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St. Antony's Catholic College

# Behaviour for Learning Policy

## Mission Statement:

St. Antony's is a Catholic Secondary School. Inspired by the Gospels, it endeavours to provide an environment in which members of the college community can develop spiritually, socially and educationally to their full potential. Our mission is to guide, assist and encourage each member to make a positive contribution to the life of the college, the church and society as a whole.

# Behaviour for Learning Policy

## **Governors' Statement of General Principles with regard to Behaviour**

We believe that good behaviour is essential to allow all our students to achieve their full potential. High standards of behaviour promote effective learning; effective teaching and learning promote good behaviour. No student should be allowed to behave in a manner which adversely affects the learning opportunities of others.

We believe in a culture of inclusion, equality of opportunity and respect for all members of our community and in the importance of self-discipline and self-esteem. Discrimination in any form will not be tolerated. We recognise that students with unusual emotional or behavioural needs will receive support to achieve the expected standard of behaviour.

We view as essential a system of rewards for good or improving behaviour and sanctions where standards fall below an expected level. Rewards reinforce and sustain good behaviour and encourage other students to behave well. Sanctions demonstrate that misbehaviour is not acceptable, demonstrate the disapproval of the school community and deter other students from similar behaviour. These rewards and sanctions must be applied consistently and fairly. However, it is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual student and the Headteacher is expected to use discretion in their use.

St Antony's will have an effective and easily understood behaviour policy developed by the Headteacher through consultation with students and their parents or carers and the staff. This policy will clearly state the code of conduct and the rewards and sanctions used.

We expect that students' behaviour will be monitored and that parents or carers will be kept informed of their child's behaviour.

The aim and purpose of this policy is to:

- promote good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that pupils complete assigned work;
- regulate the conduct of pupils

## **Rules**

Rules are clearly displayed around St Antony's and clarify what is expected of the students in the classroom, around the school and on the journey to and from school. These rules were drawn up by the students of St Antony's and are included as an appendix to this policy.

## **Rewards**

We view as essential a system of rewards for good or improving behaviour. Rewards reinforce and sustain good behaviour and encourage other students to behave well.

There are many ways in which students at St Antony's are rewarded and many reasons behind such rewards.

Rewards include:

STAR Rewards – (St. Antony's recognition reward) Students who demonstrate work or behaviour that is worthy of special recognition will be rewarded at the end of each lesson. Teachers may award more than

one star reward. Students place their STAR tickets into a Year group box. At the end of each half term three prizes are drawn from the box increasing in size and value.

Fantastic Friday – Where staff nominate children who have produced outstanding work to meet with the Headteacher during form time. Students will receive a tea and toast voucher to redeem in the school canteen.

Headteacher / Deputy Headteacher positive letters – On a year group rotation staff nominate children to receive a letter to parents from the Headteacher or Deputy Headteacher to celebrate their work. The student will receive a tea and toast voucher to redeem in the school canteen.

Looking Smart – Vouchers presented to children for wearing uniform correctly. Three vouchers can be exchanged for tea and toast at break time.

Half termly rewards for attendance, attitude to learning and progress allow students to pick an activity of their choosing to follow off timetable to celebrate their success.

Departments also use a variety of internal reward systems.

## Sanctions

When poor behaviour is identified at St Antony's, sanctions will be implemented consistently and fairly in line with this behaviour policy. Possible disciplinary measures may include:

- A verbal reprimand.
- Repeating unsatisfactory work until it meets the required standard.
- The setting of written tasks as punishments, such as writing lines or an essay.
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day
- Missing break time.
- Detention including break, lunch-time or after school. Parental consent is not required for detentions although St Antony's will strive to inform parents/carers of a detention taking place out of school time. With lunchtime detentions, staff will allow reasonable time for the pupil to eat, drink and use the toilet. School staff will not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points: whether the detention is likely to put the pupil at risk, whether the pupil has known caring responsibilities which mean that the detention is unreasonable, whether the parents ought to be informed of the detention. In many cases it will be necessary to do so, but this will depend on the circumstances (for instance, notice may not be necessary for a short after school detention where the pupil can get home safely) and whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

### *Types of detention*

A C2 detention is a detention with a classroom teacher lasting 15minutes at either break or lunchtime.

A C3 detention is a classroom teacher detention after school lasting for a period of up to 1 hour.

A C4 detention is a Head of Department detention lasting for a period of up to 1 hour.

A C5 detention is a detention with the Headteacher and/or members of SLT lasting for a period of 1 hour 30 minutes.

Lates and lates formal - If a student is late after registration on any given morning they will be expected to sit a 30 minute detention that evening.

A lates formal detention is issued when students fail to attend their lates detention on any particular day. This will result in students being issued with a 1 hour detention which is to be attended on a Friday evening.

- School based community service or imposition of a task – such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti.
- Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring.
- Period of time in the Padua Unit – The Padua centre is a building situated on the school grounds outside of the main building. It is staffed at all times of the day by our Learning Mentor who support students with a variety of different needs whether they be social, emotional or behavioural. Students will usually follow a separate timetable for time spent in the Padua centre dependent upon the needs or requirements of the individual.
- Period of time in the Isolation room – The Isolation room is a room situated within the main school building where students will work in isolation from the main school body for part, or all of the day as decided by the appropriate staff member. Students will follow their own timetable and complete work as set by their teacher. Teaching support is provided for all students for all times of the day.
- In more extreme cases school may use temporary exclusion at another school site where education will be provided, a fixed term exclusion or permanent exclusion.

## Behavioural Expectations

### Uniform

The wearing of full school uniform is expected as an integral part of the school ethos which promotes positive attitudes, high standards and a sense of personal pride.

Students are expected to look neat, tidy and business like at all times. Uniform should be clean and repaired or replaced if necessary; we welcome parental support in ensuring that students adhere to this expectation.

### Dress Code

- White regulation school shirt worn with a St. Antony’s Catholic College red and blue striped tie
- Royal blue St. Antony’s pullover or cardigan (optional)
- A St. Antony’s emblazoned black school blazer
- Grey fully pleated skirt or black school trousers. Skirts must be knee length and not rolled up. Trousers must be straight or wide fit. Slim or skinny fit is not allowed.
- Black conventional school shoes with no logo
- Plain black tights or black socks, which are worn below the knee with a skirt. White socks may be worn with trousers.

If students arrive in school without suitable school shoes they will be required to change into a pair provided by school unless they have a medical note from a doctor. Refusal to do so may lead to Isolation or a Fixed Term Exclusion.

Outdoor coats / jackets / scarves / gloves must not be worn inside the school buildings or in classrooms. Students must not wear hats or hoods on the school site.

Sweatshirts or hooded tops of any description are not permitted to be worn on the school site underneath or on top of blazers. All extra items of clothing will be confiscated immediately and returned to students at the end of the day. Refusal to part with items will result in Isolation and in extreme cases of defiance a potential fixed term exclusion.

### **Hairstyles**

Fashions evolve over time and we remain aware of changes in trends however extreme hairstyles are not permitted.

The school is the arbiter of what is considered "extreme". If in doubt please contact the school.

Hair which has been dyed beyond what is deemed to be a natural hair colour is not acceptable.

### **Jewellery/Makeup**

Earrings are not permitted and will be confiscated if worn in the school building until collected by a responsible adult.

Visible tattoos are not acceptable.

Students are not allowed to wear any visible body piercings. This includes nose studs, tongue studs or any facial piercings.

Students are not allowed to cover piercings with a plaster.

Unacceptable jewellery will be confiscated.

Face makeup is not allowed; if make-up is brought into school it will be confiscated and must be collected by a parent.

Nail varnish and/or fake nails are not allowed. Students will be asked to remove these.

Students wearing make-up will be asked to remove it; persistent offenders may be sent to Isolation or sent home to remove make-up.

Students who fail to follow the appearance regulations of the school may be placed in Isolation or face a Fixed Term Exclusion.

### **In class behaviour**

It is essential that students arrive to lessons on time, with all the necessary equipment (Super Seven at minimum). They must be respectful to other students and staff members and listen to and follow instructions, not disturbing the learning of others. They must complete their classwork (and any homework set) to the best of their ability.

A Consequence System is in place to deal with behaviour within the classroom which is considered unacceptable and is preventing learning and teaching taking place.

Member of Staff:		Student:	Form:	
Date of Incident:		Subject:	Period:	
Behaviour Level	Type of Behaviour	Compulsory Action	Further Action (Teacher's own discretion)	
<b>C1</b> (Teacher's own discretion)	<input type="checkbox"/> Late without note <input type="checkbox"/> Missing equipment ( <i>planner, etc.</i> ) <input type="checkbox"/> (C1) Persistent talking <input type="checkbox"/> Poor work rate <input type="checkbox"/> Eating/chewing	<input type="checkbox"/> Warning given <input type="checkbox"/> Name alongside C1	<input type="checkbox"/> Discussion with pupil	
<b>C2</b> (Teacher's own discretion)	<input type="checkbox"/> Answering back <input type="checkbox"/> Inappropriate comment/language <input type="checkbox"/> Minor Distractions ( <i>throwing, etc.</i> ) <input type="checkbox"/> Failure to follow staff instructions <input type="checkbox"/> (C2) Further persistent talking	<input type="checkbox"/> Warning given <input type="checkbox"/> Name alongside C2 <input type="checkbox"/> 15 minute teacher detention ( <i>break or lunch</i> )	<input type="checkbox"/> Discussion with pupil <input type="checkbox"/> Movement within the classroom <input type="checkbox"/> Permanent change in the seating plan ( <i>if applicable</i> ) <input type="checkbox"/> On-call Warning ( <i>if applicable</i> )	
<b>C3</b> (Despite C1/C2 warnings)	<input type="checkbox"/> Persistent Talking <input type="checkbox"/> Poor work rate/ Refusal to work <input type="checkbox"/> Continued eating/chewing <input type="checkbox"/> Answering back <input type="checkbox"/> Persistent use of inappropriate comments/language <input type="checkbox"/> Continuous distractions resulting in stopping other pupils from achieving <input type="checkbox"/> Failure to follow teacher instructions <input type="checkbox"/> Defiance of instructions from staff <input type="checkbox"/> Verbal abuse of staff	<input type="checkbox"/> Name alongside C3 <input type="checkbox"/> Teacher to contact home <input type="checkbox"/> On Call to be requested to move student to HOD / Isolation. <input type="checkbox"/> Up to 1 hour teacher detention ( <i>after-school</i> )	<input type="checkbox"/> Discussion with pupil <input type="checkbox"/> Permanent change in the seating plan ( <i>if applicable</i> ) <input type="checkbox"/> On-call Warning ( <i>if applicable</i> )	
<b>C4</b> (Curriculum Team Intervention)	<input type="checkbox"/> Persistent defiance of instructions <input type="checkbox"/> Persistent poor work rate in class / Refusal to work <input type="checkbox"/> Failure to complete homework. <input type="checkbox"/> Persistent failure to bring appropriate / essential equipment for learning.	<input type="checkbox"/> Teacher/HOD to contact home <input type="checkbox"/> Up to 1hr HOD Formal detention ( <i>after-school</i> )	<input type="checkbox"/> On-call Warning ( <i>if applicable</i> ) <input type="checkbox"/> Report	
<b>C5</b> (Progress Leader/SLT/ Curriculum Team Intervention)	<input type="checkbox"/> Dangerous behaviour in a classroom <input type="checkbox"/> Refusal to hand over electronic device <input type="checkbox"/> Refusal to hand over make-up/ jewellery <input type="checkbox"/> Extreme verbal abuse towards staff <input type="checkbox"/> Truancy	<input type="checkbox"/> On-call Removal <input type="checkbox"/> SLT to contact home <input type="checkbox"/> 1hr 30min SLT Formal detention ( <i>after-school</i> )	<input type="checkbox"/> Internal Isolation ( <i>if applicable</i> ) <input type="checkbox"/> Report <input type="checkbox"/> Referral ( <i>Mentor/ SEN/ External Agencies</i> )	

Teacher Signature:

## In school/out of class behaviour

Students are also expected to behave appropriately around school e.g. on the corridors, in the yard, in the dining room etc. Students should walk quietly and sensibly on the left hand side. They should take care of school property such as displays, furniture and equipment. All litter should be put in bins. The correct uniform should be worn at all times and outside coats, scarves and hats should not be worn inside the buildings. All incidents of damage to school property should be reported. Toilets should be used in an acceptable way. Students should treat each other and all members of staff with respect and any incidents of bullying should be reported.

## Drugs

All drug-related incidents will be investigated, with the assistance of the Police if necessary. Appropriate sanctions will be decided upon by the Headteacher and may lead to Permanent Exclusion. Any student in possession of drugs/illegal substances may be referred to the Police.

The school regards the issue of drugs as being extremely serious and is determined to do all in its power to ensure that the school is a 'drug-free zone'.

Consequently students **MAY BE PERMANENTLY EXCLUDED** if they are involved in any drug related incidents.

Definition 1: 'Drug related incidents' include:

- Being in possession of any amount of drugs
- Selling or passing of drugs to others
- Using drugs

Definition 2: Drugs means illegal drugs or controlled drugs. This also includes drugs known as 'legal highs'.

### *Prescribed Drugs*

The school regards the carrying, passing on or using of prescription drugs illegitimately as a very serious matter and this could lead to permanent exclusion.

### *Non Prescription Drugs*

Some drugs which are available 'over the counter' to the general public can be harmful if misused. Paracetamol and aspirin are examples of such drugs. Students should not carry these into school. Any misuse of these drugs could lead to exclusion. The school office will not provide any pupils with any form of medication other than that which is prescribed by a doctor and shows details of the prescription in regards to prescribed frequency of doses. Any student who is found to have been under the influence of drugs or in possession of drugs will be subject to a mandatory referral to Early Break who provide support for young people with drug problems.

## Medication

If it is necessary for a student to take medication during the school day, the parent should:

- inform the School Office
- bring the medication to school and complete the relevant school medical form
- have the medication placed in safe-keeping with staff in the School Office.

The student should report to the School Office and take the medication under supervision.

Students with ongoing medical conditions will have relevant arrangements in place.



## **Smoking**

St Antony's is a 'smoke-free' site. Students in possession of cigarettes, e-cigarettes, shisha pens, matches or lighters will have these confiscated and destroyed, their parents will be informed. A detention will be issued. Repeat offending may result in a period in the Isolation Room or a Fixed Term Exclusion for persistent defiance of school rules. Students found to be smoking in the vicinity of school may also be sanctioned.

## **Alcohol**

The possession, supply or use, or being under the influence of alcohol and /or other substances (such as solvents) on the school site, the school environs, on the way to and from school, or on trips, sports' fixtures, residential visits and any other off site school-organised activity is totally unacceptable and illegal.

Students in the possession of, or under the influence of, alcohol will be referred to a member of the Senior Leadership Team. The alcohol will be confiscated and destroyed and their parents immediately informed. Sanctions may include Isolation, fixed term exclusion or permanent exclusion.

## **Prohibited items/products**

Energy drinks, - Energy drinks, both carbonated and non-carbonated, are not permitted on the school premises. Energy drinks include all products that are designed to also improve sports performance and are identified as having a high sugar and or caffeine content. For example Lucozade, Red Bull, Monster and all other similar products. If a student is witnessed by a staff member in possession of these products they will be confiscated by the staff member. Students may then collect such products at the end of the day. If the product is not collected staff will dispose of the product.

## **Mobile phones / Electrical Items**

Students are not permitted to use mobile phones anywhere inside the school building except for Yr11s who may, as a privilege, use them in the Conservatory at break and lunch. Students may leave mobile phones in the School Office for collection at the end of the day providing they bring an envelope that clearly states their name, form and home address. If a student is found to be using a mobile phone either visibly or audibly within the building the phone will be confiscated. Confiscated phones will be given into the Office for safe keeping. Phones are usually only permitted to be collected by a parent/carer of that child. Phones will not be returned to children by request of phone call from said parent or carer. This procedure also applies to all forms of electrical listening devices including earphones, MP3s, iPods etc.

## **Pupils' conduct outside the school gates**

Teachers have the power to discipline pupils for misbehaving outside of the school premises "to such an extent as is reasonable".

Teachers may discipline pupils for misbehaviour when the pupil is:

- taking part in any school-organised or school-related activity or
- travelling to or from school or
- wearing school uniform or
- in some other way identifiable as a pupil at the school.

Teachers may discipline pupils for misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

## Screening and searching pupils

Teachers have the power to search without consent for “prohibited items” including:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

If a student refuse to consent the Police may be called. Weapons, knives and extreme or child pornography will always be handed over to the Police, otherwise it is for the Headteacher or a member of SLT to decide if and when to return a confiscated item.

## The power to use reasonable force and other physical contact

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. The Headteacher and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

## Support for pupils who display continuous disruptive behaviour

The school pastoral system provides help and advice both to individuals and to groups to regulate behaviour. We have a highly experienced team of Senior Leaders who lead Progress Leaders and the form tutors in the day to day pastoral care of our students. The appropriate Form Tutor followed by the Progress Leader would usually be the first point of contact should a parent wish to raise any issue or concern. In addition:

- a) The Education Welfare Officer provides specialised advice and support to individual students and families.
- b) The Padua Centre provides support for any identified students to improve behaviour, learning and students with specific vulnerabilities identified by the DSL.
- c) The support provided by the Special Educational Needs Department is designed to motivate students in their learning which in turn improves behaviour.
- d) Learning Mentors. The school has two learning mentors who support students in their school life and address behavioural issues when they arise.

e) The school will engage the support and advice of agencies of the LEA to address behaviour problems when needed.

The school also engages with other external agencies including:

### **Other Sources of Help for Young People.**

#### **Kooth.com**

Free, safe and anonymous online support for young people.

[www.pupilline.net](http://www.pupilline.net)

#### **Just Psychology**

[www.justpsychology.co.uk](http://www.justpsychology.co.uk)

Tel: 0161 262 1622

Trafford sunrise will provide support for children 5-12 years in coping with their emotional help and wellbeing.

#### **Healthy Young Minds (Formally CAHMS)**

Waterside House

1<sup>st</sup> Floor

Sale

M33 7ZF

Tel: 0161 716 4747

NHS multidisciplinary service for young people up to the age of 18 years old who may be suffering from a range of difficulties such as depression, anxiety and eating disorders amongst many others.

#### **Counselling and Family Centre 0161 941 7782**

Mayors Road,

Altrincham WA15 9RP

[www.fcl.ismysite.co.uk](http://www.fcl.ismysite.co.uk)

A confidential helpline operated by trained volunteers Monday – Friday 10.00 a.m. – 10.00 p.m.

A free counselling service available to anyone 14+ staffed by qualified counsellors and confidential listeners.

#### **42nd Street 0161 832 0170**

2nd Floor, Swan Buildings,

Manchester M4 5JW

Support Service for young people 14 – 25 years experiencing stress, depression or other problems.

[www.fortysecondstreetorg.uk](http://www.fortysecondstreetorg.uk)

#### **Talkshop 0161 912 2453**

The Waterside, Sale

Manchester M33 7XA

Confidential advice and information for young people 11 – 19, Youth workers also offer one to one counselling.

#### **Connexions 0161 911 8600**

Talkshop, Tatton Road, Sale. M33 7ZF

[www.connexions-trafford.org.uk](http://www.connexions-trafford.org.uk)

Offer careers guidance, advice on drugs / general health and a personal advisor service for young people 13 – 19.

#### **DrugScope**

DrugScope is a centre of expertise on illegal drugs, aiming to reduce drug-related risk.  
[www.drugscope.org.uk](http://www.drugscope.org.uk).

## QUIT

A charity that aims to reduce tobacco-related harm by helping smokers to stop.  
Tel: 0800 00 22 00  
[www.quit.org.uk](http://www.quit.org.uk)

## Early Break

The **Early Break** Group is a charity and housing association which helps people overcome drug and alcohol problems.

Bridgewater house, Bridgewater Street.

Sale

07724 700 233

07724 700 234

[www.phoenix-futures.org.uk](http://www.phoenix-futures.org.uk)

## Taking into account individual student needs

We believe that adults in our school need to take account of the individual needs and circumstances of the students when implementing this behaviour policy. Students with SEN may not easily understand complicated instructions and ought not to be admonished for failing to follow long and complex instructions. Good practice would be to keep instructions short and clarify understanding by asking the student to repeat them.

We would expect staff to make reasonable adjustments in the application of our behaviour policy to disabled students.

We will make special educational provision for students whose behaviour-related learning difficulties call for it to be made. We will attempt to identify at risk students in advance. We will plan proactively how the school's disciplinary framework will be applied for each of these students and will ensure that all staff in contact with the student know what has been agreed. We recognise that an estimated 7% of the child population have a physical or mental impairment which has a substantial and long term effect on their ability to carry out day to day activities. Disabled students include those with hidden disabilities such as dyslexia, autism and speech and language impairments; sensory and physical impairments; and medical conditions such as diabetes, epilepsy or disfigurement. Some students with more complex behavioural, emotional or social difficulties (BESD) may also fall under the definition of disabled.

The definition of disability includes conduct disorders such as oppositional defiance disorder (ODD); hyperkinetic disorders such as attention deficit disorder or attention deficit hyperactivity disorder (ADD/ADHD) and syndromes such as Tourette's and other mental health disorders.

All teaching staff will be provided with regularly updated information regarding students who have special educational needs. It is expected that staff will use this information wisely when implementing the school behavioural policy.

## Allegations of abuse against staff

Allegations of abuse must be taken seriously, but schools should ensure they deal with allegations quickly in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation. Every effort must be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated. Suspension must not be used as an automatic response when an allegation has been reported. If a pupil is found to have made a malicious accusation against school

staff, disciplinary action will be taken which may include isolation, fixed term or permanent exclusion. The pupil may be referred to social services or to the Police if appropriate.

### **Reporting Procedures**

If a child wishes to report a behavioural incident they should inform any member of staff who will pass the concern to the relevant colleague. If a parent wishes to report a behavioural incident they can do so by contacting the school on [stantonys.admin@trafford.gov.uk](mailto:stantonys.admin@trafford.gov.uk) or by phoning school on 0161 911 8001. All concerns will be investigated. However it may not be appropriate to report the outcomes of an investigation back to a child or to a parent. When appropriate the child or parent will be informed of the outcome by a relevant colleague.

### **Complaints Procedure**

If parents wish to raise a complaint with regards to the implementation of this policy, they should refer to the school's Complaints Policy which is available on the school website.