


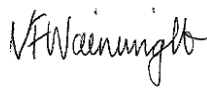




ST. MARY MAGDALENE
C OF E SCHOOL

Behaviour Policy

(Secondary Phase)

This policy was:	Written in	September 2015	
	Updated in	May 2018	
	Review date	May 2019	
	Approved by	Dr P Gregory	Mrs J Eastaugh
		Co-Chairs of Governors	
			
		Mrs C Harrison	Mrs V Wainwright
Federation Co-Headteachers			
			

**“Do unto others, as you would have them do unto you.”
Luke 6:31**

In the Koinonia Federation we strive for excellence and high standards through:



A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.

Aim of our Behaviour Policy

St Mary Magdalene's secondary phase behaviour policy works alongside the primary schools policy. It seeks to create an inclusive and caring, learning environment in the school by promoting key principles and routines through self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect. It ensures equality and fairness of treatment for all and consistency to both positive and negative behaviour.

Students and staff have a right to work in a safe environment free from disruption, violence, bullying and any form of harassment. The primary aim is to promote a culture of positive reinforcement and encouragement in which all students can achieve.

This policy is based on DfE guidelines, outlined in the DfE document 'Behaviour and discipline in schools - January 2016'.

Secondary phase principles and routines:

We have one common rule which should be followed in order that everyone can work happily together:

**Do unto other, as you would have then do unto you.
Luke 6:31**

i.e. All pupils and staff should treat one another with respect and respect.

We have seven principles which cover all aspects of school life:

As a Koinonian student...

I choose to (i) be compassionate (ii) be respectful (iii) show integrity (iv) work hard and persevere (v) serve others (vi) be confident

I will:

1. When travelling to, from and with school, be a considerate and respectful citizen.
2. Look smart by wearing my uniform correctly (when travelling to, from and in school) and be prepared and organised with the correct equipment for the day.
3. Arrive at school at the expected time and be punctual throughout the day, and leave the site only with permission.
4. Keep my personal electronic devices switched off and out of sight on arrival at school, unless directed by a member of staff.
5. Move around the school in a calm and purposeful manner, keeping the school environment clean and tidy.
6. Be focused, whilst engaging and participating in all aspects of school life, so as to allow myself and others to grow and progress.
7. Live in fellowship and unity, celebrating diversity within our school family and Federation community.

Reward system:

As a school we will have one reward system, which all staff will follow. Rewards can be given out for positive behaviour in class, in the school and within the wider school community.

Reward	Action
R1	This will be a daily stamp issued in the students planner and this will automatically logged on the ~MIS and will feed into our house points system and weekly stamp competitions.
R2	Issued by the class teacher/family tutor. Positive note on MIS and in the planner.
R3	Positive phone call/email/postcard/letter home from the class teacher
R4	Commendation to be issued half termly by the Head of faculty and pastoral lead.
R5	Termly prize presented by the co-federation headteachers.

Additional points:

- **Personal best standards will be added up weekly and the top family group will be awarded a prize.**
- **All rewards will be logged on the MIS with a brief note stating the reason for the reward.**

Consequence system:

We have defined inappropriate behaviour into two categories:

- 1) Inappropriate behaviour**
- 2) Extreme incident (see separate policy)**

Our consequence system will be based around the three principles below:

- **recognition that behaviour is predominantly a choice**

R1	R2	R3	R4	R5
Personal best standard.	Record of excellent work or practice.	Teacher commendation for outstanding homework/classwork/participation/extracurricular/helping the federation community.	Head of faculty/pastoral commendation for going above and beyond R3.	Head teacher's prize.

- **everyone needs to respond and own behaviour**
- **responding to behaviour should be kept at ground level and always focused on reconciliation and restoring relationships**

The main aims are for the system to encourage fellowship and harmony, and to enable students to take responsibility for their actions. The consequences are for teachers to put in place to help students understand how to reform their actions.

- All rewards and consequences will be logged on the MIS so that the family tutor, staff and parents can access their son/daughter's log.
- If need be, reports will be put in place to help students take ownership of their behaviour (for instance monitoring punctuality and uniform). Family tutors/HOY/SLT will set the student specific targets.

An example of the consequences structure is below with some examples. It is in keeping with the values and ethos of the primary system but is adapted to the needs of the secondary phase. It is important that staff have conversations about the meaning of the term 'consequence' so that students know it is not always a negative word and is there to help them correct their behaviour.

All rewards and consequences should be written on the whiteboard so they are visible for the students to see. This list is not exhaustive and specific situations of each case need to be taken into consideration.

Consequence	Action
C1	Written warning following a verbal warning
C2	Written consequence in planner; 15-30 minutes teacher detention (lunch/after school)
C3	45 minutes faculty detention/pastoral detention/community service (after school)
C4	1 hour school detention SLT (before school)/community service
C5	Isolation/internal/federation exclusion

C1	C2	C3	C4	C5
Breaking any of the 7 golden principles	Negative attitude/ silliness/ throwing/ rudeness	Defiance/ repeating behaviour from C2/ swearing/ break or lunch incidents/selling	Gross defiance/ fighting/ inappropriate language/ swearing at someone/ bringing the school into disrepute	Serious behaviour incidents/ persistent C3+ behaviour/ racist/sexist/ homophobic language

*** The above table is not an exhaustive list and staff will use the evidence and their professional judgement when implementing a consequence.**

****Failure to attend a consequence will be deemed as defiance and will result in a C3+ consequence in addition to the original C sanction.**

Additional points:

Uniform (See uniform policy for more detail)

- Staff on the gate and family tutors to check.
- First instance an item of uniform is leant from the school.
- Second instance follow the consequence chart from C2+

Truancy within school:

- Inform parents/carers/teacher/pastoral team
- Consequence C3+ depending on the length of time missed/SLT
- Catch up on missed work in their own time

Leaving school site without permission

- Inform parents/carers and book a meeting
- Emphasise the dangers within the meeting
- Catch up on missed work in their own time
- Consequence C4+ depending on the length of time missed

Food and drink

- Students are not allowed to bring into school any fizzy/energy drinks
- Students are not allowed to sell any food or drink on school without permission from SLT

Mobile phone/electronic device routines and consequences: (see mobile phone policy for more detail)

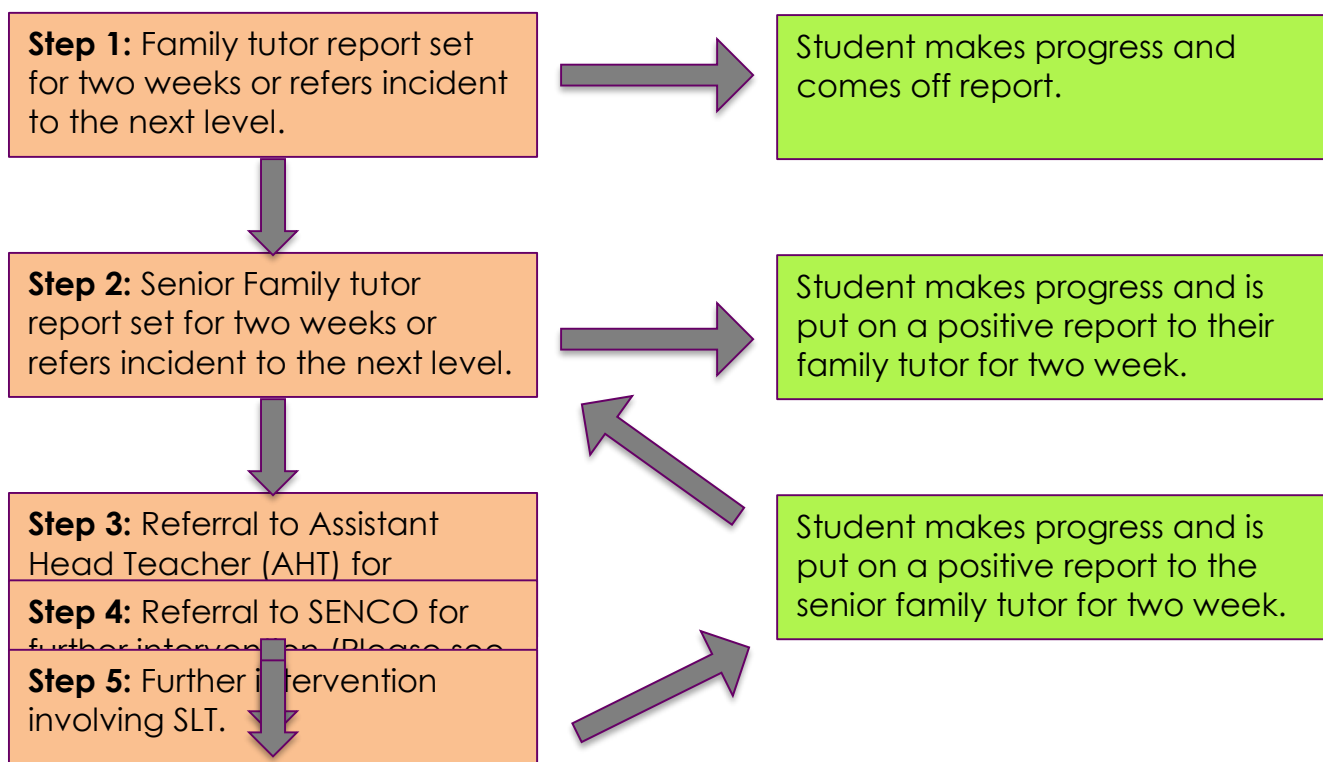
If a member of staff sees or hears a student use a mobile phone:

- 1) The first instance will be to confiscate the mobile phone/electronic device and place it in the school safe in a labeled envelope. Log on the MIS and inform the parent/carer.
- 2) In the second instance in one half term, the mobile phone/electronic device will be confiscated and parents will be asked to collect/have a meeting about this.
- 3) In the third instance in a half term, the phone will need to be handed in each morning to reception or not brought in for an agreed time period.

Tracking student behaviour

In some cases, it is necessary for students to be placed on a monitoring report to track their progress. Staff will use their discretion to determine which step is appropriate for individual students. Reports are a three way communication between the school, the students and home. At the end of each day the report will need to be signed and commented on by the staff who issued the report, the students and a parent/carer.

If a student is found to be breaking one of the school principles and routines, then any of the actions listed below will be taken, matching the appropriate level applicable to a student's needs. Where appropriate intervention with the schools SENCO will be discussed.



Extreme behaviour incidents:

The following incidents will normally be reported to the police and can lead to permanent exclusion from St Mary Magdalene School, including a first 'one off' offence. These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and wellbeing of the school community.

The below list is not exhaustive and the school reserves the right to use professional judgement on consequences.

Behaving in a way which could deliberately cause serious injury/may endanger life/may be considered threatening:

- Bringing knives, BB guns, or any item, which could be used as a weapon, onto the school site.
- Being in possession of knives, BB guns, or any item which could be used as a weapon onto the school site/on the journey to or from school/on a school trip/journey.
- Using a knife/BB gun, any item which could be used as a weapon to intimidate/frighten/hurt others.
- Giving or selling knives/BB guns or any item which could be used as a weapon to another student on the school site, on the journey to or from school, on a school trip/journey.

Illegal drugs and alcohol/harmful substances/drug paraphernalia:

- Bringing illegal drugs, harmful substances and drugs or alcohol into school (see Drugs Awareness Policy).
- Being in possession of illegal drugs/harmful substances or alcohol in school, on the journey to, from school, on a school journey.
- Giving or selling illegal drugs or alcohol to another student in school, on the journey to or from school or on a school journey.

Violence

- A premeditated assault.
- An assault on a member of staff.
- Group violence against an individual, whether as a bystander, or as a participant (see Anti-Bullying Policy).
- Violence against an individual, whether as a bystander or as a participant.
- Sexual assault or abuse.
- Serious threat of violence/assault.

Bullying (Refer to Anti-Bullying Policy.)

The use of ICT to deliberately upset others (see e-Safety Policy).

Theft

- Stealing from others in school, on the journey to or from school, on a school journey, including from the Dining Hall.
- The school cannot/will not be responsible for mobile phones/electronic equipment on site. This is the responsibility of the child. Theft of these items

should be reported by parents directly to the police. (Refer to the Mobile Phone Policy)

Confiscating students' property:

- Staff may confiscate items, which are not permitted in the school such as those listed above.
- Staff who confiscate students' property are responsible for taking reasonable care of it. Confiscated items should be clearly labelled with the owners name, a description of the item, the date and the name of the person who confiscated the item and if valuable kept in the school safe. These should only be returned to the owner, his/her parent/carer, or the parent's/carer's authorised representative.
- The school reserves the right to ask parents to collect confiscated items in person.
- Staff may confiscate mobile phones which are suspected to have been used to photograph incidents of, for example, 'happy slapping' or violence.
- In the event of staff having reasonable concerns that a student may be in possession of weapons, alcohol illegal drugs or stolen items, students will be asked by a member of the Safeguarding Team to voluntarily empty bags and pockets. If students refuse to take part voluntarily, the police and/or parent/carer will be called to lead/witness the search.