

SACRED HEART OF MARY GIRLS' SCHOOL



BEHAVIOUR POLICY

Policy adopted	January 2017	
SLT Member Responsible	Ms V Qurrey	
To be reviewed	Every 2 years	
Date of next review	September 2022	
Headteacher	Ms V Qurrey	Date: 4 September 2020

BEHAVIOUR POLICY

“Since Christ’s mission is to heal and reconcile, the nature of the Catholic school must manifest itself clearly in its response to those who experience a sense of personal failure, whether temporary or more long term ... although recognising the needs of the whole community, the response to disciplinary and other issues of concern must always be based on healing and reconciliation.”

Evaluating the distinctive nature of a Catholic school. Third Edition.

OUR MISSION

The Mission Statement at the Sacred Heart of Mary Girls’ School underpins all behaviour and discipline in the school and applies to staff and pupils alike. The discipline structure within the school relies upon the promotion and practice of positive behaviour by all members of the school community. As a Catholic school community, we favour a Community Code of Conduct rather than a set of school rules.

We expect that the Community Code of Conduct will instil in pupils a sense of moral responsibility, encourage consideration for others, and foster a mutual respect among all members of the school community as well as a respect for the working environment that we share each day. Expectations are very high with regard to behaviour and discipline and where pupils fail to comply with the Community Code of Conduct, sanctions which reflect a sense of justice and fairness will be applied.

Be Careful. Don’t think these little children are worth nothing. I tell you that they have angels in heaven who are always with my Father. If a man has 100 sheep but one of the sheep gets lost, he will leave the other 99 on the hillside and go to look for the lost sheep. I tell you the truth, he is happier about that one sheep than about the 99 that were never lost. In the same way, your Father in heaven does not want any of these children to be lost.

Matthew 18: 10-14

THE COMMUNITY CODE OF CONDUCT

At the Sacred Heart of Mary Girls’ School, a very high standard of self-discipline and behaviour is required from all pupils.

We recognise that all members of our community are equal in the sight of God and we should endeavour to:

- develop a sense of responsibility
- show respect for everyone and for their opinions
- be polite, courteous, considerate and show friendship towards everyone
- show respect for our property, the property of others, and our environment.

Our code must be adhered to by all pupils in order to ensure a safe and secure school environment for everyone, and to help develop a sense of personal responsibility. It is the responsibility of ALL adult members of the school community to ensure that pupils are treated fairly and consistently and in accordance with Catholic principles and Gospel Values.

Keep to the right on stairs and corridors; do not run.

Eating or drinking is not permitted in classrooms or corridors or in public places while wearing school uniform. Chewing gum is not permitted.

No pupil may leave the premises at morning break.

Only pupils in the Sixth Form may leave the premises during the lunch break.

Large sums of money or valuables should not be brought to school.

Full school uniform must be worn at school, for all school events, and on the journey to and from school unless otherwise advised.

Make-up, nail varnish, artificial nail extensions or artificial tan may not be worn with school uniform.

A pair of plain gold or silver plain round stud earrings, worn in the lobe of the ear, a watch, and a cross and chain inside the blouse. No other jewellery is permitted. (No jewelled or patterned earrings)

Mobile phones should be switched off before entering the school and remain off during the school day and locked in lockers. Pupils may only use their mobile phones once they have left the school premises at the end of the school day. If found with a mobile it will be removed and returned at the end of the day. On the second occasion, it will be removed again, and then pupils will have to bring it every morning to the Senior Leader, Pastoral and Wellbeing for a consecutive five days who will return it at the end of each of the five days. Should a third occasion occur, a parent/carer must collect the phone from the school. All incidences will be recorded in the Phone Book.

Students in the 6th Form are issued with separate regulations with regard to school uniform and the wearing of jewellery.

In particular circumstances, for example suspected theft, staff will ask pupils to disclose the contents of bags and blazers. Refusal to do so will incur a sanction.

Smoking, or the consumption of alcohol is forbidden in all areas of the school and on the journey to and from school. Pupils may not be in possession of, supply, or use illegal substances in any area of the school or on the journey to and from school or on a school trip. Any form of physical violence is unacceptable. Any breach of these rules would be regarded as very serious.

This Code of Conduct, as well as the Mission Statement of the school from which it flows, is displayed in every room of the school, and is included in the school prospectus and the staff handbook, and is carried by all pupils on a pocket sized laminated card. It forms a significant part of the **Home/School Agreement** and is re-visited at the beginning of each school year within form classes and teaching groups as well as being regularly referred to during assemblies and formal and informal discussions with individuals and groups of pupils.

REWARDS

At the Sacred Heart of Mary Girls' School we aim to create a positive learning environment by recognising effort and achievement, praising and encouraging pupils and building mutual respect between staff and pupils and between pupils themselves.

The following rewards are available for use by staff:

- Verbal praise
- Using SIMs to make positive comments about pupils
- Written praise on pieces of work
- Written praise recorded in the pupil planner
- Merit marks on a piece of work/in exercise books/in pupil planner in KS3
- The achievement of a number of merit marks will result in public recognition at whole school assembly
- Those with the highest achievement points will be rewarded with a trip out at the end of each term
- 100% attendance and punctuality is recognised by public congratulation at end of term year assemblies, two names of pupils (from each year group in KS3 and KS4) entered into a draw and rewarded with a gift. All pupils with 100% attendance and punctuality are given a small token of reward.
- Incidents of public service, achievements in fields of sport, music and the arts are publicly celebrated at whole school assembly
- The annual Prize Night provides opportunities to celebrate academic achievement, effort, sporting and musical successes and service to others. All prize winners are invited to the evening with their parents and receive books, trophies and / or certificates.

SANCTIONS

It is important to deal with unacceptable behaviour immediately and the basis of all good discipline relies on the effective interaction between staff and pupils. Except in cases of severe disruption in the classroom, pupils should not be sent 'elsewhere' until a number of responses have been tried.

Recommended hierarchy of consequences of unacceptable behaviour in the classroom

1. Verbal warning.
2. Second warning – move to work alone.
3. Consultation between pupil and subject teacher.
4. Parents informed via note in pupil planner.
5. Detention at lunchtime or after school with the subject teacher.

Staff should, at all times, refer to the ‘Sanctions Ladder’ (Appendix 1 – at the end of this document) displayed in each classroom when considering next steps for pupils who fail to comply with expectations.

Further actions may include

- Departmental Detention
- Head of Year Detention
- Senior Staff Detention
- Daily Report to Form Tutor, Head of Year or a member of SLT
- Internal Exclusion (Withdrawal from Class)

All action taken at this stage should be recorded on SIMs

If a pupil frequently reaches the higher stages, the Head of Year will consult a member of SLT and consider further action. Where necessary, assistance may be sought from LEA support services and other outside agencies may be asked to help in accordance with the procedures laid out in the school’s Inclusion policy.

In exceptional cases, where positive attempts to address the pupil’s problems do not produce any improvement in the situation, an Early Intervention Meeting will be called. This may include a Governor, the pupil, parents/carers, EWO from LBH and a member of the Behaviour Support Service, or an Educational Psychologist, depending on who has been previously involved.

Where a referral has been accepted by the Child and Family Consultation Service, they may also be invited to attend. A social worker from the Adolescent Team will also be invited so that any Social Services input to the child or family is integrated with the school’s support.

The purpose of an Early Intervention Meeting is to:

- outline clearly the nature and extent of the child’s behaviour difficulties and how it is affecting the child and the life of the school;
- try to identify the circumstances that might be causing the difficulties;
- agree any action that may be required by those present at the meeting to improve the pupil’s behaviour;
- make clear the consequences if the pupil’s behaviour does not improve.

When all these steps have been taken, and the pupil’s behaviour has not improved, then it will be necessary to consider the remaining sanctions:

- Exclusion from school for a fixed term period
- Permanent exclusion

In serious cases, such as contravening the school’s policies on Drugs or Bullying or **in any instance of assault / physical violence**, then severe sanctions will be applied and may lead directly to a fixed term exclusion from school regardless of the pupil’s history. A meeting will be convened before the pupil returns to school and it may be decided at this meeting that the exclusion be made permanent.

CONCLUSION

This policy should be applied within the context of the school Mission Statement and its application should be characterised at all times by the ethos of our school community and by our commitment to promoting the Gospel values.

Reviewed September 2020 BM

Sacred Heart of Mary Girls' School: Addendum to the Behaviour Policy - COVID June 2020

The school's Behaviour Policy is comprehensive in outlining how we expect pupils to behave and the sanctions that may result when the school rules are broken. This addendum draws particular attention to elements of the Behaviour Policy in light of the impact that the Coronavirus may have already had on members of our community and as far as possible, to enable everyone to keep healthy and safe in school while the virus remains a threat.

It will be updated regularly over the coming months.

1. Respect for everyone

At Sacred Heart of Mary we always show respect for each other. However, an even greater degree of respect and consideration for others will be more important than ever during the coming months. Members of our school community may have suffered bereavement or anxiety as a result of the pandemic and the period of lockdown is likely to have caused further anxiety or hardship in many forms. Each member of our school community will need to show compassion and understanding when interacting with others, including:

- Pupils following the school rules
- Staff enforcing the school rules
- All members of our community following the guidelines in any relevant risk assessment documents.

2. Reducing the risks of infection

Pupils must:

- Abide by social distancing measures put in place by the school in line with the government guidelines
- Follow instructions from staff without question
- Not make physical contact with others
- Behave well and safely follow social distancing rules on buses and trains and follow the instructions of TfL or school staff.
- Behave appropriately in the local community, adhering to social distancing rules or other pandemic-related restrictions. This includes not congregating in groups and allowing members of the public to pass at a safe distance.

3. Behaviour

The following types of breach of the school rules may also result in the spread of infection they are likely to result in a pupil being excluded from school:

- Making physical contact with others, including fighting of any kind
- Failure to follow the instructions of a member of staff
- Deliberate failure to comply with social distancing or other infection-reducing measures in school
- Deliberate failure to comply with social distancing or other infection-reducing measures on the way to and from school
- Deliberately touching other people's belongings
- Coughing

- Spitting
- Any other instances of deliberately increasing the risk of infecting others
- Causing disruption to teaching and learning through the misuse of facemasks
- Using a facemask to conceal identity in order to deliberately break school rules
- Using a facemask to conceal identity in order to behave poorly in the local community

4. Bullying

Bullying, in all its forms is always dealt with severely. However, since many members of our school community will have been seriously affected by the pandemic, any bullying linked to it will be likely to have an even greater impact on the mental wellbeing of the victim.

Hence the following forms of bullying will be likely to result in exclusion from school:

- Sharing insults linked to the pandemic
- Accusing an individual of having the virus
- ‘Joking’ about the effects of the virus
- Deliberately increasing the risk of infection to a targeted individual in any way

APPENDIX 1

Sacred Heart of Mary Girls' School: Sanctions



Academic

Pastoral

Stage 5: (Recorded on SIMS)

Detention (Saturday) / Internal Exclusion / Exclusion

Stage 4: (Recorded on SIMS)

Senior Staff Detention (60mins after-school)

Stage 3: (Recorded on SIMS)

Department Detention (2 x 45mins after-school)

Issued and followed up by Subject Leader

Failure to attend a Department Detention.

Department Detention (45mins after-school)

Issued and followed up by Subject Teacher / Subject Leader

Examples may include: repeated lack of equipment, poor behaviour or attitude, repeated lack of or incomplete homework, repeated lack of class work, failure to attend Subject Detention.

Head of Year Detention (2 x 45mins after-School)

Issued and followed up by Head of Year

Failure to attend a Head of Year detention.

Head of Year Detention (45mins after-School)

Issued and followed up by Head of Year

Examples may include: repeated lateness, persistent uniform infringements, mobile phone use, rudeness to staff, chewing gum, unkindness, failure to attend Late Detention, failing to sign in, no planner on a Thursday, failure to collect a Planner Sheet.

Stage 2

Subject Detention (20 mins after-school)

Issued and followed up by Subject Teacher

Examples may include: forgetting equipment, poor behaviour, answering back, failure to complete or bring homework, failure to complete classwork, other 'one-off' offences.

Form Tutor Detention (20mins after-school)

Issued and followed up by Form Tutor

Examples may include: repeated disruption, failure to follow instruction, poor behaviour, planner issues.

Stage 1

Break / Lunchtime Detention (Up to 20 mins)

Issued and followed up by Subject Teacher

Examples may include: forgetting equipment (1st time), losing focus during a lesson, incomplete homework, lateness.

Form Tutor Detention (Up to 20mins Break/Lunch)

Issued and followed up by Form Tutor

Examples may include: disruption, failure to follow instruction, poor behaviour, planner issues.

Late Detention (20mins After-School)

Issued and followed up by Form Tutor

Followed up by Head of Year

Lateness to registration: 8.45am and 1.45pm

Uniform Cards

Responsibility of all staff

These will be signed for any uniform infringement. Detentions as indicated on card.

Stage 4 or 5 sanctions may be issued and followed up by the Senior Leadership Team for any behaviour that significantly or repeatedly contravenes the School's Mission Statement

The listed report cards may be issued: Form Tutor /Whole Form /HoY /Senior Staff

These are followed up by the issuer of the report