

# St Patrick's Academy, Dungannon



## CODE OF CONDUCT

*'Achieving Excellence Together'*

June 2022

# Positive Behaviour Policy/Code of Conduct

## Aims of the Policy

In St Patrick's Academy we will seek to:

- Establish a culture of care and consideration for the needs of others, in line with the school's Catholic ethos;
- Promote a climate of self-discipline, self-control and independence, in which each pupil takes responsibility for his/her own behaviour and the consequences of it;
- Provide our pupils with a safe, secure environment in which their learning can flourish;
- Create optimum conditions for teachers to teach effectively and children to learn effectively;
- Develop sound relationships, based upon collaboration and cooperation, with the parents of our pupils.

## Behaviour of Pupils in the Classroom

Pupils are expected to be:

- Attentive
- Cooperative
- Courteous
- Participative
- Punctual
- Responsible
- Responsive

**Good behaviour is an essential part of the learning process. Everyone has the right to study and develop in an atmosphere of trust, respect and security.**

Classroom rules will be emphasised by the teacher. Furthermore, each pupil will indicate his/her acceptance of these rules by signing the relevant section of the Student Planner.

- A. Punctuality to class is essential.
- B. Pupils must enter and leave the classroom in an orderly manner.
- C. Everyone must show the courtesy and respect that they would expect from others.
- D. Pupils must bring the correct books and a pencil case to every class.
- E. Listening attentively, particularly to instructions, is essential.
- F. Full participation in class activities is expected from every pupil.
- G. Interruptions while others are speaking are not acceptable.
- H. Homework must be:
  - recorded accurately in the student planner;
  - completed to the highest possible standard;
  - submitted at the specified time.
- I. It is the pupil's responsibility to arrange for a friend to pass on, or collect, details of any work set, in the event of a planned absence. Pupils should inform their teacher(s) in advance of such an absence.
- J. Food and drink must not be consumed in the classroom.

## 1. **Conduct on the school premises, outside the classroom**

Pupils must not engage in activities which will be harmful to them or their peers or which may lead to damage to property.

### ***Before class starts in the morning***

Pupils should line up outside their form room at 8:50 and only enter the room with their form teacher's permission.

### ***General assemblies***

Pupils must line up, in class groups, in alphabetical order, parallel to and facing the stage. When assembly is over, class groups must wait in silence until they are dismissed, line by line by HOY.

### **On the corridors**

#### ***(a) Between class:***

Pupils are expected to move about the school in an orderly manner;

Pupils should stand aside for adults at doorways, holding the door open, if necessary.

#### ***(b) During class:***

As far as possible, all pupils should, at all times be in class or in the study hall. Pupils should take the opportunity to go to the toilet at break and lunchtime, rather than asking out of class. Pupils who are out of class will be challenged and 'hurried on' to class/study hall; a verbal reprimand will be given, if appropriate, in the first instance; persistent offenders will be reported to their form teacher/HoY. (exceptions made for pupils with toilet passes).

### **Breaktime and lunchtime**

- KS4 Break: 10:10-10:25 (canteen or mezzanine)
- KS5 Break: 10.30-10:45 (canteen, mezzanine and Ardlann)
- KS3 Break: 12.55-1.35pm (canteen or mezzanine)
- KS4 lunch: 12:15-1:00, KS3 lunch: 12:55-1.35, KS5 lunch 1.35-2.15.

Warning bells will be rung five minutes before the end of break and lunch time to remind pupils that they should make their way to their classrooms, to enable class to start promptly.

During break and lunch times pupils are expected to go to designated areas and stay away from classrooms. The environment should be relaxed and safe for all pupils.

Pupils who wish to go home for lunch should bring a written request from a parent at the beginning of the school year. Apart from exceptional circumstances, only those who live within walking distance of the school will be allowed to leave school at lunchtime.

### **School Canteen and Mezzanine**

Conduct in the dining halls should be relaxed but orderly; all rules for queuing and clearing must be strictly adhered to. Year 8 pupils are allowed go to canteen five minutes before other year groups.

## 2. **Conduct after school/off the school premises**

For reasons of Health and Safety, pedestrian exits will be used. Pupils who take buses will assemble at the bus waiting area to the rear of the building where a bus supervision team will be in place. This area will be supervised by Mr Campbell and Mr Mulgrew. Pupils who walk home will use the Pavilion Steps leading to the school drop-off point. Mr Fahy will be on duty in this area. Pupils should go directly home from school and not congregate in the town centre. Pupils are reminded that they are representing the school whenever and wherever they are wearing the school uniform, and that bringing the school into disrepute by unacceptable behaviour when wearing the school uniform will result in suspension. In accordance with the school's E-Safety Policy we treat the misuse of electronic devices seriously, especially when posts are detrimental to pupils' learning.

**3. School Uniform**

Pupils should wear their uniform neatly and observe all uniform regulations. Failure to do so will result in a referral being made to the Uniform Co-ordinator who may apply a sanction. See Uniform Policy.

**4. Attendance:**

Every pupil should aim for full attendance so they may achieve their full potential. Recognition will be given to those who achieve full attendance. A casual approach to attendance is not acceptable. If a pupil is going to be absent from school their parent/guardian should contact the school before 8.50am. If the parent has not been in contact with school, Truancy Call will be sent & parents should respond. An authenticated telephone explanation from parent/guardian or response to Truancy Call will be accepted as reason for absence and forwarded directly to SIMS so that the pupil's code can be amended accordingly therefore a written note will not be required. However, if a parent has not made any phone contact the pupil should give a parental note explaining their absence to their form teacher on their return to school. Failure to supply an explanatory note after an absence, by the third day after return to school, will result in detention. Parents/guardians can use the absence note templates provided on page 21 of this planner. Mrs Boyle and Mr Campbell hold monthly review meetings with our EWO.

No pupil should be on the school premises after 3.30 unless he/she is involved in school business.

**5. Leaving school during school day:**

All pupils must remain within school bounds throughout the school day unless they are given permission to leave. Such permission will be given only by the Principal, Vice-Principals or HOY, on production of written request by parent/carer, together with an appointment card, where relevant. Pupils must be collected by a parent/guardian and 'signed out' at reception (not at the school gates). Students may 'sign out' themselves but only if written permission is provided by parent/carer, together with a phone number at which parent/carer can be contacted to verify the request. Parents are reminded that medical and dental appointments (other than those with hospital consultants) should not be made during the school day and the Principal/Vice-Principal may not give a pupil permission to leave school if the number of appointments are deemed to be excessive. Attendance will be monitored throughout the school day. Pupils who leave school without permission will be put on Saturday/Directed Day detention.

**6. Punctuality:**

Pupils must be punctual for school. They should be in their registration rooms for roll call before 8.55am. If a pupil arrives after 9am, he/she must register using the Late Book opposite reception and they will be recorded as code 'L - Late' on SIMS with a reason given. *Pupils who arrive after 9am due to a bus being late should be marked as 'in attendance' (code /).*

Pupils who sign in after 9.15am will use an electronic system at reception to do so. This system provides pupils with a note which requires a parental signature. This 'late slip' is to be returned to reception the following day. If a pupil is late due to an appointment, the appointment card/letter must also be handed into the office. 'Lates' & accompanying reasons will appear on SIMS comments thus centralised with all other comments regarding a pupil. An unacceptable 'late' will count as a negative comment & will be included with any other negative comments on SIMS and sanctioned accordingly, as agreed by Head of Year.

In the case of persistent late-comers a phone call/meeting with parent/carer may be necessary to examine the matter in more detail with a view to finding a resolution. If the problem persists there will be an escalation of sanctions, as per the school's code of conduct, including referral to the Board of Governors and suspension.

Likewise, pupils must arrive promptly for all of their classes. Punctuality to class will be monitored throughout the day. Sanctions will be in place for those who are persistently late.

**7. Bullying behaviour**

Bullying of any type will not be tolerated. St Patrick's Academy will do all within its power to combat bullying behaviour. All staff received training on new anti-bullying legislation. A new policy has been in place since September 2021 (further detail on page 20). Pupils, parents and teachers were consulted on this.

**8. School trips**

Conduct on school trips must be in accordance with procedures as set out in the School Trips Policy.

**9. Mobile phones**

Devices such as mobile phones, iWatches and iPods must be switched off and kept out of sight when on the school premises unless a teacher has given the pupil permission to use their device to facilitate online learning. Any pupil failing to observe this regulation will have his/her device confiscated and held by the Principal's PA until it is collected by a parent/guardian.

In the interests of Health and Safety, Safeguarding and of privacy, no pupil is allowed to use his/her iPod/phone to record an image (video or still) or to make an audio recording of a pupil or member of staff. Anyone caught doing so, or attempting to do so, will be suspended. Anyone who forwards or posts an image or recording will also be suspended. In addition, anyone caught trying to provoke a situation whereby a video or audio recording will be made will be suspended.

**10. Smoking/Vaping**

Pupils are strictly forbidden to smoke/vape or to be in possession of such items while in school, or when wearing school uniform outside school hours. In view of the serious health implications of smoking/vaping, any pupil who breaks this rule will be suspended.

**11. Alcohol and Drugs**

Alcohol and illicit/illegal substances are absolutely forbidden in school and on the school grounds, or when wearing school uniform outside school hours – see Drugs Education Policy. Pupils in breach of this rule will invited to attend a meeting with our Board of Governors. The sanction will be decided by Governors but is likely to lead to suspension or expulsion.

**12. Care of school environment**

Graffiti or damage to property will not be tolerated. The cost of repairing wilful damage will be met by the pupil responsible for causing the damage.  
All litter must be put in bins.  
Chewing gum is forbidden.

**13. Buses**

The bus waiting area is to the rear of the school and pupils must assemble at their allocated number and wait there until the supervising teacher informs them of the arrival of their bus. They should then walk in an orderly manner to the bus and board it. Pupils are expected to maintain the same high standards of courtesy on their journeys to and from school as they are required to show in school.

Inappropriate conduct on the school bus will be dealt with very severely, with, as a minimum, a directed day detention/Saturday detention, as a sanction from the school. For their part, Translink/Education Authority may not only revoke the right of a pupil to travel on a bus and, in addition, expect that payment be made for any damage done to Translink property (including the cost of cleaning buses to make them suitable for other users) but may also remove a bus from a route altogether.

**15. School property**

School textbooks must be covered and properly cared for. All books should have the pupil's name on the inside of the front cover. Pupils should have a strong school bag for carrying books and other materials. Textbooks are supplied on loan to pupils and must be returned at the end of the school year. Where loss or damage to school property - including textbooks – occurs, the school may require the pupil to pay the costs of repair or replacement.

**16. Pupils' property**

All items of uniform should bear the owner's name. Pupils should not leave money or other valuables unattended in school bags or pencil cases. Pupils may not, under any circumstances, go to other pupils' lockers. School bags or other items must not be placed on top of lockers or in passage ways.

**Sanctions for misbehaviour**

**(a) Detention procedures:**

- *Lunch Time Detention (LTD)* lasts 25 minutes.
- *After School Detention (ASD)* takes place once a week, usually on Thursdays, from 3:30-5:00. Parents are always informed by letter/phone so that travel arrangements can be made.
- *Saturday School Detention (SSD)* will last for three hours and will be imposed for more serious breaches of discipline, including truancy or persistent misconduct resulting in more than three occasions of ASD. It can be given only by the Principal or Vice-Principals in consultation with HOYs. Parents will always be informed by letter/phone so that travel arrangements can be made.
- *Directed Day Detention (DDD)*, from 9:00am-3:30pm, may be used as an alternative to Saturday Detention. Parents will always be informed by letter/phone so that travel arrangements can be made.
- ASD cannot be substituted for Saturday or Directed Day detention. Failure to do Saturday or Directed Day detention will result in suspension.
- Three instances of detentions (excluding LTD) will result in a pupil being removed from a school team/competitive event/school visit, for a minimum of one school term or equivalent length of time.

*Any detention set will be recorded in a pupil's school record, on SIMS.*

We anticipate that parents will support the school's detention procedures. If a pupil fails to complete their detention it will be rescheduled. If the detention is not completed on the second occasion, then the pupil will be suspended.

**(b) Alternative/additional sanctions:**

- Withdrawal of privileges, possibly including non-involvement in extra-curricular activities and/or class/year group rewards;
- Temporary removal of a pupil from his/her peers into another class;
- Temporary 'attachment' of a pupil to a senior member of staff;
- Pupil is temporarily required to do set work in Study Hall;
- Pupil will be given a 'report' card. This will require parental signatures.

In the case of all serious disciplinary issues, parental involvement/meetings and support will be sought. At the discretion of the Principal, pupils whose behaviour and/or progress are giving rise to serious concern, may be asked to sign an agreement, indicating their willingness to co-operate fully with their class teachers and to conform to the school's code of conduct. A pupil and his/her parents may be required to meet the Board of Governors' Positive Behaviour Sub-committee.

**(c) Suspension, exclusion, expulsion:**

In extreme cases of misbehaviour, the Board of Governors may deem that suspension, exclusion or expulsion is the appropriate course of action.

- Suspension may be imposed if a pupil has failed to respond to less serious sanctions. It may also be the sanction for a single incident of serious misconduct; it may be imposed for bullying behaviour and, because of the particularly hurtful nature of cyberbullying, will always be imposed for the latter offence.
- Expulsion from school may be the result of repeated serious misconduct, when a pupil has failed to respond to all other means of remedial action by the school. Expulsion may also result from a single instance of grave misconduct, such as a pupil striking a member of staff or a pupil coming onto the school premises after school hours to carry out malicious damage to school property. In the case of students about to sit external examinations, such misconduct may result in a student being denied further entry to the school premises and will consequently require him/her to find an alternative venue in which to do those examinations.

**Restraint and seclusion**

The best interests of the pupil will guide all decisions taken by our staff. Restraint will only be used as a last resort in order to prevent a pupil from injuring themselves or others and will never be used to punish a pupil or deliberately cause injury. A pupil will never be locked in a room, left unsupervised or unable to leave when they want to.

**Conclusion:**

In St Patrick's Academy, we feel confident that our pupils, with the encouragement of both staff and parents, will recognise that the above rules and procedures exist solely to underpin the school's aim of creating and maintaining an environment for all, which is safe, secure and conducive to productive learning.

**UNIFORM**

**General Guidelines**

School uniform must be worn on all occasions, in a manner which is neat and tidy. Please ensure that all items of uniform are clearly marked. See Uniform Policy.

Uniform checks will be carried out daily by form teachers and periodically by the Head of Year and by members of Senior Management. Class teachers will also check uniform and issue conduct logs to pupils who come to class with uniform which is in breach of uniform regulations.

At the discretion of Senior Management, a pupil who is in serious breach of one of the uniform rules, or who persistently breaches the regulations, will be temporarily removed from class and placed in the Study Hall or attached to a member of SLT. The matter will be referred to the teacher in charge of uniform who will contact the pupil's parent(s)/carer(s) to explain the reason for the sanction and to ask for the uniform offence(s) to be corrected as soon as possible.

Please ensure that your child's name is clearly marked on all items of uniform and PE kit.

**Uniform Checklist - All pupils must have:**

- School blazer (blazers must be worn, not carried or kept in schoolbags);
- School clip on tie. The tie must also be worn on the journey to and from school;
- Years 8-12 long sleeved blue school blouse/shirt;
- Years 13 & 14 long sleeved white school blouse/shirt;
- School V-neck jumper;
- Plain black leather shoes (boots, 'sling-backs', mules, trainers and so on are not permitted). Heel height must not exceed 2.5cm;

Either:

- Navy pleated knee-length skirt (school regulation only and worn correctly; not modified) with navy tights. Navy socks (ankle/trainer/football socks are not permitted) may be worn in September, May and June;

Or

- Plain black trousers (regular-fit, worn correctly so that the hem sits neatly on the shoe; skinny trousers are not permitted). Trousers should be worn with plain black socks (ankle/trainer/football socks are not permitted);
- If a scarf is worn, only the school scarf is acceptable;
- Outdoor jacket: navy waterproof jacket with the school crest may be worn over, not instead of, the blazer; no other outdoor garment or 'fleece' will be permitted;
- Hair accessories should be in keeping with the school uniform.

**PE Uniform**

- School crested football shirt, shorts and socks are essential items of PE uniform;
- Trainers, football boots, swimwear and mouth guards to be worn when required.

*\*Other Academy-branded sportswear items such as kitbags and hooded tops are optional.*

*\*\* Academy-branded navy leggings/tracksuit bottoms may be worn in KS4 & 5 only.*

*When purchasing any item of uniform, the school recommends trying it on to make sure that it fits appropriately and conforms to the school's requirements. Should you have any concerns regarding uniform, please contact Mrs O McVey, Uniform Co-ordinator.*



**Make-up:** Pupils in Years 11 to 14: may wear light foundation but no other make-up is allowed.

Years 8-10 inclusive: make-up should **not** be worn.

Students should not wear false tan, eye make-up, acrylic/gel nails and nail polish. Students who do not adhere to these rules will be asked to make appropriate adjustments in line with the uniform policy. Repeated instances of non-compliance will be referred to the teacher in charge of uniform.

**Hair Styles:** Students must not adopt hairstyles which are extreme, with regard to length or colour. (Grades '0' and '1' are not allowed and hair should be a natural colour). Speedlines, tracks and similar effects are not permitted. Boys must be clean shaven.

**Jewellery:** One pair of stud earrings, one in each ear lobe (due to health and safety regulations, no hoops or drop earrings permitted). No other facial or body piercings are permitted. Pupils who already have piercings will be asked to remove them or to use a retainer.

One chain and one plain ring will be allowed.

Excessive jewellery or hats, scarves, ties, etc. that breach uniform regulations will be confiscated.

**Tattoos are not permitted**

Reviewed: June 2022

To be reviewed: June 2023

**SANCTIONS** - While our aim is, at all times, to help our young people to develop self-discipline, sanctions have to be imposed on occasions. LUNCHTIME(LTD)/ AFTER-SCHOOL(ASD) /SATURDAY SCHOOL (SS) /DIRECTED DAY(DD)

Code	Offence	Sanction
B	Bullying behaviour including prejudice-related incidents	ASD/Saturday/DD/Suspension
BL	Bad language	ASD
C	Copying in a test/Plagiarism in homework/coursework/controlled assessment	Test/assessment cancelled & ASD
DP	Minor damage to school property eg writing on desk	Payment for repairing damage & ASD
E	Endangering other pupils/staff	ASD/DD/Saturday/Suspension
F	Fighting	ASD/DD/Suspension
G	Gambling eg 'pitching'	ASD
IFE	Interfering with fire equipment inc. interfering with emergency fire doors	Suspension on Health & Safety grounds
LOC	Lack of courtesy	LTD/ASD
LS	Leaving school without permission	Saturday/DD
MBB	Misbehaviour on bus	Loss of bus pass/ASD
MBCL	Misbehaviour in class	LTD/ASD

MBCO	Misbehaviour on corridor - Eating, running, littering	LTD/ASD
MBSH	Misbehaviour in study hall	ASD
MBST	Misbehaviour on school trip	ASD/DD/Saturday/Suspension
MC	Missing class	ASD
MCOM	Misuse of computer facilities	ASD/DD/Suspension
MP	Misuse of mobile phone/iPod	Confiscation of phone or iPod/ASD
NAN	No absence note within 3 days (by day 3)	ASD
NB	No books on 2 occasions in same subject	LTD 1st offence, ASD 2nd offence
NCW	No coursework/assessment	ASD
NH	No homework x 2 [in half a term] - extra homework given	LTD/ASD
NE	No equipment on 2 occasions	LTD
NPE	No PE kit on 2 occasions in half a term	ASD
NPIPE	Non-participation in PE on 2 occasions	ASD
OB	Out of bounds	ASD/Saturday/DD
P	Two 'lates' to school without notes	ASD
P*	Deliberately coming late to school	ASD
P**	Persistent lateness to school	ASD
PF	Misuse/possession of fireworks, lighter, matches, laser pen, aerosol, e-cigarette, psychoactive substances	Suspension
PMCT	Three negative comments on SIMS (Weekly KS3 & 4, monthly KS5)	LTD (KS3 & 4)/ASD (KS5)
PMCT*	LTD x 3	ASD
PMCT2	ASD x 3	Saturday/DD
RCO	Running on Corridors	ASD
S	Smoking/Vaping or possession of such items	Suspension
SG	Selling goods/bringing goods into school to sell	Saturday School for 1st offence, Suspension for repeat offence
SID	Bringing the school into disrepute	ASD/DD/Suspension
ST	Stealing	ASD/suspension for 2nd offence
T	Truanting	Saturday/DD
UA	Unacceptable behaviour while in school uniform	ASD/Saturday/DD
UO	Uniform offences on two occasions	ASD
UV	Unauthorised use of electronic communications device	DD for first offence. Suspension for repeated offences or posting an image

The above is not an exhaustive list of offences. A recurrence of offences will lead to increased severity of the sanctions imposed. Good behaviour will be acknowledged with positive logs, early breaks and lunches, certificates, hot chocolate treats etc.