

# DISCIPLINE POLICY

## ***Introduction***

In Coleraine College School it is our aim to provide a safe, healthy and happy environment for all of our pupils and staff so that proper and effective learning can take place. With this in mind it is our duty to have a well established discipline policy which offers a consistent approach and which affords our pupils equal rights whilst requiring a high degree of responsibility in return.

Our discipline system aims to cultivate in pupils an acceptance and recognition of responsibility for their decisions and actions and for the consequences should they break the code.

We have a well established system of rules for good behaviour. Any such system must be accepted by the pupils and they should develop their self-discipline and create the conditions for an orderly community in which effective teaching and learning can take place and in which there is mutual respect among all members.

Both pupils and those responsible for promoting good behaviour are sometimes faced with the problem of conflicting views about standards of good behaviour. In the context of the school, good behaviour is conduct which assists the school to fulfill its function, namely, the full development of the potential of all pupils. Bad behaviour is conduct which prevents this, either when an individual prevents his/her own development by behaving badly or when unacceptable conduct disrupts the development process for other members of the school community. It therefore follows that good behaviour is that which conforms to the reasonable expectations and requirements of the school and is based on mutual respect for the needs and aspirations of all in the school and upon care for its environment.

Consequently, in discipline matters, it is very important that there is a whole school approach which is understood by all pupils, parents and teachers. If this approach does not exist some pupils are confused, some feel neglected and some use the diversification to exploit any weakness in the system. The discipline plan provides guidance for teachers, pupils and parents in the various school situations with which all are accustomed, e.g. the classroom, between classes, morning, mid-morning and lunch breaks and out-of-school situations.

Rules, rights and responsibilities should be constantly emphasised, as well as the consequences which may follow as a result of the pupils' choice to break the rules. In order to signify acceptance of school policies, parents and pupils of the school are asked to subscribe to a contract prior to entry. (Appendix 1).

## **SCHOOL MANIFESTO (Appendix 6)**

Coleraine College's Manifesto sets out for the main partners in education namely, governors teachers, ancillary and auxiliary staff, parents and pupils a description of their respective roles and responsibilities.

We would encourage all pupils and parents/guardians to read this document.

## **AIMS**

1. To create a supportive and disciplined environment which will foster the individual growth and development of caring and responsible young people by:-
  - (i) Providing a structured disciplinary system within which pupils can feel secure, can enhance their self esteem and which will enable the smooth running of the school.
  - (ii) Promoting a community spirit within the school resulting in a sense of pride for the school.
  
2. To promote close links between the school and
  - (i) the home
  - (ii) the community
  - (iii) the educational welfare and social services agencies
  - (iv) partner schools
  - (v) other relevant agencies

## **POSITIVE DISCIPLINE**

1. Positive discipline is a step towards a relaxed and positive environment where teachers and pupils spend more time enjoying teaching and learning and less time is taken with managing difficult behaviour.
2. Positive discipline should have a whole school approach, since the participation of the entire school is central to building and maintaining a positive environment.
3. Positive discipline is a critical part of a whole school policy which describes unambiguously how the school plans to teach pupils to behave responsibly, co-operatively and with concern for others.
4. Positive discipline should involve a proper airing of all shades of opinion, leading to a better understanding on the part of pupils, parents and teachers of the school rules and policies and a real commitment to the outcomes.
5. Positive discipline is the basis upon which a more supportive climate can be built which should assure teachers that, when problems arise, definite procedures are in place which will support them.

## **DISCIPLINE PROCEDURES**

Teachers have the power to exercise a degree of authority over pupils equating with a parent's own right. This is known as being "in loco parentis". It carries with it an accompanying duty of care towards pupils such as a careful and prudent parent might exercise.

**GOOD ENDEAVOUR/BEHAVIOUR SHOULD BE RECOGNISED AND REWARDED BY:-**

1. Verbal praise
2. Positive comments on pupil's work
3. Positive comments to parents (reports/parents' nights)
4. Other appropriate rewards
5. Class outings

The creation of rules assumes sanctions against those who break them. Everyone should be aware of these sanctions and how they operate. This is not to suggest, however, that a set of rigid sanctions should be used to fit crimes - - the emphasis must be on appropriate measures to deal with individual pupils wherever this is possible. What is appropriate for a loutish senior pupil will not necessarily be so for the nervous newcomer's first offence.

### **PUNISHMENT MUST FIT THE PUPIL AS WELL AS THE CRIME**

The basic responsibility for classroom discipline lies with the teacher. Should assistance be required the following structure of responsibility will apply:-

Classroom teacher  
Departmental colleague  
HOD  
Form Tutor  
Year Head  
Pastoral Head  
Vice Principal  
Principal  
Board of Governors

## **PARENTS ARE ALSO EXPECTED TO PLAY A MAJOR ROLE IN THE DISCIPLINING OF THEIR CHILDREN**

Failure to comply with the generally accepted standards of work/dress/behaviour will result in disciplinary sanctions such as:-

1. Extra work e.g. Use of the detention papers and other resources of meaningful work.  
Parents should sign this work which will be collected and corrected by the teacher e.g. when classwork/homework is lacking.
2. Time out (in the classroom) e.g. when there is interference with other pupil's work.
3. Detention
  - (i) Lunchtime e.g. lack of homework/classwork (time will be permitted to eat a meal)
  - (ii) After school e.g. repeated lack of homework, failure to attend class, incorrect dress, lack of punctuality, misbehaviour in school. Letter home required (Appendix 2).

**Continued failure to attend detention without good reason may result in suspension.**

4. Daily report e.g. general lack of effort and/or disruption to the learning of others.
5. Withdrawal Pupils may be withdrawn from classes at the discretion of a Year Head or Senior Manager for a period of time deemed appropriate (see page 17). Parents will be informed by letter. (See Appendix 3)
6. Suspension out of school e.g. verbal abuse of a member of staff/other pupil, deliberate assault on another pupil, persistent bullying, refusal to comply with the school rules. Letters to home, EWO and NEELB. Parents may be asked to take a pupil home in order to allow situations to diffuse.
7. Behavioural agreements (See Appendix 4)
8. Permanent Exclusion (Expulsion) In exceptional circumstances this sanction will operate in accordance with the NEELB Scheme for the Suspension and Expulsion of Pupils from Controlled Schools. (19/10/01)

## **PHYSICAL PUNISHMENT**

All forms of physical punishment are strictly forbidden. Such actions cannot be defended and could lead to disciplinary action by the local Area Board or the Department of Education. Staff may however, in some circumstances, have to act within the guidelines of the school's Use of Reasonable Force/Safe Handling Policy where there is a Health & Safety concern in respect of any pupil or adult.

**Note:** Copies of the school's guidelines on the Safe Handling Policy (based upon Department of Education guidance) are available in the school for consultation.

## **ASSAULTS ON A MEMBER OF STAFF**

Outlined below is the action which will be taken following a physical assault on a member of staff by:-

### **(a) A PUPIL**

- (i) Automatic suspension from school pending investigation of the incident. Parents/guardians will be informed immediately.
- (ii) The pupil involved will be dealt with promptly, fairly and firmly. This may result in expulsion procedures being implemented.
- (iii) The police may be informed.

### **(b) A VISITOR OR INTRUDER**

- (i) All practicable steps will be immediately taken to remove the visitor/intruder from the premises.
- (ii) The police will be informed.
- (iii) A warning letter may be sent to the offenders stating that their behaviour is unacceptable and that they are not permitted to enter the school premises in future without an appointment. Any breach of this arrangement will be regarded as trespassing and prosecution procedures may follow.

## **PROSECUTION**

In either of the above situations a private prosecution may be pursued by the member of staff against his/her assailant.

## **COMPENSATION**

A Compensation Order may be made by a magistrate against the person convicted of assault, requiring him/her to pay compensation into Court for the victim. In the case of pupils, the Court has discretion to order the parents to pay.

# SCHOOL RULES - GENERAL

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### Uniform and Personal Belongings

1. School uniform is compulsory and must be worn correctly on all school occasions, e.g. shirts/blouses must be tucked in, top buttons fastened and ties properly done up. Alternative articles of clothing are not permitted unless there are exceptional circumstances. At no time should a pupil wear an article of clothing that is identified with a sports team/club. Hooded tops, scarves – other than Coleraine College scarves and over jackets are not to be worn in school.
2. Items of jewellery are obvious sources of danger, especially in practical subjects. Girls are permitted to wear one stud in the lobe of each ear and one signet ring and boys are not permitted to wear ear rings or rings of any kind.
3. (a) Pupils must not wear heavy eye make-up or lipstick and are required to keep their hair tidy. Unnatural colours (e.g. bright red, green, blue purple etc.) are unacceptable. Blonde or bleached stripes are not permitted. Lines shaven into the hair are not permitted. Boys are expected to be clean shaven (i.e. beards and moustaches are not permitted).  
(b) Shaven hairstyles are not permitted (not less than a number 2 is recommended).  
(c) Boys are requested to maintain hair length not below the collar. Pupils with longer hairstyles will be required to tie them back in a pony tail.
4. Where pupils bring excessive money, electronic music devices (e.g. i-Pods/MP3 Players), phones, electronic games etc. into school they do so at their own risk. Staff cannot be held responsible for any losses incurred.
5. Mobile phones or other electronic devices (e.g. MP3 players) must not be used in class at any time. Pupils must hand over mobile phones to staff when requested – they can be returned at the end of the school day from the office. If a mobile phone is taken from a pupil on three occasions a letter will be sent to parents or guardians to alert them that on the next occasion the phone is misused in school it will not be returned until a parent or guardian comes into school to collect it.  
Mobile phones must not be used inappropriately and those which incorporate a camera **must not be used under any circumstances to take photos, videos or recordings, sound or video, on any occasion. Persons found breaching this rule may be subject to investigation by the PSNI.**
6. Dangerous devices e.g. laser pens, knives etc. must not be brought to school and pupils must not act in any manner which endangers the Health and Safety of themselves or others. The school reserves the right to stop and search any pupil suspected of being in possession of harmful devices.

### Attendance and Punctuality

7. Pupils who become ill in school should inform their class teacher. Pupils should only attend the school nurse/firstaider with the permission of the classroom teacher and must not leave the premises without the school's permission.
8. Pupils must be punctual on all occasions.
9. Medical and dental appointments should be arranged, where possible, outside school hours and significant absence due to family holidays should be avoided.
10. Pupils wishing to leave school **must** bring a note signed by a parent/guardian requesting permission to leave. The reason for leaving school must be clearly stated.
11. Pupils who have been absent from school for one or more days must present a note to his/her Tutor on the first morning back. This note should be dated, state the number of days absent, give an explanation for the absence and be signed by a parent/guardian.
12. Telephone requests to leave school will only be granted in exceptional circumstances.
13. Pupils must not leave the school grounds at any time during the school day except with written permission of parents and by arrangement with the Principal/Vice-Principal/Year Head. (Pupils who walk out of school without the knowledge/consent of school staff will face suspension and the PSNI will be informed).

14. All pupils, without exception, must report to their Tutor at 9.00.am. in their registration Room so that they may be marked present, and must remain in school until 3.15p.m. Pupils must never leave the school premises without parental or school permission.
15. Pupils must use only the gates to enter and leave the school grounds. The main door is for the use of staff and visitors only after 9.00am and before 3.15pm unless permission is given by staff.

#### **Respect and General Behaviour**

16. Bad manners or bad taste in language, dress or demeanor as determined by the school will not be tolerated.
17. Use or possession of fireworks, alcoholic drinks, drugs, tobacco, organic solvents (including correction liquids such as Tippex) or any illegal substance is strictly prohibited. It will be an offence to be in the company of anyone using these materials. Smoking is forbidden in school.
18. Damage to school property should be reported immediately to a teacher or the school office. Payment may be demanded from the person(s) responsible for the damage.
19. Pupils must help to keep our school and its grounds clean and tidy (e.g. by putting litter in the bins provided).
20. The school office staff cannot relay telephone or other messages to pupils. The only Exceptions are those calls concerning serious family matters.
21. Pupils must comply with the school's homework policy.
22. All pupils (Years 8-12) must take part in P.E./Games. Pupils who cannot take part must bring a note from a parent/guardian giving a reason. If an illness/injury lasts beyond two weeks a medical certificate is required.
23. Pupils who sell or misuse their free dinner ticket may lose their free meals. Theft of dinner tickets is a serious offence and may involve the PSNI.
24. Pupils must show due respect for their own property, the property of the school and that of other people. Vandalism in any shape or form including graffiti is a serious offence which may lead to a suspension.
25. Misbehaviour on the school buses could result in the NEELB withdrawing a pupil's free bus pass.
26. Chewing gum is not permitted in school.
27. Any form of gambling is not permitted in the school.
28. Any person who carries out a physical attack risks suspension and/or investigation by the PSNI for assault. Pupils who have differences to resolve should report to the appropriate staff member so that the problem can be sorted out in a fair and amicable manner.
29. Any form of bullying – physical, mental, racist, religious, homophobic or e-bullying – will be dealt with according to the anti bullying policy of the College. Pupils may face extra work, withdrawal, detention, suspension or expulsion.
30. The school cannot deal with matters relating to Facebook, Bebo or mobile phone misuse outside of school or at weekends etc. These may be referred to the PSNI.

#### **Notes**

- No list of rules can cover every contingency. Specific regulations/instructions are published or otherwise communicated from time to time. Pupils are expected to familiarize themselves with these and comply.
- School rules apply when pupils are in school uniform or representing the school.
- Pupils are expected to be familiar with, and to obey, all other relevant school policies e.g. School Outings, Corridor Behaviour, Playground and Classroom Rules.
- Pupils are expected to show **RESPECT** for each other, all staff and the school property and environment.
- After school detention runs from 3.15 – 4.00pm and may be extended for poor behaviour during detention.

## **SCHOOL OUTINGS**

1. Behaviour should always be respectful and quiet. (Behaviour on school outings is defined as acceptable behaviour in school).
2. Pupils must always turn up on time and be dressed as directed by staff. (The practicalities of each outing would determine the wearing of school uniform).
3. Games outings should be covered by an annual permission slip.
4. Other outings should be covered by a parental permission slip.
5. Pupils must always present a note from home if they wish to leave a group on an outing.
6. Pupils should tidy the bus before leaving and thank driver/staff.

N.B. The "Out of school trips" policy contains more detailed information.

## **CORRIDOR BEHAVIOUR**

1. Pupils must walk at all times, keeping to the right in single file.
2. Pupils should behave in a quiet and orderly manner. Shouting and whistling inside school is not permitted.
3. School bags must be carried at all times. They must not be left in the corridors.
4. In good weather corridors should be vacated at break and lunchtime, except when pupils are involved in authorised indoor activities.

## **PLAYGROUND**

1. Pupils may use the designated playgrounds for games during break and lunchtime.
2. For safety reasons, pupils must avoid all areas designated as "Out of Bounds".
3. When the school is closed pupils must not enter the grounds.

## **CLASSROOM RULES**

1. Line up outside your classroom and enter quietly only when told by the teacher.
2. Sit down and get ready for work.
3. Listen to and follow all instructions given by the teacher.
4. Always remain in your seat unless instructed or permitted otherwise.
5. Raise your hand before answering or speaking.
6. Eating and drinking (other than water) are not permitted in class.
7. Leave the room in an orderly manner when told to do so by your teacher.

## **Encouraging Positive Behaviour**

Where a pupil's behaviour in class is unacceptable and disruptive to the learning of others the pupil may be withdrawn from class by a Year Head, Pastoral Head, Vice-principal or the Principal for a period of time and placed in a supervised room. Pupils who cause low level disruption in class may be removed to the class of a departmental colleague or buddy for a period of time.

Such pupils will be given work to complete and parents/guardians will be informed in writing.

Where there has been a build up of poor behaviour, as recorded on Behaviour Report Forms, a pupil's Year Head may also effect a withdrawal.

### **Purposes:**

To encourage improvement in the pupil's attitude and behaviour.

To protect the learning of other pupils.

To communicate to parents/guardians the nature of the unsatisfactory behaviour.

## DETENTION

After school detention is one of the main sanctions within our disciplinary policy and procedures.

### PURPOSES

To encourage improvement in the pupil's attitude and behaviour.

To communicate to parents that current behaviour is not satisfactory.

### GUIDELINES

After school detention is held on weekdays, from 3.15 p.m. to 4.15 p.m. Repeated offenders or those displaying unsatisfactory behaviour may be required to stay later. Pupils may be allowed home at 4.00pm. SLT detention is every Thursday and is considered to be a more serious sanction.

All detentions are supervised by staff.

Detainees are given tasks which take into account their physical and mental capacity to perform these tasks.

At least forty-eight hours notice is given to parents when after school detention is arranged.

Where a pupil is absent on a day scheduled for their detention they must attend on their first day back in school.

**When after school detention has been completed, parents are responsible for the transport of pupils home.**

**Failure to report for detention is deemed a serious offence and if repeated will result in suspension.**

The sheets overleaf outline the instructions regarding procedures, purpose etc. issued to staff and pupils. [See Appendices 8(a), (b) & (c)]

## **EXTERNAL AGENCIES**

Some behavioural problems may arise which require additional professional advice in such circumstances the appropriate external agency will be contacted. Generally, referral will only take place after discussion with parents/guardians.

External agencies include:-

School Medical Officer

Educational Welfare Service

Education Psychology Service

Child & Family Clinic

Just Ask

Community Involvement Branch: PSNI

NEELB Behaviour Support Team

NEELB Pupil Personal Development Service

Social Services

**APPENDIX 1**

**CONTRACT**

We agree to do our best for your child while he/she is a pupil at Coleraine College, according to the principles and arrangements set out in the school brochure.

Signed .....(Principal) Date .....

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I, ..... , a pupil of Coleraine College

- a) signify that I have read, understood and accepted all of the statements contained in the Discipline Policy (which includes the school rules) and all school regulations relating to school uniform;
- b) agree to attend regularly and to try my best to achieve my full potential.

Signed: \_\_\_\_\_

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I, ..... , the parent / guardian of the above pupil, signify my acceptance and support of:

- a) all statements contained in the rules and regulations referred to above;
- b) action as deemed necessary by the school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2  
DETENTION LETTER HOME**

Date:

Dear

It has been necessary to put (insert name) in detention on Tuesday/Wednesday (insert date) from 3.15 p.m. to 4.15 p.m. for the reason/s given below. Being placed in detention indicates a serious situation, giving cause for concern. We would therefore ask that you discuss this with your son/daughter to amend the situation and prevent any re-occurrence.

- **(Insert reason/s)**

Failure to attend detention, if present on the specified day, will result in a one day suspension from school. Should the pupil be absent on the day of the detention then it will automatically take place on the day that the pupil returns to school.

Please make alternative arrangements for transport home, if necessary.

If you would like to discuss your child's progress or this detention, please telephone school (028) 70357000 and arrange an appointment with either of the signatories below.

---

**Year Head**

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**Vice Principal**

## APPENDIX 3 - DAILY REPORT

## **APPENDIX 4(a)**

### **Withdrawal Unit Procedures**

If there is a very serious incident in a classroom that can not be dealt with by normal behaviour management strategies or sanctions and therefore may necessitate withdrawing a pupil or pupils:

- phone office or send a pupil with a written note to the office(s) requesting assistance from the appropriate Year Head, Pastoral Head, VP or Principal.
- Office staff will advise a member of Senior Leadership if available
- a member of the pastoral team or Senior Leadership will visit the classroom and, after being briefed by the teacher, will deal with the pupil (or pupils) as deemed appropriate
- the classroom teacher should record the incident a.s.a.p.
- if a pupil is to be formally withdrawn the member of the Pastoral Team or Senior Leadership will effect a withdrawal.
- the member of the pastoral team/ Senior Leadership involved will complete the appropriate paper work and give this to the office for transfer of information to a parental letter and the pupil behaviour log(s)
- Year Heads may also withdraw pupils whose general behaviour in several classes has been recorded as being disruptive or otherwise unacceptable
- Where withdrawal over break and lunch is deemed necessary (although this is considered to be the exception rather than the rule) pupils could be given a short toilet break.

At lunch time the pupil should be brought to the canteen. (Staff Member present) where they could eat food in reasonable isolation until the end of lunch time. They would be subsequently required to report back to the pastoral head or senior leadership team member after lunch.

**APPENDIX 4(b)**

**Withdrawal Notification**

**Name:** \_\_\_\_\_ **Year** \_\_\_\_\_ **Tutor** \_\_\_\_\_

**Date of withdrawal** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Reason/s:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Year Head**

**\*\*Please circle one from each of the tables overleaf**

<b>Type of Conduct</b>	
<b><u>Code</u></b>	
<b>ASLT</b>	Assault on staff/pupil/visitor
<b>AWOL</b>	Leaving school without p'mission
<b>BULY</b>	Bullying
<b>DCB</b>	Disruptive classroom behaviour
<b>DSOB</b>	Disobedience
<b>FIGH</b>	Fighting
<b>HKBK</b>	Persistent failure-homework/books
<b>INDI</b>	Insolence/disrespect
<b>LANG</b>	Abusive language
<b>LATE</b>	Persistent latecoming
<b>THFT</b>	Theft
<b>TNCY</b>	Truancy
<b>VAND</b>	Vandalism
<b>NA</b>	Not applicable

APPENDIX 4(c)

**COLERAINE COLLEGE**

**DISCIPLINARY PROCEDURES: WITHDRAWAL**

PUPIL: \_\_\_\_\_ CLASS: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERIOD	COMMENT: BEHAVIOUR, WORK & ATTITUDE	TEACHER
1		
2		
3		
<b>BREAK</b>		
4		
5		
6		
<b>LUNCH</b>		
7		
8		

**P.S. Please return to Office for filing at the end of the day.**

## **APPENDIX 4(d)**

**APPENDIX 5  
WITHDRAWAL LETTER HOME**

Date:

Name & Address:

**DISCIPLINE PROCEDURES - WITHDRAWAL**

Dear

(Insert name) was placed in Withdrawal from (insert time and date), for the following reason/s:

- **(Insert reason/s)**

All pupils know that if they continue to misbehave after having been put in the Withdrawal Unit, they will be suspended from school for a period of time.

I anticipate your full co-operation in this matter and hope that you will emphasise to (insert name) the seriousness of this situation and the urgent need for improvement. Should you wish to discuss this at greater length please contact the school for an appointment with his/her Year Head.

Yours sincerely

---

Mme Skobel Vice Principal

**APPENDIX 6A**  
**SUSPENSION LETTER HOME**

Date

Address

Dear

I wish to confirm that it has been necessary to suspend (insert name) from school for (insert number) days, i.e. (insert days and dates) for the following reason/s:-

**(insert reason/s)**

(insert name) should return to school on (insert date) and report to Mr Laverty. I will need a written letter of apology from (insert name) for (insert name/s) for (insert reason) and a letter of commitment for Mr Laverty that such behaviour will never again be repeated in this school under any circumstance.

I have to remind you that (insert name) will be regarded as being in your care during this period of suspension. While at home (insert name) should continue with his/her current timetable working on at the next exercise or chapter.

Thank you for your co-operation in this matter.

Yours sincerely,

---

Mr Laverty Principal

**APPENDIX 6B**  
**NOTIFICATION OF PUPIL SUSPENSION**

## APPENDIX 7



### BEHAVIOURAL AGREEMENT

The statements below form a Behavioural Agreement between ..... , a pupil of Coleraine College, and the Board of Governors of the School.

I agree to:-

1. attend registration and all classes punctually every day;
2. obey all school rules, which I have read and understood;
3. show respect for teachers and other pupils;
4. respect my own and other people's property;
5. attempt all academic work, including homework, to the best of my ability.

I understand that if I do not conform to the pattern of behaviour outlined above I may consequently find myself removed from Coleraine College.

Signed: \_\_\_\_\_ Pupil

Date: \_\_\_\_\_

Witnessed by: 1. \_\_\_\_\_ Parent

**OR**

2. \_\_\_\_\_ Principal  
(on behalf of the Board of Governors)

Date: \_\_\_\_\_

## APPENDIX 8(a)

### PUPIL DETENTION

#### TO TUTORS AND YEAR HEADS:

During the induction session with your tutorial group read through and emphasise these rules, regulations, procedures and consequences of Detention.

**1.** Being put in Detention is a very serious situation and can have very far-reaching consequences regarding your future e.g. references, training credits/awards, school facilities, trips, promotions etc.

**2.** If your Year Head deems it appropriate that you do a detention the following procedure will operate:

(A) (i) A letter will be sent home stating why and when you are in Detention. (Signed by your Year Head and a Vice-Principal).

(ii) A copy of that letter is put into your file and a copy is given to you a day or so before your Detention.

(B) (i) On the day of your Detention you will be reminded by your Tutor.

(ii) Detention is held in **school daily from 3.15-4.15p.m.** (or 4.00 p.m. if necessary).

(iii) Failure to attend detentions may lead to **SUSPENSION** which is a far more serious situation and involves informing the NEELB.

(iv) If you are absent on the Day of your Detention you **MUST** be prepared to do it on the **NEXT** day you are back in School.

(C) The day and date of your Detention is **NOT** negotiable.

**3.** Repeated Detention appearances will also result in **SUSPENSION** - this may adversely influence future job/training/educational prospects as they are noted by the NEELB.

## APPENDIX 8(b)

### THE DETENTION PROCEDURE

#### **Introduction**

Detention of pupils after school is virtually the last sanction we have before suspension and expulsion. As such it should be reserved for fairly serious misdemeanours. In most cases the class teacher, tutor and year head should attempt a range of remedial actions prior to the pupil using detention.

Arrangement of detention should be done by Year Heads. Detention on Thursday under SLT supervision is a more serious sanction

- Blanket after school detention of a whole class should NOT be attempted.
- If any change in the rota for the cover of detention is negotiated, please inform VP/Year Head immediately.

#### **Purposes:**

1. To encourage improvement in the pupils' attitude and behaviour;
2. To communicate to parents that current behaviour is not satisfactory.

#### **Procedure:**

##### A. Year Heads

1. Detention letters should be sent out so that at least 48 hours notice is given to parents when after school detention is arranged. Therefore it is essential that all letters are posted by the previous Friday.
2. Detainees must be given tasks which take into account their physical and mental capacity.
3. Be mindful of the number involved each day and be sure to write names etc. on the Staffroom sheet.

##### B. Pupils

1. After school detention is held each day from 3.15 p.m. to 4.15 p.m. or beyond if behaviour/attitude is unacceptable.
2. Detention MUST be done on the day indicated on the notice sent home - it is NOT negotiable except under extreme circumstances and after discussions with Mme Skobel and the parents/guardians.
3. If a pupil is absent they must do the detention on the day they return to school.
4. Failure to attend detention after being reminded may lead to Suspension.
5. Repeated detention appearances will also result in Suspension - this can adversely influence future job/training/educational prospects as they are noted by the NEELB

**COLERAINE COLLEGE - DISCIPLINE POLICY**

**DETENTION**

**DAY: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_**

**TIME: 3.15 – 4.15 pm.**

**Member of Staff supervising: \_\_\_\_\_**

No	Name of Pupil detained	Yr/Class	Detained by:	Work supplied
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

**YEAR HEADS - Please ensure that work is supplied for each pupil.**

**THANK YOU**

*Mme Skobel VP*

**DO NOT INCLUDE**

**APPENDIX 4**

**COLERAINE COLLEGE**

*Records of  
Achievement*

**INFORMATION TO PARENTS OF YEAR 8 PUPILS**

Dear Parent/Guardian

It is Government Policy that pupils of Year 12 and Year 14, on leaving school at the end should possess a record of all their strengths and achievements as well as examination results. Information relating to all aspects of a pupil's involvement in school, sport, extra curricular activities, out of school activities and achievements will be recorded during Years 8 - 12. This will also include information about their general manner, punctuality, attendance and appearance.

Pupils will be presented with a National Record of Achievement compiled by themselves, their teachers and tutors.

I would ask you to please stress to your son/daughter, as teachers and tutors will be doing, the importance of the Record of Achievement and the need for hard work and involvement to ensure that a beneficial and worthwhile document is presented at the end of Year 12 and Year 14.

I would like to thank you, in anticipation, for your cooperation in this matter.

Yours faithfully,

*(Record of Achievement Coordinator)*