

# DISCIPLINE & CONDUCT

## MARK CARDS

In Years 7 to 11 the weekly Mark Card is completed by the form tutor so that parents can follow their sons' progress. This records the regularity and quality of their class work, homework, general conduct, appearance and services to the College community. Any concerns which members of staff may have can be recorded in the Student Planner for parents to see.

Good and bad marks are awarded for diligence, discipline and homework. Good marks are given for all work well done. Bad marks are divided into four categories: subject, homework, conduct and discipline. This system enables parents to identify at an early stage any difficulties that are being encountered. It may also reassure parents that their sons are settling in and performing well. If parents have any concerns, they should contact their son's Form Tutor in the first instance.

## COURTESY POINTS

These are the courtesy points issued to each new student in the school:

- 1 Remember: 'Excuse me', 'Please', 'Thank you', 'Sorry'.
- 2 Stand in class when a teacher or visitor enters.
- 3 Open the door for a teacher or visitor going out.
- 4 On entering a room which is occupied, knock respectfully and go to the teacher first.
- 5 Stand smartly when spoken to. Do not lounge with your hands in your pockets.
- 6 Treat old people with respect and help them.
- 7 Offer to help when you see someone carrying a heavy bag, books, etc.
- 8 Ask 'Can I help you?' to a visitor looking round the College buildings.
- 9 Stand aside if about to enter or leave a room at the same time as a member of staff. LADIES FIRST at all times.
- 10 Greet people with 'Good morning, Father' or 'Sir' or 'Miss'
- 11 Apologise for bad behaviour.
- 12 If you wish to speak to one of several people in a group, say 'Excuse me' to the others in the group.
- 13 Speak courteously to visitors.
- 14 No chewing in public. No booing or stamping of feet, or spitting, or swearing.

## COLLEGE DISCIPLINE REQUIREMENTS FROM STUDENTS

### Students are expected to:

- *arrive punctually for the morning and afternoon registrations and to attend lessons on time*
- *attend wearing the College's approved uniform and appropriate footwear (see uniform list in school rules)*
- *leave jewellery at home. In the case of senior pupils only, one small ring, and a discrete cross on a chain may be worn.*
- *leave at home any item which may be a danger or a hindrance to others (e.g., knives, matches, etc.)*
- *avoid bringing large sums of money or valuables to school. If there is no option, these should be deposited with the form tutor or in the school office for safe keeping. The College cannot be responsible for them otherwise.*
- *use appropriate language and adopt the highest standards of courtesy and consideration for others*
- *eat food at the prescribed times and in the allocated areas only. Eating and drinking are not permitted in other areas, and the litter bins must be used. Chewing gum and bubble gum must not be brought into school*
- *attend all lessons with the necessary books, pens, pencils, clothing, etc.*
- *remain on the College premises throughout the school day unless permission has been granted otherwise.*
- *take care of all exercise, text books and other equipment.*
- *complete and submit all homework assignments and coursework as required.*
- *move quietly at all times*
- *observe the highest standards of behaviour during the journey to and from school.*
- *maintain the highest standards of respect for all property and people.*

In a Salesian school founded on the Preventive System it is important that a broad view should be taken of discipline, which should be based upon good personal and professional relationships and set in the context of College life. Disciplinary action needs to be measured against the College's educational philosophy, rules and code of conduct. Pupils need to know and understand the boundaries of acceptable behaviour.

Bad behaviour should be tackled quickly and, wherever possible, at source. This can include a number of sanctions ranging from mild reprimands to exclusions for serious offences. The sanctions should be relevant, brief in duration, include reparation and/or restitution and be as immediate as possible.

### Sanctions can include a number of strategies, such as:

- *regular use of the mark system*
- *change of seat*
- *repeat of work or additional work*
- *loss of break time*
- *removal of a badge of office by the Headmaster*
- *bringing in a colleague*

- *assigning a mentor*
- *contacting parents*
- *exclusions, as a last resort*

**Where disciplinary action is taken, a number of basic principles must be followed:**

- *there should be a proper investigation of the facts*
- *pupils should not be punished twice for a single misdemeanour*
- *the punishment should be in proportion to the offence*
- *the punishment should not be humiliating or degrading*
- *corporal punishment, that is, the intentional use of force, is unlawful*
- *the punishment in all circumstances must be reasonable and moderate*
- *striking a pupil, playfully or in any other way, is not acceptable.*

Occasionally it is necessary to place a pupil 'on report'. This will be organised by the Head of Year.

**PHYSICAL RESTRAINT**

To prevent injury or serious damage to property, it may be necessary, rarely, to use physical restraint: this is, and always should be, a last resort. On restraining any pupil, staff should ensure that minimal force is used only at a level to regain control of the situation and prevent further injury or damage.

**DETENTIONS**

There are two detentions weekly, on Tuesday lunchtime and on Thursday after school, both supervised by members of staff on a rota basis. Parents must be given 24 hours' notice of any after-school detentions and the Deputy Headmaster and the Head of Year must also be informed. Any detentions after school should be done through use of the mark system and Head of Year.

**EXCLUSIONS**

Exclusions are either fixed term or permanent. They may be either internal or external. Permanent exclusion is a last resort punishment. All other steps to avoid exclusion must have failed. The allegation must be properly investigated. The Governing Body must be involved in the exclusion process. Parents have the right to make representations and to appeal.

**Points to consider when a pupil is to be excluded:**

- *the age and health of the pupil*
- *previous record at the College*
- *parental or peer-group pressure*
- *severity of the offence and likelihood of repetition*
- *extent to which behaviour affects other pupils*
- *whether the offence took place in or out of College and, if out of College, whether it has a serious impact on the College*
- *extent and significance of violation of College rules*
- *whether the pupil was part of a group*

## **REWARDS**

Don Bosco emphasised that pupils should be encouraged to behave well by frequent expression of approval by all staff and by the appropriate use of rewards. The application of this policy must be seen to be consistent and fair. The Mark List should be used to reward good work, effort, and participation in activities.

It is important that the positive aspects of praise and reward should have great emphasis. Praise and encouragement should be spread throughout the entire life of the College and should be used in lesson time as much as possible. The reward system will be fair and will extend to all pupils in the College, whatever their ability. Recognition can be given to success of differing kinds in assemblies or in form time, and in or out of the classroom. Pupils' work should be displayed as much as possible.