

Holy Family School Discipline Proposal 2019/2020



*Bear with each other and forgive one another if
any of you has a grievance against someone.*

Forgive as the Lord forgave you.

Colossians 3:13

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Rationale

All staff at Holy Family have a responsibility to maintain and support the highest of standards of positive behaviour which we expect from students. The first responsibility for dealing with an incident must be that of the member of staff who is closest to hand. We should never ignore poor behaviour. This policy is based upon key principles which **recognise the positive** and **consistently** apply **clear rules**, and is based on our Behaviour Pyramid. (See Appendix I)

Rewarding Students (See Appendix II)

Praise and acknowledgement are fundamental facets of the Holy Family behaviour policy, always looking to recognise and acknowledge good behaviour, *“Catch them being good!”*

Positive points are issued whenever positive behaviour is recorded on our school system, providing a record of where things have been working well and feeding in to our reward system.

Achievement certificates will be issued for contributions and engagement above and beyond the normal, or where the consistent meeting of expectations is impressive in itself. These also serve to indicate to parents our pride in a student's commitment.

Phone calls home will be made by all staff to inform parents of how personally impressed they are by a student's work or behaviour towards others.

Assemblies are driven by a reward element, providing public acknowledgement as well as an opportunity for students to inspire each other, this will happen in weekly assemblies and additional presentation assemblies at the end of each term.

Trips & events that take place on a termly or annual basis and will be subject to a criteria for attendance and behaviour, those who are fulfilling their responsibilities being given the opportunity to take part.

Treat Breakfasts are a way of Year Leaders and SLT giving students a little treat as a result of exceptional performance in their Attitude to Learning Reports.

Friday 5 is our Headteacher's personal thanks to students who are serving the school well through their behaviour and attitude towards their school work and those around them.

School prizes and awards are given out on a more formal basis, e.g., Awards Evening, and are given in recognition of extended and sustained effort and achievement in school.

ASK; TELL; SANCTION (See Appendix I)

As part of our commitment to discipline with dignity, the majority of behaviour infringements will be addressed with a clear, polite reminder, ASK. If this is ignored, or does not wholly address the behaviour, and so that further time is not taken up for staff and students, a second warning will be issued and a student will be told to stop this behaviour, TELL. Hopefully these warnings will be adhered to, however, should this not be the case, a consequence will be issued by the class teacher, or member of staff dealing with the incident, SANCTION. If further misbehaviours continue, students will be removed from the classroom and where possible placed with another member of teaching staff. Finally, if this does not work, or for incidents outside of lesson times, students will be sent to the Consequence Room.

Being sorry is the start of forgiveness

As a Catholic community Holy Family endeavour to bear witness to the teachings of the Gospel, this means that we must be willing to show forgiveness to others, just as we would hope for our own transgressions. With this in mind, the escalatory nature of the Positive Behaviour Policy, means that when a student complies and shows contrition they are given the opportunity to re-join their learning community on an even footing. In practice this means we will endeavour to put support in place through dialogue between home and school to give students the best possible chance of starting a fresh.

Persistent Low-Level Behaviour Incidents and Likely Sanctions (See Appendix II)

Poor punctuality	Subject or faculty detention
Homework not handed in	Subject or faculty detention
Lack of effort	Planner comments
Lack of equipment	Planner comments
Answering back	Subject or faculty detention
Chewing	Negative points
Graffiti	Subject or faculty detention
Uniform/appearance infringements	Planner comments
Rudeness/bad manners	Subject or faculty detention

Dealing with Persistent Low-Level Behaviour Incidents

Planner comments allow for students, staff and parents/guardians to track day-to-day behaviour. Negative points will be issued as a result of the logging of all behaviour incidents and will be set against the positive points earned in order for students to qualify for rewards. Subject or faculty detention, these will generally be issued for behaviour which affects the student's attainment, or that of others within the class, due to a lack of work or disruption. These will be at break or lunch and may be stepped up to both if students fail to attend/comply.

Serious Behaviour Incidents and Likely Sanctions (See Appendix III)

Verbal abuse, threats or bullying (including cyber-bullying)	Consequence Room/FTE
Significant answering back	SLT/Headteacher's detention
Physical abuse	Fixed Term Exclusion
Defiance	Consequence Room/FTE
Vandalism to school property	Consequence Room/FTE
Smoking	Consequence Room
Consuming alcohol or taking drugs	Fixed Term or Permanent Exclusion
Involvement in incidents of a sexual nature	Fixed Term or Permanent Exclusion
Racism, sexism or homophobic incidents	Fixed Term or Permanent Exclusion
Misuse of ICT Network	SLT/Headteacher's detention/Consequence Room
Being off-site or out-of-bounds	SLT/Headteacher's detention/Consequence Room

Dealing with Serious Behaviour Incidents

SLT detentions serve to demonstrate the escalatory approach and will follow when a student fails to comply with detentions set within the school day, advance notice will be given to parents. Students will be expected to complete a whole lunchtime detention if they have refused to comply with detention expectations, thus will mean accepting a 'grab bag' for lunch or bringing a pack up. Headteacher's 60 minute after school detention will be for serious breaches of behaviour or where students fail to attend an SLT detention or disrupt an SLT detention with poor behaviour, and will be. Consequence Room, when possible internal exclusions will be used to avoid sending students home. Fixed term exclusions, will be used for serious incidents, or following repeated internal exclusions. Permanent exclusions, whilst these will be avoided, it is imperative that the Headteacher and governors retain this sanction for students who undermine the authority of the school, or place members of the school community in danger. Please see The Department for Education's 'Behaviour and discipline in schools 2016' for a full list of possible behaviours, prohibited items and consequences.

Defiance

Defiance is a repeated refusal to follow an instruction from a member of staff. If a student refuses to follow instructions, they should be given a limited time to make the right decision. The staff member should give the student the appropriate space and warn them that this will be considered defiance. If it continues the student will be placed in the Consequence Room and parents/guardians informed.

Holy Family Student Planners

Students must bring their planners to school every day, have them available on their desk at the start of each lesson, and carry them around school at all times. Planners should be passed without argument to members of staff upon request.

The planner should help:

- Recording homework, and daily reminders
- Communication between home and school
- Recording when students need to leave the lesson for any reason
- Recording low level positive and negative behaviour, including detentions

Temporary planners will be issued if the main planner is forgotten, it is the student's responsibility to collect these from the Pastoral Office. If the planner is forgotten three times, Pastoral Detention will be issued. Planners should be fit for purpose, neat and free from graffiti, where this is not upheld students will receive a Pastoral Detention, and need to purchase a new planner.

Reasonable Adjustment

At Holy Family we are committed to adhering fully to the SEN Code of Practice, the Equality Act 2010, the Disability Discrimination Act 2005, and Special Educational Needs and Disability Act 2001. It is therefore essential that reasonable adjustments are put in place for students with specific needs that may affect conduct around the school, and that these adjustments are supported by students, staff and parents. This will generally be an adjustment in how the sanction is carried out within the school's Behaviour Policy.

Holy Family Report Cards (See Appendix 4)

Red, Amber, Green use the school behaviour levels, 1-4, to ascertain the number of satisfactory lessons. Targets Reports are for students own guidance of how to achieve and can be set with help of subject teachers so that behaviour can be monitored more closely. FTs to track the results of the reports, students will fill in number of lessons above and below 2. Incomplete reports will lead to a break detention by FT; lost report will be a pastoral detention. There will be parental involvement from the start so they can monitor the situation.

Green Report:

Meeting with Student, parents and FT (PL or LM where appropriate)

FT to check green report, parents to sign.

If student fails green report →

Amber Report:

Meeting with parent, student and PL

Student to get report signed by FT at break and lunch

Pastoral detentions (Wednesday & Friday)

Student fails amber report → Miss end of term activities →

Red Report:

Student to attend an intervention strategy

Students to complete community pay-back at lunchtime in the dining hall

If student fails red report → Miss end of term activities

If appropriate IBP put in place with Collaborative referral

The Pastoral Team To Lead and Administer the Following Interventions:

Attendance Focus Groups set up to monitor and intervene with students where attendance is PA, below 90%, those between 90% and 95 % and those with significant attendance concerns.

Contact/meetings with parents to discuss attendance, behaviour and pastoral issues.

Detentions and Isolation/Internal Exclusion will be tracked and carried out along with referrals to outside agencies. Fixed Term Exclusions, FTEs and Permanent Exclusions will only be used in extreme cases, see above, at the discretion of the Headteacher.

Bullying (See also The Bullying Policy)

Bullying is repeated behaviour, including being unkind, excluding someone *threatening*, hurting or any unsolicited physical contact, sexually abusive or **racist/intolerant** comments, about race, sexuality, religion or ethnicity. **Whilst** Cyber-bullying and sexting normally takes place outside school, schools have a right and responsibility to address this, with the Education Act 2011 giving teachers the right to search and delete files.

Social Media (See also The ICT Acceptable Use Policy)

If incidents of cyber-bullying reported and are very serious police and/or governors will be consulted. In most cases bullying will result in an exclusion, with support offered to both the victim and the perpetrator. Please report bullying to your child's Year leader, Mrs Williams, the school's anti-bullying coordinator, or any member of staff you and your child are comfortable talking to. Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law even if the explicit image is of themselves or shared with children of the same age, and even if the child gave their permission.

Mobile Phones and Devices

All mobile phones and devices for communication are not to be used, visible or heard during the school day, including entering/exiting the building. Any student using or being seen/heard with a phone or device in the first instance will have it confiscated until the end of the day if they comply immediately and without argument. If a student objects, or has already had a device confiscated, it will be returned to parents following a meeting with a member of the pastoral team.

Searching Students and Confiscation

The Headteacher and staff authorised by the Headteacher can conduct a search for items banned under school rules with or without consent.

Restraining a Student

It is Holy Family policy that staff should not normally use force to restrain students unless they were injuring themselves or others, committing serious damage to property or to prevent students from committing an offence, (Section 93 of the Education and Inspections Act 2006), understanding our duty of care to make reasonable adjustments for children on the SEND register or with disabilities.

Behaviour Outside Holy Family School

Staff have the right to discipline students for misbehaving outside of school "to such an extent as is reasonable", particularly when taking part in any school related activity, or when travelling to or from Holy Family. Staff may also intervene when a student's behaviour outside school adversely impacts on the learning all well-being of students/staff whilst at school, or brings the school in to disrepute.

Exclusions

Fixed term exclusions (FTE) are only used when behaviour incidents are so unacceptable that the student could not reasonably be sanctioned within the school itself, and as a last resort serving to signify the severity of an incident as a result of a pattern or culmination of behaviour. Fixed term exclusions are issued for a range of serious behaviour incidences including but not exclusively unprovoked assault, swearing at staff, serious vandalism, dangerous, threatening, persistent bullying or involvement in using prohibited substances in school. If it is felt that a student's behaviour. If a student receives a number of FTE's then a managed move will be considered in conjunction with the Collaborative. The Headteacher reserves the right to decide upon the duration of any FTE dependent on the severity of the offence committed. Following an FTE a student will be reintegrated with a meeting of the student, parents/carers and members of the pastoral team.

Holy Family Catholic High School Behaviour Policy (Appendix I)

A key element of the stages is that any student challenging a particular stage of the behaviour policy will immediately move to the next stage, this could result in a student receiving a seemingly high sanction for what was, at the start, a low-level misbehaviour. Stages can be missed if incidents are deemed serious enough to warrant a greater level of sanctions.

		Stage	Behaviour/Evidence	Consequence
CLASSROOM	ASK	S1	You have behaved in a manner that undermines yours or other's learning	You will be asked to improve your behaviour
	TELL	S2	You were ASKED to change your behaviour and have chosen not to	You will now be told to correct your behaviour
	SANCTION	S3	You have now been TOLD to change your behaviour and still not changed your behaviour	You will receive an in-class sanction, moving seat, waiting behind or a detention with your teacher at break or lunch, this will be recorded in your planner
	REMOVAL	S4	You have ignored the SANCTION are disrupting the learning of students in the class	Your teacher will move you to another classroom, your parents/carers will be informed by phone and you will be placed on a faculty detention
	ISOLATION	S5	You have continued to be disruptive and are refusing to behave for a SECOND member of staff	SLT will be called and you will be taken to the Holy Family consequence room, your parents/carers will be contacted and you will be placed on SLT detention
SCHOOL	GREEN	S6	You have disrupted learning or failed to follow school rules on more than one OCCASION and will therefore be placed on Green Report	Your Form Tutor and parents/carers will monitor this, the report has no specific sanctions attached to it, so serves as an opportunity to show you need no further intervention
	AMBER	S7	Having completed your GREEN report you failed to show you have the discipline to regulate your own learning	Your Head of Year will have a meeting with your parents/carers to discuss a plan to improve your outcomes, and Amber report has immediate consequences attached
	RED	S8	Having completed your AMBER report you failed to show you have the discipline to regulate your own learning	A member of SLT will meet with your parents/carers to discuss future options, RED reports have immediate and specific consequences attached
	FIXED TERM EXCLUSION	S9	You have been involved in a serious incident or have accumulated increasing negative behaviour points despite having been on RED report	The Deputy Headteacher will arrange time in withdrawal, a fixed term exclusion or an isolation places in another school
	PERMANENT EXCLUSION	S10	An extremely serious incident has occurred involving you, or an accumulation of incidents for which EXCLUSIONS have been imposed	The Headteacher will sanction the your permanent exclusion to another school

Behaviour Pyramid (Appendix II)



EVERY LESSON COUNTS IF YOU ARE GOING TO ACHIEVE YOUR BEST

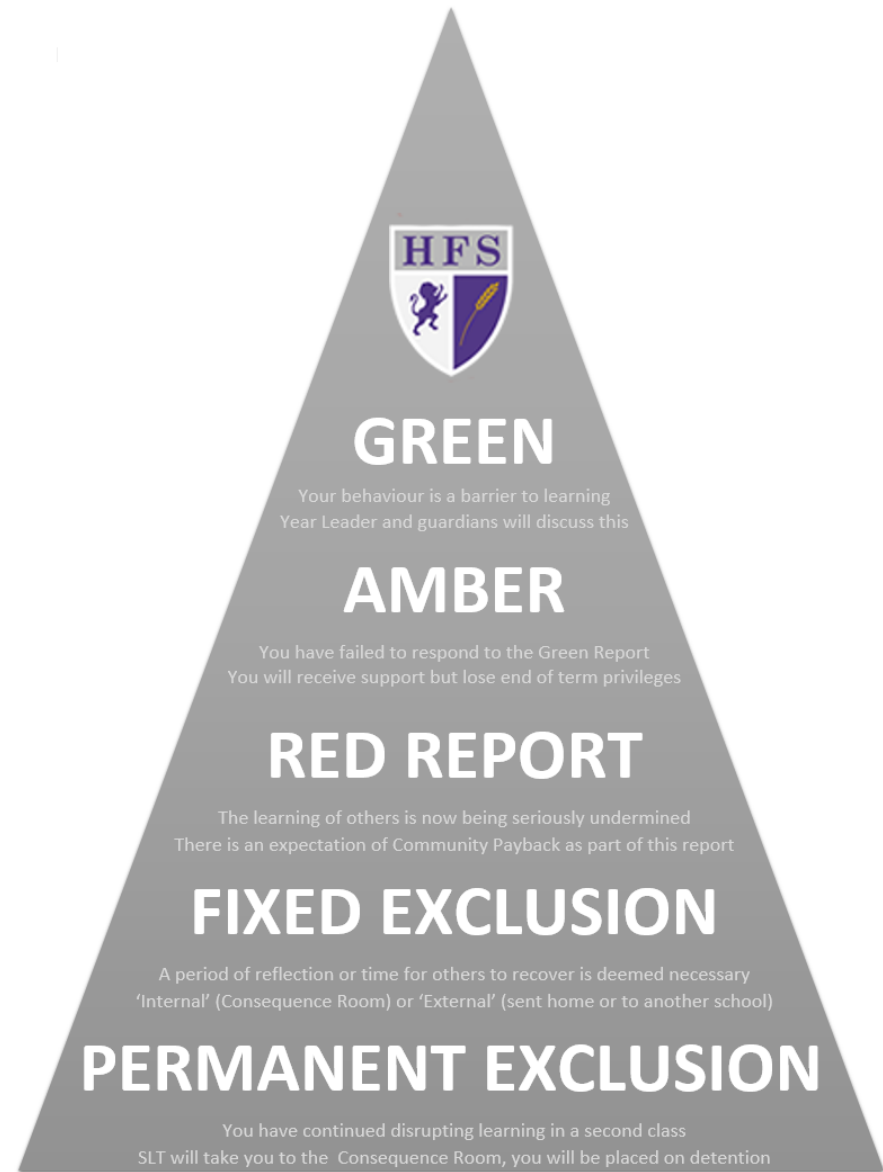


EVERY LESSON COUNTS IF YOU ARE GOING TO ACHIEVE YOUR BEST

Behaviour Pyramid – Consequences (Appendix III)



BEING SORRY IS THE START OF FORGIVENESS



BEING SORRY IS THE START OF FORGIVENESS

Holy Family Catholic School Report System (Appendix IV)

