



## **St Bede's Catholic School and Byron Sixth Form College Behaviour Policy**

*'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 Adiuvente With the Lord’s Help**

**‘With the Lord’s help, we are united in faith, we are determined to achieve and strive for success and excellence in all that we do’**

- 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 through 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

- 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.
- 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 8.45am 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 in a quiet manner.

**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.

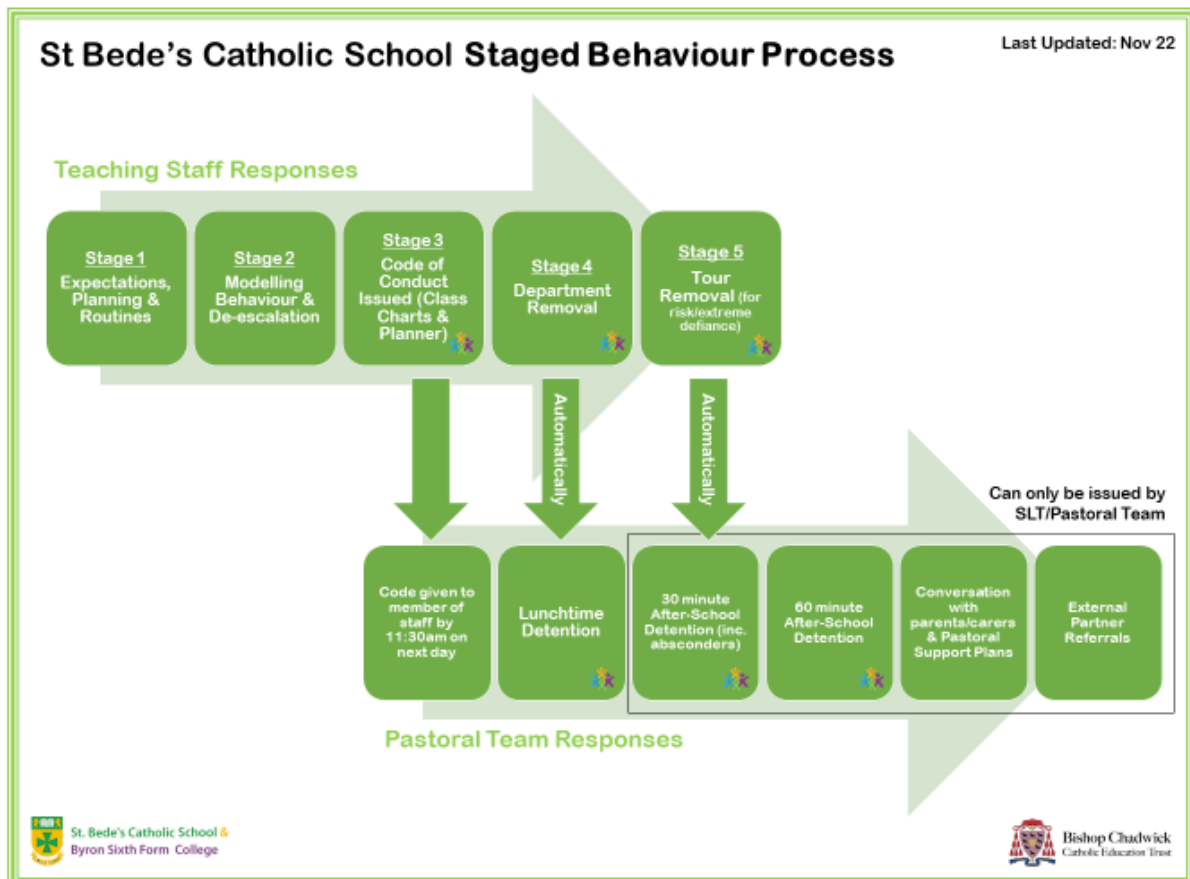
**Going Off the Site / Bounds; Students who wish to be successful will promote an attitude which is resilience**

- 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 our high expectations and the 'code of conduct'. Class Charts is the tool which is supporting this behaviour process. Both parents / carers and students will be able to follow their own progress through Class Charts App.

The flow chart below demonstrates the new process



If a student fails to complete any stage of the above process, then automatic sanctions occur and they will move to the next stage.

Any detention sanctioned to a student will be expected to be completed the following day, this is non-negotiable. Parents / Carers are responsible for the transport of their child home after any '**After school detention**'

If a student fails to complete this process and amend their behaviour, they are at risk of further sanctions including permanent exclusion.

Behaviour procedures in class

- Expectations in school
- Modelling behaviour - remind student of the correct way to behaviour
- Issue a 'code of conduct' – to be completed and returned to the teacher by 11.30am the following day
- Use the room removal timetable – the student will then work in another appropriate classroom

- SLT referral for extreme cases – the use of class charts will identify this
- The SLT / Pastoral member of staff on duty will attend and student will be placed into the Learning Support Centre (BASE)

Further support that will be offered at various times;

- Explore East Durham Behaviour Panel (EDBP) Referral
- Explore 'Time Out' - placed into a neighbouring schools BASE or UNIT – St Bede's Catholic School & Byron Sixth Form College work closely with the Secondary Schools within East Durham
- Explore Early Help
- Explore Parenting courses
- Explore Managed Move (only after a EDBP referral)

**CODES / Negative points; Where students do not conform to our high expectations then they will be issued with a 'CODE of conduct' by staff. If a student is placed on 'report', the Head of House will communicate this with parents / carers.**

### Green Report

If a student receives 10 CODES in a week or by the discretion of the Head of House, they will be placed onto a Green Report.

This report is monitored by the pastoral team with appropriate targets set.

The student will be placed onto detention each lunch time. However, if the student gains 'excellent' or 'good' from their teacher in lessons prior to the detention, they will be praised and allowed to leave for their normal lunchtime. If they have gained a U from a teacher, the student will be expected to remain in detention.

### 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.

### **Use of reasonable force**

At St Bede's Catholic School & Byron Sixth Form College we follow the advice given in the following guidance:

**DFE Use of reasonable force advice for Headteachers, staff and governing bodies July 2013** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

### **Physical restraint**

Staff at St Bede's Catholic School & Byron Sixth Form College follow the most up to date guidance in the event of having to use reasonable force to restrain a child. (There are also members of staff trained in Positive Handling restraint techniques to ensure pupils and staff are safe at all times.) **DFE Use of reasonable force advice for headteachers, staff and governing bodies July 2013**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

### **Power to search pupils**

The Headteacher and Governing Body follow the most up to date Government advice on searching pupils: **DFE Searching, screening and confiscation Advice for headteachers, school staff and governing bodies January 2022**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1091132/Searching\\_Screening\\_and\\_Confiscation\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1091132/Searching_Screening_and_Confiscation_guidance_July_2022.pdf)

### **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, Mr Smith or Mrs Robinson the school's designated safeguarding leads.

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

### **Suspension**

Any student who may receive more than 15 days of Suspensions (previously known as FTE's Fixed Term Exclusions) in one term (this may be for one or more fixed



periods; it does not need to be continuous), St Bede’s Catholic School will ask the Governing Body of the school to sanction the suspension. 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 / Debts</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.

Policy Updated: August 2022

Policy review: August 2023