



Holy Cross

CATHOLIC HIGH SCHOOL

Behaviour Policy

Principles and Values

Our behaviour policy is based on the key principles of *'Treat others as you wish to be treated yourself.'*

- Respect and acceptance of all pupils and staff, regardless of age, gender, race, sexuality, religious beliefs or academic ability.
- Allowing teachers to teach and learners to learn.
- Looking after our school and travelling safely around it.
- Trust and honesty.
- Having pride in wearing our uniform and representing our school.
- This document describes how we expect pupils at Holy Cross to behave, how their behaviour is monitored, praised or corrected and how we expect the school community to function and flourish.

This policy supports and works alongside other key school policy documents, including Safeguarding, Anti Bullying, Attendance and Teaching and Learning Policy.

Aims and Objectives

- To encourage a whole school approach to behaviour.
- To recognise and reward pupils who consistently apply themselves in lessons and behave well.
- To support those pupils whose learning is negatively affected by the behaviour of others.
- To manage behaviour that enables teachers to teach and learners to learn.
- To maintain the entitlement of staff dignity, respect and a safe workplace.
- To promote the building of good relationships, and the mutual respect and tolerance of each other's needs and feelings.
- To foster and encourage self-control, responsibility and accountability among pupils.
- To give pupils confidence in themselves and pride and recognition in their own achievements and those of their school.
- To promote equal opportunities in learning.
- To create an environment that allows students to make choices and learn from the consequences.
- To promote courteous and polite behaviour to each other and to staff and visitors, both in and out of school.

Holy Cross Expectations

At Holy Cross we have clear expectations for both in class and out of class. Our simple philosophy is:

'Every child has the right to be taught, every teacher has the right to teach and every person has the right to feel safe.'

In Class Expectations

- We arrive on time
- We speak appropriately

- We follow instructions without argument or delay
- We treat others with respect
- We try our best
- We dress smartly

Out of Class Expectations

- We follow instructions without argument or delay.
- We speak appropriately to everybody.
- We walk on the left on corridors and stairwells.
- We respect all school property.
- We put litter in the bin.
- We dress smartly.

Every classroom will display the rights of teachers and pupils. Pupils and staff will be expected to be aware of these expectations and refer to them whenever necessary to ensure that learning can proceed effectively and the school runs smoothly.

Praise and Rewards

Holy Cross appreciates the importance of recognising, acknowledging and encouraging good behaviour amongst its pupils.

The school runs a reward system called A1. It is a system that recognises pupils going above and beyond the everyday expectations of a pupil at Holy Cross. Pupils can receive a maximum of one A1 in each lesson they attend. Form teachers, Heads of Year and Assistant Heads of year can also award A1s daily for positive contributions to the school community. Each half term a raffle takes place with the top twenty pupils in each year group being entered into a draw. The first three names out of the hat receive Amazon vouchers. Each half term the twenty most improved pupils are invited to a breakfast with their Head of Year.

Other ways in which a pupil has their achievements recognised include:

- Verbal praise given by a member of staff. This is an important first step in recognising a positive contribution by a pupil and building a positive relationship.
- Written remarks in a pupil's books or pupil planner can also be used to praise.
- Departments celebrate the good work of pupils through class displays.
- Departments can also highlight positive contributions through initiatives such as departmental praise letters/postcards being sent home.
- It is important that academic ability alone is not the only way to earn recognition. This can also encompass extra-curricular activities and a range of personal skills and qualities which Holy Cross wishes to value and promote.
- Recognition of the best attendance and also most improved attendance.
- Pupils who have made positive contributions are recognised in the prefect system.
- There are special presentations for both Year 11 leavers and sports performers which are held annually to celebrate success and praise achievement.
- The achievement of pupils both in and out of school are promoted through the local press and highlighted in a prominent display board.
- We have annual award presentation afternoons called 'Going for Gold' for years 7 to 10.
- An annual reward trip is organised to highlight the achievement of those meeting the expected criteria for years 7 to 10 in the summer term. Year 11 work towards an

invitation to the prom.

Management of Poor Behaviour and Standards

The information below sets out the escalation procedure that staff should follow and pupils should expect when events fall below expectations underpinned by the following principles:

- Behaviour management at Holy Cross should be based on a positive and non-confrontational approach.
- It is not necessarily the severity of the sanctions which are applied but the inevitability that these sanctions will be applied with consistency and fairness.
- Teachers need to build positive working relationships with pupils.
- The rules and standards apply to all students, so no pupil should be treated more leniently or more severely than others.
- The sanction used should be in proportion to the offence. However, the previous history of the pupil may be taken into account.
- When issues have been resolved, each lesson should begin with a clean slate.

Importantly, even the most sensible and well-adjusted pupils can, at times, be mischievous, over-exuberant or disruptive. Therefore Holy Cross will apply sanctions where it is reasonable to do so.

However, wherever possible, pupils should be given the opportunity to apologise for their actions and likewise experience forgiveness as befits a Catholic school.

It is important that whenever sanctions are issued they:

- Are applied consistently and fairly and are proportionate to the behaviour displayed.
- Respect the dignity of the pupil.
- Take account of the particular circumstances of individuals.

This policy is designed to create an atmosphere where pupils recognise boundaries and behave appropriately. There may however be instances of such a serious nature that it is necessary to invoke sanctions up to and including permanent exclusion.

All examples of behavioural misconduct are for illustrative purposes only. Holy Cross reserves the right to apply any behavioural sanctions where it is deemed reasonable and appropriate to do so.

Management of Poor Behaviour

When behaviour becomes unacceptable, staff should follow the steps set-out by the *Behaviour Procedure: Stages* (See Appendix). This highlights the process for staff in addressing discipline issues.

It is important for consistency that when using the 'Stages' procedure in class, staff use the appropriate language to the pupil so that they experience uniformity in how the policy is applied.

The use of whole class detention is not good practice and individuals preventing the learning of others should be dealt with through the following policy.

- a) Initially a member of staff should look to diffuse a situation using their professional judgement and any technique they feel comfortable with. At this stage, should the member of staff deem it necessary, the pupil will be given a **D1** to indicate that their

behaviour is unacceptable.

- b) Should disruptive behaviour continue, the member of staff should give a **formal warning** to the pupil. The pupil must be told they are on a **D2** and be reminded of the rules. This will be recorded by writing the pupil's name on the board or recording in a visible manner. This will result in a detention with the class teacher for 20 minutes as organised at the convenience of the class teacher. This must also be recorded in SIMS.
- c) If the pupil chooses to continue with the disruptive behaviour, staff must tell them they are on a **D3**. The pupil will be sent to another class, following the departmental removal timetable. Again, the member of staff who has issued the **D3** must record the incident and the action taken in SIMS.

NB Removal from the classroom is not by itself considered an appropriate sanction and a departmental detention will need to be issued for 40 minutes after school.

- d) Finally, should a pupil continue to disrupt in the classroom, the member of staff should tell the pupil they are on a **D4** and the pupil will be removed to Isolation. This must be recorded in SIMS.

FAST TRACK

Occasionally, an incident may be serious enough to warrant the pupil being immediately placed on **D4**. Staff should use their professional judgement in deciding if this is necessary and it should only be used in extreme circumstances such as the use of foul language or threatening, aggressive behaviour.

All classrooms will display the system on walls along with pupil and teachers rights.

Sanctions

The use of sanctions is a necessary step in ensuring that Holy Cross has a calm and purposeful atmosphere.

Sanctions include the imposing of after-school detentions and the confiscation of pupil belongings. Parents/carers will usually be given 24-hours' notice of any after-school detention. Holy Cross does not require confirmation from parents / carers for the detention to proceed.

Activities which might occur during a detention include the completing of outstanding classwork, homework or coursework. Pupils may also be asked to assist staff in creating class displays or preparing materials. Where appropriate, pupils may well assist staff with reparation/community service tasks. At all times, pupils must not engage in any activity that raises health and safety or child protection issues.

Detentions issued at lunchtime should not be of such a length as to deprive either staff or the pupil of a reasonable opportunity to eat, drink or use toilets. Special consideration must be given to pupils who have permission to go home for their lunch and staff must consider deferring the sanction to another time in these situations. Students who are given a D2 or D3 detention must complete this on the date/time arranged by the member of staff issuing the detention.

Systems and Steps to be taken to Resolve Serious Disciplinary Breaches:

Serious discipline breaches may be dealt with in the following ways:

1. Head of Year Detention on Tuesday evenings for 1 hour.
2. Students can be placed in the Senior Staff Detention on a Friday afternoon from 3.20 until 4.30.

Behaviour that can result in this detention includes truancy from lessons, smoking, leaving school premises without permission, persistent refusal to attend Curriculum / Head of Year detentions and persistent non-compliance. The detention can last up to 1 hour 10 minutes. Only Curriculum / Year Leaders, in consultation with members of the Leadership Team, can place pupils in this detention. Parents / Carers will be informed by a phone call and/or note in pupil planner if their child is placed in the Senior Staff Detention. 24 hours' notice will usually be given for pupils in the Senior Staff Detention.

3. Pupils can be referred to Isolation

Pupils can be referred to the Isolation Room for incidents such as persistent disruption when on a D3 or for using foul / abusive language, or being in direct breach of school expectations (as published in the Pupil Planner on Pupil Learning Charter page and The School's Expectations and Rules document). Only a member of the Senior Leadership Team, Head of Year or Head of Department can place pupils in Isolation. Parents/carers will be informed via letter and, if deemed appropriate, will be asked to come into school to discuss the incident.

4. Pupils can be formally excluded for a fixed period.

Fixed term exclusion is reserved for serious cases of ill-discipline, for example using foul and abusive language, fighting, persistent non-compliance or wilful refusal to follow requests from the Senior Leadership Team.

Only the Headteacher can exclude a pupil. Parents will be informed by both telephone and letter detailing the reasons for the exclusion and their right to appeal any such decision. If deemed appropriate, parents will be asked to bring their child into school after the exclusion to discuss the incident. Pupils cannot be admitted back into school until a parental meeting has taken place.

Any exclusion exceeding 5 days will result in pupils being placed in a neighbouring school for a fixed period. This is a reciprocal agreement between both establishments as part of an informal arrangement which exists to support the inclusion process.

5. Pupils can be permanently excluded.

Permanent exclusion would be considered for pupils who show themselves incapable of reforming their ill-discipline. Permanent exclusion will be considered in the event of one-off incidents of serious misconduct regardless of the pupil's previous history. Serious incidents that endanger the health and safety of pupils and/or staff may result in permanent exclusion.

Holy Cross has a zero-tolerance approach to drugs being brought onto the premises. The

school will permanently exclude for drug related offences.

Any exclusion from school takes account of Local Authority Procedures, DfE guidelines and Liverpool Archdiocesan guidelines.

Monitoring of the Policy

All exclusions will be monitored to take account of the impact of this policy on pupils by racial group, gender and educational need. The policy as a whole will be monitored and reviewed annually by members of the Leadership Team.

Reviews will take into account the views of pupils, staff, parents and carers. Views will be sought through the use of media such as Parent Forums and questionnaires at Progress Evenings.

Supplementary Information

Off-site Behaviour

The provisions of this policy will be applicable in relation to behaviour outside school on school business (for example school trips including residential visits, sports fixtures, work experience etc.) and also where there is a clear link between the behaviour and the maintaining of good order and discipline within the school. In appropriate circumstances, the provisions of the policy will also extend to cover the conduct of pupils when they are not on school premises and not under the control or supervision of a member of staff.

Holy Cross expects the highest standards of behaviour from its pupils when representing the school off-site. This includes behaviour when students are on school trips including residential visits, sports fixtures, work experience, travelling to and from school, or behaviour when recognisable as a member of our school.

The school reserves the right to use its reward system to recognise good behaviour, or implement sanctions on pupils whose behaviour damages the reputation of Holy Cross.

Anti-Bullying

Holy Cross does not condone any forms of bullying including those on the grounds of race, religious beliefs, culture, homophobia, SEN, disability, sexism, sexual or cyber-bullying. The school has an Anti-Bullying Policy which forms part of this policy. Holy Cross records instances of bullying and reports these to the Governing Body three times a year.

Racist Incidents

Holy Cross does not condone the use of racist language or incidents of racist behaviour. Where a pupil is found to have used racist language or been involved in any form of racist behaviour, a 'Racist Incident' form will be completed. All racist incidents are recorded.

Each case will be reported to the Governing Body and the Local Authority. The forms will be held on the school's Racist Incident File detailing the incident and name of the perpetrator(s). Should the incident be severe enough to warrant disciplinary action being taken, a copy of the racist incident form will be placed on the pupil's file. Parents will be contacted to inform them of their child's behaviour and, if deemed necessary, asked to come into school to discuss the incident.

Racist incidents can occasionally occur through the ignorance of the pupil(s) involved. In these

cases, pupils will be spoken to by a senior member of staff to highlight the error of their behaviour. Where the pupil is wilful and knowledgeable in their actions, they can expect an appropriate sanction to be issued.

Confiscation and Searching

Holy Cross has the right to search pupils and their possessions for items banned under the school rules. Holy Cross will seize any banned or prohibited item(s) found as a result of a search or which they consider harmful or detrimental to school discipline. They will also involve other authorities where necessary.

E cigarettes and smoking paraphernalia will be confiscated and returned at the end of each school term if requested by parents.

Staff may reasonably ask pupils to turn out their pockets / bags etc. or hand over any item which may contravene the school's expectations or cause disruption. Should a pupil unreasonably refuse to cooperate, Holy Cross will use its legal power to discipline the pupil. In the case of mobile phone confiscation, staff must not search through the phone or access text messages without the pupil's permission. It may be reasonable for staff to ask a pupil to reveal a message / video but if the pupil refuses, the request cannot be enforced. Again, staff can legitimately issue a disciplinary penalty for failure to follow a reasonable instruction. Mobile phones and other electronic devices will only be returned to a parent/carer through reception.

Recording Incidents on SIMS

Appropriate support and training will be given to all staff to allow incidents to be reported. A paper copy of this information is available upon request.

Grievance Procedure

Holy Cross seeks to apply the principles of this policy fairly and consistently. Should parents, carers and/or pupils feel cause to complain about the application of sanctions they should, in the first instance, seek to resolve the matter with the member of staff concerned. If this fails to resolve the matter, then the next step should be to bring it to the attention of the pupil's Head of Year and then, if necessary, a member of the Senior Leadership Team.

Whilst parents/carers and/or pupils have the right to make a formal complaint about disciplinary matters to the Headteacher, the school would always first urge complainants to contact school to resolve matters in an informal manner. Should this prove unsatisfactory, complaints can be escalated to the Governing Body, the Local Authority or other agencies as appropriate.

Approved: 5 March 2018

Review Date: Spring 2019

Addendum to Behaviour Policy (COVID-19)

September 2020

Expectation of Parents/Carers

- Support School and child by reminding them of the importance of current rules and regulations within this addendum whilst travelling to and from school, accessing the school building and at all other times when representing Holy Cross
- Ensure your child attends school at all times from September 2020 except where statutory exemptions apply
- Do not send your child to school if they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). You must inform school immediately if this applies
- Your child will be asked to return home immediately if they show symptoms, in line with Government guidance about self-isolating. You will be informed of this and you should arrange suitable arrangements for the safe return home of your child immediately
- Ensure that school have at least two emergency contact details that are correct and that you or another responsible adult is contactable at all times during the school day
- Do not accept any calls from a child within the hours of the school day
- Please ensure that you are able to answer a call from school if there is a need to make contact with an identified person on the data sheet provided
- If your child displays a blatant breach of this adapted policy they will be asked to return home immediately. The school will contact home but this measure will be taken regardless of parental permission. This may result in an exclusion from school
- Parents/carers must only enter the school if deemed necessary and only via reception parents/carers wishing to speak to a member of staff should use the usual means of contacting school including a phoning the school switchboard in the first instance or email
- Any parent/carer whilst on school premises we feel are in breach of any aspect of this policy or behaving in a way we deem unacceptable will be asked to leave the premises
- Parents/carers who are dropping pupils off at school are asked to do so safely and away from other children. Dropping pupils off away from school and letting them walk the final part is much appreciated.

Expectations of pupils: The following expectations are **non-negotiable**

1. Treat others with **dignity and respect** at all times
2. **Follow instructions of staff first time** without question, hesitation or argument

3. **Remain within your year group bubble at all times** (unless directed by a member of staff) avoiding contact with pupils within other year groups whilst on school premises and whilst travelling to and from school

4. Follow **social distancing guidelines** as much as possible especially between lessons, at break and lunch, before and after school and on school/public transport

5. Follow personal hygiene requirements of **washing hands regularly** and using antibacterial hand gel

6. **Enter and exit school via the designated area** for your year group

7. **Use only the toilets designated** for your year group ensuring good hygiene practice whilst in there

8. Use only the classrooms (unless in a specialist classroom as directed by a member of staff) and outside space designated for your year group

9. **Avoid 'face to face' conversations** with anyone

10. There should be **no shouting or singing** at any time

11. Whilst in class you will be seated by the member of staff and must remain in that seat unless instructed otherwise. You must not wander around the classroom and must not share equipment

12. **Minimise the risk of virus transmission** by taking measures to prevent transmission of germs.

- Cover your mouth if coughing or sneezing into the inside of your elbow if no tissue

- Adopt the '**catch it, bin it, kill it**' approach with the use of tissues

- Adhere to all the points above

Any deliberate act which goes against this will be taken extremely seriously and may result in exclusion from school. See '**zero tolerance**' below

Consequences:

Should a pupil be in breach of this policy the following consequences will apply as part of a stepped approach:

Step 1: 1st incidence of non-compliance: Verbal warning with phone call home to parents

Step 2: 2nd incident of non-compliance: A senior member of staff will be contacted and the pupil will be directed to leave school site. Parent/carers will be informed of decision for

pupil to leave school premises for not complying with school behaviour for learning policy and procedures. This may result in exclusion from school.

Zero tolerance – the following behaviours will result in students immediately being required to leave the school site regardless of parent permission.

- Spitting or deliberately coughing in the face of others
- Other possible wilful spreading of COVID 19 – e.g. purposely coughing on surfaces such as tables, chairs, walls, handles, doors, food etc.
- Aggressively challenging behaviour towards staff or their peers

The Headteacher will be the final arbiter on the what behaviour constitutes an exclusion from school

Changes to Classroom Behaviour Policy

D1 – Verbal warning by subject teacher

- Record on Synergy

D2 – 15 minute detention at break or lunch with class teacher

- Record in Synergy
- 6 x D2 per half term call parents
- Detention to take place in class allocated for year group bubble detentions

D3 – Removal from class to HOD

- Record in Synergy, phone call home by class teacher
- Detention after school with HOY on Tuesday evening in allocated year group detention classroom. Class teacher to provide work for the HOY and see the child on detention with work.

D4 – Isolation, can only be used by HOYs or SLT (no more than 4 pupils in at any given time)

- Record in Synergy
- Pupil will remain in Isolation for the rest of the day
- Isolation will be based at the back of the main school hall

Form Class Routine in Morning

- 8.55 Pupils to line up outside form class in silence, form tutor present to greet class
- Pupils to stand behind allocated desk and place planner and pencil case on desk in front of them. Form tutor to complete a uniform check, make up and equipment
- School prayer or some form of collective worship
- Pupils to be seated
- Form messages via Synergy to be shared

Organisation of form time each week

- Monday – Organisation for week, planner check, check in on individuals and how they are
- Tuesday – Assembly
- Wednesday – Numeracy
- Thursday- Literacy/Silent Reading
- Friday – Current Affairs / Quiz