

Corridor Rules

To make all areas of the school safe for everyone:

- Avoid running or shouting in the corridors
- Move without fuss from one class to the next
- Use the correct staircase
- Line up quietly
- Carry out staff instructions without question
- Stay out of teaching areas at interval and lunchtime unless you have an appointment or are attending an organised activity
- Eat and drink in the community area - not the corridors

Classroom Rules

Together we can:

- Be on time
- Enter the room quietly - sit in your allocated seat
- Remove outdoor clothing
- Put mobile phones on silent and away in school bags
- Be prepared
- Follow instructions
- Listen when your teacher is talking
- Raise your hand to attract your teacher's attention
- Work quietly without disturbing others
- Treat the classroom and its equipment with respect
- Leave the classroom as instructed by your teacher



BEHAVIOUR SYSTEM

Students attend Elgin High School to gain an education. In order to ensure that you make the most of your time here it is important that you make every effort to concentrate on your classes and the activities of the school. It is also important that other students let you make the most of the chances provided by school.

Elgin High School is a Rights Respecting School and you should also refer to the Elgin High School Charter in conjunction with this leaflet. There are some straight forward rules that we would like to follow, these can be found on the back page.

The inside of this leaflet provides an explanation of the systems that will support students who keep the rules and there is also a description of what will happen when the rules are not kept.

Behaviour will be viewed in terms of 3 levels of seriousness:

LEVEL 1

This refers to single incidents of misbehaviour or disruption in a classroom that are dealt with by the classroom teacher. Included are issues such as talking out of turn, forgetting equipment and breaking specific classroom rules.

Sanctions used will include (depending on the seriousness of the incident) verbal warnings, moving seat, punishment exercises, Local Time Out in a different classroom, lunchtime detention or even a department monitoring sheet. Parents will get a text message about these, referred to as a 'demerit'.

Punishment exercises must be handed in as noted on the punishment exercise. Failure to hand in homework will also be treated as a Level 1 incident.

LEVEL 2

If a student continues not to respond to the above measures, they will be moved to Level 2.

At this point the Principal Teacher of the department will become involved. A variety of more serious sanctions will be involved.

Parents are likely to be called to the school.

LEVEL 3

The Depute Head Teacher with overall responsibility for house groups will become involved at this stage. They will have been monitoring behaviour patterns and will bring in a number of other actions, as necessary. They will also be involved if there has been a serious incident in a classroom that requires immediate action by a member of the Senior Management Team.

These may include lunchtime or after school detentions, the involvement of Pupil Support staff, contact with social work (if appropriate) and whole school monitoring sheets.

Ultimately, they could also recommend to the Head Teacher that a student is excluded on either a temporary or permanent basis. This is obviously something that we would hope to avoid.

Supporting Good Behaviour

For most students keeping to the rules is the normal way to behave. At Elgin High School the staff are encouraged to recognise and celebrate this in a number of ways. These will include:

- Staff will tell students when something has gone well. Sometimes this will be with a comment, at other times they might write something positive in a jotter.
- Staff will also want to let parents know when things are going well in class. Class teachers might write something in homework diaries. If this happens, students should make sure that parents see what is written. Teachers may also want to send either a Merit text message or letter home.
- Classroom teachers might also use a range of rewards in the classroom. These might range from "golden time" to stickers and from choice of activities to prizes.
- House assemblies will also take place where pupil achievements will be celebrated. This can be for achievements both in and out of school. Remember to keep your Guidance Teacher informed of activities you are involved in out of school.
- At the end of the year there is a Prize Giving Ceremony. Staff will nominate students and a variety of awards will be presented. In S4, S5 and S6, the pupil estimated by staff to do best in the SQA exams will receive a trophy and medal.

Staff will also find other ways to recognise when students are doing well and trying their best. Students should be proud of themselves when this happens. The school rules and list of pupil responsibilities are there for a purpose. When students keep these they have a much better chance of getting the most from school. They will also let others benefit from their time at school.