St Thomas the Apostle School & Sixth Form College

Behaviour Policy

Updated: January 2023

Agreed by Headteacher in January 2023

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BEHAVIOUR POLICY

The ethos of the St Thomas the Apostle School and Sixth form College, hereafter referred to as the College, is expressed clearly in the mission statement which underpins all policies and practices within the College. In this policy, the Code of Conduct means the Pupil's Code of Conduct set out in section 6 with the Sixth Code of Conduct set out in section 8.

1. SHORT MISSION STATEMENT

As a Catholic community, our mission is to serve Christ and one another, by creating a safe and caring learning environment, where prayer, education and achievement are celebrated and valued. We recognise and respect the unique nature and dignity of each and every person.

2. AIMS and OBJECTIVES

The whole College behaviour policy aims to:

- Reflect the values expressed in the Mission Statement.
- Ensure that the Pupil's code of conduct is clear and that all expectations are understood.
- Set out the framework for rewarding good and responsible behaviour and the procedures to be followed and sanctions to be applied should behaviour fall short of these standards.

The Objectives of the College Behaviour Policy are to:

- Ensure that the College is a safe and supportive environment for all.
- Ensure that all members of the College community are shown respect and show respect for others.
- Encourage a positive approach to behaviour by good example, by praise and by reward for good behaviour.
- Ensure that the environment, curriculum and other factors within the College's control are monitored to ensure the promotion of good behaviour.
- Ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently.

As a community it is essential that we recognise that this policy must apply to the behaviour of all adults (teachers, other staff, parents/carers, and visitors) and pupils' behaviour. Only by example, can we teach and demand good standards of behaviour from those whose education is entrusted to us.

We also recognise that the success of the policy depends on the full support of parents, and as a result all parents and pupils are expected to sign and uphold the College home school agreement - Appendix 1

3. EXPECTED STANDARDS OF BEHAVIOUR

Expected standards of behaviour are stated in the Code of Conduct.

The Code of Conduct makes clear the general principles of good behaviour which will ensure a happy and successful working and social environment for all pupils.

4. TAKING ACCOUNT OF INDIVIDUAL PUPIL NEEDS

The following groups of pupils may at some point require the adults in College to take account of their individual needs and circumstances when applying the College's behaviour policy:

- Pupils from minority ethnic and faith groups, or from traveller communities, or who are asylum-seekers or refugees
- Pupils who need support to learn English as an additional language (EAL)
- Pupils with special educational needs
- Children who are looked after by the local authority
- Sick children including those with an identified mental health need
- Young carers
- Children from families under stress
- Any other pupils at risk of disaffection and exclusion or whom may be vulnerable to exploitation whether CSE or CCE

5. THE CODES OF CONDUCT

The Pupil's Code of Conduct and 6th form pupil's Code of Conduct is printed in the Pupil Planner distributed to all pupils at the start of the academic year and states clearly the expected standards of behaviour at all times and further expectations at key times in the College day.

In recognition of the fact that teachers have responsibilities in their relationship with both each other and with pupils, a Staff Code of Conduct exists and is published in the Staff Handbook. This can be made available to parents and other parties upon request.

6. THE PUPIL'S CODE OF CONDUCT (YEARS 7 – 11)

The Catholic ethos expressed in the Short Mission Statement is central to the establishment and maintenance of high standards of work and behavior. These standards mean that everyone should act with respect, courtesy and consideration for others. This Code of Conduct has been designed to achieve these aims.

i. Punctuality

It is important to make a good start to the day so all pupils must ensure that they arrive at the College by 8:30 am

When going to and from the College, walk in pairs or small groups for your own security.

Good behaviour and conduct outside of the College is just as important as inside. You must always represent your College with pride.

Do ensure you show manners, respect and consideration for all within our local community
Do not let us down as serious consequences for you will follow any misbehaviour.

ii. Uniform

The College uniform enables everyone to come to the College on equal terms. It also gives a positive sense of identity, and encourages a community spirit. Remember that your College's reputation depends on the way you look and behave.

The full College uniform consists of:

- College Maroon Blazer.
- Mid-Grey trousers (no chinos, stay press or baggy type, pleated trousers are permitted). No black trousers are allowed.
- Studded belts are not allowed.
- A plain White Shirt.
- The appropriated House Tie.
- Black shoes - lace up or slip on. No boots or buckles are allowed. Trainers are not to be worn to and from College.
- The College V-neck grey jumper. No crew necks or polo necks are allowed.
- In times of cold weather, a black or maroon woollen hat may be worn. No other caps or hats are permitted
- Coats must be of a single colour, black, blue or other similarly dark colour with no badges, logos or writing, with the exception for those made of reflective material that provide a clear safety benefit.

Leather jackets or coats, ski jackets and casual pullover tops or tracksuit tops are not allowed. Hooded tops are not permitted. Any article of clothing such as a snood or balaclava that deliberately obscures a pupils appearance is not permitted

iii. Appearance

The College has strict guidelines on appearance, which must be followed by all boys.

a) Hair

The College has specific rules about hair, which are strictly applied to all boys.

- No extreme haircuts are allowed.
- Hair must not be cut to include shaved lines, grooves or patterns.
- Hair must also not be overlong and this means it cannot touch the collar of the blazer or be excessively high.
- Hair must not be dyed, bleached or coloured in any way.
- Eyebrows must not be shaved to include lines.

Make up is not permitted to be worn by boys.

If you are in any doubt, we will supply photos of what styles are acceptable. As a College we enforce our rules, as it is unfair to make exceptions for any boys.
We expect all parents to support us in maintaining standards.
For Health and Safety reasons no rings or earrings are allowed.

b) Jewellery

Boys are not allowed to wear ear rings, studs or sleepers.

c) Bags

Boys must have a suitable black bag to carry their books and equipment.

They are not suitable for keeping books in good condition and cause problems in crowded areas when they knock against other people.

iv. Mobile phones

Boys are not permitted to have a mobile phone on them during the school day.

If a parent decides that on a particular day, a phone is vital for contact outside school hours then the phone MUST be handed in to his form tutor in morning registration.

Any phone found on a boy during the school day will be immediately confiscated and only returned later by the Pastoral Deputy Head or Head of Lower School at an arranged time.

On occasions, it may be necessary for a parent to come into the school to collect the phone personally.

v. Conduct in the Classroom

In class, make it as easy as possible for everyone to learn and for the teacher to teach. This means:

- Arrive on time with everything you need for each lesson. Do not bring magazines, newspapers or other distractions. MP3 players, radios, telephones and electronic games are banned from the College at all times. Remember to pack your bag the night before and refer carefully to your timetable to ensure you have the right books and equipment for each day.
- Listen carefully and follow the teacher's instructions at all times.
- Begin and end the lesson in a courteous and orderly way and throughout the lesson behaving in a sensible and considerate manner, including making the sign of the cross where appropriate.
- Help each other when appropriate and with the teacher's permission.
- Never eat food or sweets or have drinks other than water in the classroom. Exceptions may be made in the case of medical requirements; permission for these should be sought from the Head of Year.
- Aim to do the best work you can in class.
- Record homework properly in your journal and homework diary and completing it to the best of your ability. Remember that if you fail to do homework or if you complete it badly, you miss the opportunity to learn.
- Never leave the classroom without the permission of a teacher.
- Look after all your items of equipment carefully and do not lend them to other boys. Do not bring expensive pens etc and scratch your initials on your calculator. The College cannot be held responsible for losses, so please do not leave money, bus passes etc in unattended bags or blazers.
- If your lesson is a practical and taking place in a gymnasium, laboratory, workshop or art room, follow the health and safety guidelines indicated by your teacher and wear the proper College kit or protective clothing.

vi. Moving Around the College

Move quietly and in a considerate and controlled way about the College. The main building corridors are narrow and everyone must exercise care particularly at changeover of lessons and coming in off the playground. This means:

- Always walk on the left in corridors and on the stairs.
- Never run, chase, barge or shout.

- Be careful with your bag so that it does not knock against anyone. To reduce the risk of this happening do not wear your bag on your back in congested areas or when lining up outside a classroom or on the stairs for lunch.
- Being ready to help by opening doors, standing back to let people pass and generally showing patience, good manners and courtesy. Boys should keep to the left in corridors.
- Do not delay getting to lessons. If you arrive late you disrupt the learning of the whole group.

vii. At Assembly and whole College Mass

Assembly is the chance for the whole community to pray together and to celebrate achievement. On Holy days of Obligation, we always have Mass in the Hall or Chapel. The Chapel is a place of worship and must be treated with respect.

All boys can help to make these occasions special and prayerful. This means:

- Enter the Hall / Chapel in silence and sit where directed.
- Listen carefully and quietly
- Concentrate and do not talk to or distract others.
- Participate fully by saying the prayers, making the responses and singing the hymns.
- At all times showing reverence and respect and an appreciation that we are a community of faith.

viii. In the Playground

It is important for everyone to be able to use and enjoy the playground safely. This means:

- Being sensible, careful and aware of other people including the staff on duty.
- No food or drink is permitted to be consumed in the playground
- Not indulging in dangerous games or activities which could cause injury or endanger the health and safety of others. Fireworks or similar items are strictly forbidden.
- Not monopolising large areas or interfering in other boys' games or taking their footballs or tennis balls.
- Staying calm if somebody accidentally knocks against you or kicks a ball at you. Any form of rushing is strictly forbidden.
- Gambling of any kind is strictly forbidden as is scrambling for money.
- The grassed areas around the College are not play areas or short cuts and pupils should keep off them at all times.

ix. In the Hall at Lunch

Everyone wants to eat in pleasant surroundings. This means:

- Lining up quietly and not pushing in.
- Eating all food in the Hall and returning trays and plates so that the table is left clean and tidy for the next boy. All leftover food, bottles etc., to be put in bins provided.
- Talking very quietly and not shouting across tables. Remember not to sit in the gang ways.
- Follow the instructions from all Prefects.

x. It Is Your College – Please Respect It

Keep the College building and grounds clean and tidy so that it is a welcoming place we can all be proud of and feel good about. This means:

- Putting all litter in the bins provided and picking up any litter we see even if we did not personally drop it. Glass bottles are a serious risk and are not allowed.
- Keeping walls, and all books and furniture unmarked and free of any graffiti or tags.
- Respecting and taking great care of displays of work all around the College.
- Under no circumstances is chewing gum to be brought into the College

xi. Respect for Others

Show respect and consideration for all other pupils and adults including teachers, caretakers, the office staff, the kitchen staff, technicians and visitors. This means:

- There is no excuse for personal, insulting and hurtful comments directed at anyone or members of their family. This includes cussing and swearing.
- There must be no forms of intimidation towards other boys including bullying, extortion of money etc.
- All interactions between pupils are expected to be respectful at all times. No interactions of a personal, relationship-based or sexual nature are permitted between pupils.
- There is no excuse for rudeness, disrespect or insolence towards any member of staff. This includes gestures, body language etc.
- Any reasonable request from any teacher must be carried out at once and without argument.

xii. Health & Safety

The health and safety of all staff and pupils in the College is a prime consideration.

Any pupil who endangers anybody by having any weapon, or object which could be used as a weapon, will be subject to a serious formal sanction which could include permanent exclusion.

Similarly, any pupil of the College who is found trading in drugs or is in possession of, or in the company of other pupils who are in possession of any illegal substance at any time in the course of the normal College day, will be subject to a formal sanction, which could include Permanent Exclusion.

No pupil is allowed to leave the College premises during the day without the written permission of his parents and / or authorised teaching staff.

Health & Safety is not just the responsibility of the staff. Everyone, including pupils, must play their part. This means that pupils are expected to ensure they understand that they:

- Exercise personal responsibility for their own safety and the safety of others
- Follow the College rules in a way that ensures consistency with safety
- Observe safety regulations and any safety instructions given by staff
- Use and not wilfully misuse, damage or interfere with things provided for safety e.g. water hoses, fire extinguishers, fire alarms etc.

- Report any potential hazard immediately you see it to a member of staff e.g. broken window, liquid spilled on stairs, loose flooring, damaged fencing, defects in electrical fittings etc.

- Do not bring Laser pointers or similar items, which can cause loss of vision, are banned from the College premises

xiii. Rewards for Good Behaviour

There are rewards for good behaviour. These are:

- Achievement points are awarded by class teachers for any form of excellence including perseverance, effort, improvement and achievement.
- Commendations and certificates of achievement by departments.
- Pupil of the week Ties and badges are awarded by HOY during year group assemblies
- Places on reward trips are earned as a result of receiving Achievement points
- Verbal praise from teachers.

xiv. Sanctions and Punishments

Pupils who ignore or break the Code of Conduct will be subject to sanctions and punishments. These will be applied at the discretion of the teacher or teachers involved and will of course depend on the circumstances. The main ones are:

- Detention including those on Saturday.
- Undertaking tasks that will benefit the College, e.g. picking up litter, etc.
- Written impositions.
- Going on Report to Tutor, Head of Year, Head of Department.
- Withdrawal of privileges, e.g. banning from, trips out etc.
- Comments in Journal to parents.
- Formal letters to parents and meetings with parents to discuss behaviour problems.
- Formal sanctions will be applied at the discretion of the Headmaster of the College. This could mean fixed term exclusion or in the most serious cases permanent exclusion.

xv. The following items are strictly prohibited from being on site

These items will be confiscated and the pupil's Head of Year informed and other appropriate sanctions may be employed including both fixed term and permanent exclusion.

- Sweets and fizzy drinks and chewing gum
- Drugs and alcohol
- Personal stereo equipment
- Mobiles phones save in exceptional circumstances permitted by a member of staff in writing
- Any item considered to represent a danger to safety
- Any item considered to cause a disruption to the learning of pupils
- Any item considered likely to cause significant offence or distress to others

xvi. Before the start of the College day:

- Pupils may work in a Hub Area on condition that a member of staff is present.
- Pupils are expected to wait outside if cleaners are still working in the room

- There should be no playing inside the building. Those who wish to run around should be in the playground.

xvii. When the whistle is blown for the start of the College day:

- All pupils should ensure that they are appropriately dressed i.e. if, for example they had been involved in a game and were wearing trainers then these should be changed quickly for shoes.
- Outdoor coats should be removed whenever weather conditions permit
- All Pupils should go directly to the designated place in the playground and line up.
- When the teacher in charge indicates, every Pupil should stand silently and await instructions.

xviii. In the form room:

- Pupils should stand silently when they enter and make the sign of the cross when asked to do so.
- Pupils should sit in their places preparing for the day by putting out on the desk, their planner, pencil case and reading book when instructed to do so.
- Pupils should read silently unless there is another activity in progress.
- The room should be left in good order ready for the next class.
- Pupils should leave the room under the instruction of the teacher.

xix. At lesson change:

- Pupils should move quickly and quietly between lessons
- Pupils must follow the one-way system to ensure swift and safe movement between classrooms and Learning Areas
- They should not stop to visit the toilets or go to the nurse, (unless it is an emergency), nor should they go to see any other teacher without prior permission

xx. At the start of lessons:

- Pupils should arrive punctually
- Pupils should ensure they take the right equipment and books to lessons.
- Pupils should enter the teaching room in a quiet and orderly manner and stand quietly behind their desks and make the sign of the cross when asked to do so.
- Books and equipment should be got out immediately ready for the lesson to begin.
- Planners should be placed visibly on desks.
- Bags should be placed on the floor under or beside the desk or chair.

xxi. During lessons:

- Pupils should not speak when the teacher is speaking to the whole class.
- Pupils should listen carefully and follow instructions.
- Pupils should concentrate fully and do their best at all times.
- Pupils should not disrupt the lesson in any way.
- Pupils should enter all homework into their planners.
- Pupils should stand if an adult visitor enters.

xxii. At the end of lessons:

- Pupils should not start clearing away until instructed to do so.
- Pupils should make sure the room is clean and tidy before leaving.

- Chairs should be put back, or up on desks at the end of the day.
- Pupils should not leave until dismissed.
- Pupils should go quickly, quietly and directly to the next lesson.

xxiii. At lunch time:

- Pupils should only drink or eat lunch in the dining hall.
- Pupils should go to the dining hall for their lunch at the designated time.
- Pupils who eat a packed lunch should also go to the dining hall at the correct time.
- They should behave in a mannerly way whilst waiting and whilst eating.
- All food should be consumed before leaving the dining hall.
- They should return their own trays and clear them when finished.
- They should clean their table when finished.

xxiv. At the end of the lunch break::

- Pupils should, if necessary, collect equipment from their lockers five minutes before the start of lessons and proceed quickly and quietly to the designated area in the playground.
- They should not leave their belongings unattended in any other teaching room.

xxv. At the end of the College day:

- Pupils going home should not linger unnecessarily on the College premises.
- Pupils going to detentions, activities or clubs should go directly there.
- Pupils remaining on site should do so in the playground only.

7. SIXTH FORM PARTNERSHIP AGREEMENT

Freedom and responsibility go hand in hand. In choosing to stay on in education and to attend our Sixth Form, we assume you are committed, enthusiastic and mature enough to accept the challenges inherent in your new role. You will be role models for the rest of the College community, acting as leaders and mentors to younger Pupils.

What can you expect from us?

- Subject expertise delivered in an innovative and exciting way.
- A strong pastoral support programme to help and guide you through Year 12, Year 13 and beyond.
- A wide-ranging enrichment programme to broaden your experience.
- Guidance and support as you choose University courses and consider your career choices.
- Academic mentoring and tracking to ensure steady and impressive progress.
- Dedications to ensuring you fulfil your true potential.

What do we expect from you?

- A mature and responsible approach to life in the 6th Form.
- Adherence to our rules and regulations.
- A full and engaged approach to study.

- To listen to others and respect their point of view.
- To treat other Pupils, staff and external visitors with respect and consideration.
- To treat the building and equipment with respect.

- To develop into self-motivated, thoughtful, independent learners.
- To act as role models for the rest of the College community.
- To fulfil your true potential.

8. SIXTH FORM CODE OF CONDUCT (YEARS 12 – 13)

i. The College Sixth Form Centre

The Sixth Form Centre is where the majority of teaching will take place. It is a place for Pupils to study and socialise. During lesson time, it is a place for quiet work. During lunchtime and after lessons, the common room becomes a social space with comfortable seating. The 6th Form centre is open until 17:30 every day for independent study.

ii. Attendance

Once Year 12 starts, you have 18 months before you leave the 6th Form. Attendance is crucial to your success; you must attend every single day, every single lesson.

If you are absent, parents or guardians must call the College on 020 7639 0106 before 8:15am.

You are also required to bring in a note from a parent/guardian and catch up any work missed. You will be allowed two days of the academic year to attend University Open Days.

iii. Medical Appointments

Medical appointments should not be made during lesson time, unless permission has been granted by a member of senior 6th Form staff.

iv. Security

Pupils must wear their ID card visibly at all times. Failure to show your ID pass at the security gate or reception may result in you not being allowed to enter the building. Lost ID cards will cost £5.00 to replace.

We take the security of our Pupils, our staff, and our site extremely seriously. You must be responsible for your own valuables. Do not leave your possessions unattended; bags/coats/books/mobile phones etc. are not to be left in social areas at any time.

v. Academic study

One of the biggest challenges you will face is making the transition from dependence to independence. On average, about half the course of A Levels is covered in the lessons, the other half is personal study and research. Every 6th former must find their own way to study, and we advise the following:

- Be organised and sort out your lesson notes into individual subject files at home
- Use your planner to prioritise and ensure deadlines are met

- Use stationery that helps i.e., different colour pens, highlighters, file dividers, post-it notes
- Spend time at the end of each day re-reading your notes and consolidating them
- Talk to other Pupils about your ideas
- Talk to teachers if you are having problems understanding concepts or managing your studies.

Your teachers will support you but you must also develop your independence and self-discipline.

vi. Senior Library

There is a dedicated area of the library for 6th formers to use, containing a wide range of recommended reading, periodicals, journals, newspapers and magazines to inform your studies. During lesson time, you will be able to utilise the main body of the library and the librarian will be on hand to help you with any queries.

vii. Private study

In order to encourage you to become independent learners in preparation for University life, the 6th Form offers a range of study areas, some of it for silent work. The common room is a key area for study, giving way to socialising at break and lunch times.

viii. Supervised Study

All Year 12 Pupils will be timetabled supervised study periods, working independently under the supervision of a member of staff. If there are concerns about your academic progress this time may be increased. Equally, if there are no concerns, it will be decreased. The review process happens half termly.

ix. Work, Expectations and Academic Study

We understand that many of you will take on part-time work and working is an excellent way to promote independence, both financially and emotionally. However, we ask you to bear in mind that several studies have shown there is a strong negative correlation between hours of paid work and academic performance and you should not exceed 4-6 hours of employment per week.

x. Communication

Do not wait for the staff to talk to you about any problems. See them quickly if you are struggling in any aspect of your Sixth Form life; be open and honest. This mature and responsible way of dealing with any issues will mean that problems can be dealt with quickly and more successfully. Your parents/guardians have been involved in your decision to join the 6th Form; keep them involved in your life so that they are able to support you as you study.

Communicate with your tutor, teachers and anyone else you feel comfortable talking to. Do not wait for a problem to spiral out of control – address it quickly.

xi. Balance

A-Level examinations and their results will be critical in your success and we know how important they are to your future. We never lose sight of this. However, we want you to leave the College with more than just a set of outstanding results.

Universities, employers and anyone in the wider world will be looking for personal qualities which are not easily measured. In the College Sixth Form, we will help you develop these in the following ways:

xii. Enrichment

We believe passionately in the value of an all-round education; broadening the curriculum and engaging with the wider world is a crucial part of maturing and developing into adults. There will be many opportunities to become involved in both the School and the wider community. From mentoring projects to volunteering, sporting activities to gallery visits, the enrichment programme will encourage you to excel and develop in areas outside the academic curriculum. The enrichment programme in Year 12 is a compulsory part of your time at the College.

xiii. Senior Pupils

The Sixth Form sets the standard for the rest of the College. You are role models and the younger boys will look up to you and aspire to be like you. All Pupils will be expected to live up to this challenge, both in terms of your approach to work, your attitude and your code of dress.

Senior Pupils will have a very high profile in the College; attending assemblies, organising events and being leaders of the pupil body. You will be responsible for the nomination and election process. Anyone wishing to be a Senior pupil needs to be nominated and write a letter of application. You will get further information about this during autumn term.

xiv. Rewards and recognition

We know that you will all work diligently and tirelessly for yourselves, your families, teachers and the 6th Form as a whole. We want to recognise and reward your hard work and your outstanding achievements will be recognised both within departments and in your references.

xv. Referrals and Supervised Study

Withdrawal of privilege rather than punishment
You are young adults and we will treat you as such. If you act in a way that causes concern, or is not in keeping with the standards of the School and the 6th Form, we will withdraw various privileges in order to be able to supervise your progress more closely. This may mean not being allowed off site at lunchtime, not being allowed in social areas, having additional supervised study time, being placed on academic report, or being required to stay in the 6th Form Centre until 6pm to ensure work is completed.

Any concerns regarding work, effort, punctuality or behaviour will initially be dealt with by your subject teacher or form tutor. All concerns will be centrally logged and if more than one concern is raised, we will arrange meetings with pupils and their parents or guardians. We will work with you, your tutors and your parents or guardians to ensure you are able to fulfil your potential.

xvi. Rules and Policies

a) Mobile Phone Policy

Mobile phones are permitted in the 6th Form only in compliance with the following:

(i) Responsibility

- The College is unable to assume responsibility for the security of any mobile phone brought onto its premises
- All phones must be on 'silent' or turned off for the duration of the school day
- Headphones must be used if listening to music through your mobile; music must not be loud enough to disturb others
- Calls must not be taken using loud speaker
- The use of a mobile phone to send unsolicited communications may be regarded by the College as an act of harassment. Communications of this nature would include direct calls, voicemail messages, text messages, email messages, messages on social networking sites and photo images.

(ii) Teaching and Learning

- Phones must not be on view in any other area of the College, apart from the 6th Form common room/social room. They must not be used in the playground or in corridors. Staff will challenge any 6th former flouting these rules and appropriate sanctions will ensue.
- Phones are only allowed to be used in the common room/social room. They may be used at lunchtimes and break times in these designated areas, where signs will be on display
- Pupils must ensure that phones are turned off or on 'silent' before entering any classroom. Phones should not be seen during the lesson or during lectures/assemblies.

(iii) Consequences and Sanctions

- Any Pupil whose mobile phone goes off in a lesson will have it confiscated. It may be collected at the end of the school day
- A second confiscation from the same pupil will result in an outright ban on bringing the mobile phone to school for the remainder of the term
- Pupils should not use their mobile phones whilst the curriculum is being delivered off-site, for example; inside theatres, art galleries and museums
- Pupils may be challenged at any time by a member of staff if they are using their phones in contravention of these rules.

(iv) Interaction between pupils

Pupils are reminded that the Sixth Form is a place of study and that Sixth Form pupils are expected to be able to demonstrate their growing maturity and develop a professional mind set.

As a result, Sixth Form pupils are to interact in a professional manner at all times showing mutual care and respect for their peers.

No personal relationships will be permitted to compromise the professional expectations

Any pupil who brings a mobile phone into an examination runs the risk of being disqualified from that examination and all other examinations

b) Sixth Form Dress Code

In recognition of the Sixth Former's growing maturity and independence, our dress code is based upon business principles. We believe that a business dress code will promote fairness and equality for both boys and girls in the 6th Form, as well as giving them a more adult image; the dress code strikes a balance between some degree of individuality whilst recognising the importance of setting an example to the younger members of the College community, parents/guardians and visitors to the College.

- A smart business suit in dark colours (in this document, dark means navy, black or dark grey).
- A smart business shirt/blouse.
- Smart business shoes in dark colours.
- Hair styles must be such that they can easily be kept neat and do not prevent pupils from participating effectively and safely in all school activities. The dying, high or low lighting of hair in natural colours is acceptable – other colours are not permitted.
- No pupil is to wear any extreme fashion that would draw undue attention to him/her (including large logos or brand identifiers). This includes shavings/markings cut into hair or eyebrows.
- Facial hair is not permitted. A letter of explanation must be sent to the Head of Year if there are Faith/Religious considerations.

Boys:

- Business shirts should have a button down, or stiff collar – casual shirts are not permitted
- Formal jumpers may be worn in colder weather.
- Ties must be worn.
- Earrings may be worn, but only one hole in the lobe. No other piercing of any kind is allowed. Earrings must not be worn during sporting activity.

Girls:

- Dark, tailored jacket, dark skirt/trousers or dress. Skirts and dresses should be on or below the knee.
- Only fitted blouses may be worn outside the skirt. All other blouses must be tucked in. Low-cut or see-through blouses are not permitted.
- Jumpers should be formal.
- Fine or opaque (navy/black/flesh coloured) tights may be worn – no fishnets or patterns.
- Jewellery, makeup (including nails) should be minimal and discreet. No visible piercings other than in ears are allowed, and these should be one hole in the lobe; earrings or other jewellery presenting a possible risk must not be worn for sporting activity.
- Shoes should be formal. Flip-flops/sandals or similar are not permitted.

The College retains the right to act as the final authority in the interpretation of the dress code. If unsure, parents/guardians and pupils are advised to contact the Head of 6th Form for clarification before purchasing an item.

c) Off Site

Freedom and responsibility go hand in hand. At lunchtimes, you will be able to leave the site and we expect you to return at least 5 minutes before your lessons start. Lateness will result in this privilege being withdrawn.

When you are outside the College, we expect you to conduct yourself in a manner that is in keeping with the College ethos. Anyone behaving in a manner that brings the College into disrepute will face extremely serious consequences.

9. THE ROLE OF REWARDS IN RECOGNISING AND PROMOTING GOOD BEHAVIOUR

At the College we believe that good behaviour is best promoted and developed by drawing attention to, and rewarding, well-behaved pupils.

In the College the rewards system centres on the awarding of achievement points which in turn lead to commendation certificates. Achievement points and commendations are awarded for the full range of effort and achievement in all areas of College life, and for positive behaviour such as politeness, helpfulness, and co-operation. In this way all pupils have the means to receive positive recognition and taste success. 'Praise Postcards' are also sent home to pupils in recognition of very good behaviour, effort or attainment. Pupils are rewarded for excellent attendance throughout, and the end of, the academic year.

Rewards System

The rewards system at the College centres on the awarding of achievement points. Achievement points may be awarded when a teacher feels that a Pupil has for example:

- achieved something exceptional
- made considerable effort
- used her/his initiative
- mastered a skill
- been supportive to other Pupils
- been helpful to staff

When an achievement point is awarded it should be recorded on SIMS and pupils' achievements are recognised at the end of term assemblies.

Achievement certificates and reward trips are in place to recognise these pupils gaining the greatest number of achievement points.

10. UNSATISFACTORY BEHAVIOUR

Whilst actively encouraging and rewarding good behaviour, the College's Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear and sanctions are applied when Pupils wilfully ignore the rules of conduct.

In order for unsatisfactory behaviour to be dealt with effectively, it is considered important to have the fullest picture of a Pupil's behaviour so that any incident may be seen in the widest possible context. Such information will not only be used in judging what sanction is appropriate but will also inform efforts to identify any underlying cause for the behaviour and to work with the Pupil to improve her/his behaviour in future.

The recording of unsatisfactory behaviour is therefore considered important and helpful.

i. Recording of Unsatisfactory Behaviour

If a complaints procedure is to be effective, every complaint must be logged in SIMS, in the Behaviour Log. It will ensure:

- that a pattern of behaviour is recognised.

- that the Pastoral Team will be aware when intervention is warranted, thus avoiding more serious consequences.
- abnormal behaviour patterns are observed, which may be an indication of underlying factors. Appropriate action may then be taken in the event of exclusion all supporting material is available.

ii. Various ways of recording unsatisfactory behaviour

It is important that staff familiarise themselves with the various ways of recording unsatisfactory behaviour and to make a considered decision as to which is the appropriate way or ways to be use, so that the appropriate response is made.

a) The Pupil Planner
The Pupil planner may be used to inform parents of unsatisfactory behaviour. Staff may write comments in the planner in the space for teacher comment. This should be seen by parents when checking and signing the planner and they may choose to record a response in the same section.

b) Behaviour Log (SIMS)
Repeated poor behaviour or a change in pattern of behaviour giving rise to concern should be recorded on SIMS, in the Behaviour Log. If an incident is considered serious or if a pupil is displaying inappropriate behaviour or having difficulties throughout the curriculum Form Tutors should inform the Head of Year. This will trigger monitoring of the pupil and investigation into the possible cause of the behaviour. This will not always involve disciplinary action.

c) Referring a pupil due to concern:
Teachers should also consider whether it is necessary to liaise with the Head of Department and Head of Year which may result in a referral for an SEN Initial Concern Meeting. The Head of Year meets fortnightly with the SENCO to discuss Pupils causing concern.

11. PROCEDURES FOR DEALING WITH SERIOUS DISCIPLINARY PROBLEMS

A serious incident is one in which a Pupil is openly challenging the authority of the teacher with sustained rudeness or other unacceptable behaviour, which makes it impossible for the teacher to continue with the lesson or which poses a threat to the safety of the Pupils or the teacher.

Should a member of staff encounter a serious disciplinary problem within a lesson, there are two possible courses of action.

i. Relocation to another senior member of staff. This would normally be the HOD or HOY and, where possible, by prior arrangement.

The Pupil should be sent, with her/his planner signed, and accompanied by a responsible Pupil to the other member of staff. This should only be done if the whereabouts of the other member of staff is known.

The teacher sending the Pupil must follow this up by:

- Logging the incident on the SIMs Behaviour Log
- Consulting as soon after as possible with the HOD or HOY

Should the pupil refuse to leave the room or if the incident is so serious that relocation is neither appropriate nor adequate, then the alternative course should be followed:

ii. Summoning a member Senior Leadership Team:

The teacher should send another pupil (with planner signed) to Reception The relevant member on the learning walk will then be contacted and come to the class. The pupil will be removed from the lesson.

The teacher concerned must follow up by recording the incident in the Behaviour Log.

12. BEHAVIOUR IN REMOTE LESSONS

Pupils are expected to conduct themselves in a manner in keeping with that which is expected within the classroom. Pupils should use the "hands up facility" on MS Teams when wishing to contribute to lessons, micro-phones should be switched to mute unless instructed otherwise.

Pupils must not divulge lesson details or invitations to pupils from other classes or schools and will be held accountable for any ensuing difficulties that might arise from this.

13. ANTI-BULLYING

The College places high importance on creating and maintaining a happy, safe learning environment for all pupils. It is expected that staff respond to all reports of bullying in a sensitive and swift manner. Pupils are reminded regularly that the College has a culture of communication and disclosure. There exists a separate Anti- Bullying Policy which includes the use of social media for the purposes of bullying, even if this were to occur outside of school.

14. HARASSMENT

Implicit in our ethos as a Catholic College is the fact that we believe we are all equal regardless of race, colour, culture, gender, sexual orientation or religion. The ethos of the College therefore fosters the spirit of regard and respect for each other and for all.
As an educational establishment we also recognise that learning and growth can only take place when Pupils and staff have the self-confidence, well-being and security that comes from being fully valued and respected and from experiencing equality of opportunity. Harassment has no place in our community and will not be tolerated.

Definition of Harassment
Harassment may be defined as any hostile or offensive or aggressive act or expression by a person against another person which interferes with the peace and security of that person in any way, or makes them fear for their safety, or reduces their quality of life.

Harassment may present itself in the following ways:

- Assault because of race, colour, culture, gender, sexual orientation or religion.
- Derogatory name-calling, insults and jokes.
- Offensive or threatening graffiti.
- Provocative behaviour such as the wearing of racist badges or insignia.
- Bringing offensive or threatening materials such as leaflets, comics, magazines into the College.
- Verbal abuse and threats
- Incitement of others to behave in an offensive or threatening way.
- Ridicule of an individual for cultural differences, e.g. food, music, dress, etc.
- Refusal to co-operate with other pupils because of race, colour, culture, gender, sexual orientation or religion.
- Use of social media to abuse, threaten, offend or embarrass others.
- Attempting to do any of the above.

Procedures for Dealing with Harassment

All racist behaviour in any form is totally unacceptable and will be dealt with in the following ways:

1.	Physical assault	Reported to Head of Year and Deputy Head Pastoral Recorded in the SIMs Behaviour Log Full reports to both victim and perpetrators parents/carers Action to prevent recurrence
2.	Verbal assault	Staff must not ignore any form of verbal abuse Action to prevent recurrence Persistent offenders must be reported to Head of Year and the procedure for physical assault then followed.

All other categories of harassment will, like the above, be dealt with in accordance with the DFE guidelines. Any graffiti will be removed immediately, offensive materials must be removed, offensive remarks in the course of discussion must be challenged.
All incidents must be recorded on the SIMs Behaviour Log and referred to the Head of Year who will then take further appropriate action.

15. VIOLENT, SEXUAL, RACIST or OTHER PROHIBITED BEHAVIOUR

The College will not tolerate the use of or threats of

- physical violence
- sexual violence or behaviour that could be described as Peer on Peer abuse. Importantly the college recognises that this may exist both within and between genders. The unique position of girls entering our sixth form is to be celebrated and no forms of abusive behaviours whether verbal, physical or online will be tolerated.
- abusive or bullying behavior to resolve any situation or conflict, whether inside or outside the College.

No provocation or purported provocation is justification for resorting to such prohibited behaviour.

Such behaviour is contrary to the welfare and safety of other members of the College.

Behaviour of such type may result in permanent exclusion of the offender.

16. USE OF RESTRAINT

In line with the DFE guidance on the use of reasonable force (2013) the school recognises the need for physical restraint to be an action of last resort to be used only in the event of disenabling a child from hurting themselves or others. This action should only be taken once all other options have been exhausted or if an immediate response is necessary to protect a child from harm. Any physical force employed should only ever be of a strength deemed necessary to achieve the goal of protecting a child from harm. In the event of physical restraint being employed the details of this and any surrounding issue should be recorded on CPOMS and marked for the attention of Mr Smart, DSL.

This Behaviour Policy has been approved and adopted by the Headteacher in January 2023 and will be reviewed in January 2024.

Signed by Headteacher [Eamon Connolly]: