



## ST MICHAEL'S CATHOLIC COLLEGE BEHAVIOUR POLICY

### **Ethos**

St Michael's College aims to respond to the needs of each individual pupil developing the whole personality for fostering qualities of mind, body and spirit, feeling and imagination in a supportive Catholic atmosphere.

### **Aims**

St Michael's College aims to help pupils:

- To develop lively enquiring minds, and the skills and abilities necessary to ensure success and the highest personal academic achievement.
- To develop an understanding and appreciation for their religious faith and the spiritual and moral dimensions of their lives.
- To learn to respond to the needs of others; to respect other races, cultures and religions.
- To celebrate and enjoy experiences of friendship, success, happiness and shared endeavour.
- To create an environment where 'Every Child Matters'.

### **Behaviour Policy**

We expect our pupils to behave well, both inside and outside the college, by showing self-discipline and respect for both themselves and others. This will be their response to the Catholic ethos of St Michael's College and the homes from which they come; by their conduct they are expected to bring credit to both. A summary of our college rules is listed below. Other rules may be explained, as the occasion arises, on appropriate occasions. All pupils are expected to respond promptly and obediently to the instructions of staff. Sanctions for poor behaviour are set out in this document.

A happy and successful college is one in which good order prevails and pupils respect boundaries. We insist on high standards of conduct, behaviour and appearance and rely on parental support to achieve this.

### **Pastoral Support Framework**

St Michael's College has a framework to promote good behaviour. There are various elements that include praise, commendation, reward and use of role models which include our prefect system.

### **College Rules**

- Good behaviour, courtesy and politeness are expected in college, to and from college and on Public Transport.
- Full college uniform must be worn to and from college and on all college occasions. All articles of college uniform should be clearly marked with the owner's name. Breaches to uniform or pupils having extreme hairstyles will result in a fixed term exclusion.
- Pupils returning to college after absence should bring a letter of explanation from their parents to the Form Tutor. The college journal should not be used for such purposes.
- Pupils arriving late for college must join the late line to have journal stamped. If a pupil arrives after 9.10 a.m. they must report to the college office to be signed in, being late to college will result in a detention after college on the same day. A pupil who has to leave early for any reason must bring a note to the Form Tutor and report to the secretary with the note signed by the Form Tutor during a.m. registration. They must then report back to the secretary to receive written permission to leave.
- Pupils should have a navy blue or black rucksack or satchel type bag capable of being closed to carry their books to, from and at college. This should be kept with the pupil during the day wherever possible.
- A letter from parents is required giving permission for bicycles to be brought to college. All bicycles must be securely locked and left in designated area.
- During the lunch hour pupils may not leave the premises and must have a college lunch. Sandwiches may not be brought into college.
- Outdoor coats must not be worn inside the building.
- Prefects act under the direction of staff and must be obeyed.
- Pupils should not normally bring newspapers or magazines to college.
- Chewing gum is strictly forbidden in college.
- Smoking is forbidden to, from and in college and whilst in college uniform.
- Expensive items, such as iPods etc. or large sum of money, should not be brought into college. No responsibility can be taken by the college for loss of money or other personal property left unattended.
- Mobile phones are permitted but should be switched off during the college day and remain out of sight. Any phones which are seen by staff or are being used during the day will be confiscated. No responsibility can be taken by the college for loss of phones or other personal property left unattended.

- All damage to college property and equipment should be reported immediately; care should be taken of all college books.
- St Michaels reserves the right to stop and search any pupil who is suspected of being in possession of any object, material or substance that could be deemed to be harmful or in contravention to any of the college rules e.g. cigarettes, lighters, knives or drugs.
- Offensive weapons/Drugs are not permitted on college premises. Any pupil who is found in possession of any such item or who brings any such item into college will be permanently excluded.
- Making false or malicious accusations about a member of staff could result in the permanent exclusion of a pupil from the college.

On entry to the college parents and pupils sign a Home College Agreement, agreeing to support the whole ethos of St Michael's College. This is a binding contract and in signing it, it is expected that parents are agreeing to the rules of the college.

A pupil's individual code of conduct is printed in the college journal under the heading 'General Information'.

### **Bullying**

The Governors and staff make a commitment to all pupils that each reported incident will be taken seriously and dealt with sensitively. Pupils and parents are assured that necessary action will follow in accordance with the college's anti-bullying policy.

### **Sanctions**

- Incident forms are used as a referral system.
- A teacher refers the problem to the Head of Faculty or Head of Department with the incident form for information or further action.
- A pupil is advised that an incident form is being issued.

To disregard the rules and routines, deliberately or thoughtlessly, is a discourtesy to fellow pupils and staff. In cases where college rules are broken the college will apply a variety of sanctions, which may include the following:

### **Detention**

After college detentions may take place for 1 hour without prior notice. Notice will be given for longer detentions in line with the DCFE guidelines; this may include a 3 hour Saturday morning detention. The college journal will be used for this purpose. Detentions may be used as a 'tool' to help improve pupil academic performance, punctuality. Detention tasks may include academic work or community tasks e.g. collecting litter.

### **Daily Reports**

If a student persistently misbehaves or fails to produce work to a satisfactory standard then the Faculty Heads will use a daily report sheet. Teachers, Faculty

Heads and parents sign the sheet daily. Daily reporting would normally last for two weeks. Getting a 3 on the daily report will result in a one hour detention after college on that same day.

### **Deputy Head Reports**

When further monitoring is required or the pupils has not performed adequately on Daily Report, the Deputy Head report is issued for serious academic underachievement or behaviour issues.

### **Individual Education Plan (IEP)**

IEPs are drawn up for all statemented students, the SEN/Inclusion dept. track pupil progress using college tracking, this will include pupils at college action and college action plus. Students are involved in the drawing up of S.M.A.R.T. targets, to be achieved by a given date, and the review of them. Parents will be informed.

### **Short Term Internal Exclusion**

The pupil will be withdrawn from normal college routine, in line with the DCFE guidelines, and work will be set. Parents will be informed in writing if this sanction is applied.

### **Exclusion**

The Head teacher and Governors always reserve the right to admit or exclude pupils on a fixed term or permanent basis, in line with DCFE guidelines.

### **Fixed Term Exclusion**

This is a serious disciplinary measure and is only taken when other efforts to control behaviour have failed or if a one off incident is of a serious enough nature to warrant a fixed term exclusion in accordance with the college sanctions. In the case of exclusion parents are contacted and asked to collect their child, if this is not possible the parent may give permission for their child to be released by the college. If the parent can not be contacted it may be appropriate to place the pupil in the LSU for the remainder of that day, the exclusion will then begin the following day. At the end of the exclusion period the student and parents will be asked to attend a reintegration interview. If a pupil is at serious risk of permanent exclusion a Pastoral Support Programme (PSP) will be drawn up. The PSP is a supportive plan used to promote behaviour change; it lasts for an agreed period. Parents and external agencies are involved in this process.

### **Permanent Exclusion**

This is used after all efforts and sanctions have been used to assist the child to remain in college (in line with DFE guidelines). A permanent exclusion may however be for a first or 'one off' offence. Full details of this sanction and appeal procedures can be obtained from the college on request.

### **Immediate Permanent Exclusion**

A decision to exclude a pupil will be taken by the Head teacher if there is an urgent requirement to do so because of a serious breach of the college disciplinary policy. A

full investigation will then be carried out and a decision reached, all parties will then be informed in writing by the college.

### **College Journal**

- A college journal is issued to every pupil throughout the college and is used to record homework, merits and comments on behaviour.
- Parents should review the journal on a regular basis and sign the journal weekly.
- The college journal is monitored by the Form Tutor.
- Parents can communicate with the college via the journal.
- If the journal is lost then a temporary journal is issued by Mrs. C Burden which must be completed and returned the following day. Temporary journals should be collected from the Mrs C. Burden during morning registration.
- Merit certificates will be issued for good work or behaviour.
- The journal is used to advise of detentions; a detention of 1 hour may be given without any prior notice (in line with government guidelines).
- A new journal is issued each term.
- Pupils must have their college journal with them every day.
- College journals are required to be stamped each day as pupils enter the dining hall for lunch.
- The aim of the college journal is to promote regular communication with parents, encourage student to plan and think ahead, praise good work, and encourage regular work and good behaviour.
- The journal should also have up to date contact details for the pupil and have a signed "permission requiring parental signature" page.

### **Pupil payment card**

- A payment card is issued to every pupil throughout the college and is used to pay for any meals bought in the college.
- Cards can be credited using cash via a machine in the college or by way of a secure internet site.
- The payment card can also be used to access the printers and photocopiers in the college.
- Loss or damage to the card will result in the card being replaced at a cost to the student.
- Full details of the payment cards are available from the college on request.

### **Attendance**

- Regular attendance is encouraged and expected of all students.
- Parents should inform the college on the first day of any absence.
- On return from absence a letter explaining the absence must be produced.
- Medical certification should be provided on request.

- The college works closely with parents and agencies to identify patterns of non-attendance at an early stage. Non attendance will be dealt with seriously and Educational Welfare will be informed.
- Truancy will be dealt with seriously and the pupil will be detailed at the discretion of the Learning Coordinator to make up lost time this may involve a 3 hour detention on a Saturday morning.

**June 2012**

**Date Ratified by the Governors:.....**

**Signed:.....**

**Review Date: 2013**