

POLICY FOR PROMOTION OF POSITIVE DISCIPLINE 2012

Introduction

In Newry High School it is our aim to provide a safe , healthy and happy environment for all of our pupils and staff so that proper and effective learning can take place. With this in mind it is our duty to have a well established discipline policy which offers a consistent approach and which affords our pupils equal rights whilst requiring a high degree of responsibility in return.

Our discipline system aims to cultivate in pupils an acceptance and recognition of responsibility for their decisions and actions and for the consequences should they break the code.

We have a well established system of rules for good behaviour. Any such system must be accepted by the pupils and they should develop their self-discipline and create the conditions for an orderly community in which effective teaching and learning can take place and in which there is mutual respect among all members.

It is the school's belief that a climate which fosters effective learning, both in and out of the classroom, is at the heart of the education process. Such a climate or ethos is best established through focusing on the creation and maintenance of good relationships among staff; staff and pupils; pupils and their peers: between parents and the school and the school and the community.

In keeping with the aims of the school we believe that learning can best take place within a safe and ordered environment and that all young people, from whatever background, have a right to be valued and respected, in a secure and caring environment, and to have their abilities and talents nurtured and developed to their full potential.

It is therefore our intention to create a calm and caring environment within which teachers, pupils and support staff can work to the best of their ability, enjoy a sense of belonging and know they have an important part to play.

Our entire system of positive behaviour is founded on three guiding principles:

- **Respect**
- **Responsibility and**
- **Excellence**

The School / Parent / Pupil Partnership

We believe that the key to success in education is founded on a partnership between the school, parents and pupils, each of whom has a specific role to play.

Rules, rights and responsibilities should be constantly emphasised both by school and by parents, as well as the consequences which may follow as a result of a pupil's choice to break the rules. In order to signify acceptance of school policies, parents and pupils of the school are asked to sign to a contract of positive behaviour prior to entry. (See Appendix 1).

AIMS

1. To create a supportive and disciplined environment which will foster the individual growth and development of caring and responsible young people by:-
 - (i) providing a structured disciplinary system within which pupils can feel secure, can enhance their self esteem and which will enable the smooth running of the school.
 - (ii) promoting a community spirit within the school resulting in a sense of pride for the school.

2. To promote close links between the school and
 - (i) the home
 - (ii) the educational welfare and social services agencies.

POSITIVE DISCIPLINE

1. Positive discipline is a step towards a relaxed and positive environment where teachers and pupils spend more time enjoying teaching and learning and less time is taken with managing difficult behaviour.
2. Positive discipline should have a whole school approach, since the participation of the entire school is central to building and maintaining a positive environment.
3. Positive discipline is a critical part of a whole school policy which describes unambiguously how the school plans to teach pupils to behave responsibly, co-operatively and with concern for others.
4. Positive discipline should involve a proper airing of all shades of opinion, leading to a better understanding on the part of pupils, parents and teachers of the school rules and policies and a real commitment to the outcomes.
5. Positive discipline is the basis upon which a more supportive climate can be built which should assure teachers that, when problems arise, definite procedures are in place which will support them.

Code of Conduct:

Newry High School's **Code of Conduct** is a set of positive statements which set out the standards of behaviour and appearance we expect all pupils to strive to meet on a daily basis.

System of Conduct:

Newry High School's **system of Conduct** is an overview of the whole system of positive discipline

All pupils are expected to comply to the school's Code of Conduct:



Newry High School CODE OF CONDUCT

'Respect, Responsibility and Excellence'

Consistency

Respect for Self, Others and the Environment.

All Pupils Must:

- Be polite, helpful and considerate to all members of staff, other pupils and visitors
- Respect the rights of others beliefs and opinions
- Display good manners at all times
- Treat school equipment with respect and care
- Act responsibly in corridors at all times keeping noise to a minimum

Responsibility for Good Behaviour and Good Manners

All Pupils Must:

- Maintain quiet and orderly behaviour in school corridors and stairways – all classes must line up quietly and only enter the classroom when invited by the teacher
- Pupils should leave classrooms in an orderly manner after checking their uniform is correct
- Be punctual for each class and Assembly and other school events. Those who are late must volunteer an apology and an explanation.
- Treat others as they would wish to be treated themselves. Fighting, any form of bullying and the use of offensive language are forbidden at all times.
- Display acceptable and healthy eating habits and pupils must clear up properly after their meal.
- Observe high standards of courtesy and show respect, consideration and good manners in school, travelling to and from school, on buses, public places and on school trips (Behaviour outside school should reflect praiseworthy behaviour inside school)

Excellence in our Efforts, our Uniform and our Community

All Pupils Must:

- Try their very best at all times, in schoolwork, homework or representing the school
- Do their best to concentrate for the whole lesson, listen carefully to and follow the teacher's instructions
- Ensure they are prepared for every class
- Wear full school uniform correctly as outlined in the school rules
- Put all litter into bins and help keep the school tidy

Quality Education for All

System of Conduct

		← Expected Behaviour Not Met	Expected Behaviour Exceeded →
Level	Action By:	Sanction	Reward
1	All Staff	<ul style="list-style-type: none"> Verbal reprimand 	<ul style="list-style-type: none"> Verbal praise
2	All Staff	<ul style="list-style-type: none"> Written warning Meaningful extra work Break or Lunch Detention Move pupil within class Time out to another member of staff 	<ul style="list-style-type: none"> Praise from class teacher and tutor Achievements celebrated in assemblies Merit Awards in planners in Key Stage Three <ul style="list-style-type: none"> Bronze (25) Silver (50) Gold (75) Platinum (100)
3	Teacher/ Tutor	<ul style="list-style-type: none"> Time out to another teacher's class Behaviour report Form (Pink Slip) 	
4	Teacher/Tutor /Year Head/ Parent	<ul style="list-style-type: none"> Appearance Report After School Detention 	<ul style="list-style-type: none"> Achievement Points in Key Stage Four <ul style="list-style-type: none"> Tutor group with the most APs will be rewarded Tracked and encouraged by Teacher, Tutor, Year Head and Positive Behaviour CoOrdinator
5	Year Head /Parent	<ul style="list-style-type: none"> Daily Report to Year Head (Stage 1) 	
6	Year Head / Parent	<ul style="list-style-type: none"> Supervised Support 	
7	Vice Principal / Parent	<ul style="list-style-type: none"> Daily Report to Vice Principal (Stage 2) 	<ul style="list-style-type: none"> Trips
8	Principal / Parent	<ul style="list-style-type: none"> Daily Report to Principal (Stage 3) 	
9	Principal / Parent	<ul style="list-style-type: none"> In School Suspension Suspension 	<ul style="list-style-type: none"> Vouchers Prize / Attendance cups
10	Principal and BoG	<ul style="list-style-type: none"> Permanent Exclusion (Expulsion) 	

• • •
Expected behaviour:
Code of Conduct
Appearance
School Rules



DISCIPLINE PROCEDURES

Teachers have the power to exercise a degree of authority over pupils equating with a parent's own right. This is known as being "in loco parentis". It carries with it an accompanying duty of care towards pupils such as a careful and prudent parent might exercise.

GOOD ENDEAVOUR/BEHAVIOUR SHOULD BE RECOGNISED AND REWARDED BY:-

1. Verbal praise
2. Positive comments on pupil's work
3. Positive comments to parents (reports/parents' nights)
4. Other appropriate rewards (eg. Merit Challenge, Achievement Points)
5. Class outings

The creation of rules assumes sanctions against those who break them. Everyone should be aware of these sanctions and how they operate. This is not to suggest, however, that a set of rigid sanctions should be used to fit each breach of rules- the emphasis must be on appropriate measures to deal with individual pupils wherever this is possible. What is appropriate for a senior pupil will not necessarily be so for a newcomer's first offence.

THE SANCTION MUST FIT THE PUPIL AS WELL AS THE BREACH OF RULES

The basic responsibility for classroom discipline lies with the teacher. Should assistance be required the following structure of responsibility will apply:-

- (i) Classroom teacher
- (ii) Form Tutor
- (iii) Year Head
- (iv) Vice Principal
- (v) Principal
- (vi) Board of Governors

PARENTS ARE ALSO EXPECTED TO PLAY A MAJOR ROLE IN THE DISCIPLINING OF THEIR CHILDREN

Disciplinary Sanctions:

Failure to comply with the generally accepted standards of work/dress/behaviour will result in disciplinary sanctions such as:-

Verbal Reprimand -

Where a pupil is given a verbal warning to improve their behaviour

Written warning -

where a pupil is given a written warning to improve their behaviour. This is usually in the form of a letter or note home to parents.

Meaningful Extra work

e.g. additional pieces of classwork, or occasionally writing out some or all of the department's or school's rules.

Parents should sign this work which will be collected and corrected by the teacher e.g. when classwork/homework is lacking.

Breaktime detention and or Lunchtime detention

(In Lunchtime detention, time will be permitted to eat a meal and have some time outside)

Move Pupil within Class –

It is good practice for a teacher to manage behaviour by reassigning seating positions during lessons if necessary

Time out - in another teacher's classroom

e.g. when there is interference with other pupil's work.. A behaviour report form should also be completed to explain why the pupil had to be removed.

Behaviour Report form (Pink Slip)

Record of poor behaviour used to record instances of unacceptable behaviour and used to issue after school detention

Uniform Report (see Appendix 2)

Record of poor appearance used to encourage improvements

After School Detention

After school detention is one of the main sanctions within our disciplinary policy and procedures.

After School Detention - may be issued by any member of the teaching staff (Form tutors, teachers, year heads, SLT).

PURPOSE OF AFTER SCHOOL DETENTION:

- To encourage improvement in the pupil's attitude and behaviour.
- To communicate to parents that current behaviour is not satisfactory.

All detentions are supervised by staff. At least forty-eight hours notice is given to parents by letter when after school detention is arranged. (see Appendix 3a)

Where a pupil is absent on a day scheduled for their detention they **must** attend on the following Thursday.

When after school detention has been completed, parents are responsible for the transport of pupils home. Failure to report for detention is deemed a serious offence and if repeated will result in suspension. (see Appendix 3b)

For Staff to issue an After School Detention: (for more detail, see Appendix 3c)

- A) On the report form (Pink Slips) fill in the pupil's details as usual
- B) After 'Nature of complaint' detail the behaviour which resulted in the detention (the office will use this on the detention letter)
- C) Forward the report form (pink slip) directly to the office – the office will process two copies of a detention letter, one posted home and one sent to the Tutor along with the pink slip. The tutor will give a copy of the letter directly to the pupil and inform the Year Head if necessary.

Detention will be one day a week – Thursdays. There will be a maximum of 15 pupils. If more than 15 are due a detention, the group will be split and a member of SLT will take the remainder. If more than 30, a second member of SLT will take the overflow. (see Appendix 3c)

Follow up on pupils not showing up for after school detention:

If a pupil does not show up:	Monitored by:	Followed up by:	Sanction for not showing up:
Once	Teacher on duty informs office: Office sends an email to all year heads if a pupil does not show up.	Year Head – phone call home	One week Break DT and the repeat DT
Twice	Year Head alerts VP if a pupil does not show up twice.	VP – phone call / letter home	One day Supervised Support and repeat DT
Three Times	VP alerts Principal if a pupil does not show up a third time.	Principal	Three days supervised support and parental interview with SLT

Work in after school detention:

- The punishment is the time after school. **It will be the pupil's responsibility** to bring some useful work with them to do (eg. Homework, revision, study, coursework etc)
- The Teacher who requests the detention may put work in a box in room one at anytime before the Thursday, **which will take precedence** over any work the pupil may bring themselves.
- If a pupil does not bring work, they will be expected to complete some standard work which will be provided in the detention room e.g. 'rethinking my behaviour', school rules etc

Daily report to Year Head (Stage 1), VP (Stage 2) or Principal (Stage 3) (See Appendix 4a)

For general lack of effort and/or disruption to the learning of others, or following suspension:
Pupils are set specific targets for behaviour improvement:

Targets	1	4 Not arguing with staff	7 Treating others with respect	10 Being on time
	2 Not disrupting classes	5 Not distracting others	8 Follow instructions	11 Being prepared for class
	3 Homework /Coursework on time	6 Not using offensive language	9 Not eating/chewing in class	12 Uniform / Appearance

A letter is sent home to parents when a pupil is placed on daily report. (See Appendix 4b)

Pupil's are awarded a 1, 2 or 3 by the class teacher at the end of the class depending on how they have performed against their specific targets:

1 Met targets

- 2 **Has made some effort but further improvement needed**
- 3 **Made little or no effort to meet targets**

It is vital that the parent signs the report each day and discusses that day's behaviour with their child.

Supervised Support

Supervised support is when a pupil is temporarily removed from general circulation and is required to continue with their work in a single supervised classroom for a designated period of time. It is a high level sanction and is treated as a very serious matter.

Parents will be informed by letter. (See Appendix 5a). The Pupil will continue to work as normal with work being sent by class teachers. Pupils in Supervised support for the whole day will also be expected to attend break and lunch detention. (In Lunchtime detention, time will be permitted to eat a meal and have some time outside)

Supervised support takes place in room 26. It is supervised at all times by a teacher. It is a large open room that senior pupils use for study purposes. Pupils in supervised support benefit from large desks and an open, quiet room to continue their work. They are not isolated from the other pupils, but may be asked to sit near the teacher. They may ask the teacher for help or support at any time if they need it. Supervised support is a serious sanction and is used as a barrier to avoid suspension if at all possible. Pupils may be placed in supervised support at the discretion of a Year Head or Senior Manager (See Appendix 5b) for a period of time deemed appropriate to their breach of rules. (see page 17). This may be:

- Immediately following an incident pending investigation,
- As a sanction following an incident as a result of investigation
- After a period of continued poor behaviour

Behaviour in supervised support is monitored and recorded by a behaviour report form. (see Appendix 5c)

In School Suspension

In some circumstances SLT may choose to manage a pupil's behaviour through an in-school suspension. This would mean 2-3 consecutive days in Supervised Support. A letter home is required and a post suspension interview with the Parent / Carer should take place before the pupil is allowed to return to class. Parents may be asked to take a pupil home in order to allow situations to diffuse.

Suspension out of school

In very serious cases, a pupil may be asked to remain at home for a period of time. This is a very severe punishment and is permanently recorded on the pupil's school profile. We rely on the support of the parent/carer to ensure this time is not seen as a 'reward', and to ensure the pupil continues to work at home. e.g. serious verbal abuse of a member of staff/other pupil, deliberate assault on another pupil, persistent bullying, refusal to comply with the school rules. Letters are sent to home, EWO and Southern Education and Library Board (See Appendix 6). Parents may be asked to take a pupil home in order to allow situations to diffuse. A post suspension interview with the Parent / Carer must take place before the pupil is allowed to return to class.

Behavioural agreements

In some cases the school will draw up a Behavioural Agreement (See Appendix 7) as a final barrier to Further Suspension or Permanent Exclusion. This agreement is absolute and no deviation from it will be tolerated.

Permanent Exclusion (Expulsion)

In exceptional circumstances this sanction will operate in accordance with the SELB Scheme for the Suspension and Expulsion of Pupils from Controlled Schools. (19/10/01)

PHYSICAL PUNISHMENT IN ANY FORM IS STRICTLY FORBIDDEN

All forms of physical punishment are strictly forbidden. Such actions cannot be defended and could lead to disciplinary action by the local Area Board or the Department of Education. Staff may however, in some circumstances, have to act within the guidelines of the school's Safe Handling and or Reasonable Force Policy where there is a Health & Safety concern in respect of any pupil or adult.

Note: Copies of the school's guidelines on the Safe Handling Policy (based upon Department of Education guidance) are available in the school for consultation.

ASSAULTS ON A MEMBER OF STAFF

Outlined below is the action which will be taken following a physical assault on a member of staff by:-

(a) A PUPIL

- (i) Automatic suspension from school pending investigation of the incident. Parents/guardians will be informed immediately.
- (ii) The pupil involved will be dealt with promptly, fairly and firmly. This may result in expulsion procedures being implemented.
- (iii) The police may be informed.

(b) A VISITOR OR INTRUDER

- (i) All practicable steps will be immediately taken to remove the visitor/intruder from the premises.
- (ii) The police will be informed.
- (iii) A warning letter may be sent to the offenders stating that their behaviour is unacceptable and that they are not permitted to enter the school premises in future without an appointment. Any breach of this arrangement will be regarded as trespassing and prosecution procedures may follow.

PROSECUTION - In either of the above situations a private prosecution may be pursued by the member of staff against his/her assailant.

COMPENSATION - A Compensation Order may be made by a magistrate against the person convicted of assault, requiring him/her to pay compensation into Court for the victim. In the case of pupils, the Court has discretion to order the parents to pay.

SCHOOL RULES - GENERAL

- Bad manners or bad taste in language, dress or demeanour as determined by the school will not be tolerated.
 - Pupils should treat others with respect in how they speak and act towards them, never using bad language or acting in bad taste. Whistling or shouting inside school is not permitted
- Pupils must help to keep our school and its grounds clean and tidy (e.g. by putting litter in the bins provided.)
 - Pupils must do their part to keep our school and its grounds clean and tidy, e.g. putting litter in bins, clearing any mess they have made and encouraging others to do the same
 - Pupils must use only the gates to enter and leave the school grounds. The main door is for the use of staff and visitors only.
- Items of jewellery are obvious sources of danger, especially in practical subjects, and must not be worn. This includes studs, sleepers and signet rings.
 - In Years 8-12 jewellery should never be worn in school, as it is a possible source of danger in practical subjects. This includes all rings, necklaces, all ear-rings and piercings of any kind.
- Pupils must not leave the school grounds at any time during the school day before 3 pm except with written permission of parents and by arrangement with the Principal/Vice-principal. (Pupils who walk out of school without the knowledge/consent of school staff will face suspension)
- Pupils must show due respect for their own property, the property of the school and that of other people. School bags must be kept with their owner at all times and must not be left unattended, especially in corridors
 - Pupils who lose, sell or misuse their free dinner ticket may lose their free meals. Theft of dinner tickets is a serious offence.
- Misbehaviour on the school buses could result in the SELB withdrawing a pupil's free bus pass.
 - Pupils must continue to behave respectfully and responsibly on the school buses. Those who misbehave could have their bus pass withdrawn by the SELB
- Where pupils bring excessive money, electronic music devices (e.g. i-Pods/MP3 players), electronic games etc. into school they do so at their own risk. Staff cannot be held responsible for any losses incurred.
 - Pupils who bring excessive money or electronic equipment (games, music players etc.) do so at their own risk. It is strongly recommended that these are left at home as the school cannot be held responsible for any damage or loss thereof.
- Use or possession of fireworks, alcoholic drinks, drugs, tobacco, organic solvents (including correction liquids such as Tippex) or any illegal substance is strictly prohibited. It will be an offence to fail to report or be in the company of anyone holding or using these materials.
 - Any form of gambling is not permitted in school.
 - Dangerous devices, e.g. laser pens, knives, etc. must not be brought to school and pupils must not act in any manner which endangers the Health and Safety of themselves or others.

RESPONSIBILITY

- Damage to school property should be reported immediately to a teacher or the school office. Payment may be demanded from the person(s) responsible for the damage.
- Pupils should not eat or drink in class. Pupils may drink water if permission is granted by the teacher.
- Chewing gum is not permitted in school.
- Pupils must walk at all times in single file on the right hand side of corridors
- Medical and dental appointments should be arranged, where possible, outside school hours and significant absence due to family holidays should be avoided. Pupils wishing to leave school **must** bring a note signed by a parent/guardian requesting permission to leave. The reason for leaving school must be clearly stated. Telephone requests to leave school will only be granted in exceptional circumstances
- Games outings should be covered by an annual permission slip, all other outings should be covered by a parental permission slip
- Pupils must always provide written permission from a parent if they wish to leave a group on an outing
- Pupils should always remember to tidy the bus and thank any drivers or staff
- The school office staff cannot relay telephone or other messages to pupils. The only exceptions are those calls concerning serious family matters.
- In dry weather corridors should be vacated at break and lunch time except when pupils are involved in authorised activities. Pupils may use the hockey pitches and tennis courts for games during break and lunch.
- Mobile phones or other electronic devices must not be used inappropriately and **must comply to the school's mobile phone' policy.**
- Pupils who become ill in school should inform their class teacher first, before reporting to the School Office and must not leave the premises without the school's permission.
- All pupils (Years 8-12) must take part in P.E./Games. Pupils who cannot take part must bring a note from a parent/guardian giving a reason. If an illness/injury lasts beyond two weeks a medical certificate is required.

EXCELLENCE

<ul style="list-style-type: none">▪ School uniform is compulsory and must be worn correctly on all school occasions▪ e.g. shirts/blouses must be tucked in, top buttons closed and ties properly done up and to a length of four shirt buttons. Alternative articles of clothing are not permitted unless there are exceptional circumstances. At no time should a pupil wear an article of clothing that is identified with a sports team/club.
<ul style="list-style-type: none">▪ Pupils must comply with the school's homework policy.
<ul style="list-style-type: none">▪ Pupils must be punctual on all occasions, both at 8.35am for registration and for each class throughout the day▪ All pupils, without exception, must report to their Tutor at 8.35 a.m. in their registration room so that they may be marked present, and must remain in school until 3.00 p.m.
<ul style="list-style-type: none">▪ Pupils who have been absent from school for one or more days must present a note to his/her Tutor on the first morning back. This note should be dated, state the number of days absent, give an explanation for the absence and be signed by a parent/guardian.
<ul style="list-style-type: none">▪ For Health and Safety reasons, pupils must avoid all areas designated 'Out Of Bounds'▪ When the school is closed, pupils must not enter the school grounds
<ul style="list-style-type: none">▪ a) Pupils must not wear heavy make-up and are required to keep their hair tidy. Unnatural colours (e.g. bright red, green, blue, purple etc.) are unacceptable.▪ Boys are expected to be clean shaven (i.e. beards and moustaches not permitted.)▪ (b) Shaven hairstyles are not permitted (not less than a number 2 is recommended).▪ (c) Boys are requested to maintain hair length not below the collar. Pupils with longer hairstyles will be required to tie them back in a ponytail.

Respect, Responsibility and Excellence– All pupils are expected to act respectfully and responsibly at all times, and give their very best efforts in everything they do.

- As a school community we are committed to preparing our pupils for life and work. These rules are set out not to hinder our pupils, but to enhance their understanding of how to make a positive contribution as a member of a community, team, workforce or family.
- No list of rules can cover every contingency. Specific regulations/instructions are published or otherwise communicated from time to time.
- School rules apply anytime pupils are in school uniform or are representing the school.

EXTERNAL AGENCIES

Some behavioural problems may arise which require additional professional advice in such circumstances the appropriate external agency will be contacted. Generally, referral will only take place after discussion with parents/guardians.

External agencies include:-

- **School Medical Officer**
- **Educational Welfare Service**
- **Education Psychology Service**
- **Child & Family Clinic**
- **Just Ask**
- **Community Involvement Branch: PSNI**
- **NAP (Newry Adolescent Partnership)**
- **SELB Behaviour Support Team**
- **SELB Pupil Personal Development Service**
- **Social Services**

APPENDIX 1

CONTRACT

We agree to do our best for your child while he/she is a pupil at Newry High School, according to the principles and arrangements set out in the school brochure.

Signed(Principal) Date

I, , a pupil of Newry High School

- a) signify that I have read, understood and accepted all of the statements contained in the Discipline Policy (which includes the school rules) and all school regulations relating to school uniform;
- b) agree to attend regularly and to try my best to achieve my full potential.

Signed: _____

I, , the parent / guardian of the above pupil, signify my acceptance and support of:

- a) all statements contained in the rules and regulations referred to above;
- b) action as deemed necessary by the school.

Signed: _____

Date: _____

APPENDIX 2



NEWRY HIGH SCHOOL

WEEKLY APPEARANCE REPORT SAMPLE

Name: _____ Form: _____ Date: _____

Reason for issue: _____

Achievement

Acceptable A
Unacceptable U

One U
Two Us
Three Us

Warning to improve
Extra work given by Form Tutor
Detention and Referral to Year Head
(Personal Report)

Day One

Subject	Period	A or U	Comments	Teacher
Form Tutor's Signature:				

Day Two

Subject	Period	A or U	Comments	Teacher
Form Tutor's Signature:				

APPENDIX 3a

DETENTION LETTER HOME

Dear _____

I regret to inform you that it has been necessary to place _____ in detention on **Thursday** _____ from 3.00pm to 4.00pm for the reason given below:

- _____
- _____

A pupil will not be permitted to miss detention unless a prior arrangement has been made with a Vice Principal in writing.

Work in detention:

The sanction is the time after school. **It will be the pupil's responsibility to bring some useful work with them to do.**

The Teacher who requests the detention may provide specific work which will take precedence over any work the pupil may bring themselves. If a pupil does not bring work, they will be expected to complete some standard work which will be provided in the detention room.

Being placed in detention indicates a serious situation, giving cause for concern. We would therefore ask that you discuss this with your son/daughter to amend the situation and prevent any re-occurrence.

Failure to attend detention, if present on the specified day will result in further more serious sanctions being taken by the school. Should the pupil be absent on the day of the detention then it will automatically take place the following Thursday that the pupil returns to school. Please make alternative arrangements for transport home, if necessary.

If you would like to discuss your child's progress or this detention, please telephone school (028 30262383) and arrange an appointment with the Teacher who issued the Detention:

Yours Sincerely

Teacher Name

APPENDIX 3b

PUPIL INFORMATION DETENTION

TO TUTORS AND YEAR HEADS:

During the induction session with your tutorial group read through and emphasise these rules, regulations, procedures and consequences of Detention.

1. Being put in Detention is a very serious situation and can have very far-reaching consequences regarding your future e.g. references, training credits/awards, school facilities, trips, promotions etc.

2. If a Teacher deems it appropriate that you do a detention the following procedure will operate:

(A) (i) A letter will be sent home stating why and when you are in Detention. (Signed by the teacher who issued the detention).

(ii) A copy of that letter is put into your file and a copy is given to you a day or so before your Detention.

(B) (i) On the day of your Detention you will be reminded by your period 7 or 8 teacher who will receive an email from the office..

(ii) Detention is held in **Room 1 from 3.00-4.00**

(iii) Failure to attend detention will lead to **SUSPENSION** which is a far more serious situation and involves informing the S.E.L.B.

(iv) If you are absent on the Day of your Detention you **MUST** be prepared to do it on the **NEXT THURSDAY** you are back in School.

(C) The day and date of your Detention is **NOT** negotiable.

3. Repeated Detention appearances will also result in **SUSPENSION** - this may adversely influence future job/training/educational prospects as they are noted by the S.E.L.B.

4. Work in after school detention:

- The punishment is the time after school. It will be the pupil's responsibility to bring some useful work with them to do (eg. Homework, revision, study, coursework etc)

- The Teacher who requests the detention may put work in a box in room one at anytime before the Thursday, **which will take precedence** over any work the pupil may bring themselves.

- If a pupil does not bring work, they will be expected to complete some standard work which will be provided in the detention room e.g. 'rethinking my behaviour', school rules etc

APPENDIX 3c

THE DETENTION PROCEDURE

Introduction

Detention of pupils after school is virtually the last sanction we have before suspension and expulsion. As such it should be reserved for fairly serious misdemeanours. In most cases the class teacher, tutor and year head should attempt a range of remedial actions prior to the pupil using detention.

Arrangement of detention should be restricted to Thursdays.

- **Blanket after school detention of a whole class should NOT be attempted.**

- If any change in the rota for the cover of detention is negotiated, please inform a VP immediately.

Purposes:

1. To encourage improvement in the pupils' attitude and behaviour;
2. To communicate to parents that current behaviour is not satisfactory.

Procedure:

A. Teachers

For Staff to issue an After School Detention:

- A) On the report form (Pink Slips) fill in the pupil's details as usual
- B) After 'Nature of complaint' detail the behaviour which resulted in the detention (the office will use this on the detention letter)
- C) Forward the report form (pink slip) directly to the office – the office will process two copies of a detention letter, one posted home and one sent to the Tutor along with the pink slip. The tutor will give a copy of the letter directly to the pupil and inform the Year Head if necessary.

NB Detention letters should be sent out so that at least 48 hours notice is given to parents when after school detention is arranged. Therefore it is essential that all letters are posted by the previous Monday.

B. Pupils

1. After school detention is held each day from 3.00 p.m. to 4.00 p.m. or beyond if behaviour/attitude is unacceptable.

2. Detention **MUST** be done on the day indicated on the notice sent home - it is **NOT** negotiable except under extreme circumstances and after discussions with a Vice Principal or the Principal and the parents/guardians.

3. If a pupil is absent they must do the detention on the following Thursday after they return to school.

4. Failure to attend detention after being reminded will lead to Suspension.

5. Repeated detention appearances will also result in Suspension - this can adversely influence future job/training/educational prospects as they are noted by the SELB

APPENDIX 4a

DAILY REPORT Sample

**NEWRY HIGH SCHOOL
DAILY REPORT TO: YEAR HEAD / VICE PRINCIPAL / PRINCIPAL**

Name: _____ Class: _____
Date _____

Targets:	1	4 Not arguing with staff	7 Treating others with respect	10 Being on time
	2 Not disrupting classes	5 Not distracting others	8 Follow instructions	11 Being prepared for class
	3 Homework / Coursework on time	6 Not using offensive language	9 Not eating/chewing in class	12 Uniform / Appearance

Achievement

- 1 *Met targets* 2 *Has made some effort but further improvement needed* 3 *Made little or no effort to meet targets*

Note: PLEASE MARK A 1, 2 OR 3 ON THIS REPORT AT THE END OF EACH CLASS TO INDICATE THE PUPIL'S EFFORTS TO MEET THE SPECIFIC TARGETS HIGHLIGHTED.

Day One

Subject	Period	1, 2 & 3	Comments	Teacher's Signature
<i>Form Tutor</i>			<i>Parent/Guardian</i>	

Day Two

Subject	Period	1, 2 & 3	Comments	Teacher's Signature
<i>Form Tutor</i>			<i>Parent/Guardian</i>	

APPENDIX 4b

DAILY REPORT LETTER

Date

Name

Address

Dear _____

_____ has been placed on **Daily Report Stage 1** from **Monday 16th January, 2012** due to:

- **Disruptive classroom behaviour**
- **Insolent and disrespectful attitude**
- **Failing to make an effort with classwork**

I would ask you to check your child's Daily Report Form each evening and complete the section reserved for the "Parents' Comment." The target(s) _____ is aiming to achieve are recorded at the top of the form.

Being on Daily Report will be recorded against _____'s name on the Special Educational Needs Register of our school, in accordance with the Northern Ireland Code of Practice for pupils with Special Educational Needs.

We would appreciate your co-operation in this matter.

Yours sincerely

Year Head

APPENDIX 5a

SAMPLE SUPERVISED SUPPORT LETTER 2012

Date

Parent / Carer's Name

Address

DISCIPLINE PROCEDURES/SUPERVISED SUPPORT

Dear _____

_____ was placed in Supervised Support on ***Date from 9.00 am to 3.00pm*** for the following reason/s:

- _____
- _____

All pupils know that if they continue to misbehave after having been put in the Supervised Support, they will be suspended from school for a period.

I anticipate your full co-operation in this matter and hope that you will emphasise to your child the seriousness of this situation and the urgent need for improvement. Should you wish to discuss this at greater length please contact the school for an appointment with the Year Head.

Yours sincerely

VP Name
Vice Principal

APPENDIX 5b

Supervised Support Notification

Name: _____ Year _____ Tutor _____

Date of Supervised Support _____

From periods: _____ To: _____

Reason/s: _____

Signed: _____ Year Head

****Please circle one from each of the tables overleaf**

Type of Conduct	
<u>Code</u>	
ASLT	Assault on staff/pupil/visitor
AWOL	Leaving school without p'mission
BULY	Bullying
DCB	Disruptive classroom behaviour
DSOB	Disobedience
FIGH	Fighting
HKBK	Persistent failure-homework/books
INDI	Insolence/disrespect
LANG	Abusive language
LATE	Persistent latecoming
THFT	Theft
TNCY	Truancy
VAND	Vandalism
NA	Not applicable

APPENDIX 5c

Supervised Support Behaviour Record

NEWRY HIGH SCHOOL

SUPERVISED SUPPORT BEHAVIOUR RECORD

PUPIL: _____ CLASS: _____ DATE: ___/___/___

REASON: _____

PERIOD	COMMENT: BEHAVIOUR, WORK & ATTITUDE	TEACHER
1		
2		
3		
BREAK		
4		
5		
6		
LUNCH		
7		
8		

P.S. Please return to Office for filing at the end of the day.

APPENDIX 6

SUSPENSION LETTER HOME

Date

Address

Dear

I wish to confirm that it has been necessary to suspend (insert name) from school for (insert number) days, i.e. (insert days and dates) for the following reason/s:-

(insert reason/s)

(insert name) should return to school on (insert date) and report to Ms. Pride. I will need a written letter of apology from (insert name) for (insert name/s) for (insert reason) and a letter of commitment for Ms. Pride that such behaviour will never again be repeated in this school under any circumstance.

I have to remind you that (insert name) will be regarded as being in your care during this period of suspension. While at home (insert name) should continue with his/her current timetable working on at the next exercise or chapter.

Thank you for your co-operation in this matter.

Yours sincerely,

Ms. Fiona Pride Principal

APPENDIX 7



BEHAVIOURAL AGREEMENT

The statements below form a Behavioural Agreement between , a pupil of Newry High School, and the Board of Governors of the School.

I agree to:-

1. attend registration and all classes punctually every day;
2. obey all school rules, which I have read and understood;
3. show respect for teachers and other pupils;
4. respect my own and other people's property;
5. attempt all academic work, including homework, to the best of my ability.

I understand that if I do not conform to the pattern of behaviour outlined above I may consequently find myself removed from Newry High School.

Signed: _____ Pupil

Date: _____

Witnessed by: 1. _____ Parent

AND/OR

2. _____ Principal
(on behalf of the Board of Governors)

Date: _____