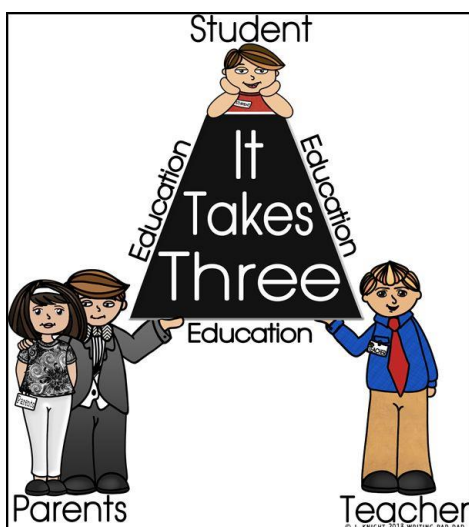




**KJHS POSITIVE BEHAVIOUR
POLICY**

“Working together for excellence in a caring community”



Application for admission to Killicomaine Junior High School indicates agreement with the Mission and Aims and acceptance of all rules and regulations.

Policy title:	Positive Behaviour Policy
Reviewed on :	September 2023
Reviewed by:	Mrs Corder and Pastoral Team
Next review date:	2026/27
Date ratified by Board of Governors :	December 2023

INTRODUCTION

At Killicomaine Junior High School we place a high importance on the promotion of positive pupil behaviour and the upholding of our school standards. We seek to ensure that all pupils understand the reason for our school rules and fully accept them. We aim to create a caring environment which supports pupils in the development of self-discipline and awareness. The promotion of such positive behaviour is the responsibility of all teachers, nonteaching staff, parents, pupils and outside agencies.

SCHOOL MISSION:

“Working together for excellence in a caring community.”

SCHOOL AIMS:

1. To maintain and improve the quality of Learning at KJHS
2. To maintain and improve the quality of Teaching at KJHS
3. To encourage provision of specialist experiences for KJHS pupils and ensure safety, care and welfare of pupils in a welcoming, supportive environment
4. To develop our collaborative processes with pupils, parents and the community
5. Build leadership capacity at all staffing levels in KJHS

AIMS OF POSITIVE BEHAVIOUR POLICY

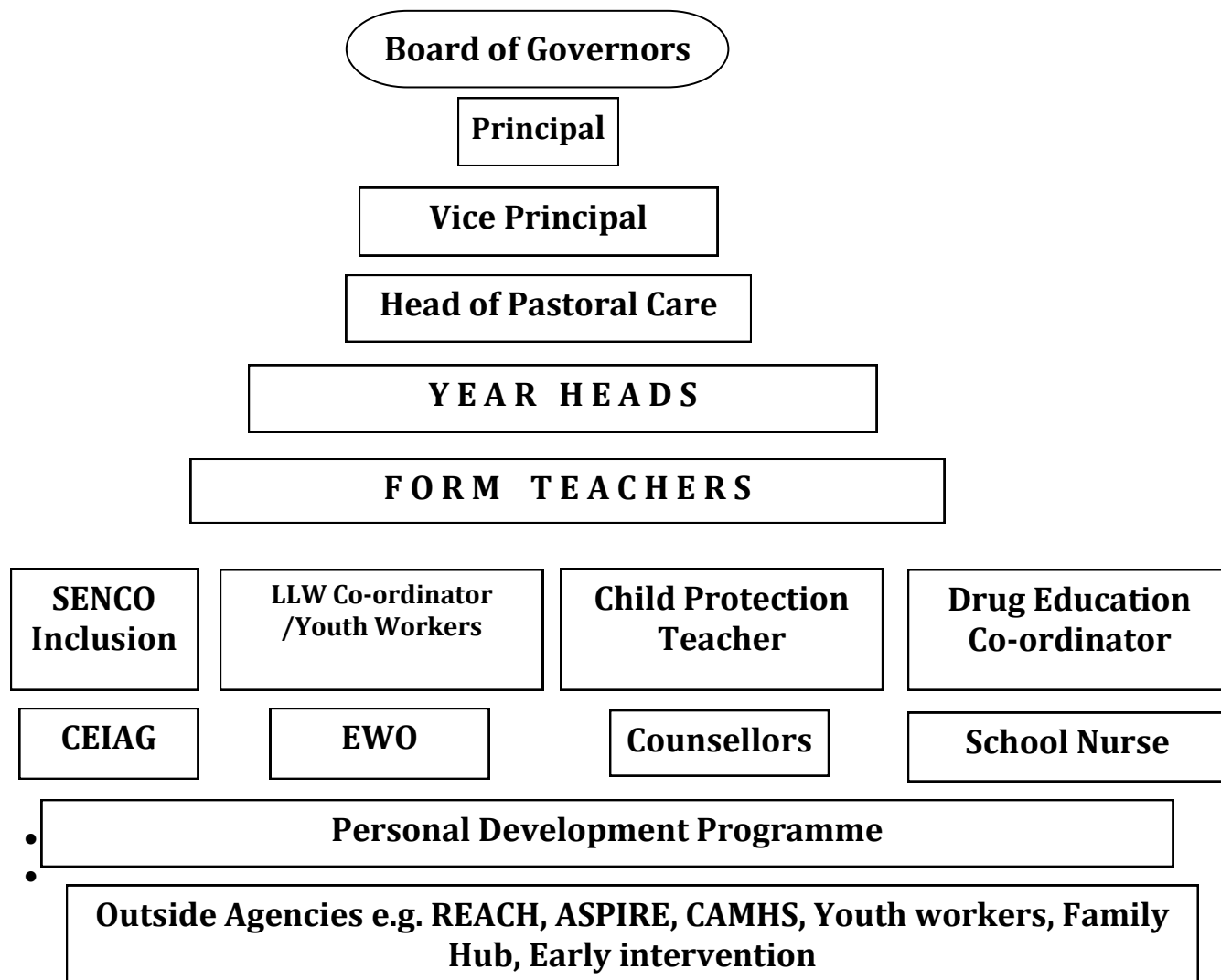
1. To promote positive attitude in all pupils towards school work, punctuality, school attendance in all pupils.
2. Create an environment where effective learning can take place.
3. Encourage an acceptance of the value of school rules and an understanding of their importance.
4. To promote the use of praise and encouragement by all staff when appropriate.
5. To promote a culture of mutual respect across the school community of staff, pupils and parents.
6. To ensure that pupils who experience behavioural difficulties are supported using SEN Code of Practice and/or Pastoral Care System.

POSITIVE BEHAVIOUR

Positive Behaviour is an integral part of the Pastoral Care System that operates in KJHS. The Pastoral System makes a significant contribution to promoting and upholding the conditions needed for effective learning and teaching to take place. All teachers have a role to play within the Pastoral System as Form Teachers or Year Heads. The Pastoral System is made up of a network of outside agencies.

PASTORAL ORGANISATION This diagram sets out some of the people and agencies involved but in working practice there are many others. The interaction between these individuals and groupings creates an atmosphere of mutual respect and inter-dependence which makes a valued contribution to the culture of high standards, expectations and positive behaviour. While all staff have responsibilities for caring for all our pupils, a pastoral care system exists to ensure all pupils have an efficient and thorough provision in all pastoral areas.

PASTORAL CARE SYSTEM



- Pupils have open and direct access to all staff.
- All teaching and non-teaching staff are involved in pastoral care.
- Each year group is divided into Form Classes.
- The care of each Form Class is entrusted to a Form Teacher.
- Continuity of care is ensured, as Form Teachers remain with the same class for 3 years, where possible.
- Year Heads co-ordinate the work of the Form Teachers and they meet together monthly.
- The Vice-Principal (Pastoral) and Head of Pastoral Care co-ordinates the Pastoral System and chairs the Pastoral Team meetings. (weekly)
- EWO meets termly with Year Heads.
- School counsellors meet weekly with DT

Behaviour Management operates within this Pastoral Organisational Structure.

We aim, through our Pastoral system, to encourage all pupils to have a high level of self-respect and, as a consequence, develop an attitude of respect for others and for their community.

Promoting positive behaviour at KJHS?

1. Encourage and promote positive behaviour through the Merit System. SIMS system is used to monitor behaviour both merits and demerits. This effective use of ICT enables positive behaviour to be promoted by celebrating high standards of individual and collective form class behaviour through the Merit System.
This includes the use of data to monitor, evaluate and assist pupil progress. SIMS also assists in identifying issues and trends that can be addressed e.g. One to one intervention, Year Assemblies, consultation with parents or use of external agencies.
2. The Pastoral Programme- Form teacher sessions on a Tuesday morning, Monthly Year Assemblies, Monthly Themes Merit Awards, Spot Prizes, Attendance prizes Special Recognition Awards e.g. RAOK, Manners focus.
3. LLW Programme of P.D and Citizenship which includes Preventative Education Programme with student voice group- Well Being Ambassadors. External agencies enhance this programme of events and classes.
4. Celebrate achievements of our pupils throughout the term for individual and group activities. This can be through Assembly, school website, Facebook and local press. Prize Event provide special recognition such as Endeavour Cup, Merit System Cup and Full Attendance Awards. Also the 10C BBQ hosted by the Youth Workers
5. Awareness raising meetings are held through the term and involve Form Teachers and Year Heads. The Pastoral Team also meet every Friday from 9.10am – 9.55am. Regular Pupil Audits are carried out when all aspects of a pupil's circumstances are reported on and appropriate responses made to their particular needs.
6. Pupil committees promote our mission and build our school community. E.g. Prefect duty rota, Buddy Mentors, Well Being Ambassadors, GLAMS and LADS and School Council.
7. Pupil awareness of school and class rules- planner, Form Teacher sessions, Year Assemblies, PD as well as the consistency of approach across the school.
8. Promotion of the triangle of learning- partnership with home. Strategies such as induction days in P7, use of the student planner and Parent Teacher Afternoons. Christmas concerts and school play, Saturday sport.

SELF ESTEEM AND RESPECT FOR OTHERS

Pupils are guided by our Latin motto: **SERVIRE HONORE**

- 1.1 Each pupil has the responsibility for projecting a positive image of the school through his/her attitude, speech and conduct as ambassadors for KJHS.
- 1.2 Each pupil should show manners to other pupils, staff and visitors. Rough behaviour or crude, obscene language is unacceptable from our pupils.
- 1.3 Pupils should show mutual respect for others at all times. Common courtesy is expected at all times. Taking part in, or inciting fights is not acceptable.
- 1.4 Bullying of any form is not acceptable. **See something, say something.** We want you to be part of our caring community.
- 1.5 All forms of vandalism are unacceptable. Where a pupil is known to have deliberately caused damage to school property another pupil's property or a teacher's property, he/she will be expected to pay for the repair or replacement.

APPEARANCE AND UNIFORM

Pupils are required to always wear correct and full uniform. This includes on the way to and from school. At KJHS we expect high standards of school uniform and appearance.

- Why?
- A. It helps all our pupils by promoting a shared identity, being part of the KJHS community.
 - B. It shows loyalty to the school vision of excellence.
 - C. It facilitates integration and enables pupils of all races and backgrounds to feel welcome.
 - D. It protects our pupils from social pressures to dress in a particular way.
 - E. High standards of school uniform and appearance are linked to better pupil outcomes in class.
 - F. High standards of uniform are regarded as an indicator of positive behaviour.
 - G. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules and actions will be applied accordingly.**
 - H. To prepare our pupils for the world of work. Many employees have a dress and appearance code

UNIFORM STANDARDS

Pupils are encouraged to take a pride in their appearance and maintain high standards of uniform. Wearing the KJHS uniform means all pupils are acting as ambassadors for our school.

- 2.1 School uniform should be clean, neat and worn correctly on all school days.
- 2.2 Shirts must be tucked into trousers. All buttons on shirts/blouses must be fastened. Tee-shirts etc must not be visible under the school shirt. Hoodies under blazers are not permitted.
- 2.3 Tie must have a medium sized knot and worn at regulation length.
- 2.4 Should a pupil have a medical reason for not wearing full school uniform, parents should contact the school in advance of the pupil coming to school or send an explanatory note into school. A doctor's note may be requested.
- 2.5 Full school uniform should be worn on the journey to and from school. Pupils are reminded that while wearing the school uniform in public they represent the school and the school may be judged on how they conduct themselves.
- 2.6 The only badges to be worn on the school uniform are official school badges or recognised youth organisations.
- 2.7 Each pupil should have all his/her belongings clearly marked. The school does not accept responsibility for lost items.
- 2.8 Pupils should wear black tracksuit bottoms if walking home after any after school activity.
- 2.9 Hair should be neat and tidy. Unacceptable hairstyles are those which take away from the appearance of the school uniform and damage the good name of the school in the community. (see details page 15-16)

If in doubt, check with a Year Head before having your hair styled. (see page 16)

2.10 Pupils are not permitted to have any facial piercings.

- ★ **Adherence to our high standards of uniform is regarded as an indicator of positive behaviour.**
- ★ **Refusal to comply with uniform standards will be treated as a breach of school rules and there are a range of consequences that can be applied. These are detailed in the Positive Behaviour Policy and the School Rules booklet.**

A HIGH STANDARD OF PERSONAL APPEARANCE IS ALSO EXPECTED FROM ALL OF OUR PUPILS.

Girls

The colour must be the student's own natural colour, hair colourings tints/dips, dyes, highlights/braids or tips are not allowed.

Extreme hairstyles or shaving of sections of hair are NOT PERMITTED at KJHS. **Senior Leadership Team (SLT) to determine extreme.**

If in doubt, check with a Year Head before having your hair styled.

- Hair bobbles and bands should be school colours or plain black
- No Jewellery other than:
 - a watch
 - plain stud earrings (one in each lobe only, no high earrings)
- No facial piercings
- Make-up, nail varnish or fake tan, eyelash and eyebrow enhancements/shaved lines are not permitted.

Boys

- The hair should be no less than a grade 2.
- A tidy hairstyle which is above the collar and not falling over the face is the required standard for all pupils.
- The style of the hair should not be extreme including but not limited to Mohawk, shaved styles and/or patterns. **Senior Leadership Team (SLT) to determine extreme.**
- The colour must be the student's own natural colour; dyes, highlights or tips are not allowed. **If in doubt, check with a Year Head before having your hair styled.**
- No Jewellery other than a watch
- No facial or ear piercings
- Clean shaven
- No shaved eyebrow lines.

We expect our students to take responsibility for and have pride in their appearance. Students who fail to conform with our dress code and uniform requirements will receive consequences in line with our Positive Behaviour Policy.

Consequences will include detention, not being able to take part in representative school sports activities and suspension if there are persistent appeared breaches.

Hairstyles which do not conform to the policy will be permitted in circumstances where the parents, pupil and school agree that the wearing of such hairstyles is an expression of culture, heritage or religion or required on medical grounds.

SECTION 3 – EQUIPMENT AND PROPERTY

- 3.1 Each pupil is responsible for his/her own property. The school does not accept responsibility, nor is it insured, for loss of any items. To help with this all items should be clearly labelled, and valuables should be left at home.
- 3.2 Pupils must bring a school bag to school each day. This should contain all necessary equipment/books needed on a particular day.
- 3.3 **School bags/PE bags must not be left in the corridors at any time, for safety and security reasons. Schoolbags MUST BE placed in appropriate cloakrooms at break or lunch.**
- 3.4 Pupils should not leave money and valuables in cloakrooms, classrooms or changing rooms – the school cannot be responsible for pupils' valuables in school.
- 3.5 Pupils are discouraged from bringing large sums of money to school. Where this is absolutely necessary then pupils may, by agreement, deposit the money for safe keeping with the office.
- 3.6 Listening to music on electronic devices is not permitted during the school day.
- 3.7 Each pupil is expected to have a full PE kit which is only brought to school on the days required.
- 3.8 Graffiti of any kind is forbidden on any part of any book, bag or uniform.
- 3.9 Pupils must not deface school property. Damage caused deliberately or through carelessness or the breaking of school rules must be paid for.
- 3.10 To protect uniforms and school property, chewing gum is forbidden.
- 3.11 Books used in school are not free – they are on loan. Books which are damaged or lost must be paid for.

3.12 MOBILE PHONES

The use of mobile phones in school presents significant health and safety and Child Protection issues for pupils and significant Human Rights issues for all:

Mobile phones are not permitted. An exception may be made in special circumstances e.g. when pupils are involved in a school trip where the time of return is uncertain.

- If a mobile phone goes off in class or if a pupil is seen with a mobile phone the phone will be confiscated and retained in the school office. Parent/Guardian will be contacted to arrange for collection. After school detention issued.
- If a pupil uses a mobile phone in class or otherwise misuses it e.g. takes photographs, they will be dealt with under our Referral Flowchart.
- Any pupil wishing to contact home must only do so using the phone in the office and after they have obtained permission.
- In an emergency situation, a pupil may seek permission from a teacher to use a mobile phone under supervision in school or on school activities where contact with a family member at home is an urgent necessity. In exceptional circumstances a parent/guardian can apply to the Principal for a phone pass.
- The school will not take any responsibility for phones lost or stolen in school.
- Parents should not contact pupils in school by text, voicemail or telephone call to their son/daughter's mobile phone.

SECTION 4 – HEALTH AND SAFETY RULES

4.1 Pupil arrival to school

There is no formal supervision until 8:40am. Pupils should only arrive on site from 8:40am unless pupils are attending a pre-school club such as library or sports clubs. School starts at 9am when pupils have assembly and then move to registration at 9.10am

4.2 Late to school

All pupils must be in Assembly for 9am. Latecomers must enter via the main door. Side door locks at 9am sharp.

Patterns of lateness are monitored. Pupils are expected to have a letter or note in planner to account for the late arrival. Pupils with a valid note of explanation will not have a sanction applied.

4.3 Illness and Accidents

If you feel unwell or have an accident, you must tell a teacher straight away. It is **your personal responsibility** to manage your own indicators of health, ensuring that you report to an adult in the school if you feel unwell. Normally you will be sent to the Medical Room or to the closest First Aider who will take

care of you. It is also your responsibility to report to your parent/carers if you have felt, or become unwell or suffered minor injuries in the course of the school day, but have been able to return to class. If you are too ill to remain at school or if hospital treatment is necessary, then your parents will be contacted by a member of staff to make suitable arrangements.

4.4 Medicines

If you need to take medicine at school, you should bring a letter from your parents stating when you need to take it. Your medicine must be left with the school office, it is your responsibility to report to the office to take any prescribed medication.

Please do not ask for paracetamol or other tablets at school; we are not allowed to give you any medicines.

ASTHMA- A spare inhaler should be left with the school office. It is important that your PE teacher and/or sports coach is shown your inhaler at the start of each session.

ALLERGY OR DIABETES- If you have an allergy that requires an epi-pen or you use a device for diabetes – IT IS IMPORTANT THAT YOUR PARENT/CARER CONTACT, THE SCHOOL SO A CARE PLAN CAN BE PUT IN PLACE FOR YOU. It is **your personal responsibility to manage your medication; for example, reporting as appropriate to the Medical Room to measure bloods and take prescribed medication.**

4.5 Signing Out

It is best to make medical appointments outside school hours. If you must leave school during the day for any reason, then your parent MUST fill in a jot form on our school app. If this is not filled in, we cannot release you. All early leavers must report to the main office and get signed out.

If you return to school later on the same day, then you must sign in again in the school office. You should plan to return to school if your appointment is early enough to do so.

Under no circumstances should you leave the school or go home without permission.

4.6 Absences

Pupils who have been absent from school must bring a note signed by parent/carer giving a clear explanation for the absence. This should be handed to your Form Teacher. There are absence note templates at the back of the planner. In the event of an absence exceeding 2 days, your parent/carer should inform the school that you will be off school **Unexplained absences are monitored by the Education Welfare Service.**

It is the responsibility of the pupil to 'catch up' on work missed up to one week. Teachers will assist the pupil in catching up on the work if the absence is more than one week.

CORRIDORS AND CLASSROOMS

4.7 Pupils should **walk on the left-hand side** of the corridors and stairways. Running in the corridors or on the stairs is strictly forbidden to help ensure the safety of all.

4.8 **Pupils should not enter the classroom until instructed by the teacher. Line up in single file outside each room.** It is KJHS tradition to stand when the Principal enters a classroom.

4.9 Pupils should not be in corridors or cloakrooms when classes are in session. All cloakrooms are out of bounds at break and lunch time unless the weather is very severe. Pupils encouraged to complete daily mile each day. (4 laps)

4.10 **Break time – no pupils upstairs or in the corridors.**

4.11 Pupils are encouraged to access toilets during scheduled breaks during the school day, break and lunch. Lessons straight after break or lunch should have no requests for permission to go to the toilet. At other times it is at the discretion of the class teacher. Parents /carers are asked to communicate any special toileting needs to the school so discrete arrangements can be put in place.

4.12 Pupils must respect all Health and Safety regulations unique to each room and corridor. They must not interfere with any Health and Safety equipment.

4.13 Break and Lunch

- a. Pupils must place school bags/ P.E bags in the appropriate cloakrooms at break or lunch. For safety and security reasons, **School bags/PE bags must not be left in the corridors at any time - no exceptions.**
- b. **All food/drink items must be consumed in the Assembly/Dining Hall, not in cloakrooms or outside.**

4.14 Dining Hall

The same level of respectful behaviour shown in the classroom is expected in the dining hall. We are proud of how well our school community behaves in the dining hall, and it is a great space to socialise with friends. Respect and good manners are expected, and the directions of the dinner ladies should be followed.

- a) Proper orderly queues.
- b) Clear table after use and pick up anything which may have fallen on the floor.
- c) Exit by side doors only.
- d) Absolutely no food or drinks to be taken out of the Dining Hall.
- e) Water should not be consumed in the classroom.
- f) Pupils must not drop any litter within the school grounds or premises, put all **litter** in the bin.
- g) Pupils are encouraged to spend the rest of break or lunch outside in the school grounds completing the daily mile (4 laps)

SCHOOL GROUNDS

- 4.15a. The directions of the supervisors on the school playground should be carefully followed. No rough play will be permitted; safety is the primary consideration.
- b. Ball games are allowed on the pitches and should be non-contact. No rough play is permitted. Walking the daily mile is encouraged as a focus on physical and mental health.

c. Pupils must only use the main school entrance and exit - (front gates only).

- 4.16 **Never leave school without permission. Make sure to get a permission note signed by your form teacher or your parents fills in the online jot form. You must report to the school office prior to being picked up, you will sign out using our iPad system.**

4.17 Out of Bounds Areas -

- a. All grass areas to front of school, around the gravel pitches and all wooded areas.
- b. Staff Car Parking areas.
- c. Bicycle Sheds –We are delighted to have so many pupils cycling. No one is in bike shed except when leaving or collecting a bicycle. Cyclists/scooter users must dismount at the school gate. KJHS recommends the wearing of a helmet. E- scooters are not allowed.

PROHIBITED ITEMS

The following are not to be brought on to the school grounds:

- 4.18 Pupils must not bring any dangerous or offensive objects into school e.g. fireworks, stink bombs, knives, cigarettes, e-cigarettes, lighters, drugs, and alcohol fall into this category.
- 4.19 **Chewing gum is totally forbidden.**
- 4.20 Smoking or the use of any intoxicant or drug are strictly forbidden. This includes energy drinks such as Red Bull/Monster (in line with government guidelines)
- 4.21 The possession of large items of confectionary and the selling of items to other students will incur serious sanctions.
- 4.22 The school day ends at 3.15pm. Pupils should be off site by 3.30pm unless they are staying for an after-school club.

SECTION 5 –EDUCATIONAL VISITS

- 5.1 The school rules and sanctions will apply on all school organised visits. This includes the school rule on mobile phones.
- 5.2 The school standards of courtesy and discipline expected in the classroom also apply when pupils are on educational visits.

- 5.3 When travelling by coach pupils should remain seated, be well behaved and wear safety belts at all times.
- 5.4 Pupils must never distract the driver.
- 5.5 Pupils must ensure that no litter is left on the seats or on the floor of the bus.
- 5.6 Pupils will be expected to follow the Code of Conduct used for educational visits e.g. ski trip, hockey tour.
- 5.7 Pupils who have been "excluded" through the merit system or are otherwise considered to be a risk may, through their misbehaviour be considered ineligible to travel on a school trip.

SECTION 6 - TRAVELLING TO AND FROM SCHOOL

- Parents are responsible for ensuring that their children travel safely to and from school.
- A member of staff is on duty to supervise when the school buses depart in the afternoon.
- Pupils are not supervised by a member of staff whilst travelling on the public buses on designated school routes.
- All pupils are expected to behave responsibly whilst travelling.

Misbehaviour travelling to and from school reflects badly on the School community. This is particularly the case where pupils travel by bus. The school therefore reserves the right to impose sanctions upon such pupils.

SECTION 7 - CLASSWORK & HOMEWORK

GENERAL CLASSROOM RULES

1. Arrive punctually and ensure you have the necessary equipment.
2. Refrain from eating during class.
3. Raise your hand and seek assistance if you require help.
4. Pay close attention and follow the instructions.
5. Show respect towards your teacher, classmates, equipment, and school property.
6. Use positive and respectful language when communicating with others.
7. Finish all assigned homework tasks.
8. In the event of a pupil's absence of less than one week, it is the pupil's responsibility to make up for missed work. For longer absences exceeding one week, the teacher will provide support to help the pupil catch up on their work.
9. If a pupil is absent from class due to representing KJHS sports or engaging in other activities, they must seek permission and ensure that all missed work is copied and completed.

EQUIPMENT, PRESENTATION AND HOMEWORK

ESSENTIALS FOR KJHS - we want to avoid sharing equipment.

Blue/Black writing pen	Rubber	Blue highlighter – key words
Red, green, purple biro	Ruler	
Coloured pencils	Sharpener	
Pencils (including HB and 2H)	Pritt Stick	
Folders for each subject	Hand sanitiser (recommended)	

You will be given the textbooks and exercise books you need. Be careful not to lose them as you may be charged for their replacement. Make sure all equipment and clothing have your name clearly marked on them.

Presentation

Presentation of work is always important.

- Do not allow your books to be defaced with stickers or graffiti.
- Take care with layout making proper use of margins and indented paragraphs
- Write with blue or black writing pen and only use colour when this is necessary to aid presentation.
- Check all your work for spelling, punctuation and grammar.

Homework

- Homework is both important and necessary.
- Use the Planner to keep a check on what you have to do and the date by which it must be completed.
- Have your planner signed by a parent/guardian each week.
- Try to do your homework at the same time each day in a quiet place where you are free from distraction.
- You are likely to achieve more by working regularly for relatively short periods (say 1 hour at a time) than in a single long session when your concentration will lapse.
- Above all plan ahead to make the best use of time and do not leave projects, coursework or homework until the last minute!
- If you have a legitimate reason for not completing a set homework a note of explanation signed by your parent/carer should be presented to the teacher concerned.
- Failure to complete homework will result in the application of school sanctions including, for repeated offences, detention and suspension.

How to use your planner?

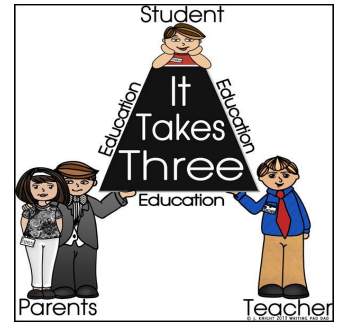
1. Set your planner out on your desk in every class.
2. Copy down the homework details on the date the work was given.
3. Make sure to include: **Subject** **Details** **Date due**
4. Plan your homework, try to avoid leaving them all until the night before. Make sure to work out the nights you might have less time e.g. sports or youth organisations.
5. Tick clearly when you have completed the homework

Whenever a pupil shows disregards for school rules and their importance, a range of sanctions may be applied. These are outlined in KJHS Positive Behaviour Policy.

End of KJHS RESPONSIBILITIES AND RULES BOOKLET.

ROLES & RESPONSIBILITIES

At KJHS we promote the triangle of learning- **the Pupil, the Parent and the School.** Each partner has a vital part to play by being supportive of each other and committed to the success of this partnership.



Parent responsibilities at KJHS:

The acceptance of a place at KJHS is interpreted as a commitment that you accept our ethos, policies and rules. We would ask that you encourage and ensure your son/daughter knows the school rules and support the school in its expectations and implementation.

- Ensure your son/daughter attends regularly, arrives on time in full school uniform and suitably equipped for the day ahead.
- Work together with teachers for the benefit of your child. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- Act as a positive role model for their child in communications and relationships with the school.
- Maintain regular contact with school by-
 - Attend parent/teacher consultation and whole school functions.
 - Provide absence notes.
 - Inform school of events/circumstances which may impact on their child at school e.g. bereavement, separation.
- Homework
 - We would encourage parents to get involved with homework by-
 - Inspecting the homework planner frequently.
 - Signing the planner weekly.
 - Encouraging a responsible attitude to schoolwork and homework.
 - Ensuring that children complete homework on time.
 - Communicating with the form teacher using the planner.
- **Mobile devices. Killicomaine JHS does not permit pupils to have or use mobile phones during school time. As a school community, parents are key to this by supporting this rule. A payphone is available at the school office. We ask that pupils have 50p and a copy of a parent's mobile phone in blazers for emergency use. Should a parent need to contact a pupil, please phone the main office on 02838332021**
- Social media- Parents are key to ensuring that their son/daughter is only accessing social media or apps that are age appropriate. KJHS cannot be responsible or manage the communications that take place on these platforms. Parents should familiarise themselves with how to report socially unacceptable behaviour or online bullying behaviour.
 - Contact the parent of the other child.
 - Report to CEOP (Child Exploitation and Online Protection),
 - Report to PSNI.

Whilst KJHS will support families in incidents of cyber bullying it is vital parents ensure they are helping promote safe usage and helping to prevent misuse. This in recognition that cyber bullying often takes place out of school time and often on apps that pupils should not have access to.

Parents are our students' most significant role models. We would ask that you model responsible and respectful behaviour within the school community in both the real and digital worlds.

Appropriate use of social networking sites by parents

- The school recognises that many parents and other family members will have personal social networking accounts which they might use to discuss/share views about school issues with friends. Although it may appear to be the quickest and easiest way to express frustrations or concerns about the school and those associated with it, it is not the way to raise concerns or complaints. The School considers the following examples to be inappropriate uses of social networking sites.

(This list is non-exhaustive and intended to provide examples only):

- Naming children or posting any comments about children who attend KJHS.
- Making allegations about staff or anyone else connected with the school;
- Making any posts that could be deemed to be cyber-bullying;
- Making complaints about the school or staff at the school;



KJHS will not respond to issues raised on a social networking site. Please contact the school to discuss any concerns you may have.

Offensive posts will be reported to the social media provider and PSNI.



Pupil responsibilities:

- Be loyal to the school and act as ambassadors for KJHS in public. (uniform/standards of behaviour/online behaviour)
- Take a pride in your appearance by wearing school uniform correctly at all times.
- Come to school on time with homework completed.
- Work to the best of your ability in all schoolwork and homework;
- Respect the views, rights and property of others.
- Respect the resources equipment and premises.
- Care for everyone in school and the wider community by showing respect, tolerance and courtesy.
- Behave safely in and out of the classroom.
- Behave in a way that does not disrupt the learning of others by following the school rules.

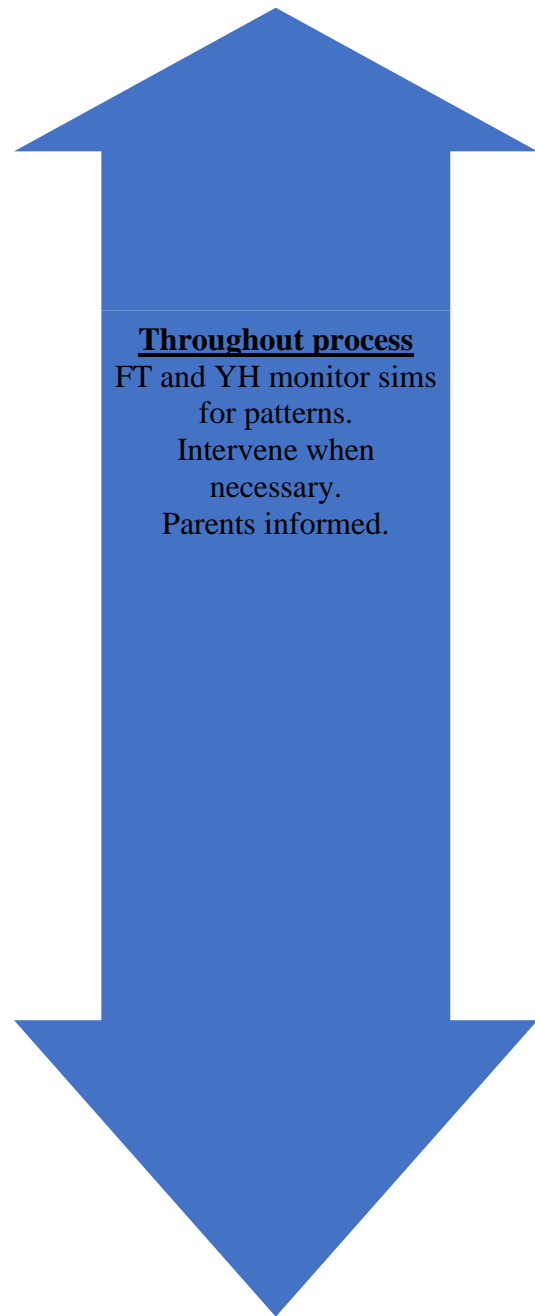
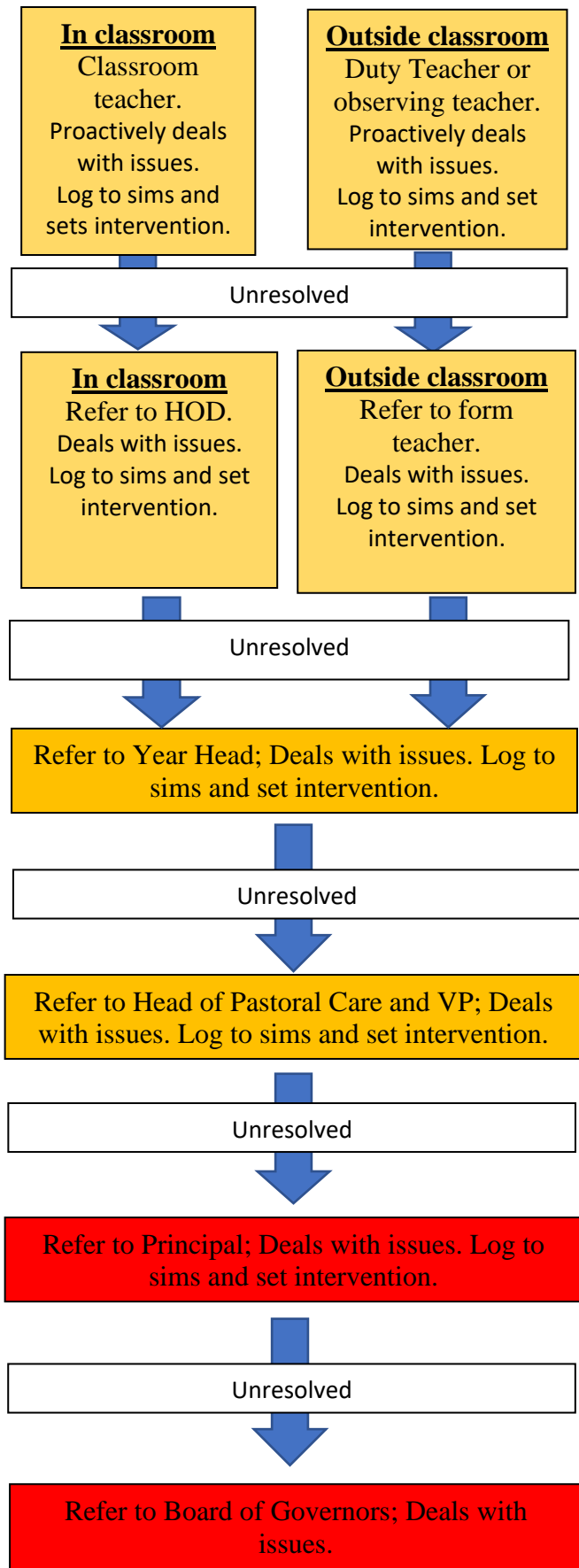


Teachers responsibilities:

- Comply with the KJHS Code of conduct.
- Comply with the GTCNI competences and KJHS Staff Charter.
- Ensure a safe classroom environment for pupils and staff.
- Establish a relationship of respect with pupils.
- Deal promptly and professionally when school rules are broken.
- Be consistent in approach and application of referral system.
- Ensure that misbehaviours are recognised and appropriate effective Sanctions are given.
- Maintain high expectation of all students.
- Provide support through the Pastoral Care System.
- Deal with any incidence of bullying and record.
- Engage in merit system- monitoring, evaluating and target setting with pupils.
- Keep parents informed about school matters and alert you to any difficulties.
- Be open and welcoming and prepared to deal with any parental query.

Our flow diagram represents what will typically happen if a pupil breaks the rules. Rules are important to help the school ensure that effective learning and teaching can take place. Parental support in maintaining high standards of uniform and behaviour is a priority.

Behavioural Flow Chart



KJHS Pupil Behaviour-Rewards /Sanction Progression Table. This table is a summary of the policy document pages 8 – 9, designed by Pastoral Team to assist all staff. It shows behaviours and typical sanctions and sets out the progression that should occur with sanctions. - (if in doubt ask) Staff must act and then use SIMS to record behaviour.

	Pupil behaviours typical of each level		Possible rewards /recognition	
Level 0	Upholds standards of the school and takes responsibility for his/her learning		<ul style="list-style-type: none"> ✓ Positive notes home ✓ Praise phone calls ✓ Merit points ✓ Assembly shout ✓ Hot chocolate ✓ Skip the queue pass 	<ul style="list-style-type: none"> ✓ Merit winners ✓ Prefect ✓ Spot prizes ✓ Attendance prizes ✓ Buddy ✓ Certificates ✓ Lapel badges ✓ Buddy badges
			Possible sanctions	
Level 1 Class teacher Duty Teacher	<ul style="list-style-type: none"> • Breach of rules, in classroom- Demerit behaviour points on SIMS such as late to class, disruptive behaviour, eating in class, class rule breach. • Breach of rules out of class- Demerit behaviour points on SIMS such as jewellery, makeup, defiance. 	<ul style="list-style-type: none"> • Work problems –not on task, missed homework etc. • Uniform and appearance not in line with school rules 	<ul style="list-style-type: none"> • Verbal reprimand and a warning given to consider future behaviour. • Change of seating/withdrawal of privileges in the classroom setting • Not being allowed to take part in an extra-curricular activity or event. 	<ul style="list-style-type: none"> • Setting of additional work • Detention (15/30mins) break or lunch (remember pupils need to eat first on lunch detention)
Level 2 Class teacher Form teacher	<ul style="list-style-type: none"> • Repeated breach of classroom rules/work problems. • Mobile phone goes off in class. 	<ul style="list-style-type: none"> • Bullying behaviour identified. 	<ul style="list-style-type: none"> • After school detention – short 3:15-3:45pm • Form Teacher report • Contact with home 	<ul style="list-style-type: none"> • Mobile phone confiscated and sent to office – short detention by the class teacher – record on SIMS
Level 3 HOD or YH	<ul style="list-style-type: none"> • Persistent breach of class or school rules/behaviour problem • Disrespect or non-compliance towards a teacher • Defacing school property • Hair not in line with school rules – no facial hair • Failure to comply with sanctions imposed/do work set by a teacher 	<ul style="list-style-type: none"> • Possession of banned item (cigarette/e cigarette/vapes) • Persistent bullying behaviour • Internal Truancy- e.g. toilets/double lunch • Use of a mobile phone in school – out in class/break/lunch 	<ul style="list-style-type: none"> • After school detention long detention issued by a Year Head /HOD 3:15-4:15pm • Contact with home • Place on individual behaviour report YH 	<ul style="list-style-type: none"> • Refer to VP/Principal • Withdrawal of privileges • Mobile phone confiscated and sent to office – long detention
Level 4 VP/Principal/SLT	<ul style="list-style-type: none"> • Smoking/ use of e cigarette /vaping • Persistent bullying behaviour • Truancy- leaving school/not coming in at all • Persistent breach of an appearance standards • Continual persistent breach of school rules 	<ul style="list-style-type: none"> • Viewing/downloading inappropriate images • Failure to comply with sanctions imposed by a Year Head 	<ul style="list-style-type: none"> • VP/SLT detention –long detention Friday • VP Report • Formal VP/Parents meeting • Withdrawal of privileges 	<ul style="list-style-type: none"> • Withdrawal from class - movement to a different class • Warning of suspension • Suspension
Level 5 VP/Principal Repetitive misbehaviour or serious infringements	<ul style="list-style-type: none"> • Physical violence towards pupil/staff. • Verbal abuse of staff. (including online) • Criminal actions (theft, major vandalism, drug related) • Ongoing bullying behaviour/Threatening or intimidating behaviour. • Cheating/malpractice. • Bringing banned substances into school. • infringing the rights of other pupils to be taught and to learn. • placing unreasonable physical or psychological demands on a member of staff 	<ul style="list-style-type: none"> • A pupil's continued presence is infringing staff right to safe & healthy working environment. • Uses a mobile phone to take photo/videos/ otherwise misusing it. • Bringing the name of the school into disrepute. 	<ul style="list-style-type: none"> • Formal VP/Parents meeting • Consultation meeting with Board of Governors and Parents of pupil. 	<ul style="list-style-type: none"> • Suspension • The Principal will reserve the right to suspend or expel a pupil from the school. *rolling suspension will be used when a pupil engages in repetitive continuous disruptive behaviour as indicated by e.g. the Merit System or otherwise recorded. • Expulsion

DETENTION

A school's right to issue a detention is set out in article 5 of the Education (NI) Order 1998. This article provides quite specifically that a detention shall not be illegal by virtue of the absence of parental consent to it. The detention must be reasonable in all circumstances and the student's parent/carer must be given at least 24 hours' notice in writing that the detention is due to take place.

SUSPENSION

In all cases concerning suspension and expulsion, the parent/carers and the Chairman of the Board of Governors must be informed. The Principal must also immediately inform, in writing, the Chief Executive of the Education Authority.

In all cases of suspension, parents are required to attend a reinstatement meeting with the Principal/Vice Principal. On returning the pupil will be required to sign a contract and may be placed on report to monitor behaviour.

DOCUMENTATION OF BEHAVIOURS

All significant behaviour incidents are recorded on the behaviour module in SIMS. This accurate documentation allows SLT, Year Heads, HoD's and Form Teachers to analyse individual, class or year groups behavioural pattern and serves to direct planning, future target setting and whole school development themes.

This information is a component of the Pupil Profile, giving Form Teachers and Year Heads important data, to inform Pupil Target Setting, for discussion at Parents Consultation and in circumstances to inform future schools at transfer time.

Behaviour is continually analysed by the Form Teacher and the Year Heads. The Form Teacher reports to the Year Head who in turn reports to the Pastoral Team. At each stage the relevant teacher(s) agree a course of action to deal with individual or group trends. The Pastoral Team may agree a whole school approach to any problem areas.

To minimise the risk of incidents escalating unnecessarily- where a student exhibits distressing behaviour, risk assessments will be carried out. The VP will complete a general one and practical subject HOD's must carry out their own assessment specific to their area.

REASONABLE FORCE

The Education (Northern Ireland) Order 1998 (part II Article 4 (I)) states:

"A member of the staff of a grant aided school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupil from doing (or continuing to do) any of the following, namely:

☒ Committing any offence

☒ Causing personal injury to, or damage to the property of, any person (including the pupil him/herself);
or

☒ Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behaviour occurs during a teaching session or otherwise"

Reasonable force should be limited to emergency situations and only used as a last resort. Where it is necessary to use restraint/physical intervention, a written report must be completed and provided to the VP/Principal.

CONTACT WITH SCHOOL, PUPILS AND SCHOOL STAFF

Parents/guardians are welcome to contact the school any school day at any time during school hours 8.50am – 3.15pm. **Please be patient.**

Schools are busy places where the main priority of each staff member is to provide a high-quality education to each student. **Phone calls, emails or requests by parents for information or meetings will be responded to as quickly as possible.**

To avoid disruption to learning, phone calls will not be put through to classroom during teaching time, but a message will be sent. Please allow at least 24 hours- not all staff have internal phones and many staff member/s are often involved in extracurricular activities.

The following procedures should be followed;

Should parents wish to discuss any matter regarding their own child with any teacher, they should firstly contact the school office and make an appointment with the teacher concerned. To facilitate appropriate preparation for the meeting the school operates a “by appointment only” policy. This enables relevant information to be accessed and available.

Meetings should be conducted in a professional manner. Failure to do so will result in the termination of the interview. The Principal may have a colleague present if he deems it appropriate; a parent may bring a companion. The Principal and Board of Governors reserve the right to refuse or terminate interviews with parents who fail to conduct meetings in a proper manner.

Please note that the school does not accept anonymous phone calls. Consequently, the office staff will not forward any caller who refuses to give his/her name.

For the safety of all pupils, when parents/guardians come to fulfil the appointment they should report to the office and remain there until the teacher concerned comes to the office. Parents are not permitted beyond the double doors in the foyer and should not enter the corridors.

Seeking access to and making contact with pupils.

- (i) No unauthorised person will be granted access of any kind to any pupil within the school and its grounds during the school day.
- (ii) Only parents/guardians who have legal right of access to their children will be allowed access to their children within the school and its grounds. This will be by appointment only with the Principal or Vice Principal.
- (iii) Should any unauthorised person attempt to contact any pupil in the school or grounds, or seek to make arrangements to meet any pupil outside the school, the PSNI will be informed immediately.
- (iv) The Board of Governors, represented by the Principal, Vice Principal or any member of the school staff delegated by them, reserve the right to exclude from the school premises anyone refusing to comply with these regulations.

THE MERIT SYSTEM

PROMOTING POSITIVE BEHAVIOUR

All beginning teachers are asked to consider 'Positive Behaviour Management' as their first 'competence' in their induction. This allows them to research and trial positive behaviour techniques which will best facilitate learning in their classroom.

As a school which values achievement in every aspect of the pupil's life and which is very aware of the strong connection between good behaviour and effective learning, we have a system which emphasises the positive ethos of the school while improving attitudes among a small group of pupils who find it difficult to conform to expected standards.

The Merit System is operated twice yearly in four week blocks and combines rewards and sanctions setting out clear criteria which are applied consistently by all teachers in every classroom. Teachers record merits and/or demerits on the SIMS module and this data is continually analysed by the Form Teacher/Year Head and VP Pastoral Care.

The Pastoral Team meet every Friday from 9.10am – 9.55am. A Pastoral Audit is carried out every three years and a thorough analysis of our Merit System twice annually and the Pastoral Team uses its findings to set annual Pastoral Targets and to inform staff, inset and SDP priorities. **Rewards and Sanctions/Consequences** are in place as a result of the analysis of our Merit System.

REWARDS

For individual pupils there is immediate recognition in their class but there is also the competitive element of striving to be best overall in class or in the year group. That brings further reward of public recognition at assembly with the presentation of a certificate with a prize. The same recognition is given to the best Form Class. At the end of the period pupils with points above a certain level are given additional rewards such as the watching of a DVD instead of attending class.

SANCTIONS/CONSEQUENCES

Pupils below an agreed level are denied access to the reward and follow a regular timetable of work. It is also made obvious to those pupils through a pastoral system that their performance is below expected standards. These pupils are mentored by Form Teachers and/or Year Head. They are required to reflect on their behaviour and to draw up an action plan to enable them to improve on that behaviour with targets to be achieved by the end of the month. Peer group dynamics may also reinforce the message that their individual performance deprives the form group of achieving reward as top class providing further pressure on the individual to conform to required standards.

Key Features

- careful monitoring of behaviour
- readily identifies good behaviour
- publicly rewards good behaviour
- identification of bad behaviour facilitating early intervention
- mentoring by Form Teacher/Year Head
- personal target setting
- peer group influence

Benefits of the merit system

- it acknowledges the efforts of pupils who always conform
- it is a source of self-esteem for pupils who may not succeed in other ways
- it emphasises the importance of praise as a motivating influence
- it is a vehicle for changing attitudes among pupils whose behaviour is less than satisfactory
- it identifies immediately the source and type of problem behaviour which can then be addressed and remedied before it comes a major issue
- it increases the integration of pastoral and curricular areas
- an effective means of improving the quality of education for all pupils
- it often exposes underlying issues which affect pupil performance and can lead to specialist support being used to support the pupil with their own specific needs.

A "Pastoral Merit System" Analysis Model is completed by Year Heads which identifies over and under achieving pupils and activates strategies which commend good behaviour and seek to reduce or cease bad behaviours.

The Pastoral Team Meetings provide an important forum for establishing a consistent approach to Behaviour Management. Data on behavioural trends is regularly analysed and behavioural issues and associated policies discussed.

e.g.

- i. Code of Conduct (DENI)
- ii. Strategies for dealing with challenging parents
- iii. 'Reasonable Force' guidelines
- iv. Parental visits to school to make a complaint – protocols and policy
- v. Scheme for the suspension and expulsion of pupils

The Year Heads in turn can disseminate this information to Form Teachers where relevant or appropriate.