

# HOLY FAMILY CATHOLIC SCHOOL

## Behaviour Management/School Discipline Policy and Practice



**February 2014**

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## SECTION 1 - RATIONALE

The School Mission Statement is central to our Behaviour Management Policy:

***"The Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice. We are a family of many cultures sharing one faith. We exist to educate young people towards excellence in all dimensions of their lives, recognizing the uniqueness of each and the equality of all".***

Good behaviour makes effective teaching and learning possible. Bad behaviour disrupts these processes to the detriment of an individual student, the whole class and the teacher. An orderly atmosphere based upon mutual trust and respect is essential if Holy Family School is to achieve its central aim. The Gospel values of love, forgiveness and justice should permeate everything that we do, especially our relationships with both staff and students. Our values include, respect for others, for property and the environment; honesty, trust and fairness; tolerance and compassion; and the virtues of self respect and self discipline.

Our aim is to ensure that pupils understand their responsibilities as well as their rights, in relation to School and to the wider community at large. We intend our Behaviour Management Policy to emphasize the positive and encourage students to accept full responsibility for their actions. The rewards for achievement and the consequences of unacceptable behaviour will be displayed in every classroom. We recognize that rewards for students are more effective than punishment in bringing about good behaviour.

Pupils learn by example as well as by rules. We carry a substantial responsibility in setting a good example, but we recognise that, as teachers, it is not our example alone which children follow. The Childrens Act 1989 places a duty of care on all teachers so that a child's needs are always of paramount importance. This duty of care is set out in the "School Teachers' Pay and Conditions" document. "Teachers are required to maintain good order among the pupils and to safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere". Subsequent legislation, particularly the Every Child Matters agenda and guidance from the DfE since 2010, simply serves to emphasise the importance of making school a safe, orderly and happy working community so that **all** pupils can 'enjoy and achieve'.

This Policy and Practice Document is designed to be a working document that should be referred to on a regular basis. It does not set out to contain all the answers or to cover all eventualities.

## SECTION TWO – STUDENTS’ CODE OF CONDUCT: SCHOOL RULES/PROCEDURES

Students need to know and understand the boundaries of acceptable behaviour. Without good behaviour we cannot teach and students cannot learn. They need to know that we, as a staff, have high expectations of both their behaviour and work. Our expectations of students and the classroom guide are printed in the School Journal and displayed in every classroom. All pupils are required to follow the rules as set out below.

### SCHOOL RULES

The most important rule for all of us in School is

#### **Treat everyone with respect at all times**

1. Students must always treat each other, staff and all visitors to the school with respect and courtesy. Staff should be addressed either by their name or by their title ‘Miss/Sir’. Students are expected to stand when a member of staff or visitors enter a room.
2. The staff at Holy Family are extremely dedicated professionals who work hard to ensure that students have every opportunity to succeed. They are entitled to respect so the School operates a ‘zero tolerance’ policy towards any disobedience to their requests. The harassment or attempted intimidation of a member of staff, or swearing at a member of staff, will not be tolerated and may lead to permanent exclusion from the School.
3. Deliberately threatening, frightening or hurting another student by word, action or gesture is bullying and is strictly forbidden in School. It will always be dealt with very seriously. Bullying also includes:
  - The harassment of another student or person in relation to their race, religion, culture, sexual orientation, special educational needs or disabilities.
  - Cyber-bullying via any form of communication technology either inside or outside School.
  - The taking of, or deliberate damage to somebody’s property

#### **Any incident of bullying should always be reported either by the victim or by a witness or witnesses to the incident.**

(See School Policy on Bullying for further details)

4. Students must also show the utmost respect for the prayer life of our School and in particular behave in an appropriate manner during Masses and Assemblies. Any misconduct will be regarded as most serious.
5. In class you make it as easy as possible for everyone to learn and for the teacher to teach. (This means arriving on time with everything you need for the lesson, beginning and ending the lesson in a polite and orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.) Students must not disrupt the learning of other students. Students should remain ‘on task’ during the lesson and complete all work set to the best of their ability. Students who persistently disrupt the learning of others will be removed from lessons.
6. Students should always speak politely to everyone. Shouting is **always** discourteous. There is **never** an excuse for using bad language. Students should always address their teacher formally and with courtesy. Students who persistently disrupt the learning of others will be removed from lessons.
7. Students should move quietly around the School. (This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass, and helping to carry things. In crowded areas please keep to the left).

8. Students should wait for their teacher in an orderly line outside the classroom. No student should be running around the playground or 'hanging about' chatting with friends.
9. Students should be silent whenever they are required to be e.g. in lessons, Assemblies, Fire Drill etc.
10. Students should keep the School clean and tidy – so that it is a welcoming place we can all be proud of. This means putting litter in bins, keeping walls and furniture clean and unmarked, and taking great care of the displays, particularly of other people's work.
11. Attendance and punctuality are essential if students are to benefit fully from their educational experience at Holy Family Catholic School. All students benefit from discipline and routine. We therefore promote self-discipline, good study habits and a positive attitude to work. When students have the right attitude to learning they will both enjoy their time at school and be better able to achieve their full potential. 100% attendance is expected from **all** students. Only in exceptional circumstances will permission be given for a student to miss school during term time. (See Waltham Forest Attendance Policy)
12. All students are expected to arrive at 8.40am and will be marked late after this. There are detentions for lateness.
13. Work should always be presented to a high standard. Careless presentation will create a bad impression on your reader who may be distracted from what you have to say. Many readers will make judgements about your general ability and even your attitude if the presentation of your work appears to be careless. Do not allow your books to be decorated with stickers or graffiti. Always hand written work with a title and a date. Try to draft your work then check for content, organization and accuracy. Rework as necessary, then write out neatly. Take care with a layout making proper use of margins and indented paragraphs. Write in blue or black ink and only colour when this is necessary to aid presentation. Proof read all work for spelling, punctuation and grammar. Don't hope for the best – make sure your work is correct otherwise your marks and grades will suffer in all subjects.
14. All homework and any notices or reminders must be recorded in the Student Journal. Homework may take a number of forms, e.g. written work, learning or revision. All types of homework are important and should, without exception, be recorded in the Student Journal. At the start of the academic year you will be issued with a homework timetable. Students studying GCSE may be asked to carry on with coursework. In each subject you will be required to complete at least one homework task each week. In the core subjects (English, Mathematics and Science) there will be at least one homework task to complete each week. It is very important that you organise your evening work schedules around homework and endeavor to complete every task on time and to the highest possible standard. It is also important that you use your Student Journal to help you plan your work over the week. Homework/coursework set should be completed punctually and to the best of your ability. A valuable study skill is to learn to work independently, to revise, to rewrite work and to read regularly. Students should do some form of study even if formal homework has not been set.
15. All students are expected to have their Student Journal with them for every lesson. Failure to produce the Journal, when asked to do so, will result in a detention. Parents/carers will be notified by text or phone. The school is not required to give 24 hours notice, but will usually seek to do so.
16. If a student fails to attend a detention (without a letter of explanation from the parent/carer) they will be reported to a member of the senior leadership team who will ensure that the detention is carried out at the earliest convenience. Again, parents/carers will be notified by text or phone.

17. Mobile phones are **not** permitted in School for reasons too numerous to list here. Any student found with a mobile phone will have it confiscated for a minimum period of two weeks and it must then be collected from the School office by a parent/carer. If the mobile phone is confiscated on a second occasion the School will take more serious action. All students are permitted to use the office phones if they need to contact a parent/carer urgently. Similarly, iPods, MP3 players or any other valuable items are not permitted in school. ( See Journal for more detailed explanation)
18. Food and drink should only be consumed in the Dining Hall area. This includes packed lunches and food bought at break time.
19. Students **MUST NOT** bring in sweets and drinks to sell to other students for personal profit. This practice is strictly **FORBIDDEN**.
20. Gambling in school is strictly **FORBIDDEN** – this includes games such as ‘penny up the wall’.
21. Full School uniform must be worn by all pupils, to, from and in School.
22. Out of School – you always remember that the reputation of Holy Family Catholic School depends on you and the way you behave. Pupils should go straight home (if not at a Study Club) and avoid Walthamstow Central unless it is an essential part of their journey. Walthamstow Central is, unfortunately, well known as a place where ‘students’ from **all** local schools congregate, some with the intention of causing trouble. Avoid gathering outside fast food outlets in large groups as this can attract unwelcome attention. Behaviour at bus stops/train stations and on public transport should be of the highest standards. Behaviour that brings the name of the school into disrepute may result in exclusion from School or placement in the Bethany Room.
23. Violent crime involving young people and weapons is a major cause for concern in society today, particularly in London, and has led to the loss of innocent lives. **However there is no reason for any student at Holy Family to be carrying an offensive weapon either in School or on the street. The School operates a ‘zero tolerance’ policy towards the carrying of any type of offensive weapon e.g. knives, laser pens. Any student found to be in possession of such a weapon will be permanently excluded from the School.**

**The School operates a similar ‘zero tolerance’ policy towards both the possession and supply of illegal substances and alcohol, both inside and outside of school.**

24. If a student is approached or threatened by anyone in the street he/she should run back to school (if close enough) or into the nearest shop and ask for help. Parents/carers should report any such incidents to the police and to the School.

# What We Expect From Students at Holy Family Catholic School

We respect these rules to ensure everyone is safe and can learn and achieve.

Together Everyone Achieves More

## Respect & Courtesy

- Always treat each other, the school staff and all visitors with respect and courtesy
- Always obey requests from staff
- Bullying, in whatever form is strictly forbidden and must be reported immediately
- Always respect the prayer life of our school, Particularly during Masses and Assemblies
- Respect the school buildings and grounds so that Holy Family is a welcoming place we can all be proud of
- Move sensibly around the school – running, barging and shouting are strictly forbidden
- Your behaviour outside school (at bus stops, train stations, on public transport and in the street) should be of the highest standards – always.

## Be Prepared

- 100% Attendance is expected from all Students
- Arrive by 8.30am each morning
- Always carry out journal and a private reading book in your school bag
- Check your journal before school each morning in order to meet homework/coursework deadlines
- Be prepared to work independently, to revise, to research a subject, to re-write work and to read regularly.

## Focus

- Focus on your learning in the classroom – no student should disrupt the learning of others or prevent the teacher from teaching.
- Enter the classroom sensibly, and only when invited to do so by staff – otherwise line up quietly
- Remove all outdoor clothing and have books and equipment ready for the lesson. Remain standing until told to sit down by staff.
- Listen carefully, follow instructions and work quietly
- Always complete all work set to the best of your ability
- Homework should be recorded in your journal
- At the end of a lesson pack away quietly, leave the classroom tidy, and wait to be dismissed

## Uniform

- Wear full school uniform at all times, including travelling to and from school
- Hats (apart from the Holy Family hat), trainers and boots are not part of school uniform
- Wear the correct PE kit for all PE lessons and fixtures
- The only jewelry acceptable is a watch and a crucifix
- Make-up is not permitted in school
- Nail extensions and nail polish are not to be worn in school.
- Mobile phones are not permitted in school

## UNIFORM

You must wear your uniform at all times travelling to and from School. If for any reason you cannot wear your full school uniform, you must get a note from your family explaining the reasons. You must give the note to your tutor as soon as you get into School.

With your family, please look carefully at the detailed uniform list which is given below:

### Boys

#### **Black outdoor coat or black hooded anorak**

(we suggest a terylene/cotton or Polyester/viscose fabric, but NOT DENIM

OR LEATHER). HOODED SWEAT TOPS  
TOPS  
ARE NOT ALLOWED.

#### **Holy Family Blazer**

#### **Black trousers**

(We suggest terylene/polyester or viscose,  
**necked, long** but NOT DENIM, CORDS OR COTTON  
DRILL) **TROUSERS TO BE WORN AT  
THE WAIST.**

**Plain white, long sleeved shirt**  
(short sleeved in summer)

#### **School tie**

**Black sweater with school logo**

**Plain black socks**

**Black shoes of a conventional and safe  
design, in leather (NOT suede or suede-  
look or canvas shoes or kickers that come  
over the ankle).**

**(NB Hats (apart from the Holy Family Hat)/Trainers/Boots ARE NOT part of school uniform and should not be worn in School or on the way home from school).  
Black scarves, gloves and outdoor coats are NOT to be worn in the buildings.**

**No additional items of clothing (i.e. long sleeve T-shirts under short sleeve blouses)**

**No casual/fashion trainers (e.g. lace-up plimsolls, etc.)**

### Girls

#### **Black outdoor coat or black hooded anorak**

(we suggest a terylene/cotton or Polyester/viscose fabric, but NOT DENIM

OR LEATHER). HOODED SWEAT  
ARE NOT ALLOWED.

#### **Holy Family Blazer**

#### **Black and white kilt**

**Plain white nylon or cotton open  
sleeved blouse**  
(short sleeved in summer)

**Black sweater with school logo**

**Plain black or white socks or black or  
flesh coloured tights** (Patterned/lacy  
tights are not  
allowed).

**Black shoes of a conventional and  
safe  
design, in leather (NOT suede or  
suede-  
look, stiletto heeled shoes or canvas  
shoes  
or kickers that come over the ankle).**



## **PE Uniform**

### **Boys**

Plain Black Shorts (no logo (over 3cm), stripes, pockets, additional colours)  
Red T-Shirt with School Logo  
Plain Red Football Socks (no logo or additional colours)

### **Girls**

Plain Black Pleated PE Skirt or Shorts (no logo (over 3cms), stripes, additional colours)  
Red T-Shirt with School Logo  
Plain Red Football Socks (no logo or additional colours)

### **Optional Additional Items**

(permitted at teachers' discretion)

### **Boys**

Red reversible Rugby Jersey with School Logo  
Plain Black Full Length Tracksuit Bottoms (no logo (over 3cm), stripes, pockets, additional colours)  
Grey Sweatshirt with School Logo

### **Girls**

Red reversible Rugby Jersey with School Logo  
Plain Black Full Length Tracksuit Bottoms (no logo (over 3cm), stripes, pockets, additional colours)  
Grey Sweatshirt with School Logo

### **Sanctions for Incorrect Kit**

1<sup>st</sup> Offence = Letter Home  
2<sup>nd</sup> Offence = Detention after school

### **No Kit**

1<sup>st</sup> Offence = Detention after school + Letter Home  
2<sup>nd</sup> Offence = As above +

### **Protective Clothing**

An apron is required for all pupils – for use in Art, Technology, etc., lessons.

### **Jewellery**

#### **No Jewellery:**

The only jewellery acceptable is a watch and a crucifix

### **Make-Up**

#### **No Make-Up:**

Make-up is NOT to be worn in school (or to and from school).

#### **No Nail Extensions or Nail Polish:**

Nail extensions and nail polish are NOT to be worn in school (or to and from school)

## **Hair**

Hair should be worn in a style suitable for school and with due consideration to health and safety issues. Only black or white hair accessories are allowed.

There should be no “exaggerated” haircuts/hairstyles and all long hair (boys as well as girls) should be tied back. Coloured hair or hair extensions or shaved or partly shaven hair with “designs” is not allowed.

## **Mobile Phones**

**These are not permitted in school. Any student found with a mobile phone will have it confiscated for a minimum period of 2 weeks and it must then be collected from the school office by a parent/carer.**

**If the phone is confiscated on a second occasion the school will take more serious action.**

## **Valuables**

**MP3 players, iPods, CD players etc. or any other valuable item are not permitted in school.**

### **Advice provided by Education states that:**

*Pupils are responsible for their own possessions whilst they are on the school premises.*

*We stress that neither the school nor the Local Education Authority is responsible for any loss, theft or damage to such belongings.*

*Parents/carers are advised against allowing pupils to bring valuable items in particular onto school premises.*

*Parents/carers are reminded that where possessions have been confiscated from a pupil or are held by the school in safe-keeping then the school is not liable for any loss, theft or damage to that property unless the school can be shown to have been negligent or fraudulent in its care of those belongings*

***However, we stress that in the case of mobile phones or any other item that is confiscated because it is on school premises or used on school premises in breach of the school rules, the school expressly excludes its liability for any loss, theft or damage including loss, theft or damage caused by the negligence of school staff.***

***This is because the school will have been required to take possession of the phone or other item only to enforce the school rules, and will not accept any liability for being forced to do so”.***

## SECTION THREE - CLASSROOM EXPECTATIONS

### ***GUIDANCE FOR STUDENTS***

Classrooms (including labs, workshops and gyms) are your places of work. Just as in any factory or office, there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

#### **1. Start of lessons**

- Enter rooms sensibly and go straight to your work place. Remain standing until you are invited to sit by your teacher.
- Take off and put away any outdoor wear (not on desks).
- Take out books, pens and equipment.
- Put bags away (not on desks).
- Remain silent during the register (except when your name is called!).

#### **2. During lessons**

- When your teacher talks to the whole class, remain silent and concentrate.
- If the class is asked a question, put up your hand to answer, do not call out (unless you are asked for quick ideas).
- You must have pen, pencil, ruler, Journal and any books or folders needed.
- You are expected to work sensibly with your classmates: do not distract or annoy them.
- If you arrive late without justifiable cause you must expect to be detained for the amount of time you missed in order to make up the work.
- Homework must be recorded in your Journal. If homework is not set write in your journal 'None set'.
- If you do not understand your classwork (or homework) ask your teacher politely for help. Try to carry on with the work you can do if you have to wait for your teacher to come to you.
- Eating, drinking and chewing are not allowed; if caught you will empty your mouth and hand over any other food or drink.
- MP3 players, iPods, mobile telephones, magazines or other distractions are not allowed; they will be confiscated.
- You must not leave a lesson without a note from a teacher. You should not ask to go to the toilet during lesson time unless it is an emergency. The time for the toilet is morning break and during lunch.

### **3. End of lessons**

- The bell and the clock are not signals for you; they are information for your teacher
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so
- When told, stand and push in or put up your chairs; any litter should be picked up
- Only when your teacher finally tells you to go may you leave the room

#### **Finally, but most importantly:**

Teachers are in the position of parents/carers while you are in School. This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers.
- Any reasonable request from a teacher should be carried out at once and without argument.

Breaking either of these basic rules will be treated as a VERY serious matter.

### **ONE, TWO, THREE RULE**

1 = Warning by teacher to student

2 = Student instructed to move his/her seat

3 = Removal by On - Call Teacher (letter to parent/carer, detention on the same day by Senior Staff, parents/carers will be notified by text or phone)

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# What are the essentials of great students



## Let's be like "S.A.M"

**S:** uccessful

**A:** cademic & Aspirational

**M:** ature

### STUDIOUS

**SAM** is an ideal student, cheerful, positive, optimistic, cooperative, disciplined, obedient and respectful.

**SAM** pays respect to teachers, elders, senior students and each other.

Co-operative  
 Unafraid to make mistakes  
 Hard Working  
 Disciplined  
 Smartly Dressed (impeccable form)  
 Serious about learning

### RESPECTFUL

### HARDWORKING

**SAM** is friendly, kind and well mannered.  
**SAM** sets targets and aims to be the best.

**SAM** is punctual, reliable and organised.

**SAM** helps other students and teachers.

**Independent**  
**Creative**  
**Reflective**

**SAM** manages their time.  
 Completes their homework.  
 Well behaved.  
 Motivated.

**SAM** takes full advantage of the good opportunities offered.

**SAM** likes to be active and creative.

### ROLE MODEL

**SAM** likes to achieve their best across all subjects.

## **SECTION FOUR - CLASSROOM MANAGEMENT; GUIDANCE FOR STAFF**

**Remember YOU are in charge of YOUR classroom. You will be supported should the need arise.**

**THIS OUTLINE OF GOOD PRACTICE IS DESIGNED TO HELP ALL OF US. ACCEPTABLE STANDARDS OF BEHAVIOUR, WORK AND RESPECT DEPEND ON THE EXAMPLE OF US ALL. MS HODGES (WISEMAN SITE) AND MR O'NEILL (WALTHAMSTOW SITE) ARE RESPONSIBLE FOR BEHAVIOUR ON SLT.**

<b>Good order</b>	<b>has to be worked for: It does not simply happen</b> Set high standards Apply rules firmly and fairly
<b>Most important</b>	<b>of all</b> Expect to give and to receive respect
<b>Everyone</b>	<b>at school is here for a purpose</b> Respect every person Treat everyone as an individual
<b>Relationships</b>	<b>between everyone and at every level are vital. Take the initiative</b> Greet and be greeted Speak and be spoken to Smile and relate Communicate
<b>'Problems'</b>	<b>are normal where children are learning and testing the boundaries of acceptable behaviour</b>
<b>Our success</b>	<b>is tested not by the absence of problems but by the way we deal with them</b>
<b>Don't react</b>	<b>address the problem</b> Avoid confrontation Listen Establish the facts Judge only when certain Use punishments sparingly

**Removal of privilege is the most effective strategy**

## ***OUT AND ABOUT THE SCHOOL***

All informal contact contributes to standards of behaviour. Control that behaviour by taking the initiative at every opportunity. Expect to:

- Start the dialogue
- Greet pupils
- Deal with all misbehaviour - to ignore it is to condone it!
- Set high standards of speech, manner and dress
- Enjoy relating to students
- Do your duty at break time and interact with students. Do not ignore obvious infringement of school rules

## ***IN THE CLASSROOM***

Create and sustain a positive, supportive and secure environment. Well prepared, stimulating lessons generate good behaviour and earn respect (See Teaching and Learning Policy). Expect to:

- Arrive before the class and begin on time (site changes permitting!)
- Be prepared for the lesson with a suitable lesson plan
- Keep everyone occupied and interested
- Extend and motive all pupils
- Mark all work promptly and constructively
- Set homework regularly to schedule
- Encourage creative dialogue - confidence in discussion is important
- Keep an attractive, clean and tidy room especially if it's not your classroom!
- Maintain interesting wall displays
- Make sure all chairs are under tables, boards are cleaned and equipment replaced
- If you are a Form Tutor use the time productively in the morning –you set the tone for the day

## ***DO ALL YOU CAN TO AVOID***

- Humiliating - it breeds resentment
- Shouting - it diminishes you
- Over-reacting - the problems will grow
- Blanket punishments - the innocent will resent them
- Over-punishments - keep your powder dry, never punish what you can't prove
- Sarcasm - it damages you!

Please never leave students outside rooms. The 'problem' needs a solution not complicating. Seek help if you need it from the 'On-Call' teacher and do all you can to:

1. Keep calm - it reduces tensions
2. Listen - it earns respect
3. Use humour - it builds bridges
4. Be positive and build relationships
5. Know your students as individuals
6. Carry out any threats you have to make
7. Be consistent
8. Apply school rules positively

## ***'ON CALL' TEACHER***

The 'On-Call' teacher should be summoned when your attempts to resolve a problem have met with little or no success (e.g. One, Two, Three Rule). If you need the support of the 'on-call' teacher contact the main office on the appropriate site. The 'on-call' teacher should always be sent for if:

- You feel intimidated
- A student swears at you
- Another student is threatened
- There is a fight
- There is a refusal to comply with your reasonable request

If you have occasion to use the 'on-call' system you should arrange to discuss the incident with the teacher giving support so that you can be involved in determining the appropriate sanction. The office staff will record the incident on SIMS and may send a letter home. The student will attend a detention with senior staff, usually on the same night.

## ***ROLE OF FORM TUTOR***

Form tutors are the School's frontline for the enforcement of School rules. It is therefore imperative that all tutors set the right tone, in line with the School Discipline Policy, everyday. A cheerful and positive morning registration has a 'knock on' effect in lessons. Reinforcing the School rules and discussing expectations with the class everyday will be a powerful reminder of how they are to behave in and around School.

The journal is a key component in the management of a form. Form tutors must insist on having the journals out on the desk for checking everyday. They must be signed every week – perhaps 5 or 6 each day rather than the whole class at once.

The registration period must not be regarded as free time or the opportunity to 'socialise'. Tutor time should be used as positively as possible– i.e. working on homework, reading over notes of past lessons, getting ready for the day.

## ***MAINTAINING DISCIPLINE***

Insist on acceptable standards of behaviour, work and respect. Expect to:

- Apply school rules uniformly
- Work to agreed procedures
- Insist on conformity and school uniform
- Be noticed and discussed, in school and at home
- Follow up problems to their conclusion

The majority conform and are co-operative. Deal immediately with the few who present problems.

- Establish your authority firmly and calmly
- Separate the problem from the person



## ***RESTRAINING PUPILS***

Statutory guidance states that staff may use such force as is **reasonable** to prevent a student from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property
- Engaging in any behaviour that is prejudicial to maintaining good order and discipline at the school or among the students

The Head Teacher authorises any teacher at Holy Family to use **reasonable** force as a last resort. Specialised training will be provided for relevant staff. If there are no senior staff available

- The degree of force should be in proportion to the consequences that it is intended to prevent
- It must be the minimum needed to achieve the desired result

Examples of types of force include: standing between pupils; blocking a pupil's path; pushing or pulling; leading a pupil by the hand or arm; shepherding a pupil away by placing a hand in the centre of the back and (in extreme circumstances) using 'restrictive holds' which includes holding a pupil's arms by their sides.

**It is recommended that in normal circumstances you should not touch a student. Only senior staff are authorised to search a student.**

## SECTION FIVE - REWARDS

We all respond to praise. Children respond better to systems that reward them for doing what has been asked of them. It is important therefore that we recognise and reward not only good work but also good behaviour.

There is a wide range of ways in which pupils can be encouraged in a positive manner:

Praise and encouragement in lessons should be used by all teachers as much as possible.

Students may be commended publicly (in assembly for example) for good work or behaviour.

Recognition can be given to success of different kinds in form time, either by the Form Tutor or the Year Leader.

Students' work should be displayed as much as possible - this can have an enormous effect upon motivation.

Students can be commended upon their work not only by the assessment mark awarded for a piece of work, but also by the quality and tone of the teacher comment.

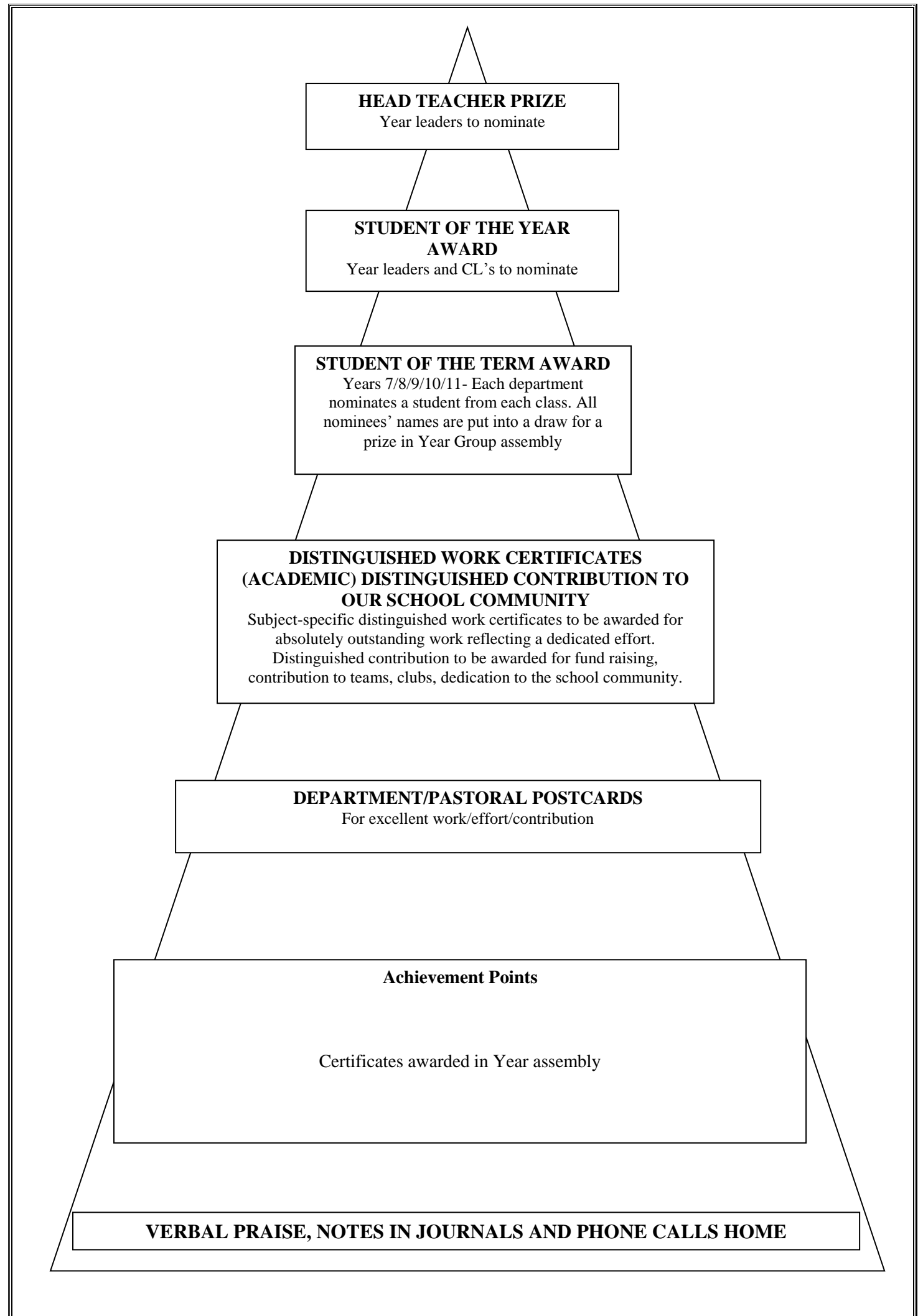
Students may be commended by positive comments in their journal or, from time to time, by letters of commendation sent home.

Quiet praise from the teacher to a student who demonstrates improvement from previously unacceptable behaviour can be a powerful motivation to maintain improvement.

High standards of work should be expected from all students on both sites . Outstanding work/effort/achievement by a particular student should be recognised and rewarded by use of the Achievement Point system. Merits are earned by pupils each term and Certificates awarded at site assemblies.

Each year (the School holds a Prizegiving and Certificate Evening so that pupils can be formally presented with their Public Examination Certificates or subject prizes..

Incidents of good behaviour/achievement will be recorded on SIMS



**HEAD TEACHER PRIZE**

Year leaders to nominate

**STUDENT OF THE YEAR AWARD**

Year leaders and CL's to nominate

**STUDENT OF THE TERM AWARD**

Years 7/8/9/10/11- Each department nominates a student from each class. All nominees' names are put into a draw for a prize in Year Group assembly

**DISTINGUISHED WORK CERTIFICATES (ACADEMIC) DISTINGUISHED CONTRIBUTION TO OUR SCHOOL COMMUNITY**

Subject-specific distinguished work certificates to be awarded for absolutely outstanding work reflecting a dedicated effort.  
Distinguished contribution to be awarded for fund raising, contribution to teams, clubs, dedication to the school community.

**DEPARTMENT/PASTORAL POSTCARDS**

For excellent work/effort/contribution

**Achievement Points**

Certificates awarded in Year assembly

**VERBAL PRAISE, NOTES IN JOURNALS AND PHONE CALLS HOME**

## SECTION SIX - SANCTIONS

Teachers have legal authority to impose reasonable punishment where necessary. It is essential that all staff make clear that bad behaviour is unacceptable and will be punished.

Pupils have a well developed sense of fairness. It is important that punishment is used fairly and consistently by all staff.

Discipline is the responsibility of us all. Within the classroom the subject teacher is legally responsible for the care and education of the pupils. All teachers should, in the first instance, deal with matters of discipline themselves. Persistent offenders should be referred either to the Curriculum Leader or to the Year Leader, whoever is most appropriate to the situation.

Each Faculty/Department has a clear, published discipline policy, so that staff within it know and understand exactly how to deal with persistent difficulties. The Curriculum Leader is responsible for the formulation and dissemination of this policy. Faculty/Department Discipline Policies must be in accordance with the whole School Behaviour and Management Policy.

Where punishment is necessary the following general rules should be observed:

- Teachers should avoid the punishment of whole groups for the activities of individuals unless there are exceptional circumstances
- Ringleaders should be identified and dealt with where appropriate
- Conversely, individuals should not be made scapegoats for the activity of a class or group
- Punishments should be in proportion to the offence
- One, Two, Three Strategy is useful to deter the vast majority of students

### **SANCTIONS**

Often a straight verbal reprimand is all that is required in many situations.

Exclusions and 'on-call' incidents are logged on SIMS.

Measures designed to ensure that the student makes some form of reparation for his/her misbehaviour, e.g.

- Interruptions of break and lunch time
- Withholding privileges such as participation in School trips, sports events where they do not form an essential part of the curriculum
- Completion of assigned work or of additional written work
- Placing a student on report
- Writing a note to parents in the contact journal. This will also be seen by the Form Tutor
- Carrying out useful tasks in the School, e.g. litter patrol, tidying of a room or cupboard etc
- Moving the student's position in class or isolating the student from the peer group within the room
- Removal from the classroom by the 'on-call' teacher
- Contacting parents and arranging an interview
- School based exclusion/isolation by Year Leader or Curriculum Leader ( in consultation with Year Leader)

- Detention after School (Parents will ordinarily be given 24 hours notice through the Journal. Staff may keep a student in detention for 10 minutes at the end of the School day without the 24 hour notice)
- Saturday detentions
- Placement in the Bethany Room
- Exclusion from School either for a fixed term or permanently. This is a legal procedure and needs to be well documented. Exclusion from School will only ever be used as a last resort and when other sanctions have failed. Pupils returned from exclusion will be placed 'On Report' for a specified time by the Year Leader.
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### ***STUDENT INCIDENT AND REFERRAL FORM***

This form can be used to record an incident formally or to request further action/advice. Simply complete the relevant sections of the form and hand it to the site based office staff who will ensure that copies are made and distributed. This will ensure that Form Tutors, Curriculum Leaders, Year Leaders and the SENCO, are fully informed.

If further action/advice is indicated following an incident in a lesson this should be dealt with initially by the relevant Curriculum Leader. If the problem persists the Curriculum Leader should consult with the Form Tutor and Year Leader. The Year Leader should liaise with a Senior Teacher and/or Deputy Heads as appropriate.

Incidents outside lessons should be referred to the Form Tutor and Year Leader. The Year Leader will keep the final record of all Referral Forms.

It is in all our interests to 'follow up' all incidents to their conclusion.

### ***CLASS RECORD BOOKS (YEARS 7, 8 AND 9)***

These are used to record both positive comments about students and areas of concern. They are a valuable source of information to the Form Tutor and Year Leader, particularly in identifying students who have difficulty completing homework! However, subject teachers should not expect Form Tutors/Year Leaders to ensure the homework is completed. Year Leaders and Form Tutors will tackle those students identified as persistent homework offenders.

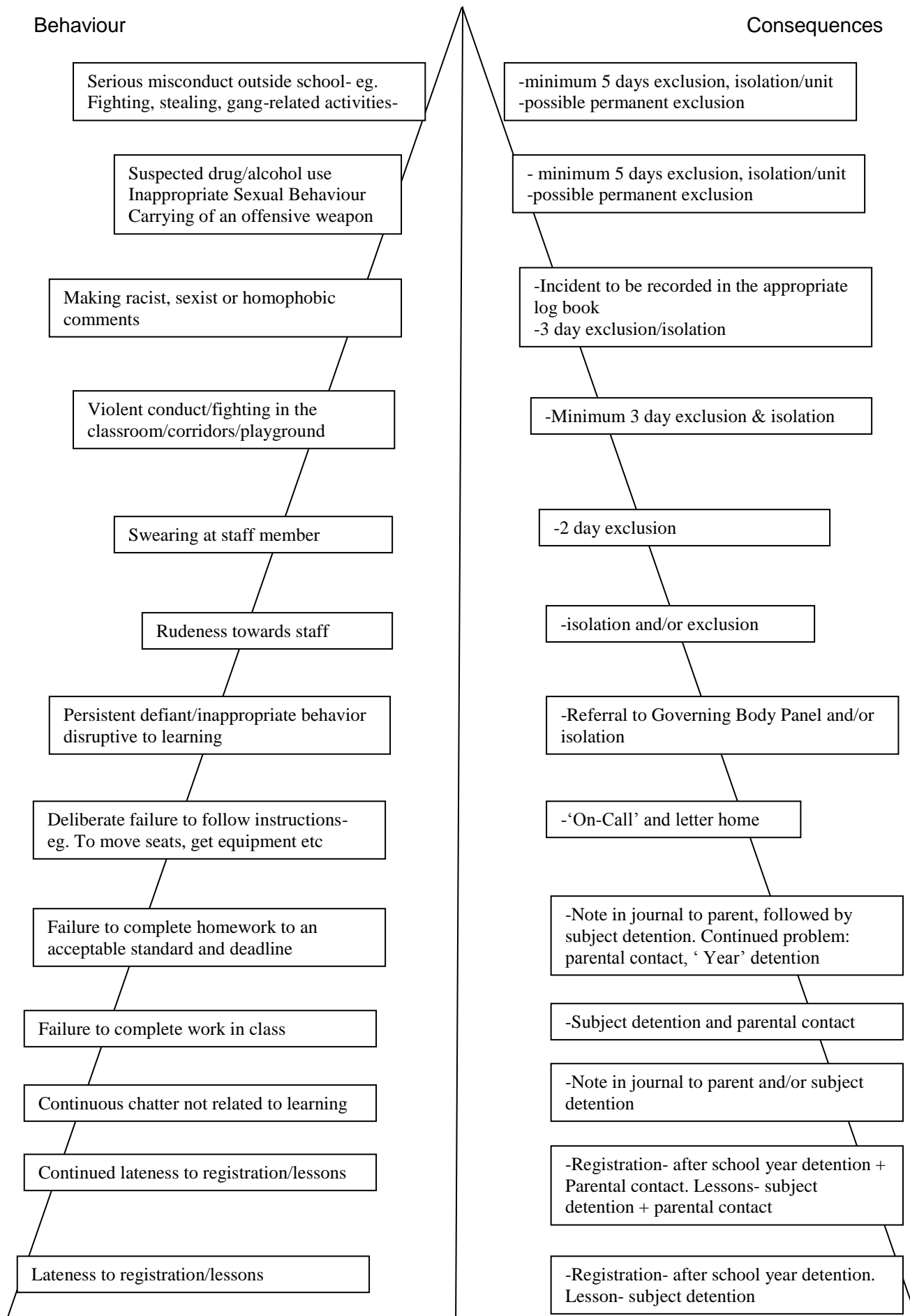
NEVER ignore students who fail to do homework. In Years 10 and 11 they become those students who fail to complete coursework assignments. Seek support from your Curriculum Leader in the first instance. Similarly, students who fail to bring their Journal to School must be corrected and a 'Day Sheet' issued by the Form Tutor/Year Leader (see Appendix 4).

Whatever sanction is employed teachers should act as quickly as possible and students should be left in no doubt as to why they are being punished and how, through improvements in behaviour, they can avoid a re-occurrence.

# BEHAVIOUR AND CONSEQUENCE PYRAMID

## Behaviour

## Consequences



The School reserves the right to adapt consequences appropriately at the given time.

## **SECTION SEVEN - PARTNERSHIP WITH PARENTS**

Parents and carers have a vital role in fostering good behaviour. They have the legal duty to ensure that their children arrive on time and that they have suitable clothing and equipment. The School monitors student attendance closely and informs parents of any individual concerns.

Parents/carers are the first educators of their children and, as teachers, we assist parents/carers in this process. We expect parents and carers to cooperate with the School in matters of discipline and to reinforce our efforts at home. We work hard to establish an effective partnership between home and School. We look to parents and carers to ensure that their children take their School work seriously and complete homework on time. We try to do our best to ensure that Holy Family is a welcoming place for parents and carers to visit.

## **HOLY FAMILY CATHOLIC SCHOOL HOME-SCHOOL AGREEMENT**

### **School's Responsibilities**

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:-

- Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn; ensure that your child is valued for who he/she is and helped make good progress in their spiritual, moral, emotional and academic development;
- Treat your child with the dignity and respect they require, encouraging them to full human wholeness;
- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school;
- Do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our value and our skills;
- Provide you with information about your child's progress and provide you with opportunities to talk to teachers;
- Keep you well informed about school policies and activities through regular letters and newsletters;
- Set, mark and monitor homework suitable to your child's needs;
- Send home an annual report of your child's progress;
- Contact you if there is a problem with your child's attendance or punctuality;
- Inform you of any concerns regarding your child's behavior, work or health;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

### **Parent/Carer Responsibility**

We acknowledge that we as parents are the primary educators of our children and have responsibilities for supporting our children's learning at school.

Therefore I/We will try to:-

- Ensure that my/our child attends school regularly, on time and suitably equipped;
- Inform the school of any concerns or problems that might affect my/out child's work or behavior;
- Support the Christian values of the school community;
- Give my/out child opportunities for home learning and support homework from school;
- Support the school's policies and guidelines for behavior;
- Attend parents evenings and discussions and my/our child's progress
- Encourage my/our child to be enthusiastic about learning and to enjoy school;
- Encourage my/our child to show kindness and consideration to others;
- Talk to my/out child about their experiences in school and encourage her/him to do her/his best;
- Attempt to support the Catholic community and the school governors in their responsibilities for maintain the school buildings in good repair.



## **Pupil Responsibilities**

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefor I will try to:-

- Attend school regularly and on time;
- Wear the school uniform and bring in all equipment I need every day;
- Take care of all school equipment and help keep our school free from litter;
- Learn something new each lesson and always do my best;
- Share my feelings honestly and politely and show consideration for others in school;
- Behave sensibly so we can be happy and safe as we learn;
- Try to think of myself and take responsibility for my actions;
- Observe all school rules and treat everyone with the respect they deserve.

## **Respecting Others: Holy Family Catholic School & Sixth Form Policy on Bullying**

Our Mission Statement enshrines our beliefs about how students at Holy Family Catholic School & Sixth Form should treat each other.

***“Holy Family Catholic School & Sixth Form is a Catholic community embracing the clear Christian values of respect, service and justice. We are a family of many cultures sharing one faith. We exist to educate young people towards excellence in all dimensions of their lives, recognizing the uniqueness of each and the equality of all.”***

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can be physical and/ or verbal in nature. Bullying in whatever form will not be tolerated and MUST be dealt with by staff immediately.

Within our Catholic community Christian values are followed enabling all of us to live in a spirit of equality and justice, sharing the diversity of one another’s cultural background. This is achieved through the establishment of an environment where everyone feels secure and cared for. This creates the openness and communication between adults and students that will deny those who try to bully an environment in which they can flourish.

Our students must learn by example to respect one another and recognize the value of each as a unique individual.

We hope that the following advice to students, staff and parents will help to ensure a safe environment for all at Holy Family Catholic School & Sixth Form.

## **Advice for Students**

As students of Holy Family Catholic School & Sixth Form we would consider the following actions to be 'bullying'.

- The harassment of another student or person in relation to their race, religion, culture, sexual orientation, special educational needs or disabilities
- Cyber-bullying via any form of communication technology either inside or outside of school.
- Fighting, 'play' fighting or threatening behavior
- The taking of, or deliberate damage to somebody's property.
- Sexual harassment
- Demanding money

### **What to do if it happens to you:**

1. **Report the incident to your Form Tutor or Year Leader who will investigate your complaint**
2. The teacher will tell you what he/she has done about the incident
3. Discuss the incident with your parent/carer at home
4. If there is another incident report the matter again to your Form Tutor or Year Leader
5. In extreme cases, if you are not satisfied with the way the incident has been dealt with, report the matter to a Senior Teacher or Deputy Head or ask you parent/carer to contact the school.
6. If you do not feel able to approach a teacher, write a note or ask a friend to report the incident for you.

**ALWAYS REPORT AN INCIDENT OF BULLYING. DO NOT KEEP IT SECRET. IF YOU DO NOT SPEAK OUT YOU ENCOURAGE THE BULLYING BEHAVIOUR TO CONTINUE.**

### ***STATEMENT ON EQUAL OPPORTUNITIES***

Language or actions which discriminate against people on grounds of class, sex, race, ethnicity, sexuality, disability or age are unacceptable and will not be tolerated and MUST be dealt with by staff immediately.

### ***EXTERNAL SUPPORT SERVICES***

In appropriate circumstances students may be referred to a range of external support agencies. These may include:

- The Educational Psychologist
  - The Child and Family Consultation Service
  - Alternative Provision
  - Social Services
- 
- Catholic Children's Society, Counselling Services, Youth Offending Team

***MONITORING***

This Behaviour Management Policy is designed to be a working document. It is reviewed on an annual basis. Written comments from individual members of staff are warmly welcomed. Amendments are incorporated in September for the academic year.

***BEHAVIOUR AND CONSEQUENCES PYRAMID***

The details in the pyramid are advisory and there to provide guidance.

