



## BEHAVIOUR, REWARD AND SANCTIONS POLICY

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

### INTRODUCTION

Our Behaviour for Learning Policy reflects the Gospel values upon which our Mission Statement is founded. It is based on respect and consideration for all members of the school community and on exercising responsibility towards property and the fabric of the building. Its emphasis is upon the highest expectations of positive behaviour in a mutually supportive climate between staff and pupils. Our policy incorporates recommendations from the Education Act 2011, The Education (Independent School Standards) (England) Regulations 2012, Behaviour and Discipline in Schools (2016) and the Equality Act 2010.

St. Bede's College does not employ the use of, or threaten the use of, corporal punishment and recognises that it is everyone's responsibility to ensure the safeguarding and protection of pupils at the school. Appendix 1 in this policy refers to staff guidance on physical restraint and when the use of reasonable force is allowable.

This policy applies to all pupils (3-18) including those in the Early Years Foundation Stage.



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## *Code of Conduct*

St. Bede's College is a community built on Christian values. The friendliness and mutual respect that exists between staff and pupils provides an ethos conducive to good order, scholarship and confidence. You are therefore encouraged to develop a strong sense of responsibility and a caring attitude towards one another and the community at large.

### *In the Classroom*

- **Be punctual**  
Arrive on time for lessons
- **Be organised**  
Arrive fully equipped and correctly dressed
- **Be co-operative**  
Follow classroom instructions immediately
- **Be purposeful**  
Complete work on time and to the best of your ability
- **Be considerate**  
Do not distract, disturb or offend others
- **Be careful**  
Take care of your environment
- **Be sensible**  
Obey all safety rules

### *Around the College*

- **Speak considerately**  
Do not shout or use offensive language
- **Move about in an orderly way**  
Keep to the left and do not run
- **Help others**  
Hold doors, let people pass and offer to carry things
- **Respect your environment**  
Tidy up after yourself and do not leave litter
- **Wear correct uniform**  
Take pride in your appearance at all times

## **REWARDS**

**PREP (3 – 11)**

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### **Stickers (EYFS)/Bank Notes (Prep 1-6)**

These rewards are given for good actions including polite and kind behaviour towards others. Pupils collect their stickers/bank notes and can exchange these for treats at the 'Bank Note' shop (organised by the Student Council) towards the end of every term.

### **Stickers (EYFS)/House Points (Prep 1-6)**

House points are awarded for work of a very good standard, in line with the Prep Marking Policy (3hp: exceptional work; 2hp: very good work; 1hp: good work and/or excellent effort).

The Housepoint winner from every class (Reception –Prep 6) each week is presented with a wristband at our weekly Celebration Assembly. The pupils are allowed to wear their 'Worker of Week' wristband for a week in school. A running total is kept of individual housepoints and the pupil with the most housepoints in each class receives an individual Housepoint Trophy at the end of the year.

### **Stars of the Week (Nursery-Prep 6)**

One pupil from each class is chosen as 'Star of the Week'. Reasons for nomination can be widespread, including children's outstanding behaviour, attitude, manners, exceptional work and achievements and these are shared with the rest of the school at the Celebration Assembly. Pupils are awarded a 'Superstar' wristband which can be worn during the following week.

### **Class of the Week**

One class is chosen each week by the Head of Prep to be 'Class of the Week'. This award is focused on encouraging pupils to work as a team throughout the week, supporting each other and not letting each other down. Class of the Week are able to choose a reward (for example, no homework voucher, extra playtime, dress-up day).

## **Headteacher's Award**

Pupils who have been noticed for an exceptional act or outstanding work above and beyond expectations may receive a letter from the Head of Prep through the post acknowledging their achievement. Pupils receiving this award are presented with a Headteacher's Award sticker in the Celebration Assembly and are invited to enjoy afternoon tea with the Headteacher and other recipients of the award on a half termly basis.

### **SENIOR (11 – 18)**

#### **ACE Awards Years (U3 – U6)**

Awarded in recognition of pupils' **ACHIEVEMENT**, **CONSISTENCY** and putting full **EFFORT** into their work and to pupils who strengthen the life of the College with their positive attitude and good behaviour. ACE awards are given to pupils and teachers record the award on SIMS. Pupils receiving ACE awards are entered into a prize draw. This takes place at each Celebration Assembly.

Some of the ways that ACE awards can be earned are:

- Achievement in a specific piece of work, activity or assignment
- Demonstrating consistency in any area of the curriculum or school life e.g. always completing homework to the best of their ability or always smiling and being polite
- Displaying a positive attitude or a concerted effort in a particular area e.g. working hard in an area of weakness, extra-curricular or House involvement

#### **Commendations (U3 – U6)**

Commendation Certificates are awarded by the Headteacher for excellent work in recognition of a particular piece of work or for consistent exemplary work throughout the term or year. They can also be awarded for significant improvement of effort in a certain area, demonstrating a moment worth recognising or personifying the St. Bede's spirit.

#### **General Recognition of Achievement**

Heads of Year endeavour to highlight excellent achievement of any kind at their Information Assemblies – hence LAMDA, ABRSM and Maths and Science Challenge Certificates are distributed. Pupils' and Team achievements are lauded each week at the Year Assembly for all year groups. Badges (sports teams) are worn by pupils.



### **Display**

Different aspects of College life are highlighted through display around the College and on the Honours Boards in the College entrance.

### **Publications**

Pupils' endeavours are published in the weekly Bede's News and local and national press as appropriate.

## SANCTIONS

The College operates two levels of sanctions; Academic and Misconduct.

There are times when children may act in an unacceptable way. Children need to discover where the bounds of acceptable behaviour lie, as this is part of growing up. The class teacher deals with minor breaches of discipline in a caring, supportive and fair manner, having regard to the age of the child. Most examples of undesirable behaviour can be dealt with informally in this way.

The sanctions used might include:

- Reprimand/reminder of a school rule being broken and choices of behaviour
- Reminder of appropriate standard and warning of possible consequence
- Discussion with child at appropriate time e.g. end of lesson or lunchtime
- Incident recorded in Class Behaviour Book (Prep)
- 'Time-out/cooling off' period elsewhere in classroom
- 'Time-out' outside classroom / with another member of staff (Buddy System)
- Loss of part of free time – time to reflect/discuss/write about the issue and resolve it
- Restorative discussion between the child and the teacher in order to move on and re-build relationships
- Phone call home to enquire if there are any changing circumstances impacting behaviour

If the above sanctions are not working and a child persists in behaving inappropriately, a more formal procedure will be employed and the misdemeanor recorded on SIMS by the teacher for a first incident. The incident form will be used for further issues. Children will be actively involved in the process at a level appropriate to their age and understanding. Consideration will be given to any special educational needs/disabilities.

## INCIDENT FORM

There are two Incident Forms: Academic and Misconduct.

The member of staff informs the pupil that they are recording the incident and completing an Incident Form. The information is added to SIMS and passed to the tutor/class teacher so a discussion can happen with the pupil in order that they learn from their mistakes and progress is made. In the case of repeated minor, or more serious misdemeanors an Academic Detention or a Misconduct Detention may be issued once the class teacher has exhausted implemented strategies. Class teachers and their Head of Department will resolve classroom based academic and misconduct issues. Form Tutors and Heads of Year will resolve other misconduct (out of classroom) issues. The Academic form goes to the Academic Deputy Head (Deputy Head in Prep) and the Misconduct to the Assistant Headteacher (Head of Prep).

## PREP SANCTIONS

### ACADEMIC SANCTIONS

For classwork or homework that is late, incomplete or not up to the expected standard, pupils will be directed to do one of the following:

- Improve the original piece of work
- Redo the piece of work
- Complete the work

For repeatedly late, incomplete or substandard work (escalating in seriousness):

- Lunchtime detention
- Academic afterschool detention
- Completion of Academic (red) incident form
- Communication to parents

### BEHAVIOUR SANCTIONS

For minor misdemeanors pupils will receive the following sanction:

- Verbal redirection
- Time out

For more serious misdemeanors or repeated minor misdemeanors:

- Completing a 'rethinking my behaviour' form
- Playtime or lunchtime detention
- Meeting with Head of Prep
- Communication to parents

For very serious incidents (with sanctions escalating in severity with repeated unacceptable behaviour):

- Completion of Misconduct (blue) incident form
- Afterschool detention
- Internal exclusion
- Temporary external exclusion
- Permanent external exclusion

### ACADEMIC DETENTION (Senior)

Academic reprimands are given for late homework or work not being done to a satisfactory standard. A three-strike approach is used.

*First offence* - e.g. non-submission of homework – verbal warning by subject teacher and follow up of missing work the next day.

*Second offence* – lunchtime detention by subject teacher (Form teacher and Subject Leader informed) and liaison with parents via phone call or email.

*Third offence* – **Tuesday after school 4.00pm until 5.00pm with a Head of Department.** Parents will be informed of this by an emailed letter sent from the Academic office. An acknowledgement of the email will be required for safeguarding reasons since the pupil will be leaving school late.

### MISCONDUCT DETENTION (Senior)

Misconduct Detentions are given for inappropriate behaviour and various repeated occurrences where advice and guidance from class teachers and Heads of Department have been ignored. **Misconduct Detentions take place on Wednesdays from 4.00pm until 5.00pm with a member of the pastoral team – Head of Year.** A member of the pastoral team will discuss the reasons for the Misconduct Detention with each pupil individually to provide an opportunity for dialogue regarding their actions with a view to reconciling the situation and moving forward in a positive way. Parents will be informed of this by an emailed letter sent from the Academic office. An acknowledgement of the email will be required for safeguarding reasons since the pupil will be leaving school late.

### REPORT CARD

A Report Card may be used to address behavioural/work issues in a particular area.

Each student will require the student to receive written feedback on their appearance / effort / attitude / homework / punctuality in all of their subjects throughout the week. This will often be used as a way to highlight to the pupil what they do well and the need for more positive comments. If an improvement is not seen through the duration of a report Card period, this will often be used to move to a more serious sanction if a pupil is not recognising the need to change and adhere to the high standards of the College.

### ACADEMIC DEPUTY HEAD DETENTION

This sanction is given for a serious academic failings or when three Academic Detentions have been accumulated during a school year. **The detention will take place from 4.00pm until 5.00pm.**

**Pupils must report to the Academic Deputy Head's office or designated room.** The Academic Deputy Head will discuss the outcome of the Detention with parents and explain any further action that will be taken if progress is not made academically or behaviourally.

### ASSISTANT HEAD'S DETENTION

This sanction is given for a serious breach in conduct or when three Misconduct Detentions have been accumulated during a school year. Assistant Head Detentions take place **from 4.00pm until 5.00pm and pupils must report to the Assistant Head's Office or designated room.** The Assistant Head will discuss the outcome of the Detention with parents and explain any further action that will be taken if progress is not made academically or behaviourally.

### VERY SERIOUS BREACHES IN CONDUCT

All serious breaches of conduct should be reported to the Head of Prep or Headteacher. A varying degree of sanction may be imposed depending on the individual circumstances of the incident and the pupil involved. Consideration will be given to any special educational needs/disabilities.

### INTERNAL EXCLUSION (3-18)

A pupil may be required to be withdrawn from their day-to-day involvement in school in order to address or investigate an issue. The pupil will work in a designated quiet area and appropriate work will be set by the relevant department. The period of exclusion from subject lessons will depend on the nature of the issue and the student concerned. Parents will be informed in writing of any such action taken.

### EXTERNAL EXCLUSION (3-18)

For a very serious offence it may be necessary to exclude a pupil from College for a fixed time period or permanently. This decision will only be taken by the Headteacher, or in her absence, members of the Senior Leadership Team. The Chair of Governors will be informed of any such action taken and appropriate work will be set during the period of the exclusion. Parents will be informed of the sanction in writing. Please see separate policy for Permanent Exclusions.

### RE-ADMITTANCE FOLLOWING EXCLUSION (3-18)

Before a pupil is re-admitted to school, a meeting between the pupil, parents/guardians, other agencies and the school will be arranged. The purpose of the meeting will be to discuss support which will be offered to the pupil and how they are expected to have learnt from their mistake. A written record of the discussion and an agreed plan, by both the parents/carers, other agencies and the school, may be made. One copy will be kept in the school's records and one sent to the parent/carer.

In the event of a permanent exclusion being administered, parents/guardians would have the right of appeal in accordance with stage three of the Complaints Policy.

### **AFTER SCHOOL DETENTION IN THE SIXTH FORM**

It should not normally be necessary to detain Sixth Form students after school. However, should students regularly fail to submit work on time or where the quality of such work gives cause for concern, a subject teacher may wish to place that student in detention after 3.50pm. This detention may also be given for a breach in conduct.

In such cases 24 hours notice need not be given provided contact is made with the students' parents. Subject teachers should contact the relevant member of the Sixth Form Team to arrange such contact and agree the supervision of the student whilst they are in detention.

Where a parent cannot be contacted, 24 hours notice will need to be given to the student and the detention can be acknowledged via a telephone call or letter from parents on the day of the detention itself. (There is no specific "detention slip" for Sixth Form students).

Form tutors or a member of the Sixth Form Team may also give detentions when they feel appropriate in cases relating to breaches of College discipline, following the same process as outlined above.

### **TRANSITION**

St. Bede's College prides itself on the outstanding Pastoral Care it delivers. Special attention is given to pupils transferring from one phase of the College to another. For example, when pupils move from Prep 6 to U3 (Year 7) they complete a Transition Day in the summer term when they meet their tutor, Head of Year and experience some taster lessons in the senior part of the College.

The Head of Prep and the Head of U3 will meet to discuss each pupil individually to ensure a thorough and effective handover is complete. Parents will also be invited into College to receive information and socialise with other parents. The College operates as one family and we are very proud of the care and attention we can afford each pupil.

All pupils moving to a different phase in the College will experience an Induction Programme organised by the relevant Head of Year.

### **Pastoral Support**

The pastoral team will always work to support a pupil with regard to a pupil's behaviour. A pupil maybe supported by developing a Behaviour Support Plan. A Behaviour Support Plan will be put in place by a member of the pastoral team or SENCO. This plan could include a pupil seeing the College Counsellor. The plan is to support the pupil and provide strategies to improve behaviour with the aim to avoiding an escalation in incidents and sanctions. The Behaviour Support Plan will be shared with parents. It will be reviewed regularly and strategies changed/adapted accordingly in order to support the pupil and the community at St Bede's College.

**REWARDS AND SANCTIONS LEVEL CHART FOR U3 – U6.**

<b>Level</b>	<b>Examples</b>	<b>Action</b>
1	<ul style="list-style-type: none"> <li>Outstanding achievement or effort; this can be for either curricular or non-curricular areas</li> <li>Exemplary work throughout the term or year</li> </ul>	U3 – U6 <b>Headteacher's Commendation</b> (10 House Points) <ul style="list-style-type: none"> <li>Teacher to complete commendation slip and send to Headteacher's PA who will arrange a time for the Headteacher to see the pupil</li> <li>Certificate awarded at HM Celebration assembly</li> </ul>
2	<ul style="list-style-type: none"> <li>Consistent positive achievement or exceptional effort</li> <li>Outstanding improvement in test or grades, consistent positive attitude</li> <li>Excellent organisational skills</li> <li>Thoughtfulness to peers and embodying St. Bede's ethos etc.</li> <li>Individual and group competition success</li> <li>A particularly good piece of work or positive behaviour</li> <li>Contributing positively to the life and ethos of the school</li> </ul>	U3 – U6 <b>ACE Award</b> (5 House Points) <ul style="list-style-type: none"> <li>Staff member informs the pupil and enters information on SIMS</li> <li>Random draw in celebration assembly</li> </ul>
3	<ul style="list-style-type: none"> <li>Low level negative behaviour or disruption to learning</li> <li>Lateness or persistent incorrect uniform</li> <li>Lack of equipment, talking-out-of turn or off task</li> <li>Poor effort in class or incomplete or missing homework</li> </ul>	<ul style="list-style-type: none"> <li>Managed by the class teacher – verbal warning etc.</li> <li>Repetition to be referred to Head of Department (and Tutor informed).</li> <li>Head of Year maybe informed</li> <li>Contact with parents via class teacher</li> <li>Academic or Misconduct Detention</li> </ul>
4	<ul style="list-style-type: none"> <li>Repeated level 4 behaviour</li> <li>Defiant behaviour –uncooperative, chewing gum; disruptive in lessons,</li> <li>Using mobile phone without permission</li> </ul>	<ul style="list-style-type: none"> <li>Academic or Misconduct Detention</li> <li>Contact with parents from class teacher, Tutor, Head of Department or Head of Year if across multiple subjects</li> <li>Phone letter sent home (follow procedure)</li> <li>Report Card</li> </ul>
5	<ul style="list-style-type: none"> <li>Very disruptive in lessons, challenging a teacher</li> <li>Swearing, truanting or vandalism.</li> <li>Verbal/physical bullying</li> <li>In possession of cigarettes, including E-cigarettes</li> <li>Fighting or persistent disruptive behaviour</li> <li>Inappropriate social media use</li> </ul>	<ul style="list-style-type: none"> <li>Head of Department, Head of Year or Assistant Headteacher meet with parents, other agencies</li> <li>Community Service</li> <li>Not allowed on trip</li> <li>Head of Year Investigation or Senior Leadership Team Investigation</li> <li>Internal Exclusion</li> <li>External Exclusion</li> </ul>
6	<ul style="list-style-type: none"> <li>Theft</li> <li>In possession of drugs, alcohol or weapons</li> <li>Abusive behaviour towards a member of staff, violence, bullying, sexual harassment, racist abuse</li> <li>Safeguarding / child protection offences</li> <li>Inappropriate parental behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Head of Year Investigation or Senior Leadership Team Investigation and meet with parents</li> <li>Internal exclusion</li> <li>External exclusion</li> <li>Permanent Exclusion</li> </ul>

The above chart is intended as a guide only and the actual level of sanction imposed in the yellow and red zones will depend on the individual case, including the conduct and honesty of a pupil during any investigation process and being mindful of any special educational needs or individual circumstances which may pertain at the time of an incident.

It is also important to note that the levels of sanction imposed will be cumulative, rather than cyclical. For example, a student who has received three Misconduct Detentions and a Senior Leadership Detention, will receive a minimum of a one-day internal exclusion for any further serious breach of conduct.

Similarly, a pupil who has already served a one-day exclusion can expect to receive a minimum of a two-day exclusion for a further serious breach of conduct. The maximum term of exclusion would normally be two days for an internal exclusion and four days for an external exclusion.

### **ANNUAL REVIEW**

At the end of each academic year behaviour records will be reviewed. Level 5 or above concerns (see table) will remain on file.

### **OUTSIDE COLLEGE**

When travelling on foot or by public transport to and from College, pupils are reminded that they are part of a Christian community and are expected to be courteous and considerate to other members of the public. They must not involve themselves in any action which may bring the good name of the College into question including posting onto social media.

### **COLLEGE VISITS**

The same Code of Conduct required in school is expected of pupils taking part in day visits off-site and on residential experiences.

### **COLLEGE PROPERTY**

Pupils are encouraged to look after and seek new ways to improve the College environment. Waste paper and other items should be placed in the appropriate bins for recycling. Pupils should respect all personal property, their lockers, school property and the environs of the school, both indoors and outdoors. Any wilful damage will result in the pupils being made to contribute towards the costs of restoration.

### **LATENESS AND GOING OUT**

- 1 Latecomers after 9am register at Reception.
- 2 Once in College no pupil may leave the premises during the day without written permission from her/his Form Tutor, Head of Year or House or the Senior Leadership Team. If permission is granted every pupil allowed out must SIGN OUT and then SIGN IN at the College Reception. This is a necessary procedure in accordance with the College's Health and Safety Policy.

## REFRESHMENTS

- 1 Any food brought into school or purchased from the Dining Room must be eaten in the Dining Room.
- 2 No eating or drinking is allowed in the corridors. **Chewing gum** is considered to be anti-social behaviour and therefore the school has adopted the policy of not allowing any chewing gum on the premises.
- 3 No food is to be consumed in the classrooms **at any time**. A clean classroom is a collective responsibility.

## SUBSTANCE MISUSE

Pupils are not allowed to smoke in College or on their journey to and from the school. This includes E-cigarettes. Any breach of this rule will be treated seriously as will any other breach of our Substance Misuse Policy. Aerosols are not permissible in College.

## UNIFORM

Correct College uniform should be worn at all times. No jewellery is allowed except for one stud in each ear (girls only) and a wristwatch and no make-up is to be worn. Boys should be clean shaven with Ties and top buttons fastened and shirts tucked in. Full details of specific uniform requirements are to be found in the Uniform Regulations in the Student Planner or the Parent Handbook.

## PHYSICAL CONTACT BETWEEN PUPILS

No inappropriate contact should take place between pupils whilst they are in school and on their journeys to and from College. All staff are encouraged to remind pupils of the need for acceptable behaviour in College and in the local community. No pupil should enter the toilets or changing rooms of the opposite gender.

## MOBILE PHONES

Mobile phones must not be used in school time, and it is safer to leave them at home. If senior pupils bring them to College they should be out of sight for the day. Any mobile phones seen or being used during the school day will result in an automatic letter home issued by the Main Office. Repeated incidents will result in misconduct detentions. Pupils may use their phones from 3.50pm onwards for appropriate reasons regarding their journey home. Prep pupils must hand their phones in at the Prep Office when they arrive at school.

If a pupil does not have a mobile phone and needs to make a phone call, they should go to Reception or Prep Office.

## VALUABLES

Pupils are discouraged from bringing valuable personal items into College. Furthermore, to ensure that pupils are not distracted from their studies no inappropriate electronic equipment should be seen in College. This includes mobiles, iPads, android devices and so on. Similarly, other inappropriate items such as laser pens and computer games will not be allowed onto College premises. The College accepts no responsibility for the safe-keeping of such items in school. Any large sums of money should be left in the Finance Office or Reception for safe-keeping.

## E SAFETY

The College encourages the use by pupils of the information resources available in both computer rooms and on the Internet. The need for the responsible use of these facilities is obvious and the College reserves the right to withdraw access privileges should this facility be used inappropriately. Information regarding the use of all IT facilities can be found in the Student Planners. See E Safety Policy.

<b>Agreed by:</b>	Chair of Governors and Governing Body
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<b>Effective Date of Policy:</b>	October 2020
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Date of Review:	October 2020
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Date of Next Review:	October 2021
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## APPENDIX 1: PHYSICAL RESTRAINT

This policy applies to all staff working with pupils aged 3-18, including those in the Early Years Foundation Stage.

### APPROPRIATE PHYSICAL CONTACT

St Bede's staff members have a responsibility to act at all times in a manner which reflects positively on their professional status.

Whilst it is recognised that there are situations in which appropriate physical contact occurs in the school setting between staff and pupils, it must be understood that to undertake any form of physical control places staff in a vulnerable situation. It can only be justified according to those circumstances described in this appendix. Staff, therefore, have a responsibility to seek alternative strategies wherever possible in order to prevent the need, for physical intervention.

Physical Restraint may only be permissible when it is necessary to prevent a pupil from:

- injuring themselves or others
- causing serious damage to property
- committing a criminal offence
- engaging in any behaviour which is prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in the classroom during a teaching session or elsewhere
- where no other form of control is available and where it is necessary to intervene

Staff should not normally use force to maintain order or to avoid damage to property unless the action of the young person poses a threat to themselves or another.

All staff will work within the confines of this policy and will be expected to follow the procedures of the school and report any incidents in which they are involved.

#### **TRAINING SUPPORT**

It is the duty of the Headteacher and Head of Prep to ensure adequate training is provided for all staff, teaching and non-teaching, in order to operate this policy. New staff will be fully briefed through Induction and training will include clarification of the circumstances when physical intervention should be used.

#### **RECORDING and REPORTING**

As soon as is reasonably practicable following an incident in which physical restraint has been used, the member of staff involved will inform the Headteacher or Head of Prep following this up with a written report. Staff involved will be “debriefed” as soon as is appropriate after the incident.

The Headteacher will keep a file of any incidents where reasonable restraint has been used, how the incident was managed and outcomes of any investigations. Parents will be informed of any incidents the same day or as soon as is practicable.