

# ST JOHN LLOYD CATHOLIC COMPREHENSIVE SCHOOL

## *School Mission Statement*

***“Learning and Growing Together in Christ”***

***“A Christian community which recognises the dignity and value of the individual and in which all members are encouraged to develop their potential in terms of knowledge, understanding, spiritual, moral, social and cultural awareness”.***



## **BEHAVIOUR AND ATTITUDES TO LEARNING POLICY**

Reviewed by Governors OCTOBER 2023



## **School Mission Statement**

### **“Learning and Growing Together in Christ”**

*“As a Catholic School we aim to develop a Christian Community which believes in and affirms the dignity and value of the individual and encourages its members to develop their potential in terms of knowledge, understanding, spiritual, moral, cultural and physical awareness”.*

### **Expectations and Values**

As a Catholic School, all members of the school community are to be recognised as made in the image and likeness of God and therefore respected, treated as an individual and encouraged to follow the example of Christ.

It is the school’s belief that behaviour must be managed positively. This is achieved by

- Treating pupils with respect and encouraging mutual respect.
- Developing positive relationships with pupils as individuals, (getting to know them inside the classroom, in corridors, on school trips, etc).
- Rewarding good behaviour.
- Providing interesting and stimulating classroom activities.
- Giving pupils clear guidelines.

However, when poor behaviour does occur:

- Each classroom teacher or supervisor is responsible for following up incidents of poor behaviour.
- All staff must apply the behaviour and discipline policy consistently so that pupils know exactly where they stand.
- Sanctions must be fair.
- Incidents of poor behaviour and any action taken must be recorded on Referral Sheets/Class Charts system.
- Classroom teachers, Head of Department/Faculty, Pastoral Team & Senior Leadership Team must feedback any action they take to the member of staff who raised the initial concern.

### **Good Conduct**

Teaching and Learning are the main activities in a school. Good Conduct is vital to ensure that teachers may teach effectively and that all pupils have an equal opportunity to learn and reach their full potential.

## **Classroom Rules**

- Arrive on time and be prepared to work promptly.
- Always be properly equipped for all lessons.
- Follow instructions from the teacher.
- Concentrate and avoid distractions.
- Show respect to everyone in the room.
- Listen to everyone's contributions.
- Always do your best.
- Follow health and safety rules.

## **Whole School Rules**





- Show respect for all members of the school community.
- Be polite and considerate and hold doors open for others.
- Remember to keep the main entrance and foyer for visitors only.
- Pupils should stand and be quiet when members of staff or visitors enter the room.
- Remember to be polite when speaking to someone and use the words "Sir", "Miss", "Please" and "Thank you".
- Always wear your uniform proudly and properly.
- Show respect for the school building and keep it free from litter and graffiti.

These are also displayed in all teaching areas around the school and in pupil planners and all pupils are encouraged to follow them.

## **Praise & Rewards**

### **Points System**

SJL promotes the use of praise and reward as a key factor in

-  Cultivating an ethos of success
-  Developing a culture of achievement
-  Developing self-esteem and an appreciation of work, gifts and talents
-  Managing and guiding student behaviour, motivation and performance

Praise and reward should be used more than reprimands and sanctions. The practice of delivering praise and reward should be built into our everyday teaching style.

At St John Lloyd, we operate a Point System, every pupil is allocated a house (Non, Teilo, Elli, Cadog) for whole school events and all staff are responsible for promoting a sense of community, competitive spirit and teamwork.

Points are awarded for effort, achievement, improvement, behaviour, attendance and contribution to ethos and school life.

All members of staff can award Points to a pupil. Every pupil starts the academic year with no points. Rewards are allocated using the Class Charts system. 'Golden Tickets' are used for the weekly rewards prize draw.

### **Headteacher Rewards**

The Head teacher can also award discretionary rewards to pupils via Class Charts.

### **Praise Postcards**

Every teacher will have a selection of praise postcards to reward pupils for effort and achievement in their subject area.

There are also additional ways of recognising and rewarding pupils as set out in the poster attached.

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### **Rewards**

Other ways of rewarding pupils include:

- Celebration assemblies
- 100% Attendance Prize Draw each term in Whole School Assembly.
- Praise postcards from form tutors, subject teachers, Heads of Department/Faculty, Pastoral Team or Senior Leadership Team
- School Certificates of success awarded for various school activities.
- Form Notice boards used to celebrate success and encourage pupils in participating in school events.
- School Termly Newsletter.
- School website includes examples of events and achievements.
- Activities and trips at the end of each term.

It is the role of the class teacher/form teacher to encourage pupils in the exercise of good conduct.

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### **Behaviour & Discipline**

**Discipline within lessons, the completion of classwork and of home learning is first and foremost the responsibility of the class teacher.** If additional support is required, that should be sought from a Head of Department/Faculty or Pastoral Team and in extreme cases, Senior Leadership Team. Day to day behaviour in school is underpinned by the six Attitudes to Learning stages (see final page of policy). Sanctions are recorded in Class Charts.

If pupils misbehave significantly, break rules or disrupt lessons the Attitudes to Learning Policy should be followed. Although it is for the professional judgement of the teacher to decide how rigidly rules and consequences should be applied, a general rule is that if a lesson has to be interrupted to deal with misbehaviour then the process should start.

#### **What happens next?**

If a pupil persistently breaks the classroom rules and works through the consequences without any improvement in behaviour, then the Head of Department/Faculty and Pastoral Team should discuss and agree a way forward in consultation with the procedures in the School Behaviour Policy and Attitudes to Learning.

#### **Good Conduct around the School**

Good behaviour should be demonstrated outside of lessons, in movement between lessons, at break and lunchtimes and at all times.

In order to promote good behaviour around the school, pupils are encouraged:

- to show respect and consideration at all times, not only to their peers and teachers but also to office staff, lunch-time supervisors, caretakers, kitchen staff, transport officials and all visitors
- to show respect and reverence in the Chapel
- to move around the school with pace and purpose
- to follow the one way system where applicable
- to wear the full school uniform at all times
- to be sensible in the dining areas and in the school grounds
- to behave properly on the buses
- to try to help if someone is hurt or distressed; inform an adult
- to treat the school environment and property with care

#### **Unacceptable Behaviour**

Unacceptable or criminal behaviour will not be tolerated on the school premises, on journeys to and from school, school trips and provision at other places of education. This includes:

- fundamental disrespect for the Catholic faith, school liturgy and prayer
- violent, abusive or threatening behaviour

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- dangerous breaches of safety rules and instructions
- wanton damage, destruction or theft
- possession of offensive weapons
- possession and/or use of drugs, tobacco, alcohol or any illegal substance
- inappropriate use of computers, internet or any other electronic equipment. Further information may be found in the school’s Internet Use Policy.

In the event of any such unacceptable or criminal behaviour, the Headteacher in consultation with the SLT will take direct and appropriate action to safeguard the common good. Parents will always be informed and the police will be involved as necessary.

### **Exclusions**

Exclusion is the last resort after a range of measures has been employed to improve a pupil’s behaviour. In most cases a Pastoral Support Plan (PSP) will have been put into place to support the individual as well as other strategies. The school will also have worked with parents and outside agencies where applicable.

The decision to exclude a pupil will be taken by the Headteacher only in response to serious breaches of the school’s Behaviour Policy or if allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others in the school community.

As only the Headteacher can exclude, it may be necessary to send a pupil home before all the appropriate details are known and a final decision about exclusion is taken.

The decision to permanently exclude will often, but not always, be the final step in a process of dealing with disciplinary offences during which a wide range of other strategies have been tried without success.

Permanent exclusions or fixed-term exclusions may be used for offences including:

- bullying
- fighting
- refusal to obey instructions
- obscene language to staff, pupils or visitors
- repeated smoking
- substance abuse/alcohol abuse
- possession of drugs
- sexual/racial/homophobic harassment
- continual refusal to accept school’s code of conduct
- regular or serious abuse of school’s ICT system
- cheating in external exams, including copying coursework
- demanding money with menaces
- deliberate vandalism of school property
- theft
- bringing a dangerous weapon onto the premises
- damage/vandalism to school or other’s personal property



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- arson
- any other offence the Headteacher deems serious enough.

In exceptional circumstances the decision to permanently exclude may be made for a first or one-off offence. This might include:

- serious actual or threatened violence against another student or member of the school community
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- an excessive abuse of the school’s external examination system
- arson
- racist attack
- serious bullying.

### **Length of Fixed-Term Exclusions**

The Headteacher can exclude any student for a maximum of 45 school days in any one school year. The limit applies to the student, not the institution. Work has to be set for the period of time that a student is excluded. Before the excluded student’s return to school, or on the morning of her/his return, the Headteacher, Deputy/Assistant Headteacher or Pastoral Team should meet with the pupil and her/his parent.

### **The Role of the Governing Body**

A meeting of the Governors’ Hearings and pupil Discipline Committee must be convened to review the exclusion in the following cases:

- if it would result in the student missing a public examination
- if a student is excluded for more than 5 but not more than a total of 15 school days in one term **and** the parent/carer requests a meeting
- if a student is excluded for more than a total of 15 school days in one term
- if a student is excluded permanently.

### **School Travel Behaviour Code**

All pupils must behave responsibly and safely when travelling to and from school, whether by bus, taxi, train, bicycle, walking or any other way. Pupils must follow the rules in the Welsh Government School Travel Behaviour Code. The school may decide to take action against any pupil who misbehaves on their way to or from school. The local authority also has the power to remove the right to school transport from pupils who seriously misbehave.

Pupils should:

- always respect others, including other pupils, drivers and the public.
- always respect vehicles and property.
- always be polite.
- never drop litter.
- always behave well when travelling.

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- always follow the driver’s instructions when travelling.
- not distract the driver.
- always cross the road safely and sensibly.
- always travel by a safe route.

Pupils have the right:

- to be safe when travelling.
- to be treated fairly and with respect.
- to tell someone if somebody or something is causing them a problem.
- not to be bullied or picked on.

Pupils who travel by bus to school must also follow the rules in the Welsh Government School Bus Travel Behaviour Code.

### **School Bus Travel Behaviour Code**

- When at the bus stop, always wait sensibly, off the road.
- Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seatbelt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never damage or vandalise any part of the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- Never try and get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

### **Mobile Phones**

Mobile phones should not be brought into school. However, for reasons of safety, if pupils have mobile phones they should **NOT** be switched on or in use inside the school. This includes the buildings and playground.

Mobile phones are to be kept out of sight, either on the person or in school bag. The school can take no responsibility for any loss or theft of mobile phones.

Parents and guardians are asked **NOT** to contact their children by mobile or phone text during the school day. If an emergency message needs to be conveyed the school

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office will take the call and pass the message on. Similarly, if a pupil needs to make an emergency call home he or she just needs to approach the office.

Failure to comply with these rules will result in the phone being confiscated and kept in the school office for collection at the end of the school day. If this becomes a persistent problem, then collection will have to be made by a responsible adult.

Any pupil using a mobile phone or other such device to record sound or video or to take photographs in school faces the likelihood of exclusion.

Please also refer to the Whole School Discipline for Learning Policy.

Responsibility	Examples of Behaviour (to be recorded in 'Class Charts')	Stage	Consequences
Class Teacher Form Teacher  All staff in corridors	<ul style="list-style-type: none"> <li>• Low level disruption;</li> <li>• No home learning (once) or planner;</li> <li>• Unexplained lateness or absence note;</li> <li>• Eating in class/specialist areas/chewing gum;</li> <li>• Lack of equipment;</li> <li>• Phone in hand/in use;</li> </ul>	C1	<ul style="list-style-type: none"> <li>• <b>Verbal warning;</b></li> <li>• Monitoring of pupil;</li> <li>• Repeat expectations;</li> <li>• Phone confiscated to main office (if repeated x3, phone to be collected by parent/guardian);</li> <li>• Equipment lent to pupil;</li> <li>• Note in planner/on system.</li> </ul>
Class Teacher Form Teacher	<ul style="list-style-type: none"> <li>• Persistent disruption within same lesson;</li> <li>• No home learning (2<sup>nd</sup> occasion);</li> <li>• Lack of attention to basic staff instructions;</li> <li>• Repeated eating in class;</li> <li>• Out of seat in lesson;</li> <li>• Lateness to lesson.</li> </ul>	C2	<ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> verbal warning</b> and pupil to move seat in class;</li> <li>• Pupil kept behind after-lesson for brief pastoral discussion.</li> </ul>
Class Teacher Form Teacher	<ul style="list-style-type: none"> <li>• Failure to complete work set;</li> <li>• Repeated lack of home learning;</li> <li>• Inappropriate language in the presence of staff;</li> <li>• Repeatedly out of seat in class;</li> <li>• Repeated lateness to lessons.</li> </ul>	C3	<ul style="list-style-type: none"> <li>• Stand outside lesson for 5 minutes for discussion with teacher;</li> <li>• <b>Reflection time with Class teacher/form teacher</b> logged (5-15 minutes);</li> <li>• Parent notified;</li> <li>• Logged with HoD/HoF/Head of Wellbeing.</li> </ul>
Head of Department  Head of Wellbeing/Pastoral Care	<ul style="list-style-type: none"> <li>• Misbehaviour in corridor/lunch queue/all outside areas. This includes overly boisterous play;</li> <li>• Repeated lack of home learning;</li> <li>• Incorrect uniform/jewellery;</li> <li>• Serious disruptive behaviour preventing the learning of others;</li> <li>• Verbal aggression towards pupil;</li> <li>• Repeated refusal to meet expectations;</li> <li>• Walking out of a lesson;</li> <li>• Littering – all areas of school;</li> <li>• Persistent lateness to school.</li> </ul>	C4	<ul style="list-style-type: none"> <li>• Pupil removed from lesson and placed in neighbouring room or HoD/HoF room;</li> <li>• RAE/MH/AG/ALNCo to go to lesson if support needed;</li> <li>• <b>Reflection time with Head of Department/Faculty</b> for curricular issues or <b>main lunchtime reflection time</b> for other pastoral issues, <b>attendance officer</b> for punctuality to registration;</li> <li>• Logged with HoD/HoF/Head of Wellbeing;</li> <li>• Parental meeting with HoD/HoF/Head of Wellbeing;</li> <li>• Community service where appropriate.</li> </ul>
All staff  'On-Call' staff	<ul style="list-style-type: none"> <li>• Abusive language towards staff;</li> <li>• Challenging staff authority;</li> <li>• Physical aggression/dangerous behaviour towards another pupil;</li> <li>• Bullying;</li> <li>• Deliberate damage to school property;</li> <li>• Smoking/vaping on school site;</li> <li>• Leaving school site without permission;</li> <li>• Sale of goods in school/on bus;</li> <li>• Malicious use of mobile phone;</li> <li>• Inappropriate use of school IT.</li> </ul>	C5	<ul style="list-style-type: none"> <li>• 'On-Call' staff (SLT, RAE, ALNCO)</li> <li>• Pupil removed from lesson;</li> <li>• Period of internal isolation;</li> <li>• <b>After-school reflection time;</b></li> <li>• Pupil restorative meeting held;</li> <li>• Pupil/parents to pay towards cost of damage;</li> <li>• Parental meeting;</li> <li>• Police involvement if appropriate.</li> </ul>

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<p><b>Assistant Head</b></p> <p><b>Deputy Head</b></p> <p><b>Headteacher</b></p> <p><b>Governing Body</b></p>	<ul style="list-style-type: none"> <li>• Failure to respond to C5 consequences;</li> <li>• Persistent C5 behaviour;</li> <li>• Serious incidents of/repeated bullying;</li> <li>• Serious physical assault;</li> <li>• Discrimination;</li> <li>• Theft from staff or pupil;</li> <li>• Drug or alcohol use on school site or on journey to/from school;</li> <li>• Bringing a weapon into school;</li> <li>• Any behaviour that undermines the reputation and ethos of the school, its staff and pupils.</li> </ul>	<p align="center"><b>C6</b></p>	<ul style="list-style-type: none"> <li>• <b>SLT after-school reflection time;</b></li> <li>• <b>Fixed term exclusion;</b></li> <li>• <b>Permanent exclusion;</b></li> <li>• Police involvement where applicable;</li> <li>• Notifying external agencies.</li> </ul>
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