



**St Thomas More RC College**

**Policy:**

**School Discipline and Behaviour Policy including Exclusion procedures and Mobile phone and Electronic Devices policy**

*This policy will be reviewed every 12 months*

Author	H Brophy	
	Signature of member of Governing body	Date
Policy approved/ reviewed (delete as appropriate)		9 January 2019

## **College Mission Statement**

St Thomas More RC College is a group of believers, united heart and soul in a Community which recognises the worth and dignity of all people. St Thomas More RC College is Committed to developing fully the talents of all its members, in Communication of the Gospel values of peace, love, truth and justice; in Communion with Our Lord and Saviour, Jesus Christ.

**Within the behaviour policy the College recognises and acknowledges its legal duties and responsibility towards:**

- **The Equality Act 2010**
- **Safeguarding**
- **Pupils with special educational needs (SEN)**

**The behaviour policy should be read in conjunction with the schools Equality and Diversity Policy, and the SEN policy. Which are available on the schools' website**

## **Aims – Objectives**

That within the Catholic Ethos of the college that staff and pupils work happily and successfully together with the support of parents/carers within a culture of respect that allows students and staff the opportunity to reach their full potential.

This behaviour policy seeks to;

- promote excellent behaviour and mutual respect
- prevent bullying
- ensure that pupils display the attributes of excellent learners and that they follow shared codes of conduct to facilitate high standards in uniform, learning and wider aspects of college life including the journey to and from college

When consulting the behaviour policy, it must be recognised that not every aspect and eventuality can be described, as a result in all situations it would be expected that staff use their professional judgement to deal with the matter effectively and appropriately. This may result in the use of a lower or higher level sanction/reward in line with the judgment of college staff depending on the circumstances.

## **Aspects of the Behaviour Policy**

- 1) Codes of Conduct:
  - a) Shared Core Standards: Excellent Uniform
  - b) Shared Core Standards: Excellent Learners
  - c) Shared Core Standards: Excellent Members of our Community
  - d) Rewards System
  - e) Sanctions – Detention System
  - f) Additional information about behaviour
  - g) Appendices

## **Our Shared Core Standards: Excellent Uniform**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to uniform. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe.

These standards should be read in conjunction with the college's uniform code (Appendix 1).

Every member of staff is expected to be proactive in ensuring the following standards are maintained.

### **Pupils must wear full uniform when on college premises.**

College uniform must be worn correctly as pupils enter the college gates at the start of the day and must continue to be worn correctly until pupils leave the inner college gates at the end of the day.

### **College blazers and Jumpers must be worn at all times**

Blazers must be worn at all times. A teacher may give permission for a pupil to remove their blazer or Jumper during lessons. In the summer at the decision of the Headteacher students may be given permission not to wear a jumper for college depending on the weather conditions

### **All years must wear a clip-on college tie.**

Pupils need to make sure their top button is fastened and their tie is clipped onto the collar (top) of the shirt.

### **Coats and scarves should never be worn inside the college buildings.**

Pupils must take off coats when entering the college building and can only put coats back on when you go outside. Coats, jackets, hooded tops or non-uniform jumpers must **not be worn under blazers at any time inside or outside the college buildings, including at the end of the college day.**

### **Pupils must wear plain black leather or leather look school shoes.**

Shoes should not have logos or stripes. Training shoes, pumps or canvas shoes are not acceptable. Girls may wear black boots under trousers but not with a skirt.

### **Pupils should not wear makeup.**

Pupils must not wear any kind of makeup including facial make up, make up applied to the eyebrows, fake tan, nail varnish, false nails or false eyelashes.

### **Hair accessories must be plain black to maintain our high standards of uniform.**

Any hair bands and/or hair clips a pupil chooses to wear, must be black and be a modest size and style and in keeping with the spirit of the uniform code.

### **Pupils are expected to wear hair in a neat style. Pupils should not have extreme hairstyles.**

Hairstyles (including shaved heads) judged to be extreme by the Headteacher are not permitted e.g Shaved Tramlines. Hair must be of one colour and natural in appearance.

### **Pupils must not wear jewellery; however, pupils may wear a watch.**

Pupils should not wear any kind of jewellery including earrings, piercings, necklaces, bracelets and plastic/rubber wristbands. Facial piercing should not be covered with a plaster to disguise them.

### **Trousers should be full length black tailored school trousers.**

## **Our Shared Core Standards: Excellent Learners**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to their learning. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe. These standards should be read in conjunction with the college's Attitude to Learning Criteria (Appendix 2).

### **Excellent Learners will**

- show enthusiasm for their learning and lessons
- communicate effectively and with mutual respect
- work independently
- demonstrate resilience

### **Below are some features that we would expect excellent learners to demonstrate:**

- 1) Attend college regularly and on time
- 2) Come to college with all the equipment you need each day E.g. Books, pen, pencil, ruler, calculator, logbook, PE Kit, etc
- 3) Complete all classwork, coursework and homework to the best of their ability and submit it on time
- 4) Work hard and with enthusiasm and don't distract others or prevent others from learning
- 5) Follow the college's classroom expectations including any rules that are specific to a particular subject.

### **Classroom Expectations for Excellent Learners**

- 1) Arrive quickly to lessons, entering the room quietly
- 2) Come to the lessons prepared to learn and in full uniform
- 3) Complete the "Do now task" silently after entering the classroom
- 4) Listen to instructions and follow them the first time they are given
- 5) Raise hands to ask or answer questions and wait for permission to speak or leave your seat
- 6) Treat others, their work and their equipment (including college equipment/resources) with respect
- 7) When working independently the usual expectation is that students work in silence
- 8) Leave rooms clean and tidy
- 9) When leaving the room wait behind your chair and follow instructions to leave quietly row by row/table by table

## **Our Shared Core Standards: Excellent Community**

St Thomas More RC College expects high standards to be maintained at all times, the following outlines our shared core standards that all pupils are expected to uphold in relation to their behaviour during college including lunchtime and break-time and on their journeys to and from college. The rationale behind all of our core standards is to allow all members of our community to learn, feel valued and be safe.

These standards should be read in conjunction with the college's Mobile Phone Policy (Appendix 3), the Home School Agreement (Appendix 4) and our Exclusion procedures.

### **Mobile phones and electronic devices should not be used, switched on or seen by a member of staff anywhere on college premises.**

When a member of staff sees a mobile phone or electronic devices it will be confiscated. If it is a first offence the mobile phone will be returned at the end of the day. If it is a second or subsequent offence, the mobile phone will be kept in the college office until a parent/carer can collect it. A 30 minute afterschool detention will be issued.

### **Students should show respect and care for each other and all members of staff**

This means students won't

- Use bad language or be sexist or racist
- Become involved in bullying behaviour or be verbally or physically aggressive

### **Students will never bring illegal substances or offensive weapons or items into college**

Our college is a safe and secure environment for learning, the college has a Zero Tolerance approach to the possession of illegal substances or offensive weapons on college premises (or while students are in college uniform when possession of these items has the potential to affect the reputation of the college). If students are involved in such incidents they may be Permanently Excluded if appropriate, (even for a one off incident)

### **Students will uphold the excellent reputation of the college by behaving appropriately on school buses or when travelling to or from college or when in public places in college uniform.**

### **Students will move around the college quietly and sensibly**

Students will use the one-way system where it is in operation and they will make sure their conduct ensures their own and other peoples wellbeing and safety. Students must not use areas that are out of bounds especially at lunchtime

### **Students will keep the college litter free**

Students must ensure that both inside and outside the college buildings they use the litter bins provided

### **Students will look after their college buildings, the college grounds and college furniture and equipment**

Students must not deliberately damage or deface any aspect of the fabric of the college or allow a lack of care/attention to do the same. Graffiti of any kind is completely unacceptable.

### **Students must display excellent behaviour at Breaktime and Lunchtime**

Students must display the same high standards of behaviour during unstructured times as they do during the rest of the college day, including queueing politely and sensibly.

### **Students will not chew gum or bring "energy" drinks, Fizzy drinks or similar to college**

### **Students if travelling by cycle to college, should follow our cycling safely recommendations**

## Rewards System

It is essential for all teachers and support staff to remember that praise, rewards and recognition are far more motivating than sanctions. We want to encourage a culture of celebration and affirmation; this can be brought about in a number of practical ways:

### **VERBALLY**

- Tell pupils (privately or publicly, as appropriate) when they have done well.
- Thank groups and individuals for working hard, trying their best, helping out, being honest etc.
- Acknowledge even the little things e.g. holding a door open, picking up litter.
- Speak of our high expectations, your pride in their success, our college's reputation.

### **PUBLIC**

- Tameside Achievement Awards – annual nomination of two pupils
- Recognition in the e-magazine
- Half termly awards assemblies
- Meeting with the headteacher
- Presentation evenings

### **RECORDED**

- Positive Logbook comments
- Using SIMS achievement profile
- MORE Points – Pupils are awarded MORE points as part of the reward system. A summary of rewards and the allocation of points is shown in the table below:

<b>Reward</b>	<b>Allocation of points</b>
Attendance 100% - awarded each half term	80 points
Attendance 97 - 99.9% - awarded each half term	60 points
A2L from tracking	Year 7 – 11 1 = 20 points, 2 = 10 points
Lesson Star - : Up to 4 per lesson Enthusiasm Communication Independence Resilience	10 points
Achievement	10 points
4 C's	10 points
Attendance at period 6	10 points
Full equipment	5 days – 20 points per week 4 days – 10 points per week

The points are added up over time and pupils achieve the following depending on the number of points they receive:

Bronze	badge
Silver	badge
Gold	badge
Platinum	place on rewards trip and an entry for big prize (value £100) selected by each year group
Weekly prize	pupil in each form with most points per week (not cumulative).

Staff should allocate MORE points using SIMS.

- Letters / subject postcards home – a short letter to parents can formally acknowledge a particular achievement or sustained effort. This is a particularly worthwhile approach for children who may, for whatever reason, ‘miss out’ on other forms of recognition.
- Certificates of achievement e.g. At the end of a project or particular unit of learning.

### Behaviour Points

Behaviour points are allocated for inappropriate behaviours as shown below

Behaviour points	Allocation of points
Uniform Make Up Confiscation Lates 30 minute after school detention	10 points
Missed detention PALs discretion 45 minute after school detention/On-call	20 points
Seclusion	30 Points

Behaviour points are subtracted from the total More points to give the total achievement points for the year.

## Sanctions

It is essential that sanctions are seen to be applied fairly and consistently. As far as possible pupils should be aware of the sanctions likely to result from particular actions.

The effectiveness of the whole Behaviour Policy is dependent upon all colleagues playing a role in challenging and responding to any incidents of poor behaviour when they occur.

Sanctions are issued on a case by case basis according to the professional judgement of staff within the college and could include:

- Verbal reprimand
- Immediate related punishment
- Break Detentions
- Lunchtime Detentions (Including Rm29 and SLT Rm36)
- After-school Detentions (Including 30 min detention, 45 minute detention and late detention)
- Log book comment
- Behaviour for Learning target cards
- Attitude to Learning target cards
- Progress Target Card
- Withdrawal of privileges/rewards
- Additional work set or tasks to aid the college community
- Formal contact with parents
- Parental interview
- Students may be sent home for the briefest amount of time as possible to rectify a uniform issue. (Guidance will be sought from SLT to approve this)
- Pupils continue to learn in college but have contact with peers removed (Seclusion)
- Fixed term exclusion
- Permanent exclusion

All student behaviour incidents should be recorded on SIMS.

All sanctions may be used as appropriate for students attending college trips or travelling to and from college and if necessary sanctions can be imposed for behaviour outside of college that in the opinion of staff impacts on some aspect of college life.

### Detention system

Detentions should be used sparingly and when appropriate to encourage excellent behaviour/conduct.

**Teachers have the power in law to issue and enforce detentions**, both during school and after-school.

We are grateful for parents/carers support in ensuring excellent behaviour in college but are aware that in law parental consent/agreement is not required for detentions

### **Afterschool detentions: Advance Notice**

In order to maintain a positive relationship with families we will attempt to give advance notice of an afterschool detention, usually notice will be given at least the day before so parents could be notified of a detention on Tuesday on the Monday of that week. The advanced notice will usually consist of a note in the student's logbook, a text message or a telephone call. When a note is written in the student's log book it is the students responsibility to show it to a parent/carers.

The member of staff who is issuing the detention should act to ensure that at least one method of notifying parents/carers has been utilised.

### **Afterschool detention: Same day**

Sometimes it may be necessary to issue an afterschool detention without advance notice to parents/carers. When this is the case the situation should be checked by a member of SLT so that it can be verified that the course of action to issue a detention without notice is reasonable. If a student is placed in an afterschool detention on the same day, we will endeavour to contact parents/carers before the detention finishes but it must be accepted that this may not always be possible.

Where on-call is used during a lesson or a student is placed in seclusion the afterschool detention will usually take place on the same day.

### **Subject Detentions**

All teaching staff can arrange and place students in break, lunchtime and afterschool subject detentions and will supervise the detention accordingly. Breaktime detentions should finish with enough time before the second bell so students can use the bathroom. Lunchtime detentions would not usually be longer than 15 minutes so students have enough time to eat lunch.

### **SLT Room 36 Lunchtime detention**

This lunchtime detention does last for the full duration of lunchtime so students will be sent to get lunch during the detention and are then supervised while eating. Students will be allowed to use the bathroom as appropriate, although this may be after or before lunch.

### **30 Minute After School Detention Room 29 (Whole School) (Usually 2:45 - 3:15)**

Possible reasons for issuing this detention (list is not exhaustive)

- Incorrect Uniform
- Late to college or Late to class (after the rest of the group and it cannot be explained reasonably)
- Chewing Gum/Having "Energy" drink in college
- Poor effort in class (Discretion should be used and attempts to modify behaviour should have been attempted such as positive framing, verbal warning or breaktime/lunchtime detention)
- No attempt or poor attempt at homework (Following 2<sup>nd</sup> Occasion in subject in a term)
- Failure to attend lunchtime or breaktime detention
- Having an item such as Jewellery or a Mobile Phone

### **45 Minute After School Detention Room 29a (Whole School) (Usually 2:45-3:30)**

**ONLY SLT, CURRICULUM LEADERS OR PALS may add students to the 45 minute detention list or give permission to do so.**

Possible reasons for issuing this detention (list is not exhaustive)

- Failure to attend 30 minute afterschool detention
- On-call
- Being placed in seclusion
- More serious or persistent pastoral issues or persistent poor attitude or effort in class

**The maximum number for each detention is 24 students, if the number exceeds this please arrange for a different night. All teaching staff will be on a rota for 30 minutes afterschool detention duty and SLT, PALS or CL will supervise the 45 minute detention.**

## **PLEASE BE AWARE**

There may be situations when it is more appropriate for a class teacher to place a student in an afterschool detention with themselves rather than in a whole school detention, these detentions would not usually be longer than 60 minutes.

## **Additional Information About Behaviour**

Normally, pupils should not bring large sums of money/valuables into college. On the exceptional occasions when pupils have to bring large sums of money then these should be given to the college office at the beginning of the day for safe-keeping.

Pupils are advised not to bring into College mobile phones and electronic devices. If they are switched on or seen they must be confiscated and handed in to the main office. **Please see the College mobile phone and electronic device policy (appendix 3) for further information which is included in this Behaviour Policy.**

Any items confiscated by staff should be placed in an envelope, clearly labelled (pre-printed envelopes are available from the College Office) and handed in to the College Office at the earliest opportunity.

The following procedure will usually be followed in the case of confiscation:

1. The item will be confiscated and taken to the main office as soon as possible
2. The office staff will log the incident in the confiscation book and on SIMS
3. The pupil will usually be referred to a 30 minutes after-school detention
4. If this is a first offence the item may be returned at the end of the day
5. If a related item is confiscated for a second time in a term, the above procedure will be implemented however parents will need to come into College to collect the item.

## **Target Cards**

Target cards are used by Pupil Achievement Leaders, form tutors and the SLT following a tracking window. Parents will be notified and asked to inspect and sign on a daily basis. The teacher will complete the document at the end of the lesson.

## **“On Call” System**

An ‘on call’ system operates in order to ensure that teaching and learning are not disrupted for instances of poor behaviour. A member of staff may send for an ‘on call’ senior member of staff/PAL to support any issue of concern.

The sanction for an on-call is a 45 minutes after school detention, usually the same day.

If a student has two on calls in one day they will usually have a 45-minute detention and be placed in seclusion for five full periods (equivalent of 1 day) commencing after the 2<sup>nd</sup> On-call incident.

If a student has two on-calls or more in a week the PAL will contact home to discuss the student’s behaviour

## **Room 36 SLT Supervision Lunchtime**

SLT may send children to Room 36 as an immediate response to inappropriate behaviour.

Behaviour support staff will also escort certain pupils to spend their lunchtime in Room 36 when this has been determined as part of our response to their misbehaviour. Pupils who have been placed in seclusion will spend lunchtime/breaktime in room 36 (or another room as appropriate).

Students who have a uniform issue that cannot easily be rectified may spend lunchtime and breaktime in room 36 as appropriate. Adequate provision/access will be provided for lunch/toilet facilities.

### **Daily Lates detention**

Students who are late for College in the morning are automatically placed in a late detention that same evening – 2:45 – 3:15. Parents are informed via text message.

### **Seclusion**

Following an incident, a pupil may be put in seclusion.

Members of SLT may place a student in seclusion, as too can PALs.

When PALs place a child in seclusion they should discuss the matter with a member of SLT at the earliest convenient opportunity.

### **Exclusion Procedures**

All exclusion procedures are in line with current Government and Department for Education guidance and advice. Please see the following DFE document for further advice:

*Exclusion from maintained schools, academies and pupil referral units in England (September 2017)*

*A copy of this document is available on the school website*

The decision to exclude at St Thomas More RC College will be taken by the Headteacher or in the absence of the Headteacher by the Deputy Headteacher.

### **Fixed Term Exclusions**

A decision to exclude a pupil for a fixed period may be taken in response to breaches of the College's behaviour policy, including persistent disruptive behaviour, where these are not serious enough to warrant permanent exclusion and lesser sanctions such as detention/seclusion are considered inappropriate.

### **Permanent Exclusions**

A decision to exclude a pupil permanently may be taken:

- a) in response to a serious breach or persistent breaches of the school's behaviour policy; and
- b) where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

There may be circumstances where, in the Headteacher's/teacher in charge's judgment, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include, but this list is not exhaustive;

- a) serious actual or threatened violence against another pupil or a member of staff;
- b) sexual abuse or assault;
- c) possession of and/or supplying an illegal drug;
- d) carrying an offensive weapon

### **Drug-related exclusions**

St Thomas More has a Drug Policy which clearly reflects that illegal or other unauthorised drugs have no place within our College community. In making a decision on whether or not to exclude for a drug-related incident the Headteacher will have regard to the College's drug policy. A careful investigation will always take place to judge the nature and seriousness of each incident before deciding what action to take.

Possession and/or supplying an illegal drug on college premises (or when representing college e.g college trip or travelling to or from college) may result in permanent exclusion if appropriate.

### **Searching and Screening pupils**

The college has the power to search pupils for items that are banned under the college rules.

In the rare circumstances that a search is necessary the school follows Government and DFE guidelines.

More information can be found in the following Government document

*Searching, screening and confiscation (January 2018)*

*A copy of this document is available on the school website*

### **Reasonable Force**

Schools have the power to use reasonable force to help protect and safeguard students. The college follows government/DFE guidance on the use of physical contact and reasonable force. More information can be found in the following Government Document  
*Use of reasonable force (July 2013)*  
*A copy of this document is available on the school website*

The Government describes that Staff can use reasonable force to help prevent students from hurting themselves or others, from damaging property, or from causing disruption.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

For example, staff may judge that based on the circumstances and to keep pupils safe that it may be necessary to physically intervene to separate pupils found fighting or guide a student from a classroom/area.

The use of reasonable force in college is extremely rare and it will only be used when it is necessary in the professional judgement of staff.

Following an incident where physical intervention has been used to safeguard pupils this will be recorded in the college's management system (SIMS) and communicated to parents/carers as appropriate.

### **Other physical contact**

Government guidance also highlights that it is not illegal to make contact with a pupil. Examples of appropriate physical contact that enhances pastoral care and teaching and learning might be:

- When comforting a distressed pupil;
- When a pupil is being congratulated or praised E.g. Handshake
- To demonstrate how to use a musical instrument;
- To demonstrate techniques during PE lessons or sports coaching;
- To give first aid

### **Malicious Allegations against staff**

The college recognises that there may be occasions which are justified when a student needs to raise issues about the actions of a member of staff and has procedures for dealing with concerns. However, where the allegation is clearly one of malicious intent or fabrication, the college will give due regard to the most appropriate disciplinary sanction to be taken which may include fixed term or permanent exclusion, as well as referral to the police if there are grounds for believing a criminal offence may have been committed. The college will also take seriously inappropriate use of technologies including mobile and social networking sites which are targeted at members of staff.

### Uniform Requirements

At St Thomas More RC College we believe there is a strong link between high standards of uniform and high standards of behaviour and learning, as a result we expect all students to adhere to the following uniform requirements.

#### GIRLS

- Black blazer with school badge\*
- Black school pullover with St Thomas More trim\*
- Clip-on school tie\*
- Black skirt\* or black full length school trousers\* (not jeans, leggings or tight fitting)
- White blouse – button collar to take tie
- White or black ankle socks or plain black tights
- Plain black leather school shoes (no logos, stripes fabric shoes or pumps)
- Black boots may be worn under trousers but not a skirt

#### PE Kit

- Gold STM polo shirt\*
- Black STM fleece\*
- Plain black STM shorts\*
- Plain black jogger style tracksuit bottoms or black leggings
- Plain black PE skirt (optional)
- Black or white socks
- Trainers

#### BOYS

- Black blazer with school badge\*
- Black school pullover with St Thomas More trim\*
- Clip-on school tie\*
- White shirt – button collar to take tie
- Black full length school trousers (not jeans or fashion trousers e.g. tight fitting)
- Plain black leather school shoes (no logos, stripes, fabric shoes or pumps)

#### PE Kit

- Gold/black long sleeved rugby shirt\*
- White STM polo shirt\*
- Two pairs of shorts (Black)
- Two pairs of socks (Black)
- Trainers
- Football boots

\* These items of uniform must be purchased from our college supplier.

PE Kits, coats, blazers and jumpers should be clearly marked with pupil's name.

Trainers are only allowed in PE. They must never be worn in school other than during PE lessons and must be brought to school only on the days the pupil has PE. We ask you do not allow your child to wear expensive coats and jackets for school.

All items of jewellery are NOT allowed except a watch

### Attitude to Learning Criteria

#### **Attitude to Learning 1**

A Pupil with an Attitude to Learning of a 1 will:

##### **Always**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 2**

A Pupil with an Attitude to Learning of a 2 will:

##### **Usually**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 3**

A Pupil with an Attitude to Learning of a 3 will:

##### **Sometimes**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

#### **Attitude to Learning 4**

A Pupil with an Attitude to Learning of a 2 will:

##### **Rarely**

Learn enthusiastically  
Communicate effectively  
Work Independently  
Be Resilient

### Mobile Phone and Electronic Devices Policy

The College accepts no responsibility for loss or theft of or damage to any mobile phone or electronic device. As a result, College staff will not deviate from their priority of teaching and learning in order to investigate incidents of loss, theft or damage.

#### Use and possession of mobile phones and electronic devices

The College is aware of the considerable expense involved in the purchase of some types of mobile phone and electronic devices and as a result the college **strongly recommends** that pupils do not bring such items into College. If a pupil needs to contact a parent or carer for an urgent or important reason, then the pupil should visit the College Office where information can be passed on to parents or carers via the College phone system.

The College however recognises that in some situations parents may wish their child to carry a mobile phone as a safety precaution for their journey to and from College. If this is the case the mobile phone must remain switched off at all times during the College day including break time, lunch time and at the beginning and the end of the College day when the pupil is on College premises. Pupils may use their mobile phone at the end of the day once outside the first set of gates next to Room 22.

#### **Use of mobile phones and electronic devices**

Pupils may, in certain emergency circumstances, be permitted to use a mobile phone on College premises in the presence of a member of staff. This will only apply when a member of College staff has given direct permission for a one off use of the mobile phone. In this special circumstance the mobile phone may be used without risk of confiscation.

In the case of College examinations, it is clear that no pupil should have in their possession any mobile phone or any electronic device capable of imaging or text. Therefore, in the case of College external examinations, pupils may be asked by a member of staff to hand in mobile phones or electronic devices for safekeeping. In this instance the electronic device or mobile phone will be returned to the pupils at the end of the exam. This will allow the College to maintain the security and integrity of the examination system.

Where the use of an electronic device is deemed necessary by a member of the College staff for an educational purpose, then the electronic device will be provided by the College and its use will be directed by the member of staff.

#### **Appropriate sanctions**

The following procedure will be implemented if any mobile phone is seen or heard by a member of college staff:

1. The device will be confiscated and taken to the main office
2. The office staff will log the incident in the confiscation book and on SIMS
3. The pupil will be referred to a 30 minute after school detention
4. If this is a first offence the device may be returned at the end of the day
5. If a device is confiscated for a second time, the above procedure will be implemented however parents will need to come into College to collect the device.
6. If parents need to collect a mobile device College will attempt to contact parents/carers at the earliest opportunity.

## **Home/College Agreement**

St Thomas More RC College is dedicated to fulfilling the Gospel values of the College Mission Statement through a partnership between home and college.

### **AGREEMENT:**

#### **Parents/Guardians**

I/We shall try to:

- Ensure that my child attends college regularly, on time and with the correct uniform and proper equipment.
- Let the college know about any concerns or problems that might affect my child's work or behaviour.
- Support the college's policies including the College's Core Standards and Codes of Behaviour, including child's participation/attendance in sanctions that have been issued including lunchtime, afterschool detention, seclusion and all other sanctions listed in the behaviour policy.
- Support my child in home learning.
- Attend parents' evenings and discussions about my child's progress.
- Support the staff of the college in their efforts to maintain high standards of discipline.

#### **The College will:**

- Let parents know about any concerns or problems that affect their child's work or behaviour through the college reporting systems.
- Contact parents when appropriate if there is a problem with attendance or punctuality.
- Send home interim assessments and an annual written report.
- Set, mark and monitor homework.
- Arrange parent consultation evenings.
- Keep parents informed about college activities through letters home, the website and e-messages including emails and when appropriate social media
- Nurture the pupils' intellectual, social, spiritual and emotional wellbeing.
- Inform parents of college detentions in line with the college behaviour policy. If the detention is for the same day as it has been issued, college will inform parents using the contact details on record.

#### **The Pupil will:**

- Attend college regularly and on time.
- Bring all necessary equipment every day.
- Wear the college uniform correctly and be tidy in appearance.
- Do classwork and home learning to the best of their ability.
- Respect the college environment.
- Follow the Core Standards for Uniform and Behaviour inside and outside of lessons

**Scenario 1: In class behaviour**

**Behaviour procedures in class**

**Student behaviour:** Student off task / Showing poor attitude to learning /low level distraction/disruption



**Teacher Action:** Verbal Warning/conversation/ check pupil understands the task/ non verbal cues /Positive framing if appropriate. Log on SIMS if appropriate



**Student Behaviour:** Continuation of off task behaviour after warning/conversation



**Optional Teacher Action:** Issue short lunchtime or break-time detention if appropriate. Log on SIMS



**Student Behaviour:** Continuation of off task behaviour after warning/conversation or issuing of short lunchtime or break-time detention



**Teacher Action:** Issue 30 minute after-school detention



**Student Behaviour:** Continuing off task behaviour following issuing of 30-minute detention



**Teacher Action:** Use On Call system which will result in a 45 minute after school detention. On-calls will be logged by Office staff after receipt of Red slip informing CL and PAL. CL to follow up with class teacher.

**Scenario 2: Immediate on call**

**Student Behaviour:**

One off very serious disruptive behaviour or defiance e.g. swearing during class More serious disruptive or off task behaviour e.g. failure to follow direct instruction



**Teacher Action:** Use On-Call system which will result in a 45 minute after school detention. On-calls will be logged by Office staff after receipt of Red slip informing CL and PAL. CL to follow up with class teacher.

**Scenario 3: Core Standards**

**Student Behaviour:**

Chewing gum or having Energy Drink in college - / - Incorrect uniform

**Repeated** occasion of no attempt or poor attempt at homelearning following teacher and/or CL intervention

Failure to attend breaktime or lunchtime detention

Late to college or class (after rest of group that can't be reasonably explained)

Item such as a Mobile phone or Jewellery Confiscated



**Teacher Action:** Issue 30 minute after school detention, **contact parents via logbook, phonecall or text message.**

*Teachers may place pupils in own afterschool detention if appropriate, for example to complete a piece of work*

**Log on SIMS**

**Scenario 4: Misbehaviour following sanction**

**Student Behaviour:** Failure to attend 30-minute after school detention

Persistent disruption or lack of effort or lack of homework resulting in three 30 minute detentions in a 2 week period.

Persistent uniform or pastoral issues resulting in three 30 minute detentions in a 2 week period



**Teacher Action:** Refer to Curriculum Leader for persistent subject concerns

Refer to PAL for persistent pastoral concerns

PAL and CL to intervene with student and issue 45 minute detention as appropriate

PAL / CL to inform parents as appropriate

**Scenario 5: Multiple On calls**

**SLT/CL/PALS Action**

Two on-calls in one day results in immediate seclusion for 5 full periods and a 45 minute detention

**These scenarios are just examples of how the policy may be applied under certain circumstances. As is made clear in the college's behaviour policy teachers can use their professional judgement to issue the most appropriate sanction under the specific circumstances of the matter.**

Were detentions are issued by members of staff it would usually be expected that the member of staff issuing the detention takes the opportunity at an appropriate time to make sure that the student is clear about why the sanction was issued. It may be appropriate to visit the detention to have this discussion with the student.

**Detentions:**

**The members of staff supervising the detention must email all staff with the names of the pupils who DID NOT attend during the detention as well as marking the register on SIMS. The member of staff who placed the student in detention has the responsibility to chase up non-attendance.**

**Support may be requested by teacher from CL or PAL to assist in action related to lack of attendance**