



# Behaviour and Discipline Policy

## St James' School

### 1. Introduction

Our policy reflects the DfE guidance, in particular 'Preventing and Tackling Bullying' (DfE, 2017), 'Use of Reasonable Force' (DfE, 2013) and 'Keeping Children Safe in Education' (DfE, 2023).

This policy should be read in conjunction with the policies listed below:

- Non-discrimination and Inclusion
- Safeguarding and Child Protection
- Anti-Bullying
- Complaints

### 2. Aims and Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The School's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe, and secure.

The School has a number of rules, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

The School expects every member of the school community to behave in a considerate way towards others.

We treat all pupils fairly and apply this behaviour policy in a consistent way.

This policy aims to help pupils grow in a safe and secure environment and to become positive, responsible and increasingly independent members of the school community. We encourage pupils to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of those living and working in the locality in which the schools is situated and to society more widely.

The School rewards good behaviour, as it believes that this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

### 3. Rewards and Sanctions

We praise and reward pupils for good behaviour in a variety of ways:

- teachers praise and congratulate pupils in lesson feedback;
- teachers give pupils merits;
- we give merits to pupils, either for consistent good work or behaviour, or to acknowledge outstanding effort or acts of kindness in school;
- merits accumulate into award points for bronze, silver & gold awards
- noticed board slips on display and school values certificates in our awards assembly every Friday
- house certificate awards for contribution and success in house events
- we have reward trips at the end of end of the year
- prizes at the end of the academic year;
- commendations (including letter to pupils/parents);

The School acknowledges all the efforts and achievements of pupils, both in and out of school.

The School employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. The school rejects the use of corporal punishment.

- We expect pupils to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect pupils to try their best in all activities. If they do not do so, we may ask them to redo a task in detention.
- If a pupil is disruptive in class, the teacher reprimands him or her. If a pupil misbehaves repeatedly, we isolate the pupil from the rest of the class until they calm down and are able to work sensibly again with others.
- The safety of the pupils is paramount in all situations. If a pupil's behaviour endangers the safety of others, the class teacher will stop the activity and prevent the pupil from taking part for the rest of that session. (See Stage 4 of procedures below)
- If a pupil threatens, hurts or bullies another pupil, the class teacher records the incident and the pupil is sanctioned. This is followed up by the Senior Management Team and Head.
- If a pupil repeatedly acts in a way that disrupts or upsets others, the School contacts the pupil's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the pupil.
- Pupils must be in lessons on time and must be accounted for at all times. This includes moving between lessons, breaks and lunchtimes.

## Behaviour Procedures

**Stage 1** – the teacher will issue a verbal warning to the pupil and request completion of the work or ask the pupil to stop the behaviour displayed.

**Stage 2** – the teacher will write a note in the pupil's diary, log on the Behaviour and Conduct Log and set a break/lunch detention. The timing will be at the teacher's discretion.

**Stage 3** – the teacher will write a note in the pupil's diary, log on Behaviour & Conduct Log with the form tutor and Head of Section, the teacher will contact home and issue an after-school detention (this is emailed home with 24 hours' notice).

If after the after-school detention the intervention has not been successful, the behaviour will become more serious and result in a Form Tutor/Subject Teacher/ Assistant Head and parent meeting. This

stage could include a Heads detention, revision sessions, coursework catch-up sessions, daily reports, reflective journals, and mentoring. A Home, School Behaviour Contract may also be enforced.

**Stage 4** – If a serious behaviour incident occurs the pupil will be isolated to ensure the pupil and others remain safe. A member of the Senior Management Team will contact the parents/guardians. At this stage a more serious consequences may be given. (Please see the Admissions and Exclusion Policy). This will require parents/ guardians to meet with the Head and it will be followed up with a formal letter.

**Note on technology:** We do not permit mobile phones in school. Phones must be handed into reception at 8:40 and collected at 16:00. If a pupil is found to have a mobile phone it will be confiscated (as will tablets/laptops if being misused) If the pupil refuses or does not comply, this becomes a Stage 3 incident and the teacher may take the technology/ pupil to the Assistant Head or Head if they do not comply.

The form tutor will discuss the school rules with each class at the start of the academic year. Each pupil is provided with a pupil handbook and teachers refer to rules and school values throughout the day. In this way, every pupil in the School knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the form tutor discusses these with the whole class at an appropriate time (this is often in reflective time at the end of the school day).

The School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all pupils attend school free from fear. Our anti-bullying policy has more details regarding this.

All members of staff are aware of the regulations regarding the use of force by teachers ('Use of Reasonable Force' (DfE, 2013). Teachers in our school do not threaten, hit, push or slap pupils (not use or threaten corporal punishment). Staff only intervene physically to restrain pupils or to prevent injury to a pupil, or if a pupil is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of pupils.

#### **4. The Role of the Class Teacher**

It is the responsibility of teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time.

The teachers in our school have high expectations of the pupils with regard to behaviour, and they strive to ensure that all pupils work to the best of their ability.

The teacher treats each pupil fairly and enforces the classroom code consistently. The teachers treat all pupils in their classes with respect and understanding.

If a pupil misbehaves repeatedly in class, the teacher keeps a record of all such incidents. In the first instance, the class teacher deals with incidents him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Head.

The teacher liaises with external agencies, as necessary, to support and guide the progress of each pupil.

The teacher reports to parents about the progress of each pupil in their class, in line with the whole-school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of a pupil.

## **5. The Role of the Head Teacher**

It is the responsibility of the Head, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the School. It is also the responsibility of the Head to ensure the health, safety and welfare of all pupils in the School.

The Head supports the staff by implementing the policy, by setting the standards of behaviour and by supporting staff in their implementation of the policy.

The Head keeps records of all reported serious incidents of misbehaviour and sanctions. This includes the nature and date of the offence and the sanction imposed. The Head teacher uses the register to identify patterns of behaviour and address these.

The Head has the responsibility for giving fixed-term suspensions to individual pupils for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Head may permanently exclude a pupil. These are all recorded in detail.

## **6. The Role of Parents**

The School collaborates actively with parents, so that pupils receive consistent messages about how to behave at home and at school.

We expect parents to support their pupil's learning, and to cooperate with the School. We try to build a supportive dialogue between the home and the School, and we inform parents immediately if we have concerns about their pupil's welfare or behaviour.

If the School has to use reasonable sanctions to punish a pupils, we expect parents to support the actions of the School. If parents have any concerns about the way that their child has been treated, they should initially contact the Form Tutor. If the concern remains, they should contact the Head. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented in accordance with the Complaints Procedure.

## **7. The Role of the Proprietor**

The Head has the day-to-day authority to implement the School's policy on behaviour and discipline, but the owner may give advice to the Head about particular disciplinary issues. The Head must take this into account when making decisions about matters of behaviour.

## **8. Drug and Alcohol-Related Incidents**

It is the policy of this school that no pupil should bring any drug, legal or illegal, to school. If a pupil will need medication during the school day the parent or guardian should notify the School and ask permission for the medication to be brought. This should be taken directly to the school nurse who will ensure a consent form is completed by the parent or guardian. Any medication needed by a pupil while in school must be taken under the supervision of the authorised member of staff (nurse).

The School will take very seriously misuse of any substances such as glue, other solvents, or alcohol. The parents or guardians of any pupil involved will always be notified. Any pupils who deliberately

brings substances into school for the purpose of misuse will be punished by a fixed-term exclusion. If the offence is repeated, the pupil will normally be permanently excluded, and the police and social services will be informed.

If any pupil is found to be suffering from the effects of alcohol or other substances, arrangements will be made for that pupil to be taken home.

It is forbidden for anyone, adult or pupil, to bring onto the school premises illegal drugs. Any pupil who is found to have brought to school any type of illegal substance will normally be punished by a temporary exclusion. The pupil will not be re-admitted to the School until a parent or guardian of the pupil has visited the School and discussed the seriousness of the incident with the Head.

If the offence is repeated the pupil will be permanently excluded.

If a pupil is found to have deliberately brought illegal substances into school and is found to be distributing these to other pupils for money, the pupil will be permanently excluded from the School. The police and social services will also be informed.

Should the Head judge that it is appropriate for the pupil to be required to leave, they will present the case to the owner or a director and request approval for this action to be taken.

## **9. Monitoring and Review**

The Head monitors the effectiveness of this policy on a regular basis. The School has a register of sanctions, and the Head keeps a record of any pupil who is suspended for a fixed-term, or who is permanently excluded.

It is the responsibility of the Head to ensure that the school policy is administered fairly and consistently. Particular attention is paid to matters of racial equality. No pupil is treated unfairly because of race or ethnic background.

| Date of Review | Position    | Name of Reviewer | Date of Next Review |
|----------------|-------------|------------------|---------------------|
| August 2023    | Headteacher | Miss T. Harris   | August 2024         |
| August 2023    | Proprietor  | Mr A. Khan       | August 2024         |