

# **SCHOOL BEHAVIOUR & DISCIPLINE POLICY**

**2017 ~ 2018**

**To be ratified by the LAC Jan 2018 .**



**This policy was adopted at the meeting of the Academy Committee of Cardinal Wiseman Catholic School held on 30 June 2016.**

### **Aims**

Governors and staff aim to create a positive learning environment in the school by:

- following a whole school approach to good behaviour and discipline with clear guidelines on the use of rewards and sanctions, and reasons for sanctions being used;
- building self-esteem, self-discipline and positive relationships based on mutual respect;
- ensuring fairness of treatment for all by promoting the Equal Opportunities Policy on gender, religious belief, ethnicity and disability;
- supporting staff in their classroom management by ensuring a consistent approach to positive and negative behaviour;
- using behaviour tracking systems to identify concerns to enable early intervention;
- using a variety of intervention strategies to overcome barriers to learning;
- providing a safe environment free from disruption, violence, bullying and any form of harassment;
- encouraging a positive relationship with parents and carers to develop a **shared** approach to involve them in the implementation of all aspects of the school's policy.

### **Principles**

In keeping with the school motto "Omnia pro Christo" (All For Christ) the governors and staff believe the Cardinal Wiseman community will work to include everybody so that all learners can succeed.

- All pupils are expected to work towards the Wiseman Values of faith, respect, wisdom, hope, courage and service.
- We are all made in God's image and therefore all members of the school community should be treated with the same dignity.
- All pupils have a right to learn in an environment in which they feel safe.
- All pupils and staff have the right to be respected.
- In order to support successful learning all members of the school community have a right to know what level of responsibility and self-discipline is expected of them. All pupils have a right to learn from their mistakes.
- Success will be recognised and celebrated.

### **Roles and Responsibilities**

Governors have a responsibility to publish a school discipline policy which outlines expectations of behaviour, the use of sanctions and rewards within Cardinal Wiseman Catholic School.

The governing body has taken account of the DfE advice contained in Circular 10/99 and in 'Improving Behaviour and Attendance - guidance on exclusion from schools and pupil referral units'. The Governors have determined that pupil exclusion in appropriate circumstances is a sanction that can be used in the school.

Governors will fulfil their legal obligation to monitor use of exclusions as a sanction within the school.

The Head Teacher's role is to agree the detail of the standard of behaviour acceptable to the school. The Head Teacher will, with the support of the Senior Leadership Team, lead the development of a system of rewards and sanctions in order to maintain discipline in the school and to promote successful learning.



## **Parents and Carers**

Parents and carers will:

- take responsibility for the behaviour of their child both inside and outside the school;
- be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour and support the school by ensuring their child attends school in their full school uniform. (see uniform guidance)
- access their child's positive and negative points via the parent login on the school website and discuss these with them;
- take the opportunity of raising with the school any issues arising from the operation of the policy;
- take every step to ensure that their child uses the internet and social media safely and correctly.

## **Pupils**

Pupils will be expected to:

- take responsibility for their own behaviour both in and out of school. They will be made fully aware of the school policy, procedures and expectations;
- ensure that incidents of violence, vandalism, bullying and any form of harassment are reported;
- adhere to the Classroom Standards and work towards the Wiseman Values.

## **REWARDS**

Positive behaviour is recorded on the SIMS behaviour log. Parents and carers can access this via the parent login on the school website.

- Positive points awarded.
- Rewards.
- Parental contact (letters, postcards).
- Assemblies (certificates, vouchers).
- Reward trips.
- Governors' Awards.
- Celebration Evening.
- Hall of Fame.

## **CONSEQUENCES**

Poor behaviour is recorded on the SIMS behaviour log. Parents and carers have access to this log. The number of points is monitored on a weekly/daily basis and strategies will be put in place to support a student to learn effectively and to show respect for others.

The following system will be used by staff:

- A verbal warning issued by staff to allow a pupil to alter their behaviour:

C1 – 1 negative point and a sanction issued by the class teacher.

C2 – If the pupil continues with their behaviour, 2 negative points are issued and a further sanction will be put in place.

C3 – 3 negative points and possible removal from the lesson. This would normally result in a school detention.

C4 – This is for more serious incidents and will result in up to 3 days in external exclusion or even a fixed-term exclusion.



## **DETENTIONS**

We have the statutory right (Education and Inspections Act 2006) to use detention as a sanction both within the normal school day and after normal school hours. Under this Act, parental consent is **not** required for detentions and inconvenient travel arrangements do **not** affect our right to impose a detention.

Lunch time detentions will run on a daily basis. Students may also be issued with an afterschool detention. Parents will be informed in advance and detentions will be logged on SIMS and can be seen by parents accessing the system via the parent portal. A truanted detention will result in a day in isolation.

If a student arrives late for the school day they will be isolated for the first lesson as their entrance to their lessons will disturb the learning of others. They will be allowed to attend their second lesson.

Staff may also issue detentions at break and lunchtime and after school but every effort will be made to ensure that students have reasonable time to eat, drink and use the toilet. Staff are able to keep students back at the end of the day for 10 minutes without prior warning.

## **SMOKING ON OR OFF THE SCHOOL SITE**

Any student found smoking on site will be referred to the school nurse and will spend a day in internal exclusion in the first instance, after that the consequence will be a rolling programme of FTEs, starting with 1, then 2. If the student continues to act in breach of the Policy they may be subject to a Permanent Exclusion on the grounds of persistent breaches of the School Behaviour and Disciplinary Policy. This includes smoking outside the school grounds and applies if a student is smoking any form of replacement cigarettes/E-cigarettes. The same consequences may be issued to any student fraternizing with a group of smokers, even though the student himself or herself may not be smoking.

## **UNIFORM**

All students are expected to wear correct uniform. If a student attends school and is not in the correct uniform their parents will be expected to rectify the situation immediately. If they are unable to do so the student will be placed in internal exclusion until the child reaches the prescribed standards for School Uniform. Please refer to the School Uniform Guidance booklet which is also published on the school web site for the correct uniform.

## **HAIRSTYLES**

Extreme hairstyles in terms of style, as determined by school, are not acceptable (large hair accessories are also not acceptable). If hair is coloured it must be in a natural colour (not an extreme shade). Boys must not have "Tram lines" cut into their hair as this is an extreme hairstyle. A plain dark ribbon/headband is acceptable. Failure to comply will result in a sanction which in the first instance will be internal exclusion but persistent breaches may lead to more serious consequences. The Headteacher reserves the right to judge what is extreme and what is not.

## **MOBILE PHONES**

Pupils are not allowed to use their mobile phones, smart phones or smart watches while on school site. Phones must be kept in bags. Staff will confiscate phones if they are seen. Pupils can collect them at the end of the day from student reception. A pupil who has their phone taken off them three times in one week will have the phone confiscated for two days.

## **CONFISCATION OF AND SEARCH FOR INAPPROPRIATE ITEMS**



Under Section 91 of the Education and Inspections Act 2006 and 2011 and The Schools Regulations 2012, school has the right to confiscate, retain or dispose of a student's property and protects the school from liability of damage.

School reserves the right to search without consent for prohibited items. These include:

- cigarettes, tobacco, lighters, matches, e cigarettes, vapour cigarettes or any replacement cigarettes;
- alcohol;
- high energy drinks;
- illegal drugs and drug paraphernalia;
- stolen items;
- weapons or any other item we deem could be considered harmful to a student;
- fireworks;
- pornographic images.

The school reserves the right to use a metal detecting device when searching for concealed items. Any students found to be carrying an offensive weapon will be reported to the Police by the School as is our duty.

This list does not indicate every item where a search would be carried out.

Searches will be carried out in the presence of a member of staff of the same sex as the student.

School reserves the right to confiscate and search electronic devices if the member of staff has good reason to do so. Data and files can be examined and the device and the information passed onto the police if deemed necessary by the school. This includes inappropriate images or instances of cyber bullying.

### **INTERNAL EXCLUSION (ISOLATION UNIT)**

This is used where students have committed breaches of discipline which, in the judgement of the school, are in need of a greater sanction than a detention. The school reserves the right to impose a fixed term in the Isolation Room. The number of days served in the Isolation room will depend on the judgement and the evidence available at the time.

Students who fail to reach the classroom standards expected may be removed by a member of staff and placed into isolation. They will be asked to reflect on the behaviour that has led to this consequence being imposed and may be allowed to be reintegrated into their next lesson. Any pupil who is removed from more than one lesson in a day will be subject to more serious consequences such as a full day in isolation or possibly a Fixed Term Exclusion.

For those students who have had to spend a full day in isolation, their parents will be informed and will be expected to attend a reintegration meeting with a member of the Senior Leadership Team where possible.

### **INCLUSION**

Analysis of behaviour reports will take place on a regular basis. There will be dialogue with students and parents in those cases where personalised intervention plans are necessary. External agencies will be involved where appropriate.

### **TEACHERS' PANEL**

The teachers' panel will meet after school with pupils and their parents/carers who are not responding to the normal school sanctions and whose behaviour is likely to lead to exclusion or increased internal isolation. Parents/carers of these pupils will be expected to attend the meetings to discuss intervention strategies. In more serious instances students and parents will meet with a Governors' Panel.



## **BEHAVIOUR OFF SITE**

We expect pupils who wear our uniform to demonstrate high standards of behaviour at all times both on and off site. This includes:

- taking part in any school-organised activity;
- travelling to or from school;
- when wearing school uniform;
- as identified as a pupil at Cardinal Wiseman;

or misbehaviour at any time, whether or not the conditions above apply, that

- could have repercussions for the orderly running of the school
- poses a threat to another pupil or member of the school community
- could adversely affect the reputation of the school.

We will discipline pupils according to our behaviour policy where these incidents of poor behaviour occur to such an extent as is reasonable.

## **EXCLUSIONS**

**Fixed Term Exclusions** which could include a fixed term in the Isolation Unit may be given for:

- all instances described previously which constitute a persistent breach of our Classroom Standards and therefore our Behaviour and Disciplinary Policy
- physical contact or threats made to a member of staff;
- swearing directly at a member of staff;
- hitting or assaulting another pupil;
- possession of drugs or alcohol on site or on the journey to or from school;
- stealing something significant;
- bullying, harassment or abuse (including on the grounds of gender, race, religion or sexual orientation);
- acts of deliberate vandalism;
- malicious allegations against staff;
- on-going defiance of members of staff.

This list does not indicate every offence for which fixed term exclusion may be used. For certain students a fixed term in the Isolation Unit will have more impact as a sanction than issuing a fixed term exclusion.

If a student persists to breach the Behaviour and Disciplinary Policy the Headteacher may impose a sanction of a 3 week programme in the St Peter's Centre. This will remove the pupil from mainstream lessons and they will not be allowed to go out at either Lunchtime or Breaktime.



**Recommendation for permanent exclusion** will be given by the Head Teacher following a full investigation for:

- dealing in drugs;
- possession of an offensive weapon;
- persistent disruptive or violent conduct;
- persistent breaches of the School Behaviour and Disciplinary Policy;
- endangering others' safety.

Evidence will be taken from the pupil so that their point of view is given.

### **Involvement of Parents**

Parents will be involved in discipline cases as appropriate. There will be a parental interview following a fixed term exclusion.

### **Involvement of Staff**

The working of the school's policies and procedures will be discussed regularly at staff meetings and on specified training days.

### **Involvement of Pupils**

The Pupil Leadership Group is regularly involved in reviewing procedures on rewards and sanctions. Behaviour is a regular topic on Student Leadership Friday. Feedback from students is collected via questionnaires and through pupil sampling.



## **APPENDIX 1**

### **Information for parents. Please discuss this with your child.**

- The Head Teacher has the power to put pupils under 18 in detention without parental consent. These powers are delegated to all teaching staff. Every effort will be made to contact parents prior to the detention so that they can make alternative travel arrangements. A pupil can be required to attend detention on non-teaching days except public holidays or half term.
- The Head Teacher now has the power to search pupils and their possessions. This power is delegated to all staff, including the Senior Leadership Team and Head of Key Stages. The power to search will be used if there is a concern about the safety of other pupils.
- The legal provisions on school discipline also provide members of staff with the power to use \*reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. \* The term 'reasonable force' covers the broad range of actions used by most teachers that involves a degree of physical contact with pupils. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or, where a pupil needs to be restrained, to prevent violence or injury. Staff should complete a form to record physical restraint (forms are in the Principal's PA's office).
- School staff will always try to avoid acting in a way that might cause injury but in extreme cases it may not always be possible to avoid injuring the pupil.
- Under the Education Act (2011), school reserves the right to take disciplinary action against any student that, in the view of the Head Teacher, based on the evidence before him or her, has made a serious malicious allegation against a member of staff which is unproven.

## **APPENDIX 2**

Home School Agreement.

## **APPENDIX 3**

Classroom standards.



## APPENDIX 2

### HOME SCHOOL AGREEMENT

As parents/guardians, I/we agree to:

- Support the Catholic values of the school;
- Make sure that my child attends school daily, on time and with the correct equipment;
- Support the Behaviour Policy which I understand includes a detention system;
- Support the school's policy on mobile phones;
- Support the dress code of the school which includes black footwear, a tie and a blazer for Years 7-11;
- Treat staff, pupils and other parents with courtesy and respect;
- Support my child in completing homework through the Show My Homework app;
- Let the school know of any issues that might affect my child's work, behaviour or attendance;
- Support the school by monitoring my child's use of social media and on line activity. I understand that it is my responsibility to ensure that my child uses social media effectively and correctly outside school.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

As a pupil I will:

- Participate in the Catholic life of the school;
- Show consideration for all members of the school community;
- Follow the school Behaviour Policy;
- Wear the correct uniform, including black footwear, a house tie and my blazer;
- I will make sure my phone is kept in my bag and switched off while on school site;
- I will celebrate what I do well and learn from my mistakes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a school we will:

- Uphold the Catholic values of our school;
- Provide a balanced curriculum meeting, wherever possible, the individual needs of the child;
- Keep you informed of your child's progress and attendance;
- Encourage success and recognise effort and achievement;
- Promote a safe, caring environment;
- Develop clear lines of communications between home and school;
- Treat parents and pupils with courtesy and respect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX 3

### CLASSROOM STANDARDS

- All students have the right to learn, therefore do not disrupt the learning by calling out, being out of your seat or refusing to follow an instruction.
- Hard work and good effort will be rewarded with positive points for Hope, Respect, Courage, Faith, Service or Wisdom.
- Your teacher will have a seating plan – sit where you are told.
- You should be in correct uniform including your blazer.
- Headphones should not be visible and phones etc. are not allowed out ~~in lesson~~ at any time on school site unless your teacher has asked you to do so. Your teacher ~~can~~ will take your phone off you if you are using it without permission.
- You are not allowed to chew or eat in class. You may have water.
- You are here to learn so make sure you have the correct equipment.
- Students should stay in the classroom. Your teacher will give you a pass if they feel you should leave the classroom.
- Every minute counts so be on time for your lessons.
- The teacher will not block the doorway if a student is determined to leave the classroom but there will be a consequence.
- If you are sent out of a classroom to reflect on your behaviour it will not be longer than 5 minutes.

