**BEHAVIOUR FOR LEARNING POLICY**

 **Successful learning and high achievement depend on good behaviour.** At Sacred Heart we insist on high standards of behaviour to promote achievement. We aim to provide a calm, safe, well ordered environment where learning is the priority. A high quality education is the entitlement of all. The classroom is the place for learning. Here and around the college and on the way to and from school we expect pupils to behave sensibly, responsibly and with respect for others. We insist that all members of the school community are treated with respect and valued in line with our school rules and our policies. We have high expectations of all at Sacred Heart. Pupils should exercise self-discipline and be responsible for their behaviour and actions, making learning the priority. All teachers should be actively involved in implementing the behaviour policy consistently at all times. **We expect parents to support the college rules to promote learning and in September we ask parents/carers of all pupils to sign a Home College Agreement setting out our commitment and our expectations of parents.**

The Code of Conduct is made **clear** to all members of the **college** community as part of their induction into the college, and reinforced at the start of each academic year. The rewards for good work, effort or improvement and the consequences of unacceptable work or behaviour, with definitions of ‘unacceptable’ are made clear to all. The procedure for dealing with unacceptable behaviour and the methods of recording and monitoring are clear. The procedure ensure**s** the policy is effective, responsive and supportive to our aim to be a creative learning community with a well ordered environment where pupils can learn effectively and achieve success. Sacred Heart teachers are aware of the importance of good classroom management with work that is challenging, **differentiated** and accessible with clear instructions, relevant pace and feedback. Unacceptable behaviour is any behaviour or action that interferes with staff or pupils’ entitlement to be safe, respected equally and **able to get on with their teaching or learning. Our expectations will be displayed in classrooms in the Code of Conduct and reinforced in Sacred Heart.**

**Code of Conduct (on display in all rooms)**

At Sacred Heart LEARNING is our priority. Our rules enable us to create a safe, pleasant environment where all our pupils can LEARN. We believe everyone has an equal right to learn, be happy, and achieve success. We do not tolerate bullying including cyber bullying or any kind of prejudice, especially racist or sexist behaviour, which interferes with this right. If a parent or pupil has any concerns, no matter how small we urge them to TELL us. We always LISTEN and ACT to help solve problems promptly and sympathetically.

**BEHAVIOUR FOR LEARNING**

**Meet >Greet>Neat>Seat**

1. **Pupils should be on time for class so that valuable learning time is not wasted.** 9.00 am is the start time for registration period. College ends at 3.25 pm. **Pupils may be kept for detention with 24 hours notice to parent/carers.**
2. **Punctuality to school in the morning is the Parents responsibility. Punctuality to classes is the responsibility of each pupil.**
3. **Pupils should be organised and ready for learning.** Everyone is expected to bring all the necessary equipment, in a schoolbag. This includes stationery, workbooks and text books. PE kit must be brought in on the appropriate days.
4. **Pupils are expected to concentrate at all times and work hard in lessons.** They must listen to instructions and advice, co-operate in group work, be prepared to ask for help and have the confidence to try.
5. **Pupils should be properly dressed for school.** College uniform can be purchased from the college outfitters. The uniform consists of a Sacred Heart deep sax blue blazer, a College tie, grey trousers or box pleated knee length skirt, white blouse/shirt, white knee length socks or black opaque tights for girls, compulsory between Hallowe`en and Easter, and grey socks for boys. Black shoes (with sensible heels) are compulsory and boots must not be worn. A College fleece jacket and a sports jacket is available therefore coloured jackets coats and hooded tops should not be worn and will be confiscated. A College scarf may be purchased from the school office. PE kit consists of PE shorts/skirt, football jersey, socks and towel. Swimming gear will be required for visits to the pool.
6. **Hairstyles** (including colour) **-** should be clean, neat and kept in a manner acceptable to the college authorities.
7. Body piercing of any kind is prohibited due to health and safety.
8. **Laser pens, aerosol cans, matches, lighters, cigarettes, alcohol, substances such as illegal drugs and legal highs, chewing gum and tippex are prohibited.** We do not recommend bringing expensive personal belongings or large amounts of money into college since the College cannot be responsible for the loss, theft or damage of such items.
9. **Pupils should be ready to learn,** therefore theyshould go to the toilet at break and lunchtime. Visits to the toilet during lessons should only be in an emergency. **Pupils must concentrate in class and** always listen to instructions. Pupils must realise that their talking prevents others from learning.
10. Minimal makeup only in keeping with good grooming.
11. Pupils will sit in the seat they are allocated by the class teacher.

 **ROUTINES FOR SAFETY**

**1. Be sensible** When moving around the building or on the stairs keep to the left, follow the oneway system and never run. Before a lesson, wait quietly in line outside the room.

**2. Be careful** Glass bottles and matches must not be brought into college. Tippex is not allowed in college. Aerosol cans are not allowed because of their effect on asthma sufferers

**3. Be sure you stay on the premises at break and lunchtime**. Pupils cannot leave college at lunchtime unless they have a pass, signed by their parents and the Principal, allowing them to go home for lunch.

**4. Be calm and sensible during a fire drill.** If the fire alarm rings, pupils under the supervision of a member of staff, should go quietly and calmly to the football pitches, following the fire arrows displayed on corridors. Once assembled pupils must line up **in register order**. There are regular practices to ensure that pupils are aware of these procedures.

**ROUTINES FOR THE ENVIRONMENT AND THE COMMUNITY**

Litter must be thrown in a bin and recycled as appropriate. It is the responsibility of every one to ensure that the building is not spoiled with graffiti. A Building Maintenance supervisor should be informed of graffiti immediately. Outside of school and while wearing the school uniform pupils must remember that they represent Sacred Heart College and should behave in an appropriate manner.

**INCIDENT PROCEDURE**

Staff aim to resolve any incidents promptly and appropriately in a way that is consistent and clear but allows flexibility of approach when dealing with individual pupils in order to restore a positive working relationship within a calm learning environment. In the event of a single incident of unacceptable behaviour staff, depending on the severity of the incident, should follow the procedures set out below:

**DEALING WITH PUPIL INCIDENTS/UNACCEPTABLE BEHAVIOUR**

* In all cases the procedure should be followed consistently by staff
* Referral Forms should be completed to report and record incidents
* Agreed action and review date should be fed back to form teacher (reporting teacher as appropriate) for monitoring of pupil’s targets for improvement.

**Pupils must never be sent out of class to stand on the corridors.**

**STEP 1 - SINGLE, MINOR INCIDENT**

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| Teacher involved talks to pupil/s and takes appropriate action e.g. move pupil to another seat, or gives verbal warningor sets appropriate written work (school rules). |

**STEP 2 - SINGLE, SERIOUS INCIDENT OR PERSISTENT UNACCEPTABLE BEHAVIOUR**

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| 1. Class teacher talks to pupil, completes Sims Behaviour Management and forwards to form teacher. |

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| 2. Form Teacher takes and records action as appropriate or refers to HOY |

3. HOY takes and records action as appropriate or refers on to appropriate Head of Key

 Stage and VP

4. Head of Key Stage records action and refers to appropriate VP

**In an emergency a pupil can be sent to the Principal/Vice Principal/member of SMT on duty according to the published rota available in the staff room.**

**CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR**

Key Stage 3 and Key Stage 4 Detention, will take place 3.30 - 4.30pm Tuesday, Thursday & Fridays.

* Withdrawal of privileges,
* Letter home,
* Parents invited into college,
* Pupil on report
* Involvement of outside agencies
* Exclusion

Exclusions are only used as a sanction in extreme cases and CCMS & EA Western Region procedures are followed strictly**. ONLY THE PRINCIPAL MAY SANCTION AN EXCLUSION.** No pupil is excluded during the college day without parents or carers having been contacted to ensure that a responsible adult is at home to receive them.

**Detention**

The Head of the appropriate Key Stage will be responsible for deciding on detention. Twenty four hours notice must be given for detention, unless parental approval is given over the phone.

**Suspension Procedures**

College suspension pro forma completed (copies to EA Western Region & CCMS)

Written details of incident collected from those involved and witnesses where appropriate.

Letter prepared for parents, information booklet forwarded.

Parent/carer phoned by Vice Principal acting for the Principal to explain the incident and arrange for the pupil to be sent home.

Letter posted home

Staff informed at staff briefing or via email if appropriate.

Pupil returns at agreed time with parent/carer to meet with Principal, Vice Principal, Head of Key Stage and HOY as appropriate.

Appropriate action taken in consultation with HOY/form teacher/other relevant staff:

Pupil on report/apology to staff/pupil member.

Suspension records are kept in the pupils file.

All suspensions are monitored annually.

**Persistent unacceptable behaviour**

In cases of persistently poor behaviour, outside agencies are involved as appropriate.

Contact is made through form teachers, HOYs and Key Stage managers or SENCO in consultation

with parents. Regular multidisciplinary MAST meetings bring together internal and external

agencies to discuss strategies for supporting designated pupils.

Confidential counselling services are available to enable pupils to manage their behaviour.

The Board of Governors will be informed of students who exhibit persistent unacceptable

behaviour.

**Restraint policy**

Teachers are in 'loco parentis' when carrying out their contractual duties. This means they have a duty of care similar to that of a reasonable parent. In accordance with this duty of care they may apply a level of restraint consistent with the behaviour of a reasonable parent in line with the SAFE HANDLING POLICY which is available from the college office. Such restraint must be minimal as required to protect the pupil from injuring his/herself, others or damaging property. Staff members should advise pupil/s that they need t use restraint. Ensure witnesses know, say in a loud voice repeatedly their intention to restrain. Any incident involving restraint must be reported to a member of the SMT and an incident form must be completed immediately.

**Drugs related behaviour**

In the event of an incident involving drugs or legal highs a pupil bringing drugs or legal highs

onto the college premises, a pupil involved in the illegal use of drugs on site or a pupil at risk

from solvent/drug abuse:

The following procedures will be implemented

 Parents are invited into college as a matter of urgency.

 Agencies involved as appropriate

 Emergency services (police/ambulance) as appropriate

 Drugs counsellor

 Social services

 Pupil suspension will be taken as a sanction in order to secure extra support for pupil/if the pupil is putting others at risk/if the pupil is breaking the law.

The Governors will be informed of all drug related incidents on the college premises.

**Positive Behaviour Management**

**COLLEGE RULES**

College staff appreciate the partnership with parents in the implementation of College rules.

1**.** Courtesy

 a) All members of staff should be addressed formally.

 b) Students should wait in an orderly fashion outside the room until the teacher

 arrives.

 c) Students should show respect, courtesy, good manners and consideration for

 others both inside and outside the college.

2. Punctuality

 Teacher supervision begins at **8.50 am** each morning. It is the

 responsibility of each student to be at class at 9.00am and go to each class

 punctually. Teacher supervision ends at **3.25pm**, except for students attending extra-

 curricular activities.

1. Uniform and Grooming
	* School uniform is compulsory, and students are expected to be neat and tidy at all times.
	* Jewellery; one pair of stud earrings is permitted, body piercing is not allowed (students are not permitted to get piercings done during the college term as college rules do not allow them an unbroken period to wear them).
	* Only approved badges may be worn.
	* Black shoes are compulsory (no more than a two-inch heel). Boots (on/over the ankle) are not permissible unless for a medical reason.
	* Girls’ skirts should be no shorter than 2 inches above the knee.
	* Only hats and scarves approved as part of the uniform, are allowed.
	* A college coat is the only permitted overcoat.
	* Hair should be neat and tidy. Only natural hair colours are permitted. Failure to comply with these rules could lead to internal isolation and loss of privileges to go on college visits.
	* Students are encouraged to place “Day Glo” strips (for safety) on their bags and overcoats.
	* College tracksuits are permitted. These can be worn during PE classes, at sporting events within school, or on specified sporting trips. At all other times full school uniform is required.
	* When inside the college buildings, College coats/fleeces should be removed, they can be worn outside at break and lunchtime should the weather demand it. No fleeces/coats are to be worn in assembly or in class.
	* Ties are to be worn throughout the school day, though it is recognised that they may be tucked in at certain times due to the nature of some subjects. Ties should be knotted the correct way, with the wide end of the tie just above the waistband.
	* Shirts should be tucked into the students’ skirt/trousers.
	* Girls are permitted to wear trousers but these must be grey in colour and must not have flared legs (or boot legs).
	* Trainers should only be worn for PE purposes. At all other times throughout the day, shoes must be worn.

4. School Property

 School textbooks must be covered and properly cared for.

 All books should be clearly labelled with the student’s name.

 Textbooks must be returned at the end of the year.

 Students should have a strong bag for carrying books and other equipment. Plastic

 bags are unacceptable.

 Students must not damage or disfigure college, staff or other students’ property. Any

 wilful damage to college property **must be paid for.**

 All litter should be placed in the bins provided.

5. Students’ Property

 All items of clothing and personal belongings should be labelled clearly.

 Money and valuable articles should not be left unattended.

 The college will not accept responsibility for loss of personal property.

6. College Conduct

 Students must behave in a way that ensures their own and others’ safety.

 Smoking and the use of alcohol or any illicit/illegal substance or substances known as legal

 highs is strictly prohibited.

 Students may not eat or drink in class.

 The following are serious breaches of conduct and will be dealt with severely:

 Use of Mobile phones/social media in school

 Smoking

 Vandalism

 Destruction of property

 Theft

 Fighting

 Sectarianism/discrimination on grounds of gender, race, creed or ability

 Bullying

 Unauthorised absences from college

 Disrespect to any college staff – verbal or physical abuse

 Vexatious allegations against teacher or staff member.

 Use of alcohol or illegal substances or substances known as legal highs

 Disruption of/poor behaviour in examinations

 Other serious offences

7. College Boundary

 Students must remain within the college grounds, away from out of bounds areas, at all

 times unless under staff supervision.

8. Absences

 The College will not excuse students for domestic/social reasons.

 Appointments (dental, medical) should, where possible, be made outside college hours,

* College must be informed in advance of appointments
* Students who have been absent must bring a note to their form teacher on the morning

of their return to College. Parents should phone in (if possible) if their son/daughter is absent.

* Students must not leave the premises during the school day.
* Family holidays should not be taken during term time.
* Students leaving college during the day must have a note and be signed out at the front office by an adult.

9. Homework

All homework should be recorded and completed promptly and neatly. Parents are asked to support their children by helping to monitor the set homework. It is the policy of the College to ensure that a balanced homework programme is set on a weekly basis.

* If a student has not completed his or her homework, he/she must produce a note on that day explaining why the homework has not been completed. If the student presents the completed homework on the following day, then no further action will result.
* However, if a student has not completed his/her homework and fails to produce a note outlining the reasons for the homework not being completed, then this will be recorded in the pupil planner. Form Teacher, Head of Department and Head of Year will be informed.
* A letter will be sent to parents informing them that their son/daughter has repeatedly failed to produce homework and parents will be invited into the College to discuss strategies.

10. Lunches/Canteen/Food Hatch

 Only those senior students with permission may leave the College during lunch time.

 Students using the College canteen must:

* attend at the correct time
* line up as directed
* pay for food
* consume all food and drinks in the canteen
* all cutlery and trays should be returned as requested
* all wrappers, cans and litter should be put into the bins provided

 Failure to follow these rules may result in suspension from the canteen facility for a period

 of time.

11. Buses

* We expect our students to follow the College routines for leaving the college at the end of the school day and maintain the same standard of courtesy and behaviour on their journey to and from College as they show in college. Failure to do so may result in suspension/removal of their bus pass.

12. Students Representing College

Students are representing the College at all times when in college uniform. These include:

 - travelling to college, during College and returning home from college;

 - while on college/educational trips;

 - while representing the College in inter-school activities and competitions;

 - at Parents’ Evenings/Open Nights.

While representing the college, students should maintain a high standard of courtesy and behaviour and keep all college rules. Failure to do so may result in reduced opportunities to represent the College at inter-school activities, or withdrawal from College trips for a

period of time.

13. Confiscation Policy

 If a member of staff has cause to confiscate an item belonging to a student, they should:

1. place the item in a confiscation envelope available from the main office - details to be written on the envelope
2. place the envelope in the college safe
3. inform the student of how to recover the item - it must be signed for on the envelope
4. keep a note of details of the confiscation
5. parent/guardian must collect item after 3.25 pm

14.Classroom Rules – Pupils should

1. Enter and leave the room according to the College protocol
2. Raise their hand to get the teacher’s attention rather than shout out
3. Only leave their seat under direction from the teacher.
4. Always have the necessary resources for each lesson (books, pen, pencil, ruler, rubber etc)
5. Not eat or drink during class
6. Complete all work set by the teacher
7. Record all homework in their homework diary

Permission to use the toilet during class time will normally only be given to students with a medical note

**Appendix**

**BEHAVIOUR & CONSEQUENCES**

1. Lining up outside the classroom
2. Taking too long to settle
3. Barging in & late to class
4. Repeating instructions
5. Arguing back
6. Bad language
7. Breach of Classroom rules
8. No homework
9. Forgotten Books
10. Loss of diary
11. Bullying
12. Theft
13. Vandalism
14. Rough play
15. Throwing litter
16. Mobile phones
17. Smoking
18. Lunchtime Downtown

These suggestions are neither prescriptive nor exhaustive. Teachers are at liberty to use other measures as appropriate.

Suggested action for repeat offenders

* Remove student’s free time/class privileges
* Speak to student after class & explain rationale & consequences.
* Note/phone-call home
* Speak to Form Tutor/Year Head/SMT
* Send student out of class to Senior Manager on Duty Rota
* Pastoral interview to ‘help’ student understand what they have done wrong
* The college reserves the right to restrict student access to extra-curricular activities

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| **No. 1 Lining up Outside the classroom** |
| **Preventative Measures** | **Suggested Actions** |
| Make sure previous class is out on time.Be punctual to class.Students observe one-way systemGreet class at door.Staff to give reminders of expectations for lining up and entries (may be different in corridors) Use Health & Safety reasoning.Praise class when good entry – helps reinforce importance of rules. | Note names of individuals not following protocol. Speak to them and give verbal warning about repeated behaviour.No general/whole class punishments.Follow on action as per repeat offenders |
| **No. 2 Taking too long to settle**  |
| **Preventative Measures** | **Suggested Actions** |
| Reinforce what is expected - Calm entry in single file- Go directly to desk- coats and scarves off etc.- Stand behind desk; books out and open- Uniform correct and gum out/phones off- Encourage students to check learning outcomes/intentions for that lesson | Remind student(s) of protocol/ classroom rules and why this is necessary.Follow on action as per repeat offenders |

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| **No.3 Barging in and/or late to class** |
| **Preventative Measures** | **Suggested Actions** |
| Regular reminders of protocol for lining up and knocking door, entry and making excuse:“Excuse me Sir/Miss for being late I was…..Here’s my note”Calm the pupil | Remind student of protocol. Get student to tell you what is expected.Ask them to come back in properly, if appropriateIf late, find out why / ask for noteFollow on action as per repeat offenders  |
| **No.4 Not following instructions** |
| **Preventative Measures** | **Suggested Actions** |
| Face students and make sure full class is paying attention.Have clear expectations/guidelines for students regarding different type of instructions – Titles, dates, page numbers, exercise no.Be aware of students’ needs e.g. SEN, EAL.Homework etc all displayed on board/OHP etc.Ensure all students can see and hear you.Instructions regarding behaviour/movement/ Health & Safety etc to be followed on first request.Emphasise importance of good listening skillsUse mime & gesture – open book etc.Have calm control manner- issue instruction clearly without shouting. No background noise. | Repeat instruction with reminder about need for good listening skills.Ask student to repeat your last statement.Point to instruction if noted on board.Revise seating plan if needed.Follow on action as per repeat offenders |

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| **No. 5 Arguing Back** |
| **Preventative Measures** | **Suggested Actions** |
| Work hard to get to know your students.Develop positive working relationships.Develop classroom protocol with each set of students and agree consequences. Display these- Foster relationships based on mutual respect.Show through established classroom practice you are fair, firm and consistent.Set a good example for students to follow.Prevent situation by being aware of potential candidates and:Make them feel welcomeGive them respect Keep them engaged and on taskGet them to help you in classUse plenty of praiseEstablish a reward system, that works with each group of students, and use it. | Don’t inflame the situation.Choose your battles!Ignore one-off aggravation if you think it’s been done deliberately to annoy you.Use humour to defuse situation.Change focus of lesson.Don’t argue back.Deal with situation when there is not a full class audience.Don’t see it as a battle you need to win.Tell the student that you can see they are not happy and agree a time for them to discuss it with you.Suggest time out for everyone to calm down.Discuss behaviour the next time student returns and re-establish ground rules.  |
| **No.6 Bad Language**  |
| **Preventative Measures** | **Suggested Actions** |
| When establishing classroom protocol, make it clear there is no place for bad language in your room or within the college Set a good example by using appropriate language yourself.Remember that bad language or blasphemy may be acceptable in their home environment - they may need reminded that it is not appropriate for school.Same as for arguing back. | Challenge use of language in a non- confrontational way.Give alternative words and a verbal warning to student for first offence.Ask students to write an account of what they said, get it signed by someone at home and return it next day.  |

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| **No. 7 Breach of Class Protocol**  |
| **Preventative Measures** | **Suggested Actions** |
| Agree behaviour protocol with each set of students.Revisit protocol on a regular basis ensuring relevance and agreement.Apply sanctions in fair, firm and consistent method.Do not show favouritism.Develop positive working relationships.Foster relationships based on mutual respect.Require students to adhere to protocol consistently.Use plenty of praise.Establish and use rewards system.Make learning exciting and interactive.Keep activities short.Have a variety of lessons throughout the lesson. | “One, two, three you’re out sanctions” e.g. verbal, name noted, out.Ask student to tell you what they’ve done wrong.Tell student what they have done wrong.Use non-verbal communication-LookTap student deskStand beside /behind student.Write targets in their note book.Challenge in non-confrontational way.**H&S issue – raise your voice, intervene, call for help.**  |

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| **No. 8 Homework not completed** |
| **Preventative Measures** | **Suggested Actions** |
| Write homework on board.Give ample time to take it down.Ensure students understand work before they leave.Insist all students record homework.Random check that homework is recorded. (Use of SEN assistants) Use reward system to encourage completion of homework. | Give another chance.Complete last night’s homework and tonight’s for tomorrow.Ring parent. Send homework returns to Head of Dept.Use discretion. (Find out reasons)Send letter home.Message home via homework planner (to be signed).  |

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| **No.9 Persistently forgotten books** |
| **Preventative Measures** | **Suggested Actions** |
| Remind students what they will need for next lesson/period of time – write it on board/visual. | Class teacher informs parents (note in planner)Students makes notes on file paper and teacher keeps them until can be stuck into book.Keep spare texts in room.Keep student with you at break-time/part of lunch to copy missed notes into books.  |
| **No. 10 Loss of Homework Planner** |
| **Preventative Measures** | **Suggested Actions** |
| Form Tutors check and sign planners weekly.Induction booklets to underline importance of use of planner.Explain planner procedure to Year 8 parents at Induction Meeting | Write homework information in note book.Pay £2 for replacement.Subject teacher should let Form Tutor know Homework Planner is missing.Form Tutor to ring home/send letter if planner missing for long period of time. |

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| **No. 11 Bullying** |
| **Preventative Measures** | **Suggested Actions** |
| Induction talks – explain what to do.External speakers to PD Assemblies/Anti-Bullying workshops/ Anti-bullying week.‘Buddy’ systems in place/Peer mentorsAnti-bullying information leaflet to parents.Anti-bullying ethos promoted through college and media.Student led assemblies on Anti-Bullying.Phones off. | Information sharing around staff.Parents brought into school.Work done with offender.Follow anti-bullying policyCounselling for bullied and bully.Letter of apology Follow as per repeat offenders and in addition: * Cool-off
* Suspension
* Expulsion
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| **No. 12 Theft** |
| **Preventative Measures** | **Suggested Actions** |
| Be vigilant.Store things carefully.Close windows and lock doors when you exit the room.Note who you lend items to.Do not leave keys/valuables on desk/bags in view | Investigate thoroughly.Get witness statements where possible.Contact SMT for advice if necessary.Inform parents/ Form Tutor/ Year Head.Student replaces item/cost.College Community ServiceWritten apologyRange of sanctions may be applied as appropriate:Cool-offSuspension Expulsion PSNI may be contacted by SMT for serious offences.NB Staff are **not** to search students or their property – contact a member of SMT  |

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| **No. 13 Vandalism** |
| **Preventative Measures** | **Suggested Actions** |
| Educate during:InductionPDCitizenshipYear/Full assembliesFoster a sense of ownership | WarningRepair damageCollege community ServiceRepair damage during break, lunch.SuspensionInvolve PSNILet home know and pay for damage  |

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| **No. 14 Rough Play** |
| **Preventative Measures** | **Suggested Actions** |
| Educate on dangers:Induction PDCitizenship Year/Full assemblies | WarningLoss of time e.g. 5-10 minutesFormal loss of time, break, lunchDepending on consequences – suspension |

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| **No. 15 Throwing Litter** |
| **Preventative Measures** | **Suggested Actions** |
| Educate on college environment by usual meansEco club/information | Ask to pick it upCollege Community ServiceLoss of timeFormal loss of time, break, lunchJoin Eco Club?Formal Sanctions |

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| **No. 16 Mobile Phones** |
| **Preventative Measures** | **Suggested Actions** |
| Educate via usual means:InductionPDCitizenshipYear/Full assemblies | Ask to put away and turn offRemove phoneOffer student a phone call homePut/label in officeReturn at 3.30pm**Repeat Offender** Notify homePossible loss of phone; parent to come inRecommend leave phone in office with teacher each morning.Recommend leave phone at home. |

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| **No. 17 Smoking** |
| **Preventative Measures** | **Suggested Actions** |
| Educate via usual means:InductionPDCitizenshipYear/Full assembliesParental Information SessionsSmoke AlarmsEmphasise Illegality | As per school discipline policyAs per schools drugs education policy |

**No. 18 Lunchtime downtown**

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| **Preventative Measures** | **Suggested Actions** |
| Appropriate behaviour explained.Reinforce during form period.Emphasise the need to get back on time for class.Praise pupils who follow lunchtime regulations. | Pupils remain on site at lunchtime. |