

# Behaviour Policy Summary 2023/24

*“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.”  
Philippians 1:27*

We must maintain a clear set of robust boundaries and encourage all pupils to behave in an appropriate way, in line with biblical values. We must also provide constructive feedback to pupils and students in relation to learning and conduct and provide a ‘way back’ if things go wrong. At all levels of conduct we will use a restorative approach. Staff need to be aware of pupils’ special needs and plan accordingly.

*Pupils will behave as well or as badly as we accept.* Key aspects before, during and after lessons are:

- Staff must arrive on-time for lessons and duties
- Staff must ensure pupils move straight into the classrooms to learn. Pupils should not line up outside rooms. Staff should be at doors and in corridors facilitating easy movement between lessons
- Release pupils from lessons on-time. Make sure the next teacher to use your room can start their lesson on time.
- Give feedback to parents about their child’s behaviour - let them know about the good days as well as the bad ones...but let them know – SIMS merely logs behaviour, the staff have to explain the consequences to pupils and parents.

**Support** - The school operates a staff supervision duty rota with staff on duty at every break time. PSMs are available on 6767 or by e-mail during the day. There is a Leadership Team on-call rota between 3.10pm and 4.45pm.

**Uniform Issues** - Period 1 teachers are key in identifying uniform issues which cannot be corrected there and then. The Pupil Support Managers need to be contacted on 6767 or by e-mail if there are any uniform breaches – the PS will advise of the next steps.

**Removal to Another Classroom or the Pupil Support Room** - In the first instance PS should be called or e-mailed and pupils removed into another classroom as indicated by the CTL room timetable. Pupils should not be left in corridors for more than a few minutes.

**Mentors and Year Leader (YL)** – when a pupil is causing difficulty in a range of subject areas the YL will intervene and, working in consultation with the relevant subject staff and Departments, formulate a strategy for modifying the behaviour of that student. The YL is not expected to play any direct role in the sending out of pupils from lessons. The Behaviour Tracker will be completed.

**Mobile Phones** - Should a pupil be seen with a mobile phone on school premises, the mobile phone will be confiscated by the teacher and handed in to Reception. Parents will be asked to collect the phone during the school day but 24 hours notice will be required before collection of the phone.

**Using SIMS** – log both positive and negative behaviours. Mentors are to review SIMS at the beginning of their mentor lesson. “Required Panels” that you must have up on your *Home Page* are: Timeline, Assessment Summary, Conduct Summary and Scheduled Detentions Sessions

**Rewards** – we reward in a range of ways including Praise, House Points, Postcards /Email home, Rewards Badges, Rewards Event, Pupil of the week, Attendance Certificate, Progress Award. Rewards are logged on SIMS.

**Homework** - Homework should be logged on SIMS. Initial concerns with regard to homework should be dealt with by the subject teacher. Repeated concerns with homework should be dealt with by the classroom teacher with support from their Curriculum Team Leader through an academic intervention. Defiance towards this is classified as Medium Defiance.

**Tackling Low-level and Medium Level disruption** - this refers to relatively small but persistent distractions that many staff will come across.

**Logging on SIMS and consequences** (NB all escalations completed by Pupil Support. A higher level sanction supersedes a lower level one.)

Sanction	Examples (not exhaustive)
LOW Classroom concern	<ul style="list-style-type: none"> <li>• Talking over staff or peers</li> <li>• Distracting others</li> <li>• Late for class</li> </ul>
LOW Corridor concern	<ul style="list-style-type: none"> <li>• Any inappropriate corridor behaviour</li> </ul>
LOW Uniform concern	<ul style="list-style-type: none"> <li>• See Uniform Policy for correct uniform</li> </ul>
MEDIUM Repeated Lows in 1 day	<ul style="list-style-type: none"> <li>• Any repeated (3 lows) combination of the above (i.e. Classroom / Corridor / Uniform)</li> </ul>
MEDIUM Defiance	<ul style="list-style-type: none"> <li>• Not responding appropriately to staff</li> <li>• 3 lows in an individual lesson</li> </ul>
MEDIUM Failure to attend Staff Detention	<ul style="list-style-type: none"> <li>• Failure to attend 1 detention (PS enters a detention escalation)</li> </ul>
Medium Removal from lesson	<ul style="list-style-type: none"> <li>• Subject teacher emails/calls PSM to have a pupil removed</li> </ul>

**Shared Language** - The procedure below should be followed as closely as possible:

*Phase 1: State* – When appropriate a verbal warning is given e.g “I am instructing you to....if you do not follow this instruction I will log a low incident”

*Phase 2: Low* – Low logged on SIMS. Pupil informed. Further incidences in the lesson lead to teacher managing the behaviour - at this stage interventions include seat move, time outside classroom (max 5 minutes). Defiance towards this or repeat behaviours lead to a Medium defiance logged on SIMS

*Phase 3: Medium* – Medium defiance logged on SIMS – 60 minute school detention. Pupil informed

*Phase 4: Remove* – If student continues to disrupt learning despite issuing a sanction, On-Call should be used. Pupil will be collected by PS and placed in another room. A pupil may be directly referred to On-Call if they compromise health and safety or are involved in a serious incident in a classroom (e.g a fight or serious racist, sexist or homophobic comment/behaviour towards another).

## Sanctions Summary

Sanction	Reason	SIMS entry and Detention Supervision	Restorative Justice
<b>LOW</b>	<ul style="list-style-type: none"> <li>Classroom concern</li> <li>Corridor concern</li> <li>Uniform concern</li> </ul>	Entered by classroom teacher	N/A
<b>MEDIUM:</b> 30-minute Staff Detention (Mentor Only)	<ul style="list-style-type: none"> <li>MEDIUM Repeated (3) lows 1 day (30 minutes, available daily)</li> <li>Late for school</li> </ul>	Set by Mentor  Set by Main Office	Mentor
<b>MEDIUM:</b> 60-minute School Detention	<ul style="list-style-type: none"> <li>MEDIUM Failure to attend staff detention or poor behaviour during detention.</li> <li>MEDIUM Defiance (60 minutes, available daily)</li> <li>Two lates to school in a week</li> </ul>	Escalated by PS, managed by Year Leaders  Staff member who set defiance detention must attend for a restorative conversation. Lates set by Main Office	Subject Teacher
<b>HIGH:</b> 75-minute Detention • 24 hours' notice given to parents • Available Monday, Wednesday, Friday	<ul style="list-style-type: none"> <li>Failing to attend or poor behaviour during medium 60-minute detention</li> <li>Other High-Level behaviours</li> <li>Three lates in a week</li> </ul>	Set by Leadership Team, Pupil Support and Year Leaders  Detention managed by the Leadership Team	Year Leader and/or Leadership Team
<b>HIGH IEX:</b> Internal Exclusion and 75-minute Detention  • 24 hours notice given to parents of detention	<ul style="list-style-type: none"> <li>Repeated Medium defiance in a day</li> <li>Failing to attend High 75-minute detention</li> <li>Removed from lessons a number of times</li> <li>Other High-Level behaviours</li> <li>Four lates = Internal Exclusion</li> </ul>	Set by Leadership Team and Head of Pupil Support	Leadership Team and Head of Pupil Support

The above list of behaviours is not exhaustive with other behaviour sanctions to be decided at the discretion of The Headteacher (see Behaviour Handbook). All other escalations are at the discretion of the Year Leader in discussion with the Leadership Team link.

Detentions should not be given where there are long-term or persistent issues relating to poor work or behaviour, or where the sanction has been previously applied to little or no effect – YL and CTLs should be involved in addressing long term issues.

## Prohibited Items

Prohibited items include: any food or liquid that is deemed to be inappropriate, vapes/vaping, drugs, cigarettes, alcohol, lighters, fireworks, illegal or inappropriate material of any description (print or electronic), harmful items and substances, weapons or items that look like a weapon or could be used as a weapon, that on the balance of probability, have been brought into school, or are in the possession of a pupil/student in school or in the vicinity of school. This list is not exhaustive. Consequences for above are in the “highly serious” band of sanction.

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**Saint Cecilia's**  
Church of England School