

# ST. DAMIAN'S RC SCIENCE COLLEGE



## Behaviour Policy & Learning Ethos Policy

Approved by Governors:	February 2024
Date to be reviewed:	Annually
SLT responsible:	Ms Joyce

## **Statement of Intent**

At St Damian's, high standards of attitude to learning and expectations of behaviour are vital in creating a positive learning environment, in which all pupils can achieve their full potential.

This Behaviour and Learning Ethos policy both outlines the responsibility of pupils for their behaviours, with regards to the learning of others and, staff responsibility in upholding the 5 rules of St Damian's. The policy also ensures parents/ carers have a clear understanding of our expectations. This should ensure that the policy is implemented in practice in a fair and consistent manner.

St Damian's is committed to the following:

- ✓ Ensuring staff and pupil safety
- ✓ Promoting good behaviour
- ✓ Promoting our core value of respect with our peers, our teachers, and our environment
- ✓ Developing positive relationships
- ✓ Developing an environment where everyone feels safe, and which is conducive to learning
- ✓ Ensuring that all our pupils are treated equally and with upmost dignity
- ✓ Recognising, promoting, and celebrating good behaviour through acknowledgement and rewards
- ✓ Educating pupils on our 5 rules and enforcing these as appropriate
- ✓ Challenging unacceptable behaviour and using appropriate sanctions
- ✓ Educating pupils on unacceptable behaviour, e.g. bullying or any form of discrimination
- ✓ Training staff on identifying problems before they escalate and ensuring targeted CPD
- ✓ Ensuring vulnerable pupils are supported well
- ✓ Fostering positive relationships with parents/carers
- ✓ Being proactive in working with outside agencies to ensure timely and appropriate intervention

## **Aims of Policy**

To ensure that all members of the St Damian's community:

- ✓ Adhere to our 5 simple rules: always demonstrating Respect
- ✓ Uphold our Catholic ethos and college mission which is based on respect, compassion, and tolerance
- ✓ Demonstrating forgiveness and reconciliation where and when necessary
- ✓ Feel confident and safe in and around the school building throughout the day
- ✓ Work together for the greater good
- ✓ Remember that we: pupils, staff, parents, and governors, are always ambassadors of St. Damian's
- ✓ Understand that promotion of good behaviour and high standards are at the core of our Mission
- ✓ Establish an environment within the classroom that promotes pupil engagement and an enjoyment of learning
- ✓ Understand that use of social media outside of school hours must be positive and respectful
- ✓ Know that sanctions are in place where expectations fall below the expected standard

## **Pastoral Vision**

St Damian's pastoral vision is to live out 'The St. Damian's Way'. This means:

Ensuring that all pupils are stewards of God's world, with an understanding of Gospel Values and the common good of our community. Guiding all pupils to reach their full potential; academically, spiritually, morally, socially and emotionally. Encouraging pupils to treat everyone with respect and dignity is at the heart of 'The St. Damian's Way.'

To achieve this vision, we will use the following strategies:

- ✓ Welcome all pupils, regardless of social background, race, gender, sexual orientation, disability, or religion, into our school
- ✓ Establish and promote St Damian's 5 simple rules
- ✓ Promote personal organisation skills, independent study skills and develop maturity to make the right choices and to educate on the ability to self-reflect

- ✓ Guide pupils to make the correct academic and personal choices, allowing for personal, moral, and spiritual growth and development
- ✓ Develop leadership skills and empower pupils to make confident choices for the next stage of their education
- ✓ Expose pupils to role models through high standards of staff behaviour
- ✓ Build pupils resilience towards the multitude of challenges they may face and celebrate progress and achievement
- ✓ Build a cohesive learning community, based on our core Catholic values, with a focus on mental, physical, emotional, and spiritual well-being
- ✓ Challenge all forms of bullying, prejudice, discrimination, and stereotypical views
- ✓ Promote positive social attitudes and values

### **St Damian's ASPIRE system**

To promote and maintain a positive learning environment and a place where pupils feel safe and confident, we use our ASPIRE system that focuses on recognising pupil effort and achievement: celebration is at the heart of this system. Our ASPIRE system is celebrated in assemblies and is prominent around the school. ASPIRE stands for

**A** is for **ASPIRATION**

**S** is for **SUCCESS**

**P** is for **PARTICIPATION**

**I** is for **INTERACTION** with others

**R** is for **RESPECT**

**E** is for **ENVIRONMENT** [both in school and globally]

The main aim of 'ASPIRE' to Learn is to promote, develop and embed a positive attitude towards excellent behaviour in and around school as well as in lessons.

The specific aims of 'ASPIRE' to Learn are to:

- Promote the learning of all pupils
- Embed self-discipline in our pupils
- Establish the boundaries of acceptable behaviour and a positive learning environment
- Build constructive relationships through mutual respect and cooperation

### **School Uniform**

Pupils are expected to wear full school uniform at all times and ensure they adhere to uniform guidelines as outlined in their planners.

- 1) Pupils with make up/Jewellery/ fake tan/ false or gel nails will be asked to remove it
- 2) School skirts should be of a suitable length; 2 inches above the knee, and not 'rolled up'
- 3) If pupils continue to wear make up/ fake tan HOY will contact home
- 4) Persistent refusal to follow school uniform rules will result with the pupil being placed in seclusion
- 5) Extreme hair styles and false lash choices, will also result in a pupil being placed in seclusion
- 6) Pupils who repeatedly fail to meet the school's expectations are at risk of suspension.

### **St Damian's 5 Simple Rules**

At St Damian's we have 5 simple rules that underpin our Catholic ethos and supports our Mission Statement:

1. Correct uniform always [which includes hair, fake tan, piercings, and jewellery]
2. No mobile phones/ICT gadgets [at any time in school]
3. No chewing Gum
4. Eat only in designated areas [or food may be confiscated]
5. Respect everyone

These rules are reiterated throughout the year, are enforced and pupils are educated on these as and when appropriate.

## **Pupil Expectations**

As a community we instil good behaviour and values in all our pupils to ensure that they become responsible citizens. In addition to St. Damian's 5 simple rules, pupils are expected to:

- ✓ Adhere to school uniform policy [includes haircuts, make-up, fake tan, piercings, and jewellery]
- ✓ Move around the building sensibly at recreational times and demonstrate respect for those around them
- ✓ Be punctual to both school and to lessons
- ✓ Have appropriate equipment daily, including a calculator
- ✓ Use all classroom resources and equipment appropriately, including appropriate use of ICT
- ✓ To complete all classwork and homework as directed by the teacher
- ✓ To follow all reasonable instructions by all staff
- ✓ Have an enthusiastic approach to learning
- ✓ Pupils must ask questions related to learning and seek help from the teacher when necessary
- ✓ Demonstrate high levels of participation and engagement in the lesson
- ✓ Pupils must not be afraid to get things wrong and show resilience and positivity throughout every lesson
- ✓ Ensure all conversations are learning related and occur only when directed by the teacher
- ✓ Demonstrate a strong work ethic leading to high quality work
- ✓ Respond to advice and marking feedback from teachers
- ✓ Accept any sanctions with maturity and remorse
- ✓ Establish independent study schedules
- ✓ Ensure all computer and internet passwords required for learning are known
- ✓ Respect everyone; regardless of gender, sexual orientation, age, cultural background
- ✓ Be tolerant of other viewpoints
- ✓ Refrain from any types of bullying or harassment
- ✓ Refrain from any negative use of social media
- ✓ Be an ambassador for St Damian's
- ✓ Respond to all reasonable requests made by prefects in and around school
- ✓ Dispose of all litter in appropriate bins provided

## **Good Hygiene Practice**

- ✓ Wash hands for 20 seconds when appropriate
- ✓ Follow 'Catch it, Bin it, Kill it' advice as necessary
- ✓ Refrain spitting; deliberately coughing, always
- ✓ Wear a mask as and when instructed

## **Staff Responsibility**

To ensure a consistent approach to our learning in school, it is expected that all staff:

- Follow the procedures within this policy
- Are role models for our pupils and maintain a positive learning environment
- Use the ASPIRE system to promote and celebrate good behaviour
- Treat all pupils fairly and with dignity and respect, seeking to build self-esteem and good character
- Ensure any pupil they sanction is fully aware of why the sanction was required
- Work with the HOY and other relevant staff to ensure a whole school approach to a positive learning environment

## **Parental and Carer Responsibility**

St Damian's has an excellent record of working with parents to create positive learning experiences and enrichments for the children. It is expected that parents:

- Support the implementation of the 5 simple rules of St Damian's
- Encourage good behaviour from their child in school and on the buses
- Support independent learning at home
- Contact the school in a timely manner to raise any concerns
- Understand that the school operates a 3-day return response policy: except in the case of an emergency
- Understand that Teachers will be in lessons and will be unable to meet parents/ carers without an appointment
- Support the school when sanctions are used

### **Independent Learning**

At St. Damian's it is expected that all pupils engage with independent learning. Following the advice of their teachers, will ensure they reach their full potential. Pupils are expected to:

- Complete all classwork to the best of their ability
- Ensure Homework is handed on time and completed to a high standard
- Use Online support materials when advised
- Follow revision checklists and advice given, to ensure independent study is purposeful
- Accept the sanction for failure to complete independent study

### **Rewarding Good Behaviour**

A culture of rewards is the foundation for pupil success. vital to our success. The 'St. Damian's Way' means that we not only recognise but promote exceptional behaviour and a positive attitude to learning. This culture is embedded through the following:

- ✓ Achievement points are awarded automatically at the end of each week
- ✓ Form tutors may award additional achievement points for pupils who always meet our high expectations or go above and beyond as a member of the form
- ✓ Subject teachers award additional achievement points for a range of academic and social efforts and achievements
- ✓ Reward vouchers are awarded each term to pupils who have achieved high numbers of achievement points.
- ✓ Achievement points will be 'reset' for these competitions to give pupils an opportunity of fair competition term
- ✓ Postcards home
- ✓ Phone calls to parents
- ✓ End of year school 'rewards' activities
- ✓ End of year Celebration evening
- ✓ The Headteacher writes letters of congratulations home
- ✓ ASPIRE assemblies; used to present subject certificates to selected pupils
- ✓ Attendance certificates and prizes are given to those students who have 100% attendance
- ✓ ASPIRE certificates for reaching significant 'net' achievement point score 'milestones' as outlined below:

Bronze	750 points	Head of Year
Silver	1500 points	SLT Award
Gold	2000 points	Headteacher

### **Pupils who do not meet expectations in lessons- Teacher response**

If pupils do not meet expectations, they will be given the opportunity to correct their attitude and/ or behaviour if appropriate. If pupils do not rectify the issue or the issue itself is deemed serious enough the following sanctions may be applied:

- Behaviour points
- Lunch time detention with subject teacher
- Parental contact
- After school detention
- SLT call out - removal from the classroom

### **Pupils who do not meet expectations in lessons- Subject leader response**

- Discuss issues and strategies with Subject teacher
- Faculty report to Subject leader
- Parental contact/ meeting

## **Pupils who do not meet expectations in lessons- SLT response**

- Removal from classroom
- SLT lunch time detention
- After school detention
- Removal of 'Pupil Leadership' ties and benefits
- Seclusion
- Suspension
- Offsite Behavioural placement
- Managed move
- Permanent exclusion

## **Pupils who regularly do not meet expectations in lessons**

If pupils regularly demonstrate a poor attitude to learning or disrupt the learning of other pupils the following strategies will be utilised:

1. Form tutors will contact home if pupils have over 70 behaviour points in one half term
2. Pupils will be placed on form tutor report for 2 school weeks and report to their form tutors daily
3. After 2 weeks, form tutors will discuss the pupil's progress with the appropriate Head of Year
4. Pupils will then **a)** come off form tutor report **b)** commence HOY report
5. Pupils on HOY report will meet daily with their HOY for at least a 2-week period
6. If no improvements are made, the pupil will move to Senior Leader Report
7. Pupils on SLT report will remain after school that day if report not satisfactory [SLT report is serious]
8. SLT member will keep the parent/carer informed with regards to progress made whilst on report
9. Parental meetings may be requested at any point in the process to discuss concerns
10. Pupils may be requested to attend the parental meeting
11. All pupil reports will be logged on the centralised spreadsheet and this information is used by Heads of Year to monitor, support and challenge inappropriate behaviour and attitudes

## **Behaviour on Buses**

When travelling on a school bus or public bus to and from school, pupils are expected to behave sensibly and show respect to those around them.

Pupils must:

- 1) Be polite and courteous towards the bus driver
- 2) Remain seated until they leave the bus
- 3) Take all rubbish with them as they leave
- 4) Respond to reasonable requests made by any prefect with regards to their conduct
- 5) Refrain from shouting, screaming, spitting, arguing, fighting etc
- 6) Ensure no inappropriate items are brought onto the bus
- 7) Ensure that mobile phones/ electronic devices are used sensibly and not to cause upset or harm
- 8) Pupils must follow all reasonable requests made by the bus driver; including any requests about where they should be seated

## **COVID- 19 Amendment**

- 9) Wear a mask; if applicable at the time

Pupils misbehaving on the bus will be sanctioned accordingly depending on the issue recorded. Repeated offenders could be banned from the school bus and need to make alternative transport arrangements to get to and from school. St Damian's has the legal power to exclude pupils if they are bringing the school into disrepute when on school buses.

## **Behaviour off the School Site**

St Damian's has the legal power to sanction pupils whose behaviour outside the school premises brings the school into disrepute. For example, using Social Media at home, may cause upset to some in school during the day. At all times when pupils are wearing our school uniform they are ambassadors for the school and act accordingly based on our 5 simple rules.

### **Restorative Justice**

In any community, there will be times when disagreements occur. On these occasions, a member of staff will investigate the circumstances and if it is found that both parties are responsible, 'Restorative Justice' may be used.

The principles of Restorative Justice are the 4 R's:

1. Respect
2. Responsibility
3. Repair
4. Reintegration

As a Catholic community we believe Reconciliation and Restorative Justice can promote conflict resolution through means other than suspensions. Furthermore, it promotes truthfulness, taking responsibility, acknowledging harm and therefore promotes accountability. This supports the development of the whole child and the ability to move on from bad situations and helps pupils develop positive mental health. As a Catholic community, it is imperative that we practise forgiveness and reconciliation to support our ethos and school mission.

**'Restorative Justice' procedures are outlined in the St Damian's RC Science College Protocol booklet.**

### **Sanctions**

There are a variety of sanctions which may be used for any pupil depending on the severity of the situation. These sanctions are listed below:

**Behaviour Points:** These are tracked by form tutors in accordance with the 'ASPIRE' system. (See Learning Ethos policy)

**Lunch time Detentions:** Teachers may issue a pupil with a lunchtime detention if they feel this is necessary.

SLT Lunch time detentions: Pupils may be placed in a lunch time SLT detention for:

- Failing to follow any of the '5 simple rules'
- Poor behaviour on the buses
- Poor behaviour in and around school
- Misuse of social media

N.B. Lunch time detentions will last no longer than 20 minutes.

### **Lates detentions:**

A pupil is expected to arrive in school by 9am. Pupils who do not meet this expectation will be sanctioned in a progressive manner:

<b>Number of late marks recorded per half term</b>	<b>Sanction given</b>
1	Text home, 20 behaviour points awarded & HOY Lunchtime detention
2	Text home, 20 behaviour points & after school detention
3	Text home, 20 behaviour points & SLT Friday evening detention
4+	Text home, 20 behaviour points, SLT Friday evening detention, Punctuality report with the possibility of further sanctions

N.B. Occasionally, school buses will arrive late. These pupils will not be sanctioned and will not receive a late mark.

#### **After School Detentions:**

Detentions run from 3.10pm – 4pm every day; except for Wednesday. It is school policy to give 24 hours' notice for after school detentions. However, **Mr Logue does not need to give any notice** but will endeavour to contact parents. NB. Only Mr Logue can 'change' after school detentions as staff are too busy teaching children to make changes.

**Removal from Lessons by SLT:** A member of staff who feels a pupil is not able to remain in the classroom will email [reception@stdamians.co.uk](mailto:reception@stdamians.co.uk). The office will then contact a member of the senior leadership team and ask them to locate the teacher who requires assistance. A senior leader will then determine the most appropriate sanction.

**Seclusion:** Is an internal suspension unit where a pupil will work in silence and not be allowed out during break and lunch time. Parents/ Carers will be contacted with regards to the reason their child is being placed in seclusion. Note that pupils may be placed in seclusion whilst an incident is being 'investigated'.

**Fixed Term Suspension:** The pupil will not be allowed to attend school for a period of 1 -10 days; if longer than 5 days, the pupil will be sent to a nearby school for alternative provision. The pupil and parent/ carer will have a reintegration meeting with a senior member of staff / Head of Year to discuss the reasons for the suspension prior to their return. Failure to attend the meeting may result in pupils being placed in seclusion until this discussion has taken place.

**Offsite Behavioural Placement:** On occasion, pupils will be instructed to attend another school in their isolation facility for a fixed period. This strategy will be used to avoid a fixed term suspension. Any pupil who fails to attend the placement, will then be at risk of a fixed term suspension.

**Permanent Exclusion:** This is used as a last resort and used for either repeated poor behaviour and defiance of the school rules or for a serious one-off incident

NB: Only Mr Logue can suspend pupils

#### **Consistently Poor Classroom Behaviour**

Pupils who consistently demonstrate a poor attitude towards learning and disrupt the learning of others will be supported through the school's ASPIRE system as outlined in this policy. However, it must be made clear that repeated poor behaviour at St Damian's will not be tolerated. Pupils' places are at risk at St Damian's if this continues.

#### **Rewards Activities**

If there are a significant number of well-behaved pupils showing an interest in going on a 'rewards' activity, school will endeavour to facilitate this; assuming COVID – 19 restrictions do not apply. Eligibility for the rewards activity is that there have been no Fixed Term suspensions throughout the year, to have no more than 2 days in seclusion throughout the year and where the number of behaviour points accumulated throughout the year is not excessive. Additionally, from the specified dates in the final half term up until the payment deadline pupils must not have exceeded the parameters outlined below:

- 3 lates; not including school buses
- Poor attendance: exceptional circumstances will be individually reviewed
- More than 100 behaviour points since the start of the academic year
- More than 3 SLT detentions
- Being placed in seclusion during the specified time frame

#### **Isolated Incidents**

On occasion, pupils who generally demonstrate a positive attitude to learning may be involved in isolated incidents which may require sanctions. When this occurs, it may also be appropriate for pupils to make a full and sincere apology. Reconciliation is an integral part of our Catholic ethos which all pupils are expected to engage with.

Examples of these isolated incidents are outlined below (for further examples see KCSIE 2022):



### **Defiance**

Pupils who are refusing to follow instructions will be sent to HOY or be removed by a member of SLT. At this point the pupil may be placed in seclusion. The member of staff placing a child in seclusion will make parental/ guardian contact. If the level of defiance is deemed serious enough, the matter will be referred to Mr. Logue at which point he may determine that a fixed term suspension is required. Any pupil who is regularly defiant and does not improve with the support provided, will be at risk of permanent exclusion.

### **Bullying**

Bullying of any type will not be tolerated at St. Damian's. Bullying may be physical, verbal or of the cyber variety. Allegations of any type of bullying will be fully investigated by either student support officer/ Head of Year. If it is decided that a pupil has been repeatedly bullying another pupil, they will be seriously sanctioned. HOY/ SLT will determine whether the pupil will be placed in seclusion and liaise with the Headteacher with regards to whether a fixed term suspension is required. If the bullying persists, the pupil will be at risk of permanent exclusion.

### **Sexual Harassment**

Sexual harassment of any kind will not be tolerated at St. Damian's. This includes all 'Non – contact' and 'Contact' forms as outlined by the 'Review of Sexual abuse' Ofsted June 2021. Allegations of sexual harassment will be fully investigated by either HOY/SLT. If it is decided that a pupil has participated in any form of sexual harassment, they will be sanctioned accordingly. HOY/ SLT will determine whether the pupil will be placed in seclusion and liaise with the Headteacher with regards to whether a fixed term suspension is required. In some instances, the pupil will be at risk of permanent exclusion.

### **Homophobia**

Homophobia is a hate crime and will not be tolerated at St. Damian's. Allegations of homophobia will fully be investigated by either HOY/ SLT. If it is decided that a pupil has made homophobic comments or who is found to be promoting any type of homophobic bullying, they will be seriously sanctioned. This may result in a fixed term suspension and the pupil will be at risk of permanent exclusion.

### **Racism**

Racism is a hate crime and will not be tolerated at St. Damian's. Allegations of racism will fully be investigated by either HOY/ SLT. If it is decided that a pupil has made racist comments or who is found to be promoting any type of racist bullying, they will be seriously sanctioned. This may result in a fixed term suspension and the pupil will be at risk of permanent exclusion.

On occasion, staff may be required to use reasonable constraint with pupils if there is risk of harm being caused to either themselves or to another person. (Further details are outlined in the 'Reasonable force to control or restrain pupils' Policy)

### **Misuse of social media**

Pupils are regularly informed and reminded about the dangers of social media and their responsibilities in using and accessing it. Therefore, it is assumed that any pupil who is responsible for any type of misuse of social media is fully aware of their actions, even though they may have carried it out when at home or at the weekend. Pupils will therefore be sanctioned accordingly if 'Restorative Justice' is not appropriate. Misuse of social media includes:

- Cyberbullying
- Sexting
- Verbal abuse of pupils and/ or staff
- 'Liking' any image or post which causes upset
- Posting any image which causes upset
- Posting any image without a person's knowledge and/ or consent
- Posting images and comments which demonstrate illegal and/ or inappropriate activity

### **Smoking and e-cigarettes**

Smoking of any type is not permitted on school premises; this may result in a fixed term suspension. Cigarettes will be confiscated.

E-cigarettes are not permitted in school. Pupils who bring E – cigarettes on to school premises will be sanctioned and the e- cigarette will be confiscated. This may result in a fixed term suspension.

### **Drugs**

St Damian's has a zero tolerance towards any use of drugs or bringing drugs into school. This is to protect our community and its pupils. Any child who is suspected of having brought drugs on to school premises will have their belongings searched. Pupils who have brought any type of drug onto school premises are likely to be permanently excluded and the police are likely to be informed. Pupils are reminded about this rule throughout the year. Any concerns, that staff and/ or parents have regarding pupils using outside of school will be referred to the student support officers who will arrange additional support with local drug counselling services.

### **Inappropriate items brought into school**

St Damian's has a zero tolerance towards any weapons being brought into its premises. This, for example, could be any type of blade. Any child who is suspected of having brought a weapon on to school premises will have their belongings searched. Pupils who have brought any type of weapon onto school premises will be at risk of permanent exclusion.

### **Confiscation of inappropriate items**

The Headteacher, or other members of staff who he has instructed to do so, can search pupils if there is a reasonable suspicion that a pupil is concealing any items that may bring the school into disrepute, for example drugs or weapons. Wherever possible a second adult will also be present. Staff will adhere to the DFE guidance for schools: Searching, screening and confiscation at school. Parents will usually be informed if anything is found.

### **Monitoring & Evaluation**

- Form tutors will discuss achievement and behaviour points with their pupils on a weekly basis
- Form tutors analyse behaviour points and contact home if more than 70 points are received within one half term
- HOY will liaise with form teachers with regards to appropriate support required
- HOY and FT will meet a minimum of 2 occasions per half term; Friday before school and Wednesday's pastoral meeting, to discuss pupils doing well and those causing concern
- HOY will analyse the number of behaviour points pupils obtain once per half term and identify which pupils are obtaining the most points. This will then be cross referenced with which pupils have already been placed on report or whether parental contact has already been made
- SLT will provide Heads of Year with a 4 week; term time only, after school detention analysis to support monitoring of pupil attitudes and behaviour
- Ambrose manager will analyse pupils who have been secluded.
- Pupils placed in seclusion will complete 'Conduct' worksheets relevant to the reason they have been secluded.
- Pupils who obtain a fixed term suspension will have a reintegration meeting with a member of SLT/HOY to discuss concerns and identify any further support needed.
- AHT i/c of Behaviour and Attitudes will analyse after school detention systems every 4 weeks; term time only, and discuss with SLT
- AHT i/c of Behaviour and Attitudes will analyse Fixed term suspensions every 4 weeks; term time only, and discuss with HOY and SLT

**Review of Policy:** This policy will be reviewed and modified by Ms. Joyce in line with COVID- 19 guidelines and discussed regularly with the governing body.