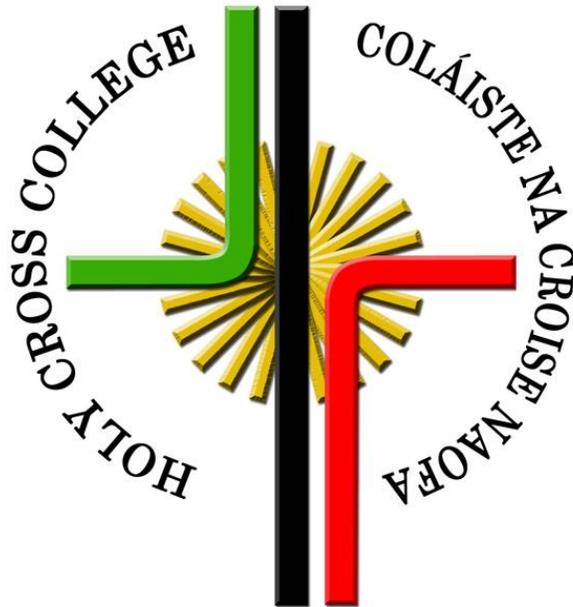


HOLY CROSS COLLEGE
STRABANE

BEHAVIOUR MANAGEMENT POLICY



BEHAVIOUR MANAGEMENT POLICY

'Care for All' is one of the core aims of Holy Cross College. Pastoral Care is therefore central to life at this college.

The Behaviour Management Policy of the school is intended to help pupils feel safe, content and cared for. Through this we hope that the students will be effective learners who develop into caring, independent and confident young people. In Holy Cross College we aim to show consideration for the personal needs of all the members of the school community, pupils, auxiliary staff and teaching staff.

In order to achieve this, the staff in the school work to create a caring atmosphere where all members of our community feel respected and valued. As well as individual subject teachers, we have a system to facilitate such care. The system is based on four levels of responsibility: Form teachers, Heads of Year, Heads of School and Vice Principals. The form teacher has responsibility for the 'primary care' for the pupils when in school. The pupils will meet with their form teacher on a daily basis. Any issues or concerns can be identified and addressed immediately. The form teacher will monitor pupil wellbeing and progress in school by checking attendance, homework, general appearance and demeanor. The form teacher gets to know pupils over a prolonged period (form teachers will stay with the same class from Year 8 to 12). Parents are invited to meet form teachers and encouraged to communicate any concerns directly to them.

In addition to this there is a Guidance Team within the school to provide support and advice with regard to personal issues as well as careers. Pupils are encouraged to ask for help for themselves and indeed to highlight concerns they have for others.

A team of Peer Mentors help support Year 8 pupils.

Pupils' views are heard on an individual basis and also through The School Council.

Support from agencies such as E.W.O., School Nurses, Social Services and counselling organizations to provide support for all our pupils. In addition to this we hold school-based courses and invite external facilitators as necessary.

Liaison with parents, the primary educators of their children, and external support agencies is an essential part of our provision.

A fully qualified Nurse is employed who is available for pupils who become unwell during the school day.

It is accepted that pastoral care is not a corpus of knowledge to be imparted like an academic subject but rather a reflection of an agreed culture of care and responsibility which permeates the life of the school. It is also reflected in the curriculum available, through extra-curricular and extended school provision and guidance within the college.

Aims of the Pastoral Care

1. To support the general aims of the college by encouraging and promoting attitudes of self awareness, self confidence, self esteem and self discipline.
2. To encourage positive attitudes to learning.
3. To develop a sense of responsibility and care for others and themselves.
4. To promote interpersonal skills.
5. To enhance young people's ability to apply knowledge and understanding to their present and future lives.
6. To help pupils cope with demands of school.
7. To ensure the personal safety and wellbeing of each pupil.

ROLE of the FORM TEACHER

Form Teachers have general responsibilities for being aware of the overall academic progress of students, for their pastoral care, for the monitoring of standards in their appearance and behaviour.

Therefore, they will find it necessary to:-

1. Liaise with class teachers, Head of Year, Head of School and parents regarding all aspects of work and development.
2. Use the Form Period to acquaint themselves with the backgrounds and interests of the students. Any evidence of unhappiness or of unsatisfactory work or behaviour should be discussed in the early stages with the student and, if necessary, reported to the Head of Year.
3. Use this period to check on the progress - social and academic - of the students. Ensure that the student planner is properly used, and signed by the Form Teacher and parent each week.
4. Keep electronic registration up to date by taking roll call each day at 08.40am and 3.05pm, and inform office of boys/girls who are absent two consecutive days or if a pattern of absenteeism is detected.
5. Receive absence notes. Medical certificates should be sent immediately to the office.
6. Use 'Lesson Monitor' to keep up-to-date records on pupils.
7. Ensure that students are aware of, and conform to, the required standards of appearances and behaviour.
8. Ensure that any information circulars issued are given to students and that any returns required are obtained.
9. Delegate responsibility for special functions within the group to certain students.
10. Direct pupils to the office for payment of any monies. Remind students of the College Fee:

Key Stage Three and Four:	£15 per person [£25 per family]
Sixth Form:	£25 per person [£25 per family]
11. Attend as required meetings convened by the Head of Year or other pastoral leader.
12. Refer serious problems in the first instance to Head of Year.
13. Liaise with Head of School or Vice-Principal regarding bereavements.
14. Meet with parents on a regular basis, or when reason dictates. Summarise the annual report to parents and be available during reporting days.

ROLE OF THE HEAD OF YEAR

The Year Heads have responsibility for:

- liaising with all staff in matters of academic and pastoral progress of the students in the Year;
- holding minuted meetings with Form Teachers to discuss matters of academic and pastoral progress and/or whole school procedures and policies;
- attending meetings with the relevant V.P. to discuss issues of academic and pastoral progress of students and/or whole school procedures and policies;
- contacting and/or meeting with parents to discuss any issues regarding a student;
- co-ordinating the discipline procedures pertaining to the Year group;
- liaising with relevant external support services including educational psychology and educational welfare services;
- making referrals to the designated teacher for Child Protection and to the Guidance Team;
- co-ordinating activities in which the Year group as a whole are involved, including weekly assemblies;
- implementing procedures to move a student from one class to another within the Year group for academic or pastoral reasons;
- keeping records using appropriate school systems (viz. "Lesson Monitor") and collating data e.g. attendance.

ROLE OF HEAD OF SCHOOL - KEY STAGES 3, 4 AND POST-16

- Each Head of School has responsibility for liaising with the relevant VP, Year Heads and Form Teachers in all pastoral and academic matters.

— THE ROLE OF PARENTS —

Holy Cross College recognises that parents are the first and most important educators of their children.

We encourage parents to:

- Support and encourage your child by taking an active interest in his/her work and progress;
- Try to ensure that your child's behaviour is exemplary at all times, both in school and on the way to and home from school;
- Support the school's code of conduct and system of sanctions;
- Check and sign your child's school planner regularly
- Read, sign and return any reports which may be used to monitor progress or behaviour;
- Ensure that your child attends school, and arrives at school on time;
- Try to attend all parents' meetings.

— EXPECTATIONS OF STUDENTS —

We expect our pupils to:

- Show respect for each other and for all those in the school community;
- Attend school regularly and on time;
- Conform to the college rules as set out in the student planner;
- Be co-operative with teachers in all aspects of school life;
- Be prepared for class;
- Complete all class work and homework;
- Wear the full school uniform;
- Treat the school building and all property with respect;
- Refrain from physically, emotionally and verbally abusing others.

— COLLEGE UNIFORM —

For all:

Black blazer with college crest;
White shirt;
Black and gold tie with broad stripe;
Black shoes - trainers or boots are NOT permitted;
Grey jumper with crest (optional);
Durable schoolbag;
Plain outside jacket for travelling in cold weather (optional). *Coloured "hoodies" or sweatshirts are not allowed;*
College scarf (optional)

Boys:

Grey trousers;
Dark socks

Girls:

Grey knee-length skirt with inverted pleats,
or plain grey trousers;
black tights.

Uniform Suppliers:

Mark James Menswear (Railway Road, Strabane)
J. Kemps (Main St., Newtownstewart)

PE Uniform

Black/Gold unisex top with school crest
(available from O'Neill's)
Black track bottoms and/or shorts/leggings
Trainers
PE bag

Jewellery

Small stud or sleeper ear-rings only
Watch
One silver or gold ring
Facial jewellery is NOT permitted and will be confiscated
Jewellery is not permitted in practical subjects
Make-up and nail varnish are not allowed
(students will be asked to remove same)

Any item of clothing/jewellery which does not conform to these guidelines will be confiscated and a parent may collect.

ATTENDANCE POLICY

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Holy Cross College will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims

1. To improve/maintain the overall attendance of pupils at Holy Cross College.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal at Holy Cross College has overall responsibility for school attendance; (*teachers/designated staff*) should bring any concerns regarding school attendance to his/her attention.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department

Holy Cross College is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty to ensure their child of compulsory school age shall receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent has a legal duty to ensure that they regularly attend th at school.

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 8.40am for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

Role of Pupils

Each pupil at Holy Cross College School must attend school punctually and regularly. If you have been absent from school, a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures

All Parents/Guardians are required to complete the absence notification form in the student planner which provides a clear reason for any absence.

Family holidays during Term Time

Holy Cross College discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

REGISTRATION

All registration should be carried out electronically in the ATTENDANCE module of SIMS.net.

Procedures for Registration

- At 08.40am each day, all staff and pupils should arrive in school.
- At 08.45am, classes will be sent to the Form Teacher's room by senior staff, except on the day of an assembly.
- Afternoon registration should be completed by 3.10pm.

Form Teachers should complete morning registration every morning before 09.00am so that students are in class for their first lesson of the day. This is vitally important for the 'Truancy Call' system.

It is vital that all absences are accounted for in the student planner. Form Teachers should insist on written explanatory notes from parents so that periods marked as "Unexplained Absence" may be removed from records and replaced by the appropriate code. Lists of "Unexplained Absences" will be issued to Form Teachers for reconciliation on a monthly basis and the required adjustments should be made as soon as possible thereafter.

Latecomers will be instructed to report immediately to the Form Teacher so that their late arrival may be recorded.

Signing-out Procedure.

A student who wishes to leave the school for a medical/dental appointment, etc. must have a signed explanatory from a parent or person with parental responsibility. **The note must be counter-signed by a Vice Principal** and the student must sign the "Signing-out Book" at the office before leaving the school.

Procedures for Managing Non-Attendance

Education Authority

The Education Authority (EA) has a legal duty to make sure that parents meet their responsibility towards their children's education.

If a pupil's absence causes concern, or if their attendance falls below 85%, they will be referred to the EWO (Education and Welfare Officer), if appropriate. The EWO will support staff and parents in developing and implementing strategies to address or improve school attendance.

— ATTENDANCE —

Attendance	Absences	Comment
100%	None	Excellent
95%	9 days - 1 week and 4 days of learning missed	Satisfactory
90%	19 days - 3 weeks and 4 days of learning missed	Poor
85%	28 days - 5 weeks and 3 days of learning missed	Very poor

TRUANCY CALL SYSTEM

TRUANCY CALL is a system linked to C2k MIS which automatically contacts the parents of absent children, who have not phoned in a reason for their child's absence, by the time registration has closed. It automatically asks the parent if they are aware that their child is absent and asks the parent to provide a reason. The absence code in the system is then changed.

As the system is dependent on the registration process being completed by the form teacher, during the morning registration session, 08.40 – 09.00, it is vital that this responsibility is carried out diligently.

After registration, MIS attendance is accessed and all students marked as 'N - Unexplained absence' - are highlighted. After adjustments e.g. for latecomers who have signed in at the door, the push of a button begins the process of parents being contacted.

The parents of each student have been sent information on the system and asked to forward their contact details.

We have invested considerable resources in the Truancy Call system to support the pastoral care of our students but it will only be a success if the form teacher/class teacher carries out the basic requirement of taking the 'roll' each morning/last period.

CALL PARENT is now in operation using text messages to relay information to parents. Mrs Sonia Murphy is in charge of this procedure. Texting information to staff is also available; therefore, it is vital that an up-to-date mobile phone number is provided.

POLICY ON MOBILE PHONES

- Mobile phones must be switched off and may not be used, for any purpose, on college premises, grounds or during off-site college activities during the school day. **If a phone is switched on or used in college during the school day it will be confiscated, sent to the office, placed in an envelope bearing the pupil's name and will have to be collected by a parent or person with parental responsibility.**
- **Mobile phones must not be used to contact parents during the college day.** If it is necessary to contact parents e.g. if a student is unwell, this must be done through the college office or by the school nurse.
- **It is strictly forbidden** to record phone numbers, images of or the voice of any pupil, teacher or other member of staff without their prior knowledge and consent or to communicate these to another phone, computer or social networking site. This may constitute a criminal offence and will be dealt with in an appropriate manner. The college may investigate this with the parent and student present or it may be a police matter. Where an offence or suspected offence has occurred, the phone may be retained and used in evidence in any ensuing investigation.
- Mobile phones are strictly forbidden in examination rooms. **The Examination Boards' penalty for use is disqualification from the exam and possibly subsequent exams and loss of all marks.**
- Mobile phones are the responsibility of the owner and the college will not accept responsibility for phones that are lost, damaged or stolen.
- The college will assess and review the use of technological devices on a regular basis and will base policy on such assessment and review.

POSITIVE BEHAVIOUR MANAGEMENT

Holy Cross aims to **develop strategies to promote and reward positive behaviour** for all students.

The Reward System for Key Stage 3

Merit stickers are collected in the 'Student Planner' for Years 8 -10.

Merits are awarded by teachers to recognise achievement in such areas as behaviour, homework, work rate, punctuality, uniform, care for others etc.

Stickers can be accumulated as follows;

25 = Bronze Reward

50 = Silver Reward

75 = Gold Reward

100 = Platinum Reward

Rewards are awarded to the pupils when they reach Bronze, Silver, Gold, and Platinum. For example, a school pen, pencil case, ruler/calculator, key-ring, wallet, USB, cinema pass.

Rewards are distributed at half term intervals throughout the year.

In addition, those who reach 100 merits are issued with a certificate, sent out with the Annual Report to parents in June.

Letters of Commendation

"Letters of Commendation" are sent out at the end of Term One to those students in Key Stages Three and Four who have shown commitment to the academic challenges, adhered to the rules and embodied the ethos of Holy Cross College.

Outstanding Achievement Award

The "Outstanding Achievement Award" in Holy Cross College has been introduced to students for excellence and participation in, and dedication to, extra-curricular activities. The award is a certificate and a lapel badge worn by the awardees.

- **SENIOR PRIZE-GIVING** takes place annually in September.
- **JUNIOR PRIZE-GIVING** takes place annually in June.

THE SCHOOL COUNCIL

The School Council has an ethos of Mutual Respect.

Aims

- To create a School Council in which everyone can participate and is inclusive.
- To improve the school community
- To develop shared standards of behaviour
- To develop problem sharing processes
- To improve the school climate
- To give the pupils their right to express their views
- To provide an opportunity for staff and pupils to form a partnership

How does it work?

- Every year pupils are asked for nominations for a class representative. An election then takes place in the form class when they vote for one candidate in a secret ballot (October time).
- One representative is elected for each form class.
- This representative attends the meetings and reports back to the form class.
- A representative can serve more than one year.
- There are two councils – a Junior one (Years 8-10) and a Senior one (Years 11-14).
- Meetings are held regularly, about once a month.
- Any relevant issues can be discussed and debated.

The Committee

- At the first meeting a chairperson, vice-chair and a secretary are elected from the senior pupils.
- The committee sits for one year.
- These pupils liaise with the co-ordinator and plan the agenda, run the meetings and record the details of the meeting.
- The minutes are then typed up and sent to the Senior Management Team and distributed to the class representatives at the next meeting.
- There is regular liaison between the committee and the Senior Management Team.

DISCIPLINE PROCEDURES

In Holy Cross College, discipline is an essential part of the overall ethos which aims to cultivate in students an acceptance and recognition of responsibility for their own decisions and actions and for their consequences. The promotion of good discipline is the responsibility of all teachers who are the professional adults.

- Good discipline is needed to enable the creation of an ordered atmosphere in which education in the broadest sense can happen and in which catholic values have a special place.
- It should develop in students the understanding of the need to adapt to living in any community while at the same time affording the opportunity to be aware of responsibilities to others.
- It should aim to promote individual growth and development and reward effort.
- It should support preparation for life in a difficult and changing world.
- Discipline needs to be seen as a shared responsibility between parents, teachers and students.

AIMS OF DISCIPLINE

- To create an atmosphere of order within the college community which allows for the dignity of each individual to be valued.
- To establish norms of behaviour which facilitate our core purpose of teaching and learning.
- To promote an awareness of the need for and value of order in the students' lives both in school and in the wider community.
- To support and value the spiritual and moral development of each student.
- To create the conditions in which tolerance and mutual respect can thrive.
- To help students develop positive attitudes to the college environment.
- To develop a shared responsibility for discipline with parents.
- To help raise self-respect and self-esteem.

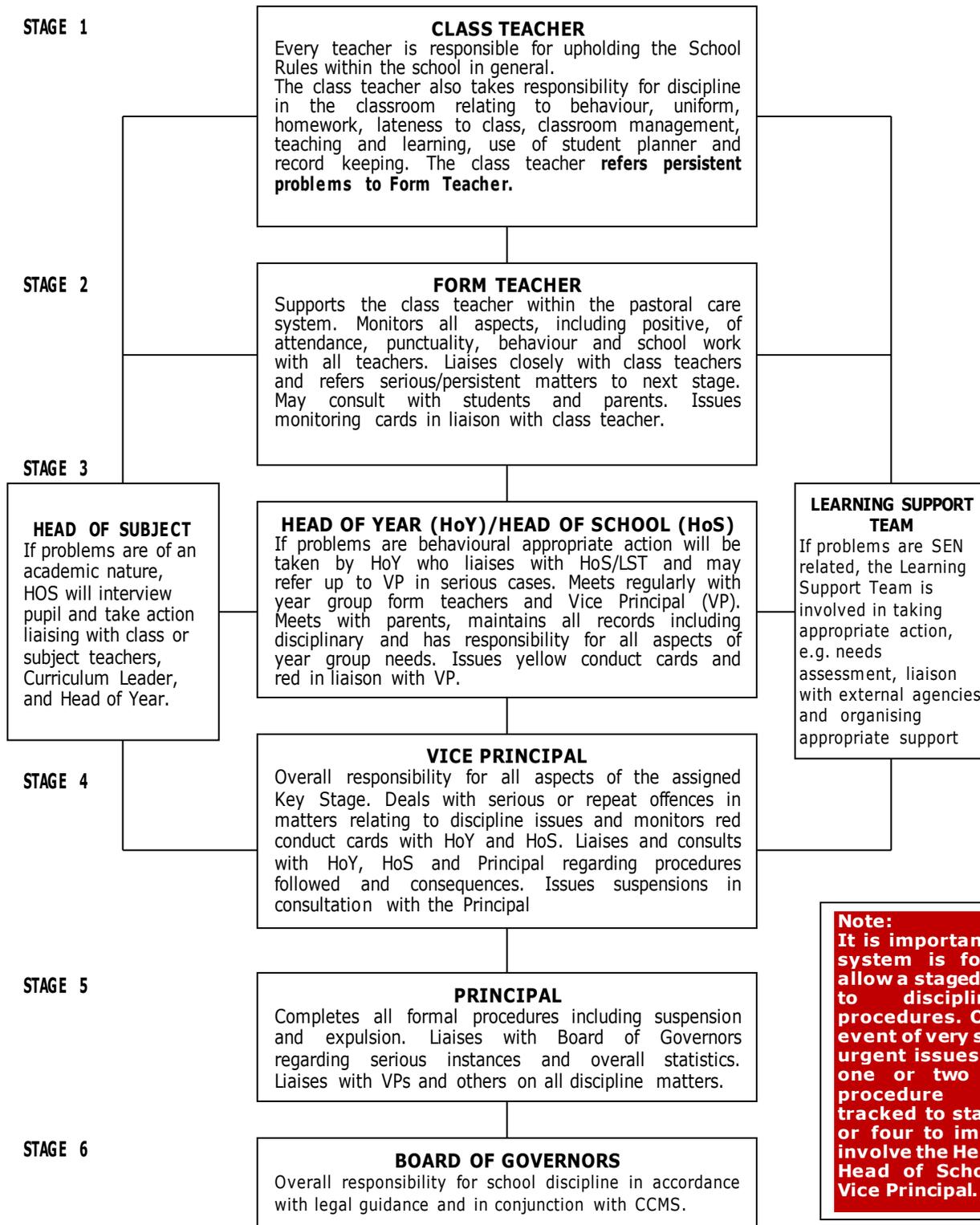
GENERAL BEHAVIOUR

In general, students are expected to behave in a manner consistent with our code of conduct based on **care, courtesy and co-operation** towards and with others as well as respect for the environment. Our code of conduct requires acceptable standards of behaviour and is included in the student planner. Our core purposes are teaching and learning both of which are supported by a well-structured pastoral care system. On this basis students should be engaged in classroom activities which are consistent with schemes of work and programmes of study and which are related to their needs, aptitudes and abilities to. It is the policy of the college that all student indiscipline is dealt with in an equal and consistent manner. It is also our policy to encourage positive behaviour in an attempt to diminish and modify negative behaviour.

— COLLEGE RULES —
FAO Pupils/Parents

- Students must arrive each morning by 8.40am.
- Registration takes place from 8.45am to 9.00am with the Form Teacher. Afternoon registration takes place each day from 3.05pm-3.15pm. Year Group assembly takes place once per week.
- A parent should phone to explain an absence, otherwise a truancy call will be sent.
- The Student Planner should be used to write notes to Form Teachers or class teachers. It should be signed by a parent weekly to check on pupil progress.
- Students may not leave the school building during the day unless he/she has a note which has to be counter-signed by the Principal or a VP. The student must then sign out at the office. Alternatively, a parent may take a pupil out of school if that parent **PERSONALLY COLLECTS** the pupil. Only when the parent is in Reception will the pupil be sent for.
- Holy Cross expects the highest standards of behaviour from all students. A discipline referral system is in place to deal with those who do not adhere to school rules.
- Students must respect college property; acts of vandalism will result in parents being billed for ensuing damage.
- Students should walk on the right along corridors and on stairs.
- The balcony above reception is **out of bounds**.
- Litter should be placed in the many bins provided.
- Mobile phones may **NOT** be switched on or used during the school day. **Students must not contact parents directly from school** - this should be done by a teacher, a member of the office staff or the school nurse. A student who breaks these rules will have the mobile phone confiscated and **a parent will have to pick it up from the office.**
- It is strictly forbidden to take a photograph, make a video or record the voice of a pupil or member of staff on the school premises, or to pass these to another phone, computer or social networking site.
- **It is NOT PERMISSIBLE to make a recording of any meeting in Holy Cross College.**
- Students must show respect for each other and for all those in the school community. They must refrain from physically, emotionally or verbally abusing others. Bullying will be dealt with severely.
- Students may **NOT** sell any goods within the confines of the college.
- No-one is permitted to smoke, use e-cigarettes, take drugs, use substances, or consume alcohol in the college building, grounds, on buses or on school trips.
- Dangerous objects such as fireworks, knives, laser pens, lighters etc must not be brought into school.
- To promote healthy living, **the bringing in and consuming of fizzy, sugary drinks is banned**. Such drinks include Lucozade (all varieties), BPM, Boost, Coke, Fanta etc.

REFERRAL CHAIN



GUIDANCE

The Guidance Team at Holy Cross College aims to provide support for all students. We help them deal with the challenges they may face at present, and the choices they make which will affect their present and future lives.

WHAT IS GUIDANCE?

At Holy Cross College there is a strong pastoral ethos.

One of the central aims of the College is “**CARE FOR ALL**”. This is demonstrated very clearly in the provision of Guidance for our pupils.

The Guidance Team works with other providers of pastoral care in the school and beyond to try to ensure that pupils find appropriate support in a range of contexts.

Guidance encompasses:

- Pupil Support
- Careers Information
- Education and Guidance
- Peer Mentoring
- Guidance for Parents

EMOTIONAL SUPPORT

Pupils can feel unhappy for a wide range of reasons. Stress, exam pressure, fall-outs with friends, bereavement, family separations are a few examples. We encourage pupils to talk to someone if they feel distressed. In school there is a range of support organizations. We also work closely with other support services outside school.

SUPPORT NETWORK



LINKS WITH OUTSIDE AGENCIES

The Guidance Team works with members of the wider community: Health professionals, Social Services as well as local employers and businesses to give pupils the opportunity to access support and create opportunities for work experience and development of life skills.

CAREERS GUIDANCE

Pupils participate in planned career programmes that allow them to consider their career options and to help them make appropriate decisions (particularly at points of transition)

Guidance is also provided to parents at these points of transition. Pupils are supported by the Careers Advice Service

Work experience is planned for pupils. This is designed to be appropriate to pupil career plans and age.

Pupils are supported through the application process for university (UCAS). All school leavers are supported to make appropriate choices for their future.

REFERRALS AND CONFIDENTIALITY

Pupils themselves often come forward for support. Sometimes teachers or friends of pupils who are worried come to the guidance team with their concerns.

Parents also may contact the college if they have a concern or feel that their child needs support.

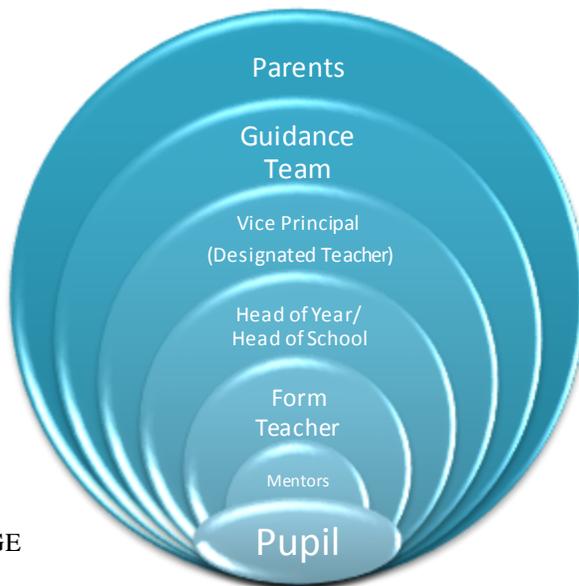
All referrals are treated with sensitivity and in confidence, although in some cases (*to ensure the safeguarding of children*) we must share information with other agencies/professionals.

(SEE COLLEGE POLICY ON CHILD PROTECTION)

PARENTS: IF YOU DO NOT WISH YOUR CHILD TO ACCESS ANY OF THE GUIDANCE SERVICES PLEASE CONTACT MRS QUINN. [HOLY CROSS COLLEGE Tel. 71880315]

**OTHER USEFUL CONTACTS
FOR GUIDANCE AND SUPPORT**

The SamaritansTel. 71265511
 ChildlineTel. 90327773
 N.S.P.C.C.Tel. 0808 8005000
 Life lineTel. 0808 8088000
 Parents Advice CentreTel. 71266663
 The Koram CentreTel. 71886181
 Zest/prevent self harm and suicideTel. 71266999
 Eating Disorder N.I.Tel. 90618299



THE GUIDANCE NETWORK IN HOLY CROSS COLLEGE

CONDUCT CARD - SAMPLE

DAY 5

	COMMENT	SIGNED
P1		
P2		
P3		
P4		
P5		
P6		
P7		
P8		
P9		
P10		

Signed: Head of Year _____ Parent _____

END OF WEEK REVIEW – The review will take place between the Head of Year and the pupil

Comment

Further Action

Yes

No

Targets

Signed _____ Head of Year

Signed _____ Pupil

**Holy Cross College
CONDUCT CARD**

This conduct card is to be handed to the class teacher at the start of each lesson and retained by the pupil to be signed each night by the parent and each morning by the Head of Year.

Name _____ Class _____

Head of Year _____ Date _____

Reasons for being on conduct card (please tick). Please also refer to planner.

1	Late to school	
2	Late to class	
3	No student planner	
4	Class materials	
5	Homework	
6	Class work	
7	Poor attitude	
8	Bad language	
9	Not listening	
10	Loud shouting	
11	Eating/Drinking in class	
12	Mobile phone use	
13	Bullying	
14	Fighting	
15	Smoking	
16	Out of bounds	
17	General behaviour in class	
18	General behaviour in corridors	
19	Absence from class/school	
20	Other (<i>please state</i>)	

SUSPENSION and EXPULSION

SCHEME FOR SUSPENSION AND EXPULSION OF PUPILS

The Council for Catholic Maintained Schools (CCMS) considers that the following fundamental principles underlie the whole question of discipline in Catholic maintained schools:

1. Parents have a duty to ensure that their children receive suitable, efficient and full-time education by regular attendance at school.
2. Every pupil has a legal right to be educated in accordance with the relevant statutory provisions.
3. When a pupil fails to meet the minimum required standards of behaviour, the school is entitled to impose such sanctions as are outlined in the school discipline policy which may include suspension and, if necessary, expulsion.
4. The expulsion of a pupil is the most serious disciplinary action that can be applied and in normal circumstances should be considered only after all reasonable courses of action have been explored.
5. All matters of a disciplinary nature should be imbued at all times with the moral precepts which form and maintain the ethos of Catholic education in our schools.

The legal position for Catholic maintained schools is set out in Article 146 of the Education Reform (Northern Ireland) Order 1989 which provides as follows:-

“The Council for Catholic Maintained Schools shall prepare a scheme specifying the procedures to be followed in relation to the suspension or expulsion of pupils from Catholic maintained schools.”

Under the provisions of the Education Reform (Northern Ireland) Order 1989 and the Education and Libraries (NI) Order 1993 and in the pursuance thereof and of the Regulations contained in SR No 99 of 1995 or any statutory modification thereof, the CCMS hereby makes the following Scheme for the suspension and expulsion of pupils attending Catholic maintained schools.

— SUSPENSION —

The suspension of a pupil from school is a severe sanction which can only be proposed where the pupil's behaviour is presenting serious difficulties to the school and where suspension is considered to be in the best interests of the school/pupil.

In normal circumstances, suspension should only be considered after reasonable attempts have been made to modify the pupil's behaviour in the school.

REGULATIONS GOVERNING SUSPENSION

NORMAL CIRCUMSTANCES

1. A pupil may be suspended from the school only by the Principal*.
2. An initial or subsequent period of suspension shall not exceed five school days.
3. Where a suspension is to be extended notification of, and the reasons for, the extension shall be sent in writing to the parent/guardian before the expiry of the current suspension.
4. A pupil may be suspended from school for no more than 45 school days in any one school year.
5. Notification of suspensions must be given to the parent/guardian of the pupil, to the Chairman of the Board of Governors, to the local Diocesan Administrator of CCMS and to the designated officer of the local Education and Library Board.

“Principal” includes, where the Principal is absent or otherwise unavailable, the Vice-Principal or other person for the time being performing the duties of Principal.

EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances and because of the grave nature of - or the gross extent of - any behaviour, a pupil may be suspended immediately.

1. The Principal must ensure that in such cases steps are taken for the safe delivery of the pupil so suspended to the parent/guardian or if he/she is not available to a person who in the reasonable opinion of the Principal, or his/her nominee, will be able to accept responsibility for the custody of the pupil.
2. In the case of such suspension the pupil shall be regarded by the school as being in the care of the parent/guardian as soon as he/she leaves the school premises or, if appropriate, is delivered into the custody of the parent/guardian or to a person who accepts responsibility for him/her.
3. Notification of suspensions must be given to the parent/guardian of the pupil, to the Chairman of the Board of Governors, to the local Diocesan Administrator of CCMS and to the designated officer of the local Education and Library Board.

IN BOTH NORMAL AND EXCEPTIONAL CIRCUMSTANCES THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

PROCEDURES GOVERNING ALL SUSPENSIONS

Where a pupil is suspended from school, whether initially or by way of extension to an existing suspension, the Principal must immediately

1. give written notification of the reasons for and the duration of the suspension to the parent/guardian of the pupil, the Chairman of the Board of Governors, the local Diocesan Administrator of CCMS and to the designated officer of the local Education and Library Board;
2. inform the parent/guardian that his/her child shall be regarded by the school as being in his/her care from the end of the school day in which suspension takes effect and for the duration of the period of suspension and of any renewal thereof; (*In the case of suspension in exceptional circumstances, Par. 2 above will apply.*)
3. ensure that the letter informing the parent/guardian of the suspension is delivered to the parent/guardian as soon as is practically possible, and if at all possible on the same day as the suspension is imposed. A copy of this letter must be posted by first class post, with proof of posting, on the same day to the parent/guardian;
4. inform the parent/guardian that, during the period of suspension, work for the child will be available for collection at the school;
5. invite the parent/guardian to visit the school to discuss the pupil's behaviour.

— EXPULSION —

The expulsion of a pupil from a Catholic maintained school is the most serious disciplinary action that can be applied to a pupil. The Council for Catholic Maintained Schools would want the expelling Board of Governors to be satisfied that the reasonable options and alternative strategies had been considered before it made its final decision.

REGULATIONS GOVERNING EXPULSIONS

1. A pupil shall not be expelled from a school otherwise than by the Board of Governors.
2. A pupil may be expelled from a school only after serving a period of suspension.
3. The decision whether or not to expel a pupil from school shall be made only after:-

- i. consultation has taken place between the Principal, parent/guardian of the pupil, a duly authorised officer of CCMS, the Chairman of the Board of Governors of the school and the duly authorised representative of the relevant Education and Library Board. These consultations shall include consideration of the future provision of suitable education for the pupil concerned;
- ii. an opportunity has been offered to the parent/guardian of the child to make representation to the Board of Governors in relation to the pupil and the circumstances surrounding possible expulsion. In addition, the Board of Governors will be prepared to consider written documentation submitted by the parent.

A refusal on the part of the pupil's parent/guardian to take part in such procedures shall not prevent a pupil from being expelled.

4. No pupil shall be expelled by a Board of Governors unless the Governors are satisfied, on considering all the evidence available to them, that the pupil has failed to meet the school's minimum required standards of behaviour and the Governors are further satisfied that expulsion is the appropriate sanction.
5. The Principal in writing shall draw the specific attention of the parent/guardian or the pupil, where he/she has attained the age of eighteen, to his/her right of appeal to an Appeals Tribunal against the decision of the Board of Governors under Article 49 of the Education and Libraries (NI) Order 1986 as amended by Article 39 of the Education and Libraries (NI) Order 1993. In particular, the Principal shall provide the parent/guardian with the address and telephone number of the particular Education and Library Board which has responsibility for making arrangements for hearing the appeal.

PROCEDURES FOR EXPULSION

1. Where the Principal considers it appropriate he/she shall convene a special consultative meeting to which the following people shall be invited:
 - (a) Principal
 - (b) Parent/Guardian
 - (c) authorised officer of CCMS (local Diocesan Administrator)
 - (d) Chairman of the Board of Governors of the school
 - (e) authorised officer of the local Education Board

This meeting shall consider the future provision of suitable education for the pupil concerned together with the possibility of expulsion from the school.

2. The Board of Governors shall convene a special meeting to consider
 - ii) the report from the Chairman of the Board of Governors
 - iii) the submission from the parent/guardian who has been invited to the meeting and who has been informed in advance of the purpose of the meeting.

Following consideration of all the evidence available to them and after the parent/guardian has left the meeting the Board of Governors shall make its decision.

3. If the Board of Governors has decided to expel the pupil, the Principal - on its behalf - shall, on completion of the expulsion procedure, forthwith notify in writing particulars of the said expulsion to the parent/guardian of the pupil, to the local Diocesan Administrator of CCMS, and to the designated officer of the relevant Education Board.
4. The Principal shall, in writing, draw the specific attention of the parent/guardian, or to the pupil where he/she has attained the age of eighteen, to the right of appeal to an Appeals Tribunal against the decision of the Board of Governors under Article 49 of the Education and Libraries (NI) Order 1986 as amended by Article 39 of the Education and Libraries (NI) Order 1993. In particular, the Principal shall provide the parent/guardian, or the pupil where appropriate, with the address and telephone number of the particular Education Board which has responsibility for making arrangements for hearing the appeal.

NOTES

- 1) The requirement under Statutory Rules (No. 99) NI 1995 that no pupil shall be suspended from a school for more than 45 schooldays in any one school year must be observed even where expulsion of the pupil is being considered.
- 2) This scheme shall be subject to modification or amendment from time to time by the CCMS as is deemed necessary or appropriate in the light of changing circumstances and/or experience.
- 3) Under the Parents' Charter, parents require to be told the reason for the suspension and must be consulted before a decision to expel is taken. An appeals procedure has been introduced by the Schools (Expulsion of Pupils) (Appeals Tribunal) Regulations (NI) 1994 so that parents will be able to ask an independent tribunal to examine their child's case. The Board of Governors will be required to produce written documentation, including any written correspondence between the home and the school, showing details of serious misconduct and the steps taken by the school to remedy the situation over the period of the misconduct.
- 4) The Board of Governors will also be required to produce satisfactory evidence that it has complied fully with the procedures set out in this policy document.