



## INTRODUCTION

**The College aims to promote a positive, caring atmosphere in which individual self-discipline can develop and to create a community with shared values and a sense of collective responsibility.** This in turn arises from good relationships among students, between students and staff, within the home and between home and College. In this regard, it is our expectation that all students are respected, valued and involved in the life of the College, irrespective of religious belief, race, ethnicity, sexual orientation or physical appearance. Recognition of good behaviour, positive attitudes, application to work and extra-curricular involvement will contribute to the development of these relationships.

Central to the whole process of teaching and learning, and to the development of our students in the widest sense, is the maintenance of high standards of discipline and behaviour.

The positive side of College life is not measured through academic success alone but through achievements in all areas. Each student is encouraged to fulfil his/her intellectual, spiritual, physical, social and emotional potential. Such relationships depend upon mutual respect and an awareness of each other's rights and responsibilities. Students have the right to be taught effectively in a proper environment and to have access to a well-balanced and appropriate curriculum. In return they are expected to be co-operative, well-mannered, to respect others and to contribute positively to College life. They must be familiar with, and abide by, the College's Code of Conduct, be punctual and work to the best of their ability.

Close co-operation between home and College is essential for high achievement and the maintenance of good discipline. Parents/carers have the right to expect adequate information and reasonable access, to be listened to and to know that their young people are safe, secure and properly taught. In return they have the responsibility to send their young people to College punctually, fully prepared, to monitor their student's progress, to offer relevant information, to meet with staff when necessary and be familiar with, and support the College's policies.

Teachers and Support Staff are expected to act professionally, be approachable and maintain high standards at all times. In return they have the right to be allowed to teach/undertake duties, to be listened to, to be respected and to receive the full support of students and parents/carers in upholding the College's standards and values.

Success in developing a positive ethos reduces the need for sanctions and contributes to the fulfilment of our aims outlined above.

## SUMMARY

1. Show **courtesy and respect** for others, at all times, in both your language and actions.
2. All students have a **duty of care** for their personal safety and for others around them.
3. Be **punctual** for assembly/registration and all classes, including private study (Sixth Form).
4. If leaving College during the school day - always ensure permission from your parent/carer has been provided **before leaving school** and follow the sign/out procedures.
5. If you are unwell in College, report to a member of staff and only **use the Medical Room for a maximum of one period** if required.
6. Check your **uniform and appearance** meets the requirements in the Code of Conduct before leaving home.
7. **Respect the College environment** and be proactive in reporting any incidents where property is damaged.
8. **Demonstrate a strong work ethic** and follow the instructions and guidance provided by College staff in order to fulfil your potential – in the classroom and through extra-curricular activities.
9. Be committed to your learning and **meet all deadlines** set by teachers – for homeworks, Controlled Assessment, Coursework and forms for any Educational Visits etc.
10. You are an **ambassador for Portadown College, when wearing the College uniform or sports kit**, including when travelling to and from school.

## ATTENDANCE AND PUNCTUALITY

Good attendance at College is essential for academic progress. It is important that College procedures are followed properly in relation to attendance as these are government requirements. Attendance and punctuality are closely monitored and recorded through the College's Information Management System (SIMS). **Absences from College must always be accounted for by text.** **Should any parent/carer be unable to contact the College via text, they should telephone the College Office directly to make alternative arrangements.**

Teacher supervision is not available before 8.20am or after 4.00pm. Students are therefore not permitted to enter the College buildings before 8:20am. Students arriving between 8:20 – 8:30am must go straight to the library; after 8:30am – all locker areas can be accessed. Students should be in College before 9am for Assembly or whatever alternative is arranged for a prompt 9:00am start. Students should not be on the College premises after 3.45pm unless they have permission or are participating in an activity led by a member of staff or other authorised adult(s).

### Absence:

If a student is going to be absent for all or part of the school day, parents/carers must

- text the College (07908 670199)
- explaining the reason for absence **before 9:15am.**

If a student is marked absent and text has been received from parents/carers, a SMS alert will be sent to advise of the absence and request a reason for their son/daughter's absence. If a response has not been received within one week after the first day back following an absence, the student will be placed in a Tuesday detention.

Parents/carers should always plan family holidays outside term time as these have a direct impact on students' academic progress.

Failure to attend timetabled classes will be regarded as unauthorised absence and will result in a Friday after school detention.

If arriving late in the morning:

Students **arriving after 9.00am** should enter by the MAIN ENTRANCE and sign in at reception. If the late arrival is as a result of an appointment then the student's parent/carer should text the College (07908 670199), explaining the reason within 48 hours. Any student late more than three times for morning registration and without an acceptable reason throughout the academic year will be placed in a Friday after school detention.

If arriving late for afternoon registration:

Students are expected to arrive promptly for the commencement of period 7 classes at **1.50pm**. At the beginning of period 7, an afternoon registration is taken. Any student late more than three times for afternoon registration and without an acceptable reason will be placed in a Tuesday lunchtime detention.

If needing to leave the College during the school day:

**Any student who needs to leave College early or for a short period during the day must bring a signed note from their parent or carer to a member of the Senior Leadership Team (Miss Gibb, Mr Richardson, Mr Lappin, Mrs McGuinness, Mrs Speers) in the foyer before 9.15am, giving the specific reason for the requested absence. As far as possible, routine medical or dental appointments should be made outside College hours. Notes signed by students, even those over eighteen years of age, are not acceptable. Students must always ensure that parents/carers have contacted the College to give permission as retrospective approval by parents/carers will not be authorised and Year Heads will be informed to arrange the relevant sanction.**

Students must always sign out using ipad and be mindful that this is a method of recording who is present in the College building which is necessary for health and safety reasons.

**Signing out using the ipad does not equate to permission to leave. Students must always seek permission as outlined above.**

Students who have permission to leave College but who fail to follow the procedures for signing in or out of College will be placed in a Tuesday lunchtime detention.

Students who fail to follow procedures for gaining permission to leave College will be placed in a Friday after school detention.

If illness/injury occurs during the school day:

A student who feels ill or has been injured in College must:

- first report to their teacher and then the College Office.
- speak to a member of the office staff who will contact home for someone to come and collect them.

Only the student who is unwell should enter the medical room and then, only for one period. After this time, they should then either return to class or ask the office staff to arrange for them to be collected by a parent/carer.

Students must only sign out when their parent/carer has come to the office to collect them. The use of mobile devices is not permitted in the medical room.

Students must **never** leave the College premises, stay in the toilets, make their own arrangements to leave the College or go to the Medical Room without reporting to the College Office. This constitutes missing class without permission and will result in a Friday after school detention.

#### Driving lessons:

Year 13 and 14 students are permitted to leave College for a driving lesson (1 hour) per week provided:

- A signed note from a parent/carer has been brought to a member of the Senior Leadership Team (**Miss Gibb, Mr Richardson, Mr Lappin, Mrs McGuinness, Mrs Speers**) in the foyer before 9:15am (see above)
- The lesson is during private study periods.

Students are **not permitted** to take driving lessons during any timetabled class **including games periods** except for a driving test (practical or theory).

#### Games:

The Year 12, 13 and 14 Games programme affords students opportunities for participation in a broad range of activities which contribute to the well-being of all students. The College values the support of parents/carers in encouraging full participation in these activities.

#### Medical Exemption from Games (MEG):

Students who wish to be medically exempt from Games must submit a signed note from their parent/ carer to the teacher supervising MEG. Students should go to the MEG room at 1:50pm and bring materials for private study. Students will stay in the MEG room until 3.35pm. It should be noted that students who are medically exempt from games must remain in the MEG room and are not permitted to go to other parts of the College to complete coursework or other tasks.

Students who fail to bring their PE/Games kit or provide a signed note for MEG on three occasions will be placed in an after school detention.

#### Voluntary Work School placements:

Students must follow the registration and signing out procedures as directed by the Teacher in Charge. Failure to do so will result in a lunchtime detention. Repeated failure to follow the procedures and attend punctually at the placement will result in an after school detention and possible removal from the placement.

If a placement is cancelled the Teacher in Charge will provide details of where students should register with them. Students should remember to bring necessary books etc. for private study during these periods.

#### Please note:

Any departure without seeking permission as outlined above will be regarded as an unauthorised absence, the sanction for which is an after school detention. Only students in Year 13 and Year 14 have the privilege of leaving College at lunchtime and must return in time for afternoon classes. The privilege of leaving early on a Friday afternoon (when a **Year 14** student has no timetabled classes and a permission form has been returned) may be withdrawn for a set period if the requirements of the subjects they are studying are not met.

### **UNIFORM AND APPEARANCE (to be read in conjunction with Uniform Lists)**

#### Uniform

Students are expected to take pride in their appearance and to ensure that their uniform is worn properly at all times, including on the way to and from College and on any occasion when representing the College. Shirts must be tucked in at all times, with the top button fastened and tie done up. Skirts must be worn on the knee.

When travelling to and from College, Portadown College branded kit, (preferably the Portadown College black ¼ zip top), or a plain dark coat are acceptable. Coats should be removed when in the school building. No other jackets, hoodies or fleeces are permitted. The College pullover is the only item of clothing allowed to be worn over the College shirt/blouse and under the College blazer in College during the College Day. If a student has any medical condition requiring additional clothing over his/her shirt/blouse, the only item permitted is the College pullover.

Only plain black shoes are acceptable and they should be clean and polished. Trainers of any kind are not permitted other than for PE classes and in cases of medical need. Other accessories such as hats and gloves must be grey, blue or black. Socks should be grey or black; other colours of socks and/or trainer socks are not acceptable. Girls should wear black opaque tights. During the summer term, black 15 Denier tights are permitted. Students must wear the appropriate school kit for all games activities and travelling to or from games or sporting fixtures. Shorts should only be worn in PE/Games classes and not around the College.

Only College scarves are permitted to be worn inside the College.

### Hairstyles

Hairstyles should be tidy, neat and acceptable to the College. The following styles are not permitted:

- 'Skin fades' where the student's hair is shaved at a number 1 setting.
- Patterns shaved into a student's hair or eyebrows, including an artificial parting.
- Any unnatural colours.

For health and safety reasons, students with long hair must tie it up when requested to do so by a member of staff.

In cases where a student's hairstyle is related to their specific racial or religious group, or linked to medical factors, reasonable adjustments will be arranged with the student and his/her parents/carers as appropriate.

If in doubt, check with a Vice Principal or Year Head before having your hair styled.

### Make Up/nails/facial hair

Make-up must be natural and nails must be **short**, one colour and no nail paraphernalia is permitted. All boys must be clean shaven.

### Jewellery

The only jewellery permitted is a watch, ring and two, small stud earrings (**two** in each ear lobe). Large rings which can be deemed to be dangerous may not be worn. Bracelets and necklaces may not be worn in school. Earrings are not permitted to be worn in the cartilage of the ear. With the exception of two pairs of stud earrings (see above), we do not permit the wearing of jewellery which involves body piercing. Such jewellery raises concerns about health and safety and is not in keeping with the good appearance of the College uniform. Students may not, therefore, wear studs or rings around the ear or in the nose, tongue, eyebrow etc. at any time. Only clear retainers can be used in any such piercings.

The only badges that students are permitted to wear in College are those presented by the College or relating to College based activities.

Students are also required to wear full College uniform when attending external examination sessions and full College uniform when in College for any reason during study leave and INSET days. This reduces security problems and makes it easier to identify unauthorised visitors.

Students participating in PE classes, the games programme or representing the College as team members must wear the designated College PE/Games kit as detailed in the College uniform list and instructed by the teacher in charge of their team.

Failure to observe the above requirements will result in a Tuesday lunchtime detention. On-going failure to comply with the rule will result in a Friday after school detention.

Students who are not properly dressed and whose appearance does not meet College standards will be subject to College disciplinary procedures and sanctions, which may include being sent home.

If a temporary change from regulation College uniform has to be made, a written explanation of the reason should be provided by parents/carers to the Group Tutor.

**The acceptability of uniform, hairstyles, jewellery and make-up is determined by the SLT (Senior Leadership Team) in the College and any decision made on such acceptability is final.**

### **THE COLLEGE ENVIRONMENT**

Students have a responsibility to ensure that the College grounds and premises are kept tidy and free of litter at all times. Students should take ownership and pride in their own locker areas.

Students are not permitted to consume drinks in Assembly.

Each student is responsible for his/her own property. The College cannot be held responsible for possessions which are lost; valuable items should not be brought to College.

All clothing, bags, cases, sports equipment, books etc. must be clearly labelled with the student's name. The College Office or a member of staff should be notified immediately of the loss of any article. Any article found by students should be taken as soon as possible to the College Office.

A locker is allocated to every student in Year 11 and for students in other Year Groups if requested. They are expensive to maintain and replace and must be treated with care. Damage to lockers should be reported immediately and deliberate damage or vandalism will be treated very seriously and must be paid for.

All personal property (except outdoor clothing), retained even temporarily in College, must be stored in a locked locker. Sports clothing should not be left overnight in College. Rugby boots or any footwear likely to damage the College floors must not be worn inside the main College premises.

Valuables should never be left in lockers, changing rooms or cloakrooms. During PE or Games students should give their valuables to the teacher in charge for safe-keeping. Lockers should be cleared out at the end of the academic year and the lock removed, otherwise any contents will be disposed of.

Students are required to keep all text-books, stationery and College equipment in good condition. Text-books remain the property of the College and must be returned when required. Students should be aware that departments may apply a charge if textbooks are defaced. A charge may also apply if textbooks or equipment is lost or not returned when requested to cover replacement costs.

Students must not deface College property. Graffiti or any other damage caused deliberately or through carelessness must be paid for. For the protection of College property, chewing gum is forbidden. Students must not interfere with notices or posters on the College notice-boards. All notices which are not related to official College clubs or societies must be sanctioned by the Principal or a Vice Principal who will sign the notice to authenticate it.

The Sixth Form Centre Common Room is only for the use of Year 14.

**All students who drive cars to College must provide details of the make, model and registration number to the office, irrespective of where they park their car.** Year 14 students who park their car in the car park in College grounds must complete a Use of Car in School Grounds form and return it to the school office before they bring a car onto the school grounds. Only Year 14 Students are permitted to park on the College grounds and only in the front car parks beside the Technology and Art buildings. Students who park in any other area, block entrances or who fail to show consideration for other users will be placed in a Tuesday lunchtime detention. Students who persistently fail to comply with this requirement may have their permission to park on the College grounds withdrawn.

Similarly, students who park their car outside the College grounds must ensure that they act in a courteous and responsible manner at all times when parking their vehicle and when driving in local residential areas. Students who fail to show consideration to local residents and other road users will be placed in a Tuesday lunchtime detention.

To help ensure a safe environment, the co-operation of students is requested in identifying suspicious activity and trespassers/those who are not members of the College community in the College buildings and grounds. These individuals should not be approached but their presence reported as quickly as possible to a member of the teaching or ancillary staff. All visitors should be wearing identification passes issued by the College Office. Any student found to be willfully engaging with trespassers/those who are not members of the College community in the College buildings and grounds or any student who enters the property of another school without good reason may receive a sanction if their engagement is deemed to be inappropriate.

## **BEHAVIOUR AND ETIQUETTE**

### General:

Portadown College students are expected to behave in a manner which will not discredit themselves, their parents/carers or their College. This includes posting or uploading material onto social networking or internet sites. Agreement with this Code of Conduct also indicates compliance with the Online Safety Policy and the Acceptable Use of the Internet Policy.

All students must sign the College ICT Acceptable Use Policy and follow the online safety guidance provided in Personal Development (PD) classes to minimise risk regarding on line content, contacts and conduct.

Students should observe all safety precautions in all College activities and not do anything which would endanger the well-being of others.

Students should move quietly and in good order from class to class and keep to the left. In the interests of safety, running in the corridors or on the stairs is strictly forbidden. Accidents in the College should be reported immediately to a member of staff. Students should show courtesy at all times in their interactions with members

of the College community and visitors. They are expected to refrain from the use of offensive and/or abusive language, in communication with and in the presence of members of the College community and visitors.

Students may visit the locker areas at the beginning (up to 9.15am) and end of the school day and during break and lunch. Going to locker areas at any other time is not permitted. Water dispensers may only be used at the displayed times. The sanction for using lockers/water dispensers outside of the designated times is a Tuesday lunchtime detention.

Students must not congregate with others inside toilet areas beyond the use of the facilities. Students must seek permission from their current class teacher to use the toilet during class time. Students must not go to the toilet between classes without first being granted permission. Students must not eat or drink in toilet areas. Mobile phones must not be used in toilet areas.

The lift (located outside G2, CP1 and Room 10) is only to be used by students who have received permission to do so. If any student/students are found using the lift without permission or using the lift in an inappropriate manner, they will receive a Tuesday lunchtime detention.

Students must ensure they have the appropriate notes, books, bags or equipment required and should not return to the locker area to leave any possessions between classes.

Students must not bring to College or use items such as cigarettes, e-cigarettes, nicotine pouches, solvents, alcohol, illegal drugs.

Smoking is forbidden. Students must not be in possession of smoking materials (including e-cigarettes), or engage in smoking or be in the company of another student smoking on the College premises, attending College events or when in College uniform.

Students must not have in their possession any article of a disruptive, offensive or dangerous nature.

### MOBILE PHONES

Students are not permitted to use their mobile phones at any stage anywhere in the College building or on College grounds unless permitted to do so by a teacher.

Mobile phones must be switched off at all times and must not be visible anywhere in the College building or on College grounds unless permission has been given by a teacher.

- **First Occasion** - phone confiscated; students collect it from the Office at the end of the day- Lunchtime detention
- **Second Occasion** - phone confiscated; parent collects phone from the Office at the end of the day- Friday detention
- **Third Occasion** - phone confiscated; parent collects phone from the Office at the end of the day - Principal's Detention

Technology must not be used at any time during the school day, or at school events to capture visual or audio material.

Students are not permitted to undertake any unauthorised selling in the College or order any food deliveries to the College.



### Assembly

Students must stand in a line with their Group Tutor, be silent during the assembly. It is the responsibility of students to ensure they are registered with their Group Tutor before leaving the hall, failure to do so will result in a late mark being recorded. Air pods must not be worn during assembly and chewing of gum, eating or drinking is not permitted.

### Within the classroom:

In order to promote a classroom environment conducive to learning, students are expected to adhere to the following positive learning behaviours:

- Attend timetabled classes (including study rooms) punctually
- Enter the classroom in an orderly manner
- Be equipped with all materials required for the lesson
- Settle quickly and quietly so that the teacher can begin the lesson promptly
- Show respect to the teacher, support staff and fellow students through courteous language
- Refrain from the use of offensive and/or abusive language
- Contribute purposefully, productively and positively to the lesson
- Adhere to safety rules during practical lessons
- Show respect to all members of staff and visitors to the College

Any student entering a classroom should knock the classroom door before entering, to speak to a teacher. Food and drinks (except water) should not be consumed in class.

### During Private Study (Year 13 & 14):

In order to promote an environment conducive to independent study, students are expected to adhere to the following positive learning behaviours:

- Enter the room in an orderly manner
- Be equipped with all materials required for the duration of study
- Settle quickly and quietly so that study can begin promptly
- Show respect to the teacher and fellow students through courteous language and language appropriate to an educational setting
- Be purposefully, productively and positively engaged in study
- Mobile phones must not be used or be visible at any stage during Study periods/ in the Common Room.

Any students using electronic devices such as laptops and tablets to access the internet must do so solely for purposes of school work. Air pods/headphones/earphones must not be used or be visible on College premises. Food and drinks (except water) should not be consumed in study rooms.

Any student wishing to complete work in another part of the College must **complete a study room excusal form in full**, get it signed by a member of the department where they will be working and hand the form to the member of staff in the study room. The departmental member of staff who is responsible for the student will then code their attendance accordingly on SIMS.

## **EDUCATIONAL VISITS, SCHOOL TRIPS, EXTRA-CURRICULAR ACTIVITIES AND SPORT**

Students involved in any educational visit, school trip, extra-curricular activity or sport should recognise they are ambassadors for the College and therefore must **adhere to the Code of Conduct and any additional rules** and regulations set in place for that trip/activity/sport. Although there may be additional guidelines for subject specific trips/activities and sport the following should always be adhered to:

- Rules with regard to mobile phones apply to all trips and visits, including residential, extra-curricular activities and sport.
- Rules with regard to smoking, alcohol and the use of illegal drugs apply to all trips and visits, including residential i.e.
  - Students must not bring or use items such as solvents, alcohol, cigarettes (including e-cigarettes), illegal drugs or other items deemed inappropriate
  - Smoking is forbidden. Students must not be in possession of smoking materials, or engage in smoking
- Students must not have in their possession any article of a disruptive, offensive or dangerous nature
- Students must maintain appropriate relationships amongst participants and others they come in contact with during any trips. On residential trips, students should confine themselves to their rooms and communal areas identified by staff accompanying the group
- Students are advised not to bring valuable items in their personal belongings on visits or trips. If it is necessary to bring such items they must accept responsibility for the security of such items as with their other personal belongings
- Students should respect all members of the group and afford equality of opportunity to all participants
- Students must complete the tasks as required and understand that opportunities to complete work may not arise on return to the College
- As ambassadors for Portadown College students should demonstrate good manners and conduct themselves in such a way that their general behaviour promotes enjoyment for all
- Show respect to the teacher(s), support staff, fellow students, spectators, visitors and other participants/attendees through courteous language
- Refrain from the use of offensive and/or abusive language
- Failure to observe these guidelines may result in sanctions being applied
- Regarding a student's compliance with the College Code of Conduct, a student may be removed from the trip/visit at the discretion of the Principal or another member of the SLT (Senior Leadership Team). Students and parents should be aware that in such an instance it will not be possible to refund any payments made
- A failure to abide by the Code of Conduct, including following instructions, may result in the student not being permitted to attend the next scheduled trip/educational visit/sporting fixture
- In the event of a student being unable to attend a trip, parents/carers must inform the school office before the time of departure
- If the member of staff in charge considers it necessary for a student to be sent home during an educational visit or trip due to a breach of the Code of Conduct, any costs incurred must be met by the parents/carers.

## **PROCEDURES AND SANCTIONS**

Disciplinary measures are taken within the context of the College's pastoral system and the support of Year Heads is sought as the need arises. The rules for good behaviour, punctuality, appearance etc. are designed to create the conditions for a harmonious College community and it is the responsibility of each student to know and abide by these rules. We recognise, however, that there will be occasions when breaches of good order will occur and that some students will seek to contravene College rules and accepted patterns of behaviour. Consequently, there is a

set of procedures and sanctions for dealing with such offences. At each stage it will be made clear to students why they are being sanctioned and that a record is kept of their conduct.

Stage	Breach of Code of Conduct - Examples	The following personnel will be involved	Support strategy and /or Sanction(s)
1	Failure to submit homework/complete work set Breach of uniform regulations (first occasion)	All Teachers	Warning/Verbal Reprimand Departmental Detention Uniform Letter issued Repeat or Additional Work
2	Use of mobile phone without permission of a teacher- first occasion Misbehaviour in Study Rooms (first occasion) Failure to follow procedures for use of the Medical Room Failure to observe the rules with respect to uniform and/or appearance Inappropriate behaviour in class, locker areas, toilets and canteen Congregating with others in toilets beyond the use of the facilities Use of mobile phones/canteen/water dispensers/locker areas at any time outside of break or lunchtime Bullying Type Behaviour Failure to attend assembly Absence from Study Rooms (first occasion) Accruing three late marks (PM)	Year Head/Head of Department	<b>Lunchtime Detention</b> (Dept. or Year Head) – 1:15pm-1:45pm for private study  and/or  Referral to Head of Department or Year Head to go onto Review and Support programme
3	Use of mobile phone without permission of a teacher- Second occasion Failure to attend two lunchtime detentions Repeated absence from/misbehaviour in Study Rooms Accruing four lunchtime detentions Accruing four late marks (AM) Failure to attend timetabled classes Leaving College without permission Breaches of ICT AUP Damage to property (minor) Being in the company of students smoking/vaping Swearing in the presence of staff	Vice Principal (Pastoral)	<b>Friday After School Detention</b> – 3:45 – 5:00pm for private study  If a student has accrued a number of after school detentions, the Vice Principal (Pastoral) will arrange a meeting with the student and parents/carers to review appropriate support mechanisms  Only under exceptional circumstances, at a parental

	<p>Repeated breaches of the Code of Conduct Bullying Type Behaviour Failure to rectify breach of code of conduct relating to hairstyle within two week period</p>		<p>request, may be deferred until the next available detention.</p>
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Stage	Breach of Code of Conduct - Examples	The following personnel will be involved	Support strategy and /or Sanction(s)
4	<p>Severe or repeated breaches of the College Code of Conduct which do not meet the evidence-based criteria for a Suspension e.g. damage to property (major). Other severe or repeated breaches of the Code of Conduct with mitigating circumstances. Bullying Type Behaviour Smoking/vaping Use of mobile phone without permission of a teacher- Third occasion</p>	Principal	<p><b>Principal's Detention</b> 3 hours of private study on a Saturday, Staff Development Day or school holiday, supervised by members of the Senior Leadership Team in College.</p>
5	<p>All suspensions will be classified under one of the following criteria: Substance abuse: possessing, using or dealing in illegal drugs or solvents on school premises Alcohol abuse: possessing, drinking or selling alcohol on school premises Bullying of student: all forms whether physical, verbal, threats or other Verbal abuse of student: of a personal nature including swearing, threatening behaviour and sexually explicit language Physical attack on student: with or without a weapon Disruptive behaviour in class: persistent or one-off incidents which occupy teacher time and/or distract other students Persistent infringements of school rules: smoking, non co-operation with sanctions, etc. Significant damage to or misuse of property: belonging to School staff or other students in or outside school Stealing: from school, students, staff in school or outside school while in uniform Verbal abuse of staff: of a personal nature including swearing, threatening behaviour and sexually explicit language Physical attack on staff: with or without a weapon</p>	Principal	<p><b>Suspension</b> If there is an exceptional breach of discipline or repeated failure to observe the College's Code of Conduct, the Principal may suspend a student. In all cases concerning suspension the parents/carers, the Chairman of the Board of Governors and the Education Authority (EA) will be informed.</p>

6	Continued breaches of the Code of Conduct following a period or periods of suspension.	Principal, the Chairman of the Board of Governors and an authorised officer from the Education Authority will engage in consultation with parents.	<b>Expulsion</b> Where expulsion is considered the matter will be referred directly to the Board of Governors and EA as required.
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- Please note some examples are provided but each list is not exhaustive, and a detention may be issued under other circumstances as deemed appropriate by a member of the Senior Leadership Team.
- Failure to attend a lunchtime detention on two occasions without a legitimate reason will lead to an after school detention
- When a student has a clash of detentions on the same day, it is their responsibility to notify the teacher whose detention they will be unable to attend and to serve the detention at the next opportunity provided by the teacher
- If a student accrues four lunchtime detentions (Year Head/Department), they will be placed in an after school detention.
- In the case of a student experiencing serious emotional and behavioural difficulties or who are on the Learning Support Register, an individual education and care plan will be drawn up. Where necessary, advice and assistance will be sought from the Education Authority Behaviour Support Team and/or other external agencies.
- Minor/Major/Significant issues will be determined by their impact on the College community (personnel, environment and resources)
- A parent/carer may not refuse to give consent to a student’s detention provided that the detention is reasonable and that 24 hours’ notice in writing is given that the detention is due to take place. When a student fails to attend detention with no acceptable reason being provided, an additional after school detention will be issued.
- In the event of a parent/carer refusing to give consent or a failure on the part of the student to observe a detention, the Principal will impose a suspension (see below). This suspension would be in substitution for the detention and, once served, the detention would not thereafter be on the record. It would be replaced on the student’s record by the suspension. It is not permissible for students to ask to rearrange detentions because of work commitments.
- It is at the discretion of the Principal or Vice Principal to interview any student who has accrued a number of detentions over a short period of time or those students who repeatedly breach the Code of Conduct. Notes may be kept of these interviews for future reference.

### **THE ROLE OF PARENTS/CARERS**

A good relationship between home and the College is pivotal to the well-being and academic progress of students. Parents/carers are asked to ensure:

- Their son/daughter is at College on time each day
- Notes/ responses to Absence Call texts are provided for any absence within 5 days of the date of return
- They make regular contact with Year Heads or Heads of Department if they have any concerns or queries.
- They attend any meetings requested by College staff.

Parent-teacher interviews are scheduled in the College Calendar but contact with a teacher is welcome at any time through the College Office.

Parents/carers will be contacted either by telephone, letter or e-mail (Parentmail) regarding breaches of the Code of Conduct or other issues causing concern.

Parental support of the College's procedures is expected. However, Year Heads, or in more serious matters, the Vice Principal (Pastoral) will be happy to meet with parents/carers about contentious issues. As per the College Admission's Policy: **The lodging of an application for a place at Portadown College is interpreted by the Board of Governors as an indication that parents/carers and the student concerned accept and are in agreement with the ethos, philosophy, aims, policies, rules and regulations of the College including any code of conduct or behaviour management policy of the College.**

Should parents/carers have a complaint, the College Complaints Policy should be followed. After which, complaints pertaining to maladministration may be forwarded to the Northern Ireland Public Services Ombudsman.

### **SCHOOL POLICIES**

All school policies, including those relating to the Code of Conduct, can be requested from the school office or viewed on the College website: [www.portadowncollege.com](http://www.portadowncollege.com)

Policy approved by the Board of Governors	Date: 13 June 24
Amendments approved to the policy by the Board of Governors	Date: 13 June 24