

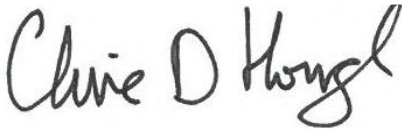


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**ST. PETER'S CATHOLIC HIGH SCHOOL**

# **Behaviour Policy**

Date Adopted:	<u>February 2024</u>
Date of Next Review:	<u>March 2025</u>
Name of Responsible Person:	<u>Mr P Santus</u>

Signed:	
	<hr/> <b>Chair of Governors</b>

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### **1. Introduction**

At St. Peter's Catholic High School we insist on high standards of behaviour and respect. We expect our pupils to be polite, respectful and co-operative at all times.

Appreciation of the worth of the individual and mutual respect between all members of the school community should be inherent elements of our school life. Courtesy, politeness, good manners, community spirit and concern for the environment should be actively fostered. A spirit of co-operation with others and a sense of concern for those who are vulnerable for any reason should be evident. St. Peter's Catholic High School believes in valuing all individuals regardless of their age, abilities/disabilities, gender, race, faith, beliefs or sexual orientation.

In the application of this policy, staff should consider at all times what is in the best interests of the child. All staff should be aware that Safeguarding and the welfare of the child is their responsibility (see separate Safeguarding and Child Protection Policy). Reasonable adjustments will be made for students with Special Educational Needs and Disabilities.

There should be no underestimation of the power of good example. Staff attitudes are extremely important since it is staff who determine, through their conduct, commitment, dress, punctuality and attendance, the prevailing ethos of the school and the quality of the relationships which flourish within it.

Our policy complies with Section 89 of the education and Inspections Act 2006.

## **2. Aims and Objectives:**

- To develop a strong community spirit, rooted in the Catholic Ethos of the school
- To ensure equality for all regardless of age, abilities/disabilities, gender, race, faith, beliefs or sexual orientation.
- To foster an atmosphere of mutual respect through the good example of staff in their conduct, commitment, dress, punctuality and attendance
- To ensure that effective classroom management leads to a positive, orderly atmosphere.
- To ensure that pupils are familiar with school rules and procedures and the reason for their existence and that they are aware of what constitutes respectful, polite, acceptable behaviour.
- To establish effective communication with home and other outside agencies related to discipline for the good of all pupils.
- To have clear, consistent procedures related to rewards and consequences which promote high standards of behaviour and a positive atmosphere for learning.

## **3. Safeguarding and Child Protection**

The Designated Person for Child Protection (DPCP) or the Deputy DPCP should be consulted in all cases where there are concerns for a child's safety. There is a separate policy for Safeguarding and Child Protection.

## **4. Code of Conduct**

The classroom Code of Conduct outlines what is expected from all members of the School Community and lends support to the teacher when pupils do not respond to the standards expected. These expectations are:-

**We should all, pupils and adults, show respect and consideration for each other.** Thus:

- a) when talking to each other, we should show respect for each other as individuals;
- b) we should show respect for other people's property and that of our community, inside and outside school;
- c) bullying in any form breaks our Code of Conduct and is totally unacceptable. The school has a clear policy on this matter.

**We should make sure that classrooms are places of learning and that lessons run smoothly. Therefore we ask pupils to:**

- a) be punctual to school and to lessons;
- b) be organised .....With ALL school equipment (see equipment list)
- c) respect those who are learning with you;
- d) listen to others when you are asked to do so and follow instructions carefully;
- e) make sure that you always work to the best of your ability;
- f) hand in your homework on time;
- g) treat others as you would wish to be treated yourself.

**We have a responsibility to ensure that St. Peter's is a safe and healthy environment.**

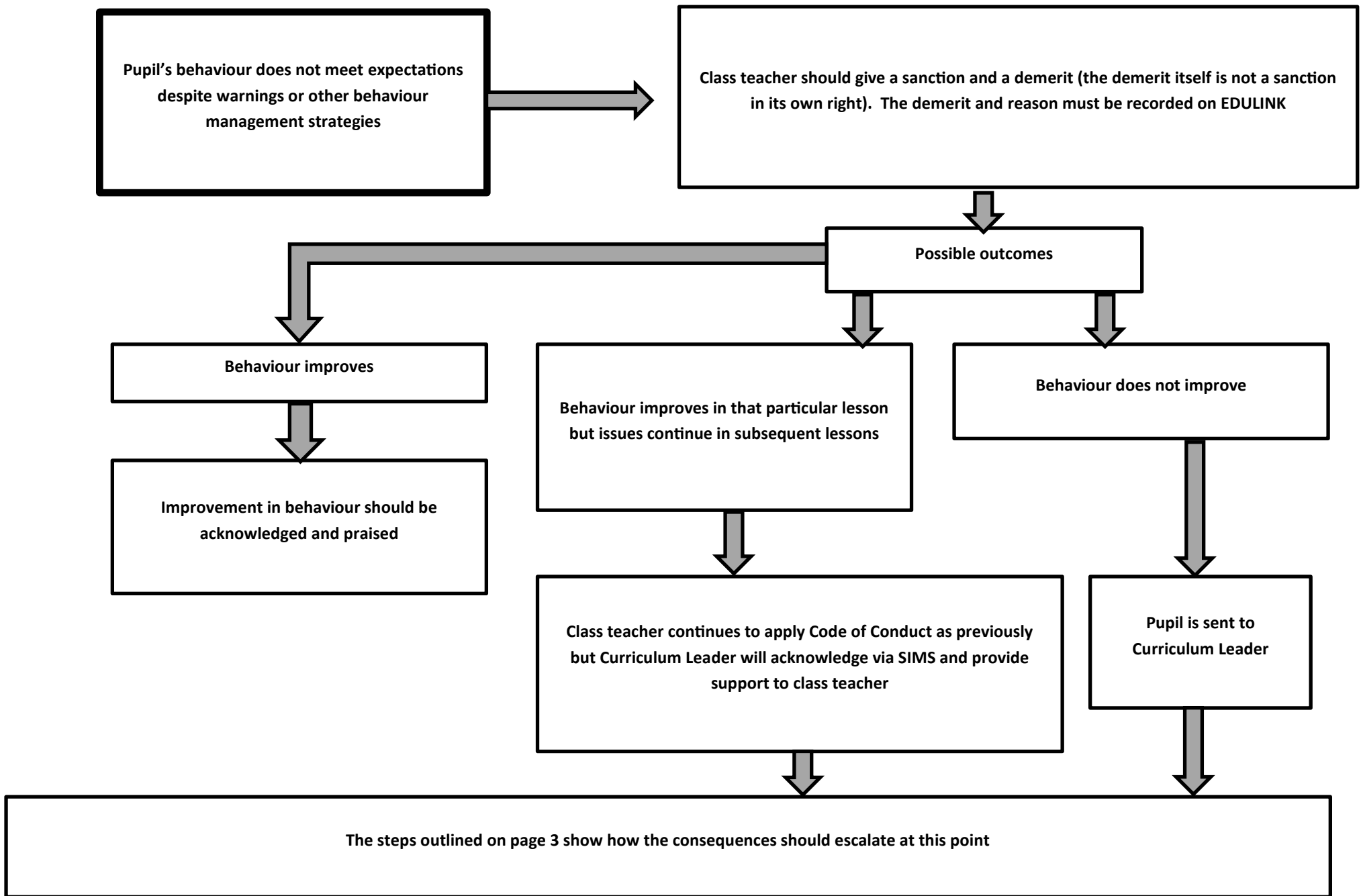
- a) be aware that things which are dangerous are not allowed in school;
- b) be responsible members of the community; eat only in the designated areas and put your litter in the bins provided;
- c) walk instead of running (staying to the left) & follow our one way system.  
- it is safer for everyone;
- d) make sure that you know the fire drill;
- e) take care of the building, its classrooms, corridors and toilets;
- f) respect and care for the grounds, trees and plants that surround the building.

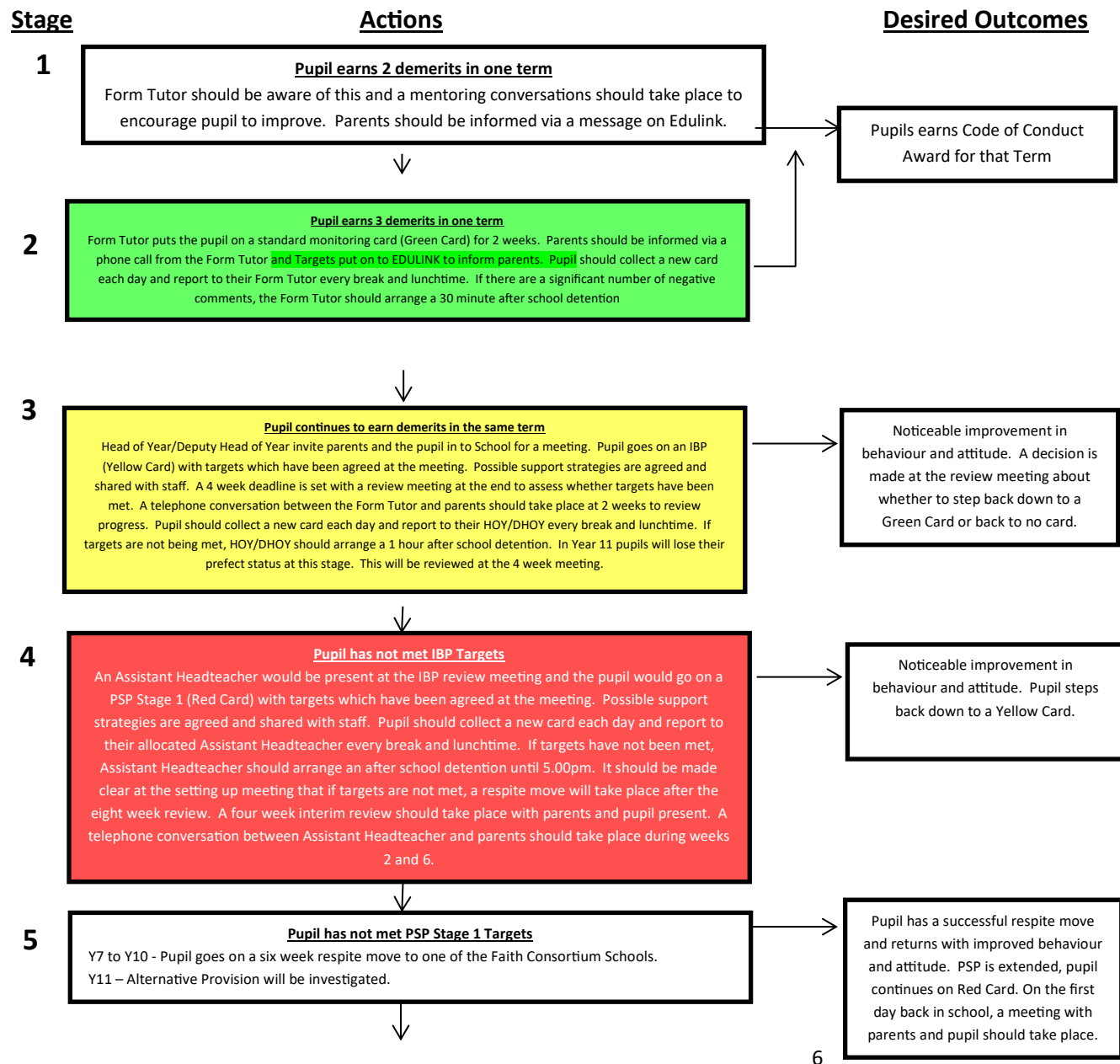
## **5. School Systems for Managing Behaviour**

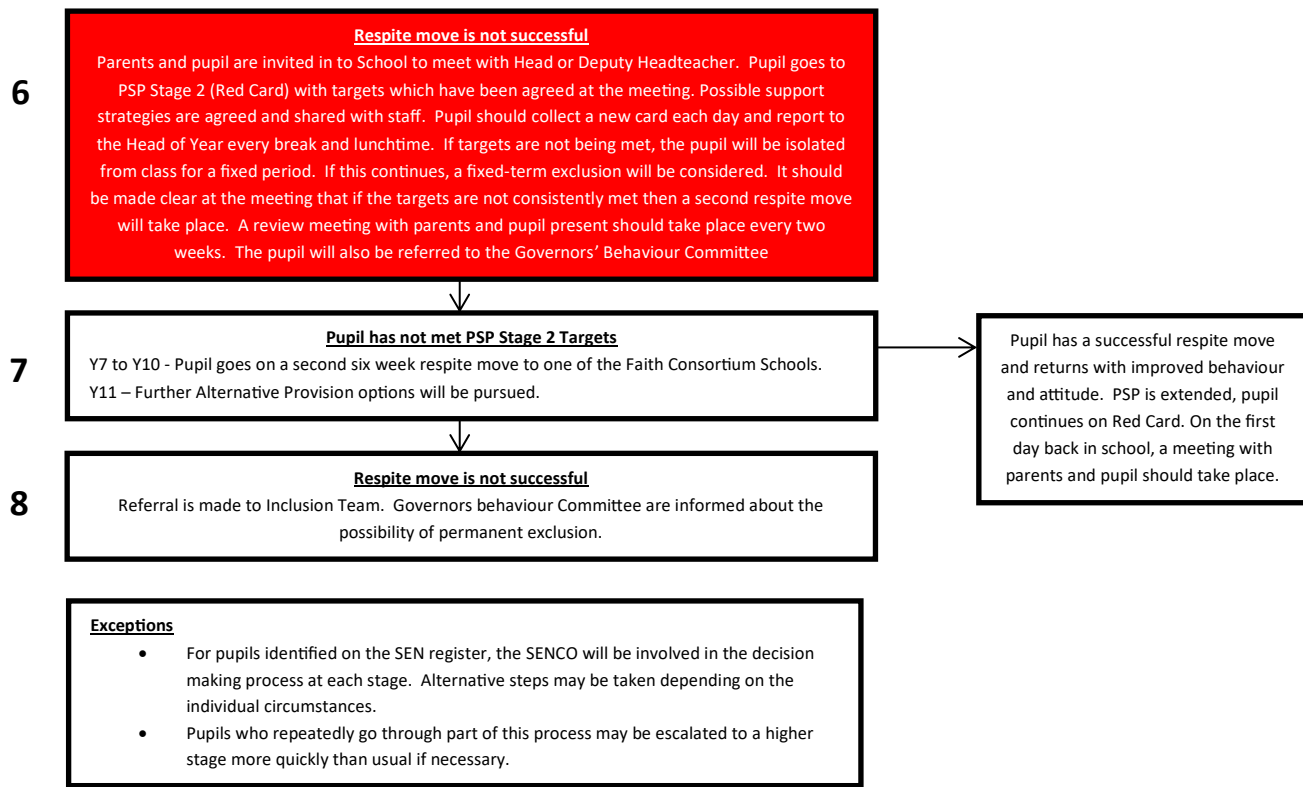
It is the responsibility of every member of staff to maintain a positive atmosphere within the School. The information on the following pages is guidance for staff about the practical application of the Code of Conduct.

The first flowchart shows how the Code of Conduct should be applied by classroom teachers if a pupil's behaviour does not meet the schools' expectations.

The second flowchart shows the process that should be followed if a pupil's behaviour continues to cause concern.







The Code of Conduct also applies outside the classroom. Pupils are encouraged to move around the school in an orderly fashion and to behave sensibly at break and lunch times. St. Peter's has an open school policy, during periods of cold/wet weather, which allows them to use the rooms allocated to their Year group before school and at break and lunch times. This is a privilege and places a responsibility on the pupils to behave in a sensible way.

## **6. Rewards**

All members of staff have a role to play in terms of offering encouragement and praise. Pupils should be rewarded for their positive contributions to school life both in and out of the classroom. Pupils can be rewarded in any of the following ways:-

- Verbal praise and encouragement
- Positive written feedback in books and/or a positive message home via Edulink
- Merits
- Phone calls home
- Postcards home
- Having work on display
- Informing the Curriculum Leader, Head of Year or Senior Leadership Team about positive contributions
- Special certificates or prizes
- Certificate assemblies which include:-
  - Bronze, Silver and Gold Code of Conduct Certificates (see below for more detail)
  - Star Award Certificates (see below for more detail)
  - Good Attendance Certificates
- Prize draw assemblies
- Extra responsibilities or privileges such as becoming a Prefect
- Rewards trips

Pupils can earn Code of Conduct Certificates for each of the three terms throughout the year. If a pupil does not receive more than three demerits (see below) in one term they receive their award for that term. Pupils can earn a Bronze, Silver and Gold award throughout the year. The demerits count is reset to zero at the start of each new term so that pupils who did not earn their award for the previous term have the chance to do so in the next term.

Pupils can also earn Star Awards if they do not receive any demerits or no more than one warning for that term.



If a pupil receives a 'Pastoral Issue', this will count as 2 Behaviour Points (a De-Merit is 1 point and a Warning is 0 points). Pastoral issues are recorded by the Senior Pastoral team or a member of SLT for significant incidents that have resulted in an isolation or suspension.

A pupil's record of Code of Conduct certificates throughout Years 7 to 10 will be a consideration in the decision about whether they are allowed to go on a rewards trip or what level of Prefect they can be at the start of Year 11.

## **7. Sanctions** (See also section 5 of this Policy)

Where there is an atmosphere of co-operation and a positive approach to discipline, the need for sanctions is reduced. It will not however eliminate the need entirely. If some form of sanction is necessary it is the responsibility of the member of staff, exercising professional judgement, to decide the most appropriate consequence. This applies both in the classroom and around the school.

The school's behaviour policy should be applied consistently by all members of staff to ensure that pupils are treated fairly. However, there should be flexibility in the use of consequences to take account of individual circumstances.

It is important to have a varied list of sanctions so that an appropriate response can be made and to ensure that earlier sanctions are not by-passed, leaving the school with only a limited number of options. Sanctions are most effective when they are productive and help the pupil learn from their mistake, with the desired outcome being that the pupil is less likely to repeat the same mistake.

The following list is not exhaustive but is a guide to the possible sanctions which could be used. For isolations, the Curriculum Leader or Head of Year should be consulted prior to any decisions being made. Decisions about exclusions can only be made by the Headteacher (or Deputy Headteacher in the Headteacher's absence) :-

- Break detention
- Lunch detention
- Removal of privileges for a fixed period
- Removal of internet access
- Confiscation of items which are not allowed
- After-school detention. Parent/carers should be given at least 24 hours notice of an after-school detention. Staff should ensure that arrangements have been made for the pupil getting home and that the pupil is aware of the arrangements
- Removal from class to work in a different classroom within the curriculum area
- Isolation from a particular curriculum area for a fixed period
- Isolation for the whole school day or a number of days
- SLT detention/isolation

- Fixed term exclusion

Please note that the following are ways to record behaviour on our school system and one of the sanctions above will be issued as a result.

- Verbal warning
- Written warning recorded on Edulink
- De-Merit recorded on Edulink
- Pastoral Issue recorded on Edulink

## **8. Referral to Other Agencies**

It may at times be appropriate to make referrals on behalf of a pupil to external agencies in order to support them. Other agencies could include the Targeted Education Support Service (TESS), an Educational Psychologist (EP), Child and Adolescent Mental Health Service (CAMHS), Wigan Education Authority Inclusion Team, Wigan Safeguarding Hub/Early Help Team, Social Care.

Referrals should be made by or in consultation with the Designated Safeguarding Lead or the Deputy. Parents/Carers should also be consulted prior to any referrals unless there is a Safeguarding reason not to.

## **9. Mobile Phones**

Pupils are allowed to bring mobile phones to school for **emergency use** only. Phones should be switched off and should remain in a safe place such as a school bag or inside blazer pocket. If a pupil feels that they need to use their phone during the school day, they must see their Form Tutor or Head of Year to ask for permission. If a pupil is found to be using their phone without permission, it will be confiscated and kept in the safe at the School Office. The pupil will be placed on an SLT after school detention, the pupil will be allowed to collect their phone at the end of the school day. If a pupil continues to use their phone without permission, the phone may be confiscated and parents/carers asked to come and collect it. The pupil may then be asked to deposit their phone with their Form Tutor or Head of Year each morning for a fixed period until they can be trusted not to attempt to use it.

## **10. Behaviour off School Premises**

Pupils at the school must agree to represent the school in a positive manner. The guidance laid out in the Pupil Code of Conduct applies both inside school and out in the wider community, particularly if the pupil is dressed in school uniform. Staff can punish pupils for misbehaviour outside of the school premises. Staff may discipline pupils for misbehaviour off the school premises when the pupil is:

- Wearing school uniform.
- Travelling to or from school.
- Taking part in any school-related activity.
- In any way identifiable as being a pupil at the school.

Staff may also discipline pupils for misbehaviour off the school premises that, irrespective of the above:

- Could negatively affect the reputation of the school.
- Could pose a threat to another pupil, a member of staff at the school, or a member of the public.
- Could disrupt the orderly running of the school.

Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-Bullying Policy.

The school will impose the same behaviour sanctions for bullying incidents and non-criminal misbehaviour which is witnessed outside of the school premises, as would be imposed for the same behaviour conducted on school premises.

In all cases of misbehaviour outside of the school premises, staff will only impose any behaviour sanctions once the pupil has returned to the school premises or when under the supervision of a member of staff.

Complaints from members of the public about misbehaviour by pupils at the school are taken very seriously and will be dealt with

## **11. Suspension**

The use of suspension is reserved for serious cases of misbehaviour or when all other strategies have been used without bringing about a change in a pupil's patterns of behaviour. The use of suspension is governed by specific regulation. The decision to suspend can only be taken by the Headteacher (or the Deputy Headteacher in the Headteacher's absence).

Pupils who are identified as being likely to be permanently excluded will be placed on a Pastoral Support Plan (see section 5).

Pupils may be suspended by the Headteacher for the following. This is not an exhaustive list and other behaviours may also result in a suspension:-

- Inappropriate, violent or aggressive behaviour
- Defiance towards staff
- Possession or use of tobacco/Vaping, alcohol or drugs
- Theft
- Bullying
- Deliberate vandalism
- Behaviour which puts other pupils' health and safety at risk
- Behaviour online which has a negative impact on other members of the school community

Pupils represent the school whilst they wear the school's uniform and suspension may therefore result as a consequence of a pupil's behaviour off the school site whilst wearing school uniform.

In all cases where suspension is being considered, the Headteacher will take into account the individual circumstances.

If a decision to suspend has been taken, the following procedures apply:

- 1 The pupil and parents are informed in writing of the suspension by the Headteacher. This can be confirmation of a telephone call. There will be a re-integration meeting arranged for the day the pupil returns to school (A copy of this letter is kept for the Suspension File.)
- 2 In the letter the following is explained:
  - the reason for the suspension
  - the conditions to be met by the pupil and their parents/carers, where appropriate,
  - for readmittance
  - if and when the pupil will be readmitted
  - the arrangements for the collection of work during the suspension
  - the parent's/carer's right of appeal against the suspension
- 3 Work will be set via Edulink by subject teachers to be completed at home during the suspension period (pupils will also be asked to use the schools online learning platforms e.g Sparx Maths, Revise Now etc).
4. A record will be kept of all suspensions which contains the following information
  - Name of pupil
  - Dates of suspension
  - Reasons for suspension
  - Copies of all correspondence

Permanent exclusion could be considered for

- conduct which is still unacceptable after fixed-term suspension and pastoral support plans have been implemented;
- extreme behaviour;
- the supply of illegal drugs on the school site, on the way to school or whilst involved in a school related activity

## **12. Anti-Bullying (see separate policy on Anti-Bullying)**

St. Peter's does not tolerate bullying of any kind. It is the responsibility of all staff to ensure that respect for the individual is the underlying principle of the school's ethos.

All incidents which are contrary to this spirit should be dealt with immediately by the member of staff who is aware of or in the vicinity of the incident.

The Anti-Bullying Policy sets out how staff should respond to any incidents of bullying.

### **13. Drugs**

There is a zero tolerance policy and pupils who are involved in any form of drug abuse or the intention to supply drugs can expect to be excluded from school.