



High School Behaviour Policy

St Richard Reynolds Catholic High School

Policy: High School Behaviour Policy

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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 student feels safe, happy and able to learn. We know that students' 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 student the opportunity to fulfil their educational and spiritual potential. This can only be achieved by parents, students and staff working together, as outlined in our Parental and Pupil responsibilities statements. In signing the Home College Agreement, parents and students 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 students and staff and a caring community in which every person matters
- To instil a love of learning and good study habits amongst our students
- 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 students and staff
- Modelling the behaviour we want to see in students
- 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 students' learning, social and emotional needs
- Ensuring that all activities are purposeful and communicating that purpose to students
- 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, students 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
- 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 (Year 7 only)

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

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
- Jack Petchey Award Scheme will be used to celebrate pupils' achievements inside and outside of College.
- LORRIC rewards
- HOY half-term success parties
- Subject prizes for sustained excellence or effort in subject areas (yearly)

The Pastoral team write to parents to congratulate students who have achieved excellent Grade Collections for Behaviour and for Independent Learning.

The merit system is based around the College's focus on six key learning dispositions; Leadership, Organisation, Resilience, Relationships, Independence and Communication (LORRIC). 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 school year. The merits tariff may be adjusted to ensure its smooth running.

200 merits	Bronze Merit Badge Letter home from Head of Year
300 merits	Silver Merit Badge Letter home from Assistant Principal
400 merits	Golden Merit Badge Letter home from Principal
500 merits	Platinum Merit Badge Lunch Pass for student and two friends Letter home from Principal

Students will also receive badges when they receive 75 merits or more in each aspect of LORRIC. The table below outlines how students may be rewarded for LORRIC.

Leadership	<ul style="list-style-type: none"> -A student who leads by example -Represents the school -Demonstrates excellent behaviour -Serves as a role-model for others
Organisation	<ul style="list-style-type: none"> -Completes excellent homework -Well equipped for learning -On time and ready for learning -Neat work and well-presented
Resilience	<ul style="list-style-type: none"> -Works hard in lessons -Asks for guidance in how to improve -Acts on feedback -Doesn't give up and overcomes adversity
Relationships	<ul style="list-style-type: none"> -Cares for others -Takes an active part in Our College Community -Respects others around them -Contributes to an excellent learning environment -Is willing to resolve issues with others

Independence	<ul style="list-style-type: none"> -Is self-motivated -Attempts challenge activities in lesson -Sets themselves targets -Pursues learning independently -Will make effective use of DIRT time
Communication	<ul style="list-style-type: none"> -Participates in classroom discussion -Offers justified opinions -Displays positive body language -Is able to discuss their learning with others

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 on duty and referred to the form tutor or Pastoral Leader if necessary.

Removal from lessons

On occasions where a students' behaviour is preventing others from learning, the teacher may send the student to sit under the supervision of the Subject Leader or Line Manager. If this is not possible, a note should be sent with another child to the Leadership Team (LT) office. A member of the LT 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 student should return to the class teacher at the end of the lesson. Students should not be left unsupervised outside a classroom.

Detentions

Staff will give 24 hours' notice to parents, for example by phoning or by providing the student with a note for after College detentions longer than 30 minutes. Detentions should have a formal atmosphere and include activities which allow students to reflect on their behaviour and plan ways to improve it. Students may also complete community service such as helping in the canteen or collecting litter. However, where students have truanted they will be expected to make up the time missed.

If a pupil does not attend a detention, the staff member should seek the advice of the Subject Leader in the first instance.

Reports

Students may be placed on subject, tutor or pastoral report for persistent problems. Students should 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 College will be up to one hour longer for their child while they are on report. A student 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 students regulate their own behaviour. These might include Praise reports or reports which include the pupils' own evaluation of their behaviour.

If a student fails to successfully complete a pastoral report, they may be moved on to an assistant principal report or a Pastoral Support Plan (PSP). These are similar in nature to previous reports, with agreed targets and monitoring, however there is additional support put in place to ensure the child is successful.

Communication with parents

Good communication with parents is vitally important and staff should make this a priority, with both positive and negative news, to enable parents to fulfil their responsibilities outlined in the Home College Agreement. Staff should speak to the form tutor before contacting home to ensure that they are fully aware of home circumstances. Student records on SIMS should also 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 school. 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 and for every student on the College site. 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 at the end of the day. Repeated misuse of a child's mobile phone may result in the phone being confiscated for 48 hours. If a phone is confiscated for this time period, the phone will only be returned to the parents after a meeting with a member of the pastoral team. A thirty minute detention may be set by the class teacher (if seen in lessons) or form tutor (if the incident occurred outside of lessons).

Uniform

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

Where a student cannot correct their uniform readily (for example, inappropriate hair styles which cannot be easily changed), the student may have to work in isolation from other students until the issue is resolved.

Students 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.

Punctuality

Students are expected to be on time to College and to lessons. If a student is late to College twice in a week, they will be given a one hour detention on the day they are late for the second time. Repeated lateness that week will result in further late detentions. Parents will be notified that day if their child has received a late detention.

Difficult circumstances such as bus strikes will be taken into account. However, if a student is repeatedly late over a period of time, 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 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 students when there is evidence to suggest that they are best placed to meet needs.

Sanctions

Students 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 student's previous behaviour record.

The tables below are a guideline rather than a tariff.

Tier	Example Behaviours	Consequence
1	First occurrence of unacceptable and minor behaviour (eg off-task behaviour, incorrect uniform)	Correction of behaviour and a verbal warning from the teacher.

2	<p>Failure to improve behaviour after a warning</p> <p>Disruption of learning (including lateness to lessons)</p> <p>Rudeness</p> <p>Chewing gum</p> <p>Failure to hand in homework</p> <p>Dropping litter</p> <p>Misuse of mobile phone</p> <p>Misuse of college property</p>	<p>Detention, usually thirty minutes to be completed at lunch or after school</p> <p>Confiscation of items</p>
3	<p>Persistent behaviour which breaches the College Code</p> <p>Truancy</p> <p>Serious misuse of mobile phone or technology</p> <p>Serious failures to treat others with respect</p>	<p>Subject Leader or Head of Year sanctions including</p> <ul style="list-style-type: none"> • Detention, usually one hour • Subject Leader Report • Pastoral report (Form Tutor or Head of Year)
4	<p>Repeated defiance of the College Code of Conduct (despite previous intervention)</p> <p>Fighting or encouraging fighting</p> <p>Bullying</p> <p>Theft</p> <p>Use of prejudiced language</p> <p>Behaviour which brings the College into disrepute</p>	<p>Leadership Team sanctions including</p> <ul style="list-style-type: none"> • Leadership Team detention • Internal Isolation • Leadership Team report • Attending College on closure days • Pastoral Support Programmes/Contracts • School to School Placement
5	<p>Serious breaches of the College code</p>	<p>See section 5 on Exclusions</p>

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. School to School Placement
- C. Fixed term exclusion
- D. 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 student
 - Persistent truanting
 - Fighting or any other form of assault
- B. School to School Placement
 - Smoking or possession of smoking materials

- Verbal abuse of a member of staff
- Deliberate and personal use of racist, sexist or homophobic language
- Serious physical assault
- Behaviour leading to major disruption of the College or site
- Indecency or indecent acts
- Defiance of College staff and rules
- Persistent bullying of another student (including cyberbullying)
- Damage to personal property of another student or member of staff (repair/replacement costs incurred also)
- Association with any students who commit any of the above

C. Fixed term exclusion

- Smoking or possession of smoking materials
- Verbal abuse of a member of staff
- Deliberate and personal use of racist, sexist or homophobic language
- Serious physical assault
- Being in possession of alcohol, drugs or illegal substances in College
- Being under the influence of alcohol, drugs or stimulants in College
- Behaviour leading to major disruption of the College or site
- Indecency or indecent acts
- Accessing or in possession of pornographic materials
- Defiance of College staff and rules
- Persistent bullying of another student (including cyberbullying)
- Damage to personal property of another students or member of staff (repair/replacement costs incurred also)
- Association with any students who commit any of the above

D. Permanent Exclusion

- A second serious breach of the College code
- Bringing alcohol, drugs or other illegal substances into College or making arrangement to do so
- Assault on a member of staff
- 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 student

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.

REVIEW OF THIS POLICY

This policy has been agreed by the Governing Body of St Richard Reynolds Catholic College on: 27th March 2019

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.