



# **BEHAVIOUR & DISCIPLINE POLICY**

**The Palmer Catholic Academy**

# MISSION STATEMENT



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: June 2019

Signature of Chair of Governors: .....

Signature of Headteacher: .....

Review Date: June 2020

## **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 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 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, 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 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 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 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 other students.
- Bullying 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 can not 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.

- 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 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 lunchtime, fixed 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 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.

### **External Exclusion**

Only the Headteacher can exclude a student from the academy. If the Headteacher is absent from academy, the acting Headteacher or most senior teacher also has the power to exclude. They will then make it clear that they are acting in the Headteacher's absence. If necessary, the person acting will exclude for a briefer fixed term period, which the Headteacher could extend or make permanent.

A decision to exclude a student will be taken:-

- In response to serious breaches of the academy's Behaviour & Discipline Policy.
- Once a range of alternative strategies have been tried and have failed.
- 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 excluded

- Possession of cigarettes 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.
- 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

**Fixed Term Exclusion (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 will be informed immediately and an interview arranged as soon as possible. Such exclusions will follow statutory guidance as laid out by the Department for Education (DFE).

**Permanent Exclusion**

Permanent exclusion is a most serious sanction that will be only taken in response to the following situations:- serious or persistent breaches of the academy's Behaviour & Discipline Policy, persistent and defiant misbehaviour including bullying and harassment of others in the academy community.

The Headteacher will consider all the relevant facts and evidence to support the allegations made. A fixed term exclusion may be made in the first instance to give the Headteacher time to investigate the case fully. The Headteacher will then decide whether to extend the fixed term exclusion or make it permanent.

There are, however, 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 misconduct or assault
- Supplying an illegal drug, possession or misuse of an illegal drug, medicines or solvents.
- Carrying 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
- 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 fixed term exclusion exceeds 5 days 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 her. 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.

### **Right of Appeal regarding External Exclusions**

Please note that with regard to exclusions 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 Assistant Heads of Year.
- Three fulltime learning Mentors.
- Groups of students mentored by Assistant Heads of Year (Years 7-11).
- 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. 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 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 a member of staff who is the same sex as the student. There must be members of staff present during the search to act as a witness who should also be the same sex.
- 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 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 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 banned 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 her 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 banned 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
  - Illegal drugs
  - Stolen items
  - Tobacco, cigarette papers
  - 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 exclusion.

### **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.
- In determining a good reason to examine or erase data or files, academy staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break academy rules.
- If the device is to be returned, relevant files may be deleted or retained by the academy to support disciplinary action, or where appropriate passed to the police.

## **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 drugs 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 students or to stop a fight in the playground.
- Restrain a student at risk of harming themselves 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 is 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 log book
- 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 bell and the clock are not signals for you: they are 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)

#### **Action**

- Disruptive behaviour in lesson
- Late to lesson
- No homework or incomplete homework
- Poor effort in class
- Lack of appropriate equipment for lessons
- Uniform issues
- Damaging academy property
- Mobile phone visible
- Littering
- Chewing gum/ eating

#### **Sanction**

1 hour  
30 minutes  
1 hour  
30 minutes  
30 minutes  
30 minutes  
Referral to SLT  
1 hour and confiscation  
30 minutes  
30 minutes