

St Benedict's Catholic School Behaviour Policy

Covid-19 Amendment March 2021

Scope

The Spring term 2021 through mass testing we are able to return school to what we are more accustomed too. Therefore, this behaviour policy appendix reflects our previous policy with some appropriate changes considering the impact on Covid-19 on our school and local community

Following schools being closed to the majority of students, the Department of Education have announced a full return for all pupils to Secondary Schools from the 8th March 2021

This Appendix applies until further notice. All appropriate adjustments will be covered in this Appendix, otherwise our normal behaviour policy continues to apply which is located on the main school website.

This policy appendix is guided by the most recent Department for Education Guidance released regarding the re-opening of schools and other education establishments.

This policy appendix is specifically intended to:

- ensure the safety of every student and member of staff during this time.
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and respectfully during this time.
- allow teachers to feel safe and supported during this time
- foster an environment where all members of our school community respect and adhere to the new measures.
- ensure reasonable adjustments are made to support students with protected characteristics.

The information in this policy will be communicated:

- to students – on the 8th January during tutor time.
- to teachers – Via first week of school from 4th January and the relevant section in the staff shared area and school website.
- To parents/carers – via the school website. Parents/Carers will be sent a link to the documents before school begins in January.

Aims and Ethos

In setting our Behaviour for Learning policy, the Governors and leaders of the school are establishing our expectations of the ways members of the school community act throughout their time at the school.

St Benedict's Catholic School aims to instil in our students, an ethos for learning that maximises the opportunities available regardless of their abilities, social or ethnic background, gender or religion. We work to create a secure learning environment that enables students to achieve their full potential in an atmosphere of mutual respect and academic challenge.

Good behaviour is at the heart of a productive learning environment and this, along with the need to keep all members of the school community safe, is the reason that we have rules that guide our students.

All students are expected to behave in a way which shows thought for all other members of the school and the wider community. We show care, courtesy and consideration for others; relationships are based on mutual respect and tolerance and we aim to preserve an environment where everybody feels safe and confident.

In addition to good behaviour towards each other and respect for the school environment, we also expect our students to behave in a way that shows they are in the correct frame of mind to work in lessons – this is our “Ready to Learn” culture. Everybody has a right to a safe, happy and productive day and negative or disrespectful behaviour in lessons can detract from learning for the rest of the students in a group.

Working as a school on our own, does not guarantee successful outcomes, which is why we encourage the links we have with parents. When sanctions are implemented for undesirable or unacceptable behaviour, it is vital that we have the understanding and support of parents. We aim to provide information for parents when appropriate, in order to share the responsibility of keeping their children within our acceptable guidelines.

We follow DfE advice (Behaviour and Discipline in Schools; DfE Jan 2016) with respect to this policy, specifically regarding where this policy has effect. This therefore covers:

- When the student is on the school site
- When the student is travelling to and from school
- When the student is on school business, such as on school trips and visits
- When the student is using social media and other technologies (and bringing the school into disrepute)

1. Changes in school procedures.

To introduce routine rapid mass testing within school to students and staff as significant preventative measure in dealing with covid-19. This will enable St benedict's return to many normal daily routines as follows:

Start of the day

- Students should arrive to school by the usual method. All students can enter the school site through the front main gate.
- Students should make their way to their tutor room at 08:50 when the first school bell us rung.
- Classrooms will now be locked and will be opened when the tutor arrives to the classroom.
- Students should wait outside or in communal areas within school. Students must continue to wear face masks when moving around school.
- Students travelling to school via a bus should follow the guidance from the government and Suffolk County Council. Please follow the link for advice [A Parent Guide to School Travel from September 2020](#)

Returning to a single timetable for whole school.

With the additional prevention measure of rapid mass testing in school a single timetable will be re-established as follows.

Bells	Action
8.50	Warning Bell
9.10	End of Tutor Time
10.15	End of P1/Start of Break
10.30	Warning Bell for P2
11.35	End of P2
12.40	End of P3/Beginning of Lunch
1.20	Warning Bell for P4
2.25	End of P4
3.30	End of P5
3.40	Dismissal of Yrs 10, 11, 12 & 13
3.45	Dismissal of Yrs 7, 8 and 9

End of the school day

- Afternoon registration will continue to enable students to start and finish their day with their tutor which has positive pastoral benefits.
- A staggered finish will continue but due to having two exits (Klondike and the main front gate) years 10,11 and 6th form will finish at 15:40 and year 7,8 and 9 will leave on the last school bell at 15:45.
- Year 8, 10 and 6th form will exit via the main front gate and 7, 8 11 will leave via the Klondike gate.

2. Formal start and finish to lessons

To ensure a calm start and finish to the lessons students will begin with a formal start and finish. This will consist of:

Start

- Students to enter the classroom.
- Students must keep their face mask on unless medically exempt.
- Students should stand behind their chair.
- Students should remove their coats and place on the back of their chair. Coats will not be allowed to be worn during lessons.
- Students should take out any equipment they need and place on their table.
- Their teacher will invite students to sit down and start the lesson.

Finish

- The teacher will ask students to pack their equipment away.
- Stand behind their chair.
- Put on their coats a.
- Students will be dismissed from the front of the classroom to back to ensure a calm and orderly departure from lesson.

3. What we expect students to do during this time

- Students must wear an appropriate face mask (any design should be appropriate for a school environment and take into account the other members of school community) for transition around school corridors, and break and lunch times while queuing for food.
- Students must wear their face mask during lessons unless medically exempt.
- Students that are medically exempt should wear the designated lanyard to avoid any unnecessary challenges by school staff.

- Students must sanitise their hands when entering a classroom.
- Students should respect the 1m+ social distancing rule where possible during the school day.
- Students must follow the school one way system at all times.
- Students must enter their classroom without delay and stand behind their chair following formal start/end to lessons.
- Students' must use their own equipment and not borrow any equipment from their peers.
- Students must follow the "no contact rule" and not attempt to make physical contact with another student.
- When moving around school students should follow the one-way system and are not able to keep 1m+ social distancing should be respectful of students/staff around them.
- Students must follow the government guidance when needing to cough or sneeze by covering their mouth and nose with a tissue or coughing or sneezing into their arm.
- Students must meet our behaviour expectations in class which are set out in our classroom expectations.
- Students must not deliberately and unnecessarily perform actions associated with symptoms of Covid-19 for example but not limited to, coughing and/or sneezing.

4. What we expect our teachers to do during this time.

- We expect teacher to apply the behaviour and learning policy consistently and respectfully to ensure that all students have the right to learn and staff to work in a positive and safe environment in school.
- We expect all our teachers to address any pupil whose behaviour is unacceptable, who breaks our school rules or who doesn't follow a reasonable instruction
- Where the behaviour of a student makes us worried that they are suffering, or are likely to suffer, significant harm, we expect our staff to follow our safeguarding policy.

5. Ready to Learn

Students will be expected to have their OWN equipment in school each day. This is to remove the need to borrow equipment. They should all have:

- Pen, pencil, ruler and eraser
- Dry marker pen (for use on mini whiteboards)
- Glue stick
- Calculator

Tutors will perform an equipment check as well as a uniform check during Am registration. Tutors will give each student a mini whiteboard to be used during the day and returned each day during Pm registration. If a student does not have the correct equipment (not including calculator) they will be sent to resources to collect the correct equipment. The equipment will be charged to the student parent pay account. When a student's equipment account has been charged £5 of equipment parents/carers will be informed to settle their account.

6. Achievements

Celebrating and acknowledging students' efforts in school and the classroom is valued at St-Benedict's. It is important to acknowledge students' academic performance and effort in working to their best ability. As well as celebrating students' personal qualities that reflect the school values.

- Verbal praise by teacher or member of staff is highly valued in forming positive relationships.
- Achievement points will be awarded to students who demonstrated the values of the school's ethos "Compassion, Resilience and Wisdom". Achievement points will be on a student's edulink profile page and acknowledged throughout the year by tutors and head of year.
- Virtual postcards will be sent home to acknowledge student achievement.
- Achievement assemblies – these will be virtual until guidance changes.
- Display pieces of work.
- Stars of the week (Hot chocolate/afternoon tea Fridays will be on a year bubble rotation rather than whole school).

7. The actions we may take when a pupil misbehaves during this time

Any students behaving in a way that does not meet school expectations will be dealt with by this Behaviour Appendix or the school behaviour policy pre March 2020.

Any student who displays behaviours that demonstrate they are not *willing* to cooperate with us maintaining a safe environment during this period of wider return to school will be deemed as gross defiance or failure to follow instructions and will be dealt with according to the behaviour policy.

8. Mobile Phones Policy

We recognise that mobile phones and digital devices are an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to personal security and safety. We understand that for safety reasons most pupils will carry a mobile

phone in order to contact parents/guardians before or after school. However, the increasing sophistication of mobile technology presents a number of issues for schools:

- The high value of many smart phones
- The integration of cameras into phones and WiFi capability leading to potential Child Protection and Data protection issues
- The potential to use the mobile phone e.g. for texting whilst on silent mode
- Cyber-bullying We recognise that such technology will play an increasing part in education in the future, but that we need rules and guidelines to help develop good learning habits and prevent disruption. We aim to educate pupils in the responsible use of technology.

The use of mobile phones/ear pods by pupils in school and on the school site is strictly forbidden.

Pupils are permitted to bring mobile phones to school, but they must not use them in school and should be switched off and kept out of sight at all times during the school day, including break and lunchtimes. Phones must not be seen or heard. Urgent telephone contact with and from parents/carers must be via the school Reception, rather than trying to contact a student directly on their mobile phone.

3. Sanctions apply per term.

Any pupil found to be using a mobile phone during the school day will be asked to turn it off. It will then be confiscated by the member of staff and stored securely in the Main Office.

- First offence – Mobile phone will be confiscated and stored in the main office and can be collected by the student at the end of the day.
- Second offence – Same as first offence but parent/carer will be informed by the office.
- Third offence – Same as above but student will need to hand in their phone at the before school at the main office and collect at the end of the day.
- If a student does not comply with the request to confiscate their phone by a member of staff then this will be deemed as gross defiance and the behaviour policy will be appropriately applied.

No liability will be accepted by the school for loss or damage of mobile phone, however caused.

Mobile Phone Policy Note: The term 'mobile phone' in this policy includes **headphones and ear pods** (becoming more prevalent in school) iPods, e-readers and any similar portable electronic devices.

9. Sanctions

At St. Benedict's our sanction system is successful because of the positive relationship between staff, students and families. It is always our aim to encourage positive behaviour rather than discipline poor behaviour. However, at times the need to do so arises and evidence suggests sanctions must be immediate and must be specific to the issue. If a student receives a behaviour point there should be a consequence for their behaviour.

Possible sanctions to be applied by teachers include:

- Verbal reprimands/reminders of correct behaviour
- Break/Lunchtime detentions
- Communication with home
- Warn, Behaviour point, Remove
- Confiscation of items
- Being placed on a report card

Our expectations are very high for all students at St Benedict's and when necessary students must take responsibility for their actions and understand the consequences for those actions. Reasonable adjustment for students with specific needs will always be made, however it is important that clear expectations are laid out for all.

With the school adopting a regular mass testing programme within school and the timetable being aligned. The following consequences for poor behaviour will be implemented.

12. Warn, move and remove is now Warn, Behaviour point, Remove.

Good behaviour in lessons, is a key part of learning for individuals and for the whole class. Poor behaviour from one student, can impede the learning for a large number of students.

The warn, move and remove system will be adjusted in line with the re opening guidance. Students will receive a warning on the first instance of poor/disruptive behaviour that affects others learning. They will then be given a 2nd warning if the behaviour continues and will receive a behaviour point at this time. If the student's behaviour continues to significantly disrupt teaching and learning of others they will be removed by SLT and will work in isolation for the remainder of the lesson.

A teacher may request assistance from SLT via yellow card notification. A member of SLT will attend the class to either join the teacher for a discussion to resolve the issue or cover the class while the class teacher speak to the student outside.

Exemplars of misdemeanours (but not exclusively) that would result in the warn, move, remove system being triggered:

- Purposely ignoring repeated instructions.
- Talking when asked to be quiet.
- Moving out of seat when not instructed.
- Inappropriate language
- Answering back teacher (cheek or rudeness).

Class teacher break/lunch time detention re-established.

Class teachers can issue lunch time detentions for 15 to support their classroom management and expectations. No parental consent is necessary. Staff setting the detention must ensure that students are supervised for the duration of the detention allow sufficient time for students to eat their lunch. Any medical needs must also be taking into consideration.

Any behaviour that requires a consequence the student should receive a behaviour point.

Exemplars of misdemeanours (but not exclusively). that may result in a break time or Lunch time detention.

- Incomplete homework without good reason.
- Late for lessons with no acceptable reason.
- Repeated lack of equipment to lessons.
- Answering back teacher (cheek or rudeness).
- Chewing, i.e., gum.
- Unkindness towards another student.

When a student's behaviour falls below expectations they will be allocated one behaviour point for the primary behaviour in a lesson. If a student is removed twice in a day then they will be removed from lessons and will work in isolation under the supervision and in the office of a member of SLT. The student's head of year/pastoral manager will have a restorative conversation to support the student.

If a student receives three behaviour points in a week they will receive a Year bubble after school detention the following week on the years designated day. Afterschool detentions will run from 3:45pm to 4:45pm on the designated day.

Wednesday after school detentions will be for year 7, 8 and 9. Thursday after school detentions will be for years 10, 11 and 6th form.

10. Failure to complete homework

Homework is to enhance pupil learning and therefore promote academic achievement. When a student fails to complete a piece of homework the normal sanction of a break time or lunch time detention will not be possible.

Communication and effective relationship with parents/carers will be essential in supporting their child. Therefore we will implement the following steps each half term.

First instance failing to complete homework	Warning <ul style="list-style-type: none"> • Class teacher records and reinforces expectations to student
Second instance of failing to complete homework	<ul style="list-style-type: none"> • Class teacher emails home informing parents/carer.
Third occasion of failing to complete homework.	<ul style="list-style-type: none"> • Class teacher will inform head of Department. • Head of Department will consult with Head of Year. • Head of Department to ring home and discuss issues regarding homework and strategy for improvement
Persistent failure to hand in homework	<ul style="list-style-type: none"> • HOD and Hoy to consult, minimum consequence will be after school Detention

After-school Detentions

These take place on Wednesday. In addition to being removed in the “warn, move remove” system, the following may also result in an afterschool detention.

Exemplars of misdemeanours (but not exclusively). that would result in the warn, move, remove system being triggered:

- Audibly swearing in class or in the corridors
- Serious misdemeanours during break/lunch time which is not safe or respectful to the school ethos.
- Walking out of lesson without permission or without a Time Out Card.
- Physical contact that results/could result in minor injury.
- Communicating in writing or speech with intention to humiliate and/or intimidate.
- Graffiti of furniture and/or buildings and similar.
- Truancy.
- Smoking on school property or in school uniform offsite and being in the presence of those smoking.

SLT After School Detentions may also be issued for any incident where the AHT-1/SLT consider as an alternative to isolation or fixed term exclusion.

11. Internal Fixed Term Exclusion

Internal fixed term exclusions (exclusions for a defined time) are for serious breaches of behaviour expectations. Where possible and appropriate the individual student will perform the fixed term exclusion within school. The reasons will be communicated to parents by the Head of Year or Senior Leader.

While in lockdown students can arrive to school and leave via their usual method (normally parents would bring students to reception in the morning and collect in the afternoon).

Students are separated from main school working in an office in the admin corridor carrying out their classwork. Students are required to bring a packed lunch and will be escorted for a break off school grounds by a senior leader with parents' permission.

This sanction will still be accessible to students but the school will only be able to cater to one student per day to avoid different year groups mixing.

12. Fixed Term Exclusions (FTE)

Fixed term exclusions (exclusions for a defined time) are for serious breaches of behaviour expectations at St. Benedict's. The Head Teacher may choose a fixed term exclusion as sanction for a student. This can be for a number of days in relation to the misdemeanour or increasing in line with previous FTE where no improvement of behaviour has been evident. Parents will be required to attend a restorative conversation with their child's Head of Year and Link Senior Leader to discuss the incident/s which lead to the FTE and reintegration back to school. Students will be monitored by a Head of Year report or placed on a SPSF (Students Pastoral Support framework) once back in school.

Behaviour incidents will be investigated by Head of Year, or member of SLT before a decision is made. Students involved may be isolated until the investigation is concluded and a decision is made. This is to avoid any secondary incidents occurring.

13. Managed Move

When a student is at serious risk of permanent exclusion for continually failing to meet the behaviour expectations at school or a serious incident. The possibility of a managed move to another school will be discussed with students, parents/carers in an attempt to prevent a permanent exclusion for the student.

Review.

The behaviour policy Appendix will be reviewed in response to updated governmental Covid guidance 2021.