



St Bede's Catholic School and Byron Sixth Form College

Behaviour Policy

2021 – 22

*'The way students behave in school is strongly correlated with their eventual outcomes; every leader should consciously aspire to the very best behaviour possible in their schools as a matter of priority.'* Tom Bennet

## **Foreword**

Our policy is informed and guided by National research outlined in *Creating a Culture – How school leaders can optimise behaviour - ‘Behaviour in school is inseparable from academic achievement, safety, welfare and well-being, and all other aspects of learning. It is the key to all other aims, and therefore crucial. Creating a Culture’ Tom Bennet.*

## **Ethos**

### **Domino Adiuante With the Lord’s Help**

***We, the staff and Governors of St Bede’s Catholic School and Byron Sixth Form, believe that the school’s mission is to witness to Christ and to celebrate each individual’s relationship with one another through working together.***

- Encourage a close, caring relationship between students, parents, teachers and parishes and, wherever possible, with the wider community
- Foster and sustain an active system of communication which will develop relationships with God, each other, home, parish, school, outside agencies and local community, preparing our students for entry into the world at large
- Work towards a common goal, with all members being supportive of one another
- Ensure that each student reaches the highest academic standard possible
- Provide a curriculum in which students can develop their spiritual life, their social and academic skills and through which they can acquire attitudes and values based on self-worth, charity and tolerance
- Foster the personal and social development of individuals, their relationships with one another and their contribution to school life

## **Intention**

1. To have the highest expectations of pupil behaviour in order to ensure all learners, including the most disadvantaged pupils and pupils with SEND, are provided with the knowledge, skills and cultural capital they require for future learning and employment.
2. To ensure all pupils develop excellent learning habits that they need to be successful in school and life.
3. Realise and celebrate the potential of all students though promoting independence, high self-esteem and enabling students to reach their full potential.
4. Have a no tolerance approach to bullying, online bullying/abuse and sexual harassment. We work hard to create a positive and safe learning environment.
5. To create a culture focused on attaining excellence in which pupils are enabled to become mature, self-disciplined, industrious people who are able to accept responsibility for their own actions.

6. To form an active partnership with families to encourage excellent behaviour and to establish improved patterns of behaviour where there are difficulties.
7. Form an active partnership with parents and carers to support their children's learning.

The aims above are supported by regular and appropriate Continued Professional Development, close parental and community links, pupil organisation which takes account of ethnic and cultural background and the boosting of pupils' self-esteem through positive reinforcement.

This policy should be read in conjunction with the following policies which can be found on our website (2021-22)

- Attendance Policy
- Safeguarding Policy
- ICT acceptable usage Policy
- RSE Policy

## **Practice**

### **Descriptive Verbal Praise**

Around the School and in lessons, staff members use descriptive praise to signal to pupils that they are demonstrating excellence.

### **Achievement**

We want pupils to be motivated by the intrinsic value of achievement; to support this aim we are committed to acknowledging pupils who strive for excellence. Examples of excellent work will be shared and celebrated via social media platforms and website.

### **House / Tutor Group of the week**

Each week, reports are collated by Heads of House re: Attendance. The House and Tutor group with the highest attendance is celebrated and a trophy presented. This takes place in Assembly time and will be shared via social media platforms.

### **Enrichment achievements**

Enrichment activities will be promoted on the school website, via social media and on screens within the school. Each half term there will be a display to show pupils' engagement

in enrichment throughout the school. The display will be visible in the corridors and in the Heart space and will highlight the range of activities on offer through our co-curriculum. Enrichment participation and excellence will be shared via social media platforms.

### **Data Drops / Annual Reports**

Our Data drops and annual report to parents provides an update on your child's progress in his individual subject areas. Staff will use a variety of formative and summative assessments over time to ascertain your child's progress through the curriculum and understanding of key concepts/questions from the curriculum.

### **St Bede's House System**

The aim of our House System is to create a sense of community and evoke healthy competition amongst students. On arrival at St Bede's, students are organised into three houses, each representing a Northern Saint. The three Houses are Columba, Hilda and Oswald. Students are given the opportunity to represent their House in a range of activities including: inter-house sports competitions. Points are awarded for participation and success; these will be added to the House total over the year.

Students are also given the opportunity to develop skills within the House system by applying for the roles of 'Be Kind Ambassadors' and Peer Mentors for example.

We are proud of our House system at St Bede's and aim to make every member of our community feel a sense of belonging and pride every time they enter through our school gates.

### **St Bede's Catholic School's Code of Conduct**

All members of staff are expected to actively promote and model the 'Code of Conduct'

The code of conduct exists so that the school is a safe, orderly, happy environment where students can learn to the best of their ability. We aim to be positive and encourage good behaviour through a system of rewards.

### **Respect and Consideration for Others; Students who wish to succeed are on-task in every lesson and behave in a purposeful manner.**

- Students must show respect for all members of the school at all times in the way they speak and in the way they act.
- Students must show respect and consideration to all people they meet outside school and on the journey to and from school – this is particularly important on the buses and school visits.

- Students must follow instructions from the teachers and other adults helpfully and without argument.
- Students must always stand when an adult enters the room.
- Students must address any adult as Sir or Miss.

**Dress – Uniform; Students who wish to succeed wear perfect uniform. It is important that our students take pride in themselves and in our school.**

- Students must be dressed properly in full school uniform.
- Extreme haircuts or colours are not acceptable. KS3 students with long hair (below shoulder length) must have it tied back.
- One plain hair band only may be worn.
- Make up must not be worn by any student in school (KS3 & KS4).
- Trainers must not be worn (apart for PE).
- Jewellery is not allowed and may be confiscated for collection by parents or carer at the end of the school day: only- wrist watches are allowed.
- Nail varnish or false nails are not allowed. Student will be asked to remove these.
- All hats are banned on the school site.

**Equipment; Students who wish to succeed always bring the right equipment, for the right lessons, each day. This helps to develop our students' organisational skills for future life.**

- Every student should have a bag to carry books and equipment to and from school.
- Students should be properly equipped for every lesson.
- Students must bring the correct dress and equipment for PE and practical lessons.

**Movement; Students who wish to succeed attend school every day and are punctual. They also take pride in their environment.**

- Pupils are expected to arrive to school by 8.50am each day so that they are ready for the day's learning.
- Before and after lessons – moving around school students must enter and leave buildings by the correct route which will be made clear to them.
- Students must line up quietly and wait for the teacher to lead them into the classroom – they should not enter classrooms without permission.
- Students should move around on the left-hand side of corridors and staircases.

**During Lessons; Students who wish to succeed do not answer back and trust teachers' instructions are to help students be successful.**

- All instructions from the teacher must be followed immediately and without question.
- Students must concentrate and work to the best of their ability and respect the right of everyone to learn.
- No-one must disrupt a lesson.
- We expect students to be on task during lesson time
- Student are to complete all homework that is provided to the best of their ability and by the appropriate deadline.

**Food: Students who wish to succeed respect the various staff around the school and their environment.**

- Litter must be put into bins not dropped around the site.
- Chewing gum is not allowed.
- No eating is allowed during a lesson.

**Personal Property; Students who wish to be successful take responsibility for their own property and are respectful of others.**

- Students should not bring in expensive coats or other expensive personal property to the school – the school cannot accept responsibility for the theft of any personal items.
- All property should be marked with the student's name.
- MP3 players or other technological devices and mobile phones must be switched off and placed in the bottom of their bags when in school. If seen or heard they will be confiscated and an adult will be asked to collect from the school main reception.

**Harmful Substances / Weapons; Students who wish to be successful will promote and follow a positive lifestyle which will allow them to learn, develop and flourish.**

- Under no circumstances must pupils bring alcohol, tobacco or drugs onto school premises.
- No items that could be used as a weapon to be brought onto the school site.

**Going Off the Site / Bounds; Students who wish to be successful will promote an attitude which is resilience**

- Once at school students are not allowed off the site unless collected / organised by a parent / carer.
- Students must remain in the areas supervised by staff at all times: i.e. on the playgrounds / yards.

### **Staged Behaviour Procedure**

Staff will promote the staged behaviour procedure for students who do not follow the 'code of conduct'.

Stage 1 – Failure to adhere to school rules / code of conduct.

Any student who fails to meet our expectations will receive a debit. The debit must be placed in SIMS and in the student's planner. The student must copy the code of conduct (1/2 for SEND) by 8.55am the next day and hand it to the teacher who issued the debit.

Stage 2 – Failure to complete code

If the student fails to complete the code, then the student is given 2 codes to complete by 8:55am the next day.

Stage 3 – Failure to complete two codes of conduct

If the student fails to complete two codes of conduct then they will have a 30 min detention with the department/teacher where the code was given.

Member of staff must give the student a debit in SIMS "detention" and complete the comment box. The detention must also be written in the student's planner. Student will still have to complete the two codes from previous stages.

Stage 4 – Failure to attend department detention

The student now has a 45 minute detention with senior member of the Pastoral Team. The student will still have to complete all other sanctions they have missed. Member of staff must give the student a debit in SIMS "failure to attend detention" and complete the comment box. An email must be sent to Assistant Head Pastoral and the Learning Support Centre Manager so an SLT detention can be put into action. Parents will receive a text informing them of the detention which will take place on a Friday evening and finish at 4pm.

## Stage 5 – Failure to attend SLT detention

The student will face time in the Learning Support Centre or exclusion and will complete detention at the end of this period. Students will still have to complete all other sanctions they have missed. At this point a meeting will be called with the Head of House to discuss targets and place the student onto a 'Pupil Support Plan' with a 6 weekly review.

If a student fails to complete this stage they are at risk of further sanctions including permanent exclusion. A meeting with the Pastoral Team will be held to discuss the students behaviour and set targets.

Further support that will be offered at various times;

- Explore East Durham Behaviour Panel
- Explore 'Time Out' - placed into a neighbouring schools BASE or UNIT
- Explore Early Help
- Explore Parenting courses
- Explore Managed Move

**Debits; Where students do not conform to our high expectations then they will be issued with 'debits' by staff. For each 'report' that a student is placed onto the Head of House will communicate this with parents / carers.**

### **Green Report**

If a student receives 3 debits in a week, they will be placed onto a Green Report.

This report is monitored by their tutor with appropriate targets set.

### **Amber Report**

If a student continues to receive debits whilst on Green report, they will be placed onto Amber report. This is monitored by the Head of House with appropriate targets set. The student will also be placed onto groundings (a detention) each lunch time whilst on Amber report.

### **Red Report**

If a student continues to receive debits and or is involved in a one off incident then they will be placed onto Red report. This is monitored by the Senior Staff with appropriate targets set.

The student will be placed onto groundings (a detention) each lunch time whilst on Red report and be expected to attend a 30 minute after school detention each day which will be held in the Student Support Centre.

## **Other sanctions**

The school may also use the following sanctions:

- Limiting pupil access to enrichment activities.
- Removal of IT rights (e.g. email & internet access).
- Confiscation of item/s and disposal.
- Not allowing students to attend reward events & field studies.
- Directing the pupil to an alternative provision or discussing the possibility of managed move.

***This list is not exhaustive and outcomes will be at the Headteacher's discretion.***

## **Serious incident protocol**

When a serious incident has occurred at St Bede's Catholic School and Byron Sixth Form College, a full investigation will be undertaken. This will involve taking statements from pupils and staff where needed. Parents will always be informed when we are dealing with a serious incident. At times, we may need to house a student in the Student Support Centre during an investigation. When we have completed our investigation parents will be contacted and where appropriate asked to attend the school to discuss the incident and possible ways of resolving the situation.

A serious incident which is indicated by the Governors Standards may lead to a permanent exclusion without the need for completing the staged procedure.

Members of staff have 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.

At the discretion of the Head Teacher, students may be searched if they are suspected of carrying anything that could harm themselves or others.

## **Safeguarding**

St Bede's Catholic School and Byron Sixth Form College adopts a no tolerance approach to bullying, online bullying/abuse, sexual harassment and peer on peer abuse; all concerns should be referred immediately to Mrs Jenkin, Mrs Cessford or Mr Smith the school's designated safeguarding leads.

For further detail please refer to the Safeguarding Policy on our website.

## **Suspension**

Any student who receives 15 days or more FTE's (Fixed Term Exclusions) in one term will be asked to attend a Governors meeting with their parents. Any student who exceeds 45 days suspension in one academic year will be permanently excluded.

### How Gospel Values underpin our policy:

At St Bede's Catholic School and Byron Sixth Form College, we recognise not only the importance of helping pupils to flourish academically in their 'search for excellence', but also spiritually, morally, socially and culturally, so that they are fully prepared for life and are able to make the strongest possible contribution to the Common Good of all.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: "...depict the countenance of Jesus Christ and portray his charity".

Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation.

<b>Homework</b>	Through our expectation that all students complete their homework we are developing their Gospel Value of <b>Service and Sacrifice</b> . It is the aim of all Catholic adults to serve their community and to do this to the full, students must achieve their best possible grades. Retrieval practise is the foundation of this.
<b>On-Task Behaviour /Mobile phones</b>	Through our expectation of focus in lessons we are ensuring our students are developing the Gospel Values of <b>justice</b> . Taking in all of the opportunities afforded to them in their education and allowing others to do the same.
<b>Punctuality &amp; Attendance</b>	Through our expectation of punctuality and attendance we are developing the Gospel Values of <b>integrity</b> . Committing to the school means showing up and being on time.
<b>Respect and consideration for others</b>	Through our expectation that students wait until the appropriate time to discuss a situation we are promoting the Gospel Value of <b>Tolerance &amp; Peace</b> .
<b>Uniform</b>	Through our expectation that all students wear appropriate uniform for the academy we are developing the Gospel Value of <b>dignity</b> .

<b>Equipment</b>	Through our expectation that students always come to school prepared we are developing their Gospel Value of <b>Service and Sacrifice</b> . We cannot expect them to contribute to the Common Good for All if they are ill prepared.
<b>Code of conduct / Debits</b>	Our Staged Procedure Policy is integral to maintaining a community of <b>Tolerance, Peace, Truth and Justice</b> . Students are expected to join in all of the opportunities afforded to them in their education and allow others to do the same.
<b>Detention</b>	Our detentions support the development of the Gospel Value of <b>Truth and Justice</b> . It is important that our students understand that in a just society there are consequences. This time is used for reflection on personal responsibilities and how our pupils can become better contribute to the Common Good for All.
<b>Student Support Centre</b>	In some circumstances it is necessary for our students to take more time to reflect than they could in a detention. In this case they may spend some time in the Student Support Centre. This will give them the opportunity to reflect on <b>all</b> of our Gospel Values.
<b>Suspension / FTE (Fixed Term Exclusions)</b>	In rare circumstances it may be necessary for a student to be suspended. We do not take the decision lightly. However for some individuals a time of reflection outside of the school is the most loving action that can be taken. This is an opportunity for the student to reflect on the <b>Gospel Values</b> with their family.

Catholic Catechism:

[1897](#) "Human society can be neither well-ordered nor prosperous unless it has some people invested with legitimate authority to preserve its institutions and to devote themselves as far as is necessary to work and care for the good of all."<sup>15</sup>

### Discipline beyond the School Gates:

The Headteacher will determine an appropriate legal response to the following:

Any bad behaviour when the student is:

1. Taking part in any school-organised or school-related activity
2. Travelling to or from school
3. Wearing school uniform
4. In some other way identifiable as a student at the school.

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

1. Could have repercussions for the orderly running of the school
2. Poses a threat to another student or member of the public
3. Could adversely affect the reputation of the school.

The Headteacher and Leadership team will consider each reported incident and deem a suitable or appropriate sanction where necessary. At this point a decision will also be made as to whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority. If the behaviour is criminal or poses a serious threat to a member of the public, the police will always be informed. In addition, school staff will consider whether the misbehaviour may be linked to the student suffering, or being likely to suffer, significant harm. In this case the school staff will follow the Safeguarding Policy Guidance.

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