

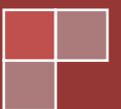
# BEHAVIOUR AND DISCIPLINE POLICY

Polisi Ymddygiad a Disgyblaeth

CORPUS CHRISTI HIGH SCHOOL  
Ysgol Uwchradd Corpus Christi

This document contains the specific policy and associated information relating to the Behaviour and Discipline Policy at Corpus Christi High School

Approved by Governors : 6 November 2017



## BEHAVIOUR AND DISCIPLINE POLICY POLISI YMDDYGIAD a DISGYBLAETH

The purpose of a Catholic school is to educate children so that they have a fulfilled life in Jesus Christ. It should help young people develop their God-given talents by encouraging spiritual, moral, personal, social, intellectual, physical and cultural growth.

Good pupil behaviour is essential in Corpus Christi because

- a) it is part of the moral, personal and social growth the school is trying to develop in all its pupils for their own benefit. This aspect is especially important in a Catholic school which tries to nurture the spiritual and moral development of its pupils so that they live Gospel values.
- b) it is necessary in building a just community in which all children have the right to learn and live without fear or disruption.

In other words, the school has a responsibility both to each individual pupil and to all pupils.

### Positive Discipline - a Whole School Behaviour Management Policy

*"We consider that the best way to encourage good standards of behaviour in a school is a clear code of conduct backed by a balanced combination of rewards and punishments within a positive community atmosphere".*

Discipline in Schools, Elton, 1989

Corpus Christi has a system of behaviour management which we call Positive Discipline. As the name implies, it has two major thrusts :

- ❖ It positively recognises and rewards the good work and the good behaviour of pupils. In this way, it encourages the attitudes and actions which all responsible parents and teachers believe in.
- ❖ It ensures that there are clear consequences, firmly and fairly applied, for pupils who misbehave.

The emphasis of Positive Discipline is in the classroom. It has three main elements :

1. **A set of clear rules and guidelines** which operate throughout the school. All pupils and staff know them and they are posted in every classroom.
2. **Automatic consequences** which are applied by all staff to any pupils who misbehave. These too are listed in each classroom and range from a warning by the teacher to detention and isolation.

3. **Rewards** are given to children who behave well or who do particularly good work. These range from a word of praise to the awarding of merit stickers (which lead to certificates and prize draws).

### **Rewards**

Children, like all of us, want their efforts to be recognised. This not only helps them to enjoy school but also motivates them to work even harder. Good behaviour is therefore recognised by the following types of reward :

1. Praise by a member of staff.
2. Merit stickers worth 2 points for good work or helpful behaviour.
3. Merit stickers worth 10 points for each pupil who observes the school rules and guidelines for a whole week.
4. Letters of praise to parents and guardians.
5. Gold, Silver and Bronze certificates for pupils who gain a certain number of merit points.
6. Cash raffle prizes for those pupils who have been awarded certificates.

### **Guidelines and Rules**

All pupils need to be aware of the behaviour that is expected of them at Corpus Christi. Classroom rules and guidelines for behaviour around the school are therefore clear and explicit. They were reached in consultation with the pupils.

#### ***Classroom Rules***

1. Arrive on time with all the necessary equipment.
2. Listen to, and follow, instructions from the teachers.
3. Work quietly and safely without interrupting others.
4. Always do your work well and complete the work required of you in the given time.
5. Never eat or drink in the classroom. Chewing gum is forbidden.
6. Remain in your place unless otherwise asked to do so.
7. Raise your hand if you need attention - do not call out.
8. Only use acceptable language. Gestures and back-chat are not allowed.

## ***Guidelines for behaviour around the school***

1. Do as you are told by all staff immediately.
2. Eat, drink and play only in the designated areas.
3. Walk quietly and keep to the left.
4. Wear the correct uniform.
5. Put litter in bins. Keep our school tidy.
6. Show respect to everyone. Let other people feel comfortable.
7. Show respect for other people's property.
8. Treat all school property with care - report any damage.
9. Keep the school rules (eg. no chewing or smoking; keep away from the water).
10. Do not go outside the school boundaries.

These guidelines cannot, of course, cover every eventuality in a school in terms of either desirable or undesirable behaviour. The seriousness and undesirability of some behaviour will be self-evident such as the bringing of offensive weapons or drugs on to school premises.

### **Mobile Phones/iPods/Music Speakers**

Mobile phones are banned during the school day. Any pupil found with a mobile phone will have it confiscated :

1 <sup>st</sup> Occasion	1 day
2 <sup>nd</sup> Occasion	3 days
3 <sup>rd</sup> Occasion	1 week

If a pupil refuses to hand over a mobile phone when requested by a member of staff, the next sanction is isolation and if there is a further lack of cooperation, a possible exclusion from school. *This is corroborated in the school's Prospectus.*

The school follows CEOP guidance on e-safety. Further information and advice can be found on our website.

### **Consequences**

Positive Discipline is very much based on the premise that prevention is better than cure. Every effort is made at Corpus Christi to recognise, encourage and reward good behaviour. However, there will be time when such measures fail and pupils exhibit behaviour that is undesirable or unacceptable. On such occasions, pupils have chosen to act in the way they have and have therefore chosen the consequences which apply to their actions. Especially in the classroom, the emphasis is on a hierarchy of consequences which encourages pupils to cease their misbehaviour. If the misdemeanours continue, the consequences will automatically follow. The system is intended to encourage pupils to take responsibility for their own actions.

## ***Classroom Consequences***

A verbal warning is given first, but no written record need be kept of this.

1. **A warning** is given and this is noted by the teacher (B1)
2. **An imposition** (B2)  
The pupil will be given the choice to move seat. If they chose not to move then they will be given a B3.
3. **A lunchtime detention** (B3) (email notification to parents)  
This detention to last 20 minutes.
4. **Detention after school** and an email notification to parents (B4)
5. 'Park' the pupil with another colleague (B5)
6. **Isolation** (B6)
7. **Exclusion** (B7)

Please see Appendix I for more details of Positive Discipline

### **Other Consequences**

It is impossible to quantify and categorise consequences for every eventuality in a school. There will be many pupil misdemeanours which, for example, do not occur in the classroom. In such cases, the school will assess each event and judge the severity of the misdemeanour and the consequence. In such considerations, attempts will be made to ensure the consequence is appropriate both in terms of its type, if at all possible, and its weight. Serious misbehaviour will always involve a senior member of staff who, when assessing the situation, will take context and circumstances into account. The senior teacher and any member of staff involved will always investigate any misbehaviour or alleged misbehaviour fairly, justly and objectively. Allegations will not automatically be believed. Again, care will be taken to protect both the individual and the school community though these two aims can, of course, sometimes be mutually exclusive.

Again, a hierarchy of consequences is used. The following examples serve to typify the principles used when applying them. Accidental breaking of windows, for example, requires the pupil to pay for repairs or replacement whereas malicious damage will normally result in an exclusion as well as the payment for repair. Bringing banned but non-dangerous items, such as a mobile phone, to school results in confiscation of the item. Possession of a dangerous weapon will result in confiscation of the article, informing parents and, where appropriate, the police and isolation or exclusion for the pupil. The possession of illegal, or prescription, substances results in a fixed-term or permanent exclusion depending on the circumstances (eg. the classification of the drug, the willingness of the pupil to make a fresh start).

### **Parent/School Partnership**

Corpus Christi always looks to parents to support the school in its efforts to maintain the highest standards of behaviour, discipline and fairness. Both school and parents have rights and responsibilities which, when exercised properly, work for the benefit of all pupils. This partnership is made clear in the Home School Agreement (in all school diaries). This agreement will be used formally when deemed necessary, or appropriate, by pastoral staff.

## **Communication**

A very powerful element of Positive Discipline is the pupil's school diary. This allows children to make a note of any homework but, importantly, it is also a daily form of communication between the school and home. The diary shows any reward stickers that the pupil has gained and also records any occasions when the pupil has misbehaved, was late, forgot to bring equipment or failed to hand in homework. Parents have found the diary extremely useful in gaining a picture of their children's progress from day to day.

The school ensures that all pupils are aware of the rules, guidelines, rewards and most common forms of consequences by displaying them in all classrooms and at various places in the school. Most of this information is also printed in the school diary.

## **Exclusions**

Reconciliation is at the heart of any Christian community. Indeed, the school's Mission Statement confirms the aim to "*show our love by helping and forgiving each other*". All children - indeed all human beings - make mistakes. Hopefully we learn and grow by doing so. One of our aims, therefore, is to help young people develop by acknowledging any wrongs they have done and so turn away from them forever. Thus we would rarely want to exclude a pupil permanently from the school and would only resort to this extreme sanction if the pupil's misdemeanour was either sufficiently serious, a threat to the discipline of the school, a danger to others in the school community (both pupils and staff) or the result of repeated serious misbehaviour when the pupil has already been given the opportunity for reconciliation and a fresh start.

Governors monitor the use of exclusions in the school on a regular basis via the Governors' Discipline Committee.

## **Bullying**

At Corpus Christi we aim to create an atmosphere which is caring and protective, where pupils can learn in a secure and safe environment. Learning to respect and care for each other is part of that learning process but we do recognise that some bullying may occur.

Bullying affects everyone, not only the victim and bully. It also affects other pupils who may not only witness violence, aggression and the distress of the victim but who may also be drawn into the taunting and tormenting of the victim by group pressure and other psychological factors.

We therefore investigate any claims of bullying most vigorously and we take immediate action when necessary. Pupils or parents who suspect that a child is being bullied are encouraged to contact senior staff as soon as possible. Please refer to Anti-Bullying Policy.

## **Racial and Sexual Harassment**

As a Catholic school, Corpus Christi finds any occurrence of racial or sexual harassment to be abhorrent. All pupils have an equal right to the best possible education free from fear, harassment and bias. As with bullying, rigorous efforts are made to ensure that such harassment does not appear in the life of the school. Positive, tolerant attitudes to other races, creeds and gender are encouraged as part of the Religious Education and Pastoral programmes in the school. The school also treats any incidents of harassment very seriously and appropriate consequences apply. A member of the senior staff is always involved in any incident of this nature. Parents are always informed and a record of any racial or sexual misconduct is kept.

## POSITIVE DISCIPLINE - SOME QUESTIONS AND ANSWERS

### **What is the point of Positive Discipline?**

In the past, many complained that there was no consistency in the way that teachers punish pupils when they do something wrong. Some say that teachers are too strict and others too “soft”. Some think that boys are punished more harshly than girls or vice-versa. Positive Discipline should take away these inconsistencies and make pupils feel that the system is fair, that all the teachers are going about things in the same way. The teacher will be able to spend even more time teaching and less time telling people off. Schools which have brought in policies like this have not only improved behaviour but also the pupils results. Apart from this, there is another reason which is just as important. Do you ever get the feeling that the things you do wrong get more noticed than what you do right? Teachers are aware that this happens since it often happened to us in school so what we are trying to do is balance things up. Pupils will face the consequences when they do something wrong but they will also be rewarded when they do something right.

### **What happens if pupils behave well?**

We make sure that parents know that their child’s behaviour is good, that they do their homework and arrive on time for lessons by giving them a sticker at the end of each week to the value of 10 points. As time goes on the more points they have, the more chance they have of receiving a certificate. There are bronze, silver and gold certificates. Every term we will add up the points and give out the certificates. We hope that very many pupils will get one. There will be cash prizes for winners of the termly raffles. Apart from this, we will also be sending letters home when we are particularly pleased with their work, their attitude, their behaviour or maybe simply for the fact that they are trying their best. We are sure that parents will be pleased and perhaps they will be tempted to reward their child too.

### **What do pupils need to do exactly to get a weekly 10 point sticker from their form tutor?**

Pupils must not get past a B1. If you get B2 or higher they don’t get the sticker. Pupils must not get more than two of the other letters and if they get two letters the same, they can’t have a sticker. For example, they could have a B1 and an H or maybe an L and an E and they would still be allowed a sticker. You must have 100% attendance during the relevant week the 10 point sticker is being awarded.

### **What other ways are there to get stickers?**

Pupils can get 2 point stickers from their subject teachers for good work, for making a good effort, for a good project or test, a big improvement in your work, helpful behaviour etc. They can also get stickers from non-teaching staff if they are helpful to them.

### **What happens if pupils do something wrong?**

There is a grid in all diaries, a bit like a blank timetable. If pupils forget their homework, an ‘H’ goes in the box. If they are late, the teacher puts an ‘L’ and if they come without the right equipment for the lesson then an ‘E’ goes in there.

### **What happens if pupils are badly behaved?**

That depends on how serious it is, for example, if pupils are violent to anyone then the punishment will be a severe one. If it is not something as serious eg. Talking in a lesson, then they will be warned once. The teacher will tell them that this is their first warning. If they do it again it will be put down in their diary as B1. After that they will be punished by having to move seats, followed by lunchtime detention. If they still continue acting in an uncooperative way then they will be given an after-school detention for one hour. If they get as far as an after-school detention, an email will be sent telling their parents that they are being detained the following day for an hour.

### **What happens if pupils are absent from school?**

If they are absent at all, they cannot get a 10 point sticker that week; the exception being that if you only miss one session for an unavoidable reason eg. medical appointment or music exam.

**What happens if pupils forget their diary?**

Firstly, they have to get a spare diary sheet from their form teacher at whatever time they arrive at school. The teacher puts an 'E' on it. That means their chances of getting the 10 point sticker is reduced. If they forget the diary twice in a week they get lunchtime detention.

**What happens if pupils lose their diary?**

Pupils must make every effort to find a 'lost' diary. If it proves impossible to find, pupils may buy a new diary at the discretion of their Head of Year.

**What happens if pupils erase a letter in their grid?**

This is treated very seriously and will result in time in Isolation. This is also the punishment for writing in someone else's diary.

**What happens if pupils graffiti in their diary?**

They will be asked to cover the offensive writing in the first instance. They may be asked to buy a new diary if it is not possible to cover it up. If the graffiti is inappropriate language, it will result in an After-School Detention.

**How will pupils get home if they get detention?**

If they behave well they will never face this problem. Parents will be given 24 hours notice to organise transport home. Repeat offences may result in Isolation. It is the responsibility of parents to transport their children home.

**Where will lunchtime detention be and how will it work?**

It will be Room 249. When pupils are given detention it is recorded on pupils' timelines on SIMS and an email notification is sent to parents. They do the detention the following day. Whoever is taking the detention will be expecting the pupils. It will last 20 minutes and they will be given lines to do. They will be given time to get their lunch after the detention.

**Where do pupils go for after-school detention and what do you have to do?**

This is in the Isolation Room (02). In the Lower School, they will spend the hour copying out a set of the school rules, in the first instance, followed by completing any homework they may have been given. In KS4, they will be expected to bring suitable work to occupy them during the hour.

**What happens if pupils get put in isolation?**

It is only given to pupils who behave really badly. If pupils get isolated it's for break and lunch as well. They are not allowed to talk and they have to face away from the supervising teacher and anyone else in there. All their work will be brought to the room. Even when they have their lunch they will be supervised and this will be eaten in the Isolation room.

**What about behaviour around the school?**

Look at the guidelines on behaviour around the school very carefully. Pupils can be detained after school for going in certain areas which are out of bounds. The same system applies to behaviour outside the classroom.

## **PUPIL RESPONSIBILITIES**

**I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.**

**Therefore I will :**

- Attend school regularly and on time
- Wear school uniform and bring all the equipment I need every day
- Observe the school rules listed in my school diary and treat everyone with the respect they deserve
- Learn something new each lesson and always do my best
- Complete all my homework and classwork on time
- Try to think for myself and take responsibility for my actions
- Follow teachers' instructions and behave sensibly so we can be happy and safe as we learn
- Take care of all school equipment and property; and keep Corpus Christi free from litter and chewing gum
- Share my feelings honestly and politely and show consideration for others in school
- Act responsibly on school buses and set a good example when on school trips or when representing the school
- Involve myself in the life of the school
- Tell an adult if anyone is being bullied

Signed.....  
(Pupil)



**CORPUS CHRISTI CATHOLIC HIGH SCHOOL  
HOME-SCHOOL AGREEMENT**

THE SCHOOL MISSION STATEMENT

**Together we are the body of Christ**

*In our school community we will*

- show our love by helping and forgiving each other*
- recognise that everyone is unique and celebrate their differences*
- value ourselves, develop our talents and help others to develop theirs*
- strive for excellence in everything we do*
- grow closer to God in Word, in Sacrament and in what we do*
- live in partnership with all those around us*
- respond to Christ's call to build His kingdom*

We believe that a partnership between the home and the school is essential if Corpus Christi Catholic High School is to achieve its mission. We also believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness - spiritually, morally, emotionally, physically and academically - in a happy, secure Christian environment.

We will always do our best to provide the best possible education for every child.

Signed.....  
(For and on behalf of the Governing Body)

## **CORPUS CHRISTI'S RESPONSIBILITIES**

**We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.**

**Therefore we will :**

- Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional physical and academic development
- Treat your child with dignity and respect, encouraging him or her to full human wholeness
- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school
- Do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills
- Provide you with information about your child's progress and provide
- you with opportunities to talk to teachers
- Keep you well informed about school policies and activities through regular letters and newsletters
- Set, mark and monitor homework suitable to your child's needs
- Send home an annual report of your child's progress
- Contact you if there is a significant problem with your child's attendance or punctuality
- Inform you of any concerns regarding your child's behaviour, work or health
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all he or she does.

Signed.....  
(For and on behalf of the Governing Body)

## **PARENTAL RESPONSIBILITIES**

**We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at Corpus Christi**

**Therefore I/we will :**

- Ensure that my child attends school regularly and on time: suitably equipped and in full uniform.
- Inform the school of any concerns or problems that might affect my child's work or behaviour
- Support the Christian values of Corpus Christi
- Emphasise to my child the importance of keeping the school rules which are listed in my child's school diary
- Give my child opportunities for home learning and support the homework given by the school
- Read and sign my child's school diary every week
- Support the school's behaviour policy (including Positive Discipline) by praising my child when they receive stickers and rewards and by supporting the school when sanctions such as after-school detention are necessary
- Attend parents evenings and discussions about my child's progress
- Encourage my child to be enthusiastic about learning and to enjoy school
- Encourage my child to show kindness and consideration to others
- Talk to my child about their experiences in school and encourage them to do their best
- Support the Catholic community and the school governors
- in their responsibilities for maintaining the school buildings
- in good repair

Signed.....  
(Parent/Guardian)