



St Augustine's Catholic College

Behaviour for Excellence Ad maiorem Dei gloriam

PART OF THE CHURCH'S MISSION

The educational activity of the College is rooted in Gospel values; the values proper to the life of all Christians, exemplified in the life and teachings of Jesus Christ (College Mission Statement).

Called to be a People of Hope, staff and students exercise an essential role within the mission of the Catholic Church; a universal mission. This mission requires that we become, increasingly in our lives, a people for others and the journey of self-discovery proper to the experience of our students, also gives them many opportunities to respond to the challenge of the Gospel:

- *To act justly*
- *To be a people of welcome*
- *To exercise stewardship as ordained by God, from the beginning of time*

The Beatitudes outline *the attitudes* of individuals that contribute to creating an exceptional community of Love, and it is in this context that St Augustine's seeks to carry out its mission as a place of Learning and Discovery.

COURTESY POINTS

- Remember: 'Excuse me', 'Please', 'Thank you', 'Sorry'
- Stand in class when a teacher or visitor enters
- On entering a room which is occupied, knock respectfully and go to the teacher first
- Stand smartly when spoken to. Do not lounge with your hands in your pockets
- Treat older people with respect and help them
- Offer to help when you see someone carrying a heavy bag, books, etc
- Ask 'Can I help you?' to a visitor looking round the College buildings
- Stand aside if about to enter or leave a room at the same time as a member of staff
- Greet people with 'Good morning, Father' or 'Sir' or 'Miss'
- Apologise for bad behaviour
- If you wish to speak to one of several people in a group, say 'Excuse me' to the others in the group
- Speak courteously to visitors
- No chewing around the College. No spitting. No swearing.

COLLEGE DISCIPLINE REQUIREMENTS FROM STUDENTS

Students are expected to:

- Arrive punctually for the morning and afternoon registrations and to attend lessons on time
- Attend wearing the College's approved uniform and appropriate footwear (see uniform list in college rules)
- Leave jewellery at home. One charity/religious bracelet may be worn and College lapel badges only
- Leave at home any item which may be a danger or a hindrance to others (eg knives, matches, etc)
- Keep mobile phones must be switched off and out of sight during the school day
- Avoid bringing large sums of money or valuables to college. The College cannot be responsible for them.
- Use appropriate language and adopt the highest standards of courtesy and consideration for others
- Eat food at the prescribed times and in the allocated areas only. Eating and drinking are not permitted in other areas, and the litter bins must be used
- Chewing gum and bubble gum must not be brought into college
- Attend all lessons with the necessary books, pens, pencils, clothing, etc

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- Remain on the college premises throughout the college day unless permission has been granted otherwise
- Take care of all exercise, text books and other equipment
- Complete and submit all homework assignments and coursework as required
- Move quietly between classes
- Observe the highest standards of behaviour during the journey to and from college
- Maintain the highest standards of respect for all property and people

Parameters of application:

- ***The corrective process may be applied at any time when the student is at college or elsewhere under the charge of a teacher, for example on a school trip***
- ***Students' behaviour outside of the College may also be subject to corrective measures in accordance with the process set out in this document***
- ***Teachers may confiscate a student's property. Items that are illegally held by students must be collected by parents directly from college reception***
- ***Teachers may search for items prohibited under legislation and any other items listed under the college rules/ behaviour policy (e.g. mobile phones, i-pads, cameras etc.)***
- ***Identified members of staff (Team Teach trained) may use reasonable force to prevent pupils committing an offence, harming themselves or other students, causing damage and to maintain discipline in the classroom. Other staff who use physical intervention will complete the College's formal report and send to DSL within the stipulated timeframe.***

REWARDS

Students should be encouraged to behave well by frequent expression of approval by all staff and by the appropriate use of rewards.

The application of this policy must be seen to be consistent and fair. The ClassCharts SPIRIT awards should be used to reward.

ClassCharts SPIRIT awards provide the opportunity for academic and non-academic rewards and so extends opportunities for celebrating achievement to all students, whatever their ability. These awards are a reminder of the emphasis placed, by the College, on charitable and caring behaviour.

The year Briefings provide the opportunity for recognition of achievement and the SPIRIT awards include monthly awards for students in subject areas and a raffle three times a year for groups of students.

Praise and encouragement should permeate the life of the College and be used in lessons as much as possible.

Collaborative Working

Parents and staff

The Code of Conduct – in its entirety – must be supported by parents, evidenced in the Home/College Agreement, signed on students gaining entry to the College. Independent modifications promoted by individual parents that directly go against the code serve to undermine the role of staff in upholding standards. Where this becomes persistent a meeting will take place with parents to avoid the student being escalated through the levels of corrective measures, due to inconsistency in the communication of standards.

The relationship between parents and the college staff needs to be supportive and based on trust. The staff of St Augustine's is aware that their role constitutes a vital part of the mission of the Catholic Church:

“Teaching is a ministry within the Church and the vocation of teachers and all who work in schools, needs to be highly valued” (‘A people of Hope’, Clifton Diocese)

Students and staff

The Student Council provides a forum for students to work in collaboration with staff and Governors. This body is representative of all year groups and is part of the consultation process for developments in both academic and pastoral issues relating to the College.

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Headed by the Student Senior Team, this body exercises an official authority by mandate of the Head Teacher.

‘Young people need to be fully integrated into the life of the Church, encouraged to feel part of the Church community and given the opportunity to take on leadership roles.’ (Clifton Diocese)

EXERCISE OF DISCRETION

Every student is important within the life of the College. The unique dimension of the human soul implies that *all aspects* of the life experiences of individual students are relevant to the on-going academic, personal and social development of each one of them.

For this reason, **an element of discretion will be exercised in the application of sanctions**. This will not be an individual task but one that involves a collection of professionals who are involved with the students concerned.

THE USE OF SANCTIONS

It is important that a broad view should be taken of discipline, which should be based upon good personal and professional relationships and set in the context of college life.

Disciplinary action needs to be measured against the College’s educational philosophy, rules and code of conduct. Students need to know and understand the boundaries of acceptable behaviour.

Bad behaviour should be tackled quickly and, wherever possible, at source. This can include a number of sanctions ranging from mild reprimands to exclusions for serious offences. The sanctions should be relevant and include reparation and/or restitution.

Sanctions can include a number of strategies, such as:

- regular use of the name on board system
- change of seat
- repeat of work or additional work
- loss of break time/lunch time and after school detention
- removal of a badge of office by the Head Teacher
- bringing in a colleague; working under the supervision of a named teacher for a period of time
- assigning a mentor
- contacting parents
- exclusions, as a last resort

Where disciplinary action is taken, the focus is on *correction, reflection and new practices*. This requires that, at all levels of corrective intervention, a discussion takes place between student and teacher.

Occasionally it is necessary to place a student ‘on report’. This will be organised by the Head of Year or Head of Pastoral for pastoral issues and Head of Department for persistent issues in a specific subject area.

CONSEQUENCES (C) OF NEGATIVE BEHAVIOURS

It is important that students accept personal responsibility for their negative behaviour. From this starting point, the young person can develop their understanding of the Christian Community and the demands this places on them to “act justly”, “love tenderly” and “walk humbly with God”.

Behaviours that undermine the academic and family ethos of the College will merit sanctions as described in this document; however the focus will always be towards reconciliation and forgiveness.

Sequence of corrective measures (this list is not exhaustive)

C1	Reminder of college rule(s) leading to and including Final Warning	Class teacher Record on ClassCharts
C2	Lunch/Break time detention	Class teacher/ Form Tutor Record on ClassCharts

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C3	Removal from lesson/Head of Department detention (Pastoral detention)	HOD/ HOY Record on ClassCharts
C4	Head of Department <i>After School</i> detention (Pastoral detention)	HOD/HOY Record on ClassCharts
C5	Inclusion	Pastoral/ Head Teacher Record on ClassCharts
C6	Exclusion from College (1- 45 days)	Pastoral/ Head Teacher Record on ClassCharts

For persistent disruption of learning and safeguarding of students, the following actions will be taken

- Managed moves agreed through the West Wiltshire In Year Fair Access Panel (following the Fair Access Protocol). This group is made up of Head Teachers and school DSL/Behaviour managers.
- Permanent alternative arrangements – also reported to the Fair Access Panel

SEARCHING AND CONFISCATION

Following guidance set out by the Education and Inspections Act 2006, our members of staff are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Headteachers and other members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- "legal highs"
- stolen items
- e-cigarettes, tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. Any cigarettes and e-cigarettes confiscated in school will be destroyed.

USE OF FORCE

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student);
- causing personal injury to, or damage to the property of, any student (including him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

St. Augustine's does not encourage the use of force and it will be used very rarely in special circumstances. There is no definition of when it is reasonable to use force, and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

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All staff at the school have the authority to use force when reasonable, and this extends to any other person whom the head has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e., on a school trip.

Following serious incidents involving the use of force, the school will speak to the parents concerned. It is up to schools to decide whether it is an appropriate occasion to report the use of force to parents.

Such serious incidents involving the use of force will also be recorded by the school.

Application of measures

C1	<p>Reminder of college rule(s) leading to and including Final Warning</p> <p>This will be a reminder of the rule(s) linking to the inappropriate behaviour in class that affects students' learning will result in C2; detention</p>	Communication with parents ClassCharts
C2	<p>Lunch/Break time detention with subject teacher</p> <p>Negative behaviours could include:</p> <ul style="list-style-type: none"> • Failure to respond to C1 • Homework not done AND presented for handing in • Lack of preparation for learning; not having books, writing materials and specific subject-related equipment • Answering back or inappropriate comments made to members of staff • Untidy uniform/Inappropriate additions to the uniform • Arrival at college after 8.50 am (specifically arranged appointments excluded) <i>this is dealt with by a Pastoral C2 not a subject-linked teacher</i> • Low level disruption 	ClassCharts
C3	<p>Middle Leader Detention</p> <p>Negative behaviours could include:</p> <ul style="list-style-type: none"> • Disruptive behaviour in lessons • Failure to attend a C2 detention • Failure to meet Controlled Assessment/project deadlines • Pushing/yelling around the College • Inappropriate behaviour of a physical or verbal nature – both inside and outside the College 	ClassCharts Telephone call to parents
C4	<p>Middle Leader <i>After School</i> detention</p> <p>Negative behaviours could include:</p> <ul style="list-style-type: none"> • Failure to attend C3 detention • Failure to correct disruptive behaviour in lessons 	ClassCharts Telephone call to parents
C5	<p>Inclusion – internal inclusion and a one hour after school detention</p> <p>Negative behaviours could include:</p> <ul style="list-style-type: none"> • Rudeness, defiance, disobedience towards a member of staff • Disruption of a number of lessons (in a day OR over a period of time) • Failure to attend C4 detention • Serious or prolonged misbehaviour on the coaches • Extreme hairstyles (including dyed hair) • First offences of verbal/written/cyber bullying (teasing, name calling, negative gossiping) • Swearing or blaspheming <p>Dependent upon severity of the offence, the student could move straight to C6</p>	ClassCharts Telephone call to parents

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EXCLUSIONS

Exclusions are either fixed term or permanent. They may be either internal or external.

Permanent exclusion is a last resort punishment. All other steps to avoid exclusion must have failed. The allegation must be properly investigated. The Governing Body must be involved in the permanent exclusion process. Parents have the right to make representations and to appeal.

C6	<p>Exclusion from College (1 - 45 days). This is cumulative over the academic year.</p> <p>Negative behaviours could include the following:</p> <ul style="list-style-type: none">• Physical Assault against another person• Physical behaviour(s) that results in the injury of another person• Verbal Abuse/ threatening behaviour against another person• Racist/homophobic abuse• Sexual misconduct (peer on peer abuse, sexual harassment)• Damage to college OR personal property belonging to any member of the college community• Theft of college property/personal property of members of the college community OR selling/dealing in stolen goods• Drug (including any smoking paraphernalia) and Alcohol related incidents• Persistent disruptive behaviour (violation of college rules)• Misrepresentation of the Christian values associated with St Augustine's Catholic College <p>Some behaviours may result in a permanent exclusion from the College and would include:</p> <ul style="list-style-type: none">• Distribution of illegal drugs/dealing (<i>this has been relocated from the above list.</i>)• Possession of an offensive weapon	ClassCharts Communication with parents by telephone and letter
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C6 will include a compulsory reintegration meeting between the Head of Year/Head of Pastoral, parents and student.

Reforming behaviour

As far as possible the College strives to implement a Preventive System however, the holistic educational approach means that we work with students regarding their behavioural issues to empower them to manage their own behaviour. This takes various forms and can include referral to other professional services:-

- Restorative Justice sessions
- Anger Management
- Counselling
- Use of Mentors
- Liaising with Parents (Parental Contracts and Behaviour Plans)
- Help from outside agencies