

St Richard's Catholic College

BEHAVIOUR MANAGEMENT POLICY



The Policy was approved by the Governing Body: September 2015

Chair of Governors: _____

The Governing Body will review the policy in September 2016

THE MANAGEMENT OF PUPIL BEHAVIOUR

In our Mission Statement we commit ourselves to providing an experience of a living, worshipping community based on genuine Christian values. We endeavour to create an atmosphere of order, discipline and respect in which pupils can feel secure and have a sense of purpose and we hope to provide a system of care in which the staff are seen to have the interest of the pupils at heart. St Richard's must be an orderly, Christian community in which every child's right to learn without hindrance must be safeguarded and where young people learn self-discipline and take responsibility for themselves and their actions both within the community and outside in the local community.

Community expectations

1. The fundamental principle of our Code of Conduct is "respect for a person and respect for a person's property". This means that pupils should:
 - a exhibit respect to staff and peers
 - b be responsible for themselves in terms of organisation, uniform, homework etc.
 - c respect and not interfere with another person's property, belongings or education.
2. Individual teachers exercise their professional judgement in ensuring that the code of conduct is upheld. Every effort is made to ensure consistency, otherwise there may seem to be bias, favouritism, lack of fairness or injustice.
3. Specific rules and regulations are drawn up, evaluated and modified from time to time and it is the responsibility of **all staff** to enforce these, for the benefit of the community, and communicate their actions as appropriate.
4. As a Catholic college, we expect pupils to be guided by Christian principles in their words and actions and to show respect and concern for the wider community. This in turn may involve various forms of community service and positive action for charity.
5. It is essential that all staff supervise and monitor behaviour in corridors, the dining area and the school playgrounds to ensure all pupils feel safe and secure.

Classroom Code of Conduct

Pupils will:

1. attend class promptly, with the correct books and equipment
2. enter and leave the classroom in a quiet, orderly manner
3. settle down to lessons quickly, respecting the right of other pupils to
4. listen and work
5. exercise tolerance of one another, especially when personal opinions are expressed
6. respect the classroom environment and leave the room clean and tidy
7. abide by the rules of the community as outlined in the journal.

The above Code of Conduct should be displayed in every classroom and referred to regularly.

Rewards

When expectations are met and our code of conduct adhered to, praise and encouragement should be expressed to give positive reinforcement. Our present rewards system includes:

- Verbal praise, either personal or public
- Credits/prefect points/prom points/prize points
- Telephone/letter/postcard home
- Positive comment in the journal
- Letters of commendation for achieving 3 or more pluses
- Certificates noting achievements, service, good conduct, attendance, credits, best-kept journal
- Extra-curricular certificates
- Transfer to higher "sets" in some subjects
- Book tokens, vouchers or other tangible "thank yous"
- Prizes
- Class or group outings
- Prefect status
- The CREST
- Positive references
- Progress File certificates

In Years 7, 8 and 9 the award of credits/prize points is possible for the following reasons:

- Outstanding work
- Effort
- Community service involving an element of sacrifice
- "Extra" help or service
- Consistently high standards of work or behaviour.

Although it is difficult to agree a common standard or yardstick, the successful use of this credit/prize point system depends on the contribution and participation of all staff.

Sanctions

Where a pupil's conduct is unacceptable or disruptive in any way, or where a pupil fails to meet required standards in work or discipline, corrective action must be taken. Staff are expected to address small infringements of courtesy, behaviour and uniform immediately so that the minor misdemeanours do not grow into more challenging behaviour from pupils. It is essential that misdemeanours are quickly discovered and dealt with firmly, without undermining the integrity of the individual personality. In every case, the sanction should be appropriate to the offence and the child. A list of common offences with sanctions has been drawn up for the use of all staff (see Staff Handbook). It is recognised that pupils may, at times, require sensitive handling, without undermining the principles of fairness and justice.

Sanctions currently imposed at departmental and pastoral levels include the following:

a Departmental

- Detentions at break or lunchtime
- Detentions after college, with 24-hour notice in writing to parents/carers
- Referral to Subject Leader
- Transfer to another class or temporary withdrawal
- Letters/emails home to parents/carers

- Underachievement letters
- Interview with parents/carers
- Referral to Form Tutor/Pastoral Leader, by e-mail or through SIMS

b Pastoral

- Reprimand or advice
- Debits
- Pastoral detention
- Withdrawal of privileges
- Detentions before school, at break, lunchtime, after school, Saturday morning, INSET days
- Litter duty, chewing gum duty
- Community Service
- Essays
- Daily report
- Pastoral detention
- Close supervision
- Strategy meetings
- Interview with parents
- Exclusion from extra-curricular activities, such as trips, teams, block day, discos, work experience
- Transfer to another year group short term
- Parental supervision in college
- Staff/pupil mentoring
- Use of after-school intervention room

In addition, use can be made of back-up support from the Chaplaincy team, our Family Support Advisor, or the School Nurse, or from other agencies such as the Counsellor, the Educational Psychologist or the Behaviour and Attendance Service.

Whatever sanctions are imposed, it is essential that parents are kept fully informed. The responsibility for this lies with individual teachers as well as Subject and Pastoral Leaders. The successful management of pupil behaviour relies on the close partnership between home and college which has a high priority in our community. Good communication should ensure that misdemeanours or concerns are dealt with appropriately, through a staged system of referral, according to the seriousness or frequency of the offence.

Exclusions

The principles of equal opportunities and social inclusion underpin our management of pupil behaviour. Measures counteracting disaffection are put in place as necessary through BfL targets and strategies, with early intervention and suitable use of pastoral support programmes for those at risk of permanent exclusion. However, for serious offences, such as abuse of staff, theft, substance misuse or persistent or grave aggressive behaviour, the Principal may decide that a pupil should be excluded from college. In such a case, the Principal will follow the procedure laid down by the East Sussex County Council.

Conclusion

High standards of behaviour and discipline need to be maintained to ensure a good working atmosphere for all staff and pupils at St Richard's. We strive to be consistent while allowing a certain flexibility to respond to particular cases, in our care for the individual's social, spiritual, moral and academic needs. By creating a climate within which appropriate

teaching and learning can take place, we can achieve our aims and prepare our young people to contribute to the well-being of a just and caring society.

COMMUNITY EXPECTATIONS

The college rules are headed "COMMUNITY EXPECTATIONS" in the journal and are as detailed below:

Uniform/Appearance

- Uniform must be worn in its entirety, as per the uniform list. Jumpers may be removed in the summer term, following the Principal's directive.
- Tights and socks may not be worn together. Plain black ankle socks for boys and plain black or white ankle socks for girls only (no sports/ trainer socks, knee-length socks or inner shoe 'sockettes').
- Coats should be worn without badges or logos. There should be no denim, suede or leather jackets or hooded sweatshirts/tracksuit tops.
- All coats must be hung on pegs or placed in lockers, not worn inside college.
- T-shirts may not be worn under white shirts.
- Skirts must be of regulation colour and knee length.
- Trousers must be tailored fit (not 'skinny' fit).
- All pupils must wear black shoes (no boots, canvas or backless shoes; no black leather trainers).
- Hairstyles must be of a conventional nature. Girls' hair should be tied back. Boys must have short hairstyles above their collars and tram-lines, wedges, undercuts or shaved hair are not allowed. Styling products are not permitted. Highlighting and colouring of hair for both genders is not permitted and neither are extensions. Boys must be clean-shaven.
- Girls may wear one pair of plain stud earrings on the earlobe and all pupils may wear a watch. No other jewellery is allowed.
- Make-up must not be worn and nail polish is not allowed.
- Uniform must be worn for official college events, e.g. Prize Evening, Open Evening, Parents' Evenings, Concerts, Parish Masses.

Substances

- Smoking is not allowed on college premises or while travelling to and from college.
- No cigarettes, e-cigarettes, lighters or matches should be brought to college.
- No intoxicating substances or illegal substances should be brought into college.
- There should be no aerosols in college.
- There should be no chewing gum in college.
- Canned drinks must not be brought in to college.

Valuables

- MP3 players, cameras and computer games should not be brought into college or they will be confiscated. Parents/carers will be expected to collect.
- No expensive equipment should be brought into college, except for the purposes of study and only with prior specific permission.
- Large sums of money should only be brought in cases of real necessity and handed to the finance office for safekeeping.
- Mobile telephones are not allowed in college, except with the permission of the Principal, following a written request, when they should be handed in to Reception for safekeeping. If a telephone is confiscated, a parent/carer will be expected to collect it.

Movement around College

- On corridors and stairs, throughout, movement should be in single file, to the right.
- Pupils must walk sensibly around the building.

- Pupils should observe entry / exit signs and the one-way system in 'A' block.
- If a pupil needs to leave a class during lessons then a note should be made in his/her journal by the relevant teacher and the journal carried with the pupil.

Break/Lunch Time

- All pupils should go outside for the duration of morning break and lunch-time, with access to lockers at beginning and end only.
- In the case of wet breaks, forms based in the Linkway, 'B' and 'A' Blocks may remain in classrooms. Forms from the Science and Technology Block and the Creative / Expressive Arts Block must go to the hall.
- Younger pupils must respect and follow the instructions of prefects who patrol the corridors at break and lunch-time.
- Food should only be eaten in designated areas. Hot food and drinks should not be taken out of the canteen and no food is to be eaten in the corridors.

Use of Play Areas

- No one may play in the car parks.
- Each year group should use its allocated playground in winter.
- In summer, when the field is in use, the boundary is a line across from the shed. The only persons allowed beyond this are those practising sports under supervision. All banks are out of bounds.
- At all times, the staff car park and the area around the Caretaker's bungalow are out of bounds.
- Any pupil seeking to retrieve a ball from the road must have permission from a member of the duty staff. Pupils must not enter the Caretaker's grounds.

Toilets

- Pupils should only use the toilets allocated to their year group, except in an emergency.
- Pupils are not allowed out of class to use the toilets unless given permission.

Punctuality

- Punctuality is expected for all classes as well as for arrival at college. Pupils should arrive by 8.40am, for a prompt start at 8.45am.

Bags/Lockers

- No handbags are allowed in college. Bags must be of a suitable size and appearance to carry all books/equipment required for college (they should be able to carry A4 folders and be able to be closed securely).
- Pupils using the dining area must place their bag in the allocated year-box in the hall.
- Bags should be removed from shoulders when moving around the college.
- Apart from form time, access to lockers is restricted to the beginning and end of each break period.
- Lockers should be used wisely and respected.
- If locker keys are lost, they must be replaced and paid for.

Public Transport

- Pupils should remain seated on buses and trains throughout the journey.
- Pupils should never put their heads out of bus windows.
- Pupils must stand well back from the train as it approaches the platform.
- Bags should not be left in train corridors.
- Pupils may not cycle on train platforms.
- Pupils should only be at the station if they are catching a train.
- Pupils must catch the earliest available train.
- Train/bus prefects are to be obeyed and respected.

- Consideration and respect should be shown to the general public at all times. For example, pupils should give way to other pavement users. They should allow other passengers to get on and off the train before they do.
- Replacement bus passes, for those who are entitled to free transport, should be ordered and paid for in Reception.
- Pupils are not allowed to use local shops/takeaways or the beach when travelling straight home from school.

Cycles

- Pupils must have a cycle pass obtained from their Pastoral Leader before being allowed to cycle to and from college.
- Cycles must be equipped with reflectors and adequate lights.
- Cycle helmets should be worn.
- Cycles should be locked in the bicycle storage shelter.