

ST JAMES' CATHOLIC HIGH SCHOOL BEHAVIOUR POLICY

All members of staff at St. James' Catholic High School have a lead responsibility under the direction of the headteacher for good behaviour and ensuring that pupils adhere to the school rules.

Mission Statement:

St. James' Catholic High School aims to promote a Christ-centred, caring environment, where individuals develop their full potential, and achievement is celebrated.

Policy Statement:

Each child is an individual created in the image of God. Our school seeks to support the development of each individual and is committed to providing opportunities for spiritual, physical, mental and cultural growth in an atmosphere of mutual trust. We seek to provide an environment in which effective learning and teaching can take place, where the qualities of trust, honesty, fairness, tolerance, compassion, respect for self, others and property are valued and pursued.

Our policy should be considered in the light of the school's mission statement and seeks to provide a clear framework of what is acceptable in terms of behaviour, attitude and activity. It is our intention to work in close partnership with the families and parishes in our community to create an environment that is based upon love, trust and respect rather than upon rules. We will provide a system of discipline that is creative as opposed to repressive, corrective as opposed to punitive.

Aims:

- Gospel values of peace, love, justice forgiveness and reconciliation are evident in everything that we do.
- Pupils are able to concentrate on work without disruption in lessons caused by others and are thereby able to achieve the highest standards of attainment.
- It is clear to pupils what the consequences are for particular behaviours. They therefore make a choice knowing the consequences and we help pupils make better choices in the future.
- We respect pupils' dignity and self esteem.
- Bullying or aggressive behaviour is not tolerated and is dealt with promptly. Pupils are to feel confident in reporting such behaviour.
- Pupils are able to travel to and from school and are able to work in an environment that is safe and secure.

Introduction:

1. Good relationships underpin good discipline.

All staff at St. James' Catholic High School will endeavour to develop and foster relationships within the school as an integral means of effectively managing the behaviour of our pupils. This is so that each child has the opportunity of working towards achieving their full potential.

The system is founded on the form structure with each form teacher taking responsibility for a class of approximately 28 pupils. The heads of year each have oversight of a particular year group, comprising of six classes and are available to discuss matters of pupils' education/behaviour if necessary. Two pastoral managers and two key stage coordinators support the work of the year teams.

2. All aspects of discipline will follow an agreed, staged procedure.

- Stage 1 - Warning
- Stage 2 - Sanction from the member of staff / form tutor/Director of Faculty /head of year may be informed.
- Stage 3- sanction by Director of Faculty or Head of Year. Parents may be informed.
- Stage 4- CMT involved with parents.

In order to achieve a consistent and fair approach to discipline matters, set procedures must be adhered to.

Behaviour Incidents Inside The Classroom:

Departmental Responsibility

Should a discipline problem arise within the classroom the teacher will in the first instance be expected to warn pupils about the consequences of their poor behaviour and if this is not effective to issue an appropriate sanction e.g. detention etc.

Persistent misbehaviour should be referred to the relevant Director of Faculty.

Staff should use the "On Call" staff to remove pupils from the lesson.

Pupils should not be placed unsupervised outside classrooms for more than ten minutes.

If a pupil's behaviour is preventing the lesson from continuing the pupil will be removed by the "On Call" member of staff. Examples of such behaviour may include being abusive, directly confrontational or presenting a danger to her/himself and/or others or continual disruption of learning/progress. The pupil will be returned to the class teacher at the end of the lesson and be told by the class teacher what action will be taken.

Possible Discipline Issues:

- Failure to abide by our school's Code of Conduct
- Inappropriate attitude or behaviour in the classroom including constant low level disruption
- Unacceptable effort in classwork and/or homework

Procedure for Dealing with Unacceptable Behaviour:

Stage 1 – The Classroom Teacher

- Warn and counsel the pupil
- Incident may be recorded in the pupil journal for parental and form tutor information
- Incidents may be reported to the form tutor

Stage 2 – The Classroom Teacher

- Repeat warning and counselling
- Issue an appropriate sanction and log on Sims
- Repeated incidents should be reported to the form tutor by "send message" in Sims

Stage 3 – Refer to DoF

- Serious or persistent problems in the classroom should be reported to the DoF by the classroom teacher.
- DoF to warn and counsel pupil

- Issue and implement an appropriate sanction and log on Sims
- DoF may contact parents and inform HoY
- DoF to follow up pupil failing to carry out sanction issue; second sanction. Failure to comply to be followed up by contact with parent

Stage 4 – Referral to HoY/CMT

Persistent problems or major incidents are to be dealt with by the HoY using Pastoral Support Managers to support them

HoY would:

- Involve parents (*possible use of standard letters*)
- Refer to appropriate Key Stage Co-ordinator (who might refer to deputy or head as appropriate).
- Refer to SENCO if external agencies are required

The following sanctions may be used:

- Fixed term exclusion - the Key State Coordinators will recommend to the headteacher.
- Permanent exclusion (Can be imposed by headteacher only)

Behaviour Incidents Outside The Classroom

All staff are expected to take a proactive and leading responsibility for the implementation of the Code of Conduct around school.

“Good behaviour is the responsibility of every member of staff”

- At break all incidents to be reported to the duty team leader – the duty team leader to give a punishment as appropriate and make a record of the incident on Sims

Possible Discipline Issues

- Failure to comply with the Code of Conduct
- Inappropriate attitude or behaviour before and after school, at break, lunchtime or between lessons or on the school buses

Procedures for Dealing with Incidents

- Stage 1 – This is Applicable to All Staff

All staff to deal immediately with incidents. No incident should be ignored.

Pupils warned about the offence at lunchtime pupils are to be taken to the head’s lunchtime DT room. The person on duty will make a log on Sims.

Incidents may be reported to form tutor.

- Stage 2 – This is applicable to Form Tutors

Staff reporting the more serious incident must log on to Sims.

Form tutor to monitor pupil’s behaviour around school and to record more serious or repetitive incidents (as reported to them) to the HoY.

- Stage 3 – This is applicable to HoY

Persistent behaviour problems around school to be reported to the HoY

- HoY to warn of future consequences and counsel

- HoY to give a punishment
- HoY to possibly inform parents (possible use of standard letters)
- Stage 4 – This Applicable to HoY / SMT

Persistent problems or major incidents to be dealt with by the HoY.
HoY will:

- Involve parents (*possible use of standard letters*)
- Refer to appropriate Key Stage Co-ordinator
- Refer to SENCO if external agencies are required
- Refer to head or deputy
- HoY, head or deputy may use the following sanctions:
- Detention; lunchtime or after school
- Internal exclusion
- Fixed term exclusion the Key Stage Coordinators recommend to the headteacher
- Permanent exclusion (Can be imposed by headteacher only)

The On Call System

Any pupil who is removed from a lesson by a member of the On Call team is immediately at Stage 3 of the Behaviour Policy Procedure (In class incidents).

It is accepted that from time to time – despite good classroom management, situations can arise which result in pupils presenting a danger to themselves or others – or being directly confrontational or abusive towards the class teacher or classroom assistant. In such cases it is in the best interest of all, for the pupil to be removed from the classroom. The “On Call” staff will remove the child from the classroom and the following procedure will be followed:

CIRCUMSTANCES UNDER WHICH A PUPIL IS TO BE REMOVED FROM A CLASSROOM

The pupil is, despite attempts to rectify the situation by the class teacher:

1. Posing a threat or danger to her/himself;
2. Directly confrontational towards members of staff;
3. Abusive towards a member of staff.
4. Continual disruption of learning/progress

Stage 3

- Class teacher to send for “On Call” staff; from the front office
- “On Call” staff remove pupil from class;
- Class teacher to write up account on Sims;
- Class teacher to follow up incident and issue sanction (with DoF)

Stage 4

Persistent occurrence of such situations to be monitored by HoY
SENCO/external agencies to be informed and parents involved

- Further parental meeting
- Temporary extraction from lessons
- Fixed Term Exclusion (can be imposed by headteacher only)
- Permanent Exclusion (can be imposed by headteacher only)
- Seek alternative forms of education

Sanctions

It will be necessary at times to impose sanctions as a means of encouraging good behaviour. All sanctions used at St. James’ Catholic High School will be appropriate to individual situations and a pupil’s previous conduct record will be taken into account.

Possible Sanctions:

1. Verbal reprimand;
 2. Detentions;
 3. Parental letters;
 4. Weekly conduct reports;
 5. Short term extraction from lessons to work in SEN or Key Stage office
 6. Exclusion from school trips, end of term/yearly trips, celebrations;
 8. Fixed term exclusion from school Key Stage coordinators to recommend to headteacher
 9. Permanent exclusion from school (can be imposed by headteacher only).
- Teaching staff will use the pupil journal to inform parents of behavioural concerns and any sanctions imposed;
 - Standard parental letters will be used for matters relating to:

Smoking;

Attendance;

Punctuality;

School uniform issues;

Failure to turn up for detention.

Pupil Behaviour Reports

Purpose of Reports

Pupil behaviour reports will be used as a means of monitoring and rectifying progress or behavioural concerns and will be used to provide opportunities throughout the period for counselling. Reports, which are available include: homework, comments & targets and attendance and attitude to learning.

Report Use

Reports are issued by:

HoY and Key Stage coordinators to rectify / monitor persistent or serious behaviour problems and/or attendance or punctuality concerns.

Head of Year Report – Procedure

- HoY to issue pupil with report, outline procedure, and reason for decision to put the pupil on report.
- Form tutor is informed that the pupil is on report.
- Pupil to give report to class teacher to sign, and to parent to sign each night;
- Pupils on report to be reviewed by HoY or PSM on a weekly or daily basis;
- Parents informed of: improvement and withdrawal from report or, if there has been no improvement then they are informed that their child is on report for a further week.

Detention Procedure:

1. If a pupil is to serve a break or lunchtime detention then a note of this must be made in the planner;
2. Any pupil given an after school detention will have a note made in their planner. This will be given to the pupil **at least 24 hours** before the detention is to be served. This is so that parents/ carers are given adequate notice of the detention. The member of staff issuing the detention will log onto Sims. Members of the department should share the responsibility for holding after school detentions. Smaller departments could combine to support each other.
3. If pupils do not turn up for the detention the DoF should make contact by planner or phone informing the parents/carers of the situation and the fact that additional detentions will be issued. In accordance with the procedures for sending a letter home a check should be made with the HoY first. Evidence of phone calls should be recorded on Sims.

4. Non-attendance at a detention means that **2** detentions will be issued, one for the first detention, the second for not attending the first detention.

Headteacher's Detention

Given after referral from the DoF or HoY (logged on Sims, email to attendance officer) due to non-attendance at after school detentions. These detentions will take place under formal conditions and will be supervised by a senior member of staff. A "Headteacher's Detention Slip" is sent home by the Attendance Officer. Only DoF/HoY and CMT can issue headteacher's detention.

The Headteacher's detention will take place on Friday after school from 3.15 p.m. - 4.00 p.m. Wednesday is the closing date for the Friday detention. Any slips issued on a Thursday/Friday will be for a detention the following week.

Policy approved - September 2001

Policy reviewed March 2011 – next review due March 2012