



St. Katherine's School

**Behaviour For Learning:
A guide for staff, students
and parents**

September 2016

Introduction

Our overriding aim at St. Katherine's School is for our students to display polite, respectful and responsible behaviour at all times. We want our school to be a warm, caring, friendly and happy place where learning and personal development can flourish. We rightly expect the very highest standards of behaviour at our school.

Student behaviour around the school should be impeccable; every lesson should be characterised by a relentless focus on learning, free from distraction and disruption. Every student and every member of staff should be able to feel relaxed and happy, confident that their working environment is one where people are kind, courteous and respectful at all times.

We have very high expectations of our students which is based on the principle that, once students know the rules and the consequences, they can make the right choices for themselves and for others.

We want our boundaries to be very clear and there are clear consequences if they stray beyond them. At school, in every situation where there are rules, students either choose to follow them or they make a choice to break them and face the consequences. The rules have to be clear and the consequences need to be consistent for this to work and that is our aim in implementing this system.

Our Behaviour For Learning system is centred on our core values of respect, responsibility and resilience. Further to this we have four clear expectations for all of our students:

- I will be on time, ready to learn
- I will follow instructions first time
- I will try my best at all times
- I will respect myself and the school community

Expectations of all students

In the Classroom:

Students are expected to follow these rules in every lesson:

- Respond promptly to the teacher and follow instructions from teaching staff when given
- Remain on task as directed
- Listen when others are speaking

Teaching staff will use the C1, C2 and a Protecting Learning (PL) detention if students do not follow these rules.

Arrive on time:

This means being on time for morning registration, assembly, tutor time, and lessons after break or after lunch.

It means no later than five minutes after the bell at lesson change-overs unless there is a note from a member of staff. A C4 detention will be given for lateness to registration or a lesson where the student is more than more than 5 minutes late without a valid reason.

Additional rules to note:

No toilet breaks are allowed during lessons unless a student has been issued with a Toilet Pass for medical reasons by the Head of Year.

No eating or drinking should take place in any internal area of the school other than the dining room. There should be no food or drink consumed in the school building. Only water is allowed within lessons, except in particular subjects e.g. science, where drinking is not allowed for safety reasons. Chewing is completely banned anywhere in the school building or in the outside areas. Any chewing will result in an immediate C4.

Mobile phones can be used at break times, lunchtimes and after school. It is strictly forbidden to use the recording, camera or video facility of mobile devices anywhere on the school premises or while taking part in extra-curricular activities unless permission has been given by a member of staff.

Students must never use their mobile devices to make calls inside the school buildings. Students may use their mobile device discretely outside the school buildings for essential calls at break and lunchtime.

Students are not permitted to walk around the site/be in lessons with ear phones visible. Staff will instruct students to remove these and place them in their bag. If a student refuses to remove these as requested, the member of staff must complete a serious incident form.

No use of mobile devices in lessons without explicit permission from teaching staff. The consequence for using phones and other devices without permission is a C4 and confiscation of the item. On the first occasion the mobile device will be confiscated for one day. On the second occasion parents will have to collect the device from Student Support. Refusal to cooperate with a confiscation will result in a C8.

In the Corridors:

In the corridors, any member of staff has the authority to enforce the rules by giving students a C4 detention if they behave inappropriately outside the classroom. These are the rules:

- Wear full uniform correctly including ties, top buttons, shirts and shoes
- Walk purposefully without running
- Talk quietly without shouting
- No eating, drinking or chewing
- No physical contact or games
- No disturbance to lessons through windows or doors

In the Dining Room and outside the School:

- No littering
- Clear away all debris, plates and cutlery after using the dining room
- No pushing-in, in the lunch queues
- Following all instructions from members of staff without argument
- Serious incidents or failure to cooperate with staff will be sanctioned
- Talk quietly without shouting in residential areas
- Crossing the roads in a safe, disciplined manner
- No spitting in the street

Students are expected to treat all school property and the school environment with respect. A C4 will be issued for any deliberate minor damage such as inappropriate use of the toilet facilities, littering or marking the school walls etc.

The praise system

St Katherine's School encourages, supports and rewards positive behaviour in all aspects of school life. Our praise system is clear and easy to understand by students and parents and straightforward to apply by staff.

Rewards

The categories listed below are neither prescriptive nor exhaustive.

P1-P4 - Verbal praise for repeated positive contributions to school

- excellent answer in class
- correct answer
- trying hard/great effort
- excellent behaviour
- completing homework on time
- complete work to the best of your ability
- showing good determination
- on or above level/target expected
- no sanctions all term
- positive participation
- excellent attendance
- helping others
- getting planner signed regularly
- working hard
- representing the school
- good mark in test
- taking part in Sports Day / academic competitions
- correct punctuation and spelling
- acting as a student guide
- taking part in charity week
- attending revision sessions
- attending clubs / extra-curricular activities

P5 - Postcard from your teacher

- sustained effort over a period of time
- significant attainment
- excellent progress
- excellent determination
- showing good commitment
- complete project work to a high standard
- helping out a faculty on something significant
- great work throughout a term

P10 - Formal letter from a member of the Senior Leadership Team

- helping at open evenings/mornings
- assisting with school functions in The Leaf
- representing school sport for whole season
- contribution / achievement in extra-curricular activity
- delivering an assembly

Tutors and Heads of Year monitor the number of praise points that each student has achieved. Students achieving praise milestones are rewarded in a variety of ways and also recognised in the Celebration of Achievement annual assembly.

Praise Points Reward System - 2016/2017

Net Points	Reward
100	Student Support prize
150	Tutor postcard
200	Head of Year postcard
250	Head of Year mystery prize
300	Breaktime reward event with Head of Year
400	Lunchtime reward event with Head of Year
500	Head of Year letter/Afternoon reward event with Head of Year
600	SLT letter
700	SLT lunch
800	Headteacher prize

We also recognise the achievement of students in the following ways:

- Inclusion of work/recognition in the school newsletter
- Work shared with Heads of Faculty/Senior Leadership Team
- Work displayed in classrooms/corridors
- Student leadership opportunities
- Opportunities to take part in special events

Sanctions

The Consequences

To make the system easy for everyone to understand, we have a set of consequences (Cs) as described below:

C1: A first warning, firmly given. This is a signal that a student's behaviour is unacceptable and needs to be changed.

C2: The second and final warning. This indicates that the student is on the edge of a significant consequence and must comply with the rules without fail.

The C1 and C2 consequences are only used in classrooms and allow teaching staff to refocus students on learning as firmly and as quickly as possible. No further action is taken provided that they return to behaviour that is consistently within the rules.

The categories listed below are neither prescriptive nor exhaustive.

C1 – C2 for repeated inappropriate behaviour

- Failure to respond to staff instructions
- Disruption of learning
- Talking over the teacher
- Shouting out

PL - Protecting Learning Faculty Detention

Lunchtime: 1.40-1.55 - In faculty area

After school: 3.30-4.00 (24 hours notice required)

A PL is given for unacceptable behaviour in a lesson. The PL is given for:

- Failure to complete work to an acceptable standard
- Failure to follow clear staff instructions in a lesson
- Persistent off task chatting/talking in a lesson
- Persistent disruption resulting in being sent to the Faculty Withdrawal Room
- Failure to submit homework (2nd occasion)

Individual faculties will determine how these detentions will be run and administered.

Failure to attend a PL will lead to a C5 after school detention

C4

Lunchtime Basic Expectations Detention

Lunchtime: 1.15-1.30 - Room 85

The C4 detention is given in response to students who fail to meet our most basic expectations. For example: disrespectful behaviour, eating/drinking/chewing; punctuality, uniform, equipment and misuse of mobile devices.

The C4 detention is taken the same day (if a C4 is given in periods 1-4) or the next day (if a C4 is given at lunch, period 5 or after school)

This will be logged by staff into our central system and recorded in the Student Planner. All detentions are held in the Humanities block from 1.15-1.30pm, supervised by Heads of Year. Students are required to sit in silence and reflect on their detention.

Parents will be sent an email to inform them that a C4 detention has been given. We will assume that parents have received the message we send and we expect students to attend a detention instead of any other activity without negotiation.

If students receive multiple C4 detentions they must all be served on consecutive days until all detentions have been completed. A higher sanction may apply.

C4 for failing to meet basic expectations

- Bullying behaviour
- Confrontational attitude
- Dangerous behaviour
- Eating/drinking/chewing in a lesson
- Failure to follow staff instructions outside of a lesson
- Inappropriate behaviour
- Inappropriate language
- Lack of equipment
- Lack of uniform
- Late for lesson
- Late for registration
- Misuse of equipment/resources
- Misuse of mobile device
- Out of lesson without permission
- Speaking disrespectfully to staff or students

C5 After School Detention

Thursday after school: 3.30-4.30 - Room 85

Students who fail to attend a PL or C4 automatically receive a C5 detention. This is staffed by a Head of Faculty/Head of Year. Students are placed in an after school detention for missing a C4 detention, failing to engage with a CF sanction/intervention. A C5 will also be given for a serious behavioural incident - Heads of Year/Heads of Faculty and SLT will make this decision.

Students will be expected to take work to do or read for the duration of the detention. Some general work will be available for students who fail to bring any. If a student fails to attend this detention they will be expected to attend a C7 Senior Leadership Detention (SLT) on a Friday (3.30-5pm).

C7: Senior Leadership Team (SLT) detention

Friday after school: 3.30-5.00 - Room 85

Students who fail to attend a C5 detention automatically receive a C7 detention. Students will be expected to take work to do or read for the duration of the detention. Some general work will be available for students who fail to bring any. If a student fails to attend this detention they will be expected to attend school on Monday with their parent/carer for a meeting with a senior member of staff. The student will then serve a C8 Isolation Day.

C8: Internal exclusion – Isolation Day (8.50-3.20)

Students will be required to sit in isolation for the whole school day, to work in silence and to complete the work set. This is a very serious sanction. It signifies that the student has made choices that are unacceptable within our community. The isolation day gives them a chance to reflect on the choices they have made. Students who misbehave during their time in isolation will repeat the day again or receive a C9 (Fixed Term Exclusion).

Students may be given a C8 for one of the following reasons. These are not exhaustive or prescriptive:

- Failure to attend a C7 SLT detention
- Receiving a high number of sanctions over a fixed period
- Persistent disruptive behaviour
- Persistent refusal to cooperate with school procedures
- Use rude and abusive language towards a member of staff
- Smoking (2nd offence)

C9: Fixed Term Exclusion. A Fixed Term Exclusion is given in response to a significant breach of the school rules.

C10: Permanent Exclusion. A permanent exclusion is considered in response to a significant incident, particularly for clear breaches of school policies around drugs or for acts of violence towards staff or students.