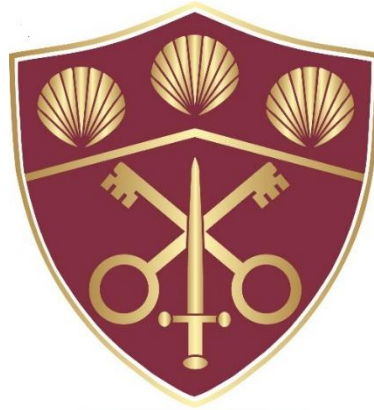


*Ad Gloriam Dei et Servitium Omnium*

# **BEHAVIOUR & DISCIPLINE POLICY**

**The Palmer Catholic Academy**

## MISSION STATEMENT



*Ad Gloriam Dei et Servitium Omnium*

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



Adoption by Governing Body of The Palmer Catholic Academy:

Date of Implementation: November 2023

Signature of Chair of Governors: .....

Signature of Headteacher: .....

Review Date: November 2025

## **ACADEMY RULES OVERVIEW**

The Mission Statement underpins our Catholic ethos and Moral Code. The academy's Aims and Objectives which stem from it are included in the Prospectus.

The Academy Rules as stated in the Academy Prospectus, Students Planner and Staff Handbook are very simple and clear.

Parents/carers will see what we require from their children and what they can expect from The Palmer Catholic Academy from the Statement of Partnership which the parents/carers of all new students to the academy must sign when they accept a place at the academy.

Through the Academy Rules, the Code of Conduct and the Statement of Partnership, can be seen a threefold partnership, between students, teachers and parents/carers, which is essential for supporting the development of students' self-discipline and which reflects the ideals and intentions of our Mission Statement.

The aim of this policy is to ensure a consistent approach by all and to establish good practice throughout the academy. We must encourage an atmosphere of high expectations and the pursuit of excellence and at the same time, maintain a friendly, purposeful and caring atmosphere based fully on the Gospel Teachings.

## **BEHAVIOUR AND DISCIPLINE POLICY**

### **STATEMENT OF GENERAL PRINCIPLES**

#### **Introduction**

The Governing Body is charged with a duty to set the framework for the academy's students' Behaviour & Discipline Policy. In drawing up this statement of general principles, the Governing Body consults with the Headteacher, staff, parents/carers and students.

The purpose of the academy's Behaviour & Discipline Policy is to:-

- Fulfil the Governors duty of care to students and employees
- Promote teaching and learning and high standards of attainment
- Promote the wellbeing of all students
- Promote the reputation of the academy

The Governing Body recognises that the Government has given powers to Academies to regulate students' conduct, and to impose sanctions and where appropriate to exercise such powers in relation to situations that may occur outside of the academy that have a direct, or indirect impact upon the life/functioning of the academy, or the wellbeing of students. The Governors also acknowledge the power of search that has been given to academies via the Violent Crime Reduction Act 2006. The Governors are also aware of the academy's responsibility to forward to the police any evidence of criminal acts discovered in the course of such searches.

The Headteacher is responsible for:-

- Promoting self-discipline and a proper regard for authority amongst students.
- Encouraging good behaviour, respect for others and for striving to prevent all forms of bullying and peer on peer abuse amongst students.
- For securing a standard of behaviour which is in accordance with the ethos and expectations of the academy and that fosters a positive learning environment.
- Regulating the conduct of students.

To achieve the above, students will, as appropriate receive information, guidance, and where necessary structured support.

This responsibility is delegated to and shared with all staff. Staff are therefore also expected to encourage good behaviour, respect amongst students for each other and to apply all rewards and sanctions reasonably and proportionately. The promotion of students' discipline is also enhanced by the teaching of appropriate programmes of study, well planned, interesting and demanding lessons and in the use of an appropriate range of teaching methods which are inclusive of the needs of all students.

## **Academy Ethos**

We believe and practise in the daily life of the academy, that each individual is unique and that any discrimination on the grounds of race, gender, colour, religious belief, disability or sexual orientation, is not only against the law of the land but a serious moral failure. The full aim of our pastoral care ethos is to reinforce and develop the uniqueness of each individual and their responsibility to Christ and their neighbour and to develop a deep sense of responsibility in each of us for other individuals.

In practical terms the vision outlined above must be served by rules and structures which direct and encourage a uniquely Christian way of living within our academy community.

Our academy rules and expectations have been designed to make our academy a safe and happy working community, and to direct each individual towards making their own contribution to this goal (Appendix 1). Our academy rules described in our academy Prospectus, Student Planner and which are brought to the attention of parents/carers and students on an annual basis through letters and assemblies are developed from the following key principles:-

- Our academy is a Christian community of which we are all part of and have a duty to care for.
- Students must treat each other, visitors and staff at all times with courtesy and respect. Teachers at our academy are dedicated public servants. They will always show students respect. We as an academy expect the same to be returned.
- Students must also respect the property of the academy and that of others.
- Bullying and peer on peer abuse of any kind will not be tolerated, nor will the harassment or attempted intimidation of any member of staff.
- We are a Catholic community and students must therefore show respect for the prayer life and religious worship of our academy community.
- Students must never bring false witness against another student or member of staff.
- Our academy expects all students to strive to achieve the highest levels of attendance and punctuality.
- Students have a right to learn and therefore disruptive behaviour in lessons cannot be tolerated.
- Home study is designed to enable all students to achieve their potential. Work that is set must therefore be completed correctly and handed in on time.
- Our Student Planner is designed to help students to organise their learning, and to allow communication between home and the academy. All students must therefore follow our academy's procedures that relate to the students' planner.
- Uniform – our uniform identifies our academy, and also helps all to have a sense of belonging. Our academy uniform must, therefore, be worn in accordance with our code of dress.
- Travelling to and from the academy – students must always travel to and from the academy in a safe, sensible and courteous manner.
- Health and Safety – students must always act in a manner that protects the health and safety of both themselves and others. This will be achieved by following the academy rules and advice in this matter.
- For their safety, students are expected to travel directly to and from the academy and are not permitted to enter local shops and food outlets.
- Students must respect our local environment and property of our neighbours in the local community. Students must respect the movement of our neighbours when they are coming to or going home from the academy.

## **Rewards and Sanctions**

Our academy endeavours to encourage students to behave in an appropriate and constructive manner, through setting high standards of expectations which are clearly and regularly communicated to the student body. Through a culture of praise and recognition we seek to affirm good behaviour and achievement.

### **Rewards**

The academy continually aims to reward and give recognition to encourage good behaviour and a positive attitude to learning (ATL)

The Governing Body fully support the following rewards to be used to support and promote good behaviour and discipline:

- Verbal praise.
- Use of merits which are recorded in planners and on our 'SIMS' system.
- Positive comments in student planners.
- Praise postcards from subjects.
- Letters of commendation from HoDs/HoYs.
- Letters of commendation from Headteacher.
- Reward trips, e.g. annual 'panto'.
- Certificates for academic effort, achievement, punctuality and attendance.
- 'Star' student awards.
- Headteacher's award.
- Jack Petchey Award nominations.

### **Sanctions**

The academy has devised and continually reviews its sanctions. When students do not respond in a positive manner to praise or warnings then sanctions may be necessary. When sanctions are necessary they will always be proportionate and imposed in such a way that the dignity of the individual is respected. The academy uses a clear set of behaviour sanctions, displayed in every classroom, that are applied consistently across the academy (Appendix 2).

The Governing Body has agreed for the following sanctions to be used to support and promote good behaviour and discipline:-

- Verbal reprimand
- The use of written comments of concern via the student's planner.
- The carrying out of community service i.e. useful tasks to help the academy.
- The completion or redrafting to an acceptable standard of classwork or home study as required.
- The use of detention both within academy during lunch and break times, and outside academy hours including the sanction of inclusion during holiday periods. The sanction of detention will be imposed after parents/carers have been notified 24 hours in advance. Students can be kept up to 15 minutes at the end of the academy day without prior notice.

- For lateness to school the academy will detain for up to 1 hour on the same day. Parents/carers will be notified.
- Confiscation of property in accordance with statutory and academy procedures.
- The removal of a student from a teaching group/class, or any particular lesson.
- Referral to a Head of Department, Head of Year or a Senior Member of Staff.
- Referral to Senior Leadership Detentions, held each Friday until 5.00pm. Parents/carers will be notified.
- Being placed on report with written sanctions by all teaching staff and discussed with the students on a daily basis.
- The withdrawal of break or lunchtime privileges.
- The withholding of participation in educational visits or sporting events that are not essential to the curriculum.
- The internal exclusion of students within the academy's inclusion room.
- Withdrawing a student from lessons for all or part of a day in the academy's inclusion room.
- The transfer of students for a fixed period to one of our behaviour and discipline partner academy's, under the terms of the agreed protocol.
- The use of suspensions and permanent exclusions.

### **Internal Exclusion (Inclusion)**

This type of inclusion emphasises the fact that there has been a serious breach of the academy rules. However, it may be used where it is the student's first offence or to prevent a longer term or permanent exclusion.

This inclusion requires the sanction of a deputy head in the academy under the authority of the Headteacher, for a period usually between 1-5 days.

Parents/carers are informed in a letter which confirms in writing the reason(s) for the Internal Exclusion and the student is withdrawn from all lessons and break times.

Work is done under supervision of a member of staff in the academy's Inclusion Room.

### **Suspensions**

Only the Headteacher can suspend a student from the academy. If the Headteacher is absent from the academy, the acting Headteacher or most senior teacher also has the power to suspend. They will then make it clear that they are acting in the Headteacher's absence.

A decision to suspend a student will be taken:-

- In response to serious breaches of the academy's Behaviour & Discipline Policy.
- If allowing the student to remain at the academy would seriously harm the education or welfare of the student or other students.

#### Some examples for which students may be suspended

- Possession of cigarettes/vapes and any associate paraphernalia in the academy premises and/or whilst under the academy's jurisdiction (this includes before and after school also).
- Possession of alcohol in the academy
- Consuming alcohol or other substances in the academy or on the way to and from the academy
- Persistent refusal to comply with the academy's uniform code.
- Continued and persistent breaking of academy rules.
- Continued and persistent low-level disruption.
- Abusive language
- 'Birthday Beats' – whereby a student assaults another under the pretence of celebrating the victim's birthday.
- Bullying (including homophobic, biphobic, transphobic and cyber bullying).
- Racist abuse.
- Wanton damage.
- Theft.
- Actual or threatened violence towards any members of the academy community.
- Misuse of social media and electronic communications.
- Behaviour which brings the academy into disrepute.

This list is not exhaustive

#### **Suspension (up to 45 days in one academic year)**

This is for serious situations, when it is thought appropriate to remove a student from the academy. Parents/carers will be informed immediately and an interview arranged as soon as possible. Such suspensions will follow statutory guidance as laid out by the Department for Education (DFE).

#### **Permanent Exclusion**

Permanent exclusion is the most serious sanction and should only be used as a last resort, in response to a serious breach or persistent breaches of the academy's behaviour policy; and where allowing the student to remain in the academy would seriously harm the education or welfare of the student or others in the academy.

The Headteacher will consider all the relevant facts and evidence to support the allegations made. There are exceptional circumstances where, in the Headteacher's judgement, it might be appropriate to permanently exclude a student for a first one-off offence.



These may include:

- Where there has been serious actual or threatened violence against another student or member of staff.
- Sexual violence, sexual misconduct, sexual harassment or sexual assault.
- Supplying an illegal drug, possession or misuse of an illegal drug/substance, prescription medicines, alcohol, legal highs or solvents.
- In possession of/using an offensive weapon (or replica) or object modified to be an offensive weapon, or the use of any implement as an offensive weapon.
- Making a malicious and false allegation against a member of staff.
- Setting off or possession of fireworks.
- Persistent and defiant misbehaviour including bullying
- Child on Child abuse (including physical and sexual abuse, sexual harassment and violence, emotional harm, on and offline bullying, teenage relationship abuse)
- Theft of personal or private property
- Where the academy believes that a student's presence in the academy represents a serious threat to others.

N.B. There may be other 'one off' offences which in the judgement of the Headteacher warrants permanent exclusion.

### **A Temporary 'Arranged Move'**

Where a suspension exceeds 5 days, in a given term, the academy must make provision for the student from the sixth day onward. The academy has a mutual agreement with other local schools and alternative provision services whereby the student is temporarily educated at the other establishment.

### **Police Involvement**

If an act of misbehaviour seems likely to constitute a violation of the criminal law, the Headteacher may make a decision on the evidence available to them. The police and the courts may make decisions based on somewhat different criteria.

IT MUST BE NOTED THAT ACADEMY AND POLICE ACTION ARE INDEPENDENT OF EACH OTHER.

### **Student Conduct outside the Academy Gates**

The academy has the power to discipline students for misbehaving outside of the academy premises "to such an extent as is reasonable".

The Headteacher may discipline students for misbehaviour which may include when:

- Taking part in any academy organised or academy related activity;
- Travelling to or from the academy;
- Wearing academy uniform or in some other way identifiable as a student at the academy

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

- Could have repercussions for the orderly running of the academy;
- Poses a threat to another student or member of the public;
- Could adversely affect the reputation of the academy

### **Right of Appeal regarding suspensions**

Please note that with regard to suspensions the academy will follow the appropriate Government guidance, which is inclusive of a right of appeal.

### **Support Systems**

In addition, the academy has developed a wide range of pastoral/academic initiatives to support students with regard to their behaviour and achievement. These include:-

- Action and advice by Heads of Year and Form Tutors.
- Three fulltime learning Mentors and two Pastoral Assistants.
- Special Educational Needs Support.
- Academy Lay Chaplain.
- Counsellor from the Brentwood Catholic Children's Society – 1 day per week.
- A range of outreach support services provided by the London Borough of Redbridge.

As an academy we recognise the importance of establishing a constructive and mutually supportive relationship with parents/carers. We therefore aim to establish clear communications between home and the academy when behavioural concerns arise. Through meetings and other forms of communication the academy seeks to employ the resources at our disposal to resolve such issues. In the main, such communication will be via our Heads of Year, Assistant Heads, Head of Special Needs or Deputy Headteachers in the academy. The academy has also published a Complaints Procedure.

Through the academy's Student Council and Student Voice we will also seek to provide students with the opportunity to express their views with regard to the academy's discipline, rewards and anti-bullying policies. In addition, the academy will also consult all staff, parents/carers and students with regard to the academy's policy on behaviour and discipline.

### **Searching screening and confiscation**

The academy has a statutory obligation to manage the health and safety of staff, students and visitors and ensure that academy discipline is maintained. Under this authority we reserve the right to search and screen students under the following circumstances and to confiscate items as described below:

- Students will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the student
- Searching should be carried out by two members of staff, one of whom is the same sex as the student.
- There is a limited exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff
- Subject to information received, Police may be called to assist in the search of a student or their possessions
- Parents/carers will not be informed prior to a search or to seek parental consent and there is no legal requirement to keep records of searches carried out
- Parents/carers will be informed if search or screening uncovers items that will result in academy disciplinary action or police involvement

### **Searching with consent**

- We can search students for any item with consent from the student
- Parental permission or pre-notification is not required
- We do not require written formal consent in advance of a student search; it is enough for a teacher to ask the student to turn out their pockets, empty their bag and allow access to a search of their academy locker

### **Searching without consent**

- If a member of staff has reasonable grounds to suspect that a student is in possession of a prohibited item, a student can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Headteacher and any staff authorised by the Headteacher have a statutory power to search students and their possessions with or without consent where they have reasonable grounds for suspecting that the student may have one of the prohibited items
- Subject to information received, Police may be called to assist in the search of a student or their possessions
- A student refusing to co-operate with a search will be subject to disciplinary measure by the academy
- The list of prohibited items include:
  - Knives, bladed items, weapons
  - Alcohol
  - Drugs/solvents
  - Stolen items
  - Tobacco, vapes and associated paraphernalia
  - Fireworks
  - Pornographic images
  - Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property
  - Mobile phones or other electronic devices such as cameras

### **Screening**

- We reserve the right to require students to undergo screening by a walk through or hand-held metal detector with or without the consent of students; this screening may be carried out by any member of staff whether or not they suspect the student of carrying a weapon
- All students are expected to comply with a request for screening which involves no physical contact
- If a student refuses to be screened, we may refuse the student access to the academy premises under our duty not to expose students, staff or visitors to risks to their health and safety. The absence will be recorded as unauthorised not as a suspension.

### **Electronic devices**

Academy staff may examine data files held on personal devices during a search if they believe they have good reason to do so.

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response.

In exceptional circumstances members of staff may dispose of the image or data if there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files, the member of staff must have regard to the below:

- In determining whether there is a 'good reason' to examine the data or files, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable. If the data or files are not suspected to be evidence in relation to an offence, a member of staff may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.

### **Confiscation**

- Academy staff can seize any prohibited item found as a result of a search.
- We can also seize any item found which is considered to be harmful or detrimental to academy discipline; this includes deleting electronic images or passing illegal material onto the police.
- Depending upon the nature of the confiscated item, it may be retained by the academy or disposed of as a disciplinary measure where reasonable.
- Confiscated weapons, knives or bladed items, items believed to be stolen and illegal substances will be passed onto the police or disposed of by the academy.

### **Use of Reasonable Force**

All members of academy staff have a legal power to use reasonable force. Reasonable force may be used in the following list of examples, which is not an exhaustive list.

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so.
- Prevent a student behaving in a way that disrupts an academy event or an academy trip or visit.

- Prevent a student leaving the classroom where allowing the students to leave would risk their safety or lead to behaviour that disrupts the behaviour of others.
- Prevent a student from attacking a member of staff or another student or to stop a fight in the playground.
- Restrain a student at risk of harming themselves or others through physical outbursts.

The academy's 'Positive Handling Policy' is available on our website.

### **Equal Opportunities**

All sanctions will be applied fairly and consistently, and will ensure that no students are treated less favourably for reason of gender, race, religious belief, sexual orientation or a disability as defined by the Disability Discrimination Act.

(The academy can also make arrangements for this document, and related documents to be reproduced in different formats if required. Please contact the academy with regard to any such requests).

## **APPENDIX 1**

### **EXPECTATIONS OF STUDENTS IN CLASS**

Classrooms (including labs, workshops and gyms) are your places of work. Just as in any factory or office, there needs to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

#### **1. Start of lessons**

- Enter rooms sensibly and go straight to your workplace
- Take off and put away any outdoor wear
- Stand for greeting, sit when told, in silence
- Take out books, pens, equipment and log book
- Put bags away (not on desk)
- Remain silent during the register (except when your name is called!)

#### **2. During lessons**

- When your teacher talks to the whole class, remain silent and concentrate;
- If the class is asked a question, put up your hand to answer: NEVER call out!
- You are expected to work sensibly with your classmates; do not distract or annoy them;
- If you arrive late without justifiable cause you may be detained for the amount of time you missed in order to make up the work
- Homework must be recorded in your planner
- Eating, drinking and chewing are not allowed. You will be punished and the items confiscated (students may use a bottle of plain drinking water)
- Mobile phones are not allowed. They will be confiscated.
- You must not leave a lesson without a note from a teacher. N.B. some students have permission to go to the toilet at any time for medical reasons. Their planner should indicate this.

#### **3. End of lessons**

- The clock is not a signal for you: it is for the information of the teacher
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so
- When told, stand and push in or put up your chairs: any litter should be picked up. Wait in silence to be dismissed
- Only when your teacher finally tells you to go may you leave the room.

#### **4. Expectations of students during registration**

- Expectations are the same as for any other lesson
- Students are expected to arrive **on time**
- Morning registration will begin with a prayer.

#### **5. Expectations of students during Assembly**

- Assembly is an important part of the academy week. It is a time when the whole year group meets together for collective religious worship and to hear important messages. Students are expected to behave appropriately and act reverently at all times.

## **APPENDIX 2**

### **Behaviour Sanctions at The Palmer Catholic Academy**

Consistent, Insistent, Persistent (CIP)

<b>Action</b>	<b>Sanction</b>
• Disruptive behaviour in lesson	1 hour
• Late to lesson	30 minutes
• No homework or incomplete homework	1 hour
• Poor effort in class	30 minutes
• Lack of appropriate equipment for lessons	30 minutes
• Uniform issues	30 minutes
• Damaging academy property	Referral to SLT
• Mobile phone visible	1 hour <u>and confiscation</u>
• Littering	30 minutes
• Chewing gum/eating	30 minutes