

# Villiers School



## Code of Behaviour

2022-2023

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## **1. School Ethos**

The philosophy of this School is such that it supports and endeavours to accommodate the right of the student to learn in an educationally conducive environment, regardless of innate ability, family or social circumstances, or religious affiliation. Villiers endeavours to ensure that the educational, emotional, spiritual, psychological and moral welfare of each individual student is provided for; encouraging at all times the co-operation and assistance of the parents/guardians of the student. This is in keeping with the tradition of the School as founded under the will of Hannah Villiers (1821). Such aspirations are reflected in the structures and order of the School, and are safeguarded by a Board of Governors nominated by the local Church of Ireland and Presbyterian and Methodist Churches and overseen by the Board of Management.

What follows are guidelines which provide a framework to ensure that each student's behaviour is in keeping with the best traditions of the School and is beneficial for them /and the other members of the School community.

## **2. Remit**

The policy aims to facilitate the effective working of the whole School community. It aims to facilitate effective learning in the classroom. It proposes a system of discipline which is just, consistent and respectful of the rights of every individual within the School community. It realises that the rights of every individual must be viewed in the context of a wider School community. It aims to find an equitable balance between the rights/needs of the individual on the one hand and the rights/needs of the whole community on the other. It is designed to encourage self-discipline, mutual respect and a sense of responsibility, in order to improve the experience of every individual within the Villiers community.

## **3. Scope**

This policy is concerned with the following areas:

- Behaviour within the classroom.
- Behaviour within the School buildings: classrooms; offices; corridors; recreational areas; toilet facilities; public areas, etc.
- Behaviour while on campus.
- Behaviour while involved in extra-curricular/ School-related activities, on or off campus.
- Any behaviour inside or outside School that damages the School's standing or interferes with the effective working of the School.
- Any behaviour that is detrimental to other students.
- Any behaviour that undermines School discipline and good order in any respect.
- Any behaviour that is detrimental to the safety of any individual.

## **4. Aims**

The Code of Behaviour aims to achieve the following:

1. To accustom students to sound habits of good behaviour in their formative years so that they will grow up to be good citizens and useful and valued members of society.
2. To encourage an awareness of the importance of self-discipline and its contribution to the development of self-respect for the rights, freedom and property of others.
3. To help students develop a sense of responsibility and honesty whereby each student will feel it is their duty to ensure that the behaviour of all reflects the traditions of the community that is Villiers.
4. To engender attitudes and actions which will enhance the community life of all members of Villiers.
5. To foster good order throughout the School and respect for the environment.

6. To involve and encourage co-operation with parents/guardians in the support of the guidelines and the operation of sanctions.
7. To promote understanding and acceptance of the rules governing behaviour within the School.

Since the guidelines are not repressive, it is hoped that our students, when they leave School, will be young people of integrity.

## **5. General Conduct**

All members of the Villiers Community; students, teachers, staff and parents/guardians, should treat each other with respect, good manners and courtesy at all times, both verbally and physically. They should address each other politely and remember that bad language is prohibited.

Normal rules of courtesy apply when opening doors, entering and leaving rooms, when visitors enter the room, and in moving from classroom to classroom. In Villiers, students stand when teachers, visitors and other staff members enter the room.

Villiers School has an obligation to provide, to the best of its ability, a safe environment for all our students. We believe students need a certain amount of personal freedom to encourage and foster independence and responsibility and furthermore it is impossible to supervise and monitor all students at all times. We expect that all students adhere to a standard of acceptable and respectful behaviour, whether in the presence of a member of staff, or not.

Most untoward incidents happen outside of class time. We are fortunate to have strong staff presence outside class time as many teachers are involved in afternoon and extra- curricular activities. Additionally we have a boarding staff and staff members who reside on the campus, however constant, incessant supervision and monitoring of all students at all times is neither possible nor desirable.

## **6. School Uniform and Appearance**

The School uniform provides each student with a Villiers identity and it should be worn correctly and with pride. All clothing should be clean, neat, fit well and be in good condition. Uniform should be worn in School, on School trips and on School occasions. The School reserves the right to require students to wear replacement uniform or to send the student home where the appearance of a student is deemed unacceptable.

Boarders and Day Boarders are permitted to wear their own clothes from a specified time each evening; however, an acceptable standard of dress must be maintained.

Students are responsible for ensuring that all items of uniform and clothing are clearly named.

Students are required to be clean and hygienic in person. Hair should be clean and tidy in a style acceptable to the School.

It is a requirement that parents and students are familiar with and adhere to the School Uniform Policy and Dress Code<sup>1</sup>.

(<sup>1</sup>Available in the School Office and on the School website)

## **7. Student Health**

Medical information is kept on file on all students and should be updated by parents/guardians as necessary. Students who become ill or injured while under the School's supervision must notify their teacher before reporting to the Nurse on Duty. No one may go home due to illness without receiving permission from the Nurse. In the event of the nurse being unavailable, students must seek permission from their Form Tutor, Year Head or the Deputy Head. In every instance the School will attempt to contact parents/guardians before a student is sent home. However, in an emergency, the School is recognised as being "in loco parentis", and will take whatever action seems appropriate for the good of the student and advise the parents/ guardians as soon as possible.

Parents/guardians should not send any student to School when there is a danger that they may spread an infectious or contagious disease.

Being under the influence of smoking related products/alcoholic drink or prohibited substances is expressly forbidden on School property, on School outings, or during the time of any School activity. This ban includes any electronic forms of cigarette. Knowingly being in the company of people using any of the above substances will be considered to be a breach of School rules and may be subject to the same sanctions.

Full details of Villiers Policy and Procedure on Substance abuse and/or Possession policy is given in Appendix (i).

## **8. Student Safety**

Every member of the School community has a responsibility to take the greatest care in avoiding accidents or putting others at risk by thoughtless behaviour.

Students should exercise great care and responsibility in all areas of the School grounds, arriving to and leaving School, and on School transport. While waiting for buses/lifts, students should stand on the pavement but should not block the view for motorists at the gate. The pedestrian gates, not the main gate, should be used by all on foot. Due courtesy and consideration must be shown to members of the public using the road and pavements adjacent to the School.

Cars/motorbikes driven by students are to be used solely for travelling to and from School at the beginning and end of the School day and may not be accessed during the school day or in the evening / weekend time for boarding students. Cars/ motorbikes are not for use on the School grounds and must remain parked in a designated area. There is a limited amount of parking available on campus, and students are not guaranteed a parking place, nor should they expect the same. Students who are driving must apply to the school office to be allocated a parking place within school grounds, and if a place is available, they may only park in their designated place and must display their parking permit in their car. Parking places may be revoked and withdrawn at any time, and priority is always given to members of staff and others at the discretion of school management. For safety and security reasons students in Form VI and Boarding Form VI students will be given priority over other students when applying for a parking space.

Student drivers are not permitted to carry passengers on School grounds and must exercise due care on entering and leaving the School premises. Parents/guardians should inform the School via email (to [info@villiers-school.com](mailto:info@villiers-school.com)) if their student is driving themselves to School and wishes to park on school grounds. Parents/guardians may be contacted if a student is in breach of any of the above and permission to drive and / or park on School grounds may be withdrawn.

Certain School buildings (apart from designated areas) are out of bounds during short and long breaks and after School. The electrics rooms, boiler houses, oil tanks and gas valves are always out of bounds. Other areas may also be designated as out of bounds from time to time.

Specialist classrooms (laboratories, technical graphics, computer room, art room, home economics room, music room, etc.) are to be used only in the presence of a teacher. When in specialist areas, due regard must be shown for rules and safety procedures required by members of staff, as safety may be at risk if behaviour is irresponsible.

Movement throughout the School should be in an orderly fashion. Use designated doors, assemble in an orderly manner in the social area assigned for assembly at appointed times. Remain quiet outside classrooms until admitted by a teacher or member of staff. At all times students are required to walk in the corridors and avoid running, pushing, shouting, loitering or creating a disturbance.

Students must acquaint themselves with safety procedures. Alarms should be taken seriously at all times and students are expected to follow instructions from staff, evacuate buildings when told to do so and assemble at the designated assembly points.

Anyone who becomes aware of any unusual dangers or damage to safety equipment should bring this the attention of a member of staff.

All unknown visitors should be avoided and students should immediately report suspicious individuals/intruders to the School office or to staff members on duty.

## **9. Care for the Physical Environment**

Care for the Villiers environment is the responsibility of all members of the community. All School property, including the inside and outside of buildings, should be treated respectfully, and members must make good any damage to such property caused by deliberate neglect. All damage, accidental or willful, committed, witnessed or found by the individual, must be reported at once to a prefect or member of staff.

Villiers expects its members to take pride in the appearance of buildings and grounds. To this end, the area at the rear of the School is the area for outdoor games. Trees, plants and non-living features of the grounds are to be protected from behaviour and activity which would injure or damage them. Climbing trees, walls, railings, gates, etc. is not acceptable.

Eating is permissible only in the designated areas. We endeavour to keep buildings and grounds free of litter and all litter should be placed in bins. A world free of litter is the responsibility of all, even if one has not been directly guilty of dropping it.

Correcting fluid and chewing gum are forbidden because of the damage they do to surfaces, furniture, clothing and shoes.

## **10. Care for Property**

Respect for the property of others is one mark of a responsible person. While the School cannot accept responsibility for the loss or damage of students' property we endeavour to maintain a safe environment for every person and their property.

When a student's property has been lost or damaged it should be reported at once to a member of staff. Parents/guardians are advised to ensure that all uniform, books, equipment, sports gear etc is clearly labelled.

The School endeavours to provide each student with a locker. It should be kept tidy and locked at all times. Students may go to their lockers at times specified in the Senior Student Handbook & Junior School Diary.

Students are discouraged from bringing valuables and money to School. If they must be brought to School they should be locked in the student's locker. Nothing valuable should be left unattended anywhere in the School, including in changing rooms, on bag racks, or lying around in School bags.

## **11. Attendance and Punctuality**

All students should acquire good habits of punctuality and arrive in School in good time each morning (8.45 a.m. at the latest). It is expected that parents/guardians will co-operate with the School in ensuring that their children attend punctually and regularly, except when prevented by illness or family emergency. A written/phone/email explanation of each absence or lateness must be sent by parents/guardians to the School. Students who arrive late for any reason should report to the School office immediately.

Students must remain within the School campus during School hours and may leave the campus with the prior permission of the Headmistress, Deputy Headmistress or the Teacher on Duty. Written permission is required from parents/guardians if a student is to be allowed home at lunchtime.

Every effort should be made to avoid external appointments for students during School hours (including games afternoons). To obtain permission to leave School early, a letter/email or phone call is required from a parent/guardian of the student. Unless the student is a boarder or day boarder or in attendance for an after-School activity, remaining on the School premises after 4 p.m. is unacceptable to stay on campus, unless permission is granted by the Headmistress or Deputy Headmistress.

## **12. The Learning Environment**

Each student has a responsibility for maintaining a high level of good personal behaviour and cooperation. Arrival to class/supervised study/prep on time, organisation of books and materials, completion of class and homework and the acceptance of instructions contribute to a positive learning environment and are required of each student.

The environment in the classroom/study centre should be one in which there is a balance between an open communication amongst students and teacher, and a disciplined atmosphere in which maximum learning can take place. However, the teacher may limit the level of debate and discussion to ensure that the objectives of the lesson/study session are achieved.

Each student is to use the desk and chair assigned to them by the teacher. Students are to remain in the classroom throughout a class/ study centre throughout a study period, except in exceptional circumstances and with the teacher's permission. At no times should a student interfere with any of the property, posters or any other materials left in the classroom.

Disruptive behaviour which interferes with teachers' teaching and/or students' learning cannot be tolerated and may result in the student's removal from the class on a short-term or long-term basis.

### **13. Classwork and Homework**

Students are expected to participate actively in the education process, working to the best of their ability at all times to become both independent and collaborative learners.

All assignments should be completed on time. Written work should be presented neatly and in accordance with each teacher's specific instructions. Homework is regarded as an essential part of a student's commitments and is set accordingly. Each student is required to have, and use, a journal to record written and memory homework.

Homework involves:

- (a) A thorough review of work covered in class.
- (b) Set written and oral work
- (c) Revision
- (d) Research

The minimum time expected to be spent at homework each evening is as follows:

- Form I: 1 ½ hours
- Form II: 2 hours
- Form III: 2 – 2 ½ hours
- Form IV: 2 hours
- Senior Cycle: 2 ½ - 3 hours

### **14. Learning beyond the Classroom**

Extra-curricular activities are an integral part of a balanced education and therefore students are required to participate in hockey and rugby (boys) for Forms I and II and in at least one sport thereafter. Students who, for health or other reasons, are prevented from doing so must provide a note signed by their parents/guardians to that effect. Students are also expected to participate in at least one extra-curricular activity (music, choir, clubs etc.) Form I students are encouraged to do this through their participation in the Governors' Award.

Please see our Extra-Curricular Activities Policy for further information.

Written permission from parents/guardians may be required before students can participate in School trips and outings. When on School trips and outings members of the Villiers community are expected at all times to maintain high standards of consideration for others. Please see our Trips Away Policy for further information.

School rules and standards of dress (uniform or other appropriate clothing as specified by those in charge) must be observed on all occasions. Future trips are dependent on the individual's co-operation.

### **15. Respect for Others**

Unwanted negative behaviour, verbal, psychological or physical, by an individual or group against another person (or persons) is absolutely forbidden. This applies to all members of the Villiers community, including staff and students. This includes physical aggression, damage to another's property, extortion, intimidation, isolation, name calling, taunting.

It is everyone's responsibility to ensure that harassment is not tolerated. Any member of the Villiers community who witnesses or experiences any incident of unwanted negative behaviour has a responsibility to notify a Prefect or staff member.

The sharing of explicit images of students or text about students is an unacceptable and absolutely prohibited behavior, with serious sanctions for those involved. The school will be obliged to follow due process and fair procedures, this includes referral of the matter to Tusla and reporting to An Garda Síochána.

Persistent negative behaviour towards an individual or group of individuals is considered to be bullying behaviour. For further details on this type of behaviour please see Villiers Anti-Bullying Policy.

## **16. Mobile Phones etc.**

Possession of mobile phones in School is not allowed at any time during the School Day or in the afternoon/evening. Students, on occasion, may need to contact home, this can be done through the School office.

If day students need to bring a mobile phone or any other electronic equipment to School they must store same in their locker immediately on arrival in School.

If a day student wishes to use a tablet/laptop for study purposes, permission must first be sought from the Headmistress.

Boarders are permitted to bring mobile phones to School, however hours of use are restricted. Boarders may use their mobile phones in the half hour after their prep time finishes (add on 15 minutes if this coincides with supper). Mobile phones must be stored securely in a locker at all other times.

If an international boarder needs to use their phone at a time other than the above because of time zone differences they must first have permission from the Headmistress.

If a student wishes to use a tablet/laptop for study purposes, permission must first be sought from the Headmistress. The Boarding House Staff may withdraw permission to use electronic devices in the Boarding Houses.

To clarify: possession of mobile phones at any time during the School Day is forbidden for all students, unless express, individual permission is given on a once off basis, by a member of staff, usually to facilitate classroom-based learning activities.

Any breach of this rule will result in the phone being confiscated immediately. Confiscated phones are returned on Friday evenings or later at the discretion of Headmistress and/or Deputy Headmistress.

For full details on responsible use of technology please refer to Villiers Acceptable Use Policy.

## **17. Pastoral Care and Special Considerations**

Students should feel free to approach members of staff or prefects for help and advice at any time. Any students having particular needs or experiencing particular fears or anxieties should inform their parents and where appropriate inform the Form Tutor, Year Head, Nurse, Counsellor, Deputy Headmistress, Headmistress or any staff member they feel comfortable with. The School endeavours to respond to these issues in a sensitive manner in line with current protection legislation and the Villiers Child Safeguarding Policy.

A **Guidance Counselling Service** provides a three-fold programme, which seeks to render assistance to each student in these areas.

- **Personal and Social Guidance.** This involves providing students with services, such as counselling (individual, group and peer), and providing them with the opportunity to participate in personal & social guidance workshops which focus on important life skills such as decision making, planning and goal setting. Students also have the opportunity to develop personally and socially through programmes such as the pastoral care programme, SPHE, wellbeing programme and the Social and Health module in TY.
- **Educational Guidance:** Students will be exposed to various educational services (for example: one-to-one tutoring on effective study skills) and will be given the opportunity to engage in educational guidance workshops on motivation and learning, subject choice, study skills and examination techniques.
- **Career Guidance:** Students will have access to information which is appropriate for their vocational development.

## 18. Review

The School believes in the importance of evaluating the discipline system in order to take into account the ever changing nature of education. The system of discipline will be reviewed and evaluated on a regular basis. All reviews will endeavour to be cognisant of legal requirements. The School welcomes input from any of the School partners into the process of evaluation.

This policy is subject to regular review and was last reviewed and adopted by the Board of Management on May 23<sup>rd</sup> 2022.

## 19. Understanding and Acceptance of this Code of Behaviour

The Code of Behaviour & Discipline and School Policies are in keeping with the guidelines set out by the Department of Education. While the Code of Behaviour & School Policies will be reviewed and revised as necessary, this published Code & Policies is deemed to be accepted by parents/guardians of all students entering Villiers. This latest published edition supersedes all previous editions.

The School welcomes views as to how the Code of Behaviour might be improved.



Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: 23<sup>rd</sup> May 2022



Signed: \_\_\_\_\_  
Head of School

Date: 23<sup>rd</sup> May 2022

## **APPENDIX (i) Substance Abuse and/or Possession and/or Supply Policy**

### **1.1. Student-centred approach**

It is the policy of Villiers School to respond firmly and in a student-centred manner to any incident involving the abuse and/or possession and/or supply of illegal substances or solvents. In co-operation with parents and guardians, the School will make use of best practices in the areas of education, development, guidance and student-support to prevent abuse tendencies. The policy is designed to protect the safety of the whole community and the needs of the individual are considered in the context of the entire School community.

The purpose of this written Policy and Procedure is to ensure that all members of the School community, including parents, have a full understanding of the Villiers position in this area.

### **1.2. Firm corrective, remedial and preventive action.**

In all cases where abuses of illegal substances are suspected or clearly identified, firm corrective, remedial and preventive action will be taken.

The spirit underlying this action will be to:

- a. Protect other students in the School.
- b. Minimise the impact on the health and safety of the student concerned.
- c. Try to limit impact on the student's educational development.
- d. Comply with legal requirements.
- e. Develop a holistic approach that recognises the need to enhance
  - Self esteem
  - Self awareness
  - Assertiveness (the ability and confidence to say no) among the student body.

### **1.3. Scope**

Possession, and supply and/or abuse and/or supply of the following substances:

- Tobacco and smoking related products (including e-cigarettes)
- Alcohol
- Illegal Drugs
- Solvents and Aerosols
- Mis-use of prescription medication

To be knowingly in the company of someone abusing any of the above substances will be considered to be as serious a breach of the Code of Behaviour.

## **Procedure**

### **2.1 "Main Initiative" (Awareness and Prevention)**

A "Main Initiative" depending on circumstances, availability of resources etc. will take place, embracing students, their parents and the staff of the School. It is anticipated that it will consist of some or all of the following activities:

- Lectures, talks and information sessions
- Health Board Presentation
- Film Presentation
- Theatre Performance

### **2.2 Complementary programme for Students**

Focussed Initiatives for specific Forms

- Forms I, II and III will be assisted in addressing the topic through C.S.P.E, S.P.H.E. and Wellbeing
- Form IV – the Transition year "Social and Health " Programme.
- Forms V and VI – A tailored programme, including specialist speakers, may focus on the areas of perceived stress and the resulting temptation to abuse drugs for relaxation and 'hyper-focussing'.

## **2.3 Complementary Programme for School Staff**

Specialist Speaker(s)

(As for Forms V & VI) A tailored programme, including specialist speakers may focus on the areas of perceived stress among students and the resulting temptation to abuse drugs for relaxation and 'hyper-focussing.'

Cross-curricular initiatives

Staff in all subject-areas will be asked to consider the cross-curricula implications of both the "Main Initiative" and Complementary Programmes.

Complementary programme for parents.

## **3.1 Drawing on Existing Support Systems within the School**

There are a number of contact points of long standing within the overall School community. These can be used, as appropriate, as initial contact points for communicating concerns and seeking information. They will operate, as in other aspects of their roles, in a suitably sensitive manner. This resource group is made up of: Year Heads, Form Tutors, Counsellor, Nurses, Prefects and Boarding Staff.

## **3.2 Encouraging students to make use of Existing Support Systems.**

In accordance with the stated policy of sympathetic and decisive support for students in difficulty in this area, the School will make every effort to encourage students to share concerns in relation to substance abuse.

An open-door policy means that it is the ideal that any student should feel able to discuss their concerns with any member of staff. However, it should be recognised that, within the wider body, the Year Heads, Form Tutors, Counsellor, Nurses and Prefects are the officially designated points of contact. Through such contacts, it is intended that remedial action be taken and appropriate assistance be given at the earliest possible opportunity.

## **4.1 Specific actions in the event of incidents of abuse or possession of banned substances.**

Irrespective of the banned substance, the School's policy is to inform parents/guardians immediately upon becoming aware of any incident of either possession or abuse. In parallel with this, where appropriate, the School will endeavour to provide immediate, direct pastoral support to the student concerned.

## **4.2 Principal Aim of initial contacts with student(s) and parents/guardians.**

In accordance with the Policy clearly stated in Section 1 above, the principal aim of these meetings is to minimise:

- a. The actual and/or potential impact of the incident on other students.
- b. The actual impact of the incident on the personal development and educational potential of the student involved.

## **4.3 Legal Requirements**

In the event that the substance abused is illegal, the School Authorities will, naturally, endeavour to comply with any legal obligations in relation to the following-up on the circumstances of the case and reporting, as required, to the appropriate external authorities and professionals.

## **4.4 School Sanctions**

The following section lists a hierarchy of sanctions that will apply in relation to suspected or actual abuse or possession of banned substances. Depending on the seriousness of the issue, it will be dealt with by the following office holders within the School (see following sections for details):

Form Tutor: Year Head: Disciplinary Committee: Deputy Headmistress: Headmistress.

#### **4.4.1 Tobacco (Smoking and/or Possession and/or supply)**

First Instance:

- Confiscation
- Parent/guardian to be informed
- Mandatory €10 donation to the Library Fund

Second Instance:

- Confiscation
- Parent/guardian informed.
- Mandatory €20 donation to the Library Fund
- Matter referred to Disciplinary Committee

Third Instance:

- Confiscation
- Appropriate member(s) of the Disciplinary Committee to convene meeting with parents/guardians

#### **4.4.2 Alcohol (Possession or abuse or supply, including suspicion of being under the influence of alcohol on the School premises or while on School-sponsored programmes off the premises)**

In the event of a student being intoxicated or under the suspicion of being intoxicated, parents are required to remove them from the School immediately.

**The following procedures to be followed:**

- a. Confiscation
- b. Matter referred to Disciplinary Committee
- c. Headmistress to convene meeting with relevant personnel and parents/guardians and appropriate sanctions and if relevant, supports put in place. Sanctions could include referral to the Board of Management, suspension and/or expulsion.

#### **4.4.3 Drugs and Solvents (Possession or abuse or supply, including suspicion of being under the influence of illegal substances or solvents on the School premises or while on School-sponsored programmes off the premises)**

Where a student is suspected of being under the influence of an illegal substance staff will remove the student to a safe place and the matter will be investigated.

Parents/guardians will be informed and required to remove the student from the School immediately.

On suspicion of possession, abuse or supply of an illegal substance or solvent, the matter will be investigated and if necessary reported to the relevant authorities such as An Garda Síochana, Tusla, etc.

On direct evidence of possession, abuse or supply of an illegal substance or solvent the student will be automatically suspended pending further investigation. As part of the investigation the School Management may seek the assistance of the relevant outside professionals.

Contact will be made with parents/guardians who will be informed of the details of the concerns of the School on the matter and of the possibility of expulsion if the student is found to have been in possession and/or to have abused and/or to have supplied other students with illegal substances or solvents.

Villiers School is committed to protecting the welfare of all our students and is committed to ensuring other students are not exposed to illegal substance or solvent abuse.

## Appendix (ii) Discipline and Sanctions

In order to maintain the standards set by the Code of Behaviour it is necessary to have an effective Disciplinary Policy. All members of the Villiers Community have a role to play in upholding the Code of Behaviour.

### Roles of Responsibility.

Each **student** has the responsibility

- Not to interfere with the working of others in any way
- To adhere to School rules as laid down in the code of behaviour.
- Not to interfere with the education of others by being disruptive or by hindering the progress of class.
- To arrive to class punctually, in correct uniform.
- To meet the assignment requirements within each class.

Sanctions will apply to students who breach these rules.

The **Class teacher** has the responsibility

- To maintain a suitable environment to allow learning to take place (see Code of Behaviour).
- Class teacher may use appropriate sanctions for indiscipline in class and to prevent indiscipline and promote a positive learning environment e.g. may move students location within classroom or learning environment, may give punishment work and may detain student for part of break/lunchtime.

For more persistent or serious disruption students may be referred to the Form Tutor, Year Head and Deputy Headmistress/Headmistress or discipline committee. Form tutor may be notified in cases of persistent minor disruptions/failure to bring books etc to class.

The **Form Tutor** has the responsibility

- To oversee the progress/conduct of students within their Form.
- To meet with relevant class teachers regarding information on individual students in liaison with Year Head

The Form Tutor may use appropriate sanctions, such as they may issue students with daily or weekly report cards. They may refer to the Year Head.

The **Year Head** has the responsibility to

- Oversee the progress/ conduct of students within the entire year group.
- Communicate with form tutors re; education/ general welfare of students.

The **Discipline Committee** (Headmistress and/or Deputy Headmistress, and/or relevant staff member/s if necessary) has the responsibility to

- Interview students who have been involved in a serious breach of School regulations / persistent indiscipline.
- Issue appropriate sanctions.
- Liaise with staff regarding outcome of discipline meeting

All **Other Staff** have access to the Discipline system if they encounter indiscipline.

### IMPLEMENTATIONS/SANCTIONS

Issues of discipline/behaviour will be processed, generally in a hierarchical sequence from class teacher/supervisor, house parent, Form Tutor, Year Head, House Parent, Boarding Head, Discipline Committee, Deputy Headmistress to Headmistress and Board of Management.

In determining class discipline, the class teacher/supervisor has the authority to impose in a summary manner, on the spot sanctions that the student must accept in the interests of class progress.

These sanctions could include:

- Change of position in class
- Reprimand by teacher
- Extra School/homework
- Have privileges withdrawn
- Making up work 'avoided' during break/lunch time
- Afternoon detention (parents/guardians will receive prior notification)
- Saturday detention (parents /guardians will receive prior notification)
- Incident Report Form may be completed by teacher/supervisor and student referred to Discipline Committee

These sanctions are not exhaustive and may be developed as conditions demand with the sanction of the Board of Management.

Initial efforts will be made by the teacher, if necessary, to advise and counsel the student in default. However if classroom sanctions do not bring about an improvement in the behaviour of the student the matter may be referred to the Form Tutor, Year Head, Discipline Committee, Deputy Headmistress and or the Headmistress.

**The Year Head or Form Tutor** will, if necessary, interview the student, investigate the incident, and may get in touch with parents/guardians verbally or by letter. Daily/Weekly Report Cards may be issued to the student to monitor their behaviour, homework and attitude in class.

Persistent problems/serious breaches of discipline (including alleged bullying, damage to School or personal property, use of unauthorised substances, disruption of classes/events, absent without permission etc) will be referred to the Discipline Committee and/or Deputy Headmistress/Headmistress.

**Discipline Committee** (composed of Headmistress, Deputy Headmistress, relevant Year Heads/Tutors).

The Year Head/Tutors provide support for the student.

Students may be interviewed by Tutors, Year Heads, Discipline Committee, Deputy Headmistress and/or Headmistress and will be given ample opportunity to present their case. Timetable permitting and where appropriate, students may be accompanied at some of these meetings by their Form Tutor or Year Head. Students may be asked to give a written account of incidents involving serious breaches of discipline. A range of warnings, sanctions and parental communication may be issued. Parents are encouraged to communicate any information relevant to discipline issues/behavioural issues to any of those involved in the discipline process. Written records of serious misbehaviour will be kept. Following investigation of a serious incident/repeated misbehaviour, sanctions may be imposed by the Discipline Committee. Sanctions for serious breaches of School rules could include

- Report Card
- Withdrawal of privileges
- Detention
- Community Service tasks
- Warning
- Suspension
- Expulsion

Where there are repeated instances of serious misbehaviour or an incident of a serious nature, parents/guardians will be requested to attend the School to meet Headmistress and/or Deputy Headmistress. Parents/Guardians will have the opportunity to discuss all relevant matters and where appropriate student may also attend and discuss issues during this meeting. School authorities and parents/guardians will endeavour to work in harmony in resolving the disciplinary issue and in ensuring that the child will accept the sanctions imposed.

If parents/guardians do not give an undertaking that the student will behave in an acceptable manner in the future, or where an event is sufficiently serious, the student may be suspended for a temporary period.

## **SUSPENSION**

- Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour which led to the suspension and to accept responsibility for changing their behaviour to meet the School's expectations in the future. When suspension is being considered the School will follow NEWB guidelines.

- If in the opinion of the Discipline Committee or Deputy Headmistress or Headmistress the behaviour of any student is sufficiently detrimental to the class and prior warnings and advice have not been heeded or if there is a disciplinary infringement of such a degree and /or nature as to require an exemplary sanction so the common good of the School is maintained, the Headmistress may suspend the student from School for up to one week.
- In the event of suspension parents/guardians will be invited to the School for a meeting. Parents/guardians will be informed of the nature of the infringement, duration of the suspension, conditions required for the re-admission to the School of their child, their right to appeal the suspension to the Board of Management, and of their rights under Section 29 of the Education Act.

If a student is suspended for a period of 6 days or more the Headmistress will inform the local Education Welfare Officer.

If a student is suspended for a cumulative total of 20 days or more in one School year the Headmistress will inform the Education Welfare Officer.

As part of the formal re-introduction of the student into the School after suspension parents may be requested to attend on the day of their return to the School. Undertakings of good behaviour may be requested in writing and agreed conditions (eg. Counselling, referral to pastoral supports ) may be signed by parents/guardians and student.

## **EXPULSIONS**

In general, the School authorities will try to resolve disciplinary infringements internally. When expulsion has to be considered the School will follow the NEWB guidelines including the guidelines re appeals on expulsions.

Expulsion will only be considered:

- for an extremely grave offence for which an exemplary punishment is required in the interests of the School
- where all other reasonable options to resolve the issue(s) have been exhausted or have proven ineffective.

The provisions of this code and this policy are without prejudice to the right of the Headmistress on behalf of the Board of Governors and Board of Management to take all reasonable measures as she considers appropriate to

ensure that good order and discipline are maintained in the School and that the safety of students, employees and visitors is secured.

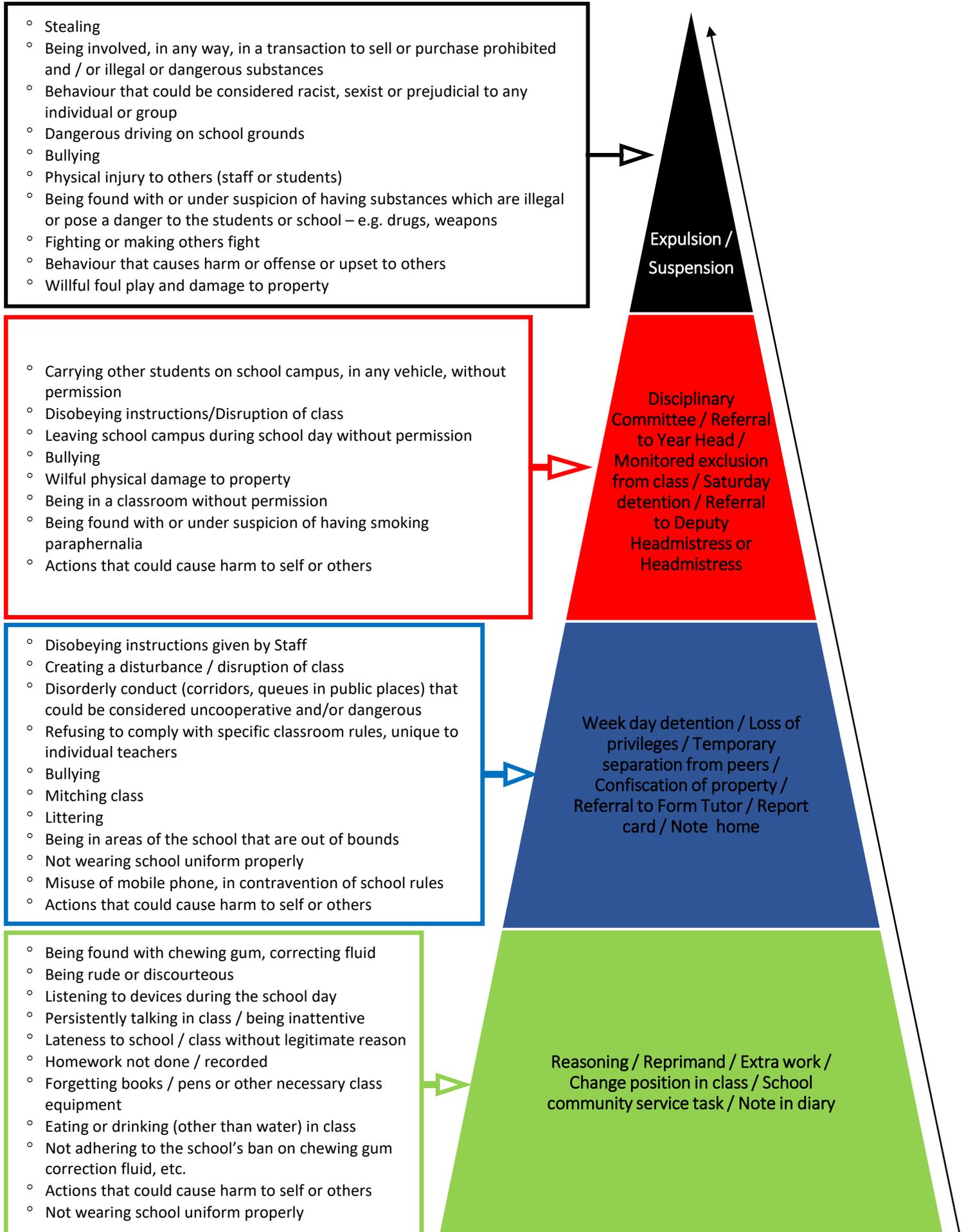
In exceptional circumstances where a serious breach of the School rules and regulations and/or a breach of the Law are apprehended, the Headmistress, or Deputy Headmistress, may order a search of lockers, dormitories, or personal effects without notice to the student(s) concerned.

In addition to such searches the Headmistress or Deputy Headmistress may request the student to disclose the contents of their pockets/clothing. Refusal so to do shall be deemed to constitute gross misbehaviour and shall attract the sanctions set out in this policy.

Every effort will be made to have an emotionally disturbed child referred for psychological assessment without delay. Help will be sought also from support services within the wider Community Care Services provided by the Health Boards.

## Appendix (iii) Behaviour Pyramids

### Behaviour / Sanctions Pyramid



Repeated misbehaviour results in movement up the pyramid to the next level. The above is not an exhaustive list of behaviour / sanctions, but is indicative of unwanted behaviour and the associated

### Awards / Rewards Pyramid

