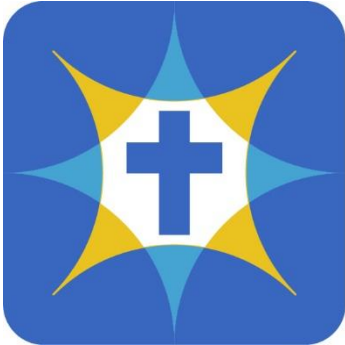


Behaviour and Rewards Policy



ST. ANNE'S
R.C. VOLUNTARY ACADEMY

Policy Adopted	September 2023
Review date:	September 2024
Nominated person responsible for review:	
Signed: Mr. S Thorpe	
(Chair of Governors)	

St Anne's Behaviour Mantra – *Discipline with Dignity*

Our core purpose is to nurture all our students in God's image to enable them to develop into the best version of themselves. Our behaviour mantra and principle of practice '*Discipline with Dignity*' means we expect the highest standards of behaviour and conduct from all our students and we will respectfully and compassionately support them in reaching these, so that they make outstanding progress in their learning and personal development. Our behaviour mantra sits within **our school vision: *To become an Outstanding Catholic School in ALL we do.*** We believe **we are here to *serve the Community and improve the life chances of ALL its students.***

At St Anne's, we believe that our success is achieved as a direct result of high standards and expectations. To facilitate high quality teaching and learning in a calm, safe and purposeful learning environment, we believe that good behaviour must be demonstrated in all aspects of school life, both within and outside the building. This is why St Anne's *Discipline with Dignity* Behaviour and Rewards Policy is rooted in our six **SACRED Values**:



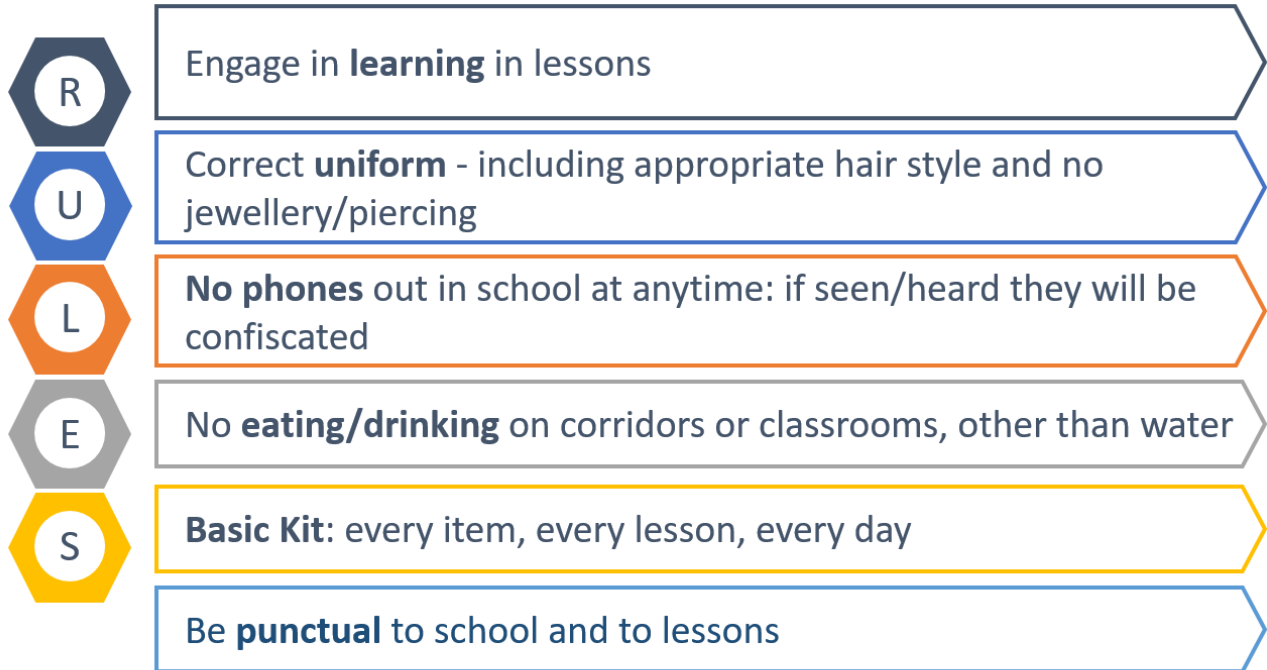
Aims of policy

To ensure that all members of the St Anne's community:

- Embody our **SACRED Values** and demonstrate our **SACRED Behaviours**
- Uphold our Catholic ethos and mission by adhering to the **School Rules**
- Feel confident and safe in and around the school building throughout the day
- Remember that we: students; staff; parents; governors, are always ambassadors of St. Anne's **SACRED Values**
- Understand that promotion of good behaviour and high standards is at the core of our Mission and are the responsibility of everyone
- Know that sanctions are in place where expectations fall below the expected standard
- Know, understand and adhere to St Anne's behaviour systems

School Rules

St Anne's behaviour systems are underpinned by our **School Rules**. Whether within a lesson, at social times or during lesson changeovers, all students at St Anne's are expected to follow 6 basic **School Rules**:



Underpinned by our SACRED Values

Leadership and Management

The Board of Governors and Executive Headteacher have overall responsibility for the effectiveness and implementation of this behaviour policy.

- **The Deputy Head** (Pastoral) (SLT) is responsible for overall leadership and management of the behaviour at St Anne's and for reviewing this policy
- **The Behaviour Lead** (ELT) is responsible for strategic direction, implementation and reviewing of all behaviour systems
- **Heads of House** are responsible for Attendance and Report monitoring and Pastoral Care for students in their House
- **All staff** are responsible for consistently and fairly applying the school behaviour systems and modelling St Anne's SACRED Values

Behaviour Systems and Routines

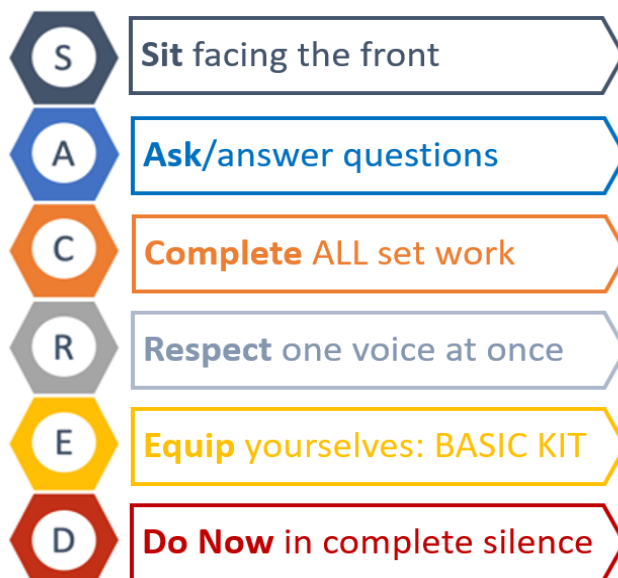
The **SACRED Values** and **School Rules** underpin the following behaviour systems at St Anne's:

- All teachers will manage classrooms under the ***Discipline with Dignity*** mantra
- St Anne's **SACRED Behaviours** are promoted and practiced in EVERY lesson EVERY day
- **The Changeover System** maintains a calm, safe environment during lessons transitions
- **The Double-bell System** supports students with punctuality to lessons
- **One-way Systems** of travel during lessons transitions are supervised by staff
- **The SACRED Sanctions System** is standardised to ensure detentions are fair and consistent
- A tiered **Rewards System** to celebrate student academic achievement
- **Staged Behaviour Reports** act as layers of personalised behaviour support for students
- The school Leadership Team (SLT/ELT) are on **Walk The School** every lesson to promote and maintain high standards of behaviour across the school
- The **Romero Centre** is used to enable students to reflect on their behaviour, and as a centre which offers bespoke and targeted intervention to support students further.
- Where students may require further support with SEMH, bereavement or trauma-informed behaviours, we offer **internal interventions such as Behaviour 4 My Future, Anger Management and Staying In Control**. In conjunction with our Pastoral and SEND teams, students could also be referred to **external interventions such as Winton's Wish** and access to a **counselling service**.
- Pupils with SEND will always be treated with care and respect and reasonable adjustments, as well as interventions, will be made when dealing with the behaviour of these students.

St Anne's Classroom SACRED Behaviours For Learning

To promote and ensure a purposeful, thriving classroom learning environment, St Anne's expects, celebrates and rewards students against the **SACRED Behaviours**. We believe these six simple, specific behaviours make an Outstanding St Anne's student in the classroom.

We expect St Anne's Students to:



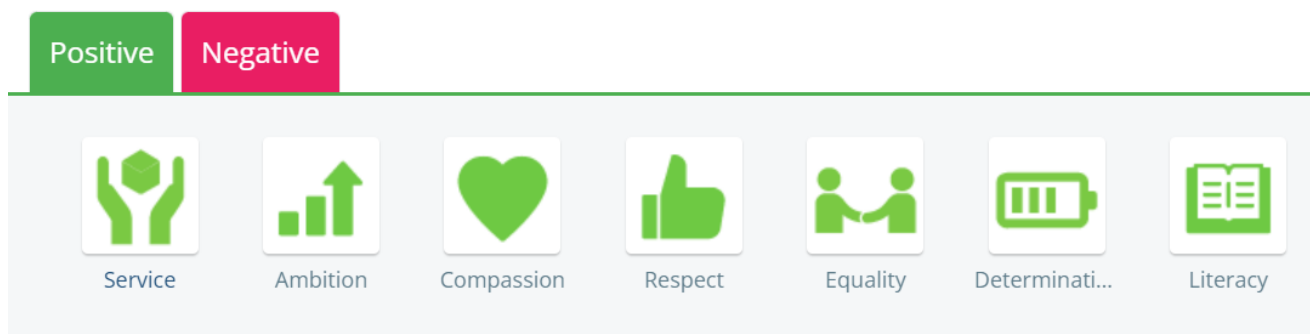
Rewards at St Anne's

At St Anne's, to ensure our students become the best versions of themselves, we **reward and celebrate them against our SACRED Values and for Academic Achievement**. There are three tiers of Rewards at St Anne's.

Tier 1 – Rewards in lesson



Class teachers reward pupils with Class Charts points against St Anne's Sacred Values/Behaviours:



Class teachers may also hand out **postcards** in lessons for **exceptional academic achievement**. For **KS3**, postcards may be awarded for demonstration of exceptional **knowledge**. For **KS4**, postcards may be awarded for exceptional **attainment against the GCSE** subject specification. Students may also be recognised within lessons for exceptional contributions with a **Praise Applause** for which a postcard will be awarded.



Tier 2 – Weekly Subject Rewards

Heads of Department ask class teachers to nominate **'Subject Stars Of The Week'** for consistent academic performance across that week. The nominated students within each subject are rewarded with a **'Jump The Queue Pass'** in weekly House Assemblies, which gives them and one friend the privileged of not queuing for break and lunch for one full week.

Tier 3 – Termly/Yearly Rewards

Students will be required to demonstrate **excellent Attendance, Punctuality and Behaviour** all term to be eligible for **end of terms Rewards Events at Christmas, Easter and Summer**. These include: **Free Breakfast Mornings, Movie Mornings, Trips to Alton Towers/Blackpool**. We also celebrate consistent academic excellence across a whole year through our **End Of Year Celebration Evenings**.



St Anne's Detentions - SACRED Sanctions System

Where our SACRED Values, School Rules and Behaviour Systems are broken the **SACRED Sanctions System** will be applied fairly and consistently.

Inside lessons teachers may:

Issue a **30-minute detention** where classroom **SACRED Behaviours and/or School Rules** are broken. These detentions will be sat at lunch time or after school on the same day. Only in absolutely exceptional circumstances will this be changed.

Call WTS (Walk The School) for a student when/if their **behaviour becomes unsafe**.

- WTS will support the student in returning to the lesson as a priority.
- Where this cannot happen successfully, the student will be placed in Romero for the remainder of that lesson and incur a 60-minute SLT detention.

Outside of lessons duty staff may:

Issue a **60-minute** detention where **School Rules** broken.

These detentions will be **sat in IT1** the **following day**.

Isolate a student in **Romero** if there are **reports of Child-on-child abuse**. This may be necessary to ensure the safety of students and to allow an investigation to take place.

Staff will **record** reports of Child-on-child abuse **on CPOMS** under:

STAGE 1 **STAGE 2** **STAGE 3**

There are **no 'second chances' for missed/skipped detentions**. Late to school and Class Teacher detentions will be **sat on the same day** with the class teacher who issued the detention. A **'Restorative Conversation'** will take place during the detention. All detentions are recorded on Class Charts and students and parents will receive a notification of the detention. Where a detention is missed or skipped, the sanction will be taken through the **escalation process** below:

- **Class teacher detention** (30-minute detention on the same day)



- **SLT detention** (60-minute SLT detention on Friday of the same week)



- Automatically becomes an **Extended Day in Romero** (8:40am-4:05pm)

Be Punctual to School and Lessons

- students are expected to **arrive at school by 8.30am** for an **8:40am start to the day**
- students who arrive **late between 8:40-9am** will receive a **Red Card for a 30-minute detention at lunch time** in IT1 on the **same day**.
- students who arrive **late after 9am** will receive a **Red Card for a 60-minute detention after school** in IT1 on the **same day**.
- Lunch time detentions will be between 1:30-2pm. Students will have time to get their lunch
- all late detentions are **sat in IT1** and supervised by leadership/Pastoral Team
- if a student **misses/skips a late detention** this will automatically **upscale to an SLT detention** on Friday of that week and follow the escalation flow-chart above thereafter.
- **more than one missed/skipped detentions** of any kind in the **same week** will automatically become an **Extended Day in Romero**.

Notifying Parents: it is school policy to try to give fair notice for after school detentions. Parents should ensure that they are logged into their Class Charts account to receive notification of their child's detentions, rewards, announcements and homework. The Executive Headteacher and Head of School reserve the right to issue no-notice detentions in specific cases.

NB. St Anne's reserves the right to keep a child in detention for upto 1-hour on the same day. Detention dates/times will only be altered when there is a **clash of set detentions** and/or **pre-booked medical appointments** which parents have informed the school of before the detention date. Students must rearrange any after-school extra-curricular events to ensure they can serve any detentions incurred. Detention dates will not be changed on request.

Punctuality to Lessons

We promote and monitor our students' punctuality through the Changeover System

- Students must arrive to all lessons on time signified by the second bell. We use the **Double-bell and Changeover Systems** where all staff are present and visible on corridors between bells during lesson transitions to support students with their punctuality to lessons.
- Any students who arrive to lessons late without an appropriate reason will be issued with a behaviour point on **Class Charts recorded under 'Punctuality-lessons'**. Teachers must communicate to students where they have issued a late mark. Two late marks in one day will automatically trigger an after school **60-minute detention in IT1 for the same day**.

Come Prepared with Basic Kit

In order for students to attend school each day ready for learning, they must bring with them their **'Basic Kit'** which is one of our **School Rules**. This is an expectation of every item, every lesson, every day. Failure to come to school with a full basic kit will result in negative behaviour points and possible detentions. Basic Kit items are 'sold' at Student Services and can be 'purchased' using their rewards points on Class Charts. Student Services is open every day before school. **Basic Kit consists of:**

- School bag
- 2 Pens (black or blue)
- 1 green pen

- Planner (KS3 compulsory, KS4 optional)
- Knowledge Organiser Booklet (provided by school termly)
- Reading Book (KS3 compulsory)
- Pencil
- Rubber
- Ruler
- Pencil case
- Calculator (Casio Scientific)

Basic kit is checked by Heads of House and Form Tutors each morning.

Behaviour Reports

Some students may require a higher level of support to ensure their behaviour demonstrates the SACRED Values and is consistently within the School Rules. Students therefore may be placed on a Behaviour Report. 'Staged' behaviour reports are electronic and recorded on Class Charts. Heads of House and/or staff responsible for behaviour will decide on the most appropriate report for each student and make contact with parents/carers regarding this.

- **Stage 1 Report** to Form Tutor – triggered by 30 negative behaviour points in a half-term
- **Stage 2 Report** to Head of House – triggered by 60 negative behaviour points or failing Stage 1 report
- **Stage 3 Report** to a member of the Senior Leadership Team – triggered by 90 negative behaviour points or failing Stage 2 Report
- **Positive Behaviour Report** – used by Heads of House/Form Tutors to shift a student's focus from poor behaviour to academic success
- **Subject Reports** – monitored by Heads of Departments for behaviours in a specific subject area

Heads of House may also place a student on any above report as a layer of behaviour intervention as a response to ongoing behaviour patterns/issues.

School Uniform

We place great emphasis on the personal presentation of our students and uniform is an integral part of the custom and character of the school. Our rule is that students not only wear school uniform, but look professional when they are doing so. Students are expected to wear full school uniform at all times and ensure they adhere to uniform guidelines:

- It is compulsory that **only those items** stipulated within the official school uniform are permissible to be worn by our students. The only exception to this is if a student wishes to wear something of religious or cultural importance. In this instance the matter should be discussed with their Head of House who will make a discretionary decision as to whether the item is appropriate for school.
- Any students wishing to wear a head covering for religious reasons may do so. The colour must be black or blue
- The uniform policy applies to students attending off-site provision (including activities) and out of hours' activities unless parents/carers are advised otherwise.
- Outdoor coats **MUST** be removed on entering the school building. Sports 'hoodies', 'zip-ups' or similar items are not considered to be an outdoor coat or an item of the school uniform and therefore must be removed at the front gate before entering school site.
- Students are not permitted to attend school with any form of pattern shaved into their hair or eyebrows. Extreme haircuts and unnatural colourings to their hair are also not permitted.
- Students with make-up/Jewellery/ fake tan etc will be asked to remove it; form tutors will contact home
- Students must wear black trousers or a black skirt
- School skirts should be of a suitable length and not 'rolled up'.
- Students must wear black tights with a skirt
- Socks must be thin, black ankle socks (worn under the tights where students are wearing a skirt)
- If students continue to wear make-up/ fake tan their Head of House will contact home
- Students are allowed to wear a watch but other jewellery items are **NOT** permitted at school
- Smart watches are not allowed due to their increased functionality
- If students arrive to school wearing banned items of jewellery will have them immediately confiscated and incur a behaviour point against the SACRED Standard of 'Dress Appropriately'
- Persistent refusal to follow school uniform rules may result with the student being placed in our Romero Centre (isolation)
- Isolated extreme hair styles/ nails/ false lash choices may also result in a student being placed in our Romero Centre (isolation)
- Students who repeatedly fail/refuse to meet the **School Rules** on uniform are at risk of suspension
- All shoes must be black in colour and a 'proper' shoe and not a trainer. See images for acceptable footwear. Trainers are not allowed to be worn whilst on school site, other than when playing sports at break or lunch time. They must never be worn during lesson time except in PE Practical sessions.



COVID- 19 Amendment Pupils who arrive without a mask, may be sent home to collect one.

Mobile Phones, Smart Devices and Headphones

Mobile Phones, Smart Devices (including watches) and headphones are not allowed to be seen on the school site. We understand many parents/carers wish for their child to have a mobile phone on the way to and from school for their personal safety. If this is the case the phone should be placed in a pocket or bag before arriving on the school site, it should be turned off. If mobile phones, smart devices or headphones are seen or heard by a member of staff then they will be confiscated with immediate effect, and will **only be returned to an adult at school reception between 8am and 4pm.** Reception will be closed outside of these times. If a student refuses to hand over the item they will be excluded for defiance.

Confiscating Banned Items

Any banned items that are confiscated will be placed in the safe at school reception and can be **collected by a parent/carer only** at any time **between 8.30am and 4pm**. Items will not be returned to students. The school does not take responsibility for any lost or stolen 'banned' items brought into school. Students may be sanctioned with an Extended Day in Romero, suspension, or even Permanent Exclusion depending on the banned item brought into school. Banned items are explained below.

Banned items

Phones (should not be seen/heard during the day)

Fizzy drinks or energy drinks

Sharp objects

Objects which emit light/heat

Vapes or any smoking paraphernalia

Any items being sold will result in a sanction as this illegal between children

Dangerous/inappropriate items

St Anne's has a zero tolerance towards any weapons being brought into its premises. This, for example, could be any type of knife. Any child who is suspected of having brought a weapon on to school premises will have their belongings searched. Students who have brought any type of weapon onto school premises are likely to be permanently excluded.

Drugs

We educate our students about the dangers of drugs through our PSHE Curriculum. Any form of drugs, cigarettes, vapes and any associated paraphernalia or dangerous items are banned from school. If a student endangers the welfare of others by bringing drugs or dangerous items onto our school site or if a student is found to be supplying or distributing illegal substances and/or any items deemed to be drug paraphernalia, they are likely to be permanently excluded and the police informed. Students are reminded about this rule throughout the year. Any concerns, that staff and/or parents have regarding students using drugs outside of school will be referred to the Safeguarding team.

Student Searches

St Anne's RC Voluntary Academy follows the guidance in the Department for Education 2018 report, 'Searching, Screening and Confiscation at School.' This explains the school's legal right to search students when there is a reasonable concern that a student may have a dangerous or banned item. It can be found on the DfE website. Wherever possible a second adult will also be present. Parents will usually be informed if anything is found.

Suspensions (Previously ‘Fixed Term Exclusions’)

The Department for Education states that *‘Good discipline in schools is essential to ensure that all students can benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted’* (2017). Suspensions will be issued in response to a serious breach or persistent breaches of the school's behaviour policy. These are issued at the Headteacher's discretion based on the behaviours exhibited and the evidence available. Once issued, the parent/carer is informed via phone call as well as a letter being sent home with details of the suspension. The student will not be allowed to attend school for a period of between 1 -5 days. The student and parent/ carer will have a reintegration meeting with a senior member of staff / Head of House to discuss the reasons for the suspension and the actions needed to prevent repeated future behaviours upon their return. This may be a combination of agreements between the school, student and/or parent/carers. It may involve offers of support from the school. Examples of agreements made include;

- Class changes
- Parental/Carer pick up and drop off
- Avoiding certain areas of school during social time
- Avoiding certain students during social time
- School based support programmes as available and appropriate
- External avenues of support

If parent cannot attend this meeting, the student may be required to work in the Romero Centre until a meeting can take place. Students returning to school following a suspension may be placed into the Romero Centre for at least one day to allow a phased return to mainstream lessons.

Permanent Exclusion

Permanent exclusions will only be used as a last resort, in response to a serious breach or persistent poor behaviour and defiance of the school rules. They are issued because allowing the student to remain in school after the incident **would seriously harm the education or welfare** of the student or others in the school.

- If a child is at risk of permanent exclusion for persistent breaches of the school's behaviour policy, this will be raised with their parents/carers during meetings or telephone calls. Options of support to avoid a permanent exclusion will be discussed at these meetings, however when these have been exhausted or when these are no longer suitable then a permanent exclusion may be issued.
- A serious breach of our behaviour policy may involve, drugs, fighting, banned substances/items (including fireworks) and or weapons. This list is not conclusive.

Behaviour Panels

Behaviour panels are formal meetings held with the School's Executive Headteacher or Governors on specific issues in school. If a student is persistently failing to meet our School rules and/or has acted in a way that causes concern, they may be requested to attend a panel to discuss the behaviour or incident. Parents will be invited to these panel meetings in order to discuss the student's future at St Anne's.

Use of Alternative Provision Placements

Where there is the option to use an alternative provision to further support a student's welfare and behaviour, then this will be fully explored. It will be discussed with parents/carers and any relevant external agencies as and when necessary.

Home-School Agreement

Our behaviour policy will work best when it is supported by parents, carers and guardians. In order to create a positive and productive learning environment, we expect all students to follow the behaviour policy. Similarly, we expect parents/carers to support the school's implementation of the policy. We are extremely aware of the need for reasonable adjustments and individual circumstance and therefore it is essential that Home and School operate as a team. If a parent/carer feels we have acted unfairly, we will be happy to discuss this with them privately in a professional and cooperative environment.

Parental Meetings

Everyone who attends a meeting in school is expected to act in a professional and reasonable manner during meetings. Whilst there may be challenge of staff this must be done in a courteous and respectful way. All parties are expected to act with the best interests of the child. Swearing, intimation, verbal or physical aggression will not be tolerated by St Anne's staff. If this occurs the meeting will end immediately and parents/carers must leave the school site without delay. They will be contacted via telephone to discuss a way forward; this may involve another meeting when tempers have calmed or it may involve a ban from the school site for an individual. 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 with immediate effect.

Child-on-child Abuse

Bullying

Bullying of any type will not be tolerated at St. Anne's. Bullying may be physical, verbal or of the cyber variety. Allegations of any type of bullying will be fully investigated by either student support officer/ Head of House. Bullying is generally defined as a behaviour that is both 'targeted' and 'repeated'. If it is decided that a student has been bullying another student, including prejudice-based and discriminatory bullying, they will be sanctioned in line with the SACRED Sanctions and suspensions systems. A record of any bullying behaviours is kept on the school's safeguarding system (CPOMs) so as sanctions and interventions can be put into place appropriately.

Sexual Harassment

Sexual harassment of any kind will not be tolerated at St. Anne's. This includes all 'Non – contact' and 'Contact' forms as outlined by the 'Review of Sexual abuse' Ofsted June 2021. Allegations of sexual harassment will be fully investigated by either HOH/SLT. If it is decided that a student has participated in any form of sexual harassment, they will be sanctioned accordingly. HOH/ SLT will determine whether the student will be placed in seclusion and liaise with the Headteacher with regards to whether a fixed term exclusion is required. In some instances, the student may be at risk of permanent exclusion. Additional guidance can be found in the 'Sexual Harassment Policy 2021'

Homophobia

Homophobia is a hate crime and will not be tolerated at St. Anne's. Allegations of homophobia will fully be investigated by either HOH/ SLT. If it is decided that a student has made homophobic comments or who is found to be promoting any type of homophobic bullying, they will be seriously sanctioned. This may result in a fixed term exclusion and possibly a permanent exclusion.

Racism

Racism is a hate crime and will not be tolerated at St. Anne's. Allegations of racism will fully be investigated by either HOH/ SLT. If it is decided that a student has made racist comments or who is found to be promoting any type of racist bullying, they will be seriously sanctioned. This may result in a fixed term exclusion and possibly a permanent exclusion.

Misuse of Social Media

Students are regularly educated through the PSHE Curriculum and reminded and informed through assemblies about the dangers of social media and their responsibilities when using and accessing it. Therefore, it is assumed that any student who is responsible for any type of misuse of social media is fully aware of their actions, even though they may have carried it out when at home or at the weekend. Students will therefore be sanctioned accordingly if a 'Restorative Conversation' is not appropriate. Misuse of social media includes:

- Cyberbullying
- Sexting
- Verbal abuse of students and/ or staff
- ‘Liking’ any image or post which causes upset
- Posting any image which causes upset
- Posting any image without a person’s knowledge and/ or consent
- Posting images and comments which demonstrate illegal and/ or inappropriate activity

Off-site behaviour

St Anne’s has the legal power to sanction students whose behaviour outside the school premises brings the school into disrepute. For example, using Social Media at home, may cause upset to some in school during the day. At all times when students are wearing our school uniform (or can be identified as a St Anne’s student) they are ambassadors for the school and must act accordingly.

Malicious Allegations

Any allegation of wrong doing will be investigated using the ‘Managing Allegations of Staff’ policy. If a student is found to have made a malicious allegation against a member of staff, then the parents/carers of the students will be invited to a meeting to discuss the details leading up to it. Isolation in the Romero Centre or suspensions will be used as sanctions for malicious allegations, however where staff agree, restorative meetings will take place. Decisions will be made by the Headteacher once they have considered issues of severity, previous similar behaviours and safeguarding.

CCTV and Requests for Documentation

The 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. Any requested documents and files will be sent to Stockport LEA Democratic Services for GDPR approval before being released.

Review of Policy: This policy will be reviewed and modified by Mr Ostmeier in line with COVID- 19 guidelines and discussed regularly with the governing body.