of privilege e.g. use of certain facilities</b></li> <li>○ 45 minute Friday Detention</li> <li>○ <b>Interview with Head of Department/Deputy Head of Form/Head of Form</b></li> <li>○ <b>Subject/Form Report</b></li> <li>○ Make-up to be removed in cloakrooms; nail varnish etc to be removed at the Sanatorium</li> <li>○ Confiscation of phone (or other item) which can be collected at the end of the school day</li> <li>○ <b>community service</b></li> <li>○ <b>Removal to another teacher’s classroom</b></li> <li>○ <b>Contacting parents</b></li> </ul>

<i>Level 4 – may include the following:</i>	Interventions
<ul style="list-style-type: none"> <li>○ <b>Persistent, or serious, Level 3 behaviour (for persisted Level 3 misdemeanours Level 3 interventions should have been tried first)</b></li> <li>○ Absence from class without permission</li> <li>○ Aggressive or bullying behaviour</li> <li>○ Cheating in tests or examinations</li> <li>○ Forging excuse notes</li> <li>○ Wilfully disobeying instructions from a member of staff</li> <li>○ Insolence to staff</li> <li>○ Leaving school without permission at lunch time (Forms 1 – 5) or during school day</li> <li>○ Possession of a dangerous item</li> <li>○ Possession of cigarettes, matches and/or lighters</li> <li>○ Graffiti</li> <li>○ Passing offensive messages in school e.g. by written notes or electronic means</li> <li>○ Possession of offensive material</li> <li>○ Failure to follow Acceptable Use of ICT Policy</li> <li>○ Swearing</li> <li>○ Unacceptable behaviour out of school when in school uniform</li> <li>○ Water bombing</li> </ul>	<p>Any, or several, of the sanctions listed for Levels 1, 2 and 3 misconduct may be used but, in addition, the following could be applied, singly or in combination -</p> <ul style="list-style-type: none"> <li>○ Community Service in the school</li> <li>○ Appropriate compensation for damage</li> <li>○ Parents invited to school to collect confiscated property</li> <li>○ Parents invited to school for interview</li> <li>○ 90 minute Friday detention</li> <li>○ Interview with Head of Section</li> <li>○ Interview with Vice-Principal</li> <li>○ Interview with Principal</li> <li>○ Principal’s Detention</li> </ul>

<i>Level 5 – may include the following:</i>	Intervention
<ul style="list-style-type: none"> <li>○ <b>Persistent, or serious, Level 4 behaviour</b></li> <li>○ Smoking/vaping e-cigarettes</li> <li>○ Possession or use of drugs, including alcohol and so-called ‘legal highs’</li> <li>○ Serious physical assault</li> <li>○ Theft</li> <li>○ Use of a dangerous item</li> <li>○ Wilfully setting off a fire alarm or making hoax emergency calls</li> <li>○ Vandalism</li> <li>○ Dangerous or reckless behaviour</li> <li>○ Abusive language</li> <li>○ Gross insolence to staff</li> <li>○ Cheating in an external examination/assessment</li> </ul>	<p>Principal’s detention</p> <p>In addition to any, or several, of the sanctions listed above, the following can apply -</p> <ul style="list-style-type: none"> <li>○ Suspension</li> <li>○ Expulsion</li> </ul> <p>Please note that in extreme cases, depending on the nature of the offence, it may be necessary to involve the PSNI and/or other external agencies.</p>

## **Appendix F** *Role of Prefects*

Prefects have a very important rôle to play by assisting staff in the promotion of positive behaviour.

They:

- act as rôle models in all matters, including uniform and conduct;
- support staff in ensuring positive behaviour;
- monitor the standard of uniform and conduct outside the classroom;
- provide leadership in the College;
- create a positive environment in the College and contribute to the development of pupils;
- act as mentors to pupils who may be allocated to them by members of staff.
- participate in whole-school activities.

## **Appendix G** *Organisation of Friday Detentions*

1. Friday Detentions will be held as follows:  
Stage 1 (45 minute detention): weekly from 3.05pm to 3.50pm in L1  
Stage 2 (90 minute detention) fortnightly from 3.05pm to 4.35pm in F8.
2. The detentions will normally be taken by two members of staff.
3. The time and place of detentions are not negotiable for individual pupils.
4. Members of staff who are giving a pupil a Friday Detention should enter the name of the pupil by giving details on the online form by 9am on the Tuesday before the detention.
5. The deadline for informing a pupil that he/she must attend a Friday Detention is 3.30pm on the preceding Tuesday. Parents should receive notification of the detention by email/post before the day of the detention. In some cases, members of staff may also wish to telephone parents.
6. The member of staff who has given a pupil a Stage1 or Stage 2 Detention is responsible for ensuring that the pupil is set work to complete which is specific, sufficient to keep the pupil fully occupied for the duration of the detention and is appropriate for the pupil's misdemeanour. The same member of staff is also responsible for checking that the work has been properly completed.
7. The teachers on Friday Detention must remain in the rooms throughout the period of detention. Any incidents or offences concerning punctuality, uniform, behaviour etc should be noted in the detention file and reported to the member of staff via email who gave the detention to the offending pupil(s).
8. It is the responsibility of the member of staff who has given a pupil a Friday Detention to ensure that the detention has been completed satisfactorily. Should this not be the case, the matter must be discussed with the relevant Head of Department or Head of Section and appropriate further action determined.
9. The duty rota is circulated to members of Staff at the beginning of each year. Staff are asked to ensure that they are available when required. It is hoped that members of staff will receive a reminder in the week before their duty, but this may not always be possible.

**September 2019**