

Saint Martin's Catholic Academy



Behaviour Policy

*'Knowing the best that has been thought
and said and knowing that we are loved by God'*

Approved by:	Jim Connolly	Date:
Last reviewed on:	October 2024	
Next review due by:	October 2025	

This policy is founded upon Saint Martin's Catholic ethos in which all members of the community are valued for the contribution which they can bring for the good of the whole. As a Christian community, we believe that kindness and love are the greatest virtues; if we expect one thing of our pupils, it is that they are kind, compassionate and caring to others.

"Love your neighbour as yourself. 'There is no other commandment greater than these.'" Mark 12:31

These characteristics should develop and grow through a student's time at Saint Martin's. It is therefore expected that these virtues will be exhibited through exemplary behaviour, and that all students will display **kindness, charm, manners and politeness** to each other and staff at all times. As a school community, we explicitly teach our pupils these skills. We are uncompromising in the expectation that all students will adhere to these standards. We expect all students, whatever background or personal circumstances a child may have, to be impeccably well mannered and behaved.

These expectations are underpinned by our Christian understanding that human beings fail, and that forgiveness and reconciliation are fundamental components of human relations.

"Instead, be kind to one another, compassionate, forgiving one another, just as God in Christ also forgave you." Ephesians 4:32

Nevertheless, we set high expectations and so there will be a full-compliance approach to the school rules in what is a mainstream school. Even low-level disruption will not be tolerated, as all students are entitled to have their learning environment protected – to allow some students to disrupt lessons would be to allow some students' educational rights to be sacrificed. This would not be in keeping with our Christian ethos. As such, all students are expected to take responsibility for their poor behaviour and accept any sanction politely.

If there is an issue about the justice of a sanction, or the veracity of the reporting of the original incident, then the student in question needs to address this respectfully at an appropriate time, and with an appropriate person.

Parents/carers who choose to send their child to Saint Martin's implicitly accept that we have exceptionally high standards of behaviour and are expected to support the school. We consider the role of a parent/carer essential in ensuring their child follows the school's rules, is well-mannered and kind to other members of our school community. While this policy aims to incorporate the wide range of behaviours and scenarios that can typically present themselves in school, it is not possible to identify specifically every scenario which would constitute a breach of the school's rules and behaviour policy. The Principal will be the final arbiter in any decisions about whether such a breach has occurred.

To this end, a Home-School Agreement has been developed which clearly sets out the expectations of the Academy and is located in student planners. Parents and carers are expected to take responsibility for the behaviour of their child(ren) both inside and outside of Saint Martin's.

Attendance

It is expected that anyone who is well enough to be at Saint Martin's Catholic Academy will attend. However, we appreciate that people become ill at some point and may need to take time off from the Academy as a result. If this is the case, then it is expected that the parents/carers will make a telephone call to the school **(before 0900 on the first morning of illness and each morning thereafter until their child/ren return/s)**. Only in exceptional circumstances may annual holiday be taken during term time, and prior permission for this is required from the Principal. (A form to apply for this can be requested from the Office.) In the case of prolonged sickness, the school can provide work for the student to complete at home. Otherwise, all work missed, either through sickness or holiday, must be completed, as the impact of sustained absence will jeopardise the student's progress.

For more information on attendance, see specific policy.

Uniform and Appearance

All students are expected to appropriately wear the full Academy uniform from the moment they leave their home in the morning until they arrive home in the afternoon. Students are representing the Academy at all times and should be proud to be part of the Academy community. Any student not adhering to the uniform policy will receive uniform demerits and, depending on the persistence/severity of the breach, sanctions. Such sanctions would typically take the form of detentions, the length/number of which would be determined by the frequency of the student's uniform breaches, their compliance in addressing the uniform issue and the capacity for the issue to be addressed in the moment. For example, a student might receive a short lunch detention for persistently having their shirt untucked, while a student who comes to school in trainers and leaves their shoes at home could be removed from circulation during break and lunch time. A student who persistently refuses to come to school in the correct uniform could be sent home until such time as they comply with the school's uniform requirements, though this would always be the measure of last resort.

A separate list of uniform is sent home every year in the student planners and is available on the school website:

Girls

Skirt - Black full pleated skirt - knee length. Please allow for growth during the academic year. **SKIRTS MUST BE NO HIGHER THAN JUST ABOVE THE KNEE**

Boys

Trousers - Black, academy type, loose fitting.

Shirt - White with collar

Socks – Black only (not sport/trainer socks)

Boys & Girls

Academy Blazer

Tie - Academy colours

Jumper - Black V-neck jumper (optional)

Shoes - PLAIN BLACK LEATHER, ACADEMY TYPE, patent leather shoes are also acceptable. MUST BE POLISHABLE. Black Trainer style shoes are not permitted at all.

Blouses and shirts must be tucked in at all times. Ties done up properly. Blazers worn always unless permission is given to remove.

Jewellery of any description may not be worn in school, including earrings and other piercings. Stretchers should not be worn even in holiday time as the holes they produce will be an obvious health and safety issue when in school. Watches may be worn.

Hair styles- Extreme/unconventional hairstyles, including unnatural colours and extreme differences between lengths, are not permitted - no tram marks and nothing less than a No 2 haircut is permissible.

The Principal will be the final arbiter of what counts as 'extreme': students will be reminded regularly during assemblies.

Make up – No make-up, tinting of eye brows and eye lashes is not allowed. False nails, false eyelashes and nail varnish should not be worn - students will be asked to remove them.

Saint Martin's values and recognises the diversity of cultures, religions and disabilities of its students and will take a sensitive approach when this affects dress requirements.

Should parents/carers have genuine difficulty in providing full uniform, the Principal will be happy to discuss the matter in confidence and we are committed to encouraging a good quality second hand market for uniform.

Equipment

Most occupations require workers to have equipment of some description, and being accountable for remembering school equipment helps students prepare for this reality. All students should be equipped to work every day with a pencil case containing black/blue pens, pencils, a pencil sharpener, an eraser, a ruler, a green pen and a scientific calculator. Other equipment may be specified for specialist lessons. It disrupts a lesson and the learning of others if students are not fully equipped, and consistent lack of working equipment will lead to demerits and sanctions. Items may be purchased from the Academy shop before the start of the day and at lunchtime.

Behaviour in lessons

The purpose of Saint Martin's Catholic Academy is to help all members of the community grow and develop personally, academically and spiritually. Anyone who chooses behaviours that create a barrier to this happening will be reprimanded, as shown in the 'Rewards and Sanctions' appendix. There are occasions when it is acceptable for students to discuss their work in lessons, but the majority of lessons should typically be silent and always respectful. Poor behaviour choices steal learning from others and will not be tolerated.

Behaviour around the Academy

With narrow corridors and sometimes 800 people moving around at the same time, it is essential that everybody **walks (in single file and keeping to the left)**. Pushing does not aid movement around the Academy and can result in accidents. It is not conducive to a working atmosphere for any member of the community to shout and be noisy around the Academy. There is also a one-way system in the Saint Louis block and the Cloisters to ensure order and safety. Any student found to be breaking these rules will receive demerits.

Behaviour Outside of the Academy

The behaviour policy extends to bus journeys to and from Saint Martin's Catholic Academy. In other words, students are required to uphold the same high standards on buses as expected whilst on school premises. If students do not behave appropriately on school transport (including the minibus) then sanctions, which may involve bus bans, will be issued. The decision to ban a student from the bus for a fixed period will be taken by the SLT only and once every other avenue has been explored.

Eating and drinking in the Academy

Eating and drinking should only take place in the dining room and other designated eating areas around school. Students are not allowed to drink in lessons unless specified by staff. No fizzy drinks are allowed in the Academy. Students may re-fill water bottles from the Water Aid points at the start of the day, break and lunch times. It is expected that each individual will be responsible for his or her own litter in order that the school should be a pleasant place for all and students will be given 'Litter duty' if caught littering. Chewing gum is banned and an automatic after-school detention is administered for any student breaking this rule.

Mobile Phones

Mobile phones are an integral part of the modern world and we know that the majority of students will own a mobile phone. They can be a useful tool for parents/carers outside of school to keep in touch with their children outside of school hours. At Saint Martin's, students must turn their mobile phones off once they arrive on school premises and leave them off until they have left the premises at the end of the day (mobile phones may not be used while waiting for buses at the end of the day). During the school day, students must ensure mobile phones are placed in their lockers until the end of the day. (If a student has forgotten their locker key, they can hand their phone in to the main reception for safekeeping.) There are rare circumstances where subjects may require students to have their phones (e.g. certain food technology lessons). **Apart from such explicitly teacher-authorised circumstances, there will be a full-compliance approach to the rule regarding the storage of phones in school.** If this rule is breached, phones will be **confiscated for a minimum of 24 hours** and must be collected by a parent/carer. **Repeated breaches of the rule will see the setting of an after-school detention alongside a lengthening of the period of confiscation**

(48hrs for the second breach, a week for the third breach and three weeks for any and every subsequent breach – confiscation periods may be longer than specified here if they are required to overlap a weekend/holiday period, such as when a breach occurs on a Friday).

Bullying

However innocent it might seem to the bully, bullying **will not be tolerated under any circumstances**. We operate a strong Anti-Bullying agenda and encourage an ethos of openness in which anyone who feels that he or she is being bullied should feel free to report an incident to any adult at the school. All incidents will be taken seriously and in the first instance will be dealt with in a spirit of 'no blame'; parents/carers will be kept informed of such incidents. The Anti-Bullying message is displayed in classrooms and corridors all around the school, whilst there is a copy in each student's planner and is the basis for many assemblies. Any proven cases of bullying will be punished severely whilst also giving the student time to reflect on their actions. Bullying now includes child-on-child abuse within the new KCSIE legislation (September 2023), incorporating the real impact of social media and prevalence of cyber bullying. If this has any impact in school, then we will sanction in line with our behaviour and anti-bullying strategy.

Please see separate policy for more specific details.

SEND Behaviour

We have the same high standards for all students at Saint Martin's. However, reasonable discretion will be shown to SEND students and other students who fall into the "disadvantaged" category where minor non-compliance is linked to a diagnosed condition (e.g. a student diagnosed with ADHD who is staring out of the window would, in the first instance, be given a reminder to focus rather than immediately being issued a demerit). When adding demerits, staff are expected to include additional comments so that a greater understanding of the behaviours may be ascertained and therefore identify support to address difficulties.

Staff discretion is advised when awarding demerits so that individual difficulties and circumstances are taken into account while still aspiring to highest expectations.

Adjustments for students with an EHCP

As with all students on the SEND register, reasonable adjustments are made for students with an Education, Health and Care Plan (EHCP). These adjustments can include (but are not exclusive to):

- extra adult provision
- giving (where appropriate) extra time to allow compliance with instructions
- mentoring
- highlighting behaviours that may be unintentionally disruptive and explaining that they need to stop rather than immediately issuing a behaviour penalty for them
- allowing (where appropriate) extra time to complete tasks
- issuing a 'time out' card

If a student's EHCP identifies them as suited to mainstream education, it is important that adjustments do not become so numerous as to deprive the student of a genuine mainstream education experience. Should the level of adjustments required to enable a student to have an effective education become excessive, it is likely that there are non-mainstream, specialist providers with resources and expertise far better suited to the needs of the student. Our approach to discipline reflects this: all students who attend St Martin's Catholic Academy are expected to meet a certain minimum standard of behaviour, and all students – having been identified as suited to a mainstream education experience – are subject to the same sanctions procedures when this standard is not met (see appendix items *Summary of behaviour intervention phases* and *Weekly demerit sanctions*). Some adjustments may be made in terms of the time and day that a sanction is served, but ultimately all students are subject to the same sanctions procedure.

Any student with an EHCP who displays signs of being unable to meet our mainstream school's behaviour standards due to a diagnosed condition will have their EHCP reviewed to see whether they are still deemed suited to a mainstream school environment.

Pastoral support

Form tutors are the first point of contact for students and parents/carers and will assist with the behavioural issues of their tutees. In support of our Behaviour Policy, Saint Martin's Catholic Academy has a large Pastoral team including, tutors, Assistant Heads of Year, Head of Year and Pastoral support staff. This team provide pastoral support for all students, meeting all students new to the school and assisting with behaviour under the guidance of the relevant SLT member. The role also includes supporting, mentoring and counselling students who have, for example, been excluded from mainstream classes or who are underachieving in their academic levels. In some cases, a need for ongoing support and counselling may be identified.

The pastoral team will advise those staff who need to know when behaviour difficulties are due to family/external circumstances e.g. bereavement, illness, imprisonment; within any legal restrictions or data protection regulations.

Wellbeing advisor

We have a wellbeing advisor to help support the well-publicised rise in the number of students experiencing problems with emotional health and mental health. This staff member runs regular support sessions with these students to counsel them through whatever issues they may be struggling with. The wellbeing advisor is also trained to liaise and communicate with any external agencies, including Social Services, CFWS and CAMHS.

Appendix 1

Behaviour Management Procedure

ARBOR Behaviour Log

The aim of this policy and procedure is to help tweak a student's behaviour to be better and better. Demerits do not necessarily translate as bad behaviour as students may receive these for organisational or homework issues. We constantly look to help each student to improve and the regular, consistent feedback given through the Arbor procedure achieves this.

In order to effectively track and support the behaviour of students over time, all staff use the ARBOR Behaviour Log. This allows instant recording of behaviours- both positive and negative, so that praise and direction can be given where necessary in an efficient and effective manner. Records of both positive and negative behaviour will be put on ARBOR. The class teacher or member of staff must record the incident in ARBOR using the drop-down tabs provided. The teacher will log demerits as 'resolved' if a sanction is being set for them and 'unresolved' if no sanction is set at that point. Unresolved demerits would typically be issued for a first example of low-level disruption in a lesson, a first missed homework ('prep') deadline, forgetting equipment for the first time etc. Sanctions (which resolve the demerits) would typically be issued for serious misbehaviour, persistent disruption or repeated examples of missed deadlines, forgotten equipment etc.

When unresolved demerits are tallied at the end of the reporting week, any student who has accrued 5 or more will be given a sanction and the severity of this will depend on how many demerits they receive. Typical sanctions given include lunchtime detentions, after-school detentions and extended days.

The purpose of monitoring and evaluating student behaviour is to identify unacceptable behaviour by students and then work together as tutors, teachers, middle leaders and SLT to help individuals change their behaviour, allowing them to reach their potential and focus on their learning. It also provides an overview that can quickly and easily highlight potential issues.

This thematic approach allows tutors, heads of year and other school leaders to have a clear view of the positive and negative behaviour of students over time and develop strategies/proactive interventions to support our students based on the analysis of these patterns through each term.

Any intervention with a student should also be logged on ARBOR where appropriate. If a meeting takes place between a student and a member of staff, then they should log this under the 'Initiatives' section of the Behaviour Management page on ARBOR and ensure that a comment is made to support. If contact is made with parents/carers or outside agencies, this should be recorded in the Initiatives section.

Centralised Detention System

This creates a more thorough monitoring system that allows for all subject specific and whole school issues to be dealt with.

While sanctions are set in relation to demerits accumulated over a week, this does not preclude staff from setting detentions for individual breaches of rules, expectations or subject-specific patterns of poor behaviour. Staff are authorised to set detentions that can be supervised by either themselves or the overseer of the daily centralised detentions. As previously described, teachers would set lunch detentions

for D2 warnings, but would also set lunch detentions for 2nd examples of missed prep deadlines, forgotten equipment etc. Students who miss prep deadlines, forget equipment etc. 3 or more times should expect and be set after-school detentions for each instance it occurs. More serious misbehaviours would be referred to Heads of Year or SLT for decisions about the appropriate sanction.

Behaviour intervention strategies

Demerits and sanctions are regularly monitored to ascertain whether certain strategies may be required to help particular students improve their behaviour/attitude to learning. Strategies that may be used to support students consistently receiving demerits and sanctions include (but are not limited to):

- parents/carers being invited into school to meet with the form tutor, a member of the pastoral team (e.g. Head of Year) or a member of the Senior Leadership Team (SLT)
- placing the student on report card to monitor responsiveness to specific targets
- more stringent sanctions
- after-school homework support
- mentoring from a member of staff
- peer mentoring
- assessing the student for any possible undiagnosed SEND needs
- reviewing/adapting the student's timetable (short-term or long-term)
- temporary (1-2 weeks) arrangement to be educated off-site (typically at another school)
- a 'managed move' (where a student at risk of permanent exclusion would no longer be educated on the St Martin's site, but a permanent exclusion was avoided if behaviour at an alternative setting improved sufficiently)

Appendix 2

Rewards and Sanctions

The successful management of behaviour and rewards is central to the school's ethos of providing an environment within which students and adults can develop good relationships, showing care, respect and consideration for each other within the entire Saint Martin's Catholic Academy community. Our Rewards Policy encourages and rewards students who apply themselves and behave in a commendable way to support the ethos of Saint Martin's as role models and to develop their own potential. We do not feel that monetary rewards help facilitate the development of well-rounded individuals – we want to foster an attitude in students that recognises the intrinsic value of achieving their best at all times for themselves and their futures.

Parents and carers can also log on to our Arbor app system daily to see up-to-date overviews of their child's merits and demerits

A 'good note' can be written in the student planner for something that a teacher would like to be reported home and text messages/emails can also be sent to parents/carers.

Accrued merits over the academic year can lead to certificates and prizes.

Each form tutor regularly goes through the individual merits of the tutees, which reinforces the positive behaviours that we wish to encourage and instil in each of our students.

The top achieving students of the week, in each Year group, receive special mention on our 'Wall of Fame', with the highest net achiever in each year group receiving a free snack from our canteen (this was a direct result of our student voice).

Certificates (gold/silver/bronze) are given out at the end of each term for the highest net merit earners in each year group, along with seasonal prizes (e.g. Easter eggs at the end of the spring/Lenten term) for those earning a gold certificate.

The impeccable attitude of students who combine high attendance with no demerits are celebrated each year with a call home from a member of the SLT and a celebratory gathering for those students.

At the end of year awards evening, each department award a (returnable) trophy to a Year 11 student who has excelled or worked incredibly hard over the three years in that subject.

Sanctions

Our Code of Conduct is recorded in the Student Planner and students are expected to abide by these rules at all times when they are in school uniform, i.e. on journeys to and from the Academy, during Academy hours and when on the school site, plus when on trips or outings both inside and outside of Academy hours. The Sanctions Policy is in line with Catholic teaching: recognising our own mistakes, communicating this with another person; the chance to put things right/reconciliation; forgiveness and the opportunity to try again. This is also the essence of restorative justice where there is an expectation to put things right through apology or action.

The overriding principles of sanctions are:

- they are most effective when applied fairly and consistently by all staff;
- they must be reflective, so that the student knows the reason for the sanction and how to improve their behaviour;
- they should minimise the likelihood of recurrence of the inappropriate behaviour;
- the outcome of a sanction is to ultimately improve the relationship between teacher and student, so that

effective learning may take place subsequently.

Range of sanctions (not exhaustive)

Reprimand
Demerits
Community service
Regulated movement
Withdrawal of privileges
Withdrawal of ICT access
Alternative curriculum provision
Extended days
Same night after school detention
Detention
After school detention
On report
Managed move (temporary or permanent)
Bus ban
Internal isolation, followed by a one-hour after-school detention (Ref Exclusions Policy)
Exclusion- fixed term or permanent (Ref Exclusions Policy)

If students breach the Code of Conduct, the most commonly used sanctions are reprimands, detentions or internal isolation. In the case of detentions after the school day, the school has the right to keep students the same day for an Afterschool detention and will communicate with parents/carers immediately so transport can be organised.

On Call System

'On call' refers to situations where a student's behaviour requires their removal from a lesson. If a student disrupts the learning in a lesson or fails to follow the teacher's instructions, then they will, in the first instance, be issued a 'D1' – this is a warning about their classroom behaviour not meeting expectations. Should the student require another warning about classroom behaviour in the same lesson, a 'D2' would be issued along with a lunch-time detention. Further misbehaviour in the lesson would result in a 'D3' – at this point the student would be collected from the lesson by another member of staff (usually a member of SLT or an Assistant Head of Year). Typically, a message would then be sent home advising that the student has an after-school detention (details of which would be included in the message). Students who display serious poor behaviour in the classroom (e.g. outright defiance towards the teacher) would bypass the D1-3 system and be given a 'D4' (immediate removal from the classroom). Again, this would typically trigger at least an after-school detention, though the sanction could be more severe depending on just how serious the behaviour in question was.

Outside the classroom

Adults on duty are responsible for monitoring the behaviour of students. Any bad behaviour should be reported to the senior member of staff on duty who will deal with it as appropriate. The student may be kept in isolation at break and lunchtimes or until such a time it is felt they are able to behave appropriately and in a safe way for all.

Appendix 3

Extract from DfE Guidance

Screening, Searching and Confiscation:

Searching

- School staff can search a student for any item if the student agrees.
- Headteachers/Principals and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

Searching without consent

The Principal or a member of staff authorised by the Principal can carry out the search for prohibited items where there are reasonable grounds for suspecting that a student is in possession of a prohibited item.

The member of staff must be the same sex as the student and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite sex to the student and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person if such a search is not carried out immediately and it is not reasonably practicable to call another member of staff. In such cases, staff should take into account the increased expectation of privacy for older students.

Prohibited items are:

- sharp scissors
- knives or weapons
- alcohol
- illegal drugs
- stolen items
- E-Cigarettes
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:

i) to commit an offence,

ii) to cause personal injury to, or damage to the property of, any person (including the student)

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

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

2 This provision applies to Academies through The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012.

Confiscation

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

Schools' obligations under the European Convention on Human Rights (ECHR)

Under article 8 of the European Convention on Human Rights students have a right to respect for their private life. In the context of these particular powers, this means that students have the right to expect a reasonable level of personal privacy.

The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate.

The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise the searching powers in a lawful way.

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The full document is available at www.education.gov.uk

Please be aware: in addition to the prohibited items listed in the DfE guidance the following items are prohibited at Saint Martin's:

- Lighter/matches
- BB guns/imitation firearms
- Blades
- Laser pens
- Catapults