

St Richard's Catholic College

PASTORAL CARE & BEHAVIOUR MANAGEMENT POLICY



The Policy was approved by the Governing Body: September 2021

Chair of Governors: _____

The Governing Body will review the policy in September 2022

MISSION STATEMENT

Comitas, Caritas, Scientia

St Richard's Catholic College is a community where all are welcomed in the spirit of Christian love and respect.

Our school encourages the wonder and joy of learning in order to ensure that every pupil reaches their full potential.

We enable all to flourish and grow together in friendship and in faith.

We aspire to be courageous, having the integrity and the spiritual strength to make a positive difference in the world, both now and in the future.

We endeavour to cherish our school motto of Community, Charity and Knowledge.

'I have come so that all may have life, and have it to the full.' (John 10:10)

At the very heart of our Pastoral Care Policy is our Mission Statement. We set out to ensure that our community is a place where all are welcomed in the spirit of Christian love and respect and where reconciliation informs consequences.

Pastoral care at St Richard's is about ensuring that every pupil can reach their full potential and that everything that is possible is done to remove barriers from learning; to enable each child to flourish and to support our young people during points in their life when difficulties occur. We have embraced therapeutic thinking as a way to further strengthen our understanding of young people and our pastoral care offer.

Our aims are as follows:

- To ensure ours is a happy community where every pupil can learn, reach their potential and exceed their expectations.
- To ensure an atmosphere of calm, productivity and support in which every pupil is able to embrace academic challenges that allow them to reach greater heights in their learning.
- To encourage in pupils self-discipline, self-motivation, self-confidence and independence so that they are able to make not only a difference to their lives but to the lives of others, both now and in the future.
- To work with our pupils on character education and leadership skills so that they are ready to embrace all the challenges life holds for them.

At St Richard's we have a strong Pastoral Care team of five Pastoral Leaders, five SEN Year Co-Ordinators, the SENCO, Pastoral Support Manager, local clergy, Lay Chaplain and other members of staff focussed on improving the opportunities of our young people through pastoral support.

We have a clear consequence and reward system in place to ensure a happy, lively and purposeful school, in which all can learn to the best of their abilities. Our community expectations are shared with all pupils and parents and are not open to interpretation. We constantly review ways of working in partnership with parents/carers to fully communicate and work together for the good of each child who comes to St Richard's.

We have the highest expectations of our pupils because we believe them to be capable of great things. At the same time we recognise that some young people may need more tailored help to guide them through a particular problem or time in their lives. When this happens we have a range of professionals who come into school to offer this support.

- Counsellor
- School Nurse Service
- Education Welfare Officer
- East Sussex Behaviour and Attendance Service (ESBAS)

- Youth Offending Team (YOT)
- Substance misuse service
- Family key workers
- Emotional Health and Well-being Team
- Trainee mental health practitioners
- Social workers
- CAHMS
- Occupational Therapist
- Speech and Language Therapist
- Educational Psychologist

We endeavour to build strong working relationships with such professionals, in order to work collectively and clearly to achieve the very best for our young people.

We also have many in-house support workshops from anger management to social use of language groups. We have an excellent bereavement support group run by trained members of staff called 'Spectrum.' A full range of our pastoral support services can be found [here](#).

THE SUPPORT OF PUPIL BEHAVIOUR

In our Mission Statement we commit ourselves to providing a community where all are welcomed in the spirit of Christian love and respect. St Richard's must be a community which enables every child to flourish and reach their full potential. We believe that every child's right to learn without hindrance must be safeguarded and we aim, in partnership with parents and carers, to help our pupils learn self-discipline, and consideration for others to ensure they take responsibility for themselves and their actions both within the community and outside in the local community.

Staff are encouraged to reward outstanding examples of academic work or citizenship by recording these on the 'Edulink' on-line platform to be shared with pupils and parents. We have an annually updated reward system to motivate pupil behaviour and reward those who give above and beyond.

Promotion of Values associated with Modern-Day Britain:

The school promotes an understanding and respect for the following institutions which, though not exclusive to the UK, may be seen as intrinsic "British Values"

- Democracy in national and local politics
- The rule of law
- Individual liberty linked to individual responsibility
- Mutual respect
- Tolerance and respect for those of different faiths and beliefs

The school will seek to address concerns where such core freedoms are, in anyway, undermined or diminished, to the detriment of others. This will be achieved through:

- Creating a safe place for dialogue
- Equipping young people with the skills and knowledge to recognise difference
- Teaching citizenship
- Seeking opportunities throughout the curriculum to identify the spiritual, moral, social and cultural implications of the curriculum

Code of Conduct

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 school, 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.
6. Physical intervention – In the rare event physical intervention is required the school will follow DfE guidance on the use of physical intervention.

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 listen and work
4. exercise understanding of one another, especially when personal opinions are expressed
5. respect the classroom environment and leave the room clean and tidy
6. 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.

Equality

St Richard's fully understands that some pupils with SEND or complex needs require a varied behavioural support response. We understand and appreciate that in order for all young people to be treated fairly, it is right and appropriate for some to be treated differently. These pupils have clear additional needs or EHCP plans which set out the strategies required for supporting them to achieve their potential both academically and pastorally. Reasonable adjustments may include such measures as examination access arrangements, use of assistive technology, changes or adaptations to the school site, or provision of additional support from staff.

Community Expectations

Conduct and Discipline

All schools need rules to run efficiently and effectively. At St Richard's we have in place a Code of Conduct. This enables us to safeguard the right of every child to learn without hindrance. It also ensures our pupils learn self-discipline and the need to take responsibility for themselves and their actions. These are lessons that will serve them well through life. The basic principle of the Code of Conduct is 'respect for the person and respect for a person's property'. Pupils must:

- Show respect to staff and their peers at all times.
- Act in such a manner that ensures all who come to St Richard's are able to flourish and grow together in friendship and in faith.
- Take responsibility for themselves in terms of learning, conduct, homework, uniform and organisation.
- Respect and not interfere with another person's property or their right to learn.
- Celebrate one another's differences.
- Be committed to working together to make positive differences to our community and to the society in which we live.
- Work together to uphold our school motto of Comitas, Scientia, Caritas (Community, Knowledge, Charity)

As we are a Catholic school we expect pupils to abide by Christian principles and to show respect and concern for the wider community.

Pupils must treat each other with respect and kindness at all times. We have a clear Friendship and Anti-Bullying Policy that recognises different types of bullying, including cyber bullying, prejudice-based and discriminatory bullying.

It is a whole community responsibility to recognise bullying and to take appropriate action. All staff, both teaching and non-teaching, are committed to the creation of conditions which discourage bullying through: consequences that are applied fairly, consistently, proportionally and reasonably; vigilant supervision of areas such as toilets, corridors, staircases, the changing rooms, the playground and the back area of the school. The full range of interventions, support and consequences attached to incidents of bullying can be found in the Friendship and Anti Bullying Policy. The school sets out an approach of education and strong moral values that puts at its heart the dignity of every young person and each person's role in ensuring the wellbeing of others.

Pupils are encouraged to report any negative behaviour, even if they are not sure whether it is bullying. They can do this through:

- Speaking to their teacher/TA or any member of support staff
- Speaking to a parent/other adult who then may contact the school in any of the ways listed.
- Speaking to their School Council Rep or a Student Listener.
- Passing on information via a confidential e-mail address or web based reporting system which is checked daily. Pupils can access the e-mail address via their pupil e-mail account by typing 'issues box' in the To: section of a new email. If they are not using their pupil email account they should address it to issuesbox@strichardsc.com They are able to access the new Whisper anonymous reporting tool on their home page and the school website.

Peer on Peer Abuse. This can take place in school, out of school and online. It covers a range of concerns including sexual harassment and assault. The school follows the East Sussex protocol for managing Peer on Peer Harmful Sexual Behaviour in Schools, September 2020.

The school adopts an 'It can happen here' approach to safeguarding and bullying and seeks to ensure environment in which young people are able to access support from staff. Staff are regularly trained in a range of safeguarding procedures and topics and will never accept hurtful, hate (sexual comments) as banter or part of growing up. From September 2021, a new confidential reporting system is in place so that young people always have a way to share concerns anonymously. It is called Whisper and pupils can access it on their home page and via the school website.

Uniform/Appearance

- Uniform must be worn in its entirety, as per the uniform list at all times, including the journey to and from school. Jumpers may be removed in the summer term, following the Principal's directive.
- Tights and socks must not be worn together. Plain black or white ankle socks for girls and black socks only for boys (no sports/trainer socks, frilly socks, knee-length socks or inner shoe 'sockettes').
- Coats must be worn in colder weather. There should be no denim, fur, suede or leather jackets or hooded sweatshirts/tracksuit tops/sports jackets.
- Coats must not be worn inside school.
- Jumpers must not be tucked in to skirts or trousers.
- 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 or chino jeans style) and are optional for girls.
- All pupils must wear black school shoes (no heels, boots, canvas or backless shoes).
- Hairstyles must be of a conventional nature. Girls' hair should be neatly tied back. Boys must have short hairstyles (minimum grade 3). Regardless of gender: tram-lines, wedges, undercuts or shaved hair are not permitted. Styling products are not permitted. Highlighting and colouring of hair is not permitted and neither are hair extensions. It is acknowledged that textured hair is an important part of a pupil's racial, ethnic and cultural identity and requires specific styling for hair health and maintenance and therefore in such circumstances braids and corn rows can be worn. Braiding must be an appropriate length and match natural hair colour. Beading is not permitted. Boys must be clean shaven.
- Girls may wear one pair of plain stud earrings in the earlobes and all pupils may wear a wrist watch, but not a smart watch. No other jewellery is allowed.
- Make-up must not be worn and nail polish is not allowed. Nails should be kept short and not pointed. No permanent make-up procedures (e.g. eyebrow or eye lash dying or extensions) are allowed. Fake tan must not be used.
- Uniform must be worn for official school events e.g. Prize Evening, Open Evening, Parents' Evenings, Concerts, Parish Masses. School rules apply at all evening events e.g. no mobile phones to be used.

Substances/Dangerous Items

- Smoking/vaping/smoking e-cigarettes is not allowed on school premises or while travelling to and from school.
- No cigarettes, e-cigarettes, lighters or matches can be brought to school.
- No intoxicating substances or illegal substances can be brought into school.
- There must be no aerosols in school.
- There must be no chewing gum in school.
- Canned drinks, including energy drinks, must not be brought into school or consumed on the way to or from school.
- There must be no items such as knives or weapons brought into school.
- There must be no items brought into school that could endanger others or damage property.

Please see Appendix 1 for our policy statement regarding searching for prohibited items in school.

Valuables

- **Mobile telephones are not allowed** in school, except with the permission of the Principal, following a written request, when they should be handed in to Reception first thing in the morning/at the start of each day for safe-keeping and only used for the purpose the parents/carers have requested (e.g. safeguarding reasons). If a telephone is confiscated, a parent/carer will be expected to collect it. It is important to note that the school is not responsible for any pupil's phone for any reason.
- Smart watches, such as Apple watches, that allow access to making calls or the internet, are not allowed in school.
- Electronic devices, speakers, cameras and computer games must not be brought into school or they will be confiscated. Parents/carers will be expected to collect them.
- No expensive equipment should be brought into school, 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 upon arrival for safe keeping.

Movement around School

- On corridors and stairs, throughout, movement should be in single file, to the right.
- Pupils must walk sensibly around the building.
- Pupils must observe entry/exit signs and any one-way systems (current one-way system for Covid 19).

Break/Lunch Time

- All pupils must go outside for the duration of morning break and lunch-time, with access to lockers at the beginning and end only, unless attending a Club, using the library, or using the dining area/hall.
- 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 Art Block must go to the hall.
- Pupils are allowed to change into trainers to play sports in the playground, but must change back into school shoes when returning to the building.
- All pupils must respect and follow the instructions of prefects who patrol the corridors at break and lunch-time.
- Hot food should only be eaten in the Dining Area. Snacks may be taken out of the Dining Area into the playground, but 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 area in winter.
- In summer, when the field is in use, the boundary is a line across from the garage and year groups must use their allocated space. The only pupils allowed beyond this are those practising sports under supervision. All banks are out of bounds. Pupils are not allowed behind the sports hall.
- At all times, the staff car park and the area around the 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.
- At the end of the school day, pupils may use the Year 8/9 playground for ball games until 4.00pm, if the space is not required by the PE department.

Toilets

- Pupils must only use the toilets allocated to their year group at break time, except in emergency; during lessons, they should use the nearest toilets.

- Pupils are not allowed out of class to use the toilets unless given permission.
- Pupils must always leave the toilets in the same state they would wish to find them out of respect for themselves, others and our cleaning staff. There will be consequences if this is not the case.

Punctuality

- This is expected for all classes as well as for arrival at school. Pupils must arrive by 8.30am for a prompt start at 8.40am.
- If late to school, Community Service will be issued. If persistently late, pupils will go on a punctuality report and receive a pastoral detention.
- School cannot be accessed earlier than 7.45am.
- Pupils arriving in school before 8.15am should only enter the building through the main pupil doors. Once they are in, they must either attend a revision class, sit in B7 or sit in the dining area. This is to ensure all pupils can be accounted for in the event of an emergency.

Bags/Lockers

- Bags must be of a suitable size and appearance to carry all books/ equipment required for school. They must 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.
- 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. We suggest parents/carers make a copy of their child's locker key.

Public Transport

- Pupils should remain seated on buses and trains throughout the journey.
- Pupils should never put their heads out of bus/train windows.
- Pupils must stand well back, behind the bump strip, as the train approaches the platform. At the end of the school day, Year 7 must line up behind Year 11 (and in term 6 behind Year 10).
- Bags must not be left in train corridors.
- Pupils may not cycle on train platforms.
- Pupils must 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. They should be mindful of noise and represent their home and school to the highest standards.
- Pupils are not allowed to use local shops/takeaways or the beach when travelling to or from school. They must return home and change out of uniform before conducting social activities.

Cycles

- Pupils must have a cycle pass obtained from their Pastoral Leader before being allowed to cycle to and from school.
- Pupils must cycle to and from school in an appropriate manner, respectful of all other road and pavement users.
- Cycles must be equipped with reflectors, brakes and adequate lights.
- Cycle helmets must be worn.
- Cycles must be locked in the bicycle storage shelter.

Rewards

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

- Verbal praise, either personal or public.
- House Points.
- Telephone/letter/postcard home.
- Letters of Commendation for achieving above expectations in a number of subjects.
- Certificates noting achievements, service, good conduct, attendance.
- Extra-curricular certificates.
- Book tokens, vouchers or other tangible "thank you's."
- Prizes.
- Prefect status.
- The CREST (bronze, silver and gold awards).
- Positive references.

In all years, the award of House 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.

The successful use of this House point system depends on the contribution and participation under the Be St Richard's banner of all staff. There are clear stages of rewards which are shared with pupils, parents/carers and staff. Copies of these are up in all classrooms.

Consequences

St Richard's operates a discipline procedure based on the Christian values of dignity, love and reconciliation. 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 consequence should be appropriate to the offence and the child. A list of common offences with consequences has been drawn up for the use of all staff (**see Appendix 2**). It is recognised that pupils may, at times, require sensitive handling, without undermining the principles of fairness and justice. The school takes a therapeutic thinking approach to support pupils who may require a supported approach to modifying behaviours.

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

Departmental

- Detentions at break or lunchtime.
- Detentions after school, with 24-hour notice in writing email/Edulink to parents/carers.
- Department report/monitoring.
- Transfer to another class or temporary withdrawal.
- Letters/emails home to parents/carers.
- Interview with parents/carers.
- Referral to Form Tutor/Pastoral Leader/Subject teacher, ideally through conversation, if not by e-mail.

Pastoral

- Support and advice, including CPD training on therapeutic thinking.

- Staff/pupil mentoring.
- Range of services in the school to help support a pupil - refer to the MHEW document that lists them on Google Drive/pastoral and SEN info for staff or school website Parents/Pupil Wellbeing
- Behaviour Points.
- Pastoral detention (held on a Friday).
- Withdrawal of privileges.
- Detentions before school, at break, lunchtime, after school, Saturday morning, INSET days.
- Litter duty, chewing gum duty.
- Community Service.
- Daily report- a variety of these are available in order to tailor it to the child.
- Close supervision - used as a last resort - Saturday detentions are better to ensure pupils do not miss out on learning.
- Strategy meetings to complete the plan, 'can, do, review' sections of an Additional Needs plan.
- Interview with parents.
- Exclusion from extra-curricular activities when appropriate.
- Use of after-school intervention room.

In addition, use can be made of support from other agencies such as the Counsellor, the Educational Psychologist or the Education Behaviour and Attendance Service.

Whatever consequences are imposed, it is essential that parents are kept fully informed and that reconciliation and support always have a role. 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 school 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. The staged system of referral is listed at **Appendix 3**.

Behaviour in Cover Lessons

LMT divides out cover lessons in the morning so all lessons are visited to offer support with behaviour. Any misbehaviour in a cover lesson warrants a detention. This is to be set by the Cover Supervisor but supervised by the Subject Leader or teacher on their return. Cover Supervisors can record any issues and consequences set and pass these to the Subject Leader. This should include poor effort, which needs to be actioned on the member of staff's return. Please help the Cover Supervisors by ensuring that you have left a clear seating plan in the correct cover folder, alongside your work and any other details that will be of benefit to them.

Close Supervision

Please refer to the Consequences list for when this should be administered. Pupils will fill out a reflection booklet in collaboration with pastoral staff at the end of Close Supervision.

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 aggressive behaviour, the Principal may decide that a pupil should be excluded from school. 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 wellbeing of a just and caring society.

APPENDIX 1 - Searching, Screening and Confiscation Policy

We have adopted the County/DfE Searching, Screening and Confiscation Policy.

Pupils, staff and parents are asked to note the following with regard to prohibited items listed in the 'Substances/Dangerous Items' section of our Community Expectations.

The items listed in this section can be searched for, adhering to DfE protocols.

The Principal can conduct a search without consent where there are reasonable grounds to suspect the possession of a prohibited item. Other school staff must be authorised by the Principal before undertaking a search. Prohibited items are:

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, vaping equipment fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and

Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The Searching, Screening and Confiscation Policy is available for reading on the website.

APPENDIX 2 - Consequences 2021-2022

OFFENCE	CONSEQUENCE
<i>Dyeing of hair Inappropriate hairstyle</i>	<ul style="list-style-type: none"> ▪ Community Service until hairstyle/colour is acceptable. ▪ Pastoral Leader to decide if pupil needs to be withdrawn from lessons, sent home or sent to barbers/hairdressers. ▪ Saturday detention.
<i>Hair styling products</i>	<ul style="list-style-type: none"> ▪ Remove hair styling products. ▪ 1 day Community Service. If persistent - Pastoral Detention.
<i>Incorrect Shoes/Trainers/Socks</i>	<ul style="list-style-type: none"> ▪ 1 day Community Service if no letter from parent/carer. Trainers to be taken by Pastoral Leader and school shoes loaned.
<i>Appearance, e.g. top button/skirt rolled up/Make- up/Nail polish/jumper tucked in</i>	<ul style="list-style-type: none"> ▪ 1 day Community Service. Fine given for use of make-up wipe or nail polish remover. ▪ Community Service for inappropriate appearance. ▪ Persistent - Pastoral Detention or five days Community Service.
<i>Chewing Gum</i>	<ul style="list-style-type: none"> ▪ Community Service x 3 days
<i>Lack of equipment</i>	<ul style="list-style-type: none"> ▪ General (pen, purple pen etc.) - 1 day Community Service. ▪ Subject specific (e.g. calculator, PE kit, lesson book) detention supervised by subject staff.
<i>Jewellery</i>	<ul style="list-style-type: none"> ▪ Confiscate for a fortnight. Pass to Pastoral Leader in a labelled, dated envelope. Up to pupil to collect. 1 day Community Service.
<i>Late for school</i>	<ul style="list-style-type: none"> ▪ Community Service – number of days given will be in relation to time missed. ▪ Persistent - Pastoral Leader to issue after-school detention and put on punctuality report.
<i>Late to lesson</i>	<ul style="list-style-type: none"> ▪ Individual member of staff to set a detention.
<i>Truancing from a lesson/lessons</i>	<ul style="list-style-type: none"> ▪ Make up time after school and/or Saturday or Inset Day. If individual lesson is missed subject teacher to give consequence; if whole day Pastoral Leader to give consequence.
<i>Using the wrong toilets outside of lesson time</i>	<ul style="list-style-type: none"> ▪ Community Service x 3 days
<i>Disrupting learning of others</i>	<ul style="list-style-type: none"> ▪ Detention given by member of staff. If in a cover lesson, Cover Supervisor to notify Subject Leader who will set detention and supervise. Phone call home to discuss.
<i>Low level disruption of lessons</i>	<ul style="list-style-type: none"> ▪ Break/lunch detentions set by subject/form teacher
<i>Defiance/rudeness/disrespect</i>	<ul style="list-style-type: none"> ▪ Close Supervision/Saturday detention.
<i>Failure to complete 5 homeworks</i>	<ul style="list-style-type: none"> ▪ Friday detention until 4.45pm. ▪ Persistent failure = Saturday detention.
<i>Mobile Phones/Mobile devices/Smart watch etc.</i>	<ul style="list-style-type: none"> ▪ Confiscate and parent/carer has to collect. 4 days Community Service. ▪ If phone/watch used on site - Pastoral Detention. ▪ Inappropriate use or social media concern. Investigation to decide if Close Supervision or fixed term exclusion.
<i>Swearing</i>	<ul style="list-style-type: none"> ▪ At a member of staff – fixed term exclusion. ▪ At a fellow pupil in front of a member of staff depending on intent – Close Supervision/Saturday detention. ▪ Any other use of a swear-word - 5 days Community Service.
<i>Cigarettes/lighter/vaping equipment</i>	<ul style="list-style-type: none"> ▪ In possession - isolation at break and lunch time x 5, 5.00pm detention x 2 ▪ Smoking - isolation at break and lunch time x 5, 5.00pm detention x 5 and Saturday detention.
<i>Illegal substances</i>	<ul style="list-style-type: none"> ▪ In possession or distribution – exclusion.
<i>Use of hate language: any form of discrimination</i>	<ul style="list-style-type: none"> ▪ Close Supervision immediately – investigation to determine whether it should be a fixed term exclusion. Completion of Equalities pack.
<i>Aggression:</i>	
<i>Football/game out of hand</i>	<ul style="list-style-type: none"> ▪ Immediate litter duty or canteen tidy up.
<i>Bundling/wrestling on field</i>	<ul style="list-style-type: none"> ▪ Banned from field for five school days.
<i>More sinister, e.g. fighting</i>	<ul style="list-style-type: none"> ▪ Close Supervision and Saturday detention (no. of days decided based on incident).
<i>Injury of another pupil or member of staff</i>	<ul style="list-style-type: none"> ▪ Exclusion.

APPENDIX 3 – CONSEQUENCES SYSTEM OF REFERRAL

Consequences System of Referral

<p>Stage 1 Subject/Tutor responsibility</p>	<p>For a low level incident occurring in form or class time, the first response is the form or class teacher consequence. This will commonly be the awarding of lunch or after school detention. Communicate all low level incidents via 'EduLink One.' A follow up phone call or email home is proven to be beneficial. Teachers and tutors will follow their own professional judgement here.</p>
<p>Stage 2 Subject Leader responsibility</p>	<p>A Subject Leader will become involved when a subject detention has been missed; there has been a repeated failure to complete homework, or a pupil is interfering with the learning of others. Here, the class teacher will refer to the Subject Leader for support. The Subject Leader will administer a variety of consequences depending on the circumstances. These are likely to include one of more of the following: Subject Leader detention, subject report, departmental monitoring, phone call with a parent/carer, interview with a parent/carer to plan next steps. The Subject Leader will ensure they contact home to discuss the issue and steps ahead.</p>
<p>Stage 3 Pastoral Leader responsibility</p>	<p>Pupils will be referred to the Pastoral Leader where there is a pattern of repeatedly failing to complete homework in more than one subject or because the pupil is disturbing the learning of others in more than one subject. The Pastoral Leader will contact the parent/carer and, in partnership with them, will put in a plan of action to address the concerns. This will include a pastoral detention or Saturday detention being issued. Pastoral detentions run on Friday until 4:45pm in B7 and Saturday from 9am-12pm in B7.</p>
<p>Stage 4 Pastoral Leader with support of LMT</p>	<p>Pupils who continue to disengage or misbehave must have an Additional Needs Plan developed to draw together a number of strategies to re-engage the pupil. Parents will meet with the Pastoral Leader, in order to formulate this plan. External agencies will be utilised to offer further support where necessary. The plan will be regularly reviewed to ensure impact.</p>
<p>Stage 5 In extreme cases, Principal</p>	<p>The Principal will receive written records of the incident that produced such a referral and consider the necessary consequences, which may include a fixed term exclusion.</p>

Consequences in precedence order:

1	Detention
2	Community service
3	Intervention sessions
4	Extra-curricular activities or clubs

In order to ensure our behaviour is of the highest standard, all members of staff must follow these procedures accurately and consistently. Always have the consequences sheet at hand and on show in your classroom and do not deviate from it.

Community Service is staffed by the Pastoral Leaders in C1 each lunchtime.

What happens if a pupil fails to attend a consequence?

If a pupil fails to attend Community Service

If a pupil misses Community Service then a **Pastoral detention** will be set for Friday after school until 4:15pm, staffed by a Pastoral Leader in B7. Staff should read the weekly list of pupils emailed to them on a Friday and deliver pupils to B7. If a pupil is in Friday pastoral detention in B7 repeatedly, then a Saturday morning detention will be issued.

If a pupil fails to attend a lunchtime detention

After school detention will be given by the Teacher and contact with home occurs. Failure to attend a subject detention should be escalated to the Subject Leader.

If a pupil fails to attend a Subject Leader detention

Failure to attend a Subject Leader detention will result in **Friday detention in B7 until 4:45pm**. RD or another member of LMT will collect pupils who fall into this category at the end of period 6 on Friday.

Saturday detention

Failure to attend Subject Leader/Pastoral Leader detention, along with more serious misdemeanours, will result in a Saturday morning detention which is staffed by LMT.

Parents are not able to negotiate detention slots. The only alternate that can be offered to them is the Saturday morning slot.

Boundaries

- Manners at all times!
- Seating plans with mixed ability in mind
- Clear boundaries set from lesson 1
- Consistency for all pupils with rewards and consequences
- Busy and active lessons give pupils little time to become involved in low level disruption
- Reward and recognise mature behaviour when pupils ignore individuals looking for attention through low level disruption
- Do not accept procrastination and laziness from pupils
- Pupils to clearly see individuals in class who are rewarded and praised for having a good work ethic and positive attitude.
- Targets set for written tasks work well with many boys, in particular.

Consistency

- Hold the highest expectations for your pupils. Pupils need to know that every staff member is committed to securing outstanding behaviour.
- Ensure you have read and digested all of the pupil passports and additional needs plans for your pupils. Follow the behavioural guidance given for pupils with SEN. Ensure you have read all of the transition information provided and that you have liaised with previous teachers in your department, and you are clear on information regarding loss/bereavement, family difficulties etc so you are able to plan for and support each pupil positively.
- Everyone must follow the Consequence sheet. Have it ready on the wall!

- Start September with uniform check and equipment check at registration and at the start of every lesson as this will quickly have impact. Community service is available on the Google Drive so you can easily add to it.
- Be out in the corridors in between lessons – if we all do it, this will have real impact.
- Insist on lessons beginning with pupils standing behind their chairs in silence – this will set the tone. Remember you are in charge of your classroom. Have tasks set up so pupils immediately begin to work.
- Administer consequences calmly and fairly and do not allow for any negotiation.
- Ensure pupils stand when an adult enters the class.
- Never forget the daily prayers.
- Please do not allow pupils out of lessons early unless it is to ease congestion.
- Pupils must not be wandering the corridors.
- Remember LMT conduct walks of the school every lesson.
- Finally, work as a team, support your colleagues, seek help/guidance from your Pastoral Leader/Subject Leader/LMT.