



Behaviour Policy

Aims

- To ensure that every student reaches their full educational potential in a respectful, orderly environment.
- To foster an ethos of positive reinforcement for good behaviour and excellent work.
- To adopt an ethos whereby poor behaviour and work that is below standard results in very clear, consistent and fair sanctions for all.
- Our School's Policy on Behaviour applies to each member of our school community. The key word is RESPECT - for God, for each other, for ourselves, for the environment, for learning.

The School Rules

Our School Rules extend to *in the classroom, around the school and coming to and from school in our school uniform.*

- Arrive to and from school in correct school uniform;
- Follow classroom safety rules;
- Follow all instructions given by the staff of the school immediately;
- Attend all lessons and be on time;
- Have journal and all necessary equipment;
- Stay on task, completing all work and allow others to do the same;
- Be polite and respectful to all including members of the public;
- Respect the environment- Put all litter in the bins and only eat in designated areas;
- Keep all prohibited items* off school premises;
**chewing gum, jewellery, cosmetics, lighters, matches, tippex, cigarettes or any item the Headteacher deems to be a threat to the health and safety of others.*
- Behave in an orderly way on footpaths, streets and on public transport protecting the good name of the school;
- Maria Fidelis Catholic School is a mobile phone free zone. This extends to tablets, smart watches and any other device which may be used to access the internet. If these devices are seen or heard throughout the school day, they will be **confiscated immediately** and only returned to a Parent/Carer. Refusal to hand these items over will result in a fixed term exclusion from school.

The well-being of the child is paramount and the school takes steps to ensure reasonable adjustments are made to support children with SEND.

Responsibilities

Parent/Carer Responsibility:

Parents and Carers should take responsibility for the behaviour of their child within and outside the school. They are encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour by:

- Signing the *Home School Agreement*;
- Discussing and enforcing the School Rules with their child;
- Responding promptly to communication from school such as letters/telephone calls;
- Attending meetings to discuss their child's behaviour and progress in school;
- Forming positive home school relationships.

Student Responsibility:

Students will be expected to take responsibility for their own behaviour by:

- Treating all members of staff, pupils and members of the public with respect;
- Following instructions immediately;
- Being aware of and following the School Rules both in and out of school;
- Understanding that unacceptable behaviour sanctions are a result of choosing to break the School Rules.

Staff Responsibility:

The School takes responsibility for:

- Setting high standards for work and behaviour as per teacher core standards;
- Being fair and consistent in the implementation of the School Rules;
- Treating students as individuals and with respect;
- Forming positive Home-School relationships and communications;
- Responding promptly to communication from parents including telephone calls and letters.

Positive Behaviour System for Students

This is based on the 3 principles of consistency, clarity and accountability:

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|----------------|---|
| Consistency | – everyone will follow the same system |
| Clarity | – expectations of behaviour are clear to you at all times |
| Accountability | – YOU are responsible for YOUR behaviour |

Rewards

At Maria Fidelis, we promote good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between staff and students. We have a range of options and rewards to reinforce and praise good behaviour.

The **Merit System** aims to reward students for excellent behaviour throughout each half term. Every student receives 100 merits at the beginning of each new half term and merits are lost according to the events below:

Reason	Merits lost
Late (8:30-8:40)	5
Late (after 8.40)	5 merits lost plus one merit per minute after

	8.40
Attendance below 95%	10
Detention (behaviour)	10
Catch up	10
Mobile phone/iPod confiscation	20
Isolation	30
Exclusion	50

The Merit Boards in school are updated each fortnight so each student can see how they are performing. Students who retain 100 merits each half term will be rewarded with an own clothes day and/or a trip out of school each term.

We recognise that many of our students make significant contributions to the school in a variety of ways. We have a number of other strategies that run alongside our merit system which encourage students to live out the FCJ values. Below are some examples of these:

Each month a student is nominated for a Jack Petchey Award. Students are given this award for being examples to others. They may be recognised for a single action, such as helping a member of the public, or for consistently demonstrating values of kindness, decency, consideration for others and respect.

For World Book Day, teachers nominate students to receive a free book in recognition their efforts to improve their literacy skills and enthusiasm for reading.

Students get rewarded at the end of each term in a rewards assembly. Rewards are given for 100% attendance, improvement in academic achievement in different subjects, effort and behaviour.

Year 11 is a particularly stressful year, so every week in assembly, a small award is given to the student with the most positive comments. This had led to a huge increase in the number of positive comments and students are keen to see how they have done each week.

All students in Year 8 do work experience for a day; they work in the front office and do a range of jobs including answering the phone, delivering messages, sorting out the post and greeting visitors. The office staff nominate an employee of the week for an award and then a prize is given for employee of the year. Any student who works well is presented to a member of the senior leadership team at the end of the day to be congratulated for the effort they have made.

In addition to this, individual teachers recognise the efforts made by students by phoning parents and sending postcards home.

Classroom Sanctions

The teacher is in charge in the classroom and students are expected to learn. The positive behaviour system has been developed to encourage positive learning habits both inside and outside the classroom. A clear focus on these good learning habits and a positive attitude to learning is the

key to the right start every day at Maria Fidelis and the foundation for future success.

Following this up with immediate and clear sanctions is also important to ensure students do what is required each day.

Sanctions Route

We make every effort to ensure that rules are maintained as consistently as possible, but we do take considerations such as SEND and other contextual factors into account when making decisions about using sanctions.

Detentions are issued when students choose to not follow the school rules.

Parents/carers will always be informed by text or email.

Students must attend the detention on the same day or, if issued in the afternoon, the following day

Failure to attend a detention will result in a longer detention the following day and/or a Saturday detention.

Students receiving 10 negative comments will be monitored closely and their parents informed. If they receive 3 further negative comments within 3 weeks, they will have an additional weekly 2 hour detention – '5 o'clock club'. This will be reviewed every 3 weeks. If students gain more than 3 negative comments within 3 weeks, the sanction will continue. If they receive 3 or fewer logs, the sanction will be removed, but they will continue to be monitored. This is in addition to any sanction imposed for the negative comments themselves.

Isolation

A placement in isolation can either be reactive (as a result of a serious misdemeanour during the school day) or planned.

Isolation is considered to be a serious sanction and the final step before an exclusion. Parents/carers will be informed of an isolation either by letter or telephone.

If the isolation is planned then students will be expected to report to reception at 9am and they will be taken there by a senior member of staff.

There will be an opportunity for students to reflect on the issue and repair the relationship with the class teacher

All students who attend isolation, whether planned or reactive, will be released at 4.00pm. Mobile phones must be handed in when isolation commences and they will be held securely until 4.00pm.

Any pupil who refuses to go into isolation will be excluded and complete their isolation the following day.

Around the School including to and from School

- Lateness to school results in a late detention that same day from 10 minutes (8.30-40) up to one hour depending on the number of minutes the student is late.
- Students will be sent home for wearing incorrect uniform or being in possession of non-uniform items (see uniform policy) and asked to leave at home items of clothing that are non-uniform items. They are expected to return to school immediately.

- Sanction will vary according to the degree of the offence, how often the offence is repeated and will range from a detention (including on a Saturday morning for more serious breaches of the Behaviour Policy), to an isolation and/or a fixed term exclusion from school. Inclusion is considered in all instances.

Objectives for regulating offsite behaviour

- to maintain good order on transport, educational visits or other placements such as work experience or vocational courses
- to secure behaviour which does not threaten the health or safety of students, staff or members of the public
- to provide reassurance to members of the public and thus protect the reputation of the school
- to provide protection to individual staff from harmful conduct by students of the school when not on the site

Possible criteria for regulating off site behaviour:

The school will act reasonably both in relation to expectations of student behaviour, and in relation to any measures determined for regulating behaviour by students, when off the school site.

The school will decide what to take into account in deciding whether a rule or sanction in a particular case is reasonable. The following factors will be taken into account (which may not all apply to every incident):

- The severity of misbehaviour.
- The extent to which the reputation of the school has been affected.
- The extent to which the behaviour in question would have repercussions for the orderly running of the school, and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of the staff).
- Whether the misbehaviour in question was on the way to or from the school, outside the school gates, or otherwise in close proximity to the school.
- Whether the misbehaviour was whilst the student was on work experience, taking part in a further education course as part of a school programme, or participating in a sports event with another school (i.e. when the student might be expected to act as an ambassador for the school), which might affect the chance of opportunities being offered to other students in the future.

Very Serious Misbehaviour

- Persistent disruption to the teaching and learning in lessons;
- Misuse of social media
- Bringing banned items into school
- Repeated breaches of the School Rules;
- Inappropriate sexualised behaviour such as sexual language and sexual bullying, which can include explicit sexual remarks, display of sexual material, sexual gestures,

unwanted physical attention, comments about sexual reputation or performance or inappropriate touching.

- Sexual assault, which is defined as any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Swearing, threats or using abusive language to staff or other students;
- Bullying including cyber-bullying;
- Vandalism/Theft;
- Fighting / Organised wrongdoing;
- Behaviour likely to put the student or others at risk, including setting off the fire alarm/misbehaving during fire practice;
- Smoking / Breach of School's Drug Policy;
- Racist, sexist, homophobic or discriminatory behaviour;
- Any of the above examples done in public, whilst wearing school uniform, thereby bringing the good name of the school into disrepute.

Consequences for Very Serious Misbehaviour

The headteacher and governing board must comply with their statutory duties in relation to SEND when administering the exclusion process. This includes having regard to the SEND Code of Practice.

In the first instance:

- Fixed term exclusion (1-5 days: number of days dependent on incident).
- Parent informed and work sent home.
- Re-entry interview with parent and member of Senior Leadership Team.
- Put on report to the Head of Year for one week.

In the second instance:

- Longer fixed term exclusion (1-10 days: number of days dependent on incident). From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed.
- Parent informed and work sent home.
- Re-entry interview with parent and member of Senior Leadership Team.
- On report to Assistant Headteacher for one week.

Further instances:

- Longer fixed term exclusion (1 to 45 days). From and including day 6 of the exclusion, the school will provide alternative provision on/off site and governors will be informed. Exclusions greater than 15 days will result in *Governors Disciplinary Committee* and intervention plan to prevent permanent exclusion.
- Parent informed and work sent home.
- Re-entry interview with Parent and Headteacher.

Permanent Exclusion

Repeated breaches of the School Rules is likely to affect the well-being of other members of Maria Fidelis Convent School and will result in recommendation to the Governors for the permanent exclusion of the student concerned.

A single occurrence, depending on its severity, of the following is likely to result in immediate recommendation to the Governors for the permanent exclusion of any student who:

- a) uses or supplies any illegal drug on school premises;
- b) acts violently or aggressively, either physically or verbally, towards any member of the school's staff either in school, on an off-site activity, on the journey to or from school, or at any other time;
- c) acts violently or aggressively, either physically or verbally, towards another student or member of the public either in school, on the journey to or from school, or at any other time;
- d) displays unwanted sexualised behaviour towards another pupil or member of staff, including sexual assault;
- e) brings in or is found in possession of a prohibited or offensive weapon likely to cause harm to the school community;
- f) encourages or is seen to be in the company of those who are not members of the Maria Fidelis community and are deemed a threat to the safety of others.

Signed by Chair of Governors:.....

Modesto Tondelli

Date:.....

Date of Review:.....

Appendix I Searching Students

Please click on this [link](#) to access guidance issued by the Department for Education in January 2018 entitled 'Searching, Screening and Confiscation' which is applicable for all schools in England, and which we follow at Maria Fidelis:

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent*, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs and legal highs
- controlled and prescription drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used: to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

*The ability to give consent may be influenced by the child's age or other factors.

We follow very clear guidance issued by the Department for Education in January 2018 'Searching, Screening and Confiscation;' reference paragraph 15, which is copied below for parents'/carers' benefit.

Statutory guidance for dealing with electronic devices

"Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property."