



Holy Cross

CATHOLIC HIGH SCHOOL

Behaviour Policy (Including Mobile Phones)

Principles and Values

Our Behaviour Policy is underpinned by the principle of *'Treat others as you wish to be treated yourself.'* It sets out our expectations for pupils' behaviour, explains how positive behaviour is encouraged and recognised, how inappropriate behaviour is addressed, and outlines how our whole school community works together to create a safe, respectful and supportive environment in which everyone can flourish.

The policy actively promotes the British Values of the Rule of Law and Mutual Respect. Through consistent routines, restorative approaches, and the fair application of rewards and sanctions, pupils develop an understanding of the importance of rules, personal responsibility and making positive choices. By fostering positive relationships and respect for others, regardless of their background or individual differences, the policy helps create an inclusive school community where everyone feels safe, valued and able to succeed.

Our expectations are based on the following principles:

- Respect and acceptance of all pupils and staff, regardless of age, gender, race, sexuality, religious beliefs, academic ability or special educational needs.
- Allowing teachers to teach and pupils to learn in a calm, purposeful environment.
- Building positive working relationships between all staff and pupils.
- Looking after our school and travelling safely around it.
- Demonstrating trust and honesty in all aspects of school life.
- Taking pride in wearing our school uniform and representing Holy Cross positively.

This policy should be read alongside other key school policies, including Safeguarding, Anti-Bullying, Attendance, School Uniform, SEND, and Teaching and Learning.

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 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 create an environment that allows pupils to make choices and learn from the consequences
- To promote courteous and polite behaviour to each other, 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 in line with the school uniform policy

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, and we follow the one-way system
- We respect all school property
- We put litter in the bin
- We dress smartly in line with the school uniform policy
- We respect toilets and use them appropriately

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 A points. It is a system that recognises pupils going above and beyond the everyday expectations, both in and out of class.

A variety of rewards are allocated based on the number of A points a pupil has been awarded each half-term.

A pupil can receive an A4 in special recognition of their exceptional contribution to the Holy Cross community.

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

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

- Verbal praise given by a member of staff
- Written remarks in a pupil's books
- Departments highlight positive contributions through initiatives such as departmental praise letters/postcards being sent home
- Recognition of the best attendance and also most improved attendance
- Pupils who have made positive contributions are recognised in the prefect system and in the leadership academy
- There are special presentations for Year 11 leavers
- The achievement of pupils both in and out of school are promoted through the local press and our school social media platforms (X, Instagram and Facebook)
- We have annual award presentation mornings at the end of the summer term for Years 7 to 10
- An annual Reward Day 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 if events fall below expectations underpinned by the following principles:

- Behaviour management at Holy Cross should be based on a positive and non-confrontational approach
- The rules and standards apply to all pupils, so no individual should be treated more leniently or more severely than others
- The sanction will follow the behaviour system. The previous behaviour record of the pupil will be taken into account
- When issues have been resolved, each lesson will begin with a clean slate

It is important that whenever sanctions are issued they:

- Are applied consistently in line with the behaviour system, fairly and respect the dignity of the pupil

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.

Management of Poor Behaviour

When behaviour becomes unacceptable, staff should follow the debit system set out by the Behaviour System and behaviour should be logged via Synergy. This highlights the process for staff in addressing discipline issues.

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

- a) A warning is given in order to de-escalate the situation
- b) If a pupil's behaviour continues to go against the high standards of Holy Cross, they will be given a **D1**.
- c) If poor behaviour continues, this will escalate to a **D2**. At this stage a pupil will be issued with a ten-minute break or lunch detention at the discretion of the class teacher.
- d) If the pupil chooses to continue with the poor behaviour, staff will issue a **D3**. The pupil will be sent to another class, following the departmental removal timetable. The class teacher will alert via a phone call the Head of Department to make them aware of the removal of the pupil.

NB Removal from the classroom is not by itself considered an appropriate sanction and a departmental detention will be issued for 30 minutes after school at the discretion of the class teacher. The teacher will contact home within twenty-four hours.

- e) Should a pupil continue to disrupt in the classroom that they have been sent to, the member of staff will issue a **D4** and the pupil will be sent to Isolation. The member of staff in isolation will be informed via phone call of the pupil being sent. This will be recorded on Synergy and a phone call to parents will be made within twenty-four hours by the teacher issuing the D4. Pupils will also receive a Senior Leadership detention on the Friday following the incident.
- D points will be logged on Synergy in their final stage.

Use of the debit system for out of class behaviour

Pupils should always adhere to the high standards set by Holy Cross. Out of class behaviour includes uniform breaches, use of inappropriate language and behaviour in corridors, around the school, toilets and to and from school.

Any pupil who does not follow the out of class rules will be sanctioned accordingly in line with the behaviour system. This could result in an out of class behaviour debit point which will lead to a detention after accumulating three debits. More serious incidents or non-compliance will result in a Head of Year detention, Senior Leadership detention, Isolation or a suspension. Pupils who are placed in isolation will also receive a Senior Leadership detention on the Friday following the incident.

Fast Track

Occasionally, an incident may be serious enough to warrant the pupil being immediately placed on a **D4**. Staff should use their professional judgement in deciding if this is necessary and it should only be used in extreme circumstances such as non-compliance, the use of foul language or threatening, aggressive behaviour. The decision to place a pupil on a D4 will be made by Heads of Department, Heads of Year or the Senior Leadership Team. Pupils who are placed in isolation will also receive a Senior Leadership detention on the Friday following the incident.

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 debit points, after-school detentions and the confiscation of pupil belongings. Parents/carers will usually be given 24-hours' notice of any after school detention. This will be communicated via Synergy. **Holy Cross does not require confirmation from parents/carers for the detention to proceed.** If your child persistently misses a detention we will keep them on the same night and a phone call home will be made.

Medical evidence for repeatedly missed detentions must be provided eg appointment card, prescription, letter from medical professional.

Detentions issued at lunchtime will be no longer than 10 minutes in order to not deprive either staff or the pupil of a reasonable opportunity to eat, drink or use toilets. Pupils who are given a D2 or D3 detention must complete this on the date/time arranged by the member of staff issuing the detention.

Appropriate adjustments are made for pupils with SEND however, they are still expected to follow the behaviour system.

Mobile Phones

Mobile phones must be in a school bag and switched off. If seen, heard or used, within the school grounds, they will be confiscated for twenty-four hours following the incident. Pupils can collect their phone from the main office at the end of the second day. If a phone is confiscated on a Friday or the last day of term, they will receive it back on the same day. Pupils will be reminded of this rule in tutor time which should minimise the chance of a phone being accidentally left on. Pupils will never be left in a situation where they are unable to get home and their safety will always be considered. Parents will receive a Synergy broadcast to inform them of the phone confiscation and they can ring to speak to a member of staff if they have concerns regarding their child's journey home from school.

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 or Thursday evenings for 30 minutes
2. Pupils placed in the Senior Leadership Detention on a Friday afternoon from 15.05 until 15.45
3. Pupils can be sent to Isolation

Pupils will be sent to the Isolation Room when in direct breach of school expectations. 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 Synergy and a phone call home from the person issuing the isolation. Pupils who are placed in isolation will also receive a Senior Leadership detention on the Friday following the incident. If deemed appropriate, parents will be asked to come into school to discuss the incident.

4. Pupils can be formally suspended for a fixed period

Fixed term suspension 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. Pupils will receive a fixed term suspension if placed in isolation on three occasions within a half-term.

Only the Headteacher can suspend a pupil. Parents will be informed by both telephone and letter detailing the reasons for the suspension and their right to appeal any such decision. Parents will be asked to bring their child into school after the suspension to discuss the incident. The pupils will be placed on a behaviour monitoring report on return by the Head of Year or Senior Leadership Team.

Any suspension exceeding five 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. School direction

If a pupil fails to adhere to the high standards expected at Holy Cross, a school direction will be considered, whereby the pupil will attend another school. This will give the pupil the opportunity of a fresh start in a new school. This process is usually over a 12 week period with a review at the mid point of the direction. If successful, the pupil would be removed from Holy Cross roll and placed permanently on the host school's roll.

6. 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 suspension from school takes account of Local Authority Procedures, DfE guidelines and Liverpool Archdiocesan guidelines.

Only the Headteacher can exclude a pupil.

The Headteacher's decision on all matters is final.

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 Senior Leadership Team.

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 pupils 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 or wearing our school uniform.

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. Following an investigation, Holy Cross will record instances of bullying and will report 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. Following an investigation, where a pupil is found to have used racist language or been involved in any form of racist behaviour, it will be recorded on CPOMs (Child Protection Online Monitoring System).

Each case will be reported to the Governing Body and the Local Authority. This will be held on CPOMs 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 a 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. The search will be carried out by two members of staff. Holy Cross will seize any banned, unsafe 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, vapes and smoking paraphernalia will be confiscated and disposed of.

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 sanction the pupil.

Mobile phones must be in a school bag and switched off. If seen, heard or used they will be confiscated for twenty-four hours following the incident. They will be returned at the end of the second day. If a phone is confiscated on a Friday or the last day of term, they will receive it back on the same day. Pupils will be reminded of this rule daily in tutor time which should minimise the chance of a phone being accidentally left on. Pupils will never be left in a situation where they are unable to get home and their safety will always be considered. Parents will receive a Synergy broadcast to inform them of the phone confiscation and they can ring to speak to a member of staff if they have concerns regarding their child's journey home from school.

If there is an incident and a mobile phone search is required, staff will 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. Staff can issue a sanction for failure to follow instructions.

If a pupil uses a mobile phone, or other device, to record a member of school staff in any situation, they may be suspended. Repeated offence will lead to a permanent exclusion.

In line with the school uniform policy, all items that contravene the policy will be confiscated. These include coats if worn in the school building, headphones, make-up, smart watches and jewellery. A coat will be returned at the end of the school day. All other items can be collected at the end of the week. For re-offenders, the length of confiscation will increase. The items confiscated will be securely kept by the Assistant Headteacher in charge of uniform and behaviour with the child's name and form details.

Recording Incidents on Synergy

All behaviour incidents are logged on Synergy. Parents, carers and pupils can access the Synergy App to track and monitor behaviour, sanctions including detentions and rewards.

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 by contacting the admin email (admin@holycross.lancs.sch.uk). 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 or Subject Head of Department 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.

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