

REWARDS AND DISCIPLINARY PROCEDURES

The school community aims to create a happy and safe environment, conducive to good teaching and learning. It is our policy to resolve difficulties by dialogue where possible and students are encouraged to take responsibility for their learning and behaviour. However, if having spoken to a student, he refuses to cooperate and follow the Code of Behaviour, it may be necessary, for his own good and for the wellbeing of others, to impose *a fair system of discipline*.

H.H.S. Discipline Procedures

▪ **Minor Offences in the Classroom**

Examples: Talking in class, not having homework done, not having textbook/student journal/ equipment, minor disruptions, mobile phone etc. ... Students who use their mobile phones during class may have them confiscated and given to the Year Head, who, if necessary, will make arrangements with parents to have it collected.

Procedures: Subject Teachers will deal fairly with classroom management issues.

Teachers are encouraged to *discuss issues/difficulties* with students at an *appropriate time/place* and to *encourage students to take responsibility for their own learning and their behaviour*. A teacher, if necessary, may impose a sanction such as a *warning, writing out appropriate parts of the Code of Behaviour, a short appropriate reflective essay* or other appropriate work. *Seating arrangements may be changed, if necessary*. Lines are not recommended. The Subject Teacher must consult with the Year Head and Deputy Principal before placing a student on lunchtime or after school detention and, under Health & Safety, such a detention requires at least 24 hours' notice to parents and the student. The Subject Teacher may *write a note in the student's journal* or, if necessary, *arrange to contact/meet with his Parent/Guardian in the presence of the Year Head/Deputy Principal*.

The Deputy Principal and Assistant Principal Team manage the detention system. Teachers will not give their own detention.

▪ **Recurring Minor Offences and More Serious Offences in the Classroom**

Examples:

- *A student who repeatedly disrupts class and prevents himself and others from learning and/or the teacher from teaching.*
- *A student who endangers their own health, safety and welfare and that of others.*
- *Persistent use of mobile phone, bullying, refusal to cooperate with the teacher or other staff etc.*

Procedures: Subject Teacher/Year Head/Deputy Principal

- The Subject Teacher should **factually record** the incident(s) on **VShare** or ***Record of Bullying Form*** including all of the relevant details.
- The Subject Teacher should **give the written record of the incident** on **VShare** to the Year Head as soon as possible.
- The Year Head will meet with the student and discuss the incident and inform their parents of the incident.

- The school's anti bullying procedures will be implemented by the 'Referring Teacher' (Year Head) on receipt of a 'Report of Bullying Form'. Please refer to the school's Policy on bullying for further information.
- The Year Head will, if necessary, inform the Deputy Principal and meet with the parents of the student. The parents/student will be given the opportunity to respond.
- The Year Head/Deputy Principal may apply appropriate sanctions if necessary.
- In exceptional circumstances, a student who persists in interrupting the teaching and learning process may be removed to a nearby classroom by arrangement with the Deputy Principal. **The incident must be recorded in writing and reported to the Year Head and Deputy Principal by the teacher at the earliest opportunity on VShare.**
- **If a student is ill, the teacher should contact the Year Head/Deputy Principal/Principal or an available staff member to accompany the student to the Deputy Principal's office and to make arrangements with the student's parents to collect them. For reasons of Health & safety do not send a student to the office without making the necessary arrangements.**
- **Students who are frequently late, or absent from class without permission should be reported to the Year Head.**
- **Students should not be allowed to leave the classroom during class except in exceptional circumstances. This includes trips to the toilet during class. The student may be sent back to class by the Year Head, Deputy Principal and Principal. Teachers must record all student absences on VShare; including partial absences from class and account for the whereabouts of students they have given permission to leave class.**
- Please see the yellow sheet in the student journal.

Sanctions by the Year Head may include a warning, an appropriate reflective essay, withdrawal of privileges, a supervised lunchtime detention, a recommendation to the Deputy Principal to put the student on Report for at least one week. In exceptional cases the Year Head may also recommend to the Deputy Principal a supervised after-school detention for the student. Parent(s) and the student will be **informed of the detention by the Year Head/Deputy Principal and will be given at least 24 hours' notice.**

Serious misbehaviour may be referred by the Deputy Principal to the Principal, who may in turn report the matter to the Board of Management, and could result in the suspension/permanent exclusion of a student.

Rewards System for Students

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| • Good Attendance: | Verbal affirmation, Certificate, Award |
| • Positive Behaviour: | Praise, Communication with Parents, Reference, Awards Day |
| • Improved Behaviour: | Should be acknowledged and encouraged |
| • Academic Achievement: | Praise, Certificate, Award |
| • Awards Day: | Academic, Sport, Community, Transition Year Certificates, First Aid Certificates, Safe Pass Certificates, Self Defence Certificates, Leadership Certificates, Attendance, Outstanding Achievement, Individual Subject Academic Awards, Students' Student of The Year, Student of The Year, Principal's Award. |

Subject Teachers should let students, Year Head, Deputy Principal, Principal know of improved behaviour and other noteworthy achievements.

Teachers encourage students to become lifelong, Independent learners.

Teaching staff are encouraged to inform parents of improved or exemplary behaviour, through the use of the Student Journal and at Parent/Teacher meetings.

Year Heads/Deputy Principal will also inform parents of improved behaviour.

RESPONSES TO CHALLENGING BEHAVIOUR OF STUDENTS

Calling Out	Look at the pupil, raise your hand to model the rule, take the answer from a pupil who followed the rule.
Interrupting	Continue conversation with pupil. Briefly stare at the interrupter to signal you're ignoring them:
Answering back	Ignore answering back and repeat instruction.
Tapping	Redirect, "I need you to"
Silly noises	Behavioural feedback. "You are making a noise. I need you to listen".
Out of seat	Redirect to seat using visual cue.
Task refusal	"I need you to finish this task by the end of the session or you will need to take it home. It is your choice. I will be back in 5 minutes to see how you are getting on".
No equipment	Provide equipment. At the end of lesson provide a reminder of equipment needed next lesson. Collect any equipment lent to pupils.
Swearing at another pupil	"We speak politely to each other in this class". Refer to Code of Behaviour.
Bullying	Please refer to the school's anti bullying procedures.

