



Saint Paul's Catholic High School

Moving forward together. Achievement for all!

BEHAVIOUR POLICY



Journeying together with Jesus Christ, we learn to love and love to learn.

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BEHAVIOUR POLICY

1. Rationale Underpinning the Behaviour Policy

The Saint Paul's Catholic High School Behaviour Policy is rooted in the school Mission Statement in the belief that:

'Catholic schools, while providing a quality education, hold up Christian values to children, inviting them to build their own lives on them'. Pope John Paul II (Feb 1997)

We make explicit the Catholic Christian values on which the school is based including the sacred worth of each individual in the school community. It acknowledges that good behaviour is a necessary condition for effective teaching and learning, is an important outcome of education and allows for the total development of each individual in our community.

A high standard of behaviour is expected at all times. This standard enhances the good reputation of the School, and is based on the Catholic Christian values of the school and in particular Jesus' commands that we should:

***'Love God and our neighbour as we love ourselves' (Luke 10:27) and
'Treat each other in the way we would like to be treated ourselves.'* (Matthew 7:12)**

All members of the school are to be treated with great respect and we emphasise self-discipline, courtesy and consideration for others. Our school values of Service, Respect, Stewardship, Compassion and Love are followed, as well as the mission statement,

"Founded on the love of Christ and respecting the unique worth of each individual, Saint Paul's exists to foster, with care and compassion, personal, spiritual, and academic growth, extending into the community and beyond"

Students are offered a place at Saint Paul's Catholic High School on condition that parents/carers agree to support the school's standards of discipline which include students being excellent ambassadors for the school at all times, and especially whilst wearing school uniform. We expect all students to uphold our high standards by following this agreed School Code of Conduct, which has been subject to consultation with all members of our community.

We maintain that safeguarding students, staff and visitors to our school underpins our school Behaviour Policy. Furthermore, our policy will focus on positive discipline, emphasising rewards for good behaviour and conduct.

At St. Paul's we believe all students, staff and the wider school community deserve to be treated equally and without prejudice of any sort. Members of our school community should be free to work and learn in an environment where discriminatory language, cyber bullying, peer-on-peer abuse, sexual harassment, abusive language and physical violence will not be tolerated. We will work closely with outside agencies and parents to promoting good citizenship and prudence both in school and the wider community which we serve. This policy outlines these commitments.

2. Expectations

As members of Saint Paul's Catholic High School we (staff, students and, where applicable, parents) will all act with courtesy and consideration and show respect to others at all times. We expect parents to work in partnership with the school in educating their children and parents are responsible for supporting this behaviour policy and ensuring their children comply with it.

- We make it easy for everyone to learn and for the teacher to teach.
- We speak politely to everyone in lessons, meetings and other situations.
- We are quiet whenever we are required to be.
- We move quietly and sensibly about the school.
- We make the school a welcoming place.

The Saint Paul's Catholic High School Code of Conduct is based on five key principles: Respect, Service, Stewardship, Compassion and Love.

Respect and Love God

Remember at all times that we belong to a catholic community and respect the gospel values which underpin our beliefs.

Respect ourselves and show Compassion to others

- always be on your best behaviour
- wear your uniform with pride
- treat everyone with respect
- follow instructions from an adult at the first time of asking
- treat others as you would wish to be treated

Respect and show Stewardship towards our school and community

- take care of our school
- dispose of litter in the bins and help our community when asked to pick up litter
- walk on the left in an orderly manner around school
- look after displays and notice-boards

Respect our work and achievements and offer Service to school and the wider community

- always produce your best work
- value other people's point of view
- support others to work in class
- listen to the teacher and do not shout out
- take part in assemblies and collective worship
- contribute to charities promoted by the school
- actively engage in School Council activities
- aspire to represent your school as a part of one of our many teams
- take part in Student Voice activities
- be proud of your association with our school

We know our School's reputation depends on the way we behave both in school and the wider community.

3. Behaviour Management in Practice

We operate a positive behaviour management policy. We focus on achievement and reward, however on occasion sanctions are required if learning has been lost, students behave in a selfish or disrespectful way. The behaviour policy is indicated below

STEPS 2 SUCCESS (S2S)

- **EACH LESSON YOU WILL BEGIN AT 2 AND AUTOMATICALLY GAIN AN ACHIEVEMENT POINT.**
- **HIT 1 DURING YOUR LESSON AND YOU'LL GAIN ANOTHER ACHIEVEMENT POINT.**
- **MOVE TO 3 AND YOU'LL LOSE YOUR ACHIEVEMENT POINT.**
- **4 WILL RESULT IN AN IN-CLASS SANCTION AND A BEHAVIOUR POINT.**
- **5 COULD LEAD TO REMOVAL AND DETENTION THE SAME DAY AT 3.05PM FOR 30 MINUTES.**



4. Rewards and Sanctions

A menu of rewards and sanctions exist at Saint Paul's Catholic High School.

Rewards	Sanctions
Verbal praise	Verbal warning
Praise postcard/letter sent home	Letter/text sent home
Telephone call home	Telephone call home
Certificate and prizes	Behaviour Points: C1, C2
Sticker and stamps	Moved within classroom
Celebration Assemblies/ Rewards trips/ Access to items from the Rewards Shop	Removed from lesson by 'On Call' C3
Achievement Point are awarded for: Being ready for learning Good classwork Good homework Outstanding effort or behaviour Community work/ form contribution Good Attendance and Punctuality	Sanctions include: Graduated Detentions Report Card (SLT; Year Progress Leader; Form Tutor) Loss of privileges and community service Isolation Fixed Term Exclusion Managed moves/transfers to other schools/Respite Permanent Exclusion

The school operates a Graduated Detention System:

Class teacher	Break & lunch times	Recorded in Class Charts/parents informed by phone/text
Form Tutor	Break & lunchtimes	Recorded in Class Charts/parents informed by phone/text
Department	After school (24 hours notice)	Recorded in Class Charts/parents informed by phone/text
Pastoral	Break & lunch times	Recorded in Class Charts/parents informed by phone/text
Pastoral Leader	After school (24 hours notice)	Recorded in Class Charts/parents informed by phone/text
SLT	After school (24 hours notice)	Recorded in Class Charts/parents informed by phone/text
C3 Removal	After school on the same day as the C3 Removal (30 minutes)	Recorded in Class Charts/parents informed by phone/text

The school operates a number of systems and facilities to aid behaviour management.

Behaviour Monitoring:

Pastoral leaders will use the Behaviour Points to monitor student conduct. The following points will result in specific sanctions:

10 points Text message	15 points Letter home	20 Form Tutor Report card	30 points 1 day isolation	40 points PL Report card	50 points Letter 2 home	60 points parental interview	70+ points SLT/Governor Intervention e.g. Report Card (Red) Interviews, Ferman, Respite, Managed Move etc.
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Students can be on report for an agreed length of time, six weeks being good practice. Students may move between the different levels of report. In the most serious cases the students will be monitored on an SLT report (Red). Here the report card will be used to facilitate this behaviour monitoring programme that will continue for around 6 week blocks before a review takes place.

On-call/C3 Removal

SLT, Year Progress Leaders and Pastoral Assistants are used on a rota to be “on-call” for all lessons in a week. Staff will use the ‘C3’ button on their computer. Reception will then contact the member of staff ‘On Call’. Normally, the student will be removed to the On Call Drop in room. Students will remain in the room until the end of that lesson. **Students who have been removed to C3 Drop room will complete a 30 minute detention on the same day.** During this detention students will be expected to complete a restorative discussion about their behaviour with their class teacher and/or Progress Leader

If a student is removed more than once during the same school day, they will spend an entire day in Isolation.

Isolation

Isolation can be used in extreme cases to prevent a major incident from occurring or as a punishment after an incident and as an alternative to suspension/exclusion. Isolation is housed in a special room and manned by staff. **Parents will be informed if their child has been placed in isolation by text on the same day of the incident.** A student will remain in isolation for 30 minutes after the end of the same school day. Failure to complete this detention could result in an entire day in Isolation.

The Hub, Alternative Provision and Pastoral Team Intervention

Students are referred on an individual basis to The Hub, Alternative Provision or in-school Pastoral Interventions by SLT/Year Progress Leaders/SENCO

The Hub (housed in the main building). This runs courses to help students and operates separately from the rest of school:

- Gain confidence in themselves
- Learn to manage their behaviour more effectively particularly in difficult situations
- Become more successful learners and experience higher levels of educational achievement
- Believe in themselves and their future and gain a greater sense of meaning and purpose in their lives
- Establish a positive and enjoyable relationship with others

Alternative Provision. This is for students who have not responded to other interventions to date and are at risk of permanent exclusion.

This may include provision in other off-site establishments as well as in school. This may be full time or part time.

A programme of study for small groups of students will focus on improving social skills, anger management as well as an extensive range of academic studies.

Aims and Values of the Pastoral team Interventions

The Pastoral Team will conduct individual and small group interventions in order to:

- Help students continue to access learning within the context of values expressed in the School Mission Statement.
- Provide a process of learning based in experiences of Reflection, Reconciliation, Reform and Redemption.

- Address complex behavioural needs through a personalised curriculum.
- Actively teach successful behaviours for learning and life.
- Work closely with parents and outside agencies to support students

Exclusions from School

The school follows statutory guidance issued by the Department for Education.

There are two types of exclusions from school:

Fixed Term	for a maximum of 45 days per school year
Permanent	a student may not return to school

Exclusion is our most serious sanction and wherever possible we will aim to avoid this outcome

Students are at risk of either fixed term or permanent exclusion if they:

- Use physical/ verbal aggression towards another student or member of staff including sexual harassment and Child on Child abuse
- Bully another student including sexist, homophobic or any discriminatory language
- Act in a manner that endangers the health and safety of others or themselves
- Supply or possess a banned substance
- Carry an offensive weapon
- Persist in disrupting teachers teaching, students learning or the good order of school
- Exclusions may also be appropriate in instances of theft and damage to property
- Bring the name of the school into disrepute in the local community

In some instances isolation will be appropriate.

The exclusion of a student is a very serious matter. It is not a step which the school takes lightly and it is a consequence of a serious breach of school discipline. Each and every situation will be thoroughly investigated and judged in its own right. The full support of students and parents is expected in any disciplinary matter to avoid any exclusion being made permanent.

Students who are FTE for over 5 days consecutively will be offered education off site as part of this provision. Students who amass 15 FTEs in one academic year will be seen by an IMB/Governors Behaviour Panel (this panel may also see other students and their parents).

Students who have been excluded will be expected to attend a reintegration meeting with a parent/carers to discuss the incident which led to the FTE. This must be completed satisfactorily before the students can return to school and will be accompanied by signed documents which will remain on the students file.

After an FTE, students will be expected to complete one day in Isolation.

5. Parental Meetings

The School may invite parents/carers to attend a meeting with staff to discuss a particular issue in relation to a concern over a student's general behaviour or in relation to a specific incident. If the matter has resulted in the student receiving an exclusion and the parents do not attend the meeting for whatever reason, the student concerned will remain in isolation until that meeting has taken place

and the issue has been resolved. In most cases students will attend the meeting with their parent/carer. They should do so in full school uniform without exception.

Where incidents involve members of staff it is not school procedure for the staff to be present at the meeting. The School does not allow parents/carers or third parties to record parental meetings. Anyone secretly filming or recording a meeting will be banned from attending the school campus with immediate effect. Please note that school staff will only meet with parents/carers who are officially registered on the school system. Parents/carers are entitled to bring a friend to accompany them to a meeting but only registered parents/carers are permitted to participate in the discussions. Where a parent/carer has been banned from the School site due to their previous conduct, an appropriate adult may meet with the School and act as their representative in the meeting. The appropriate adult must be agreed by both parties prior to any meeting taking place.

6. Uniform Requirements

Saint Paul's Catholic High School has a discrete uniform which is designed to enhance the school's corporate image. School uniform plays a valuable role in contributing to the ethos of Saint Paul's Catholic High School. Our uniform identifies students as part of our Saint Paul's Catholic High School community. Being appropriately dressed helps students to develop a positive mind set for learning and supports them in being successful learners.

It is compulsory that only those items stipulated within the Official School Uniform list (see Appendix A) are permissible to be worn by our students. The official school uniform must be worn by all students who are on roll at Saint Paul's Catholic High School at all times, without exception. The uniform policy applies to students attending off-site provision (including activities) and out of hours activities unless parents/carers are advised otherwise. Students who contravene the uniform policy will be placed in Isolation. Students who refuse to accept the consequence or an alternative replacement will be excluded from school.

Saint Paul's Catholic High School operates a zero tolerance approach to excessive jewellery and body piercings being worn by its students at any of the aforementioned times. **Jewellery must not exceed a wristwatch and a small pair of studs/sleepers in the earlobe.** Any other jewellery and body piercings will be confiscated by staff and stored securely. Students can collect these items at the end of the day. **If a student has jewellery confiscated on more than two occasions, then parents / carers will be asked to come to school to collect these items and a further sanction will be issued.**

Trainers are not permitted to be worn in the school except in PE practical sessions. Boots are not permitted under the school's uniform policy. However, at times of severe inclement weather the school may contact parents/carers and inform them that boots will be permitted within a specific timescale. Please note that the school will determine if and when this should occur.

All shoes must be black in colour. Footwear that is branded with a sports logo or name is also not permitted. Any shoe that is described or viewed as a sports style or training shoe is not acceptable. Where students arrive at school in trainers or shoes that contravene this policy, students will be placed in isolation or an alternative form of footwear may be offered enabling the student to remain in school and continue learning. Students who refuse to accept the consequence or refuse to wear the alternative footwear offered will be excluded from school.

Denim style black trousers and 'legging/jegging type trousers' are not acceptable school wear. Furthermore, students are not permitted to attend school with any form of pattern shaved into their heads/eyebrows, 'Mohican style haircuts', 'long top / short side' haircuts and unnatural colourings to their hair.

The school operates zero tolerance to students wearing make-up. Brightly coloured lipsticks, eyeliner, mascara and heavily defined eyebrows are not permitted. Excessive use of lip balm is also prohibited. The length of student's nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports and Design Technology etc. Coloured nail polish/varnish or artificial nails are not permitted. Students will be asked to remove nail varnish in the first instance. Failure to comply with any of the above rules will result in isolation and/or a Fixed Term Exclusion until the issue has been resolved.

7. Mobile Telephones/ electronic devices/ head phones

Mobile telephones should be switched off when entering school premises in the morning and remain off during the day. Students wishing to contact parents/carers should contact the office and likewise parents/carers should refrain from contacting students directly and ring the main switchboard on 0161 499 0000. This prevents any misunderstandings and miscommunication. Students should never have mobile telephones out in lessons or on the corridors as this negatively impacts on learning. This rule also applies to headsets. Any student in breach of the above rules will have their mobile telephone confiscated with immediate effect and this will only be returned through collection from the office at the day of confiscation or during the following day's morning registration. **On the third confiscation, parents will be asked to come into school to collect the confiscated items.**

8. Smart Watches

Students are not permitted to wear Smart Watches at school. Any student in breach of the above rules will have their Smart Watch confiscated with immediate effect and this will only be returned through collection from the office at the end of detention on the day of confiscation or during the following day's morning registration. Repeat offenders may face Isolation and/or Exclusion from the School.

Situations, Actions and Sanctions – Guidance for Staff, Parents and Carers

1. Assault

Students who assault a member of staff or other students

- a) Isolate student
- b) Progress Leader / SLT informed
- c) Incident investigated with witness statements taken
- d) Police involved as appropriate
- e) Will result in a Fixed Term Exclusion/ Suspension or possibly a Permanent Exclusion

2. Banned Items

The following items are 'banned items'

Banned items (other than illegal drugs)

Unauthorised Drugs Include:

- Alcohol
- Tobacco and e-cigarettes
- Prescription medicines without the patients name, date of prescription, dosage and name of drug
- Over the counter or other non-prescription medicines without a parental note of authorisation

- Solvents
- Volatile substances

Additional Banned Items

- Aerosols – hair and deodorant
 - Matches
 - Cigarette lighters and any other smoking paraphernalia
 - Fireworks
 - Knives
 - Firearms
 - ICT virus equipment – inappropriate material
 - Any object that could potentially cause injury
 - Laser pens or any laser pointing device
 - Chewing gum
 - Fizzy drinks
 - Make up
 - Jewellery in excess of one small pair of studs / sleepers and a wristwatch
 - Indecent images stored in any format
- a) Isolate student and parent contacted and informed of incident
 - b) Item confiscated (item usually requiring collection by parent/carer or police) and kept in a safe
 - c) Progress Leader / SLT informed
 - d) Incident investigated with witness statements taken
 - e) Police involved as appropriate
 - f) Will result in internal isolation or Fixed Term Exclusion / Permanent Exclusion (PE) or education in an alternative off-site provision

The Behaviour and Discipline in Schools (Feb 2014) DfE guidelines protects staff from liability to, or loss of, any confiscated item provided staff have acted lawfully. The school also exercises the power to search without consent for prohibited items, including stolen items, cigarette and/or vaping related items, pornographic images, articles likely to be used to commit an offence and also cause damage to property. In cases of weapons and knives and extreme or child pornography the police will be called and the material handed to them. The school also exercises the right to look at the content of mobile phones and other devices, inform the police and delete material if it is deemed necessary and inappropriate.

3. Bullying

Bullying is unacceptable behaviour and will not be tolerated at Saint Paul's Catholic High School.

Bullying is behaviour that deliberately tries to cause anxiety, fear or hurt. It can include being hit, pushed around, being teased, threatened, called names or having money or possessions taken or damaged. Bullying is characterised as repeated and targeted behaviour. Bullying is not characterised as 'one-off' incidents of physical or verbal abuse.

Actions are described in the Bullying Prevention Policy as to what would happen to students in the event of a bullying incident.

4. Damage to School Property

- a) Parents are contacted

- b) Where appropriate, damage to be made good e.g. washing off graffiti
- c) Where appropriate then payment is requested from parents
- d) Appropriate sanctions given e.g. litter picking, other service to the community, detention, time in isolation or FTE/PE in some circumstances

5. Detention

Student fails to attend a detention. The graduated detention system is used.

- a) Failing to attend a subject teacher's detention on 2 occasions – Subject Leaders detention
- b) Failing to attend a form tutor detention on 2 occasions – Progress Leader detention
- c) Failing to attend a Subject Leaders detention on 1 occasion – SLT detention
- d) Failing to attend Year Learning Leaders detention on 1 occasion – SLT detention
- e) Failing to attend SLT detention on 1 occasion – internal isolation or Fixed Term exclusion

The Pastoral Team will collect students for C3 detentions and SLT detentions. Progress Leaders and Subject Leaders can liaise with the Pastoral Team to collect students for other detentions.

6. Disruptive Behaviour Around School

Students who misbehave around the school may be:

- Isolated from their peers at break and lunch
- Reported to the relevant Progress Leader and sanctioned by Key Stage Managers as appropriate.
- Repeated failure to conform will result in a referral to SLT Detention or to the Head Teacher for exclusion.

Students who misbehave in social time may be excluded from school into the care of parents at breaks or lunch. In such circumstances parent/carers are required to collect and supervise their child for the length of the break/lunch.

7. Drugs

Students found supplying or distributing illegal substances face Permanent Exclusion from school. Students found in possession of illegal substances will on the first occasion automatically receive a Fixed Term Exclusion. He/she will face a return to school interview with a member of the senior leadership team via which he/she will be offered the opportunity to attend sessions with an independent Drugs Counsellor.

Students who bring or use drugs on site will be placed in isolation while:-

- a) An investigation takes place involving the police when appropriate
- b) Parents are contacted
- c) A referral to an appropriate outside agency for support work is arranged.

Using, possessing or supplying drugs will result in a Fixed Term or Permanent Exclusion. Carrying sufficient drugs which may be judged (by police) to be used for supply will result in Permanent Exclusion. Where a student is allowed to return to school a 'Drugs Free in School' contract will be signed, but these instances will be very infrequent.

Second time use, possession or supply of drugs (when applicable) following the signing of the 'Drugs Free in School Contract' will result in permanent exclusion.

The school will exercise its right to ask students to empty pockets and bags in cases where drug use/possession is suspected. All students will be referred to the Police to be dealt with under the Misuse of Drugs Act.

8. Equipment

Students are expected to bring into school:

- a) Pen, pencil, ruler, calculator, student planner
- b) Correct books for a particular day
- c) Correct clothing and equipment that a particular lesson requires (e.g. PE and Food).

Persistent failure to bring correct equipment will result in sanctions being applied to a student.

Staff will give a warning on the first occasion and a sanction on the second and subsequent occasions.

Students who arrive with inappropriate bags will have them confiscated and replaced with a bag for loan for the day.

9. Fighting

The school has a clear 'no touch' rule for students, which includes aggression or retaliation. Students who are physically aggressive will face serious disciplinary consequences.

Students who fight can expect:

- a) Isolation whilst an investigation takes place
- b) Further internal isolation or Fixed Term Exclusion
- c) Parents to be contacted
- d) Possible permanent exclusion

10. Fire Safety

Most fire alarm buttons are protected by a flap which has to be deliberately pulled up to break glass and push a button. Any student setting off a fire alarm without just cause or abusing fire-safety equipment will be isolated / excluded / suspended. Actions which deliberately endanger the safety of others may lead to permanent exclusion. Any charges incurred will be passed to the parents.

11. Harassment (race, religion, sexuality, culture)

We have a 'zero-tolerance' attitude to discrimination of any kind. However, our response to these incidents will always be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Whilst we do not tolerate this type of behaviour we will not demonise anyone – we will support and listen to all of the students involved. Any perpetrators will be offered support to address their behaviours.

In dealing with alleged discriminatory behaviour we will also consider:

- The age and developmental stage of the alleged perpetrator(s)
- The nature and frequency of the alleged incident(s)
- How to balance the sanction alongside education and safeguarding support (if necessary, these should take place at the same time)

Any student who harasses other students repeatedly will be treated in the same way as a bully. An investigation will take place by pastoral staff and the punishment will then be determined. This may include exclusions, suspensions, detentions or isolation. SLT must be informed of racist/ homophobic incidents so the appropriate paperwork can be completed for LA and police purposes.

a) Action on Discriminatory Language:

Any language used to discriminate or isolate another because of race, faith, gender or sexual orientation is completely unacceptable. As a Catholic school, we value tolerance, respect and love and will always take appropriate action to deal with reported instances of discriminatory language. Staff who witness or are given a report of discriminatory language will **first ensure the victim of this incident is safe** before doing the following:

- Report the incident to the Pastoral Team via CPOMs/Pastoral

Subsequently, alleged incidents will be investigated in the following way:

1. Statements to be taken as quickly as possible from all involved in the incident and witnesses if possible
2. Parents contacted by Pastoral Team to explain that an incident has occurred and an investigation is taking place
3. PL and AH to read statements and decide on suitable sanction up to and including SLT, Isolation and /or FTE
4. PL to contact parents outlining the agreed sanction
5. Students who have used discriminatory language will be expected to take part in education sessions, where our school values of tolerance, respect and love will be discussed. These sessions will be run by PAs.

Steps 1 to 5 must be completed within two working days of the first report of any incidents.

11.1 Sexual Harassment

As a school we are prepared to act, no matter how small the incident may be. Staff will act immediately to shut down inappropriate language of a sexual nature and will follow up any incidents with appropriate action. 'Calling out' this behaviour as it happens in school is the most effective way of teaching young people that it 'Isn't OK'.

As a staff we will condemn the behaviour not the person. We will use it as an opportunity to encourage a class discussion about appropriate and inappropriate language to help keep lessons gender-inclusive.

Often an apology is an acceptable outcome as long the incident is reported and recorded on Class Charts/CPOMs.

If a student does not acknowledge the inappropriateness of their words or actions, parents must be informed by the Pastoral team. Our aim is to work with parents to:

- Get the parents on board in condemning the behaviour
- Start an important conversation between the pupil and their parents about acceptable and unacceptable sexual behaviour
- Work towards a solution together

This can just be a quick phone call, but it's important that it happens **immediately** and **every time** staff have concerns about their child's behaviour.

Promote appropriate sexual behaviours

As well as focusing on what's inappropriate, our aim is help pupils to understand what good and healthy sexual behaviour means.

Our PSHE curriculum will cover important areas such as:

- Consent
- What respectful behaviour looks like
- Body confidence and self-esteem
- Healthy relationships

Reporting inappropriate behaviour

We will make sure students understand that we will:

- Take their safety and wellbeing seriously
- Listen to them
- Act on their concerns
- Not tolerate or accept abuse

We will also ensure that we take the wishes of victim(s) into account. This may include keeping victim(s) at a reasonable distance on the school premises, or moving classes or seating position in class.

Tips to help challenge sexual harassment/inappropriate behaviour in the classroom.

- Challenge it there and then.
- Challenge the behaviour not the person.
- Explain what the problem is.
- Support the victim and show empathy
- Challenge gender bias and stereotypes
- Focus on the perpetrator's behaviour not the victim's.

11.2 Child on Child Abuse

All staff have received specific training in recognising and acting on situations involving peer-on-peer abuse. They have been reminded that they must report anything suspicious or doesn't feel right immediately.

12. Homework

Homework is set in accordance with the school's homework policy. Failure to complete homework will result in an electronic behaviour point being completed and detentions being issued. A comment will be made in the Student planner by the class teacher. Parents will be contacted for worst offenders.

13. Intruders/Strangers

Any student seen talking to or encouraging a stranger to come on to site or stay on site will be isolated and could be excluded or suspended. Any student letting a stranger into School or giving them any "information" will receive Fixed Term exclusion / suspension, a Governors' warning, or be permanently excluded.

Any student who meets with students from another school outside the school gates or in the immediate vicinity of the School will likely spend time in isolation.

14. Poor Punctuality

Students who are repeatedly late to school or lessons will be monitored by the Attendance and pastoral teams and targets for improvement identified. Sanctions including detentions will be issued to address the issue if there are no improvements.

15. Smoking/Vaping

Saint Paul's Catholic High School is a No Smoking Site and as a result operates a strict No Smoking Policy. A Detention, Isolation and in some cases a Fixed Term Exclusion may be issued where students are caught smoking.

Smoking is banned for staff and students on the whole of the school site. Any students caught smoking will:

- a) Have their smoking equipment confiscated and disposed of (i.e. treated as a drug – see Drugs Policy).
- b) Parents may be called in for a discussion on health and duty of care.
- c) Be isolated at break, lunch or serve an 'after School' detention or a full day in isolation.
- d) Be referred to the school nurse for educational material and consultation.

Students found in possession of cigarettes, e-cigarettes and/or lighters will have the items confiscated and they will not be returned. In extreme cases of persistent disregard for the no smoking rule, students will be excluded to the care and supervision of parents at break and lunch. Smoking also includes the use of electronic cigarettes/vaping.

Students who have been found with smoking/vaping equipment will be subject to random searches conducted by SLT and Pastoral staff.

15.1 Smoking/Vaping Sanctions

- In the first instance of student being found in possession of or using cigarettes and/or vaping equipment or vaping paraphernalia, parents will be contacted and a PL detention given
- In the second instance, parents will be contacted and full extended day in Isolation will be given
- In the third and any subsequent instances, FTEs may be awarded

16. Language/Swearing

If a member of staff hears bad language directed at them or about them, the student must be removed from the classroom and placed in isolation (internal exclusion). A student that swears at a member of staff may be placed in Isolation or given an FTE, this will be decided by the Headteacher or his deputy.

A student deliberately shouting bad language across the classroom so other students can hear will be removed from class and given a detention.

Any form of verbal aggression towards a member of staff must be dealt with. Staff work on the principle 'Loud enough to be heard.....Loud enough to be punished'. Students are made aware that swearing will always be an issue which will result in disciplinary consequences even if unacceptable words are whispered to another student.

Instances of the use of swearing or bad language are noted on Class Charts. The repeated or extended use of extremely foul, disrespectful or discriminatory language (including racist, sexist or sexual and homophobic comments) will be subject to 'Action on Discriminatory Language' see Point 11(a)

17. Theft

After an item has been reported as stolen:

- a) A full investigation will take place
- b) Students may be required to have their coats and bags searched
- c) Parents will be contacted about the allegation and any outcomes including if the allegation was unfounded
- c) Sanctions will apply to the thief

The school is not liable for the loss or theft of any items students bring into school.

18. Truancy

If a student has been identified as truanting:

- a) Parents will be contacted by phone, email or text
- b) Truancy for a lesson will result in the students being detained after school by the subject teacher / leader to complete work missed
- c) Truancy from more than one lesson will result in the student receiving a day in isolation.
- d) The EWO will be notified in worst cases

19. Use of Restraint (see Use of Reasonable Force Policy)

Staff are allowed to use reasonable force when restraining students who are acting in a threatening or dangerous manner or to prevent an accident.

20. Uniform

Students are expected to wear their uniform with pride and “dress for success” at all times. The school will reward individual students and whole forms to encourage correct wearing of uniforms. Students who fail to wear the correct uniform or fail to wear their uniform correctly (this includes contravening the school rules on make-up, jewellery and hair styles) will be given a ‘uniform behaviour point’. Other sanctions such as time in isolation, detention, fixed term exclusion or education at an off-site alternative provision.

21. Leaving School Without Permission

Walking away from a teacher or responsible adult who is giving instruction or sanction is unacceptable. Walking out of school without permission and signing out without permission is always unacceptable.

On these occasions:

- a) An attempt will be made to contact a parent
- b) The students may spend time in isolation and will be given a detention
- c) In extreme cases a fixed term exclusion may be deemed an appropriate sanction if teaching and learning is disrupted or the good order of school is undermined

22. Conduct Outside of the School Gates

Teachers have a statutory power to discipline students for misbehaving outside the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the Head teacher a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable".

This school's behaviour policy allows us to discipline a student for any misbehaviour when the child is:

- Taking part in a school organised or school related activity
- Travelling to school or from school
- Wearing school uniform
- In some other way identifiable as a student at the school

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school
- Or poses a threat to another student or member of the public
- Or could adversely affect the reputation of the school

The school reserves the right to work with the police on such matters if necessary and sanction if required. This may include the use of detention, isolation, respite at another school or alternative provision, fixed term exclusion and permanent exclusion.

23. School Guidelines in Relation to Bladed Articles/Weapons (including replicas)

Any student found in possession of a bladed article or weapon (including replicas) of any type or size could face Permanent Exclusion. At the very least he/she will receive a Fixed Term Exclusion. All students found in possession of a bladed article or weapon (including replicas) will automatically be referred to the Police and will be dealt with accordingly. In law fireworks such as "bangers" etc. are classed as firearms. Saint Paul's Catholic High School operates a zero tolerance approach in relation to fireworks.

Students who suspected of carrying items such these or any banned item into school will be subject to searches by SLT and appropriate sanctions awarded.

24. Food and Drink

All unhealthy drinks, energy drinks and snacks are prohibited at Saint Pauls Catholic High School. Where students are found to be in possession of fizzy and/or high sugar drinks and snacks these will be confiscated and not returned. Chewing gum is also banned from the school site.

Student(s) who bring food or drink items into school with the intention of selling these items to others, or are found to be carrying these items into school for other student(s) will have the items confiscated and disposed of. Parents will be contacted and sanctions will be awarded to the student(s) up to and including one day in Isolation.

25. Miscellaneous

CCTV and Requests for Documentation

Saint Paul's Catholic High School will not release copies of CCTV footage as this would contravene Child Protection and safeguarding guidelines. Documents containing information which names other students will always be anonymised to protect individuals. Should a request be made for copies of specific documentation this will incur a charge. This will cover photocopying and administrative costs.

Administrative costs will be charged in thirty minute segments based on the half-hourly rate for the administrator.

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Recording using mobile phones or other devices during school time

Students and staff are not permitted to use the recording features, either audio or video during the school day. If a student has been discovered to have contravened this rule, their phone will be confiscated and searched for banned recordings, parents will be contacted immediately and sanctions up to and including permanent exclusion will be awarded.

Any staff member who is found to have used the recording features of a mobile device will be the subject to a safeguarding and/or disciplinary investigation.

Malicious allegations

Student(s) who make unfounded and/or malicious allegations about other students or staff will be subject to sanctions up to and including fixed term exclusion.

Any allegation will be dealt with using following protocol:

1. Pastoral Team investigate the allegation taking statements from as many witnesses as possible
2. The victim(s) and perpetrator(s) of the allegation will be treated respectfully during the investigation
3. Pastoral Team present findings to SLT, SLT will decide on the validity of the allegation
4. If the allegation is false or malicious parents will be contacted by Pastoral team and invited into school to discuss the matter
5. Student(s) will be subject to sanctions
6. All actions, statements and subsequent outcomes to be recorded on CPOMs as quickly after the events as possible, preferably within a couple of hours.

NB: Allegations about staff which require a safeguarding aspect will be immediately reported to the DSL or their designated deputy.

Physical Intervention

Staff are allowed to use reasonable force when restraining students who are acting in a threatening or dangerous manner or to prevent an accident. See the "Use of Reasonable Force" Policy which is drawn from advice contained in the 2013 Department for Education document - [Use of Reasonable Force – Advice for Head teachers, Staff and Governing Bodies](#).

Monitoring, Evaluation and Review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Appendix A: Official School Uniform List

- Knee length 'kilt' style black and white skirt or Black trousers
- Tailored full length trousers (no skinny/tight trousers or jeans, track suit bottoms, culottes, ski pants, leggings or jeggings)
- Black school blazer (Optional 22/23)
- Plain white shirt (no polo shirts, blouses or sports tops permitted)
- Plain black shoes (school shoes must not display any brand names or sports logo on the actual shoe- black trainers of any description are not permitted)
- School tie (red and grey for Years 7 to 10, black and red for Year 11)
- Socks - plain black (over the knee socks are not permitted).
- Tights (plain black)
- Religious dress (Hijab plain black)
- Jewellery and piercings - 1 pair of small studs/sleepers in lower earlobe and wristwatch only (smart watches are not permitted)

Students should bring a bag suitable to carry their books (A4 size), writing equipment and sports kit for every lesson. All students are expected to take responsibility for their books and equipment.

PE Kit

(Boys and Girls)

- Plain black socks.
- Black shorts (Saint Paul's badged Optional 22/23).
- Black polo shirt (Saint Paul's badged).
- Clean training shoes.
- Football boots
- Shin pads
- Plain black socks.
- Plain black shadowed-striped shorts.
- Clean training shoes

PE Kit Optional

- Plain black jogging bottoms (to be worn at the discretion of the teacher).
- Saint Paul's badged, black PE Department sweatshirt.
- Saint Paul's badged, black PE Department fleece.
- Saint Paul's badged, black PE Department training top.
- Plain black waterproof.

The following items are not permitted in school:

- Baseball caps
- Training shoes (outside of PE lesson)
- Boots
- Canvas trainers
- Hooded tops and hooded sweaters
- Denim skirts, jeans and jackets or leather jackets
- Culottes, cargo pants or track suits
- Shaved heads or extreme hairstyles
- Excessive Make up and nail varnish or artificial nails

- Jewellery other than watches (smart watches are not permitted) and a single stud/sleeper in each ear lobe.

All Students in Year 7 to 11 are required to wear full uniform. We have zero tolerance policy towards incorrect uniform. The school uniform is available from Debonair, Civic Centre, Wythenshawe.

Appendix B: Bullying Prevention Policy

Bullying is characterised as repeated, targeted and deliberate actions either verbal, physical or emotional designed to hurt, intimidate or otherwise make another person feel uncomfortable, distressed or hurt.

Bullying can be face to face, via a third party or over social media.

Bullying is not 'one-off' name calling, students 'falling out' with each other or 'one-off' fights. These incidents are dealt with via our normal school Behaviour Policy.

All allegations of bullying will be dealt with in the following manner:

- Report the incident to the Pastoral Team via CPOMs/Pastoral

Any alleged incidents will be investigated in the following way:

1. The alleged victim of any bullying incident will be supported by members of the Pastoral team to ensure they feel safe
2. PL/PA to contact parents of alleged bullying victim to report alleged incidents
3. Statements to be taken as quickly as possible from all involved in the incident and witnesses if possible
4. Any evidence including social media/texts/CCTV etc. will be copied to the school server
5. Parents of alleged perpetrator contacted by Pastoral Team to explain that an incident has occurred and an investigation is taking place
6. PL and AH to read statements and decide on suitable sanction up to and including SLT, Isolation and /or FTE
7. PL to contact home for all parents involved outlining the agreed sanctions and future safeguarding measures to ensure there are no further incidents
8. Students who have been proven to have bullied another student will be expected to take part in education sessions, where our school values of tolerance, respect and love will be discussed. These sessions will be run by PAs.

STEPS 1 TO 5 TO BE COMPLETED WITHING 2 WORKING DAYS OF ALLEGATION

If alleged bullying incidents take place and are reported to school by parents or students, we strongly advise that parents/relatives do not seek to meet with the parents of other students, rather they allow school to deal with the matter as outlined in our policy.

Any incidents of parental confrontations with either students or other parents which take place off the school premises, would normally be referred to GMP or our GMP School Liaison Officer.