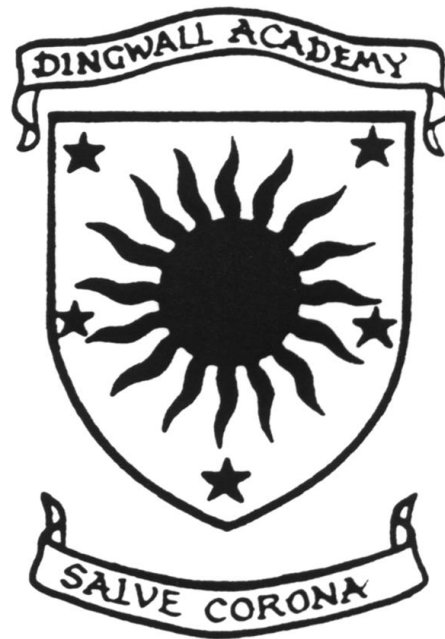


Behaviour



Code

The Behaviour Code is designed so that there is a fair and consistent approach to behaviour. The majority of pupils are extremely well behaved and it is important that their learning is not disrupted by others.

LEVEL 1

Level 1 involves low level disruption; these incidents should be dealt with by the classroom teacher

Examples of behaviour meriting a level 1 sanction are anything which disrupts or delays the learning and teaching process:

- Whistling
- Drumming on desk/clicking pens
- Throwing small objects around class
- Shouting out
- Persistent talking and turning around
- Eating/drinking in class without permission
- Listening to music/mobile phones
- Answering back
- Asking irrelevant questions
- Encouraging other pupils' bad behaviour

There are specific instructions for dealing with

- Repeatedly failing to bring equipment
- Not completing homework

Where a pupil is involved in **level 1** disruption the following stages should be followed.

Stage 1

The teacher must **warn** the pupil in a clear and consistent way that if they are spoken to again then they will be issued with a consequence sheet.

Methods used to warn a pupil may include – writing pupil name on the board, issuing a yellow card etc.

Stage 2

If the pupil does require to be spoken to again then they should be issued with a **level 1 consequence sheet**.

The number of paragraphs to be copied out should be **no more than 3**.

The relevant unacceptable behaviour box should be ticked and the pupil told why.

The level 1 consequence sheet must be completed at home and returned to the teacher **before period 1** the following day.

If this is not completed satisfactorily or is not handed in then the teacher has the option to re-issue the consequence or issue the pupil with a detention.

The teacher must ensure that the consequence sheet is completed and handed in.

If the consequence has still not been handed, after measures have been taken, then the pupil should be referred to the Principal teacher.

Stage 3

If there is further disruption in class after this level 1 consequence sheet has been issued then the teacher should issue a **detention**.

Stage 4

If there is further indiscipline then the pupil should be **referred** to the Principal Teacher by completing a level 2 form

All interventions after stage 1 should be logged on e1 - consequence, detention, PT referral

Pupil returns to stage 1 at the start of every lesson – however if a teacher issues a detention for the 3rd time in a term then the pupil should be referred to the Principal Teacher

If a pupil reaches stage 4, referral to Principal Teacher, with 2 different teachers in the one day they will be seen by the appropriate DHT the following day

LEVEL 1 DETENTION

A report will be taken from e1 during period 4 each day

Pupils will be issued with a slip during period 5 reminding them that they have detention at lunchtime. The slip will tell them who and what the detention was for.

Detentions will last 10mins and have a fixed start and end time.

Any pupil with more than one detention in a day will be seen by SMT

SCHOOL INDISCIPLINE

If a pupil requires to be disciplined regarding their behaviour in the school / corridor then a level 1 consequence worksheet should be issued and returned to the issuing teacher the following day before period 1.

If the level 1 consequence sheet has not been handed in then teachers follow procedures from level 1.

Examples of behaviour meriting this are:

- Running
- Pushing and shoving
- Dropping litter
- Offensive language
- 'play fighting'

LEVEL 2

Level 2 incidents should be dealt with by the Faculty Head/Principal Teacher

A pupil moves to level 2

- If a pupil continues to misbehave during a lesson where they have already been issued with a detention.
- If a pupil reaches the stage of being issued with a **3rd detention in a term** by a classroom teacher

Other behaviour which would **automatically** move a pupil to level 2 includes:

- Offensive or abusive language
- Persistent late coming – period 1 and period 6 late coming will be dealt with by SMT
- Highly uncooperative attitude
- Refusal to follow instructions

The sanctions available to the Faculty Head/Principal Teacher include:

- 30 minute lunchtime detention(s)
- Isolation within the Department - this should be for a set period and this information must be communicated to parents
- Move pupil to another class either on a temporary or permanent basis - this information must be communicated to parents
- Issue pupil with Departmental Monitoring Timetable.
Again this should be for a set period – parents should be given an opportunity to see the timetable on a daily basis
- Arrange meeting with parents via SMT/Pupil Support

The Faculty Head/Principal Teacher may choose to combine some of these sanctions.

The Faculty Head/Principal Teacher should arrange for an apology to be given to the teacher concerned – either written or verbally.

Once a Faculty Head/Principal Teacher has issued one of these sanctions and the pupil has followed it through then they return to the start of the system with the class teacher.

PERSISTENT INDISCIPLINE

If a pupil continues to demonstrate patterns of indiscipline and poor behaviour, over a period of time such as a term, then a GIRFEC form should be completed. The class teacher should complete this outlining all the strategies they have used. This should then be passed to the Faculty head / Principal Teacher, who should also detail all strategies they have used.

LEVEL 3

Level 3 incidents should be dealt with by a member of the Senior Management Team

If a pupil continues to misbehave in the Department during the same lesson that they have been spoken to by a Faculty head/Principal Teacher then they move to Level 3.

Behaviour which would **automatically** move a pupil to Level 3 includes:

- Swearing at a teacher
- Fighting
- Intimidating behaviour
- Walking out of a classroom

These 4 incidents do not have to be referred to Faculty Head / Principal Teacher but should be passed straight to SMT. The direct referral form should be completed and sent immediately to the school office. Where possible, the pupil should come to the School Office with the form.

The SMT member should arrange for an apology to be delivered to the teacher – either written or verbally.

In addition, sanctions available to SMT include

- Issue monitoring timetable for all subjects.
This should be for a set period and parents must be given the opportunity to see the timetable daily.
- After School detention.
- Pre Exclusion Warning.
- Exclusion.
- Referral to Behaviour Support for support in class or some time working out of class.
- Arrange for pupil to work in another area of the school.
- Referral to Behaviour Support for Alternative to Exclusion.
- Referral to SFM
- Contact/Interview with parents

APOLOGY

When a pupil is asked to deliver a verbal apology the teacher should further question the pupil to ensure that they understand the reasons for the apology eg.

- Can you explain to me exactly why it is you are apologising?
- Can you explain why your behaviour was unacceptable?
- How will you behave if you find yourself in a similar situation again?

FORGETTING EQUIPMENT

If a pupil repeatedly forgets to bring equipment then he/she should be referred to the Faculty head / Principal teacher

LATECOMING

Dingwall Academy operates a computerised registration system which gives attendance information for every pupil in the school.

When pupils arrive late they must sign the late book. This is then logged and entered into the computer, either as valid (e.g. a doctor's appointment) or invalid, which means there was no justifiable reason for the lateness. Pupils arriving late stating "unwell" as the reason for their lateness will not be marked valid unless the school is aware of a current medical condition.

When a pupil has recorded two lates in one week or four in a term the situation is formally monitored and future lates will result in the pupil being held in detention after school on a Friday for 30 minutes per late in the week (maximum 1 hour 30 minutes).

