

Dominican College



Positive Behaviour Policy

Introduction

This policy reflects the Dominican College vision for “Inspiring, Motivating and Inspiring Learners” and the school’s mission to remain “Dedicated to Truth and Respect, Committed to Realising the potential of all”. Within the context of a purposeful learning community, and recognising the uniqueness of each individual, we aim to enable every pupil to reach her full potential: spiritually, academically, morally, socially and aesthetically. We work in partnership with parents and guardians and other relevant agencies to ensure that our pupils realise their full potential, becoming effective contributors to society.

In the tradition of our Dominican Founders:

- *We see* the school as a community centred on Christ and so our values are those of the Gospel.
- *We acknowledge* the dignity and uniqueness of each individual, made in the image of God.
- *We seek* to base our relationships on mutual trust and respect.
- *We strive* to create a harmonious and safe environment where the gifts of each will flourish.
- *We elicit* the co-operation of our students in the pursuit of truth in all its forms so that they will learn to make informed judgements.
- *We uphold* the ideals of generosity, freedom, tolerance and responsibility in all areas of daily life.
- *We remain* open to the wider world – willing to adapt but always maintaining our Christian values.

Rationale

In Dominican College, good behaviour is expected at all times and extends to travelling to and from school and representing the school on all occasions. As a school community we aspire to the highest standards of pupil behaviour and attainment. We see school as an extension of home and recognise that parental support is essential in promoting positive pupil behaviour and attainment. We believe that a clear and consistent understanding of expected standards of behaviour and known responses is essential. It is the school's practice to build effective partnership with parents to uphold the school vision and mission and ensure the best educational outcomes for our pupils.

Policy Aims

The policy aims to:

- Promote positive behaviour consistently throughout the school and create an environment where mutual respect will be fostered.
- Provide clear guidelines on expected positive behaviour and the consequences of engaging in inappropriate behaviour.
- Create a safe, supportive and inclusive environment for all members of the school community.
- Establish the conditions for high quality teaching and learning to flourish.
- Develop a culture of tolerance and respect for the ideas and feelings of others.
- Promote an inclusive learning community where individual differences are valued and respected.
- Enable pupils to develop personal responsibility, resilience, self-discipline and the skills of personal management.

Policy Objectives

The objectives of the policy are to:

- Promote a sense of collective responsibility for pupils' behaviour among all members of staff to ensure a consistent approach across the school.
- Ensure that all staff, pupils and parents are aware of positive behaviour expectations and to provide guidance on the rewards and responses available to promote such behaviour.
- Reward good behaviour and build a culture of praise and positivity.
- Encourage pupils to contribute positively to their own development, to the development of others and to the life of the school.
- Ensure that Subject Teachers, Class Tutors, Heads of Year, Heads of Department and Senior Leaders work in collaboration to promote positive behaviour among pupils.
- Provide a clear procedure and structure for responding to both positive behaviour and instances of inappropriate behaviour.

Procedures to ensure Positive Behaviour

The school will have procedures in place for responding to positive behaviour, including recognising and rewarding pupils who exhibit positive behaviour. The school will also have a procedure in place for responding to inappropriate behaviour, including providing responses that are fair, consistent, and proportionate to the behaviour. (See Appendix 1 [Pupil Code of Conduct 2025-26] and Appendices 2 and 3 for further details.)

In Dominican College, consistent cultures are established by all members of the school community, promoting excellent standards of behaviour. Each member of the school will demonstrate this as outlined below:

ROLES AND RESPONSIBILITIES

Board of Governors	The Board of Governors will: • Oversee, approve and regularly review the school Positive Behaviour Policy. • Consult the Principal, staff, pupils and parents in the development of this policy and consider all relevant guidance given by the Department of Education and the Education Authority. • Support the Principal and Staff in exercising their responsibilities to safeguard pupils and staff and create an environment that is conducive to successful teaching and learning. • Delegate the promotion of positive behaviour, as well as the responses to all behaviours, to the Principal and Staff of the school. • Apply the school's Suspension and Expulsion Policy if required. (A pupil may only be expelled by the Board of Governors, in accordance with the policy.)
Principal	The Principal will: • Uphold the school vision and mission statements through the implementation of the Positive Behaviour Policy. • Have overall responsibility for promoting positive behaviour among pupils, encouraging respect for self and others. • Apply the school's Suspension and Expulsion Policy if required. (A pupil may only be suspended by the Principal, in accordance with the policy.)
Vice-Principal (Pastoral Care)	The Vice-Principal will: • Be responsible to the Principal for the welfare, discipline and pastoral care of pupils. • Lead and support Heads of Year to implement the Stepped Approaches to both Rewards and Consequences, to ensure the highest standards of pupil behaviour. • Oversee the pastoral programme ensuring that the Schemes of Work include lessons which focus on promoting respect and positive behaviour. • Keep the Principal informed of serious breaches of discipline. • Lead Heads of Year in celebrating pupil achievement, advising on Merit Awards and overseeing their presentation.
Key Stage Leaders (Senior Teachers)	Senior Key Stage Leaders will: • Provide advice and support to Heads of Year and Heads of Department to uphold school values and expectations of behaviour.

	• Display a supportive, advisory role, demonstrating a consistent, respectful approach to pupils, parents and staff. • Be a visible presence around the site, especially at changeover times/ breaktime/lunchtime/ after school and in particular to greet pupils at the beginning of the day. • Celebrate pupils whose effort goes above and beyond expectations • Regularly share good practice and support teachers in managing pupil behaviour. • Support Heads of Year and Heads of Department in implementing the Stepped Approach to both Rewards and Consequences, ensuring positive pupil engagement. • Address serious breaches of discipline, or pupils displaying a seriously concerning attitude to schoolwork, following referrals from Heads of Year; • Use behaviour data to target and assess school wide behaviour policy and practice.
Heads of Department	Heads of Department will: • Be a visible presence in the Department and set high expectations of pupil behaviour in the department to ensure positive pupil engagement and conduct. • Provide support to Subject Teachers in addressing any instance of inappropriate pupil behaviour. • Display a supportive, advisory role, demonstrating a consistent, respectful approach to pupils, parents and staff. • Liaise with Heads of Year or Senior Teachers to implement the Stepped Approach to engage pupils in positive behaviour.
Heads of Year	Heads of Year will: • Have overall responsibility for pupil welfare and well-being in their year group. • Provide support to Class Tutors in implementing the Stepped Approach to ensure positive pupil engagement. • Display a supportive, advisory role, demonstrating a consistent, respectful approach to pupils, parents and staff. • Promote the implementation of the Positive Behaviour Policy, including high standards of behaviour, attendance, punctuality and uniform. • Address issues of behaviour or attitude which persist after intervention by the Class Tutor has been implemented. • Record incidents of misbehaviour and consequences applied, in line with school policy. • Adopt a supportive, restorative approach when dealing with any instances of disagreement or conflict between pupils and staff and/or among pupils. • Regularly celebrate pupils whose efforts go above and beyond expectations. • Encourage the use of Positive Notes and Positive Communication by Class Tutors. • Use behaviour data to target and assess interventions. • Engage with parents to ensure behaviour expectations are realised.

Class Tutors	Class Tutors will • Act as a role model for pupils, demonstrating personal integrity, high quality pastoral care and monitoring of pupils. • Have regular contact with pupils in their Tutor Class, building strong, positive working relationships, setting high expectations for behaviour. • Address any inappropriate behaviour by pupils in their Tutor Class, following referrals from other staff. This will include all matters relating to: ➤ Uniform; ➤ Submission of Homework, Coursework etc.; ➤ Poor attendance and/or punctuality; ➤ Lack of effort; ➤ Anti-social behaviour. • Monitor pupil behaviour and achievement using SIMS Behaviour Manager and discuss the record with each pupil on a regular basis. • Discuss the Code of Conduct as published in the homework diary, reminding pupils of their responsibilities and possible consequences. • Make referrals to the Head of Year where strategies to address inappropriate behaviour are unsuccessful.
Subject Teachers	Subject Teachers will: • Treat pupils with respect and dignity at all times, modelling positive behaviour and building constructive relationships. • Take a proactive approach in helping to maintain order on the corridors and school grounds, addressing any incidents of inappropriate behaviour. • Greet pupils at the beginning of every class. • Set high expectations for pupils' behaviour and be responsible for managing behaviour in all their classes. • Plan lessons that engage, challenge and meet the needs of all learners. • Use effective classroom management techniques to promote behaviour that is conducive to successful learning among all pupils in the class. • Be responsible for addressing matters such as: ➤ Failure to produce homework, Coursework etc.; ➤ Failure to attend for assessments and/or controlled assessments; ➤ Poor punctuality to class; ➤ Lack of effort; ➤ Anti-social behaviour. • Address any inappropriate behaviour by pupils in their class, remaining calm and engaging pupils in reflective dialogue. • Refer to the Class Tutor when classroom management strategies have proven to be unsuccessful. • Use SIMS to record incidents and sanctions and/or support strategies, as necessary. • Operate the school and subject merit/demerit procedures.

Parents / Guardians	Parents / Guardians will: • Support school staff in maintaining high standards of behaviour. • Have the opportunity to express their views and be confident that their daughter will be treated fairly and with respect by school staff. • Be informed of any issues related to their daughter's behaviour or attendance. • Ensure that their daughter: ➤ attends school regularly; ➤ arrives punctually to school; ➤ wears the full school uniform; ➤ abides by the Pupil Code of Conduct; ➤ shows respect to all members of the school community. • Be invited to participate in parent-teacher conferences or meetings to discuss their daughter's progress and behaviour. • Be encouraged to support their daughter's learning and development by: ➤ Encouraging positive behaviour at home; ➤ Monitoring their daughter's homework and attendance; ➤ Communicating with teachers regularly; ➤ Supporting the school's Code of Conduct and responses to breaches of this code. • Attend all parent-teacher meetings and information / induction sessions.
Pupils	Pupils will: • Demonstrate respect for themselves, others, and the school community by: ➤ Valuing courtesy, consideration, and kindness to all members of the school community; ➤ Meeting expectations of high standards of behaviour both inside and outside school; ➤ Behaving respectfully towards staff, sixth-form prefects, and visitors; ➤ Following instructions given by teaching staff, ancillary staff, and sixth-form prefects; ➤ Showing thankfulness to teachers by standing at the end of every class and leaving the classroom in an orderly manner. • Take responsibility for their own learning and behaviour by: ➤ Arriving on time for class, fully prepared with all necessary materials; ➤ Safely travelling around the school, always behaving in a way that does not compromise the safety, learning, or well-being of others. • Prioritise their own safety and the safety of others by: ➤ Adhering to health and safety guidelines and procedures; ➤ Reporting any incidents or concerns to a teacher or member of staff. • Be provided with opportunities to give their views and provide feedback on aspects of the Positive Behaviour Policy.
Sixth-Form Prefects	Sixth-Form Prefects will: • Set a positive example for younger pupils through their behaviour, attitude, uniform

	and work ethic. • Assist with supervision of pupils on school buses and at other times around school as required. • Report concerns about pupils to Senior Staff. • Become involved in school well-being initiatives and contribute to the preventative curriculum, promoting and supporting positive behaviour.
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Monitoring Pupil Behaviour

The school will monitor pupil behaviour through:

- Observation and feedback from teachers.
- Behaviour data collection and analysis.
- Regular parent-teacher conferences.
- Communication through Heads of Year.

Review and Evaluation of the Policy

The school will evaluate the effectiveness of this policy through:

- Regular reviews and updates.
- Feedback from pupils, parents, and staff.
- Data analysis and evaluation.

Consultation and Participation

This policy has been developed by the Board of Governors, following consultation with the Principal, pupils, parents/guardians and staff.

Pupil consultation involved:

- Discussion with student council (Draft policy was distributed to the student council and feedback invited)

Parents/Guardians consultation involved:

- All Parents/Guardians received a copy of the draft policy via ParentMail and feedback was invited.

Staff consultation involved:

- Discussion with Heads of Year and Senior Teachers
- Representative members of staff were involved in writing the policy through the Positive Behaviour Working Party.

Links to Other Policies

This policy should be read in conjunction with the wider pastoral care and safeguarding suite of policies. In the development and implementation of this Positive Behaviour Policy, and to ensure consistency, the Board of Governors has been mindful of the related policies including:

- ✓ Pupil Code of Conduct
- ✓ Pastoral Care Policy
- ✓ Safeguarding and Child Protection Policy
- ✓ Mobile Phone Policy
- ✓ Health and Safety Policy
- ✓ Educational Visits Policy
- ✓ E-Safety Policy and Acceptable use of Internet Policy
- ✓ Anti-Bullying Policy
- ✓ Medication and Drugs Policy
- ✓ Suspensions and Expulsions Policy

Approved by:	Mrs Sheila Crea (Chair of governors)
Date:	June 2025
Last reviewed on:	
Next review due by:	

This policy will be reviewed regularly and amended as appropriate in accordance with any relevant DENI circulars.

DOMINICAN COLLEGE



PUPIL CODE OF CONDUCT AND SCHOOL PROCEDURES

CODE OF CONDUCT 2025-26

Good behaviour is expected at all times and extends to travelling to and from school and representing the school on all occasions.

Common courtesy promotes good relationships within the school. Pupils should therefore:

- Set high standards of behaviour for themselves both inside and outside school, particularly when in school uniform.
- Show courtesy, consideration and kindness to all members of the school community, both pupils and staff alike.
- Behave respectfully, standing aside, holding doors and greeting staff and visitors politely.
- Follow instructions given by teaching staff, ancillary staff and sixth form prefects.
- Arrive on time for class and have all homework, books and equipment required for the lesson.
- Offer an explanation for late arrival to class.
- Stand at the end of class, thank the teacher and leave the room in an orderly manner.
- Raise hands to attract the teacher's attention.
- Move promptly and quietly around the school in single file, keeping to the left-hand side of corridors. In the interest of safety pupils are reminded that they must not run at any time.
- Behave in such a way that the learning and well-being of others is not compromised.

It is the responsibility of every pupil to contribute to the good order of the school and the environment by treating all property with care and respect.

- Textbooks must be kept in good condition and returned to the Subject Teacher at the end of the school year. Failure to do so will incur a charge.
- All school property, pupil planner, homework notebooks, textbooks and school bags must be free of inscription and graffiti.

Pupils are advised not to bring large sums of money or valuable items to school. The school cannot accept responsibility for the loss of money or personal property.

The following items are not permitted on the College premises:

- Alcohol, cigarettes, matches, lighters, vapes and aerosols.
- All illegal substances and/or any items that may cause injury to any person.
- Chewing gum and all forms of high sugar/caffeine "energy drinks".
- Smartwatches or any other internet enabled device not covered in the BYOD policy.

Note: Mobile devices (e.g., tablets, laptops, air pods, etc.) may only be used in school with prior consent, under the supervision of a member of staff and after the Acceptable User's Agreement section of the Bring Your Own Device (BYOD) Policy has been signed and returned to the College. Any pupil who does not adhere to the above will have her mobile device placed at Reception for safe keeping until it is collected by a parent or guardian. The BYOD initiative is currently open to all pupils.

SCHOOL PROCEDURES

General

- The Year Head is the person with whom **all** contact should be made regarding a pupil's academic or pastoral welfare.
- Year Heads will meet with parents on an appointment basis only.

- Confidential or personal matters should be addressed to the Year Head.
- General queries should be directed to the school Reception.
- Requests to leave school early must be forwarded to the Year Head, preferably, at least 24 hours beforehand, either by e-mail or by using the 'Permission to Leave School' section in the pupil's Pupil Planner (Only in exceptional circumstances should medical or dental appointments be made within the school day).
- Parents should check the Pupil Planner every day. Parents may use the space provided in the planner to comment briefly on any matter relating to school or to write a short note to subject teachers. They should check the sections relating to: Detention Record; Target Setting and Progress Record.
- Parents should check the SIMS ParentApp at least weekly, for updates on attendance and other information.
- Parental attendance at the annual Parent Teacher meeting is essential.

E-safety

By signing the Code of Conduct pupils and parents are also agreeing to abide by the School's E-safety Policy (available from the School's website). The E-safety Policy is an all-inclusive policy and applies to **ALL** key stakeholders. Specific mention in the Code of Conduct is given to:

Mobile Phones - For the purpose of Child Protection/Safeguarding:

- Pupils are **not permitted** to use a mobile phone on school premises after their arrival in school and before the end of the school day.
- Pupils are **not permitted** to use a mobile phone inside the school building at any time.
- Any pupil who brings a mobile phone to school must ensure that it is switched off and kept out of sight throughout the school day.
- Should a parent/guardian wish to contact a pupil or vice versa, this must be done via Reception.

Any pupil who does not adhere to the above rules will have their phone placed at Reception for safe keeping. Parents will be contacted and asked to sign for and collect the phone at their convenience.

Photos/Videos/Audio Recordings -For the purpose of Child Protection/Safeguarding:

- Pupils are **not permitted** to take photographic images (including video images) or make audio recordings in school at any time unless given express permission to do so by a teacher and only then using equipment provided by the school.
- Pupils found to have taken photographic images (including video images) or audio recordings in school for any reason without permission may be subject to a suspension.
- Any images taken on the school premises must be deleted/destroyed in the presence of senior staff before the camera/phone is taken off school premises.

Social Networking - For the purpose of Child Protection/ Safeguarding:

- Pupils are not permitted to engage with or access any social networking site while on school premises.
- Pupils must not make any derogatory, defamatory, rude, threatening or inappropriate postings about the school, or anyone (e.g., other pupils, staff, governors, volunteers, visitors etc.) connected to the school.

Note that, 'postings' refer to ALL types of content on social media sites including (but not exclusively) text, photographs and video.

If a member of staff has any suspicion that a mobile device has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff, who will be required to make contact with the Safeguarding Team.

The school accepts no responsibility for loss, damage or theft of mobile phones or devices.

In the event that a pupil breaks the above regulations parents/guardians will be contacted and the pupil may be subject to one of the sanctions outlined later.

Lunch Arrangements

- Requests for a 'lunchtime pass' for a pupil should be made in writing to her Year Head.
- Only pupils who have obtained a lunch pass may leave the premises at lunchtime.
- All other pupils must take their lunch in the designated area.

Reason for Absence

The Department of Education requires a **written** 'Reason for Absence' following a period of non-attendance at school. This should be in the form of an email or alternatively a written note placed in a sealed envelope. If this is not provided, the school is obliged to record the absence as 'unauthorised' and this will appear on the pupil's attendance record. Parents may phone the school reception in the event of a pupil's absence, **but this must be followed-up with a written explanation.**

ParentMail & SIMS ParentApp

The school uses ParentMail and SIMS ParentApp to communicate with parents/guardians via text and e-mail. Parents/Guardians are required to register on-line for both services.

Access to School Grounds

In the interests of Health and Safety, pupils who travel to school by car or taxi should be dropped off outside the school gates or on the driveway at the Sports Hall. Parents/guardians are asked not to use either the main entrance on Fortwilliam Park or the driveway on Somerton Road when leaving pupils to school. Pupils who travel home by car or taxi should be picked up outside the school gates. Access to the driveway at the Sports Hall is restricted to 'special' buses only in the afternoon. Pupils may not park in the school grounds.

Visitors

All visitors to the school are required to enter the building via the Atrium and report to Reception; they may not access classrooms directly. Parents/Guardians must phone the school to arrange an appointment if they wish to speak with their daughter's Year Head. Please note: Parents/Guardians cannot be seen without an appointment.

Attendance and Punctuality

It is essential for pupils to attend school regularly. It is the responsibility of parents /guardians to ensure that their daughters attend school regularly. Any absence must be for a very good reason. Parents/ Guardians must ensure that a written reason for absence is provided to the Year Head on the pupil's first day back at school. Pupil attendance is recorded on the end of term/year reports. Where the rate of absenteeism is deemed to have had a detrimental effect on academic progress, it may be considered necessary for a pupil to repeat the academic year.

The following routine should be adhered to:

- Pupils should be present in the college from the start of registration until the end of the school day.
- Pupils who arrive in school before registration must remain on the school grounds and not leave the premises for any reason.
- It is the responsibility of all pupils who arrive in school after registration, to sign the appropriate late book and proceed immediately to class; otherwise, they may be marked absent for that day/session.
- Pupils must attend class punctually as set out in the timetable.
- Late arrival to school must be explained to the Year Head in writing.
- Pupils who have been given permission to leave school early must report to Reception and sign the appropriate book before leaving.
- Pupils in Years 8 – 12 will receive demerits for poor punctuality.
- Pupils in Years 13 – 14 will lose their early release for poor punctuality.

Temporary Absence from Class

- All appointments should, as far as possible, be made outside school hours.
- In case of sickness, pupils may, with their Class Teacher's permission, leave class and report to Reception. If the sickness is such that a pupil must return home, parents will be contacted by the School Office. Pupils must not contact parents/guardians directly.
- If a pupil needs to be excused for any reason during school hours, a written request should be made by parents and presented to the Year Head, in a timely manner, who will authorise the leave of absence.
- No pupil may ever leave the school without the consent of the Year Head. Only pupils who have been issued with a lunch pass may leave the school premises at lunchtime.

Homework

Homework is crucial to academic progress; therefore, details of all homework should be consistently and neatly recorded by pupils in their Pupil Planner. Below are some guidelines with regard to approximate time to be spent on homework/independent study:

Year 8/9 pupils	approximately 8-10 hours per week
Year 10 pupils	approximately 10-12 hours per week
Year 11/12 pupils	a minimum of 12 hours per week
Year 13/14	a minimum of 15 hours per week

Uniform

All pupils are expected to attend school in the College Regulation Uniform as stipulated below. All uniforms should be clearly labelled. The school is not responsible for items lost.

Please note: The PE uniform, as outlined below, must only be worn during PE lessons, or school trips /school events, as permitted by school authorities.

Year 8 - 12 Regulation Uniform

Regulation green school blazer with school crest
Regulation school tunic with school crest
(knee length)
Green regulation sweater with school crest
Regulation striped blouse or
White blouse and regulation tie
Black tights and black shoes

P.E. Uniform

Regulation O'Neill's Dominican
College Training/Ruby top or
white polo shirt.
Regulation O'Neill's Dominican
College Shorts/Skort/Regulation
Green Shorts/Dominican
College black leggings.
White sports socks
Non-marking sports trainers
Optional: Regulation O'Neill's Dominican College Half Zip squad
top/ Regulation O'Neill's Dominican College Hoodie
(no other plain or branded sweatshirts, hoodies or tops are
permitted)

Sixth Form Only

Regulation black blazer with school crest
Regulation green pleated school skirt (below knee)
Regulation black sweater with school crest
Regulation striped blouse or white blouse and regulation tie
Black tights and black shoes

NOTE: Pupils are not permitted to make alterations to any part of their uniform. Any pupil who does so will be in breach of the school's Code of Conduct and will be subject to the disciplinary process.

- All pupils **must** wear the full school uniform, including a regulation blazer, to and from school every day.
- School shoes **must** be black and flat (stockists will have samples of acceptable shoes).
- Pupils may wear one pair of small plain earrings in earlobes only and a watch; no other jewellery should be worn. Other body piercing is **not permitted** in school.
- Hair should be neat, tidy and when tied back, a black or green band should be used. Braiding, beading and other exaggerated styles or colouring **are not permitted** in school.
- Pupils may wear the regulation school scarf or a plain black scarf and/or black gloves.
- Non-regulation scarves and jewellery will be placed at Reception for safe keeping until collected by a parent or guardian.
- Pupils are **not permitted** to wear makeup, coloured nail polish, false/gel nails, false eyelashes or tanning products.
- Only badges issued or awarded by the school may be worn with the school uniform.

Schoolbags

Proper school bags sufficiently large to carry books and equipment should be used.

Promoting Positive Pupil Behaviour and Pupil Attainment

We see school as an extension of home and believe parental support is essential in promoting positive pupil behaviour and pupil attainment. It is the school's practice to involve parents if and when issues regarding behaviour or attitude to work become evident.

Each pupil is provided with a Pupil Planner, which includes a Detention Record, to help parents and staff monitor all aspects of behaviour and commitment to study.

Good behaviour and attitude to work is encouraged at all times. A Merit System (Year 8 – 12) which rewards positive efforts runs parallel to the Disciplinary Process. Pupils are encouraged, both individually and collectively as e.g., a Class Group, to strive for the rewards offered by this system. Certificates will be awarded for the categories Bronze, Silver and Gold.

Within the classroom, unacceptable behaviour, failure to comply with school rules or contravention of the Code of Conduct will merit a sanction depending on the severity of the infringement.

The following is a list of examples (which is not exclusive) of possible sanctions which may be imposed by the teacher:

- Verbal reprimand
- Change of seat
- Extra work
- Note in Pupil Planner
- Demerit on Behaviour Record
- Lunch-time detention.

Details of demerits and detentions are outlined in the Detention Record in the Pupil Planner.

In general, where the school authorities deem that a pupil lacks serious application to study, has an unacceptable attendance pattern, displays unacceptable behaviour or infringes school rules, a series of sanctions may be imposed, including (but not exclusively):

- Detention (may include detention outside normal school hours).
- Attend school on a Non-Teaching day.
- Put on Report/Behaviour Plan.
- Temporary removal from class.
- Permanent change of class.
- Withdrawal of privileges e.g. (but not exclusively) participation in school trips or removal of early release for Year 13 and 14 pupils.
- Suspension.
- Repetition of academic year.
- Loss of place in Dominican College.

The Principal reserves the right of Suspension in the event of a serious or persistent breach of school rules. Offences (in line with EA guidelines) which will incur suspension include:

- Possession/abuse of alcohol or illegal substances.
- Bullying.
- Use of physical violence.
- Verbal abuse of another pupil.
- Disruptive behaviour in class.
- Behaviour that is likely to cause injury to themselves or others.
- Persistent infringement of school rules.
- Damage to property belonging to the school, staff or other pupils.
- Stealing.
- Verbal abuse of staff.
- Use of a camera or video/audio recording equipment.

Library/Study Hall (Year 13 and 14 Pupils)

- Pupils must go to the study hall or senior library as directed when not attending a timetabled class.
- Pupils must arrive promptly and remain there for the duration of the period.
- Supervisors should be treated with courtesy at all times and pupils must always seek their permission before leaving the room.
- If a pupil is in the Library/Study Hall last class, it is her responsibility to ensure that she is registered by the supervisor.
- Pupils must respect the rights of their peers to work in a quiet environment.
- In accordance with school policy, mobile phones, air pods and similar devices may not be used.
- Pupils who do not observe the rules will be denied access to the Library/Study Hall facilities.

Educational Visit Code of Conduct

In order to ensure a safe and successful trip, and maximise the educational experience and enjoyment of all concerned, pupils are expected to comply with the code of conduct as set out below:

1. Pupils must behave at all times in a manner that reflects the high standards and ethos of Dominican College. While on an Educational Visit, each girl is an ambassador for the College and should behave accordingly. Pupils are expected to:
 - a. Behave at all times in a manner which reflects positively on themselves, their party and the school.

- b. Abide by the laws, rules and regulations of the country/places visited.
- 2. Pupils must adhere strictly to all guidelines/instructions as indicated by staff throughout the trip. These include:
 - a. Observe normal school rules as detailed in the school's Code of Conduct
 - b. Cooperate fully with teachers and instructors at all times.
 - c. Fulfil any tasks or duties set prior to and during the visit.
 - d. Be punctual at all times.
 - e. Participate fully in all activities and sessions during the trip.
 - f. Not leave group sessions/venue/accommodation without the permission of a teacher
 - g. Always return to the meeting point/accommodation at agreed times
 - h. Be in groups of not less than three pupils if granted unsupervised time.
 - i. Be considerate, courteous and respectful to everyone they come in contact with throughout the visit.
 - j. Respect the privacy of everyone they come in contact with throughout the visit.
 - k. Refrain from behaviour that may inconvenience others.
 - l. Respect all requests made by teachers and accompanying adults.
 - m. Report all accidents or illnesses to a member of staff.
 - n. Observe the dress code as specified by the group leader.
 - o. Consult with school staff if in doubt about any issue.
- 3. Under no circumstances may pupils smoke/consume, purchase or be in the possession of cigarettes, vapes, alcohol or illegal drugs. This includes the purchase of such items as presents.
- 4. Pupils are responsible for their own personal property. The staff and Board of Governors of Dominican College do not accept liability for the loss or theft of personal property. Valuable items should not be taken on an educational visit.
- 5. In respect of non-residential visits, pupils must adhere to the school's normal regulations regarding the use of mobile phones for the duration of the visit.
- 6. In respect of residential visits, pupils must:
 - a. Only use a mobile phone at times specified by accompanying staff.
 - b. Never leave their bedroom after 'lights out'.
 - c. Not enter another pupil's bedroom without permission from school staff.
 - d. Keep their bedroom tidy.
 - e. Never invite any person into their bedroom who is not a member of the school party.
- 7. Due to the number and age range of pupils participating in the trip, it may be necessary to restrict certain privileges normally enjoyed at home.
- 8. In the event of a serious breach of the Code of Conduct, a pupil may be required to return home from the trip earlier than scheduled. Should this be the case, parents/guardians will be responsible for making the necessary arrangements and the associated costs.

*Note: A copy of the current **Code of Conduct and School Procedures** document is available on the school's website.*

Rewards

It is the aim of the school to promote and encourage the highest standards of behaviour. Therefore, pupils who exhibit positive behaviour will be recognised and rewarded through:

- Positive notes, merits or comments from teachers.
- Star Pupil awards or recognition in School Assemblies and/or Social media
- End of Term Awards ceremonies.
- Positive Telephone call from HOY/SLT.
- Prizes
- Special events or privileges
- Attendance Awards

Some ExamplesPositive responses to 'Over and Above' behaviours

These are behaviours which go beyond the Code of Conduct e.g. pupil helps member of the school community without prompting.

Pupil may receive:

- A Merit
- Positive Note
- Alert to Head of Year/SLT
- Call/ email home

Positive responses to 'Noticing the unnoticed'

These are targeted at pupils who are not recognised for their solid contribution to school life e.g. pupil receives very few demerits; consistently meets targets and/or follows the Code of Conduct consistently.

Pupil may receive:

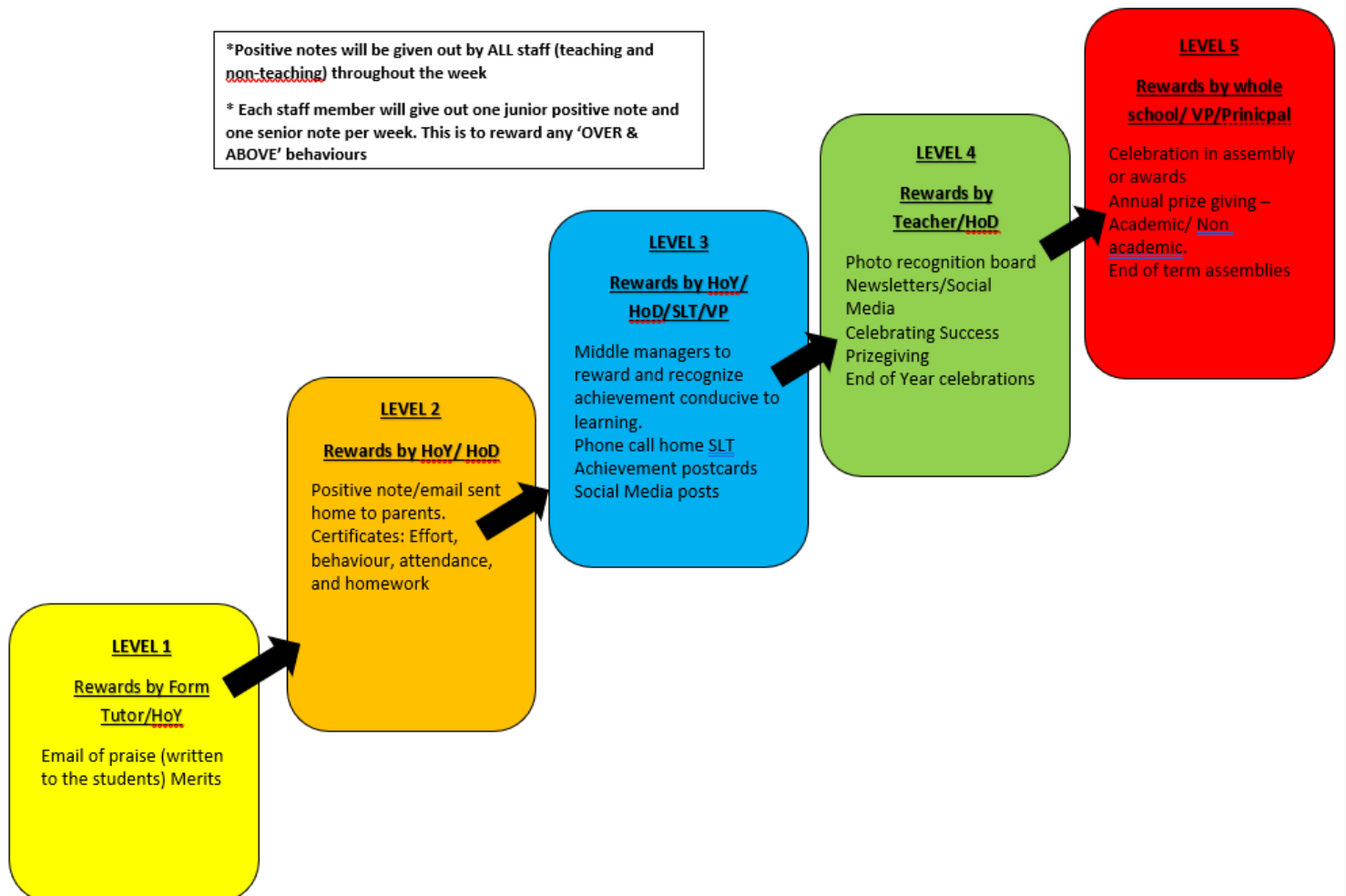
- A Merit
- Positive Note
- Alert to Head of Year/SLT
- Call/ email home
- Treat day
- No homework
- Prize from form tutor

Positive responses to consistent academic achievement and/or effort

This is aimed at those pupils who work consistently, meeting all deadlines and following instructions.

Pupil may receive:

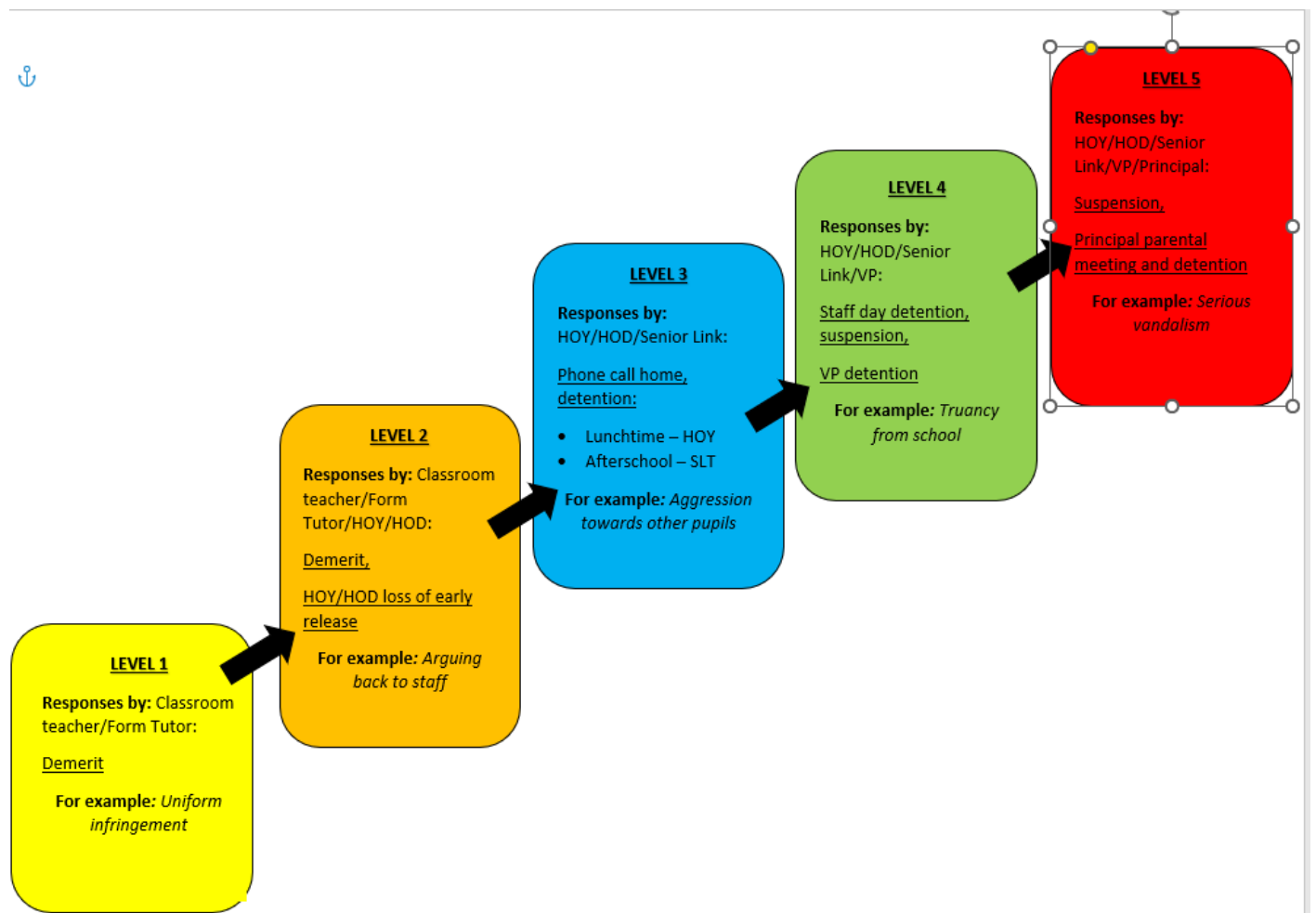
- Award at Assembly or Prizegiving ceremony
- End of year rewards ceremony
- Social media
- Treat day
- No homework
- Prize from form tutor
- Hot chocolate Friday (This will vary according to department/ year group)
- Prize from Form Tutor



All pupils and staff have the right to work in a safe, dignified and respectful environment. Any pupil whose behaviour falls below the high standards expected in Dominican College will be subject to a consequence. These are necessary responses to undesirable and inappropriate behaviour. The school will employ a graded and cumulative process of sanctions which are fair, consistent and proportionate. Dominican College uses the following sanctions:

- Verbal reprimand or warning
- Change of seat
- Extra work
- Note in Pupil Planner
- Demerit on Behaviour Record
- Lunch-time detention.
- After School Detention
- Saturday Detention
- Attend school on a Non-Teaching day.
- Put on Report/Behaviour Plan.
- Temporary removal from class.
- Permanent change of class.
- Withdrawal of privileges e.g. (but not exclusively) participation in school trips, representing the school as part of a sports team, or removal of early release for Year 13 and 14 pupils.
- Remuneration for damage to property of another pupil or staff member or school property
- Disciplinary Meeting with Head of Year, Senior Teacher, Vice-Principal or Principal.
- Suspension.
- Repetition of academic year.
- Expulsion - Loss of place in Dominican College.

It should be noted that there may be circumstances where, following an incident of misbehaviour, school authorities deem it appropriate for the pupil to be taken home from school. This response is not intended as a punishment but instead aims to de-escalate the situation or to allow the pupil some time to decompress and reflect. In such an instance, parents will be contacted and school staff will agree with them that they will come to the school and take the child home.



Some worked examples of school responses to incident of misbehaviour are outlined below. This is not an exhaustive list and each situation may require the responses to vary.

*Bullying behaviours will be addressed through the Anti-Bullying Policy

**Mobile phone misuse will be addressed through the E-safety and Safeguarding policies

Responses to Uniform Infringements:	- In the first instance, the pupil will receive a demerit and a warning to wear the full school uniform to school the following day. - Repeated uniform infringements will result in contact with parents who will be asked to bring the uniform to school for the pupil to change or, alternatively, to take the pupil home and return them to school in the full regulation uniform.
Responses to smoking or vaping in the school:	- Parents will be contacted and asked to take the pupil home. - Pupil will complete a Senior Leadership Detention after school. - Repeated instances of vaping may result in more severe consequences and possibly suspension.
Responses to risky behaviour in school:	- Parents will be contacted and asked to take the pupil home. - This strategy can be used to de-escalate a situation and/or keep the pupil, and others around the pupil safe.
Responses to verbal abuse in school:	- Parents will be contacted and asked to take the pupil home. - This strategy can be used to de-escalate a situation and/or keep the pupil, and others around the pupil safe. - Verbal abuse may result in suspension.
Responses to physical assault in school:	- Parents will be contacted and asked to take the pupil home. - This strategy can be used to de-escalate a situation and/or keep the pupil, and others around the pupil safe. - Physical assault will result in a suspension.
Responses to disrespectful behaviour to others:	- Head of Year/Senior Teacher will facilitate restorative conversations between two parties as appropriate. (This will involve a reflection on what happened and the impact on the other party. There will be an agreed way forward and a commitment to building a positive working relationship.) - Parents will be asked to support the restorative approach through conversations at home. - Pupil and teacher may be facilitated to reach a positive resolution (teacher-pupil) - Sanctions may be applied if appropriate

The following lists outline examples of possible instances of pupil misbehaviour. Each list is ordered in increasing seriousness, but is not exhaustive.

Attendance and Punctuality

1. Repeated late arrival to class or school
2. Failure to attend class (or assembly/registration) without permission
3. Truancy from school

Academic Matters

1. Repeated failure to bring books or equipment
2. Repeated failure to complete work/homework/coursework
3. Plagiarism/Copying school work
4. Cheating in an internal school examination
5. Plagiarism/Copying in coursework/ controlled assessment
6. Malpractice in a public examination

School Rules and Regulations

1. Use of mobile phone in school, during the school day
2. Uniform Infringement
3. Breach of school E-Safety/Acceptable use of the Internet Policies
4. Possession of Smartwatches or any other internet enabled device not covered in the BYOD policy.
5. Possession of Chewing gum and all forms of high sugar/caffeine “energy drinks”.
6. Smoking/Vaping in school
7. Possession of offensive/dangerous item e.g. alcohol, cigarettes, matches, lighters, vapes and aerosols.
8. Bringing the school into disrepute (including online)
9. Possession of, supplying or selling illegal drugs
10. Use of dangerous item

Relationships with Peers (either face-to-face or online)

1. Name calling
2. Wilful Exclusion or Isolation of a pupil
3. Hurtful Teasing/comments
4. Use of foul language
5. Use of offensive gestures
6. Aggressive behaviour towards another pupil
7. Taking photos, audio recordings or videos of a pupil or pupils
8. Posting images of pupils online
9. Physical fighting (Hitting, slapping, kicking, hair pulling)
10. Physical attack resulting in injury
11. Possessing or sharing offensive or illegal images

Relationships with Staff

1. Repeated interruptions of teacher in class
2. Repeated disruption of class
3. Disobeying instruction from a staff member
4. Rudeness to or arguing with staff
5. Lying to staff
6. Verbal abuse of staff
7. Online abuse of, or defamatory comments about staff
8. Taking photos, audio recordings or videos of staff
9. Physical assault on staff

Property and Possessions

1. Dropping litter in school
2. Behaviour which puts themselves or others at risk
3. Failure to stop or report any misconduct by other pupils
4. Theft
5. Wilful damage to another person's property
6. Wilful Damage to school property
7. Deliberately setting off school fire alarm