

## Promoting Positive Behaviour Policy

### A General

Boclair Academy's vision is to maximise the potential of all our young people. The life and work of the school is underpinned by our core values of Respect, Honesty, Fairness and Achievement.

Central to the successes of the school are our approaches to Promoting Positive Behaviour. The ethos and culture of the school is based on positive relationships, respect and positive engagement in the wider life of the school. The good order of the school is ensured through an agreed set of rules with a clear procedure for individual cases where rules are not followed. Discipline in the school is closely linked to other aspects of school life and every member of staff has a responsibility to encourage positive engagement of pupils both within and outside the classroom.

### B Code of Conduct

Any system of rules must be based on common sense and natural justice and be drawn up to reflect the general behaviour of the vast majority of pupils. The code of conduct outlined below is currently being developed through a consultation exercise with pupils, parents and staff and will be updated ahead of a launch in August 2017. The primary focus of the code of conduct is Respect at all times.

- Behave responsibly at all times and follow the classroom rules.
- Our school uniform is always visible.
- Care for your environment and surroundings.
- Listen carefully and follow all instructions first time.
- Always be on time and prepared for all lessons.
- Important that all phones and devices are on silent and away unless directed by teacher.
- Respect all members of our school community.

The Merit System introduced in Session 2014/2015 is the key mechanism for monitoring the conduct of pupils across the school. The sanctions to be used in cases where young people do not conduct themselves in line with the Code of Conduct are outlined in Appendix 1. All members of staff must be thoroughly familiar with the system and implement it consistently.

## C Merit System

The Bocclair Academy Merit System aims to promote, encourage and reward the good behaviour and hard work of our young people. Promoting positive behaviour will allow our young people and our staff to work within an ethos of mutual respect.

The Merit System encourages positive behaviour by recognising good behaviour and good work creating an environment where pupils are motivated to learn, achieve and improve. Poor behaviour will be recorded through demerits and monitored closely by Guidance and SMT with subsequent action taken as required.

Merits and demerits can be issued within the following categories:

### Merits

Effort	Pupil has shown effort that exceeds the class teacher's expectation in relation to the pupil's ability.
Excellent work	Pupil has shown work that exceeds the class teacher's expectation in relation to the pupil's ability.
Behaviour	Pupil has shown behaviour that exceeds expectation through following rules, showing initiative &/or helping others.
Homework	Pupil has produced a piece of homework greater than the expectation of the class teacher.
Wider Achievement	Excellent endeavour and contribution to whole school ethos and activities out with the classroom

### Demerits

Effort	Pupil has shown a lack of effort that concerns the class teacher despite 2 warnings
Resources/equipment	Pupil does not have correct equipment/resources after 2 warnings
Behaviour	Pupils has continued to disrupt learning after 2 warnings
Homework	Standard of homework is not acceptable or homework has not been handed in after 2 warnings
Referral	Pupils should be issued with a demerit if a discipline referral is made

## **D Monitoring and Tracking Behaviour**

It is essential that all members of staff use the Merit System consistently across all year groups. Demerits will be monitored carefully by Guidance and SMT and should a pattern of poor behaviour emerge intervention by Guidance and SMT will take place and parents/guardians alerted as appropriate.

Guidance and SMT will receive a weekly summary of their caseload/year groups' merit and demerit totals. Parents/guardians will be notified by Guidance staff if 3 demerits have occurred over a short period of time. Parents/guardians will be notified and a behaviour monitoring card will be issued if 5 demerits are incurred. Insufficient progress during this monitoring period may result in intervention by senior management. However, recognition will be awarded if pupils show significant improvement while on a monitoring card.

## **E Celebrating Success**

When pupils are awarded a merit they are told directly by the member of staff allowing immediate praise to take place as part of the process. Some departments may wish to award a small merit sticker as additional recognition – space has been provided in the pupil planners for this. The allocation of merits will be monitored by PTs of Guidance and SMT and shared with parents/guardians via letter twice per term. Pupil success will also be celebrated through PSE, assemblies and end of term activities and trips.

Pupils with double the number of merits to demerits will be deemed ON TRACK and will have first priority to activities and trips. Year groups will be told in advance the activities and trips planned for the term giving incentive to work harder and ensure best behaviour.

## **F Pupil Support**

Pastoral Care is implemented through the work of the Guidance, Pupil Support and Senior Management Team. Pupils also have daily contact with their key adult during Registration Time. Throughout the session, pupils will meet with their registration teacher at various times on a one to one basis. This involvement allows universal and targeted support to take place allowing all pupils to maximise their potential by reducing barriers to learning and encouraging full participation in school life.

Attendance and late coming are monitored by Guidance and SMT and will have a direct impact on the participation in reward activities and trips.

## **G Anti-bullying Policy**

The school has recently updated its anti-bullying policy in line with the new East Dunbartonshire Council Anti-bullying policy. This was updated following consultation with pupils and parents. The school does not tolerate bullying in any form and staff must be alert to signs that a pupil is being bullied either in or outside the classroom. All allegations of bullying must be reported to guidance staff and a copy of the new anti-bullying policy can be found on the school website. At Boclair bullying is discussed with pupils at Assemblies and at various stages of the PSE programme notably in S1 and S2. Each session a number of S6 students are trained as Anti Bullying Ambassadors and Best Buddies, and are available to counsel younger pupils who are concerned about bullying.

## APPENDIX 1 – SANCTIONS FLOW CHART

The following information can be used by staff as a guide to classroom discipline procedures, whilst using professional judgement and taking into consideration the needs of the pupil (see confidential Pupil Support information).

Pupils should be told clearly the sanction given and when a demerit is issued.

Classroom Teacher

1. a. Verbal warning
- b. 2<sup>nd</sup> verbal warning
- c. Move seat
- d. Demerit

2. Local referral
3. Referral to PT



Principal Teacher

1. a. Verbal warning
- b. Detention
- c. Planned referral
2. Referral to DHT

- Crisis referral to PT/DHT in extreme situations



Guidance Teacher

- 1 Warning
- 2 Parental Contact
- 3 Planned referral
- 4 Detention
- 5 Target Card



Senior Management

1. Warning
2. Detention
3. Planned referral
4. Parental Contact / Meeting
5. Temporary Exclusion

### Referrals

All referrals need to be recorded on SEEMIS. These will be dealt with by the appropriate Middle or Senior Leader and action will be reported back to the member of staff making the referral. Where a pupil is removed from class a restorative meetings will normally take place prior to returning to class.

**Local Referral:** a pupil is temporarily removed from class with agreement of PT to be supervised by a colleague.

**Planned Referral:** a pupil is removed from class for a fixed period of time with agreement of PT and DHT to be supervised either by a colleague, wellbeing staff, support staff or DHT.

**Crisis Referral:** in instances of serious misconduct a member of staff should contact the Principal Teacher or DHT (or School Office) to arrange for the pupil to be removed from class.