



ST JAMES'

CATHOLIC HIGH SCHOOL

Behaviour Policy

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| Policy Owner | Assistant Headteacher Pastoral |
| Responsible Committee | Policy & Practice Committee |
| Date of Adoption | November 2018 |
| Date of Review | November 2019 |

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 at St James' Catholic High School have a lead responsibility under the direction of the Headteacher for good behaviour and ensuring that pupils adhere to the school rules.

Policy Statement:

Each child 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 and cultural growth in an atmosphere of mutual trust. We seek to provide an environment in which effective learning and teaching can take place, where the qualities of trust, honesty, fairness, tolerance, compassion, respect for self, others and property are valued and pursued.

Our policy should be considered in the light of the school's mission statement and seeks 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 the families and parishes in our community to create an environment that is based upon love, trust and respect rather than upon rules. We will provide a system of discipline that is creative as opposed to repressive, corrective as opposed to punitive and where restorative justice can thrive.

The behaviour policy is differentiated on a case by case basis to take into account individual pupils' special needs.



Aims:

We aim for each and every one of our pupils to:

Speak politely

Have Respect

Follow **I**nstructions

Never say never

Engage positively

- Gospel values of peace, love, justice forgiveness and reconciliation are evident in everything that we do.
- Pupils are able to concentrate on work without disruption in lessons caused by others and are thereby able to achieve the highest standards of attainment.
- It is clear to pupils what the consequences are for particular behaviours. They therefore make a choice knowing the consequences and we help pupils make better choices in the future.
- We respect pupils' dignity and self esteem.
- Bullying or aggressive behaviour is not tolerated and is dealt with promptly. Pupils are to feel confident in reporting such behaviour.
- Pupils are able to travel to and from school and are able to work in an environment that is safe and secure.

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

The school recognises the professional integrity of teachers and staff within the school and the behaviour policy allows the staff within the school to exercise professional judgement on the appropriate methods and sanctions to address students inappropriate behaviour.

The following information can be used as a broad guide to the possible actions that may be taken when dealing with inappropriate behaviour, however the following information is not exhaustive or restrictive as it cannot possibly take account of all circumstances or the needs of each individual student.

Minor Sanctions may be applied if the pupil:

- Does not produce an acceptable standard of work including homework
- Forgets to bring essential equipment
- Is late for school or lessons
- exhibits minor inappropriate behaviour
- is not suitably dressed for school



In a majority of cases these infringements result in a detention at break or lunchtime, however the school reserves the right to issue a more severe sanction depending on the individual circumstances. A Ready to Learn (RTL) point is removed.

More severe sanctions may be applied if a pupil **persists** in the following:

- Unacceptable work including homework and GCSE coursework
- Forgetting essential equipment
- Exhibiting inappropriate behaviour
- Not following the schools uniform code and guidance
- Being late for school or lessons
- Disturbing the learning of others
- Peer on peer abuse (including on line)
- Inappropriate use of the computer network

More severe sanctions can also be applied for one off behaviour incidents where in the judgement of the school the behaviour needs to be addressed through the use of a more severe sanction.

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. It is the pupil's responsibility to bring the detention to the parents' attention, and if there is a special problem then the parent will need to contact the teacher concerned. No exceptions are made, even if the child travels by bus. Parents will need to make alternative travel arrangements on that day. 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

In addition to after school detention, the pupil may be put on report to either their form tutor, head of year or senior teacher. For students on report the pupil will be expected to show their report to their parents every evening in order that comments can be made and the report signed.

Major sanctions include:

- Detention until 4pm or 4:30pm (some detentions may be later but parents/carers will be informed of this circumstance)
- Internal exclusions
- Fixed term exclusions
- Pastoral Support Plan
- On Call Detentions to be used when a student has disrupted learning within a lesson during the school day, parents/carers will be contacted by phone the same day and the expectation is that the student will stay back afterschool on the same day until 4:30pm)

St James' Catholic High School has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs (see drugs policy).

The Headteacher may exclude a pupil (fixed term exclusion) 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.



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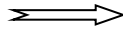
Permanent Exclusion is a last resort for all schools and all steps are taken to avoid this. Nevertheless, if a pupil continuously behaves in such a way as to seriously affect the working environment or health and safety of the school then this option will have to be considered.



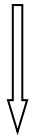
PROMOTING DESIRED BEHAVIOUR IN LESSONS

Undesired behaviour

CLASS LEADER

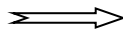


- Class leader uses solution focused strategies including
- verbal acknowledgement to assist in return to task
 - positive remodelling
 - verbal warnings, move student in class, detention
 - use buddy system if learning of others is being continually disrupted.
 - Use "on call" for serious incidents

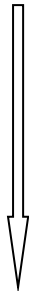


Additional Support

DIRECTOR OF FACULTY

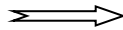


- Director of Faculty uses solution focussed strategies including
- Gather information from member of staff
 - Gather information from student
 - Liaise with other staff about "what works"
 - Take appropriate action, e.g. home contact, report, detention, Headteacher's detention, group change
 - Director of Faculty detention
 - To act as the "buddy" for on call
 - Use "on call" removal stage

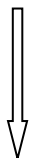


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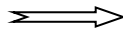
HEAD OF YEAR & PASTORAL TEAM



- Collate and review all information on student
- Meet with student, class teacher, DoF, parents as appropriate.
 - Pupil placed on report /sanction can be given
 - Through team around the Year (Head of Year, Pastoral Manager & Attendance Officer), explore barriers to learning and see if additional support is available e.g. SEN, consulting external agencies, monitoring.



ASSISTANT HEADTEACHER, SLT



- Review all information and strategies offered
Recommendations made to HoY and Headteacher
Monitoring using Red report to SLT



All staff must follow this procedure 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. At each stage information must be logged on SIMS. The on call system is used when a pupil is disrupting learning or behaviour is poor. The buddy system should be used initially, unless the incident is serious. If the incident is serious or the pupil fails to co-operate with the head of faculty then the on call member of staff should be summoned, and the incident reported to the appropriate pastoral manager so a phone call be made home to arrange a 4:30pm after school detention on the same day if possible. A restorative conversation between staff and student should be considered, if appropriate, to reduce chance of behaviour reoccurring.

BEHAVIOUR INCIDENTS OUTSIDE OF CLASSROOMS

All staff are expected to take responsibility for the implementation of the Code of Conduct around school.

"Good behaviour is the responsibility of every member of staff"

- At break all incidents to be reported to the duty team leader – the duty team leader to give a punishment as appropriate and the member of staff who reported the incident is to record the incident on Sims and the action.

Possible pupil discipline issues

- Failure to comply with the Code of Conduct
- Inappropriate attitude or behaviour before and after school, at break, lunchtime or between lessons.

Procedures for dealing with incidents

- Stage 1 – This is applicable to all staff

All staff to deal immediately with incidents. No incident should be ignored.

Pupils warned about the offence at lunchtime pupils are to be taken to room 47/ lunchtime DT room. The person on duty will make a log 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 / senior teacher to action.

Incidents may be reported to form tutor.

- Stage 2 – This is applicable to form tutors

Staff reporting the more serious incident must log on to Sims.

Form tutor to monitor pupil's behaviour around school and to record more serious or repetitive incidents (as reported to them) to the HoY.

- Stage 3 – This is applicable to HoY

Persistent behaviour problems around school to be reported to the HoY

- HoY may warn of future consequences and counsel
- HoY may give a punishment
- HoY may inform parents (possible use of standard letters)

- Stage 4 – This is applicable to HoY / SLT



Persistent problems or major incidents to be dealt with by the HoY, or, if very serious SLT. HoY/SLT may:

- Involve parents (*possible use of standard letters*)
- Refer to SLT
- Refer to SENCO if external agencies are required
- Detention; lunchtime or after school
- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

Travel to and from school

While wearing school uniform pupils are representing the school community. If there is inappropriate behaviour travelling to / from school appropriate sanctions can be given, including bus warning letters, detentions, isolation fixed term bus bans and fixed/ permanent term exclusions or internal exclusions.

Mobile phones and electronic devices including ipods, along with Smart watches are not allowed in school. Any pupil's phone or i-pod type device that is seen or heard should have it confiscated.

Mobile phones ipod devices are not to be used outside the front of the school, students would be 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 either use the school phone or their own to make contact with a parent/carer. School will not be accountable for the loss, theft or damage to personal equipment such as i-pods or mobile phones and we 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 Confiscated items must be collected from the reception by a parent or carer.

Information on School Uniform and School Policies

For all years **hairstyles** MUST be sensible and tidy and natural colours, 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 unnatural bright red. If hair is tied back it should be with a plain coloured bobble. Any hair accessories should be plain and dark coloured. Dip dyed hair styles are not acceptable.

The Headteacher has the ultimately responsibility for the uniform code of the school as agreed by Governors and the Headteacher's judgement is final on all matters of uniform. We would ask parents and carers to recognise this and be supportive of both the letter and the spirit of the uniform code to maintain high standards across the school.

Jewellery of any kind is NOT to be worn by pupils. Put simply, we expect ALL pupils to have high standards of appearance and dress.

Any member of staff who sees a pupil wearing **jewellery** should immediately require that it is removed. If the pupil is seen wearing jewellery then it should be confiscated,



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Confiscated items 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 front desk by a parent or carer.

The school has a clear uniform code and form tutors will make it clear to the pupils what our requirements are with respect to school uniform and general appearance. As it is better that pupils 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 not wearing uniform or has an extreme hairstyle this should be reported immediately to the head of year, and could result in them being sent home to dress more appropriately. They will be kept out of circulation when not in lessons, so the rest of the school community do not see a drop in the high school standards. Students should wear formal shoes as part of their uniform these must look like leather and should not resemble trainers or pumps.

We expect FULL SUPPORT in these matters from parents and carers.

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

- Rewards**
- Substance Abuse**
- Anti-Bullying**
- Home school agreement**
- Uniform code**
- E-Safety policy**