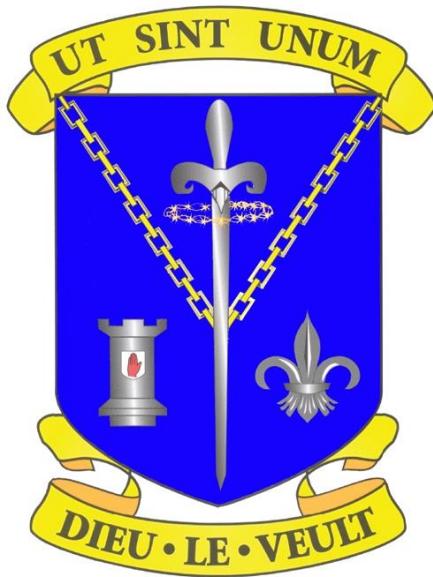


# *St Louis Grammar School*



## Pastoral Policy and Information including Child Protection / Safeguarding Policies

2016/2017

Board of Governors responsible: *Mr J Stuart & Fr P Delargy*



*St Louis Grammar School  
Cullybackey Road  
Ballymena  
BT43 5DW*

*Telephone: 028 2564 9534*

*Fax: 028 2563 0287*

*Email: mail@stlouisgrammar.com*

*Promoting: Excellence Endeavour Empowerment*

## *Mission Statement*

*St Louis Grammar School is a Catholic Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full, in a secure, caring environment.*



## **PROBLEMS AND CONCERNS -**

### **WHO TO CONTACT?**



The well being of your child is very important to us and all teaching staff are available to listen to any concerns you may have about any aspect of your child's experience at school.

You can expect that:

- Your concerns will be listened to
- Complaints will be investigated
- Every step possible will be taken to resolve difficulties
- The outcome will be reported to you as soon as possible
- The Principal will advise you of other courses of action you may take including recourse to the Board of Governors in the event of the issue not being resolved to your satisfaction.

## Who to Contact?

Year 8 pupils

## Year Head

Mrs Toner

Year 9 pupils

Miss S Bigmore

Year 10 pupils

Mrs Doherty

Year 11 pupils

Miss SR Pickering

Year 12 pupils

Mr Mussen

Year 13 & 14 pupils

Mrs O'Neill



## If you prefer you may contact:

- Vice Principal & Head of Pastoral Care - Mr Whiteford
- Deputy Designated Child Protection Officers - Mrs Toner and Mr Rafferty

## HOW?



(028) 2564 9534



[mail@stlouisgrammar.com](mailto:mail@stlouisgrammar.com)

# **PROMOTING AND SUSTAINING GOOD BEHAVIOUR**

If pupils are to gain maximum benefit from their time at St Louis Grammar School, it is essential that they work to the best of their ability and behave in a responsible manner, showing respect for other pupils, staff and property.

Our school discipline policy is based on the Catholic ethos of our school. We believe that children will learn best in an ordered environment where there are good relationships based on mutual respect for all in the school community. All aspects of discipline are dealt with in the context of our Pastoral Care Programme.

It is expected that parents will fully support the school in seeking to ensure that their child's work and behaviour are of a high standard and that he/she does not behave in a manner which is harmful to the education or well being of others.

The school will seek to promote and sustain good behaviour in the following ways:

- by actively seeking the co-operation of all pupils in their learning
- by encouraging self discipline and a sense of responsibility
- by having clear expectations of behaviour for our pupils in all situations
- by insisting on high standards in relation to uniform, attendance and punctuality
- by respecting the rights of all pupils to learn and all teachers to teach

- by ensuring that sanctions are fair and appropriate and are applied consistently and persistently
- by respecting the dignity and self-worth of all members of the school community
- by actively seeking out, promoting and rewarding good behaviour in our pupils [through our House System]
- by providing a curriculum which is appropriate to the needs of pupils
- by providing a range of extra-curricular activities which pupils can enjoy
- by promoting strong links with parents so that school and parents can co-operate fully in ensuring pupils' progress and happiness
- by enlisting the help of outside agencies eg. Family Works Counselling, school Psychologist or the Education Welfare Officer to help pupils who are experiencing difficulties
- by providing a Pastoral Care System in which Form Teachers and Year Heads are available to advise pupils who are experiencing difficulties of any kind.

## Discipline Procedures

The vast majority of pupils work hard and behave appropriately. In the small minority of cases, where pupil behaviour falls below acceptable standards, disciplinary action may be taken as follows:



### In the classroom

In order to establish a positive school climate and a classroom atmosphere conducive to learning, teachers in St Louis Grammar School employ a consistent, dignified approach to discipline, in which pupils are taught and encouraged to choose responsible behaviour, thereby raising their self-esteem and increasing their academic success. We provide reinforcement in a clear, concise, understandable manner for pupils.

In order to help pupils to choose responsible behaviour, each teacher will devise a Classroom Behaviour Plan which incorporates a set of classroom rules, positive recognition if pupils adhere to the rules and consequences should pupils choose not to observe the rules.

If pupils are to succeed, they need to know what is expected of them, and that their good behaviour will be recognised and supported. They also need to know the limits - what will occur if they choose not to comply with those expectations.



## The Benefits of a Classroom Behaviour Plan

- protects pupils' right to learn
- protects teacher's right to teach
- ensures that everyone feels safe and secure in the classroom

In January 2013, the Pastoral Care Department at St. Louis introduced a House System for the pupils in our Junior school. This is now established and working effectively.

It is hoped this initiative will enable pupils to take more responsibility for their behaviour as well as improving confidence and self esteem. We hope that this system will help to motivate and inspire each of our pupils to achieve their potential.

All teachers take an active interest in the House System and in the progress of their classes. They in turn will be ably supported by the Form Teachers who will assist should any problems arise. Sixth form mentors have also been assigned to each junior class. They will also help to promote the House system as well as playing a crucial role in helping Year 8 pupils with Numeracy, Literacy and at After School Clubs.

In addition the House system will link in with the Gifted and Talented programme.

### **(a) How will the system work?**

There are six houses. Each house is comprised of a Year 8, Year 9 and Year 10 class. The houses are named after geographical areas in the Glens of Antrim. Pupils' badges represent their house colour and are worn on the lapel of their blazer. We encourage pupils to wear their badge with pride and as this is a team effort everyone's contribution is important.

- Laragh wear a yellow badge
- Layde wear a red badge
- Lisbrean wear a green badge
- Lismoyle wear a blue badge
- Lurig wear an orange badge
- Lyndon wear a purple badge.

**When pupils' have an achievement, points are ADDED to the HOUSE TOTAL.**

**When there is misbehaviour, points are SUBTRACTED from the HOUSE TOTAL.**

**Each member of the House is responsible for the HOUSE TOTAL.**

**(b) What are points awarded for?**

Positive Points are awarded for:

100% in a test/CM task	15
Excellent effort	10
Excellent homework	10
Excellent test/ CM result	10
Concern shown for others	10
Fundraising	10
Shoebox appeal	10
Supporting a positive image of the school	10
Working with pupils from another school	10
Representing the school in Sport	10
Representing the school in Music	10
Representing the school in Drama	10
Debating	10
School orchestra (per term)	10
STEM Activities	10
Homework Club ( weekly)	5
After school club (weekly)	5
Cook of the week	5
Art (praise card)	5
Word of the week	5

**(c) How will I know how many points our House has?**

House points are added up every fortnight and will be displayed on the plasma screen in the foyer. At the end of each half term/term the house with the most points will be rewarded. The Coordinator of House System is Mr G Whiteford, Pastoral Manager.

## **SANCTIONS**

St Louis encourages a positive approach to self discipline with an emphasis on rewards rather than sanctions. However, the school has a structured approach to sanctions which will be imposed for breaches of the school rules, classroom plan and homework policy (revised September 2015). These include verbal reprimands and school detentions. Parents will be informed of persistent problems through the Student Diary, by telephone and in writing and will always be notified of after school detentions at least 24 hours in advance. Parents should note that the school may impose after-school detentions as a sanction in some situations and/or a Saturday detention if this is deemed appropriate by the Head of Year and Principal. Notice will always be given in such instances but it is the responsibility of the parent to arrange suitable transport.

Exclusions are always a last resort but will be used in serious instances.

Parents are asked to support the school in the imposition of reasonable sanctions and contact the Form teacher or Year Head with any concerns.

Pupil behaviour will be monitored and if a pupil chooses irresponsible behaviour, there will be consequences for that behaviour.

Consequences are not punishment - they are actions that pupils know will occur should they choose to break the rules of the school.

Depending on the severity of irresponsible behaviour the Discipline Policy will be followed and the matter may be reported to: Form Teacher, Year Head, Vice-Principal or Principal.

Consequences are organised into a discipline hierarchy as part of the discipline plan and might include:-

- a verbal warning
- staying behind after the bell
- a note in the pupil diary to inform parents
- break time detention
- lunch time detention
- after-school detention (after parental consent)
- Saturday morning detention (after parental consent)
- placed on Report/Individual Behaviour Plan
- exclusion from class - fully supervised by other members of staff
- suspension

Serious misdemeanours include:-

- use of foul/abusive language to a teacher or other pupil
- abusive/hurtful remarks to another pupil or teacher
- outright refusal to accept direction/authority of the teacher
- ongoing disruptive behaviour which stops teaching and learning

All behaviours (positive and negative) are recorded on SIMS which will allow the school to track pupil progress over a period of time and enable intervention strategies to be employed if necessary.

## THE ROLE OF THE YEAR HEADS

The Year Heads have a keen interest in the welfare and well being of all pupils within each year group. He/she plays a vital role in planning and implementing the Pastoral Care Policy of the school, and in maintaining the caring atmosphere of St Louis Grammar School. The Year Head has responsibility in the areas of attendance and punctuality, promoting good behaviour, monitoring academic progress and management which they will monitor via use of Behaviour Management on SIMS C2k.

They support, advise and communicate pastoral and academic information to Form Teachers and Heads of Department. They are available to Form Teachers for consultation regarding any individual pupil and in deciding on an appropriate course of action.

Year Group	Head of Year
8	Mrs K Toner
9	Miss S Bigmore
10	Mrs J Doherty
11	Mr SR Pickering
12	Mr H Mussen
13	Mrs J O'Neill
14	Mrs J O'Neill

## **THE ROLE OF FORM TEACHERS**

The Form Teacher is the first point of contact for the pupil each morning. This is a time when pupils are registered, absentee notes are collected and the pupil can discuss any worries or concerns they may have with their Form teacher. Each form class plans and presents a Year Assembly on a rota basis. Pupils are encouraged to use their talents and skills in a real sense. Themes for assembly are decided taking into account the Liturgical calendar.

The Form Teacher is also the first point of contact for the parent. We encourage parents to contact the Form Teacher or Year Head if they have any concerns about their child's welfare or progress in school. Likewise, Form Teachers or Year Heads will contact parents if they have concerns about the pupils in their care.

**If a pupil fails to respond to strategies used to improve behaviour/attitude, he/she may be required to attend a meeting with the Board of Governors Disciplinary Committee.**

## **SUSPENSION**

This may be for a period of up to five days and, with approval of the Board of Governors, it may be extended to a maximum of forty-five days in any one school year. When a pupil is suspended, parents, the Chairman of the Board of Governors and the Education Authority are notified in writing.

Suspended pupils and their parents may be required to attend a meeting with the Principal, the Vice Principal, Year Head and the Chairman of the Board of Governors.

The outcome of the meeting may be:-

- (a) to re-admit the pupil subject to terms specified in writing

OR

- (b) to propose transfer of the pupil to another school (if another school can facilitate), an Educational Guidance Centre or other external establishments that can better meet the needs of a student who persistently fails to adhere to school rules and procedures.

The Principal may suspend/begin formal expulsion processes for students who in his/her opinion are guilty of very serious consistent breaches of discipline, such as the following:-

- physical assault
- fighting

- bullying
- destruction/vandalism of school premises/property
- destruction/vandalism of teacher's property
- verbal abuse of school staff
- severe disruption of class
- persistent disruption of class
- persistent abuse of school rules (eg. smoking, leaving premises without permission)
- Flagrant disobedience and refusal to accept direction
- Breaches of school's dress code
- Theft/damage of school/pupil's/teacher's/outside school property
- Possession of and taking of alcohol/illegal drugs in school
- Substance abuse
- Coming into school under the influence of alcohol/illegal drugs

## **EXPULSION**

Expulsions usually occur for one of two reasons:

- 'Single major incident' involving gross misconduct
- As a 'last resort', that is:
  - (i) where the school has taken all reasonable steps to avoid expelling a pupil
  - (ii) where allowing the pupil to remain in school would be seriously detrimental to the education and welfare of the pupil, or that of others in the school' (DE Circular No 10/94)

- Where an incident occurs which is clearly or may possibly be of a criminal nature, the police, parent/guardian together with Social Services must be consulted by the Principal and a suspension invoked immediately, pending arrangements being made for the consideration of an expulsion.

## **BREAKAGES, DAMAGE OR LOSS OF PROPERTY**

Parents will be required to pay the full cost of the following:

- school or library books - lost, defaced or otherwise damaged
- school equipment lost or damaged
- interference with fire equipment - fire bells, extinguishers, signs
- repair of damage to the school building and its furniture and fittings where this is the result of a pupil's behaviour
- replacement or repair of another pupil's or teacher's property which is lost or stolen.

# USE OF TEXT MESSAGING/COMMUNICATION WITH PARENTS



To ensure your child receives the best education, in a caring and safe environment, we ask for your support. A supportive home-school partnership is vital for all our pupils to succeed.



Please note that we may contact you through our text messaging service as a means of fast-track communication system. If you change your mobile contact details please let the school know as soon as possible.

Please follow updates on school website and our school Twitter account. For downloads and information relating to school curriculum/extracurricular events visit [www.stlouisgrammar.com](http://www.stlouisgrammar.com).



To help students and parents to monitor their individual homework schedule, the school hopes to introduce an on-line application to assist parents with the monitoring of their children's homework.