

BISHOP ULLATHORNE CATHOLIC SCHOOL



Behaviour Policy 2023

Review date: Summer 2024

Governors' statement of General Principles

Introduction and Ethos

Constructive behaviour, happy self-discipline, positive consideration and respect for others are central themes within Christian Living. The teachings of Jesus Christ are as valid in our modern times as they were two thousand years ago. The demands of living in a modern society with its high technology and materialistic pressures often create problems for young people. For others, these pressures can reinforce a desire for an inner, more personal, peace. The aim of this policy is to encourage self-disciplined individuals who live out their lives to a high standard in school, at home, in the local community and in the wider world.

The ethos and values which Bishop Ullathorne aims to espouse are set out in our Mission Statement. This is how our School 'comes alive' and attempts to show its distinctive character.

Mission statement

Our mission is to be an active Christian community of love and service where all feel they belong and are valued. We will help each other to recognise the gift of God within us, to search for excellence and foster the development of our true self.

Behaviour Policy 2023

Philosophy

It is the responsibility of all our community to ensure that good behaviour is shown in school and in our local community. At Bishop Ullathorne School we believe strongly that it is not acceptable for learning to be disrupted by others that all students have the right to learn in a calm working environment, that all of our community should strive to carry out the 'Ullathorne Way' values of Compassion, Eloquence, Faith filled and Prophetic, Attentive, wise and Curious and Grateful. Our community values each of its members as a unique child of God and we respect the dignity of each person. When we fall short of our ideal we will seek reconciliation and promote forgiveness. Our policy is designed to ensure every child is able to feel safe and happy whilst a part of our school community.

Links with other policies

This policy should be read in conjunction with other school policies, particularly:

- Special Educational Needs
- E-Safety
- Safeguarding
- Anti -Bullying
- Teaching and Learning
- Anti-Racism

Principles

Bishop Ullathorne Catholic School will promote positive behaviour and good attendance through:

- positive, warm relationships
- a consistent approach to behaviour management
- the development of an appropriate and relevant curriculum and learning materials.
- strong leadership
- excellent classroom management
- the use of appropriate rewards and sanctions
- staff development and support
- liaison with parents and other agencies
- effective management of student transition
- the provision of good facilities and strong organisation
- our six 'Ullathorne Way' values.

Good attendance and behaviour by students will be recognised appropriately. All children should be at school, on time, every day that school is open, unless the reason for the absence is unavoidable. The standard of behaviour expected of all students is fully explained when the student joins the school and is constantly reinforced in CPSHE, assemblies, lessons and Classroom expectations. (See appendix)

To support and ensure that there is a safe environment for all students we have a “**Hands Off**” policy:

Our "Hands Off" rule is to ensure our school is inclusive and safe and that all young people are in a position to feel safe in school without anyone invading their personal space or them receiving unwanted physical interaction, therefore, we will not tolerate any physical contact within our community. However, if a student is hurt, upset or needing emotional support, we would expect their friends - an important support network - to act with **compassion** and kindness. There is also a wealth of support available from our Pastoral Team.

Students, with parental consent, are of course able to have romantic relationships. Our stance is that in school the focus should be on learning and progress; therefore, any romantic relationships should be conducted outside of school. CPSHE lessons have a focus on positive, healthy relationships and students can talk to a trusted adult in school for advice and support if they need to.

If students are asked to take their 'hands off' another student they will receive a sanction.

Rewards

“There is a sense of compassion around the school and everyone is valued as part of the school family.”

Bishop Ullathorne Catholic School rewards students in many ways and actively celebrates their achievements. It would be impossible to list all of the strategies used due to their extensive nature but they include:

- achievement, Community and Effort Points
- praise letters and postcards
- awards Assemblies and certificates
- tutor Champions
- attendance tutor trophy
- positive comments in books and verbally
- through incentives and programmes, such as the Character Passport in Year 7 and 8.
- Attendance at the year 11 Prom

Sanctions

Sanctions are also necessary in order for students to learn that there are consequences for any inappropriate actions. Teachers have a specific legal power to impose detention outside of school hours without parental consent. Teachers can also confiscate students' property (but remain liable for its safety) and use reasonable force to restrain or remove a student compromising the safety of themselves or others. Sanctions can be applied by all paid staff with responsibility for students but more serious sanctions such as internal exclusion can only be authorised by SLT or the Key Stage Leader. External exclusions can only be authorised by the Headteacher.

Appropriate sanctions may include:

- verbal warning
- detentions.
- referral to Heads of Department / KSL
- behaviour report
- motivational report
- parental contact
- internal exclusion (authorised by KSL or SLT)
- fixed term exclusions (only to be authorised by the Headteacher)
- six week placement
- supported transfers
- permanent exclusions (only to be authorised by the Head Teacher and Governors).

Detentions outside of school hours are a lawful sanction and may be used by our school without parental consent. However our school will be mindful that no notice detentions should not be issued where it is known that doing so may compromise a child's safety. Students with known caring responsibilities should only be issued with such a detention if doing so would not impinge on these responsibilities. It is the policy of the school to inform the parent the day before of the detention by text, phone call or letter so that arrangements can be made for the child to be able to return home safely. However, in some circumstances notice is not required and the parent will be expected to make suitable arrangements for their child to be collected.

Behaviour for learning within the classroom

Step one

Teacher will give the student one verbal warning about their behaviour.
This will be a reminder to the student of expectations of good behaviour for learning.

Step two

Teacher will give the student a second calm verbal warning about their behaviour.
This will then be recorded on Class Charts by the class teacher.
A break detention may be issued if the teacher deems this appropriate.

Verbal warnings are recorded on a student's school behaviour record for the following

- disruption to own learning
- disruption to others learning
- inappropriate language
- insufficient work
- Homework or classwork not at the expected standard for their ability

Step three

Student's behaviour continues to be disruptive. Student is removed to the HOD or a designated member of Department for the remainder of the lesson.
If a student refuses to leave the room a message is sent to main admin for a member of SLT/KSL/PSM to be called to collect the student.
This will be recorded on Class Charts by the class teacher and a break detention issued.

Students who are removed to a HOD or a designated member of staff will be required to attend a break time detention that same day with the class teacher.

Any student who fails to attend the detention issued will be given an after school detention for the next day. **A message via Class Charts will go home to notify parents/ carers of this.**

If a student fails to attend their after school detention within the Department they will be placed in an SLT detention
If a student fails to attend their SLT detention
They will be placed in the BSU the following school day until 4.00pm

Step four

A student is removed immediately from class by a member of staff if they have committed any of the following:

- Causing a risk to the H&S (e.g. Fighting)
- Swearing at a member of staff
- Refusing to go to the HOD or designated member of staff in step three

The Key Stage Leaders and SLT will give an appropriate sanction and communicate this to all relevant parties. Most often this will include a same night sanction lasting 1 hour, however this may be escalated if deemed appropriate by the Head of Year.

School Based Sanctions and Behaviour Support

Break time detention Pastoral (Social Time)

These are issued to students who have not shown the Ullathorne Way at break and lunch times and movement around the school site. The detention will be served with the Key Stage leader and Pastoral Support Managers.

Break time detention Pastoral

These are issued to students who have been late to school, have not followed the school uniform policy or have not followed the school behaviour policy in tutor time.

Break time detention departments

These are issued to a student who has reached step 2 on the behaviour for learning in lessons policy.

Students may receive one for:

- disruption to own learning
- disruption to others learning
- inappropriate language
- insufficient work
- Homework or classwork not at the expected standard for their ability

The student will meet with the member of staff and have a restorative Justice conversation with them. Failure to attend this detention will result in a 1 hour detention after school the following day.

After school detentions one hour Departments

This will be issued to a student who has failed to attend the restorative justice detention or complete it properly the previous day. Students may also be issued this detention for failure to complete homework, or for truancy from the lesson.

After school detentions one hour Pastoral

This will be issued to a student who has failed to attend the restorative justice detention the previous day. A student may also be issued this for removal from a lesson for causing a risk to the H&S (e.g. fighting), or refusing to go to the HOD in step two of the behaviour for learning policy.

After school attendance and punctuality detention

Students will be issued a 15 minute detention on a Friday for every lesson they are late for during the week. Late to lesson is arriving on the 5th minute or afterwards.

Students will be issued with a one hour detention if they have been late to school twice or more that week.

After school detentions one hour SLT

This will be issued to a student who has failed to attend the one hour pastoral detention or Department detention. A student may also be issued this for removal from a lesson for causing a risk to the H&S (e.g. fighting), or refusing to go to the HOD in step two of the behaviour for learning policy.

Internal Exclusion

Students may be excluded from individual lessons or a whole school day for behaviour which is deemed serious. If a student is being placed in the Behaviour Support Unit for the whole day then their school day will be extended until 4.00pm

Headteachers Power to exclude

Only the Headteacher can exclude a student from school and this will be based on disciplinary grounds.

Fixed Term Exclusion

Possible reasons that a student may be given a fixed term exclusion could be:

- Smoking, vaping or drinking alcoholic beverages on site or while taking part in a school activity.
- playing with fire alarms or fire extinguisher
- vandalism
- bullying or behaviour that is hurtful/harmful to self or others (including racism, sexist or homophobic behaviours).
- threatening others (physical or verbal)
- deliberate involvement or instigation of conflict
- sexually inappropriate behaviour
- stealing or possessing stolen property
- fighting or physical aggression – no form of fighting or aggressive behaviour will be tolerated
- wilful disobedience or serious disrespect to an adult
- bringing the school into disrepute
- swearing at a member of staff.

All fixed term exclusions will be notified by phone call and letter outlining the reasons for the exclusion. All exclusion will require a return to school meeting with either the key stage leader and or a member of the senior leadership team.

Governors Panel

Students may be referred to a Governors panel when a student has received one or more fixed term exclusions or there has been serious breaches of the behaviour policy. Parent/Carers and the student will be invited to attend the panel and discuss the concerns and way forward.

Permanent Exclusion

The decision to permanently exclude is never taken lightly and incidents at Bishop Ullathorne School are rare. However, this decision is sometimes necessary and while the list of behaviours that lead to permanent exclusion are non-exhaustive the school does take a zero tolerance approach to possession of any illegal substance or bladed article. In such cases permanent exclusion is almost certainly inevitable.

The power to discipline beyond the school gates (including incidents of cyber bullying)

Bishop Ullathorne Catholic School takes seriously any inappropriate behaviour which takes place beyond the school gates and students understand that they may be subject to sanctions where necessary. This is particularly true where the behaviour:

- results in offsite bullying
- results in repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- adversely affects the reputation of the school
- occurs when the student is taking part in any school-organised or school-related activity
- occurs when the student is travelling to or from school
- occurs when the student is wearing school uniform

- is in some other way identifiable as a student at our school.

In all of these circumstances, the Headteacher will consider whether it is appropriate to notify the police, if the behaviour is criminal or poses a serious threat to a member of the public. The school buses are not operated by the school but poor behaviour on the bus to or from school may result in the school requesting that a student be banned by the bus company, or have their school supplied bus pass removed.

Power to Search and Confiscate

The Headteacher may designate SLT and Key Stage Leaders to confiscate items which are deemed as illegal or which are being used contrary to school rules. A designated member of staff may, in the presence of a witness, search a student, or their belongings, for prohibited items without the student's consent if they have reason to believe they are in possession of the student:

The member of staff may confiscate the item and contact the parent / carer of the student to discuss what further action will be taken. In some instances the Headteacher may determine that the police should be involved.

Mobile Phones and other devices

Students who bring mobile phones or other audio devices to school do so at their own risk. These devices must be switched off and put away out of sight as soon as they come through the school gate and should only be turned back on again once they have left the school premises. This includes at break times. Any mobile phones or audio devices (including headphones) seen during the school day will be confiscated for 24 hours. A device confiscated a second time will be returned to parents. Students who refuse to surrender mobile phones or music devices when asked by a member of staff will be deemed to have refused to follow an instruction from a member of staff and sanctions will apply. An opportunity may be given for the child to call home from a school landline if their phone is confiscated to explain the situation. Students will be asked to sign a mobile phone contract if their mobile phone is confiscated.

Sixth form students are able to use their phone in the library, study area and common room. Sixth form students are not allowed to use their phones in class or in corridors.

School Uniform

Bishop Ullathorne Catholic School has a very smart uniform. Parents agree to their child wearing our full uniform and following the uniform code when they accept a place at the school. All students in years 7 – 11 are required to follow the uniform code. This includes:

- School blazer
- School tie
- Black tailored trousers (**no skinny or tight fitting trousers**)
- School skirt
- Black shoes (**no trainers or canvas shoes**)
- A dark coloured school coat. No hoodies, leather, or denim jackets.
- A good sized school bag
- Jewellery limited to one small stud per ear, a watch and/or jewellery required through religious belief.
- A sensible hairstyle (no extreme use of colour or patterns cut in to the hair)
- A black or red hairband
- No acrylic nails, false nails or nail varnish
- No Make up

Students who break the uniform code will be reminded of it by teachers and asked to wear uniform which will be given to them by the school for the day. If a student refuses to follow the code they will be deemed to have refused to follow an instruction from a member of staff and sanctions will apply. (see Pastoral detentions)

Sixth Form students must wear appropriate business dress.

Drug misuse

Bishop Ullathorne Catholic School will not tolerate the use or selling of drugs on its premises. Students arriving in school having taken drugs will be returned to the care of their parents immediately. Any student bringing drugs onto the school premises or dealing in drugs on the school premises will be subject to exclusion. Any drugs found will be reported to the police.

Continuous Poor Behaviour

Students who exhibit continuous poor behaviour will be supported through a variety of mechanisms such as:

- Form Tutor or Key Stage Leader Report
- behaviour Support Plan
- SLT Report
- one to one support
- intervention with the Behaviour Support Unit
- counselling
- referral to support workers such as the EWO, School Nurse etc.
- early help referral
- multi-agency assessment
- preventative placement
- personalised curriculum plans
- any other suitable intervention.

All members of the school staff have the right to give instructions to students related to their behaviour and safety. Any student who refuses to follow an instruction from a member of staff puts themselves in breach of the behaviour policy and may be subject to sanctions.

Behaviour for Learning

The expectation is that students are fully engaged in their work, the work is well differentiated, pace is maintained and questioning is used effectively to tease out understanding so that misconceptions can be addressed. Students should be active participants in the lesson. Any behaviour that stops learning from taking place is unacceptable and needs to be challenged using the normal behaviour procedures. Students who do not produce work that is of the standard expected

In keeping with our faith, students should always be given an opportunity to adapt or change their behaviour in order to reconcile and develop self-awareness. As such staff should provide a clear, calm warning when behaviour does not meet expectations before a sanction is applied. Class teachers are responsible for the behaviour in their classrooms. Ongoing CPD as well as department guidance provides strategies to support teaching staff with classroom management. If a student continues to exhibit continuous poor behaviour, then a class teacher may make a referral to the Head of Department or Key Stage Leader for further action.

Then Peter came up and said to him, "Lord, how often will my brother sin against me, and I forgive him? As many as seven times?" Jesus said to him, "I do not say to you seven times, but seventy times seven.

Matthew 18:21-22

Appendix

Behaviour points stages of Intervention

A student who is accumulating large numbers of behaviour points will need support and guidance to help make better decisions. The Pastoral team will work with the student at different stages. Students will be asked to see the member of staff daily and will be monitored on a report.

Stage	Number of points	Pastoral team	Number of weeks
1	25	Tutor	2
2	50	Pastoral Support Manager	2
3	75	Head of Year	2
4	90	Senior Leadership Team	2
5	100	Headteacher	2

Students will also be supported with some of the following if needed:

- Communication with parents to share concerns and update
- Mentoring with Behaviour Support Unit
- Parental meetings
- 6 week placement
- Early Help
- Governors panel
- 12 week placement (Supported Transfer)

Achievement points rewards table

Students who work hard and live out the Ullathorne way will be rewarded in a number of ways. Achievement points are the consistent method of rewarding students and the table shows the levels at which students will be recognised formally for their achievements.

Any student who receives 10 or more achievement points in a week will received a letter home for the Headteacher

The following tariff will show when a student will be awarded a certificate

Number of Achievement Points
25
50
75
90
100
130
160
180
200

Students may also be rewarded through one of the following ways at some point during the academic year:

- Achievement, Community and Effort Points
- Praise letters and postcards
- Awards Assemblies
- Tutor Champions
- Attendance tutor trophy
- Positive comments in books and verbally
- Through incentives and programmes, such as the Character Passport

Persistent lateness to school

Step 1

Students who are late to school will sign into the gatehouse and be issued a late to school slip. They will be placed in a breaktime detention with their key stage leader and or pastoral support manager

Step 2

Students who are classed as persistently late to school. Two or more lates in a week will be placed in an after school detention on a Friday night. This detention will last for one hour. The student will also be spoken to by their Pastoral Support Manager about the issues and work with them to resolve them.

Step 3

Students who continue to be classed as persistently late will complete step 2 consequences and meet with the key stage leader and parents. This will take place a month after the first step 2 action. The student will also be spoken to by their Key Stage Leader about the issues and work with them to resolve them.

Step 4

Students who continue to be classed as persistently late and have been seen by their key Stage Leader will have a parental meeting with a member of SLT and the Education welfare officer. This will take place one month after step 3. A punctuality contract will be created.

Step 5

Students who continue to be classed as persistently late and have been seen a member of the senior leadership team will asked to attend a governor's panel. This will take place one month after step 4



Bishop Ullathorne Catholic School Home School Agreement

Our mission is to be an active Christian community of love and service where all feel they belong and are valued. We will help each other to recognise the gift of God within us, to search for excellence and foster the development of our true self.

It is the responsibility of all our community to ensure that good behaviour is shown in school and in our local community. At Bishop Ullathorne School we believe strongly that it is not acceptable for learning to be disrupted by others, that all students have the right to learn in a calm working environment, that all of our community should strive to carry out the 'Ullathorne Way'.

Students' Responsibilities

As a Student of Bishop Ullathorne school I will strive to be the best person I can be by:

- following the values of the Ullathorne way by being compassionate, faith filled and prophetic, attentive, eloquent, grateful, wise and curious.
- being in school every day, being on time for school and lessons
- wearing my Bishop Ullathorne school uniform with pride
- following the instructions of all school staff
- taking care of our school environment
- completing my class and homework to the best of my ability
- conforming to the bus travel code of conduct
- having the correct equipment I need each day.

Student's Signature _____

Date _____

Parent's Responsibilities

As a school community it is important that we work together to ensure that we help all of our students to recognise the gift of God within them. Parents can help this to happen by:

- supporting Bishop Ullathorne Behaviour policy
- informing school immediately about any concerns or problems, which may affect your child's behaviour or work.
- encouraging your child to work hard to complete schoolwork and homework.
- ensure that your child arrives to school on time.
- ensure you child is wearing the correct school uniform
- support my child in conforming to the bus travel Code of Conduct as detailed in the student journal.
- attending Parents' Evenings and Education Evenings relevant to our child's progress and wellbeing at school.
- when communicating with staff in the school I agree to communicate in a respectful manner.
- understand that everything we do in this school is to create an excellent young person who lives out our Ullathorne values.

Parent's Signature _____

Date _____

School Responsibilities

The school will:

- promote full participation in the religious and spiritual life of the school and encourage the practice of moral and spiritual values in accordance with the teachings of the Catholic Church.
- provide a broad and balanced a curriculum which sets out to meet the individual needs of your child.
- provide regular information about your child's progress through progress reports and Parents' Evenings.
- provide pastoral support for your child's personal welfare and safety so that they feel secure and a valued member of the school community.
- work closely with you as parents, contacting you quickly to deal with any concerns, which may affect your child's progress at school.
- provide clear guidelines about good behaviour and ensure sanctions are applied so that learning is not interrupted and success is maximised.
- provide opportunities for your child to celebrate their achievements exercise their personal qualities and grow to be a caring and kind member of society.

Mr Chris Billings
Headteacher
Summer 2023

Classroom expectations

At the start of lessons:

- Make your way to your classroom calmly, quickly and in a sensible manner.
- Enter the classroom in quietly and purposefully.
- Remove your coat, place your bag on the floor and sit down.
- Place your planner, knowledge organiser and pencil case on the desk
- Sit down, put the date in your exercise book and begin the task your teacher has set.
- Answer your name being called on the register “Yes Miss” or “Yes Sir”
- You should complete the work set in silence unless the teacher has asked you to discuss the work in your table group.

In every lesson, we have the following expectations of all students:

- Attend lessons with the appropriate equipment.
- Sit up straight and listen attentively.
- Remain in their seat unless the teacher asks them to move around the room.
- Complete the work set to the best of their ability at all times.
- Follow instructions first time, every time.
- Never interrupt learning.
- Ask and answer questions during lessons.

At the end of the lesson students should;

- Remain seated until instructed otherwise.
- Pack all personal belongings into bags.
- Stand behind their chair in silence, when invited to do so by the teacher
- Walk calmly and quietly when the teacher dismisses them.

During your detention:

- Arrive on time to the detention room.
- Remove your coat and take out any work that you have to complete and/or a reading book. Your teacher may have work they would like you to complete during the detention.
- Remain in your seat unless the teacher asks you to move.
- Follow instructions first time, every time.
- Sit in silence unless the teacher is speaking to you.
- Wait for the teacher to ask you to pack away and dismiss you.

Restorative Justice conversations during your detention:

- Your class teacher may have a restorative justice conversation with you during the detention. Before this happens, please reflect on the reason you are in detention and how things can be resolved.
- Please listen to what the member of staff is saying without interrupting.
- Calmly explain your thoughts and feelings about the incident and how you feel things can be resolved.
- Listen carefully to the agreed next steps and expectations for returning to class.