

Bishop Hedley RC High School

Ysgol Uwchradd Gatholig Esgob Hedley

Discipline for Learning Policy

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## **BISHOP HEDLEY CATHOLIC HIGH SCHOOL DISCIPLINE FOR LEARNING POLICY**

### **Rationale**

This policy has been written within the spirit of the schools Mission Statement. This specifically recognises that children have individual needs and that our task is to provide help and guidance to our pupils.

The key principle of the policy is that praise should come before reprimand. We should aim to create a culture of praise that is underpinned by clear consequences should inappropriate behaviour persist. Reprimand without praise may well suppress poor behaviour but it will not change it.

It is this attitude that is the long term goal of a successful behaviour policy.

### **School Values**

How we feel about ourselves and other people is the key to a stable school environment. Bishop Hedley High School encourages all pupils to show:

- we are all God's children
- consideration for others'
- self discipline and self respect;
- a sense of fairness;
- a respect for the rights or feelings of others;
- a readiness to support effectively the legitimate interests of others;
- a commitment to promoting the well being of the school community via the School Council.
- the ability to learn from personal mistakes;
- the ability to listen to and respect others points of view, and
- the ability to put forward points of view clearly and appropriately.

**It is important that when children display any of the above when they interact with staff or pupils, their actions should be commended. Constant praise of acceptable behaviour will help to make this the norm and this what all children should aspire to.**

## **General Behaviour**

Pupils are expected to behave appropriately going to and from school, in and around the building and, when representing the school in competitions, field trips and visits.

Behaving appropriately means acting in a way that will bring credit on the pupil, their family and the school.

Pupils are expected to wear school uniform smartly. Pupils need permission to be in school and not in school uniform.

Pupils are expected to:

- look after the school buildings, the school fields and school equipment, keeping the environment clean and tidy, and
- to treat other people as they wish to be treated, i.e. to be courteous and pleasant to them.

## **Class Rules**

1. Books, diaries and equipment are to be on the desk at the beginning of each lesson.
2. Raise your hands for attention. Speak when spoken to and listen quietly to others.
3. No food or drink to be consumed in the room (apart from water).
4. No outside coats to be worn.
5. Follow instructions straight away.
6. Pupils should stand when a member of staff enters the room. Labs and workshops excepted.

## **Sanctions**

Stage 1: You will have warning 1.

Stage 2: You will have warning 2 and the consequences explained

Stage 3: You will be moved.

Stage 4: You will be given a break-time detention

Stage 5: You will be given a lunchtime detention

Stage 6: You will be given an after school detention

### **Lunchtimes**

If pupils are in Years 7 – 11, they may not leave the school site at lunchtime, unless they have permission to go home to lunch. Pupils are not allowed to go over to the shops at lunchtime for any purpose.

Food is served in school, or pupils may bring their own lunch. Food must be eaten in the Main Hall. Pupils are expected to clear up when they have finished eating and drinking, leaving their place clean and tidy for someone else.

### **Praise and Rewards**

The school wishes to encourage all pupils and to give praise and merit points. (Pupils have to achieve 40 points before entering a draw for a special prize). This is done through a system of verbal praise, merits, certificates, letters home and diary records which celebrate the development of a wide range of social, academic and personal skills. Once a term the school holds special assemblies to acknowledge and praise those students who have achieved academic and personal goals during the term / year.

Through the tutorial programme the school encourages all pupils to learn to talk calmly about individual differences of opinion or grievances, and negotiate acceptable solutions. Pupils are encouraged to talk to their subject teacher, Form Tutor or Head of Learning if a problem with another student cannot be resolved amicably.

**The school has made its code of conduct very clear. There is a clear commitment to discourage selfish and anti-social behaviour. It is important that pupils know how the school will respond if they are not living up to its expectations. Pupils must learn “There is no action without a consequence”**

### **Support**

If the school decides specialist help is needed; pupils may be supported by the Learning Support Department, and an Individual Education Plan may be drawn up.

The School Psychological Service, the Education Welfare Service and Psychiatric Service may become involved in offering further support and assistance if this is deemed necessary.

If pupils become involved in serious instance of wrong doing, they may be withdrawn from lessons for a period of time ranging from 1 to 5 days. Parents will be informed and will be invited to come into school to talk about unsatisfactory behaviour.

### **Exclusion**

Children may be excluded from school for persistent misbehaviour or for serious incidents in which they have been involved. Exclusion may last for a fixed period of time, e.g. one day to fifteen days, or it could be permanent. Exclusion is a very extreme sanction.

If a pupil is excluded parents or guardians will be involved – in many cases they will be asked to come into school to collect the pupil; the pupil will be set work which must be done at home and brought in on the pupil's return; the pupil will meet with a senior member of staff on their return and talk through the terms of re-entry to school; the pupils will be 'on report' to a senior member of staff, until such time as they show a real improvement in behaviour.

If any of the previous incidents are sufficiently serious, or the pupil gets involved in other, more serious, disciplinary incidents, or they do not improve their behaviour despite the support they are given in school and at home, permanent exclusion could result.

### **Conclusion**

At Bishop Hedley High School all pupils are treated as individuals. This means that the school will take into account all the relevant circumstances when deciding how best to support each individual. The most important thing to remember is that bad behaviour or unwillingness to work will not be tolerated. Most pupils work and behave very well. When they do so, they will be praised and rewarded. If things do go wrong, the school will offer support and guidance to help pupils improve.

The school encourages pupils to develop respect for themselves and others. If we are successful in doing this, then everyone will enjoy the teaching and learning experience that the school provides.

This policy was approved by the governing body in June 2013.

This policy will be reviewed in the Summer term 2015.

## **BISHOP HEDLEY HIGH SCHOOL ANTI-BULLYING POLICY**

### **Rationale**

Bishop Hedley High School believes that pupils should learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is anti-social behaviour and affects everyone and as such is totally unacceptable. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

'Kidscape' (the charitable organisation offering support to parents victims and schools) suggest a range of behaviour that constitutes bullying:

Physical	- pushing, kicking, hitting or any other form of violence.
Verbal	- name-calling, sarcasm, spreading rumours, persistent teasing
Emotional	- tormenting, ridiculing, humiliation, exclusion from groups
Racist	- taunts, gestures
Sexual	- unwanted physical contact, suggestive comments.

The Headteacher has a legal duty to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents / carers and pupils.

**Bullying is not confined to schools, it is an insidious social problem that affects society as a whole. Bishop Hedley High School, with its emphasis on Gospel values, will not tolerate bullying in any shape or form.**

### **Key Principles**

1. To ensure that all members of the school community are aware of what constitutes bullying.
2. To ensure that the school community plus parents / carers are aware of the pupils rights to be protected from the range of behaviour that constitutes bullying and to feel comfortable to report incidents to any member of staff.
3. To increase the awareness and sensitivity of the school community to incidents of bullying through a range of preventative measures.
4. To ensure that there are clearly understood procedures in place to deal with bullying incidents as swiftly as possible.
5. To sustain a non confrontational and positive ethos in the school.
6. To provide counselling and / or support for victims of bullies and for bullies themselves.
7. To ensure that all new staff are fully aware of the anti-bullying policy as part of the staff induction programme.

## **Warning Signs**

Some pupils will always be unwilling to inform anybody about their problem. All staff should be alert to signs of bullying. These will include:

- (i) unwillingness to come to school
- (ii) withdrawn, isolated behaviour
- (iii) complaining about missing possessions
- (iv) refusing to talk about the problem
- (v) being easily distressed
- (vi) damaged or incomplete work.
- (vii) complaining of illness

Staff will be able to use their knowledge of pupils to identify changes in behaviour that might indicate bullying.

## **PROCEDURES**

### **1. Prevention**

- (i) There is a well established programme that delivers 'Bullying Awareness' throughout the school. Bullying is given a high profile as part of the tutorial programme. Posters are used to publicise our anti-bullying strategy. To support this, homework diaries contain a 'Code of Conduct' that can be viewed by parents / carers as well as the pupils.
- (ii) External speakers and drama groups are sometimes used to raise awareness of the issue and to promote our policy.
- (iii) There is a 'Bullying Awareness Week' in November when the whole school and year group assemblies promote the Anti-Bullying Policy and the consequences of any contravention.
- (iv) Bullying can often occur when large groups are gathered together, especially during the break and lunch periods. Staff on duty at these times are encouraged to be extra vigilant and be alert to any potential incidents. Duty team staff will inform the relevant form tutors and / or year head.
- (v) Information from feeder schools regarding potential bullies is passed, in strict confidence, to the Head of Year 7 who will endeavour to ensure that bullies and bullied are not placed in the same tutor group.

### **2. Reporting and Initial Investigation**

If an effective system is in place pupils and parents / carers will feel comfortable reporting incidents and will feel confident that appropriate action will be taken and reported back to them.

(i) Pupils

Pupils are encouraged to report any incident of bullying, either to themselves or others, to any member of staff immediately, either teaching or non-teaching.

(ii) Parents

Some pupils will prefer to talk only to their parents about such incidents. These parents can then report the incident to the relevant year head.

(iii) Staff

It is the responsibility of the relevant staff member to investigate every incident. Bullying incidents vary in many respects and the action taken to deal with each case may vary. A 'no-blame' approach is encouraged so that staff can work effectively with the bully and the pupil being bullied.

**3. Action**

If it has been established that there is a case to answer, further action will be implemented as follows:

Step 1

All disclosures are treated sensitively. The pupil is made aware that their safety is of paramount importance. The member of staff who suspects that bullying has taken place informs the relevant Year Head.

Step 2

All pupils involved and witnesses to the incident will be interviewed separately. The Head of Year will listen to all the independent accounts of the incident.

Step 3

The Year Head will make a professional judgement as to whether the circumstances indicate that bullying, as distinct from other forms of unacceptable behaviour, has occurred.

In the course of this procedure enquiries are made to ascertain whether or not the alleged bully has been involved in similar incidents involving this or any other pupils.

Appropriate staff are made aware of the results of the investigation.

Step 4

The type of action that is taken depends on the seriousness of the offence and whether the bully has been involved in previous incidents. Parents / Carers of the bully and

those of the pupil being bullied will be informed if it is a serious or repetitive case. They will be invited to discuss the issues and to seek solutions.

**It is at this stage that the Head of Year will complete a formal bullying report which will be held on record at the school.**

The aim of this action is to ensure that the bully realises that their actions are wrong and are totally unacceptable in Bishop Hedley High School.

**It is at this point that the bully is encouraged to accept the fact that their behaviour has been either hurtful or harmful to a fellow pupil. The acceptance of this, coupled with an undertaking by the pupil that this action will not be repeated is the key to the success of the Anti-Bullying Policy.**

#### **4. Sanctions**

In all cases the following approach will be adhered to:

##### **A      First Incidents**

- i)      verbal apology
- ii)     conciliation
- iii)    Year Head to ensure that the bully is made aware of the consequences of any further incident.

##### **B      Repeat Incidents**

- i)      Break time detention by Form / Class tutor.
- ii)     Lunch time detention by Year Head
- iii)    Counselling sessions for the bully and / or the bullied pupil may be arranged by the Year Head or an Assistant Head. The Assistant Heads may be brought in at any time should a Year Head seek their support.

##### **C      Serious Incidents**

Depending on the degree of severity or if a pupil continues to offend repeatedly the Headteacher may consider a period of individual learning, short term suspension or ultimately, permanent exclusion.

#### **5. Monitoring**

Using the behaviour data-base the nature, frequency and severity of the incidents will be monitored at the end of each term at Year Head or SMT meetings.

#### **6. Review**

Date for next review - October 2018