

# *St Peter and St Paul* **Catholic Voluntary Academy**



## **Behaviour Management Policy**

### **February 2024**

**'I have come that they may have life and have it to the full'**

John 10:10

### **The Ethos of St Peter and St Paul**

*"Our academy is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith."*

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

### **The uniqueness of the individual**

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

### **The search for excellence**

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

### **The education of the whole person**

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the academy serves or is located in an ethnically diverse community.

### **The education of all**

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

### **Moral principles**

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

### **Consequently, we still strive to ensure that:**

Any person recruited to the service of the academy, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the academy and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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## Summary

The behaviour management policy reflects the values and ethos of the Academy in that it is committed to promoting student achievement in every area of Academy life. A high standard of behaviour is expected at all times and all members of the community are to be treated with respect. In order to enable teaching and learning to take place, acceptable behaviour in all aspects of Academy life is essential.

## Behaviour policy - roles and responsibilities

- The Governing Body will establish, in consultation with the Head teacher, staff, parents and students, a policy for the promotion of desired behaviour in academy.
- The Head teacher will be responsible for the implementation and day-to-day management of the policy
- All staff will be responsible for ensuring that the policy is followed consistently.
- The academy will encourage parents to work in partnership with the academy to assist it in maintaining high standards of behaviour.
- Students will be encouraged to take responsibility for their environment by reporting all undesirable behaviour.

## Promoting good behaviour - Rewards and sanctions

Staff should seek every opportunity to praise students and reward them in some way. A range of rewards and sanctions exist at St Peter and St Paul, Catholic Voluntary Academy such as:

Reward	Sanction
Verbal praise	Verbal warning
Written praise in books	Written comment in book
Postcard home	Letter sent home
Telephone call home	Telephone call home
Letter home	Moved in the class
Certificates	Withdrawn from the classroom
Merits for KS3	Internal exclusion
Mention in assembly	Same Day Detentions
Rewards trips	Friday evening detentions
Prizes	Report cards
Award at awards Evening	Fixed term exclusion
<i>Recorded on 'Go 4 schools'</i>	Permanent exclusion
	<i>Recorded on 'Go 4 schools'</i>

- Students with 100% attendance and high effort grades on reports will receive a certificate and small prize.
- Reward assemblies will be held termly to celebrate good work or behaviour.
- Reward postcards will be issued by departments for outstanding contribution or work.
- Golden tickets will be issued for outstanding individual contribution to the school life including acts of kindness.

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## **Promoting achievement**

In order to create a positive climate for learning, behaviour management must be consistent so that students know the boundaries of expectations.

- Always tackle the behaviour and not the student
- Provide opportunities for the student to correct their own behaviour

## **Expectations of Students**

- Our expectations are summarised in our 'SSPP way'
- Arrive on time
- Treat staff with respect
- Engage in lessons and work hard
- Speak politely to everyone
- Move quietly and sensibly about the Academy and keep to left in busy corridors and stairs
- Mobile phones are kept out of sight and switched off during the academy day
- Do your best both in class and with homework
- Do not use chewing gum
- Visitors to the Academy should be wearing a visitor badge, hold doors open and treat visitors with respect
- Remember other road users when crossing the road; be particularly careful at the junction near the shops. Do not congregate in groups near the shops which can cause an obstruction and may be intimidating
- Line up sensibly where required
- Make sure all the appropriate equipment is brought to the academy
- Look after the classroom
- Record homework in the planner
- Put litter into the bins
- Wear the Academy uniform appropriately
- Follow the STAR principles

## **Staged progression of sanctions**

As an Academy we recognise the need to aim for consistency in identifying and responding to inappropriate behaviours. However, while there is the need for consistency, it would be short-sighted and even unfair to believe that there can be a 'fixed penalty' for every inappropriate behaviour. Individual circumstances and reasonable adjustments any issue must be taken into account. We also offer opportunities for reconciliation to resolve any issues. The aim is to effectively help the student to remedy unacceptable behaviour, not simply to punish.

## **When poor behaviour is persistent and threatens to disrupt learning**

There is a clear and unambiguous system of 'steps' that teachers can use in order to deal with unacceptable behaviour. All members of staff and all children need to know what the steps are. It is important that children know what will happen to them if they choose to misbehave and that the consequences are applied consistently and fairly. The primary message to communicate to everyone is:

*'You are responsible for your own behaviour and the consequences that follow.'*

Members of staff responsible for carrying out the behaviour policy are given discretion to use their professional judgement about which 'step' is an appropriate starting point for the behaviour being dealt with.

### **Step 1**

#### **A Warning**

If a child is behaving in a way that prevents him/her, or other pupils from being able to learn, the teacher will remind the pupil of our expectations. No record is kept of a warning.

### **Step 2**

#### **Final Warning – 2 minutes reflection time outside the room**

If a child continues to behave in such a manner then the teacher will remind the pupil again about what our expectations are and tell the student that if the behaviour is repeated then they will be withdrawn from the lesson.

### **Step 3**

#### **Withdrawal by SLT**

If a child does not modify their behaviour after a final warning then they will be removed for the remainder of the lesson by a member of SLT. They will then complete a full lunchtime detention. If this is not attended the student will do the detention on a Wednesday or Friday but it will last 60 minutes and will be after school. If this 60 minute detention is missed then the following day will be spent in internal exclusion.

If a student misses the 60 minute detention and internal exclusion without good reason then this will proceed to a Fixed Term Exclusion. Repeated instances of failing to attend a detention will result in a Fixed Term Exclusion.

## Good classroom practice

- Communicate regularly clear expectations of the classroom standards
- Use the school’s Key stone 5 procedures when starting each lesson:

<u>Classroom Routine</u>	<u>Method</u>
<u>1.</u> Meet and Greet	<ul style="list-style-type: none"> <li>• Nudge if not on time</li> <li>• Smile - Hand shake?</li> <li>• Remind pupils to be ‘<b>calm</b>’</li> </ul>
<u>2.</u> Pupils stand and prepare themselves for the lesson	<ul style="list-style-type: none"> <li>• Uniform check</li> <li>• Equipment check</li> <li>• Bags under desks</li> <li>• Invite pupils to remove blazers</li> </ul>
<u>3.</u> Register	<ul style="list-style-type: none"> <li>• In silence/<b>do NOW task</b></li> </ul>
<u>4.</u> Learning goals	<ul style="list-style-type: none"> <li>• Differentiated in accordance with policy</li> <li>• Check pupils understand what they are going to learn (not just what they are going to do!) and <u>why</u>.</li> </ul>
<u>5.</u> Recap from last lesson	<ul style="list-style-type: none"> <li>• Fast paced</li> <li>• Check/ remind prior Knowledge / skills</li> <li>• Time it</li> </ul>

- Be punctual, we cannot expect students to be punctual if we are not. The bell system in the morning and afternoon indicates when staff and students should enter the classroom. Also do not delay students without good cause at the end of a lesson because this affects the start of someone else’s lesson. Challenge students who are late, if no genuine reason is offered the student should make up the time in a detention with the classroom teacher.
- Meet and greet students as they enter the classroom and actively monitor their exit from the room.
- Where possible monitor and be aware of behaviour in the corridors in the immediate vicinity of your classroom. Act on any inappropriate behaviour.
- Complete the attendance register for every lesson preferably in the first 10 minutes. If a technical issue exists, make a hard copy version and send it down to the first day response officer. This is a legal requirement and accuracy is vital to ensure the health and safety of all our students. It also prevents stress for parents who may be informed that their child is absent when they are in fact present.
- Leave the teaching room in a good state for the next user, clean the board, turn off lights and air conditioning, and make sure chairs are under desks. Lock the door if appropriate.

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## **Specific guidance on sanctions**

(Wherever possible the first point of contact in each incident should record the details on Go4Schools)

### **Mobile phones**

Mobile phones should be switched off and kept out of sight during the Academy day; in classroom lessons, while moving between lessons and at any time a student is on the Academy site.

Parents/carers are requested that in cases of emergency they contact the academy first so we are aware of any potential issue and may make the necessary arrangements.

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during academy lessons and other educational activities.

Students who infringe the rules will face having their phones confiscated by teachers. Please see the Mobile Phone Policy for more information.

### **Piercings/Jewellery**

**Personal jewellery should not be worn for health and safety reasons.** Students may only wear a single plain stud in each ear as described in the planner. **For PE lessons, ear studs must be removed.** They may not have additional ear piercings, other facial piercings or tongue piercings. If a student is in breach of this ruling, staff should ask to the student concerned to remove the offending items and they should be placed in an envelope and returned to the admin office. **A parent will then need to collect the items.** All staff particularly form staff in the morning registration should be vigilant.

### **Unnatural hair colour or style**

Only natural hair colours are permitted by the Academy. Extreme haircuts, as decided by the Academy, such as a distinct Mohican or very short cut (less than a No. 2) will result in **inclusion** and a letter or phone call to parents by form tutor or HOY. A reasonable amount of time is to be allowed to rectify the situation before return to classes. Deliberate refusal to improve the situation will be moved up the sanctions ladder and dealt with as defiance and a fixed term exclusion may be issued by HOY and SLT.

### **Smokers/Vapers**

Smoking/vaping is prohibited on Academy premises, during Academy trips and when students are travelling to and from the Academy in uniform. This is because the Academy is in 'loco parentis' which essentially means the Academy has the right to act as it sees appropriate in the best interests of the students.

**If students are caught smoking/vaping, admit to smoking/vaping, seen associating with smokers/vapers (standing in close proximity), gathered in a suspicious manner in a 'traditional smoking/vaping area', smell of smoke, or have smoking/vaping paraphernalia on them, they will be disciplined and parents informed usually by letter and phone call. Staff reserve the right to search any student where suspected possession of smoking/vaping equipment exists.**



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On the first offence of any of the above they will receive a formal warning, parents informed and 1 day of isolation issued. For all further offences the student will be an incremental application of sanctions.

All smoking/vaping equipment will be confiscated and destroyed. If the substance being smoked/vaped is not tobacco i.e. drugs, legal highs etc. then more serious sanctions may be considered including permanent exclusion. Permanent exclusion will be used where some form of distribution or supply is carried out or clear attempts to persuade other students to engage in the act occur.

## **Fighting**

Students who fight can expect isolation whilst an investigation takes place, a further isolation or fixed term exclusion depending on the severity of the aggression and parents will be informed. If head injury occurs the student should be referred to First Aider in Academy. **Instances where either party has hit/kicked or punched to the head, will be taken seriously and an increased sanction may be given.** Generally the student who throws the first punch is deemed to be the aggressor and will receive a more serious sanction however any provocation by others should be taken into account. Fights should be dealt with at the higher level by HOY, Pastoral Assistant and SLT. Staff are allowed to use reasonable force when restraining students who are acting in a threatening or dangerous manner or to prevent an accident.

## **Truancy/Attendance**

If a student has failed to attend a lesson or lessons without good reason, they should inform the Attendance Officer via a Yellow slip.

Students arriving late to school (after 8.40) will be placed in a same day detention of 15-minutes.

## **Uniform**

All students are expected to wear their uniform with pride. Students who repeatedly contravene the uniform expectations i.e. shirts out and ties inappropriately worn or top buttons undone should be dealt with incrementally in line with phone guidelines. On fourth offence a sanction should be administered by staff which may be form tutor (who should check thoroughly each morning during registration. An appropriate sanction may be detention in non-lesson time. Persistent defiance will result in higher level of response including HOY inviting parents into the Academy.

## **Swearing**

If a member of staff hears bad language directed at them the student should be removed from the classroom and placed in isolation with possible fixed term exclusion to follow. In most cases swearing at a member of staff will result in fixed term internal or external exclusion.

## **Low level disruption**

Students who misbehave in class will be subject to correctional behaviour strategies as highlighted above in the three stage strategy

**At all times the objective is to ensure that the classroom environment is conducive to effective teaching and learning. This should not be allowed to be compromised by persistent low level disruption.**

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## **Bullying**

If you see a student being bullied intervene to stop the incident, try to find out what the problem is or report the incident to respective HOY or Pastoral Assistant. HOY should interview the student concerned, contact the parents and make a written record of the incident on **Arbor** and in own notebook. SLT will help to coordinate and support HOY when incidents cross over more than one House. (See bullying policy)

## **Damage to Academy property**

Where damage of Academy property has been caused through a deliberate act or an accident where poor behaviour has resulted in damage, parents should be contacted by the respective HOY and where possible the damage made good by the student. If this is not possible payment for repair will be requested from parents. For significant sums of money a 50% contribution may be charged. Sanctions such as detentions, litter picking, cleaning chewing gum off tables as an act of community service may be used.

## **Harassment (Race, religion, sexuality, culture)**

Any student who harasses other students will be treated in the same way as the bully guidelines. An investigation will take place by the form tutor or HOY or Pastoral Assistant and a proportionate sanction administered. This may be exclusions, isolations or detentions. Racist incident must be recorded on Go4Schools and reported to SLT and Admin for recording on the data base.

## **Academy Trips**

Should the academy take the decision to remove a student from an academy trip due to poor behaviour, refunds will not be given.

Participation in Academy Events such as Discos, Day trips, Academy Prom, Leavers Assemblies, Residential Trips, Open Evening etc may be blocked or individuals removed where behaviour or attendance in the preceding weeks or terms is less than satisfactory. Where possible students will be notified of this requirement before the event through meetings or information letters.

## **Making amends**

When a student has wronged another or abused a member of staff it is important to work towards some reconciliation and apologies obtained to support future work and positive relationships.

Despite all the above...keep a sense of perspective and look for every opportunity to praise students or groups in an appropriate way!

This Policy is linked with the following policies:

Substance Misuse  
Anti-Bullying  
Mobile Phone Acceptable Use