

St Mary's Worcester

Senior School

Behaviour Policy

St Mary's - The Aims of Our Policy

The purpose of this behaviour policy is to promote a happy, secure and stimulating environment where self-discipline, social awareness and appropriate standards of behaviour are enjoyed by all. St Mary's has extremely high expectations of its pupils and staff. The ethos of our school is based on Gospel values of love, peace, justice, respect, equality and those of the family, therefore we expect all members of St Mary's to demonstrate these values at all times.

St Mary's believes that high-quality teaching promotes effective learning and good behaviour. Our emphasis will be on recognising and celebrating effort and success, so that pupils feel valued. We teach pupils to take responsibility for their own actions and to accept the consequences of their choices. We adopt a zero tolerance approach to bullying by adults or pupils, and any such incidents will be dealt with promptly and firmly in accordance with our Anti-Bullying Policy.

The Learning Environment

At St Mary's we expect the pupils to give their best at all times. We expect them to work hard in the classroom in a well ordered and work centred atmosphere, at all times, allowing the teachers to teach and the pupils to learn.

Teachers will support our pupils according to their particular needs, ensuring that each pupil is challenged to their full potential. Teachers will praise and reward by fully utilising the rewards structure. Parents will be regularly informed of their daughter's progress. They will be encouraged to support their daughter by ensuring that homework is completed and addressing any concerns raised by staff. Teachers will respond promptly to parent enquires concerning problems which occur in school. All staff should support behaviour management by early intervention and assertive discipline.

We expect pupils to move around the school in a quiet, safe and sensible manner. They should keep to the left and be considerate to each other, supporting and caring for those who may need help.

It is essential that all pupils and staff follow the rules, which ensure their safety. Pupils and staff must follow the fire drill instructions, which are there for their safety. Pupils must not involve themselves in any activity which is dangerous or that could lead to an accident.

Pupils at St Mary's are expected to:

Care for the communal environment. This gives each person a responsibility to help keep the environment clean and tidy by:

- putting litter in bins
- eating and drinking only in the dining room
- protecting school property from damage, including furniture, books, display work etc.
- keeping exercise books and homework diaries presentable.

Teachers at St Mary's are expected to:

Enforce the environment code. Remind pupils of their responsibility to maintain our school environment. Support the environmental code by setting an example to pupils.

Parents are expected to:

Support our environment code with their daughters, encouraging them to take a pride in the quality and presentation of their work and to respect their learning environment.

School Uniform

Our uniform is a symbol of the values we hold as a school, as such our uniform is an important part of our identity. The way each pupil presents themselves reflects both on the pupil and on the school. Our uniform should be worn with pride as a symbol of our faith and our pride in ourselves.

St Mary's Worcester School Rules

1. Always wear the correct uniform

Girls in Year 9 and below with long hair must tie it back.

Girls in all years with long hair must wear it tied back for practical subjects.

Unnatural hair colours e.g. noticeable blond streaks are not allowed.

Make-up and nail varnish are not allowed.

Jewellery is restricted to one stud in each earlobe and these must be covered or removed for PE and swimming, a watch and a simple crucifix or similar religious item are also acceptable.

All items of property including uniform and PE must be clearly named.

2. Homework should be handed in on time and completed according to the teachers' instructions.
3. Pupils are expected to move about the building in an orderly, quiet and business-like manner by keeping to left and walking in single file in corridors. Care should be taken when ascending and descending the stairs. Pupils should use the left hand side in the Senior School and the banister side in the Preparatory Department.
4. In the Senior School food and drink may only be consumed in the dining room or outside. In the Preparatory Department tuck may only be consumed in the classroom.
5. Valuable objects or toys should not be brought into school unless requested by a member of staff. Pupils in years 4 and below should hand in any money to their form tutor. Pupils in Year 5 and above may look after their own money provided it is a small amount which should be kept on their person at all times. If an older pupil has to bring a larger amount of money into school it should be handed in to the school office.
6. Bullying of any kind is not tolerated.
7. Chewing gum must not be brought onto the premises or consumed in school.
8. Mobile phones must be handed in to the class teacher at morning registration (Preparatory Department) or locked in the pupil's locker (Senior School). They may only be used with the permission of a member of staff.
9. All pupils must contribute to keeping the school tidy and litter free. This includes personal lockers and storage areas as well as classrooms, cloakrooms, communal areas such as the dining room and the school grounds. Please recycle whenever possible.
10. Please remember that when offsite e.g. travelling to and from school, sports fixtures, educational visits and residential trips, all pupils are acting as ambassadors of the school and should therefore be on their best behaviour.
11. Always respect school property and the property of others as well as your own.
12. (*For inclusion in Senior School only*) Pupils must adhere to the school's zero tolerance policy on drugs, smoking and alcohol.

Rewards and Sanctions

It is vital to strike a balance between recognising and rewarding positive behaviour and having appropriate sanctions to apply when standards are not maintained. St Mary's disciplinary system is firm, fair and consistent in promoting high standards of work and conduct. Pupils are rewarded for good work, effort, helpfulness, initiative, courage, success and other positive qualities.

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Sanctions will be imposed for disobeying rules or instruction, lack of consideration, dishonesty, vandalism and other unpleasant activities.

Our Rewards and Sanctions systems support the pastoral and academic structures of St Mary's.

Rewards

Trustees:	Are informed of achievement/effort via Head. Attend Prize-giving
Head:	Verbally praises a pupil for their efforts Writes to parents Writes a comment on school reports Issues and presents certificates of achievement Recommends and presents special awards
Deputy Head:	Verbally praises a pupil for their efforts Recommends awards Oversees the House point system Issues House points Contacts parents to inform them of their daughter's success
Subject Teachers:	Verbally praises pupils for work done in department Makes positive comments on written work Produces positive statements for reports Informs parents of positive achievement and attributes through the homework diary and at Parent Consultation Evenings Issues House points Displays students' work
Form Tutor:	Verbally praises students for work done in departments or pastoral time Produces positive statements for reports Informs parents of positive achievement and attributes through the homework diary and at Parent Consultation Evenings Issues House points for personal/community achievements

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Prefects (Year 13) Issues House points for personal / community achievements

Senior Administrator: Collates and totals House points for individual pupils and Houses
Provides regular updates of running totals

Pastoral Sanctions

Trustees: Authorise permanent exclusion

Head: Authorises fixed exclusion (Suspension) in consultation with trustees
Recommends permanent exclusion to the Trustees
Monitors and develops policy

Deputy Head: Organises internal suspensions
Organises after-school detentions
Records and oversees demerit system

Deputy Head/

Head of Sixth Form/

Heads of Middle and Upper School Departments

Recommends exclusion procedure (temporary or permanent)

Authorises withdrawal from lessons and internal suspensions

Authorises and sets up behavioural report

Communicates with parents

Communicates with

Co-ordinates internal monitoring systems

Collects evidence

Communicates with form tutors, Heads of Faculty, subject teachers or Deputy Head.

Issues demerits

Subject leaders: Issues demerits

Form Tutor: Collects evidence

Communicates with Head of Sixth Form/

Heads of Middle and Upper School Departments/HOFs or subject teachers

Communicates with Deputy Head

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Supports class teacher's actions
Recommends the use of behavioural reports to Heads of Middle and Upper School
Issues demerits

Prefects (Year 13) Recommends the issue of demerits to appropriate member of Staff e.g. staff on duty, form tutor, Heads of Middle and Upper School Departments or Deputy Head

Academic System - Sanctions

Deputy Head: Third stage referral from Heads of Middle and Upper School Departments /Head of Sixth Form

Contacts parents
Invites parents into school to discuss issues
Keeps Head informed

Heads of Middle and Upper School Departments

Head of Sixth Form Second stage referral from HOF
Interviews student
Verbal admonishment
Contacts parents

Head of Faculty:

First stage referral from the classroom teacher
Gives detention (record in homework diary)
Acts as Senior Support to the members of their department or Faculty. Keeps form tutor, Heads of Middle and Upper School Departments, Head of Sixth Form, Academic Coach informed
Contacts parents (Heads of Middle and Upper School Departments, Head of Sixth Form)

Form tutors:

Issues a demerit when 3 red late slips received

Subject teacher:

Uses verbal admonishment
Issues red late homework slips (hand to form tutor)
Gives a detention (record in homework diary)
HOF informed of academic concerns

Guidelines to Rewards

House points are to be used as a reward for good work and behaviour. A House point slip should be completed and signed by the member of staff. House points should be placed in the appropriate box in the school office by the individual pupil or the form captain.

Guidelines to Sanctions

In most instances it is reasonable to expect a warning to be given by the member of staff before any sanction is enforced; this would cover any misunderstanding concerning an offence. However there are certain cases where the sanction should be issued automatically. See guidelines below.

In all cases it is expected that the person witnessing or on the receiving end of any misdemeanour will issue an appropriate sanction. If the problem is persistent or of a very serious nature, then it should be referred to the Head of Sixth Form /Heads of Middle and Upper School Departments or the Deputy Head.

Persistent unexplained or unnecessary lateness

If a student has 5 consecutive lates (a.m. or p.m.) they will receive a school detention and a letter sent home to parents

Detention at Break or Lunchtime

Issued and supervised by subject teacher for

- lateness to lesson
- non-completion of class work
- persistent lack of correct books or equipment
- non-completion of home work (send red slip to form tutor)
- Poor behaviour in class

Thursday lunchtime detention (12.30-1.00pm) with Miss Lewis in room 13

Issued by any member of staff - (complete form on staffroom notice board) for

- Homework persistently late or not completed (3 red slips)
- Class work persistently not completed
- Damage to property or graffiti

Demerit

Issued by any member of staff (complete mauve demerit slip, hand to pupil who must present it to Mrs. Howe, Deputy Head, within 24 hours) for

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- persistent(i.e. after a warning) breaking of school rules regarding uniform (see above)
- eating or drinking other than in the dining room or outside.
- rudeness to a member of staff
- going out of bounds
- disobedience
- damage to property or graffiti
- behaviour likely to cause an accident or disruption.

Demerits must also be recorded on mauve sheet on staffroom notice board. Mrs. Howe, Deputy Head keeps a record of demerits and issues an after school detention when a pupil has accrued 3 demerits.

Friday after school detention

Issued only by the Deputy Head but can be on the advice of any member of staff for

- 3 demerits
- Using a mobile phone without permission
- Chewing gum

Staff complete a mauve demerit slip and indicate that it is for a detention.

A letter is sent out by Mrs Howe Deputy Head at least 24 hours in advance to parents.

Pupils serving the detention should report at 4.00pm to the member of staff supervising room 20. They may leave at 5.00pm. Work will be set by Mrs. Howe.

Internal Suspension:

Heads of Middle/Upper School Department/Head of Sixth Form authorises internal suspension and informs Deputy Head. Deputy Head informs parent by letter of suspension and makes the appropriate arrangements. The Head is kept inform at all stages by the Deputy Head.

Temporary or Permanent exclusions:

Please refer to the exclusions policy.

Report Forms:

Please find attached possible work and/or behaviour report forms which can be adapted /amended as appropriate.

ST MARY'S Worcester

Work-Attitude-Progress (WAP) Report

Pupil _____

Form _____

Member of Staff _____

Subject _____

Requested by _____

Return by _____

Reason _____

<u>Work</u>	Good	Satisfactory	Poor	<u>Comments</u> Please state number of lessons missed
Attendance				
Classwork				
Homework				
Correct equipment				
Presentation				

<u>Attitude</u>	Good	Satisfactory	Poor	<u>Comments</u>
Attitude to work				
Working with others				
Independent work				
Arriving on time				
Meeting deadlines				

<u>Progress</u>	Good	Satisfactory	Poor	<u>Comments</u>
Achievement				
Effort				

Weekly Report Card

Name: _____ Form: _____

Date: _____

<u>Monday</u>	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	<u>Staff Signature</u>
<u>Tuesday</u>	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	<u>Staff Signature</u>
<u>Wednesday</u>	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	<u>Staff Signature</u>
<u>Thursday</u>	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	<u>Staff Signature</u>
<u>Friday</u>	<u>1.</u> <u>2.</u> <u>3.</u> <u>4.</u> <u>5.</u>	<u>Staff Signature</u>

Checked by _____

BEHAVIOUR REPORT CARD

NAME:

**My targets are: 1.
2.**

I understand that my teacher will tick and initial each target that has been achieved and write a comment where I have failed to reach my target. I will meet with my form tutor at the start of each day to monitor my progress. I understand the importance of achieving these targets.

DAY:

SIGNED:

Target	Lesson 1	Lesson 2	Lesson 3	Enrichment	Lesson 4	Lesson 5
1						
2						

Reviewed by	Catherine Jawaheer October 2010
Adopted by Trustees Meeting	4 November 2010