



# ST AUGUSTINE OF CANTERBURY CATHOLIC HIGH SCHOOL

## Ensuring Good Behaviour Policy



“To live is to change and to be  
perfect is to change often”

...John Henry Cardinal Newman

## **Expectations**

The primary educational mission of the Catholic school is the ongoing development of the potential of every person. It seeks to promote the well-being and freedom of every person, made in the image and likeness of God and finding fulfilment in God alone. This is the vision which shapes the daily life of a Catholic school as a community in which faith is expressed and shared and every member is invited to grow.

However, we are also a teaching establishment in which children are expected to learn and teachers to teach; to this end pupils are expected to behave and work properly. They are also expected to contribute fully to both the curricular and extra-curricular life of the school and play a full part in the liturgical life of the school; parents are expected to support the school in achieving and maintaining high standards.

### **3R's are central to the relationship;**

- **Respect for yourself**
- **Respect for others**
- **Responsibility for your actions**

### **Support to Improve Behaviour**

Helping students improve their behaviour and take responsibility for their actions is a key principle of our behaviour strategy. Following incidents of unacceptable behaviour and certainly after any exclusion we will support students with a Behaviour Support Plan and or a Pastoral Support Plan. The student and their parents will be involved in setting up the plans. **A refusal to engage positively with this behaviour support could lead to a permanent exclusion.**

### **Staff** will support our school by

- setting expectations of high standards of work, attendance, appearance and behaviour.
- teaching lessons that are well planned and challenging, supporting good behaviour.
- treating all pupils with respect, following the school measures for assertive discipline.
- using assertive discipline to treat pupils in a way that is consistent and firm, but fair; encouraging the pupil to grow without embarrassment or humiliation.
- providing encouragement and support to all students
- ensuring that pupil planners are used to record homework and communicate with parents
- following Safeguarding best practice

## **Parents and Carers** will support our school by

- encouraging their child takes responsibility for their actions;
- ensuring that their child attends school regularly, punctually and properly equipped;
- informing the school of any concerns or problems that might affect their child's work or behaviour;
- supporting the school policies, rules and regulations regarding uniform, discipline and orderly behaviour and supporting the school if sanctions are necessary;
- supporting the intervention strategies
- encouraging their child to work hard, give of his or her best and develop his or her potential to the fullest;
- ensuring that their child completes all homework and coursework assignments properly and hands them in on time;
- encouraging their child to take a full part in the extra-curricular life of the school and support the extra-curricular activities of the school;
- attending parent-teacher meetings and any other meetings which are arranged to discuss their child's progress.

## **Pupils** will support our school by

- treating all members of our community as members of the family of God
- being polite and friendly to everyone you meet
- attending school regularly and punctually, properly equipped for the lessons of that day
- wearing the school uniform correctly so that you are a credit to yourself, your family and our school
- arriving at lessons punctually
- listening carefully and following instructions
- behaving appropriately in lessons, following the class rules and supporting the right of all pupils to learn in a calm and happy atmosphere
- reporting difficulties or problems to a member of staff who will help you reach a peaceful and satisfactory solution
- moving around the school in a calm, orderly manner. In stairwells and corridors always stay to the left
- not putting at risk the health and safety of themselves or others - for example students must never deliberately set off the fire alarm nor attempt to climb on a school roof
- respecting your property and the property of others
- treating all school equipment respectfully and keeping the school environment clean and tidy
- not chewing gum nor eating nor drinking in class (drinking water is allowed with the permission of a teacher)
- keeping mobile phones out sight and switched off
- leaving valuables at home (such as iPads, PSPs, etc.) and not bringing large sums of money to school.
- never being in possession of illegal substances or dangerous items (aerosols of any kind are not allowed in school)
- maintaining the highest possible standards of behaviour on public transport and in public places

### **Restorative Justice**

As a Catholic school, we aim to ensure that all pupils have the opportunity to reflect on their behaviour, to make good choices, to apologise for any harm caused and to repair the damage. Restorative justice is used to ensure that pupils are given time and support to accept responsibility for their actions, allowing them to make better choices in the future.

### **Academic Integrity**

Pupils are expected to be honest about their school work at all times; copying others' work, plagiarism and cheating in coursework, school tests or examinations should be regarded as a serious offence for which a pupil may be temporarily excluded from school. In all cases regarding public examinations all instances will be communicated to the appropriate awarding bodies and in some instances the pupil concerned maybe withdrawn from some or all of his/her examinations.

### **Bullying – (refer to Anti-Bullying policy)**

“Bullying behaviour abuses an imbalance of power to **repeatedly** and **intentionally** cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals of equal power should not be seen as bullying”

Bullying, physical or otherwise, or the encouraging or supporting of bullying will not be tolerated and will be regarded as serious breach of school rules. Bullying includes **repeatedly** making fun of others, calling others or members of their families names, other forms of abusive or silly behaviour towards or about others, deliberately isolating others and behaviour which generally makes life unpleasant for others. Any pupil who believes that he is being bullied (including being excluded or isolated), threatened or intimidated should report the matter immediately, either directly to a member of staff or through a parent or other person (for example, another pupil or friend). Anyone who knows, or has good reason to suspect, that a pupil is being or has been bullied, threatened or intimidated, has a responsibility to report the matter immediately. Any pupil, who is the victim of bullying, or anyone reporting an incident, can be assured that the matter will be dealt with sensitively but firmly.

### **Physical Violence**

Fighting is regarded as a serious breach of school rules and there are serious consequences for pupils who fight and those watching, filming or inciting fights.

### **Behaviour in the school grounds and the playground**

When in the playground and the school grounds, pupils must observe the school rules. In particular, they must not behave in a way that might cause inconvenience to or put at risk the health and safety of themselves or others, or cause damage to property.

Pupils:

- must move calmly about the school; students must not run or make excessive noise e.g screaming
- are strictly forbidden to slide on snow or ice or throw snow or ice
- must not be in areas that are out of bounds and in particular must never attempt to climb on to a school roof
- must stay in the supervised areas designated in the grounds
- pupils must go quickly to their lessons once the bell has rung
- must not remain in school to play after school, except when taking part in organised activities supervised by a teacher.

### **Tobacco and alcohol**

The possession or smoking of tobacco is forbidden and will lead to serious consequences. The possession or consumption of alcohol by pupils will be regarded as serious breach of school rules for which a pupil will normally be temporarily excluded from school and may be permanently excluded.

### **Illegal Substances – (see separate policy)**

The possession or use of drugs (other than those prescribed by a medical practitioner or non-prescription drugs being used for proper medical purposes) or other illegal substances by a pupil will be regarded as a serious breach of school rules, for which a pupil may be temporarily excluded or possibly permanently excluded from the school. Drugs include any addictive, harmful or mood altering substance. In all instances, the penalty for selling, buying or distributing drugs or other illegal substances will be fixed term / permanent exclusion.

### **Weapons**

The use or possession of knives, firearms (including air guns) and ammunition, whether real or simulated, or other weapons will be regarded as a serious breach of school rules and the consequence of using or being caught in possession will be suspension/ permanent exclusion.

### **Transactions**

Pupils may not engage in trading, buying, selling or swapping any images, goods, money, services or favours.

### **Publicity**

Pupils must not give information or contribute film, photographs, articles, letters etc concerning the school to any journalist or publication, other than an official school publication, or to any person who does not have a legitimate right to the information or items, without the specific permission of the Head teacher.

### **Appearance and Uniform**

Pupils must wear proper school uniform and sports kit. On very hot days arrangements will be made for pupils to remove their blazers and ties. At all other times pupils are expected to wear their blazers and ties (with the top shirt button fastened). Whenever school uniform is worn, it must be complete and not mixed with non-uniform clothes. Hair must not be dyed other than a natural colour and should not be cut in an extreme style. False nails and colourful nails are not permitted.

### **Jewellery**

Pupils are generally discouraged from wearing jewellery in school. Where jewellery is worn, the only items permitted are:

- a plain wrist watch;
- one pair of stud earrings
- a plain necklace (for example a chain with a cross or medal) which must be tucked under the shirt.

Jewellery must not be ostentatious or valuable. The school accepts no responsibility for lost or stolen jewellery. Where appropriate, items of jewellery must be removed for art, technology, and sports lessons, and at any other time determined by a teacher.

### **Homework**

Homework is an essential part of the normal curriculum and pupils cannot fulfil the requirements of the courses unless they make an adequate attempt at all of the homework set. A pupil must enter all homework in their school diary immediately it is given. Homework must normally be done on the day on which it is set. Parents are asked to sign the planner each weekend. Where a pupil appears to have an inadequate amount of homework, parents should inform the Head teacher. Pupils who fail to hand in work at the correct time may receive a homework detention.

### **Food and drink**

Pupils may not consume food or drink during lessons unless the pupil has a pre-notified medical condition. The offending items will be confiscated.

### **Personal property**

All personal property, including uniform and sports kit, must be clearly marked with the owner's name. Pupils must not bring expensive equipment to school unless with the prior approval of the Headteacher. The school will not accept responsibility for loss of or damage to private property brought into or left in the school by pupils. The school accepts no liability for the personal property of any users of the premises, including pupils. Parents who are concerned about the loss of any particular item are strongly advised to arrange their own insurance to cover any possible loss. Pupils taking part in games, swimming or PE, curricular or extra-curricular, should hand valuables (watches, money, jewellery etc) to the teacher-in-charge or safe keeping. Teachers will not be expected investigate the loss of items which have not been handed in.

### **Care of school property**

Pupils are expected to take good care of all school property and parents will be asked to pay for any non-accidental or careless damage to school property.

### **Books, materials and equipment**

All exercise and text books must be properly labelled and must not be defaced or damaged or have pages removed. Pupils are expected to take proper care of all books, materials and equipment lent to them by the school. Payment may be required for loss of or damage to any items which are the property of the school. Pupils who do not take care of books must buy a replacement and copy all work into the new book.

### **School Bags**

Books and equipment must be carried in a suitable school bag. Pupils must write their name and form inside the bag with a suitable marker pen. Pupils must normally keep their school bags with them throughout the day and are responsible for their property at all times. Staff cannot be responsible for looking for bags and equipment that have been left unattended by pupils. Sports kit should be brought in the school bag.

### **School Phones**

Students should only use the school phones in the main office with permission from a member of staff. They should not use the school system to make malicious or mischievous calls.

### **Local Shops**

Pupils using shops on their way to and from school must at all time show proper courtesy to shop assistants and other customers.

### Licensed Premises

Pupils are reminded that they are expected to obey any laws relating to the sale or consumption of alcohol. Pupils in uniform are forbidden to go into any public house.

### School Trips and Visits – (refer to School Visits Policy)

Places offered to students on trips are conditional upon good behaviour. If a student behaves poorly after being offered a place on a trip, the place can be withdrawn.

The school policy for good behaviour applies whilst pupils are taking part in school trips and visits. **There will be serious consequences for any pupil who behaves badly, prejudices the good of others or is disobedient. The consequences may include sending the pupil home.**

Where it is necessary for a pupil to be sent home for disciplinary reasons, his or her parents will be expected to meet the full cost and to co-operate with the school in making whatever arrangements may be necessary for the safe conduct of the pupil. Pupils will be sent home immediately for serious or gross misconduct, which includes persistent disobedience, any action that threatens the safety of others and misconduct following a final warning.

Smoking and drinking on school trips and visits are strictly forbidden. Pupils may not bring tobacco or alcohol with them or purchase tobacco or alcohol while taking part in a school trip. Pupils may not purchase tobacco or alcohol from the duty free shops, even as gifts.

Any pupil found with any substance which is illegal under English law, or the law of the host country, **will be sent home immediately**. Likewise, any pupil knowingly associated with the purchase, carrying or consumption of any substance which is illegal under English law, or the law of the host country, **will be sent home immediately**.

### Use of the school computing facilities and the internet

The Curriculum Network and Internet facilities at the school are provided for pupils to do homework, coursework, and preparation, undertake research and communicate with others. Pupils should only use the computers for schoolwork, except during an extra-curricular activity supervised by member of staff. Pupils are expected to honour the agreement made with the school concerning the use of Internet facilities. Access is a privilege, not a right, and the privilege will be withdrawn if it is abused in any way. Files, logs of Internet use, e-mail messages sent and received, stored on servers or disks, cannot be regarded as confidential and may be inspected by members of staff from time to time to ensure that the system is being used properly.

There are automatic programs which will search for unacceptable material and which will keep a record of all use of the networks by pupils. Any misuse of the school computer facilities by pupils, including accessing inappropriate web sites (including social forums) and materials, using unauthorised software or exchanging inappropriate e-mail messages, will be regarded as a very serious breach of school discipline. Uploading inappropriate comments about pupils or staff to social forums that can be traced to a pupil at the school will be also be regarded as a form of bullying will not be tolerated and will be regarded as a serious breach of regulations (as per the school's Anti-Bullying Policy).

Pupils and their parents should be aware that the provisions of the *Computer Misuse Act 1990* apply to the use of computer facilities at the school by pupils and that pupils who breach the provisions of the Act may be prosecuted. Pupils must keep their passwords confidential and must not give this information to other pupils.

### **Behaviour in class.**

Staff members are responsible for their own classroom discipline. If a pupil misbehaves, all staff should follow the school assertive discipline policy and apply the appropriate sanction.

Initially, for less serious offences, staff will use the steps below:

1. You will be warned
2. You may be asked to move
3. You may be given a final warning and a detention. Your Form Tutor will be notified and a note to your parents written in your planner. Your behaviour will be recorded on SIMS.
4. You may be removed to work with another member of staff or in another class. Your Head of Year will be notified and your parents will be telephoned. You may receive an after school detention and be placed on report. . Your behaviour will be recorded on SIMS.
5. If you disrupt in a number of lessons, or repeatedly in one lesson, you may be removed from lessons to reflect on your behaviour. When you return to lessons, you will be placed on report.

There are specific rules relating to health and safety in some subjects (e.g. practical subjects, Science, PE etc.). All pupils are expected to follow these rules.

### **Exclusions**

Exclusion is the most serious punishment a school can apply and is a very serious matter. All exclusions whether temporary or permanent will be reported to the LEA and the Governors. Behaviour which is unlawful such as the possession of an offensive weapon or the possession of drugs will also be reported to the police. When an exclusion is considered the Head teacher will ensure that the DfE guidance is followed.

### **Support for Good Behaviour**

When things are not going so well or pupils are upset or troubled about something there are people who can help, there is always a trusted adult to talk to especially:

- Your form tutor
- Your pastoral manager
- Your head of year
- Your teachers
- The school Chaplain

Pastoral staff will, if necessary, access additional support from other agencies

<b>Status</b>	
<b>Responsible Governors' Committee</b>	<b>PDBW</b>
<b>Responsible Person</b>	
<b>Ratified Date</b>	
<b>Review Date</b>	



# Procedure for ensuring Good Behaviour

Staff members are responsible for their own classroom discipline. If a pupil misbehaves, all staff should follow the school's securing good behavior policy and apply the appropriate sanction. Initially, for less serious offences, staff will use the steps below:

6. You will be warned
7. You may be asked to move
8. You may be given a final warning and a break/lunchtime detention. Your Form Tutor will be notified and a note to your parents written in your planner. Your behaviour will be recorded on SIMS.
9. You may be removed to work with another member of staff or in another class. Your Head of Year will be notified and your parents will be telephoned. You may receive an after school detention and be placed on report. . Your behaviour will be recorded on SIMS.
10. If you disrupt in a number of lessons, or repeatedly in one lesson, you may be removed from lessons to reflect on your behaviour. When you return to lessons, you will be placed on report. Your Head of Year and Pastoral Manager will co-ordinate support to help you to improve your behaviour which you must engage with.

For more serious offences, a pupil may go straight to the appropriate stage, depending on the nature of the offence.

Stage	Behaviours	Sanction	Monitoring	Intervention	Other Agencies	Review Period	Improved Behaviour
1	<ul style="list-style-type: none"> <li>Low level disruption</li> <li>C1 incident</li> </ul>	<ul style="list-style-type: none"> <li>Breaktime/Lunchtime detention or community service</li> <li>Parents notified in planner which must be signed</li> </ul>	<ul style="list-style-type: none"> <li>FT monitoring planner/SIMS</li> <li>Pastoral Manager/HOY monitoring SIMS</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour reflection booklet</li> <li>Discussion with FT to establish reasons for behaviour</li> <li>RJ – e.g. apology or community service</li> </ul>	<ul style="list-style-type: none"> <li>Refer to School Health Nurse, School Counsellor Police Liaison officer –where available E.W.O., CP Referral</li> </ul>	2 weeks	Normal behaviour monitoring
2	<ul style="list-style-type: none"> <li>Repeated disruption/ repeated C1</li> <li>C2 incident</li> </ul>	<ul style="list-style-type: none"> <li>After school detention</li> <li>Parents telephoned</li> <li>Possible isolation with HOY until parents seen</li> </ul>	<ul style="list-style-type: none"> <li>FT monitoring report - <b>Yellow</b></li> <li>Pastoral Manager/HOY Monitoring – subject teachers feedback, SIMS and incident book</li> <li>Pupil report – my plan</li> <li>Discuss at pastoral meeting</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour reflection completed in isolation led by HOY</li> <li>Discussion with HOY – ABC and /or problem solving</li> <li>Discussion with SENCO re: additional learning support necessary</li> <li>Restorative practice</li> <li>Mentoring by FT/LSA or other suitable member of staff</li> <li>Referral to Peer Support</li> <li>Encourage engagement through planned activities to raise self-esteem (e.g. Art, Football, Circuits, D of E etc).</li> </ul>	<ul style="list-style-type: none"> <li>Make Inclusion Officer aware at meeting.</li> <li>In Tuesday morning meeting refer to School Health Nurse, Police intervention officer, E.W.O., Counsellor, CP Referral</li> </ul>	6 weeks (or sooner if necessary)	Revert to stage one <ul style="list-style-type: none"> <li>FT monitoring planner</li> <li>HOY monitoring SIMS/ incident book</li> </ul>

Stage	Behaviours	Sanction	Monitoring	Intervention	Other Agencies	Review Period	Improved Behaviour
3	<ul style="list-style-type: none"> <li>Continued poor behaviour</li> <li>C3 incident</li> </ul>	<ul style="list-style-type: none"> <li>Isolation with HOY/SLT or internal exclusion</li> <li>Parents meeting at school</li> </ul>	<ul style="list-style-type: none"> <li>Head of Year report with targets - <b>Green</b></li> <li>Refer to SENCo</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practice</li> <li>Work with LSA</li> <li>Work in LSU</li> <li>Discussion with SENCO re: additional learning support necessary</li> <li>Corrective Maths and/or Corrective Reading</li> <li>Learning Coach</li> <li>Pastoral Mentoring</li> <li>Buddy Mentoring</li> <li>Behaviour Management Interventions – see list</li> <li><b>EHAT open</b></li> </ul>	<ul style="list-style-type: none"> <li>Discuss intervention plan with Inclusion Officer</li> <li>Refer to School Health Nurse, Police intervention officer, E.W.O., Counsellor, YOT, CP Referral</li> <li>EP referral</li> </ul>	6 weeks (sooner if necessary) Review progress – amend targets and then review in a further 6 weeks(sooner if necessary)	Revert to stage 2 – <ul style="list-style-type: none"> <li>HOY Monitoring – subject teachers feedback</li> <li>Pupil report</li> <li>Discuss at HOYs meeting</li> </ul>
4	<ul style="list-style-type: none"> <li>Continuing poor behaviour</li> <li>C4 incident</li> </ul>	<ul style="list-style-type: none"> <li>Fixed term exclusion or fixed term internal exclusion</li> <li>Parents and pupil meet with SLT</li> </ul>	<ul style="list-style-type: none"> <li>Refer to SLT</li> <li>Individual plan with targets broken down and reviewed daily by SLT – <b>PSP - Blue</b></li> </ul>	<ul style="list-style-type: none"> <li>Pastoral Support plan in place</li> <li>Agreed targets in place</li> <li><b>Governors disciplinary committee meet with pupil and family</b></li> </ul>	<ul style="list-style-type: none"> <li>Multi agency meeting</li> <li>PSF</li> <li>EP referral</li> <li>Refer to School Health Nurse, Police intervention officer, E.W.O., Counsellor, YOT, CP Referral</li> </ul>	6 weeks (or sooner if necessary)	<ul style="list-style-type: none"> <li>PSP to remain in place until Multi Agency Review agrees that it can be withdrawn</li> </ul>
5	<ul style="list-style-type: none"> <li>Continuing poor behaviour</li> <li>C5 incident</li> </ul>	<ul style="list-style-type: none"> <li>Permanent Exclusion</li> </ul>	<ul style="list-style-type: none"> <li>Refer to Head teacher and Governing body</li> </ul>	<ul style="list-style-type: none"> <li>Managed move</li> <li>PRU</li> </ul>	<ul style="list-style-type: none"> <li>PRU</li> <li>Multi agency meeting</li> </ul>		

**Outline of possible sanctions for specific incidents** This list is for **guidance** – it is not an exhaustive list, nor is it prescriptive, the Head of Year, Deputy Head or Head teacher may vary a sanction according to circumstances.

<b>C1 – Breaktime or Lunchtime detention/community service</b>	<b>C2 – After school detention/ Community Service</b>	<b>C3 – Intensive Pastoral Intervention</b>	<b>C4 – Exclusion</b> Usually 1-3 days, but can be up to 45 days	<b>C5 – Permanent exclusion</b>
Refusing to respond to a request from staff	Failing to attend a lunchtime detention	Defiance or rudeness to a member of staff	Discriminatory abuse or comments (e.g racial, sexual, emotional)	Serious physical assault on staff or pupil with the intention to harm
Homework not done	Being removed from a lesson for being disruptive	Repeated disruptive behaviour	Use of physical violence	Intimidation or threat of intimidation to a member of staff
Inappropriate comment to a member of staff	Missing a coursework deadline	Repeated misbehaviour on the way to/ from school	Use of bad language or extremely rude/aggressive behaviour to a member of staff	Possession of drugs or alcohol (more serious)
Inappropriate comment to another pupil, derogatory remarks	Rowdy or aggressive behaviour	Extreme hairstyles	Repeated bullying	Supplying or selling drugs or alcohol
Not having the correct equipment	First bullying offence	Anti-social behaviour	Use or possession of drugs or alcohol	Possession or use of offensive weapons
No planner	Damage to property or graffiti	Going off site without permission	Repeated or serious disruption	Sexualised behaviour towards a member of staff or a pupil (more serious)
Lateness	Use of bad language	Truancy	Behaviour which compromises health and safety (e.g. setting off the fire alarm)	Repeated serious misbehaviour following a warning.
Untidy uniform or wearing non-uniform items	Misbehaviour on the way to/from school	Taking or being in possession of images/film without consent	Possession or attempts to access inappropriate material (e.g. pornography ,racist material)	Any serious one off offence judged by the Head teacher to warrant exclusion
Dropping Litter	Missing items of uniform		Failing to obey a senior member of staff	
Repeatedly talking in class	Repeatedly late for school or lesson		Theft	
	Smoking		Taking or being in possession of images/film without consent (more serious)	
			Trading or selling items	
			Use or possession of offensive weapons	
			Sexualised behaviour towards staff or pupils	

