



## **HUNTERHOUSE COLLEGE**

### **POSITIVE BEHAVIOUR POLICY**

**Date/date Reviewed: 2017**

**Previous: 2015**

**Next Review due: 2019**

This policy is available in pdf format from the College website

[www.hunterhousecollege.org.uk](http://www.hunterhousecollege.org.uk)

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**Inclusion & Diversity:**

The College aims to establish an inclusive community where all students and staff are treated with dignity and respect, regardless of individual differences including, but not limited to, culture, race, religion, beliefs, sexuality, gender orientation, appearance and ability.

**Rationale:**

For students to develop academically, personally and socially as set out in the College Mission Statement, they must know that they are supported, accepted and encouraged by the rest of the College community. Such an atmosphere is essential for the growth of self-esteem, resilience and of consideration for others. As such, it is important to have an effective and consistent Positive Behaviour Policy in place with equal focus on sanctions and rewards.

This policy should be considered a working document and is based on the Department of Education 'Pastoral Care in Schools: Promoting Positive Behaviour'. This document provides guidance on promoting positive behaviour within the College. It outlines the rights, responsibilities and roles of students, staff and parents/carers and where necessary indicates links that exist with other relevant policies.

**Aims:**

- Promote learning for all students, enabling each individual to reach their potential
- Promote and value positive behaviour
- Maintain a productive working environment based on shared understanding and mutual respect across the whole College community
- Remove behaviour based barriers to learning to support effective learning and teaching
- Promote understanding among all members of the College community of the need for responsible behaviour in addition to the importance of self-discipline, self-control and taking responsibility for their own behaviour
- Maintain a clear system of rewards and sanctions that is known and well understood by all students
- Ensure fairness for all and consistency of approach for both rewards and sanctions, incorporating appropriate differentiation where necessary for students with identified SEN needs
- Encourage and promote partnership working with all parents/carers and external agencies in supporting students' positive behaviour and learning

The College ethos of positive behaviour is built upon the shared understanding of what is acceptable behaviour by all members of the College community. Therefore, at all times it is expected that each person should:

- Treat everyone with respect
- Value themselves as individuals
- Understand and appreciate that people are different and that each person is equally valued
- Strive to reach their potential and co-operate positively with others in the learning process
- Look after themselves and take responsibility for the well-being of others
- Look after their own property and respect that of others

**Rewards:**

In keeping with the ethos of the College, there is a desire to recognise and reward the behaviour and attendance (see Attendance Policy for more details) of our students. These rewards and strategies have a motivational role in helping students to realise that positive behaviour is valued and are designed to minimise the need for the use of sanctions.

*Classroom Recognition*

This is the most common type of reward which forms an integral part of daily life in the College. This is a direct and instant reward for achievement, commitment, behaviour or effort in class, in line with departmental, whole school policy and staff discretion. Below is a list of the most common forms of this type of reward however, this is not an exhaustive list.

- Verbal praise from staff
- Positive and encouraging comments on students' work
- Showcasing of good work to other students or on display in the classroom
- Subject specific stickers/prizes

### *Achievement System*

This is used to motivate students to do their best at all times as well as a method of formal recognition of both individual performance and outstanding achievement. All students in Years 8-12 have a copy of the achievement log in their planners so that it is readily available. Achievements are provided in the form of a written comment, signature, stamp or sticker in recognition of individual academic, behavioural or extra-curricular success. Students are able to work towards achieving Bronze, Silver and Gold Awards throughout the year as they accrue achievement points. These are marked by certificates which are given out in Assembly.

The two systems of reward discussed above are central to positive behaviour management in the College however, there are many other strategies used to promote and encourage positive behaviour, some of which are detailed below:

- Pastoral Care  
Through the pastoral care system, the pastoral team work with all students to help them develop the positive behaviour needed to enable them to reach their potential (see Pastoral Care Policy for further information)
- The House System  
This provides rewards for students for their effort and achievement in all aspects of school life, such as participation in extra-curricular activities, whilst giving the opportunity for students to display and develop their talents. The four Houses have an important role to play in helping students to team spirit and a sense of House identity.
- Honours Pockets  
The Honours Pocket is a gold threaded blazer pocket badge plus a named bar which states the subject of the award. The Honours Pocket system seeks to publicly acknowledge a student's talents and their commitment to College activities. Pockets are awarded for:
  - Music
  - Drama
  - Speech and Drama
  - Physical Education including Fencing and Equestrianism
- Report comments and Parent Consultations  
This is an opportunity for staff to acknowledge and commend positive behaviour directly with parents/carers.
- Prize Distributions  
These provide more formal occasions for student academic and non-academic achievements to be celebrated, such as those for hard work and commitment to study.
- Assemblies  
These occasions provide opportunities to promote and celebrate positive behaviour and achievement in a wide range of College activities.
- Posts of Responsibility  
Students in posts of responsibility make an important contribution to the promotion of positive behaviour, particularly in their capacity as role models for other students.
- Student Council  
Elected representatives from all form classes make up the Student Council, which meets on a regular basis to contribute to whole school decision making and school improvement. Student Consultation Groups are also run throughout the school year to aid school improvement.

### **Sanctions:**

All children learn through the process of making mistakes and the acceptability of 'getting it wrong', acknowledging responsibility, receiving sanctions and moving on in with a fresh start underpins the College's perspective with regards to responding to students' behavioural choices which fall short of the College's expectations. Whilst the range of sanctions which the College uses is detailed below, decisions on which sanctions to use will be made on an individual case by case basis, taking into account the context and individual circumstances of the situation. The College recognises that some of our most vulnerable students, for example those with SEN; those who are actively involved with Social Care or other external agencies and those who are Looked After, may have behavioural needs which need to be taken into consideration when applying any potential sanctions. This bespoke, child-centred approach complements the principles on which the College's Pastoral Care Policy is built.

### *Behaviour Points System (currently under review)*

The purpose of this system is to provide commensurate, consistent and fair sanctions for minor issues such as forgotten equipment, undone homework, missed deadlines, lateness, uniform infringements and low level disruption. The system has been designed in such a way that points for behaviour are:

- Proportionate to the behaviour
- Consistent across the system
- Fair to all students
- Clear and easy to understand

Staff use the SIMs system to award behaviour points to students' records. This also helps the pastoral team to monitor situations where they are patterns of particular behaviours occurring and provide appropriate support. For example, a student who regularly forgets equipment or books may need support with organisation. Once a student has accumulated a total of five behaviour points their Head of Year will process an after-school detention and a letter will be sent home to parents/carers explaining the reasons why the detention has been given.

### *Lunchtime Detention*

Any member of staff may use the lunchtime detention at their discretion as a sanction for inappropriate behaviours. When possible, the detention will take place on the same day as the offence and will take place during the first 15 minutes of lunch.

### *After School Detention*

Detention is held on Thursdays from 3:30 – 4:30pm in the Conference Room. Any combination of behaviour points equal to five will automatically generate an after school detention. In addition to this, students may be placed directly into after school detention by the pastoral team as the result of a more serious issue.

### *Daily Report*

This can be used when there has been or continues to be learning which does not reflect a student's potential, or where there are other concerns about how the student is presenting in College. The report will be issued by the Head of Year after discussion with the Pastoral Care Coordinator or Vice Principal for Pastoral Care. Students who are placed on daily report will report to their Form Tutor, Head of Year, Pastoral Care Coordinator or Vice Principal according to the seriousness of the concerns. The daily report will be time-limited and based on agreed targets set by the student and the member of staff according to the areas of concern. It will be signed by parents/carers daily and the student's progress against the targets set will be reviewed daily.

### *Suspension and Expulsion*

Students who are involved in serious behavioural incidents may be suspended by the Principal for a fixed period of time in line with the College's Suspension and Expulsion Policy. On very rare occasions, the Board of Governors may decide to pursue expulsion for incidents of the most serious nature (see the College's Suspension and Expulsion Policy for more information).

**It is important to note that all the sanctions listed above can and will be actioned as a response to inappropriate behaviour that occurs outside of College premises and/or school hours whilst a student is in school uniform or on a school trip.**

### **Linked Documents:**

- Acceptable Use of the Internet Policy
- Anti-Bullying Policy
- Attendance Policy
- Critical Incident Policy
- Dealing with Incidents of Actual or Suspected Substance Abuse Policy
- Hunterhouse College Mission Statement
- Mobile Phone Policy
- Pastoral Care Policy
- Safeguarding & Child Protection Policy
- Suspension and Expulsion Policy
- Uniform Policy

## Appendix 1

### HUNTERHOUSE COLLEGE ANNUAL HOME SCHOOL AGREEMENT

All members of the College community need to be clear about the responsibilities they have.

#### Students are expected to:

- be good ambassadors for the College
- co-operate with and show respect to all members of College community
- comply with all College rules and regulations
- do their best to meet the College's attendance target of 97%
- arrive at school and to all lessons on time
- remain on the College site between 8:45am and 3:20pm unless eligible for a Sixth Form privilege or because they are attending a medical/dental appointment
- come to each lesson with the right equipment, prepared and ready to learn
- complete all homework and Controlled Assessments within the agreed time and attend all assessments and exams
- ask for help from staff with any difficulty they may have
- make sure that they hand in reply slips or forms on time
- take responsibility with others in the Form Class for the maintenance of a safe and attractive environment
- report as soon as possible any damage to College or personal property
- adhere to the terms of the College's Acceptable Use Policy, Mobile Phone Policy, Uniform Policy, Positive Behaviour Policy and Attendance Policy
- return all course books and any other College property in their possession

#### Parents/Carers are expected to:

- support the aims and ethos of the College
- support the College and its policies
- ensure their child's attendance and punctuality
- encourage their child to behave acceptably respecting others' right to learn and their property
- attend Parent/Carer events as required, including Progress Events
- inform the College of any relevant concerns or problems

#### The College is expected to:

- provide a supportive pastoral and academic framework in which each individual is valued
- provide teaching and learning opportunities that will enable all students to reach their potential
- provide regular updates on students' progress
- ensure students are provided with appropriate resources for lessons and independent study
- provide opportunities for students to become resilient and independent learners
- provide opportunities for students to take part in a range of extra-curricular and enrichment activities

**Signed (Student)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed (Parent/Carer)** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPENDIX 2**

**HUNTERHOUSE COLLEGE INITIAL HOME SCHOOL AGREEMENT**

**To be signed on admission to the College.**

Student's Name: .....

I have read and understand the expectations of students as presented to me in the Annual Home School Agreement.

I undertake to do my best to live up to the expectations of me as a member of Hunterhouse College. I will attend regularly. I will arrive at all lessons and activities on time and I will take responsibility for my own learning, always remembering that my teachers are there to help if I encounter difficulties.

If, at any time, I become concerned about any aspect of my work or school in general I will talk to my Form Tutor, my Subject Teacher or my Head of Year.

While I am a student at Hunterhouse College I will do my best to be a good ambassador for the College, remembering that this also applies to when I am wearing my uniform in public. I will do my best to succeed in all I do and to participate fully in the life of the College.

If it should become necessary to withdraw from any of my chosen courses, I will give written notice of my intention to do so and I will return all the course books and any other College property in my possession. If I am unable to return these items for any reason, I will reimburse the College with the total replacement cost.

I understand and accept the terms of the College's Acceptable Use Policy, Mobile Phone Policy, Behaviour Policy, Uniform Policy and Attendance Policy.

I accept that this enrolment is based on the understanding that while I am a student at Hunterhouse College I will comply with the College's expectations of me. I will do my best to succeed in my courses and to participate fully in the life of the College.

Signed (Student)

Date

Signed (Parent/Carer)

Date

## Appendix 3

### RIGHTS AND RESPONSIBILITIES

It is important that the rights and responsibilities identified below form the basis of everyday interactions in the College community. Hunterhouse College recognises the rights and responsibilities of all members and values the roles that students, parents/carers and staff have in helping to promote positive behaviour.

Students have a right to:

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

Students have a responsibility to:

- come to school on time, with homework done, and suitably equipped for the lessons in the day ahead
- respect the views, rights and property of others, and behave safely in and out of class
- co-operate in class with the teacher and with their peers
- work as hard as they can in class
- conform to the conventions of good behaviour and comply with College policies and procedures
- seek help if they do not understand or are in difficulties
- accept ownership for their own behaviour and learning and to develop the skill of working independently

Staff have a right to:

- be valued as members of the College community
- be treated fairly, consistently and with respect
- be consulted about matters that affect them, have their views listened to and, as far as is reasonable, acted upon
- a suitable career structure and opportunities for professional development
- support and advice from senior colleagues and external bodies
- adequate and appropriate accommodation and resources

Staff have a responsibility to:

- behave in a professional manner at all times
- ensure that lessons are well prepared, making use of available resources, and that homework is appropriately set and constructively marked
- show interest and enthusiasm in their role and in their students' learning
- listen to students, value their contributions and respect their views
- be sympathetic, approachable and alert to students in difficulty or falling behind
- identify and seek to overcome students' barriers to learning
- share with the parents/carers any concerns they have about their progress or behaviour
- expect high standards and acknowledge effort and achievement
- pursue opportunities for personal and professional development

Parents/carers have a right to:

- be valued as members of the College community
- be treated fairly, consistently and with respect
- be consulted about matters that affect them, have their views listened to and, as far as is reasonable, acted upon
- a safe, well-managed and stimulating environment for their child's education;
- reasonable access to the College, and to have their enquiries and concerns dealt with sympathetically and efficiently
- be informed promptly if their child is ill or has an accident, or if the College has concerns about their child
- be well informed about their child's progress and prospects
- be well informed about College policies and procedures
- a broad, balanced and appropriate curriculum for their child
- be involved in key decisions about their child's education
- a suitably resourced school with adequate and well-maintained accommodation

Parents/carers have a responsibility to:

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

## **Appendix 4**

### **EXPECTATIONS AND LINES OF REFERRAL**

Each teacher should explain their expectations and classroom rules at the start of the academic year. Students should be reminded of these rules when necessary.

Students are expected to:

- arrive at all lessons on time
- line up quietly outside the classroom and wait for the teacher to arrive
- come to class properly prepared with the correct books and materials
- attempt all homework and produce all homework on time
- work quietly and participate fully in the lesson
- raise a hand in order to indicate that they wish to ask or answer a question
- ask if they do not understand
- follow the Guidelines and College policies set out in the student planner

It is the responsibility of all members of staff to note any inappropriate behaviour witnessed or reported to them using the Behaviour Points System discussed previously.

Any misconduct that requires investigation will be carried out by the member of staff appropriate to the seriousness or nature of the concern. Investigations and interviews may be carried out by an individual member of staff and will be documented. Below is a brief outline of the role and sanction which may be imposed by different members of staff however, as previously stated, decisions on the course of action and sanctions used will be made on an individual case by case basis, taking into account the context and individual circumstances of the situation.

#### **Subject Teacher**

It is the responsibility of the subject teacher to deal in the first instance with matters such as:

- Failure to produce homework or Controlled Assessment
- Inappropriate behaviour in class e.g. talking, low level disruption
- Lateness to class
- Poor attendance at class
- Poor quality of work

If appropriate, the teacher should use the Behaviour Points System to record such matters on SIMS, apply appropriate sanctions and/or seek the necessary support for the student.

#### **Head of Department**

In all academic matters where initial measures fail, the first approach should be from the subject teacher to the Head of Department who has responsibility for students being taught within that department and who should deal with:

- Persistent failure to produce homework or Controlled Assessment
- Persistent inappropriate behaviour in class e.g. talking, low level disruption
- Persistent lateness to class
- Persistent poor attendance at class
- Persistent poor quality of work

- Plagiarism of Controlled Assessment/cheating in exams or class tests
- Damage to departmental property

The Head of Department should liaise with the Head of Year in applying the appropriate sanctions and/or seek the necessary support for the student.

#### Form Tutor

It is the responsibility of the Form Tutor to deal in the first instance with pastoral matters such as:

- Uniform infringements
- matters relating to poor attendance
- peer/friendship difficulties

The Form Teacher should use the Behaviour Points System to record such matters on SIMS, liaise with the Head of Year in applying the appropriate sanctions and/or seek the necessary support for the student.

#### Head of Year

Matters which persist after sanctions have been applied by the subject teacher, Head of Department or Form Tutor may be referred to the Year Head. Examples of such may include:

- matters relating to persistent failure to adhere to uniform regulations
- missed Controlled Assessment deadlines
- persistent lateness
- missing class
- poor attendance
- persistent disruption in class
- persistent under achievement
- bullying, including cyber-bullying

The Head of Year should use the Behaviour Points System to record such matters on SIMS, liaise with the Pastoral Care Coordinator or Vice Principal in applying the appropriate sanctions and/or seek the necessary support for the student.

#### Vice Principal for Pastoral Care and Pastoral Care Coordinator

Matters which have not been able to be resolved by the Head of Year will be passed to the Pastoral Care Coordinator or Vice Principal. In addition to this, they will deal with any issues of a more serious nature. These may include:

- aggressive, threatening or violent behaviour
- rudeness to staff
- truancy
- possession of any illegal substance
- suspected theft

The Vice Principal or Pastoral Care Coordinator will liaise with the Principal in applying the appropriate sanctions and/or seek the necessary support for the student.

#### Principal

In all serious cases the final line of referral will be to the Principal who will, if necessary, apply the College's Suspension and Expulsion Policy.