



*Have faith...believe you can!*

# **St John the Baptist School**

## **Behaviour Policy**

Status & Review Cycle: Annual Review

Next Review Date: September 2023

*“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 Code of Conduct is to allow students to live, work and play in a caring and safe environment. An environment which fosters mutual respect and tolerance.

The Code of Conduct should be read in conjunction with the [SJB Charter](#) that all students, parents, staff and visitors must subscribe to.

## **Student Code of Conduct**

As a member of SJB I will do my best to behave in a way that shows **Respect for Learning**. This means I will:

- Attend school every day
- Arrive on time for school and lessons
- Bring all the equipment needed to lessons: exercise books, pencil case, pen, pencil, ruler, rubber, compass, protractor, scientific calculator, headphones and charged iPad.
- Begin each lesson as instructed by my teacher so that I am prepared to learn. I will get my equipment out however keep my iPad in my bag unless instructed to do otherwise waiting patiently for the teachers instructions (which I will follow without question).
- Always do my best and take pride in my work.
- Complete all homework set by my teachers.
- Make it easy for everyone to learn and for the teachers to teach
- Take advantage of the numerous and varied extra-curricular and House activities offered to me.
- Be fully supportive the Student Leadership Team and their work within the school
- Behave in the same respectful way outside of lessons, as I do in lessons.

I will always do my best to behave in a way that shows **Respect for Self**. This means:

- Being honest with myself and others
- Taking responsibility for my own learning including: learning to be resilient (never giving up), being resourceful (showing initiative and seeking new ways of learning), being reflective (asking myself ‘is my work good enough and how can I improve it’) and showing reciprocity (being able to work with others).
- Making good use of my time
- Taking good care of myself and my property
- I won’t spend time on my iPad at break or lunch when I could be socialising with my friends.
- Seeking support from an adult if I have any concerns or worries

I will always do my best to behave in a way that shows **Respect for Others**. This means:

- Being polite and well-mannered at all times; this includes on the journey to and from school.

- Understanding that the authority of teachers is paramount, therefore I must be courteous, co-operative and friendly with staff at all times.
- Showing consideration for other people's feelings, needs and points of view.
- Understanding that bullying\* in any form, be it physical, mental, digital or verbal will not be tolerated at SJB. I understand that I have a duty to others to report any bullying that I see or become aware of.
- Making it easy for other people to achieve and being pleased when they do
- Taking care of other people's property. At SJB we value trust, honesty and respect; I 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.
- Moving around the school safely and sensibly following the one-way systems and adhering to the rules for moving around the school. I understand that pushing in the corridors is dangerous and is not appropriate nor acceptable. I will keep to any designated zones for my year group during break and lunch times.
- Being aware of and respecting other people's personal space
- Respecting one another's views
- Not bringing any valuable item into school in case it is then stolen, lost or damaged; it will be my own responsibility and not that of the school.
- 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 my mobile phone. (Sixth Form mobile phone use is limited to outside spaces and the café.)
- Seeking support from an adult if they have any concerns or worries

\* 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.

I will always behave in a way that shows **Respect for the School**. This means:

- Taking pride in my 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).
- Taking good care of property and the environment, in and around the school.
- I understand that I must not wear headphones during lesson change-over as it is dangerous and impolite to walk around the site with them in.
- Making sure we always give a good impression of the school.
- Playing an active part in helping improve the school and the local community

\* For Yr 7-11 full uniform includes: school blazer, white shirt, school tie, v-neck navy jumper (optional), mid-grey trousers/skirt, black leather shoes and black/grey socks (with trousers) or white socks/black tights (skirts). For Sixth Form we expect smart business wear.

## **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 the Student Code of Practice and 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 are must not wear make-up, 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 isolated until the issue has been resolved to the Headteachers satisfaction.

## **Health and Safety**

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

I realise the mess that chewing gum and permanent marker pens can make and I will not bring these into school. I understand any student found chewing gum will be given a negative comment.

If I accidentally damage school property or equipment, I will report it immediately; likewise if I 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. I understand that:

- 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 my first offence – my parents will be able to collect the phone in person from my HOY. They should contact the relevant HOY via email to arrange a suitable time for collection.
- For any further offences - I 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 will 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 (also recorded on Arbor)
- 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
- 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 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\* on Monday after school
- Be given a Year Detention\* if they either arrive after 8.50am or are late to a lesson twice in a week.
- 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 managed move 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\*\*\*, ie. a student will lose their place at the school, which will then be allocated to another student from the waiting list.

\* 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.

### 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](#).**

### Suspension

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. On returning to class they will be expected to work in line with the SJB School Code of Conduct 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.