



## ST MICHAEL'S CATHOLIC COLLEGE BEHAVIOUR POLICY 2017-18

### **Ethos**

St Michael's College aims to respond to the needs of each individual pupil developing the whole personality for fostering qualities of mind, body and spirit, feeling and imagination in a supportive Catholic atmosphere.

### **Aims**

St Michael's College aims to help pupils:

- To develop lively enquiring minds, and the skills and abilities necessary to ensure success and the highest personal academic achievement.
- To develop an understanding and appreciation for their religious faith and the spiritual and moral dimensions of their lives.
- To learn to respond to the needs of others; to respect other races, cultures and religions.
- To celebrate and enjoy experiences of friendship, success, happiness and shared endeavour.
- To create an environment where 'Every Child Matters'.

### **Behaviour Policy**

We expect our pupils to behave well, both inside and outside the college, by showing self-discipline and respect for both themselves and others. This will be their response to the Catholic ethos of St Michael's College and the homes from which they come; by their conduct they are expected to bring credit to both. A summary of our college rules is listed below. Other rules may be explained, as the occasion arises, on appropriate occasions. All pupils are expected to respond promptly and obediently to the instructions of staff. Sanctions for poor behaviour are set out in this document.

A happy and successful college is one in which good order prevails and pupils respect boundaries. We insist on high standards of conduct, behaviour and appearance and rely on parental support to achieve this.

## **Pastoral Support Framework**

St Michael's College has a framework to promote good behaviour. There are various elements that include praise, commendation, reward and use of role models which include our prefect system.

## **College Rules**

- Good behaviour, courtesy and politeness are expected in college, to and from college and on Public Transport.
- Full college uniform must be worn to and from college and on all college occasions. All articles of college uniform should be clearly marked with the owner's name. Breaches to uniform or pupils having extreme hairstyles will result in a fixed term exclusion.
- Pupils returning to college after absence should bring a letter of explanation from their parents to the Form Tutor. The college journal should not be used for such purposes.
- Pupils arriving late for college must join the late line to have journal stamped. If a pupil arrives after 9.00 a.m. they must report to the college office to be signed in, being late to college will result in a detention after college on the same day. A pupil who has to leave early for any reason must bring a note to the Form Tutor and report to the secretary with the note signed by the Form Tutor during a.m. registration. They must then report back to the secretary to receive written permission to leave.
- Pupils should have a dark grey, navy blue or black rucksack or satchel type bag capable of being closed to carry their books to, from and at college. This should be kept with the pupil during the day wherever possible.
- A letter from parents is required giving permission for bicycles to be brought to college. All bicycles must be securely locked and left in designated area.
- During the lunch hour pupils in years 7 – 11 may not leave the premises and must have a college lunch. Sandwiches may not be brought into college.
- Outdoor coats must not be worn inside the building.
- Pupils should not normally bring newspapers or magazines to college.
- Chewing gum is strictly forbidden in college.
- Smoking is forbidden to, from and in college and whilst in college uniform.
- Expensive items, such as mobile phones etc. or large sum of money, should not be brought into college. No responsibility can be taken by the college for loss of money or other personal property left unattended.
- Mobile phones are permitted but should be switched off during the college day and remain out of sight. Any phones which are seen by staff or are being used during the day will be confiscated. No responsibility can be taken by the college for loss of phones or other personal property left unattended.
- All damage to college property and equipment should be reported immediately; care should be taken of all college books.
- St Michaels reserves the right to stop and search any pupil who is suspected of being in possession of any object, material or substance that could be deemed to be harmful or in contravention to any of the college rules.
- Offensive weapons/Drugs are not permitted on college premises. Any pupil who is found in possession of any such item or who brings any such item into college will be permanently excluded.

- Making false or malicious accusations about a member of staff could result in the permanent exclusion of a pupil from the college.

On entry to the college parents and pupils sign a Home College Agreement, agreeing to support the whole ethos of St Michael's College. This is a binding contract and in signing it, it is expected that parents are agreeing to the rules of the college.

A pupil's individual code of conduct is printed in the college journal under the heading 'General Information'.

### **Bullying**

The Governors and staff make a commitment to all pupils that each reported incident will be taken seriously and dealt with sensitively. Pupils and parents are assured that necessary action will follow in accordance with the college's anti-bullying policy.

### **Sanctions**

- SIMs is used as a monitoring and recording system.
- Incident reports should be used as a referral system for more serious incidents which need to be escalated.
- A teacher refers the problem to the Learning Leader or Head of Department with the incident form for information or further action.
- A pupil is advised that an incident form is being issued.

To disregard the rules and routines, deliberately or thoughtlessly, is a discourtesy to fellow pupils and staff. In cases where college rules are broken the college will apply a variety of sanctions, which may include the following:

### **Detention**

After college detentions may take place for 1 hour without prior notice. Notice will be given for longer detentions in line with the DfE guidelines; this may include a 3 hour Saturday morning detention, failure to attend a Saturday detention without a valid reason will result in a two day fixed term exclusion and the detention will be reset. The college journal will be used for this purpose but a letter will also be issued to the parent via the pupil on the Thursday prior to the detention. Detentions may be used as a 'tool' to help improve pupil academic performance, punctuality. Detention tasks may include academic work.

### **Reports**

If a student persistently misbehaves or fails to produce work to a satisfactory standard, then the Leader of Learning will use a Report. Teachers, Leaders of Learning and parents sign the sheet daily. Daily reporting would normally last for two weeks. Getting a 3 on the daily report will result in a one-hour detention after college on that same day.

### **Short Term Internal Exclusion**

The pupil will be withdrawn from normal college routine, in line with the DfE guidelines, and work will be set. Parents will be informed in writing if this sanction is applied.

## **Exclusion**

The Principal and Governors always reserve the right to admit or exclude pupils on a fixed term or permanent basis, in line with DfE guidelines.

### **Fixed Term Exclusion**

This is a serious disciplinary measure and is only taken when other efforts to control behaviour have failed or if a one off incident is of a serious enough nature to warrant a fixed term exclusion in accordance with the college sanctions. In the case of exclusion parents are contacted and asked to collect their child, if this is not possible the parent may give permission for their child to be released by the college. If the parent can not be contacted it may be appropriate to place the pupil in the LSU for the remainder of that day, the exclusion will then begin the following day. At the end of the exclusion period the student and parents will be asked to and expected to attend a reintegration interview. If a pupil is at serious risk of permanent exclusion a meeting will be held and a pupil may be put on contract to promote behaviour change; it lasts for an agreed period. Parents and external agencies are involved in this process.

### **Permanent Exclusion**

This is used after all efforts and sanctions have been used to assist the child to remain in college (in line with DfE guidelines). A permanent exclusion may however be for a first or 'one off' offence e.g. Pupils being in possession of an offensive weapon or drugs. Full details of this sanction and appeal procedures can be obtained from the college on request.

### **Immediate Permanent Exclusion**

A decision to exclude a pupil will be taken by the Principal if there is an urgent requirement to do so because of a serious breach of the college disciplinary policy. A full investigation will then be carried out and a decision reached, all parties will then be informed in writing by the college.

### **Sixth Form Behaviour – Academic Expectations**

The college expectation is that all students who enter the sixth form will have 100% attendance and punctuality, both to college and to lessons. All assignments, including homework and preparation tasks must be completed punctually and to a high standard. Conduct in lessons should demonstrate readiness to learn and intellectual participation. Where these expectations are not met and this in turn results in underperformance, students may face disciplinary action which may result in permanent exclusion.

### **Hierarchy:**

Repeated infringement of one or more academic expectations as recorded on SIMS:  
Tutor report and / or removal of free periods.

Continued infringement or another episode of infringement: on report to TRU and ADA, parental involvement.

Repeated infringement of academic expectations combined with underachievement:  
referral to Principal and Academic board. Result: warning orally and in writing.

Sustained failure to meet the pass grades within two or more subjects due to systemic infringement of academic expectations: Warning of fixed term or permanent exclusion.

Continuous non-attendance together with ongoing failure to do assignments and work to St Michael's standards and expectations will lead to non-entry of exams. Where students fail to fulfil all requirements and standards, parents may be asked to pay for the exam fee.

### **Order of Referral of Poor Behaviour**

#### **1. Classroom Teacher**

- Deal with poor behaviour within lessons and on corridors between lessons or in vicinity of teaching room. This would include failing to do homework, misbehaving in lessons and uniform.
- The classroom teacher is expected to deal personally with the majority of in class disciplinary problems.
- If the classroom teacher does not feel confident doing this or requires support then they should refer to their Head of Department for that support.

#### **2. Head of Department**

- The Head of Department should assist the classroom teacher in dealing with any disciplinary problems that they may be having.
- The Head of Department should encourage and support the classroom teacher in delivering sanctions.
- The Head of Department should ensure that the corridors in their area are orderly and that pupils are prompt to lessons.
- The Head of Department should have a clear policy for their department on how to deal with various disciplinary scenarios.
- If the Head of Department requires support in delivering sanctions then they should refer to the Leader of Learning.

#### **3. Leaders of Learning**

- Deal with any concerns passed on from classroom teachers to the Head of Department
- Heads of Faculty should make it very clear to the members of their faculty what is expected from them in terms of upholding the school rules and what support is available if they require support.
- Heads of Faculty should liaise with their line managers in order to ensure that their systems are in line with whole school policy.
- Misbehaviour, uniform and Homework issues should be dealt with effectively at a faculty level.

#### **4. SLT**

- Deal with serious breaches of discipline likely to result in serious sanctions.

**Referrals to the LSU can only be made by Ms Corcoran, Mr. Mahon or Mr. McCaughan (From January 2018 Ms Nottage will replace Mr McCaughan).**

**If a Classroom teacher, Head of Department or Leader of Learning wishes to refer a pupil to the LSU they must follow the same procedure as outlined above**

#### **College Journal**

- A college journal is issued to every pupil throughout the college and is used to record homework, merits and comments on behaviour.
- Parents should review the journal on a regular basis and sign the journal weekly.
- The college journal is monitored by the Form Tutor.

- Parents can communicate with the college via the journal.
- If the journal is lost then a temporary journal is issued by Mrs. Burden which must be completed and returned the following day. Temporary journals should be collected from Mrs Burden during morning registration.
- The journal is used to advise of detentions; a detention of 1 hour may be given without any prior notice (in line with government guidelines).
- A new journal is issued each academic year.
- Pupils must have their college journal with them every day.
- The aim of the college journal is to promote regular communication with parents, encourage student to plan and think ahead, praise good work, and encourage regular work and good behaviour.
- The journal should also have up to date contact details for the pupil and have a signed “permission requiring parental signature” page.

### **Pupil payment card**

- A payment card is issued to every pupil throughout the college and is used to pay for any meals bought in the college.
- Cards can be credited using cash via a machine in the college or by way of a secure internet site.
- The payment card can also be used to access the printers and photocopiers in the college.
- Loss or damage to the card will result in the card being replaced at a cost to the student.
- Full details of the payment cards are available from the college on request.

### **Attendance**

- Regular attendance is encouraged and expected of all students.
- Parents should inform the college on the first day of any absence.
- On return from absence a letter explaining the absence must be produced.
- Medical certification should be provided on request.
- The college works closely with parents and agencies to identify patterns of non-attendance at an early stage. Non attendance will be dealt with seriously and Educational Welfare will be informed.
- Truancy will be dealt with seriously and the pupil will be detailed at the discretion of the Learning Leader to make up lost time this may involve a 3 hour detention on a Saturday morning.

**June 2017**

**Date Ratified by the Governors.....**

**Signed.....**

**Review Date: 2018**



<b>Action and Key Member of Staff</b>	<b>Suggested sanction (this is what students should expect)</b>
<b>Not bringing in/doing homework</b>	<ul style="list-style-type: none"> <li>• Detention that day or next day and the homework completed.</li> <li>• Persistent failure to complete homework should result in a referral to HoD.</li> <li>• Sanctions should be imposed by HoD but classroom teacher should still assume responsibility with the HoD's support.</li> </ul>
<b>Not bringing in exercise books/textbooks (equipment)</b>	<ul style="list-style-type: none"> <li>• Detention that day.</li> <li>• Persistent failure to arrive at lessons with the appropriate equipment should result in a referral to HoD.</li> <li>• Sanctions should be imposed by HoD but classroom teacher should still assume responsibility with the HoD's support.</li> </ul>
<b>Being late for a lesson</b>	<ul style="list-style-type: none"> <li>• Always recorded in the journal and SIMS.</li> <li>• Subject teacher to issue detention.</li> </ul>
<b>Being disruptive in a lesson</b>  <b>(low level disruption e.g. Talking persistently, getting out of chair and walking around, distracting others, poor attitude).</b>	<ul style="list-style-type: none"> <li>• Classroom teacher gives a warning and then a detention referral to Head of Department.</li> <li>• Continual disruption then referred to LoL who will see parent. Pupil put on report.</li> <li>• In consultation with SLT possible referral to unit or fixed term exclusion.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<b>Disobedience e.g. refusing to follow teachers instructions.</b>	<ul style="list-style-type: none"> <li>• Classroom teacher gives a warning and then a detention referral to Head of Department.</li> <li>• Continual disruption then referred to LoL who will see parent. Pupil put on report.</li> <li>• In consultation with SLT possible referral to unit or fixed term exclusion.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<b>Not attending a subject teachers' detention</b>	<ul style="list-style-type: none"> <li>• Classroom teacher with support of HoD re set the detention, collect pupil from tutor group at the end of p.m. registration and ensure that the detention is done.</li> </ul>
<b>Not attending a HoD's detention</b>	<ul style="list-style-type: none"> <li>• Refer to LoL who will ensure that the detention is carried out.</li> <li>• Pupil placed in Friday and Saturday detention.</li> </ul>
<b>Wearing jewellery/ having a mobile phone out during school day</b>	<ul style="list-style-type: none"> <li>• Form tutors should pick up on any issues with uniform during am registration</li> <li>• Jewellery and mobile phones should be confiscated by any member of staff. Taken to Mrs Burden, form</li> </ul>



	<p>completed, put in an envelope, dated and named, then deposited in the safe.</p> <ul style="list-style-type: none"> <li>• Confiscated items may be returned at the end of an agreed period or personally to parent who must come up to the school.</li> <li>• Girls remove/wash off make up under Mrs Burden's supervision.</li> </ul>
<b>Internal truanting</b>	<ul style="list-style-type: none"> <li>• Referral to LoL who will set a detention to make up the lost time.</li> <li>• Parents are informed of incident by LoL.</li> </ul>
<b>External truanting</b>	<ul style="list-style-type: none"> <li>• Referred to LoL/Mr McCaughan/Miss Carr</li> <li>• Parents informed</li> <li>• Lost time must be made up.</li> </ul>
<b>Chewing in a lesson</b>	<ul style="list-style-type: none"> <li>• 2 day internal exclusion (LSU)</li> </ul>
<b>Trainers in college</b>	<ul style="list-style-type: none"> <li>• Not allowed in lessons. If they are worn in the building students must work in the LSU until shoes brought in. Zero tolerance except in cases of doctors/hospital.</li> </ul>
<b>Vandalism or Deliberately defacing college property</b>	<ul style="list-style-type: none"> <li>• Fixed term exclusion</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<p><b>Breach of the college E-safety Policy</b> (e.g.: -sending/sharing inappropriate messages, photos, or videos, -taking/sending/sharing photos and videos of others without permission, - inappropriate/illegal/sexual content on smart phones/devices, - inappropriate use of social media or using social media to bully or defame any member of the college community)</p>	<ul style="list-style-type: none"> <li>• Inform Principal immediately (and Safeguarding officer if the content is of an illegal/sexual nature which will then be immediately reported to the police)</li> <li>• Statements should be taken from pupils who were involved in incident and possibly any pupils who witnessed the incident/received messages or content.</li> <li>• Sharing of content/inappropriate messages etc. will result in a fixed term exclusion (normally of at least 5 days) this could be increased depending on the nature of the incident.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<b>Stink Bombs, fireworks etc.</b>	<ul style="list-style-type: none"> <li>• Fixed term exclusion.</li> </ul>
<b>Inappropriate physical contact with another pupil</b>	<ul style="list-style-type: none"> <li>• Fixed term exclusion. Involve police if necessary. Depending upon severity.</li> </ul>

<p><b>Bullying</b></p>	<ul style="list-style-type: none"> <li>• As per our anti-bullying policy: incident logged.</li> <li>• Sanctions will involve a letter to parents, others e.g. detention, counselling for the perpetrator.</li> <li>• Exclusion will be automatic for repeat offending.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> <li>• A genuine apology to the victim must follow and reconciliation effected. Clear assurances of no further incidents must be made.</li> </ul>
<p><b>Aggressive and anti-social behaviour</b></p> <p><b>This includes aggressive behaviour towards other members of the college, short of physical contact. Swearing, spitting etc. on and off the premises.</b></p>	<ul style="list-style-type: none"> <li>• Inform SLT on duty.</li> <li>• Statements should be taken from pupils who were involved in incident, member of staff who witnessed and dealt with incident initially and possibly any pupils who witnessed the incident.</li> <li>• This type of behaviour will result in a fixed term exclusion (normally of 3 days) this could be increased depending on the nature of the incident.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<p><b>A fight</b></p>	<ul style="list-style-type: none"> <li>• Pupils removed and isolated.</li> <li>• Inform SLT on duty.</li> <li>• Statements should be taken from pupils who were involved in fight, member of staff who witnessed and dealt with fight initially and possibly any pupils who witnessed the fight.</li> <li>• Fights will result in a fixed term exclusion (normally of 3 days) this could be increased depending on the nature of the incident and could result in a permanent exclusion.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<p><b>Swearing/verbal abuse directed at a teacher</b></p>	<ul style="list-style-type: none"> <li>• Fixed term exclusion.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<p><b>Theft</b></p>	<ul style="list-style-type: none"> <li>• Fixed term exclusion.</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> <li>• Possibility that Police may be informed.</li> </ul>
<p><b>Possession of imitation firearms or knives on school premises</b></p>	<ul style="list-style-type: none"> <li>• Both are arrestable offences.</li> <li>• Immediately report to SLT who will report to the Police, article confiscated and handed to police.</li> <li>• <b>Possible Permanent Exclusion</b></li> </ul>

<p><b>Racist behaviour:</b></p>	<ul style="list-style-type: none"> <li>• See Race equality section of the College equalities policy</li> <li>• Reported to JNO</li> <li>• Incident logged in Racism log.</li> <li>• Fixed term exclusion</li> <li>• <b>All exclusions from school are at the discretion of the Principal.</b></li> </ul>
<p><b>General rules</b></p>	<p>Teachers must control corridors outside classrooms:</p> <ul style="list-style-type: none"> <li>• do not allow pupils to loiter between lessons</li> <li>• all staff greet class outside classroom at beginning of lessons</li> <li>• do not allow pupils to go to the toilet</li> <li>• children sent on errands must have note in journal</li> <li>• avoid whole class detentions – set sanction for those responsible</li> </ul> <p><b>Record all incidents on SIMS</b></p>
<p><b>Recommended Sanctions</b></p>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Removal to a departmental colleague</li> <li>• Isolation within the classroom</li> <li>• Referral to a senior member of staff on call</li> <li>• Loss of privileges e.g. Trips, outings, going into lunch with peers</li> <li>• Loss of break/lunchtime</li> <li>• On report to LoL</li> <li>• Contact with parents, letters, telephone</li> <li>• Framing a contract</li> <li>• Issue a formal warning</li> <li>• Internal exclusion to the LSU</li> <li>• External Fixed term exclusion</li> <li>• All punishments and sanctions to be recorded on SIMS</li> </ul>

## Order of Referral of Poor Behaviour

### **6. HeadTeacher**

Deal with serious breaches of discipline likely to result in serious sanctions eg. Exclusion

### **5. Deputy Headteacher/SLT in charge of behaviour**

Deal with serious breaches of discipline likely to result in serious sanctions eg. Exclusion

### **4. SLT Line Managing Faculty**

Deal with any concerns passed on from Leader of Learning. SLT will ensure that the pupil in question is dealt with by the Leader of Learning in question.  
If the member of SLT cannot deal with the pupil then it will be referred to next stage.

### **3. Leader of Learning**

Deal with any concerns passed on from Head of Department/Form Tutor  
Apply Following Sanctions

1. Reprimand pupil for poor behaviour and support Head of Department/Form tutor
2. Ensure original sanction is applied **by classroom teacher supported by HoD/LoL**
3. If necessary place pupil in Friday/Saturday detention however Key role is to support classroom teacher in applying original sanction.
4. Write account in Form Diary
5. Possibly put pupil on report

**The pupil should only be put into Fri/Sat detention if they do not respond to the LoL.**

**If pupil continues to exhibit poor attitude refer to SLT Behaviour issue would now be deemed as serious**

### **2. Head of Department / Form Tutor**

Deal with any concerns passed on from classroom teachers;  
Apply Following Sanctions

1. Assist Classroom teacher in applying original sanction.
2. Form Tutor is responsible for ensuring that the pupil attends the detention.
3. Head of Department is responsible for supporting the classroom teacher and ensuring that the detention or sanction is applied.

**It is important that the sanction is applied and that the Classroom teacher is seen to apply it**

**If pupil continues to exhibit poor attitude or misses detention refer to Leader of Learning for the Year Group of pupil.**

### **1. Classroom Teacher**

Deal with poor behaviour within lessons and on corridors between lessons or in vicinity of teaching room, It is important that you do not ignore poor behaviour of any type incl. uniform.  
Apply Following Sanctions

1. Warn pupil about behaviour
2. Give Detention and record in journal

**If pupil misses detention or continues with poor behaviour then **reapply original sanction** and inform Head of Department/Form tutor.**

**It is important that you still apply the sanction and are seen by the pupil to be doing so**