



# Promoting Positive Behaviour

August 2018

## INTRODUCTION

Developing good relationships and positive behaviour within school and the wider community is essential in creating an environment which will allow effective teaching and learning to take place.

Where young people feel included, respected and valued they are more likely to emerge as confident, resilient and positive individuals.

The staff of Queen Victoria School have a commitment to developing **positive** relationships and using **positive** strategies to **promote** positive behaviour.

- A consistent approach to behaviour management, learning and teaching
- Strong school leadership
- Classroom management, promoting positive learning
- A range of rewards and sanctions
- Behaviour strategies and the teaching of good behaviour
- Staff development and support
- Pupil support systems
- Liaison with parents and other agencies
- Managing pupil transitions
- Organisation and facilities in the school
- Boarding Houses supporting role in promoting positive behaviour

Teachers promote positive behaviour through:

- Good relationships
- Praise
- Regular encouragement
- Positive feedback
- Nomination for reward
- Celebrating success

The school promotes positive behaviour through:

- A consistent approach
- A positive ethos based on school values
- Allowing appropriate privileges to all pupils
- Rewarding achievement

Nevertheless, challenging and disruptive behaviour does occur and the aim of QVS is for such behaviour to be dealt with appropriately.

## SUPPORT

Support is an integral part of the learning process and will always be the approach favoured by QVS staff.

To monitor and assist with improving behaviour, Tutors, House staff and SLT, in liaison with Pupil Support, may use the following:

GREEN	:	Prep Card
YELLOW	:	Tutor Card
BLUE	:	House Card
ORANGE	:	SLT Card
SUPPORT CARD		
TARGET CARD		

Key influences on behaviour have been identified as follows:

- Expectations of the pupils
- Expectations of staff, in particular, the role of support staff
- Expectations of parental support and involvement

Each department can make a very significant contribution to the positive behaviour in the school by:

- Good classroom management
- Well prepared lessons matching the needs of all pupils
- Taking an interest in pupils as individuals
- Creating a climate of mutual respect between teacher and pupil
- Establishing and displaying rules for behaviour in each class

### **Expectations of pupils**

Pupils should:

- Arrive on time with the necessary books and equipment
- Listen carefully and follow instructions at the first time of asking
- Ask for help when unsure
- Hand prep in on time and present it neatly
- Follow all safety rules at all times
- Show respect and consideration for others and their property
- Not eat or drink in class with the exception of bottled water

### **Expectations of staff**

Teachers should:

- Arrive on time and not leave class unnecessarily
- Keep an accurate register of attendance for each class
- Ensure that work is at an appropriate level to meet the needs of all pupils
- Have high expectations of pupil work and behaviour
- Use praise appropriately
- Be consistent in their application of rewards and sanctions

The emphasis is at all times on promoting positive behaviour and providing support. Consequences of poor choices are emphasised and sanctions exist to reinforce this.

The school uses a 3 Staged approach to encourage positive behaviour:

- 1) **Universal** - approach used on all pupils
- 2) **Focussed**  
where individual needs are not being met by Universal Support
- 3) **Targeted**  
concerns continue and at this stage a young person will be FORMALLY placed on the GIRFEC REGISTER for more concentrated support

See **Document 2 - Flow Chart - 'Staged Approach to Developing Positive Relationships'**  
**Document 3 - 'Positive Behaviour, Positive Relationships'**

The suite of 3 documents make up the QVS approach to Positive Behaviour.

## SANCTIONS

### CLASS

Warning  
Change seat  
Punishment Exercise  
Reflections on Behaviour  
Detention  
Referral to Principal Teacher  
Letter home - Principal Teacher  
Letter home - Head

### HOUSE

Strikes  
Gating  
Drill for Dress  
Reporting  
Letter home - Housemaster/mistress  
Letter home - Head

### SCHOOL

School Detention  
Technical Suspension  
Suspension

## MONITORS AND PREFECTS

Monitors and Prefects take pride in helping with the smooth running of the school. Uniform and turnout are led and upheld by Prefects, who also have particular responsibility in the Chapel and Dining Room.

The sanction for disorderly conduct, disobedience, chewing, incorrect uniform, failing to carry out instructions is a 'DAY' and all prefects are entitled to use this.

A 'DAY' is recommended by Prefects to Housemaster/mistress (HoM); it is the HoM who sanctions the punishment.

### **DAYS:**

Being on a 'DAY' means being 'on Mess' in the Dining Hall. This entails:

- clearing tables
- wiping tables clean
- sweeping the floor
- lining up butter at the end of tables
- reporting to the Duty Monitor/Prefect before being given permission to leave
- litter collection
- pupils should be punished only ONCE and the 'DAY' is the punishment

### **DRILL FOR DRESS:**

Drill for is the sanction for wearing incorrect uniform. FULL SCHOOL UNIFORM must be worn:

- Trousers/skirt pressed
- Glengarry
- Shoes polished properly
- Ties knotted correctly
- Jumpers clean and tidy - or correct "shirt sleeve order"
- Correct socks/clean tights
- No make-up/jewellery/nail varnish

If the School Sergeant Major (SSM)/Drill Sergeant/Monitor is dissatisfied with drill or turnout, a pupil will be asked to report for the next session until turnout is deemed **satisfactory**. A school uniform slip may be issued to an individual who has a genuine reason for failing to appear in full school uniform.

### **OUT OF BOUNDS:**

In the interests of personal safety and good order the following areas are out of bounds to all pupils:

1. Front of the school, the driveway, the school gates (apart from leaving and entering school at permitted times).
2. All the shrubbery areas in front of the school and chapel.
3. Nason Avenue beyond former Chaplain's and Careers offices.
4. Victoria Green and Bruce Brae. Access to the Health & Wellbeing Centre is across the playground and through path between Wavell staff flats and chapel.
5. Behind Trenchard, the swimming pool, the games hall, the shooting range and the boat hut.
6. The squash courts, unless supervised by a member of staff.
7. Wavell Wood, Fort Tweedie adventure playground to all pupils.
8. Any classroom, unless supervised by a member of staff.
  - Please note that the square in front of Trenchard is for P7/S1 use and the square in front of Wavell is for Wavell's use.
  - Pupils should not play around the maintenance huts, stores areas, or kitchen areas; interference with any of these areas of the school is strictly forbidden on grounds of health & safety.
  - After Prep, during Winter and Spring terms, pupils must not be out of Houses and in the school grounds; leaving the House should be to go to a specific venue to be stated in the signing out system; in Summer pupils are allowed out of Houses and in the school grounds. All times are posted in Houses.

### **SCHOOL DETENTION**

- A school detention is instigated by the Principal Teacher of the Department.
- It will follow once In-class and Departmental sanctions have been used.
- School detentions take place on Mondays from 4.30-5.30 pm in the Central Hall classroom.
- The pupil should appear on time, in uniform with a pen or pencil.
- School detention should be used as a sanction for School-related offences.
- Parents will receive a letter informing them of the details of the detention - sent by Dep Head Pupil Support.
- School detention is considered to be a serious step in the discipline chain and will take precedence over hobbies; hockey, rugby or football training and Band practice. School engagements will go ahead and the detention will roll on to the following week.

- Failure to attend School detention will result in a second detention being issued; the only exception to this is in the event of a paid-up academic activity when the detention will take place on the following Monday.

Logged on 3SYS by Pupil Support Assistant

### **LEVEL 1 GATING:**

**After school, you are in the house at all times - unless accompanied by a House Tutor.**

- Gated table for Gated pupils.
- School uniform must be worn at meals.
- You must be accompanied to and from meal times.
- The privilege of first shop is withdrawn for the entire duration of gating.
- You are expected to help House Tutors on duty with evening routines.
- You are allowed to attend your official school hobbies, but you are suspended from house evening sports, other house activities and discos for the duration of gating.
- You are allowed to represent the school in official fixtures for example sport, drama, music, debating, piping, drumming, and dancing.
- You are allowed to take part in Tutor outings.

Logged on 3SYS by HoM.

### **LEVEL 2 GATING:**

**After school, you are in the house at all times - unless accompanied by a House Tutor.  
Parents/carers will be informed by phone call or email from HoM.**

- School uniform must be worn until start of bedtime routine.
- You must be accompanied to and from meal times.
- The privilege of first shop is withdrawn for the entire duration of gating.
- You are expected to help House Tutors on duty with evening routines.
- You are not allowed to attend your official school hobbies, and you are suspended from house evening sports and other house activities for the duration of gating.
- You are allowed to represent the school in official fixtures for example sport, drama, music, debating, piping, drumming, and dancing.
- You are not allowed to take part in tutor outings.

Logged on 3SYS by HoM.

### **LEVEL 3 GATING:**

**IT SHOULD BE NOTED THAT LEVEL 3 GATING FOLLOWS A SERIOUS BREACH OF DISCIPLINE.**

**After school, you are in the house at all times - unless accompanied by a House Tutor. Parents/carers will be informed by phone call or email from HoM.**

- You will be placed on a **Blue House Card** to set behaviour targets and monitor progress.
- School uniform must be worn until start of bedtime routine.
- You must be accompanied to and from meal times.
- The privilege of first shop is withdrawn for the entire duration of gating.
- You are expected to help House Tutors on duty with evening routines.
- You are not allowed to attend your official school hobbies, and you are suspended from house evening sports and other house activities for the duration of gating.
- You are not allowed to represent the school in official fixtures, for example, sport, drama, music, debating, piping, drumming and dancing.
- You are not allowed to take part in Tutor outings.
- You will be on hourly reporting with the Duty Tutor.

Logged on 3SYS by HoM.

**Where Gating takes place over a weekend, you will be allowed out of the House for ONE HOUR or 2 HALF HOURS each day. This must be agreed with the Duty Tutor.**

#### Breach of Gating

1. This will result in an Extension of the period of Gating at the discretion of Housemaster/ mistress.
2. Pupils will report in to Duty Staff.

At the end of each TERM gatings will be struck from the record. They will NOT carry forward into the new term.

You are expected to carry out a gating; the exception to this will be in the event of a paid-up academic activity when the gating will take place on a subsequent day.

### **TECHNICAL SUSPENSION:**

During a Technical Suspension the following rules must be followed:

1. You will reside in the Health and Wellbeing Centre throughout the duration of the suspension.
2. You will be allowed access to the boarding house at 1625 hrs to collect school equipment and change/collect clothing. You must report to the duty house staff upon arrival and when departing the boarding house. You must report back to the HWBC by 1700hrs.
3. You must attend chapel and all school timetabled commitments during the working day.
4. You are not allowed to attend hobbies/socials.
5. You are not allowed to represent the school during the technical suspension or during the 'reflective weekend'.



6. You will be expected to return home for the weekend following the incident for reflective time with parent/carer. Upon returning from the reflective weekend, you and your parent/carer will meet with the Head for a 'Return to school interview.'
7. You must attend all meals in the Dining Hall in full School uniform. You will be accompanied to and from the HWBC by a member of staff from the boarding house, if HWBC staff are not available.
8. All access to technology will be removed. Your mobile phone will be stored securely at the HWBC by the duty medical staff. You will be allowed access to your mobile phone to contact your parent/carer only.
9. Evening prep routines will be completed in HWBC. Senior pupils must attend supported study and supervised prep commitments, as normal.
10. After prep, personal clothing may be worn.
11. TV may be watched in the HWBC after prep is complete.

Logged on 3SYS by Head's PA.

### **SUSPENSION:**

You will spend a period of time away from Queen Victoria School.  
Parents/carers will be informed by official letter from the Head.  
Logged on 3SYS by Head's PA

#### **Returns after Suspension**

Return meeting led by Head. Dep Head Teacher to deputise in absence of Head. HoM/DHT to attend if appropriate.  
Follow-up will identify Targets/Reviews.

### **PERMANENT EXCLUSION:**

You are no longer invited to be a pupil at Queen Victoria School.

### **GENERAL NOTE**

There may be occasions when you have broken the rules. If there are valid reasons and a sufficient explanation to account for the apparent misdemeanour, sanctions may not be applied.

Within the tariff of sanctions between minimum and maximum, discretion will exist so that the correct sanction is imposed.

Liaison between House staff, Teaching staff and SLT is essential to ensure that the appropriate sanction is carried out.

You will move through the levels if misbehaviour continues.

## GUIDELINE 1

Offence	Minimum	Maximum
Breaking House and/or school rules or Abuse of privilege	Forfeit privileges and/or Class/House sanctions Dept Detention  eg strike	Referral to HoM and/or Principal Teachers Level 1 Gating School Detention

## GUIDELINE 2

Offence	Minimum	Maximum
Improper and unacceptable dress	Drill for Dress  <i>see page 4</i>	Referral to HoM Confiscation of items and loss of dress privileges

Remarks
Drill for Dress can be given by a member of Staff, Monitor or Prefect. Confiscated items to be returned to Parents by HoM.

## GUIDELINE 3

Offence	Minimum	Maximum
Absence without satisfactory explanation from a timetabled commitment.	School Detention	Level 2 Gating

Remarks
Repeated offences can result in a pupil being placed on Behaviour /Support card.  <b>NOTE</b> This will include CCF, hobbies etc.

## GUIDELINE 4

Offence	Minimum	Maximum
Deliberate damage to property	Pupil and/or parents will have to pay a bill	Payment and school community service (e.g. litter picking, cleaning up)

Remarks
Suspected vandalism to be referred to HoM / SLT. Large bill for damage should be referred to SLT.  <b>NOTE</b> Extensive deliberate damage could result in a pupil being suspended or excluded. If accidental damage is reported promptly a bill will not be raised.

## GUIDELINE 5

Offence	Minimum	Maximum
Possession of laser pens	Level 1 Gating 3 days	Suspension

## GUIDELINE 6

Offence	Minimum	Maximum
a) Physical conflict	Level 1 Gating	Suspension
b) Inappropriate physical force	May be referred to Police if unprovoked physical assault	

## GUIDELINE 7

Offence	Minimum	Maximum
Out of Bounds  <i>See 'Definition' page 5</i>	Level 1 Gating	Level 3 Gating

## GUIDELINE 8

Offence	Minimum	Maximum
Being out of care and control  <b>This is a Serious Offence</b>	Level 2 Gating / Letter to Parents	Suspension Repeated offences may lead to Permanent Exclusion

Remarks
All incidents will be reported to SLT/HoM.

## GUIDELINE 9

Offence	Minimum	Maximum
a) Gross insolence to a member of staff or Gross misbehaviour leading to a complaint by member(s) of the public	Level 2 Gating / School Detention	Permanent Exclusion
b) Verbal abuse to a member of staff  <b>This is a Serious Offence</b>	Technical Suspension	Permanent Exclusion

Remarks
All incidents will be reported to SLT/ HoM. Parents may be required to visit the School to discuss the incident with senior staff.

#### GUIDELINE 10

Offence	Minimum	Maximum
Deliberately setting off fire alarm or tampering with fire equipment doors  <b>This is a Serious Offence</b>	Suspension	Permanent Exclusion

#### GUIDELINE 11

Offence	Minimum	Maximum
Bullying (physical, emotional, verbal or cyber bullying)  Bullying is defined as intentional harm occurring over a period of time, characterised by an imbalance of power  <b>This is a Serious Offence</b>	Level 3 Gating	Permanent Exclusion

Remarks
<p>Bullying in any form will always be reported to SLT and HoM, and brought to the Head's attention.</p> <p><b>NOTE</b> The wishes of the bullied child will be taken into account when dealing with bullying; as will the ages of those involved. The impact an incident has had on a child or young person is key.</p> <p>Any suggestion of a racial, sexual, cultural or disability element to the bullying behaviour will be considered a more serious matter.</p> <p>Any bullying incident will be recorded on the Bullying Register. Police may be contacted.</p>

#### GUIDELINE 12

Offence	Minimum	Maximum
Alcohol Drug Related Offences Substance Abuse  <b>These are Serious Offences</b>	Technical Suspension  On return, a programme of counselling / monitoring may be implemented	Permanent exclusion

Remarks
<p>All incidents will be reported to SLT and HoM, and brought to the Head's attention. Parents may be required to visit the School to discuss the incident with senior staff.</p> <p><b>NOTE</b> The following will be taken into account:</p> <ul style="list-style-type: none"> <li>Under age entry into a Public House or under age purchase of alcohol</li> <li>Supply and possession of alcohol</li> <li>Consumption of alcohol other than when authorised</li> <li>Possession of any banned substance</li> </ul>

### GUIDELINE 13

Offence	Minimum	Maximum
Smoking or using e-cigarettes	Level 3 Gating  On return, a programme of counselling / monitoring may be implemented	Suspension

### GUIDELINE 14

Offence	Minimum	Maximum
Stealing  <b>This is a Serious Offence</b>	<u>For stealing in school</u> Level 3 Gating  <u>For stealing outside school</u> Level 3 Gating	<u>For stealing in school</u> Suspension - Police may be informed Repeated Offences - Exclusion <u>For stealing outside school</u> Reported to the Police

Remarks
<p>All cases of theft will be reported to the DHT P&amp;G and brought to the Head's attention. Parents may be required to visit the school to discuss the incident with senior staff; and each case will be judged on its own merit.</p>

### GUIDELINE 15

Offence	Minimum	Maximum
Downloading inappropriate images	Level 3 Gating	Suspension
Sharing of inappropriate images with consent	Level 3 Gating	Suspension
Forcing images/material on others	Suspension	Permanent exclusion

Remarks
<p>Home-made images have the potential to be a child protection issue and may have to be referred to the Police Families Unit.</p> <p>Content forced on others may result in prosecution for supplying indecent material to a minor, even if the perpetrators are minors.</p>

### GUIDELINE 16

Offence	Minimum	Maximum
Pupils of the opposite sex visiting bedrooms of other pupils	Level 3 Gating	Suspension  <i>Repeated offences may lead to permanent exclusion</i>

### GUIDELINE 17

Offence	Minimum	Maximum
Inappropriate displays of affection	Warning	Level 3 Gating

### GUIDELINE 18

Offence	Minimum	Maximum
Acts of sexual intimacy  <b>This is a Serious Offence</b>	Technical Suspension	Permanent exclusion

Remarks
<p>All incidents will be reported to SLT and HoM, and brought to the Head's attention. Parents may be required to visit the school to discuss the incident with senior staff.</p> <p><b>NOTE</b> Depending on age of individuals, there may be issues of Child Protection.</p>

### GUIDELINE 19

Offence	Minimum	Maximum
Possession or use of an offensive weapon  <b>This is a Serious Offence</b>	Suspension	Permanent exclusion

Remarks
<p>All incidents will be reported to SLT and HoM, and brought to the Head's attention. Parents may be required to visit the school to discuss the incident with senior staff.</p> <p>The weapon will be confiscated.</p>