



Laurelhill Community College



*Promoting Positive
Behaviour Policy
Parents & Pupils*

February 2024

Contents	2
Rationale	3
Aims of the Policy	3
Learning and Achieving Together and Core Values	4
The Partnership Process	5
Code of Conduct	6
Levels of Behaviour	7
College Rules	9
College Sanctions	11
Appendix 1 – Levels of Behaviour	13
Appendix 2 – Sanctions Guide	14
Appendix 3 – Sanctions guide for poor uniform	15
Appendix 5 – Passport	16

Rationale

"An orderly College is necessary to fulfil our vision of Learning and Achieving Together"

A safe, purposeful and positive working environment is fundamental to effective learning and teaching. The staff, teaching and non-teaching, expect high standards of behaviour and should be firm, fair and compassionate in their approach to keeping good order throughout the College.

The College adopts a positive approach to behaviour management. We expect a high standard of behaviour from all pupils at all times, including in the building, travelling to and from College and when pupils are representing the College. Pupils are expected to behave in a responsible manner by showing consideration, courtesy and respect at all times.

High standards of behaviour depend upon good relationships amongst pupils, staff and parents. When pupils, parents, teachers and support staff work together standards rise, the quality of learning and teaching improves and the provision of education is enhanced. The College provides a curriculum in which content and methods are suited to the needs of each teaching group and tailored to individual pupils. The curriculum promotes self-esteem and encourages the personal and social development.

Necessary sanctions are consistently and fairly applied, in promoting and sustaining good behaviour but the emphasis is on the positive rather than the punitive.

To promote good behaviour the College operates a Pupil Passport System. The aims of the Passport System are to:

- promote the core values (REACH)
- encourage self-respect
- encourage self-discipline

Aims of the Policy

- Outline the standards for positive behaviour
- Outline College expectation
- Outline Code of Conduct
- Present Pastoral Structure
- Present Routes of Referral
- Outline Role and Responsibilities of Stakeholders
- Highlight the Pupil Passport System
- Highlight College Role and Sanctions

Learning and Achieving Together

The College is focused on pupil learning and is determined that each pupil works to the very best of their ability. This is accomplished when staff, pupils and parents share the same core values and work in harmony.

Core Values

- The passport system promotes the core values of the school
- Teaching staff should use the passport daily to encourage positive behaviour
- Regular REACH Assemblies will take place to encourage positive behaviour
- Prizes to encourage positive behaviour may include pupil allowed to go to top of queue in canteen, sweets, certificate, name read in assembly, names posted on the year's noticeboard and form tutor notice boards
- Pin badge will be awarded by the Deputy Principal to encourage good behaviour. (Gold awarded for 48+ aggregate points, Silver awarded for 32+ aggregate points, Bronze awarded for 16+ aggregate points) (Badges may be removed at the discretion of SLT). Assemblies held after each half term in October and February
- A REACH Cup is awarded by the Governors each year. It will be given to the pupil with the highest aggregate mark

The core values the school has adopted are the following:

Respect

Enjoyment

Achievement

Care and Communication

Honesty

These values are promoted through the pupil passport system – see Appendix 5.

The Partnership Process

Everyone is expected to behave in a responsible manner by showing consideration, courtesy, and respect at all times. Every member of our College Community has the right to learn and work in a safe and secure environment. High standards of behaviour depend upon fostering good relationships between pupils, between pupils and staff and between the college and home. The college functions best when everyone is working in harmony.

Pupils can expect to:

- be educated in a safe and secure environment
- have concerns dealt with promptly and appropriately
- be treated fairly
- have enjoyment
- have their efforts and work valued
- be listened to
- be treated with respect
- be given opportunities outside the normal curriculum provision
- fulfil their potential

Staff can expect to:

- be respected by pupils, other staff and parents
- deliver the curriculum in a safe and secure environment
- be kept informed on matters associated with the College
- be consulted on all school policies
- receive support and advice senior colleagues and external bodies
- be supported in developing a healthy life/work balance
- have concerns dealt with promptly and appropriately

Parents can expect to:

- be informed of their child's progress
- have their concerns dealt with promptly and appropriately
- be made welcome and partner with the College
- have their child learn in a safe and secure environment
- be consulted regarding school policies
- be given opportunities to visit the school

Code of Conduct

To maintain harmony and good relationships each person should follow their Code of Conduct.

Pupils Code of Conduct

Pupils should:

- Always behave and show respect to peers, staff and school property
- Work to their full potential
- Follow classroom routines
- Demonstrate self-discipline and honesty
- Record and complete homework and coursework/controlled assignment to the best of their ability and on time
- Engage with the Pupil Passport System to promote positive behaviour

Staff Code of Conduct

Staff should:

- Behave in a professional manner at all times
- Promote high quality learning and teaching
- Create a stimulating, enjoyable learning environment
- Ensure that lessons are well prepared, making use of available resources, and that homework, tests and examinations are appropriately set and constructively marked in a reasonable time
- Help pupils achieve their very best
- Develop pupils' confidence and self-worth
- Be sympathetic, approachable and listen to the individual needs of pupils
- Communicate with parents regularly and not just when there are concerns

Parents Code of Conduct

Parents should:

- Ensure that their child attends College regularly and on time, with homework completed, and suitably equipped for their lessons
- Encourage good behaviour when travelling to and from school and support College staff
- Attend parent consultations and parent meetings
- Provide the College with any necessary information regarding their child including medical needs, changes to home circumstances or any significant change which may affect their academic progress
- Ensure full school uniform is provided and worn to and from school
- Support the Pupil Passport system

If there is a pastoral concern the first point of contact for a parent(s) should be the Form Tutor.

Levels of Behaviour

The College has identified 3 levels of behaviours

Level 1 behaviours are undesirable behaviours which pupils must address before they become more serious. These behaviours are listed in the table below (page 15). These behaviours are monitored by all teachers through the pupil passport and referred to HOD and/or Form Tutor. (Guidance on the sanctions used for Level 1 behaviour see page 22) Appendix 1

Level 2 behaviours are undesirable behaviours which are more serious because the pupil has not modified their level 1 behaviours or because they have been involved in a significant misdemeanour. These behaviours are listed in the table on page 15. These behaviours require action by the Pastoral Leader. The pupil may be placed on a Personal Education Plan (PEP) which will outline what the pupil has to do to change their unacceptable behaviour. (Guidance on sanctions used for Level 2 behaviour see page 22) Also an Individual Behaviour Plan or report card may be used. Appendix 2

Level 3 behaviours are undesirable behaviours which are much more serious because the pupil has not modified or the behaviour in spite of repeated interventions at level 1 and level 2 pupil has been involved in a very significant misdemeanour. Appendix 2

These behaviours require specific Principal or Deputy Principal action. These pupils are monitored by a member of SLT/Deputy Principal. The pupil will be placed on a Monitoring Card which will outline what the pupil has to do to address their unacceptable behaviour or if a significant misdemeanour suspension will happen immediately (Guidance on sanctions used for Level 3 behaviour that requires suspension or expulsion see page 22)

Desirable behaviour in pupils

- Acceptance of College Rules
- Demonstrating a positive self-image and the confidence to engage successfully in activities;
- Showing respect for the views, ideas and property of others;
- Recognising that all have a right to share in and contribute to the lesson;
- Co-operating with the teacher and peers in shared activities;
- Applying themselves to the task, and working to the best of their ability;
- Adhering to the accepted conventions of courtesy and good manners;
- Responding positively, to develop independence and show initiative.
- Being responsible at all times when representing the College

Undesirable behaviour in pupils:

- Displaying a lack of interest in learning and preventing others from learning;
- Being unkind, including engaging in any form of bullying;
- Speaking out of turn, interrupting others and being inattentive when others are contributing to the lesson;
- Not abiding by the accepted conventions of courtesy and good manners;
- Inappropriate use of mobile phone or other recording equipment in College.

- Acting in a manner likely to bring the College into disrepute either inside or outside of College.
- Stealing from other pupils or staff
- Chewing gum in College
- No energy or fizzy drinks
- Smoking/Vaping or possessing lighters or matches
- Drinking or possessing alcohol and using unauthorised legal or illegal drugs
- Any activities which involve gambling or the exchange of money or product
- Carrying a knife/weapon for any reason
- Directing abusive language at other pupils or staff;
- Acting aggressively or with violence towards other pupils or staff or their property
- Behaving in a dangerous or inappropriate manner including fighting or physical abuse.

General Behaviour

1. Behaviour must be of a high standard at all times. Pupils are expected to uphold the reputation of the College, including travelling to and from the College, sitting external examinations in College and during educational visits.
2. Pupils should show respect to adults and peers at all times.
3. Pupils must not engage in smoking/vaping, gambling, bullying, stealing, using bad language, fighting or destroying property. Pupils must not have any offensive weapons such as knives in College.
4. Pupils must not be in possession of or use illegal substances including alcohol
5. Managing our Classroom, 5 point plan is displayed in every classroom
6. Pupils must not engage in dangerous or inappropriate behaviour

Expected Behaviour in the Corridor

1. Stay to the left hand side of the corridor in single file
2. Walk in the corridor without pushing
3. Line up in single file outside the classroom
4. Place litter in the bins provided
5. Remember the fire alarms, fire doors and hoses are for emergency use only

Expected Behaviour in College Grounds

1. Place all litter in the bins provided
2. Throwing objects is not allowed
3. Stay within the College grounds and in the supervised areas
4. Respond promptly to the requests of staff and supervisors on duty
5. Return to class promptly at the end of the break and lunch
6. No smoking or vaping

College Rules

These College Rules have been formulated to promote learning and to ensure the health and safety of all members of the College Community.

Learning

1. Pupils are required to attend College regularly and punctually and be properly prepared for classwork. A note found in student planner from the parent/carer is required on return after any absence.
2. Pupils should only bring equipment to the College which is necessary for lessons or extra-curricular activities.
3. Pupils should go straight to their next classroom as quickly as possible and arrive punctually to class.

Health and Safety

1. When moving between classes, pupils should walk in an orderly fashion on the left hand side of the corridor and on the stairs.
2. All litter must be placed in the bins provided.
3. Packed lunches should be eaten in the canteen or seated area. Pupils should sit while eating. Pupils are encouraged to drink water and therefore bottled water is available from vending machines and tap water is available from the Canteen.
4. Only pupils who have a lunchtime pass may go home during lunch break.
5. When using public transport to and from the College, pupils' conduct should always be reasonable and have due regard for the health and safety of others.
6. Smoking/Vaping and the possession of lighters/matches is strictly forbidden. Pupils found smoking/vaping may be suspended from the College.

7. Pupils may not leave College during the course of the school day without being granted permission by their Form Tutor. Permission only will be granted on receipt of a written request from a parent/carer.
8. When entering or leaving the building pupils must use the paths provided and not walk through the car park or across the grass areas.
9. Excess jewellery should not be worn. Only one plain stud (gold or silver) in each ear lobe is allowed. Rings/hoops and any facial piercings are not permitted.
10. No energy drinks/fizzy or chewing gum is permitted in College.

Uniform

1. Full Laurelhill uniform must be worn by pupils, in accordance with the expected standards of College, at all times, including the sitting of external examinations. Exception to full uniform may be given for certain medical reasons.
2. When travelling to and from College, full uniform must be worn.
3. When wearing College uniform pupils should behave in a reasonable and responsible manner which is not likely to bring the College into disrepute.
4. The wearing of hoodies is not allowed in school.
5. Personal appearance should be of a high standard. If hair is dyed it should be of a uniform natural colour. Make up should not be worn. All body and facial piercings should be removed in school, only one gold or silver stud in each ear to be allowed. (See Appendix 4 – Uniform Standards)

Property

1. All personal property should be clearly named. Such property includes all items of uniform, text books and stationery.
2. Blazers, bags and books must be free from graffiti. Pupils are responsible at all times for the safe keeping of their bags. Respect must also be shown for school buildings and property.
3. Pupils who bring bicycles to College must ensure they are left only in the designated area provided and are secured by use of a lock and chain.
4. The College cannot be held responsible for the loss of any valuables brought into Laurelhill including mobile phones, radios, iPods, MP3 players or other electronic equipment.
5. Pupils should not leave their school bags or personal property outside classrooms
6. Pupils in Sixth Form should park their cars in designated areas.

College Sanctions

Sanctions are an integral part of the College's Positive Behaviour Policy. They help to uphold rules and procedures. They provide pupils with the security of clearly defined boundaries to encourage appropriate and acceptable behaviour. These sanctions apply to individuals within or outside the classroom.

Level 1 Sanctions

- 1 All staff may use Level 1 sanctions, for example, verbal reprimand, extra work to be done at home, and signed by a parent/guardian or a personal detention, depending on the seriousness of the offence (see table Appendix 2).
- 2 If these sanctions fail to have satisfactory results, the Head of Department will be involved and the pupil's Form Teacher notified. At this stage, after consultation the Head of Department may contact home.

Level 2 Sanctions

- 3 Pupil's failure to respond satisfactorily to repeated actions taken by a teacher, Head of Department and/or Form Tutor will result in the involvement of the Pastoral Leader. This may include, for example, a formal detention, report card or further contact with a pupil's parent/carer (see Appendix 2).
- 4 If the problem remains unresolved, the Pastoral Leaders have a range of sanctions at their discretion including formal detentions, discipline cards, class withdrawal and the drawing up of individual contracts of pupil behaviour (see Appendix 2).

Level 3 Sanctions

- 5 The Pastoral Leaders may pass the matter to the Deputy Principal/Principal if a pupil does not improve. Parents, external agencies, Board of Governors may all become involved (see Appendix 2).
- 6 At this stage, or indeed at any stage of the referral process, the Deputy Principal or Principal may invoke any of the sanctions listed, or may suspend the pupil for an initial period of up to 5 days. This period of suspension can be extended to 45 days within a College year. In the most extreme cases expulsion from College may be considered by the Governors which will involve a request to the Education Authority from the Board of Governors (see Appendix 2).

NB

At least 24 hours written notice must be given to parents/guardians before an after school detention can take place. Detentions must always be supervised.

Hierarchy of Sanctions

Sanctions should

- be fully understood by all staff (teaching and non-teaching), pupils and parents
- be applied by the staff in a fair and consistent manner
- be applied as soon after the offence as possible, not impulsively, but in a calm and measured manner
- be proportionate to the offence
- defuse, rather than escalate, the situation
- focus on the misdemeanour, rather than the pupil
- where possible allow the pupil to save face, and encourage a more positive attitude in future
- are only applied to those who have infringed pupil's code of conduct
- take account, as necessary, of the age and degree of maturity of the pupil and any special educational needs he or she may have, the home background and any other relevant circumstances

Sanctions should not

- be applied to entire classes or groups of pupils, when the guilty parties have not been identified;
- degrade pupils, or cause them public or private humiliation;
- involve physical force.

The table below is a guideline of the sanctions that may be used when managing behaviour. All sanctions must be noted by the relevant member of Pastoral Care Team.

A copy of this policy is available on request from info@laurelhill.lisburn.ni.sch.uk

Updated October 2019
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Appendix 1 – Levels of Behaviour and Sanctions Guide

Level 1	Level 1
Behaviour dealt with by all teachers through pupil passport and referral to HOD and/or Form Tutor	Sanctions employed by all teachers
<ul style="list-style-type: none"> • Attendance/Punctuality • Lateness to class • Wearing incorrect uniform • Wearing nail polish • Wearing jewellery other than that permitted • Failure to bring books/equipment • Failure to start or complete class work • Failure to do homework • Not staying in seat • Talking when teacher is speaking • Shouting out in class • Being impolite to members of staff and peers • Refusing to follow teacher's instructions on one occasion • Inappropriate questions • Answering back • Hiding others work/books • Eating/drinking in class without teacher's permission • Running in corridors • Rudeness to peers • Annoying peers • Offensive gestures to peers • Teasing • Pushing in class • Name calling • Sulking • Cheekiness • Chewing Gum, having fizzy drinks • Bad language • Dropping Litter • Inappropriate use of mobile Phone • Spitting <p>(Refer to Level 1 Sanctions Appendix 2)</p>	<ul style="list-style-type: none"> ➤ Sign the Passport ➤ Verbal reprimand ➤ Verbal warning ➤ Rule reminders ➤ Change seating plan ➤ Time out table ➤ Extra (home) work ➤ Temporary agreed removal to Head of Department ➤ Note in Personal Planner ➤ Teacher Detention ➤ Record on Lesson Monitor Comment <p>Teacher speaks to Head of Department or Head of Year regarding the pupil</p>

Level 2	Level 2
Behaviour which requires specific Pastoral Leader's action monitored through PEP/BEP/Report Card	Sanctions employed by Head of Year Head of Department
<ul style="list-style-type: none"> • Persistent level 1 one-off behaviours • Very disruptive behaviour • Repeated failure to bring books • Repeated failure to bring homework/ equipment • Repeated refusal to co-operate in class • Destroying own work/other's work • Repeated annoyance of others • Using unacceptable language to another pupil/teacher • Writing on desks, books or walls • Throwing items/bottles • Extreme insolence or defiance • Out of bounds • Bullying – repeated acts of unacceptable behaviour • Fighting • Attendance <92% • Poor punctuality • Exaggerated 'horse play' • Smoking/vaping with a group • Refusal to do teacher's detention • Reported spitting • Review of SIMS comments • Persistent non-compliance with uniform • Stealing small items - minor • Using toilets other than designated for pupil • Inappropriate use of mobile phone or digital recording equipment in College <p>(Refer to Level 2 sanctions Appendix 2)</p>	<ul style="list-style-type: none"> ➤ All Level 1 sanctions ➤ Draw up a PEP or IEP ➤ Daily Report Card – on report to Head of Year ➤ Temporary agreement to withdraw to Form Tutor, Head of Department under direction of Head of Year ➤ Communication with parents/carers ➤ Detention – Head of Year ➤ Parental interview ➤ SIMS – Record Behaviour on Behaviour management module <p>Head of Year speaks to Deputy Principal regarding the pupil</p>

Level 3	Level 3
Behaviour which requires specific Deputy Principal or Principal action	Sanctions employed by Principal, Deputy Principal and Board of Governors
<ul style="list-style-type: none"> • Persistent level 2 behaviours • Swearing directly to a member of staff • Smoking/vaping – (pupil caught ‘red-handed’) • Truancy • Striking another pupil causing injury • Attack/abuse of staff and their property in and out of College • Vandalism • Extortion • Leaving College without permission • Significant bullying (to include disability, homophobic or use of social media/internet) • Sectarianism, racism towards staff or students • Drugs, illegal substances witnessed or suspected • On College grounds during suspension • False/malicious allegations against a member of staff. • Possessing a knife/weapon • Behaving in a manner likely to bring the College into disrepute either inside or outside of the College • Using the toilets designated for opposite sex • Stealing from staff or major items <p>(Refer to Level 3 sanctions Appendix 2)</p> <p>It should be noted that ‘Serious Behaviour’ is behaviour which presents a potential risk to pupils or staff and may result in a formal Risk Assessment being carried out.</p>	<ul style="list-style-type: none"> ➤ Level 1 and 2 sanctions ➤ Monitoring Card with Deputy Principal ➤ Interview with parents ➤ Remove from class ➤ School detention ➤ Financial recompense ➤ Suspension – Principal ➤ Expulsion – Principal and Board of Governors <p>Support agencies: SENCO, Educational Psychology Service, Ardmore Outreach Centre EOTAS, ASCERT, PSNI Youth Service</p> <p>Pupils can move from Level 3 following a period of up to 5 good days on behaviour report card</p>

Appendix 2 – Sanctions Guide

Suspension

There are breaches of College rules and codes of conduct which can result in immediate and serious disciplinary action. Suspension **may** or **will** result for pupils found guilty of the following offences. Suspension is taken very seriously and will only be implemented after careful consideration.

Will result in Suspension

- **Substance/alcohol** possessing, using, dealing or passing on illegal drugs, solvents or alcohol
- **Possession of any form of knife/weapon** within the College
- **Physical attack on staff or pupil:** with or without a weapon in or outside the College
- **Significant damage to, or misuse of, property** belonging to the college, staff or pupils
- **Direct verbal abuse against a member of staff:** this includes one or more of the following: swearing, threatening behaviour or the use of sexually explicit language; this behaviour will not to be accepted either inside or outside college hours
- **False/Malicious allegations:** about a member of staff

May Result in Suspension

- **Bullying of pupil**
- **Fighting:** with another pupil
- **Disruptive behaviour in class:** persistent one-off incidents which occupies teacher time and/or distracts other pupils
- **Persistent** non co-operation with sanctions
- **Improper use of Permanent Markers or Correction Fluids** in College
- **Verbal abuse of pupil:** of a personal nature including swearing, threatening behaviour or use of sexually explicit language
- **Smoking/Vaping** while wearing the College Uniform
- Acting in a manner likely to bring the College into disrepute
- Inappropriate use of mobile phones or recording equipment in College.
- **Stealing:** from College, pupils or staff

A risk assessment may be undertaken for a pupil whose behaviour presents a potential risk to pupils or staff. An offence which results in suspension can subsequently move to expulsion by the

Appendix 3 – Sanctions Guide for poor uniform

Issue	Uniform Standard	Reason	Sanction (a guide)
Nails	Extravagant fake nails are not permitted Nail varnish – clear nail varnish only	H&S issue	Passport signed under uniform Removed immediately or by an agreed date, if not sorted by agreed date detention given
Hair	Hair colouring – hair must be of a uniform natural colour. (No extreme colouring) (No extreme hairstyles)	Uniform standard	Passport signed under uniform Given a date if not sorted by agreed date detention given. Asked to tie hair back.
Piercings	Piercings - no facial or body piercings. One small gold or silver stud in each lobe.	H&S issue	Passport signed under uniform Removed immediately or by an agreed date, if not sorted by agreed date detention given

Make up/ Lip stick	Make up – subtle make up	Uniform standard	Passport signed under uniform Removed immediately or by an agreed date, if not sorted by agreed date detention given
Skirts	Skirts are to be worn at a decent length below the hem of the blazer (15cm approx. below hem)	Uniform standard	Passport signed under uniform, skirt adjusted immediately
Hoodie	Only school hoodie permitted and should only be worn to and from school or in PE (not to be worn in the school building).	Uniform for outside and PE use	Passport signed under uniform, removed immediately
¼ inch zip top	Can be worn under blazer but the tie MUST be visible.	Can be used as a replacement for the school jumper	If tie not visible remind the pupil
Scarves	School scarves – only school scarves can be worn	Uniform standard	Passport signed under uniform, removed immediately
Hair Accessories	Extravagant hair accessories – hair band should be of a dark colour and unobtrusive	Uniform standard	Passport signed under uniform Removed immediately or by an agreed date
Shoes	Leather school shoes only	Health and Safety issue and uniform standard	Passport signed under uniform If not sorted by agreed date detention given
Facial Hair	No facial hair beards and moustaches are discouraged	Uniform standard	Passport signed under uniform If not sorted by agreed date detention given
Mobile Phone	No photos/audio to be taken in school. No pupil should appear in school uniform without consent of the school/parent.	CP issues Data Protection issues	Refer to Deputy Principal
Socks - boys	Socks must be black /dark single colour	Uniform standard	Passport signed under uniform Removed immediately or by an agreed date, if not sorted by agreed date detention given
Pulling Ties	No pulling of ties	Destroying property	Passport signed
Badges	Only school badges allowed on school blazer. Except poppy in the lead up to 11 th November	We do not display political, sporting badge	Passport signed under uniform Removed immediately or by an agreed date, if not sorted by agreed date detention given

Appendix 5 - Passports

Positive marks can be given for:

R	Respect for: <ul style="list-style-type: none"> • Pupils, supervisors, property and visitors eg good manners, holding door • Respect for corridor rules – walking on the left and no shouting • Respect for a teacher eg carrying book for a teacher, assisting
E	<ul style="list-style-type: none"> • Enjoyment in a lesson that is infectious • Willingness to take part eg being a good example

	<ul style="list-style-type: none"> • Take on a greater challenge with good attitude • Enjoyment in extra curricular activity • Improved or good attitude/enthusiasm in learning even if task mundane • Made significant effort and engaged in the lesson • Represented the school in positive way
A	<ul style="list-style-type: none"> • Made significant improvement • Worked harder/above and beyond expectations • Obtaining higher than expected results eg tracking test of gains higher than target grade • Winner in a class activity • Man of the match award in sport • Taking part in a school activity eg an assembly • Meeting deadlines • High attendance 98%+ • Full marks in the homework task
C	<ul style="list-style-type: none"> • Care for environment eg litter picking • Care for another pupil eg hold door for wheelchair • An act of kindness eg care of visitors in the College • Offering to help teacher especially when unprompted • Stepping in to assist other pupils in distress or difficulty • Display good teamwork • Care taken in presenting a homework/school activity • Using school/other's property in a good manner
H	<ul style="list-style-type: none"> • Being truthful especially when it might be costly • Being honest so that it saves pupil/teacher time • Honest clear and constructive feedback on a lesson • Effort to comply with rules • Honest about involvement in an incident • Honest about one's performance and how to improve • Able to express one's feelings when one are 'down in the dumps'