

SEPT 2026

BIG

POSITIVE BEHAVIOUR FOR LEARNING POLICY

PARENT/STUDENT AGREEMENT



Principles Underpinning BTC Positive Behaviour for Learning Policy Parent/Student Agreement

Blessed Trinity College (BTC) Positive Behaviour for Learning Policy promotes a productive and purposeful learning and teaching environment, and community of learning, which allows all students to learn, and all teachers to teach effectively. It encompasses all aspects of school life that contribute to a positive learning environment, an inclusive college ethos, vision and core values, and is integral to our pastoral care provision.

In keeping with the ethos of Blessed Trinity College, our Positive Behaviour for Learning Policy aims to create a calm, caring, learning environment, where students feel valued and respected as individuals. BTC learners understand the importance of respecting others, and are encouraged to fulfil their intellectual, moral, emotional and spiritual potential. All members of the school are expected to maintain an environment conducive to learning, with the fundamental ideals of mutual respect, inclusion, courtesy and tolerance, all in line with **BTC Mission Statement and Core Values**:



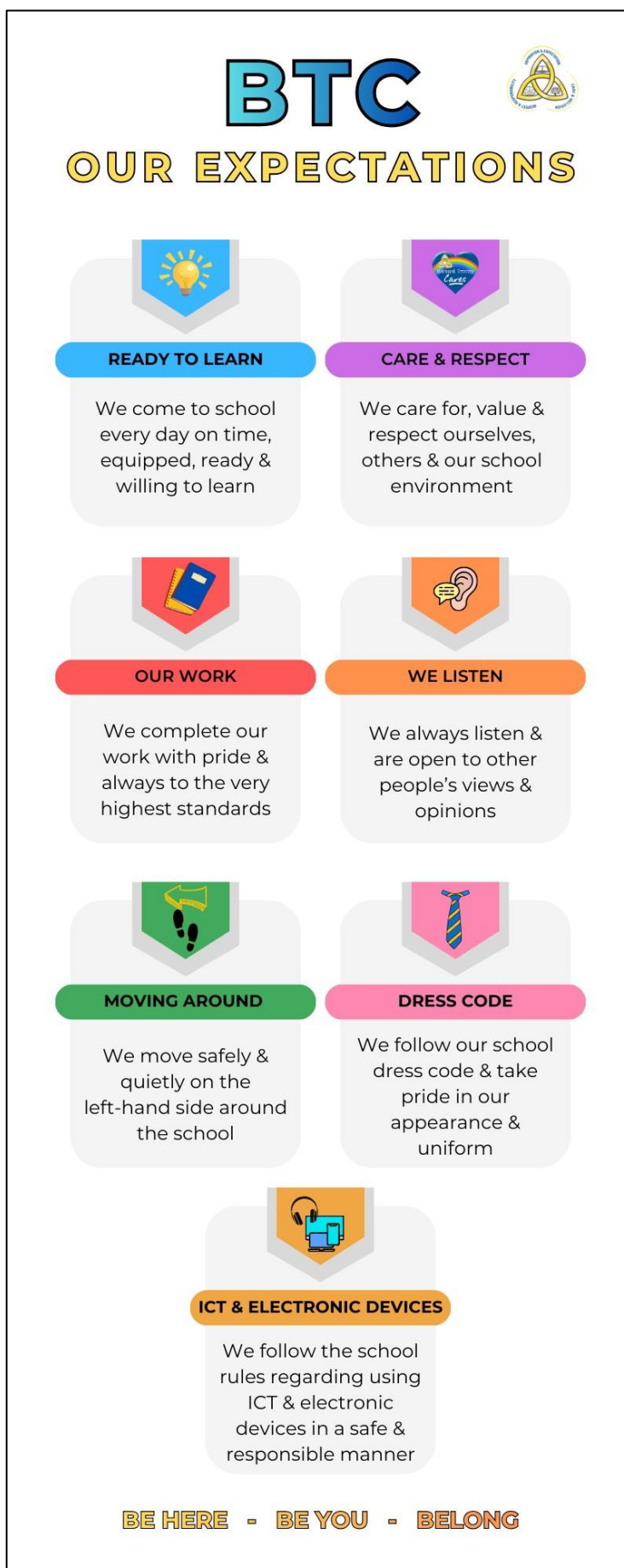
In Blessed Trinity College, through our Catholic ethos, we promote Christian values, academic and vocational excellence, and the personal development of every student in a caring, positive and welcoming environment. We are empathetic and responsive to individual needs, aspirations and talents, and we respect all members of our school community, and associated local communities.

Aims of BTC Positive Behaviour for Learning Policy:

- To support and promote effective learning and teaching
- To enable students and teachers to communicate and work in an atmosphere of mutual respect, where the learning and well-being of others is respected
- To create an environment where students feel safe and protected; where personal development can thrive
- To promote mutual respect, self-esteem, self-discipline, courtesy, tolerance, responsibility, honesty, and a sense of right and wrong
- To show respect and follow the rules and expectations within BTC and the wider community
- To promote, acknowledge and celebrate success, underpinned by our Core Values and mission statement
- To encourage and support all students in Blessed Trinity College in establishing good routines for themselves in all aspects of their lives i.e. academic, attendance, punctuality and mutual respect, so that they will be able to successfully take their place, and make their mark, in society in the future

BTC Expectations

Our Expectations are a central focus of Blessed Trinity College community; they are displayed throughout the school, and reinforced regularly in assemblies, via our Personal Development programme, school events, social media posts etc.



RESPONSIBILITIES

BTC students, staff and parents/carers have rights and consequently responsibilities, which must be respected and followed by all, in a consistent manner, if effective learning and teaching is to take place.

Staff Responsibilities

BTC Staff:

- Understand and value the ethos, vision and Core Values of Blessed Trinity College
- Respect and have a genuine interest in, compassion for, and care of our students
- Are hardworking, dedicated and committed to each student's progression and success, and have a willingness to develop all aspects of each student's holistic and ongoing development
- Are consistent in applying BTC expectations and routines
- Behave in a professional manner, are positive and consistent role models of restorative relationships and practices
- Provide a positive learning experience for all students, resulting in a high-quality, engaging and purposeful learning and teaching environment for all
- Reinforce behaviour expectations and help our young people develop social and emotional skills; supporting BTC students making positive choices through the PD programme
- Promote and maintain effective and consistent classroom management strategies, inclusive of necessary Health and Safety procedures / requirements, to ensure all students can learn effectively and safely
- Acknowledge the effort, progression and achievement of all students
- Ensure lessons are well prepared, homework is set regularly, in line with BTC Homework Policy allocations, and that ongoing learning is assessed appropriately, and in a timely manner
- Listen to students, value their contributions, and respect their views
- Are empathetic, approachable and open to students' needs and potential learning barriers, adapting planning and lessons accordingly
- Challenge and motivate students, in terms of work and behaviour, set challenging but realistic and achievable targets for our learners

Parent / Carer Responsibilities

BTC Parents / Carers:

- Understand and value the ethos, vision and Core Values of Blessed Trinity College
- Show an interest in your child's personal development, academic progress, and what your child does in school
 - Sign your child's homework diary, check all work is complete and submitted on time
 - Engage with the Year Ahead documents, revision guides etc
- Support and work in partnership with BTC, attending Parent teacher Meetings, school functions and Parent Hub events, where appropriate, to support your child in their progression and learning
- Prepare your child(ren) for the school day, ensure they are in school, on time, equipped, and in the correct uniform
- Notify the school in a timely manner when your child is absent
- Know and support BTC rules, and expectations, as outlined in this policy, and other related policies
 - e.g. BTC ICT Acceptable Use, eSafety & Device Policy
- Are aware of your child's activity online; and ensure this is appropriate and safe (e-safety)
- Make your child aware of appropriate behaviour while travelling to and from school
- Provide the school with all necessary background/medical/dietary information about your child, and advise the school of any significant change in circumstances, including change of contact details, address, phone numbers etc
- Reinforce the partnership between home and school, by agreeing and implementing action to be taken, to improve and maximise potential progress, engagement, success and achievement
- Support your child's learning in school and at home
- Encourage your child to be hardworking, eager to learn, and to try their best at all times
- Encourage your child to become involved in the extra-curricular life of the school
 - e.g. Team Trinity, school productions etc

Parents Making Contact with the School

Where a parent/carer wishes to make contact with a member of their child's Care Team, this should be done during normal school operating hours; if outside of these hours, someone will get back to you at their earliest convenience within school operating hours.

- ***Parents/Carers should not use social media platforms e.g. Facebook Messenger APP to make contact regarding school issues.***

Student Responsibilities

Student Responsibilities are outlined clearly in the ***BTC STUDENT HOME / SCHOOL PARTNERSHIP*** outlined on page 13.



UNIFORM:

BTC students are expected to wear the following mandatory items:

- BTC School blazer
*** This should be worn to & from school throughout the school year***
- BTC School jumper (grey for Year 8-12 & blue for Post-16)
- BTC School tie
- BTC blue skirt or generic black school trousers
***BTC blue Skirt - strictly a minimum of 20 inches long. This should not be altered in any shape or size, either professionally or manually. ***
- White shirt
- Flat black school shoes
no canvas, plimsoll, leather converse or trainer style shoes allowed
- Black tights (if wearing the skirt) or black socks (if wearing trousers)

P.E. UNIFORM (to be worn on PE days only):

- BTC School PE top
- BTC School PE shorts or BTC bottoms or generic black or navy bottoms
- Trainers - for PE lessons only
- Swimsuit or swimming shorts - specifically for swimming lessons in PE

The following items are branded but are optional:

- BTC School scarf
- BTC School quarter-zip top
- BTC School PE socks

All students will bring their school bag to & from school each day.

Students wishing to wear an additional layer during inclement weather can do so, as long as this is plain and dark. The additional layer should be worn with, not instead of, the school blazer. For example, a waterproof jacket over the school blazer, will keep students warm and dry. This additional layer should be removed upon entry to the school building.

Rewards

In Blessed Trinity College, we acknowledge that a key part of developing our students' full potential is giving encouragement and praise. We see this as a core component to effective learning and teaching, and building positive, productive and sustainable student/teacher relationships.

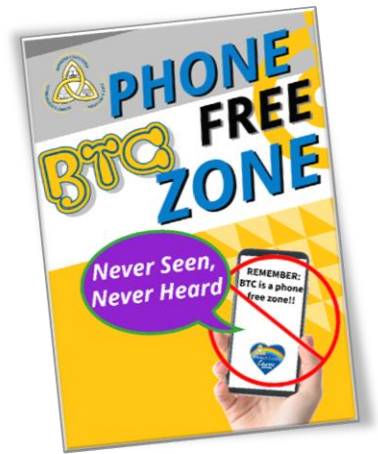
- We positively notice and proactively look for opportunities to praise our students, both within and beyond lessons, in all aspects of school life, including positive behaviour.
- We encourage our students to be the best that they can be.
- We reward, celebrate and showcase achievement, excellence, and contribution in all aspects of life in BTC.

In BTC, positive behaviour is recognised and rewarded in many ways, a number of examples are outlined below:

- Positive noticing
- Praise: private and public, formal and informal
- Non-verbal rewards & acknowledgements
- Positive comments / special mentions on Lesson Monitor
- Showing work to another teacher, LSA or member of support staff e.g. AVP, Head of Department, Head of Year, Class LSA, Librarian etc
- Displaying work – celebrating & showcasing success
- KS3 Reward Charts
- Certificates
- Gift vouchers
- Postcards
- Individual subject awards
- Positive Behaviour/Achievement Awards
- Whole school awards for achievement
- Prize Giving / Award Ceremonies
- Assembly presentations
- Celebration of achievement via digital media platforms
- Variety of initiatives through different Year Groups
- Social media shoutouts
- BTC student leadership roles and responsibilities

Mobile Phones / Digital Devices / Child Protection & Safeguarding

In BTC we operate a ***Never Seen, Never Heard*** strategy in relation to mobile phones and digital devices, for further details, please refer to **BTC ICT Acceptable Use, eSafety & Device Policy (Students)**.



Photographic Images & Voice/Audio Recordings:

Students are not permitted to take photographic images, including video images, or to make voice/audio recordings in school at any time, unless given permission to do so by a teacher.

Any images (moving or still) taken on the school premises must be deleted in the presence of a senior member of staff, before the camera/phone is confiscated and/or taken off the school premises.

Social Networking:

Students are not permitted to engage with or access any social networking site(s) while on the school premises. This applies to all school-based facilities/devices and personal technologies.



Students should not make any derogatory, defamatory, rude, threatening or inappropriate postings about the school, or connected to the school e.g. other students, staff, visitors etc.

Please note that “postings” refer to ALL types of content on social media sites, including (but not exclusively) text, photographs and video.

In the event that a student breaks any of the regulations within this policy, parents/carers will be contacted, and the student may be subject to appropriate consequences, as outlined in our Positive Behaviour for Learning Policy.



Positive Behaviour for Learning – A Staged Referral Process

In BTC, we recognise that all behaviour is communication, which will be addressed with a relational, nurturing, supportive, solution-focused and restorative approach.

If your child enters the referral process, you will be informed in order to establish support for both your child and the school, and this contact will be maintained, as appropriate.

When your child is placed on report, they must give the report to the subject teacher at the beginning of the lesson, and collect it at the end of each lesson. All reports must be shown to the appropriate person at the end of the day, as agreed, and targets discussed.

The student must take their report home for you to sign, and they should return it to the appropriate teacher the following day.

Students and their parent/carers are involved with tracking, monitoring and assessing how the student is meeting their targets during the referral process.

Stages of the Intervention Process

The flowchart on page 10 may be used as guide.

Level 1 – Subject / Class teacher speaks to student and implements reasonable adjustments to promote Positive Behaviour

Level 2a – Subject /Class teacher implements Persistent Low Level Behaviour support strategies to bring about improvement

Level 2b – Subject /Class teacher liaises with HoD regarding way forward, implementing additional Persistent Low Level Behaviour support strategies to bring about improvement

Level 3a – Care Team issues a Report and will notify parent/carer to support student learning, the report will be signed each class by subject teachers and daily by parents/carers

Level 3b – Care Team issues a Contract with specific targets that have been discussed and agreed with the student and parent/carer. The team will arrange parent/carer interviews to support student learning, as required. The contract will be signed each class by subject teachers and daily by parents/carers

Additional support from an external agency may be required at this stage

Level 4 – Assistant Vice Principal meets parents/carers and makes a referral for further additional support

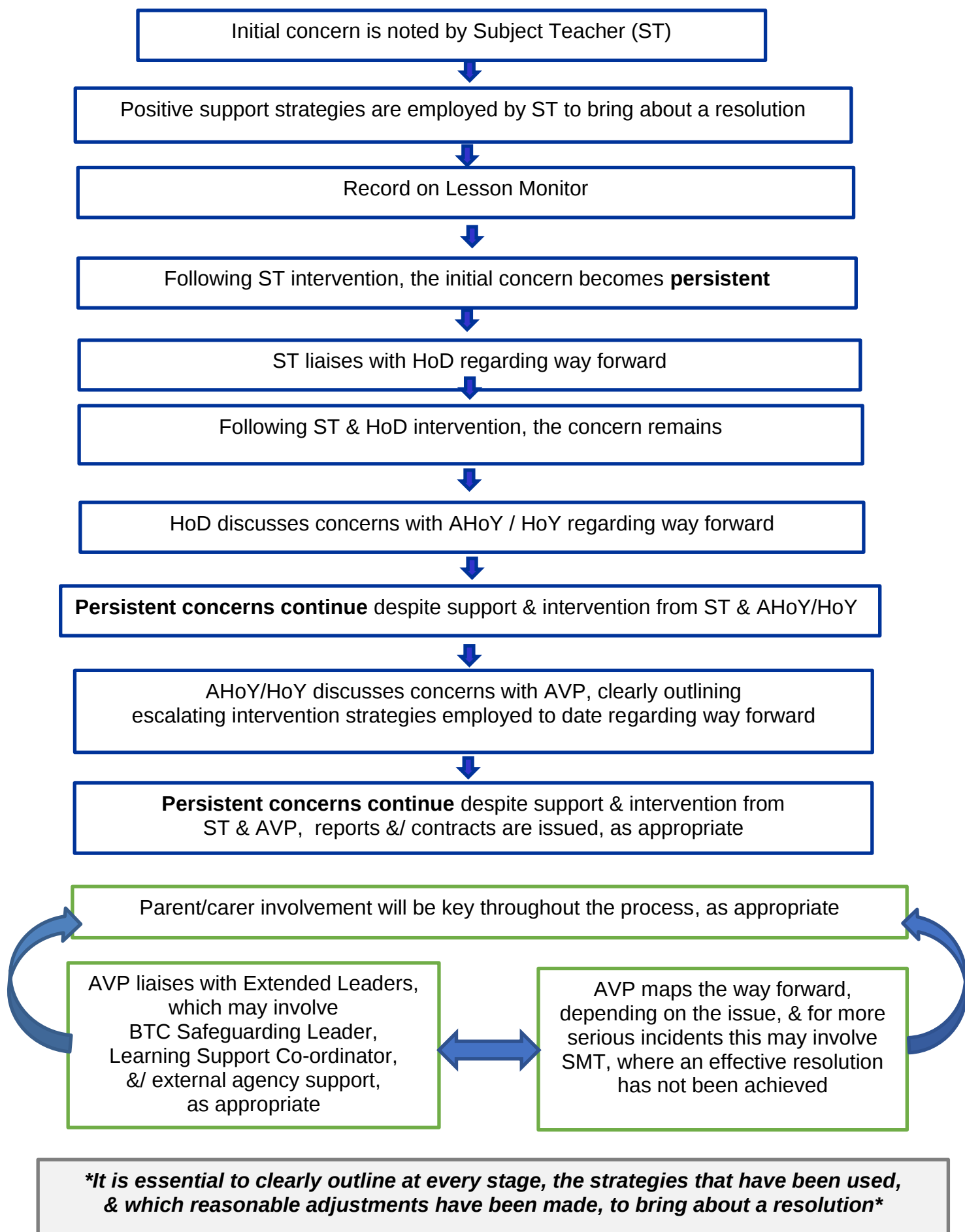
Level 5 – Vice Principal provides further support, in the interest of the whole school community

Level 6 – Principal and Board of Governors meet with relevant stakeholders to discuss appropriate way forward

When a student fails to meet the minimum required standards of behaviour, despite reasonable adjustments made, the school may impose appropriate consequences. Where necessary, depending on the level of risk to self and others, the school may impose a period of suspension, to enable time to establish appropriate interventions, which may include a risk reduction action plan for safe re-inclusion. Expulsion may also be imposed, in-line with guidance.



REFERRAL FLOWCHART



Blessed Trinity College Support Structure

In Blessed Trinity College a wide range of support is available to assist all students in proactively managing their behaviour; this includes:

- Care Team
(Form Teacher, Assistant Head of Year, Head of Year, Assistant Vice Principal)
- Senior Leadership Team
- Learning Support Team and LSC
- BTC Counsellors
- BTC Nurture Garden
- EA Youth Practitioner
- External Counselling Service

Additional Support Services

In some circumstances, it may be appropriate to refer a student to specialist additional support, including outside agencies. Any decision to access additional support will be informed by all available evidence.

A number of support services contribute to our behaviour management work including:

- EA Post Primary Behaviour Support Service, inclusive of Secondary Pupil Support Service (SPSS)
- Educational Psychology Service
- Oakwood Autism Advisory Intervention Service
- North Belfast Family Support Hub
- Educational Welfare Service
- Part-time or full-time Education Other Than At School (EOTAS) placements

Or other established BTC partners which may include:



Additional Needs

Blessed Trinity College recognises that students with behavioural issues may have additional needs, and therefore, close co-operation and collaboration continues between the school's Learning Support Coordinator, Care Teams and Senior Leadership Team.

School seeks regular and appropriate input from a range of professional services when making decisions about behaviour management and support for students with additional needs. This includes consulting with the Behaviour Support Service, Child and Adolescent Mental Health Service (CAMHS), Oakwood ASD Advisory Service, EWO and Educational Psychology personnel.

When needed, these professionals will meet to form a Multi-Disciplinary Team. They will discuss behaviour management and additional needs strategies on an individual basis to support effective outcomes for our students. These meetings are arranged by the Learning Support Co-Ordinator.

The school recognises that behaviour concerns may at times reflect wider safeguarding issues; such concerns will be responded to in line with our Safeguarding and Child Protection Policy.

Related Whole School Policies

This policy is set within the broader school context of Pastoral Care, and is implemented as appropriate, in conjunction with all relevant policies, which are available upon request.

Monitoring, Evaluation & Review

The Senior Leadership & Care Teams are responsible for monitoring, evaluating and reviewing the implementation of the Positive Behaviour for Learning Policy. Self-evaluation of all policies and procedures are informed by whole school voice and consultation opportunities. This policy will be updated in light of any further guidance and legislation, as appropriate.

Teacher Professional Learning (TPL)

Teacher Professional Learning in the area of Promoting Positive Behaviour for Learning is shaped by student and staff voice, as is evident in our self-evaluation activities throughout the year.

BTC STUDENT HOME / SCHOOL PARTNERSHIP:

1. I will attend school every day **on time (at 9am learning and teaching has started)**.
2. I will move round the school in a quiet and orderly manner, and follow instructions regarding which entrances and staircases to use.
3. I will wear full school uniform, as per BTC expectations (outlined on Page 5).
4. I will follow BTC's expectations regarding appearance, inclusive of hair, makeup, jewellery, nails, piercings and tattoos.
 - Hair: Hairstyles, cuts, and/or colours that are appropriate for school
 - Make-up: Make-up should be discreet and subtle
 - Jewellery: For health & safety reasons, jewellery should be minimal
 - Only 1 plain pair of stud earrings
– **hoop, loop or hanging styles are not permitted**
 - **Facial piercings, artificial nails/extensions, and neck jewellery are not permitted**
 - Tattoos: **Visible tattoos are not permitted**
5. I will have a positive attitude to my studies, aiming to achieve my full potential.
6. I will complete all homework to the best of my ability, and meet all deadlines for classwork, homework, extended pieces of work, coursework, portfolios and controlled assessments.
7. I will ask for help, if experiencing any difficulties academically, behaviourally, socially or emotionally, and be supportive to others who may be experiencing difficulties themselves.
8. I will attend all examinations and assessments, both internal and external.
9. I will follow **BTC ICT Acceptable Use, eSafety & Device Policy**.
10. I will use social media and ICT appropriately, and in a positive manner, to enhance my learning experience.
11. I will follow BTC Healthy Eating guidelines, and eat healthily throughout the school day, making informed and nutritious choices.
 - I know and understand that **foods containing nuts and/or traces of nuts are not permitted in school**.
 - I know and understand that **fizzy or energy drinks are not permitted in school**.
 - I will not bring in or consume any of the **foods / drinks mentioned above** throughout the school day.
12. I will behave in an appropriate and responsible manner, at all times, going to and from school, in line with BTC Core Values and expectations.
13. I will be a positive role model to other students in BTC, and in the wider school community.
14. I will participate fully and enthusiastically in all aspects of school life.
15. I will treat other students, staff and our school environment with respect, and co-operate willingly with both staff and peers.
16. I will not bring inappropriate or unlawful items to school.
 - **The following are not permitted on BTC premises:** alcohol, cigarettes, e-cigs, vapes, any illegal substances or objects, matches, lighters, aerosols, chewing-gum, Toppex, or any item that could be used to cause harm to yourself or another person.
 - **Please note that this is not an exhaustive list.**
17. I understand, respect & value BTC ethos, vision and core values.

I agree to follow the **BTC Student Home / School Partnership**, as outlined above:

Student Signature: _____

Class: _____

Parent/Carer Signature: _____

Date: _____

PARENTS/CARERS WORKING IN PARTNERSHIP WITH BLESSED TRINITY COLLEGE

Contact details will be used in relation to Parent Mail in accordance with the UK GDPR and Data Protection Act 2018. Blessed Trinity College is registered under the Data Protection Act for holding personal data. BTC has a duty to protect this information and to keep it up-to-date. Blessed Trinity is required to share some of this data with the Local Authority and with DENI, as per our Data Protection Policy.

I hereby give consent for my child to be included in the following activities (details will be forwarded to parents/carers, as appropriate):

- School visits/trips
- Sports events
- Participation in matches/games
- Controlled internet access
- Sex education / addiction/dependency awareness programmes
- Data exchange and copyright permission process

PLEASE TICK ☐

I agree that my child's photograph or video may be used for school and curriculum purposes, and may be used for displays, school publicity purposes e.g. school newsletters, publications, website / social media etc, promoting a positive image of Blessed Trinity College.

PLEASE TICK ☐

I will inform Blessed Trinity College of any changes in personal details, inclusive of address, changes in dietary &/ medical requirements, allergies, food intolerances etc.

PLEASE TICK ☐

I understand and support fully the Positive Behaviour Policy and all accompanying expectations contained within this policy document.

PLEASE TICK ☐

I have been made aware of the school's Safeguarding & Child Protection policy, and know that I can access the most recent version of all relevant policy documents on the school website, or by request from the school office.

PLEASE TICK ☐

I declare that I am the parent/legal carer of:

Student Name: _____

Class: _____

Parent/Carer Signature: _____

Date: _____



BLESSED TRINITY COLLEGE DATA COLLECTION



Preferred Surname:		Legal Surname: (if different)	
Legal Forename:		Middle name:	
Preferred Forename:		Gender:	Male / Female
Date of Birth:		Brother/Sister in School	Yes / No
Country of Birth:			
Name(s) of Brother/Sister(s)			
Address: (Must include House Name or House Number)			
		Post Code:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted.

Parent /Guardian		Relationship to Pupil e.g. Parent/Step-parent:			
Surname:		Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:				Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:		
Parent /Guardian		Relationship to Pupil e.g. Parent/Step-parent:			
Surname:		Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:				Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:		
Other Contact		Relationship to Pupil e.g. Grandparent/Childminder:			
Surname:		Forename:		Mr/Mrs/Ms	Priority 1/2/3
Address:				Postcode:	
Home Tel:	Email:	Work Tel:	Mobile:		
Main Mobile Contact Number for Texting Service				Eligible for Free Meals Yes/No	
Medical Practice:			Telephone:		
Address of Medical Practice:					
Medical Information (e.g. allergies / adverse reactions / hypersensitivities etc):					
Special Dietary Needs if applicable (Circle appropriate choice)					
Vegetarian	Vegan	Halal	Diary/lactose intolerant		
Nut allergy	Egg allergy	Kiwi allergy	Wheat allergy		
Other – please specify:					
Medically Prescribed Diet if applicable (Circle appropriate choice)					
Diabetes	Coeliac	Chron's			

The following tables outline the categories used by the Department of Education for the School Census returns.

Please indicate your selection in the appropriate section on the attached form.

Religion

Bahai	Baptist	Brethren	Buddhist	Church of England
Church of God	Church of Ireland	Church of Jesus Christ of LDS	Church of Scotland	Congregational Church
Elim	Free Methodist	Free Presbyterian	Hindu	Independent Methodist
Jehovah Witness	Jewish	Methodist	Moravian	Muslim
No Religion	Other Christian	Other Protestant	Pentecostal	Presbyterian
Quaker	Roman Catholic	Salvation Army	Seventh Day Adventist	Sikh
Unclassified				

Ethnicity

Bangladeshi	Black – African	Black – Caribbean	Black – Other	Chinese/Hong Kong
Indian/Sri Lankan	Irish Traveller	Korean	Malaysian	Mixed Ethnic Group
Other Non White	Pakistani	Roma	Vietnamese	White

Home Language

Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Arabic	Belarusian
Bengali/Bangla/Sylheti	British Sign Language	Bulgarian	Burmese/Myanma	Chinese (Any Other)
Chinese (Cantonese)	Chinese (Hakka)	Chinese (Hokkien/Fujianese)	Chinese (Mandarin/Putonghua)	Creole English
Creole French	Czech	Danish	Dutch/Flemish	Edo/Bini
English	Esan/Ishan	Estonian	Fijian	Finnish
French	Gaelic (Scotland)	German	Greek	Gujarati
Hebrew	Hindi	Hungarian	Icelandic	Igbo
Irish	Irish Sign Language	Italian	Japanese	Kannada
Kashmiri	Kikuyu/Gikuyu	Korean	Kurdish	Latvian
Lingala	Lithuanian	Luganda/Ganda	Macedonian	Malay/Indonesian
Malayalam	Maltese	Marathi	Matebele	Ndebele
Nepali	Norwegian	Oriya	Other Language	Pahari/Himachali (India)
Panjabi	Pashto/Pakhto	Persian/Farsi	Polish	Portuguese
Rajasthani/Marwari	Romanian	Romany	Russian	Serbian/Croatian/Bosnian
Shona	Sindhi	Sinhala/Sinhalese	Slovak	Slovenian
Somali	Sotho/Sesotho	Spanish	Swahili/Kiswahili	Swedish
Tagalog/Filipino	Tamil	Telugu	Tetum	Thai
Tibetan	Tsonga	Tswana/Setswana	Turkish	Ukrainian
Ulster Scots	Urdu	Venda	Vietnamese	Welsh/Cymraeg
Xhosa	Yiddish	Yoruba	Zulu	