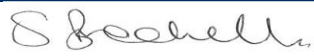


ST JAMES'

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Behaviour Policy (Incorporating rewards and anti-bullying)

Policy Owner	Assistant Headteacher Behaviour, Attitudes and Safety
Responsible Committee	Personal Development and Behaviour Committee
Date of Adoption	February 2020
Date of Review	February 2021
Chair of Governor's Signature	

St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Rationale:

All members of staff (teaching and non-teaching) at St James' Catholic High School have a key responsibility under the direction of the Headteacher and Assistant Headteacher Behaviour, Attitudes and Safety to promote and ensure high standards of behaviour in line with the school's values of Family, Faith and Excellence. As a Catholic School, we promote reconciliation in all our relationships and this is a focus of our behaviour policy'

Aims:

Our students behave well in and around school, however we maintain key aims for our students. We aim to:

- Encourage a whole school approach to behaviour
- Promote the building of good relationships and the mutual respect and tolerance of each other's needs and feelings: encouraging courteous and polite behaviour to each other, to all staff and visitors both in and out of school
- Promote and display positive attitudes to learning



- Reward those pupils who always try hard and behave well, displaying the school's values of Family, Faith and Excellence
- Manage behaviour effectively and in a way that enables purposeful learning to take place
- Maintain the entitlement of staff to dignity, respect and a safe workplace
- Support staff to ensure effective teaching and learning is taking place
- Support those students whose learning is negatively affected by the behaviour of others
- Foster and encourage self-control, resilience, responsibility and self-management among pupils
- Give pupils confidence in themselves and pride and recognition in their own achievements and those of their school
- Promote equal opportunities in learning

Policy Statement:

Everyone at St James' has a responsibility to promote positive behaviour thereby ensuring that all pupils learn to the best of their ability and every member of the community is free from any and all forms of discrimination, harassment or bullying.

At St James' we fundamentally believe that each student is an individual created in the image of God. Our school seeks to support the development of each individual and is committed to providing opportunities for spiritual, physical, mental, cultural and academic growth in an atmosphere of mutual trust and respect. We seek to provide an environment in which effective teaching and learning can take place, where the qualities of trust, honesty, fairness, tolerance, compassion and respect are valued and pursued.

Our policy should be considered in the light of the school's mission statement, values and philosophy, which seek to provide a clear framework of what is acceptable in terms of behaviour, attitude and activity. It is our intention to work in close partnership with our St James' families to ensure these core values are always displayed. We will provide a behaviour framework that is supportive rather than punitive and wherever possible restorative approaches will be adopted.

The systems and procedures outlined in the behaviour policy should be used as guideline for behaviour management, however the school reserves the right to differentiate their approach to incidents on a case by case basis should this be necessary.

The school works hard to ensure that its response to inappropriate behaviour is consistent and proportionate to the level of seriousness. Sanctions will almost certainly be applied when inappropriate behaviour is observed or suspected.

The school recognises the professional integrity of teachers and members of support staff within the school and the behaviour policy allows staff to exercise professional judgement on the appropriate methods and sanctions to address students' inappropriate behaviour. Our behaviour framework allows a structure for dealing with challenging or disruptive behaviour.



Expectations and Rewards:

Standards of behaviour at St James' are consistently high, *"Students conduct is exemplary. They show high levels of respect for each other and for their teachers and teaching assistants"* (Ofsted 2017). This is a result of all members of the St James' family being expected to support and display the school's core values of Family, Faith and Excellence. We believe these values are fundamental in ensuring effective learning can take place in a safe environment. Those students who consistently display these values should receive recognition and praise in line with the school's rewards system.

St James' seeks to recognise and reward good behaviour rather than simply putting sanctions in place for poor behaviour. It is the school's belief that rewards should be neither unachievable nor excessive and should not replace or diminish the importance of our school values of Family, Faith and Excellence.

The school's current whole school rewards incentive is primarily based upon:

- Attendance – Students are expected to have high levels of attendance and those who attend school regularly are rewarded by being entered into the fortnightly attendance lottery. Those students who achieve 100% attendance over a half term, term or whole school year are also rewarded
- Behaviour in lessons (Attitude To Learning) – Students are awarded an ATL score for each lesson they attend. These range from 1-4 and reflect not only their behaviour, but also their effort, attitude, resilience, punctuality and progress. ATL scores are not used to sanction or punish students, they are used simply to reward those who meet our high expectations. Rewards are given to students who consistently achieve positive ATL scores.
- Value Points – Students who display any of our core values will be awarded a Value Point. This means that students can be awarded Family Points, Faith Points and Excellence Points for a range of things, which may include (but in no way restricted to): representing the school in an extra curricular activity, high levels of attainment or progress in a specific lesson, taking part in charity events or simply being kind to others in the community.

Students who meet specific criteria in relation to the three key areas stated above over a sustained period of time will be rewarded. This will be each half term, each term and at the end of each academic year.

Our recognition of positive behaviour is not limited simply to our rewards system. Students are often given roles of responsibility within the school, such as prefects, form representatives, student librarians and sports ambassadors. We also recognise behaviour and attitude to learning at annual events, such as the school's presentation evening and celebration assemblies.

Behaviour Framework:

When the promotion and recognition of positive behaviour is not effective and students do not meet our high expectations the school will use the behaviour framework to put suitable sanctions in place. Wherever possible, pupils should be given the opportunity, through a restorative conversation or meeting, to apologise for their actions and likewise experience forgiveness as befits a Catholic school. In many cases, minor infringements on the school's behaviour policy result in a detention at break, lunchtime or after school, however the school reserves the right to issue a more severe sanction depending on the individual circumstances.

All staff are expected to use the school's behaviour framework (below) consistently and fulfil their individual role for it to work successfully, however it is recognised that the staff members' professional judgement will be



respected in dealing with each individual circumstance. Staff are responsible for promoting good behaviour and responding to incidents of poor behaviour. At each stage of the school's behaviour framework detailed information must be logged on our internal information management system (SIMS). A restorative conversation between staff and students should always be considered, to reduce the chance of behaviour issues reoccurring.

St James' acknowledges the school's legal duty under the Equality Act 2010 in supporting and safeguarding pupils with special educational needs and recognises that some students may require a more sensitive, differentiated and flexible approach to the behaviour policy and framework (outlined below).

Level/Stage	Behaviour Examples	Consequence
C1	Lesson punctuality, chewing, being off task, 'low level' disruption, RTL Issue.	Verbal warning.
C2	Continued examples of C1 behaviours. Disruptive behaviour Homework failure.	10-minute detention with the subject teacher including a restorative conversation between teacher and student.
C3	Persistent C2 behaviours. Persistent homework failure. Defiance to staff. Failure to attend C2 detention.	30-minute detention with the subject teacher including a restorative conversation between teacher and student.
C4	Repeated or gross defiance to staff, refusal to engage with learning, higher level disruptive behaviour in lessons (e.g. persistent arguing/shouting) failure to attend C3 detention.	Internal buddy system used if during lesson time and 1-hour detention with class teacher. This may be supported by the Director of Faculty. Director of Faculty support/ intervention including restorative conversation between teacher and student.
C5	Refusal to cooperate in buddy system. Dangerous classroom behaviour. Repeated gross defiance.	On call – students will be removed to Damascus and remain there from period 4 until 4pm (parents notified)– restorative conversation held in pastoral suite between teacher and student. Director of Faculty/ Head of Year intervention if required.
C6	Fighting, bullying, Hate Crime incidents, vandalism, smoking, drugs, severe gross defiance.	Range of Head of Year/SLT sanctions including detentions, internal isolation (Damascus), Fixed Term Exclusion and Permanent Exclusion.

This policy is designed to create an atmosphere where pupils recognise boundaries and behave appropriately. There may, however, be instances of a more serious nature whereby a member of the school's pastoral team may feel it necessary to put other sanctions in place. If any of these sanctions are used, the pupil's parent/guardian will be informed. Sanctions for more serious incidents can include (but not limited to):



- Detention until 4pm
- Form tutor report
- Head of Year report
- SLT report
- Internal exclusions in the school's Damascus room
- Fixed Term Exclusions

Students on report will be expected to show their report to their parents every evening in order that comments can be made, and the report signed.

There is no legal requirement for the school to give parents notice of after-school detentions, however we do believe that it is good practice to do so and will always endeavour to do this. It is the student's responsibility to bring the detention to the parents' attention, and if there is a particular issue with any detention the parent will need to contact the teacher concerned. If a student normally travels from school by bus, parents will need to make alternative travel arrangements on the day of any after school detention. We understand that this may inconvenience parents but such sanctions are effective in modifying pupils' attitude and behaviour and we would ask for the support of parents and carers in this regard.

The Headteacher may issue a Fixed Term Exclusion (FTE) for up to 45 school days (9 school weeks) in a school year. For the first 5 days of any exclusion it is the parent's responsibility to provide care and supervision for their child.

Whilst the school works hard to avoid permanently excluding any student, this may be used as a very last resort. All appropriate steps will be taken to prevent this, however if a pupil continuously behaves in such a way as to seriously affect the working environment or health and safety of the school then this option will have to be considered.

In line with the Department for Education's statutory guidance the Headteacher at St James' has 'the power to direct a pupil off-site for education to improve their behaviour'.

All examples of behavioural misconduct are for illustrative purposes only. St James' reserves the right to apply and behavioural sanctions where it is deemed reasonable and appropriate to do so.

Behaviour incidents outside of classrooms:

At break and lunch times all incidents must be reported to the duty team leader – the duty team leader will work with the pastoral team to issue an appropriate sanction and the member of staff who reported the incident will record the incident on SIMs.

All staff must deal immediately with any incidents when a student's attitude or behaviour outside of lesson time falls outside of the behaviour expectations outlined in this policy. Staff are made clear that no incident should be ignored and that the guidance below should be followed.

Any students whose attitude or behaviour outside of lessons is deemed to be unacceptable should initially be verbally warned (if this is a minor incident). If poor behaviour during social times continues or the behaviour is deemed to be of a more serious nature students should be asked to accompany the member of staff to TA1 (lunch-time detention room) or Damascus. If students refuse to do as they are asked or are defiant towards the member of staff this should be referred to the duty team leader, who will in turn refer to the appropriate HoY for guidance. The member of staff on duty must make a log of any behaviour incidents on SIMs. If the incident is of a serious nature a senior member of staff may be informed. The pastoral managers may take statements for HoY/ SLT to action.



Persistent behaviour problems around school will be reported to the appropriate HoY who may warn students of their behaviour and potential future consequences, issue suitable sanctions and inform parents/carers of the students behaviour. In some cases it may be necessary to refer behaviour incidents to our Special Educational Needs Coordinator (SENCO) or Designated Safeguarding Lead (DSL).

Behaviour incidents that occur outside of school (including travel to and from school):

St James' constantly promote positive behaviours and attitudes and this also applies to the behaviour of our students outside of school, this includes (but is not limited to) their behaviour and conduct whilst travelling to and from school. Students are aware that whilst they are wearing school uniform they are representing the school and its values of Family, Faith and Excellence. We expect our same high standards of behaviour to be adhered to when students represent the school on educational trips, extra-curricular activities and residential trips. If there is behaviour travelling to or from school which is seen to not reflect these values appropriate sanctions will be issued, including bus warning letters, bus bans, detentions, internal isolation or fixed term exclusions. In line with Department for Education statutory guidance, the school may issue appropriate sanctions, including fixed term exclusions, for behaviour incidents which occur outside of school. The school may also liaise with other agencies, such as the local police, if poor behaviour outside of school is reported.

Bullying:

Persistent bullying can severely inhibit a child's ability to learn effectively. The negative effects of bullying can have an impact on a person for their entire life.

An anti-bullying ethos is in place at St James's, which is exemplified by the students and reinforced by all adults. Pupils are aware that both staff and the school community as a whole fundamentally disapprove of bullying behaviour and staff will act if bullying is brought to their notice.

All pupils are regularly reminded of the school's expected standards of behaviour, including bullying and bullying behaviour and advised on what to do if they encounter bullying.

The issue is an important part of the school's robust PSHCE programme. What bullying can involve, its causes and results and strategies to deal with it are explored in detail with all the pupils throughout the course of their time at St James'. The programme is structured to enforce the message about community involvement and taking care of each other in line with the school's values of Family, Faith and Excellence.

Pupils are listened to carefully and opportunities are provided for them to express views and opinions whether it be in lessons, in form time or informally with a member of staff. Use is made of pupil, parent and staff surveys to find out if there are bullying issues and what the extent of these may be, so we can work to reduce them.

St James' promotes a secure and happy environment free from threat, harassment and any type of bullying behaviour. Therefore the school's behaviour policy promotes practices within the school to reinforce our values and vision, and to remove or discourage practices that negate them.

Bullying is treated seriously at St James' and dealt with severely. Any form of bullying will be dealt with seriously and appropriately by a member of the school's leadership team in line with the sanctions outlined previously in the behaviour policy. Forms of bullying may include (but not restricted to):

- Physical bullying
- Verbal bullying
- Social bullying
- Cyber bullying



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- Racial bullying
- Prejudice (including the bullying of any minority group)
- Sexual bullying

All staff have a responsibility to prevent and report bullying incidents in school. All staff in school have a responsibility to:

- Implement procedures to confront bullying in any form
- Listen to all parties involved in incidents
- Investigate incidents promptly and as fully as possible
- Take appropriate action or to refer to Tutor/HoY/SLT as appropriate
- Record in the appropriate students' files
- Share with parents of the victim and bully, incidents of persistent and/or serious bullying
- Implement appropriate procedures for a member of staff
- Promote the use of a range of learning styles and strategies which challenge bullying behaviour
- Promote open management styles which facilitate communication and consultation within the school and relevant outside agencies when appropriate
- Model the values our school believes in from the mission statement
- Promote the use of interventions which are least intrusive and most effective.

If a bullying incident is identified, the school will investigate this thoroughly to ensure all details are gathered and recorded. A member of the school's pastoral team will decide whether the school's behaviour framework and C1-6 system is appropriate in dealing with such an incident or if other sanctions and actions are necessary.

The school also utilises a range of supportive pastoral strategies to prevent further incidents of bullying behaviour and ensure the safety and well-being of all students.

St James' actively promotes anti-bullying through our robust PSHCE programme, participation in the national anti-bullying week and signposting students as to where they can access support should they need it.

Sharing concerns:

Pupils are encouraged to report any bullying which may occur, whether this be to their form tutor, Head of Year, a member of the pastoral team or another member of staff. We work to ensure that students who report bullying incidents are not penalised in any way and are supported.

Any staff who witness any form of bullying, or are concerned that bullying may be taking place, should report it to a member of the pastoral team. These incidents may be part of a bigger picture of which the pastoral team may be aware.

Members of the community (pupils, staff and parents) need to be mindful that the school expects any knowledge of bullying to be reported. A bystander who does not report bullying is complicit in the act. Relevant lines of communication are made clear to parents so that they can contact the school should they have a concern about a bullying incident. All reports of bullying are taken extremely seriously and will be investigated thoroughly.

Procedures for dealing with incidents of bullying:

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.



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- He/she will inform a member of the pastoral team or senior leadership team as soon as possible.
 - The victim will be interviewed on their own and asked to write a statement of events.
 - The alleged perpetrator, together with all others who were involved, will be interviewed individually and asked to write an immediate statement of events.
 - The incident will be recorded on a School Bullying Incident form and signed and dated before forwarding to the Assistant Head Behaviour, Attitudes and Safety. All records of bullying and other serious incidents are stored securely in a locked cabinet.
 - The victim will meet with a member of the pastoral team at a later stage, separately from the alleged perpetrator. They will be offered support to develop a strategy to help them.
 - The alleged perpetrator will be also meet with a member of the pastoral team at a later stage separately from the victim, and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. If appropriate a disciplinary sanction will be given as set out previously in the schools behaviour policy. In particularly serious and/or persistent cases, the school may issue more serious sanctions (as outlined previously).
 - The parents/guardians of all parties will be informed and invited into school to discuss the matter. Their support will be sought.
 - A way forward, including disciplinary sanctions and counselling, will be agreed. This will recognise that suitable support is needed both for children who are being bullied and for pupils who bully others.
 - a. A restorative meeting involving all the parties, with close staff supervision, may take place and be helpful in developing a strategy for all concerned to close the episode.
 - b. In very serious cases, and only after the Headteacher has been involved, it may be necessary to make a report to the Police. In line with Keeping Children Safe in Education 2019 (KCSIE 2019) any bullying incident will also be addressed as a Safeguarding concern where a child is suffering, or is likely to suffer, significant harm.
 - c. In line with KCSIE 2019 all peer-on-peer abuse will also be treated as a serious Safeguarding matter. It is the policy of St James' to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. If this is the case, then the School's Safeguarding Policy should be referred to for guidance
2. The school may exclude a pupil, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.

We appreciate the full support of parents and carers in the application of the behaviour policy.

Please also see the following policies which support the behaviour policy:

Attendance
Safeguarding
Safer Working Practice



Appendices

- Appendix 1 – Banned items
- Appendix 2 – information on school uniform
- Appendix 3 – Reasonable force
- Appendix 4 – Covid-19

Appendix 1

Banned items:

St James' Catholic High School has a zero-tolerance policy towards the possession of any banned item including (but not restricted to) the possession, use or supply of illegal and other unauthorised drugs. This includes the possession or use of cigarettes, tobacco, lighters and any other smoking paraphernalia. Any banned items which are brought into school will be confiscated by a staff member and sent to Emmaus, where it will be locked in the safe.

Mobile phones and electronic devices (including Smart watches) are not allowed in on the school site. This supports the school's promotion of e-safety as outlined in the safeguarding policy and aids in preventing cyber-bullying in school. If any pupil's phone or other electronic device is seen or heard in school it will be confiscated by a staff member and sent to Emmaus, where it will be locked in the safe.

Mobile phones and other electronic devices are not to be used outside the front of the school, students are able to use such devices when they have left the school grounds or boarded their bus to go home.

When students are arriving at school they must make sure that they are not seen with a mobile phone or electronic device as they are leaving the bus/car that they have made their journey in or entering the outer school gate if they have walked to school.

If students have missed a bus or have stayed late at school for whatever reason and they need to contact home they should either wait until they have left the school grounds to use a mobile phone or ask permission from any member of staff to use the school phone. School will not be accountable for the loss, theft or damage to personal equipment such as mobile phones or Smart watches and will not investigate any such incidents.

Confiscated items will be put in an envelope and be placed in the school safe as soon as is practical and must be collected from the reception by a parent or carer. Any illegal or unauthorised drugs, cigarettes, tobacco, lighters and smoking paraphernalia will not be returned to parents.

Other banned items include (but not limited to):

Aerosols

Jewellery (see appendix 2)

Energy drinks

Glass bottles

Hoodies

Chewing gum

Laser pens

Other electronics (such as hand held games consoles).



Appendix 2

Information on School Uniform:

All students are expected to meet basic standards of uniform at all times. This includes:

- School tie and blazer must be worn at all times (unless a student is given specific permission to not wear them by a member of staff)
- Students must wear black, leather style school shoes – black trainers or pumps are not allowed
- Students must wear black trousers or a navy skirt (of an appropriate length and not rolled up to make it appear shorter)
- Students must wear a white shirt which must be tucked in
- 'Hoodies' are not permitted in school. Any student wearing one in school will be asked to remove it and this will be confiscated. Confiscated items must be collected by a parent or carer.
- Students are not allowed to wear coats inside the school building. They may wear them in the areas outside but must then remove them upon entering school.

For all students, hairstyles must be sensible, tidy and of a natural colour. Extreme styles are forbidden. For example, shaven haircuts where the scalp is clearly visible is an example of an extreme hairstyle or hair dyed an unnaturally bright colour. If hair is tied back it should be with a plain coloured bobble. Any hair accessories should be plain and dark coloured.

Jewellery of any kind is not to be worn by pupils. We expect ALL pupils to have high standards of appearance and dress. Any member of staff who sees a pupil wearing jewellery should immediately request that it is removed and the item of jewellery should be confiscated. School will not be accountable for the loss, theft or damage to jewellery (in line with other banned items) and we will not investigate any such incidents. All confiscated items, including jewellery, will be put in an envelope and be placed in the school safe as soon as is practical. Confiscated items must be collected from the main reception by a parent or carer

Students are expected to wear little or no make-up. If students have excessive make-up they will be asked to remove it. Students must not have tattoos or other skin modifications.

The Headteacher and Assistant Headteacher Behaviour, Attitudes and Safety have responsibility for the uniform code of the school as agreed by Governors and their judgement is final on all matters of uniform. We would ask parents and carers to recognise this and be supportive of both the expectations and spirit of the uniform code to maintain high standards across the school.

The school has a clear uniform code and form tutors will make it clear to the students what our requirements are with respect to school uniform and general appearance as it is better that students are made aware of these requirements regularly than it being necessary to confront a pupil who has broken them. Regular infringement of the uniform rules should be reported to the appropriate Head of Year. However, if a pupil comes to school without appropriate uniform or has an extreme hairstyle this should be reported immediately to the Head of Year to decide on the suitable course of action. Students may be kept out of circulation when not in lessons so the rest of the school community do not see a drop in the school's high standards and expectations.



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Appendix 3

Reasonable Force:

Whilst staff will always endeavour to avoid using any kind of force to manage behaviour, this may sometimes be necessary. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury. 'Reasonable in the circumstances' means using no more force than is needed. Schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.



Appendix 4 Covid-19:

Amendments and additions to the school's behaviour policy have been made in response to the Covid-19 pandemic. This is to ensure there is no unnecessary risk to students and staff at St James'. Adherence to these amendments and additions is of the utmost importance and the school will act promptly and seriously where the policy is not being followed.

In addition to the existing behaviour expectations, students will also be expected to:

- Maintain social distancing between themselves, staff and other year groups
- Wear masks at all times in communal areas if the school is part of a local 'lockdown' or if this is guided and/or instructed by government advice
- Follow school instructions on hygiene, such as handwashing, sanitising and ensure furniture and equipment are cleaned where necessary
- Follow instructions in relation to which areas of the school they can and cannot use and at which times of the day these are to be accessed
- Adhere to the school's one way system and newly implemented queuing systems
- Follow the government advice in relation to expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it')
- Inform an adult immediately if they are feeling unwell
- Provide their own equipment and not share their equipment with others
- Take responsibility for ensuring they remain in their clearly marked dedicated zone at social times (break and lunch time)
- Follow the newly imposed rules about toilets, ensuring they use the designated toilets for their year groups, to avoid overcrowding and ensure social distancing is adhered to where and when necessary
- Follow reasonable requests of staff which are made in the interest of ensuring the safety of students, staff and/or visitors

In the event of a student(s) wilfully and purposefully failing to adhere to any of the policy as detailed above a member of the school's Senior Leadership Team will apply a sanction in line with the current behaviour framework. Given the severity and potentially dangerous nature of this behaviour it will be deemed a C6 sanction, which may lead to the student being given a fixed term exclusion.

In the event of a student purposefully coughing, spitting or sneezing on another student or member of staff, a member of the school's Senior Leadership Team will exclude that student for a fixed period.

Detentions and other suitable sanctions will still apply as per the behaviour policy.

Whilst we appreciate that students may find it difficult to adapt to different expectations and procedures in school, we cannot put the health and safety of any student or staff member at risk. As such, these amendments and additions will take effect as soon as students return to school (Wednesday 2nd September 2020) and stay in place until the school's Senior Leadership Team feel it safe to remove them.