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

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	Signature of member of Governing body	Date
Policy approved/ reviewed (delete as appropriate)		October 2026

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
11)

5 Simple Expectations

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

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, including smart watches, headphones and electronic devices (including cameras) should not be used, switched on or seen by a member of staff anywhere on college premises. Smartphones, Headphones and Smartwatches should not be brought onto the school site.
When a member of staff sees a mobile phone or electronic device it will be confiscated, if the phone is an approved phone under this policy the phone maybe returned under certain circumstances. Where the phone/device is a non-approved phone including smartphone or smartwatch the phone/device will be confiscated for 4 weeks. Please see Mobile Phone and Electronic Devices Policy Appendix 3 for details.

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:

Reward	**Allocation of points**
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

Behaviour points	**Allocation of points**
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 "removed from class" 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 (Removal from class)
- 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	- Low level chatting/Low level silliness - Not paying attention to staff or student when they are addressing the class - Not entering the classroom quietly in correct uniform - Not starting learning tasks when instructed - Shouting/calling out in class	Verbal Warning
2 Behaviour Points deduction recorded on SIMS	- A second occasion of incorrect behaviour after a verbal warning - More than 3 minutes late to lesson - Lack of effort and failure to complete some of required class learning. - Leaving seat without permission. - Failure to follow direct instructions given by a member of staff on the first occasion. - Minor name calling/being unkind 1st occasion - Failure to bring an essential piece of equipment, bag, pen, pencil, exercise book.	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	- Another occasion of incorrect behaviour after a behaviour points deduction.	30 minute lunchtime detention

detention	e.g. leaving allocated seat again following behaviour points deduction. - Failure to follow directed instructions from a member of staff after two requests during a student/teacher interaction. - Lack of effort with learning activities that persists for a significant part of the lesson. - Name/calling being unkind on more than one occasion, or more serious and deliberate name calling/unkindness. - Incorrect uniform that can't be easily rectified. - Lateness to school after the start of form time. - Regular failure to bring essential equipment. - Failure to bring PE kit	Students will eat lunch in detention room and be allowed to use the bathroom. Must be recorded in SIMS (class teacher) Staff issuing detention must facilitate positive/reset conversation before the next lesson. Staff can seek support from CL as required
Optional step 4 30 minutes afterschool detention	- 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. - Individual staff should supervise and scheduled this detention personally.	30 minute after school detention, detention can be longer at staff discretion up to 1 hour Must be recorded in SIMS (class teacher). *For class teacher detentions record the behaviour but don't create a new detention in SIMS* Staff issuing detention must facilitate positive/reset conversation before the next lesson. Staff can seek support from CL as required
5 1-hour detention Or 2-hour On- call	- Continued poor behaviour choices after the issuing of a 30-minute lunchtime detention/afterschool detention. - Failure to attend 30-minute lunchtime detention. - Gross defiance towards staff e.g. persistent shouting out or arguing with staff. - Swearing or using offensive language in general in the classroom - Repeated name/calling being deliberately unkind, behaviour that may be described as bullying. - 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. - Internal truancy not attending lesson without permission. Note: Students should not be on-called for **not** 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.	1 or 2 hour detention after school Behaviours of this type displayed in lesson have met the threshold for On-call Must be recorded in SIMS (office staff) Curriculum Leader must facilitate positive/reset conversation between student and member of staff within 48 hours or as soon as possible.

Withdrawn from class	- Failure to attend 1 hour after school detention - Poor behaviour in 1 hour after school detention - More serious Gross Defiance towards staff. - Insulting behaviour towards staff that does not meet the definition of swearing. - 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. - Fighting or an act of physical aggression towards another student - Graffiti - Selling merchandise such as sweets. - 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.	Time in behaviour support room. Minimum time usually 5 periods/full school day. At SLT/Head of Year discretion Must be recorded in SIMS (behaviour support room staff) Head of Year must facilitate positive/reset conversation for student and member of staff if appropriate within 48 hours or as soon as possible.
Suspension to Permanent Exclusion	- Failure to attend 1 hour/2 hour after school detention - Poor behaviour in 1 hour/2 hour after school detention - Persistent behaviour that has resulted in the student previously being withdrawn from class. - Poor behaviour repeated in reflection/consequence room - Swearing at a member of staff/Threatening behaviour towards a member of staff - Fighting in a lesson - Vandalism - Smoking/vaping and possession of related items - Gross defiance and especially repeated gross defiance with a senior member of staff. - Use of discriminatory or racist language. - Behaviour or language that is sexually harassing in nature - Theft (depending on nature) - Repetition of bullying type behaviour that has not ceased following time in reflection/consequences room and/or the use of other interventions. - Selling items any items without permission: including selling items that are banned under the school rules - Refusal/Failure to cooperate with a search or the school's policy on confiscations	Range of sanctions including: Suspension Possibility of Permanent exclusion. Use of Offsite direction under supervision of Governing Body SLT will decide on appropriate sanction Must be recorded in SIMS (SLT/Behaviour/Pastoral Staff)
Longer Suspension to Permanent exclusion	- Persistent behaviours that have resulted in previous suspensions - Serious premeditated attack on another student. - Physical aggression towards a member of staff - Possession of Illegal or inappropriate drugs in school or whilst in school uniform - Possession of weapons in school or whilst in school uniform. - Severe and dangerous gross defiance and especially repeated severe and dangerous gross defiance with a senior member of staff.	Range of the most serious sanctions/consequences including: Permanent exclusion Use of Offsite direction under supervision of Governing Body SLT will decide on appropriate sanction

	- Sexual or indecent assault - Incidents of serious poor behaviour/conduct even one-off incidents. - Repetition of bullying type behaviour that has not ceased following suspensions and/or the use of other interventions. Serious incidents of abuse, harassment or bullying type behaviour even in a one-off incident. - Selling illegal/improper substances - Refusal/Failure to cooperate with a search or the school's policy on confiscations especially in relation to the schools policy on mobile phones and electronic devices.	Must be recorded in SIMS (SLT/Behaviour/Pastoral Staff)

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 removed from class, 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 Head of Year 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/Head of Year 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.

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 on the school management system.
3. Depending on the nature of the item confiscated a decision will be made if and when the item can be returned to the student or a parent/carer. In some cases of prohibited or potentially dangerous items the school reserves the right not to return 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/Head of Year 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 removed from class for five full periods (equivalent of 1 day) commencing after the 2nd 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 removed from class 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 (withdrawl from class NOT seclusion)

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

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

When Head of Year 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.

Seclusion

From Government Guidance:

Definition Seclusion - a non-disciplinary intervention involving keeping a pupil confined to a place away from others and prevented from leaving - should only be used as a safety measure to protect others from harm when a pupil is experiencing high levels of emotional or behavioural dysregulation.

In such circumstances, the pupil is not acting with intent. Seclusion should not be implemented by staff through threat of punishment. The place to which the pupil is confined should be safe and not feel threatening or intimidating to the pupil. The pupil should be supervised at all times during the period of seclusion. As soon as the immediate risk of harm has reduced, the pupil should be allowed to leave. An incident involving the use of seclusion must be recorded and reported in accordance with the procedures outlined in the section on 'Recording and reporting duties'**. Seclusion, as defined in Government guidance,**

is not a disciplinary response to deliberate or wilful misbehaviour. There are disciplinary measures that are similar, such as removal from the classroom, at St Thomas More RC College, time spent in room 36 (behaviour support) would be classed as withdrawal from class rather than seclusion, unless the specific circumstances described above apply.

An example could be:
A student is in a dysregulated and highly emotional state and is threatening serious physical violence towards another person with the threat being assessed as credible, the student is told to stay in a room away from others to prevent harm to the student themselves and to others. The student is supervised to ensure they stay in the room. Once the matter is de-escalated the student would be able to leave the room if the concern over possible harm has reduced, however it may then be appropriate to consider appropriate sanctions that may include, withdrawal from class, suspension or permanent exclusion depending on the nature of the incident. To facilitate the investigation or the initiation of an appropriate sanction it may then be necessary for the student to stay in the room or be moved to an alternative location, perhaps to wait for collection by parents/carers.

The use of seclusion as described above would be classified as a restraint with non-physical intervention/non-force. Incidents of this nature must be recorded, it should be recorded by the member of staff in writing as soon as possible with an endeavour to complete this the same day and then passed to the Safeguarding Lead, Headteacher or other member of the SLT for the incident to be reviewed and logged on the school's electronic safeguarding system (CPOMS) and communicated to parents/carers as appropriate.

The following details should be recorded on the school system as a minimum:

- names of pupil and staff directly involved
- time, date, location and approximate duration of the intervention
- any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code
- brief account of why the intervention was assessed as necessary in that instance
- details of any physical injuries sustained, if applicable
- any post-incident support, such as details of any medical treatment for injuries or other adverse impacts

A report of the incident made to parents/carers should be made for any use of seclusion as defined above. The report should be made in writing however it may be appropriate to speak to the parent/carer over the phone or in person in the first instance.

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/removal from class 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 CPOMS

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) physical assault against a pupil
e) physical assault against an adult
f) verbal abuse or threatening behaviour against a pupil
g) verbal abuse or threatening behaviour against an adult
h) carrying, or use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
i) bullying
j) racist abuse
k) abuse against sexual orientation or gender reassignment
l) abuse relating to disability

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.

<u>Searching and Screening pupils</u>

The college has the power to search pupils for items that are banned under the college rules and prohibited items under DFE guidance these items include. When the following items are found as banned and prohibited items they would be confiscated regardless of the circumstances in which they were discovered.
• knives and weapons;
• alcohol;
• illegal drugs;
• stolen items;
• 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 of; any person (including the pupil).

• tobacco and cigarette papers, vapes, electronic cigarettes or items associated with vaping
• fireworks; and
• pornographic images.
Items banned under the school rules including
Smart Phones, Non-Approved Mobile Phones, Smart Watches, Headphones, cameras and other electronic devices.
Approved Mobile phones are not to be used on school site so when a member of staff suspects an approved mobile phone has been used by a student it may be searched for and confiscated.
Items that have been or could be used to disrupt teaching and learning or the effective running of the school such as laser pens, toys and novelties including water balloons etc
Chewing gum or "energy" drinks or Fizzy drinks

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 (July 2022)
A copy of this document is available on the school website
Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item (listed above) or any other item (listed above) that the school rules identify as an item which may be searched for. Under common law, school staff have the power to search a pupil for any item a pupil agrees.

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) and Restrictive interventions, including use of reasonable force, in schools (April 2026)

A copy of these documents are 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 by the member of staff in writing as soon as possible with an endeavour to complete this the same day and then passed to the Safeguarding Lead, Headteacher or other member of the SLT for the incident to be reviewed and logged on the school's electronic safeguarding system (CPOMS) and communicated to parents/carers as appropriate.

The following details should be recorded as a minimum on the school system:

- names of pupil and staff directly involved
- any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code
- time, date, location and approximate duration of the intervention
- brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied, the degree of force, and details of any physical injuries sustained
- brief account of why the use of force was assessed as necessary in that instance
- any post-incident support, such as details of any medical treatment for injuries or other adverse impact

A report of the incident made to parents/carers should be made for any significant use of force. The report should be made in writing however it may be appropriate to speak to the parent/carer over the phone or in person in the first instance.

The report should include the following details as a minimum:

- time, date, location and approximate duration of the intervention
- brief account of why the intervention was assessed as necessary in that instance
- brief account of what type of force was applied, and the degree of force
- details of any physical injuries sustained, if applicable

Other physical contact

Government guidance also highlights that it is not illegal to make physical contact with a pupil and that schools should not have a "no contact" policy.

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.

Homework

The school expects students to complete all homework on time and to the best of their ability as described in our standards for excellent learners:

"Complete all classwork, coursework and homework to the best of their ability and submit it on time"

When students do not complete homework, or submit late homework, or submit homework not completed to the best of their ability, staff in school have the discretion to issue a reasonable sanction in line with the range of sanctions included within the school's behaviour policy.
Sanctions issued are to encourage the completion of homework in the future as the school believes that the completion of homework is an important activity to improve learning outcomes, independent study, and progress.
Sanctions for matters related to homework may include: Verbal Warning, Points Deduction, Lunchtime Detention, After School Detention, On-Call Detention and should it be necessary escalating to the full range of sanctions for extreme or highly persistent issues in relation to homework.

Appendix 1

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)* (optional)
- Black/Gold STM branded polo/sports top Short Sleeve*
- Plain black tracksuit bottoms or plain black leggings
- Plain black shorts (optional)
- Black or white sports style socks
- Trainers
- Football boots or footwear suitable for use on the school's all weather pitch

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)* (optional)
- Black/Gold STM branded polo/sports top Short Sleeve*
- Plain black tracksuit bottoms (optional)
- Plain black shorts
- Black or white sports/football style socks
- Trainers
- Football boots or footwear suitable for use on the school's all weather pitch

* Branded items of uniform are purchased from our preferred supplier Sallies, there are 4 items of required **branded uniform**, School Blazer, School Jumper, School Tie, PE Black/Gold Polo/Sports Top Short Sleeve.

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

Appendix 2

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

Appendix 3

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.

The school recognises the importance of safeguarding students from potentially harmful or inappropriate online material. Mobile technology is a significant contributing factor in many safeguarding, wellbeing and behaviour concerns. This policy sets clear expectations for mobile phone use to ensure student safety, maintain a focused learning environment and prevent misuse of digital devices.

Use and possession of mobile phones and electronic devices including headphones/airpods
Smartphones and Smart devices are banned for all students.
Where a parent/carer has not yet purchased a smartphone or smart device for their child the school strongly recommends that parents/carers refrain from purchasing such items until their child has reached 16+ years old, and instead purchases a basic non-smart school approved phone (see below)

The College is aware of the considerable expense involved in the purchase of some types of mobile phone and electronic devices. The college is also aware of Government Guidance and Legislation designed to make schools Mobile Phone Free Environments with a particular focus on Smart Phones and Smart Watches and Internet enabled devices. The school's approach to Mobile Phones is also supported by the Government Legislation for Under 16s and the banning of access to social media.
As a result, under no circumstances should students bring any Smart Phone, Non- Approved Mobile Phone or Smart Watch or other electronic device including headphones into college for any reason. If a pupil needs to contact a parent or carer for an urgent or important reason during the school day, 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 school has approved a small list of mobile phones without Smart features that students can bring into school inside their bag and this non smart approved 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 approved mobile phone at the end of the day once outside the outer green gates of the school.

List of approved Mobile Phones.
The phone must be one of the following types: Nokia 105, HMD 105, Nokia 106 or other phone as may be approved by school from time to time. Any non-approved phone will be classified as a 'prohibited/banned phone' and confiscated (see below).

Nokia 105 Approx £13 to £25 - HMD 105 Approx £20 to £29 - Nokia 106 Approx £13 to £25







- The approved phone must be clearly marked with the student's name.
- The approved phone must be switched off before the student enters the school site and placed in their school bag, approved phones should not be stored in a student's pockets.
- The phone must not be brought out at any point during the school day and should only be used after the student exits the outer green gate and is no longer on school premises. Students should not use approved phones during extra-curricular activities.
- The phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.
- **A feature of all approved phones is a lack of Smart capabilities and NO camera.**

Parent Concerns: How to Contact Your Child During the Day

We understand that parents may worry about being able to reach their child during the school day. If you need to contact your child urgently, please call Main Reception, and a message will be passed on promptly. Students who need a phone for after-school travel may carry one of the approved non-smart models, which can be used once they are off-site. If a student contacts parents/carers on an approved or non-approved mobile phone or device during the school day then the device will be confiscated.

Parent Concern: GPS Tracking

We understand that parents/carers may want to track the location of their child on the way to and from school or at other times. If you would like to track the location of your child in the absence of a smartphone then students are permitted to keep a GPS Tracker in their school bag or blazer for this purpose
Please note that GPS trackers with an intercom function that allows two-way conversation are not permitted.

School Trips and Visits

Smartphones and smart devices are not permitted on any school trip or residential activity under any circumstances. Only school-approved basic phones may be carried on trips when permitted.

Non-Residential

On non-residential trips approved phones should not be used without permission.

Residential

On residential trips approved phones may be used when travelling or after the completion of scheduled activities to contact parents/carers.

All trips

On school trips and residential trips headphones may be taken where permitted providing the Music Player Device used is not a smart device and includes only previously downloaded or stored songs.

Searching and Confiscation

In line with DfE guidance on Searching, Screening and Confiscation, a member of staff may be required to search a student's bag or belongings for a mobile phone or another prohibited item.

• If, during a search, **a school-approved phone is found switched off** and is not relevant to an investigation, it **will not be confiscated**.

• If a school-approved phone is **found switched on, seen, heard,** or contains evidence relevant to an investigation, **it will be confiscated.**

• **All non-school-approved phones (including smartphones, smart devices and headphones**) found during a search will be confiscated automatically, even if the purpose of the search was for a different item.

Immediate Confiscation

A phone, smart device, electronic device including cameras, or headphones will be confiscated immediately if:

- It is seen or heard anywhere on the school site during the school day.
- A phone is seen being used before or after school anywhere on the school site inside the green outer gates.

- It is a device is used to record, photograph, message or access social media at any time on school property.
- Any non-approved mobile phones, please note that non-approved mobile phones will always be confiscated if seen, even if they are seen invertedly and even if they are turned off as the expectation is that the school is a smart phone and smart device free environment.

Parents will be notified when a phone has been confiscated and informed of the collection arrangements as soon as is possible and usually the same day.

Confiscation Period

When a phone is confiscated, the following rules apply:

- Non-school-approved phones (including all smartphones, smart devices and headphones) will be kept by the school for a minimum period of 4 weeks from the date they were confiscated.
  This retention period includes weekends and school holidays and will not be shortened due to term breaks, early collection requests, parental permission or family circumstances. If the confiscation period ends during a school holiday the item will only be returned on the first day of school after the holiday or in the case of the summer holiday on GCSE results day by arrangement. The device will be returned to a parent/carer at the end of the 4-week period.
  The policy will be well communicated and understood and to avoid any possible confiscation of four weeks students should not bring prohibited items onto the school site, the confiscation period is clearly set out in this policy.
- SIM cards will remain inside the device for the full duration of the confiscation period.
  Phones and SIM cards are stored securely and will only be returned together at the end of the agreed period.
- A school-approved basic phone that is confiscated for being seen, heard, switched on, or used during the school day will normally be returned to a parent or carer at the end of that school day.
  Students may not collect the phone themselves.
- Repeated breaches: If the same or similar **approved** device is confiscated more than once from a student in a school year, the device will then be treated as a non-approved phone, in these cases, the phone will be retained for a period of 4 weeks. The device will only be returned to a parent/carer.
- Parents will be notified each time a phone is confiscated and will be informed

The Four Week Confiscation Period

The four-week confiscation period is deliberately designed to be an extended period, we very aware that four weeks is a significant period of time but the confiscation period is intentionally this length to be a significant deterrent to students bring smart phones or devices into school. Government Guidance and Legislation stipulate that schools should be phone free environments by default and the 4-week confiscation period is intended to deliver this outcome by ensuring that students don't bring smartphones or other smart devices into school. Following a four week confiscation the device will only be returned to a parent/carer.

Use of electronic devices

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 should store their switched off approved mobile phone in their bag for the duration of the exam.

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.

Legal Power to Confiscate

St Thomas More RC College exercises its legal authority to confiscate mobile phones in accordance with national legislation and statutory guidance.

Under Section 91 and Section 94 of the Education and Inspections Act 2006, teachers and authorised staff have the power:

- "to regulate the conduct of pupils", and
- "to impose disciplinary penalties, including the power to confiscate items."

Section 94(3) confirms that staff may confiscate and retain a pupil's property were doing so is lawful and reasonable.

The Education Act 2011 further empowers staff to search for, seize, and examine mobile phones without consent, particularly where the device may contain evidence of misconduct, safeguarding concerns, or behaviour violations.

Retention and Non-Return of Confiscated Phones

The law does not impose any limit on how long a school may retain a confiscated item. Schools are legally permitted to keep property for any reasonable and clearly stated period.

Accordingly: Any non-approved phone (including smartphones, smart devices, electronic device and headphones) confiscated by St Thomas More RC College will not be returned to the student or their family before the end of the confiscation period. The item will only be returned to parents/carers at the end of the confiscation period.

This applies regardless of holidays, travel needs, family circumstances, or parental requests. Please note that request that relate to exceptions for a student's journey home cannot be considered as the policy has significant provisions in this regard such as the advanced purchase of an approved school mobile phone and GPS tracker, alongside the use of an IGO travelcard or students being collected by a known responsible adult if required. From September 2026 Parents/Carers should not plan on the use of Smart Devices for their child's journey to and from school as these will be prohibited items in school under the school's behaviour policy. (There is further information on the application for and use of IGO travelcards included at the end of this appendix)

Why the School Can Legally Refuse to Return the Phone Early

1. <u>Clear statutory authority</u>
   The Education and Inspections Act 2006 grants staff explicit power to confiscate and retain items as a disciplinary measure.
2. <u>Reasonableness</u>
   The retention period is lawful because it is:
   - reasonable,
   - proportionate to the rule breach, and
   - communicated to families in advance.

3. <u>Protection of school order and safeguarding</u>

   The confiscation supports behaviour regulation, student safety, and prevention of disruption.

4. <u>No legal entitlement to early return</u>

   The legislation does not require schools to return items immediately or upon request; it allows retention for the period the school deems appropriate.

Why must the school be a phone free environment by Law.

The Legislation titled Children's Wellbeing and School Act 2026 states the following in chapter 2A
550C Guidance on use of mobile phones etc in schools in England
The appropriate person for a school in England **must** have regard to guidance described in subsection (2) in exercising functions in relation to the conduct of the school.

(2) The guidance referred to in subsection (1) (above) is guidance issued from time to time by the Secretary of State about registered pupils at schools having mobile phones and other personal interactive communication devices with them, and using them—
(a)during school hours,
and
(b)on school premises.

This means that by law the person responsible for the school (The Headteacher) must enact the Governments Statutory Guidance (from 29th June 2026) "Mobile Phones in School"
https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools

This guidance describes clearly that: All schools should be mobile phone-free environments by default; anything other than this should be by exception only.
Schools must prohibit the use of mobile phones in school effectively and any use of phones is by exception only.

Exceptions and reasonable adjustments
In a tiny number of specific cases, it may be necessary to amend this policy for students with particular medical needs who might need controlled or supervised access to a smart device, if your child has a medical need that is managed using a smart device then please contact the SENCO or Head of Year to discuss arrangements that may be required, any requests will be submitted to the Headteacher. Where necessary the **Headteacher** will grant necessary amendments and reasonable adjustments to the policy in necessary and exceptional circumstances.

Sanctions in relation to Prohibited Devices and Mobile Phones
It is essential that students and families are aware that the purpose of the school's policy on mobile phones and devices is so that prohibited mobile phones or devices are never brought into school in line with Government Guidance. Therefore, when there are serious breaches of the policy by students including non-compliance especially in relation to searches and confiscation it may be necessary to deal with the matter through, withdrawal from lessons in room 36, Suspension and when appropriate Permanent Exclusion to maintain the effectiveness of the policy across the school.

IGO Travel Cards

IGO travel cards can be obtained for all 11–16-year-olds and allow them to travel using reduced price tickets on buses and trams in Greater Manchester.

IGO travel cards can be preloaded with weekly bus tickets just like the app that some students currently use on a smart phone. IGO passes and tickets can either be loaded onto the students travel card in advance online on the bee network website/app or can be purchased on the bus. I have included further information about applying for an IGO Travel card at the end of this letter.

Apply for an IGO Travel Card

You can apply for an IGO Travelcard by post or at an Information and Ticket Office

Please note: there are two different application forms to apply for an igo card. Please make sure you use the right form.

Apply by post

If you want to apply by post, you will need to include a method of payment with your application.

Download an igo application form with a payment method (post) or get one from an Information and Ticket Office.

If you're eligible, please complete the form and attach:

- A passport-sized colour photo of yourself.
- Proof of the applicant's name and age – a copy (not original) of a birth certificate, adoption certificate, medical card, passport or EU/EEA card. Please do not send original documents.
- Proof you live in Greater Manchester: please provide proof of address which must be a photocopy of a utility bill, council tax bill, pension or benefit letter from DWP or bank statement. The proof of residency must be in the name of the parent that completes the declaration in Section B on the application form.
- Payment details (for the £10 fee).

Post your documents to the FREEPOST address on the application form.

Apply in an Information and Ticket Office

If you want to apply at an Information and Ticket Office, you can pay for your card on site.

Download an igo application form without a payment method or get one from an Information and Ticket Office.

If you're eligible, please complete the form and attach:

- A passport-sized colour photo of yourself.
- Proof of the applicant's name and age – a copy (not original) of a birth certificate, adoption certificate, medical card, passport or EU/EEA card. Please do not send original documents.
- Proof you live in Greater Manchester: please provide proof of address which must be a photocopy of a utility bill, council tax bill, pension or benefit letter from DWP or bank statement. The proof of residency must be in the name of the parent that completes the declaration in Section B on the application form.
- Payment details (for the £10 fee).

You can take your form and proof to an Information and Ticket Office and one of our team can check and take payment.

Appendix 4

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, removal from class 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.
- Ensure that our child does not bring any Smart Phone, Non- Approved Mobile Phone or Smart Watch, Headphones or other Electronic Device into college for any reason

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
- **Ensure they DON'T** bring any Smart Phone, Non- Approved Mobile Phone or Smart Watch, Headphones or other Electronic Device into college for any reason.

Behaviour procedures in class

Scenario 1: In class behaviour

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/rest 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/rest 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 Head of Year to assist in action related to lack of attendance