



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## BEHAVIOUR FOR LEARNING POLICY

### Introduction

We believe, as a school, that good discipline/behaviour is self motivated and will be encouraged by praise and a positive system of rewards, in addition to the sanctions outlined.

### Rationale

Discipline includes a good deal more than mere order and is at the heart of all good teaching regardless of subject, age range or intellectual ability. Many disciplinary problems can be cured before they arise by careful preparation and exercising the professional expertise which all good teachers develop. Most discipline problems can be dealt with within the classroom by the teacher employing the agreed system.

### Aims

- We wish to promote a purposeful atmosphere throughout school which is conducive to effective teaching and learning.
- We encourage everybody in school to be calm, courteous, considerate and relate well to each other.
- We encourage all pupils to show through their actions that they know the difference between acceptable and unacceptable behaviour.
- We expect pupils to take responsibility for their actions and in doing so develop their self esteem and self discipline.
- We encourage any parents/carers to be involved in partnering the school to ensure good behaviour by all of our pupils.

### We believe that:

- the great majority of our pupils behave well and act with care, consideration and politeness.
- good discipline is the responsibility of all who are involved in the school.
- praise, positive reinforcement and the raising of self-esteem will help our pupils develop self-discipline.
- incidents of inappropriate behaviour should be seen as a learning situation for the pupil(s) concerned and that it is the behaviour we disapprove of and not the pupil(s).

## **REWARDS AND SANCTIONS**

### Rewards

- Pupils need to know that we have high expectations of them and staff should use praise to reward and reinforce good behaviour.
- We value and recognise achievements of every kind and everyone should have access to rewards.

The emphasis throughout the school's Behaviour for Learning Policy is on recognition and encouragement of pupil participation, co-operation and achievement of all kinds.

### The following rewards are available:

- Grades and comments in teacher assessment
- Public/private teacher praise
- Teacher comment in pupil planners

- Attendance/Punctuality rewards
- Formal contact with home for praise via letter/postcard
- Display of pupils' work.
- Referral to Key Stage Leaders/Senior Leadership Team as appropriate
- References
- Positions of responsibility
- Formal presentation of awards at Awards Evening and end of term/end of year awards ceremonies

A points system is used where pupils gain points. Points relate to a system where pupils are aiming to achieve a bronze, silver or gold award each term.

***Pupils will have an opportunity to gain points for:***

- adopting a positive attitude to learning
- arriving prepared to learn during morning registration
- having an excellent attendance record
- having an excellent punctuality record

Each of the areas above will be awarded points as follows. The points will be totalled on a termly basis and pupils will receive a letter based on the total number of points they have been awarded. They will also be given their bronze, silver or gold award.

***Adopting a positive attitude to learning***

<b>Average ATL score</b>	<b>Points / action</b>
6	25
5	20
4	15
3	0 letter sent to parents
Less than 2	0 letter to parents to arrange meeting to discuss

### ***Arriving prepared to learn during registration***

- **Form tutors will award up to 3 points to pupils each morning who**
  - arrive on time
  - are in correct uniform
  - are prepared for lessons

### ***Having an excellent attendance record***

<b>%</b>	<b>Points</b>
100	25 points
97	20
95	15
<95	0

### ***Having an excellent punctuality record***

<b>Number of lates</b>	<b>Points</b>
0	25 points
1-2	20
3	15
4	10
5 or more	0

### ***Point totals***

Reward letters can be achieved in each term as the points are awarded. For example if a pupil does not receive enough points to gain a bronze award in term 1, they can be awarded a bronze award in term 2 if the total number of points for bronze in that term have been achieved. Pupils who achieved bronze award in term 1 will be aiming for silver in term 2 and so on

## **Form Tutor Rewards**

If a pupil has gained full form tutor points for a fortnight they will be entered into a random form draw. This prize will be a chocolate prize and be awarded by the form tutor.

## **Code of Conduct Cards**

Each half term there will be a rewards draw for “clean” Code of Conduct Cards. If a pupil has managed to avoid getting any strikes their card will be entered into a prize draw. This will be drawn in assembly and will take the form of a chocolate reward.

## **Attendance breakfast league**

Each fortnight a year group attendance league will be issued. This league is based around the percentage attendance of each form within a year group. They are ranked in percentage order. Form tutors will work hard to ensure their form has the best attendance possible. At the end of each half term the winners in each year group will be awarded an attendance breakfast. At the end of each term year group winners will also be rewarded with an additional mufti day.

<h2><b>School rules, expectations and consequences</b></h2>
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- We have a clear system of school rules, lesson rules, expectations and consequences.
- Initial consequences have a departmental focus.
- We have a Senior teacher call out system for severe/poor instances of behaviour that need to be dealt with at a more senior level.
- Each department has a buffer zone facility, with a call out facility available to aid process of moving a pupil from one room to another within the department.
- Internal exclusion room is in place as a sanction prior to fixed term exclusion

## **Classroom rules and expectations**

### ***Lessons:***

- Arrive on time
- Enter and leave the classroom in a quiet, orderly manner
- Arrive to lessons with the correct equipment at least a pen, pencil, ruler, journal and homework
- Adopt a positive attitude to learning, behaving in the expected way at all times
- Remain outside of the classroom until greeted by your teacher
- Follow instructions, listen carefully to the teacher and be co-operative
- Raise hands if you wish to speak in lessons

- Respect other students' work, property and their right to learn
- No eating or drinking (with the exception of bottled water)
- All mobile phones should be kept in bags. If a mobile phone is seen during lessons or during lesson change over time it will be confiscated immediately. Any confiscated phone will be returned at the end of the school day.

***Break and lunchtime:***

- Treat the school environment and duty staff with respect
- No dropping litter
- Eat lunch or snacks in designated areas only
- Stay off corridors in school unless absolutely necessary
- Remain on the school premises
- Attending revision or additional study sessions in school is an expectation.
- During lunchtime food purchased in the Senior Dining room must be eaten in that area only. Food purchased in the Junior Dining Room can be eaten in that area, the hall, and the canopy area only.

- ***Before / After School:***

- Treat the school environment and duty staff with respect
- Breakfast is available in the dining rooms, all pupils are welcome to use this service.
- Consider your behaviour while representing our school on your way to school and home from school and whilst you are wearing your school uniform.

**Sanctions**

- Sanctions need to be applied consistently, fairly and calmly, making a distinction between serious and minor offences, if they are to be effective.
- Pupils need to know why they are being punished and need to be given an opportunity to make amends.

Great emphasis is placed in this school upon high standards of behaviour, courtesy and good manners. We find that pupils are most secure and work most effectively where there is order and a structure they understand. All referral procedures, as outlined, should be adhered to if the systems are to work effectively. If sanctions have to be used to encourage positive behaviour then the following are available:

1) For use by all subject teachers:

- removal of approval
- verbal reprimand\*
- seeing pupils after lessons to discuss concerns\*

- setting extra work\*
- break / lunchtime detention
- subject/department report (Head of Year to be informed in writing)\*

**(all \* to be recorded in Personal Journal)**

2) For use by Form Tutors:

- all in 1) plus:
- contact with parents via telephone, letters and visits to school (Head of Year to be notified in writing)
- internal/external daily report to Form Tutor (with involvement of Head of Year)

3) For use by Heads of Faculty/Department:

- all in 1) plus:
- contact with parents via telephone, letters and visits to school (Heads of Year to be notified)
- subject report with letter to parents and warning that a school detention may follow (Heads of Year to be notified)

4) For use by Heads of Year:

- all the above plus -
- internal/external daily report to Year Teams
- pupil contracts - removal of privileges and general rewards such as non-uniform days or trips out
- internal exclusion
- pupil contracts – Headteacher/Deputy Headteacher detention
- further contact/discussions with parents
- recommended for fixed term exclusion from school
- formal meeting with pupils/parents with Headteacher and Deputy Headteacher

5) Involvement of Headteacher:

- formal meeting with pupils/parents involving SLT/Governors
- fixed term exclusion from school
- permanent exclusion from school

NB When the decision to impose a fixed term or permanent exclusion is made, the DfE guidelines are followed.

The school uses the following strategies for the classroom

## **CONDUCT WITHIN THE CLASSROOM**

All pupils are expected to work hard and behave themselves. Good behaviour will be rewarded and poor behaviour will be punished.

### ***Classroom consequences***

Sanctions and consequences need to be applied consistently, fairly and calmly, making a distinction between serious and minor offences, if they are to be effective.

Pupils need to know why they are being punished and need to be given an opportunity to make amends.

A great emphasis in our school is placed on high standards of behaviour, courtesy and good manners. We find that pupils are most secure and work at their best where there is order and structure that they understand.

The processes described below should be adhered to by every member of staff in a fair and consistent way. This will ensure pupils are dealt with in the same way no matter who is dealing with the situation.

The following should be used in classroom situations:

Behaviour	Action
<b>Disruptive, off task behaviour that is preventing lesson progression</b>	Verbal warning issued to class. Further incidents of such behaviour will lead to department detention for individuals concerned. Positive reprimand used to address whole class and reinforce expectations.
<b>Continued disruption by any member of class</b>	Departmental detention of 30 minutes issued. <b>Red comment</b> recorded in pupil journal. A letter will be sent home from the relevant department to inform parents of the issue. <b><i>At this point the individual pupil behaviour and sanction is to be recorded in the behaviour monitoring system.</i></b>
<b>Two</b> choices are available to a teacher if behaviour of an individual pupil continues to disrupt the lesson. Teacher to use discretion as to which option best suits the situation. Both options will lead to further sanctions.	
<p><b>1. Buffer Zone</b> This option to be used when removing the pupil into another classroom would allow the lesson to continue and the teacher/Head of Department to deal with the behaviour. <b>Red comment recorded in journal. Departmental detention of 45 minutes set. Incident recorded in behaviour monitoring system.</b></p>	<p><b>2. Call-out</b> This option to be used for a serious offence that the teacher feels needs to be dealt with by a Senior Member of staff. <b>Red comment recorded in journal. Parents contacted. Wednesday Headteacher detention issued. Incident recorded in behaviour monitoring system.</b></p>

\* **Severe Clause** – a serious incident of foul language, abusive, threatening or aggressive behaviour should lead to immediate use of the “Call-Out” facility. Member of staff to use professional judgement here.

\*\* Two or more “Call-outs” in a week will lead to a two hour Headteacher detention on a Wednesday.

## **Other possible sanctions (for use by Senior Leaders and Headteacher)**

- Internal Exclusion
- Fixed Term Exclusion
- Managed transfer process
- Permanent Exclusion

## **Further information**

- **Call out**
  - Consideration given regarding nature of incident and next steps by “On-Call” member of staff.
  - Wednesday detention with SLT in School Hall
  - Two or more call outs in a week parents will be contacted and issue discussed by HOY
  - Continued call outs in following week will result in a fixed period of internal exclusion
- **Buffer Zone**
  - This is expected to be in place in all departments
  - There will be a call out button entitled “Buffer Zone” where a non-teaching member of staff will attend the lesson to remove the pupil to the relevant room. Teachers must know or have sight of the Buffer Zone timetable for their department(s).
- **Internal exclusion room**
  - Fixed term internal exclusion
  - Pre-arranged
  - Letter home
  - Parent meeting
  - Consideration given to behaviour mentoring

## **Support from Senior Leadership Team**

At times a class, or group of pupils within a class, may be causing the teacher concern. For example, their lack of motivation combined with a poor attitude to learning may be affecting progress or impacting on the ability of the teacher to deliver good lessons. If this occurs a member of staff can request that a member of the Senior Leadership Team visits the lesson to establish a change in attitude of pupils to that lesson. This support may be a one-off, or it may be that this support is put in place for a fixed period of time to show to the class the seriousness of this action. If a member of staff would like to request this action they should do this via Ms Stead (Deputy Headteacher) or Mr Morgan (Assistant Headteacher).

## **Code of Conduct Cards**

Code of Conduct Cards will be carried by each pupil. They are used to ensure pupils behave to the expected standards when moving between lessons and during break and lunch time. They are also used to ensure they keep to the maximum standard of school uniform expected at all times.

Uniform guidelines are set out in the pupil journal and are displayed in all Pastoral areas.



All pupils must carry a Code of Conduct card. The card will be coloured according to the year group and will have number on the front section which states the half term that we are currently in. Pupils receive a new Code of Conduct card each half term.

Pupils must wear school uniform in accordance with school policy. If a pupil is not wearing school uniform correctly it is the responsibility of all staff to address the issue. This could be in a classroom or on a corridor in school at change-over of lessons. A pupil should be stopped, the problem addressed and a strike put onto the uniform card. The table below sets out the issue and associated action required by subject teachers, form tutors and teaching assistants and the associated sanction issued by the Head of Year.

### Code of Conduct Card Issues

<u>Issue</u>	<u>Sanction</u>	<u>Follow up</u>
<b>Lost/no Code of Conduct Card</b>	Pupil referred to HOY by form tutor.  Pupil given new card with 3 strikes and HOY detention arranged.	If old card is brought following day, rip up new card, give one strike on old card for no card previous day, and cancel detention.
<b>No jumper/blazer/shoes/tie etc...</b>	Item lent to pupil for the day. Strike on uniform card.	Record on log.
<b>No journal</b>	Pupil given strike on Code of Conduct card.	Pupil given journal page to be used for the day.
<b>3 strikes</b>	Member of staff who issues 3 <sup>rd</sup> strike informs HOY. HOY detention issued.	
<b>6 strikes</b>	Member of staff who issues 6 <sup>th</sup> strike informs HOY/Assistant HOY. Formal detention arranged.	Parents/carers informed.  Issue logged on behaviour monitoring system.
<b>9 strikes</b>	Member of staff who issues 9 <sup>th</sup> strike informs HOY/Assistant HOY. Formal detention arranged. Uniform report card for 2 weeks minimum.	Parents/carers informed.  Issue logged on behaviour monitoring system.  Report card reviewed daily by HOY and parents kept informed.
<b>Wearing make-up/nail varnish</b>	Give strike on uniform card. Make-up/nail varnish to be removed. HOY will have a supply of make-up wipes and nail varnish remover.	Issue with removing refer to HOY or Pastoral Team. This may lead to a call-out for a senior member of staff.

<b>Other behaviours where Code of Conduct Card will be used</b>		
<b>Running on corridors</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Cycling on school premises</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Swearing or use of foul and abusive language during break, change-over time or lunchtime</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Repeatedly on corridors without acceptable explanation</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Dropping litter</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Chewing gum / eating in lessons</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Out of bounds</b>	Member of staff who reprimands pupil to strike Code of Conduct card	If this leads to 3/6/9 strikes follow action above.
<b>Drinking anything other than water in lessons.</b>	Member of staff who reprimands pupil to strike Code of Conduct card	If this leads to 3/6/9 strikes follow action above.
<b>Outright defiance, refusal to cooperate, answering back to a member of staff.</b>	Member of staff who reprimands pupil to strike Code of Conduct card	If this leads to 3/6/9 strikes follow action above.

## **Out of bounds**

Out of bounds areas are clearly marked around school. Any pupil caught “out of bounds” will be given a strike on their Code of Conduct Card. The member of staff striking the card should follow Code of Conduct policy if this is the pupils 3<sup>rd</sup>/6<sup>th</sup>/9<sup>th</sup> strike.

## Smoking on school premises and when in school uniform

Smoking whilst in school or whilst wearing school uniform is banned. This includes pupils coming to school in the morning and pupils leaving school at the end of the day. A pupil caught smoking in school will be sanctioned and parents/carers will be contacted immediately. Parents/carers will be expected to come into school to address the situation. A Head of Year detention will also be issued. If a pupil is caught smoking before and after school, a detention will be issued and parents contacted to discuss and address the situation.

## Mobile Phones

Whilst we appreciate that mobile phones have become an essential part of everyday life, we do not expect pupils to have them out during lesson time (unless their use has been planned for by a teacher) or lesson change-over time, for example between lesson 1 and 2 and lesson 4 and 5. If a mobile phone is seen during a lesson, or during lesson change-over time, it will be confiscated. It is expected that as soon as the bell rings pupils will put their mobile phones away. Mobile phones should not be visible, so being kept in the top pocket is unacceptable; they must be out of sight in a bag.

## Eating and drinking in lessons

Eating in lessons is not allowed - this includes chewing gum. Members of staff should ask the pupil to put the food away and empty their mouth. A strike should be placed on a pupil's uniform card. Pupils may have a water bottle in lessons that contains only water. Any other drink will not be allowed in a lesson, at the end of break or lunch. Pupils will be asked to put away alternative drinks. Pupils will not be allowed to fill water bottles up during lesson time. Rules regarding drinking in lessons are different in certain practical subjects, for example Science, Design & Technology and Computing, where drinking any form of drink is not allowed.

## Homework

Type of report card	Monitored by
Form tutor report card	Form tutor and parents/carers on a daily basis. Letter sent home by HOY to confirm action/reason for action.
Head of Year report card	Head of Year and parents on daily basis. Head of Year arranges contact / meeting with parents / carers to discuss.
Senior Leadership report Card	SLT and parents on a daily basis. SLT with Head of Year meet with parents/carers
Assistant Headteacher / Deputy Headteacher report card	AHT/DHT and parents/carers on a daily basis. AHT/DHT to meet with parents/carers.

It is an expectation that all pupils will complete homework to a consistently high standard throughout the year. If pupils fail to complete homework or the homework is judged by the teacher to not be at a high enough standard homework will need to be repeated and departmental/HOY detentions will be imposed.

### Use of Report Cards

- Report cards are integral when monitoring pupil behaviour and attitude
- Report cards will be one colour – buff/pastel

At the time a pupil is placed on a report card the parents of the pupil will be contacted. Report cards will be for an initial two-week period. Following this two weeks the report will be reviewed by the member of staff who is overall responsible for the monitoring period and a decision made as to the next steps. Parents will be kept fully informed of the process. If there is no significant improvement the report may continue or the pupil may progress to the next level described above.

### Punctuality

It is an expectation that pupils will be in school by 8.40am. Any pupil arriving after 8.45am will be considered late to school. They will be marked with an L in the register. If a pupil arrives after form time has ended (9am) they must sign it at student services.

Stage/Week	Action	Who?
1 - lates issue identified (2/3 lates in a week)	Pupil warning - improvement needed	Form tutor
2 - No improvement in pupil punctuality	Red comment in journal. Pupil journal must be signed by parent by next day and checked by Form Tutor. If journal is not signed pass to Nicola Sumner. Nicola Sumner will then contact parents by phone to address issue.	Form tutor
3 - No improvement in pupil punctuality	Referral to HoY. HoY to contact parents phone call	Form tutor/ HOY
4 - No improvement in pupil punctuality	HOY to interview parents Formal detention issued	HOY
5 - No improvement in pupil punctuality	Referral to DCM Formal detention issued	HOY / DCM
6 – No improvement in pupil punctuality	Penalty notice issued	JL/AA

## ***Detentions***

### ***Tuesday***

- Staffed by Head of Year with a member of Senior Leadership Team to support.
- Pupils in this detention for offences deemed by the Head of Year to warrant detention, or due to 3/6/9 strikes on the pupil Code of Conduct card.
- These will take place in the school hall.
- Failure to attend one of these detentions on two occasions will result in Wednesday Headteacher detention.
- This detention will be logged in the journal and behaviour monitoring system.

### ***Wednesday***

- Staffed by members of the Senior Leadership Team.
- Pupils in this detention for Senior Teacher call-out or for failure to attend two departmental detentions.
- If any pupil has two or more Senior Teacher Call-Outs in a week they will be placed in a two hour Wednesday detention.
- These will take place in the school hall.
- Failure to attend will result in a two hour detention the following week.
- Pupils will be collected if they have failed to attend so they complete the two hour detention on the following week.
- This detention will be logged in the behaviour monitoring system.
- A formal detention slip will be given directly to pupil and a letter will be sent home to inform parents.

### ***HOY Detention***

- A HOY can issue a detention for a number of reasons. They will use this approach to deal with pupils before escalation to one of the sanctions imposed above. For example, if there is an issue relating to uniform or punctuality etc this can be dealt with by a detention with a HOY or Assistant HOY at a pre-arranged time and venue. This will be recorded in the pupil journal and behaviour monitoring system.

### **Department Detentions**

- These will be issued by departments due to disruption of lessons or failing to complete homework and classwork to the expected standards. Departments will write the detention into the pupil journal with the date and time of detention. The department detention could take place at lunchtime or after school; this will be at the department's discretion. If a pupil is placed in a buffer zone then this detention will be 45 minutes in length. Again this will be at either a lunch or breaktime. If a pupil fails to attend a detention, the detention must be re-set and written in the pupil's planner. Failure to attend two department detentions should be referred to HOY who will set a Wednesday Headteacher detention for that pupil.

**Lunchtime Isolation**

- There may be an occasion where a Head of Year or Senior Member of staff have the need to remove lunchtime privileges from a pupil. When this occurs the pupil will lose all or part of their lunchtime and be placed in lunchtime isolation. This will be recorded in the pupil’s journal and in the behaviour monitoring system.

**Internal, fixed term and permanent exclusion**

At times behaviour of pupils can warrant a significant sanction to be imposed, there are some instances of behaviour that could ultimately lead to permanent exclusion. The table below sets out some of these more serious instances of behaviour and the associated likely sanctions.

Behaviour / Action	Internal Exclusion	Fixed Exclusion	Term	Permanent Exclusion
Swearing at a teacher/member of staff	✓	✓		✓
Physical violence towards another pupil	✓	✓		✓
Aggressive and threatening behaviour towards another pupil	✓	✓		✓
Physical violence towards a member of staff		✓		✓
Aggressive and threatening behaviour towards a member of staff		✓		✓
Truantiing	✓	✓		

<b>Bringing the school into disrepute due to pupil behaviours outside of school</b>	✓	✓	✓
<b>Smoking on school premises</b>	✓	✓	
<b>Carrying an offensive weapon on school premises</b>		✓	✓
<b>Bringing illegal drugs onto the school premises</b>		✓	✓
<b>Selling of illegal drugs on school premises</b>			✓
<b>Persistent refusal to follow school rules</b>	✓	✓	✓
<b>Persistent and frequent SLT Call Outs</b>	✓	✓	✓
<b>Persistent bullying of another pupil – verbal or physical</b>	✓	✓	✓
<b>Inappropriate use of social media on school premises</b>	✓	✓	

<b>Inappropriate use of social media where a member of staff is put at risk</b>		✓	✓
<b>Repeatedly being caught in an out of bounds area</b>	✓		
<b>Vandalism of school, staff or another pupils property</b>	✓	✓	✓

\*\*\* It is at the Headteacher's discretion to decide the level of sanction imposed when any of the above behaviours occur.