

Thomas More Catholic School



Mission Statement

To Care for, respect and value all people and our environment.

To Learn that justice and love are the foundations of our Faith.

To make these the guiding principles of our community in its commitment to academic excellence and personal integrity.

To Achieve beyond our highest expectations, creating challenging opportunities, which take us all confidently through the 21st Century.

Behaviour for Learning: Practice and Procedure

This policy has been adopted by the Governing Body of Thomas More Catholic School and is subject to an annual review

At Thomas More Catholic School we believe that all staff are responsible for the behaviour and discipline of pupils at Thomas More Catholic School and should use appropriate strategies and sanctions to maintain an orderly framework within which effective learning can take place.

It is therefore essential that management of behaviour for learning is approached in a positive and consistent manner.

This will ensure that all pupils gain a clear understanding of the boundaries in which they operate and that they have a sense of justice as any reward or sanction is given consistently.

The whole staff body is supported when a collegiate approach is adopted and followed.

Date Reviewed	January 2018
Review Confirmed by	Governors' Curriculum Spring 2018
Next Review Due	January 2019

Rewards

At the school, we try to reward as many pupils as possible for many different reasons, this could be for their good behaviour, outstanding work, or just simply being an amazing pupil. Students will accumulate points over the course of the year, where individual and House rewards will be issued to those who amount the most points. Any behaviour points will go against achievement points

Individual Rewards

Students that accumulate points will be recognised in assembly with a certificate and badge in recognition of their excellent work around the school.

- 25 Points Certificate of Achievement
- 50 Points will receive a Bronze badge alongside a certificate of achievement
- 75 Points will receive a Silver badge alongside a certificate of achievement
- 100 Points will receive a Gold badge alongside a certificate of achievement.
- 150 Points will receive 'Head Teachers Award' badge alongside a certificate of achievement.

Students that reach over 150 House points will automatically be invited to the end of year 'Outstanding Student' meal.

Post cards / contacting home via text / letter / pupil of the month etc rewards may be issued at **any time** as a reward for effort, good behaviour or contribution to the ethos of the school – either on the premises or off-site **in addition** to any Achievement Points awarded.

House Cup

At the end of the year all house points are totalled together. All points received will also be combined with points received in inter-house sports performances, fundraising and attendance/punctuality points awarded over the year. The house with the highest overall score will win the 'House' Cup.

The 'House Cup' will be engraved and displayed, with the house colours, at reception.

The House Points system will be administered by the Head of Year who will run regular reports, assess pupil's involvement, and provide prizes for pupils within their own Year.

Achievement Points

Achievement Points are an integral aspect of the House System and should be used to help to reinforce positive choices both inside the classroom and around school. Achievement Points will predominantly be a system of positive rewards, but, there will also be the option to use Behaviour Points, where necessary. We recommend that you follow the guidance below when giving Achievement Points.

AP1	1 Achievement Point
Completing a very good piece of homework	Right Click Sims
Outstanding contribution/classwork in lesson/tutor time	Right Click Sims
Regularly setting a good example in lesson (including behaviour)	Right Click Sims
Effective use of planner - whole half term (tutor only)	Right Click Sims
Regular commitment to a club or extra-curricular activity (tutor only) - when loyalty card has been signed 5 times - cross out in Planner when issued	Right Click Sims
Other - Very Good	Comment Required

AP2	2 Achievement Points
Assisting with the organisation of a one-off event including; Open Evening/Day, performance in the play, senior citizens, representing the school in a competition, assisting with displays, exemplary piece of work	
Assisting with a tutor assembly (tutor only)	
Completing an exemplary piece of work	
Assisting with creating or putting up a display	
Involvement in a community based event/project	
Other - Outstanding	Comment Required

AP5	5 Achievement Points
Organising and running a charity event	Comment Required
100% Attendance/Punctuality - Term (HOY Only)	

Sanctions

All adults in this school are responsible for the management of pupils' behaviour, whether that is in the classroom, corridor, playground, off site, canteen, FLC; if a pupil is wearing Thomas More Catholic School uniform and is seen disrupting behaviour or displaying behaviour that would harm the reputation of the school, then it is the adult's responsibility to challenge it and then follow it up. Depending on the severity of the infringement, the follow up may be a referral to another colleague and / or invoking one of the behaviour for learning stages.

To ignore poor or disruptive behaviour is to condone it.

Behaviour Points

Behaviour Points will carry with them a negative value and will detract from the number of House points gathered by both the individual and the House to which they belong. Behaviour Points are given for the following things;

Uniform Infringements
Disrupting the learning of others, despite warnings by the teacher
Failing to have equipment for lesson
Failing to complete homework
Poor behaviour in corridors, playground, canteen, classroom
Lateness to school/lesson
Poor work/ un-kept books
Failing to follow the instructions of the teacher

At any time when a Behaviour Point is issued a full comment on the situation and the actions taken must be recorded on Sims. Parents should be contacted and spoken to regarding the incident and a comment in the communications log made under the student's profile.

All behaviour will carry a 1-point penalty.

A range of sanctions may be employed as a disciplinary response to poor behaviour – e.g:

- ✓ Verbal reprimand
- ✓ Behaviour Point
- ✓ Contact with parents/guardians
- ✓ Removal from class
- ✓ Loss of privileges – break / school trip etc
- ✓ Confiscation of property
- ✓ School community work
- ✓ Break/Lunchtime detention
- ✓ After School detention
- ✓ Being placed on Report

Behaviour and Discipline in Schools: advice for head teachers and school staff (DfE February 2014)

Detention: What the law allows:

- *Teachers have a power to issue detention to pupils (aged under 18).*
- *Schools must make clear to pupils and parents that they use detention (including detention outside of school hours) as a sanction.*
- *The times outside normal school hours when detention can be given (the 'permitted day of detention') include:*
 - *any school day where the pupil does not have permission to be absent;*
 - *weekends - except the weekend preceding or following the half term break; and*
 - *non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days'.*
- *The head teacher can decide which members of staff can put pupils in detention. For example, they can limit the power to heads of year or heads of department only or they can decide that all members of staff, including support staff, can impose detentions.*

Matters schools should consider when imposing detentions

- *Parental consent is not required for detentions.*
- *As with any disciplinary penalty a member of staff must act reasonably given all the circumstances, when imposing a detention.*
- *With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.*

Detentions outside school hours

- *School staff should 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.*

Subject Teachers

It is the responsibility of the subject teacher to manage behaviour within lessons via active engagement and through challenging activities. The initial response to inappropriate behaviour is through teaching and learning activities. When these are exhausted, then follow the Behaviour Management Guide.

Low level disruptive behaviour such as lacking equipment, calling out, not engaging in tasks etc is first and foremost the responsibility of the subject / class teacher and may be dealt with in a variety of ways.

The following strategies are effective in a classroom and may be used by the classroom teacher; these strategies should be used alongside the behavioural points sanctions.

- moving seats
- contacting home
- using Departmental Transfer timetable
- note in Planner for parents
- removal from classroom for short 'time out' period
- verbal reprimand
- departmental detention / report

Detentions are used as a sanction in response to punctuality, poor quality classwork, lack of / or poor quality homework and behaviour concerns.

Staff may issue 'no notice' detentions but are advised, ***if a student is to be detained for a significant period of time (1 hour) after the school day***, as a matter of courtesy and for parental information, to give parents a minimum of 24 hours written notice (text and / or note in Planner).

Parental consent is not required.

Depending on the severity of the infringement, a **fixed term (External) or a permanent exclusion** may be issued for the following:

- Pupils who choose to bring offensive / dangerous weapons / objects onto the school premises
- Sexual abuse or assault – this will be referred to the police
- Possession of fireworks, matches, lighters
- Possession of any illegal substance
- Actual or threatened violence against a member of staff or pupil – referred to the police

Exclusions: TMCS will use exclusion (fixed term external or permanent) only as a last resort

The Head teacher is the only member of staff with the authority to issue a fixed term exclusion (in the absence of the HT, the DHTs have the authority to do so)

- ‘Fixed term exclusions’ are very serious; any disruption to a student’s learning denies the child the opportunity to be part of Thomas More Catholic School and therefore part of the learning community.
- If a student is unable to behave appropriately or has seriously challenged the authority of an adult in the school, a fixed term exclusion may be issued.
- The period of exclusion may be from ONE day to FORTY- FIVE days, depending on the seriousness of the matter and may lead to a ‘permanent exclusion’.
- From the first day of a ‘fixed term exclusion’ arrangements must be made for work to be sent home to the student via the Year Leader.
- After the fifth day of exclusion, the Local Authority will make arrangements for the child to receive education.

A fixed term exclusion is issued in very serious circumstances; it may be for a ‘one off’ incident, or for inappropriate behaviour such as:

- fighting**
- bullying – physically / verbally**
- persistently failing to attend detention**
- damaging property by writing graffiti**
- misusing the internet – see ‘Acceptable use’ policy**
- persistent poor behaviour – evidenced by number of Behaviour Points received**

Students may also receive a fixed term exclusion for inappropriate behaviour outside school when wearing Thomas More Catholic School uniform. This will include the above and / or anything which brings the name of TMCS into disrepute

Internal exclusions; All infringements will be taken on a case by case basis. The school will endeavour to keep students in school. AHT/DHT/HT and HOY may issue an internal exclusion, where students will remain in school but out of circulation in TMI (inclusion centre). Students may find themselves in isolation due to an infringement where parents will need to come in and discuss the events with a senior member of staff.

Students in TMI will adhere to a different Time Table where they will have break and lunch at different times to the rest of the school. Work will be provided by the inclusion centre.

Failure to adhere to the rules of the inclusion centre or failure to complete work may result in students receiving a external fixed term exclusion.

Head teacher and Governing Body

'Permanent exclusion'

- The Head teacher is the only person in the school with the authority to exclude a student permanently.
- It is a very serious decision and cannot be taken lightly. The decision to exclude a student permanently may be the result of a number of issues or it can be on the basis of a 'one off' serious misdemeanour.
- Matters regarding permanent exclusion are referred to the Governors' Disciplinary Panel; a meeting will be held with parents / student/s, Head teacher and / or other relevant parties. Matters will be discussed in full and the HT's decision will either be upheld or overturned by the Governing Body.

Full details of the procedure are available from the Main Office.

Below is a list of the reasons for which a student may be permanently excluded; the list is not exhaustive

- persistent disruption to learning and no commitment to changing behaviour
- bringing an offensive weapon into school
- bringing, or dealing in, drugs into school
- serious violent behaviour towards a member of staff or other students or bringing / arranging for others to carry out violence on any member of TMCS

Confiscation of inappropriate items: What the law allows:

- *There are two sets of legal provisions which enable school staff to confiscate items from pupils:*

1) *The **general power to discipline** (as described in the bullets under the heading “Discipline in Schools – Teachers’ Powers” on pages 3 and 4) enables a member of staff to confiscate, retain or dispose of a pupil’s property as a punishment, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. The legislation does not describe what must be done with the confiscated item and the school behaviour policy may set this out; and*

2) **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.*

The legislation sets out what must be done with prohibited items found as a result of a search.

- *Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.*
- *More detailed advice on confiscation and what must be done with prohibited items found as a result of a search is provided in ‘Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies’. See Associated Resources section below for a link to this document.*

Power to use reasonable force

- *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.*
- *Head teachers 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.*
- *Schools can also identify additional items in their school rules which may be searched for without consent. Force **cannot** be used to search for these items.*
- *Separate advice is available in 'Use of Reasonable Force – advice for school leaders, staff and governing bodies'. See Associated Resources section below for a link to this document.*

Associated resources

1. *Home school agreements*
2. *Use of Reasonable Force – advice for head teachers, staff and governing bodies*
3. *Screening, Searching and Confiscation – advice for head teachers, staff and governing bodies*
4. *Exclusions Guidance*
5. *Safeguarding*
6. *SEN Code of Practice*
7. *The Government's former expert adviser on behaviour, Charlie Taylor, has produced a checklist on the basics of classroom management. Teachers can use it to develop between five and ten essential actions to encourage good behaviour in pupils.*

Legislative links

Education Act 1996

School Standards and Framework Act 1998

Education Act 2002

Education and Inspections Act 2006

School Information (England) Regulations 2008

Equality Act 2010

The Education (Independent School Standards) (England) Regulations 2010

Education Act 2011

Schools (Specification and Disposal of Articles) Regulations 2012

The Education (Independent School Standards) (England) Regulations 2012

The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2014