



St Edmund's Catholic School, Portsmouth

THE GOVERNORS POLICY ON BEHAVIOUR FOR LEARNING

The School Mission Statement

*I can do all things with the help of God who strengthens me.
Philippians (4:13)*

Introduction

At St Edmund's school we believe that every child is important and that all should feel happy, safe and secure in lessons and around the school. We aim to promote a positive cohesive learning atmosphere where all members of the school community are treated with respect and consideration.

We believe that pupils and staff at St Edmund's should

- Feel safe.
- Feel listened to.
- Be treated with respect and consideration.
- Be valued as members of the school community.
- Be able to work and learn to the best of their ability.
- Ensure that every individual makes progress.

Roles and Responsibilities

Poor behaviour can affect the safety and welfare of members of our community, the ability of pupils to learn and of teachers to teach. It therefore cannot be tolerated. Low level disruption, such as talking and shouting out detracts from good learning.

Behaviour management is a whole school responsibility and all members of the school community have a part to play in ensuring that this policy is put into practice.

Pupils Should

Know and follow the school code of conduct at all times.

Take responsibility for their own behaviour and learning.

Try to learn from their mistakes so they can develop and take their place as responsible adults in society.

Review behaviour as part of School Council on behalf of the students.

Teachers and other staff should

Be aware of the policy and apply it in a consistent way and in keeping with the ethos of the school.

Have high expectations of all pupils.

Encourage an atmosphere of praise, encouragement and reconciliation between all members of the community.

Inform parents when pupils are behaving well as well as when behaviour is unacceptable.

Parents Should

Familiarise themselves with the school ethos and policies.

Work in partnership with the school to promote and reinforce positive behaviour by supporting staff in respect to their behaviour management.

Inform the school of any change in circumstance that may affect a child's behaviour or learning.

Show an interest in all that their child does at school

Encourage self-discipline and accept any sanctions applied by the school.

Attend Parents meeting and other appropriate events to support their child's learning.

Communicating this policy

This policy will be accessible to all parents through the school website or on request from the school reception.

This policy should be read in conjunction with the Governor's Uniform, Antibullying, Equal Opportunities, Child Protection, Smoking at Work and Substance Misuse policies.

The policy is included in the induction pack for all new parents.

Code of Conduct

General Expectations

At St Edmund's School we

- Treat all people with respect and consideration and do not accept bullying in any form.
- Take responsibility for our own behaviour and are polite and well mannered at all times.
- Listen to and follow instructions quickly and quietly.
- Wear smart correct school uniform.
- Take care of the school and our own and others property.
- Will be punctual to school and to all lessons.
- Move around the school in a sensible manner.
- Monitor progress, behaviour and learning attitudes.
- Expect all students to follow all instructions and rules.

Rules

In **lessons** we will

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour and be polite and well mannered at all times.
- Listen to and follow instructions quickly and quietly. Never say no to staff.
- Wear smart correct school uniform
- Take care of the school and our own and others property.
- Be punctual to class
- Complete our work quietly, to the best of our ability and in the time given.
- Not use mobile phones or other electronic devices unless instructed to by the teacher as part of a planned lesson or activity. *(if parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school switchboard)*
- Not eat or drink; except water with the teacher's permission.
- No chewing gum or drinking energy beverages at any time.
- 'Never Say No' and follow requests by all staff.
- Not use items which detract from learning or present a health hazard e.g. games/lpads/aerosols.

At **break and lunch time** we will

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour and be polite and well mannered at all times.

- Listen to and follow instructions quickly and quietly. Never say no to staff.
- Take care of the school and our own and others property.
- Not use mobile phones (*if parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school switchboard*)
- Try to resolve any problems peacefully and seek adult help if unable to do so.
- Respect restricted areas, quiet areas and keep to appropriate playgrounds.
- At the end of break and lunch move quickly and quietly to their next lesson or tutor rooms without any delay.
- Put all rubbish in the bin.

In the **canteen** we will

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour and be polite and well mannered at all times.
- Listen to and follow instructions quickly and quietly.
- Wear smart correct school uniform.
- Not use mobile phones(*if parents need to contact pupils in a case of emergency please follow the appropriate procedure and contact the school switchboard*)
- Take care of the school and our own and others property.
- Sit at the tables to eat or talk quietly with friends.
- Clear our plates and rubbish away when we have finished.

Before and after school including on the **journey to and from school** we will

- Treat everyone with respect and consideration.
- Take responsibility for our own behaviour and be polite and well mannered at all times.
- Listen to and follow instructions quickly and quietly.
- Wear smart correct school uniform.
- Take care of the school and our own and others property.
- Not engage or be involved in actions which are inappropriate, illegal or bring the school in disrespect.

St Edmund's has a zero tolerance approach towards drugs and other illegal substances. Involvement in such behaviours will result in a permanent exclusion (see Governors Policy on Substance Misuse).

As a school we will seek to ensure that the learning environment is conducive to learning at all times. Students who impact on learning or who refuse to follow instructions will involve an immediate sanction.

Rewards

At St Edmund's we believe that pupils have a better chance of learning successfully in a positive atmosphere. Pupils, who achieve well, behave well, attend regularly and punctually, **wear** the right uniform and **bring** the right equipment should be rewarded.

Pupils will be encouraged and motivated in the following ways

- Given verbal praise.
- Commendations and merits.
- Public recognition in the newsletter.
- Letters of Commendation.
- Postcards.
- Prizes at celebration assemblies.
- Reward Trips.
- Reward badges and gifts.

A separate Reward Policy exists for KS3 and KS4.

Consequences of undesired classroom behaviour

If a pupil breaks the code of conduct the following action will be taken

1. Classroom rule reminder.
2. Opportunity 1 to correct behavior.
3. Opportunity 2 move pupil to another seat in the room.

This will result in a 10 minute detention being issued. Parents do not need to be informed of this as students are required to stay until 3.10 officially. This 10 minute detention may also be during break or lunch.

4. Opportunity 3 Move pupil to the Director of learning or another room within the department or issue a 30 minute detention.

This will be recorded on the students record and a 30 minute detention will be issued. Parents must be informed by the class teacher or director of learning at least 24 hours before the detention takes place. This may be by email, phone, text or by post. If by post a least 5 days notice must be given to ensure time is given for the letter to arrive.

5. Director of learning **or teacher** may request on Call assistance to remove pupil.

This will be recorded on SIMS and a 1 Hour detention will be issued or the oncall member of staff may remove the student to Inclusion for the remainder of the day. Parents must be informed by the class teacher or director of learning at least 24 hours before the detention takes place. This may be by email, phone, text or by post. If by post a least 5 days notice must be given to ensure time is given for the letter to arrive.

For any SERIOUS incident for refusal to co-operate a Director of Learning or teacher may request on call assistance before all steps 1 to 4 have been taken.

If on-call is requested for a pupil from 2 lessons in a week they will automatically spend the remainder of that day in Inclusion. Should the Headteacher identify undesired behaviour a student may also be removed to Inclusion immediately. When a student has been placed in Inclusion parents will be informed.

The following sanctions and support may also be put in place by the school at the discretion of the staff.

- Break or Lunch time detention e.g chewing gum or talking.
- Loss of privileges including school trips.
- Phone call to parents by class teacher or DOL followed up by a letter of concern.
- Written letter of concern.
- Subject report.
- Contact parents to arrange a formal meeting with teacher and DOL.

In the case of a SERIOUS INCIDENT or persistent poor behaviour across a range of subjects the following sanctions may be applied. (*See appendix 1 for range of intervention available*)

- Whole school report.
- Band/Tutor Group change.
- Inclusion.
- Twilight education.
- Student Year Group change.
- Fixed Term Inclusion.
- School placed Inclusion.
- Fixed Term Exclusion.
- Permanent Exclusion.

Consequences of undesired behaviour at break or lunch time and at other times including on the journey to and from school and on school trips.

If a pupil breaks the code of conduct the following action will be taken

1. Opportunity 1 rule reminder.
2. Opportunity 2 to correct behaviour.
3. Removal from the playground or activity as applicable.

This will be recorded on SIMS and a 30 minute detention will be issued. Parents must be informed by the member of staff on duty at least 24 hours before the detention takes place. This may be by email, phone, text or by post. If by post a least 5 days notice must be given to ensure time is given for the letter to arrive.

The following sanctions and support may also be put in place by the school at the discretion of the staff.

- Break or Lunch time detention.
- Phone call to parents by member of staff on duty followed up by a letter of concern.
- Written letter of concern.
- Loss of privileges including school trips.

In the case of a **SERIOUS INCIDENT** or persistent poor behaviour across a period of time a member of staff may engage the support of a Head of Learning for further intervention (*See appendix 1 for range of intervention available*)

- Whole school report.
- Inclusion.
- Twilight education.
- Fixed Period Inclusion.
- Fixed term alternative School Placed Exclusion (See Appendix 4 for protocol).
- Fixed Term Exclusion (See Appendix 2).
- Permanent Exclusion (See Appendix 2).

Should a student continue to break school rules they may be interviewed by the Student Learning Council.

The following behaviour will always invite a serious sanction

Bullying, intimidation, racism or sexism will not be tolerated at St Edmund's, we expect you to offer everyone equal love, justice and respect and consideration (see Appendix 3).

Disrupting the learning of others.

Defacing or damaging school property. You will be asked to contribute towards repair bills and carry out community service for the school.

Rudeness or bad language.

Refusal to obey a reasonable request or lack of respect for staff.

Fighting and physical assault on another member of our community will result in an exclusion. Violence is against the Christian ethos of the school.

Excessive violence will also result in Twilight or Permanent Exclusion.

Smoking, being with others who are smoking, buying or selling cigarettes or other paraphernalia including e-cigarettes.

Prohibited and controlled drugs. If you bring drugs into school, pass or receive drugs, the school will seek permanent exclusion, in line with the Governor's Policy on Substance Misuse. Alcohol will be treated in a similar way to drugs.

Misbehaviour on the journey to and from school will be treated just as seriously as misbehaviour at school.

Having any dangerous or inappropriate items in school, including : correcting fluids, aerosols, smoking materials, laser pens, weapons of any sort and any other items which could cause harm to other members of our community. Items of this nature will be confiscated and will not be returned to students.

Buying or selling any item on the school premises without permission.

Stealing from the school or other member of the community.

Any other behaviour which is deemed to be contrary to the School's Mission and School Code of Conduct.

Review

This policy was last reviewed in February 2019.

Appendix 1 Intervention and Support

There are a range of services available to support young people in school, provided by the school or by other agencies. This is not an exhaustive list and the school will always do its best to investigate other sources of help and support as needed by young people.

Intervention strategies

- Subject Report
- Whole school report
- Time Out
- Timetable Changes
- One to One Tuition
- Pupil support Plan (PSP)
- Common Assessment Framework (CAF)
- Tutor Group change.
- Year Group change.
- Referral to a Support Service.

Support services

Referral to

- Chaplain
- Young Carers
- Motiv8
- Integrated Youth Support Service
- Child and Adolescent Mental Health Service (CAMS)
- MABS
- Educational Welfare Service (EWO)
- Educational Psychologist (Ed Psych)
- Youth Offending Team
- U Count
- Barnardos
- Police Support Community Officer
- Hampshire Fire Service
- Robert Centre
- Social Care
- Other appropriate organisations.

Appendix 2 Exclusions

Pupils are excluded for behaving in such a way that the implementation of the Ethos of the School is impeded and Governors are kept fully informed.

Fixed Term Exclusion

The purpose of a fixed term exclusion is as follows:

- To highlight to the pupil and the whole school community the seriousness of the behaviour
- To allow for a period of cooling off and time for reflection and reintegration
- To enable parents to exercise their essential role in the agreed partnership between home and school
- To act as a deterrent against unsafe or unhealthy practices
- **Governors are informed of any fixed term exclusions on a termly basis.**

Returning from Fixed Term Exclusion

On return from a Fixed Term Exclusion a re-integration meeting will be arranged with parents and every effort will be made to re-integrate the pupil into the community. Appropriate support strategies will be implemented, which will be decided in consultation with the parents and the pupils concerned.

Governors Panel

Any student who has received more than 5 days in fixed term exclusions will be required with their parents to meet with Governors.

Permanent Exclusion

A permanent exclusion is a rarity and, in most cases, is used when all other support strategies, including PSPs, have been exhausted or have proved unacceptable and the pastoral and academic welfare of others continues to be at risk.

A permanent exclusion may, however, be given for a first offence.

Under such circumstances, the Headteacher will act in accordance with the DfE Guidelines. **Governors are involved in the process of permanent exclusion.**

Appendix 3 Anti-Bullying Procedures

All children are entitled to an education free from humiliation, oppression and abuse.

Bullying and intimidation can cause physical and psychological pain to the victim as well as feelings of isolation, loneliness, insecurity and anxiety.

At St Edmund's we pride ourselves on the caring and supportive relationships that exist at all levels within our community. For this reason, we take a very serious view of any incidents of bullying or intimidating behaviour that may occur from time to time.

The School's Anti-Bullying Policy is rigorous and simple; bullying will not be tolerated. This message is delivered and reinforced regularly through assemblies, the PSHE programme, the curriculum and the reactions of teachers, tutors and Year Heads to incidents which occur. The implementation of the policy demands sound co-operation between staff, pupils and parents.

The Anti-Bullying Policy is to be seen as part of the wider Code of Conduct - an agreed set of guidelines for acceptable behaviour drawn up after consultation with staff and pupils.

A copy of the Code of Conduct and the Anti-Bullying Policy is prominently displayed in each tutor room and each classroom in the School. We all have a duty to act against bullying, and all incidents will be taken seriously and the victim will receive comfort and support.

A record will be made of the incident and of the action taken.

- St Edmund's is a "telling" School. All pupils owe it to each other to tell if they are being bullied or if someone else is being bullied
- all incidents of bullying will be taken seriously and the victim will receive comfort and support
- there can be no "innocent bystanders" in this School. We all have a duty to act against bullying

NO ROOM FOR BULLIES

What pupils should know about bullying

St Edmund's is a caring and friendly school where every pupil has the right to be happy and successful.

Bullying causes pain and unhappiness and will NOT be tolerated

Bullying can take many forms from name-calling and spreading rumours to physically hitting someone.

Everyone at St Edmund's has a part to play in preventing bullying, be they Staff or pupil.

Pupils must always TELL someone – their Tutor, teacher, Head of Learning/Pastoral Leader or any adults in School if they are being bullied.

This is being a responsible person. It is NOT telling tales.

Reports of bullying will be taken seriously and investigated thoroughly – you must never think that your complaint is not important enough. Bullies will be severely dealt with depending on the seriousness of the incident.

A note will go in the pupil's file and parents will be contacted. Remember. if you see bullying taking place and do nothing about it, you are as bad as the bully.

**ALWAYS TELL SOMEONE.
ST EDMUND'S HAS
NO ROOM FOR BULLIES!**

**St Edmund's Catholic School
HOME-SCHOOL AGREEMENT**

Appendix 4



1. As a Parent I will:

- fully support the Christian ethos of St Edmund's by ensuring student participation at spiritual events;
- see that my child attends School regularly, on time and properly equipped;
- inform the School promptly in the event of an absence on each day by **09.00 am**;
- inform the School about any concern which might affect my child's work or behaviour;
- support the School's policies on behaviour and uniform;
- support the School's policy of zero-tolerance on drugs;
- support the School's homework policy, ensuring it is always completed;
- attend parents' evening and other scheduled meetings;
- play my part in maintaining an every day link with our child's tutor through the use of the School diary, reading the Newsletter and checking the school website.

2. At St Edmund's we will:

- provide a quality education in a secure, caring, Christian environment;
- inform parents if there is a concern regarding attendance, punctuality or other concerns;
- inform parents of any concerns regarding their child's standard of work, behaviour or uniform;
- provide a termly review of progress;
- ensure that school policies are effectively implemented to provide an outstanding learning experience;
- arrange Parents Evenings for the discussion of pupil progress, attendance and for other awareness raising opportunities;
- maintain regular contact with parents through the pupil diary, newsletter, text and letters linked to specific events.

Name of child:.....

Signature:.....

Name of Parent/Guardian:.....

Signature:.....

Date:.....

Signature of Headteacher:

