



Rationale

At St Mary's Catholic School we wish to maintain the highest standards of behaviour in school. We believe that excellent behaviour, positive attitudes to learning and respectful relationships are integral to our school's success. 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;
- Empowering and supporting all staff to deal with poor behaviour consistently applying our behaviour policy and maintaining high standards across all aspects of school life.
- Supporting the Headteacher and Staff when faced with challenging behaviour;
- Rewarding good behaviour, effort and perseverance will encourage positive attitudes from students.
- Following the DfE Behaviour in Schools guidance (February 2024).

Arbor Behaviour Points

Arbor is a monitoring system which allows teachers to award rewards and praise to students for excellent work and attitude. It also allows teachers to record any lower-level concerns regarding behaviour. For example, a teacher may record a missed piece of homework or chattiness in a lesson using Arbor. Students are awarded 'positives' for good behaviour and attitude and 'negatives' for any behaviour which is not in line with our expectations. If sanctions are given for poor behaviour, these are also recorded on Arbor.

Form Tutors and Heads of Year use Arbor information to celebrate success with students and praise them for their work and efforts. They also use Arbor to monitor any poor behaviour and therefore they are able to have meaningful conversations with the students to support them to improve their behaviour. When poor behaviour or concerns become more persistent, students will be monitored using a report system. Students are given individual targets for them to aim towards achieving during each lesson and time of the school day. At the end of the school day, Form Tutors or Heads of Year meet with students on report to discuss the day.

Arbor is also available in an app for parents. It is an excellent way for us to keep parents up to date with all of the excellent work students are doing. It is also a really effective way for parents to see any low level concerns regarding their child's behaviour and therefore have meaningful conversations with their child. Parents are encouraged to download the Arbor app so that we are able to share this information with them. When negative points are given on Arbor for low level concerns, teachers will not necessarily contact parents via telephone call. However, if concerns become persistent or more serious, parents will always be contacted by teachers, Heads of Department, Form Tutors or Heads of Year. We firmly believe that it is only through excellent communication with parents that we can best support our students to flourish and reach their full potential.

Expectations in lessons

Students are expected to consistently follow the expectations below in all lessons. We believe that these expectations ensure excellent behaviour in all lessons, therefore maximising teaching and learning.

- Arrive on time fully equipped and ready to work for every lesson.
- Enter the classroom calmly and sensibly and sit down.
- Adopt a positive attitude to learning and achievement.
- Follow all staff instructions without question.
- Work to the best of your ability and allow others to do the same.
- Speak to staff and other students politely and respectfully
- Listen carefully when the teacher or another student is talking.
- Put up your hand if you would like to ask a question or contribute in a discussion.
- Don't swing on your chair or turn around.
- Take responsibility for your learning; always ask if you do not understand.
- At the end of the lesson stand behind your chair quietly and wait to be dismissed.

Expectations around school

Students are expected to consistently follow the expectations below around school during all times of the day. We believe that these expectations ensure excellent behaviour around school and therefore ensure a safe, calm and positive environment for everyone in our school community.

- Be polite and respect others at all times
- Follow staff instructions at all times without question
- Use appropriate language.
- Speak appropriately and respectfully to all members of the School Community.
- Demonstrate good manners at all times, e.g. hold open doors.
- Wear school uniform correctly at all times.
- Walk around the building quietly, sensibly and calmly
- Only eat and drink in the appropriate locations at the given time, and put litter in bins.
- Respect and look after school facilities and equipment

Managing behaviour in lessons and around school

At St Mary's we believe that the staff member who is nearest to the behaviour is best placed to deal with the behaviour and where appropriate provide a sanction. All our staff are empowered to do this. Managing behaviour is a complex task and staff need to use their professional judgement at all times so that a behaviour issue is managed effectively. SLT will always support staff in implementing this behaviour policy and provide support and training. Of course, when behaviour becomes more serious or persistent, staff will be fully supported by Heads of Department, Heads of Year and SLT.

All staff are responsible for ensuring excellent behaviour throughout the School and during the School day. If at any time a member of staff considers a student to have chosen to behave in an inappropriate way around school they must, as a minimum, add a comment on Arbor. If behaviour is more serious, then the teacher may sanction the student and inform their Form Tutor/Head of Year.

Sanctions

Any poor behaviour which is not in line with our school expectations may require a sanction to be given in order to support the student to improve their behaviour. Examples of sanctions are listed below. The age and ability of a student will always be carefully considered in giving a suitable sanction.

- Students may be sent outside of the classroom to be spoken to individually
- Students may be relocated within the classroom or to another classroom
- Students may be given an educational written tasks such as completing a research project or writing a letter or essay specifically targeted at the behaviour exhibited by the student.
- Students may be asked to copy the code of conduct
- Students may be asked to write a letter of apology
- Students may lose any privileges.
- Students may miss their break time.

- Students may be asked to complete extra work or repeat unsatisfactory work so that it meets the required standard.
- Detention (during lunch-time or after school) may be given
- Students may be given a school based community service task such as: picking up litter; tidying a classroom; helping clear up the dining hall after meal times or removing graffiti. These will only be given by a member of SLT.

Most minor behaviour incidents should be managed without a sanction by means of a simple reminder and positive conversation. Staff will need to make a professional decision that a student's behaviour warrants them being given a sanction and inform the student. A verbal warning should always be given to each student first to make them aware their behaviour is deemed unacceptable. If the poor behaviour continues there is an expectation to escalate sanctions and involve Heads of Department/ Heads of Year/ SLT.

More serious poor behaviour would require teachers to use professional judgement, for example: no verbal warning would be given for fighting, this type of behaviour would warrant an immediate on call to pastoral staff and SLT and more serious sanctions to be given immediately.

Behaviour reports

The purpose of placing a student on report is to ensure that students who are not meeting our expected standards of behaviour are supported through a system of close pastoral supervision. This allows the student to focus on key targets that they should be achieving and will also allow focused support and intervention from the Pastoral Team to help the student meet these expectations. Having a tiered report system will highlight the different levels of seriousness of their behaviour. It will also show a clear pathway that if their behaviour is not amended it could ultimately lead to exclusion.

- All reports have to be completed by every class teacher at the end of each lesson.
- Subject teachers must give appropriate sanctions for poor behaviour whilst a student is on report.
- The report must be checked at the end of each day by the appropriate member of staff
- Parents will be given a copy of the report weekly and may check the report on Class Charts daily

Tutor Report

A student may be placed on Form Tutor Report if the student has received a number of concerns in different subject areas.

- The student's parent/carer will be informed by telephone or a meeting.
- Appropriate targets will be set by the tutor for the student, and the student must report every day after school to the tutor so that they can monitor how the day has been
- The Form Tutor may set detentions as part of the sanction process.
- The period of monitoring depends on requirements and progress.
- The report may be escalated to a Head of Year Report if no progress is made or more serious Concerns arise.

Head of Year Report

A student may be placed on Head of Year Report if there are persistent low level Concerns, more serious incidents or if they are returning to the classroom after an exclusion.

- The student's parent/carer will be informed by telephone or a meeting.
- Appropriate targets will be set by the Head of Year for the student, and the student must report every day after school to their Head of Year so that they can monitor how the day has been
- Depending on behaviour the student may be given further sanctions and detentions at break or after school.
- The period of monitoring depends on requirements and progress.
- If behaviour improves the student may return to Form Tutor Report for one week.

Key Stage Leader Report

A student may be placed on Key Stage Leader Report if there are persistent serious concerns or more serious incidents.

- The student's parent/carer will be informed by telephone or a meeting.
- Appropriate targets will be set by the Key Stage Leader for the student, and the student must report every day after school to the Key Stage Leader so that they can monitor how the day has been
- If the student's behaviour persists at this level then the Headteacher will have to consider a fixed term external exclusion or permanent exclusion.
- The student will have full restricted breaks and lunches whilst on Key Stage Leader Report
- After two successful weeks the student will be placed back on Head of Year Report.

Department Report

A student may be placed on subject report at the discretion of the Head of Department and Head of Year.

Attendance and Punctuality

In line with our attendance policy, we firmly believe that it is only through excellent attendance and punctuality that students can achieve their full potential. If a student is not in school, they must have a valid reason provided by their parent/carer. If a student truants, then they will be sanctioned in line with this behaviour policy.

Excellent punctuality is essential for good organisation and time management, skills which are important as students enter the workplace in the future. Students must arrive at school before 8:40am each day and must arrive to all lessons throughout the day punctually. If students persistently arrive at school or lessons late, without a valid reason, they will be sanctioned in line with this behaviour policy.

Uniform

In line with our uniform policy, we believe that Uniform is a very important part of our school. It fosters a sense of identity, avoids divisiveness and also helps create and foster in every student a sense of personal pride and pride in the school. Uniform provides practical clothing for the very many different tasks to be done during a busy day. It also prepares students for the reality of work where uniform of one sort or another is often expected. We want our 'outstanding' school status to be reflected in an outstanding standard of uniform and we want every single student to wear the correct uniform properly and to take pride in their appearance both inside and outside of school. All of this helps raise self-esteem and promotes high standards.

All students must wear the correct uniform appropriately at all times. Any student who chooses to not adhere to the uniform expectations will be sanctioned. Students will be given detentions during break, lunch time and after school for persistent failure to meet the uniform expectations. If concerns are persistent, the student may be monitored on a uniform report, parents will be contacted and sanctions escalated.

Mobile Phones

Mobile phones are allowed to be brought to school by our students, although we recommend that they are not. Mobile phones and personally-owned mobile devices brought into school are the responsibility of the device owner. The School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

- A student's phone must be switched off and kept in their inside pocket of their blazer, bag or locker, unless a member of staff has given an instruction to do otherwise.
- Students are not allowed to use any phone during the School day (e.g. texting, photography, internet usage) unless a member of staff has given permission.
- A teacher may, for learning purposes, allow the students to use their phones for a specific reason (photography, accessing internet, using apps). The students will be given clear instructions to follow in these instances.
- A student is not allowed to contact anyone via phone call, text, social networking or email during the School day. This includes Parents/Guardians. Students may contact Parents/Guardians, in the case of an emergency, by using a phone in the School Office.
- Parents/Guardians are also not allowed to contact their child on a mobile device during the School day. Any message during the School day needs to go through the School Office.

- Breaches of these rules will lead to confiscation* of the phone. The confiscated phone will be handed to the student's Head of Year and will only be returned to the student at the end of the school day. It will be logged and kept in a safe until this time.
- In certain lessons (e.g. PE & Technology) it is the responsibility of the student to store their mobile phone in the safe area provided by the teacher.

IPods and other personal music systems

Personal music systems, of any type, must not be listened to during the School day, unless directed by a member of staff. Headphones must not be worn at any time. Any student seen to be wearing headphones will have the device confiscated and returned to the student at the end of the day.

Photography and Video and other electronic devices

Students are forbidden to use photography or video unless directed to by a member of staff. 'Smart watches' (e.g. Apple watch) are not allowed in school. Recording or taking pictures of a member of staff or another student by a student without permission will be taken extremely seriously and depending on the circumstances may result in permanent exclusion.

*These confiscations are allowed under governmental advice ref:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Suspensions

A decision to suspend 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 suspend 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 suspension 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 suspend/permanently exclude

At St Mary's we will not impose suspension/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 suspend a student for a fixed period, or exclude permanently, 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 August 2024 DfE guidance on suspensions and exclusions, 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 Suspensions

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 suspension 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 suspension.

Procedures following a Fixed Term Suspension

The Headteacher may suspend 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 suspension 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 suspension 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 suspensions 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.
- Meaningful educational tasks, which enable students to reflect on their behaviour and how they could improve or act in a different way in the future
- 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 Suspension.
- 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.

Links with other policies

This behaviour policy is linked to our:

- BBCET Safeguarding and Child protection policy
- E Safety policy
- Anti-bullying policy
- Equality and Diversity policy
- Attendance policy
- Drugs and Alcohol policy
- Health and Safety policy

Policy review date	By whom	Approved (<i>insert date</i>)
September 2025	Local Governing Committee	10 th October 2025

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.