

# PROMOTING POSITIVE BEHAVIOUR



Related Policies for Abbey  
Community  
College.  
Teaching for Learning  
Inclusion Policy  
Pastoral Care  
Mobile Phone  
E-Safety  
Drugs Education  
Confidentiality  
Safeguarding/child protection  
policy  
RSE Policy

**Summary:**

The purpose of the Promoting  
Positive Behaviour Policy is to  
ensure that students have a  
positive experience at school.

**ADDITIONAL NOTES**

**DENI Guidance:**

<https://www.education-ni.gov.uk/sites/default/files/publications/de/english.pdf>

<https://www.education-ni.gov.uk/sites/default/files/publications/de/pastoral%20care%20in%20schools.pdf>

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June 2025

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## School Ethos

In Abbey Community College, we aim to provide a child-centred, positive learning environment to facilitate effective learning and teaching for all. Governors and staff will work together with members of the school community to ensure that the school meets the following legislative requirements:

1. **“Promote good behaviour and discipline”** within our school (Article 3, 1998/25) The policy when fully implemented will:
  - Promote positive attitudes
  - Maintain sound relationships
  - Facilitate effective learning and good teaching
  - Maintain an orderly and safe working environment for all
2. **“Safeguard and promote the welfare of pupils”** including those attending from within the Learning Community (Article 17,2003/13; Article 21, 2007/20) This Positive Behaviour Policy will work in conjunction with other pastoral policies such as Child Protection, Anti-Bullying, Special Educational Needs, etc. to promote positive behaviour, health, well-being and safety for all.
3. **“Ensure consultation with and active participation in the decision-making process by pupils”** (Article 19, 2003/13: DE Pupil Participation 2014/14) Members of the school community i.e. pupils, staff, parents/carers and Governors will be involved in the review of this draft policy. The review process will involve:
  - Completion of baseline questionnaires
  - Staff and student participation in the review
  - Discussions with members of the School Council/PTA/BOG

This process will continue. Responses will be monitored & outcomes used to inform policy development and review.

## What is Positive Behaviour Management?

In Abbey Community College, positive behaviour management is delivered by ensuring the emphasis is placed on:

- Positive rather than negative statements
- Regular and sustained use of encouragement and celebration
- The social skills needed for success
- Success achieved
- The need to take responsibility for our actions and actively promote restoration/reparation
- Support is available for those whose behaviour significantly blocks both their own access and that of the class to learning

## Tracking and Monitoring Calendar

POLICY OUTCOMES	WHAT	WHEN	WHO
Promotion of Positive attitudes Sound Relationships An Effective Learning Environment	Baseline audits: Feedback Action Review actions Stakeholder feedback	Summer Term	S.S.
	Attendance	Termly	S.S.
	IBP/PLP reviews	Ongoing	Class teacher/ E.M
	TPL/ PRSD - pastoral focus Book scoops/ CBD	Termly	G.S. C.McQ
Reduction in unacceptable behaviour	Reduction in Sanctions Type and frequency Suspension/ expulsion rate Increase in rewards	Termly  Termly	Pastoral Team
Creation of sound relationships	School Calendar  Complaints Book  Response to views  School Council	Ongoing  Ongoing  Ongoing	S.S./ C.N.
Creation and maintenance of an effective learning environment	Lesson plans & wall displays  Class Plan for Learning  Rewards	Termly  Termly  Monthly	HOD/ C.McQ.

## Rationale

In Abbey Community College:

### **We recognise that:**

“The establishment of an effective behaviour policy is not only a legal duty upon Boards of Governors and school principals and the cornerstone of pastoral care work but is also fundamental to successful work in the classroom.”

*“Pastoral Care in Schools: Promoting Positive Behaviour” DENI, 2001 Para 5.*

### **We believe that:**

“Drawing up a positive behaviour policy is an essential part of a school’s pastoral responsibility to its students...It needs to incorporate within it not only measures to help maintain orderly and safe environment, but also measures to facilitate effective learning and good teaching: creating a climate for the students in which they are valued as individuals and encouraged in their learning and in their physical and social development.”

*“Pastoral Care in Schools: Promoting Positive Behaviour” DENI, 2001 Para. 15*

### **We are committed to:**

Ensuring that a “culture of achievement, improvement and ambition exists – with clear expectations that all students can and will achieve to the very best of their ability.

*“Every School a Good School”, DENI, 2009 Pg. 15*

## Self-evaluation and Consultation Procedures

To ensure that the policy is monitored and its outcomes are evaluated regularly the following benchmarking tools will be used.

## Positive Behaviour Management Audit

It is anticipated that all participants will complete a survey online. An analysis of the responses will be used to evaluate the effectiveness of the policy.

SLT will ensure that:

- Baseline surveys are run and results are analysed annually.
- All participants receive feedback e.g. in school during registration, whole school assemblies; via emails, school website updates and during parents’ consultation evenings
- Positive outcomes are acknowledged
- Areas for further development are identified and whole school goals are discussed and agreed on

## **The Student voice and the role of the School Council**

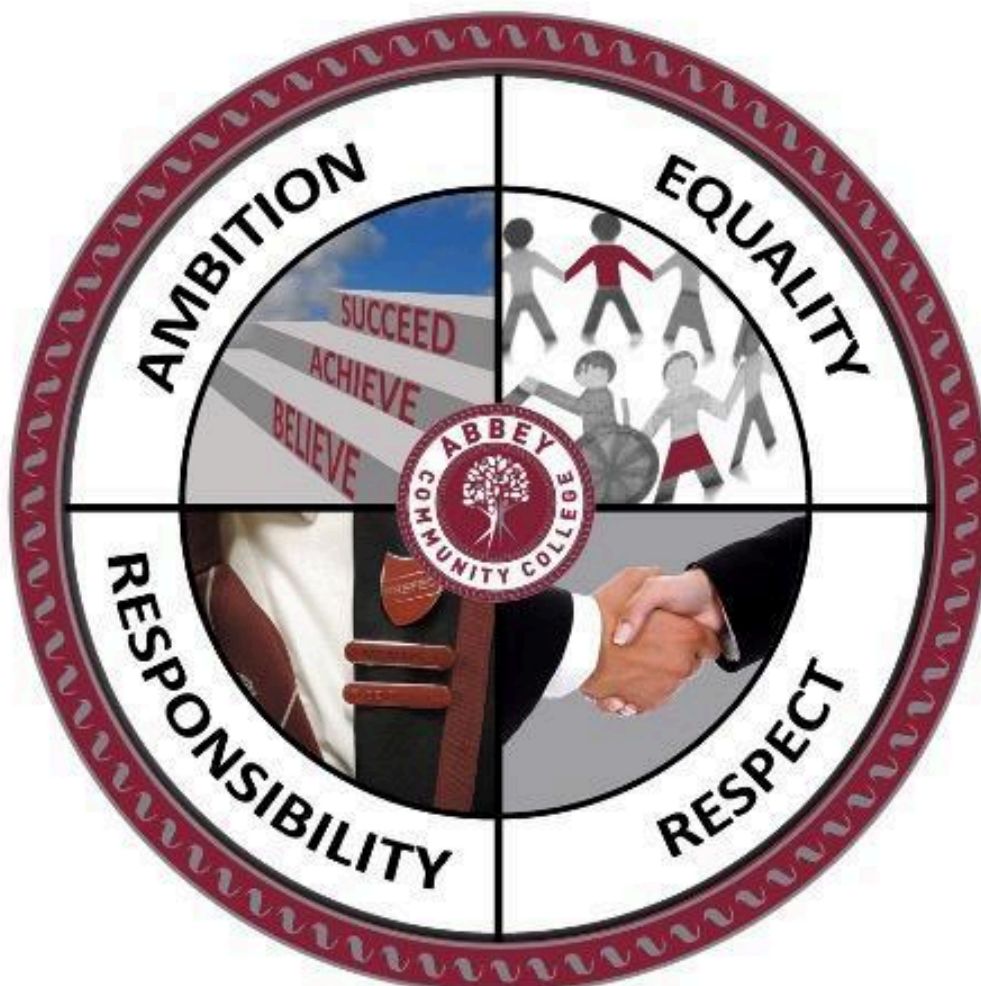
Establishing a School Council will enable our students to be directly involved, “in discussions and decisions on school life that directly affect them”. (Indicators of effective performance, Pg. 14, ESAGS, 2009) When issues relating to the current policy arise they will be discussed in School Council meetings and outcomes minuted. Council minutes will be presented to students during registration time and displayed for example both on classroom whiteboards and corridor TVs. SMT will ensure that relevant outcomes are used to inform and guide whole school goals.

## **Staff voice**

On-going consultation with staff is effected through whole staff, pastoral and departmental meetings. School Development Days (SDD) provide staff with additional opportunities for discussion and reflection. SDD outcomes are used to inform and guide policy development and review.



## Abbey Community College: Our Core Values



Staff and students will adopt an agreed set of values which when implemented will guide and inform our interactions with all the members of our newly formed school community

Abbey Community College has clear expectations about the standard of behaviour which is expected from every member of the school community. These expectations are firmly based on our values and are expressed in the following statement of principles.

## Our Statement of Principles

The following Statement of Principles sets out the standard of behaviour expected from all the members of Abbey Community College.

This Statement of Principles will be kept under review by the Board of Governors.

**In Abbey Community College everyone** – staff, teaching and non-teaching, students, parents, carers and Governors – in all aspects of school life:

1. Will show respect for one another, for their own, others and school property.
2. Will follow a consistent approach to behaviour management. This system will recognise and reward positive behaviour. There will be zero tolerance for bullying and anti-social behaviour
3. Will be fully supported during times of difficulty with support available to all members of the school community
4. Will be given opportunities to have a voice and be responded to in the correct manner
5. Should take pride in belonging to and promoting our school
6. Should promote positive aspects of behaviour such as respect, fairness, and care towards others
7. Should understand that the Behaviour Policy has been created to ensure a safe positive teaching and learning environment
8. Will be considerate towards the learning needs of each individual and supportive of the school as a learning community
9. Has to feel safe, secure and given the opportunity to fulfil their potential
10. Will be proactive in reducing the risk of poor behaviour. Appropriate and preventative action should be taken to ensure a safe environment

## The Positive Behaviour Policy: Aims, Outcomes and Evidence Trail

To enable ACC to monitor and evaluate how effectively the policy is being delivered we have identified four overarching aims:

- Promotion of Positive Attitudes
- Reduction in unacceptable behaviour
- Creation and maintenance of sound relationships
- Creation and maintenance of an effective learning environment for all

OUR POLICY AIMS		OUR POLICY OUTCOMES	EVIDENCE TRAIL
1 Promote positive attitudes	<p>To promote the development of positive attitudes through the development of a “Can-Do ” culture in which:</p> <ul style="list-style-type: none"> <li>• There is a commitment to excellence and the fulfilment of potential</li> <li>• Aspiration is promoted and achievement is celebrated &amp; rewarded</li> <li>• Learning needs are identified and support provided</li> <li>• Participation and self-evaluation are promoted</li> <li>• A high standard of work is agreed and maintained</li> <li>• Sharing positive approaches</li> </ul>	<p>A “Can –Do” culture of achievement exists within our school community.</p> <p>Levels of achievement are raised. Students experience success</p> <p>Success is acknowledged and celebrated throughout</p> <p>Targeted support is in place for students experiencing barriers to learning</p> <p>There is a high level of participation in every classroom</p> <p>There is a clear focus on presentation of work in every classroom</p>	<p>Baseline Audits,</p> <p>Exam/ Attendance</p> <p>SIMS L.M (rewards)</p> <p>PLP/IBP reviews</p> <p>PRSD obs.</p> <p>Book scoops</p>
2 Reduce unacceptable behaviour	<p>To create a safe, ordered &amp; purposeful working environment which:</p> <ul style="list-style-type: none"> <li>• Promotes behaviour to facilitate learning</li> <li>• Places emphasis on praise and celebration</li> <li>• Develops &amp; maintains a supportive ethos</li> <li>• Reduces opportunities for confrontation</li> <li>• Reduces disruption to learning</li> <li>• Promotes effective teaching</li> </ul>	<p>A safe, orderly, purposeful working environment exists.</p> <p>Within every classroom:</p> <ul style="list-style-type: none"> <li>• There is a clear focus on agreed learning behaviours</li> <li>• Students are praised and rewarded for their positive learning behaviours</li> <li>• There are less interruptions to the learning</li> </ul> <p>Unacceptable behaviour is kept to a minimum:</p> <ul style="list-style-type: none"> <li>• There are less referrals to Heads of Year</li> <li>• Fewer students on report, in detention, or on suspension</li> <li>• Referrals for expulsion to Board of Governors will only be made in extreme circumstances</li> </ul>	<p>PRSD obs.</p> <p>Class plan for Learning in use/Rewards</p> <p>Heads of Year Support Sheets</p> <p>SIMS – sanctions, detentions HoY records Suspension</p>

OUR POLICY AIMS		OUR POLICY OUTCOMES	EVIDENCE TRAIL
3 Create and maintain sound relationships (Whole-school/ community)	<p>To establish a warm, safe welcoming, and caring environment in which all members of the school community will:</p> <ul style="list-style-type: none"> <li>• Feel safe and secure</li> <li>• Value, respect and support each other</li> <li>• Meet and work together both formally and informally to maintain and where necessary repair relationships</li> <li>• Be consulted</li> <li>• Promote and develop strong links to and within the wider community</li> </ul>	<p>A warm, safe, welcoming and caring environment exists. An anti-bullying culture is actively maintained</p> <p>There is a strong sense of support for and belonging within the whole-school community</p> <p>There is increased community involvement</p> <p>Team building events</p> <p>Views are acknowledged and responded to</p> <p>Links with local schools and businesses are maintained</p>	<p>Baseline audits</p> <p>Heads of School records</p> <p>School calendar</p> <p>Complaints Book</p> <p>School Council records.</p> <p>Letters (PTA/P.S)</p>
4 Create and maintain an effective learning environment for all	<p>To promote and maintain an effective, orderly and purposeful learning environment in which students can learn and teachers teach without interruption through developing a shared Class Plan for Learning which</p> <ul style="list-style-type: none"> <li>• Is agreed with students:</li> <li>• Identifies and rewards behaviours which facilitate learning</li> <li>• Identifies and sanctions behaviours which block learning</li> <li>• Agrees rules &amp; routines which support the learning</li> <li>• Operates an agreed hierarchy of rewards &amp; sanctions</li> </ul> <p>To identify individual barriers to learning and provide targeted support by</p> <ul style="list-style-type: none"> <li>• Deployment of agreed strategies which reduce opportunities for confrontation</li> <li>• Working to an agreed high standard</li> <li>• Managing resources effectively</li> </ul>	<p>An effective, orderly, purposeful learning environment exists in every classroom</p> <p>Staff fully implement the Good Lesson Guide in every classroom</p> <p>The Class plan for Learning is displayed and consistently implemented in every classroom. Students are consistently:</p> <ul style="list-style-type: none"> <li>• Rewarded for displaying good learning behaviours</li> <li>• Sanctioned for displaying unacceptable, disruptive learning behaviour</li> </ul> <p>PLP/IBP targets are agreed, implemented by staff and monitored effectively</p> <p>Learning improves. The flow of teaching is maximised in every classroom</p> <p>High standards of work &amp; presentation are maintained</p>	<p>Baseline audit</p> <p>Lesson planners</p> <p>PRSD obs.</p> <p>Wall displays</p> <p>SIMS rewards, and sanctions, results</p> <p>PLP reviews</p> <p>Book scoops</p> <p>Wall displays</p>

## Procedures

To maximise effective teaching and learning staff met together and agreed on the following procedures

<p><b>Agreed rights, responsibilities and expectations</b></p>	<p>Agreed rights and responsibilities:</p> <ul style="list-style-type: none"> <li>• To work and learn in a happy and stimulating environment</li> <li>• To teach and learn without interruption</li> <li>• To be challenged to be the best that we can be</li> <li>• To be supported in what we are doing</li> <li>• To be in a school which is safe, tidy, comfortable &amp; well equipped</li> <li>• To be treated fairly and equally</li> <li>• To be respected and valued</li> <li>• To be consulted about what happens in school</li> <li>• To attend class regularly and be on time</li> </ul>
<p><b>Agreed Behaviours for Learning</b></p>	<p>Students agree to:</p> <ul style="list-style-type: none"> <li>• Come prepared for this class</li> <li>• Listen when someone is speaking</li> <li>• Keep hands, feet, objects inappropriate &amp; unkind words to him/herself</li> <li>• Arrive to class on time</li> <li>• Cooperate with others in this class</li> <li>• Be positive</li> <li>• Ask for help when needed</li> <li>• Concentrate and focus on the set task</li> <li>• Meet deadlines</li> <li>• Follow instructions</li> </ul>
<p><b>Agreed routines and Planning for Learning Procedures</b></p>	<p><b>Staff will:</b></p> <ul style="list-style-type: none"> <li>• Be in class on time</li> <li>• Meet and greet students</li> <li>• Have a seating plan for every class</li> <li>• Check class attendance</li> <li>• Know and use students' names</li> <li>• Plan lessons to meet the needs and abilities of <u>all</u> students</li> <li>• Include an introduction, main activities &amp; a plenary session in all lessons</li> <li>• Plan for effective questioning that challenges <u>all</u> students</li> <li>• Ensure adequate pace and challenge in <u>all</u> lessons</li> <li>• Annotate PLPs and feedback to SENCO.</li> </ul>
<p><b>Agreed Classroom Management Strategies.</b></p>	<p>Staff will use these positive classroom management strategies to reduce opportunities for confrontation in the classroom:</p> <ul style="list-style-type: none"> <li>• I statement ...plus. now, thank you</li> <li>• Praise and description</li> <li>• Circulate during classes</li> </ul>

## The Class Plan for Learning

To maximise the learning and teaching in every classroom staff and students work together to agree on a Class Plan for Learning. Participation in this process enables everyone to develop a shared view of what behaviour is needed to enable everyone to learn effectively and a shared view of how best to achieve this.



To establish an effective class plan, staff and students work through this specific process. This requires everyone to discuss and agree on the following;

The class values; do we want a classroom in which everyone is respectful?

- Class rights and responsibilities
- Behaviours necessary for effective learning
- Rules and routines which make for an ordered and purposeful room
- Rewards and sanctions to reward positive choices and sanctions to deter poor choices




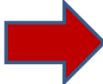
Once agreed this plan is displayed and used consistently to promote effective learning in every classroom.

Students who choose to keep the Behaviour for Learning rules are acknowledged and rewarded. Students who choose not to keep the Behaviour for Learning rules are acknowledged and sanctioned. Those students who have significant difficulty in complying with these behaviours for learning will be given targeted support to help them learn more effectively.

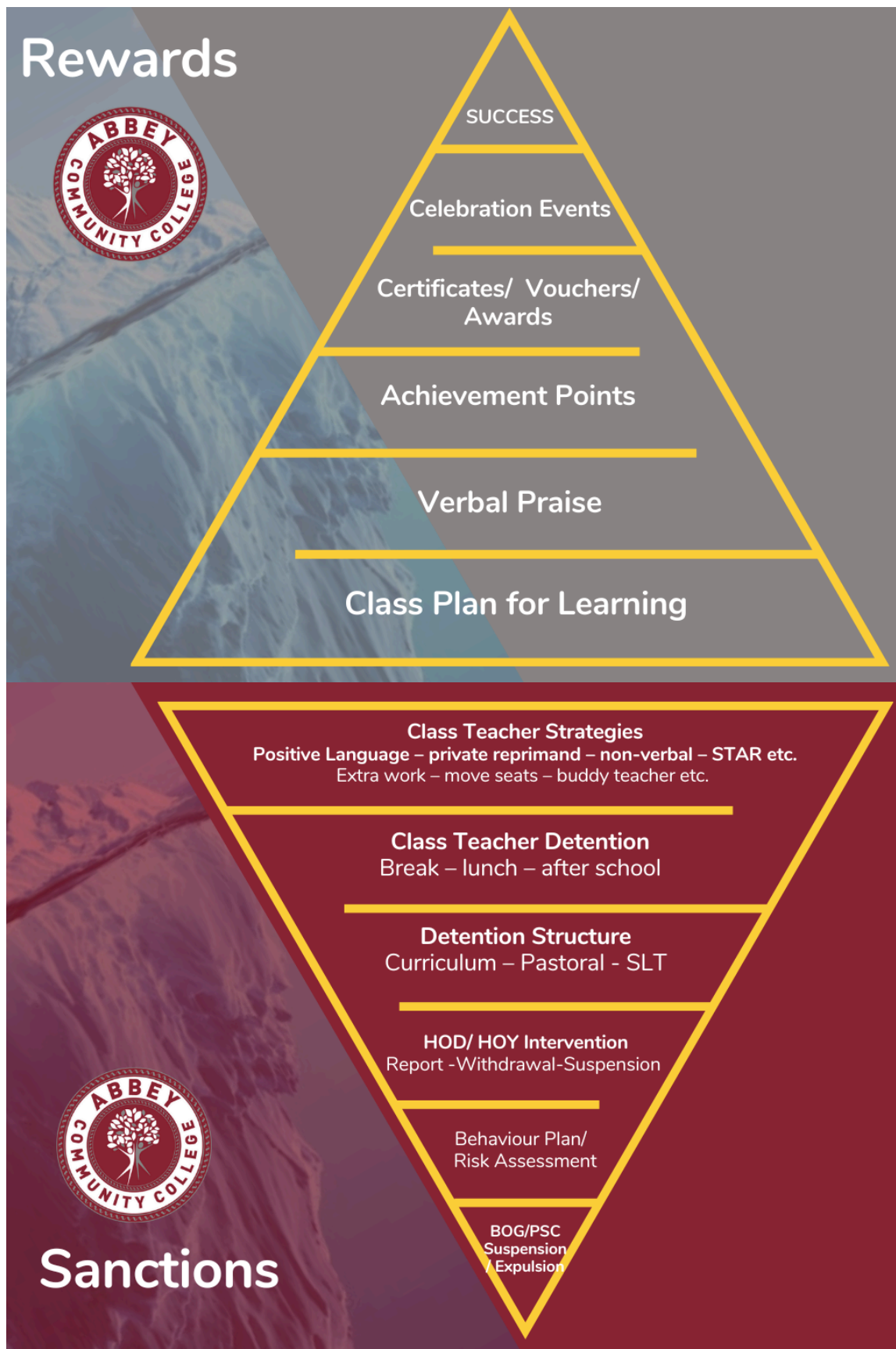
The following table illustrates this process and sets out the current Class Plan for Learning which is displayed, operated consistently in every classroom and reviewed throughout the year.

## Supporting Learning Chart

**SUPPORTING LEARNING: The Class Plan for Learning is agreed, displayed & implemented in every classroom**

<p><b>SHARED RIGHTS, RESPONSIBILITIES AND EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>✓ To teach and learn without interruption</li> <li>✓ To be challenged to be the best that we can be</li> <li>✓ To be supported in what we are doing</li> <li>✓ To be in a school which is safe, tidy, comfortable &amp; well equipped</li> <li>✓ To be treated fairly and equally</li> <li>✓ To be respected and valued</li> <li>✓ To be consulted about what happens in school</li> <li>✓ To attend class regularly and be on time</li> </ul> 	<p><b>AGREED ROUTINES &amp; PLANNING FOR LEARNING PROCEDURES</b></p> <p>Staff will:</p> <ul style="list-style-type: none"> <li>✓ Be in class on time</li> <li>✓ Meet and greet students</li> <li>✓ Have a seating plan for every class</li> <li>✓ Check class attendance</li> <li>✓ Know and use students' names</li> <li>✓ Plan lessons to meet the needs and abilities of <u>all</u> students</li> <li>✓ Include an introduction, main activities &amp; a plenary session</li> <li>✓ Plan for effective questioning that challenges <u>all</u> students</li> <li>✓ Ensure adequate pace and challenge in <u>all</u> lessons</li> <li>✓ Annotate PLPs and feedback to SENCO.</li> <li>✓ Use these strategies to reduce confrontation                             <ul style="list-style-type: none"> <li>• I statements ...plus, now, thank you</li> <li>• Praise and description</li> <li>• Circulate during classes</li> </ul> </li> </ul>	<p><b>BEHAVIOUR FOR LEARNING</b></p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• <b>Come prepared for this class</b></li> <li>• <b>Listen when someone is speaking</b></li> <li>• <b>Keep hands, feet, objects and inappropriate and unkind words to him/herself</b></li> <li>• <b>Arrive to class on time</b></li> <li>• <b>Work/participate co-operatively with others in this class</b></li> <li>• <b>Be positive</b></li> <li>• <b>Ask for help when needed</b></li> <li>• <b>Concentrate and focus on the set task</b></li> <li>• <b>Meet deadlines</b></li> <li>• <b>Follow instructions</b></li> </ul>	<p>CHOICES &amp; CONSEQUENCES</p>  <p>REWARDS &amp; SANCTIONS</p> 
<p><b>Shared values:</b>  <b>Implementing the PLAN FOR LEARNING in every classroom creates a: Listening, Respectful, Caring, Reflective, Safe, Supportive, Challenging Achieving, Fair, Celebratory, Inclusive, Participative LEARNING ZONE for everyone.</b></p>			

# Rewards and Sanctions



## Preventative Measures

Within Abbey Community College the focus will be on the positive and rewarding students for engaging in their learning. As a school, we engage in a practice that is preventative and would use a number of strategies to discourage negative behaviour. Suggested strategies that can be used include:

- Use of Supportive Practice
- Focus on praise
- Catching students doing some positive
- Positive relationships
- Understanding of needs
- Quality of teaching and learning ‘the perfect lesson’
- Culture of Achievement
- Structured activities at break and lunchtime

## Good Lesson Guide

**TEACHING FOR LEARNING**

- Make links with prior learning
- Share (and revisit) learning intentions & success criteria
- Include a Starter activity
- Use a variety of teaching styles, resources, and activities
- Use effective questioning techniques
- Model activities to show examples of good work
- “Encourage Error” – learning from mistakes
- Integrate opportunities for assessment for learning
- Pace the lesson appropriately, and allow time to complete activities
- Involve students in a plenary activity
- Teacher evaluation of lesson and self-reflection

**CLASSROOM MANAGEMENT**

- Welcome students at the door and ensure they enter the classroom in an orderly fashion
- Use a flexible seating plan
- Take a register on SIMS
- Apply and maintain consistent classroom routines
- Apply agreed Positive Behaviour strategies
- Prepare well-planned, effective and engaging lessons
- Ensure students leave in an orderly fashion

**LEARNING ENVIRONMENT**

- Create a positive, child-centred classroom environment
- Use a classroom layout that allows opportunities for group work and peer learning
- Raise expectations of presentation, quality of work and homework
- Display examples of up to date students’ work
- Have high expectations for what all students can achieve
- Students receive regular feedback
- Create and maintain positive working relationships

**INCLUSION**

- Use IEPs, baseline data and learning styles to inform planning
- Make positive use of support staff
- Celebrate student success, using the Reward System
- Set achievable yet aspirational targets for individual students
- Set differentiated work for students, groups and the whole class

**BELIEVE    ACHIEVE    SUCCEED**



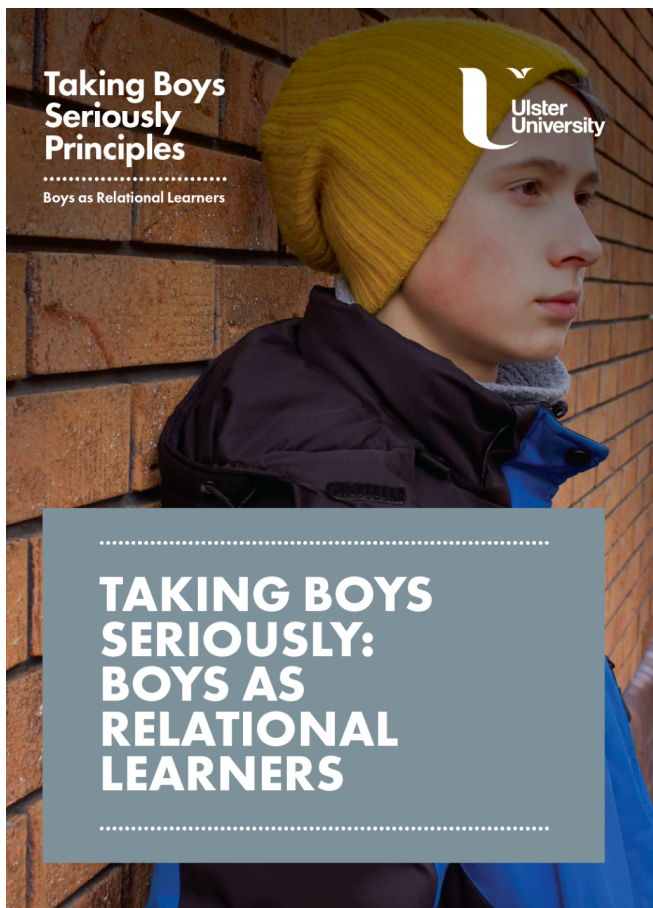
## Pro-Active Supportive Practice

- Positive Atmosphere for example greetings in the corridor
- Up to Date Notice Boards
- Provision of Clubs and activities (Sports, games, breakfast)
- Providing a Counselling service
- Additional External support services
- Implementing a Student Council
- Selection of courses (Princes Trust, vocational courses, selection of modules)
- Running Revision Classes (pizza night)
- School Formal/ Study Room
- Coursework clubs (holidays)
- Involvement in projects (Green Power, Amazing Brains and All Stars)
- Trips (Ski/Football/rewards trips/Academic trips-business studies)
- Positive behaviour policy/student contract/attendance scheme
- Well Planned Lessons/Classroom routine
- Inclusive of all students
- Caring and Supportive



## Taking Boys Seriously Principles

Abbey Community College has been involved in a number of initiatives and research completed by the University of Ulster in relation to engaging boys and ensuring that they value education. This was initiated by the success of our partnership with Monkstown Boxing Club for our extremely successful 'In Your Corner' education programme.



- #1 RECOGNISE THE PRIMACY OF RELATIONSHIP**
- #2 DEMONSTRATE DIGNITY AND RESPECT**
- #3 UTILISE A 'STRENGTHS-BASED APPROACH' TO LEARNING**
- #4 CHALLENGE AND AFFIRM MASCULINE IDENTITIES**
- #5 PROMOTE POSITIVE MENTAL HEALTH**
- #6 IDENTIFY BLOCKS TO BOYS LEARNING**
- #7 CONNECT BOYS LEARNING TO CONTEXT**
- #8 ENGAGE MEANINGFULLY WITH BOYS**
- #9 ENABLE CREATIVE LEARNING ENVIRONMENTS**
- #10 VALUE THE VOICE OF BOYS**

## School Focus

As we return to the new normal post covid it was discussed at various levels about the need to focus on the basics to ensure that learning was central to everything that went on within the classroom.

It was agreed that we would trial the 5 step approach to ensure consistency amongst all staff in supporting the rules and routines that are embedded within our Promoting Positive Behaviour Policy.



# PROMOTING POSITIVE BEHAVIOUR

## A CONSISTENT APPROACH



[WWW.ABBEYCOMMUNITYCOLLEGE.CO.UK](http://WWW.ABBEYCOMMUNITYCOLLEGE.CO.UK)

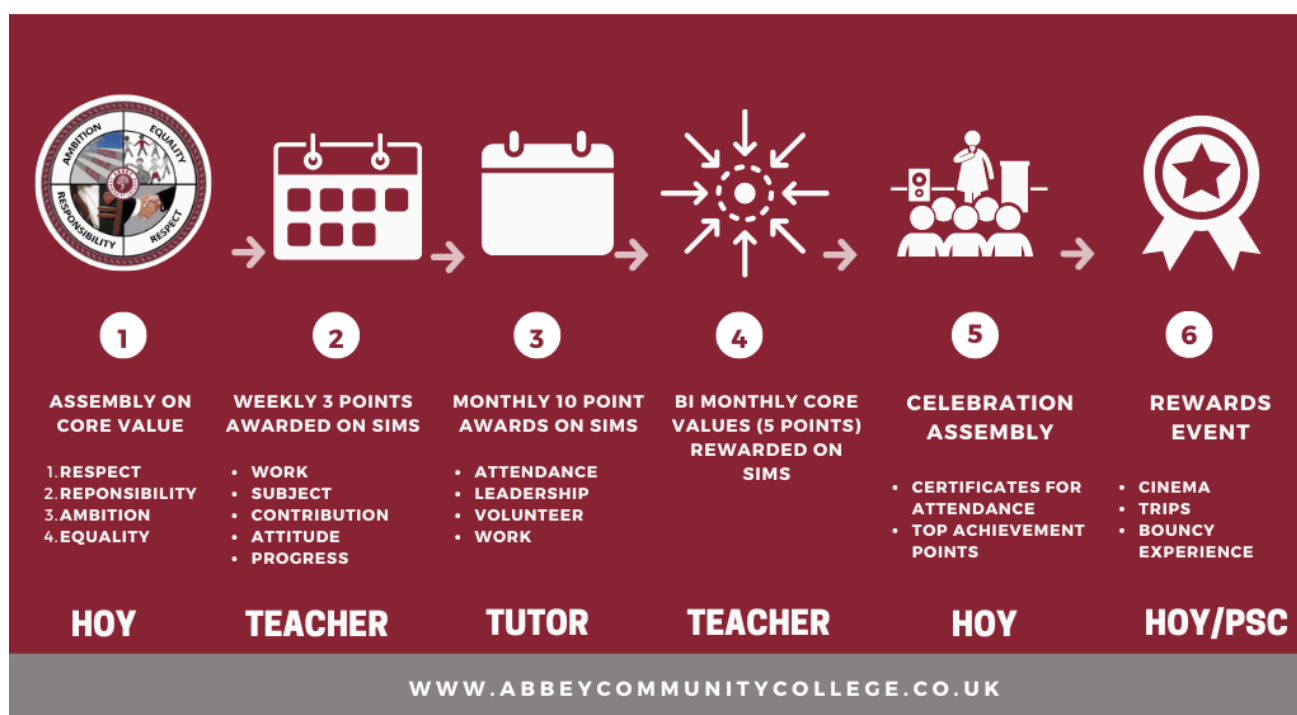
## Rewards

The school rewards system focuses on the awarding of Achievement Points linked to the Core Values and other key behaviours that our students demonstrate.



# REWARDS CYCLE 2024/25

## PROMOTING POSITIVE BEHAVIOUR



# Achievement Points



## REWARDS PATHWAY 2024/25

PROMOTING POSITIVE BEHAVIOUR

### POINTS VALUES



VIP PASS



HOY TREAT



PRINCIPAL'S TREAT



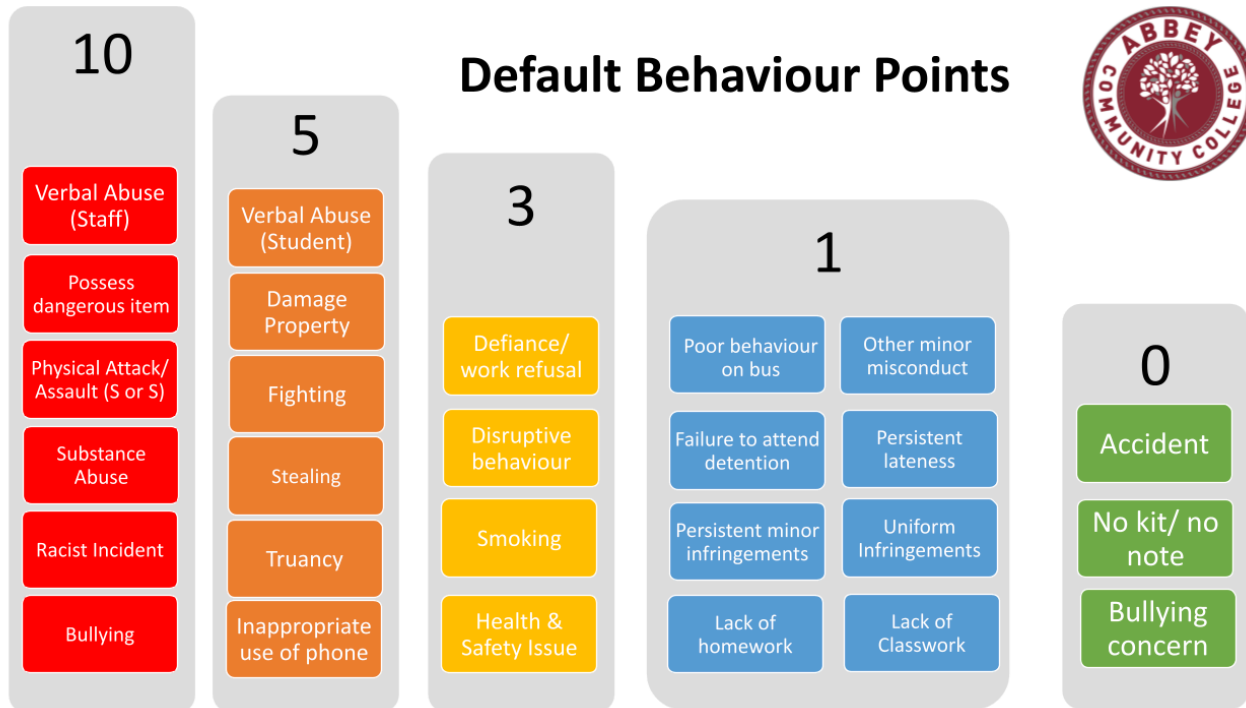
SILVER AWARD



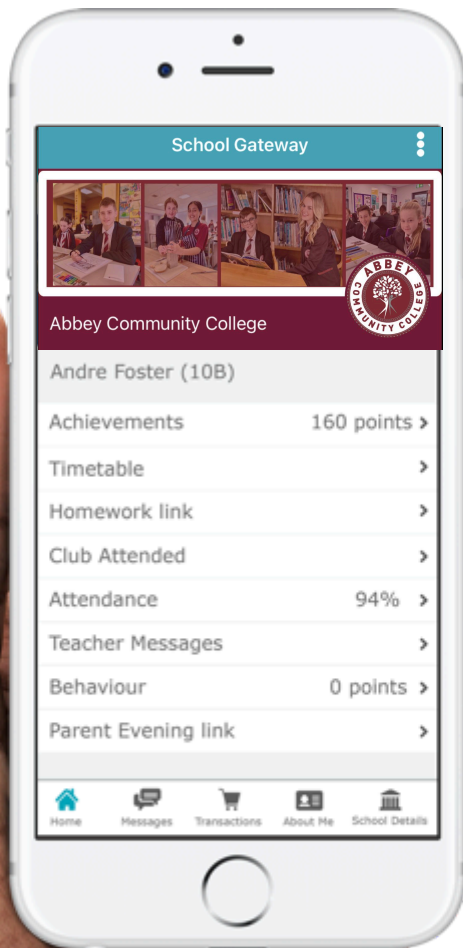
GOLD AWARD

[WWW.ABBAYCOMMUNITYCOLLEGE.CO.UK](http://WWW.ABBAYCOMMUNITYCOLLEGE.CO.UK)

# Behaviour Points



## Parent app



The Parent App is used to communicate Achievement and Behaviour Points.

For Achievements, you will get the following information:

- Points
- Recorded by
- Comments

For Behaviour, you will only get the points awarded.

The information recorded on SIMs will be monitored by the Pastoral Team.

## Sanctions

Sanctions, too, are an integral part of a school's behaviour policy. They help to uphold the rules and procedures, they provide students with the security of clearly defined boundaries and, in so doing, they encourage appropriate and acceptable behaviour. Students through the school council will have a role in deciding what constitutes proportionate and effective deterrents.

Sanctions should:

- Be fully understood by all staff (teaching and non-teaching), students & parents;
- Be applied by the staff in a fair and consistent manner;
- Be applied as soon after the offence as possible, not impulsively, but in a calm and measured manner;
- Be proportionate to the offence;
- Defuse, rather than escalate, the situation;
- Focus on the misdemeanour, rather than the student;
- Allow the student to save face, and encourage a more positive attitude in future;

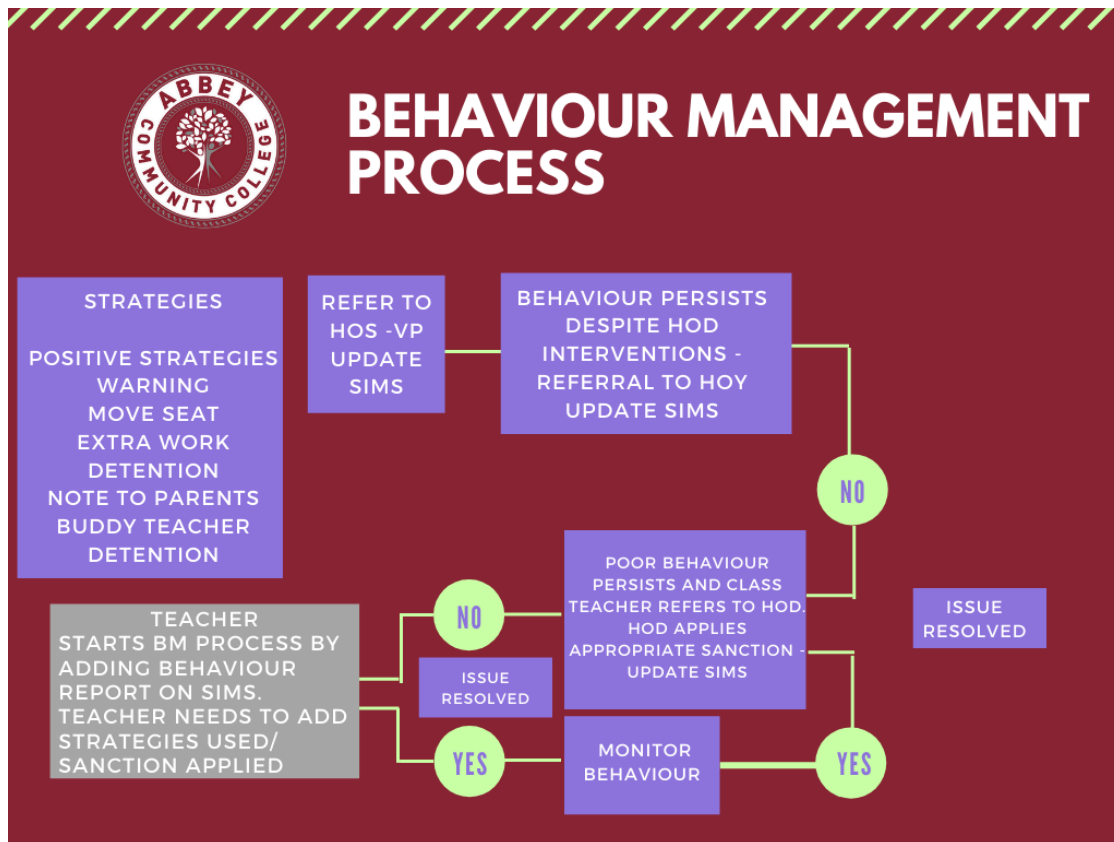
Staff when applying sanctions will:

- Give appropriate consideration to individual circumstances before applying sanctions – E.g. behaviour arising from a 'statemented' condition such as Asperger's, ADHD; family circumstances etc. as appropriate.
- Through dialogue/conversation promote reflection and restoration.
- Record, track and monitor sanctions
- Seek to reduce unacceptable behaviours by implementing and monitoring appropriate support interventions e.g. Support Sheet, Individual Behaviour Plan/Contract and/or Risk Reduction Plan

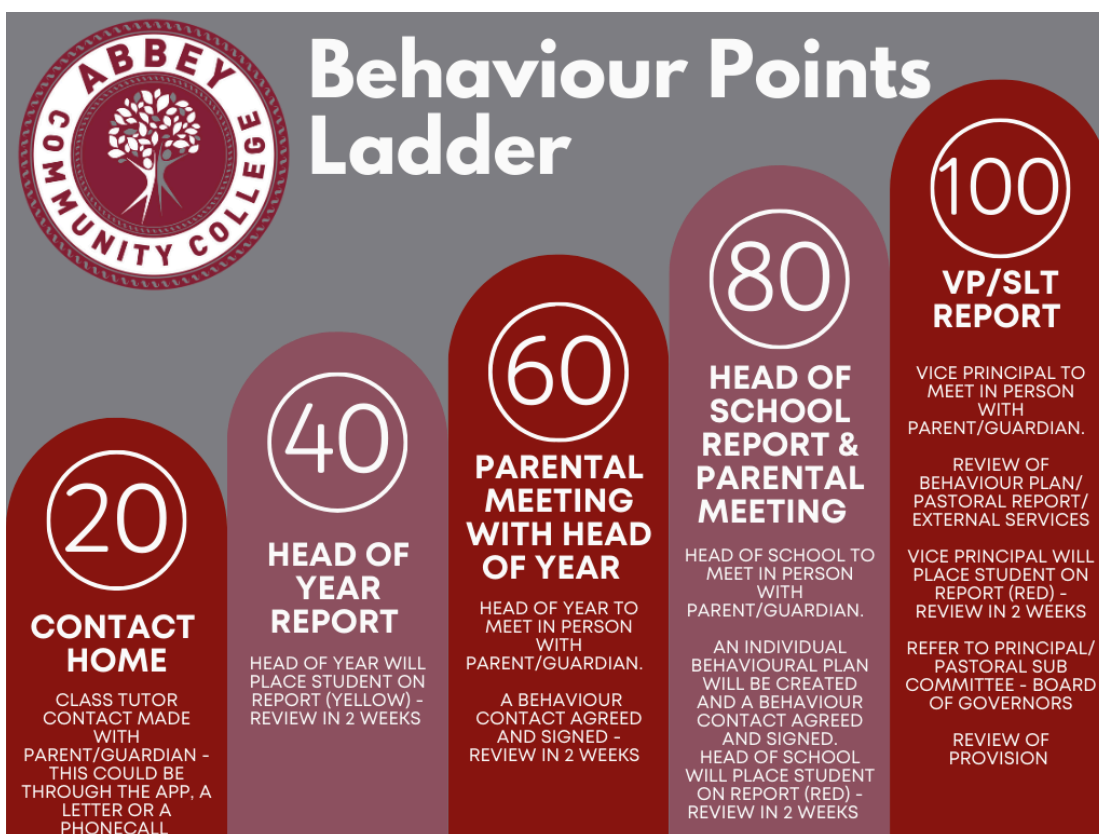
See table on next page for the sanctions and support framework



# Behaviour Management Process



# Sanctions pathway

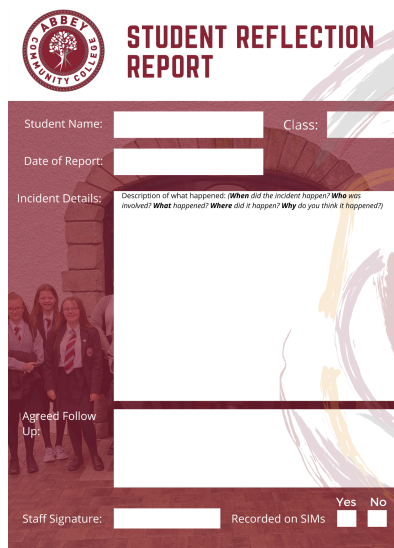


## Use of SIMs Behaviour Management

All staff receive training on SIMs to record all behaviour incidents when awarding behaviour points. It is important that full details are recorded as well as the sanctions applied. Details recorded on SIMs will be reviewed by the Pastoral team and discussed with parents through the production of the Pastoral Report available to download from SIMs.

## Student Reflection Form

When students have been removed from class or involved in an incident it is important that they get the opportunity to have their say on what happened. Pastoral and Curriculum leaders are encouraged to use the ‘Student Reflection Form’ below for all participants so that they can deal with the issue with the full facts.



The form is titled "STUDENT REFLECTION REPORT" and features the school logo at the top left. It includes fields for "Student Name:", "Class:", and "Date of Report:". The "Incident Details:" section contains a large text area with a prompt: "Description of what happened: *(When did the incident happen? Who was involved? What happened? Where did it happen? Why do you think it happened?)*". Below this is a section for "Agreed Follow Up:" and a "Staff Signature:" field. At the bottom right, there are checkboxes for "Recorded on SIMs" with "Yes" and "No" options.

## TAKE TEN

In 2021 the Pastoral Team introduced the use of the “Take Ten’ App. Take Ten is a biofeedback app that helps young people manage their physiology and emotions. It shows them a visual depiction of their stress levels – via an iPad or iPhone – and teaches them how to bring themselves back to calm.

## Positive Strategies

At a Staff Development Day staff discussed a range of positive strategies that we could use as a collective group to ensure consistency across the school. Staff were encouraged to have them on their desk and use them.

Use the Language of Choice to help Danny take responsibility for his behaviour: "Danny, either put your comic on my desk or in your bag - which are you going to choose?" (Give your preferred option last! Walk away & give Danny Take-Up-Time (TUT). If he complies, "Danny, thank you for making a good choice." If not, remind Danny of the consequences. Danny, if you choose not to put the comic away you will be choosing to stay behind during break." Close expecting compliance - "Comic in the bag now, thanks Danny."

Distract and refocus Danny by; Asking him a direct question - Danny, what should you be doing? How can I help? Using his name, 'Danny' + giving him the look (making eye contact) + adding in an appropriate non-verbal signal.

When it is necessary for Danny to receive a reprimand for his behaviour ensure it is given 'privately' to avoid public humiliation

When Danny has lost control provide an arranged supervised, safe, quiet and private area away from other pupils for him to regain composure

Use 'I' statements: "Danny 'I' need you to return to your seat now, thanks'; I expect you Danny to have completed Q1-5 by 10.10am. I will be asking you then to share your answers with your writing partner."

Give clear short instructions to Danny (K.I.S.S - Keep It Short & Simple) 'Homework on my desk now, thanks, Danny.' Turn around and face the front thanks, Danny'

Use a seating plan. Place Danny beside an agreed good class role model or ideally between 2 good class role models

Allow Danny take-up time (TUT) to comply with instructions. Follow up with the Language of Choice if TUT isn't working. 'Danny if you continue to choose not to return to your seat you will be choosing to stay behind over break to complete your work.'

### Key Strategies

three minutes of silence	closed choices	bracket the behaviour (praise those around you)	time pressure	use the surname
timely reminders	causal Q's	steady stare	non-verbal signals	thank you, not please
take up time	reboots	precise instructions	redirection	listening
proximity	be the mirror	no ambiguity	private interventions	stand at the back

# School Housekeeping

Disruptive Learning Behaviours	MILD DISRUPTIVE LEARNING BEHAVIOUR Student who rarely chooses to keep the learning behaviour/s	MODERATE DISRUPTIVE LEARNING BEHAVIOUR Student who very rarely chooses to keep the learning behaviour/s	SEVERE DISRUPTIVE LEARNING BEHAVIOUR Student who almost never chooses to keep the learning behaviour/s:	SUPPORTIVE INTERVENTIONS*
	Low Frequency Sanctions 1	Medium Frequency Sanctions 2	High Frequency Sanctions 3	
<b>Class teacher Starts BM process</b>	<ul style="list-style-type: none"> <li>Look &amp; appropriate hand signal (Solution focused) discussion about behaviour - Scripts</li> <li>Verbal warning</li> <li>Rule reminder</li> <li>Name on board</li> <li>Move seat</li> </ul>	<ul style="list-style-type: none"> <li>Note in planner &amp; include extra work</li> <li>Phone call home/email/text</li> </ul>	<ul style="list-style-type: none"> <li>Supervised time out with partner Teacher (30 mins max)</li> <li>Referred to HOD</li> </ul>	<ul style="list-style-type: none"> <li>5 Questions</li> <li>Conversation with student e.g. Worth a Rethink: Think Time Discussion</li> <li>Consultation with parents</li> <li>Support sheet &amp; target/s setting/strategy discussion</li> <li>SENCO reference form Placed on Code of Practice Stage 1 (PLP) Action Plan</li> <li>Supportive Meeting Placed on Code of Practice</li> <li>Stage 2 (PLP) Access to external support agencies e.g. Educational Psychology; Guidance Centre, ASD; (See SEN policy)</li> <li>Placed on Code of Practice Stage 3 (PLP) to access statement</li> <li>Risk Assessment Plan</li> </ul>
<b>Form Tutor</b>	Records and monitors progress. Initiates Supportive dialogue			
<b>Head of Dept. Continues BM process</b>	<ul style="list-style-type: none"> <li>Solution focused discussion about behaviour (Scripts)</li> </ul>	<ul style="list-style-type: none"> <li>Phone call home/email/text</li> </ul>	<ul style="list-style-type: none"> <li>Placed on subject report</li> <li>Refer to HOY</li> <li>Parental interview</li> <li>Appropriate sanction</li> </ul>	
<b>Head of Year Continues BM process</b>	<ul style="list-style-type: none"> <li>Solution focused discussion about behaviour (Scripts)</li> </ul>	<ul style="list-style-type: none"> <li>Phone call home/email/text</li> <li>Blue report card</li> </ul>	<ul style="list-style-type: none"> <li>Parental interview</li> <li>Refer to HOS</li> <li>Appropriate sanction</li> </ul>	
<b>Head of School/ SLT Continues BM process</b>	<ul style="list-style-type: none"> <li>Solution focused discussion about behaviour (Scripts)</li> </ul>	<ul style="list-style-type: none"> <li>Phone call home/email/text</li> </ul>	<ul style="list-style-type: none"> <li>Placed on HOS report</li> <li>Refer to DP</li> <li>Withdraw from classes (max 5 periods)/ <b>suspension</b></li> </ul>	
<b>Deputy Principal</b>	<ul style="list-style-type: none"> <li>Solution focused discussion about behaviour</li> </ul>	<ul style="list-style-type: none"> <li>VP Report</li> </ul>	<ul style="list-style-type: none"> <li>Placed on DP report</li> <li>Parental interview</li> <li>Appropriate sanction</li> </ul>	
<b>Principal</b>	<ul style="list-style-type: none"> <li>Solution focused discussion about behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Parental interview</li> </ul>	<ul style="list-style-type: none"> <li>Parental interview</li> <li>Suspension</li> <li>Recommend expulsion</li> <li>Engagement with external agencies</li> </ul>	

SCHOOL COUNSELLING SERVICE

# School Mobile Phone Sanctions

Sanctions – Mobile Phones

Aspect	Mild (LF1) NON-COMPLIANCE	Moderate (MF2) NON-COMPLIANCE	Severe (HF3) NON-COMPLIANCE	Interventions
Unauthorised use of Phone (misuse/ messages/ games) <i>medical exemptions apply</i>	Phone removed and given to student at end of lesson. Recorded on SIMs ( <b>Mobile Phone Misuse</b> )	HOD intervention – phone removed, and student collects at end of the day. Recorded on SIMs ( <b>Failing to follow policy</b> )	Phone confiscated by HOY/ HOS/ VP and stored in office. Parent contacted/ withdrawal ( <b>Mobile Phone sanction</b> )	<ul style="list-style-type: none"> <li>Reference made to mobile phone policy</li> <li>Student User Agreement – Planner</li> <li>Positive Behaviour Policy</li> <li>Student Reflection Report</li> <li>Internet Safety Assembly</li> <li>School Examination Policy</li> <li>ICT Scheme of Work</li> </ul>
Cyber bullying in school		Bullying concern form completed. Parents contacted	Possible involvement of external agencies. Possible suspension.	
Taking/ recording inappropriate content of a member of the school community			Phone confiscated and possible suspension. (Involvement of PSNI/ Social Services) SIMS – ( <b>Inappropriate use of Mobile Phone</b> )	
Use of mobile phone in public examination			Phone confiscated; Parents notified. Possible disqualification, notification to appropriate examination body.	
Uploading inappropriate content that brings into disrepute the name of Abbey Community College			Phone confiscated. Possible expulsion and involvement of external agencies (i.e. PSNI/ Social Services)	
Inappropriate use of Social Media/ Mobile Phone outside of school			Parents Informed – possible involvement of Social Services/ PSNI	

# Roles and Responsibilities

All members of ACC will	Students	Staff, Teaching and Non-teaching staff	Heads of Dept/Year	VP/SLT	Principal	Governors	SENCo	LSAs	Parents/Carers
<p>Promote and model positive behaviour</p> <p>Participate fully in the consultation and decision-making process</p> <p>Treat others fairly and with respect</p> <p>Actively engage in the self-evaluating processes</p> <p>Work collaboratively to reduce barriers to learning</p> <p>Consistently apply the agreed Positive Behaviour Policy</p> <p>Take responsibility for the consequences of their choices</p> <p>Refer pastoral concerns</p> <p>Participate actively in the life of the school</p>	<p>Attend school everyday and on time.</p> <ul style="list-style-type: none"> <li>•Come to school fully equipped for work</li> <li>•Complete homework's on time</li> <li>•Respect school property and that of others</li> <li>•Keep the agreed learning behaviours and house rules (Student Planner)</li> <li>•Take responsibility for their behavioural choices</li> <li>•Respect others and their right to learn</li> <li>•Respect the teachers responsibility to teacher</li> </ul> <p>Discuss, agree and follow the Class Plan for Learning</p>	<p>Provide a warm welcoming and safe environment</p> <p>Involve parents/carers and children in key decisions about their education</p> <p>Communicate concerns promptly</p> <p>Respond sensitively to concerns</p> <p>Display and utilise the agreed Class Plan for Learning</p> <p>Reaffirm the positive class ethos</p> <p>Record and monitor student behaviour</p> <p>Record and monitor incident sheets</p> <p>Utilise a class seating plan</p>	<p>Monitor and review:</p> <p>Outworking of the Class Plan for Learning</p> <p>Student behaviour and progress</p> <p>Referrals</p> <p>Effectiveness of strategies/ interventions</p> <p>Liaise with Form Tutors, SENCo, parents/ Carers, VP &amp; Principal</p>	<p>Monitor and review policy outcomes</p> <p>Carry out base-lining audits</p> <p>Communicate with students, staff and parents/carers</p> <p>Monitor and review student behaviour and progress</p>	<p>Communicate with students, staff and parents/carers through Assemblies, events, and in person</p> <p>Regularly update Governors</p> <p>Present Annual Behaviour Report to Governors</p> <p>Promote positive behaviour. Ensure that a high standard of behaviour is achieved</p> <p>Ensure baseline audits are carried out, feedback is given to participants and that appropriate action is taken and reviewed.</p>	<p>Have a statutory responsibility to:</p> <p>Safeguard the welfare of all student</p> <p>Ensure that policies for Promotion of Positive Behaviour, Use of Reasonable Force and Anti-bullying are in place and delivery</p> <p>Make and keep under review the written Statement of Principles</p> <p>Ensure that consultation takes place</p> <p>Ensure that suspensions and/or expulsions comply with current DE regulations</p>	<p>Monitor and review IBP/PLPs</p> <p>Support and liaise with - Students having significant difficulty</p> <p>Parents/ Carers, teaching staff and LSAs</p> <p>Liaise with external agencies</p>	<p>Support individual students</p> <p>Refer concerns to Form Tutors/ HOY and SENCo</p>	<p>Ensure that students</p> <ul style="list-style-type: none"> <li>• Attend and on time</li> <li>• Come to school fully equipped for work</li> <li>• Complete homework's on time</li> <li>• Respect school property and that of others</li> <li>• Keep the agreed learning behaviours and house rules (Student Planner)</li> <li>• Take responsibility for their behavioural choices</li> </ul> <p>Make every effort to:</p> <ul style="list-style-type: none"> <li>• Attend parent evenings</li> <li>• Respond quickly to concerns raised by the school</li> <li>• Share school is kept informed of concerns /changing circumstances</li> </ul>

# Rules

HOUSE RULES	MILD NON-COMPLIANCE with House Rules	MODERATE NON-COMPLIANCE with House Rules	SEVERE NON-COMPLIANCE with House Rules (Could lead to suspension)	SUPPORTIVE INTERVENTIONS*	S C H O O L  C O U N S E L L I N G  S E R V I C E
	Low Frequency Sanctions 1	Medium Frequency Sanctions 2	High Frequency Sanctions 3		
<b>Uniform (refer to policy on uniform)</b>	First offence - Class Tutor records in student planner (CT)	Second offence - parents contacted (CT)	Third offence - Withdrawal from class (HOY) Parents contacted	Pastoral support from class tutor Learning for Life Work Programme/ ASDAN	
<b>Fighting</b>	Involved in altercation with fellow student that is stopped quickly. Rule reminder	Reactionary – Parents contacted. Student sent home	Assault – suspension, possible involvement of external agencies (SLT) (applies when outside school but in school uniform.)	Anger management support Behaviour Support Service	
<b>Verbal Abuse of student</b>	Swearing at another student in aggressive manner – Rule reminder	Repeated offence –Parents contacted, student sent home	Continued breach of rules – may lead to suspension (SLT/ DP/ P)	Start 360 Mentoring	
<b>Verbal Abuse of Staff</b>	Use of Inappropriate language in presence of member of staff – Rule reminder	Use of aggressive tone towards member of staff –Student sent home. Telephone meeting	Verbal abuse aimed directly at a member of staff (suspension) (P)	Youth Service Monkstown Village Initiative	
<b>Smoking/ Vaping</b>	Detention (T) first offence verbal warning	Repeated offence - parents contacted, student sent home.	Suspension – third offence. Smoking/ Vaping inside school building(P)	Monkstown Boxing Club Referred for support to stop smoking	
<b>Serious breach of Health &amp; Safety of School Community (i.e. possession of weapon/ assault/ anything else deemed dangerous/includes serious breach of Covid Safety Measures)</b>			Reported direct to SLT/ DP/MQ Involvement of external Services/ BOG Meeting/ Suspension/ Possible Expulsion. (P)	Internet/ phone safety talk Presentation	
<b>Drugs</b>			Refer to school policy on drugs (HOY/D:P)	Assembly Themes	

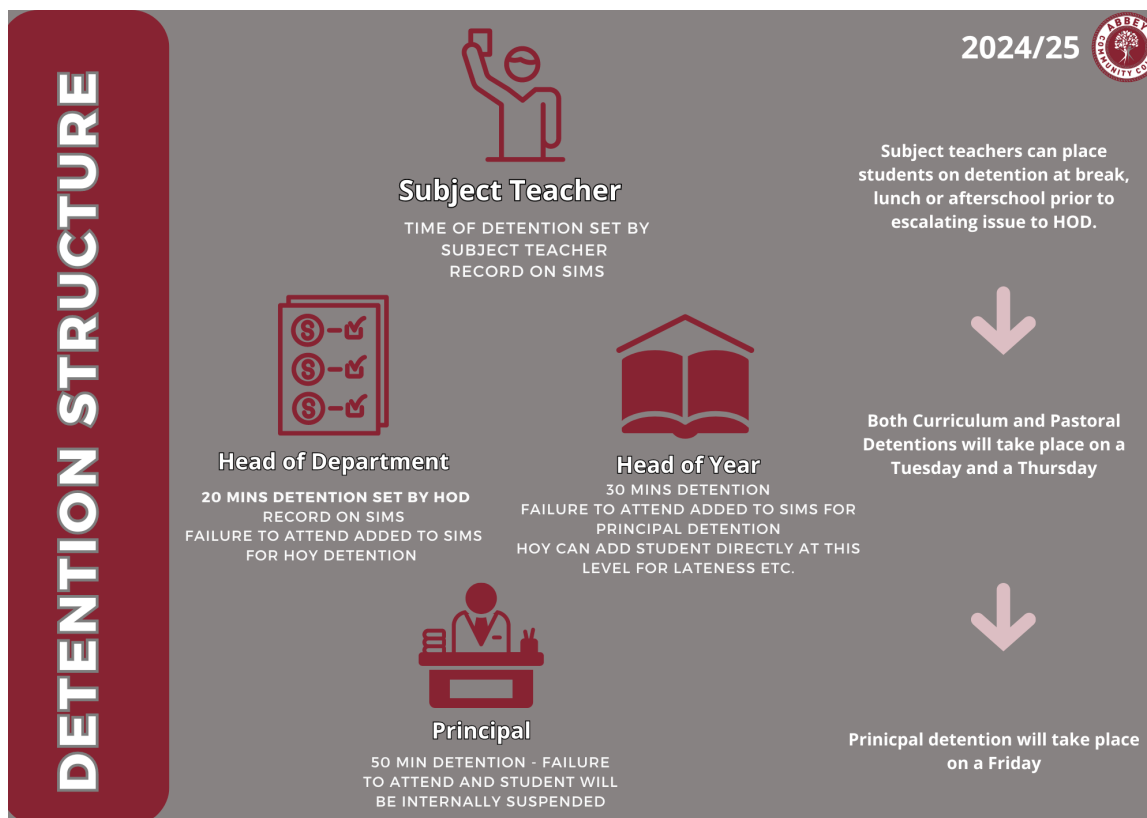
Please note that all incidents must be logged on SIMS behaviour management module. The appropriate sanction will then be applied by the relevant member of staff when all information has been reviewed.

*The College does not condone covert recordings of staff by students or parents. A covert recording will not be admissible as evidence in the event of any complaint raised.*



## Detention Structure

The detention system has been reviewed and all staff are involved in supervising detention. All information is recorded on SIMS and a staff rota has been circulated.



## Report Card

Report cards are used when there is significant evidence to suggest that despite a number of behaviour management techniques a student is still disrupting the learning environment within the classroom.

The first step should be that the class teacher discusses with the Head of the Department and places the student on the 'Department Report.' The Head of Year should be notified and this is recorded on SIMS by HOD. Targets are set between teacher and student. This is monitored and followed up with a phone call home if needed.

The next step is if the behaviour is a concern across a number of curriculum areas. The HOY has to intervene and place the student on a 'HOY Report,' parents will be notified and targets agreed upon. This again is recorded on SIMS initiatives.

Students are also placed on the report to HOS/HOY once they return from suspension. A SIMS report can also be used in more serious circumstances at the discretion of HOY/HOS.

## **Student Behaviour Plan**

An individual behaviour plan is another tool that is used to support students. Within the plan, we cover the following:

- Preventative Intervention Strategies
- Targets (normally 3 SMART Targets)
- Background Information
- Strategies and Intervention
- Provision
- Success Criteria/ Evolution
- Student Voice
- Monitoring and assessment arrangements

## **Risk Assessment**

Any student progressing through the sanctions of the school and still causing disruption and a potential risk to themselves or others of the school community may need to have a risk assessment completed. This will be sanctioned by the relevant Head of School and will include a review of the SIMS log and a meeting with the Parents and students. In agreement with the risk assessment, a copy will be filed in student records.

## **School Based Care Team**

Students can be discussed at School-Based Care Team meetings that happen every term, at the meetings a student's behaviour log, initiatives record and any other relevant information can be considered and relevant support can be put in place. Behaviour support and education psychology referrals may also be discussed at this meeting.

## **Pastoral Sub Committee**

Students with a poor discipline record may be requested to attend a meeting of the Board of Governors. This is initiated by the relevant Head of School and Principal when the other strategies we have tried have had no impact. The Governors will make a decision about interventions that may be required, for example: referral to other agencies, a behaviour plan/contract, or whether not expulsion is appropriate.

## Steps

This policy has been drafted by taking the following steps:

1. Agree on core values
2. Make a statement of written principles (Govs)
3. Draw up a mission/ethos statement (SDP)
4. Identify and agree on expected outcomes
5. Clarify rights & responsibilities (pupils, staff, parents/ carers & Governors)
6. Agree on desirable & undesirable learning behaviours
7. Agree & generate rules & procedures
8. Establish an agreed hierarchy of rewards & sanctions and support
9. Define roles, responsibilities & support provided
10. Resource the implementation of the policy (TPL & materials)
11. Set up regular monitoring & review procedures - Present Annual Report – Amend Policy as necessary

## Opinions from Students/ Staff/ Parents

For Governors to be able to develop a sense of the school’s current practices in a Positive Behaviour Management area it is recommended that the 3 sets of questionnaires are analysed separately and a consensus arrived at after discussion.

## Audit/ Survey Timeline

	Staff	Parents	Students
Ethos Survey (Google Form)	March 2022		
Anti-Bullying Questionnaire (Google Form)	June 2022	June 2022	June 2022
Mobile Phone (Google Form)		June 2023	

*Further consultation to be undertaken during 2024/25 Academic year*

# Tri-Fold Version

## Ethos

Our college motto 'Believe, Achieve, Succeed' is at the heart of all we do.

We are a child centred school with an ethos of respect for self and others where all students have the opportunity to be challenged and supported to achieve their full potential.


High standards of respect for self and others are sought and everyone is encouraged to aspire to achieve their full potential.

Governors and staff will work together with members of the school community to ensure that the school meets the following legislative requirements:

1. Promote good behaviour and discipline"
2. Safeguard and promote the welfare of pupils"
3. Ensure consultation with and active participation in the decision making process by students"


## Pastoral Structure

All students meet with their class tutors daily and are usually the first port of call for parents if they wish to discuss a student's progress.



# PROMOTING POSITIVE BEHAVIOUR

2024/25



*Believe, Achieve, Succeed*

Phone: 02890867431  
Web site: www.abbeycommunitycollege.co.uk

## Core Values

Staff and students will adopt an agreed set of values which when implemented will guide and inform our interactions with all the members of our newly formed school community.



Abbey Community College has clear expectations about the standard of behaviour which is expected from every member of the school community. These expectations are firmly based on our values.

## Rewards and Sanctions

All classrooms have our Rewards and Sanctions displayed and they are widely referenced. A key focus of our rewards is the awarding of Achievement Points for students who demonstrate the key 'Core Value' that is the focus of the month. Half term and termly prizes exist for the top 5 students in all year groups with these awards handed out at assemblies.

### Rewards



### Sanctions



## Detention Structure

Our formal detention system supplements the sanctions that our teachers can use. Students are normally placed on class teacher detention first before it escalates onto the following scales.

### DETENTION STRUCTURE

**Subject Teacher**  
TIME OF DETENTION SET BY SUBJECT TEACHER  
RECORDED ON EMS

**Head of Department**  
If more detentions are given by class teacher, the subject teacher will be notified via email.  
If more detentions are given by subject teacher, the subject teacher will be notified via email.

**Principal**  
If more detentions are given by subject teacher, the subject teacher will be notified via email.

2024/25

Subject teacher can place students on Detention at Break, lunch or after school prior to recording issue to EMS.

Both Curriculum and Pastoral Detentions will still place on Tuesday and a Thursday.

Principal detention will use phone call daily.

As always we appreciate the support of our parents in applying these sanctions and a member of the pastoral team is always available to discuss our Positive Behaviour Policy.

## Links to School Policies

The Positive Behaviour Policy has been linked to the following pastoral policies

- **Pastoral Care policy** - Outlines the Structures and support framework within Abbey Community College
- **Teaching and Learning policy** – the Teaching and learning policy will be linked to ‘positive behaviour management for effective learning.’
- **SEN policy** – The policy is linked to targeted support through Individual Behaviour Plans.
- **Child Protection** – a positive learning environment requires high standards of child protection to be in place.
- **Anti-bullying policy** – The policy is linked to students’ rights to be safe and treated fairly.
- **Online Safety policy** – This is in place to keep everyone safe online, promoting a positive learning environment
- **Mobile Phone Policy** - Advice and guidance to support students in the digital age of new technology

## Review Date:

Reviewed on: 20th August 2024 by Mr S Smyth

Annual Review Date: 30th June 2025

Signed:

A handwritten signature in black ink, appearing to be 'S. Smyth', written above a horizontal line.