

# THOMAS BECKET CATHOLIC SCHOOL

## BEHAVIOUR & DISCIPLINE POLICY & PROCEDURES

**Next Review Date: 27<sup>th</sup> September 2019**

### 1. ETHOS

The aim of The Thomas Becket Catholic School is to raise all pupils' expectations and standards of achievement in a secure and supportive environment.

If pupils are to achieve and enjoy their education they need to feel safe and secure at school. Good behaviour and discipline are all important in achieving high standards. To this end, a set of rights and responsibilities of students, together with Thomas Becket Catholic School expectations are set out below. A clearly defined system of rewards and sanctions reinforces those expectations.

Thomas Becket Catholic School jurisdiction for taking disciplinary action extends to offences which take place on the site during the school day, during lunchtimes (because it is academy policy that all pupils remain on the site and in the care of the academy), when pupils are journeying to and from school, whilst pupils are in school uniform, and while pupils are at an official academy activity, or on an official journey, visit or activity off the academy site.

### 2. REWARDS

Thomas Becket Catholic School operates a reward system which recognises good work, effort, attendance, citizenship and contribution to the extra-curricular life of the school. It consists of praise, departmental letters of commendation, credits, including gift tokens and school visits, certificates, awards and public recognition in class, year or full assemblies.

### 3. RIGHTS AND RESPONSIBILITIES

- a) Pupils have the right to be respected, but this carries with it responsibilities to respect others and treat all members of the academy community fairly, courteously and to listen to their points of view. In all their dealings with staff pupils must always be polite and must not be disobedient or defiant. Pupils must follow all reasonable instructions from members of staff. Pupils must not bully, intimidate, harass, harm or assault any other pupil. Pupils must not discriminate against other members of the school community on the grounds of race, gender, sexuality or disability.
- b) Pupils have a right to learn, but this carries with it responsibility to work without disturbing others. Disruptive behaviour prevents pupils from learning. Pupils must, therefore, always allow the teacher to teach and others to learn. They must always attend school regularly, remain on the premises during the school day, arrive punctually for school and for lessons and follow the school rules on dress and appearance.
- c) Pupils have a right to be safe and secure at all times but this carries with it responsibilities to act always in turn, in a safe, responsible and sensible manner towards others.

- d) Pupils have a right to work in a clean and tidy environment but this carries with it the responsibility for all pupils to care for the academy environment, buildings and equipment and other people's property.

#### **4. DRUGS, ALCOHOL AND SOLVENTS**

##### **DEFINITION OF THE TERM 'DRUGS'**

The term drugs is used in this policy to refer to controlled or prescribed drugs. The policy also covers alcohol and solvents.

##### **a) INTRODUCTION**

- i) The Local Governing Body of the academy is mindful of its duty to ensure that all members of the academy community are able to live and work in a healthy and safe environment. To that end the Local Governing Body believe that controlled drugs or misused prescribed drugs have no place at the school, drugs use is a harmful activity to both an individual and the community and is unacceptable by any member of the academy community.
- ii) In order to support its stances against drugs, the academy will maintain a programme of education and information for students on the dangers of misuse of drugs.

##### **b) PROCEDURES IN THE EVENT OF A DRUGS SEIZURE**

- i) All staff will adhere to the following procedures:
- ii) Staff will collect the suspected substance as quickly as possible and inform the Assistant Headteacher or in his absence the Headteacher or Acting Headteacher
- iii) Staff will place the substance in a secure place and isolate the suspected pupil or pupils
- iv) Senior staff will carry out an investigation of the matter which may include the searching of school premises, lockers, bags, clothing etc. This search will, wherever possible, be carried out in the presence of an adult witness
- v) Senior staff will notify the parent/guardian of the pupil
- vi) Senior staff will inform the police so that they may identify the substance, and senior staff will hand the substance to the police
- vii) In the case of a medical emergency senior staff will notify a qualified First Aider and if necessary call an ambulance. They will notify the parent/guardian immediately
- viii) A signed and detailed written statement will be made by the member of staff giving details of the seizure

**c) JURISDICTION**

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**d) PUPILS IN POSSESSION OF DRUGS**

Where it is shown that a pupil is in possession of a drug, the Headteacher may decide upon a range of disciplinary action ranging from internal exclusion to fixed term or permanent exclusion. The Headteacher will take into account the particular circumstances of the pupil, any previous record of misbehaviour and the overall effect of the pupil's actions on the academy community.

**e) PUPILS USING DRUGS**

Where it is shown that a pupil has used a drug, the Headteacher may decide to permanently exclude the pupil. The Headteacher will take into account the particular circumstances of the pupil, any previous record of misbehaviour and the overall effect of the pupil's actions on the academy community.

**f) PUPILS HAVING INTENT TO SUPPLY, OFFERING TO SUPPLY OR BEING INVOLVED IN THE SUPPLY OF DRUGS, OR SUPPLYING DRUGS**

Where it is shown that a pupil has had intent to supply, has offered to supply, has been involved in the supply of drugs or has supplied drugs, the Headteacher may decide to permanently exclude the pupil. The intent to, offering to, or being involved in, or the supplying of drugs may not necessarily be for financial or other gain.

**g) ALCOHOL**

Alcohol is viewed by the Local Governing Body as potentially dangerous. The possession of alcohol, use of alcohol, having intent to supply alcohol, offering to supply alcohol or being involved in the supply of alcohol is unacceptable. The Headteacher may decide upon a range of disciplinary actions ranging from internal inclusion to a fixed term or permanent exclusion.

**h) SOLVENTS**

Some solvents such as aerosols or glues may be brought to the academy for legitimate use. Solvents are viewed by the Local Governing Body as potentially dangerous. The possession of solvents for nefarious use, the use of solvents nefariously, having intent to supply solvents for nefarious use, offering to supply solvents for nefarious use or being involved in the supply of solvents for nefarious use is unacceptable. The Headteacher may decide upon a range of disciplinary actions ranging from internal inclusion to a fixed term or permanent exclusion.

**i) READMISSION**

Pupils who are readmitted to class after an internal exclusion, or who are readmitted to school following a fixed term exclusion for any contravention of the Drugs Policy, will be given a Pastoral Support Programme detailing specific support. In the event of that pupil again being found in contravention of this drugs policy, the Headteacher will permanently exclude that pupil.

**5. OFFENSIVE WEAPONS**

The carrying of offensive weapons whilst journeying to and from the academy, at the academy or on an academy activity, visit or journey is not acceptable under any circumstances.

'Offensive weapons are defined in the Prevention of Crime Act 1953 as 'any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him'. Sections 139 and 139A of the Criminal Justice Act 1988 refer to 'any article which has a blade or point or is sharply pointed'.

Pupils and their parents should note it is an offence, under section 139A of the Criminal Justice Act 1988 (as inserted by section 4 of the Offensive Weapons Act 1996) to carry an offensive weapon or knife on school premises. This offence is arrestable under section 24(2) of the Police and Criminal Evidence Act 1984 (as amended by section 1 of the Offensive Weapons Act 1996). It is also an offence to carry an offensive weapon or knife in a public place (such as around a school) unless a person has a good reason or lawful authority for having the article with him'.

**6. SANCTIONS**

a) There are a number of sanctions that may be applied to punish misbehaviour. Pupils and their parents must accept these sanctions. These include:

- Disapproval
- Extra work. This is usually given by subject teachers
- Withdrawal of privileges, such as exclusion from school visits or other events
- Detention. This will be given with 24 hours notice, and may be up to one hour in length. This may be given by subject teachers or pastoral staff
- Report. This could take the form of behavioural, attendance or homework reports. It is usually – but not exclusively – given by the Key stage Leader
- Internal Exclusion. Occasionally a student may be withdrawn from lessons or supervised at break, or lunch time, by a member of staff. During this time, the pupil will be isolated from others
- Exclusion. Fixed Term and Permanent. This can only be authorised by the Headteacher, or Acting Head in his absence

**b) Permanent Exclusion**

The Headteacher will use his judgment in deciding whether to exclude a child permanently. In some circumstances the pupil may have seriously breached the Behaviour & Discipline Policy over a long period. In other circumstances the Headteacher may permanently exclude for a serious 'one off' incident. The Secretary of State suggests that these are:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

The Secretary of State states these instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community. Pupils and parents should note the Secretary of State states in cases where a Headteacher has permanently excluded a pupil for:

- One of the above offences; or
- Persistent and defiant misbehavior including bullying or repeated possession and/or use of an illegal drug on school premises and where the basic facts of the case have been clearly established on the balance of probabilities, the Secretary of State would not normally expect the governing body or an Independent Appeal Panel to reinstate the pupil.

#### **7. Alternative to Permanent Exclusion**

The academy may decide if it is appropriate to use alternatives to permanent exclusion such as restorative justice; mediation between pupils or between a pupil and a member of staff; internal exclusion; or a managed move.

#### **8. Support**

The above sanctions co-exist with a variety of support procedures, ranging from advice and counselling from staff, through the drawing up of an Individual Behaviour Plan, to the creation of a Pastoral Support Programme. Assistance may be sought from outside agencies such as Connexions Personal Advisers, Attendance Improvement Officers, Educational Psychologists, Behaviour Support Team or the Education Support Centre Outreach Team.

Procedures may be changed from time to time when deemed appropriate by the academy.