



At St Mary's Catholic School we wish to maintain the highest standards of behaviour in school. We aim to ensure a caring, respectful atmosphere in school where students can feel happy and secure and are able to make the most of their god-given gifts and talents. The Governors of St Mary's believe that the school is blessed with caring teachers, parents and carers and well-behaved, well-mannered students. The school aim is to encourage this positively by encouragement, praise and example.

The Governors believe that, in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. The school seeks to create a caring and learning environment by:

- Promoting excellent behaviour and discipline;
- Promoting self-esteem, self-discipline, respect for authority with relationships based on mutual respect;
- Encouraging consistency of response to both positive and negative behaviour;
- Providing a safe environment free from disruption, violence and bullying, which protects the well-being of the whole school community;
- Encouraging a positive relationship with parents and carers to ensure that they play their part in the implementation of the school's policy and procedures;
- Supporting the Headteacher and Staff when faced with challenging behaviour;
- Following the Department for Children, Schools and Families (DCSF) Improving Behaviour and Attendance Guidance (September 2008).

A decision to exclude a student should be taken only:

- In response to serious breaches of the school's behaviour policy; or
- If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

A decision to exclude a student permanently is a serious one and will only be taken where the basic facts have been clearly established on the balance of probabilities. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the student and should normally be used as a last resort.

There will however be exceptional circumstances where the Headteacher may permanently exclude a student for a first or 'one off' offence, for example, in the following circumstances:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug, having regard to the school's Drug Policy.
- Carrying an offensive weapon.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community.

Examples of other misbehaviour that may lead to exclusion and in certain instances lead to permanent exclusion are if a student:

- Makes false accusations against a member of staff, which could precipitate action by the Police or others;
- Persistently defies Behavioural Standards;
- Swears at, or is personally insolent to a member of staff either in school or outside school;
- Makes an unprovoked physical assault on another student on the school premises or on the journey to or from school;
- Takes up an inordinate amount of staff time dealing with his or her misbehaviour;
- Misbehaves in any way while on report;

- Is involved in the bullying of another student;
- Is involved in activities which are prejudicial to the health and safety of member(s) of the school community.

St Mary's will also consider whether or not to inform the police where a criminal offence has taken place and will also consider whether or not to inform other agencies, e.g. Youth Offending Team, Social Workers etc.

Factors to consider before making a decision to exclude:

At St Mary's we will not impose exclusion in the heat of the moment unless there is an immediate threat to the safety of others in the school or the student concerned. Before deciding whether to exclude a student, either permanently or for a fixed period, the Headteacher or Deputy Headteacher will:

- Ensure that an appropriate investigation has been carried out.
- Consider all the evidence available to support the allegation.
- Allow the student to give his or her version of events.
- Check whether the incident may have been provoked by bullying or sexual harassment.
- If necessary consult others, but not anyone who may later have a role in reviewing the Headteacher's decision, for example a member of the Governors' Disciplinary Committee.
- Keep a written record of the actions taken (and copies of written records made by other members of staff including any interview with the student concerned). Witness statements should be dated and signed, wherever possible. *These statements may be made anonymous for any subsequent meetings to protect the witnesses.*

In compliance with the September 2008 guidance St Mary's will apply the regulations which relate to students with SEN, disabilities, the revised guidance on Looked After Children and will have regard to the sections on when an exclusion is not appropriate and unofficial exclusions.

Procedures Following Permanent Exclusion

The student remains on the roll of the school until any appeal is determined, until the time limit for the parents to lodge an appeal has expired without an appeal being brought or the parent has informed the LA in writing that no appeal is to be brought. It is St Mary's responsibility during the first 5 days of a permanent exclusion to ensure that work is sent home for the student to complete. During these initial 5 days of exclusion parents must ensure that their children are not found in a public place during normal school hours without reasonable justification. Parents are subject to a fixed penalty notice fine if they fail to do this.

From the 6th day of the permanent exclusion the LA is statutorily responsible for ensuring that suitable full-time education is provided. This will be the student's home LA in cases where the student lives in a different LA from the school.

Fixed term exclusions

At St Mary's we have arrangements in place, in accordance with the 6th Day exclusion procedures:

Where a student is given a fixed period exclusion of duration of six school days or longer, the school will arrange suitable full-time educational provision from and including the sixth school day of the exclusion.

Procedures following a Fixed Term Exclusion

The Headteacher may exclude a student for one or more fixed periods not exceeding 45 school days in any one school year. The limit of 45 school days applies to the student and not the school; therefore any days of fixed term exclusions served by a student in the same school year will count towards the total.

In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion. The Headteacher will write to the parents explaining the reason for the change.

St Mary's will arrange a reintegration meeting with parents following any fixed term exclusion.

For exclusions up to 5 days, work will be set and marked and parents must ensure that students complete this work and return it to school. During this period the parents must ensure that their child is not found in a public place during normal school hours without reasonable justification. Parents are liable to fixed penalty notice fine if they fail to do this.

Behaviour Outside School

Students' behaviour outside school – for example on scholars' buses or any other transport to and from school; on school trips; away school sports' fixtures or work experience placements – is subject to St Mary's Behaviour Policy.

For behaviour outside school, but not on school business, the Headteacher may exclude a student where there is a clear link between that behaviour and maintaining good behaviour and discipline among the community at St Mary's.

Sanctions applied at St Mary's when the Code of Conduct is broken include:

- Break detentions
- Lunch detentions
- After school detention (60 minutes). Parents are given 24 hours' notice and it is the parents' responsibility to ensure that their child gets home safely from school.
- Restorative Justice, which enables the offender to redress the harm that has been done to a victim.
- Managed move to another school to enable the student to have a fresh start in a new school.
- Fixed term exclusion.
- Permanent exclusion.

See also Appendix A- Student Code of Conduct

Covid-19 Student Routines and Behaviour (when restrictions are in place due to Covid-19)

Students must make sure that they follow all student routines at all times in order to ensure the health and safety of all students and staff. Students should remain in their designated year group zone at all times and should ensure that they enter and leave the school building using the designated year group entrances, exits and pathways. Students should ensure that they maintain the recommended social distance where possible. In areas where social distancing is more difficult, for example in corridors and when lining up on student yards, students should wear a facemask. Students should use the allocated toilet area for their year group only and should not use any other toilets around school. Students must regularly wash and sanitise their hands using the hand sanitiser located in each classroom and around school.

During the current Covid-19 pandemic, students must maintain the appropriate Covid-19 preventative measures when travelling to and from school in line with government guidelines at the time. For example, face masks must be worn on public transport and students must maintain an appropriate social distance.

If a student repeatedly and deliberately breaches any of the above health and safety routines or deliberately coughs, sneezes, spits or touches another person then it will be treated as a serious breach of our behaviour policy and appropriate sanctions will be enacted.

Policy review date	By whom	Approved (insert date)
October 2013	Academy Board meeting	02/10/13
December 2017	FGB- Academy Directors	10/12/17
September 2019	FGB- Academy Directors	20/09/19
September 2020	Miss Lague (Assistant Head Pastoral/DSL)	07/09/20
November 2020	Michael Donnelly (Designated Safeguarding Governor)	23/11/20
July 2021	FGB	08/07/21

Appendix A

CODE OF CONDUCT

The Governors of St Mary's Catholic School assert that students have the following rights:-

The right to learn

The right to enjoy their education

The right to achieve their very best

'Every student' is part of St Mary's community and so has the following responsibilities:

To value and look after themselves

To support and help other learners and to treat everyone with respect and kindness

To look after the campus and treat the environment and equipment with care

Simply expressed as: -

Respect for self. Respect for others. Respect for the environment.

The staff are committed to achieving excellence in their teaching and wish to work closely with parents/carers – the child's first educators. The Code of Conduct is a clear statement of expectations of behaviour for young people to achieve their best. The Governors therefore expect that parents/carers will actively support this Code and by signing the Home School Agreement, students and parents signal their acceptance of this Code of Conduct.

Respect for Self

The school actively encourages students to value themselves as unique individuals with abilities to learn and achieve; to respect their own health, both physical and mental; to take a pride in their personal appearance.

It does this through expecting students: -

- to be prepared to learn through having the right disposition, correct equipment and kit in order to participate fully in all aspects of the curriculum.
- not to bring onto the premises any harmful or illegal substance – i.e. tobacco, alcohol, solvents and controlled drugs.
- to wear the full school uniform and follow the dress guidelines of the school

Respect for Others

The school actively encourages students to value everyone else in the community as being of equal worth with much to contribute to the life of the school.

It does this through expecting others: -

- to refrain from all forms of intimidation – verbal, physical and psychological
- to refrain from all forms of racial and sexual harassment
- to ensure that all students can learn without disruption of their lessons
- to respect other people's belongings
- to respect all safety systems and procedures
- not to bring onto the premises any item which can damage others – i.e. offensive weapons.
- to refrain from any action which puts the safety of others at risk.

Respect for the Environment

The school actively encourages students to value the environment and the equipment that is used in school

It does this through expecting students:-

- to keep the premises clean and free from litter
- to treat all equipment with care and as directed
- to treat all areas with respect so that all can use and enjoy them
- not to damage or misuse any equipment
- not to abuse in any way any equipment that is for the safety and care of St Mary's community

The Governors value the good name of the school and will view any action which damages this within the immediate community very seriously.

The Governors realise that with the vast majority of students, encouragement from parents/carers is sufficient. At other times outside agencies may be involved in order to assist in helping the student to improve. There will be times when sanctions are necessary and the full range will be used. These include detentions, a variety of appropriate tasks and exclusion. Wilful damage must be paid for.

Parents/carers need to understand that serious offences against this code, or persistent poor behaviour, particularly that which impedes the progress and happiness of others will be dealt with firmly and may entail permanent exclusion from the school. If a matter is very serious, for example where the selling of drugs is involved, then the school will involve the police as a matter of course.