DALZIEL HIGH SCHOOL MOTHERWELL

SCHOOL DISCIPLINE POLICY

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Rationale

Discipline at school is essential at all times so that effective teaching and learning can take place. In Dalziel High School we seek to create and maintain a positive school and classroom ethos which promotes mutual respect between staff (both teaching and non-teaching) and pupils at all times.

If pupils are to begin to achieve their academic and personal potential, if the more vulnerable and less confident of our pupils are to feel safe and comfortable in the school environment such an ethos is essential.

It is our further belief that through fair and consistent treatment of pupils, we can help them to grow into responsible young people with a concern for others and a sense of fair-play.

It is the responsibility of all teachers to encourage and support the pupils in their care and to be aware of the positive effect of praise whilst at the same time developing pupils' awareness of the need for courtesy towards and consideration for all staff (teaching and non-teaching).

However, good discipline in both the classroom and the general school environment is essential if positive behaviour strategies are to be effective. Pupils need to know what is expected of them, what acceptable conduct is, and what is not. If these parameters are clearly set, and staff consistently follow through the procedures set out in the discipline policy, then it should be possible to maintain an effective system for monitoring behaviour in school.

By pupils and staff working together as a community which involves parents and the external agencies which offer support and guidance, we hope to effect improvements with the most difficult pupils and to support all others by insisting on consistently high standards of conduct and manners.

Staff Guide

Expectations during lessons

Create and sustain a positive, supportive and secure environment.

At the beginning of lessons expect:

- to arrive before the class and begin on time
- pupils to enter the room in an orderly manner
- pupils to sit as directed by the teacher
- to take the register and challenge unacceptable lateness
- pupils to come fully equipped and prepared to participate fully
- pupils to remove outdoor clothing and to be incompliance with the school dress code as outlined in the School Handbook.

During lessons expect.

- everyone to listen when you or anyone else is talking to the class
- pupils to raise their hand if they wish to contribute to class discussion
- pupils not to eat, drink or chew gum
- no pupil to leave the room without permission

At the end of lessons expect:

- pupils to pack away only when instructed to do so
- pupils to put away equipment and arrange furniture neatly as directed. The room/changing room should be left in a clean and tidy condition
- to dismiss pupils in a calm and orderly manner

General misbehaviour during lessons

This may include talking inappropriately; distracting others; calling out; lack of concentration; turning round.

Within each department, there should be a set of clear, specific steps to be carried out in dealing with such issues. Staff should apply sanctions according to the department policy but it is recognised that there should also be some scope for teachers to be able to express their own individuality in dealing with pupil misbehaviour.

It is important that any threatened sanction is carried out in the event that the pupil does not heed the warning and continues to misbehave.

Appropriate sanctions that might be applied in particular circumstances are:

Distracting others/talking	- Move pupil to another area of the class
Persistent eating or non-compliance with a request	- Issue of punishment exercise
Continued shouting out or distracting others	- Issue of punishment exercise - Send to another teacher's class – usually PT, with a note of explanation and relevant classwork

Sending outside the classroom should only be used as a strategy to defuse the situation or as an opportunity to speak to the pupil alone. No pupil should be left to stand in the corridor for a lengthy period of time.

Managing Misbehaviour

"Problems" are normal where young people are learning and testing boundaries of acceptable behaviour. Our success is tested not by the absence of problems but by the way we deal with them. It may be helpful to keep the following suggestions in mind.

- do not react hastily
- avoid confrontation, especially in front of an audience
- listen
- establish the facts
- judge only when certain
- use sanctions consistently and in a stepped response to misbehaviour

Good classroom management should avoid incidents occurring. This can be achieved by the careful planning of lessons and a well considered seating plan.

All pupils should be aware of our shared expectations of them in and out of lessons. The most important aim when dealing with inappropriate behaviour during lessons should be to minimise disruption to learning. Minor irritating behaviour should not be allowed to build up to an incident of confrontation.

Use of mobile phones (banned in school)	Class teacher confiscates phone and gives it to a DHT
Continual misbehaviour or lack of effort	Refer to PT[1] using standard pupil referral form * **Appendix 2(a)**
Behaviour does not improve despite use of sanctions	Refer to PT[2] using standard pupil referral form * **Appendix 2(a)**

All referrals should be logged by Principal Teachers using the Standard Department Discipline Log* **Appendix 3**

A Monthly Report will be sent to Pupil Support noting any indiscipline/lack of effort involving pupils or any praiseworthy achievement* **Appendix 1**

*Referral to PT[1]

When a pupil is referred to PT the Principal Teacher may employ a range of strategies to resolve the situation. These may include:

- lunchtime detention within the department
- pupils placed on Standard Department Monitoring Form* **Appendix 4(a) and (b)**

If the matter is resolved, referrals should be passed to Pupil Support indicating this and noting strategies employed.

*Referral to PT[2]

When a pupil is referred for a second time on the same or similar issue, then the Principal Teacher should interview the pupil and pass the referral to Pupil Support indicating the strategies employed in dealing with the pupil and that the matter is not resolved.

Unless of an exceptional nature, the Pupil Support teacher will deal with the matter in the first instance, perhaps in conjunction with the appropriate PT Pupil support. If it is deemed necessary, the Pupil Support teacher/PT will pass to DHT.

Possible action by Pupil Support Staff includes:

- contacting parents
- use of (pink) monitoring form **Appendix 5**
- support structure put in place
- referral to external agencies
- referral to DHT
- loss of privileges

Possible strategies employed by DHT may be:

- use of monitoring form (blue) **Appendix 6**
- use of detention
- suspension
- loss of privileges

SPECIFIC MISBEHAVIOUR IN CLASS

Sexist or Racist incidents

- dealt with in accordance with NLC Policies

Swearing

- If swearing is directed offensively at any member of staff the pupil should be referred immediately to the Principal Teacher who will refer the pupil immediately to the appropriate member of SMT.
- If swearing is directed offensively at another pupil the comment should be challenged by the member of staff and appropriate action taken depending on the context. However, it is important that pupils are made aware that swearing is unacceptable.
- Accidental swearing should be commented on and shown to be inappropriate.

Serious incidents of misbehaviour

This may include:

- violence or threats of violence against staff or their property
- abusive language directed at a member of staff

Pupils should be referred and sent to PT who should then pass referral on to appropriate DHT.

In the event of a serious incident, the use of physical restraint is permitted to prevent injury or damage, in accordance with Standard circular F19.

BEHAVIOUR IN CORRIDORS AND STAIRS

Expect that:

- pupils should walk at all times – no pushing
- pupils should keep left when moving about the school
- pupils should line up outside classrooms in an orderly manner
- pupils should put all litter in bins
- staff should supervise areas outside rooms at beginning of lunchtimes and intervals and change of periods if possible
- prefects should supervise corridor movement at end of intervals and lunchtimes – staff should allow prefects to leave class 2 minutes to facilitate this.

REINFORCING POSITIVE BEHAVIOUR

- Staff should recognise and reinforce good behaviour and genuine achievement by using the standard Note of Praise form **Appendix 2(b)**. It should also be noted on the Monthly Report **Appendix 1**

Key information from this policy is detailed in Staff Planners.

SCHOOL RULES AND EXPECTATIONS

- Make school a positive learning experience for yourself and everyone around you
- Pupil safety is paramount so take care of yourself and others within school as well as on the way to and from school
- Create a good impression of yourself and your school in public places
- Show self-respect and respect for all who make up the school community
- Show respect for school property and property belonging to other people
- Follow the dress code as outlined in the School Handbook
- Bring correct materials and equipment for each class
- Leave at home anything which is dangerous or likely to distract eg electronic gadgets, mobile phones etc
- Make every effort to be on time, but if you arrive late you must report to the school office
- As soon as you return to school after an absence, take a note of explanation signed by your parent or guardian to the office
- Inform the office in advance of any appointments so that permission to leave is recorded
- If you need to leave the premises unexpectedly during the school day, you must first get permission from your Pupil Support teacher or a member of the Senior Management Team (SMT)
- Try to spend intervals outside, but if you are inside the building, remain on the ground floor – the stairs and upper corridors are out of bounds
- Chewing gum is not permitted in school
- Litter should be put into the bins provided
- Move around the school building quietly and at walking pace
- When moving between classes keep to the left

Chewing gum and mobile phones are banned from school

CLASSROOM RULES AND EXPECTATIONS

Be prepared to be in class for the whole lesson – only in exceptional circumstances will permission be given for you to leave for any reason.

At the start of lessons

- Arrive at your class on time and go straight to your place
- Remove outdoor clothing
- Take out materials and equipment required, including your homework diary
- Settle yourself quickly, ready to start work

During lessons

- Listen and follow the lesson so that you and the rest of the class gain as much as you can from the experience
- Put up you hand if you want to say something – shouting out is not acceptable
- Avoid distracting, or being distracted by others
- Follow any additional rules set by the teacher in specific class situations

At the end of lessons

- Make sure you have noted any homework issued for the appropriate date
- When instructed to do so by the teacher, pack everything away
- Make sure you workspace is at least as tidy as you found it
- The teacher will tell you when you may leave the room

Summary of Discipline Procedures

<table>
<tr>
<td rowspan="2"><u>Classroom Teacher</u>

Make eye contact followed by a quiet comment

Verbal Warning

Pupil moves to another seat

Issue of Punishment Exercise

Use of temporary class change

Sent to PT

Referral to PT

Confiscate mobile phones and give to SMT</td>
<td rowspan="2"><u>Principal Teacher</u>

Same as classroom teacher and

• Issue lunchtime detention in department
• Put pupils on departmental monitoring form
• Refer pupil to SMT/Pupil Support
• Send to letter to parents
• Removal of departmental privileges</td>
<td><u>Guidance</u>

Contact parents

Put pupil on pink monitoring form

Contact outside support agencies

Referral to SMT</td>
</tr>
<tr>
<td><u>SMT</u>

Put pupil on blue monitoring form

Issue detention

Loss of privileges

Suspension

Exclusion sanctioned by HT</td>
</tr>
<tr>
<td colspan="3"><u>Recording of all incidents in School Discipline Log</u>

Members of the SMT should be contacted directly in the event of a major incident for example a classroom fight or an assault.
All teachers can make a referral at any time to the Pupil Support Team for advice or information about pupils. It is clearly the role of the team to support pupils, to liaise with their parents, SMT and support agencies, and also to be involved in the disciplining of pupils.</td>
</tr>
</table>

EFFECTIVE CLASSROOM STRATEGIES

- clear guidance on class rules established/displayed
- seating plans established and periodic changing of seats
- ensure no-one speaking before teacher speaks
- settle class before leaving e.g. line up
- teacher doesn't shout
- get to know pupils quickly – use names not general reprimand
- pupils given responsibility in class
- consistent pattern to lessons – recap QA at start/sum up at end
- positive attitude established – working ethos and co-operation
- use of praise/positive feedback given regularly
- displaying pupil work
- well planned, varied, interesting lessons which meet the needs of all pupils using varied methodology
- use of co-op teachers
- dealing with indiscipline quickly
- mo empty threats
- spending time with disruptive pupils
- discipline record kept in class
- use of ICT
- homework marked and returned promptly

Appendices

DALZIEL HIGH SCHOOL
PUPIL SUPPORT
Monthly Report

DEPARTMENT_____Date:_____

Pupil Name:_____Class:_____

(Please Tick Where Appropriate)

Praise worthy achievement

☐ Outstanding academic performance

☐ Excellent effort

☐ Good Citizenship (e.g. Caring for others)

☐ Contribution made to the extra-curricular area

☐ Note of Praise Date:-

Concern

☐ Attendance

☐ Punctuality

☐ Underachievement

☐ Homework

☐ Social Issue (e.g. isolated from peers)

☐ Note of Concern Date:-

Additional Information

Dalziel High School

Raising Achievement

Pupil Referral

Subject

Class Teacher to complete and pass to Principal Teacher (Subject)

Pupil's Name	Class	Date of Referral

Nature of Referral	Specific Details
☐ Attendance/Latecoming ☐ Homework ☐ Underachievement / Attitude ☐ Behaviour ☐ Other	

Action taken by Class Teacher prior to referral:

Signed

Matter resolved by Principal Teacher? YES / NO

Referral to Pupil Support / D.H.T. from PT (Subject)

Action taken by Principal Teacher prior to referral:

Signed Date

Action taken by Pupil Support / D.H.T.

Signed Date

White Copy Department, Yellow Copy: Pupil Support, Blue Copy: D.H.T.

DALZIEL HIGH SCHOOL

Discipline Log **Department _____**

Name of Pupil	Class	Teacher	Date	Action	Reason

DALZIEL HIGH SCHOOL
Departmental Pupil Monitoring Form

INFORMATION TO THE PARENT(S) / GUARDIAN(S) OF:

PUPIL'S NAME

DEPARTMENT CLASS

Your child has been issued with the attached form to help monitor his/her performance in his/her section over the next week(s). It is to be hoped that this strategy will lead to an improvement in the situation which resulted in the form being issued. Where no obvious and sustained improvement in performance is detected during this period, the pupil may be formally referred to the relevant Deputy Head Teacher, in line with whole school policy.

Your child has been placed on this form for the reason(s) indicated below. If you require additional information about the situation, please contact me at the school.

Yours sincerely

Principal Teacher

REASON(S) FOR ISSUE OF THE FORM	**(✓)**	**FULLER COMMENT**
ATTENDANCE		
LATECOMING		
CLASSWORK		
HOMEWORK		
BEHAVIOUR		
EFFORT		
ATTITUDE		
OTHER		

NOTE: Your son or daughter should present this form to the teacher at the beginning of each lesson. The class teacher will make a written comment on it and sign it. The Principal Teacher will also sign the form.

Please ask you son or daughter to give you the form to sign each night.

Thank you for your co-operation in this matter.

DALZIEL HIGH SCHOOL
Departmental Pupil Monitoring Form

INFORMATION TO THE PARENT(S) / GUARDIAN(S) OF:

PUPIL'S NAME

DEPARTMENT CLASS

for the period from to

This form has been issued to you to help monitor your performance in (Department) during the period mentioned above. **It is your responsibility to look after the form.** You must give the form to your teacher at the start of each period and collect it at the end, once your teacher has signed it and commented on your performance. You must then report to PT to have the form countersigned. You must also take the form home at night to let your parent sign it. At the start of a new week the completed form will be collected from you and a new one issued.

This form has been issued as part of a strategy to support your progress and performance. In order to succeed, it requires your co-operation. However, if there is no obvious improvement in your performance you may be referred to Pupil Support.

Period	Day	Date	Comment	Signed	
	Monday				Class Teacher
					PT
					Parent/ Guardian
	Tuesday				Class Teacher
					PT
					Parent/ Guardian
	Wednesday				Class Teacher
					PT
					Parent/ Guardian
	Thursday				Class Teacher
					PT
					Parent/ Guardian
	Friday				Class Teacher
					PT
					Parent/ Guardian

Signed _____ **Date** _____

Dalziel High School Appendix 6

Name _____ Class _____ Date _____

Pupil Monitoring Form

Daily Report issued for: Behaviour ☐ Attendance ☐ Homework ☐

Other circumstances_____

Instructions to pupils on report

1 Collect the form from _____ before school begins each day.
2 Ask your class teacher to sign the report at the end of each period.
3 Take the report back to _____ at the end of school each day before you go home.
4 Give _____ the report, signed by your parent / guardian, the next morning before the school begins. Collect the form for that day.

Period	Class Teacher's Signature	Comments
1		
2		
3		
4		
5		
6		

Signed _____ Deputy Headteacher

Signed _____ Parent/Guardian

Pupil Monitoring Form

Instruction Sheet

- ✓ Collect the form from _____ at 8.50 am each day
- ✓ Ask your class teacher to sign the report at the end of each period
- ✓ Take the report back to _____ at 3.45 pm each day
- ✓ Give the report to your Parent / Guardian when you go home
- ✓ Return the form to _____ at 8.50 am and collect your new form

Starting Date: _____

Proposed Finishing Date: (depending on progress) _____

Pupil's Signature: _____

Parent / Guardian's Signature: _____

Depute's Signature: _____

Date: _____

Dalziel High School

Appendix 5

Pupil Monitoring Form

NAME: _____ CLASS: _____ DATE: _____

Daily Report issued for: - Behaviour ☐ Attendance ☐ Homework ☐

Other circumstances _____

Period	Class Teacher's Signature	Comments
1		
2		
3		
4		
5		
6		

Signed _____ Pupil Support Teacher

Signed _____ Parent/Guardian

Pupil Monitoring Form

Instruction Sheet

- ✓ Collect the form from _____ at 8.50 am each day
- ✓ Ask your class teacher to sign the report at the end of each period
- ✓ Take the report back to _____ at 3.45 pm each day
- ✓ Give the report to your Parent / Guardian when you go home
- ✓ Return the form to _____ at 8.50 am and collect your new form

Starting Date: _____

Proposed Finishing Date: (depending on progress) _____

Pupil's Signature: _____

Parent/Guardian's Signature: _____

Pupil Support Teacher's Signature: _____

Date: _____