



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

HIGH SCHOOL BEHAVIOUR POLICY

St Richard Reynolds Catholic College

Policy: Anti-bullying

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St Richard Reynolds is a Catholic community rooted in the love of Christ in which we help each other to become the person whom God has created us to be.

1. Introduction

We expect excellent standards of behaviour so that every pupil feels safe, happy and able to learn. We know that pupils' behaviour may be affected by many things. We will maintain good standards of behaviour based on the values of our Catholic faith so that we can create a culture that offers each pupil the opportunity to fulfil their educational and spiritual potential. This can only be achieved by parents, pupils and staff working together, as outlined in our Parental and Pupil responsibilities statements. In signing the Home College Agreement, parents and pupils commit themselves to supporting the College in achieving the excellent behaviour we expect.

This policy should be read in conjunction with the College's policies, especially Child Protection, Reasonable Force and E-safety.

Aims

- To provide an orderly, purposeful and safe environment for pupils and staff and a caring community in which every person matters
- To instil a love of learning and good study habits amongst our pupils
- To reward behaviour which helps to build a caring community
- To respond consistently, firmly and fairly to unacceptable behaviour through a structured programme of response aimed at reconciliation and reform
- To establish a positive reputation for the College in the local community

We will achieve this by

- Having high expectations for all pupils and staff
- Modelling the behaviour we want to see in pupils
- Explicitly teaching the Christian values of love, forgiveness and respect for all
- Listening to people
- Emphasising the values of courtesy and respect for others through all aspects of College life
- Encouraging self-discipline and self-esteem
- Intervening early in order to prevent more serious problems arising
- Providing effective supervision around the College site
- Planning appropriate provision for pupils' learning, social and emotional needs
- Ensuring that all activities are purposeful and communicating that purpose to pupils
- Being consistent and fair in our rewards and sanctions
- Keeping accurate records of rewards and sanctions
- Having clear expectations, as set out in the Home College Agreement, which are shared by parents, pupils and staff
- Maintaining excellent communication with parents
- Regularly monitoring and reviewing the effectiveness of this policy

The behaviour policy applies to behaviour on the way to and from College, within College and on College trips.

2. Pupil Code of Conduct

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbour as yourself.'"

Love the Lord your God...

- Live out the Catholic values of our College
- Respect all people
- Respect our environment which is God's creation

Love your neighbour...

- Treat others with courtesy and consideration
- Never use language which puts other people down
- Speak to a teacher if you are worried about someone else
- Use lesson time and resources purposefully
- Move sensibly and courteously around the College
- Keep to the left in corridors and use the appropriate staircase
- Use outdoor areas in a way which respects other people
- Queue up sensibly in the canteen and sit down to eat food
- Take responsibility for tidying up classrooms and the canteen
- Keep mobiles switched off and out of sight unless directed by a teacher
- Don't bring anything into College which could hurt the environment, other people or yourself

As you love yourself

- Make sure you are in the right place at the right time and ready to learn
- Go straight home after College and do not enter fast food shops
- Follow the uniform code
- Bring the correct equipment
- Co-operate with teachers
- Attempt every task to the best of your ability and ask when you are not sure
- Spend the right amount of time and effort on your work
- Get your planner signed by your parents each week
- Use the lockers and the toilets before College and at break or lunch so that you do not miss out on learning time

For everyone's safety and wellbeing, please do not bring the following items into College:

- Nuts
- Chewing gum
- Expensive items such as jewellery
- Fireworks
- Alcohol
- Drugs
- Cigarettes or smoking materials (including e-cigarettes)
- Clothing which is not included in the uniform policy
- Make up or nail varnish
- Tippex or other similar liquids
- Skateboards and mini-scooters
- Any items which could be used to harm another person

The Pupil Code of Conduct applies in College, on the journeys to and from College and on College trips.

3. Rewarding behaviour for learning

Teachers are encouraged to

- Praise pupils both in public and in private
- Display work to celebrate pupil achievement
- Make regular phone calls home in order to praise pupils
- Send home written praise eg in pupil planners or 'Praise postcards'
- Use the SRRCC merit system

The College celebrates successes in regular Celebration Assemblies. These include

- Attendance certificates (half termly or termly)
- Success in House competitions
- Representing the College in competitions
- Service to the College community

- Subject prizes for sustained excellence or effort in subject areas (yearly)

The Jack Petchey Award Scheme will be used to celebrate pupils' achievements inside and outside of College.

The Pastoral team will write to parents to congratulate pupils who have achieved excellent grades for Behaviour for Learning in Grade Collections.

Merits may be awarded for excellent effort, progress or attainment in class work, high quality thinking and questioning and high standards of courtesy and consideration for others. **The maximum number of merits to be given for any one achievement is five.** Merits will count in competition between houses. The table below sets out rewards for merits which will be accumulated over a College year. The merits tariff may be adjusted to ensure its smooth running.

100 merits	Bronze Merit Badge Letter home from Tutor
200 merits	Silver Merit Badge Letter home from Pastoral Leader
300 merits	Golden Merit Badge Letter home from Vice Principal
400 merits	Platinum Merit Badge Lunch Pass for student and two friends Letter home from Principal
500 merits	House Badge

4. Responding to behaviour which is not in keeping with our identity and mission

Staff will deal firmly and fairly with behaviour which is not in keeping with our identity and mission. All staff share responsibility for maintaining good order by challenging and correcting poor uniform or behaviour around the College and by recording their use of sanctions.

Incidents which occur within a lesson should be dealt with by the class teacher with the support of the Subject Leader. Incidents which occur outside of lessons should be dealt with by the member of staff who is on duty and then referred to the form tutor or Pastoral Leader if necessary.

Removal from lessons

On occasions where a pupil's behaviour is preventing others from learning, the class teacher may send the pupil to sit under the supervision of the Subject Leader or the subject's Line Manager. Subject Leaders will ensure that teachers in their department know where to send a pupil. If this is not possible, a note will be sent with another child to the College Office. A member of the Leadership Team will then remove the child from the lesson. The responsibility for dealing with the child remains with the class teacher, with the support of the Subject Leader, and the pupil

should return to the class teacher at the end of the lesson. Pupils will not be left unsupervised outside a classroom.

Detentions

Pupils may be detained for up to thirty minutes at the end of the school day without notice. Staff will give 24 hours' notice to parents, for example by phoning or by writing a note in the pupil planner for after College detentions longer than 30 minutes. Detentions should have a formal atmosphere and include activities which allow pupils to reflect on their behaviour and plan ways to improve it. Pupils may also complete community service such as helping in the canteen or collecting litter. However, where pupils have truanted they will be expected to make up the time missed.

If a pupil does not attend a detention which has been written into the planner, the staff member will seek the advice of the Subject Leader in the first instance. The detention will be re-set. Repeated failure to attend a detention is regarded as defiance.

Reports

Pupils may be placed on subject, tutor or pastoral report for persistent problems. Pupils will be given targets to work on and staff will be asked to report on whether these are achieved in each lesson. Parents will be sent a letter explaining that the College day will be up to one hour longer each day for pupils who are on report. A pupil on report should report at the end of each day to the person responsible for monitoring the report (subject leader, form tutor or pastoral leader). Other forms of reports are also used to help pupils regulate their own behaviour. These might include Praise reports or reports which include the pupils' own evaluation of their behaviour.

Communication with parents

Good communication with parents is vitally important and staff will make this a priority, with both positive and negative news, to enable parents to fulfil their responsibilities as outlined in the Home College Agreement. Pupil records on SIMS will be checked to ensure that correct salutations are used for parents and whether two copies of letters need to be sent to different addresses.

E-safety and Mobile Phones

The College is committed to helping pupils to use new technologies as safely as possible. The College Code of Conduct and Behaviour Policy may be applied to e-safety incidents which occur outside College if they impact significantly on our community. However, the key responsibility for protecting children online outside of school hours remains with parents.

Mobile phones may be brought into College. They should remain out of sight and turned off unless a teacher has given permission for phones to be used for learning. This applies before and after the College day. It is the responsibility of the child to ensure that his or her phone is kept securely and the College does not take responsibility for theft or loss.

Phones which are used without permission will be confiscated and returned to the pupil after 48 hours. A thirty minute detention will be set by the class teacher (if seen in lessons) or form tutor (if the incident occurred outside of lessons). If a phone is confiscated for a second time, the phone will only be returned to the parents after a meeting with a member of the pastoral team. Phones may be kept if staff have reason to believe that they contain evidence of a crime.

Uniform and equipment

The College expects pupils to dress in accordance with the uniform code. If uniform is worn incorrectly, the pupils will be asked to correct it. If necessary, pupils will be sent home to correct their uniform before returning to College. If a pupil regularly breaches the uniform code, the tutor will place the pupil on Uniform Report.

Where a pupil cannot correct uniform readily (for example, inappropriate hair styles which cannot be easily changed), the pupil may have to work in isolation from other pupils until the issue is resolved. Pupils may not represent the College on trips or at sporting events if their appearance does not comply with the expectations set out in the Uniform policy.

Pupils are expected to attend school ready and equipped to learn. This includes bringing equipment outlined in the pupil planner. If a pupil comes to school without equipment, he or she may be sent home to collect equipment.

Punctuality

Pupils are expected to be on time to College and to lessons. If a pupil is late to College, the number of minutes they are late will be recorded and multiplied by three and pupils will make up this time in Late Detention.

Late Detention will be held on the day or the day after the lateness occurred. Difficult circumstances such as bus strikes will be taken into account. If a pupil is repeatedly late (eg once a fortnight), a letter will be sent to parents. If there is no improvement, parents will be asked to attend a meeting to discuss how their child's punctuality may be improved.

Prohibited items

These are listed in the Pupil Code of Conduct. If seen, they may be confiscated by staff and returned at the end of the term.

Other providers

The College uses other providers of education, including Malden Oaks. The Principal may decide to make use of alternative providers for individual pupils when there is evidence to suggest that they are best placed to meet needs.

Sanctions

Pupils should always be seen as individuals and sanctions will not be used in a mechanical way. While staff will be consistent, they will also take mitigating and aggravating factors into account. This includes a pupil's previous behaviour record. Attempts to deceive or mislead College staff will be regarded as a serious aggravating factor.

The tables below are a guideline rather than a tariff and all individual incidents will be assessed on an incident by incident and pupil by pupil basis in so far as is possible while maintaining consistency. Movement sequentially through the tiers is not necessary for any behaviour incident; each tier can be invoked separately depending on the incident in question.

Tier	Example Behaviours	Consequence
1	First occurrence of unacceptable and minor behaviour (eg off-task behaviour, incorrect uniform)	Correction of behaviour and verbal warning (in lessons, the teacher should collect the planner as a visual warning)
2	Failure to improve behaviour after a verbal warning Disruption of learning (including lateness to lessons) Rudeness Chewing gum Failure to hand in homework Dropping litter Misuse of mobile phone Misuse of College property	Detention, usually thirty minutes to be completed at lunch or after school Confiscation of items (see paragraph on e-safety and mobile phones in relation to length of confiscation of mobile phones)
3	Persistent behaviour which breaches the College Code Persistent disruption of a lesson (ie failure to improve after two verbal warnings) Truancy Serious misuse of mobile phone or technology Serious failures to treat others with respect	Subject Leader or Pastoral Leader sanctions including <ul style="list-style-type: none"> • Removal from a lesson to sit with Subject Leader • Detention after College, usually one hour • Subject Leader Report • Pastoral report (Form Tutor or Pastoral Leader)
4	Repeated defiance of the College Code of Conduct (despite previous intervention) Fighting or encouraging fighting Intimidation or encouraging intimidation Threatening physical violence Bullying Theft Use of prejudiced language Behaviour which brings the College into disrepute	Leadership Team sanctions including <ul style="list-style-type: none"> • Leadership Team detention • Internal Isolation • Leadership Team report • Attending College on closure days • Pastoral Support Programmes/Contracts

5	Serious breaches of the College code	See section 5 on Exclusions which includes examples of behaviours which are deemed to constitute a serious breach
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5. Exclusions

Fixed consequences will apply for serious breaches of the College code in and around College as well as to and from College. These will be either

- A. Internal isolation
- B. Fixed term exclusion
- C. Permanent exclusion

Examples of possible reasons for the application of each sanction are offered below:

A. Internal Isolation

- Damage of College property (repair costs incurred also)
- Repeated name calling/bullying of another pupil
- Persistent truanting
- Fighting or any other form of assault
- persistent disruption of learning

B. Fixed term exclusion

- Smoking or possession of smoking materials (including e-cigarettes)
- Theft or assisting theft
- Verbal abuse of a member of staff
- Deliberate and personal use of racist, sexist or homophobic language
- Serious physical assault or assisting serious physical assault
- Attempts to intimidate or humiliate others
- Being in possession of alcohol, drugs, illegal substances or stimulants in College
- Being under the influence of alcohol, drugs, illegal substances or stimulants in College
- Behaviour leading to major disruption of the College or site
- Indecency or indecent acts
- Accessing or being in possession of pornographic materials
- Defiance of College staff and rules
- Persistent bullying of another pupil (including cyberbullying)
- Damage to the personal property of another pupil or member of staff (repair/replacement costs incurred also)
- Association with any pupils who commit any of the above
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In accordance with local protocols, a school to school referral may be considered instead of a fixed-term exclusion. A pupil may be sent to complete silent supervised study in another school for up to three days. Pupils will be considered for this if staff believe that the pupil is capable of working well in an unfamiliar environment. If a school to school referral is made, the pupil is expected to attend the host school in full school uniform, from 9.30 to 2.30 and to bring a packed lunch. The host school will explain their expectations to the pupil. A pupil who fails to meet these

expectations and fails the school to school referral will instead complete a fixed term exclusion. Parents are responsible for pupils' travel to and from school.

C. Permanent Exclusion

- Any serious breach of the College Code
- Bringing alcohol, drugs, illegal substances or stimulants into College or making arrangement to do so
- Assault, or encouraging assault, on a member of staff
- Serious physical assault on a pupil or assisting serious physical assault
- Behaviour which endangers other members of the College community
- Possession of an offensive weapon¹ in College
- Persistent poor behaviour which does not improve
- Continued bullying of another pupil

In accordance with DFE guidance the College will take account of the specific circumstances of children and will have regard to legislation concerning equal opportunities, SEN, disability and vulnerable pupils.

¹ Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him." Reference will also be made to recent Government guidance.