



St John the Baptist School Behaviour Policy

Status & Review Cycle: Annual Review

Next Review Date: September 2025

“The mission of SJB is to be a Catholic School where every individual is highly valued and where care and concern for others is central to our work. All our students are expected to achieve their full potential and leave us ready to make a positive contribution to society.”

To be a Christian means to live our life in Christ and live by Gospel values. To be a Christian means to love and serve others and to show understanding, compassion and kindness towards others. It also means acting for the greater good.

The aim of our behaviour policy is to allow students to live, work and play in a caring and safe environment. An environment which fosters mutual respect and tolerance.

This behaviour policy should be read in conjunction with the [SJB Charter](#) that all students, parents, staff and visitors must subscribe to.

SJB's Core Values

At SJB we have five core values that we talk about and try to live all the time. These values are at the heart of what it means to be a SJB student, and we expect all staff and students to try their hardest every day to show them in all their words and actions.

Respect

All students at SJB can display the value of respect in some of the following ways:

We respect ourselves, each other, and our environment.

- By being honest with ourselves and others.
- By taking good care of ourselves, our property and the environment, in and around the school

We value our learning; we listen carefully and take pride in our work.

- By making it easy for everyone to learn and for teachers to teach.
- By taking pride in our work in our books and on our iPads.

We are considerate and polite at all times and always follow instructions.

- By behaving in the same respectful way outside of lessons, as we do in lessons.
- By understanding that the authority of teachers is paramount, therefore we must be courteous, co-operative and friendly with all staff at all times.

We value every person and celebrate diversity.

- By showing consideration for other people's feelings, needs and points of view.
- By being aware of and respecting other people's personal space.

Aspire

All students at SJB can display the value of aspire in some of the following ways:

We set high standards for ourselves; we are motivated and determined to succeed.

- By attending school every day and arriving on time for tutor time and all lessons.
- By bringing all the equipment needed to lessons: exercise books, pencil case, pen, pencil, ruler, rubber, compass, protractor, scientific calculator, headphones and a charged iPad.

We use our gifts and talents to inspire those around us; we celebrate our successes.

- By always trying to do our best and take pride in our work.
- By taking part in extracurricular clubs, teams and activities.

We look forward to the future and are positive about what it holds.

- By being fully supportive the Student Leadership Team and their work within the school
- By completing all homework set by my teachers to the best of my ability.

We try our best and never give up, especially when it's difficult.

- By beginning each lesson as instructed by my teacher so that we are prepared to learn. We will get our equipment out however keep our iPads in our bags unless instructed to do otherwise waiting patiently for the teachers instructions (which we will follow without question).
- By taking responsibility for our own learning including: learning to be resilient (never giving up), being resourceful (showing initiative and seeking new ways of learning), being reflective (asking ourselves 'is our work good enough and how can we improve it') and showing reciprocity (being able to work with others).

Integrity

All students at SJB can display value of integrity in the following ways:

We do the right thing when no one is looking.

- By taking care of other people's property.
- By valuing trust, honesty and respect; we understand that taking items which belong to others or the school without permission is theft and is not acceptable. This includes taking items from the school canteen/café without paying.

We are honest and always tell the truth.

- By being anti-bullying, anti-racist and anti-discriminatory.
- By speaking up when we see injustice.

We are reliable and trustworthy.

- Mobile phones are not allowed to be used in any way once the students (Year 7-11) are on the school premises. This includes using a smart watch to interact with our mobile phones. (Sixth Form mobile phone use is limited to outside spaces and the café.) and not wearing headphones during lesson change-over as it is dangerous and impolite to walk around the site with them in.
- By always being truthful and speaking up when we see something which is wrong.

We have the courage to make good decisions, even when it's hard.

- By not bringing any valuable item into school in case it is then stolen, lost or damaged; it will be our responsibility and not that of the school.
- By not giving in to peer pressure when we know what is happening is wrong.

Love

All students at SJB can display value of love in the following ways:

We are always kind in our words and our actions.

- By Being polite and well-mannered at all times; this includes on the journey to and from school. By moving around the school safely and sensibly following the one-way systems and adhering to the rules for moving around the school. We understand that pushing in the corridors is dangerous and is not appropriate nor acceptable. We will keep to any designated zones for our year group during break and lunch times.
- By not causing our peers physical or mental harm

We become better individuals, and build meaningful relationships through love.

- By not spending all our time on our iPads at break or lunch when we could be socialising with our peers.
- By understanding that bullying* in any form, be it physical, mental, digital or verbal will not be tolerated at SJB. We understand that we have a duty to others to report any bullying that we see or become aware of.

We love learning and embarking on new adventures; we seek opportunities that broaden our horizons.

- By taking advantage of the numerous and varied extra-curricular and House activities offered to us.
- By embracing opportunities to expand our learning beyond the classroom.

• We love ourselves and believe in our own worth.

- By seeking support from an adult if we have any concerns or worries about ourselves or others.
- By doing all we can to bring ourselves closer to God each and every day.

**This includes but is not exclusive to racist, sexist, homophobic and other gender-based bullying. This applies to any form of bullying in school as well as outside school where it involves another student from this school. Name calling and making unpleasant remarks about a student, their parents/family/friends is a hurtful form of bullying and is not acceptable at our school. All information given will be treated with discretion and in a sensitive manner. Read alongside our Anti-bullying Policy.*

Service

All students at SJB can display of service in the following ways:

We inspire others by putting our faith into action

- By playing an active part in helping improve the school and the local community.
- By actively partaking in daily acts of worship through 'Pause for Prayer'.

We make a positive contribution to people's lives by actively helping those in need.

- By making it easy for other people to achieve and being pleased when they do.
- By seeking support from an adult in school for those we know are in need.

We represent the school with pride.

- Taking pride in our uniform by wearing full uniform in school as well as to and from school. This includes being smartly presented at all times (top button fastened, tie close to the collar, tie showing 7 or more stripes, skirt knee length and unrolled, shirt tucked in, blazer sleeves unrolled, if wearing a jumper, they are to be worn as an additional layer and not as a substitute for a blazer as well as complying with jewellery rules). This can also be viewed on the [SJB website](#)
 - By warmly welcoming visitors to SJB and being polite and courteous, always speaking positively about SJB.
- **We put the needs of others before our own.**
- By making sure we always give a good impression of the school.
 - By being helpful and supporting others where we can.

Appearance / Haircuts

A smart appearance is important at SJB and extremes are to be avoided. The school reserves the right to decide what constitutes “extreme”.

Students must adhere to the uniform guidelines / dress code stated in this behaviour policy and it is published on our website. All students must be smartly presented at all times.

Hair should be of a natural colour and lines shaved into students’ hair/eyebrows are not allowed. Celebrating diversity is important to us and we acknowledge that certain hairstyles are an essential part of cultural, ethnic, racial, and religious identity.

Students must not excessive wear make-up, or any jewellery or nail varnish to school. The only exceptions are a medical bracelet or one matching gold/silver stud per ear lobe. In line with Surrey County Council guidelines no jewellery at all may be worn during PE lessons even if taped.

Any student whose haircut, hairstyle or general appearance, in the opinion of the Headteacher (or in their absence a member of the SLT) contravenes the guidelines may be required to be internally suspended until the issue has been resolved to the Headteachers satisfaction.

Health and Safety

We all have a duty of care to all students at SJB. It is important to understand that some anti-social habits are dangerous and that:

- Smoking and vaping is forbidden at SJB, or on the journey to and from school, or elsewhere when representing the school.
- Bringing illegal drugs into school is forbidden and students may be permanently excluded if they do so.
- Bringing tobacco, vape pens, lighters, matches, fireworks, laser pens, knives and any other items which are likely to cause offence or create danger is forbidden.
- If I cycle into school, I must wear a suitable cycle helmet for protection and understand that, if I fail to do so, then I may be stopped from cycling in the future and my bike may be confiscated. I must secure my cycle in the designated stands using an appropriate lock. I also accept that the school cannot accept any responsibility for any student cycles left on the school site at any time. I understand that I should not be cycling on the pavements as doing so puts myself and other pedestrians at risk.
- Leaving the premises without permission from my HOY or senior member of staff or signing out with parental permission is not acceptable as it could put me at risk.

Environment

We all have a duty to look after our environment. Students will play their part by recycling where possible, putting all rubbish in the bins provided and looking after the school buildings and equipment, which are there for the benefit of all. Graffiti and vandalism are unacceptable and should be reported immediately. Students may be expected to undertake some form of community service within the school in order to make amends for my actions.

Students must be aware of the mess that chewing gum and permanent marker pens can make and must not bring these into school. Any student found chewing gum will be given a negative comment.

If a student accidentally damage schools property or equipment, they must report it immediately; likewise if they see someone else damaging equipment or property (be it accidentally or otherwise). Care should be taken with all school property. Any person found deliberately damaging school property will be asked to cover the repair costs.

Mobile Phones

If mobile phones were allowed to be used or seen in school, it is inevitable that lessons would be disrupted on a regular basis, with phones ringing and pupils communicating with each other.

If a mobile phone rings or is seen under any circumstances by a member of staff during the school day, it will be confiscated by the teacher and immediately taken to the front office. The behaviour incident will be logged and a 'Negative Comment' issued.

- If it is your first offence – your parents will be able to collect the phone in person from your HOY. Parents should contact the relevant HOY via email to arrange a suitable time for collection.
- For any further offences – Parents will be able to collect my phones from my HOY after 2 weeks.

Listening to personal music is not permitted at all for students in KS3. For students in KS4 or KS5 it is at the discretion of the teacher; students should not actively ask to listen to music, if the teacher deems it to be appropriate they will notify the students.

iPads

To ensure that all students have opportunities to develop interpersonal skills with each other before school, break, lunch and after school, I understand that:

iPads should only be used during tutor time or in lessons and should not be seen out of bags before school, break, lunch or after school unless instructed otherwise by a member of staff.

If iPads are seen outside of tutor time or lesson time, a negative comment may be issued, I will also be asked to put the iPad away.

Reward & Sanctions

Students who work and behave well may receive one or more of the following:

- A word of praise from any member of staff
- A House Point recorded on Arbor
- A Nomination for exceptional work/behaviour awarded on Arbor
- Recognition during year, key stage or whole school assemblies
- A letter/telephone call/email home to parents
- A postcard home through the letter box
- An invitation to breakfast/tea with the Headteacher
- Certificates for effort, achievement, improvement, attendance and punctuality
- A Nominations STAR badge
- A written comment on the work that clearly picks out specific points or ideas where praise is due
- A department accolade such as 'Mathematician of the Moment'
- A visit to another member of staff where praise is given
- Their work displayed in the classroom, corridor or on one of the schools social media channels
- Be recognised at awards evening

Where the behaviour or work of a student falls below that expected they may:

- Receive a reprimand / warning
- Receive a Negative Comment recorded on Arbor
- Be given a form of community service
- Be required to have a conversation with their form tutor/head of year regarding their behaviour
- Be set a written task such as an account of their behaviour
- Loss of privileges – for instance, the loss of a prized responsibility
- Be given a Year Detention* after school
- Being given a Subject Detention* for failure to complete work to an appropriate standard or for failing to hand work in at the appropriate time. Students will be expected to complete the work to the appropriate standard during this detention.
- Be given a Subject Detention* if behaviour doesn't change following a Negative Comment being issued.

- Be given a Department Detention* for reasons including failing to attend a Subject Detention.
- Be given a detention* for any other inappropriate forms of behaviour by any member of staff.
- Be given an SLT Detention* of 2 hours, usually held on a Thursday after school for any warranted inappropriate behaviour.
- Be placed on an appropriate report and/or a letter/email sent home or telephone call home.
- Be removed from classrooms to work in an office or similar (known as isolation). Time spent in isolation involves extended days from 8.30am – 5.30pm.
- Be suspended**. A student may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year).
- Be banned from school trips and other activities, at the discretion of the Headteacher (or Deputy Head in their absence)
- Be required to attend another education setting temporarily.
- Be transferred to another school permanently – Consent from all parties, including parents and the admission authority for the new school is required before a directed offsite provision occurs.
- Be referred to an alternative provision, normally for 6 weeks or more, but sometimes permanently, depending on the age of the student.
- Be permanently excluded***, i.e. a student will lose their place at the school, which will then be allocated to another student from the waiting list.
- Be refused entry to SJB Sixth Form

Students will generally be given 24 hours' notice of any after school detention, however, as a school we reserve the right to issue a same day detention if deemed necessary.

**Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

***Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

All rewards and sanctions are recorded on the school's management information system, Arbor.

Reasonable Adjustments

At SJB every child is valued and treated as an individual child of God and supported appropriately. We will always take into the consideration the SEND needs of child when implementing the behaviour policy and make reasonable adjustments to account for the SEND needs of a child whilst maintaining equally high standards and expectations at all times.

Removal from classrooms

Where a student's behaviour is unacceptable, and they refuse to comply with the expectations of the school they may be required to spend a limited time out of the classroom in isolation from the rest of their peers at the instruction of their Head of Year or a member of the SLT. We consider this a serious sanction. The length of time a student is removed from the classroom will depend on the severity of the incident – it will usually be 1 to 5 days but could be up to 15 days. Parents will be informed. All days spent in isolation are usually extended days from 8.30am - 5.30pm. Students who are isolated for a fixed period will report to their Head of Year's office on arrival at school instead of going to registration.

A student may be removed from the classroom for any incident or series of incidents deemed serious and significant enough by the Head of Year or a member of the SLT. This includes but is not limited to:

A breach of the dress code, disruption, smoking or vaping, minor theft and vandalism, physical aggression and bullying, including physical, mental, digital, verbal, racist, sexist, homophobic and other gender-based bullying. This includes offensive or intimidating behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions (defiance) of a teacher, member of staff or prefect. Deliberate or reckless conduct posing a threat to safety of an individual or group of staff or students. Behaviour that leads to disruption of the school site. Any behaviour which calls into question the good name of the school, or other serious incidents/behaviour which, in the opinion of the Headteacher, another member of the SLT or a Head of Year, requires removal from the classroom (isolation from peers).

The following section should be read in conjunction with our [Suspension & Exclusion Policy](#) which can be found on our website.

Suspensions

Where a student persists in unacceptable behaviour or refuses to comply with the expectations of the school they may be suspended. When they return to school from a suspension they must be accompanied by their parents for a re-integration meeting. Usually, they will be withdrawn from their class and educated in isolation supervised by a member of staff for a set period on their return. All days spent in isolation are extended days from 8.30am - 5.30pm. As part of their reintegration to school students will be required to complete a reflective task linked to their behavior. This will take place before students return to lessons. On returning to class they will be expected to work in line with the SJB Charter and behaviour policy and maintain exemplary behaviour both in and out of lessons.

A student may be suspended for:

A breach of the dress code, serious disruption, smoking or vaping, carrying offensive items, being under the influence of alcohol or illegal drugs, minor theft and vandalism, physical aggression and bullying, including physical, mental, digital, verbal, racist, sexist, homophobic and other gender-based bullying. This includes offensive or intimidating behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions (defiance) of a teacher, member of staff or prefect. Deliberate or reckless conduct posing a threat to safety of an individual or group of staff or students. Behaviour that leads to major disruption of the school site. Any behaviour which calls into question the good name of the school, or other serious incidents/behaviour which, in the opinion of the Headteacher requires a suspension.

Suspensions are normally regarded as 'spent' after 12 months on file, but this is at the discretion of the Headteacher.

Students who are suspended on three occasions (and normally taking into account spent suspensions) may be required to attend (with their parents) a meeting of the school's disciplinary panel, made up of the Headteacher and at least two members of the Governing Body. At this meeting, a final warning will be issued and any further serious incidents may result in permanent exclusion

Permanent exclusions

In response to very serious or persistent breaches of the school's behaviour policy, and if allowing the student to remain in school would seriously harm the education or welfare of others, then the Headteacher may issue a permanent exclusion. This decision will not be taken lightly and will always be a last resort.

For further details please see our [Suspension & Exclusions Policy](#).

Most students at SJB rarely need to be sanctioned and when they do it is for relatively minor reasons. However, where necessary we aim to be as consistent as possible in our application of sanctions.

The following table gives an indication of the possible consequences of unacceptable behaviour. Our focus is always on restorative justice, we aim in all circumstances to deal with any issues swiftly and fairly.

This is to ensure that all parties can move forward with the best possible learning attitude.

The following table is not exhaustive. We reserve the right to impose reasonable sanctions where a student's behaviour falls below required standards.

Behaviour	Possible Consequences	Member of staff responsible	Supportive Actions
<ul style="list-style-type: none"> - Lack of equipment. - Poor manners. - Being late - Not following basic instructions. - Minor disruptive behaviour that distracts other students from focusing on their work. - Running in corridors. - Breaking the one-way system. - Being in the wrong year group toilets. - Incorrect Uniform. - Littering. - Using iPads outside of lesson time without permission. - Eating and chewing in corridors/classrooms. 	<p>A -1 negative comment may be issued.</p> <p>Confiscation of jewellery. Makeup removal.</p> <p>Year Detentions run on a rota by pastoral leaders.</p>	All staff	<p>HOY to monitor the number of negative comments issued and discuss patterns with the student and parents.</p> <p>Students may be placed on a report as instructed by their HOY</p>
<ul style="list-style-type: none"> - Inappropriate iPad use - Use of inappropriate language - Low level disruption - Poor attitude - Poor behaviour outside of lessons - Poor effort - Unkind to another student 	<p>A -2 negative comment may be issued.</p> <p>Confiscation of iPad may be required.</p> <p>Year Detentions run on a rota by pastoral leaders.</p> <p>Community Service</p>	All staff	<p>HOY to monitor the number of negative comments issued and discuss patterns with the student and parents.</p> <p>Students may be placed on a report as instructed by their HOY.</p> <p>ELSA or time with the school counsellor may be used for repeat offenders.</p>
<ul style="list-style-type: none"> - Failure to attend Department or Year detentions 	Escalation is detention time to a 2-hour SLT detention	HOY/CL/SLT	<p>HOY will remind or collect students to ensure attendance to the detention.</p> <p>Detention will appear on the students Arbor calendar.</p>
<ul style="list-style-type: none"> - Removal from a lesson 	<p>Detention</p> <p>Internal Suspension</p> <p>Dependent upon severity of behaviour</p>	HOY/SLT	<p>Students will be taken to the reflection room or another appropriate space to allow some time to decompress and reflect upon their behaviour.</p> <p>Parents will be communicated with.</p> <p>Students may be issued with a timeout card to regulate emotion/behaviour</p>
<ul style="list-style-type: none"> - Rudeness to others (staff & students) 	Possible exclusion from	Headteacher or	Meeting between parents & HOY may be

<ul style="list-style-type: none"> - Truancing. - Anti-social behaviour. - Bullying. - Graffiti and/or vandalism. - Selling/buying for personal gain. - Indirect discriminatory or prejudicial language / behaviour, e.g. a discriminatory comment not targeted at an individual or group. 	<p>extracurricular activities including trips, productions and sports teams. Items will be confiscated and disposed.</p> <p>Detentions</p> <p>Internal Suspensions</p> <p>Suspension</p>	<p>deputy in case of the Headteacher's absence.</p>	<p>required.</p> <p>Student may be put on appropriate report.</p> <p>CAMHS referral may be required where appropriate.</p> <p>ELSA.</p> <p>Meeting with the school counsellor,</p>
<ul style="list-style-type: none"> - The refusal to follow the simple and fair request of any member of staff. - Abusive & aggressive language. - Repeat Graffiti and/or vandalism. - Smoking or vaping or being in the company of smokers or vapers. - In possession of smoking materials. - Off-site Poor behaviour. - Physical aggression (endangering others) - Bullying or peer-on-peer abuse - Inappropriate sexual behaviour - Discriminatory or prejudicial language or behaviour targeted towards an individual or group. 	<p>Detentions</p> <p>Internal Suspensions</p> <p>Suspension</p> <p>For Health and Safety reasons, students may be required to 'cool off' under school or parental supervision.</p> <p>May also be referred to the police.</p> <p>Items will be confiscated and may be passed onto the police.</p> <p>Permanent Exclusion</p>	<p>Headteacher or deputy in case of the Headteacher's absence.</p>	<p>Students may be provided with internal or external mentors.</p> <p>Modified curriculum where appropriate and engagement with other support agencies.</p> <p>These are all areas of support that pastoral staff will use when deemed appropriate.</p> <p>Any students internally suspended will also have an opportunity to meet with the school counsellor or discuss and reflect upon their behaviour with a member of staff.</p> <p>Any students suspended will complete a reflective task before returning to lessons.</p>
<ul style="list-style-type: none"> - Abusive & aggressive language directed at staff. - Major graffiti and/or vandalism. - Theft Weapons or imitation weapons. - Drugs & Alcohol (in possession and/or under the influence of) - Discriminatory or prejudicial language / behaviour targeted towards an individual or group, including serious or persistent 	<p>Detentions</p> <p>Internal Suspensions</p> <p>Suspension</p> <p>For Health and Safety reasons, students may be required to 'cool off' under</p>	<p>Headteacher or deputy in case of the Headteacher's absence.</p>	<p>Risk and need assessment/safety plan may also be required.</p> <p>Regular and random searches may take place following confiscation or prohibited items.</p>

<p>offences.</p> <ul style="list-style-type: none"> - Physical violence (endangering others) - Filming Physical violence or discriminatory or prejudicial behaviour. - Bullying/cyber-bullying. - Peer-on-peer abuse. - Serious misuse of mobile phone, other tech. device, school computers, or the school system. - Deliberately setting off the fire alarm&/or extinguisher 	<p>school or parental supervision.</p> <p>May also be referred to the police Items will be confiscated and may be passed onto the police.</p> <p>Permanent Exclusion</p>		
<ul style="list-style-type: none"> - A serious 'one-off' incident which in the judgement of the Headteacher warrants permanent exclusion from the school community. - Persistent Disruptive Behaviours - Drugs & Alcohol (dealing) - Serious physical violence towards staff or students. 	<p>Permanent Exclusion</p>	<p>Headteacher or Deputy Head in their absence.</p> <p>Governors</p>	<p>Exclusion Advice for Parents: exclusions@surreycc.gov.uk – 01483 518130</p>