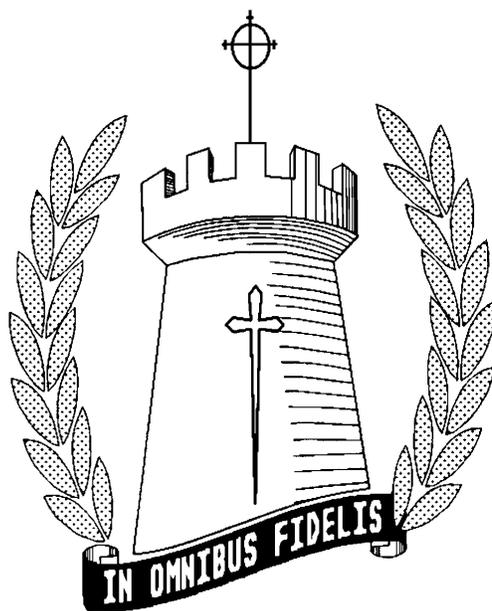


ST. DAMIAN'S RC SCIENCE COLLEGE



Behaviour Policy

Approved by Governors:	November 2016
Date to be reviewed:	Annually

BEHAVIOUR POLICY STATEMENT

Rationale

For pupils and staff to live happily and work successfully side by side, an atmosphere of security and mutual respect must be established. The boundaries of reasonable behaviour must be clear, known by everyone, agreed upon and carried out by all members of the school community.

<u>Purposes</u>	<u>Implementation</u>
1. To promote an environment in which children and adults co-operate happily and successfully.	1. By establishing a code of conduct supported fairly by a healthy balanced system of rewards and sanctions which is just and universally accepted.
2. To develop in students an understanding of the need for good order and the ability to show initiative in establishing and maintaining such.	2. By providing opportunities for students to share responsibility for creating and maintaining good order; so promoting a happy, caring atmosphere within the community.
3. To recognise that a variety of teaching styles are appropriate in encouraging achievement and success as well as a positive atmosphere in the classroom.	3. By presenting children with a range of classroom activities and stimuli; challenging and achievable targets and appropriate recognition and credit for their efforts.
4. To ensure that all parties are involved in the continuing support of the behaviour policy by monitoring and reviewing where necessary to promote more positive interaction.	4. Senior Management Team to continue to review regularly our code of conduct, behaviour for learning policies and whole school policies.

Conclusion

Our code of conduct, encapsulated in the school mission statement, states our commitment to a community functioning as a warm and welcoming one in which all children and adults are valued and the views of all are respected. Everyone must incorporate this belief if mutual understanding and co-operation are to be achieved.

ASPIRE BEHAVIOUR GUIDELINES

Introduction:

Like any social organisation, a school requires generally accepted codes of conduct and behavioural guidelines by which all members of the community abide. These procedures will of course emanate from the kind of community the school is i.e. from its particular aims and ethos.

St. Damian's does not have a long list of prescribed school rules ... discipline is encouraged through the Christian ethos of the school; highlighted in our Mission Statement, outlined in our Code of Conduct and supported by a Behaviour for Learning system which not only prescribes recognition/reward and the celebration of positive aspects of school life but also provides a clearly defined system of sanctions for those pupils who disrupt in any way, the learning environment of the school.

In this whole process, the attitude of staff and parents are of great importance as it is they, who in the main, establish the environment in which good relationships and a sense of order can be developed. Both parties must therefore share the same vision of what this means. They must agree on the processes involved and they must support each other in the establishment and implementation of such processes.

A

Is for **ASPIRATION**

S

Is for **SUCCESS**

P

Is for **PARTICIPATION**

I

Is for **INTERACTING** with others

R

Is for **RESPECT**

E

Is for the school **ENVIRONMENT**

To Learn

@ St. Damian's

Aspire to Learn

At St. Damian's, the main aim of Aspire to Learn follows from the College's Mission Statement and the pupils' Code of Conduct. It seeks to engender a more positive attitude towards good behaviour in and around school as well as in lessons.

The specific aims of 'Aspire to Learn' are:-

- to develop self discipline in our pupils
- to establish the boundaries of acceptable behaviour in and around our school
- to encourage constructive relationships through mutual respect and cooperation
- to promote the learning of all pupils

Learning Responsibility

These are designed to be easy to keep; general enough to apply in all subject areas and conducive to improved learning.

Classroom Rules

Pupils are expected to:

1. Arrive quickly to lessons, enter and leave the room quietly.
2. Come to lessons properly equipped and in uniform.
3. Listen to and follow instructions the first time they are given.
4. Raise their hands and wait for permission before they speak or leave their seat.
5. Treat others, their work and their equipment with respect.
6. Leave the room clean and tidy.

Awarding points – Positive Behaviour Management

- Pupils are awarded points based on a variety of academic and social positives
- SIMS/Behaviour Management
- Awards are given each half term

Red	25 points	Form Tutor
Bronze	50 points	Head of Year
Silver	75 points	Assistant Headteacher
Gold	100 points	Deputy Headteacher
Platinum	150 points	Headteacher

- Individual certificates/postcards/letters home – all celebrate our pupils achievements

Learning Responsibility

At St Damian's we have high expectations of all our students!

Bring all the books and equipment that I need each day.



Follow the Classroom rules, and the Correct Use of ICT Policy

Move around school quietly and sensibly

Attend school regularly and on time.



Complete all class work, coursework and homework to the best of my ability



Wear the full school uniform correctly and be tidy in appearance.

Be polite, helpful and considerate to others.



Ensure my parents/guardians receive all school communications.
Be polite, helpful and considerate to others.



Keep the school free from litter and graffiti; I will not deliberately abuse or damage school property.



Uphold the good name of St. Damian's by behaving appropriately in all public places, and on school buses

ACADEMIC

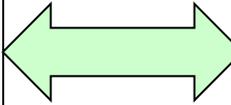
PROMOTING DESIRED BEHAVIOUR

PASTORAL

STEP
1

Undesired Behaviour in classroom:
CLASS TEACHER / TEACHING ASSISTANT
Class teacher uses solution focused strategies available in toolkit:

- **Tactical ignoring;**
- **Verbal encouragement to assist in return to task;**
- **Positive modelling;**
- **Redirection;**
- **Verbal warnings, move student in class, time out, detention, recording name.**
- **Information added to SIMS**
- **Liaise with SENCO & LS manager**
- **Use IEP advice sheet**



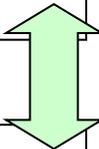
Undesired Behaviour out of lessons/ in form time.
FORM TUTOR
Form Tutor uses solution focused strategies available in toolkit:

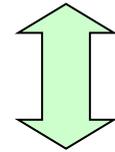
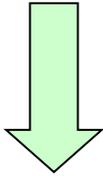
- **Verbal encouragement ;**
- **Positive modelling;**
- **Redirection;**
- **Liaise with SSO if needed;**
- **Liaise with SENCO & LS manager**
- **Use IEP advice sheet with specific behavior targets**
- **Verbal warnings, move student in class, time out, detention, recording name.**
- **Home contact, report, text msg, detention.**
- **Information added to SIMS.**

STEP
2

HEAD OF FACULTY / TEACHER I/C SUBJECT
Student's Tutor Informed
Head of Department uses solution focused strategies available in toolkit:

- **Gather information from member of staff (SIMS);**
- **Interview student;**
- **Set up meeting between student and teacher;**
- **Liaise with other staff about "what works";**
- **Take appropriate action: home contact (letter, phone call, meeting with parent), report, detention, group change.**
- **Information added to SIMS.**

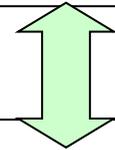
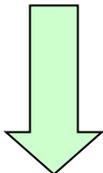




STEP
3

LINE MANAGER (ASSIGNED TO YEAR GROUP)

- Review all information and strategies offered;
- Recommendations made to Key Stage Leader, Dept Head, Head teacher
- Take appropriate action: refer to Deputy/Head teacher for fixed term exclusion
- Take appropriate action: refer to Assistant Head Inclusion, PSP (Nb: PSP SMT Responsibility).
- Information added to SIMS.



STEP
4

FINAL CONSEQUENCE
Head Teacher

- Review all information and strategies offered
- Interview pupil and parents
- Take appropriate action: Governors Discipline Panel, Managed Move, Fixed term exclusion and Permanent exclusion (Head Teacher Only) in the absence of the Headteacher the Deputy Headteacher
- Information added to SIMS.

Detention System

Detention should be used sparingly and after other sanctions have been tried and not worked.

There are two detentions available which all need to be recorded using SIMS by the member of staff issuing the detention.

1. Individual Staff Detentions (lunchtime & after school)
2. After school Detention

1. Head of Year – Lunchtime Detention

- These will take place from 1.35pm to 2.00 pm (Lunchtime) or from 3.25pm to 4.05 pm (After school) on the day nominated by the member of staff who issues the detention.
- Staff should inform pupils about which room to attend.
- Staff using 'Individual' detention should supervise their own detainees.

NB: Where a 'clash' occurs between individual staff, mutual arrangements must be made. Where a 'clash' occurs with a school Detention, the latter takes precedence.

- A lunchtime / after school detention must be recorded in the pupil's logbook or a slip given to the pupil. And recorded in SIMS.

NB: In the case of an after school detention, staff must ensure that 24 hours written notice is given to parents

NB: ... 24 hours means that one full day's notice should be given e.g. Notify Monday for Wednesday

- Where a pupil has been excused detention or a detention has been changed, staff must indicate this in both the pupil's logbook and in SIMS
- Where a pupil fails to turn up for detention it is the responsibility of the member of staff who issued the detention to follow it up and reissue the detention. Liaise with Head of Faculty concerned. If a pupil again fails to turn up without valid reason inform SLT who will issue an afterschool detention.

2. Afterschool Detention – Room 8

- In the case of an after school detention, staff must ensure that 24 hours written notice is given to parents
- After school detention must be recorded in the pupil's logbook or a slip given to the pupil. And recorded in SIMS.

- Reason for detention must be relative to the subject being taught (see SIMS) eg.
Poor attitude / behaviour in class.
- Poor effort in class
- Lateness to lesson (after the rest of the group & unexplained)
- No homework produced (discretion to be used)
- Absence from lesson (unexplained)

- Number of pupils placed in detention to be limited (24) if the detention list for a particular night is full and a member of staff still adds to it, the pupil will be excused detention by the duty teacher.
- One detention per pupil per incident (except in exceptional circumstances & agreed with HOF))
- Information re: date and reason for detention to be recorded in
The pupil's logbook
- SIMS-see notes for guidance.

N.B. If staff use carbonised slips to record a detention, make sure to get the pupil to sign the top copy so, in the event of a 'slip' being lost, verification of the detention is still available

- A member of the admin team will ensure a text alert is sent to parents the day before.
- Pupils' names will be highlighted on the SIMS registers if they are in detention on the day.
- Staff will be given a rota for supervising detention.
- Staff supervising should indicate in SIMS the name of pupils who attend **and those who fail to attend.**
- **The office will ensure that** the appropriate members of staff (period 5) will be informed via detention slips of pupils in detention and these should be escorted by period 5 teachers to the detention room.
- Where a pupil has been excused detention or a detention has been changed, staff must indicate this in both the pupil's logbook and in SIMS.
The duty teacher should complete the detention register using SIMS
- Where a pupil fails to turn up for detention it is the responsibility of the member of staff who issued the detention to follow it up and reissue the detention. **Liaise with Head of Faculty if concerned. If a pupil again fails to turn up without valid reason inform Heads of Year who will liaise with faculty line manager.**
- SLT will provide Heads of faculty and House Leaders with an analysis of each half terms detentions.
Heads of Year/Heads of Faculty must:
 - Feature monitoring of faculty detentions as an item on each Faculty/House Meeting Agenda.
 - Arrange for suitable intervention with pupils who persistently attract detentions.

N.B. All staff/duty staff should use the next available detention evening to respond to incidents which occur outside the classroom.

- Assistant Headteacher will produce half – termly review of after school detentions for discussion at SPG and PPG Meetings.
- SIMS Guidelines for all teachers putting pupil into detention

It is good practise to give parents 24 hours' notice of detention but this is no longer a legal requirement.

Please record the incident and detention using SIMS:

1. In classroom situation
2. Out of class

In classroom situation:

1. From attendance register highlight pupil
2. Go to links column and click "behaviour"
3. New Window (NW) "Behaviour Incident Details" Click drop down table for "type" and select
4. See section 3 and highlight pupil name then click detention symbol
5. NW "Student Detention Details" make comment click ok
6. NW "Add Detention details for ..." See detention date, click calendar symbol then select date and double click and click search. Detention date appears in window highlight and double click
7. NW check details, save and close X2

Out of class:

1. Sims home page
2. Focus-Student-Student Details double click
3. New Window (NW) Type in surname, search highlight double click on name
4. (NW)"Student details" Go to links column and click "behaviour management"
5. NW "Behaviour Management"...Go to section 3 behaviour click on new
6. NW" Add Behaviour" Click drop down table for "type" and select, click on detention symbol
7. NW "Add Detention details for ..." . See detention date, click calendar symbol then select date and double click and click search.
8. Detention date appears in window highlight and double click
9. NW check details, save and close X2

To register a pupil's attendance when supervising detention:

1. SIMS home page
2. Focus-Behaviour Management-Maintain Detentions double click
3. NW "Find Detentions".. See detention date, click calendar symbol then select date and double click and click search.
4. NW" detention Details [date]" see section 2 with list of names. Go to end column "attended" click on "not recorded" to get drop down table to register attendance.
5. Complete whether attended then click x2 on name to record any information eg absent /truant period 5.
6. Save and close x2