



## **Rewards and Behaviour Policy 2024/2025**

**Please note this policy is being reviewed in  
September 2024 by a Working Party**

**Aspire not to have more but to be more**  
Saint Oscar Romero

**+ Honourable Purpose + Respect + Compassion + Cooperation +  
Stewardship +**

***‘Love God and our neighbour as we love ourselves’ (Luke 10:27)  
‘Treat each other in the way we would like to be treated ourselves.’ (Matthew 7:12)***

## **Rationale and aims**

This policy is based on Catholic Christian Values. It acknowledges that good behaviour at all times is necessary for effective teaching and learning and allows for the development of all individuals in our community. Our shared Core Values of **Respect, Compassion, Co-operation, Honourable Purpose and Stewardship** are always followed, as well as our College Mission Statement, **“Aspire not to have more, but to be more”**. We will provide a system of discipline that is creative as opposed to repressive, corrective as opposed to punitive and where restorative justice can thrive.

We aim for each and every one of our students to:

**Speak politely**  
**Have Respect**  
**Follow Instructions**  
**Never say never**  
**Engage positively**

Students are offered a place at All Hallows Catholic College on condition that parents support standards of discipline that help uphold the good reputation of the College.

The behaviour policy is differentiated on a case-by-case basis to take into account individual students' special needs. We understand that some behaviour concerns can be because of issues happening to the child out of college and will respond accordingly.

We educate our students on child on child abuse, sexual violence and harassment and will deal with such issues, should they arise, sensitively and appropriately.

## **Expectations of our students – showing respect, compassion, co-operation, honourable purpose and stewardship**

Students will, through their conduct, help the teacher to teach and the other students to learn.

Students will follow the class rules of all teachers and follow the instructions of all staff.

Students will participate fully in lessons and work to the best of their ability.

Students will use manners in lessons and when moving around the College site (we run a keep left and one-way system in select areas of the College).

Students will always wear the correct uniform, including before and after College, and they may be subject to unannounced uniform inspections.

Students will not use electronic devices, including but not limited to mobile phones, ear pods, personal music players, cameras or recording devices between 8.55 am and 3.10 pm.

Students will arrive on time at the start of each day and for each lesson throughout the day.

Students will behave responsibly at break and lunch times, eating and socialising in designated areas only and staying on site.

Students will help keep the whole College environment clean and tidy and will willingly help pick up litter when requested.

Students will represent the College outside of school hours – full uniform must be worn, and behaviour must be of a high standard when in the local community and beyond.

## Class rules

**Teachers may add personal rules in their class, but generally, agreed standards used by all staff include:**

Students will line up in an orderly and calm manner outside the class door before being welcomed to enter the classroom (CO-OPERATION).

Students will sit in a designated seat (RESPECT).

Students will bring the necessary equipment to the lesson (HONOURABLE PURPOSE).

Students will participate fully in the lesson and present their work with care (HONOURABLE PURPOSE).

Students will take responsibility for their own learning and ask if they do not understand something (HONOURABLE PURPOSE).

Students will try their best with classwork and with homework that is handed in on time (HONOURABLE PURPOSE).

Students will behave in an acceptable and respectable manner towards all staff and other students (COMPASSION).

Students will stand for visitors when brought by members of SLT and all visitors will be treated with upmost respect (RESPECT).

Students will respect the class environment and equipment (STEWARDSHIP).

Students will be dismissed from their classroom in an orderly manner when instructed by the teacher (CO-OPERATION).

## Roles and responsibilities

All staff in the College are involved in maintaining good discipline. This includes teaching and non-teaching staff.

All staff can issue REWARDS as well as being involved in SANCTIONS as appropriate. These include:

REWARDS	SANCTIONS
Achievement Points / SHINE points	Loss of privileges, changing seat plan, verbal warnings
Contact parents by letter, postcard and phone*	Shadow timetable, on call
Verbal praise	Detention, Emmaus, suspension
Certificates, prizes	Fixed Term Exclusion, Permanent Exclusion
Mention in assembly and newsletter	Contact parents by letter, text and phone*
Celebration Events and Trips	Community service
Comments in reports	Behaviour support plans and reports
	Compulsory homework clubs
	Governor Panels

The rewards and sanctions that are used may depend on the role of the staff member in College and may come after consultation with another colleague. They will also depend on the particular situation in hand.

\*Staff are encouraged to make a positive phone call home as soon as practically possible after a negative call was made to a parent.

## Rewards

Staff are to reward students with Achievement Points (AP) for student work or acts that are above and beyond what is expected. These are given by all staff and recorded in SIMS so parents can see them via the Parental Gateway.

Achievement points are automatically added to a students' half-termly SHINE points, and those students with 30+ SHINE points at the end of each half-term, will be entered into a Year group prize draw. For every 5 SHINE points above 30, they will receive another entry

At the end of the year, those students who have had 30 or more SHINE points for each of the first 5 half-terms, will be entered into a prize 'special' draw

At the end of each week, a report is generated from SIMS for those students who have gained y amount of achievement points, and x amount of behaviour points. This is used by Form Tutors in registration for appropriate discussion, and an email is also sent to those parents / carers

Staff are encouraged to make phone calls home, as well as send praise postcards in the post, for students who have gone above and beyond what is expected.

Pastoral staff will monitor Achievement Points and reward students who meet thresholds across the academic year with incentives such as non-uniform days, early lunch passes, breakfast with the Principal, end of term rewards activities, access to events such as the Year 11 Prom, invitations to rewards evenings

Each term all faculties and departments will nominate a "student of the term" in each year group. These students will receive a mention in the newsletter and/or certificate of commendation presented by Senior Leadership.

Throughout the academic year, staff may focus on areas such as homework, presentation of work, bringing of equipment, attendance and AP's will be allocated accordingly.

## Graduated responses to behaviour (including break-time and out of College)

The use of C1-C5 will reduce the amount of half-termly SHINE points of the same number against each student (*the receipt of achievement points will add to the amount of half-termly SHINE points*).

<u>Level</u>	<u>Behaviour Points</u>	<u>Examples (but not limited to)</u>	<u>Possible consequences include (but not limited to)</u>
Pre C1	0	Low level disruption Lack of equipment Uniform issues Failure to complete work satisfactorily	Verbal warning Change of seating plan
<b>C1</b>	1*	Continued low level disruption Failure to follow an instruction Failure to complete homework/classwork Failure to engage in lessons positively Repeated lack of equipment Poor punctuality to lessons Inappropriate language Repeated uniform issues  Use of mobile phone / banned item (such as chewing gum, aerosols, energy drinks) during College day	Communication via Parental Gateway  Confiscation of item (see below)
<b>C2</b>	2*	Continued C1 (refusal to follow instructions / disruption)	Communication via Parental Gateway
<b>C3</b>	3	Continued C2 (refusal to follow instructions / disruption)  ➔ Use of shadow timetable  Repeated punctuality issues – 2 or more late marks to College in a week without valid excuse (before 9.15 am)	<b>C3 After School Detention ASD (30 mins) (Note1*)</b>
<b>C4</b>	4	Failure to attend a C3 Detention. Refusal to attend shadow timetable Any use of on-call for behaviour issues Refusing to hand over phone High level disruption Truancy (of lessons/form time/assembly with no valid reason) Racist or homophobic language Theft Low-level damage to College property Repeated failure to produce homework over several weeks after C1-C3 used	<b>C4 After School Detention ASD (40 mins)</b>
<b>C5</b>	5	Failure to attend a C4 Detention. Repeated defiance in relation to on-call (including multiple on-call incidents) Dangerous behaviour Fighting / acts of physical aggression Verbal abuse High-level damage to College property  Bullying Possession of a dangerous / illegal banned item Smoking in college or out of college in uniform Conduct out of college Extreme hairstyle**	<b>C5 Senior Leadership (SLT) Suspension ASD Detention (50 mins)</b>  AND / OR Emmaus / Internal Suspension / Fixed Term Exclusion (External Suspension) / Permanent Exclusion

\*\*Extreme hairstyle – it is at the discretion of the Pastoral Team/SLT to decide any sanction.

**\*Note 1: Students will receive a C3 (30-minute) After School Detention (ASD) from their Form Tutor for every 10 Behaviour Points they receive from C1 and C2 incidents. This tally is re-set every half-term. ASD are held daily between Monday – Friday.**

### **Escalation of Sanctions**

- A student who is escalated to a C3 will be sent to the Shadow Timetable room. This will result in an automatic C3 ASD (30 minutes). The student will be informed of this by the class teacher.
- Failure to attend the C3 ASD will result in repetition of the detention for the following day, escalated in time to C4 (40 minutes) ASD. Failure to attend this detention for a second time will result in Emmaus and/or C5 (50 minute) SLT Suspension Detention following straight on. The student will be informed of this by the Pastoral Assistant.
- Students who receive a **C4** will automatically receive a C4 ASD (40 mins). A student failing to attend this ASDT will receive Emmaus and/or C5 SLT Suspension Detention, repeat the Detention the following night, escalated in time to 50 mins. The student will be informed of this by the Pastoral Assistant.
- A student who does not attend a detention will have the detention escalated BUT the maximum number of behaviour points will be capped at the higher level (for example a student who does not attend a C3 will be escalated to a C4 and gain a max of 4 behaviour points, not 3. If they fail to attend a C4 then it will be escalated to a C5 and gain 5 behaviour points max, not 4.
- A student failing to attend/complete an C5 SLT Suspension Detention will be isolated and repeat the SLT Suspension Detention at the end of the Emmaus day. Students will not be given a further opportunity to attend this detention.
- A student receiving an Emmaus for any other incident may also complete an C5 SLT Suspension Detention on the day, or the nearest following day. The student will be informed of this by a member of SLT or Year Learning Leader if this is decided.
- A student failing to attend/complete an C5 SLT Suspension Detention will receive a further graduated sanction (Emmaus) and also may include a Fixed Term Exclusion. The student will be informed of this by a member of SLT or Year Learning Leader

At the end of each week, a report is generated from SIMS for those students who have gained 5+ (amount of achievement points, and 5+ amount of behaviour points. This is used by Form Tutors in registration for appropriate discussion, and an email is also sent to those parents / carers.

The College works hard to ensure that its response to inappropriate behaviour is consistent and in proportion to the level of seriousness. Sanctions will almost certainly be applied when inappropriate behaviour is observed.

The College recognises the professional integrity of teachers and staff within the school and the behaviour policy allows the staff within the school to exercise professional judgement on the appropriate methods and sanctions to address students' inappropriate behaviour.

The information above can be used as a broad guide to the possible actions that may be taken when dealing with inappropriate behaviour. However, it is not exhaustive or restrictive as it cannot possibly take account of all circumstances or the needs of each individual student.

The College reserves the right to issue a permanent exclusion to any student for persistent behaviour issues or an isolated, but serious incident. Students are no longer allowed back into the College after a permanent exclusion and become under the care of the local authority. These are for the most serious of incidents deemed by the Principal to warrant this sanction.

If a student gains 2 x C3+ in one day, then the student should be referred to the Pastoral / Senior Leadership Team for further action. It is the responsibility of the second member of staff who has issued the C3+ to notify these colleagues for intervention by using on-call.

Shadow Timetable – a nearby room that the student will be asked to work in for the duration of a lesson, or for a future lesson – in the same year group / bubble where possible

On-call – a member of staff, middle and senior leadership, who is asked to support a colleague. If a student receives 2 on calls in a day then they will be taken to the Emmaus Room.

Detention – students should only be put in detention on their own or in small groups, not as a whole class unless in unusual situations. If students can be appropriately socially distanced, they can be from more than one bubble. Detentions will always be followed by a restorative conversation between the teacher and student. Subject teachers and Subject Leaders will supervise detentions for issues in lessons. Pastoral staff / Senior Leadership Team will oversee detentions for issues out of lessons. The College will either contact home to inform parents about a detention or record it on an individual student's behaviour log, which can be accessed through the Parental Gateway. It is also the student's responsibility to bring this to the parents' attention. If there is a particular problem, then the parent will need to contact the teacher concerned and see if the detention can be rearranged. It is an expectation that students will complete a detention, even if the child or young person travels by bus. Parents will need to make alternative travel arrangements on that day. We understand that this may inconvenience parents, but such sanctions are effective in modifying students' attitude and behaviour and we would ask for the support of parents and carers in this regard.

Emmaus – students attend a supervised room to work in Emmaus for a part day / whole day. At the earliest opportunity, a reconciliation meeting will take place between the student and the member of staff involved in the incident. Students must be socially distanced whilst in Emmaus if different year bubbles are present.

Internal Suspension – students attend Emmaus and remain behind for an additional 50 minutes (C5 detention) at the end of the day. This is an alternative to a Fixed Term Exclusion. Students must be socially distanced whilst in suspension. Internal Suspension may be completed in different venues, such as Emmaus, offices or the Aspire Hub.

Fixed Term Exclusion (External Suspension) – students must remain at home for a specified number of days (between 0.5 days and 45 days).

Students should not be asked to stand outside of a lesson for prolonged periods of time.

Students should be given "out of class" passes if they have been asked to do a job for a teacher with their permission. Some students have a personal out of class pass given to them for pastoral reasons and these must be kept with the student at all times.

**Note 2:** Banned items list includes:

- Alcohol, tobacco, e-cigarettes, illegal drugs, CBD related products etc
- Prescription medicines without the patient name, date of prescription, dosage and name of drug
- Over the counter or other non-prescription medicines without a parental note of authorisation
- Solvents, volatile substances and drugs
- Aerosols – hair and deodorant
- Matches and Cigarette lighters
- Fireworks
- Knives, weapons and firearms
- ICT virus equipment
- Laser pens or any laser pointing device
- Chewing gum and canned fizzy drinks or energy drinks
- Make up, jewellery, false nails and eyelashes, nail varnish and fake tan
- All watches, including smart watches, during exams

- Stolen items
- Pornographic images
- Any other object has been, or is likely to be, used to commit an offence or cause injury (including the student) or damage to property

DfE guidelines protects staff from liability to, or loss of, any confiscated item provided staff have acted lawfully. Authorised staff can confiscate items which they have reasonable grounds for suspecting pose a risk to staff or students, or prohibited or banned item or is evidence in relation to an offence. The College also exercises the power to search (if we believe we have good reason) for prohibited items, including stolen items, cigarette related items, pornographic images, articles likely to be used to commit an offence and cause damage to property. In cases of weapons and knives and extreme or child pornography, the police will be called, and the material handed to them. The College also exercises the right to look at the content of mobile phones and other devices and delete material if it is deemed necessary and inappropriate. Staff may exercise the right to wear PPE during confiscation or searches. If a member of staff confiscates a phone or a banned item from a student, such as but not limited to a phone, then it will be kept in a college safe in an envelope where appropriate until such time that a parent/adult or agency can collect or it will be disposed of as appropriate.

Updated rules on the confiscation of items (DfE: September 2022):

- All records of searches must be logged in CPOMS
- Only identified staff can conduct a search (SLT, YLL, FSW, PSM, PIL, SEND, IT)
- Students must be told why they are being searched, where it will happen and by whom, with a chance given to ask questions
- If a student refuses to be searched then seek the help of the Principal or DSL
- Reasonable force can be used to prevent a student from harming themselves or others, but only after its use has been assessed as necessary (only for prohibited items)
- Where possible, parents should be notified of a search in advance
- Always parents should be notified after the search of the outcome
- The person carrying out the search must be the same sex as the student being searched
- There must be a second member of staff present to witness the search, but they do not have to be the same sex as the student
- In a private location staff can search the pockets of a student and ask them to remove the outer layers (clothes not worn directly over skin). Staff can search bags in the presence of the student and witness
- Metal detectors can be used where necessary in a search
- In no circumstances can a strip search be done by staff. The police only have this power and authority and they must be consulted only after other approaches have been exhausted.

See Drugs Policy – the College will exercise the right to ask students to empty pockets and bags in cases where drug use / possession is suspected using the search protocols from above. If a student failed to agree to this then the police will be called to conduct the search. Students who bring drugs on site will be isolated pending an investigation involving the police if necessary. Parents will be contacted, and referrals made to external agencies if necessary. Using, possessing or supplying drugs is likely to lead to a permanent exclusion or a fixed term exclusion. If the Principal does allow the student to return it will be under a “Drugs Free In College” contract. Staff may exercise the right to wear PPE during searches.

**Note 3:** Year Learning Leader and Senior Leadership monitoring may include:

Form Tutor intervention with home and the student.

Behaviour reports when students have reached thresholds of behaviour points.

Use of external agencies; such as Social Services, JDI, Police, EWO, Health and others.

Issuing time out cards.

Parental meetings.



Detentions (break, lunch and after school).

Removal of a privilege, yard bans.

Attendance at a Governor's Behaviour Panel.

**Note 4:** Poor punctuality – staff run a late gate daily and will monitor students who arrive late. See attendance policy for more details.

**Note 5:** The College reserves the right to use CCTV across all building and grounds. This footage will be used by College staff and other agencies as and when required. See separate CCTV Policy.

**Note 6:** Students are not allowed to use mobile phones (or other electronic devices) between 8.55 and 3.10 and, if they do so, they will be confiscated and kept in the safe until a parent or carer collects them. All watches, including smart watches, are not allowed to be used during exams. The College will not be held responsible for any loss or damage to such items. Staff may use their professional discretion with their use on trips and sporting events and in some lessons with the permission of the member of staff. Students will not use other personal devices (USB / storage / gaming devices/ video / photograph or audio recorder etc) in school unless they have permission. During these times students will understand that, if they do use their own devices in All Hallows, they will follow the rules set out in the Acceptable Use Policy, in the same way as if they are using College equipment. Devices must not be used at any time to record conversations or lessons.

**Note 7:** Teachers have a statutory power to discipline students for misbehaving outside the school (College) premises. Section 89(5) of the Education and Inspections Act 2006 gives the Head/Principal a specific statutory power to regulate students' behaviour in these circumstances "to such extent as is reasonable".

This College's behaviour policy allows us to discipline a student for any misbehaviour when the child is:

- Taking part in a school/College organised or school/College related activity
- Travelling to or from school/College
- Wearing school/College uniform
- In some other way identifiable as a student at the school/College

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school/College
- Poses a threat to another student or member of the public
- Could adversely affect the reputation of the school/College

The College reserves the right to work with the police on such matters if necessary and sanction if required. This may include the use of detention, Emmaus, suspension, and permanent exclusion.

**Note 8:** Students are expected to bring into College as a minimum: a) Pen, pencil, ruler, calculator. b) Correct books for a particular day c) Correct clothing and equipment that a particular lesson requires (e.g. PE and food). Persistent failure to bring correct equipment will result in sanctions being applied to a student. Students who arrive with inappropriate bags will have them confiscated and replaced with a bag for loan for the day. Students have a responsibility to not share this equipment with others.

**Note 9:** For safeguarding reasons, no more than one student should be in a toilet cubicle at the same time. If more than one student is found to be in a toilet cubicle at the same time, they will each receive a C3 detention. Repeated issues could lead to further sanctions. Students should always find a member of staff or report to the Pastoral Offices if they require support. They should not congregate in toilet cubicles. This will ensure the student is safe, staff know where they are, and help can be given.

**Note 10:** Staff in the college are safeguard trained and know to look for signs of behaviour that could be because of a situation that is happening out of college, including child on child abuse, sexual violence and

harassment, physical and emotional abuse and neglect. Staff will share these concerns with the Designated Safeguarding Lead or Deputy DSLs who will act accordingly under guidance from our Child Protection and Safeguarding Policy

## Remote learning rules

There may be times when a student has to work at home:

If students are not in College, we expect them to follow all of the rules set out below.

Parents/Carers should also read the rules and ensure their children follow them. Parents/Carers should contact Mr Blades, Assistant Principal if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

### **Students who are not attending College will continue to have access to resources provided for home learning**

You should complete work to the deadline set by your teachers.

Seek help if you need it, from teachers or teaching assistants.

Alert your teachers if you are not able to complete work (via SMHW and/or email).

Use proper online conduct, such as using appropriate language in messages.

### **Where students are invited to 'Live' online lessons remote learning rules apply**

- There will be no 1:1 Lessons – students will be invited in groups.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be appropriate or could be blurred.
- Live classes will be kept to a reasonable length of time, so that streaming does not prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff will only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held. Staff should also record whether any safeguarding issues were noted. If concerns were reported/observed record detail and the date/time these were shared with the DSL as per normal safeguarding reporting processes.
- Staff may use the whiteboard or screenshare function, and / or blank the video of themselves, if they choose.
- Staff will control the lesson and will 'mute/unmute' students and may disable the video function for students.
- Staff will remove any students whose behaviour is inappropriate.
- Students must not use mobile phones, or other electronic devices including cameras or audio recorders, to record 'live' online lessons.