

The Holy Family Catholic High School
BEHAVIOUR POLICY
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

Adopted by Governors: 01 April 2019
SLT Responsible: Mr P Moran
Next Review Date: April 2020

Contents

Rationale	Page 2
Rewarding Students	Page 2
ASK; TELL; SANCTION	Page 2
Being sorry is the start of forgiveness	Page 2
Persistent Low-Level Behaviour Incidents and Sanctions	Page 3
Dealing with Persistent Low-Level Behaviour Incidents	Page 3
Serious Behaviour Incidents and Sanctions	Page 3
Dealing with Serious Behaviour Incidents	Page 3
Defiance	Page 3
Student Planners	Page 4
Reasonable Adjustment	Page 4
The Pastoral Team	Page 4
Report Cards	Page 4
Bullying	Page 5
Cyber Bullying	Page 5
Mobile Phones and Devices	Page 5
Searching Students and Confiscation	Page 5
Restraining a Student	Page 5
Holy Family Catholic High School Behaviour Matrix (APPENDIX I)	Page 6
Holy Family Catholic High School Behaviour Positive Pyramid (APPENDIX II)	Page 7
Holy Family Catholic High School Behaviour Negative Pyramid (APPENDIX II)	Page 8
Holy Family Catholic High School Report System (APPENDIX IV)	Page 9

Rationale

All staff at the Holy Family Catholic High School have a responsibility to maintain and support the highest standards of positive behaviour expected from students. The first responsibility for dealing with an incident falls to the member of staff who is closest to hand. Staff should never ignore poor behaviour. This policy is based upon key principles which **recognise the positive** and **consistently** apply **clear rules**, as 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 into our reward system.

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

Staff will make phone calls to parents to let them know how personally impressed they are by a pupil’s work or behaviour.

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 in 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 pupils fulfilling their responsibilities being given the opportunity to take part.

Treat breakfasts will be used by Year Leaders and SLT to acknowledge exceptional performance in the Attitude to Learning Reports.

Friday Period 5 will be used by the Headteacher’s to give personal thanks to students who are serving the school well through their behaviour and attitude.

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

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, the Holy Family Catholic High School endeavours 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 that staff will endeavour to put support in place through dialogue between home and school to give pupils the best possible chance of starting a fresh.

Low-Level Behaviour Incidents and Possible Sanctions (See Appendix III)

Poor punctuality	Teacher or Faculty/Pastoral Detention
Homework not handed in	Teacher or Faculty Detention
Lack of effort	Planner Comments
Lack of equipment	Planner Comments
Answering back	Teacher or Faculty/Pastoral Detention
Chewing	Negative Points
Graffiti	Teacher or Faculty/Pastoral Detention
Uniform/Appearance infringements	Planner Comments or Pastoral Detention
Rudeness/Bad manners	Teacher or Faculty/Pastoral Detention

Dealing with 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 the attainment of others within the class, due to a lack of work or disruption. These will be at break or lunchtime and may be increased to both if students fail to attend/comply.

Serious Behaviour or Persistent Low-Level Behaviour Incidents and Possible 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	SLT/Headteacher's Detention/Consequence Room
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.

Exclusions

Internal exclusions, when possible, will be used to avoid sending students home.

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 is so serious that 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.

Permanent exclusions, whilst these will be avoided if possible, 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 DfE document '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 their behaviour will be considered as defiance. If it continues the student will be placed in the Consequence Room and parents/guardians informed.

Holy Family Student Planners

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

The planner should help in:

- 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 be required to purchase a new planner.

Reasonable Adjustment

At the Holy Family Catholic High School, 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 Behaviour Policy.

Holy Family Report Cards (See Appendix IV)

Red, Amber, Green are used to illustrate the school behaviour levels, 1-4 and to ascertain the number of satisfactory lessons. Target reports are used for students' own guidance and can be set with help of subject teachers so that behaviour can be monitored more closely. Form tutors to track the results of the reports, students will fill in number of lessons above and below 2. Incomplete reports or those not achieving a '1' or '2' will lead to a break detention by form tutor; 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 pupil, parents and form tutor (year leader or pastoral team where appropriate)

Form tutor to check green report, parents to sign.

If student fails green report →

Amber Report:

Meeting with parent, student and year leader

Student to get report signed by form tutor at break and lunch

Student fails amber report → Miss end of term activities →

Red Report:

Student to attend an intervention strategy meeting

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

If student fails red report → Miss end of term activities

If appropriate, Individual Behaviour plan put in place with collaborative referral

Pastoral Team Lead and Administer the following Interventions:

Attendance Focus Groups set up to monitor and intervene with students where attendance is Persistent Absence (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 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. Any form of bullying should be reported to the Year leader, the Designated Safeguarding Deputy who is also the school's anti-bullying coordinator or any member of school staff. In most cases, bullying will result in an exclusion, with support offered to both the victim and the perpetrator.

Social Media (See also ICT Acceptable Use Policy)

Whilst Cyber-bullying and sexting normally take place outside school, schools have a responsibility and a right to address this, with the Education Act 2011 giving teachers the right to search and delete files.

If incidents of cyber-bullying are reported and are very serious the police and/or governors will be consulted. 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 his/her permission.

Mobile Phones and Devices (See also Mobile Phone policy)

All mobile phones and devices for communication are not to be used, visible or heard during the school day, including on entering/exiting the building. Any student using or being seen/heard with a phone or device will, in the first instance, 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 Pupils and Confiscation

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

Restraining a Student (See also Use of Force to restrain Pupil Policy)

It is the Holy Family policy that staff should not normally use force to restrain unless pupils were in danger of injuring themselves or others, committing serious damage to property or in order to prevent students from committing an offence (Section 93 of the Education and Inspections Act 2006) Staff should also understand the 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 the school site. Staff may also intervene when a student's behaviour outside school adversely impacts on the learning or well-being of students/staff whilst at school, or brings the school in to disrepute.

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 high sanction for what was, at the start, a low-level misbehaviour. Stages can be missed if incidents are deemed serious enough.

		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, e.g., 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 and you will be placed on a detention at lunchtime. If this is missed an SLT detention will be issued for the whole lunch period
	ISOLATION/DETENTION	S5	You have continued to be disruptive and are refusing to behave for a SECOND member of staff Or you have been unruly/defiant outside of lesson time	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 an SLT detention for the whole lunch period. In more serious instances an after school headteacher's detention will be issued
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. An Amber report has immediate consequences of detentions
	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 as well as detentions
	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 place 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 your permanent exclusion to another school

Behaviour Pyramid (Appendix II)



EVERY LESSON COUNTS IF YOU ARE GOING TO ACHIEVE YOUR BEST

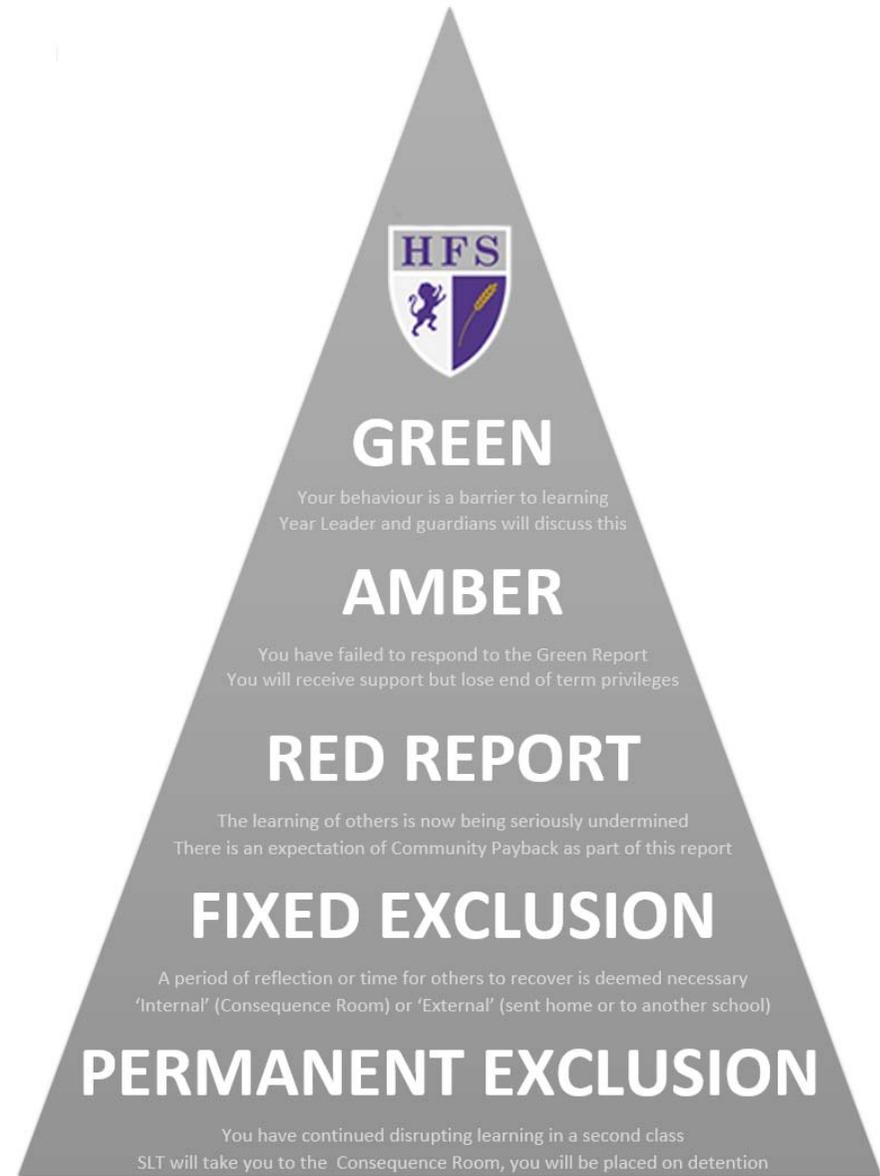


EVERY LESSON COUNTS IF YOU ARE GOING TO ACHIEVE YOUR BEST

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)

