



**ST. PETER CATHOLIC
ACADEMY TRUST**
BY SERVICE, TOWARDS GOD



**ST JOSEPH'S CATHOLIC
HIGH SCHOOL**

BEHAVIOUR POLICY 2017-19

Date of Review: October 2017
Next Review: October 2019

INTRODUCTION

Ethos

The Behaviour Policy at St. Joseph's Catholic High School is a statement of good practice that covers all aspects of a school that contribute to the development and maintenance of good behaviour and a positive Catholic ethos. All members of the school are expected to help maintain an atmosphere conducive to learning, with courtesy and mutual respect as basic requirements.

Aims

1. To encourage adherence to an agreed set of principles of behaviour by pupils.
2. To support effective teaching and learning.
3. To contribute to mutual respect.

Implementation

- ◆ It will be introduced following consultation with teaching staff, support staff, pupils and parents.
- ◆ A copy of the code will be sent home and parents, asked to sign as an indication of support.
- ◆ The Code of Conduct will be displayed in classrooms and other parts of school as appropriate.

CODES OF CONDUCT

General Code of Conduct

All pupils when in lessons, on the school site or on school trips are expected to follow these guidelines:

- Correct uniform to be worn at all times
- No mobile phones, mp3s or iPods to be visible during the schoolday
- Speak quietly and politely and carry out any instruction or request made by a member of staff
- Do not use abusive or offensive language
- Show respect at all times to everyone and to the schoolsite
- Arrive to lessons on time
- No leaving lessons to go to the toilet unless there is a genuine medical condition
- No eating except in the canteen or Quad
- No chewing gum
- All litter should be put in the bins
- Water bottles must not be re-filled during lesson time

Classroom Code of Conduct

All pupils are expected to:

- Arrive to lessons on time
- Remove all non-uniform items before entering the room

- Stand behind chairs at the start of the lesson and follow the teacher's instructions.
- Put equipment, books and homework diary on the desk ready to start the lesson
- Complete all work to the best of your ability
- Show respect at all times towards ALL people in the lesson

Equipment List

Every pupil is expected to bring the following items to every lesson:

- Pens
- Pencils
- Ruler
- Rubber
- Homework Diary
- Books for the lesson, including folders, a dictionary or any subject specific resources
- Full PE Kit on days you have PE Lessons

The Code of conduct, in its three sections should be displayed prominently in each classroom.

Mobile Phones

If mobile phones are brought to school they must be turned off and not used during school hours under any circumstances. Mobile phones and other electronic items which are used in school will be confiscated and only returned to a parent or guardian in person.

REWARDS AND SANCTIONS AT ST JOSEPHS

Rewards

We consider it is important that praise and rewards should have a considerable emphasis within school and pupils will thus achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the code of conduct. The attention of our school should not be limited to those whose academic work is outstanding or to those whose behaviour is consistently poor.

It is expected that good standards of behaviour will be encouraged through the consistent application of our code of conduct supported by a balanced combination of rewards and punishments within a constructive school ethos.

It is important to **develop** and maintain consistency in the application of the reward system.

We reward in order to:

- * Encourage an ethos where all types of achievement, whether they be academic, sporting, creative, social etc. are openly recognised and valued by the whole school community, pupils, staff, parents and Academy Committee Members alike
- * Develop self-esteem in individual pupils
- * Recognise effort as well as achievement
- * Raise the aspirations of all pupils
- * Provide written evidence of success for inclusion in other documents such as reports,

exam percentages, or PSPs

This will help pupils to accept praise and feel valued in the school

St Joseph's publicly recognises achievement and success through:

- * Issuing e-praise points
- * "Postcards of Excellence" and/ or Departmental Postcards to inform parents of good work or outstanding effort
- * Certificate assemblies at the end of each term, where e-praise, Attendance and Punctuality are recognised by the Pastoral Leader
- * Annual Awards evening

Sanctions

Pupils have a right to expect fair and consistently applied sanctions for poor behaviour and which make a clear distinction between serious and minor infringements of the code of conduct.

An appropriate sanction is one which is designed to put matters right and encourage better behaviour in future. Thus it is inappropriate to punish whole groups for the misdemeanours of a few or to impose a sanction which is designed to humiliate a pupil or pupils.

At St Joseph's we recognise and support the use of the following sanctions:

- ◆ Verbal reprimand
- ◆ Time-out from a lesson
- ◆ Break Time, Lunch Time, and After School detentions
- ◆ SLT Friday after school detention
- ◆ Confiscation of inappropriate clothing, jewellery, or electronic item/phone. Where appropriate this item will need to be collected by parents
- ◆ Letter or phone call to parents
- ◆ A meeting with the pupil's parents

Ultimately if a pupil does not cooperate in school then fixed term and permanent exclusions will be considered.

There is a relationship between the principles of our Equal Opportunities Policy and the sanctions system. The existing mechanisms for dealing with racism and racial harassment within the Equal Opportunities Policy will also be incorporated here. In addition, consistency in the application of sanctions also has a gender based equal opportunities dimension. Thus, rebukes and sanctions, which are differentiated solely on the grounds of gender, should be avoided.

BEHAVIOUR MANAGEMENT PROCEDURES

Where sanctions become necessary the first line is the individual staff sanction. This may be followed by referral to Subject Leaders. A final course of action, prior to referral to the Senior Team, is notification to the Pastoral Leader. All referrals/incidents should be recorded on an

Information Form, either a Minor Incident Form or a Major Incident Form.

A. Form Tutors

Form Tutors have the most regular contact with pupils in their form group. As such their responsibilities focus on ensuring that the pupil is equipped and ready to learn. This includes attendance and punctuality concerns; uniform, make-up, and jewellery; equipment for all lessons, and that the pupil diary is completed and up to date.

Initially a Form Tutor should tackle any issues through:

- * Speaking to the pupil
- * Detentions
- * Removing the inappropriate clothing, jewellery, electronic device/phone
- * Contacting parents.

Should the pupil continue to act inappropriately then the Form Tutor should make referral to their Pastoral Leader.

B. Minor Behaviour Issues

A class teacher facing a minor issue has a number of options open to them.

Minor issues at St Joseph's are deemed to include: Lateness, low level disruptive behaviour, failure to complete work, rudeness, lack of equipment, poor uniform, or no homework.

Appropriate sanctions include speaking to the pupil, issuing detentions, time-out from the lesson for a maximum of five minutes, a letter being sent home, or a phone call home being made.

After the event an Information Form for Minor Incidents should be completed and forwarded to the Subject Leader for their information.

In the event of persistent offending the Subject Leader should also carry out their own sanctions, including speaking to the pupil, detaining the pupil and contacting parents. In this case the Information Form should be added to and forwarded to the Pastoral Leader.

The Pastoral Leader will pass further information on to the Form Tutor as appropriate.

C. Major Behaviour Incidents

Most incidents are minor, and can be dealt with in due course but occasionally a class teacher might face a major incident. At St Joseph's these are very rare, and need to be dealt with speedily and appropriately.

Major incidents include verbal abuse of staff or pupils, racial or sexual harassment or comments, inappropriate language, and general high-level disruptive behaviour or refusal to cooperate. Such incidents should be reported to the Subject Leader and on to the Pastoral Leader through the Information Form for Major Incidents.

Even more rarely there may be need to remove a pupil immediately from a classroom, where behaviour is violent and there is a threat of physical harm. In this case a responsible pupil should be sent to the office and the most appropriate member of the management team will remove the pupil from the lesson. If the Pastoral Leader is teaching or off site then they will hold the pupil until the Pastoral Leader is available. The class teacher should complete the Major Incident Form and forward this to the Pastoral Leader.

The Pastoral Leader will pick up the pupil and carry out a thorough investigation of the incident. Should the Pastoral Leader feel that the incident may warrant an exclusion they shall make a recommendation to a member of the Senior Leadership Team, providing him/her with all of the evidence.

The Senior Leadership Team member will then present this evidence and recommendations to the Headteacher to sanction any exclusion.

Permanent Exclusion

The Head teacher will use his judgement in deciding whether to exclude a child permanently. In some circumstances the pupil may have seriously breached this policy over a long period. In other circumstances the Head teacher may permanently exclude for a serious 'one-off' incident.

The Secretary of State suggests these are:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

The Secretary of State states these instances are not exhaustive, but indicate the severity of such offenses and the fact that such behaviour can affect the discipline and well-being of the school community. Pupils and parents should note the Secretary of State states in cases where a Head teacher has permanently excluded a pupil for:

- One of the above offenses; or
- Persistent and defiant misbehaviour including bullying or repeated possession and/or use of an illegal drug on school premises and where the basic facts of the case have been clearly established on the balance of probabilities, the Secretary of State would not normally expect the governing body or an independent Appeal Panel to reinstate the pupil.

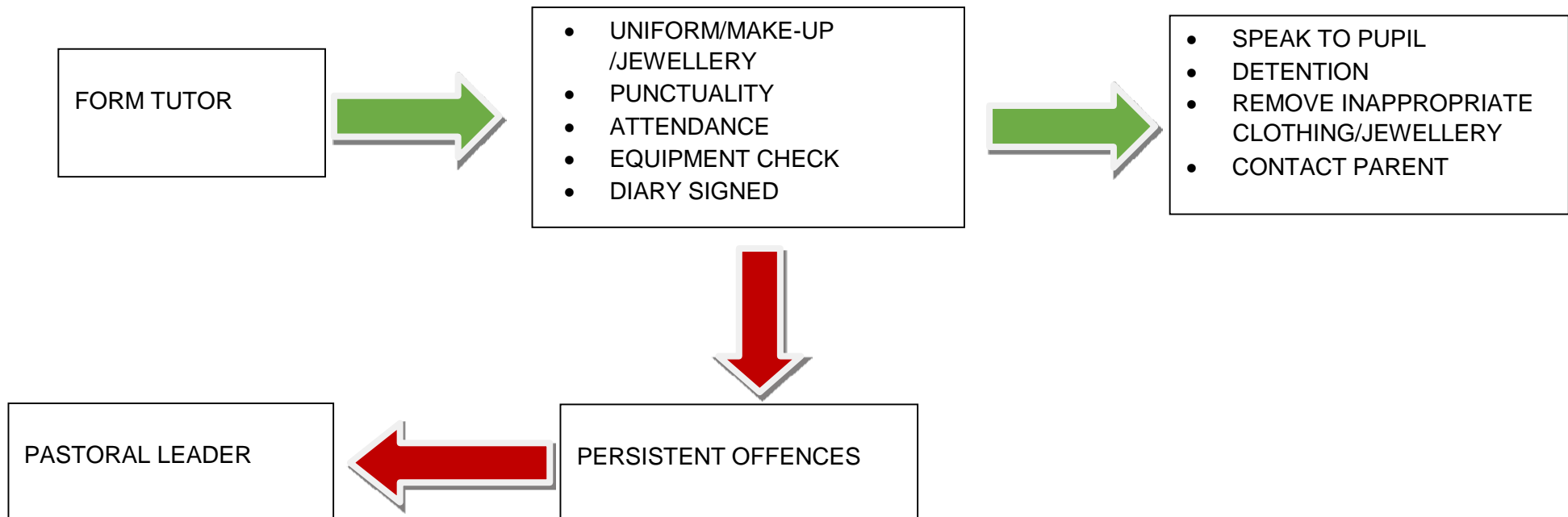
NOTES ON RECORDING AN INCIDENT ON SIMS

- A behaviour item is entered onto SIMS. Occasionally there are incidents which require immediate action because of their serious nature. Recording on SIMS may also be written for incidents occurring outside the classroom at break or lunchtime.

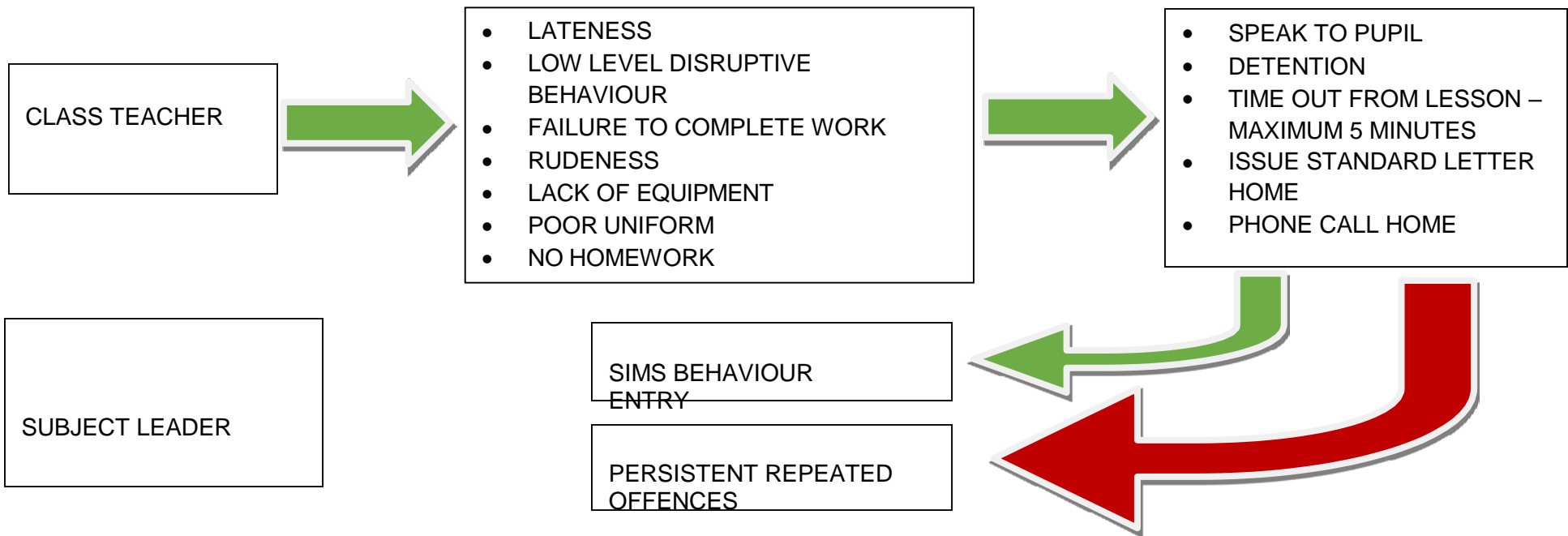
- Please ensure you complete the SIMS behavioural item as soon as possible and before the end of the working day. Remember it is a public document.
- Please make the Subject Leader and pastoral leader aware.
- The course of action and strategies used will be written up on the SIMS record.
- Where the Subject Leader has taken appropriate action, the Pastoral Leader should sign the form and file it in the student's records. The Pastoral Leader should keep a record to show how many SIMS items are received on each student and from which member of staff and department.
- Where the SIMS item requires action by the Pastoral Leader, this must be taken ASAP and recorded on the Information Form.

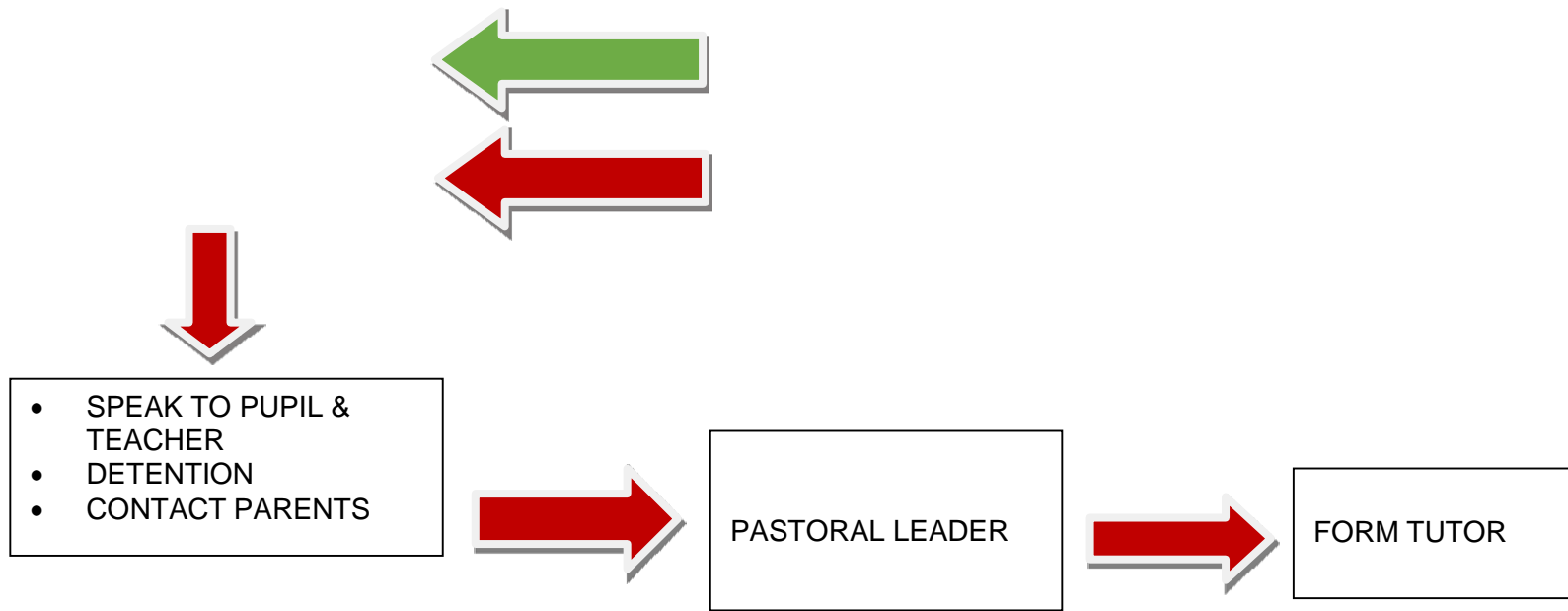
APPENDIX 1

FORM TUTOR RESPONSIBILITIES



APPENDIX 2
MINOR BEHAVIOUR ISSUES





APPENDIX 3

MAJOR BEHAVIOUR INCIDENTS

