



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY

BEHAVIOUR FOR LEARNING Policy and Procedures



**Preparing students to stand shoulder to shoulder with
their peers: locally, nationally and globally**

From June 2023

To June 2024

'Start children off on the way they should go, and even when they are old, they will not turn from it.'

Proverbs 22:6

'Hold onto instruction. Do not let it go; guard it well for it is your life.'

Proverbs 4:13

'Do for others what you would want them to do for you.'

Matthew 7:12

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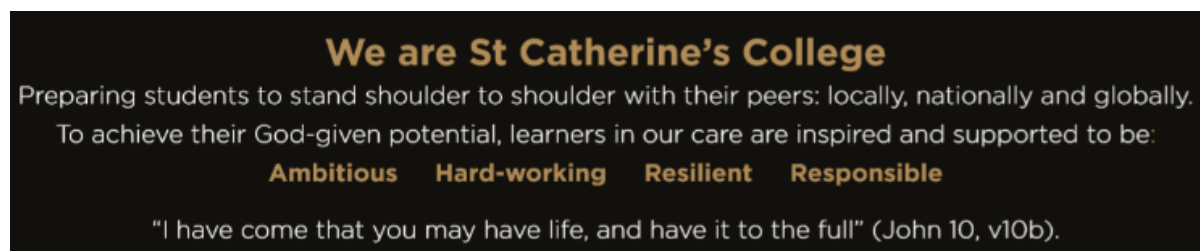
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BEHAVIOUR POLICY:

Our Vision



The Bible teaches that the primary characteristic of God is love (*1 John 4:8*), expressed ultimately through the sacrifice of Christ for us (*John 3:16*). God's love is not abstract and distant but concrete and practical. In our college, understanding the practical nature of love means we seek to create an atmosphere of respect, kindness, patience, discipline, courtesy, and care towards each other that students learn to practise now and carry into their lives in their future relationships and communities. (*1 Corinthians 13:4-7*).

The Bible tells us that human beings are made in God's image (*Genesis 1:27*) and that they are infinitely loved and valued (*John 3:16*). Each student is, therefore, treated with respect; is of great value; and known to be in possession of great potential.

As bearers of God's image, students are capable of flourishing according to their own blend of innate talents and abilities. Within each student is the capacity to reach their God-given potential according to their unique combination of abilities. Through working hard, with the support and encouragement of staff and other students, they can develop a realistic vision for their future and find their place in this world, knowing that they are fitted to the responsibilities they have taken on. (*1 Peter 4:10*).

Pastoral care is given with an acknowledgment of our own human frailty in the face of life's difficulties and provides the support that enables students to feel connected to others through bonds of care in our college community. (*Let each of you look not only to his own interests, but also to the interests of others. Philippians 2:4*)

Policy Intent

At St Catherine's, we believe that high standards of behaviour enable our students to make the best possible progress in all aspects of their school life and supports them to be ambitious, hard-working, resilient, and responsible. Through our Behaviour for Learning Policy and Procedures, we aim to provide a consistent approach to behaviour management that is applied equally to all students.

Our Behaviour for Learning Policy and Procedures aim to encourage and acknowledge behaviour which allows others to learn and our college to flourish. A St Catherine's College behaviour culture is developed with our students and positive behaviour is rewarded. Expectations of behaviour are high, and students are supported in reaching those expectations by a community that loves and cares for its individuals.

Behaviour data is recorded by staff and regularly analysed by Heads of Department, Heads of Year and Senior Leaders. Data is used to monitor the behaviour of individuals and groups to identify appropriate levels of support to improve and sustain high standards. Observed changes in the behaviour of individuals are considered before potentially referring the student to the Safeguarding Lead (DSL) or SENCO.

'We can't change the message or the rules for different children. If we do, we are saying we don't value you as much as the other students; that your education is not as important. What we can do, is help them to meet our expectations.'

New Horizons Practitioner, SABDEN Teaching School (working with students who have social, emotional, and mental health difficulties or associated barrier to learning).

Policy Aims

This policy aims to:

- Provide a consistent approach to behaviour management that is applied equally to all students
- Define what we consider to be unacceptable behaviour
- Outline how students are expected to behave
- Outline our system of rewards and sanctions
- Summarise the roles and responsibilities of different people in the school community with regards to behaviour management

Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [School suspensions and permanent exclusions](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#). Paragraph 7 outlines a school's duty to safeguard and promote the welfare of children; paragraph 9 requires the school to have a written behaviour policy; paragraph 10 requires the school to have an anti-bullying strategy.
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy online.

PROCEDURE: MANAGING STUDENT BEHAVIOUR

We have high expectations of behaviour and we our students are guided and supported to meet these high standards. Our expectations are regularly shared with the students and made clear to them e.g. behaviour codes are printed in the students' diaries, day-to-day routines are discussed and rehearsed. Staff are trained to manage behaviour effectively and to reward students who demonstrate positive behaviour.

Behaviour Codes

We carry our diaries with us at all times.

Corridor code

1. We walk sensibly and quietly, and are mindful and respectful of others.
2. We keep left and are safe at all times.
3. We do not eat, chew gum or drink in the corridors (except water).
4. We immediately follow instructions from staff.
5. We do not use mobiles/electronic devices in corridors.

Outdoor code

1. We stay within designated areas.
2. We stay safe and alert to the safety and happiness of others; not communicating with others outside of the college site.
3. We care for our environment, putting litter in the bin and respecting college property.
4. We care for each other, respecting other people and their belongings and following the guidance of staff who are supervising.
5. We may use mobiles/electronic devices (but not external speakers) in outside spaces during our break/lunchtime.

Lesson code

1. We arrive on time, ready to learn.
2. We enter the lesson quietly and sensibly, then sit and read or start a task.
3. We listen carefully to staff and others and work hard, trying our best throughout the lesson. We aim for excellence and do not give up.
4. We behave, are respectful of others and their belongings, and follow instructions immediately.
5. We come with the required equipment.



Day-to-Day Routines

Routine	Student	Staff
Arrival at School	<ul style="list-style-type: none"> • Enter outside Year Group areas by 08:35 • Tutor groups line up in Year group outside area • Hoodies /sweatshirts are not allowed to be worn in the building, so should be removed in the line-up • Mobile phones switched off and not visible • Late students enter via Late Gate (Attendance Office in Bedewell) 	<ul style="list-style-type: none"> • External Gates locked at 08:40 • Supervise Tutor Group line in outside area by 08:40 • Make an initial check on uniform e.g. look out for trainers; white socks; hoodies /sweatshirts (are not allowed to be worn in the building, so should be removed in the line-up) • Ask students to correct their uniform immediately if they can
Tutor Times	<ul style="list-style-type: none"> • Walk quietly in single file from outside area to tutor room. • Coats should be removed immediately when arriving at tutor room • Enter the classroom quietly. Sit in your seating plan position • Place diary on the desk in front of you (open on the correct week) and read your reading book silently • Place bag under desk (or in designated area) • Answer the register politely e.g. "Good morning, Miss" or "Good morning, Sir" • Listen in silence when the teacher is addressing the tutor group • Do not leave the classroom for any reason unless you have a Corridor Pass or a note in your diary from the teacher • When travelling to collective worship, walk in single file and in silence. Remain in silence in the worship venue • At the end of the lesson and when instructed, pack away quietly and stand behind your chair • Check the room is tidy and the floor clear of litter • Wait to be dismissed by your teacher. Leave the room quietly 	<ul style="list-style-type: none"> • At the start of the school day, meet and greet the students in the outside area. Escort students to tutor room in single file • Check that all students have their diary (open on the correct week) and are in full and correct uniform (give a uniform misdemeanour if not. If the uniform can't be corrected, then send the student to the Year Office who will deal with this as soon as possible) • Take an accurate register within the first 10 minutes of the tutor time welcoming the students with 'Good Morning' <p>Then ...</p> <ul style="list-style-type: none"> • Log 'No Diary' on Arbor • Log X3 'Misdemeanours' on Arbor • Log 'Litter' and/or 'Gum' on Arbor • Log 'Full Misdemeanour Log' on Arbor • Check email from AHOY for any FADS that need processing <p><i>For further information on logging sanctions, please see 'The Role of the Tutor'</i></p> <ul style="list-style-type: none"> • Read the Yellow • Check diaries and reward students • Once a week share House Point totals and Attendance data. Ask students to record these in their diaries • Follow the Tutor Time rota • When travelling to collective worship, walk with your group and ensure that the students walk in single file and in silence. They should remain in silence in the worship venue. • Do not allow students to leave the classroom without a Corridor Pass or a note in their

		<p>diary. If a member of staff finds a student out of tutor time without a note (10 minutes or more after the start of the tutor time) they will email detention@... and a detention will be set</p> <ul style="list-style-type: none"> • Ask students to stand behind their chairs at the end of the lesson. Check the room is tidy and the floor clear of litter • At the door, dismiss the students a line at a time in silence. Monitor corridor behaviour as the students leave
Lessons	<ul style="list-style-type: none"> • Arrive promptly and enter the classroom quietly. Sit in your seating plan position • Place your diary, equipment on the desk in front of you unless otherwise directed • Read your reading book silently or begin the task set by your teacher • Place bag under desk (or in designated area) • Answer the register politely e.g. "Good morning, Miss" or "Good morning, Sir" • Listen in silence when the teacher is addressing the class • Work silently when requested to • Work hard throughout the lesson without disrupting the learning of others • Raise a hand to ask a question • Mobile phones are not to be used in lesson unless the teacher has given permission for them to be used as a learning tool • Water may be drunk in some lessons (no other drinks are permitted). Students must not leave a lesson to fill water bottles • Gum must not be used in lessons (or anywhere else on the premises) • Students do not leave the classroom for any reason unless they have a Corridor Pass or a note in their diary from the teacher • Students are not permitted to go to Year Office during lesson times, unless with a note from the teacher • At the end of the lesson and when instructed, pack away quietly and stand behind your chair 	<ul style="list-style-type: none"> • Meet and greet your class in the corridor • Allow students to enter and either read or complete a starter activity whilst you monitor behaviour in the corridor from the doorway • Along with colleagues in neighbouring classrooms, monitor the movement of students in the corridor i.e. students should be travelling directly to class, quietly and sensibly • When the corridor is clear, join your class. Any student that arrives after the corridor is clear should be issued a Late Misdemeanour • Use a class seating plan and ensure it is saved on Arbor (The seating plan is determined by you and not the students) • At the start of every lesson enforce the expectation that students will be reading in silence • Check that all students have their diaries on their desk and are in full and correct uniform • Either allow the students to continue to read in silence or have a starter activity on the board for the students to begin while you take the register. This will usually be a retrieval practice task • Take an accurate register within the first 10 minutes of the lesson welcoming the students with 'Good Morning' or 'Good afternoon' • Registers must be amended by the teacher if a student arrives late • If a student is absent but was present in previous lessons (and there is no note on the register), please send an email to @standby and @attendance • Have high expectations of learning, progress, and behaviour • Be on the look-out for students chewing gum (this is a banned substance in school). Ask a student with gum to place it in the bin, then issue them with a misdemeanour • Rigorously and consistently use the college behaviour systems • Make sure that all learning is adequately challenging for every learner and that support

	<ul style="list-style-type: none"> • Check the room is tidy and the floor clear of litter • Wait to be dismissed by your teacher. Leave the room quietly 	<p>is available for students to achieve these challenging learning goals</p> <ul style="list-style-type: none"> • Recognise and reward good learning and behaviour • Staff should not leave their classes unsupervised • Students should not be allowed to leave the room to fill water bottles • Please only give permission to students to go to the toilet if it's an emergency or they have a toilet pass (use strategies to keep these times to a minimum e.g. ask them to wait or make up the missed time in a breaktime) • Do not allow students to leave the classroom without a Corridor Pass or a note in their diary. If a member of staff finds a student out of lesson without a Corridor Pass or a note (10 minutes or more after the start of the lesson) they will e mail detention@... and a detention will be set • Ask students to stand behind their chairs at the end of the lesson. Check the room is tidy and the floor clear of litter • At the door, dismiss the students a line at a time in silence. Monitor corridor behaviour as the students leave
<p>Movement around Corridors</p>	<ul style="list-style-type: none"> • Walk on the left • Walk in a calm and orderly fashion • Do not be in 'Out of Bounds' areas • Treat the lifts with respect and allow full access by not sitting near these areas • Be quiet in the corridors • No eating or drinking (except water) in the corridors • Be safe and respectful <p><u>One-Way System - Main Site and Bedewell</u></p> <ul style="list-style-type: none"> • Use the skywalk when moving from Main Site to Bedewell • When moving from Bedewell to Main Site, either: <ol style="list-style-type: none"> 1. Use the supervised road crossing after Tutor Time, after period 1, and after period 3 2. Use the skywalk to cross to your Year group outside spaces at break and lunch (this is not necessary for Year 10 who use the Bedewell outside space). Your teachers in Bedewell will dismiss you five minutes early at the end of period 2 and 4 and escort you 	<ul style="list-style-type: none"> • When not teaching, pastoral staff in the Year Office should be in the corridor at lesson changeovers to monitor student behaviour • All staff must challenge poor behaviour and <u>always</u> issue a Misdemeanour if a student is breaking school rules • Challenge students who are out of lessons. If they do not have a Corridor Pass or a note from their teacher, email detention@... and report this as truancy <p><u>One-Way System - Main Site and Bedewell</u></p> <ul style="list-style-type: none"> • To reduce congestion on the skywalk, teachers in Bedewell will dismiss their classes 5 minutes early at the end of period 2 and 4 and escort their class to their outdoor space (apart from Year 10 who use the Bedewell outside space)

Break and Lunchtime	<ul style="list-style-type: none"> • Use the designated areas for your Year Group • Litter should be placed in bins • Gum must not be used on the premises • Fill up water bottles (you will not be allowed to do this during lesson times) • Go to the toilet if needed (you will not routinely be allowed to do this during lesson times) • Line up in your tutor group when the whistle is blown • Walk in single file in silence from the outside area to the classroom. Enter the classroom quietly and go straight to your seat 	<ul style="list-style-type: none"> • Be prompt to duty • Make your way back to your classroom at 11:25 am and 2:00pm
At the end of the day	<ul style="list-style-type: none"> • Students who have been issued a detention should go straight to the Year group detention room • When students leave the school, they should do so in uniform and in a sensible manner • When crossing Priory Road, the Puffin Crossing should be used correctly and safely 	<ul style="list-style-type: none"> • Where possible, students with a detention should be escorted by their period 5 teacher to the Year group detention room (teachers may share this responsibility and escort students from several rooms) • Staff on detention supervision should go promptly to the appropriate detention room • Staff who have used Standby during the day are encouraged to have a Put Right conversation with the student outside of their detention room. (If this is not convenient, the conversation should take place before the next lesson with the student)
At All Times	<ul style="list-style-type: none"> • Speak respectfully • Follow the instructions of staff without argument • Full school uniform should be worn at all times • Outdoor clothing should not be worn inside school after the start of the school day (8:40 am) or before the end of the school day (3:05 pm) • Mobile phones or other electronic devices should not be visible or heard inside of school (unless the teacher has given permission for them to be used as a learning tool). Mobile phones may be used at lunchtimes and break times in our outdoor areas (without external speakers) • Headphones should not be worn • Only eat at designated times and in designated areas 	<ul style="list-style-type: none"> • Provide a positive role model to students: enthusiastic, welcoming, assertive, polite, professional, consistent • Adhere to the staff dress code Link page 12

Strategies for Teachers to Support Good Behaviour in Lessons

Before the lesson
<ul style="list-style-type: none"> • Prepare the learning environment, making sure that is well organised and tidy • Prepare your resources and equipment • Decide carefully on the seating plan and communicate this clearly with the students • Have a good understanding of each and every student (refer to ARBOR/SENCO/ SEND Register on the St Catherine's College Intranet) • Differentiate to support the learning needs of the students • Be at your classroom in good time • Welcome the students at your door
During the lesson
<ul style="list-style-type: none"> • Have clear and consistent routines in line with school policy • Get books/folders handed out as quickly as possible • Make sure that students know what the learning intentions for the lesson are • Give clear time limits for activities • Provide work so that students can begin learning from the moment they walk into the classroom • If homework is to be set, then try to do this before the end of the lesson so that there is enough time for any necessary clarification • Have high expectations and make sure that these are clearly communicated • Do not tolerate any behaviour that disturbs the learning of others • Manage behaviour using the cross system. Always explain clearly to the student why their name (or a cross next to their name) has been put on the board • Avoid shouting at students across the classroom. Whenever possible, go up to the student involved in the poor behaviour and have a calm conversation with them in person • Move a student to a different seat in the classroom if they are not working well where they are located • Insist that students are silent when you are talking • Expect students to be able to work in silence whenever necessary • Be assertive but also approachable • Recognise and reward good learning and behaviour • Issue an 'Equipment' misdemeanour if a student does not have the correct equipment for the lesson • Do not allow students to leave the classroom unless you write a note in their diary or provide them with a corridor pass
At the end of the lesson/after the lesson
<ul style="list-style-type: none"> • Have clearly communicated routines for tidying up • Issue rewards and behaviours on ARBOR • If a student is not working in line with your high expectations, find out why and address the issue. Speak to the tutor, HoD, HoY, Pastoral team, SENCO and other teachers to seek advice • Contact parents at every opportunity to celebrate success or to discuss any issues that may have arisen

Rewarding Positive Behaviour

Rewards are used to motivate and engage students. They encourage enthusiastic learners and make students feel acknowledged and appreciated around the college. It is school policy to recognise excellent work and behaviour across the college ('Catch them being good').

Teachers award House Points by recording them on ARBOR. To award House Points on ARBOR, tick the box next to the student's name on the class register; select the 'Add House Points' tab; complete the 'Reason' and 'Total Awarded' fields. House Points can be awarded in bulk by selecting multiple names on the class register.

Guidance on the number of House Points to be awarded is given in the tables below and in the Student Diary. House Points may be awarded for an excellent attitude towards college life. This includes:

- Diaries - Each week when checking diaries, tutors award House Points.

	House Points
No detentions, No misdemeanours, 96+% attendance	3

- Homework – Teachers issue House Points for completion and quality of homework.

	Homework House Points
Handed in and excellent quality	3
Handed in and high quality	2
Handed in and sufficient quality	1
Handed in but not of sufficient quality	0

- In Lessons - A maximum of 3 House Points can be awarded for high quality work, effort, behaviour or contribution in a lesson. All lessons have a 'Smiley Face' section on the board. House Points are awarded to those on the 'smiley' side for work, effort, behaviour or contribution. House Points are not used to cancel crosses and vice versa (see the Cross System page 18)

- Contribution to College Life – House Points are awarded for participation in College life.

	House Points
Participation in productions, sports teams, open evenings, etc.	10
Contribution to the Christian ethos	10
Attending clubs (per term)	10
Not getting an I or U on an academic report	15
100% attendance for a term	10
No detentions for a term	10

- Responsibility – Participating in the Mission Responsible Project.

	House Points
Complete 7 sections in the booklet	5
Complete 10 sections in the booklet	10
Complete 15 sections in the booklet	15

- Positive Behaviour Around School - A maximum of 3 House Points can be awarded for positive behaviour witnessed by staff e.g. picking up litter, holding open doors, carrying equipment for staff.

House Point Awards

Students are presented with House Point Certificates when they achieve 100, 200, 400, 600, 800, 1000 House Points. Students' House Points contribute to the total for their House. Achiever Awards (certificate, prize and badge) are awarded as follows: Bronze Award (300 House Points), Silver Award (500 House Points), Gold Award (700 House Points), and Platinum Award (1000 House Points).

PROCEDURES: RESPONDING TO NEGATIVE BEHAVIOUR

Out of Class Behaviour

All staff are responsible for managing behaviour around the school site. It is important that staff have high expectations of behaviour and that they all deal with behaviour in a rigorous and consistent way. Poor behaviour around school should always be challenged in a calm and controlled fashion; when a Behaviour Code has been broken then a 'Misdemeanour' should be issued in the student's diary. This is without exception. A student should always have their diary on them (*for how to deal with a student who does not have a diary, see No Diary in The Role of the Tutor section*).

The following behaviours should always be challenged, and a 'Misdemeanour' issued:

Misdemeanours	Example
Unruly	Shouting, running, pushing, play fighting
Uniform	Not wearing college uniform correctly without having a dated college permission sticker
Litter	Dropping rubbish on college premises
Eating	Eating food and drinking drinks (excluding water) outside of designated areas
Gum	Chewing gum.
Language	Using swear words and prejudiced based language
Out of Bounds	In rooms without permission, in out of bounds areas e.g. lift lobbies and car parks, talking to people through the fence

- Should staff witness any of these behaviours, stop the student and explain calmly and firmly why what they are doing is poor behaviour e.g. "You were pushing another student and that is dangerous behaviour".
- Ask the student for their diary and write the 'Misdemeanour' in the next available box.
- If the student cannot or will not show their diary when requested, then an email should be sent to detention@stcatheriness.college and the student will receive a same day College Detention. If staff do not know a student's name, then ask them. If they refuse to give their name, or it is suspected that they have given an incorrect name, then someone else nearby should be asked or the time noted, and an Assistant Head of Year be asked to check the CCTV.



"It was a matter of principal! And unfortunately, the vice-principal."

Detentions

One principle of our system is to have immediate sanctions. Therefore, detentions take place daily and, in most cases, students can be booked into these detentions on the same day as the behaviour took place. The Headteacher's Detention (60 min) is used when students have not turned up for College Detention (40 min) or when they have had a Standby call on that day.

The 20-minute Detention is used generally for lower-level behaviour whereas the College Detention is used for generally more serious behaviour, as well as the consequence for failing to attend other detentions. After school detentions set for the same day are communicated to parents/carers (using ARBOR).

Students will be expected to read from a book or complete a piece of work during the detentions. The detentions take place in a classroom after school with students sitting in rows.

Students who have been issued a Headteacher's Detention are collected from lesson 5 to ensure that they attend.

Behaviour	Detention Type	When?	How Long?
Three misdemeanours* <i>(Any type in a week)</i>	20-minute	Same day	20 min
Full Misdemeanour* Log	College	Same day	40 min
Late Gate <i>(Late to school)</i>	20-minute	Same day	20 min
No Diary	College	Same day	40 min
Truancy <i>(Out of lesson without a Corridor Pass/note from a teacher)</i>	Headteacher's	Next day	60 min
Non-completion of homework	College	Next day	40 min
Failing to attend a detention <i>Apart from:</i>	College	Next day	40 min
Failing to attend a College Detention	Headteacher's	Next day	60 min
Failing to attend a Headteacher's Detention	Reflection and Headteacher's	Next day	1 day + 60 min
Standby <i>(For serious behaviour)</i>	Headteacher's (Reflection / suspension considered)	Same day	60 min

* Misdemeanours are recorded in the student diary in the Misdemeanour Log.

The Role of the Tutor

The tutor is responsible for supporting the behaviour system during Tutor Time by checking diaries every day, recording certain behaviours on ARBOR, and recording detentions in diaries. In addition, a tutor records the students' House Points during tutor time and encourages appropriate behaviour.

Checking Students' Diaries (No Diary, x3 Misdemeanours, Full Misdemeanour Log)

Each day in Tutor Time, the students should open their diaries at that week's page. The tutor checks that they have their diary and then checks the Misdemeanour Log.

1. If a student does not have a diary, they will receive a same day College Detention. The tutor informs the student and records it on ARBOR (*No diary = 40 min College Det. today*).
2. If a student has three misdemeanours of any combination (i.e. top line of the Misdemeanour Log) the tutor signs at the end of the row; records a same day Lunchtime Detention in the student's diary; records it on ARBOR (*3 misdemeanours = 20min AfterSchoolDet. today*).
3. If a student has a Full Misdemeanour Log (i.e. six misdemeanours filling both rows of the Misdemeanour Log) the tutor signs at the end of the second row; records a same day College Detention in the student's diary; records it on ARBOR (*Full Mis. Log = 40min College Det. today*).

Recording in student diaries sanctions rising from failure to attend detentions

If a student fails to attend a detention, they will be set a College or a Headteacher's Detention for the following day. After the tutor register has been taken, the tutor will check for an email from the Assistant Head of Year to see if any tutee is to be set a College or Headteacher's Detention as a consequence. The tutor writes the detention into the student's diary (tutors do not need to record this on ARBOR as this will have been completed by the Assistant Head of Year prior to sending the email message).

Sharing House Point Totals with Students

House Points are recorded as Positive Behaviour Points on ARBOR. Once a week, during tutor time, tutors inform each student of the number of House Points they have. Students keep a weekly record in their diaries so that they can monitor their progress.

Sharing Attendance with Students

Once a week during tutor time, tutors inform each student of their overall attendance figure up to the end of the previous week. This figure is to be recorded in the appropriate space in student diaries. This provides an opportunity for tutors to work with individual students on improving their attendance as is necessary.

The weekly page from the Student Diary showing the Misdemeanour Log, Detention record, and the House Points and Attendance record.

MISDEMEANOUR LOG* (Type and staff initial)						Tutor Initial
1.	2.	3.				
4.	5.	6.				
DETENTIONS (Reason and Staff Initial)						
	Mo	Tu	We	Th	Fr	
20 MINUTE						
COLLEGE (40 min)						
OTHER DETENTIONS <small>(Teacher 10 min, TA or 30 min, Headteacher's 40 min)</small>						
My House Point total is at present						
My attendance so far this year %						

*3 Misdemeanours = same day 20 minute Detention
* Full Misdemeanour Log = same day College Detention

No Diary

Definition:

Students should always carry their diary with them. If they are unable to produce their diary for a member of staff this will result in a same day College Detention.

Process:

Each day the Tutor checks that all students have their diary in Tutor Time. A student without their diary is set a same day College Detention. The tutor records this on ARBOR: 'No Diary = 40 min College Det. today'

After lunch, Assistant Head of Years run a report that includes students with 'No Diary'. This will act as a register for that day's College Detention. AHOYs will notify parents/carers via ARBOR.

If a student cannot show their diary when requested by any member of staff up until the start of lesson 5, the member of staff informs the student that they have a same day after school College Detention. An email should be sent to detention@stcatherines.college. If 'No Diary' has not been already recorded that day by the Tutor, the Assistant Head of Years will record this on ARBOR: 'No Diary = 40min College Det. today' and a same day College Detention will be set. The Assistant Head of Year notifies the parent/carer via ARBOR. If a student is found to be without a diary during lesson 5, the teacher should follow the same procedure but let the student know that the detention will be the next day. The Assistant Head of Year will not enter this information onto ARBOR until the following day.

A student without a diary may be issued with misdemeanours / detentions during the day. Staff can email misdemeanours and detentions to the student's tutor who will update the student's diary during the next Tutor Time.

If a diary is lost and cannot be found that day, the student must buy a new one from the Head of Year / Assistant Head of Year the following day (£5) otherwise they will receive a further College Detention.

3 Misdemeanours

Definition:

A student receives three misdemeanours in a week of any combination below:

Misdemeanour	Definition
Late	Late to lesson or tutor time.
Unruly	Inappropriate behaviour out of lesson e.g. shouting, running, pushing, play-fighting in corridors.
Uniform	Not wearing uniform correctly in and out of lesson (unless a dated Assistant Head of Year sticker has been issued).
Equipment	Student arrives at class without necessary equipment e.g. pen, pencil, ruler, subject book, PE kit. Only one Equipment issued per item per day.
Litter	Dropping rubbish on college premises out of lesson .
Eating	Eating food and drinking drinks, other than water, outside of designated areas in and out of lesson .
Gum	Chewing gum in and out of lesson .
Language	Using swear words and prejudice-based language e.g. sexist, racist, homophobic, transphobic or disablist on college premises in and out of lesson .
Out of Bounds	In rooms without permission. In Out of Bounds areas e.g. lift lobbies, car parks and talking to people through the fence.

Process:

Each day the Tutor checks the misdemeanour log in the students' diaries. If a student has three misdemeanours in the log for that week, the Tutor sets a same day 20-minute Detention. The tutor records the x3 Misdemeanours on ARBOR immediately (during tutor time): *'x3 Misdemeanours (20 min Detention today)'* and records a 20-minute Detention in the student's diary for the same day. The tutor then initials the appropriate box in the misdemeanour log in the diary. After tutor time, Assistant Heads of Year run a 20-minute Detention report that includes 'x3 Misdemeanours'. This will act as the register for that day's 20-minute detention.

Litter and/or Gum**Definition:**

To make St Catherine's College a litter-free and gum-free school, a student who receives a 'Litter' or a 'Gum' misdemeanour will be issued with a College Detention regardless of whether or not they have been or will be issued with a 3 Misdemeanour Detention (20-minute).

Process:

Each day the Tutor checks the misdemeanour log in the students' diaries. If a student has a 'Litter' or a Gum in the log for that week, the Tutor sets a same day College Detention. The tutor records the 'Litter' or 'Gum' Misdemeanour on ARBOR immediately (during tutor time): *'Litter' (40 min College Detention today)'* or a *'Gum' (40 min College Detention today)'* and records a College Detention in the student's diary for the same day.

After lunch, the Assistant Heads of Year run a College Detention Report which will include students with 'Full Misdemeanour Log'. Assistant Head of Years will notify parents/carers via ARBOR.

Full Misdemeanour Log**Definition:**

A student has a Full Misdemeanour Log when six misdemeanours are recorded in their diary in a week.

Process:

Each day the Tutor checks the misdemeanour log in the students' diaries. If a student has a Full Misdemeanour Log the Tutor sets a same day College Detention. The tutor records the Full Misdemeanour Log on ARBOR immediately (during tutor time): *'Full Mis. Log = 40 min College Detention today'*. The tutor then initials the appropriate box in the misdemeanour log in the diary.

After lunch, the Assistant Heads of Year run a College Detention Report which will include students with 'Full Misdemeanour Log'. Assistant Head of Years will notify parents/carers via ARBOR.

Behaviour in Tutor Time

Sometimes during Tutor Time, tutors may need to use the cross system with poorly behaved members of their tutor group.

If a student reaches 2-crosses, the tutor should remove them from the class, and refer them to the Year Group Office

To set the detention:

1. The tutor writes a College Detention into the student's diary for the next day (i.e. next day)
2. The tutor records the College Detention on ARBOR immediately (during tutor time): *'Tutor 2cross =40min College Det. next day'*

The Role of the Assistant Head of Year

The Assistant Head of Years are responsible for:

- Running daily ARBOR reports for after school detentions (ran after midday). This will list the students that should attend these detentions and act as registers for the detention supervisors.
- Recording on ARBOR students who are
 1. Truancing.
 2. Standby calls.
 3. Reported to be without a diary (outside of tutor time).
- Escorting students to Headteacher's Detention at the end of period 5.

Truancy

Definition:

A student is more than 10 min late to a lesson or is found out of lessons/tutor time without a note from a member of staff.

Process:

If a student is more than 10 min late to a lesson or found out of lessons without a note, an email should be sent to detention@stcatherines.college. The Assistant Head of Years will record this on ARBOR: *'Truancy = 1h Headteacher's Detention next day'* and sends an ARBOR message to the student's tutor/s.*

Assistant Heads of Year will make a telephone call home to parents/carers on each occasion. During Tutor Time the next day, the tutor writes a College Detention into the student's diary.

If a student truants from Tutor time, the tutor should email detention@stcatherines.college and alert the Assistant Head of Year in the Year Group Office. They should include details of detentions that are required to be set. An AHoY will find the student before the end of the day, check the Misdemeanour Log and action the appropriate sanctions.

**It is important that both tutors of shared tutor groups are included in ARBOR Messages.*

Detention Registers

After printing registers for after school detentions, the Assistant Head of Year will deliver them to the detention venues for the start of the detention.

The Role of the Attendance Team

Late Gate / Late (after 9.10)

Definition:

A student arrives late to school after 8.40am and has no note or notification about the reason from a parent/carer.

Process:

The student enters the school via the Attendance Office and an Attendance Officer registers them as late. Students arriving before 9.05am will be sent to their tutor group or worship.

The Attendance Officer records same day 20-minute Detention in student's diary (including the time of arrival to school) or a 1-hour Headteacher's Detention. The lateness is recorded on ARBOR: '*Late Gate (20 min Detention today)*' or '*Late (after 9.10) = 1hr Head. Det. today*'.

The Role of the Classroom Teacher and the Head of Department

The Teacher's Standards set out that it is a teacher's responsibility to manage behaviour effectively to ensure a good and safe learning environment.

Inappropriate Behaviour in Lessons

NOTE: Some Misdemeanours also apply during lesson time (*see x3 Misdemeanours in The Role of the Tutor section*).

Behaviour in lessons is managed using the Cross System. Writing a student's name on the board or adding a cross happens when a student breaks one of the Lesson Codes (see the Behaviour Codes section) and/or negatively impacts on the learning of others. The process involves writing the student's name on the 'sad face' side of the board when a verbal warning is given. Each subsequent warning results in a cross being written next to the name. Should a student reach two crosses then they are sent to the HoD. The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

The Cross System

When writing a student's name on the board or when adding a cross, it is important that the student is clearly and succinctly told the reason.

Name on board – This is an initial warning to a student and no further action is taken.

Note: Crosses are not removed from the board for improved behaviour. If a student's name is on the 'smiley-side' of the board, this has no bearing on the crosses and vice versa.

It is essential that each 2-cross detention is recorded on ARBOR once and at the time of, or shortly after the incident. When students reach 2-crosses and are sent to the HoD, it is important that the HoD provide guidance to the department staff to ensure that this is done efficiently for their specific department circumstances.

One Cross (1x)

Definition:

A student receives a verbal warning (name on board) and one cross during the lesson.

Process:

Teacher should discuss briefly the student's behaviour at the end of the lesson. One cross incidents are not recorded on ARBOR.

First Two Cross

Definition:

A student receives a verbal warning (name on board) and two crosses during the lesson.

Process:

Should a student reach two crosses then they are sent to the HoD. The teacher records a 1st 2cross 30 min detention on ARBOR: '1st 2cross= 30min Subject Det. next day' and writes the date of a next day 30 min after-school detention in the student's diary (not the same day). The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

Second Two Crosses

Definition:

A student receives a verbal warning (name on board) and two crosses during a lesson for a second time during the school year in the same subject.

Process:

Should a student reach two crosses again, they are sent to the HoD. The HoD ensures that they or the class teacher has recorded a 2nd 2-cross HoD detention on ARBOR: 2nd 2cross= 30min Subject Det. next day' and writes the date of a next day 30 min after-school detention in the student's diary (not the same day). The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

The HoD should discuss the student's behaviour and issue a Head of Department Report. The HoD must contact the parent/carer by telephone or email.

Third Two Crosses

Definition:

A student receives a verbal warning (name on board) and two crosses during the lesson for a third time during the school year in the same subject.

Process:

Should a student reach two crosses for a third time, they are sent to the HoD. The HoD ensures that they or the class teacher has recorded a 3rd 2-cross College Detention on ARBOR: 3rd 2cross= 40min College Det. next day'' and writes a next day 40 min College Detention in the student's diary. The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

The HoD contacts parent/carer and arranges a meeting (teacher, HoD, parent/carer, student). During the meeting, a Parent Contact Meeting Form (PCM) is completed detailing the interventions that will be put in place. A copy of the PCM is attached to the student's ARBOR record and copies are emailed to relevant members of staff e.g. subject teacher, HoY.

Fourth Two Crosses

Definition:

A student receives a verbal warning (name on board) and two crosses during the lesson for a fourth time during the school year.

Process:

Should a student reach two crosses for a fourth time, they are sent to the HoD. The HoD ensures that they or the class teacher has recorded a 4th 2-cross College Detention on ARBOR: '4th 2cross= 40min College Det. next day' and writes a next day 40 min College Detention in the student's diary. The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

The HoD arranges for the student to be internally excluded from the student's regular class for 60 minutes of lessons and the class teacher provides appropriate work for the internal exclusion. This should be within the department or with a 'buddy HoD'. In addition, the interventions previously put in place are reviewed and additional ones introduced as required.

Fifth Two Crosses (5th 2-cross)

Definition:

A student receives a verbal warning (name on board) and two crosses during the lesson for a fifth time during the school year.

Process:

Should a student reach two crosses for a fifth time, they are sent to the HoD. The HoD ensures that they or the class teacher has recorded a 5th 2-cross Headteacher's Detention on ARBOR: '5th 2cross= 1hr Headteacher's Det. next day' and writes a next day 60 min Headteacher's Detention in the student's diary. The HoD will record all 2-cross send-outs on the departmental spreadsheet (or similar record).

The HoD arranges for the student to be internally excluded from the student's regular class for 120 minutes of lessons and the class teacher provides appropriate work for the internal exclusion. This should be within the department or with a 'buddy HoD'. The HoD makes an Individual Intervention referral to the SENCO.

If a student receives 2-crosses again after an Individual Intervention referral has been made and interventions have been put into place, then the consequences should start again from the beginning of the department system with a 1st 2-cross detention. The department process begins again from the beginning to allow time for interventions to take place.

Cross System Summary

Crosses	Sanction	Record on ARBOR?	Support (in brief) (For full detail see p19-20)
1 cross	None	No	Teacher discusses briefly the behaviour with student at end of lesson
1 st 2-crosses	Subject Detention (30min)	Yes	HoD discusses briefly the behaviour with student at end of lesson
2 nd 2-crosses	Subject Detention (30 min)	Yes	HoD discusses behaviour with student Department Report HoD Phone / Email parents
3 rd 2-crosses	College Detention (40 min)	Yes	Meet parents (teacher, HoD, parent/carer, student) and support recorded on a Parent Contact Meeting Form (PCM)
4 th 2-crosses	College Detention (40 min)	Yes	60 min subject exclusion Review support agreed previously
5 th 2-crosses	Headteacher's Detention (60 min)	Yes	120 min subject exclusion Individual Intervention referral to SENCO

Department Interventions

Heads of Departments, supported by the class teachers, are responsible for monitoring the behaviour of students who are on Department Report and of those who have interventions in place following a meeting with the student's parent/carer.

Students who have agreed interventions and/or targets on a report, will require time to amend their behaviour; time will be needed for the intervention to take effect.

Interventions may be general or specific to the child. For example, they may include: rewards (school or home-based), positive comments/praise, positive phone call home, responsibility within the class, change of class (temporary or permanent), change of seating plan, arranged 'time out' / 'cooling off' time.

HoD Report

The cross system should be used as normal whenever a student is on report i.e. subsequent 2-cross detentions should be set regardless of whether the student is on report.

The purpose of the report is to help a student focus on behaving correctly and should not be used to judge if a student should move up through the department system.

The report should run for at least 6 lessons. The report is completed by the class teacher after each lesson. The student is to show their report to the HoD at the end of each lesson in that subject. The teacher should reward a student with House Points for meeting their report targets, and the HoD should contact parents informing them of the student's progress.

Dealing with Defiant Behaviour

Within any school environment when dealing with young people we will come across behaviours that we might consider outside of the 'norm'. Our college behaviour systems are there to help us all to maintain an orderly disciplined environment in which students can learn effectively.

The systems do not replace the need for effective classroom management. It is a teacher's responsibility to manage poor behaviour effectively. Teachers need to make sure that they have done everything to engage and support the student and then they need to use the college system firmly and assertively, without encouraging escalation. This is because every student at St Catherine's College has the right to learn in a disruption free environment. This is without exception.

Defiance in Lessons

Use your behaviour management strategies (speak to the student about their behaviour, move their seat etc.) to help resolve the situation. Use the cross system. Once the student has reached two crosses, they should be sent to the HoD (or linked HoD). A Behaviour Incident is logged on ARBOR should a student receive 2-crosses in line with College procedure.

Occasionally in lessons students will display behaviour that is extreme, when they have refused to follow all reasonable instructions. If this happens email Standby@... The student will be collected, and the member of staff on Standby duty will aim to resolve the situation. If the situation cannot be resolved to the teacher's satisfaction, then the student will be isolated for the rest of the day. College policy for Standby will then be used.

Defiance out of Lessons

If a student refuses to follow instructions and all effort has been made by the member of staff to get the student to comply then, once again email standby@... The student will be collected, and the member of staff on Standby duty will aim to resolve the situation. If the situation cannot be resolved to the teacher's satisfaction, then College policy for Standby will then be used.

Standby

Definition:

Any incident of serious behaviour that requires a student to be removed from a lesson or from general circulation.

Process:

Get a message to an Assistant Head of Year requesting that the student be removed from the class by sending an email to standby@stcatherines.college . A senior staff member (SLT/HoY/HoD on a rota), will be notified and they will visit the classroom.

If the senior member of staff can resolve the issue with agreement of the classroom teacher, the student may return to the lesson or they can be taken to the HoD.

If the issue cannot be resolved, the senior member of staff isolates the student for the remainder of the day in Reflection where they will be supervised by the Reflection Manager. An Assistant Head of Year records the Standby call on ARBOR: '*Standby (1h Head Detention today)*' and records a same day Headteacher's Detention in the Student Diary. The Assistant Head of Year notifies the parent/carer

via ARBOR. The Reflection manager will make their own record of the Reflection referral on ARBOR on the Internal Exclusion tab of the student's Behaviour record.

The class teacher is responsible for logging the details of the behaviour on ARBOR under an appropriate heading other than Standby e.g. Verbal abuse / threats to staff, Fighting etc.

If the incident is serious, a school suspension will be considered.

Put Right Conversations

A 'Put-Right' conversation should take place following a Standby call from lessons. This aims to resolve the issue between the teacher and student in a spirit of forgiveness and reconciliation.

Put-Right conversations are to take place in the Headteacher's Detention at the end of the same day as the Standby call. Staff are expected to report to the detention where the student will be allowed out of the room to have the conversation. Staff may wish to request the presence of the HoY to help facilitate this discussion (HoYs may be on detention duty or in the nearby Year Group Office).

Put right conversations can:

- Help the student to reflect on their behaviour
- Help the student to move forward and prevent the student from behaving in the same way again
- Help reconcile the relationship between the member of staff and the student

Prompts to help the student to reflect
<ul style="list-style-type: none"> • 'Talk me though why I needed to call Standby.' • 'Why do we not accept that behaviour at St Catherine's College?' • 'Why were you behaving it that way?' • 'What strategies could you use to prevent you from behaving in that way again?' • 'Is there anything that I can do to help?'
Prompts to help the student to move forward
<ul style="list-style-type: none"> • Make your high expectations clear. • Be positive with the student about how they are able to meet these expectations. • Share positives about how the student can behave. • Agree on strategies for the future that will help the student to improve their behaviour. • Thank the student for the conversation and let them know that you are looking forward to teaching them again soon.
What else ...
<ul style="list-style-type: none"> • Recognise the needs of the individual; what should to be taken into account? • Be positive, focus on challenging the behaviour rather than the child. • Insist that the student responds positively to you. If they do not refer this on to the HoY who will then facilitate a further put right conversation with you at a different time. • If you think that you may have got something wrong be prepared to admit this to the student. An apology can go a long way to help build a relationship.

Increasing Attendance at Detentions

Class teachers should remind students to attend detentions. Period 5 teachers should remind students to attend after-school Detentions. Period 5 teachers can identify on ARBOR who has a detention by using the Detention drop-down list in the Behaviour section of the class page (no detention drop down menu means no-one in detention).

The screenshot shows the ARBOR interface for a lesson titled "Lesson: Science (GCSND): Year 10: 10SQ2/Sc". The date and time are "Thu, 15 Sep 2022, 10:10 - 11:10". Below this, there are buttons for "My Classroom" and "Take Register". The "Behaviour" section is highlighted, and a red arrow points to the "Detentions" dropdown menu. The table below shows the following data:

Student	Reason	Session
Student name	1st 2cross=30min Subject Det. next day	Subject Detention (Thu, 15 Sep 2022, 15:06 - ...
Student name	NoHwk=40min AfterSch.Det. next day	NoHwk After School Detention (Thu, 15 Sep 2...
Student name	Tutor 2cross=40min College Det. next day	College Detention (Thu, 15 Sep 2022, 15:08 - ...

Detention drop-down list in the Behaviour section of the class page.

Period 5 teachers are asked to escort those with a detention to the Year Group's detention venue (see 'At the end of the day' in the Day-to-Day Procedures (Staff)). However, it is the students' responsibility to arrive at the detention on time.

Assistant Heads of Year will escort students to Headteacher's Detention near to the end of period 5.

The Role of the Detention Supervisors

All Detentions

These will take place in a classroom with computers or laptops in/near the Year Group Office. When not available, alternative classrooms will be identified. This will be communicated to students and duty staff.

Detentions are supervised by classroom-based staff, AHoYs and HoYs on a rota. SLT and/or the Head of Year 11 supervise Year 11 detentions from 4pm after period 6.

The Assistant Head of Year will supply a register created from ARBOR after lunchtime that day.

The Assistant Head of Year updates the ARBOR record of any who have failed to attend (see Failure to Attend Detention (FAD) section).

The detention supervisor will initial the detention in the student's diary to confirm that the student has attended.

Managing Behaviour in Detentions

1. The expectation is that students will sit in silence and read or complete work.
2. The Detention Supervisors are to use the Cross System to record warnings given to students. Should two crosses be reached then the student will be escorted to the Year Group Office or an SLT office for supervision. These students will have a detention set for the next day (the next detention in the hierarchy) e.g. Non-completion of a College Detention leads to a Headteacher's Detention, non-completion of a Headteacher's Detention leads to 1-day Reflection plus a Headteacher's Detention. Detention supervisors should record the detention in the student's diary and the code for Non-Completion of Detention on the student's ARBOR Behaviour Log: *'Non-Compl of 20min Det. = 40mColl.Det. next day'* or *'Non-Completion College Det. = 1h Head. Det. next day'* or *'Non-Completion Head. Det = 1h Head. Det.next day'*

The detention supervisor will initial the detention in the student's diary to confirm that the student has attended.

Multiple Detentions on the same day

Students will only attend one detention on a day even if there are multiple reasons for attending. However, the times of the multiple detentions will be added together to determine the length of time the student stays. Students are not kept longer than 60 min regardless of the total time. Behaviour points for all behaviours are added.

Failure to Attend a Detention (FAD)

It is important that staff record any Failure to Attend a Detention in ARBOR immediately, as messages are sent to parents.

At the detention, the Assistant Head of Year records onto ARBOR all failed to attend incidents e.g. *FAD 20 min, FAD College, FAD Headteacher's, No HWK FAD, FAD 1st 2 cross, FAD 2nd 2 cross* etc.

The AHoY sends an email message to the student's tutor/tutors*. During tutor time the next day, the tutor writes the detentions into the diaries of those on the email.

**It is important that both tutors of shared tutor groups are included in ARBOR Messages.*

The Role of the Head of Year

Students who reach the following behaviour point thresholds will receive the additional interventions outlined in the table below. HoYs will run a weekly report to identify which students have reached the thresholds and will be responsible for overseeing the following interventions:

Behaviour Points	Intervention	Staff to Lead
10	Phone call home from Assistant Head of Year	Assistant HoY for Year group
20	Letter to parents/carers detailing behaviour points	Assistant HoY produce for HoY
30	HoY telephones parents/carers and Green Tutor Report	HoY
50	HoY and Assistant Head of Year meets with parents/carers and Amber HoY Report	HoY
100	HoY and SLT link meet with parents/carers and Red SLT Report (Individual Intervention referral considered)	HoY and SLT link
150	HoY and an Assistant Headteacher (Behaviour) meet with parents/carers (Individual Intervention referral considered)	HoY and Assistant Headteacher (Behaviour)
200	HoY and a Deputy Headteacher meet with parents/carers (Individual Intervention referral considered)	HoY and Deputy Headteacher
250	HoY and Headteacher meet with parents/carers (Individual Intervention referral considered)	HoY and Headteacher
300	Governors' Panel	HoY and Deputy Headteacher

Monitoring Intervention Reports (Green, Amber and Red)

The student should be placed on the report for a minimum of two weeks. The member of staff monitoring the report (tutor, HoY, SLT) should review the students report grades daily. The intervention reports are a support mechanism and House Points will be awarded for receiving positive grades. One House Point is to be awarded for each successful day when E and G grades have been awarded only.

Replacement Diaries

Heads of Year, along with their Assistant Head of Year, are responsible for issuing replacement diaries to students who have lost their diary (cost £5)

Mobile Phone Procedures

Definition:

Although we allow students to bring mobile phones, headphones, and electronic devices (other than external speakers) to school, **they must not be used, remain switched off and out of sight whilst students are in the college building**. Any devices that are seen will be confiscated.

Students are permitted to use their devices (other than external speakers) during **break and lunchtime in any of the outside areas**. External speakers will be confiscated and dealt with in the same way as mobile phones.

Process:

If either a mobile phone, headphones, electronic device, or speaker is seen whilst a student is in the building, it should be confiscated. An email should be sent to standby@stcatherines.college with the heading 'Phone Collection' and including the classroom number. The member of staff who confiscated the phone/device should record on ARBOR: '*Mobile phone confiscation*'.

The phone/device will be collected from the member of staff by an Assistant Head of Year or senior member of staff, who will deliver it to the student's Year Group Office. The Year Group Team will complete the confiscation register. The student should be told that on the first occasion the device may be collected at 3.05pm from the Year Group Office. Subsequent occasions will require a parent/carer to collect any confiscated device.

In The Year Group Office, the Assistant Head of Year will place the device inside an envelope labelled with the student's name and tutor group inside a locked drawer or cupboard. In addition, a note of any damage to the phone should be recorded on the envelope. If the confiscation register for the academic year indicates that a student has previously had their mobile phone, headphones, electronic device or speaker confiscated, then a telephone call should be made by the AHOY to the parent requesting that they collect the item.

If a student refuses to hand over a mobile phone/device, this then becomes defiant behaviour and Standby should be called. The Assistant Head of Year/ senior member of staff should then confiscate the mobile phone/device and follow the procedures for a Standby. If the student then refuses to hand over the phone/device to the Assistant Head of Year/ senior member of staff, the situation should be referred to a member of the SLT. The member of staff who attempted to confiscate the phone should record on ARBOR: '*Mobile phone refusal*'.

Serious Behaviour

Definition:

Incidents of serious behaviour may be defined as extreme and outside of the 'norm'. These behaviours can be recorded on ARBOR as:

- Defiance
- Non-completion of Isolation
- Off-site without permission
- Serious disruptive behaviour
- Dangerous behaviour
- Damage to property
- Theft
- Offensive material possession / distribution
- Unacceptable use of IT
- Bullying
- LGBT+ harassment / assault
- Racist harassment / assault
- Sexual harassment / assault
- Serious swearing / abusive language
- Verbal abuse / threats to staff
- Verbal abuse / threats to students
- Fighting
- Physical aggression to staff
- Physical aggression to student
- Tobacco and vape use / possession
- Alcohol use / possession
- Drug and solvent use / possession
- Offensive weapon use / possession

Process:

Record on ARBOR and report to the Assistant Head of Year of the year group, Head of Year and Tutor as soon as possible. If an issue needs urgent attention, staff are asked to a member of the SLT immediately.

Reflection

Definition:

Reflection is a type of internal isolation. It is used as a serious consequence and can be used as an alternative to a suspension from school. Reflection is either used when a student has been involved in a serious behaviour incident or when students fail to complete a Headteacher's Detention. The Reflection room is supervised by the Reflection Manager. In Reflection, students work independently on tasks provided by their subject teachers. The Reflection Manager coordinates the provision of this work. In addition, the Reflection Manager supports students in reflecting on their behaviour and, in conjunction with the year team, identifies strategies to help them improve their conduct.

Process:

A member of SLT or a Head of Year may refer a student to Reflection. Parents are notified by the Reflection Manager on the day that the Reflection takes place.

Students are expected to work silently and independently whilst in Reflection. The Reflection Manager will use the College cross system to manage any inappropriate behaviour in the room. Should a student reach two crosses, they will be removed from Reflection and they may be issued with a suspension from school or will repeat the day and a further day of Reflection added.

Behaviour Email Protocols

Some behaviours may be reported to Assistant Heads of Year via email using two addresses: detention@stcatherines.college and standby@stcatherines.college . Below is a summary of which addresses to use and a recommendation on how to provide the important information.

Behaviour	Description	To:	Additional Information
No Diary	A member of staff (other than the tutor) finds a student without a diary.	detention@	Subject: No Diary (Name)
No Diary plus a misdemeanour/ detention to be recorded	A member of staff (other than the tutor) finds a student without a diary because they wish to add a misdemeanour or set a detention.	detention@	Cc: (Tutor or Tutors of shared groups) Subject: No Diary (Name) Text: Details of any misdemeanour/ detention that needs recording by the tutor at a later date.
Truancy (from lesson)	A member of staff encounters a student out of lesson, 10+ min after start of lesson and without a note.	detention@	Subject: Truancy (Name) Text: Time and place e.g. 9.30 Skywalk
Truancy (from Tutor time)	If a student truants from Tutor time, the tutor should alert the Assistant Heads of Year.	detention@	Subject: Truancy (Name) Text: Details of any detentions that needs recording in student's diary e.g. FAD received in ARBOR My Messages.
Standby (Behaviour)	If a member of staff requires support with a student displaying serious behaviour (above and beyond the use of the cross system).	standby@	Subject: Standby Behaviour (Room)
Mobile phone confiscation	A member of staff confiscates a mobile phone from a student who has it out inside the building.	standby@	Subject: Phone Collection (Room) Text: Student's name
Smoking / vaping	A member of staff observes a student smoking or with smokers whilst on the premises or close to the school (in uniform).	standby@	Subject: Smoking (Name) or Subject: With Smokers (Name) Text: If reporting a group of students, please name all involved.

The Use of 'Reasonable Force'

There are circumstances when it will be appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom.

Further Information

Please see the St Catherine's College website for policies that provide further details on the following aspects of behaviour.

1. Fixed-Term and Permanent Exclusion procedures, see the '**Exclusion Policy**'
2. Responding to bullying behaviour, see the '**Anti-Bullying Policy**'.
3. Teachers' powers to search: see the '**Guidance regarding searching and confiscation**'. The key points are outlined below.
 - School staff can search a student for any item if the student agrees.
 - Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.
 - Prohibited items are: knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).
 - Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.
 - School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

For further information, please see '**Searching, screening and confiscation at school (July 2022)**'

4. The use of reasonable force: see the '**Positive Handling and Physical Restraint Guidance**'
5. Students who are found to have made malicious accusations against school staff: see Section 16 of the '**Child Protection and Safeguarding Policy and Procedure**'.

In addition, the responsibility of the Headteacher to discipline students for misbehaviour outside of school is outlined in the '**Anti-Bullying Policy**' as well as in the **Education and Inspections Act 2006 (sec 89)**. The College's Behaviour Policy allows the sanctioning students for poor behaviour whilst travelling to and from college.

Behaviour System Flow Chart

