

GOOD ORDER GUIDELINES

The context within which we establish good order at St Ivo is provided by a particular number of School Aims, which it is essential to consider before setting down any formal guidelines. These are:

PERSONAL

- to give pupils an enjoyable experience of School
- to help pupils achieve personal autonomy
- to help pupils develop their self-esteem and self-confidence
- to encourage self-discipline
- to develop in pupils an appreciation of the need for a reasoned set of moral values

SOCIAL

- to encourage tolerance and respect of others, habits of self respect and acceptable behaviour
- to help pupils understand the multi-cultural nature of society, to foster respect for those with different religions, beliefs and ways of life, and to develop an attitude which is opposed to discrimination of any form
- to help pupils recognise their place as members of a community, with all the necessary relationships that this demands

Putting such Aims into practice depends upon the consistent actions of us all. We need to set and expect high standards in all our activities and recognise that relationships at every level are vitally important. All contact with pupils will contribute to the tone and ethos of the School, whether we are in the classroom, on the corridor or in the playground we are always 'on duty' and can expect to interact with pupils in ways that will undoubtedly influence their behaviour. We need, therefore, to:-

- be positive, and always seek to build relationships
- set high standards of speech, manners and dress
- deal with problems. Simply ignoring them can suggest that you condone them
- be consistent, so that no colleague is ever isolated as the only one challenging certain issues
- judge only when certain, always trying to keep calm and sticking to facts
- avoid loose threats that cannot be delivered or which merely pass the problem to someone else
- recognise that removal of privilege is an effective sanction

In particular, within the classroom, we need to create and sustain a positive, supportive and learning environment. Well prepared, stimulating lessons, generate good responses from pupils and contribute to behaviour patterns.

IN THE CLASSROOM

Create and sustain a positive, supportive and secure environment. Well-prepared, stimulating lessons generate good behaviour.

- arrive before the class and begin on time
- be prepared for the lesson
- aim to motivate and extend all pupils
- mark work promptly and constructively
- set homework regularly in accordance with the homework timetable and Department policy and guidelines
- get to know pupils as individuals
- encourage pupils to take responsibility for their own studies

Avoid:

- sarcasm and humiliation
- shouting
- over-reacting
- over-punishment and blanket punishments

THE ST IVO CODE

St Ivo is a large school, which succeeds as a community by all members supporting an agreed code of conduct.

RESPECT: Everyone deserves respect. School property and personal property also need to be shown respect.

SAFETY AND SECURITY: It is a fundamental right for everyone to feel safe and secure when at St Ivo. We seek to avoid risk to ourselves and each other. Bullying and intimidation are not accepted in our community.

TEACHING AND LEARNING: St Ivo promotes a positive learning environment and recognises the value of all forms of achievement. We recognise the importance of praise and support and agree to take responsibility for ensuring teaching and learning are not disrupted by ourselves or others.

RESPONSIBILITY: Each member of the St Ivo community has a duty to take responsibility for their actions.

INVOLVEMENT: We encourage and promote the opportunities for everyone to become active in the community life of the school. This includes clubs, societies, social events and opportunities for good citizenship.

COMMUNICATION: We believe in keeping everyone informed of what is happening in our community. Everyone has a right to be heard and have their views respected.

At all times, we aim to communicate a positive image of St Ivo School.

THE ST IVO GUIDE - RIGHT WAYS TO BEHAVE

We aim to set high standards of behaviour in our school. Learning how to behave is as important to us as all other kinds of learning at St Ivo. It teaches us to be valuable members of the community and prepares us to succeed in life. Learning right from wrong is vital in achieving high standards of behaviour, as is accepting responsibility for how we behave.

What we expect

- Being prepared for work is important as it shows organisation. This involves bringing appropriate things to lessons so we are ready for when learning starts.
- In and around the school, teachers will try to guide and manage pupils fairly. It is crucial that pupils show staff the respect they need to do a good job.
- Showing self-control, avoiding violence and using appropriate language are all important parts of working in a community.
- At St Ivo we learn that knowing when to talk and when to listen is a key skill for learning.
- Classrooms at St Ivo are important places of work and should be free of any distractions.
- We value punctuality, knowing that it is an important skill and that lateness lets others down.
- In a large school like St Ivo it is vital to move around the site and in or out of classrooms safely and considerately.
- At St Ivo we treat school buildings and property with respect because we work here and benefit from having a pleasant, safe environment.

REWARDING THE POSITIVE AT ST IVO

Our school seeks to recognise achievement of all kinds. We foster a culture of success and reward. Those who achieve well in any of our areas of work are noticed and rewarded. We aim to promote a sense of pride in achievement, to build confidence and self-esteem and to emphasise the positive in our school.

Praise and reward take many forms in our school

- Good work will be noticed and praised. Those exceeding expectations in or outside the curriculum will have their achievements commented on by the Head of Department or by the Head of Year. Special achievements may be recognised by commendations awarded at the end of the year.

- Staff are encouraged to monitor achievement and reward it on a daily basis. This may take the form of the award of merit or credit marks, comments in pupil planners or even more often, in offering well-judged praise in class.
- Records of special achievements or qualities will be kept on file for use in the writing of references and Records of Achievement for those leaving the school.
- Where appropriate, newsworthy achievements will be reported in the termly newsletter to parents/carers and from time to time these achievements are published in the local press and the articles put on display in school.
- At the end of the school year outstanding achievements in the field of sport, endeavour, attendance, music, history, food technology, drama and entomology are recognised in the whole school assembly with the award of school prizes.
- Displays of praiseworthy work are mounted regularly around the school. We value such displays as a way of acknowledging what is best in the work done at St Ivo.
- Assemblies of year groups are a regular way of highlighting achievements and the positive qualities in our school. This includes commendation certificates at the end of the school year.
- We value achievements outside school too, both as an inspiration to others and as a way of boosting confidence and self-esteem. Such achievements will be logged for inclusion in Records of Achievement or references and may be reported in the school newsletter.

In all these and other less formal ways our aim is to recognise achievement, praise positive qualities and build self-confidence and self-esteem.

AND WHEN THINGS GO WRONG ...

We all make mistakes - these are part of learning. When we behave in ways that fall below the St Ivo standards we will be judged fairly. Criticisms and punishments will be constructive and help us to behave better. We will be offered ways to support our learning of good behaviour. We will be asked to accept responsibility for our behaviour and to try harder next time. If necessary school will inform and involve our parents/carers and will call upon outside support agencies to help if needed.

a) Organisation of work and homework

- discussion with pupil
- communication with form tutor

- communication with parent/carer through planner
- lesson or homework report
- departmental detention

b) Punctuality and attendance

- discussion with pupil
- punctuality/attendance report
- lunchtime reporting system
- phone call home after 3 days' absence
- letter home, if a problem persists

c) Behaviour

- discussion of the incident with pupil
- temporary removal for a 'cooling off' period
- report of the incident to head of department, form tutor and/or head of year
- detention
- daily lesson report and contact with parent/carer
- individual support plan

Very serious disobedience, insolence, violent or abusive behaviour will result in

- immediate isolation
- parent/carer involvement
- exclusion approved by the Head or a Deputy

Where appropriate, we will expect a pupil to rectify the problem or damage caused.

This document should be read in conjunction with the following documents covering more specific aspects of school life:

Guiding Principles

Equal Opportunities Policy

Anti-Bullying Policy

Attendance

Homework Policy

Staff Handbook

Health and Safety Policy

GUIDELINES FOR STAFF

We expect all staff at St Ivo to follow the principles within our Guiding Principles and our Code of Conduct documents.

We need therefore to

- value pupils and seek to build positive relationships
- set high standards of behaviour and dress
- be fair and consistent and be positive in recognising achievement
- plan and prepare lessons to motivate and extend all pupils
- set homework regularly, in line with the Homework Policy
- mark work promptly, constructively and positively in line with the Assessment Policy
- monitor pupil attendance and punctuality
- communicate concerns and praise to tutors, heads of department and heads of year
- adopt a duty of care towards the pupils, remembering that whilst they are at St Ivo we are 'in loco parentis'
- be prepared to make positive contributions to the community life of the school

REWARDS

As a teacher you are encouraged to:

- recognise and praise good work in class
- write comments regarding awards or achievements in planners and exercise books
- display good work in classrooms and on other departmental display areas
- award merit or credit for good achievement and/or effort
- record special achievements and give details to form tutors
- highlight special achievements at Year Assemblies
- whenever possible give details to tutors for inclusion in the newsletter
- give details of any newsworthy achievement to Jane Jest for publication in the local press
- give names of outstanding effort or achievement for the End-of-Year Assembly.

Names may also be given in for the Final Assembly under the specified categories.

SAFETY

Staff are expected to

- exercise personal responsibility for the safety of themselves and pupils in their care
- observe the safety rules of the school and, in particular, the instructions given for an emergency
- make themselves aware of basic safety evacuation procedures
- report unsafe matters
- ensure all accidents and injuries to any person on the school premises are reported to the school nurse.
- full details of procedures for health and safety can be found in the school Health and Safety Policy
- at all times staff should be aware of their responsibility towards the pupils.