



Saint John Houghton Catholic Voluntary Academy

BEHAVIOUR POLICY September 2018

Issued to all pupils on entry to the academy This policy includes the following:

1. The Mission Statement
2. Consultation process
3. Roles and responsibilities
4. Teaching and Learning
5. Code of Conduct
6. Anti bullying
7. Rewards
8. Sanctions
9. Support for students, staff, parents and carers
10. Monitoring, evaluation and review

1 MISSION STATEMENT

Saint John Houghton is a Catholic Voluntary Academy offering a Christian education, where prayer, worship and liturgy are integral parts of our daily life.

We aspire,

- to be recognised for the quality of care extended to all associated with us and to respect each person's dignity and uniqueness,
- to make the faith life of the academy inform and affect work in all curriculum areas
- to be a **family**, embracing home, the academy and its parishes, with an awareness of its responsibilities to both local and worldwide communities,
- to establish a whole curriculum which will balance the highest academic standards with the life skills and critical awareness necessary to enable all students to reach their full potential and to respond to the needs of society

We expect our students to respond positively to the mission statement and our Catholic ethos. We aim to produce a happy and purposeful environment and students should feel that the academy cares for and about them. Students are at all times expected to show respect for themselves, for other people, their personal space and property. Students of Saint John Houghton Catholic Voluntary Academy should be recognisable by their self respect and the respect and care they have for others. Students are expected to respond positively to the statement of rights, statement of expectations, and the associated codes of conduct. The expected behaviour applies to all times the student is in the care of the academy, together with journeys to and from home. On residential experiences, or any curricular or extracurricular activity, the highest standards of behaviour are expected.

The high reputation of Saint John Houghton Catholic Voluntary Academy has been built over 40 years of Catholic Christian secondary education and it is the responsibility of every person associated with the academy to further enhance this reputation.

2 CONSULTATION PROCESS

In drawing up this behaviour and attendance policy teaching staff, support staff, parents - through the parent/teacher association and governors have been consulted.

3 ROLES AND RESPONSIBILITIES

It is everybody's responsibility to promote positive behaviour. The Governing Body defines the principles of the policy, the Headteacher frames the policy, establishing an environment that encourages positive behaviour and regular attendance, discourages bullying and promotes race equality and together with the Leadership and Management Team (LMT) organises support for the implementation of the policy. This includes the LMT on the call system overseeing and monitoring the social inclusion room. All academy staff must apply the policy consistently and fairly, teach students how to behave and encourage regular attendance and punctuality. Students should follow the Code of Conduct and support other students and staff. This could be done through the Academy Student Council, the Oasis Team (peer counselling group) and by reporting incidents of bullying and other misbehaviour and any reasons for truancy. Parents and carers should take responsibility for their child's attendance and behaviour both inside and outside of the academy. They should contact the academy when pupils are absent and if any other problems are encountered which may affect learning.

4 TEACHING AND LEARNING

The academy's Learning and Teaching Policy supports staff and teaching approaches which promote positive behaviour. It will be taught throughout the curriculum. Structured programmes in personal, social and health education are also taught. Anger management and positive leadership skills are taught through the use of our Chaplain, our Acts of Worship and through the Student Council. Members of the academy community teach each other by observations, explanations and through in service training. We also use outside agencies for example, the Local Education Authority, the Education Welfare Service, Police, Connexions and other multi agency teams.

5 CODE OF CONDUCT

a) Statement of Rights

In this academy everybody has the right to be

- safe
- valued
- treated with kindness
- respected as an individual

This means that nobody should be treated unfairly because of

- appearance
- gender
- ability

- race
- beliefs
- accent
- or for any other reason

and that nobody should be

- laughed at
- ignored
- hit
- kicked
- pushed
- taunted
- rejected
- threatened
- abused
- or hurt in any way

and that everybody has a RESPONSIBILITY to treat everyone else in accordance with these rights.

This statement applies to the whole academy community.

b) Attendance

Students are expected to attend every day and be punctual. If students cannot attend, parents and carers should inform the academy as soon as possible as to the reason for absence. If the academy does not hear from home they will operate a first day absence text. The academy may also contact parents directly. **All holidays taken during term time will be deemed unauthorised.** Derbyshire County Council will be informed regarding any concerns which may arise.

c) Bus Code

This code applies to all students travelling on any bus to and from the academy. The aim of this code is to ensure safe and pleasant travel and to ensure that the good name of Saint John Houghton Catholic Voluntary Academy is maintained. Politeness to the driver should be shown at all times. Rowdy and unruly behaviour and bad language are unacceptable. Such behaviour may result in:

- The school imposing sanctions, ranging from detentions to exclusions, these may operate alongside;
- fixed term withdrawal from the use of the bus
- permanent withdrawal from the use of the bus

The academy cooperates fully with Derbyshire County Council and Nottinghamshire County Council in ensuring safe travel to and from the academy.

Students who travel on public buses are also subject to the same bus codes.

d) Classroom Code of Conduct

Students come to the academy to learn and all students will be expected to follow this code. Students have the right to be taught in a well ordered, healthy and clean environment where positive behaviour is expected to enable effective teaching and learning to take place. Students should arrive punctually at lessons and follow local procedures for the start of the lesson; this may include queuing quietly outside the room. Students should arrive at each lesson with the proper equipment and with any homework completed. They should stand if a visitor enters the room. At the end of the lesson they should leave the room in a quiet, orderly manner and ensure the room is left neat and tidy for the next class. Students should place chairs and stools on the desk at the end of the day.

e) Dining Room Code

Students should queue sensibly in the designated areas according to their sitting, stood in pairs before being sent through to the hall. They should enter the dining room in an orderly manner, select food, consume it properly and clear away when finished.

f) Uniform Code

Students are expected to wear full academy uniform in a proper manner. This is a sign of each student cooperating fully with the academy. We believe that a good, clean, smart appearance is an asset to each individual. Extreme hairstyles and colours are not acceptable. Shoes must be worn and training shoes are only acceptable at break and lunchtimes when outdoors. Outdoor denim coats, hooded tops, sweatshirts and baseball caps must not be worn inside. For health and safety reasons girls may wear no more than one small earring in each ear and no other piercings that are visible. Only light foundation and light mascara may be worn. This policy is included on the school website.

It is expected that all parents will cooperate fully with this code.

g) Mobile Phone Code

The Academy recognises that many students carry a mobile phone with them. However, mobile phones are not needed by students whilst in the academy. Parents can contact their children by ringing the academy's phone, 0115 9322896. Students who need to make calls can do so either free (in emergency) by using phones in the main office or by using the payphone.

Students are allowed to bring mobile phones in but only under the following conditions:

- the phone is switched off at all times and, if it is heard ringing, it will be confiscated and returned at the end of the day, with a sanction.
- the phone must be out of sight at all times and, if it is seen, it will be assumed that it is being used and it will be confiscated and returned as above.
- text messages must not be sent, if they are, the phone will be confiscated and returned as above.

- we accept no responsibility for the security of mobile phones and students bring them into the academy entirely at their own risk.
- the phone must be switched off before the students enter school for the day and must not be switched on until after 3.15pm.
- students will not be asked to use or expected to use their mobile phones as part of any curriculum lesson.
- On school trips, mobile phones may be allowed, although the use of mobile phones will be regulated by the visit leader. All mobile phones will be removed from the students at night.
- If a child is involved in a matter (disciplinary or otherwise) which the school is investigating, they will be asked to surrender their mobile phone for the duration (within the school day) of the investigation.

In order not to increase the academy's phone bill needlessly, parents should provide "land line" telephone numbers for emergency contact, e-mail addresses and text numbers. The academy should only have to ring parents on mobile numbers as a last resort.

h) General Code

i) Bounds

Students are expected to remain in designated areas within the academy's boundaries for the whole of the academy day.

ii) Unacceptable substances and objects

A number of substances and objects are unacceptable for reasons of: (a) danger, (b) illegality, and (c) their undesirable affect on others and property. Examples of such substances include chewing gum, tobacco, alcohol, illegal drugs, fireworks, laser pens, knives and imitation guns. This is not a definitive list.

iii) Visits off site - both daytime educational visits and residential visits.

Such activities are enriching experiences and staff at Saint John Houghton Catholic Voluntary Academy are extremely generous with the extra commitment and levels of responsibility that such activities entail. It is particularly expected that in such situations behaviour, attitude and manners of every student are exemplary.

iv) Sexual Misconduct

Every student has a right to be treated in line with the academy's Mission Statement and Code of Conduct. Therefore behaviour involving sexual misconduct will not be tolerated and will incur sanctions which, for serious offences, may include permanent exclusion.

v) **Any other situation**

No code can cover all situations. Students are expected to respond in a sensible and responsible way to the overall standards of the academy and to any specific instruction which may arise from time to time.

6 ANTI BULLYING

Bullying is a serious issue for all those involved, the bullies, targets and observers alike. It is important that all those associated with our academy play their part in dealing with it. It is often true that targets of bullying are reluctant to speak up about it and so it is incumbent on those of us who observe or are made aware of bullying to act on their behalf. Secrecy only prolongs and aggravates bullying; to ignore it or not to act when we know it is going on is to condone it. Our academy approach asks the whole academy community to be aware of situations where bullying may be occurring and to take appropriate action so that it can be stopped. This includes, teachers, the chaplain, teaching assistants, education social workers, lunchtime supervisors, secretarial, caretaking and kitchen staff, parents and carers, governors and all our students. All of us involved with the academy should also play our part in creating an ethos in which gospel values are borne out in our treatment of one another. Those of us to whom children look for an example should treat others with respect and not behave in a way which exemplifies bullying or which labels people so that they may be targeted. As part of a whole academy approach it is important that all members of our community, including parents and carers are made aware of it. The academy needs the support of parents and carers when dealing with bullying. See the full AntBullying Appendix linked on our website for further information.

7 REWARDS and SANCTIONS

All students are awarded positive points for the following behaviour:

P1 – 1 Positive Point

Work completed as directed by teacher

Expected standard of presentation in work

Showing respect to teacher

Active participation in lessons

Behaviour as expected in lesson

P2 – 2 Positive points

Completing extension/challenge task

Using cross curricular skills and knowledge in lessons

P3 – 5 Positive points (Awarded in and out of lessons)

Outstanding homework

Demonstrating exemplary leaderships skills in learning

Excellent progress in tests/assessments

Attendance at an enrichment activity

Assisting in AOW/liturgy in school

Representing school out of school

Supporting other students out of lessons

Positive points will lead to behaviour milestones to reward students:

750: Letter from Chair of Governors

600: Letter from Mrs McCarthy

450: House Leader Pin badges

250: Postcard from tutors

Students to receive a voucher reward at the following milestones:

900: £20 850: £10 800: £5

At the end of each term, the Top 6 students in each house will receive a three course meal served by House leader in the school hall.

Individual departments may also reward students through postcard homes/badges for positive behaviour

HOUSE REWARDS:

Top 40 student names are read out in House AOW and are awarded a house point

House points to be awarded for finishing 1st, 2nd, 3rd in house competitions 5/10/15

House point milestone rewards:

- House hot chocolate and doughnut day 3500
- House non – uniform day 7000
- House week of first dinner sitting 10500
- House cinema afternoon in hall 1400
- House bowling trip (£1 contribution from students) 17500
- Winning house end of year award

STANDARD CHECKS

Every Monday, all students are expected to complete a standards check on the previous week. 100% Attendance, No negative points and a clean equipment and uniform card is rewarded with a house point per behaviour

8 SANCTIONS

A number of sanctions are imposed as a means of ensuring the highest standards are maintained at all times. These sanctions follow the school behaviour system, N1 to N5.

N1 – One negative point, N2 – Lunchtime detention, N3 – Afterschool detention,

N4 – Reflection/Fixed term exclusion/Headteacher detention, N5 – Reflection/Fixed term exclusion

These are the behaviours that sanctions are given for:

N1

Not completing minimum of work set

Talking

Talking or shouting over teacher

Moving around classroom without permission

Drinking/eating in class

Chewing gum

Disrespecting teacher

Not on task

Rocking on a chair

Missing Homework

N2

Repeated offence of N1

Unsafe behaviour

Breaking assessment conditions

N3

Where a student repeats offence that led to a LTD, they will be removed by On Call to an appropriate classroom

They will be issued with an ASD to be served the following evening with House Leader

Out of lesson sanctions

These sanctions are called N1 – N5 and are given for the following behaviours:

N1

Chewing gum
Disrespecting teacher

N2

Bullying towards another student after verbal warning

N3

Swearing
Bringing in of banned items: Vapes/Cigarettes
Graffiti
Vandalism/Damage to property
Theft
Fighting with another student
Violation of ICT policy
Truancy from lesson
Bullying behaviour after N2

N4/5 Depending on severity of behaviour

Assault on a student
Removal from CL room
Assault on a member of staff
Being in possession of a dangerous weapon
Possession of alcohol/illegal drugs
Dangerous behaviour that may endanger the safety of others

It is not conditional that sanctions N 1 – 3 have been implemented before sanctions N4 and N5 are used. For exclusions the protocols of Derbyshire County Council and the Department for Education and Skills are followed.

9 SUPPORT FOR STUDENTS, STAFF, PARENTS AND CARERS

Support systems - Students displaying unacceptable behaviour will be monitored in meetings involving tutors, support tutors, support workers, Senco, house leaders, assistant head (behaviour and attendance) and headteacher. If necessary behaviour support plans will be implemented. We will consult with parents and carers regarding behavioural problems and persistent absence. Referrals will be made to outside agencies where necessary.

Emmaus Centre

The Emmaus Centre was set up to support students who:

- Have behavioural & emotional difficulties which are barriers to their learning
- Have safeguarding concerns/low self-esteem/mental health issues etc.
- Are identified as disadvantaged pupils who require specific support
- May be at risk of fixed term exclusion

Students who are referred to the centre are offered a range of support which may include the following:

Mentoring for students with high exclusion risks
 Anxiety
 Low-Self Esteem
 Depression/Counselling
 SEMH (Social, Emotional & Mental Health)
 Life Skills
 Healthy Lifestyles
 ADHD – Relaxation techniques & Anger Management
 Confidence & Friendship Building
 English – Low ability (KS3 Inference) & Reading Groups
 Maths – Low ability (basic numeracy skills)

Staff support - All staff are encouraged to deal with minor misbehaviour and poor attendance through regular continued professional development programme. Support is offered to all staff. Staff are encouraged to work together to solve problems. Parents will be kept informed and are expected to attend parents meetings when invited to do so. Parents can also keep informed of the sanctions their child has on a daily basis by referring to schools data system, go4schools.

Parents/Guardians Support – Bi-annual parents/guardians meetings are held to discuss issues of safety and progress. Written materials are provided regarding Anti-Bullying and supporting material is provided on the website.

10 MONITORING EVALUATION AND REVIEW

The policy will be under constant monitoring and after a period of time, an evaluation of its effectiveness will be undertaken by the leadership and management team of the academy and a report will go to the governing body. Following such an evaluation a review will take place to modify the policy. This will be undertaken regularly to ensure that the policy is effective. All rewards and sanctions will be recorded on the schools data system go4schools and monitored by the Assistant head for behaviour. Racial and homophobic bullying and other forms of harassment will also be recorded and reviewed to check for patterns of behaviour, and regularly looked at and discussed by Pastoral Staff. Procedures are also reviewed and amended to help with monitoring of incidents.

Approved by Governing Body: **September 2005**

Reviewed: April 2016
Date for next Review: November 2019