



St. Francis' College

Behaviour and Discipline Policy and Covid – 19 Addendum - Senior

Introduction

The 'College' refers to all the staff and pupils of the Senior School (Key Stages 3-5).

This policy is intended to:

- support staff in managing pupil behaviour
- provide clear reference for pupils and their parents on expected standards of behaviour, related rewards and sanctions.

Rationale

This policy puts into effect a statement of principles for promoting good behaviour.

All members of our community are entitled to a calm, purposeful, happy and inviting atmosphere, where learning can take place and staff and pupils feel safe, secure and motivated. It is important that pupils feel valued, independent, respected, included, engaged and able to form relationships with both adults and pupils. The pupils should be free from humiliation and encouraged to learn from their mistakes.

All pupils are expected to be polite, caring towards each other, able to respect resources and the play of others, able to engage in the rules and routines of the setting and to show the ability to listen and respond to adults.

All adults should feel included in a whole team approach to behaviour where they are able to share responsibilities, knowledge and concerns. We believe adults should be good role models, who are sensitive to individual pupils and are able to respect pupils' mistakes and ensure that children learn from them. All adults should be understanding, caring, patient and willing to listen to pupils. We believe that all pupils from all backgrounds should be included, respected and valued. We aim to never humiliate, label, make fun of, or talk negatively about pupils under any circumstance.

We encourage good behaviour through our high expectations of pupils both academically and pastorally.

The pupil code of conduct states:

- Show respect and concern for all other members of the College at all times in the way you speak and act towards them, in College and on the journey to and from home.
- In College and on the journey to and from home wear school uniform.
- Move around the College in a calm and orderly manner
- During lessons, conduct yourself in a manner which is helpful to the progress of the lesson, concentrate and work to the best of your ability, arrive promptly and fully equipped to the lesson.

- Do not eat in lessons or while walking around and do not bring chewing gum to school.
- Ensure you are punctual and arrive with the correct books and equipment for the lesson.
- Leave form rooms tidy and ready for the next class.

In addition to the pupil code of conduct, pupils have drawn up and agreed the Charter of Respect (see Appendix 1). A copy of this is in every room and around the school.

The role of the Headmistress:

- To establish measures to promote good behaviour, self-discipline and respect for others, prevent bullying, ensure that pupils complete tasks reasonably assigned to them in connection with their education and regulate the conduct of pupils both on and off school premises.
- To communicate the College's behaviour policy within the College and to parents, guardians and children, otherwise it may be unlawful to impose its sanctions.

The role of Staff

Staff should familiarise themselves with the behaviour policies and procedures of the College so that they are clear about the extent and limits of their authority:

- all trainees, NQTs and staff new to the College will receive initial training at their Induction.
- all staff receive updates on the College's behaviour management procedures at the start of the school year and then as required.
- all members of staff have access to this policy via the staff area.

All staff are responsible for the behaviour of pupils. In order to ensure there is a consistent approach to managing behaviour, it is essential that all staff work together to maintain the high standards of behaviour expected at St Francis' College.

Rewards and Sanctions

Please see Appendix 2.

Merits

Whenever possible we celebrate pupil achievement. We believe that reward, praise and encouragement produce better results than discouragement. Within their classroom staff may use their own reward systems to encourage achievement and good behaviour. Achievement may also be recognised through a number of methods such as; Achievement Assemblies by means of trophies or certificates, by merits and Inter-House Commendations, by postcards or letters home, mention in the Head's weekly bulletin, signing Head's Commendation Book.

Merits are awarded by staff for many reasons – good work, excellent contribution in class, kindness, helpfulness, participation in an event, good or improved school work, good or improved behaviour, positive effort, excellent attendance, commitment to extra-curricular activities, contribution to Inter-House events, charity activities and contribution to the positive ethos of the College e.g. care shown for others. Merits are awarded and recorded on ISAMS. In years 10 and 11, merits contribute to termly auctions.

Sanctions

The Education and Inspections Act 2006 gives teachers and other staff in charge of pupils the right to deal with pupils' misbehaviour and to impose sanctions. This power extends to pupils outside of school, for example on a school trip in the UK or abroad, where poor behaviour may result in the pupil being sent home at the parents' expense. Poor behaviour by pupils on the way to or from school or in the community in general will be dealt with by the College if deemed appropriate.

In determining whether the imposition of a sanction is reasonable, the following matters must be taken into account:

- whether the imposition of the sanction constitutes a proportionate punishment in the circumstances, and
- any special circumstances relevant to its imposition on the pupil which are known to the person imposing it (or of which he ought reasonably to be aware) including in particular:
 - the pupil's age,
 - any special educational needs she may have,
 - any disability she may have, and
 - any religious requirements affecting her.
 - any issue around race, equality and human rights
- we should also consider whether the behaviour under review gives us cause to suspect that a child is suffering, or is likely to suffer significant harm in which case, referral will be made to the Safeguarding Policy.
- is the continuing disruptive behaviour the result of unmet educational or other needs and whether or not a multi-agent assessment is necessary.

All sanctions should be recorded on iSAMS by the member of staff or by administration staff. Records will be kept with due regard to Data Protection legislation.

The following sanctions should be fully understood by the whole College community and applied fairly and consistently.

Type of incident	What to do	Who else to involve
Level one		
Low level disruption in class	Admonishment, move place. Note in mark book	
Low level disruption outside class	Admonishment	Inform Form Tutor
Uniform	Correct. (See note on confiscation)	Inform Form Tutor
Late	Check the reason and admonish if unsatisfactory. Note in mark book	Check excuse with colleagues, if one given
Lack of homework, appropriate resources	Admonish and comment in Pupil Planner. Discuss ways to support pupil	Inform HoD/Head of KS and Form Tutor
Level two		
Continued low level disruption in class or around the College	Discuss with pupil. Record incident, try to avoid sending pupils out of class.	Inform Head of Year/Head of Departments who may speak to parents

	Lunchtime detention and record on iSAMS	
Continued uniform violations	Continue to correct. Note in Pupil Planner. Record incident and on iSAMS. Lunchtime detention	Inform Form Tutor and Head of Year who may speak to parents
Repeatedly late to class	Ensure there is no good reason. Lunchtime detention by class teacher to make up time. Record centrally on iSAMS	Inform Head of Year/Head of Department
Repeated lack of homework	Discuss reasons with pupil. Strategies to improve organisation. Note in Pupil Planner. Lunchtime detention and note on iSAMS	Inform Form Tutor. Involve Head of Year who may inform parents . (Parents should NOT find out for the first time about a poor homework record in the reports or at Parents' Evening). Inform Director of Studies
Loud or disruptive behaviour around College	Stop behaviour, explain why it is inappropriate. Record incident on iSAMS	Inform Form Tutor who will inform Head of Year if necessary
Missing lessons without permission	Maintain lesson attendance registers. Confirm absences are legitimate. Record on iSAMS	Follow up with colleagues (e.g. Music lessons). Inform Form Tutor and Head of Year/ Head of KS who may speak to parents
Leaving the premises without permission	Report to Head of Year. Record on iSAMS	Head of Year who will investigate and pass on to Deputy Head
Level three		
Serious incident – swearing, refusal to obey a reasonable instruction etc	Send a reliable pupil to find HoD or a member of the SLT. Record on iSAMS	SLT will deal and inform teacher, Form Tutor and Head of Year. Headmistress will be informed. Parents will be informed
Truancy	Report to Head of Year. Record on iSAMS. Refer also to Missing Child Policy	Head of Year and Safeguarding Lead who will inform parents. Head to be informed.
Smoking/Vaping	Smoking by pupils on College premises or anywhere in school uniform is unacceptable. Inform Head of Year	Head of Year to inform Deputy Head who will inform parents. Head to be informed.
Bullying including cyberbullying	Follow policy and record on Anti-Bullying register	Head of Year/ Deputy Head/Head of Prep/Deputy

		Head of Prep/ Safeguarding Lead. Head to be informed.
Drug offences	Follow policy	Safeguarding Lead, Deputy Head/Headmistress
Possession or consumption of alcohol	Follow policy	Safeguarding Lead, Deputy Head/Headmistress
Possession of dangerous items not included above	Follow policy	Safeguarding Lead/ Deputy Head/Headmistress

Key:

HoD – Head of Department

The individual circumstances surrounding all incidents will be considered carefully. These may determine that the pupil is dealt with by sanctions either more or less severe than that indicated within this table.

The table below sets out who is authorised by the Headmistress to use which sanctions.

Individuals using sanctions for which they are not authorised are in breach of the law. This refers particularly to temporary or permanent exclusions. Under no circumstances should any form of corporal punishment or threat of corporal punishment be used, or as a sanction within the College. Punishments must not be demeaning or undermine a pupil's Human Rights.

Sanction	Who	Conditions
Verbal warning/rebuke	All staff	<ul style="list-style-type: none"> Must be proportionate and fair
Letter home	Head of Year SLT	<ul style="list-style-type: none"> Check to ensure correct details and spelling, punctuation and grammar
Moving a pupil in a lesson	All teachers	<ul style="list-style-type: none"> No reason is needed except that it facilitates good learning.
Sending a pupil to work with another colleague.	All teachers	<ul style="list-style-type: none"> Must be proportionate and fair.
Break and Lunch Detention	All teachers	<ul style="list-style-type: none"> Must be proportionate and fair. Any tasks set must not be humiliating or demeaning and offer a learning opportunity related to incident.
Seeing a pupil at the end of a lesson.	All teachers	<ul style="list-style-type: none"> This must not interfere with home-school transport and therefore must be limited to 2 minutes at the end of the school day.
After School Detention	All teachers	<ul style="list-style-type: none"> Full 24 hours' notice. With agreement of Head of Year. Must be proportionate and fair. Complete detention details to Head of Year. Record on ISAMS

Whole class detention (This does not apply to detaining a class for a period of up to 5 minutes at break or lunchtime)	Headmistress / Deputy Head	<ul style="list-style-type: none"> • Must be proportionate and fair and for a minimum period needed to achieve ends.
Saturday morning detention	Headmistress / Deputy Head	<ul style="list-style-type: none"> • For repeat offences or serious incidents. Standard letter to go home from office. Form teacher and Head of Year to be informed.
Detention on Training Days	Headmistress / Deputy Head	<ul style="list-style-type: none"> • For use in selected cases. e.g. Truancy, having consulted parents first.
Loss of Privilege	SLT	<ul style="list-style-type: none"> • E.g. removal from school trip, where the behaviour displayed leads to concern about an unacceptable risk whilst on the trip.
Isolation	SLT	<ul style="list-style-type: none"> • Arrangements are made for continued learning. • Parents/Guardians are informed promptly. • Letter sent home.

Internal Exclusion	Headmistress or Deputy Head (on behalf of the Head)	<ul style="list-style-type: none"> • Arrangements are made for continued learning. • Pupils have shortened breaks and separate lunchtimes. • Parents/ Guardians are expected to come into College to discuss breach of the behaviour policy and targets for future behaviour. • Pupils receive targeted behaviour support interventions.
Fixed Term Exclusion	Headmistress	<ul style="list-style-type: none"> • With agreement of Head or person deputising for the Head. Complete paperwork in place. All alternatives considered and rejected.
Confiscations	All teachers	<ul style="list-style-type: none"> • Where appropriate arrangements should be made to return confiscated items at the end of the school day e.g. mobile phone. (See Mobile Phone Policy) • For more serious incidents e.g. where use of mobile phone for

		<p>bullying is suspected, confiscated items should be passed to HOY or SLT who will investigate and contact Parents/Guardians.</p> <ul style="list-style-type: none"> • Where a valuable item has been confiscated, it should be passed immediately to the front office for safe keeping. • Confiscated items should be only be disposed of after consultation with the Headmistress.
Physical intervention when pupils' Health and Safety is at risk.	All members of staff.	<ul style="list-style-type: none"> • No one should put themselves at risk of injury. • Minimum force and contact should be used. • Only to be used when no other alternative strategy is possible and only then after completing a quick mental risk assessment and the benefits outweigh the disadvantages. (See use of Physical Restraint and Powers to Search Policy)
Search of bags and clothing.	SLT	<ul style="list-style-type: none"> • In the company of another colleague and female only. Senior staff may search a pupil for offensive weapons, using reasonable force if necessary. (See use of Physical Restraint and Powers to Search Policy.)
Calling the Police	SLT	<ul style="list-style-type: none"> • Where a serious breach of the College's behaviour and discipline policy has occurred or where there is a serious risk to the safety to others
Expulsion	Headmistress, Chair of Governors or Vice Chairman of Governors (if Chairman is unavailable)	<ul style="list-style-type: none"> • A pupil is liable to expulsion for a serious breach of College discipline, for example, persistent failure to comply with College conduct, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its property or any of its members.

Confiscation of pupil property

In most cases, confiscation is a sufficient sanction, and return of the item at the end of the lesson, school session, or school day is adequate time to reinforce the school rule. This also limits the chance of problems with loss of items while in the care of school staff. It is usual for this to be accompanied by an Academic ticket on ISAMS.

There may be some instances when the College chooses not to return an item to the pupil:

- Items of no value, such as an inappropriate message scrawled on a piece of paper, may simply be disposed of. However, staff should be mindful that some items of seemingly no value may have value to the child - staff should establish if this is the case before deciding whether or not to dispose of the confiscated item.
- Items of value which the pupil should not have brought to school, or have misused in some way, might, if judged appropriate and reasonable, be stored safely at the College until a responsible family adult can come to retrieve them. For example, there is no acceptable reason why a pupil should bring a cigarette lighter to school. Likewise, as a general rule, pupils should not use mobile phones in lessons. In such circumstances retention is a reasonable step.
- Other items which the pupil should not have had in their possession, particularly of an unlawful or hazardous nature, may be given by the College to an external agency for disposal or further action as necessary. This should always be followed by a letter to the parents confirming that this has taken place and the reasons for such action.

Serious Misbehaviour

Malicious allegations against a member of staff

If there is an allegation against a member of staff we will follow the statutory guidance detailed in 'Keeping Children Safe in Education' DofE July 2021. (as outlined in the Safeguarding and Child Protection Policy and Whistleblowing Policy).

Where an allegation is proven to be false, the Headmistress may consult with social services to determine whether a child is in need of special care, or to help understand if they are being abused elsewhere.

If the allegation is found to be intentionally malicious, the Headmistress will decide what the proper sanction will be for the pupil who made the false allegation.

The College has the power to suspend or expel pupils who make false claims.

Detention

Out of hours' detention may only take place once the pupil's parent/guardian has been given at least 24 hours' notice in writing that the detention is due to take place. In exceptional circumstances a member of the SLT will conduct Saturday detentions. These sanctions will form part of the pupils' permanent disciplinary record but details of detentions will not be passed on in references or communications with other institutions unless requested by those institutions or deemed appropriate by the Headmistress.

Fixed Term Exclusion A pupil may be suspended for up to five days while a complaint is investigated, or as a sanction in its own right. Parents/Guardians will be invited to a meeting with the Headmistress after the suspension takes place. No pupil will be suspended without notifying the Chair of Governors, or if the former is unavailable, the Vice Chairman of Governors.

Requirement to Leave

For a serious breach of College discipline falling short of one for which expulsion is necessary, but such that the pupil cannot remain a member of the College community, similarly if there

is a breakdown of trust and relationship with parents, the pupil may be required to leave permanently. Subject to payment of all outstanding fees, the pupil will be given reasonable assistance in making a fresh start at another school. Parents/Guardians will be invited to a meeting with the Headmistress before a pupil is required to leave the College. No pupil will be asked to leave without prior consultation with the Chair of Governors, or if the former is unavailable, the Vice Chairman.

Expulsion

A pupil is liable to expulsion for a serious breach of College discipline, for example, persistent failure to comply with College conduct, a serious criminal offence or some wilful act calculated to cause serious damage to the College, its property or any of its members. Upon expulsion the pupils name will be removed from the roll of the College and a reference to the circumstances and the facts will be made available in response to every reference request. All outstanding fees, up to and including the term of expulsion, shall be payable. Parents/Guardians will be invited to a meeting with the Headmistress before expulsion takes place. No pupil will be expelled without prior consultation with the Chair of Governors, or if the former is unavailable, the Vice Chairman.

Appeals

The Parents/Guardians are entitled to ask for review by a panel of three Governors of a decision to expel a pupil or to require a pupil to leave for disciplinary reasons.

There will be no right to an appeal of other sanctions but a pupil who feels aggrieved may ask her Form Tutor, Head of Year or Pastoral Head to take up her concerns with the member of staff who imposed the sanctions.

A Parent/Guardian who remains dissatisfied with the response to a concern raised, may request a copy of the College Complaints Procedure, which is also available on the College's website.

Related Policies

Alcohol
Anti -Bullying
Attendance
Child Protection and Safeguarding with reference to 'Keeping Children Safe in Education' (2021))
Drugs
Missing Child
Equal Opportunities
E-Safety
Homework
Physical Restraint and Powers to Search Policy
Smoking/Vaping
Uniform
Whistleblowing

Related Documents

College Complaints Procedure
Detention Request (Appendix 3)

Prepared by:	B Goulding/J Nichols
Reviewed:	September 2021
Next Review:	September 2023

Charter of Respect

- Listen to one another
- Think before you speak
- Be aware of the boundaries between a joke and an offensive comment
- Be careful what you say when using social media
- Do not talk behind people's backs
- Tolerate and be kind to create a friendly and happy environment
- Include those who are alone but respect people's privacy
- Treat other people as you would like to be treated regardless of differences
- Respect other people's property

Remember
'One Heart, One Soul'.

REWARDS & SANCTIONS		 St. Francis' College	
REWARD	LEVEL 1	LEVEL 2	LEVEL 3
REWARDS	House Merits are awarded for the values of St. Francis' College 'One Heart One Soul': <ul style="list-style-type: none"> • Good work • Good effort • Positive behaviour Certificates for: <ul style="list-style-type: none"> • Bronze Award: 50 • Silver Award: 100 • Gold Award: 150 	A Postcard home and a Merit for: <ul style="list-style-type: none"> • Good work or effort that is beyond the rewarding of a Merit 	Signing the St. Francis' College Commendation book: <p>Academic Achievement Commendations for:</p> <ul style="list-style-type: none"> • Pieces of work and/or effort that are beyond the standard that is expected <p>Significant Achievement Commendations for:</p> <ul style="list-style-type: none"> • Two reporting cycles to reward consistent work across the spread of subjects
	STAFF	Any member of staff – Recorded in Planners or on iSAMS	Any member of the Teaching or Boarding Staff via HoD/HoY – Recorded on iSAMS
SANCTION	LEVEL 1	LEVEL 2	LEVEL 3
SANCTIONS	A Warning is given in the first instance, followed by an Academic Ticket for: <ul style="list-style-type: none"> • A student who breaks the College's standard of behaviour • A student who does not submit homework on time 	Lunchtime Detention for: <ul style="list-style-type: none"> • Three Academic Tickets over one Term • The continued breaking of the College's standard of behaviour • Continually not submitting homework 	After-School Detention, Saturday Detention, Isolation, Internal/External Exclusion or Expulsion for: <ul style="list-style-type: none"> • A serious breach of the College's standard of behaviour • A situation that is escalated to the Senior Leadership Team (SLT)
	STAFF	Any member of the Teaching or Boarding Staff – Recorded on iSAMS	Any member of the Teaching or Boarding Staff via HoD/HoY – Recorded on iSAMS

Detention Request

Pupil

Form

Date of request

Teacher

Subject

Reason

.....

Date of Detention

From

To

Room

Work to be done

Supervised by

Approved by (Head of Year / SLT)

COVID – Behaviour Addendum

Attendance during the Pandemic

- Attendance at College is mandatory from the start of the new school year; except where statutory exceptions apply.
- Pupils should not attend College if they are displaying any Covid symptoms (in line with Public Health England (PHE) advice).
- Pupils displaying Covid-19 symptoms should self-isolate for the required number of days (in line with PHE).
- Remote access to education will be provided during this time.

Behaviour – Staff will:

- Follow all guidance as laid out in the College Risk Assessment.
- Arrive at and leave school via their designated areas.
- Wear face covering on all public and College transport and in other areas as designated by the College.
- Follow enhanced hygiene practices.
- Adhere to the new lunch and break time routines.
- Wear face covering during transitions between lessons.
- Follow instructions to ensure the safe use of school spaces and equipment.

Behaviour – Pupils will:

- Follow all guidance as laid out in the College Risk Assessment.
- Arrive at and leave school via their designated areas.
- Where applicable, wear face coverings on College transport.
- Follow enhanced hygiene practices.
- Adhere to the new lunch and break time routines.
- Follow instructions to ensure the safe use of school spaces and equipment.

The College considers the purposeful behaviours below to be serious due to coronavirus (COVID-19):

- Coughing on someone/deliberately breaching social distancing measures
- Taunting/name calling
- Gossiping and spreading rumours.
- Failing to wear a mask when travelling on College Transport, when required to do so.

Rules must be adhered to; failure to do so will result in the actions according to the College's sanctions policy.

The severity of the misdemeanour will be appropriately sanctioned according to the incident and age of child.

Staff will supervise movement and behaviour during social times.

Staff are to report any Covid-19 misdemeanours through to the Deputy Head or the Headmistress who will make a decision about what action to take. Incidents will be logged and monitored using ISAMS.

The College will support the Staff and Pupils through the well-established Pastoral system upon return to the College building.

In light of the fluid situation - The amendments to this Policy will be reviewed as and when deemed necessary.