

BEHAVIOUR POLICY



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At St John's School and Sixth Form College - A Catholic Academy, we strive to maintain the highest standards of behaviour. We aim to encourage all students to accept responsibility for their own behaviour and actions. As "A Learning Community Guided by Gospel Values" we promote respect for others and highlight the values of honesty, fairness, tolerance and politeness as important aspects of every-day school life. Good behaviour and self-discipline have strong links to effective learning, and are essential for students to carry with them throughout their time at St John's and beyond their school years, so that they are well-rounded 21st century citizens, who can make a positive impact on the world around them.

As a school community we believe that, in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. The school seeks to create a respectful learning environment by:

- Promoting excellent behaviour and discipline;
- Promoting self-esteem, self-discipline, respect for authority with relationships based on mutual respect;
- Having a consistent response to both positive and negative behaviour;
- Providing a safe environment free from disruption and bullying, which protects the well-being of the whole school community;
- Encouraging a positive relationship with parents and carers to ensure that they support the implementation of the school's policy and procedures;
- Following the Department for Children, Schools and Families (DCSF) Improving Behaviour and Attendance Guidance (September 2008).

Code of Conduct for Students

At St John's School & Sixth Form College - A Catholic Academy, we recognise that each member of our school community has a right to be treated with respect and to work in a calm and safe environment. To help us achieve this aim, we expect our students to:

- Show respect for others by working sensibly in lessons and not disrupting the learning of other students.
- Show consideration for others by moving around the school quietly and carefully. This means:
 - Keeping to the right side of the corridor
 - Opening doors for others
 - Walking down the corridor, not running
 - Using the staircases appropriately.
- Come prepared for the day wearing the appropriate uniform and bringing the necessary equipment. This means:
 - Bringing to school a pencil case containing black pens, pencil, ruler, eraser, coloured pencils as well as a scientific calculator and student planner
 - A suitable bag large enough to carry A4 files/books. Tutors will carry out an equipment check during PREP time
 - Following the school uniform code
 - Not bringing valuable items to school
 - Not bringing to school anything which could injure/harm another student e.g. knives, drugs etc.
 - Not bringing a mobile phone to school. In an emergency/exceptional circumstances when a mobile phone is brought to school, it must be switched off, kept in the

bottom of a bag and must not be used until the student has exited the school site. The school does not take responsibility for mobile phones which are damaged or lost.

- Attend school regularly and arrive in plenty of time for the start of lessons. This means:
 - Being punctual for registration and lessons. If you arrive late this will be recorded in the register
 - Ensuring you sign out at Student Reception and are collected if you are leaving the school premises for an appointment

Rewards

Our rewards system acknowledges and celebrates the achievements and successes of all of our students. They will be recognised and praised for their academic achievements, progress, contributions both within and outside of the school community, behaviour and attendance. We strongly believe that students should be regularly and fairly rewarded for their achievements, to not only celebrate students' successes, but to also inspire and motivate young people to achieve their potential and become confident, independent learners.

Our main reward system is Classcharts where students can receive house praise points for PREP; engagement and positive contributions in lessons; excellent progress in subjects; determination and resilience in their studies as well as involvement in extra-curricular and enrichment activities. These praise points then contribute to the student's House.

House system

Every student and member of staff at St John's is a member of a House. The 4 Houses at St John's are:

- Aidan
- Bede
- Cuthbert
- Wilfrid

Throughout the academic year, House activities and competitions are arranged by the Heads of House, to encourage students to try their best and work collectively for the benefit of the House. House awards and celebrations are organised to recognise the achievements, endeavours and hard work of the students in the winning House.

Department and Pastoral Awards

Departments and pastoral tutors can supplement the whole school reward system by: giving praise points for hard work and effort; sending praise postcards/letters home to parents/carers; telephoning parents/carers with good news regarding a student's work and efforts; rewarding those students who become actively involved in enrichment or extra-curricular activities; rewarding those students who represent the school at local, county, national and international level; nominating students for the annual Awards Evening, who have made excellent progress to achieve success within departments or year groups; nominating students for the annual Sports Awards and Duke of Edinburgh Presentation Evenings, who have demonstrated excellent efforts and progress to achieve success within their sporting or D of E endeavours.

Legal Basis for Management of Poor Behaviour

The Education and Inspections Act 2006 introduced for the first time a statutory power for teachers and certain other school staff to discipline students. Subject to the school's Behaviour Policy, a teacher may discipline a student for any misbehaviour when the student is:

- Taking part in a school-organised or school based activity
- Travelling to or from school
- Wearing a school uniform
- In some other way, identifiable as a student from the school
- Misbehaving at any time, whether or not the conditions above apply, in a way that could have repercussions for the orderly running of the school; or posing a threat to another student or member of the public and in doing so adversely affecting the reputation of the school.

A decision to exclude a student will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and/or**
- If allowing the student to remain in school would seriously harm the education or welfare of others

An exclusion will not be imposed in the heat of the moment unless there is an immediate risk to the safety of others in the school or to the student concerned. Before deciding whether to exclude a student, either permanently or for a fixed period, the Headteacher or Deputy Headteacher will:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available to support the allegation
- Allow the student to give his or her version of events
- Check whether the incident may have been provoked
- If necessary consult others, but not anyone who may later have a role in reviewing the Headteacher's decision, for example a member of the Governors' Discipline Committee
- Keep a written record of the actions taken (and copies of written records made by other members of staff including any interview with the student concerned). Witness statements should be dated and signed, wherever possible. These statements may be made anonymous for any subsequent meetings to protect the witnesses.

St John's will apply the regulations which relate to students with SEN, disabilities, the revised guidance on Looked After Children and will have regard to the sections on unofficial exclusions and when an exclusion is not appropriate.

A decision to exclude a student permanently is a serious one and will only be taken where the basic facts have been clearly established on the balance of probabilities. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the student and should normally be used as a last resort.

There will, however, be exceptional circumstances where the Headteacher may permanently exclude a student for a first or 'one off' offence, for example, in the following circumstances:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault

- Supplying an illegal drug or bringing such substances onto school site
- Carrying an offensive weapon.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the whole school community.

Examples of other misbehaviour that may lead to internal isolation or fixed term exclusion and in certain instances lead to permanent exclusion are if a student:

- Makes false accusations against a member of staff, which could precipitate action by the Police or others;
- Persistently defies behavioural standards and expectations;
- Swears at, or is personally insolent to a member of staff either in school or outside school;
- Makes an unprovoked physical assault on another student on the school premises or on the journey to or from school;
- Takes up an inordinate amount of staff time dealing with his or her misbehaviour;
- Misbehaves in any way while on report;
- Is involved in the bullying of another student (physically, verbally or through social media)

St John's will also consider whether or not to inform the police where a criminal offence has taken place and will also consider whether or not to inform other agencies, e.g. Youth Offending Team, Social Workers etc.

Procedures Following Permanent Exclusion

The student remains on the roll of the school until: any appeal is determined; the time limit for the parents/carers to lodge an appeal has expired without an appeal being brought; the parent/carer has informed Durham Local Authority in writing that no appeal is to be brought. It is St John's responsibility during the first 5 days of a permanent exclusion to ensure that work is sent home for the student to complete. During these initial 5 days of exclusion parents/carers must ensure that their child is not found in a public place during normal school hours without reasonable justification. Parents/carers are subject to a fixed penalty notice fine if they fail to do this.

From the 6th day of the permanent exclusion Durham Local Authority is statutorily responsible for ensuring that suitable full-time education is provided. This will be the student's home LA in cases where the student lives in a different LA from the school.

Fixed term exclusions

At St John's we have arrangements in place, in accordance with the 6th day exclusion procedures: Where a student is given a fixed term exclusion of duration of six school days or longer, the school will arrange suitable full-time educational provision from and including the sixth school day of the exclusion.

Procedures following a Fixed Term Exclusion

The Headteacher may exclude a student for one or more fixed terms not exceeding 45 school days in any one school year. The limit of 45 school days applies to the student and not the school; therefore any days of fixed term exclusions served by a student in the same school year will count towards the total.

In exceptional cases, usually where further evidence has come to light, a fixed term exclusion may be extended or converted to a permanent exclusion. The Headteacher will write to the parents/carers explaining the reason for the change.

St John's will arrange a reintegration meeting with parents/carers following any fixed term exclusion. For exclusions up to 5 days, work will be set and marked and parents/carers must ensure that students complete this work and return it to school.

Procedures following Internal Isolation

Internal isolations are supervised by the Leadership Team, pastoral leaders or tutors. During a period of internal isolation, students will be set work by their subject teachers, which will be returned to the staff on completion. Students are expected to catch up with any additional work in their own time on their return to normal timetable.

Behaviour Outside School

Students' behaviour outside school is subject to St John's Behaviour Policy. Such behaviour may relate to behaviour on school buses or any other transport to and from school; on school trips; away at school sporting fixtures or events; during work experience placements

Sanctions applied at St John's when the Code of Conduct is broken include:

- Break detentions
- Lunch detentions
- After school detention (60 minutes). Parents/carers are given 24 hours' notice and it is the parents'/carers' responsibility to ensure that their child gets home safely from school
- Restorative Justice, which enables the student to redress the harm that has been done to another person
- Isolation with staff or a fixed amount of time in the Isolation Room
- Fixed term exclusion
- Managed move to another school to enable the student to have a fresh start in a new school
- Permanent exclusion.

See also

Behaviour and Expectations

Detention Arrangements