



## **ST MICHAEL'S CATHOLIC COLLEGE BEHAVIOUR POLICY 2020-21**

(Incorporating Behaviour Policy and Discipline Procedures)

### **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. The Home - College agreement is in the pupil planner so that all parents are clear about how to support their child and the College.

### **Expected Standards of Behaviour**

Expected standards of behaviour are stated in the pupil planner and are regularly reiterated, formally, in assemblies and informally by all members of staff. The College rules and Code of Conduct outlined in the pupil planner makes clear the general principles of good behaviour which will ensure a happy and successful working and social environment for all pupils.

It is also recognised that within our college all efforts will be made to cater for the individual needs of our pupils. This however will not mean that the needs of any one individual will necessarily outweigh the needs of the community we serve.

## **Lesson Expectations**

In every lesson, all pupils should meet the following expectations:

- Arrive on time
- Arrive with correct uniform
- Arrive with all necessary equipment
- Arrive with completed homework
- Follow all teacher instructions in a timely fashion
- Apply yourself fully to all tasks throughout
- Work with others in a collaborative manner.

When pupils meet and exceed these expectations they will be rewarded in various ways;

- Verbal praise
- Written praise (in book/journal)
- SIMS individual achievement points
- SIMS House points
- Phone call home.

If a pupil fails to meet any of the lesson expectations the classroom teacher will carry out the steps below;

- 1) Two warnings
- 2) 30 minute detention
- 3) Removal to HOD/Dept – this will result in a 1 hour detention
- 4) SLT called – this will result in removal to the APB.

Please see Appendix 1. – Lesson Expectations poster, which is displayed in every classroom across the College.

## **Unsatisfactory Behaviour and Interventions**

Whilst actively encouraging and rewarding good behaviour, St. Michael's Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and sanctions are applied when pupils wilfully ignore the rules of the College.

In order for unsatisfactory behaviour to be dealt with effectively, it is considered important to have the fullest picture of a pupil's behaviour so that any incident may be seen in the widest possible context.

## **Recording Unsatisfactory Behaviour**

Every example of unsatisfactory behaviour must be logged in SIMS. This is closely monitored so that a pattern of behaviour can be recognised and therefore enable the pastoral team and all staff to better support every pupil.

Every negative mention on SIMS is cumulative and will carry additional sanctions, as outlined on the next page.

Staff will also be recording positive mentions for all pupils, these are cumulative and will result in the rewards outlined on the next page.

## SIMS behaviour mentions

### A. Negative behaviour mentions

Negative behaviour mentions are broken down into two groups;

Minor – 1 point

Major – 2 points

N.B. See Appendix 4 for more detailed breakdown.

Weekly	
2 points (in a day)	Detention on that day
5 points	1-hour Saturday detention
10 points	Tutor call home and monitor
N.B. 4+ points in any one day could result in escalation to the APB	
Termly	
15 points	1 day in the APB L/L report
30 points	2 days in the APB SLT report
35+ points	1 day fixed term exclusion Vice Principal report N.B. depending on the severity of the sims mentions there may be a referral to the Principal and a longer fixed term exclusion.
N.B subject to change	

### B. Positive behaviour mentions

Termly	
50 Points	Go into a draw to win £10 voucher
Individual with most points in each House per Year group	Reward Lunch
Yearly	
100 Points	Bronze certificate + 50 House Points
150 Points	Silver certificate, £5 voucher + 100 House Points
200 Points	Gold certificate, £10 Voucher + 150 House Points
N.B subject to change	

N.B. See Appendix 5 for more detailed breakdown.

## **Detention Policy and Procedure**

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.

Detentions may be set for anything logged on SIMS for negative behaviour. It is the student's responsibility to ensure that their parents/guardians are made aware of the detention time and date.

To enable Year 11 pupils to be able to attend study clubs, their detentions will take place during Lunch.

In all detentions, pupils should be reading, working or revising.

## **Lunchtime Detention**

These are at any teacher's discretion, pupils will always be able to have their lunch.

## **Whole School Detention**

If a pupil is late to school, is unsuccessful on their behaviour report, or displays behaviours that Leaders of Learning or SLT think warrant an hour detention in S21.

## **Saturday Detention**

If a pupil receives five or more negative points in a week or commits a serious misdemeanour deemed worthy, they will receive a 1 – 3 hour Saturday detention with a member of SLT.

Parents will be notified by the pupil's Leader of Learning and the pupil will be given a letter, it is their responsibility to give this to their Parent/Guardian.

Pupils are expected to be in the College by 9am in full school uniform. Failure to attend a Saturday detention on time or at all is deemed to be serious and will result in a two-day placement in the Alternative Provision Base (APB). If a pupil fails to attend two Saturday detentions they will have a one day exclusion followed by one day in the APB.

## **Behaviour Reports**

If a pupil persistently misbehaves or fails to produce work to a satisfactory standard, the Leader of Learning will use a Behaviour Report to monitor how the pupil is throughout each day for two consecutive weeks. At the end of each day, the pupil will meet with their Leader of Learning to review their day. The Leader of Learning will go through the grades the pupil received for registration, each lesson and behaviour around the College. Pupils will receive a Pass, Fail or Distinction for each part of the day. If a pupil receives a Fail grade, they will have an automatic 1 hour detention in S21 at the end of the day. If they receive three or more fail grades in a day, they will be referred to the APB for a two day placement.

Leaders of Learning will call home to inform parents/guardians when a pupil is being placed on report. When a pupil successfully completes two weeks on report they will be removed from report, Leaders of Learning will call home to confirm this. If a pupil has been unsuccessful, they will remain on report to the Leader of Learning for a further week. If a pupil is unsuccessful in their third week of report to their Leader of Learning, a meeting with parents/guardians will take place so that together we can remind the pupil of the College expectations. The pupil will then be referred to Senior Leadership Team (SLT) report. This report works in the same manner but the pupil will see the SLT member at the end of the day rather than their Leader of Learning.

A pupil will be on report to SLT for two weeks, if unsuccessful, parents/guardians will meet with SLT then the pupil will be referred to report to the Vice Principals. If the pupil still does not make enough positive progress, the Vice Principals will refer the pupil to Ms Corcoran.

When pupils successfully complete report to their Leader of Learning or SLT line manager they will go back to baseline (please see Appendix 2). When a pupil successfully completes a report to the Vice Principals or Ms Corcoran they will return to a Leader of Learning report for one week before returning to Baseline (please see Appendix 2).

### **Alternative Provision Base**

If a pupil persistently misbehaves or commits a serious misdemeanour they may be referred to the Alternative Provision Base (APB) for a placement. This means that the pupil is withdrawn from normal college routine, in line with the DfE guidelines, and appropriate work will be set. Parents will be contacted to be informed of this sanction.

1. On entry to the APB, pupils must hand in their phones and sit at their designated workspace.
2. KS3 will follow the APB timetable (this is a fixed T/T for all pupils). KS4 will follow their normal timetable.
3. Pupils will be given a grade for each period of their day. To successfully pass a day in the APB, pupils are required to complete a sufficient amount of work each period and to follow all rules.
4. Pupils will be allowed to go to the toilet at the same time as all other pupils in the College (i.e. break and lunch) but they will use the toilets in S14 and go one at a time. They should not use the toilets at any other time.
5. Pupils will have their lunch in S14, they will be able to choose a sandwich, desert and drinks.

If a pupil has been referred to the APB their school day finishes at 4.30. They will sit a S21 detention for one hour, failure to do so results in a further day in the APB.

If a pupil persistently fails to follow the rules of the Alternative Provision Base they will face a Fixed term exclusion followed by a placement in the APB.

**Referrals to the Alternative Provision Base can only be made by Ms Corcoran or pastoral SLT.**

### **Fixed term Exclusions**

Please see the separate Exclusion Policy.

## Late to College Procedure

Pupils are expected to be in the College playground before 8.40. If a pupil arrives at the College gate at 8.40 or later they will be deemed as arriving late, this will have the following implications:

1-2 late/s to college in a <b>week</b>	Whole school Det
3 lates in a <b>week</b>	1-hour Saturday detention
5 lates in a <b>term</b>	L/L meet with parents
7 lates in a <b>term</b>	1 day in the APB
10 + lates in a <b>term</b>	1-day exclusion followed by parent meeting
15 lates a <b>year</b>	1-day exclusion Every 5 lates thereafter will result in a 1-day exclusion and a meeting with parents

If your child is late due to a valid reason, for example, a doctor appointment you will need to provide evidence of this. We will use our discretion if there are genuine traffic problems within the College vicinity but please note, phone calls to the College on a regular basis will not be sufficient to omit your child from the above sanctions.

## Attendance

Regular attendance is encouraged and expected of all pupils at St. Michael's. It is Parents/Guardians responsibility to inform the college on the first day of any absence. On return from absence a letter explaining the absence must be produced and 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 the Early Help team at Southwark 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.

A pupil who has to leave early for any reason must bring a note to their Form Tutor during morning registration. They will then be directed to their Leader of Learning who will call Parents/Guardians to confirm reason for leaving early and sign the note. When the pupil needs to leave college, they should report to reception with the note signed by the Leader of Learning. The receptionist will sign the pupil out and give them a slip acknowledging the reason that they are leaving college before 3.30.

## 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.

## 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, 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 on SIMS

**If pupil misses detention, record this on SIMS.**

### **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 should monitor their tutees, intervening where appropriate and referring to Leader of Learning where necessary.
3. Head of Department is responsible for supporting the classroom teacher and ensuring that the detention or sanction is applied.

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

### **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. If necessary place pupil in S21 or Friday/Saturday detention.
3. Monitor SIMS and apply appropriate interventions, sanctions and rewards

**Fri/Sat detention decisions are based on SIMS mentions or in consultation with Pastoral SLT.**

### **4. SLT Line Managing Year group**

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.

**Exclusion/APB**

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

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

### **6. HeadTeacher**

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

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

The college expectation is that all pupils 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, pupils may face disciplinary action which may result in permanent exclusion.

### **Sixth Form Lesson Expectations**

As with KS3 & KS4 we expect all sixth form students to strive to demonstrate the RUAH principals, all students should take pride in themselves by demonstrating excellent behaviour and attitudes to learning. Similarly, to the rest of the College, sixth form students are expected to;

- Arrive on time
- Arrive with all necessary equipment/books
- Arrive with completed homework or additional reading
- Follow sixth form dress code at all times (no headphones or phones out in lessons or on the corridors).
- Follow all teacher instructions
- Apply yourself fully to all tasks throughout the lesson
- Contribute to the lesson and work with others in a collaborative manner.

### **Sixth form Negative behaviour mentions**

<b>Weekly</b>	
2 points (in a day)	Detention on that day
5 points	1-hour Saturday detention
10 points	Tutor call home and monitor
<b>Termly</b>	
15 points	L/L report 2-hour Saturday
30 points	SLT report 3-hour Saturday
35+ points	1 day fixed term exclusion Vice Principal report N.B. depending on the severity of the sims mentions there may be a referral to the Principal and a longer fixed term exclusion.
N.B subject to change	



## Sixth form Late to Lessons and College Procedure

1-2 late/s to college in a <b>week</b>	Whole school Det
3 lates in a <b>week</b>	1-hour Saturday detention + phone call home
5 lates in a <b>term</b>	L/L 2 hour Saturday + phone call home
7 lates in a term	L/L 3 hour Saturday + phone call home
10 + lates in a <b>term</b>	1-day exclusion followed by parent meeting
15 lates a <b>year</b>	1-day exclusion Every 5 lates thereafter will result in a 1-day exclusion and a meeting with parents

### 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 Leaders of Learning then to Head of Sixth Form if persistent and parental involvement throughout.

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. Placed on White report for a period of time.

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 pupils fail to fulfil all requirements and standards, parents may be asked to pay for the exam fee.

Please see Appendix 3.

## **Additional College Rules and Sanctions**

- 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 placement in the Alternative Provision Base or may result in a fixed-term exclusion.
- 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.
- Outdoor coats and accessories, e.g. hats and scarves must not be worn inside the building.
- Pupils should always carry a reading book with them, this does not include newspapers or magazines unless a teacher has requested that they are brought in for use in a lesson.
- All damage to college property and equipment should be reported immediately; care should be taken of all college books.
- Expensive items, such as tablets or large sums 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.
- If brought to school mobile phones 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 (this includes the playground) will be confiscated. On the first occasion, collect at the end of the day. Second occasion, Parent to collect from the office.
- A letter from parents is required giving permission for bicycles to be brought to college. All bicycles must be securely locked and left in the 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.
- Smoking is forbidden to, from and in college and whilst in college uniform.
- 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.
- 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 (please see use of Reasonable force policy).
- Making false or malicious accusations about a member of staff could result in the permanent exclusion of a pupil from the college.

<b>Action</b>	<b>Suggested sanction (what the pupil 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. + Mention on SIMs</li> <li>- Persistent failure to complete homework should result in a referral to HOD and/or L/L.</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>- Warning + Mention on SIMs.</li> <li>- Persistent failure to arrive to lessons with the appropriate equipment should result in a referral to HOD and/or L/L.</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>- Warning + Mention on SIMs.</li> </ul>
<b>Being disruptive in a lesson</b>  (low level disruption e.g. Talking persistently, getting out of chair and walking around, distracting others, poor attitude).	Follow Lesson Expectations procedure, please see Appendix 1.
<b>Disobedience e.g. refusing to follow a teacher's instructions.</b>	<p>Initially, follow Lesson Expectations procedure, please see Appendix 1.</p> <ul style="list-style-type: none"> <li>- If the pupil continually disrupts and fails to follow teacher instructions there will be escalation in accordance with the Academic &amp; Pastoral Intervention tables (Appendix 2 &amp; 3).</li> <li>- In consultation with L/L and/or SLT this could result in an APB referral or fixed-term exclusion.</li> </ul>
<b>Not attending a detention</b>	Mention on SIMs.
<b>Wearing jewellery</b>	<ul style="list-style-type: none"> <li>- Jewellery should not be worn, to and from or in college.</li> <li>- Items may be confiscated to be collected at the end of the day or after a fixed time period for the Parent/Guardian to collect.</li> <li>- This is at the discretion of L/L, detentions may also be given.</li> </ul>
<b>Having a mobile phone out during the college day</b>	<ul style="list-style-type: none"> <li>- Any phones which are seen by staff (this includes the playground) will be confiscated. On the first occasion, collect at the end of the day. Second occasion, Parent/Guardian to collect from the office.</li> <li>- Detentions may also be given.</li> </ul>

	- If a phone is confiscated in relation to a behavioural or safeguarding incident it will not be returned to Parents/Guardians until the reintegration meeting.
<b>Internal truanting</b>	- Referral to L/L who will set a detention to make up the lost time. - Parents are informed of incident by L/L.
<b>External truanting</b>	- Referred to L/L/Ms Nottage/Miss Carr - Parents informed - Lost time must be made up.
<b>Chewing in a lesson</b>	Saturday detention
<b>Trainers in college</b>	Pupil will not be allowed in lessons. - If they are worn in the building students must work in the APB until shoes are brought in. - The only exception is for medical reasons which must be confirmed with a medical letter.
<b>Vandalism or Deliberately defacing college property</b>	Fixed term exclusion - Parents may be asked to cover the cost restoring/replacing any damaged property.
<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)	Sharing of content/inappropriate messages etc. will result in a fixed term exclusion (normally of at least 3 days) this could be increased depending on the nature of the incident.  Please see Online safety policy.
<b>Bringing prohibited/contraband items into school e.g.: alcohol, drugs fireworks, bangers, stink bombs etc.</b>	- In relation to drugs and fireworks, SLT will report to the Police, article confiscated and handed to police. - Fixed term exclusion - Possible Permanent Exclusion for drugs.
<b>Possession of (imitation) firearms, knives or weapons on school premises</b>	- Both are arrestable offences. - Immediately report to SLT who will report to the Police, article confiscated and handed to police. - Fixed term exclusion - Permanent Exclusion.
<b>Inappropriate physical contact with another pupil</b>	- Fixed term exclusion. - Involve police if necessary. Depending upon severity.
<b>Bullying</b>	- As per our anti-bullying policy: incident logged. - Sanctions will involve a letter to parents, others e.g. detention, counselling for the perpetrator. - Exclusion will be automatic for repeat offending. - A genuine apology to the victim must follow and reconciliation effected. - Clear assurances of no further incidents must be made.

<p><b>Aggressive and anti-social behaviour</b></p> <p>This includes aggressive behaviour towards other members of the college, short of physical contact. Swearing, spitting, kissing teeth etc, on and off the premises.</p>	<ul style="list-style-type: none"> <li>- Depending on the severity of the incident L/L or SLT to be informed as soon as possible.</li> <li>- This type of behaviour will result in a fixed term exclusion (normally of 2- 3 days) this could be increased depending on the nature of the incident.</li> </ul>
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<p><b>Swearing/verbal abuse directed at a teacher</b></p>	<p>Fixed term exclusion.</p>
<p><b>A fight</b></p>	<ul style="list-style-type: none"> <li>- Pupils will be removed from the general college population and may at times be isolated whilst the incident is resolved.</li> <li>- An investigation will take place to identify the causes of the fight and to establish what took place.</li> <li>- Fights will result in a fixed term exclusion (normally of 2 days) this could be increased depending on the nature of the incident and could result in a permanent exclusion.</li> </ul>
<p><b>Theft</b></p>	<p>Fixed term exclusion.</p> <ul style="list-style-type: none"> <li>- Possibility that Police may be informed.</li> </ul>
<p><b>Intolerant behaviour towards others, including but not restricted to; Racist Homophobic</b></p>	<ul style="list-style-type: none"> <li>- Must be reported to JNO</li> <li>- Must be fully investigated and logged on CPOMS</li> <li>- Fixed term exclusion</li> </ul> <p>Please see College equalities policy.</p>

Please note: **All fixed-term exclusions are at the discretion of the Principal.**

**With any incidents of a more serious nature investigations will be carried out by L/L and/or SLT. Pupils and staff will be expected to complete an incident report if they were directly involved or witnessed the incident.**

**August 2020**

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

**Signed.....**

**Review Date: 2021**



# St Michael's Catholic College

## Lesson expectations

### When you meet and exceed expectations:

- ✓ Verbal praise
- ✓ Written praise (in book/journal)
- ✓ SIMS individual achievement points
- ✓ SIMS House points
- ✓ Phone call home.

### In every lesson, the following expectations should be met:

- Arrive on time
- Arrive with correct uniform
- Arrive with all necessary equipment
- Arrive with completed homework
- Follow all teacher instructions in a timely fashion
- Apply yourself fully to all tasks throughout
- Work with others in a collaborative manner.

### If you fail to meet expectations:

- 1) **Two** warnings
- 2) 30 minute detention
- 3) Removal to HOD/Dept – this will result in a 1 hour detention
- 4) SLT called – this will result in removal to the APB.

## St Michael's Catholic College KS3 & KS4 Academic & Pastoral Intervention (2019-20)

Baseline Classroom teacher	Stage 1 Form tutor	Stage 2 Leader of Learning	Stage 3 SLT Line Manager	Stage 4 Vice - Principal	Stage 5 Principal
Student Indicators	Student Indicators	Student Indicators	Student Indicators	Student Indicators	Student Indicators
Expected progress	Slightly below Expected Progress	Below Expected Progress	Significantly below Expected Progress	Significant & Sustained Under Achievement	Significant & Sustained Under Achievement
Positive engagement – efforts grades high	Effort Grade Mid-Range	Effort Grade Mid- low Range	Significant lack of effort	Significant & Sustained lack of effort	Total Disengagement
98%+ attendance	96% + attendance	94% attendance	92% attendance	Below 90% attendance	Below 85% attendance
100% punctuality	98% + Punctuality	94% Punctuality	92% Punctuality	Below 90% Punctuality	Below 85% Punctuality
	Negative comments in the Journal	Regular negative comments in the Journal	Consistent negative Sims Comments (20+)	Consistent negative Sims Comments (25+)	At Risk Behaviour
	Negative SIMS Comments	Regular negative Sims Comments (10+)	Regular Detentions	Regular APB referrals	Risk to Others
	Detentions	Several Detentions	Frequent Fri & Sat Detentions	Repeated or serious External fixed term exclusions	Serious fixed term exclusions (15+ days).
		Fri & Sat Detentions	Several APB referrals		
		APB	Repeated or serious External fixed term exclusions		
		External fixed term exclusions.			
Interventions	Interventions	Interventions	Interventions	Interventions	Interventions
Classroom Policy	Phone Call Home	Meeting with Parents	Meeting with Parents	Meeting with Parents	Managed Move
Differentiation	Detentions	Leader of Learning Report	SLT Report	Vice Principal Report	Off Site Provision
Seating Plans	Notes in Journal	Fri/Sat Detentions	Fri/Sat Detentions	APB referral	Permanent Exclusion
Marking	SIMS comments	Compulsory Homework Club/Study Club	Behaviour agreement	External Fixed Term Exclusion	
SIMS comments	Homework Club	6th form Mentoring	Early Help referral	Managed Move	
Phone Call Home		Attendance officer	APB referral		
		APB referral	External Fixed Term Exclusion		
Diagnostics	Diagnostics	Diagnostics	Diagnostics	Diagnostics	Diagnostics
Quality of work in book	SIMS log	SIMS log	SIMS log	Positive response to Internal/external Exclusion, Intervention and improved Targets	Positive response to Internal/external Exclusion, Intervention and improved Targets
Journal	Journal check	Improved Grades in both effort and behaviour	Improved Grades in both effort and behaviour	Successfully completes time on report.	Successfully completes time on report.
Assessments	Emails from Staff	Assessment Grades improve	Assessment Grades improve	Referred to Principal report	
SIMS log	Parental Phone Calls	Book Looks	Book Looks		
Parental Phone calls	Reports	Journal Looks	Journal Looks		
Referral to Tutor		Successfully completes time on report.	Successfully completes time on report.		
		Referred to SLT report	Referred to VP report		

**All staff should work in consultation with the SEND department if they have concerns regarding a pupil's behaviour.**

**Note: the stages have been designed to be indicative, not prescriptive.**

## KS5 St Michael's Catholic College Sixth Form Academic & Pastoral Intervention (2019-20)

Stage 1 Classroom teacher	Stage 2 Form tutor	Stage 3 Leader of Learning	Stage 4 Head of Sixth Form	Stage 5 Principal
<b>Student Indicators</b> <ul style="list-style-type: none"> <li>Expected progress</li> <li>Positive engagement – efforts grades</li> <li>96%+ attendance to lesson</li> <li>96%+ punctuality</li> </ul>	<b>Student Indicators</b> <ul style="list-style-type: none"> <li>Off-track</li> <li>Variable engagement – effort grades</li> <li>2+ standard detentions per HT</li> <li>90-96% attendance to lesson</li> <li>90-96% punctuality</li> </ul>	<b>Student Indicators</b> <ul style="list-style-type: none"> <li>Significantly off track</li> <li>Neutral engagement – effort grades</li> <li>1 internal exclusion</li> <li>3+ standard detentions per HT</li> <li>85-90% attendance to lesson</li> <li>85-90% punctuality</li> <li>Below annual target</li> <li>Negative engagement</li> </ul>	<b>Student Indicators</b> <ul style="list-style-type: none"> <li>Significant &amp; sustained underachievement</li> <li>Regularly in HOY detention</li> <li>Negative engagement in interventions</li> <li>2+ internal/1+ external exclusions</li> <li>65-85% attendance to lesson</li> <li>65-85% punctuality</li> </ul>	<b>Student Indicators</b> <ul style="list-style-type: none"> <li>At-risk behaviour</li> <li>Poses risk to others</li> <li>Extreme disengagement</li> <li>Non-compliance with 6<sup>th</sup> form expectations and/or college behaviour policy</li> <li>3 internal/2 external exclusions</li> </ul>
<b>Interventions</b> <ul style="list-style-type: none"> <li>Differentiation</li> <li>AfL</li> <li>Classroom codes</li> <li>Modified seating plans</li> <li>Work effort sanction</li> <li>Punctuality sanction</li> </ul>	<b>Interventions</b> <ul style="list-style-type: none"> <li>Detentions</li> <li>Half-termly home contact</li> <li>Tutor mentoring 'risk elimination'</li> <li>Study skills</li> <li>Wellbeing skills</li> </ul>	<b>Interventions</b> <ul style="list-style-type: none"> <li>Mentoring referral</li> <li>Weekly/Fortnightly home contact</li> <li>Compulsory study sessions</li> <li>Panelling</li> <li>HOY report</li> <li>HOY detentions</li> <li>EHC plan</li> </ul>	<b>Interventions</b> <ul style="list-style-type: none"> <li>SLT Report</li> <li>Fixed term Exclusions</li> <li>External agencies</li> <li>SLT Panelling</li> <li>SLT detention</li> <li>6<sup>th</sup> Form TAP</li> </ul>	<b>Interventions</b> <ul style="list-style-type: none"> <li>Academic board</li> <li>Permanent exclusion</li> </ul>
<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Data drop assessment</li> <li>Quality of notes/folder</li> <li>Referral to HoD</li> </ul>	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Half-termly folder/note check</li> </ul>	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Improvement targets met</li> <li>Regular check on quality of folder work /planner</li> <li>CAMHS</li> <li>Ed Psych</li> <li>Annual review</li> <li>Medical referral</li> </ul>	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Responsiveness to panelling targets &amp; Interventions</li> <li>Referral to SEN (Learning needs assessment)</li> </ul>	<b>Diagnostics</b> <ul style="list-style-type: none"> <li>Emergency annual review (if applicable)</li> </ul>
<b>Note: the stages have been designed to be indicative, not prescriptive</b>				



#### Appendix 4. Negative Behaviour mention breakdown 2020-21

<u>Behaviour</u>	<u>Points</u>
Underperformance in test	0
Study club not attended (Middle Leader)	1
Minor: Uniform/Jewellery etc	1
Minor: Rude to another pupil	1
Minor: Remote learning not completed	1
Minor: Plagiarism	1
Minor: Persistent Chatting	1
Minor: Other	1
Minor: Late to lesson	1
Minor: Inadequate work in lesson	1
Minor: Homework	1
Minor: Equipment	1
Major: Truancy	2
Major: Swearing at teacher/pupil	2
Major: Saturday Detention missed	2
Major: Rude to teacher	2
Major: Remote learning not completed (Middle Leader)	2
Major: Persistent issues Homework (Middle Leader)	2
Major: Other	2
Major: Late to lesson (Middle Leader)	2
Major: Intolerant Incident (Homophobic/Racist etc)	2
Major: Fighting	2
Major: Exam Misconduct	2
Major: Defiance	2
Major: Damage to school property	2
Major: Coursework Misconduct (KS5)	2
Major: Coursework Misconduct (KS4)	2
Major: Central Detention missed	2
Major: Bullying	2
Major: Assault	2
Major: Late to School	2
Major: Health and Safety	2

## Appendix 5. Positive Behaviour mention breakdown 2020-21

<b>Behaviour</b>	<b>Points Awarded</b>
Praise: Learning	1 Point
Praise: Attendance and Punctuality	1 Point
Praise: Contribution	1 Point
Praise: School Ethos	1 Point
Praise: Effort	1 Point
Postcard Home	5 Points
Positive Phone call home	5 Points
Member of School Team	5 Points
Positive Note in Journal	5 Points
Pupil of the Week	5 Points
Extra-Curricular Club – 4 weeks in a row	10 Points
College Band/Choir – 4 weeks in a row	10 Points
Tutor Award	10 Points
Subject Award	10 Points
Mentoring	10 Points
Helping/Assisting with Liturgies/Services	10 Points
100% Half Term Attendance	25 Points
Helping out at a College Event	25 Points
Prize Giving Award	25 Points
School Prefect	25 Points
Jack Petchey Winner	50 Points
100% Full Attendance - Year	100 Points
Principal's Award	100 Points