



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

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Behaviour Policy

September 2017

Behaviour Policy

This Behaviour Policy is central to the mission statement and the aims and objectives of Cardinal Heenan Catholic High School.

- It is our aim that all are able to realise their potential, take their responsibilities seriously, respect themselves and others, and grow in the love of God.
- We recognise that every person is created in God's image and we value every individual as an equal and with unconditional acceptance.
- Each person is encouraged and supported to the highest levels of educational achievement.
- We aim to ensure that our school is a place of truth, honour and kindness, where the values of the gospel are seen in all that is attempted and achieved.
- We aim to provide all pupils with the means to identify and develop their potential intellectually, physically, spiritually and socially.

Vision

Cardinal Heenan Catholic High School is a happy, harmonious learning community, where staff and pupils feel safe and secure. School life is characterised by a calm, purposeful environment underpinned by relationships built upon mutual respect. Our expectation is that all pupils and staff will behave in appropriate and socially acceptable ways. Every member of staff has a key role to play in promoting and sustaining the highest standards of behaviour for learning. Good behaviour is necessary for effective learning to take place.

Aims

- To create a positive and safe learning environment
- To communicate clear expectations to pupils which support effective teaching and learning
- To encourage pupils to understand their role in creating good relationships and showing respect for everyone in our school community.

Objectives

- To ensure that rewards and sanctions are consistently applied
- To use the rewards system to promote good behaviour
- To create a culture where achievement is valued

The success of this policy relies on a consistent approach by every member of staff.

Staff Responsibilities

All staff need to:

- Model exemplary behaviour
- Treat all children and adults with respect
- Avoid using critical or sarcastic language
- Use appropriate de-escalation techniques as part of good classroom management
- Recognise pupil effort and achievements on a regular basis and celebrate success
- Keep parents informed about success, efforts and achievements
- Challenge unacceptable behaviour

Recognising and Rewarding Achievement

Rewards

This policy reflects the values of Cardinal Heenan Catholic High School, “where each person is encouraged and supported to the highest levels of educational achievement.”

Recognising and rewarding achievement leads to the promotion of good behaviour. The successful management of behaviour and rewards is central to the schools’ ethos of providing an environment within which children and adults can develop good relationships, showing care, respect and consideration for each other within school and the community. Our Policy encourages and rewards pupils who apply themselves, support the ethos of the school and develop their own potential.

We aim to:

- Recognise pupil achievement
- Increase self-esteem of pupils
- Reinforce positive behaviours
- Motivate pupils to be the best that they can be

Every school day offers the opportunity for members of staff to recognise and reward achievement, effort and behaviour of pupils.

Look for the good and praise positive behaviours and log “Achievement Points” on SIMS.

Achievement points can be issued for:

- Achievement in lessons (oral contribution, written work, effort)
- Community values, both in and out of the classroom (Catholic ethos, upholding values of the school)
- Extra-curricular commitment (participation in clubs at lunchtime or after school)

Year Group Rewards

| Time | Description | Reward |
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| In assembly every week | The names of the top 30 pupils per year group with the highest number of Achievement points will be displayed in assembly. 5 pupils’ names will be randomly selected | KS3 – Queue jump pass for winning pupil and two friends Year 7 – Tuesday Year 8 – Thursday KS4 – Free lunch |
| Every half term | Achievement Assembly Top 10 pupils per year group, plus two additional spaces to be awarded at the discretion of the Achievement Leader | Reward lunch |
| Every term | Achievement Assembly Achievement Award for three pupils per year group receiving the highest number of points for “Achievement” | £10 voucher plus an additional prize up to the value of £10 per pupil, per Award |

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| | <p>Community Award for three pupils per year group receiving the highest number of points for "Community"</p> <p>Extra-curricular Award for three pupils per year group receiving the highest number of points for "Extra-curricular"</p> | |
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Roles and Responsibilities

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| Classroom teacher | <ul style="list-style-type: none"> • Award academic and community points in lessons • Award academic and community points outside lessons |
| CL | <p>In addition to the above</p> <ul style="list-style-type: none"> • Monitor Achievement points in the Department for consistency of approach |
| Tutor | <ul style="list-style-type: none"> • Ensure pupils record number of achievement points in planners weekly |
| AL | <ul style="list-style-type: none"> • Co-ordinate the assemblies for weekly achievement and associated rewards • Co-ordinate and deliver half termly achievement assemblies • Meet with Behaviour Manager every week to discuss rewards |
| Behaviour team | <ul style="list-style-type: none"> • Run reports for tutors, curriculum leaders and achievement leaders on a Friday after school, place in tutor pigeon holes ready for Monday registration • Meet with ALs weekly to discuss rewards • Attend all reward assemblies for your year group |
| SLT | <ul style="list-style-type: none"> • Liaise with curriculum leaders to develop rewards policy to run through departments • Attend all reward assemblies for your linked year group • Attend half termly reward lunches • Inform staff of updates/changes to the system |

Equality Act 2010

The policy acknowledges the schools' legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs and disabilities (SEND)

Sanctions

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break school rules or fail to follow a reasonable instruction
- The power also applies to all paid staff with responsibility for pupils
- Teachers can discipline pupils whose conduct falls below the standard which could be reasonably expected of them. This means that if a pupil misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment
- Pupils can be disciplined at any time in school or elsewhere under the charge of the school e.g. on school visits
- Pupils can be disciplined for misbehaviour outside of school
- All punishments must be fair, reasonable, proportionate and not in breach of any legislation relating to SEND, race or sexual orientation.

- Teachers have the legal power to impose detention in and outside of school hours; this is defined as after any school day when the pupil is present; parental consent is not required for detention
- School detentions are currently served after school on Tuesdays and Thursdays for one hour duration and on a Friday for one hour and a half. A member of staff can also detain a pupil at breaks and lunchtimes.
- Parents will be given 24 hours' notice if the pupil is to be detained after school for up to one hour or at any other time outside school hours
- Teachers can confiscate pupil property
- Poor behaviour must be addressed and all staff have a professional obligation to highlight and help pupils to improve their behaviour.
- Discipline is administered calmly, not in anger. It works best when it is applied thoughtfully, consistently and a distinction is drawn between the poor behaviour and the individual. It is the action which is criticised, not the person. A pupil who perceives animosity or lack of respect from a teacher is more likely to react adversely.

See Behaviour in the Classroom (Appendix 1)

School Uniform

The governing body of Cardinal Heenan Catholic High School believe that uniform plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in the school by:

- Supporting positive behaviour and discipline, encouraging identity with, and support for the school ethos
- Promoting a strong, cohesive school identity that supports high standards and a sense of community among pupils. If some children look very different from their peers, this can inhibit integration, equality and cohesion
- Ensuring that pupils of all races and backgrounds feel welcome. Protecting children from social pressures to dress in a particular way

School uniform includes clothing required for Physical Education (PE); this is practical, comfortable and appropriate to the activity involved. Appropriate hair styles that are not extreme form part of school uniform expectations.

Full details of school uniform requirements are printed in the Pupil Planner and form part of the Home School Agreement, and in the Dress for Success booklet published on the school website (www.cardinalheenan.com)

Non-compliance with School Uniform Policy

Teachers can discipline pupils for breaching the schools' rules on appearance or uniform. This will be carried out in accordance with the sanctions identified within this policy

The Headteacher, or a person authorised by the Headteacher, may instruct a pupil to go home briefly to remedy a breach of the schools' rules on appearance or uniform. When making this decision consideration will be taken of the child's age

For pupils in years 7-11, parents/carers will be contacted and the pupil only sent home during school hours if accompanied by parent/carers. Where pupils are sent home to change, this is not an exclusion but an authorised absence

However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as unauthorised absence

Breaches of uniform policy can lead to exclusion from school in line with legal requirements for exclusion

The school uniform policy is fair and reasonable and fulfils the schools' obligations under the Human Rights Act 1998 and the Equality Act 2010

Searching screening and confiscation

The school has a statutory obligation to manage the health and safety of staff, pupils and visitors and ensure that school discipline is maintained. Under this authority we reserve the right to search and screen pupils under the following circumstances and to confiscate items as described below

Pupils will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the pupil

Searching should be carried out by a member of staff who is the same sex as the pupil. There must be member of staff present during the search to act as a witness who should also be the same sex.

Members of staff who have the authority to search are as follows; SLT, Behaviour Managers and Achievement Leaders.

There is a limited exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff

Parents will not be informed prior to a search or to seek parental consent and there is no legal requirement to keep records of searches carried out

Parents will be informed if search or screening uncovers items that will result in school disciplinary action or police involvement

Searching with consent

- We can search pupils for any item with consent from the pupil
- Parental permission or pre-notification is not required
- We do not require written formal consent in advance of a pupil search; it is enough for a teacher to ask the pupil to turn out their pockets, empty their bag and allow access to a search of their school locker

Searching without consent

- If a member of staff has reasonable grounds to suspect that a pupil is in possession of a banned item, a pupil can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Headteacher and any staff authorised by the Headteacher have a statutory power to search pupils and their possessions with or without consent where they have reasonable grounds for suspecting that the pupil may have one of the banned items
- A pupil refusing to co-operate with a search will be subject to disciplinary measure by the school

The list of prohibited items;

- Knives, bladed items, weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, cigarette papers
- Fireworks
- Pornographic images
- Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property

Screening

We reserve the right to require pupils to undergo screening by a walk through or hand held metal detector with or without the consent of pupils; this screening may be carried out by any member of staff whether or not they suspect the pupil of carrying a weapon

All pupils are expected to comply with a request for screening which involves no physical contact

If a pupil refuses to be screened, we may refuse the pupil access to the school premises under our duty not to expose pupils, staff or visitors to risks to their health and safety. The absence will be recorded as unauthorised not as exclusion

Electronic Devices

School staff may examine data files held on personal devices during a search if they believe they have good reason to do so

In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules

If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed to the police

Confiscation

School staff can seize any prohibited item found as a result of a search

We can also seize any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police

Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable

Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs will be passed onto the police or disposed of by the school

Use of Reasonable Force

School staff have a legal right to use reasonable force to control or restrain

- Control means passive contact, such as standing between pupils or blocking a pupil's path, to actively leading a pupil by the arm away from a classroom or difficult situation

- Restraint means to hold back physically or to bring pupils under control; for example where two pupils are fighting or refusing to separate without physical intervention

Wherever it is reasonably practicable members of staff trained in TEAM TEACH methods will act to control or restrain a pupil

Reasonable force can be used to prevent pupils from hurting themselves, others, damaging property or causing disorder

Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimize chance of injury to the pupil but it may not always be possible

Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm

Force will never be used as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs

We do not require parental consent to use reasonable force

Malicious Allegations

Complaints against staff are always investigated thoroughly

If after full and thorough investigation, it is the considered view that that allegation against the member of staff was unfounded and malicious, any record of the incident will be removed from the member of staff's file

The parents of the pupil/pupils making the allegations will be invited in to school to discuss their child's involvement in the incident

Exclusion from school

Fixed term exclusion from school will be used as a sanction where serious breaches of the Policy take place

Permanent exclusion will be considered in extreme cases:

- use of or possession of weapons
- drug dealing
- physical assault against members of staff

However in line with the North East Area Inclusion Panel's commitment to avoid permanent exclusion, wherever possible. A different educational setting will be sought as an alternative to permanent exclusion.

For an internal exclusion pupils are removed from their mainstream lessons and isolated from other pupils for a period of time.

As an alternative to a fixed term exclusion a pupil can be educated at another setting, where appropriate work will be set and the pupil will be supervised at all times. Parents will always be informed of this in advance, though parental consent is not required.

Behaviour In The Classroom

“Each person is encouraged and supported to the highest levels of educational achievement.”



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| LEVEL 5 | Serious behaviour incident Threatened/actual physical violence External truancy Smoking Repeated intransigent behaviour | Failure to attend after school detention Swearing at a member of staff Fighting or inciting a fight or violence Possession of a banned or inappropriate item | Possible Sanctions: SLT detention, Isolation, exclusion. |
| | | | Log on SIMS (BM) |

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| LEVEL 4 | Continuing to disrupt once removed from the classroom. You will be moved to isolation and receive a 1 hour after school detention. | After school detention |
| | | Log on SIMS (BM) |

- Failure to attend faculty detention
- Direct confrontation with a member of staff*
- Internal truancy

*If a Level 4 misdemeanour occurs in lesson, use Emergency Call to send for a BM.

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| LEVEL 3 | Repeated L2 behaviour. You will be required to work in another room and you will receive a 30 minute lunchtime detention. | Removal from classroom & 30 minute lunchtime detention |
| | | Log on SIMS & record in planner (CL) |

- Significant disruptive behaviour
- Offensive language
- Not meeting second homework deadline
- Rudeness to staff
- Tutor: No Planner

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| LEVEL 2 | Repeated L1 behaviour. At the end of the lesson the teacher will write a comment in your planner. 5x L2 in one week = detention at lunchtime 8x L2 in one week = detention after school 10x L2 in one week = detention by SLT | Written comment |
| | | Log on SIMS & record in planner |

- Lack of correct equipment
- Lack of homework (first deadline)
- Challenging a staff instruction (outside of lesson)
- Tutor: Late to registration

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| LEVEL 1 | Repeated low level disruption in class. | Formal Warning This is your opportunity to modify your behaviour. |
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Repeated low level disruption or escalation of behaviour in the classroom is recorded on the class wall chart.

Any comments in planners are written in at the end of the lesson.

One off incidents within the classroom or elsewhere are recorded in the pupils' planner and/or on SIMS. If they occur in lesson they are **not** recorded on the class wall chart.

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| Low level disruption in class , for example: Calling out Lack of focus Off task Inappropriate comment(s) Not following instructions | Name on the board This is the teacher's way of letting you know that your behaviour is not acceptable. |
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- Other issues which can cause problems in school:
- Uniform: Pupils without the correct uniform are sent to the pastoral office by their tutor. They will be offered a replacement item of uniform or placed in Isolation.
 - No planner (tutor): L3 logged on SIMS & planner sheet.
 - No planner sheet: Send to Pastoral Office. L3 logged on SIMS & planner sheet.
 - Mobile Phones: Confiscated if seen around school. Pupils collect at 3.15pm from the pastoral office.