



Ardrossan Academy Policy Statement

Supporting Positive Discipline

Rationale

This policy promotes an ethos where everyone feels happy, safe and able to achieve their potential within an environment of support. Ardrossan Academy is committed to ensuring that every member of the school community feels valued, respected and treated fairly.

High quality communication is seen as central to the promotion of the ethos of success.

It has been developed by the school's Discipline Review Group following an extensive audit of the views of staff, pupils and parents. It reflects Local Authority Policy on Staged Intervention and advice from the school's Promoting Positive Behaviour Committee.

Aims

The aims of this policy are to define clearly:

- the expectations of behaviour throughout the school
- the procedures in place to ensure such expectations are met
- the action to acknowledge positive behaviour
- the action in response to unacceptable behaviour

Roles and Responsibilities

Pupils

Pupils will:

- follow the pedestrian and traffic management system within the school grounds
- never push others or block doorways
- not eat or drink in class
- place litter in bins
- not smoke in any area within or next to the school grounds.
- not use mobile phones or personal hi-fi equipment within the school
- respect the community and the environment at all times.
- arrive at classes on time, appropriately dressed and equipped to work
- remain in class until dismissed
- listen to the instructions of staff and carry them out without question
- respect the rights of others to work
- seek help from the teacher when unsure of the task set
- keep their Student Planner up to date and hand work in on time

Staff

Staff will consistently recognise **positive behaviour or achievement** using:

- verbal praise
- written praise on work
- stamps and/or stickers on work
- comments on report card
- Departmental Referrals
- other rewards as appropriate

Staff will consistently address **misbehaviour or underachievement** by:

- giving a verbal warning
- moving pupil to another seat
- moving pupil to corridor for a few minutes
- advising pupil at the end of the lesson
- sending pupil to the Time Out Room
- detaining pupils (whilst ensuring pupil has time to visit the toilet)
- generating a Letter of Underachievement
- completing a Departmental Referral

In incidents of **serious misbehaviour**:

- staff will contact the Year Head and provide details of the incident.
- the Year Head will remove the pupil from the classroom or location of the incident
- if the Year Head is unavailable, staff will phone the school office
- office staff will contact an alternative member of the SMT or if none available, the Campus Based Police Officer.

Serious misbehaviour includes:

- defiance
- physical or verbal abuse
- deliberate damage to property
- behaviour which has caused offence

Principal Teachers (subject)

Principal Teachers (subject) will consistently:

1. encourage and monitor the application of rewards in their department.
2. forward copies of all Departmental Referrals, showing action taken, to the school office for collation.
3. monitor negative Departmental Referrals and apply a range of departmental sanctions. These may include:
 - Ensuring class teachers are given a letter of apology
 - Implementing a departmental behavioural timetable
 - Detaining pupils
 - Maintaining a departmental behaviour log
 - Contact with home using 'Group Call' via Guidance and the Pupil Welfare Officer
 - Further sanctions appropriate to the department and developed through discussion with staff.

4. Send a school referral to the year head for any pupil receiving three negative departmental referrals in a term. School referrals can only be generated after departmental action has taken place at both staff and PT levels. After such action, pupils will be given a fresh start within the referral system unless the misbehaving pupil appears on a list of those referred to the school's Internal Support Team or Joint Support Team* PTs may complete school referrals for these pupils if they continue to misbehave.

* *This list will be included on the staff bulletin on a fortnightly basis*

Principal Teachers (Guidance)

Principal Teachers of Guidance will consistently:

1. Monitor Positive Departmental Referrals collated by office staff and regularly review the Bronze, Silver and Gold 'Merit Cards' posted to pupils' homes.
2. Act on school referrals in liaison with departmental staff and SMT.

Action may include:

- Contacting parents by telephone
- Detaining pupils
- Contacting parents by underachievement letter
- Meeting with parents to discuss improvement strategies
- Implementing and monitoring school timetables
- Reviewing pupil involvement in extra curricular activities
- Referring to Pupil Support Department, Internal Support Team or Joint Support Team through DHT (Pupil Support)

3. Provide feedback to staff on action taken

Senior Management Team

Members of the Senior Management Team will consistently:

1. Remove any pupil exhibiting serious misbehaviour from the classroom or location of the incident.
2. Act on school referrals in liaison with departmental staff and PTs Guidance.

Action will involve contacting the home either personally or via PT Guidance and may further include:

- Detaining pupils
- Meeting with parents to discuss improvement strategies
- Implementing and monitoring school timetables
- Reviewing pupil involvement in extra curricular activities
- Removal from class in consultation with PT Subject
- Consulting with Campus Based Police Officer
- Referring to Pupil Support Department, Internal Support Team or Joint Support Team through DHT (Pupil Support) *
- Acting on Violence and Aggression Forms
- Completing a Risk Assessment
- Excluding pupils as directed by the Head Teacher

3. Monitor departmental referrals collated by office and take action where patterns of misbehaviour appear across departments.

4. Providing feedback to staff

Advance notification of all staff, including SMT, being out of school will be posted in the staff bulletin each Friday.

* For details of the types of action taken by the Pupil Support Department, the Internal Support Team and Joint Support Team please refer to the following two documents:

1. NAC Staged Intervention Policy
2. Ardrossan Academy Pupil Support Policy

Parents

Parents and carers are expected to support the school in the following areas :

- Punctuality and attendance
- School dress
- Homework
- Responding to school contact
- Ensuring good behaviour and effort
- Updating contact numbers

Monitoring and Evaluation

A review of the operation of the policy will take place in April 2008

Appendices

1. Departmental referral
2. School Referral
3. Time Out Guidelines
4. Time Out Referral
5. Daily Time Out Log
6. Teacher's Log of Time Out Referrals
7. Time Out Discrepancy Slip
8. Departmental Behaviour Timetable

Ardrossan Academy Departmental Referral



Referral of _____ Class Date

Staff Name _____ Department _____

Positive referral

Reason for referral	Departmental Action
Improved Attention <input type="checkbox"/>	Referral forwarded to office <input type="checkbox"/>
Improved Effort <input type="checkbox"/>	Other (Specify)
Improved Behaviour <input type="checkbox"/>	
Sustained Application <input type="checkbox"/>	

Negative Referral Referral No 1 2 3

Reason for referral

Departmental Action Taken

Verbal warning <input type="checkbox"/>	Moved seat <input type="checkbox"/>	Advice at end of lesson <input type="checkbox"/>
Time Out Room <input type="checkbox"/>	Lunchtime Detention <input type="checkbox"/>	After School Detention <input type="checkbox"/>
PT reprimand <input type="checkbox"/>	Letter of apology <input type="checkbox"/>	Parent contacted via Group Call <input type="checkbox"/>
Underachievement Letter <input type="checkbox"/>	Behavioural Timetable <input type="checkbox"/>	Moved class <input type="checkbox"/>
School Referral <input type="checkbox"/>	Other (specify)	

PT Signature _____

Ardrossan Academy School Referral



Referral of _____

Class

Department _____

Date

Reason for referral

Failure to comply

Serious Incident

Corridor

Cumulative Dept Referrals (attached)

Details(if required)

Principal Teacher _____

Date of Receipt

Date of Response

Action taken by PT Guidance

Action taken by Year Group Head

Action Taken

Home Contacted

Pupil Interviewed

Detention

Parent(s) Interviewed

Behaviour Timetable

Exclusion

Risk Assessment

Other (specify)

Details(if required)

Signature _____



ARDROSSAN ACADEMY

Time Out Room Guidelines

1. The single criterion for referral to the TOR is continued disruption to learning and teaching.
2. The TOR referral contains only basic details and functions to admit pupils into the Time Out Room. In order to remove duplication, details of the incident should only be recorded on the departmental referral.
3. At 3.30 each day, our Pupil Welfare Officer will contact parents of all pupils referred to Time Out Room via Groupcall
4. The Time Out Room will continue to operate in Room 33 for pupils from S2 – S4
5. A maximum of 15 pupils per period will be accommodated in the Time Out Room
6. A log showing pupils referred to the Time Out Room will be issued to all teaching staff at 3.30 each day.
7. Supervision of the TOR may be undertaken by any member of the teaching staff.
8. The TOR will be set out in a U-shape with carrels.
9. Materials to be used in the TOR will be provided by the class teacher or taken from a bank of commercially produced materials which will be reviewed and updated annually.
10. Misbehaviour in the TOR will lead to a referral to SMT, with the probability of exclusion.
11. In the case of a problem within the TOR the supervising teacher will contact the office. Office staff will then contact a member of SMT for support.
12. Individual members of staff should monitor their Time Out Referrals (using Appendix 6) against the Time Out Log (Appendix 5) issued daily to all staff. Discrepancies should be reported to the pupil's Year Head using a Time Out Discrepancy slip (Appendix 7)

Departmental Behaviour Timetable



Department _____

Class teacher : _____

Individual Targets for _____

Class _____

Please mark below to show if _____
has met his/her target(s) as shown opposite.

Mark **Y** for **YES** and **N** for **NO**

This record should be shown to _____

(Principal Teacher) at the end of each period.

Targets:

1. _____

2. _____

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

Date :

1. _____ 2. _____

Signed :

