



Mount Carmel

R.C. HIGH SCHOOL



Behaviour & Attitudes Policy

September 2023

A Family of Faith & Learning

Rationale

We believe that by having the highest standards, pupils will have the best opportunity to succeed. 'Good learning behaviours are necessary for a pupil to learn effectively in the group setting of a classroom' (EEF research). In order for teachers to be the most effective in providing high quality teaching, pupils should be well behaved. We aim to ensure the highest standards of behaviour in order to maximise learning and therefore opportunities after Mount Carmel.

The expectations of behaviour set out within this policy apply to all pupils on roll at the school, at all times, when on or off site. This includes time spent in other schools as part of the 'off site' isolation aspect of the policy and whilst dual registered on managed moves at other schools. It also applies when pupils are travelling to and from school, on public transport and at other times when they are in school uniform. If a pupil's poor behaviour out of school results in issues within school then school may take appropriate action to sanction the pupil(s) through this policy.

Rewards

Pupils with no strikes from the previous week will be entered into a draw. For each year group, there will be a draw for 3 x £5 Amazon vouchers, 2 chicken burger vouchers, 5 queue jump vouchers and 10 prizes of an MC Buck that takes place each Monday morning. The £5 prizes will be given during assembly time and the other prizes will be given through form tutors. Before a prize is given, the PL/APL/form tutor will ensure there are no strikes in the pupil planner from the previous week.

At the end of each half term, the pupil in the year group with the highest achievement points will be awarded the year group achievement point trophy to keep for the next half term.

During the rewards assemblies, further prizes are also given by PLs and APLs for excellent behaviour, attendance and standards over that half term.

Each half term, every teacher awards a 'Star of the half term' for each class. This is entered into SIMS and the pupils is given a certificate from the teacher. The 2 pupils in each year group that are awarded the most 'star of the half term' certificates for that half term are given a further reward from the headteacher.

School staff also send postcards home to pupils they feel are deserving, as well as making positive phone calls home to parents and carers.

Learning – in class learning behaviours

Entry to lesson routine

- When pupils enter a lesson, they are silent from the door to sit down in silence
- They put their planner on their desk
- They then complete the silent task set by the teacher

Pupils sit silently when the teacher is talking or the register is being taken. They follow the teacher instructions with regard to when they should be talking to their partner or group.

What constitutes a warning / strike in class

Pupils learn better where the classroom has a purposeful learning and quiet environment. Pupils enter a class in silence and await staff instruction as outlined above. Any talking from when they enter the class until the teacher has given a signal to discuss work will be deemed to be a breach of the rules. For the first time of this, a pupil is given a verbal 'warning'. Any behaviour that causes disruption to learning will be given a warning / strike. Examples of this include, but are not limited to

- Talking
- Not following the 'consistent staff signals' such as falling silent after '3-2-1 me'
- Distracting or appearing to distract another pupil
- Disrupting learning
- Making noises
- Touching another pupil
- Touching another pupils' possessions without permission
- Throwing an object - (not at another pupil (in the opinion of the member of staff))

In the first instance in that lesson where one of these causes disruption, pupils are given a 'verbal warning'. For the second instance where learning is disrupted, the teacher will issue a 'strike'. This is recorded by the teacher and the pupil must serve a 30-minute detention that evening. If the learning is disturbed for a third time in a lesson, the pupils is given another 'strike' and is removed from class by the AP APL to their year group APL and then Reflect room for the remainder of that lesson. The pupil would then serve a 1-hour detention that evening. A member of pastoral adds the detention details to the teacher comment and informs parents via EduLink.

Where a pupil receives a second consecutive remove from a subject (ie their next lesson with that teacher after a previous remove), they will be issued with a 2-hour detention that evening.

More serious class poor behaviour

There are some instances that would warrant a sanction without first having a warning. Examples of these are

A strike without a warning (30-minute same-night detention) would be

- Swearing / inappropriate language
- Late to lesson without a valid reason
- Chewing / eating
- Graffiti / damage to planner

A 2-strike (1-hour same-night detention) would be

- Truancy from lesson
- An incident that jeopardises health and safety (including throwing an object at another pupil)
- An incident deemed more serious than the above 2 lists where the pupils is removed from lesson, or repeated instances of the above

In-class procedures with roles and responsibilities

Where a pupil has been issued with a strike 1, this will flag up on the SIMS system and a 30- minute detention for that night will be added to the incident and the pupils will appear red (SIMS) or with a D (EduLink) when tutors check their form register during the PM registration. If the incident is from 1.25pm (start of lunch), the detention will take place the following day.

Where a pupil reaches 2 strikes in lesson, the member of staff will phone Reflect and a member of staff (directed by the AP APL) will go to the classroom. The pupil will be brought to the appropriate APL and the incident will be recorded on SIMS along with a 1-hour detention for that evening (or for the following evening if after 1.25pm). The pupil will read the notice about the rules in Reflect and the pupil will remain until the end of the lesson.

Teacher role in 'removes' (strike 2)

- Be consistent with the use of the 'warning' and 'strike' (see section on 'what constitutes a 'strike')
- Call 1300 when a pupil reaches strike 2
- Tell the staff 'on call' a brief summary of the incidents in the lesson
- Meet the pupil at the end of the day and actively go through how not to repeat the mistake. Ensure pupil completes work missed due to the removal

APLs role in 'removes' (strike 2)

- Discuss the incident with the pupils, offer guidance on how not to repeat the incident
- Complete first part of the 'Reflect booking in' sheet
- Message parents to inform them of the remove and detention
- Be at the hall at the end of the day to facilitate the restorative with the member of staff

PLs

- Support their APL and tutors with pupils who are picking up multiple strikes
- Support teachers / APLs with parental meetings
- Ensure they are up to date with the 'hotspot report' for their year group taking appropriate individual and group actions where appropriate

AP APL

- Ensure the pupil is picked up from class
- Check to make sure all the previous steps by the APLs are complete
- Ensure the Reflect sheet up to date and communicate next steps to the teacher / CL

CL

- Support teacher in their departments with restoratives
- Support teacher with parental meetings
- Ensure they are up to date with the 'hotspot report' for their departments

SLT

- Support their link CLs with any behaviour issues in their department
- Support CLs with parental meetings
- Ensure they are up to date with the 'hotspot report' for their link departments

Procedure for pupils removed from a class on multiple occasions

If a pupil's behaviour results in them being removed from class (warning, strike 1 and then strike 2) they will undertake a 1-hour detention with that member of staff.

If the removal is repeated in the next lesson for that teacher then they will serve a 2-hour detention that evening. If there is another remove within the same half term for core subjects and within the same half-term for core subjects (Ma/En/Sc/RE), the following will occur:

- For a second remove in that subject, the pupil will serve a 1-hour detention
- For a third remove in that subject, the pupil will serve a 2-hour detention. If the pupil hasn't been removed from any other subjects, the CL will arrange a meeting with parents to discuss the issues. If there have been other subject removals that term (non-core) or half term (core), the PL will arrange to meet with parents
- For a fourth remove in that subject, the pupils will serve a 2-hour detention. They will also miss the next lesson with the teacher and serve this time in Reflect. Parents will be informed by the CL (subject specific) or PL/ALP (more than one subject remove that term (non-core)/half term (core))
- For a fifth remove in that subject, the pupils will serve a 2-hour detention. They will also miss the next 2 lessons with the teacher and serve this time in Reflect. Parents will be informed by the CL (subject specific) or PL/ALP (more than one subject remove that term (non-core)/half term (core))
- For a sixth remove in that subject, the pupils will serve a 2-hour detention. They will also miss the next 3 lessons with the teacher and serve this time in Reflect. The SLT link will arrange a meeting with parents to discuss the issues

Equipment

Pupils must ensure they have the correct equipment they need each day. This is made up of

- Planner – pupils who do not have their planner will serve a 1-hour detention that evening. Replacement day planners are available from APLs at the start of the day
- Pen – pupils should have at least one black pen. Tutors may lend these out to pupils, or they can be bought before the start of the day and at breaktime from the MC Shop. Teachers also have a bank of pens in case a pupil's pen runs out during the day
- Pencil – as above with pens
- Whiteboard pen – pupils are issued with a whiteboard pen at the start of the year. After this, as with pens above
- Ruler – as above with pens
- Rubber – as above with pens
- There are other more subject-specific items of equipment that are required. Some of this may be lent, however if the equipment stops the pupil from learning in that subject for that

lesson, then they will be given a 1-hour detention. Examples are lack of PE kit, lack of food ingredients etc

Consistent signals

In order to clarify how pupils should behave in different classes and circumstances, standardised codes and signals are used to ensure clarity and consistency.

When pupils are in communal areas, 3 blows on the whistle signals for silence. Any pupils not complying will be given a strike and be kept for 30 minutes on the same evening.

When a member of staff has given the instructions for pupils to be silent, they signal this by saying '3-2-1 me'.

When a member of staff has given the instructions for pupils to work silently and independently, they signal this by saying '3-2-1 over to you'.

When a member of staff has given the instructions for pupils to work in discussion with a partner, they signal this by saying '3-2-1 pair'.

When a member of staff has given the instructions for pupils to think, they signal this by saying '3-2-1 think'.

When a member of staff has given the instructions for pupils to show their whiteboards, they signal this by saying '3-2-1 show me'.

Late to school

If a pupil is late to school, between 8.45am and 9.05am, pupils are issued with a 30-minute same-night detention. The late detention is collated by the APL on duty that morning and passed to the AP APL to input into SIMS / EduLink and message home. A strike is issued for this. During the detention, pupils will complete the 'late for school intervention task'.

Where a pupil arrives after 9.05am with no valid reason, pupils are issued with a 1-hour same-night detention. This is collated by the APL on duty that morning and passed to the AP APL to input into SIMS / EduLink and message home. A strike is issued for this. During the detention, pupils will complete the 'late for school intervention task'.

Touching

Pupils will not touch each other, apart from the inevitable shoulder to shoulder or accidental encounters. Pupils who touch another pupil will be given a strike and kept for 30 minutes that evening.

Exceptions to no touching is when a pupil is upset and being consoled or helped by another pupil, or when pupils shake hands in a formal manner.

Pulling each other's clothes, bags or throwing water or other objects are also treated in the same way unless deemed to be more serious.

Corridor behaviour

Before pupils leave classrooms, they are encouraged to check where their next lesson is and if they do not know the route, they ask the teacher for help.

End of class routine - at the end of each lesson

- pupils pack away quietly and then stand in silence
- teachers check uniform
- pupils leave the room in silence.

Pupils move to their next lesson along the most direct route while still observing the limited one-way system. Pupils do not use the toilets between lessons. CCTV may be used by a designated member of staff to monitor the corridor behaviour

Start of lesson routine - once a pupil arrives at their next lesson, they

- enter the room in silence
- put planners on desk
- carry out the teacher task in silence

Uniform

The consultations undertaken with parents and pupils in 2022-23 found that overall parents and pupils were happy with the uniform. The uniform can be found on the school website.

Uniform checks will take place on the school gate on entry to school site. Any pupils with uniform that is unacceptable will need to rectify this before moving past the uniform checks. Where it is not possible to remedy a uniform issue, the pupil will be sent into their APL who will contact home.

- If the pupil can get home safely to remedy the issue, then this will occur. If the pupil returns before the end of the registration period they will serve a 30-minute detention that evening. If they return once lessons have started (9.05am) they will serve a 1-hour detention that evening
- There may be the possibility to remedy the issue through pastoral. If this is the case the pupil will be given a strike and detained for 30 minutes after school that evening
- If parents cannot be contacted, they will be given a letter to inform parents the pupil should be brought into school the following day in the correct uniform. They will be detained that evening for 1-hour

Where a pupil breaches uniform policy during the day, they will be issued with a strike and will be issued with a 30-minute same-night detention.

Where pupils are wearing items that are not part of the uniform, tutors and school staff will confiscate these items (such as jewellery, phones, hoodies). Most staff have makeup wipes and nail varnish remover to use to ensure uniform rules are being followed.

Mobile phones

Over recent years the prevalence of mobile phones has increased within society. Mobile phones are used not only as a communication device, but they also can record images and video and are a way of social networking. They can also connect to the internet and parents undoubtedly have explained the benefits and risks of this to their children. It is hoped that parents also have appropriate systems to monitor their child's use of the internet if they have access. At school, when pupils access the internet through devices and computers under school control, there is appropriate filtering and monitoring software.

Pupils are not allowed to have a mobile phone in their possession in school during lesson time. If they have brought a mobile phone to school, they must lock this away once they are in school. Mobile phones are banned items because

- School cannot filter and monitor use on the internet
- Mobile phones are a distraction to pupil learning
- Using mobile phones in school has historically caused unnecessary issues

The school has invested in specially designed lockers for pupil mobile phones, and these are located in each form room. While we have tried to put measures in place for pupils to be able to store their phones during the day if they bring these to school, we cannot accept liability for their security. We recommend to pupils that they have a way to track their mobile phone in case it is misplaced such as a 'find my phone' app.

If parents need to contact their child during the day, they should make contact with their child's Assistant Pastoral Leader.

Between the start and end of the school day, mobile phones are classed as 'banned items' and pupils may be screened to ensure they are complying with this requirement.

Role and responsibilities with uniform and other out of class instances of poor behaviour

Where a pupil arrives to school in the wrong uniform, the PL and APL of the pupils' year group is responsible for ensuring that the issue is resolved. They ensure parents have been made aware of the issue, that the issue is recorded on the school system and the sanction.

Where a pupil is in breach of the uniform policy after the pupil has entered the school, or for other poor behaviour out of learning time, the member of staff who sees or is made aware of the issue records the issue on the school system. A member of pastoral staff then ensures parents have been made aware of the issue and the sanction.

Form time

- Pupils enter form rooms in a sensible manner and register taken.
- Pupils who have a mobile phone post these into their appropriate number in the mobile phone locker

Either

- Pupils say a prayer which is pupil-led – the form chaplaincy reps are responsible for the rota
- Forms tutors ensure pupils have a planner and their equipment
- Then there is a daily form activity – on the days where there is no scheduled activity, tutors use this time to ensure they know their tutees using the weekly data provided by PLs,

CPOMS, Pulse or talking to their pupils. Pupil wellbeing is a priority and tutors play a key role in ensuring this

Or

- Pupils go down to assembly if it their assembly day

Pupils who talk / disrupt during form time will be issued with a 'warning' then a strike where necessary. Pupils will be respectful while the prayer is said by the form chaplaincy rep or the pupil next on the prayer rota.

Pupils must post their phones into their phone lockers. Pupils should not have their mobile phones with them during the day (see Mobile Phone section).

Where the form tutor requires pupils to be in silence, they will issue the signal, '3-2-1 me' so pupils fall quiet. Once instructions have been given the tutor may give the signal for pupils to work in partners or groups with '3-2-1 partner' or '3-2-1 group' respectively.

Tutors may issue a warning or strike if pupils talk when they should not be or cause disruption to the tutor time through distracting or trying to distract other pupils, or any other issue that warrants a 'strike' (see bottom of policy). A strike will result in a 30-minute same night detention with the tutor, 2-strikes (remove) leads to a 1-hour same-night detention.

Pupils who arrive to tutor time after 8.50am are issued with a 'strike' and a 30-minute same-night detention by the tutor.

Between lessons

Teachers can start lessons more effectively when the pupils arrive calmly. Between lessons, pupils will move sensibly from one lesson to the next via the most direct route, keeping to the left when not in an area that is one way. Where a pupil displays unacceptable behaviour while out of class, they will be given an out of class strike resulting in a 30-minute detention that evening. During this detention, they will have the expectations reiterated to them. The strikes will be recorded in the pupil's planner and through EduLink / SIMS.

'Sanctions', 'escalation' and 'reduction'

Pupils who have been issued with too many strikes (8 over the course of the week) will move up the sanction 'ladder' to the next 'level'. Pupils can move back down the 'ladder' by having 2 consecutive weeks where they are in school fully and have no strikes. When on report, pupils who have 2 perfect weeks move back down a sanction. If after the 2 weeks of the report they have less than 5 strikes over the 2 weeks then they can come off the report. Pupils who have more than 5 strikes over the 2-week period stay on the report for another 2 weeks. Pupils can choose to stay on the report even with less than 5 strikes over the 2-week period in order to try to reduce their sanction.

Report card

Pupils who are on report will always carry their report card as this is a sticker within the planner.

Pupils who do not have their planner will receive a 1-hour detention that evening and will be given a temporary replacement card, issued by the member of staff they are reporting to.

If a pupil has passed the sanction 5 point, this is the lowest they can be reduced to that year. However, the sanction the pupil is on resets after each academic year, however the pupil's behaviour record can still be called upon in subsequent years.

Once a pupil has moved onto the sanction ladder, they have a weekly report card added to their planner. Pupils on sanction 1 have a green report. Pupils on sanctions 2 and 3 have a yellow report. Pupils on sanctions 4 to 6 have an amber report. Pupils on sanctions 7 to 9 have a red report.

All pupils on a sanction will report to the appropriate member of staff at the start and end of each day. Pupils who do not report to their designated member of staff are issued with a 1-hour detention for the following evening. For every strike a pupil is given while on report, they will serve a 30-minute detention that evening.

Pupils can also move to the next sanction for the following. In these cases, the pupil will also serve a 2-hour evening detention

- Serious, one-off incident where the DHTs / HT judges that the pupil should move to the next sanction
- First instance in the academic year of being in possession of smoking materials or e-cigarettes
- Where pupil has willingly missed a detention of an hour or longer
- Graffiti in the toilets or around school

Sanction 1	Form tutors will oversee the behaviour of the pupil. They will use their daily contact with the pupil to ensure they are reminded of positive behaviours. They check their report at the end of each day
Sanction 2	APLs oversee this sanction. They work with form tutors through the Tuesday tutor meetings and have ongoing input into the pupil. Pupils report to them at the end of each day
Sanction 3	APLs oversee this sanction. They work with form tutors through the Tuesday tutor meetings and have ongoing input into the pupil. Parents come into school to discuss the issues and parents are offered support through the Early Help offer, or potential unmet needs are explored (e.g. SEND). Pupils report to them at the end of each day
Sanction 4	PLs oversee this sanction with the help of APLs. They work with form tutors through the Tuesday tutor meetings and have ongoing input into the pupil. Pupils report to PLs and APLs at the end of each day to reflect on how behaviour has been.
Sanction 5	PLs oversee this sanction with the help of the APLs. They work with form tutors through the Tuesday tutor meetings and have ongoing input into the pupil. Pupils report to PLs and APLs at the end of each day to reflect on how behaviour has been. Parents come into school to discuss the issues and the Early Help offer is reviewed. A tick sheet of support is completed with parents and there is a plan developed together as to what additional support can be offered.
Sanction 6	PLs oversee this sanction with the help of the APLs. They work with form tutors through the Tuesday tutor meetings and have ongoing input into the pupil. Pupils report to PLs and APLs at the end of each day to reflect on how behaviour has been. Parents come into

	school to discuss the issues and the Early Help offer is reviewed. A behaviour contract is drawn up and signed by parents, pupils and pastoral.
Sanction 7	SLT oversee this sanction with the help of PL and APL. Pupils report to SLT at the end of each day to reflect on how behaviour has been. Parents come into school to review the Early Help Offer, the tick list of support and the behaviour contract. If the pupils fails the week on here, they are 'directed' to another school for a week to modify their behaviour. This 'direction' can only be used once per school career. If they have already had a direction then they are issued with a 5-day suspension. On returning, the pupil has another week reporting to SLT. A managed move is offered at this point.
Sanction 8	Pupil is given a 5-day direction if not already used, or a 5-day suspension if a pupil has already had a 'direction'. On returning they meet with the governor behaviour panel at the earliest opportunity, along with parent, where they review the Early Help offer, the tick sheet of support and the behaviour contract. SLT oversee this sanction with the help of PL and APL. Pupils report to SLT at the end of each day to reflect on how behaviour has been. A managed move is offered if not already taken.
Sanction 9	Pupil is given a 5-day suspension. If they already have had 10 days of exclusions in that term, this will trigger a governor meeting as per government guidelines. On returning they meet with school HT or DHT with parent, where they review the Early Help offer, the tick sheet of support and the behaviour contract. SLT oversee this sanction with the help of PL and APL. Pupils report to SLT at the end of each day to reflect on how behaviour has been. A managed move is offered if not already taken.
Sanction 10	<p>Pupil is sent on a block placement to Alternative Provision. On returning they meet with school HT or DHT with parent, where they review the Early Help offer, the tick sheet of support and the behaviour contract. SLT oversee this sanction with the help of PL and APL. Pupils report to SLT at the end of each day for 2 weeks to reflect on how behaviour has been. If the pupil does not pass this final monitoring period, then a Permanent Exclusion is triggered.</p> <p>Where a pupil reaches this sanction but has previously had an AP placement, the HT or DHT meets with parent to recommend Permanent exclusion. County will be informed, and the governors will meet within 15 school days to ratify the exclusion. Pupil attends the PRU in the meantime.</p>

'Refusal'

Sometimes pupils will disagree with an instruction from a member of staff and refuse to carry this out. This is always taken seriously in school and cannot be allowed to happen. Staff will never ask pupils to do anything unreasonable. If parents feel that this is the case, there is a complaints policy on the school website for parents to follow.

If a pupil 'refuses' to carry out a request or walks away from a member of staff, this will be deemed 'refusal'. Pupils will be placed in Reflect and parents will be contacted to come in to meet at the earliest opportunity. Pupils will remain in Reflect that day until parents have been into school. If parents cannot come into school, they will be invited early the following day. If they cannot attend then, the pupil will return to school when their parents can come in. If this is not the following day after the incident of 'refusal' their absence will be coded as 'unauthorised'. Once the meeting has been held with parents, the pupil will then have a restorative session led by a member of pastoral

staff and the staff who the pupils had the incident of 'refusal'. There may be the need to hold the pupil in Reflect until this meeting has taken place if the pupil would come into contact with the member of staff before the restorative meeting has taken place. Once this restorative has been carried out, the pupil will serve a 2-hour detention as soon as reasonably possible, and the pupil will be moved up to the next sanction.

'10 second rule'

Pupils should speak to each other and to members of staff in a calm manner. Sometimes a pupil will need reminding that they need to speak in an appropriate manner, or pupils may initially fail to follow an instruction. Staff may remind a pupil of the '10 second rule'. At this point, both staff and pupil will fall silent for 10 seconds. After this, it is expected that the pupil will speak in an appropriate manner or will follow the staff instruction. Failure to do this will result in the procedure for 'refusal' (see above).

Family – out of class rules and routines

There are members of staff on duty at various duty points throughout unstructured time. Their role is to supervise the pupils to ensure that the school is a calm and safe place. Duty staff ensure the following behaviours are not seen in school and will record any instances of poor behaviour where pupils will be sanctioned as per the 'sanctions list' below.

In both Diners, each table has a capacity of 10 pupils, 5 on each side. In the POD, each table has a capacity of 8 pupils, 4 on each side. Pupils sit facing the table, not with their backs to it. Pupils who cannot follow these are issued with a 30-minute detention that evening.

Faith – assembly and form time

Pupils will be silent during assembly unless asked to participate. They will enter and exit in silence as directed by their form tutor / pastoral staff. Pupils may be asked to participate in the assembly such as by reading out the prayer or reflective passages. They leave in silence at the end of the assembly when dismissed. They then move straight to their next lesson. Where a pupil talks without permission after entering the assembly until leaving, they will be issued with a 'strike' and a 30-minute same night detention with their APL/PL.

In form time, pupils follow the instructions given by their tutors. When the register is being taken and the prayer is being said, pupils should always be silent and respectful.

Sanctions list

In class (lesson or form time, including assembly)

Pupils are given a 'warning', 'strike' or removed from class for disrupting their own, or others' learning.

They will first of all be given a verbal 'warning'.

If they further disrupt, they will be given a 'strike'. This results in a 30-minute detention for that evening if it occurs before 1.25pm, or a 30-minute detention if the incident occurs after 1.25pm.

If they further disrupt, they will be removed from class. This results in a 1-hour detention for that evening if it occurs before 1.25pm, or a 1-hour detention if the incident occurs after 1.25pm.

Examples of disruption include but are not limited to.

- Talking
- Not following the 'consistent staff signals' such as falling silent after '3-2-1 me'
- Distracting or appearing to distract another pupil
- Disrupting learning
- Making noises
- Touching another pupil
- Touching another pupils' possessions without permission
- Throwing an object - (not at another pupil (in the opinion of the member of staff))

There are some instances that would warrant a sanction without first having a warning. Examples of these are

A strike without a warning (30-minute same-night detention) would be

- Swearing / inappropriate language
- Late to lesson without a valid reason
- Chewing / eating
- Graffiti / damage to planner
- Minor theft from another pupil where the object(s) is recovered
- Lack of homework
- Classwork that is clearly below that expected of a pupil

A '2 - strike' (1-hour same-night detention) would be

- Truancy from lesson, registration or the afternoon tutor time
- An incident that jeopardises health and safety (including throwing an object at another pupil)
- An incident deemed more serious than the above 2 lists where the pupils is removed from lesson
- Repeated instances of any of the above

Issues that are seen more out of class

30-minute detentions

Poor behaviour is not acceptable anywhere in school, whether in class or around school. When out of class, pupils will not be given a 'warning' about their poor behaviour, they will be issued with a 'strike' and a 30-minute detention without warning for any behaviour that is deemed unacceptable. These behaviours may be, but are not limited to

- Uniform issues (pupils will have been checked and corrected prior to entering school and at the end of each lesson, therefore there is no excuse for this. Pupils should have shirts tucked in, jumpers not tucked in, skirts not rolled, sleeves of blazers not rolled up, rules on jewellery should be followed)
- Lateness to tutor time with no valid reason
- Swearing / poor use of language
- Running on the corridor
- Not following the rules in the dining areas, such as too many pupils per table, sitting the wrong way around
- Leaving the dining area in an unacceptable state
- Shouting inside the building where there is no need to be
- Inappropriate behaviour outside of the building such as dangerous or rough/boisterous behaviour when playing
- Touching another pupil

1-hour detentions

Some behaviours may be seen that would warrant more than a 30-minute detention, these would result in a pupils being issued with a 1-hour detention. Some of these are listed above in the 'in class' section, however some may occur out of class. These would be, but not limited to

- An incident that jeopardizes the health and safety of the pupil, other pupils or adults
- First case of poor use of language where this may be racist / homophobic / transgender / disability related
- Minor incidents where pupils have behaved in an inappropriate way online and the issues have resulted in staff involvement in school
- Minor theft from another pupil where the object(s) has been recovered
- Repeated instances within the same term where pupils have been given 30-minute detentions (as deemed appropriate by PLs/SLT)

2-hour detentions

- More serious incident that jeopardizes the health and safety of the pupil, other pupils or adults such as misbehaviour with regard to the fire alarm
- Repeated incidents where a pupil has used racist / homophobic / transgender / disability language
- Being over-physical with another pupil
- Suspected of bullying another pupil
- Theft from a pupil where the object has not been recovered
- Repeated instances within the same term where pupils have been given 1-hour detentions (as deemed appropriate by PLs/SLT)
- Being in possession of 'energy' drinks that clearly display that they are not for children
- Serious, one-off incident where the DHTs / HT judges that the pupil should move to the next sanction
- First instance in the academic year of being in possession of smoking materials, e-cigarettes or a lighter
- Where pupil has willingly missed a detention of an hour or longer

- Graffiti in the toilets or around school

Pupils who 'fail' / 'refuse' to carry out a sanction

If a pupil is due to serve a 30-minute detention does not attend,

- they will be issued with a 1-hour detention on the subsequent day.

If a pupil is due to serve a 1-hour detention does not attend,

- they will be issued with a 2-hour detention on the subsequent day.

If a pupil is due to serve a 2-hour detention does not attend,

- parents will be requested to attend school with their child on the subsequent day to meet with a member of pastoral staff or SLT.
- The pupil will then move up a sanction
- and serve their 2-hour detention that evening.

If a parent cannot come into school the next day,

- the pupil will return to school when their parents can come in. If this is not the following day after the incident of 'refusal' their absence will be coded as 'unauthorised'
- The pupil will then move up a sanction
- and serve their 2-hour detention that evening.

If a parent 'refuses' to come into school, or disagrees with the sanction,

- the pupil will be issued with a 1-day suspension
- parents will be requested to attend school for the reintegration meeting on the day following the suspension to meet with a member of pastoral staff or SLT.
- The pupil will then move up a sanction
- and serve their 2-hour detention that evening.

The Reflect room

The Reflect room is used to house pupils who have been removed from class until the end of the lesson.

Where a pupils' behaviour during unstructured time has been deemed to be inappropriate, if the duty staff feel the issues would carry on, the pupils may spend the rest of the unstructured time in the Reflect room. They will also be issued with an after-school detention as per policy.

Where a pupil has returned from a suspension, or awaiting a restorative, they may spend time in the Reflect room if this is deemed appropriate by SLT.

If there has been an incident of over-physical behaviour, or fighting, where more than one pupil needs to be out of the pupil circulation, one of the pupils may spend time in the Reflect room until the issues have been resolved.

Pupils entering the reflect room will be screened using the handheld metal detector to ensure they have no banned items (including phones) on their possession. If they refuse to be scanned, the school will follow guidance from the government '[Searching, screening and confiscation](#)' – January 2018.

Where a pupil is undergoing a period of time in the Reflect room, or are suspended from school, or on a direction or Alternative Provision, they will not be able to represent school, unless express permission is given by the Headteacher.

Suspension from school

Pupils will be issued with a Suspension from school for the following; however, the list is not exhaustive, and the HT can use his discretion in making the decision to issue a suspension

- Caught in possession of smoking materials or e-cigarettes, or suspected to have been smoking on the school site or while wearing school uniform in the community
- In possession of alcohol or having other items below legal age restrictions
- Suspected to be under the influence of drugs
- Fighting where the pupil initiates the aggression
- Repeatedly bullying another pupil
- Incidents where abuse has been of a racist / homophobic / transgender / disability nature
- Where a pupil refuses to carry out a sanction after they have met with the DHTs / HT
- On reaching sanctions 8 and 9 on the sanction 'ladder'
- Direct verbal and physical abuse of members of teaching and support staff.

Unless otherwise specified in the policy, usually pupils will receive a 1-day suspension if it their first suspension in that academic year, followed by a 2-day suspension for a second suspension, and then a 5-day suspension for a third suspension. However, this is at the discretion of the headteacher, suspensions could be for longer periods of time if the headteachers feels this would be more appropriate. If a suspension is for longer than 5 days, the pupil may be directed to another school for a period of time, or given an online learning package. This is at the discretion of the school.

Parents or carers will meet with a member of the pastoral team when a pupil returns to school following a suspension. The purpose of this meeting is to ensure that there is a plan in place to ensure no repeat of the issues that led to the suspension.

Direction to another school

If a child's behaviour is giving rise to concerns, they may be directed to another school for a period of time, usually for one week. This will be communicated to parents and the appropriate legal paperwork will be provided to parents.

Permanent exclusion

Pupils will be issued with a Permanent Exclusion (PEX) for the following; however, the list is not exhaustive, and the HT can use his discretion in making the decision to issue a PEX

- One-off serious incidents such as bringing drugs of any sort onto the school premises at any time and/or bringing any knives or other weapons onto the school premises at any time
- Being involved in a serious incident in the wider community where there has been police involvement and which causes, or may cause, further issues within school
- An accumulation of persistently poor behaviour followed by a one-off incident that itself would not usually warrant a PEX

- An accumulation of persistently poor behaviour which may occur over more than just 1 academic year
- When a pupil reaches sanction 10 on the sanction 'ladder' then the HT will consider the PEx if all other interventions on the sanction ladder have been offered

Procedure for detentions

Pupils who are in an evening detention will be flagged as red on the SIMS register or with a 'D' following their name on EduLink.

Form tutors will escort pupils down to the Hall for their detention at the end of the day.

Pupils will enter the Hall in silence and will be registered by the AP APL. Pupils who are in for 30 minutes sit silently until they are dismissed at 3.30pm. Pupils who are in detention for longer than 30 minutes move to a desk at 3.30pm and complete an appropriate task.

At some time during the detention, the teacher who requested the detention will visit the pupils and take the pupil out of the hall in silence to a convenient venue for the teacher such as their room or the Diner to discuss the incident or carry out a restorative where appropriate. They will then silently walk them back to their seat.

Where a pupil requires reasonable adjustments, it may be that the detention is completed after 24 hours has been given to parents.