



## St Thomas More RC College

### Policy:

#### **School Discipline and Behaviour Policy including Exclusion procedures and Mobile phone and Electronic Devices policy**

*This policy will be reviewed every 12 months*

Author	H Brophy
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	Signature of member of Governing body	Date
Policy approved/ reviewed (delete as appropriate)		16 January 2024

## **College Mission Statement**

St Thomas More RC College is a group of believers, united heart and soul in a Community which recognises the worth and dignity of all people. St Thomas More RC College is Committed to developing fully the talents of all its members, in Communication of the Gospel values of peace, love, truth and justice; in Communion with Our Lord and Saviour, Jesus Christ.

Within the behaviour policy the College recognises and acknowledges its legal duties and responsibility towards:

- The Equality Act 2010
- Safeguarding
- Pupils with special educational needs (SEN)

The behaviour policy should be read in conjunction with the schools Equality and Diversity Policy, and the SEN policy. Which are available on the schools' website

## **Aims – Objectives**

That within the Catholic Ethos of the college that staff and pupils work happily and successfully together with the support of parents/carers within a culture of respect that allows students and staff the opportunity to reach their full potential.

This behaviour policy seeks to;

- promote excellent behaviour, mutual respect, a calm/polite culture and safe environment for learning.
- prevent bullying
- ensure that pupils display the attributes of excellent learners and that they follow shared codes of conduct to facilitate high standards in uniform, learning and wider aspects of college life including the journey to and from college

When consulting the behaviour policy, it must be recognised that not every aspect and eventuality can be described, as a result in all situations it would be expected that staff use their professional judgement to deal with the matter effectively and appropriately. This may result in the use of a lower or higher-level consequence/sanction/reward in line with the judgment of college staff depending on the circumstances.

## **Aspects of the Behaviour Policy**

- 1) Codes of Conduct:
  - a) Shared Core Standards: Excellent Uniform
  - b) Shared Core Standards: Excellent Learners
  - c) Shared Core Standards: Excellent Members of our Community
  - d) Rewards System
  - e) Sanctions – Detention System
  - f) Additional information about behaviour
  - g) Appendices

The behaviour policy is designed so that every student has the opportunity to achieve highly and make excellent progress through the academic and vocational education they receive at St Thomas More RC College.

## **Our Shared Core Standards: Excellent Uniform**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to uniform. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe.

These standards should be read in conjunction with the college's uniform code (Appendix 1).

**Every member of staff** is expected to be proactive in ensuring the following standards are maintained.

### **Pupils must wear full uniform when on college premises.**

College uniform must be worn correctly as pupils enter the college gates at the start of the day and must continue to be worn correctly until pupils leave the inner college gates at the end of the day.

### **College blazers and Jumpers must be worn at all times.**

Blazers must be worn at all times. A teacher may give permission for a pupil to remove their blazer or jumper during lessons. In the summer at the decision of the Headteacher students may be given permission not to wear a jumper (or other items of uniform) for college depending on the weather conditions.

### **All years must wear a clip-on college tie.**

Pupils need to make sure their top button is fastened and their tie is clipped onto the collar (top) of the shirt.

### **Coats and scarves should never be worn inside the college buildings.**

Pupils must take off coats when entering the college building and can only put coats back on when you go outside. Coats, jackets, hooded tops or non-uniform jumpers must **not be worn under blazers at any time inside or outside the college buildings, including at the end of the college day.**

### **Pupils must wear plain black leather or leather look school shoes.**

Shoes should not have visible logos or stripes. Training shoes, pumps or canvas shoes are not acceptable. Girls may wear black boots under trousers but not with a skirt.

### **Pupils should not wear makeup.**

Pupils must not wear any kind of makeup including facial make up, make up applied to the eyebrows, fake tan, nail varnish, false nails or false eyelashes.

### **Hair accessories must be plain black to maintain our high standards of uniform.**

Any hair bands and/or hair clips a pupil chooses to wear, must be black and be a modest size and style and in keeping with the spirit of the uniform code.

### **Pupils are expected to wear hair in a neat style. Pupils should not have extreme hairstyles.**

Hairstyles (including shaved heads) judged to be extreme by the Headteacher are not permitted e.g Shaved Tramlines. Hair must be of one colour and natural in appearance.

### **Pupils must not wear jewellery; however, pupils may wear a watch.**

Pupils should not wear any kind of jewellery including earrings, piercings, necklaces, bracelets and plastic/rubber wristbands. Facial piercings should **not** be covered with a plaster to disguise them.

Jewellery seen will be confiscated and will be kept to the end of the school week (Friday)

### **Trousers should be full length black tailored school trousers.**

## **Our Shared Core Standards: Excellent Learners**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to their learning. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe. These standards should be read in conjunction with the school's Attitude to Learning Criteria (Appendix 2).

### **Excellent Learners will**

- show enthusiasm for their learning and lessons
- communicate effectively and with mutual respect
- work independently
- demonstrate resilience

### **Below are some features that we would expect excellent learners to demonstrate:**

- 1) Attend college regularly and on time
- 2) Come to college with all the equipment you need each day E.g. Bag, Books, pen, pencil, ruler, calculator, PE Kit, etc
- 3) Complete all classwork, coursework and homework to the best of their ability and submit it on time
- 4) Work hard and with enthusiasm and don't distract others or prevent others from learning
- 5) Follow the college's classroom expectations including any rules that are specific to a particular subject.

### **Classroom Expectations for Excellent Learners**

- 1) Arrive to lessons on time, **entering the room quietly**, line up in single file outside the room if your teacher is not yet available. Teachers will observe students entering the classroom and students in the corridor by standing in the doorway. Students should always aim other students and staff politely/cheerfully.
- 2) Come to the lessons prepared to learn, to learn to the best of your ability, and in full uniform
- 3) Complete the "Do now task" silently after entering the classroom
- 4) Listen to instructions and follow them the first time they are given
- 5) Raise hands to ask questions and wait for permission to leave your seat, when learning students should not raise their hands to answer questions, teachers/staff will direct questions to check understanding. **No hands up unless you are asking a question or need help.**
- 6) Treat others, their work and their equipment (including college equipment/resources) with respect
- 7) When working independently the usual expectation is that students work in silence
- 8) When teachers or students are talking to the whole class, the other students will put items out of their hands and focus their attention on the speaker, students should ensure that their body language demonstrates they are actively listening to the speaker.
- 9) Leave rooms clean and tidy
- 10) When leaving the room wait behind your chair and follow instructions to leave quietly row by row/table by table

### **5 Simple Expectations**

<b>Prompt</b>	<b>Arrive on time ready to learn</b>
<b>Prepared</b>	<b>Have all equipment, know the seating plan, correct uniform</b>
<b>Patient</b>	<b>Stay in seat, raise hands to ask, wait to answer, let staff help others too.</b>
<b>Productive</b>	<b>Do your best! Follow instructions first time, work quietly/silently.</b>
<b>Polite</b>	<b>Listen to others. Respect staff, students and the classroom.</b>

## **Our Shared Core Standards: Excellent Community**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to their behaviour during college including lunchtime and break-time and on their journeys to and from college. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe.

These standards should be read in conjunction with the college's Mobile Phone Policy (Appendix 3), the Home School Agreement (Appendix 4) and our Exclusion procedures.

### **Mobile phones, headphones and electronic devices should not be used, switched on or seen by a member of staff anywhere on college premises.**

When a member of staff sees a mobile phone or electronic devices it will be confiscated. If it is a first offence the mobile phone will be returned at the end of the day. If it is a second or subsequent offence, the mobile phone will be kept in the college office until a parent/carer can collect it.

### **Students should show respect and care for each other and all members of staff**

This means students won't

- Use bad language or be sexist or racist
- Become involved in bullying behaviour or be verbally or physically aggressive

If any staff need to speak to a student at social times or the beginning or end of the day, students must focus politely on the member of staff and listen carefully to any instructions/advice.

### **Students will never bring illegal substances or offensive weapons or items into college**

Our college is a safe and secure environment for learning, the college has a Zero Tolerance approach to the possession of illegal substances or offensive weapons on college premises (or outside of school if possession of these items has the potential to affect the reputation/safety of the college). If students are involved in such incidents they may be Permanently Excluded if appropriate, (even for a one-off incident).

### **Students will uphold the excellent reputation of the college by behaving appropriately on school buses or when travelling to or from college or when in public places in college uniform.**

### **Students will move around the college quietly and sensibly without running.**

Students will use the one-way system where it is in operation and stay to the left on busy corridors they will make sure their conduct ensures their own and other peoples wellbeing and safety. Students must not use areas that are out of bounds especially at lunchtime

### **Students will keep the college litter free**

Students must ensure that both inside and outside the college buildings they use the litter bins provided Hot food purchased and served on a plate should only be eaten while seated in the dining hall.

### **Students will look after their college buildings, the college grounds and college furniture and equipment**

Students must not deliberately damage or deface any aspect of the fabric of the college or allow a lack of care/attention to do the same. Graffiti of any kind is completely unacceptable.

### **Students must display excellent behaviour at Breaktime and Lunchtime**

Students must display the same high standards of behaviour during unstructured times as they do during the rest of the college day, including queueing politely and sensibly.

### **Students will not chew gum or bring "energy" drinks, Fizzy drinks or similar to college**

**Students if travelling by cycle to college, should follow our cycling safely recommendations**

## **Rewards System**

It is essential for all teachers and support staff to remember that praise, rewards and recognition are far more motivating than sanctions. We want to encourage a culture of celebration and affirmation; this can be brought about in a number of practical ways:

### **VERBALLY**

- Tell pupils (privately or publicly, as appropriate) when they have done well.
- Thank groups and individuals for working hard, trying their best, helping out, being honest etc.
- Acknowledge even the little things e.g. holding a door open, picking up litter.
- Speak of our high expectations, your pride in their success, our college's reputation.

### **PUBLIC**

- Tameside Achievement Awards – annual nomination of two pupils
- Recognition in the e-magazine
- Half termly awards assemblies
- Meeting with the headteacher
- Presentation/rewards evening (annually)
- School Celebration Day
- Head of Year Weekly Award

### **RECORDED**

- Positive comments achieved and communicated through Satchel one.
- Using SIMS achievement profile
- MORE Points – Pupils are awarded MORE points as part of the reward system. A summary of rewards and the allocation of points is shown in the table below:

<b>Reward</b>	<b>Allocation of points</b>
Attendance 100% - awarded each half term	80 points
Attendance 97 - 99.9% - awarded each half term	60 points
Each A2L from tracking at the relevant points	Year 7 – 11 1 = 20 points, 2 = 10 points
Lesson Star - : Up to 4 per lesson Enthusiasm Communication Independence Resilience	10 points
Achievement	10 points
4 C's	10 points
Attendance at Homework club Extra curricular	10 points
Attendance Weekly Challenge (previous week)	10 points
Sparx Maths	10 Points
Daily Equipment	10 Points
Friday Form Reward (for no detentions or behaviour points in the week since previous Friday)	20 points

The points are added up over time and pupils achieve the following depending on the number of points they receive:

1500 Points	Bronze badge
3000 Points	Silver badge
4000 Points	Gold badge
5000 points	Platinum badge + entry for annual prize draw (value £100) selected by each year group, During Year 11 automatic invitation to Y11 PROM

Weekly prize pupil in each form with most points per week (not cumulative).

Staff should allocate MORE points using SIMS or Satchel 1 (SMHW)

- Letters / subject postcards home – a short letter to parents can formally acknowledge a particular achievement or sustained effort. This is a particularly worthwhile approach for children who may, for whatever reason, ‘miss out’ on other forms of recognition.
- Certificates of achievement e.g. At the end of a project or particular unit of learning.

Any rewards points must be added by staff before the end of the day.

#### **Friday Pastoral Rewards Briefing**

- One student per form identified for a praise postcard.
- Form list provided of students without a behaviour point or detention issued during the previous week (5 school days), all students on list identified/celebrated and allocated 20 points during form. Forms with assembly on Friday, this takes place on the following Monday.

A regular achievement league will be shared with parents/carers and students at the top of the league will be rewarded with a tangible reward regularly at the discretion of the Leadership team.

#### **Behaviour Points**

Behaviour points are allocated for inappropriate behaviours/consequences as shown below

<b>Behaviour points</b>	<b>Allocation of points</b>
Stage 2 Stepped behaviour/consequences Behaviour Points issued following a verbal warning/instruction. Please see Stage 2 description in stepped behaviour/consequences system.	- 10 points
Behaviour corresponding to a 30 Minute Lunchtime Detention	- 20 points
Behaviour corresponding to an afterschool detention	- 30 Points
Behaviour corresponding to an on-call detention	- 40 points
Behaviour corresponding to a period of time in seclusion not including an on-call	- 50 points
Suspension	- 100 points each day

Behaviour points are subtracted from the total More points to give the total NET achievement points for the year.

## **Representing the school, and attendance at school trips**

Students who have overall net negative behaviour points at the time of the event (or application to participate in an event if appropriate) will automatically be prevented from taking part in the event. A net negative behaviour points score indicates that students are not displaying the necessary core standards of the school.

Please note that other individual events may have their own more specific behaviour criteria as required such as with the Year 11 Prom, in which students who have been suspended in the previous 12 months are usually automatically removed from the invitation list.

## **2-hour Detention**

Each academic year students have the opportunity to achieve positive achievement points and negative behaviour points, which contributes to their Net Points Total.

During the Autumn Term where students continue to display overall negative net behaviour points indicating a consistent pattern of behaviour a 2-hour detention will be introduced for identified students. For these students the 2-hour detention 2:45 to 4:45 will replace the usual on-call detention for these students each time a subsequent on-call is issued, parents/carers will be written to in advance of students being placed on the two-hour detention list and students can remove themselves from the two-hour detention list by gaining more achievement points so their net total becomes positive again. Failure to comply with the 2-hour detention will usually result in suspension due to previous patterns of behaviour.

## **Sanctions**

It is essential that sanctions are seen to be applied fairly and consistently. As far as possible pupils should be aware of the sanctions likely to result from particular actions.

The effectiveness of the whole Behaviour Policy is dependent upon all colleagues playing a role in challenging and responding to any incidents of poor behaviour when they occur.

Sanctions are issued on a case by case basis according to the professional judgement of staff within the college and could include:

- Verbal reprimand
- Immediate related sanction, such as picking up litter that has been dropped
- Break Detentions
- Lunchtime Detentions (Including 30 minute lunch detention)
- After-school Detentions (Including 1 hour or 2 hour on-call detention and staff detention)
- Comment in class book
- Behaviour for Learning target cards
- Attitude to Learning target cards
- Progress Target Card
- Withdrawal of privileges/rewards
- Additional work set or tasks to aid the college community
- Formal contact with parents
- Parental interview
- Students may be sent home for the briefest amount of time as possible to rectify a uniform issue. (Guidance will be sought from SLT to approve this)

- Pupils continue to learn in college but have contact with peers removed (Seclusion)
- Off Site Direction in line with Government Guidance
- Managed Move in line with Government Guidance
- Fixed term exclusion
- Permanent exclusion

All student behaviour incidents above a verbal warning should be recorded on SIMS.

All sanctions may be used as appropriate for students attending college trips or travelling to and from college and if necessary sanctions can be imposed for behaviour outside of college that in the opinion of staff impacts on some aspect of college life.

### **Stepped behaviour and consequence system.**

During lessons staff should use positive framing techniques to support achieving the desired outcome of creating an excellent environment for learning, however we recognise that at times behaviour choices from students may require a consequence or sanction to support an excellent learning culture.

The following stepped consequence approach should be used in lessons.

All behaviours that result in a sanction above a verbal warning (i.e. stage 2 and above) must be recorded on SIMS by the person/persons identified below. Staff should not allow students to move back down the system once a consequence/sanction has been applied unless new/conflicting evidence is presented

Please note the list of behaviours and consequences are illustrative and the lists are not exhaustive, teachers and especially Senior Staff and the Headteacher have the discretion to judge incidents and the consequences required as they deem appropriate, this may mean that under certain circumstances or patterns of behaviour that the level of consequences/sanctions are increased or decreased, as staff deem appropriate.

Description	Example of behaviours (not necessarily exhaustive)	Consequence/staff action
1 Verbal warning	<ul style="list-style-type: none"> <li>- Low level chatting/Low level silliness</li> <li>- Not paying attention to staff or student when they are addressing the class</li> <li>- Not entering the classroom quietly in correct uniform</li> <li>- Not starting learning tasks when instructed</li> <li>- Shouting/calling out in class</li> </ul>	Verbal Warning
2 Behaviour Points deduction recorded on SIMS	<ul style="list-style-type: none"> <li>- A second occasion of incorrect behaviour after a verbal warning</li> <li>- More than 3 minutes late to lesson</li> <li>- Lack of effort and failure to complete some of required class learning.</li> <li>- Leaving seat without permission.</li> <li>- Failure to follow direct instructions given by a member of staff on the first occasion.</li> <li>- Minor name calling/being unkind 1<sup>st</sup> occasion</li> <li>- Failure to bring an essential piece of equipment, bag, pen, pencil, exercise book.</li> </ul>	Behaviour points must be recorded in SIMS (class teacher)  Staff issuing points should consider if a positive/reset conversation is needed before the next lesson
3 30 minute lunchtime	<ul style="list-style-type: none"> <li>- Another occasion of incorrect behaviour after a behaviour points deduction.</li> </ul>	30 minute lunchtime detention

detention	<p>e.g. leaving allocated seat again following behaviour points deduction.</p> <ul style="list-style-type: none"> <li>- Failure to follow directed instructions from a member of staff after two requests during a student/teacher interaction.</li> <li>- Lack of effort with learning activities that persists for a significant part of the lesson.</li> <li>- Name/calling being unkind on more than one occasion, or more serious and deliberate name calling/unkindness.</li> <li>- Incorrect uniform that can't be easily rectified.</li> <li>- Lateness to school after the start of form time.</li> <li>- Regular failure to bring essential equipment.</li> <li>- Failure to bring PE kit</li> </ul>	<p>Students will eat lunch in detention room and be allowed to use the bathroom.</p> <p>Must be recorded in SIMS (class teacher)</p> <p>Staff issuing detention must facilitate positive/reset conversation before the next lesson. Staff can seek support from CL as required</p>
<b>Optional step</b>  4 30 minutes afterschool detention	<ul style="list-style-type: none"> <li>- Following the issuing of a 30-minute lunchtime detention staff can issue an afterschool detention at their discretion if poor behaviour choices persist but don't meet the threshold for an on-call detention yet.</li> <li>- Individual staff should supervise and scheduled this detention personally.</li> </ul>	<p>30 minute after school detention, detention can be longer at staff discretion up to 1 hour</p> <p>Must be recorded in SIMS (class teacher). <i>For class teacher detentions record the behaviour but don't create a new detention in SIMS</i></p> <p>Staff issuing detention must facilitate positive/reset conversation before the next lesson. Staff can seek support from CL as required</p>
5 1-hour detention Or 2-hour  On- call	<ul style="list-style-type: none"> <li>- Continued poor behaviour choices after the issuing of a 30-minute lunchtime detention/afterschool detention.</li> <li>- Failure to attend 30-minute lunchtime detention.</li> <li>- Gross defiance towards staff e.g. persistent shouting out or arguing with staff.</li> <li>- Swearing or using offensive language in general in the classroom</li> <li>- Repeated name/calling being deliberately unkind, behaviour that may be described as bullying.</li> <li>- Repeated lateness to school in a half-term (more than 3 occasions), each subsequent late-mark in a half term, will result in a on-call detention.</li> <li>- Internal truancy not attending lesson without permission.</li> </ul> <p>Note: Students should not be on-called for <b>not</b> taking an active part in the lesson or for completing learning tasks, unless their behaviour is also preventing others from learning. A 30-minute lunchtime detention is sufficient in these circumstances.</p>	<p>1 or 2 hour detention after school</p> <p>Behaviours of this type displayed in lesson have met the threshold for On-call</p> <p>Must be recorded in SIMS (office staff)</p> <p>Curriculum Leader must facilitate positive/reset conversation between student and member of staff within 48 hours or as soon as possible.</p>

Withdrawn from class	<ul style="list-style-type: none"> <li>- Failure to attend 1 hour after school detention</li> <li>- Poor behaviour in 1 hour after school detention</li> <li>- More serious Gross Defiance towards staff.</li> <li>- Insulting behaviour towards staff that does not meet the definition of swearing.</li> <li>- Dangerous Behaviour that causes an injury or has the potential to cause an injury no matter how minor, in a classroom or at social times.</li> <li>- Fighting or an act of physical aggression towards another student</li> <li>- Graffiti</li> <li>- Selling merchandise such as sweets.</li> <li>- Repetition of name calling unkind behaviour that has not ceased following intervention and the use of a 1-hour detention, this indicates behaviour that could be described as repeated bullying.</li> </ul>	<p>Time in behaviour support room. Minimum time usually 5 periods/full school day. At SLT/PALs discretion</p> <p>Must be recorded in SIMS (behaviour support room staff)</p> <p>Head of Year must facilitate positive/reset conversation for student and member of staff if appropriate within 48 hours or as soon as possible.</p>
Suspension to Permanent Exclusion	<ul style="list-style-type: none"> <li>- Failure to attend 1 hour/2 hour after school detention</li> <li>- Poor behaviour in 1 hour/2 hour after school detention</li> <li>- Persistent behaviour that has resulted in the student previously being withdrawn from class.</li> <li>- Poor behaviour repeated in reflection/consequence room</li> <li>- Swearing at a member of staff/Threatening behaviour towards a member of staff</li> <li>- Fighting in a lesson</li> <li>- Vandalism</li> <li>- Smoking/vaping and possession of related items</li> <li>- Gross defiance and especially repeated gross defiance with a senior member of staff.</li> <li>- Use of discriminatory or racist language.</li> <li>- Behaviour or language that is sexually harassing in nature</li> <li>- Theft (depending on nature)</li> <li>- Repetition of bullying type behaviour that has not ceased following time in reflection/consequences room and/or the use of other interventions.</li> <li>- Selling items any items without permission: including selling items that are banned under the school rules</li> </ul>	<p>Range of sanctions including: Suspension Possibility of Permanent exclusion. Use of Offsite direction under supervision of Governing Body</p> <p>SLT will decide on appropriate sanction</p> <p>Must be recorded in SIMS (SLT/Behaviour/Pastoral Staff)</p>
Longer Suspension to Permanent exclusion	<ul style="list-style-type: none"> <li>- Persistent behaviours that have resulted in previous suspensions</li> <li>- Serious premeditated attack on another student.</li> <li>- Physical aggression towards a member of staff</li> <li>- Possession of Illegal or inappropriate drugs in school or whilst in school uniform</li> <li>- Possession of weapons in school or whilst in school uniform.</li> <li>- Severe and dangerous gross defiance and especially repeated severe and dangerous gross defiance with a senior member of staff.</li> <li>- Sexual or indecent assault</li> </ul>	<p>Range of the most serious sanctions/consequences including: Permanent exclusion Use of Offsite direction under supervision of Governing Body</p> <p>SLT will decide on appropriate sanction</p>

	<ul style="list-style-type: none"> <li>- Repetition of bullying type behaviour that has not ceased following suspensions and/or the use of other interventions.</li> <li>- Selling illegal/improper substances</li> </ul>	Must be recorded in SIMS (SLT/Behaviour/Pastoral Staff)
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Staff should not remove students from other classes for positive/reset conversations without the permission of SLT, these conversations should take place either during the detention that the student is attending or at break/lunchtime/before school/after school/or at the end of the lesson or start of the next lesson if the conversation required is only brief.

### **Detention system**

Detentions should be used sparingly and when appropriate to encourage excellent behaviour/conduct.

**Teachers have the power in law to issue and enforce detentions**, both during school and after-school.

We are grateful for parents/carers support in ensuring excellent behaviour in college but are aware that in law parental consent/agreement is not required for detentions

### **Afterschool detentions: Advance Notice**

In order to maintain a positive relationship with families we will attempt to give advance notice of an afterschool detention, usually notice will be given at least the day before so parents could be notified of a detention on Tuesday on the Monday of that week. The advanced notice will usually consist of a note in the exercise book, a text message or a telephone call. When a note is written in the student's book it is the student's responsibility to show it to a parent/carers.

The member of staff who is issuing the detention should act to ensure that at least one method of notifying parents/carers has been utilised.

### **Staff procedure for recording and following up teacher afterschool detentions**

1. Detention must be recorded on SIMS and attendance/non-attendance recorded
2. If pupil misses the detention, the HOD is informed, (unless detention was missed due to absence in this case just reschedule as original detention).
3. Following deliberately missed detention and informing HOD, the teacher reschedules the detention and emails or calls home to inform parents/ carers it has been rescheduled/escalated to HOD.
4. If the pupil now fails to attend 2nd detention, the HOD should be informed, and this will then be escalated to an on-call detention. Either 1-hour or 2-hour depending on points. The on-call now replaces the original teacher detention.
5. If the pupil fails to attend this, SLT will intervene and the pupil will be isolated, or suspended if it's a 2-hour detention missed.
6. Following isolation or suspension student must still sit the on-call detention of 1 or 2-hours.

### **Afterschool detention: Same day**

Sometimes it may be necessary to issue an afterschool detention without advance notice to parents/carers. When this is the case the situation should be checked by a member of SLT so that it can be verified that the course of action to issue a detention without notice is reasonable. If a student is placed in an afterschool detention on the same day, we will endeavour to contact parents/carers before the detention finishes but it must be accepted that this may not always be possible.

Where on-call is used during a lesson or a student is placed in seclusion the afterschool detention will usually take place on the following day.

## **Subject Detentions**

All teaching staff can arrange and place students in break, lunchtime and afterschool subject detentions and will supervise the detention accordingly. Breaktime detentions should finish with enough time before the second bell so students can use the bathroom.

### **Consequences Lunchtime Detention (Year Group Detention) (25-30 minutes)**

This lunchtime detention does last for the full duration of lunchtime so students will be sent to get lunch during the detention and are then supervised while eating. Students will be allowed to use the bathroom as appropriate, although this maybe after or before they eat their lunch.

Lunchtime Detentions for behaviour in a lesson should under normal circumstances be issued for the **FOLLOWING** day.

Subject teachers should not usually allow students to accumulate multiple detentions for dates beyond the following day. Where a student has two lesson or more lessons on one day that each issue a 30-minute detention for lunchtime on the following day each teacher should ensure that the student has attended the detention and each member of staff should have the positive/reset conversation prior to the next lesson. The positive/reset conversation is the essential aspect of the behaviour system in this regard so the student understands why they were in a detention especially if there were two or more reasons.

Each member of staff should record the behaviour incident on SIMS but only the initial member of staff will record the detention.

Classroom staff can issue an additional 30-minute afterschool detention at their discretion should they wish to do so if a student already has a 30-minute lunchtime detention issued for the following day.

SLT and Heads of Year can issue lunchtime detentions for future dates beyond the following day if necessary at their discretion.

Heads of Year will monitor patterns of behaviour and where students are displaying behaviours in multiple lessons that equate to a 30-minute lunchtime detention additional actions/consequences and interventions will be utilised as appropriate.

### **1 hour After School Detention (Whole School) (Usually 2:45-3:45)**

### **2 hour After School Detention (Usually 2:45 -4:45)**

**ONLY SLT, CURRICULUM LEADERS OR PALS may add students to the 1 or 2 hour detention list or give permission to do so.**

The maximum number for each detention is 24 students, if the number exceeds this please arrange for a different night. SLT/PALs will supervise the 1 hour detention, SLT will supervise the 2 hour detention.

### **PLEASE BE AWARE**

There may be situations when it is more appropriate for a class teacher to place a student in an afterschool detention with themselves rather than in a whole school detention, these detentions would not usually be longer than 60 minutes.

## **Additional Information About Behaviour**

Normally, pupils should not bring large sums of money/valuables into college. On the exceptional occasions when pupils have to bring large sums of money then these should be given to the college office at the beginning of the day for safe-keeping.

Pupils are advised not to bring into College mobile phones and electronic devices. If they are switched on or seen they must be confiscated and handed in to the main office. **Please see the College mobile phone and electronic device policy (appendix 3) for further information which is included in this Behaviour Policy.**

Any items confiscated by staff should be placed in an envelope, clearly labelled (pre-printed envelopes are available from the College Office) and handed in to the College Office at the earliest opportunity.

The following procedure will usually be followed in the case of confiscation:

1. The item will be confiscated and taken to the main office as soon as possible
2. The office staff will log the incident in the confiscation book and on SIMS
3. If this is a first offence the item may be returned at the end of the day
4. If a related item is confiscated for a second time in a term, the above procedure will be implemented however parents will need to come into College to collect the item.

Jewellery seen will be confiscated and will be kept to the end of the school week (Friday) in the school office, Jewellery confiscated on a Friday will be kept to the following Friday.

### **Target Cards**

Target cards are used by Head of Years, form tutors and the SLT following a tracking window. Parents will be notified and asked to inspect and sign on a daily basis. The teacher will complete the document at the end of the lesson. Students may also be put on report following a suspension (depending on the circumstances) or due to an identified pattern or concern related to behaviour or conduct.

### **“On Call” System**

An ‘on call’ system operates in order to ensure that teaching and learning are not disrupted for instances of poor behaviour. A member of staff may send for an ‘on call’ senior member of staff/PAL to support any issue of concern. Parents/carers will receive an “On-Call” letter that will be completed by teaching staff.

The sanction for an on-call is a 1 hour or 2 hour after school detention, usually the following day.

If a student has two on calls in one day they will usually have a 1 hour or 2 hour detention and be placed in seclusion for five full periods (equivalent of 1 day) commencing after the 2<sup>nd</sup> On-call incident. Parents will be contacted by the Head of Year or other designated person.

If a student has two on-calls or more in a week the Head of Year will contact home to discuss the student’s behaviour

Again, under normal circumstances students will not be allowed to accumulate multiple on-call detentions on future dates beyond the following day. However, SLT and Heads of Year can issue On-call afterschool detentions for future dates beyond the following day if necessary at their discretion.

### **CLC SLT Supervision Lunchtime**

SLT may send children to the behaviour support room or lunchtime detention room as an immediate response to inappropriate behaviour.

Behaviour support staff will also escort certain pupils to spend their lunchtime in the behaviour support room when this has been determined as part of our response to their misbehaviour. Pupils who have been placed in seclusion will spend lunchtime/breaktime in the behaviour support room (or another room as appropriate).

Students who have a uniform issue that cannot easily be rectified may spend lunchtime in the lunchtime detention room or other room as appropriate. Adequate provision/access will be provided for lunch/toilet facilities.

### **Students Late for School or Lessons**

Students should be on time for school and lessons.

Students who are late to school or lessons will be monitored by school staff and their Head of Year, students who are late will have the following interventions applied as necessary:

- 1) Contact with Parents/Carers
- 2) Detention/behaviour points (30 minute lunchtime detention for late to school, behaviour points issued if late to lesson)

- 3) Late Report/Monitoring Card
- 4) Other appropriate sanction or support.

### **Behaviour Support room**

Following an incident, a pupil may be put in the behaviour support room.

Members of SLT may place a student in the behaviour support room, as too can PALs.

When PALs place a child in behaviour support room they should discuss the matter with a member of SLT at the earliest convenient opportunity.

Parents/carers would usually be informed when a student is placed in the behaviour support room for any significant length of time.

### **Exclusion Procedures**

All exclusion procedures are in line with current Government and Department for Education guidance and advice. Please see the following DFE website for further advice and updated guidance.

The decision to exclude at St Thomas More RC College will be taken by the Headteacher or in the absence of the Headteacher by the Deputy Headteacher.

### **Suspension**

A decision to suspend a pupil for a fixed period may be taken in response to breaches of the College's behaviour policy, including persistent disruptive behaviour, where these are not serious enough to warrant permanent exclusion and lesser sanctions such as detention/seclusion are considered inappropriate.

Following a suspension, the following procedure will be followed when the student returns to school.

- Reintegration meeting with parents/carers
- Student to attend second part of meeting in full school uniform.
- Actions set and agreed with Parents/carers.
- Student placed on report for one or two weeks as appropriate to member of SLT.
- Outcomes recorded on Cura

### **Permanent Exclusions**

A decision to exclude a pupil permanently may be taken:

- a) in response to a serious breach or persistent breaches of the school's behaviour policy; and
- b) where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

There may be circumstances where, in the Headteacher's/teacher in charge's judgment, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include, but this list is not exhaustive;

- a) serious actual or threatened violence against another pupil or a member of staff;
- b) sexual abuse or assault;
- c) possession of and/or supplying an illegal drug;
- d) carrying an offensive weapon

### **Drug-related exclusions**

St Thomas More has a Drug Policy which clearly reflects that illegal or other unauthorised drugs have no place within our College community. In deciding on whether or not to exclude for a drug-related incident the Headteacher will have regard to the College's drug policy. A careful investigation will always take place to judge the nature and seriousness of each incident before deciding what action to take.

Possession and/or supplying an illegal drug on college premises (or when representing college e.g college trip or travelling to or from college) may result in permanent exclusion if appropriate.

### **Searching and Screening pupils**

The college has the power to search pupils for items that are banned under the college rules.

In the rare circumstances that a search is necessary the school follows Government and DFE guidelines.

More information can be found in the following Government document

*Searching, screening and confiscation (January 2018)*

*A copy of this document is available on the school website*

### **Reasonable Force**

Schools have the power to use reasonable force to help protect and safeguard students.

The college follows government/DFE guidance on the use of physical contact and reasonable force.

More information can be found in the following Government Document

*Use of reasonable force (July 2013)*

*A copy of this document is available on the school website*

The Government describes that Staff can use reasonable force to help prevent students from hurting themselves or others, from damaging property, or from causing disruption.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

For example, staff may judge that based on the circumstances and to keep pupils safe that it may be necessary to physically intervene to separate pupils found fighting or guide a student from a classroom/area.

The use of reasonable force in college is extremely rare and it will only be used when it is necessary in the professional judgement of staff.

Following an incident where physical intervention has been used to safeguard pupils this will be recorded in the college's management system (SIMS) and communicated to parents/carers as appropriate.

### **Other physical contact**

Government guidance also highlights that it is not illegal to make physical contact with a pupil

Examples of appropriate physical contact that enhances pastoral care and teaching and learning might be:

- When comforting a distressed pupil;
- When a pupil is being congratulated or praised E.g. Handshake
- To demonstrate how to use a musical instrument;
- To demonstrate techniques during PE lessons or sports coaching;
- To give first aid

### **Malicious Allegations against staff**

The college recognises that there may be occasions which are justified when a student needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns. However, where the allegation is clearly one of malicious intent or fabrication, the college will give due regard to the most appropriate disciplinary sanction to be taken which may include suspension or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed. The college will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

### **Racist or other incidents of a Discriminatory nature including incidents of a verbal nature.**

St Thomas More RC College is an inclusive community and we do not tolerate incidents of a racist or discriminatory nature against any individual or group. All individuals are welcomed into our school and we believe in equality of opportunity for all.

Incidents of a racist or discriminatory nature against any individual or group have no place in our community, students are encouraged to report any incidents to staff so that any incident can be dealt with appropriately.

Racist and Discriminatory abuse including the use of offensive terms and language is illegal in wider society and to reflect the serious nature of any such incident a Senior Member of staff will be consulted on the appropriate action to be taken following a racist or discriminatory incident.

Please be aware that in order to ensure that our community respects the rights and backgrounds of all individuals and to communicate that discrimination has no place in our school the most appropriate action may be fixed term exclusion for any racist or discriminatory incidents.

The Headteacher reserves the right to use permanent exclusion if appropriate for any incidents of a persistent or serious nature.

### Uniform Requirements

At St Thomas More RC College we believe there is a strong link between high standards of uniform and high standards of behaviour and learning, as a result we expect all students to adhere to the following uniform requirements.

#### GIRLS

- Black blazer with school badge\*
- Black school jumper (long sleeve or without sleeves) with St Thomas More trim\*
- Clip-on school tie\*
- Black school uniform type skirt (pleated style) **or** black full-length school trousers (not jeans, leggings or tight fitting)
- White blouse – button collar to take tie
- Black ankle socks or plain black tights
- Plain black leather-look school shoes (no logos, stripes, no fabric shoes or pumps)
- Plain black boots may be worn under trousers but not with a skirt

#### PE Kit

- Black/Gold STM branded long sleeve training top (Quarter zip)\*
- Black/Gold STM branded polo/sports top\*
- Plain black tracksuit bottoms or plain black leggings
- Plain black shorts (optional)
- Black or white sports style socks
- Trainers

#### BOYS

- Black blazer with school badge\*
- Black school jumper (long sleeve or without sleeves) with St Thomas More trim\*
- Clip-on school tie\*
- White shirt – button collar to take tie
- Black full-length school trousers (not jeans or fashion trousers, e.g. not tight fitting)
- Plain black leather-look school shoes (no logos, stripes, no fabric shoes or pumps)
- Black socks

#### PE Kit

- Black/Gold STM branded long sleeve training top (Quarter zip)\*
- Black/Gold STM branded polo/sports top\*
- Plain black tracksuit bottoms (optional)
- Plain black shorts
- Black or white sports/football style socks
- Trainers

\* Branded items of uniform are purchased from our preferred supplier Sallies.

PE Kits, coats, blazers and jumpers should be clearly marked with pupil's name.

Trainers are only allowed in PE. They must never be worn in school other than during PE lessons and must be brought to school only on the days the pupil has PE. We ask you do not allow your child to wear expensive coats and jackets for school, due to the risk of them being lost. All items of jewellery are NOT allowed except a watch.

*The school is introducing new (gender-neutral) long sleeve training tops and (gender-neutral) short sleeve sports tops that are made out of modern sports materials. This introduction is a phased approach however and although all new PE tops should be purchased in the new style, all the following items of PE wear will be acceptable for school if a student has them available to wear.*

*STM Fleece, STM Gold Polo Shirt, STM White Polo Shirt, STM Black Polo Shirt, STM Gold/Black Rugby Shirt*

### Attitude to Learning Criteria

#### **Attitude to Learning 1**

A Pupil with an Attitude to Learning of a 1 will:

##### **Always**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 2**

A Pupil with an Attitude to Learning of a 2 will:

##### **Usually**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 3**

A Pupil with an Attitude to Learning of a 3 will:

##### **Sometimes**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 4**

A Pupil with an Attitude to Learning of a 2 will:

##### **Rarely**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

## **Mobile Phone and Electronic Devices Policy**

The College accepts no responsibility for loss or theft of or damage to any mobile phone or electronic device. As a result, College staff will not deviate from their priority of teaching and learning in order to investigate incidents of loss, theft or damage.

### **Use and possession of mobile phones and electronic devices**

The College is aware of the considerable expense involved in the purchase of some types of mobile phone and electronic devices and as a result the college **strongly recommends** that pupils do not bring such items into College. If a pupil needs to contact a parent or carer for an urgent or important reason, then the pupil should visit the College Office where information can be passed on to parents or carers via the College phone system.

The College however recognises that in some situations parents may wish their child to carry a mobile phone as a safety precaution for their journey to and from College. If this is the case the mobile phone must remain switched off at all times during the College day including break time, lunch time and at the beginning and the end of the College day when the pupil is on College premises. Pupils may use their mobile phone at the end of the day once outside the first set of gates next to Room 22.

### **Use of mobile phones and electronic devices**

Pupils may, in certain emergency circumstances, be permitted to use a mobile phone on College premises in the presence of a member of staff. This will only apply when a member of College staff has given direct permission for a one off use of the mobile phone. In this special circumstance the mobile phone may be used without risk of confiscation.

In the case of College examinations, it is clear that no pupil should have in their possession any mobile phone or any electronic device capable of imaging or text. Therefore, in the case of College external examinations, pupils may be asked by a member of staff to hand in mobile phones or electronic devices for safekeeping. In this instance the electronic device or mobile phone will be returned to the pupils at the end of the exam. This will allow the College to maintain the security and integrity of the examination system.

Where the use of an electronic device is deemed necessary by a member of the College staff for an educational purpose, then the electronic device will be provided by the College and its use will be directed by the member of staff.

### **Appropriate sanctions**

The following procedure will be implemented if any mobile phone is seen or heard by a member of college staff:

1. The device will be confiscated and taken to the main office
2. The office staff will log the incident in the confiscation book and on SIMS
3. If this is a first offence the device may be returned at the end of the day
4. If a device is confiscated for a second time in a term, the above procedure will be implemented however parents will need to come into College to collect the device.
5. If parents need to collect a mobile device College will attempt to contact parents/carers at the earliest opportunity.

## **Home/College Agreement**

St Thomas More RC College is dedicated to fulfilling the Gospel values of the College Mission Statement through a partnership between home and college.

### **AGREEMENT:**

#### **Parents/Guardians**

I/We shall try to:

- Ensure that my child attends college regularly, on time and with the correct uniform and proper equipment.
- Let the college know about any concerns or problems that might affect my child's work or behaviour.
- Support the college's policies including the College's Core Standards and Codes of Behaviour, including child's participation/attendance in sanctions that have been issued including lunchtime, afterschool detention, seclusion and all other sanctions listed in the behaviour policy.
- Support my child in home learning.
- Attend parents' evenings and discussions about my child's progress.
- Support the staff of the college in their efforts to maintain high standards of discipline.

#### **The College will:**

- Let parents know about any concerns or problems that affect their child's work or behaviour through the college reporting systems.
- Contact parents when appropriate if there is a problem with attendance or punctuality.
- Send home interim assessments and an annual written report.
- Set, mark and monitor homework.
- Arrange parent consultation evenings.
- Keep parents informed about college activities through letters home, the website and e-messages including emails and when appropriate social media
- Nurture the pupils' intellectual, social, spiritual and emotional wellbeing.
- Inform parents of college detentions in line with the college behaviour policy. If the detention is for the same day as it has been issued, college will inform parents using the contact details on record.

#### **The Pupil will:**

- Attend college regularly and on time.
- Bring all necessary equipment every day.
- Wear the college uniform correctly and be tidy in appearance.
- Do classwork and home learning to the best of their ability.
- Respect the college environment.
- Follow the Core Standards for Uniform and Behaviour inside and outside of lessons

## **Scenario 1: In class behaviour**

### **Behaviour procedures in class**

**Verbal warning Student behaviour:** Student off task / Showing poor attitude to learning /low level distraction/disruption

**Verbal warning Teacher Action:** Verbal Warning/conversation/ check pupil understands the task/ non verbal cues /Positive framing if appropriate. Ensure student knows that this is a verbal warning.

**Issuing of behaviour points Student Behaviour:** Continuation of off task behaviour after warning/conversation or other of this type behaviour such as failure to follow a direct instruction.

**Issuing of behaviour points Teacher Action:** Issue behaviour points, this must be recorded on SIMS, students must be told, staff consider initiating positive/reset conversation at the end of lesson or before the next lesson.

**30 minute lunchtime detention Student Behaviour:** Continuation of behaviours or other more serious behaviour such as failure to follow a direct instruction for the second time during a staff student interaction or lack of effort on learning activities that persists for a significant part of a lesson.

**30 minute lunchtime detention Teacher Action:** Issue 30 minute after-school detention, this must be recorded on SIMS, staff must initiate positive/reset conversation at the end of lesson or before the next lesson.

**30 minute After school Detention :** At teachers discretion they can place a student in a afterschool detention with them if behaviours continue but dont require on call.

**On-call detention student behaviour** Continuing poor behaviour following issuing of 30-minute detention or other behaviour such as swearing or arguing/shouting at a member of staff.

**On call detention teacher action** Member of staff should on-call student using SIMS. On-call detention of 1hr will be recorded by admin team. Letter completed to be sent home copy of letter sent to J.Mcminn and Curriculum Leader. Curriculum leader to facilitate positive/reset conversation between student and staff.

**Withdrawal from lessons Student Behaviour:** Dangerous behaviour that causes an injury or has the potential to cause an injury in a lesson. Insulting behaviour towards a member of staff

**Withdrawal from lessons Teacher Action:** Use on call procedure but explain to member of staff that behaviour may be more serious. SLT/HOY if needed will arrange period of time in reflection/consequences room and 1hr detention. On-call letter completed and sent to J.McMinn also send letter to HOY and CL. Head of Year to facilitate positive/reset conversation between student and staff member.

**More serious Student Behaviour:** The most serious types of behaviour

**Teacher Action:** Use on call procedure but explain to member of staff that behaviour is potentially very serious. SLT/HOY will arrange appropriate consequences/sanction in line with tiered approach.

**Detentions:**

**The members of staff supervising the detention must mark the register on SIMS.**

**The member of staff who placed the student in detention has the ultimate responsibility to chase up non-attendance.**

**Support may be requested by teacher from CL or PAL to assist in action related to lack of attendance**