**ICT Department Behaviour Management Policy**

This policy outlines the strategies and procedures followed by the ICT department when managing student behaviour. It supports consistent, fair, and effective responses that prioritise learning, reflection, and accountability.

# **1. Core Principles**

- Behaviour is addressed calmly, consistently and professionally.

- All warnings are delivered privately and outside the classroom.

- All consequences are administered on the same day to ensure maximum impact.

- Students are always given an opportunity to reflect and re-engage in learning.

# **2. Step-by-Step Behaviour Response**

1. Behaviour incident occurs during an ICT lesson.

2. ICT teacher delivers a private verbal warning outside the classroom.

3. The student is issued a ‘strike’.

- Strike 1: Warning

- Strike 2: Final warning

- Strike 3: The student is timed out from the activity.

4. Upon time-out:

- The student completes an unplugged activity (e.g., Bebras computational thinking problem).

- If needed, the student may be relocated to a neighbouring classroom to reflect.

- The ICT teacher may hold the student back after the lesson to complete missed learning.

5. All incidents are communicated via email to the class teacher, including:

- What happened

- What consequence was administered

- Any requested follow-up action

6. If appropriate, the incident should be logged on iSAMS or CPOMs.

7. If in doubt about the appropriate course of action, guidance must be sought from the Head of Department.

8. In cases of persistent poor behaviour, a parent meeting should be arranged, and relevant staff informed.

# **3. Additional Notes**

- All behaviour incidents and outcomes should be documented clearly for a reliable paper trail.

- Timely intervention and follow-up actions are critical to maintaining expectations and supporting progress.

- This policy should be reviewed regularly to reflect school-wide behaviour updates.