

# Rewards and Behaviour Policy

FOR



**ST. ANNE'S**  
R.C. VOLUNTARY ACADEMY

Policy Adopted                      21<sup>st</sup> April 2022

Review date:                        April 2023

Nominated person responsible for review:

Signed: Mr. S Thorpe

(Chair of Governors)

## Rewards and Behaviour Policy

### Christ at the Centre

Our core purpose is to nurture all our pupils to allow them to develop into the best version of themselves. We believe all our pupils can make outstanding progress in their learning and personal development but for this to happen they must each have an excellent attitude to their learning. We place Christ at the Centre of our school and our vision; *To become an Outstanding Catholic School in ALL we do.* We understand the developing nature of adolescence. Through this policy we provide opportunities for self-reflection and personal development, safe in the knowledge that our pupils are made in the image of God, come from goodness, and want this for themselves. We believe we are here to *serve the Community and improve the life chances of ALL its pupils* and that a clear and consistently enforced Rewards and Behaviour policy is central to achieving this goal. St Anne's Rewards and Behaviour Policy is rooted in our **SACRED Values**.



We are a fully inclusive school, where all pupils regardless of any barriers to learning, are valued as equal individuals. Our staff provide regular and consistent opportunities for praise and rewards. They are responsive to the individual circumstances of all pupils to ensure a fair and equitable experience for everyone.

The school operates on the basis of the 'common good' and expects our pupils to do the same. We take a firm but fair approach to behaviour management, ensuring the poor behaviour of a very small number of pupils should not override the achievement of a great many.

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 purposeful learning

environment, we believe that acceptable behaviour must be demonstrated in all aspects of school life, both within and outside the building.

### **Aims of policy**

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

- Adhere to our **SACRED Standards**
- Uphold our Catholic ethos and mission by demonstrating the **SACRED Values**
- Demonstrating forgiveness and reconciliation where and when necessary
- Feel confident and safe in and around the school building throughout the day
- Work together for the greater good
- Remember that we: pupils, staff, parents, and governors, are always ambassadors of St. Anne's
- Understand that promotion of good behaviour and high standards are at the core of our Mission
- Understand that use of social media outside of school hours must be positive and respectful
- Know that sanctions are in place where expectations fall below the expected standard

### *COVID- 19 Amendments*

- *Understand the importance of and adhere to following good hygiene practice*
- *Follow all expectations and rules with regards to reducing the spread of Coronavirus*

### **Rewards and Celebrations**

At the heart of St Anne's ethos is celebration. As such, we not only recognise but promote good behaviour as we believe this is the foundation for success. We do so through the following;

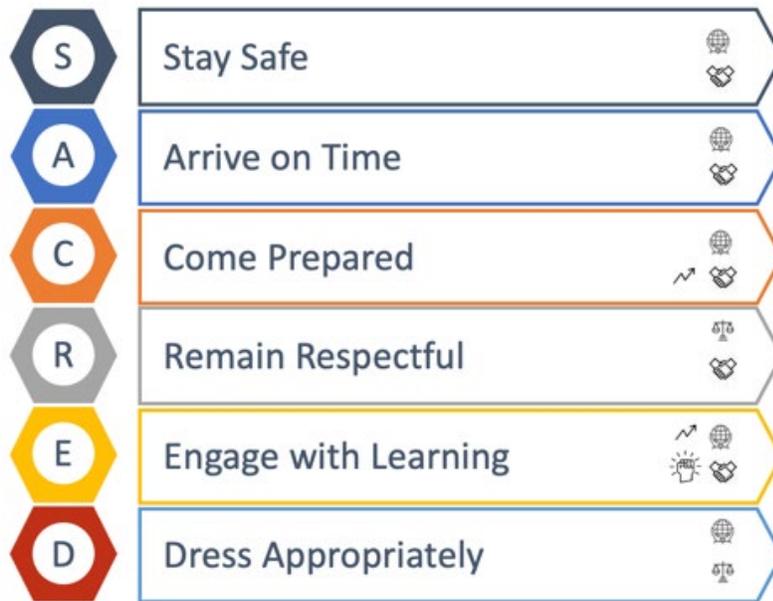
- Demonstrating and rewarding our **SACRED Values**
- Achievement points via Class Charts
- Postcards home
- Phone calls to parents
- Half termly Celebration assemblies
- End of year/term school 'rewards' trips
- End of year Celebration evenings

### **Rewards Trips**

If there are a significant number of well-behaved pupils showing an interest in going on a 'rewards' trip', school will endeavour to facilitate this; assuming COVID – 19 restrictions do not apply. Eligibility for the rewards trips will be based on attendance, punctuality, behaviour and effort and engagement reports from class teachers.

## SACRED Standards

Whether in lesson, out and about at social time or during lesson changeover, all pupils at St Anne's are expected to follow 6 basic school rules. These are our **SACRED Standards**.



These are the foundations of our approach to managing behaviour at St Anne's. All of our expectations are based on pupils complying with these 'rules' in all that they do.

### COVID- 19 Amendments

- *Follow the one-way system at all times*
- *Use hand sanitiser provided regularly throughout the day*
- *Wash hands for 20 seconds when appropriate*
- *Follow 'Catch it, Bin it, Kill it' advice as necessary*
- *Refrain spitting; deliberately coughing, at all times*
- *Ensure a 2m distance is maintained between themselves and a member of staff as far as possible*
- *Wear a mask as and when instructed*

### Come Prepared:

In order for pupils to attend school each day ready for learning, they must bring with them their 'basic kit' as detailed below. This is an expectation of every item, every lesson, every day. Failure to come to school with a full basic kit will result in behaviour points and sanctions. Most basic kit items are 'sold' at Pupil Services for pupils to 'buy' using their rewards points via Class Charts. Pupil Services is open every day before school.

- 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 Form Tutors each morning and monitored by Heads of Year.

## School Uniform

We place great emphasis on the appearance of our pupils and uniform is an integral part of the custom and character of the school. Our expectation is that pupils not only wear school uniform but look smart when they are doing so. Pupils 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 pupils. The only exception to this is if a pupil wishes to wear something of religious or cultural importance. In this instance the matter should be discussed with their Head of Year who will make a discretionary decision as to whether the item is appropriate for school.
- Any pupil wishing to wear a head covering for religious reasons may do so. The colour must be black or blue
- The uniform policy applies to pupils attending off-site provision (including activities) and out of hours' activities unless parents/carers are advised otherwise.
- Outdoor coats **MUST** be removed once inside the school building. Sports 'hoodies', 'zippies' or similar items are not considered to be an outdoor coat or an item of the school uniform and therefore must be removed before entering school site.
- Pupils 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.
- Pupils with make-up/Jewellery/ fake tan etc will be asked to remove it; form tutors will contact home
- School skirts should be of a suitable length and not 'rolled up'
- If pupils continue to wear make-up/ fake tan the Head of Year will contact home
- Pupils are allowed to wear a watch but other jewellery items are **NOT** permitted at school.
- If pupils 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 pupil being placed in our Romero Centre (isolation)
- Isolated extreme hair styles/ nails/ false lash choices may also result in a pupil being placed in our Romero Centre (isolation)
- Pupils who repeatedly fail to meet the school's expectations are at risk of exclusion
- 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**. If a pupil refuses to hand over the item they will be excluded for defiance.

### **Confiscated items**

Any banned items that are confiscated will be placed in the safe at school reception and can be collected by an adult at any time between 8.30am and 4.30 pm. Items will not be returned to pupils as they should not have been brought into school. The school does not take responsibility for any lost/stolen 'banned' items brought into school.

### **Arrive on Time:**

- Punctuality is essential for the success of all our pupils and therefore if a pupil arrives late to school (before 9.10am), they will be issued with a Lunchtime detention for that day. Pupils who arrive to school late (after 9.10am) will be issued with an after school 1 hour detention for that day.
- All pupils must attend form. Form time is an opportunity to ensure they have all they need for the day ahead. If they arrive at form without the correct equipment or uniform, then where possible these issues will be resolved without the issuing of a sanction.

- Pupils should arrive to lessons on time. Any pupils who arrive to lessons late without an appropriate reason will be issued with a behaviour point against 'Arrive on Time'. Two of these behaviour points in one day will automatically incur an after school 1 hour detention for that day.

## **Sanctions:**

The school will work tirelessly to ensure every possible option of support is offered and provided to our pupils who are struggling to be the best version of themselves. However, we will take difficult decisions where the common good of our pupils is compromised. There are a variety of sanctions which may be used for any pupil depending on the severity of the situation. These sanctions are listed below:

## **Behaviour points**

These are issued via the Class charts system and are monitored by Form Tutors, Heads of Year and Heads of department. Some behaviour points are also issued with a sanction depending on the specific behaviour.

## **Detentions**

**Lunch time detentions:** Teachers may issue a pupil with a lunchtime detention following poor behaviour at social times (outside of lessons) if they feel this is necessary. These are served in a central location and last 15 minutes so as pupils also have the opportunity to eat and visit the bathroom during their lunch break.

**Class teacher detentions** – these are issued for breaktimes, lunchtimes or after school depending on the teacher's availability and the seriousness of the incident. These will run every day, unless notified in advance.

**Lates detentions:** A pupil is expected to arrive in school by 8.40am. Pupils who arrive late but before 9.10am will receive a lunchtime detention. Pupils who arrive after 9.10am will receive a 1-hour detention at the end of the school day

**SLT detentions** – these are served from 3.05pm to 4.05pm in our Romero Centre as a result of

- A pupil arriving after 9.10am
- A pupil arriving to 2 or more lessons late that day
- A pupil receiving an Extended Romero Day Sanction
- A pupil failing to attend their Class Teacher Detention (these are on Fridays only)

**Notifying Parents:** It is school policy to try to give fair notice for after school detentions. For this reason, any after school detentions that are incurred after 2pm that day will be served the following day. The headteacher reserves the right to issue no notice detentions in specific cases. All detentions are recorded using the Class Charts system. Parents should ensure that they are logged into the Class

Charts Website or have downloaded the app to remain up to date regarding their child's detentions (as well as rewards, announcements and homework).

NB. Teachers will not adjust detention times to suit the pupil's availability (outside of a clash in detentions). Pupils must rearrange their after school commitments to ensure they can serve any detentions incurred.

## **Romero Centre**

Is an internal exclusion unit where a pupil will work in silence and not be allowed out during break and lunchtime. Pupils placed in our Romero Centre will go to form time that day then attend the Romero Centre from 9.10am – 4.05pm and this will be recorded on Class Charts. Note that pupils may be placed in the Romero Centre whilst an incident is being 'investigated' or following a Fixed Term Exclusion as part of their reintegration back to school (as appropriate).

## **Suspensions (Previously 'Fixed Term Exclusions')**

The Department for Education states that *'Good discipline in schools is essential to ensure that all pupils 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 pupil will not be allowed to attend school for a period of between 1 -5 days. The pupil and parent/ carer will have a reintegration meeting with a senior member of staff / Head of Year 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, pupil 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 pupils during social time
- School based support programmes as available and appropriate
- External avenues of support

If parent cannot attend this meeting, the pupil may be required to work in the Romero Centre until a meeting can take place. Pupils returning to school following a Fixed Term Exclusion for defiance will 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 pupil to remain in school after the incident **would** seriously harm the education or welfare of the pupil 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.

## **Persistent Disruptive Behaviours**

We recognise that some pupils may require a higher level of support to enable them to 'get it right'. Pupils who fit into this category will be placed on a behaviour and intervention report. These pupils will have been given the same chances and support as other pupils but continue to disrupt the school community either in or outside of lessons. 'Stage' reports are logged via Class Charts whereas others are a physical report card. Heads of Year will decide on the most appropriate intervention and report for each pupil on an individual basis.

- **Stage 1 Report** to Form tutor– usually triggered by 50 behaviour points incurred in a term
- **Stage 2 Report** to Head of Year
- **Stage 3 Report** to a member of the Senior Leadership Team
- **Positive Report Card**– usually triggered to support a pupil in shifting their focus from defiance and poor behaviour to celebration and success as appropriate
- **Effort and Engagement Report Card** – a short term report card issued to give pupils with a low effort and engagement score from their teachers a numerical target to achieve to boost their efforts in lessons
- **Subject Reports** – led by Heads of department for behaviours in a specific subject area

We expect pupils who have successfully passed a behaviour report to continue to meet our SACRED standards for a sustained and continuous period and will therefore be monitored closely by their Head of Year.

## **Behaviour Panels**

Behaviour panels are formal meetings held with the School's Executive Headteacher or Governors on specific issues in school. If a pupil is persistently failing to meet our SACRED Standards 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 pupil'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 pupil'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 pupils 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.

## **Remain Respectful – specific incidents**

Respect is central to St Anne's Catholic Ethos and forms part of both our **SACRED Standards** and **SACRED Values**. We insist that pupils are respectful towards all members of our school community in order to maintain this ethos and a safe and welcoming environment. Below are examples of specific incidents that do NOT represent this SACRED Standard and Value:

### **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 pupil support officer/ Head of Year. Bullying is generally defined as a behaviour that is both 'targeted' and 'repeated'. If it is decided that a pupil has been bullying another pupil, they will be seriously sanctioned in line with the Anti-bullying Policy. 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 HOY/SLT. If it is decided that a pupil has participated in any form of sexual harassment, they will be sanctioned accordingly. HOY/ SLT will determine whether the pupil will be placed in seclusion and liaise with the Headteacher with regards to whether

a fixed term exclusion is required. In some instances, the pupil 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 HOY/ SLT. If it is decided that a pupil 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 HOY/ SLT. If it is decided that a pupil 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**

Pupils are regularly informed and reminded about the dangers of social media and their responsibilities in using and accessing it. Therefore, it is assumed that any pupil 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. Pupils will therefore be sanctioned accordingly if 'Restorative Justice' is not appropriate. Misuse of social media includes:

- Cyberbullying
- Sexting
- Verbal abuse of pupils 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

## **Drugs**

Drugs, cigarettes, vapes and any associated paraphernalia or dangerous items are banned from school. If a pupil endangers the welfare of our pupils and staff by bringing drugs or dangerous items onto our school site or if a pupil 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. Pupils are reminded about this rule throughout the year. Any concerns, that staff and/ or parents have regarding pupils using drugs outside of school will be referred to the Safeguarding team.

## **Inappropriate items brought into school**

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. Pupils who have brought any type of weapon onto school premises are likely to be permanently excluded.

## **Off-site behaviour**

St Anne's has the legal power to sanction pupils 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 pupils are wearing our school uniform (or can be identified as a St Anne's pupil) 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 pupil is found to have made a malicious allegation against a member of staff, then the parents/carers of the pupils will be invited to a meeting to discuss the details leading up to it. Isolation in the Romero Centre or fixed term exclusions 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.

## **Pupil Searches**

St Anne's RC High School 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 pupils when there is a reasonable concern that a pupil 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.

## **Drinks Policy – Ban the Can**

Due to the high level of sugar contained in fizzy drinks/energy drinks and the impact this can have on a pupil's behaviour, fizzy drinks/energy drinks are not allowed on the school site. If found, they will be confiscated. St Anne's encourages a water only approach to drinks and water fountains are placed around the site to support this. Pupils must bring a suitable bottle to use these fountains as cups and bottles are NOT provided for them.

## **Selling**

Selling items to other pupils is illegal. If pupils are found to be doing this, the items will be confiscated and the profits given to a selected charity.

## **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 pupils 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.

## **Reducing the spread of Coronavirus**

It is expected that pupils follow all guidelines with the aim of reducing the spread of Coronavirus. These are:

1. Do not attend school if they have a temperature or a new persistent cough
2. Inform a member of staff if they start to feel ill during the course of the school day
3. If travelling on a school bus, remain seated in their permitted zone
4. Follow the one-way system at all times
5. Use hand sanitiser provided regularly throughout the day
6. Wash hands for 20 seconds when appropriate
7. Follow 'Catch it, Bin it, Kill it' advice as necessary
8. Refrain spitting at all times
9. Refrain from coughing in peoples' faces
10. Wear a mask as instructed

Pupils who repeatedly and/ or deliberately fail to follow these guidelines will be seriously sanctioned.

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