

SPRINGBURN ACADEMY

Behaviour/Discipline

Expectations and Sanctions

Class discipline is the responsibility of the class teacher. Each class teacher will outline expectations for behaviour/attitude both within the school and their department. A high standard of behaviour is expected from all pupils both within class and in corridors/fuel zone and stairways.

The Statement of Values should be placed prominently in each classroom. There will be a generic code of classroom conduct, which has been developed by staff representatives from the Positive Behaviour Committee and again should be displayed prominently.

All teachers will reinforce School Policy on behaviour.

- For breaches of classroom rules or inappropriate behaviour a punishment exercise should be issued appropriate to the child's ability level, or as agreed at departmental level. Punishment exercise should be returned signed by a parent and, if not, a reissue should be given. If reissue is not returned or behaviour continues to deteriorate a referral should be made to the Principal Teacher or Faculty Head who will interview the pupil.
- Appropriate guidelines should be referred to for pupils who fail to return homework.
- Should it become necessary for the Principal Teacher or Faculty Head to refer to a Year Head they should indicate strategies which have been attempted. These could include:
 - i) Departmental behaviour cards
 - ii) Moved class or section
 - iii) Discussion with pupil
 - iv) Detention (Faculty Head)
 - v) Parental contact (Faculty Head)
 - vi) Discussion with Pastoral Care

The Year Head responsible for the discipline of each year group is:

S1 – Mr Hamilton

S2 – Mrs Sheikhy/Mrs Anderson/Ms Watt

S3 – Mrs McMaster

S4 – Miss McNeill

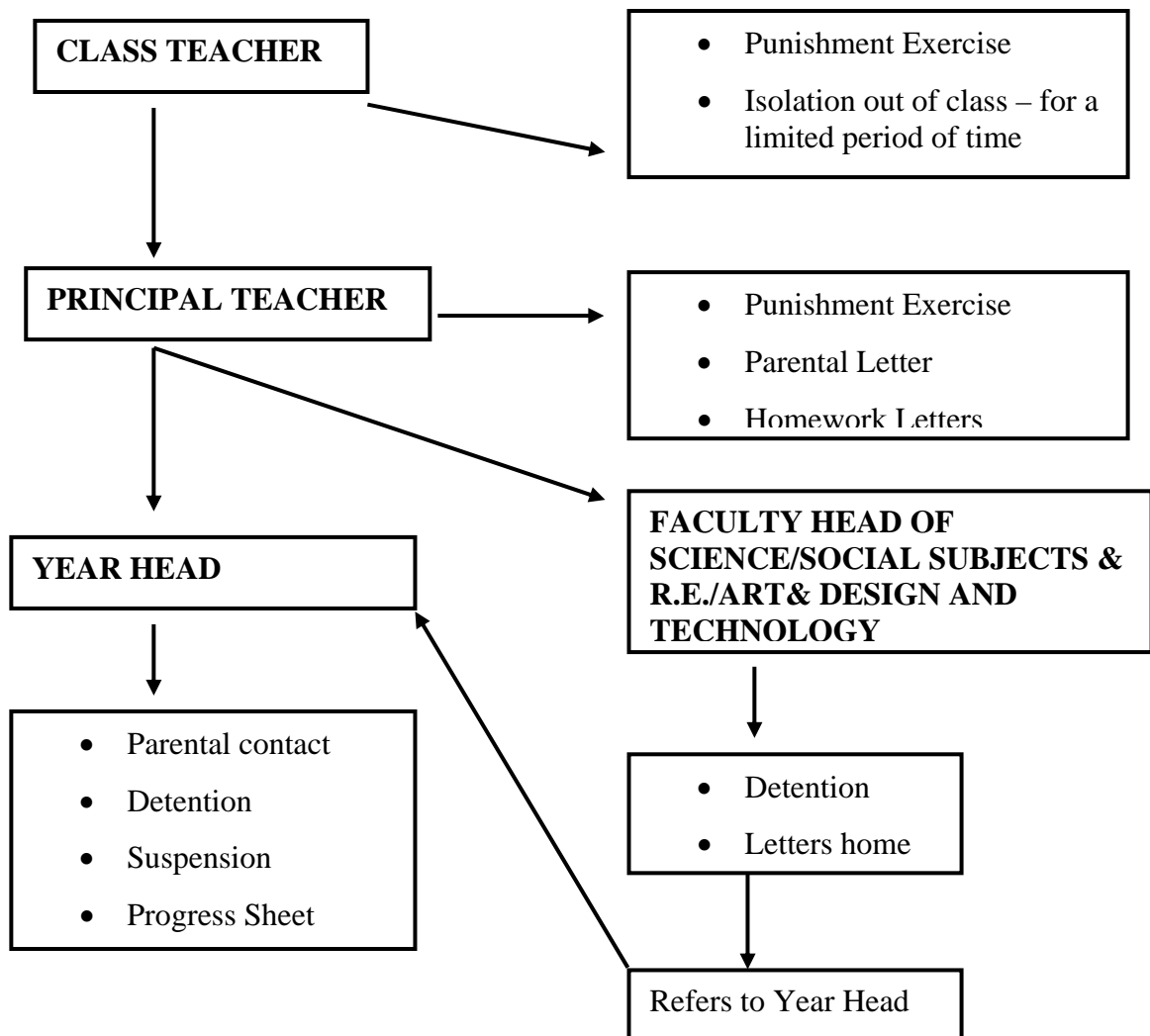
S5/6 – Mrs Morrison

SPRINGBURN ACADEMY

Behaviour/Discipline

Discipline Procedures

The Faculty Heads of Science, Social Subjects and R.E., and Art & Design and Technology are part of the disciplinary procedures as referrals from Principal Teachers. As part of the discipline system for Science, and Social Subjects and R.E., they will be organizing detention for offences not considered serious enough for suspension but still beyond a punishment exercise.



SPRINGBURN ACADEMY

Behaviour/Discipline

Pupils Out Of Class

As you are aware it is important not to allow pupils out of class unless absolutely necessary. However there are occasions when pupils may be out of class: e.g. messages, library, toilet, etc. It is therefore very important that pupils who are allowed out of class have a toilet pass or a permission slip to be out of class.

Pupil Out-of-Class Passes should be given to the Janitors who will keep the bottom tear-off slip in order to try and monitor who is using the toilet and how often. Pupils who have a Pastoral Care Toilet Pass should also be given a departmental one to give to the Janitor.

- If pupils are late they should be allowed into class to get started work as soon as possible.
- Staff should be in their classroom before the start of a period.
- Pupils will not be allowed out to seek a missing behaviour card.
- Staff should deal with individuals quietly in open public areas.
- Staff should not get involved in confrontational situations – pupils can be sent to the Time Out Zone (TOZ) and or Staff can quietly send for assistance from the Headteacher or D.H.T.s.
- If a pupil refuses to leave the class or area as requested, send for assistance.
- Be fair – avoid hands-on, confrontation etc.!
- If in doubt send for help

SPRINGBURN ACADEMY

Behaviour Discipline

Time Out Zone

Springburn Academy has been operating a successful Time Out Zone for a number of years. As part of the work of the Promoting Positive Behaviour Group in Session 2008-2009, the operation of the Time Out Zone was reviewed and new guidelines drawn up, as follows:

CODE OF CONDUCT

PUPILS IN TIME-OUT MUST:

Wait quietly until told where to sit.

Work in silence at individual booth/table.

Complete the work set by class teacher.

Return any borrowed pencils etc. to teacher in charge.

Follow all instructions of member of staff in charge.

(Punishments will apply where one or more of these rules are broken.)

GUIDELINES FOR DEPARTMENTS

Departments must provide pupils with enough suitable work for the time in T.O.Z.

(Departments also provide a bank of work to be kept in Time-Out). Heads of Department should monitor pupils sent to T.O.Z. via daily lists provided by office. Time-Out slips must be provided indicating clearly work to be done and whether or not pupil is to return to class at end of period.

NOTES

- 1) Letters are now sent out to parents as follows:
S1 - more than once in a week in Time Out
S2 - more than twice per week.
- 2) Pupils should normally not be sent to T.O.Z. because of latecoming, non return of punishment exercises or pending referrals.
- 3) T.O.Z. will mostly be staffed by members of the S.M.T. with some input from other staff.

SPRINGBURN ACADEMY

Behaviour Discipline

Corridor Supervision

Pre 8.50 a.m.

Pupils should remain in the Fuel Zone area where breakfast is available.

This area will be supervised by S.M.T. and Janitorial Staff. When the bell rings at 8.50 a.m. those pupils going to registration will be supervised leaving the Fuel Zone. Those going to assembly will make their way to the seats. The Register Teachers will be in class or the Fuel Zone to meet their respective classes. A good calm start to the day is essential. There will be a member of the S.M.T. and Janitorial Staff in the playground especially on dry mornings.

Intervals/Lunchtime

Pupils should not be in the corridors unless they have a pass and or negotiate business with a member of Staff. Realistically this should only be with Pastoral Care at the morning interval and lunchtime clubs and the library.

If there are any issues with pupils being in the corridors at lunchtime Principal Teachers should remove the pupils and inform S.M.T.

During Period Change Over

Pupils should be released as class unit and sent to their next class. Where possible all pupils should be released at once to cut down the excuses for slow movement round the school. Staff should also be in the corridors at the change of period.

SPRINGBURN ACADEMY

Behaviour/Discipline

Corridor Rules

TO BE DISPLAYED IN ALL TEACHING ROOMS

- 1. Always walk calmly in the corridors – no jumping, pushing or shoving**
- 2. Keep your voice down and no swearing**
- 3. Always put your litter in a bin**
- 4. No food or drink in the corridors**
- 5. No chewing gum in the corridors**
- 6. Always keep to the left whenever possible - but especially on stairs.**
- 7. Stay out of the corridors at intervals and lunch-time unless you have a pass or note from a teacher.**

The above rules will be gone over regularly at the Assemblies and will feature regularly as a ‘Theme of the Month’

SPRINGBURN ACADEMY

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The School Appearance/Fuel Zone

The introduction of the Staff Supervision Rota led to a noticeable decrease in the amount of litter lying around after intervals and especially after lunchtimes. A Supervision Rota of Staff, Teaching and Non-Teaching will be drawn up again after the start of the session.

Areas to be supervised will include:

- Exit doors from Fuel Zone
- New flight of stairs to mezzanine floor
- Mezzanine floor
- Seating area in Fuel Zone

Extra bins have been put into the Fuel Zone. Fuel Zone Staff will work with other Staff to encourage the pupils to use the bins.

Entrance to School

Pupil entrance doors have been established adjacent to the main entrance. The main entrance is reserved for the use of Staff and Visitors. Pupils should stay out of the area outside the Office at the start of school and at intervals and lunchtimes unless they have business with the School Office.