



# St Joseph's

Roman Catholic High School  
& Sports College

## Behaviour & Discipline Policy

*Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith.*

**Approved by Governors:**

**Date for Review:** January 2018

**Signed Chair of Governors:** P. Jones

**Signed Headteacher:** R Woods

**Governors Committee:** Standards & Welfare

## Version Control

Current version	Previous version	Summary of changes made
April 2017	November 2015	Clarification in sections 2 and 3 of expectations
		Language in section 5 now replicates DfE guidance on Permanent Exclusions
		Clarification on Pg 8 regarding SLT Callout procedures
		Headteacher Breakfasts and Praise Assemblies added to available rewards. Epraise system and available rewards & interventions update on pgs 11-12
		Interim Sanctions added to list on pg 10

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	✓
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

## **Gospel Values**

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: *"...depict the countenance of Jesus Christ and portray his charity"*. Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also *"...reveal the goal of human existence, the ultimate end of human acts"* and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"*

Values: **Faithfulness & Integrity**

*"Blessed are those who mourn, for they shall be comforted"*

Values: **Dignity & Compassion**

*"Blessed are the meek, for they shall inherit the earth"*

Values: **Humility & Gentleness**

*"Blessed are those who hunger and thirst for righteousness, for they shall be satisfied"*

Values: **Truth & Justice**

*"Blessed are the merciful, for they shall obtain mercy"*

Values: **Forgiveness & Mercy**

*"Blessed are the pure in heart, for they will see God"*

Values: **Purity & Holiness**

*"Blessed are the peacemakers, for they shall be called children of God"*

Values: **Tolerance & Peace**

*"Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven. Blessed are you when they insult you and persecute you and utter every kind of slander against you because of me. Be glad and rejoice for your reward is great in heaven; they persecuted the prophets before you in the very same way"*

Values: **Service & Sacrifice**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

## **Section One**

### **Aims of the Policy**

- 1) To ensure that effective teaching and learning take place at St Joseph's in an environment that is safe, secure and purposeful.
- 2) To contribute towards the fulfilment of the School's Mission.

## **Section Two**

### **Principles underlying the Policy**

- 1) To help to develop Christian moral and spiritual values in each individual.
- 2) To promote the self-esteem of each individual, and to encourage self-discipline and self-respect.
- 3) To encourage respect for all people and property.
- 4) To encourage all members of the school community to be aware of their responsibilities and to act as examples to others.
- 5) To ensure that the school community is aware that support and guidance are available when needed.
- 6) To reward good behaviour and to make known the consequences of unacceptable behaviour.

## **Section Three**

### **Code of Conduct**

The School Community expects the highest standards of behaviour from its members, and this code of conduct is based on the principle that all pupils and adults at St Joseph's will be valued equally and treated with respect.

Such a code cannot cover all possible eventualities. In general, pupils are expected at all times to behave to the best standards expected of pupils at a Catholic School. We are proud of our pupils -we want them to be proud of the school. The code is divided into three sections.

1) **Respect and Consideration**

- (a) When talking to each other and in our attitudes, we should show respect for each other as individuals. Treat others as we would wish to be treated.
- (b) We should show respect for other people's property and that of our community, inside and outside school.
- (c) Bullying in any form is totally unacceptable. The school has a clear policy on this matter.
- (d) Harassment on the grounds of gender, race or sexual orientation is also totally unacceptable. This 'harassment' is defined as such if any party involved in or witnessing the incident considers it to be so.

2) **Behaviour in the Classroom/Form Room**

Pupils should:-

- a) show respect to those learning alongside them and should not commit any act which disrupts the learning of others
- b) be polite and courteous at all times, listen to others and follow instructions carefully. **Inappropriate language to staff or peers will not be tolerated**
- c) always work to the best of their ability and hand work in on time
- d) never enter or leave the classroom without permission
- e) be punctual to school and to lessons
- f) be organised ... always having the correct equipment for all classes
- g) always bring the Student Diary to class, keep it fully up to date, complete it in the proper manner and use diary to full extent
- i) always return reply slips and absence notes to school **as soon as possible**
- j) wear the correct uniform at all times and comply with the school policy on hairstyles and make up
- k) at no time will a mobile phone/**electronic communication devices such as smart watches be allowed in class or around school.** Students may bring mobiles to school for emergency use, but they must be **either lodged in the school office in a named envelope or switched off at all times whilst on school premises and kept in bags.** **Mobile phones must not be used for any reason on the school site** and confiscation of the phone will result if this is the case. A written letter from home will be needed for the phone to be returned. Parents should contact the school office with any messages for pupils which will then be given to them directly.

### 3) **Behaviour Outside the Classroom (including school visits and residential)**

We all have a responsibility to ensure that St Joseph's is a safe and healthy environment. Therefore:

- a) **objects** that are dangerous will not be allowed in school, nor will valuable items unless prior permission has been given - **school is not responsible for loss, theft or damage.**
- b) pupils should walk instead of running and keep to the left on stairs - it is safer for everyone. Carry your bag safely.
- c) take care of the building and the grounds. Misuse of the facilities (e.g. graffiti, vandalism, **litter**, fire alarm etc) is totally unacceptable
- d) fighting in any place, at any time, will not be tolerated **including outside of the school gates**
- e) unruly or inappropriate behaviour **or language** on corridors or on the school yard (e.g. misuse of footballs) or on the school bus will not be tolerated
- f) Hugging, kissing or inappropriate affectionate embraces are not acceptable.
- g) all members of the community must comply with emergency evacuation procedures
- h) pupils should only eat in designated areas and put litter in the bins provided. Chewing gum is not allowed
- i) a number of areas around school are out of bounds and pupils should not be in the wrong place at the wrong time **(including behind the Technology block, T-Building, Sports Hall, School fields and Drama Block)**
- j) pupils are not permitted to leave the school premises during the school day, unless returning home for lunch **or medical appointment** having provided a letter **or conversation** from home or with express permission from a member of staff. Pupils leaving the premises with permission should use the proper 'signing out' procedure.
- k) all incidents of unauthorised absence will be dealt with according to the school's Attendance Policy

## **Section Four Conclusion**

Pupils who respect our code of conduct are rewarded in a number of ways. This community believes that a positive system of praise, encouragement and reward is the most effective way of fulfilling our Mission Statement. Where teachers actively encourage self-control and self-discipline in the pupils, rather than emphasising the negative aspects of their behaviour, progress and development are enhanced. We aim to treat our pupils as individuals, and not just as learners.

*For this reason, whole class punishments are to be avoided as this may involve possible injustice to individuals who were not at fault.*

Pupils who break our Code of Conduct and therefore fail to respect other pupils, staff, their property or the school site will be subject to sanctions. In the interests of promoting consistency across the school in tackling problems of discipline, and of ensuring that the "punishment fits the crime", a hierarchy of sanctions and responsibilities has been produced as a guideline for staff, for prefects and for welfare assistants. The latter two are also responsible for keeping good order and safety in the school, and should be treated with respect by all pupils.

*Pupils will be consulted regarding the effectiveness of rewards and punishments through the School Council.*

It must also be emphasised that the SEND Code of Practice as it relates to EBD pupils will be complied with, and its staged approach utilised as part of this Behaviour and Discipline Policy

## **Section Five Serious Offences**

The aim is that all pupils are recipients in some way from our new system of rewards, and obviously the majority of pupils at St Joseph's would never need to be subject to the range of sanctions suggested.

The Senior Leadership Team may isolate a pupil away from their peers for a limited period in the schools internal isolation room. This sanction is to be used for pupils who cause significant disruption in class or who break other school rules to a significant degree as outlined in this policy. Pupils will be allowed time to eat lunch and use the toilet.

For pupils committing serious offences the Headteacher has the power to exclude pupils from school for a fixed period of up to 45 school days in a school year. The Headteacher may consider that a pupil returning to St Joseph's would be detrimental to the good order, safety or discipline of the school, and in such extreme cases might apply a permanent exclusion, where **'allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school'**. Usually, a Pastoral Support Programme would be agreed between the school, the pupil, the parents and any appropriate outside agencies in order to ensure that every avenue to keep the pupil at the school had been explored.

This power to exclude for a fixed period or permanently would only be exercised when a pupil commits a more serious offence. For example:

- a) Possession of offensive weapons
- b) Violent or aggressive behaviour towards pupils or staff
- c) Persistent insolence or defiance towards staff including inappropriate language
- d) Persistent and wilful breach of the Code of Conduct.
- e) Sexual abuse or assault to pupil or staff
- f) The possession or use of tobacco, alcohol or illegal substances, such as drugs

- g) Offences committed off the school site may also result in exclusion if the offence is committed whilst the pupil is wearing the school's uniform and is therefore representing the school.
- h) Any pupil who is involved in supplying controlled substances (such as illegal drugs) on the school site, on the way to or from school or whilst wearing school uniform will be permanently excluded.

### **Confiscation of inappropriate items:**

The general power to discipline enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances. The pupil may receive this back at the end of the day or may require a parent to collect the item from school. The school reserves the right to search without consent for 'prohibited items' including knives and weapons, alcohol, illegal drugs, stolen items, tobacco and e-cigarettes, indecent images and any item that is likely to cause personal injury or damage to property.

### **Reasonable force:**

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves, others or damaging property.

However, the most difficult aspect of this is to ensure that the "punishment fits the crime". Every effort will be made to be consistent and to ensure that sanctions are applied in accordance with our Mission Statement.

### **Urgent Referral/ SLT callout:**

If a situation arises in class that the class teacher is unable to deal with there and then and needs to be dealt with urgently due to the safety or learning of the pupil or other students that cannot be dealt with after class, then SLT should be called for.

The class teacher should contact the main office, who will obtain the member of SLT 'on call' to remove the pupil/pupils from the lesson. This should only be used when the class teacher has exhausted all other possible options available to them.

The member of SLT will decide on appropriate action, sanctions or intervention once the urgent referral form has been completed by the staff member to ascertain the full facts of the incident and will triage support needed.

## **Section Six**

### **Evaluation of the Policy**

The success of the above policy will be measured by the following performance indicators

- 1) High levels of attendance and punctuality.
- 2) Quality of uniform and appearance.
- 3) The number of fixed term and permanent exclusions.
- 4) Evidence of respect for the environment (e.g. amount of litter, graffiti, vandalism etc).
- 5) Success of the rewards and Sanctions Scheme.

- 6) Anecdotal evidence - written and verbal comments from visitors to school, supply staff, outside agencies, parents, local community, bus drivers, shop keepers etc
- 7) Effectiveness of teaching and learning measured by external examination success.
- 8) Effectiveness of teaching and learning reported by staff, parents, Ofsted etc.

### **Public Recognition of Achievement**

- a) In Whole School Assembly. Some pupils thrive on such public recognition, but others are embarrassed and shy away from it.
- b) In Year Assembly. Most pupils are more comfortable with the congratulation of their peers.
- c) Sending individuals for praise to the Manager of Learning for particularly good behaviour or work is also effective.
- d) Displaying good work in a classroom or corridor area also recognises achievement.
- e) Headteachers Breakfast. Pupils may be nominated for a headteachers breakfast once a month for achievement as recognised by a member of staff.
- f) Half Termly Praise Assemblies. This is to praise two pupils in every year for effort and two for attainment in every subject in each year group more regularly as well as outside of the classroom achievements. To promote a positive mindset regarding learning, effort and progress.

### **Formal Rewards**

- a) Head teacher's Commendation. The award of a certificate by the Headteacher for outstanding work or achievement, (together with a number of e-praise points).
- b) Leaver's reference or testimonial. Praise can also be recorded on school reports.
- c) Praise Assemblies: At the end of each academic year, each individual year group is involved in a Praise Assembly, held in St. Anthony's Chapel. At this celebration a variety of certificates that recognise hard work and achievement in each subject area. Individual awards and recognition of sporting success are also awarded.

### **Sanctions**

The following sanctions are placed in a hierarchy and are referred to as part of a guideline for staff when dealing with pupils who breach the Code of Conduct. There must be consistency from staff, heads of department and year groups. Pupils should be aware of the sanctions they will receive if they misbehave. Staff should follow the sanctions ladder and refer on if persistent misbehaviour continues.

## **Hierarchy of Sanctions (See Sanctions ladder)**

### **Subject Tutor**

- 1) Verbal reprimand or warning.
- 2) Written impositions.
- 3) Detention (break, lunchtime or evening). This must be written in the pupil's homework diary.

### **Heads of Department**

- 4) Isolation/removal from lessons or yard.
- 5) Letter to parents (liaise with the Manager of Learning).

### **Manager of Learning**

- 6) Behaviour management sheets / targets (& sanctions).
- 7) Parental Interview with Manager of Learning. (IBP used - 2 six week periods).
- 8) IBP may lead to the use of outside agencies (counselling etc), the Early Intervention Team, Behaviour Support

### **Senior Leadership Team**

- 9) Parental Interview.
- 10) Behaviour Monitoring.
- 11) Headteachers Detention
- 12) Use of Isolation Unit.

### **Head teacher**

- 13) Use of Isolation Unit.
- 14) Headteachers Detention
- 15) Parent Interview with Head teacher.
- 16) Head teacher's warning - standard procedure.
- 17) Governors' Disciplinary Committee.
- 18) Fixed-term exclusion.
- 19) Permanent exclusion.

## **Discipline beyond the school gate:**

Teachers have the power to discipline pupils for misbehaving outside of the school premises to such an extent as is reasonable. Teachers may discipline pupils for:

Misbehaviour when the pupil is:

- Taking part in any school-organised or school related activity.
- Travelling to or from school.
- Wearing school uniform or
- In some other way identifiable as a pupil of the school

Misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the member of staff.

### **Home School agreement:**

At St. Joseph's, we believe our students are more likely to reach their full potential if we work closely with parents and pupils. The home school agreement is in place to ensure that all stakeholders understand the expected behaviour from each party and abide by it.

### **Rewards and Sanctions**

Pupils are now able to be rewarded every lesson for their effort, progress and homework. They can also be awarded in form time for attendance, equipment and contribution to the school ethos. Pupils may also be awarded for outside of classroom activities like representing school, charity work and public service etc...

The rewards will take the form of 'praise points' via the schools new 'e-praise' system. Staff members may reward pupils throughout every lesson. Points may also be deducted for inclusion/exclusion, as highlighted.

Each pupil and parent will have access to their child's e-praise points via a login and be able to see where they are being rewarded and what for.

Once the pupil acquires a certain amount of points, they may 'buy' rewards on the e-praise 'shop'. Rewards vary from football and rugby tickets, to early lunch passes, stationary and special lunches. Some prizes due to monetary value, may require points to be spent to go into a draw for the reward.

Pupils must have gained a minimum of 1500 points throughout the whole school year to be eligible for the end of year rewards trip. This will include points already spent on rewards.

## **Interventions**

St. Joseph's will look to use a range of internal or external interventions if appropriate and available to assist supporting the pupil with the behaviours they are displaying. This may be through an Individual Behaviour Programme (IBP) to distinguish the appropriate support for the pupil. They may include:

### **Internal**

- Form Change
- Personal Mentor
- Form Tutor assigned for specific reasons
- Selected class teachers
- Register with 1 form/lessons with another
- Chaplain
- Nurture break/lunch
- St Anthony's Club
- Counselling
- Self Esteem/Confidence/Team Work/ Self Harm/Friendship Work
- Senco Interventions
- PPC meetings
- Extra-curricular clubs
- Inclusion
- Monitoring timetables with FT/MOL/AHT
- Parental Meetings
- Positive report card
- Phone calls home
- MOL Praise Cards
- Football/Rugby tickets- e-praise

### **External**

- Managed Move
- Behaviour Support
- Targeted Youth Support
- Hospital Home Tuition
- Alternative Provision/Work Experience
- Ladywood Outreach
- Educational Psychologist
- Early Intervention Team
- Family First
- School Nurse
- Social Services Referral and Assessment
- Speech and Language Therapy
- 360\*
- Parallel Centre
- Bolton Lads and Girls Club
- Parent Partnership
- CAMHS
- Pupil Referral Service
- Paediatric Dietician Clinical Team (Nutritional or dietary concerns)



# St. Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

**Telephone:** 01204 697456 | **Fax:** 01204 669018

**Website:** [www.stjosephsbolton.org.uk](http://www.stjosephsbolton.org.uk) | **Email:** [office@st-josephs.bolton.sch.uk](mailto:office@st-josephs.bolton.sch.uk)

**Headteacher:** Mr R. Woods | **Deputy Headteachers:** Mr M. Graham, Mrs J Morgan | **Chair of Governors:** Mr W. Charnley  
**Registered Charity Number:** 1075795 | **Facebook/Twitter:** StJosephsRCHS

## Headteacher's Detention

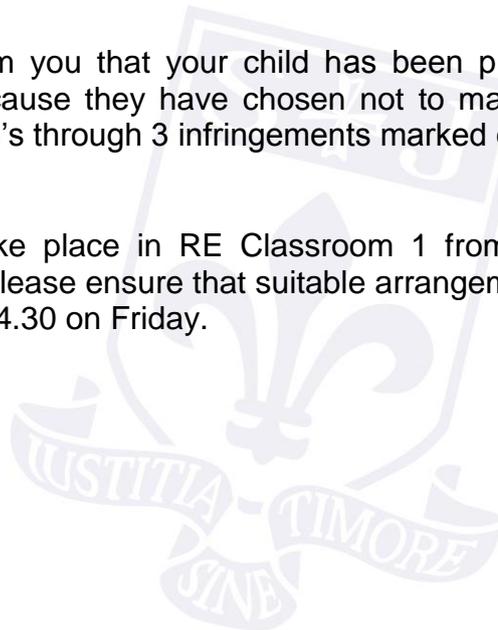
Dear

This letter is to inform you that your child has been placed in a Headteacher's detention. This is because they have chosen not to maintain the high standards expected at St Joseph's through 3 infringements marked on their SmartCard.

The detention will take place in RE Classroom 1 from **3.30pm to 4.30pm on <<Friday DATE>>** . Please ensure that suitable arrangements have been made for their journey home at 4.30 on Friday.

Yours sincerely

**Mr R Woods**  
Headteacher





# Urgent Referral Report Form

Name of Pupil (s)..... Form: .....

Session, Date & Time:..... Teacher: .....

## Type of Incident (please tick)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bullying           | <input type="checkbox"/> Disruptive Behaviour | <input type="checkbox"/> Verbal abuse        |
| <input type="checkbox"/> Racist Incident    | <input type="checkbox"/> Assault              | <input type="checkbox"/> Use of Mobile Phone |
| <input type="checkbox"/> Damage to property | <input type="checkbox"/> Illegal substances   | <input type="checkbox"/> Uniform             |

**Other** (please specify).....

## Brief Outline of Incident:

.....  
 .....  
 .....  
 .....  
 ..... (continue over)

Matter referred to:	R.Woods	M. Graham	J. Morgan
	M.Singleton	K.Walsh	A.Moore

## Action Taken:

.....  
 .....  
 .....

**Matter resolved**

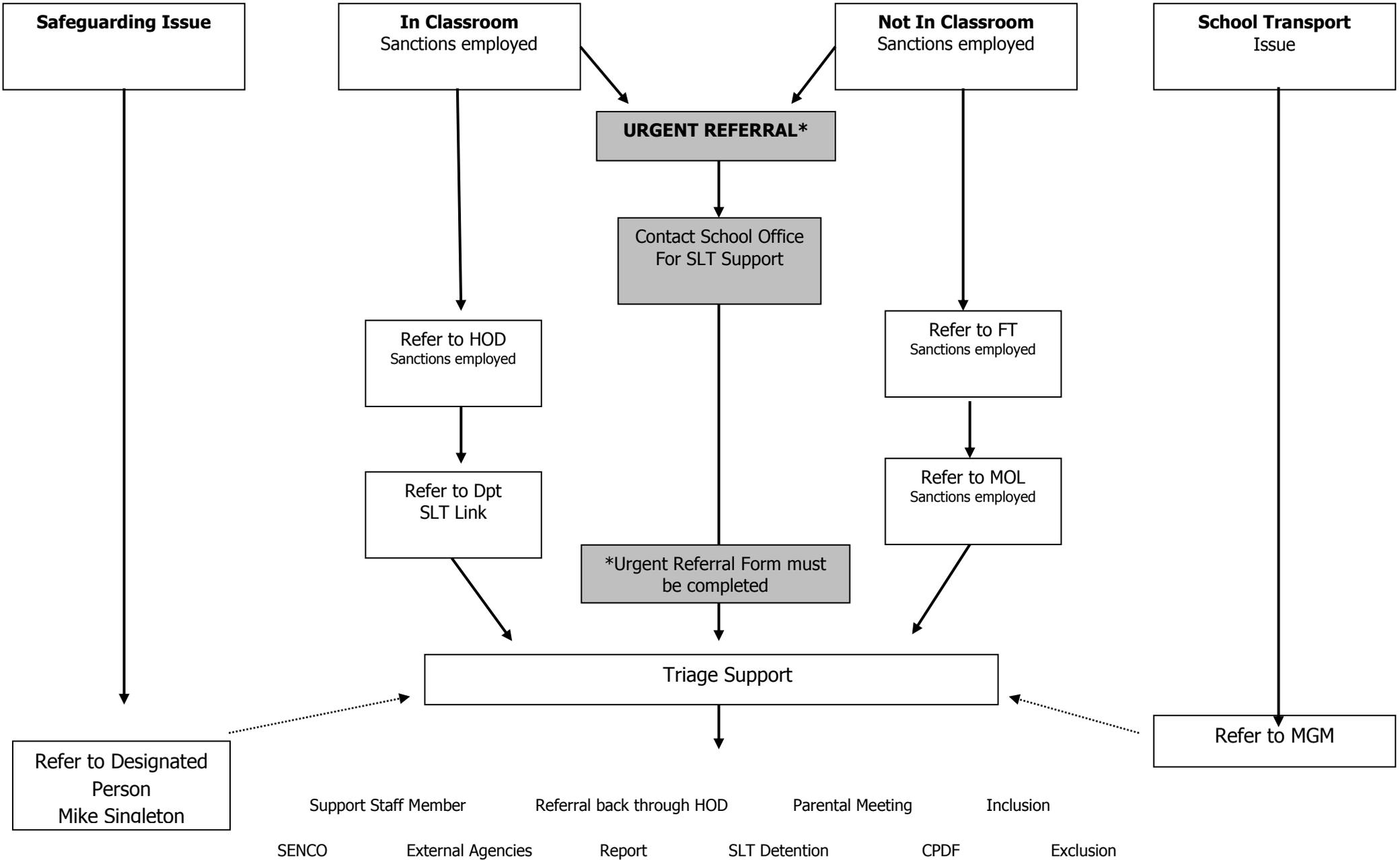
**Noted by MOL**

## Office Use:

Information recorded on SIMS:

Date & Staff: \_\_\_\_\_

## Referral Process - Behaviour / Behaviour for Learning 2016-17



## Awarding Praise Points (PP)

### Lessons

Ready to learn	on time/organised 1PP Performance in lesson 1PP	Max 2PP per lesson
Bonus points	outstanding work/homework, contribution to lesson, helpful	Max 5PP per teacher per lesson

### Form Tutors

Daily checks	correct equipment 1PP Uniform 1PP	Max 2PP per registration
Weekly check	Diaries, signed & complete Reply slips back, notes in etc	Max 5PP per week

### Attendance

Weekly	100% attendance 5PP	These will be automatically awarded through the system
½ Termly	100% attendance 25PP 96% attendance 10PP	

### Behaviour

Inclusion	For each instance -50PP	These will be deducted automatically
Exclusion	For each instance -100PP	

### Other

Extra-Curricular Clubs/Activities	For regular attendance over a ½ term 10PP	These will be added by an administrator.
Parents Evening SVP Party etc	For each activity 10PP	Email epraise@ st-josephs.bolton.sch.uk

# St Joseph's Behaviour Standards

<b>In the Classroom</b>	<b>On the Corridors</b>	<b>On the Yard</b>
<p>Show respect for others at all times            Be punctual – arrive on time            Always give 100% to the task            Present your work to the best of your ability            Listen to the teacher when they are talking and hold polite conversations with staff and pupils            Always raise your hand to share information or ask a question            Bring the correct equipment to every lesson            Put your litter in the bin            Begin tasks straight away            Don't rock back on chairs</p>	<p>Show respect for others at all times            Walk on the left calmly            Keep bottles in bags            Wear correct school uniform            Be prompt to lessons            Hold the door open for anyone who is behind you            Follow staff and prefect instructions            Keep moving</p>	<p>Use each 'yard section' correctly (footballs)            Stay away from out of bounds areas            Keep bottles in bags            Always behave in a considerate and safe manner            Show respect for others at all times            Calm sensible behaviour is expected at all times            Help and support others, particularly younger students            Always place litter in the bin            Ball games played in responsible manner            Show respect to all staff and pupils            Keep your hands to yourself</p>
<b>In the Dining Hall</b>	<b>Outside of School</b>	<b>On the Bus</b>
<p>Demonstrate respect for others at all times            Always use a tray            Put your rubbish in the bin            Treat the environment with respect</p>	<p>School rules still apply when in school uniform or representing the school            Be Safe - Use the pedestrian crossing</p>	<p>School rules still apply            Calm sensible behaviour is expected at all times            Be a 'Joey' and let staff know of any problems so that we can resolve them            Fill all seats before standing            No videos / pictures to be taken</p>



**'Be Just and Fear Not'**





