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DISCIPLINE POLICY

St. Columban's College is a school founded on Catholic principles and values where each child is given an opportunity to achieve challenging yet realistic goals. The pupils are made aware of their own dignity and personal qualities through encouragement and reward. Every pupil has the right to be educated and every teacher has the right to carry out his/her professional duties.

Discipline developed through a mature and responsible attitude will prepare pupils for adult life. It should contribute to the academic, social and personal development of each pupil.

AIMS

- a) To encourage a responsible attitude among pupils
- b) To promote good behaviour as the *norm* in the school
- c) To place responsibility for maintaining good behaviour on all pupils and all members of staff
- d) To encourage parental support to ensure the positive progress of their child

ROLES AND RESPONSIBILITIES

- a) All members of staff are responsible for encouraging good behaviour on the corridors, school buildings, school grounds and on educational trips/outings.
- b) The responsibility for good behaviour rests initially with the pupil.
- c) Teachers are expected to maintain good discipline and behaviour in classes they teach or supervise. Positive approaches to discipline can prevent many difficulties.
- d) Teachers may refer pupils to Form Tutors, Year Heads, Heads of Department, Pastoral Co-ordinator, Vice-Principal or Principal.

- e) Prefects and senior pupils are expected to encourage good behaviour by example.

PASTORAL STRUCTURE

- a) **Form Tutor:** Every class has a Form Tutor who has a special interest in all aspects of the class and should be the FIRST point of reference for and concerning pupils in the class. Each Form Tutor has regular timetabled pastoral contact with their class as well as formal registration each morning.
- b) **Year Heads:** The Year Head has overall responsibility for his/her year group and their duties include meeting regularly with the Form Tutors in their year groups to plan pastoral arrangements, discuss problems and difficulties and liaise with the Pastoral Co-ordinator to arrange parental contact by telephone, letter or visits to the school.
- c) **Pastoral Co-ordinator:** The Pastoral Co-ordinator will support the Year Heads and Form Tutors by holding regular meetings to address important issues such as Pastoral Policies, Parent Teacher Meetings And Will Report Back To The Vice-Principal And Principal.
- d) **Principal And Vice-Principal:** The Principal and Vice-Principal will support the Pastoral Team in managing the discipline Policy within the school.
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POSITIVE DISCIPLINE

The best way to promote good discipline is by praise and reward. Good behaviour develops when pupils know the reasons for the rules and if they are applied fairly and consistently. It is good practice to remind pupils in a positive way what the school rules are.

STANDARDS

The Code of Conduct and Standards of Behaviour are positive ways to promote good behaviour and complement the School Rules. Teachers should regularly reinforce their Codes of Practice.

REWARDS

Pupils are encouraged at all times to promote good behaviour and to complement school rules.

At present, a reward system is in place in the school whereby good work and behaviour will warrant merits which will materialise in a merit badge worn by the pupil. Those pupils whose behaviour, attitude and work is exemplary will be awarded class prizes, merit certificates, end of year school trip and full attendance awards (where applicable). These will be presented at an end of year prize-giving.

SANCTIONS

Monitor sheets for junior and senior school and report sheets with targets are available for recording good and bad behaviour/ work/ attitude etc.

On some occasions sanctions are necessary and the steps to follow are:

1. STEP 1: Form Tutor will speak to pupil
2. STEP 2: Year Head to speak to pupil and letter sent to parent re behaviour

3. STEP 3: Behaviour and attitude will be reviewed by Pastoral Co-ordinator and Year Head with view to detention during break or after school. Parents will be informed.
4. STEP 4: No improvement – parents asked to meet Disciplinary Committee.
5. STEP 5: Pupil will be sent to Withdrawal Unit for a short period of time and closely monitored on return to class.
6. STEP 6: Pupil suspension in exceptional circumstances and some of these are detailed below (using guidelines from the CCMS)
 - a) Verbal abuse or foul language to any member of staff
 - b) Serious bullying
 - c) Deliberate vandalism

(Pupils with demerits will not be allowed to take part in out-of-school activities. This will be at the discretion of the Pastoral Team)

PARENTAL SUPPORT: The school alone cannot develop standards of good behaviour so we need parental support in implementing our school rules. (see Home-School Agreement)

EXTERNAL SUPPORT: The school may find it necessary to contact various support agencies in the interest of pupil welfare and development (see Referring On)

This policy is regularly reviewed to meet the needs of pupils, parents and staff in a caring catholic environment.

See Homework Diary which a summary of the main points.
