

Our Lady's Catholic High School

Behaviour Policy

Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Reviewed: Autumn Term 2025

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Principles on which the policy is based, expanding on the Mission Statement.

This Behaviour Policy is based upon a commonly held set of values:

- the unique value of each individual
- the fact that Our Lady's is committed to exercising care for its pupils and building their self-respect
- respect for the rights of others
- respect for authority
- respect for property
- honesty
- fairness
- courtesy

Mission Statement

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

- **develop their faith in a supportive context**

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

- **work and learn to the best of their abilities**

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

- **be treated with respect at all times**

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

- **feel safe**

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken in line with our schools' anti-bullying policy. Everyone should look out for others and report any concerns.

Context

This policy has been developed with consideration and links with the following policies:

- Safeguarding policy
- Attendance policy
- Anti-bullying policy
- Equality policy
- Care and Control of Pupils policy
- SEND policy
- Spiritual, Moral, Social and Cultural Development Policy

Scope of this policy

Teachers have a statutory power to discipline pupils for misbehaving outside the school premises. Section 89(5) of the Education and Inspections Act 2006 gives head teachers a specific statutory power to regulate pupils' behaviour in these circumstances 'to such extent as is reasonable'.

This policy applies to all pupils when in or near school, travelling to and from school and on Educational Visits. Staff may discipline for any misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing the school uniform or
- In some other way identifiable as a pupil at the school.

Staff may also discipline for misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil, staff or member of the public- this includes the use of social media or
- Could adversely affect the reputation of the school.

School staff have the right, not to be subjected to harassment at any time in their professional or private lives.

Acceptable behaviour is clearly spelled out and communicated effectively to pupils.

Rules should be expressed in positive constructive terms that include the reasons for the rules.

These rules are expressed in our:

- Core Principles
- Code of Conduct
- B4L System
- Policy on Care & Control of Pupils

We will never accept any racist, genderist, homophobic, disablist or deliberately hurtful comments about other members of our school community. This includes commenting negatively about pupils who try hard in class. At our school these pupils belong to the 10th protected characteristic; 'pupils who try hard'. Such behaviours will always result in an immediate referral from class.

We will try to prevent misbehaviour by:

- defining what behaviours are and are not acceptable
- modelling good behaviour

- recognising and rewarding good behaviour
- applying consistent and clearly explained sanctions for misbehaviour
- ensuring effective delivery of the curriculum
- having adequate levels of supervision
- encouraging excellent punctuality
- ensuring good levels of communication
- careful monitoring and tracking

Roles and Responsibilities

The Governors

The Governing Body are responsible for setting the general principles and expectation of excellent behaviour. The Governing Body have a responsibility to hold Senior Leaders to account for the accepted standard of pupil behaviour.

The Headteacher

The Headteacher is responsible for ensuring behaviour standards are understood by staff, pupils and parents, and that staff consistently follow and apply these standards.

All staff

All staff will follow the school's published B4L Behaviour Management System. This will include referral systems being followed, a graduated level of appropriate sanctions and support being applied, effective communication and parental contact and involvement.

Classroom Teacher

Matters of classroom discipline are the direct responsibility of the class teacher. Classroom teachers are responsible for applying the Behaviour for Learning system consistently and recording stage 3 and referrals (including failed and SLT referrals) on Synergy. Their line-manager for classroom issues is their Principal Teacher.

Learning Managers

Learning Managers have a responsibility for each child in their year group. This includes monitoring and dealing with incidences of misbehaviour which occur outside of the classroom, and behaviours which trigger our level system. Learning Managers record these incidences on Synergy and implement support strategies where necessary.

Form tutors

Form teachers should contribute to the monitoring of pupils in their form and for communicating with the Learning Managers when they feel that there is a cause for concern.

Staff should try to be positive in their dealings with children, wherever possible, drawing attention to successful behaviour and work. The Mission Statement, incorporating our Core Principles, should be used as a focus, displayed in all classrooms, in all Homework Planners and regularly referred to by staff. Our core principles apply to all members of our school community.

The following means of reward and praise are expected:

- B4L rewards system
- Commitment to school life/star badges system

- the use of green writing, recorded on synergy
- using positive comments in class
- display of exemplary work
- recognition in assembly/school website/corridors/classroom
- contacting home using a variety of methods
- Recognition of academic achievement through celebration assemblies

Parents and Carers

Our Lady's is first and foremost a catholic school. To help our pupils to be successful at our school, we ask our parents to:

- support the school's distinctive Catholic Ethos;
- Support the content of the code of conduct (appendix 1) which they agree to when children start at our school
- ensure that their child attends school regularly and punctually;
- support the school's policies for achieving high standards of work, behaviour and appearance;
- notify the school of their child's absence;
- make school aware of any concerns or problems that might affect their child's work or behaviour;
- attend parents' evenings and any individual discussions about their child's progress or behaviour;
- support the school in implementing its Behaviour and Uniform Policy;
- support their child in homework and other opportunities for developing potential;
- take responsibility for their child's use of social media outside of school hours and ensure this does not impact on school life;
- ensure discussions and any concerns relating to school are kept confidential and discussed only with the school and refrain from making negative comments on Facebook or other social media sites;
- conduct themselves politely and appropriately whilst on school premises, or when in contact with school, behaving in a way that sets a good example to their children;
- supporting the respectful ethos of the school by setting a good example with their own speech and behaviour towards all members of the school community;
- Uphold and model behaviour at home which is reflective of our 'Being One Of Ours' virtues;
- Adhere to the communication code of conduct as outlined in Appendix 2

Pupils will

- respect the school's distinctive Catholic ethos;
- attend school regularly, punctually and with the required equipment;
- show self- respect and always respect others in the school community;
- work hard at classwork and home learning and always strive to achieve to the best of their ability;
- follow instructions without argument or delay;
- make school aware of any concerns or problems that might affect work or behaviour, ask for help and support when needed;
- prepare thoroughly for all tests and assessments and keep to deadlines;
- keep the school's rules regarding behaviour, internet use, appearance and respect for others;
- care for all school property and the school environment;
- demonstrate behaviour which is reflective of our 'Being One Of Ours' virtues;

Sanctions

Sanctions should:

- be as identified in our B4L system and consistently and fairly applied
- aim at correcting behaviour
- not be degrading or humiliating
- be proportionate to the offence
- where possible, have the support of parents

Whole groups should not be punished for the offence of a few.

If a persistent problem is emerging the measures taken must be linked to the Special Needs Code of Practice – Stages 1 and 2.

The range of sanctions used will include:

- Verbal correction.
- B4L Stage warnings and referral system
- Immediate referral (for incidents where B4L warnings are not appropriate)
- Additional writing to be completed at home.
- Detention at break, lunch (will be allowed lunch - no notice; will have to bring packed lunch - 24 hours of notice), after school (no notice needs to be provided but we would always inform parents).
- Placement in an alternative class for a fixed period of time.
- Time spent in our supervised internal Exclusion Unit.
- Removal of privileges such as invitation to attend reward trips/activities; removal of the opportunity to play for school teams or take part in representative activities for school.
- Fixed Term Suspension from school (at home) for a fixed number of days up to a maximum of 5. Pupils will be allowed back to class when a successful readmission meeting has taken place with parents/carers and SLT.
- Direction to attend another local school for a fixed number of days up to a maximum of 10.
- Off site direction to another school.
- Where appropriate, before deciding to Permanently Exclude a pupil, a 5 day Fixed Term suspension may be issued to allow representation to be made to the Headteacher to ensure that all relevant information has been considered before a final decision is made.
- Permanent Exclusion. A governor meeting will always take place to consider the decision of the Headteacher.

Where a pupil is removed from a lesson due to unacceptable behaviour they will only be allowed to return following an acceptable approach toward reconciliation with the member of staff.

Where pupils have been involved in unacceptable behaviour toward each other they will only be allowed to return to school life following an acceptable approach toward reconciliation between each other.

The sanctions apply to all pupils and special exceptions will not be made which favour some pupils over others (e.g., moving an after-school detention to a lunchtime; applying a different sanction because of a pupil's previous history).

Sanctions are, therefore non-negotiable and the refusal to comply with a school sanction, whether supported by a parent /carer or not, will ultimately lead to the suspension of a pupil's timetable until the sanction is deemed to have been completed appropriately.

Examples:

- If a pupil fails to attend a Central Detention he/she will have to complete a full day in the exclusion room until 15:30.
- If a pupil fails Exclusion part way through the school day, he/she will have to complete an extended full day in Exclusion before returning to class.
- If a pupil refuses to enter our Exclusion room he/she will be suspended from school, or directed to another school, for a fixed period and on his/her return will have to complete the time originally set in our Exclusion room.
- For all sanctions the pupil will be expected to behave exactly as directed by the school or the sanction will be deemed to be 'failed' and must be repeated until it is completed correctly.

The use of exclusions and suspensions

The Headteacher decides whether to suspend a pupil, for a fixed term or permanent exclusion, in line with the school's behaviour policy, taking into account all the circumstances, the evidence available and the need to balance the interests of the pupil against those of the whole school community.

Permanent exclusion will only be used as a last resort in response to a serious breach, or persistent breaches, of the school's Behaviour Policy; and were allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school. A decision to exclude a child permanently is a very serious one and will only be taken where the basic facts have been established on the balance of probabilities. It will usually be the final step in a process of dealing with disciplinary offences following a range of other strategies which have been tried without success. It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the child.

There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include:

- serious actual or threatened violence against another pupil or a member of staff – including online.
- sexual abuse or assault.
- supplying an illegal drug.
- consuming illegal drug on site
- carrying an offensive weapon.
- inappropriate use of AI (Artificial Intelligence)

The school may inform the police where a criminal offence may have taken place. 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.

Parents have the right to make representations to the governing body (or discipline committee) about a permanent exclusion and the governing body must review the permanent exclusion decision. Where a governing body upholds a permanent exclusion parents have the right to appeal the decision to an independent review panel.

Schools have a duty to provide suitable full-time education for a suspended pupil from the sixth school day of any fixed period suspension of more than five consecutive school days.

Local authorities are under a duty to provide suitable full-time education from the sixth school day of a permanent exclusion. It is reasonable to expect that schools will endeavour to set and mark work for all suspended pupils during the first five days of any suspension (although there is no legal duty to do so). Parents and carers must take responsibility for their child, if suspended, and ensure that they are not in a public place without good reason during school hours within the first five school days of any suspension. If they do not, the school or local authority may issue a penalty sanction of £60 (rising to £120).

Parents and carers must also ensure that their child attends the suitable, alternative, full time education provided by the school governing body or the local authority from the sixth day of any suspension.

Parents and carers are expected to attend a reintegration interview following any fixed period suspension.

Pupil Support Systems

The school adopts a wide range of strategies for supporting pupils who show consistently disruptive behaviour and have not responded to the usual range of rewards and sanctions. There are set triggers to ensure that intervention is early and consistent for all children. Reasonable adjustments are made to our Behaviour For Learning system for SEND pupils, as outlined in our SEND policy. This is tailored to the child's specific needs.

The range of possible support systems are as follows:

- Form tutor support/mentoring
- Positive report cards
- Pastoral Improvement Plan implemented by our Pastoral Mentors triggered by a pupil reaching a Level two on our Behaviour For Learning system
- Responsibilities offered
- Multi agency approach
- Vulnerable pupil tracking
- Careers support
- Managed moved
- Alternative provision

Definition of child-on-child abuse

Child on child abuse is hurtful, unkind or threatening behaviour which is deliberate and repeated. Child on child abuse can be carried out by an individual or a group of people towards another individual or group, where the abuser or abusers hold more power than those being abused. If child on child abuse is allowed it harms the perpetrator, the target and the whole school community as we strive to foster secure and positive environment.

The nature of child-on-child abuse can be:

- physical (e.g., hitting, kicking, pushing or inappropriate/unwanted physical contact)
- verbal (e.g., name calling, ridicule, comments)
- Online (messaging, social media, email)

- Emotional/indirect/segregation (e.g., excluding someone, spreading rumours)
- Visual/ written (easy graffiti, gestures, wearing racist Insignia)
- Damage to personal property
- Threats with a weapon
- Theft or extortion

Persistent child on child abuse

Peer on peer abuse can be based on any of the following things:

- Race (racist abuse)
- Sexual orientation (homophobic or biphobic)
- Special educational need or disability
- Culture or class
- Gender identity (transphobic)
- Gender (sexist abuse)
- Appearance or health conditions
- Religion or belief
- Related to home for personal circumstances
- Related to being a member of an identified vulnerable group

Discrimination

It is against the law to discriminate against anybody for any of the protected characteristics below. As referenced in our mission statement as a Catholic School we believe in maintaining the intrinsic dignity of all members of our community.

The protected characteristics of all pupils and staff at Our Lady's are as below:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

Any incidents of discrimination/bullying or unkindness whereby a member of our school community has been targeted for any protected characteristic will be dealt with in the same manner. As a Catholic school we believe that all people were created in the image of God and all members of the school community should be treated with respect and dignity regardless of their characteristics.

Behaviour on corridors and communal spaces:

Pupils will:

- actively walk on the left-hand side of corridors and stairwells
- speak Eloquently with an acceptable volume
- are to be Discerning in their choice of the quickest route to their lessons
- are Loving towards one another by respecting personal space
- are Prophetic in the excellent behaviour example they demonstrate to others

Pupils may be issued with a central detention should their behaviour choice not follow our corridor conduct.

Behaviour on School Transport

On the school buses

- Pupils should board the bus in single file, with pass/money ready, and be seated immediately.
- Pupils should stay seated at all times, except when disembarking the vehicle.
- Pupils should conduct themselves in such a manner which does not distract the driver.

The same level of conduct and behaviour is expected on the school buses. The use of foul language, vapes, smoking and unpleasant behaviour towards others will not be tolerated. Reports of poor behaviour on the buses is taken very seriously.

On receipt of a complaint of anti-social behaviour on home to school transport, the following procedure will apply:

1st Incident: Verbal/written warning

If this is a low-level incident and is the first time a pupil is involved in antisocial behaviour, the pupil/s will be issued with a central detention. Parents/carers will receive a letter, notifying them of this behaviour.

2nd Incident: Acceptable Behaviour Contract and meeting with parents/carers.

Repeated poor behaviour on school transport services or a higher-level incident would advocate a meeting/phone call is made between school and the parent/carer to discuss behaviour and the pupil will be required to sign a behavioural contract. Appropriate school sanctions may also be issued, depending on the severity of the behaviour or the frequency of persistent poor behaviour.

3rd Incident: Suspension from services

If the poor behaviour continues, pupil/s will be suspended from all home to school services. Depending on the nature of the behaviour and incidents, this may be for a fixed period of time, or permanent. It will be the responsibility parents/carers to ensure their child gets to and from school. Appropriate school sanctions may also be issued, depending on the severity of the behaviour or the frequency of persistent poor behaviour.

Travelling to school by bicycle

Pupils are permitted to travel to and from school by bicycle. However, any child who chooses to do so must complete a Bicycle Contract, available on our school website under the Parent Information section.

The Bicycle Contract outlines the following requirements:

- Bicycles must be equipped with fully functioning front and rear brakes.
- During the winter months, bicycles must also have working front and rear lights.
- Pupils must wear a cycle helmet for the entirety of their journey to and from school.
- Bicycles must be locked in the designated bicycle racks during the school day and must not be used while on school premises.
- Pupils must follow the Highway Code for cyclists, which includes:
 - Not carrying passengers
 - Not riding on pavements
 - Not weaving through traffic
 - Obeying all traffic regulations and junction rules
- Headphones must **not** be worn at any point during the journey.
- The school accepts no responsibility for any loss of or damage to bicycles.

Failure to adhere to the Bicycle Contract will result in a temporary suspension of cycling privileges. Pupils who arrive at school without a helmet will not be permitted to cycle home; their bicycle will be stored securely until a parent collects it or the pupil brings a suitable helmet. Repeated breaches of the contract will lead to the permanent revocation of cycling privileges.

Toilets

At the start of the school day, breaktime, lunchtime, and the end of the school day, pupils are not permitted to use the toilets of a year group younger than their own. For example; Year 11 pupils are not allowed to use Year 7 toilets. Should a pupil use a younger year group's toilet without permission, they will spend a day in our internal exclusion room.

During lesson time, pupils can seek permission to use the toilet, and should use the toilet closest to the classroom they are currently in. Permission to use the toilet during lesson time is at the teachers' discretion. If a pupil has permission to use the toilet during lessons, a note of this is made in a pupil planner. Toilet passes may be issued to pupils who have a medical condition. Such passes are reviewed regularly.

Searching & Confiscating

Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed or any other item that the school rules identify, such as vapes, chewing gum or makeup. Items which may be searched for are :

- knives and weapons;
- alcohol;
- illegal drugs;
- vapes
- stolen items;
- tobacco and cigarette papers;
- fireworks; and
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence, or
 - to cause personal injury to, or damage to property of; any person (including the pupil).

Under common law, school staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

Carrying out a search

When searching a pupil two members of staff should be present and the one carrying out the search should be the same gender as the pupil being searched. When searching a pupil's possessions, the pupil must be present and the pupil informed of why a search is being carried out. It is a condition of having a locker in school that pupils consent to have these searched for any item whether or not the pupil is present.

A search may take place on the school premises or where the member of staff has lawful control or charge of the pupil (e.g. on an educational visit).

Clothes, possessions, bags and lockers may be searched.

Parents/carers do not have to be contacted before a search takes place.

The extent of the search

A member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers.

The person conducting the search must not require the pupil to remove any clothing other than outer clothing. 'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

'Possessions' means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags. A member of staff is able to search lockers as a condition of having the locker.

A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

The member of staff may use a metal detector to assist with the search. The member of staff's power to search outlined above does not enable them to conduct a strip search.

Refusal to allow a search

Where a pupil refuses to allow a member of staff to carry out a search of their person or possessions they will be isolated and supervised until their parents have been contacted and come to school. The parent will then be asked to carry out or witness the search. No pupil will be allowed to return to his/her lessons until the search has been carried out. Should the pupil not comply with parental request the police may be called. Should a pupil walk off site to avoid a search, a suspension from school may be issued.

Grounds for a search

In order to carry out a search without consent there must be reasonable ground for suspecting that a pupil may have in his/her possession a prohibited item (other pupils overheard talking about the item is, for example, reasonable grounds).

School staff can view CCTV footage in order to make a decision as to whether to conduct a search.

Confiscation

A member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty when reasonable to do so. Parents/carers will be informed when items are confiscated. Staff have no liability for damage to, or loss of, any confiscated items provided they have acted lawfully and reasonably.

Weapons, stolen goods (unless returned to the owner), extreme or child pornography, controlled drugs will be passed to the police. Alcohol, cigarettes and vapes will be disposed of.

Contact with parents

School is not required to inform parents before a search takes place or to seek their consent to search their child. School will inform parents or guardians where alcohol, illegal drugs, potentially harmful substances, knives or weapons, stolen items, fireworks, pornographic images are found, or damage to personal or school property. Complaints about searching and confiscation should be directed to the Headteacher in the first case.

Mobile Devices

Any device which can be used for communication has to be switched off, out of sight and stored securely in a pupils' bag. Mobile devices cannot be carried on a pupils' person.

Mobile devices cannot be used inside the school buildings at any time, with the exception of the restaurant before school.

Pupils attending after school clubs or revision must go outside of the building to use a device or be under the direct supervision/instruction of a member of staff running the club or revision lesson.

Mobile devices used, seen or carried on a pupil's person will be confiscated.

Mobile devices will be returned to pupils upon receipt of a note from a parent/carer requesting its return, the day after confiscation, or directly to the parent or carer if they come into school at the end of the school day.

Pupils are not permitted to take an image of staff or pupils without their consent. Pupils are not to share any images of staff or pupils online without their consent.

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

As with all prohibited items, staff will first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk.

Staff may examine any data or files on an electronic device they have confiscated as a result of a search, if there is good reason to do so.

If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff will never intentionally view the image, and will not copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff will confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response.

If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then the mobile device will be delivered to the police as soon as is reasonably practicable.

In exceptional circumstances members of staff may dispose of the image or data if there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files, the member of staff will have regard to the guidance issued by the Secretary of State.

In determining whether there is a 'good reason' to examine the data or files, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

In determining whether there is a 'good reason' to erase any data or files from the device, the member of staff will consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files will not be deleted, and the device will be handed to the police as soon as it is reasonably practicable. If the data or files are not suspected to be evidence in relation to an offence, a member

of staff may delete the data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.

Smoking

The term 'smoking' includes all versions of related activity, such as 'vaping'.

Pupils who are associated with an incident of smoking will be isolated at lunch for a period of 5 days. Pupils who fail to cooperate will have the period of five days extended. Where there is full cooperation, the period of five days will be reduced. Throughout the period of five days, any further involvement in smoking in school or on the way to or from school, will result in the pupil being removed from class until a parental meeting has taken place. All smoking/vaping paraphernalia will be confiscated and disposed of.

Reasonable force

Please refer to the 'Care and Control of Pupils' policy.

Complaints

Complaints about searches will be dealt with through the school's complaints procedure which can be found on the school website and in the Complaints Policy.

Review of this policy

The policy will be reviewed at least on an annual basis through extended leadership meetings and any amendments/actions will be reported to the Governors at the meeting PP&C

Appendix 1
Our Lady's Catholic High School

Code of Conduct

Pupils must at all times follow our Core Principles, behaving in an orderly manner, paying due courtesy and respect to other members of the school and to visitors. They must always behave in such a way that maintains and reflects the Christian values and mission of our school.

All pupils must be in registration before 8.55 a.m. There is a responsibility to arrive to each lesson on time and with the correct equipment to take part fully. If a pupil arrives late to school they will receive a 30 minutes detention.

A register will be taken by all teachers in all lessons.

All absence must be covered by a call to school on every day of absence.

Medical evidence is required for any absence over 3 days.

Pupils must adhere to our Behaviour for Learning Strategy during lesson time.

Pupils must not leave the premises during the school day INCLUDING THE LUNCH BREAK. Parents who wish their children to go home for lunch must put their request in writing. Such pupils must carry a lunchtime pass to be allowed to leave the school premises. Permission to leave the premises in exceptional circumstances can only be given by the Learning Manager or by a senior member of staff.

Entry to school is by the front gate only. If you wish your son/daughter to travel to school via the '19 steps' a request must be made, in writing, to Mrs McArdle.

At the beginning of every lesson pupils must stand and greet the teacher formally "Good morning, Sir; Good Morning, Miss". When the lesson ends, pupils must stand and follow the same procedure before leaving the classroom in an orderly fashion. The mode of address between all people at all times must always be polite.

Pupils must move quietly and sensibly on the left-hand side of corridors and stairs.

It is an honour to be selected for a choir, the orchestra, the band or a school team etc. Pupils are expected to attend all rehearsals, practices, functions and matches. Requests to be excused must be made well before the event and directly to the teacher concerned, with whom the decision rests.

Though taking part in activities is voluntary, it also involves loyalty and courtesy towards teachers who are giving up their personal time to pupils. It is polite to thank the person leading the activity once it ends.

Articles of value not required in school should be left at home.

Money or valuables should never be left unattended in coats, lockers or bags.

Bags must be of a back pack style, large enough to contain 2 A4 files, weatherproof and able to protect contents. No graffiti.

Potentially dangerous articles may not be brought to school.

Mobile devices must be switched off and stored in a pupils' bag during the school day. Pupils are not permitted to carry mobile devices on their person. (Please see the separate sheet on electronic communication devices)

The term smoking' includes all versions of related activity, such as 'vaping'. Smoking or association with smoking, either on the premises or on the way to or from school, is strictly forbidden. Bringing cigarettes, vaping devices, lighters or matches into school is not allowed.

Chewing gum in school, or in any part of the school grounds is forbidden and will result in a Central Detention after school.

Pupils must not ride bicycles on the school premises. Pupils travelling to school on a bicycle should wear a cycle helmet and their bike be road worthy. Pupils must have signed a bicycle contract which can be found on the website.

There must be NO EATING IN SCHOOL (other than in the Restaurant, quads and yard) at any time. Food or drinks must never be removed from dining rooms. No fizzy drinks to be brought to school. Any food or drinks being consumed in areas other than those designated will be confiscated and disposed of.

Litter should be placed in a bin. We work together to keep our school tidy and all pupils help with a simple litter collection at the end of each break and lunch.

In accepting a place for my child at Our Lady's Catholic High School, I accept on behalf of my child the rules and regulations of the school and the standards expected of my child by the Governors of the school.

Appendix 2

Communications Code of Conduct

A significant strength of Our Lady's Catholic High School which contributes to the success of our pupils, is the positive partnerships and relationships we have with our parents at home. Teachers want the best for their pupils and parents want the best for their children. We both share the common goal of helping your child grow into a successful, happy young person, but working together towards that goal can occasionally prove difficult. Sometimes, education staff and parents don't agree about behaviour or performance. When relationships become strained, everyone suffers, and it becomes harder to achieve a positive outcome. Therefore, we have published a communications code of conduct for parents and staff to follow with the aim of achieving the best for your son/daughter on those rare occasions when we have to navigate difficult conversations. If you have any questions, please get in touch.

Please do...

1. Contact us if you have a question, concern, query or complaint. We want to know if you feel unhappy about a situation or incident, we are keen to resolve these.
2. Tell us what you understand has happened and how this has made you or your child feel.
3. Help us to resolve the situation efficiently by addressing your concern to the person who is best placed to deal with it, which will be the person most heavily involved in the issue or incident.
4. Recognise that there could be different perspectives or additional information that needs to be understood before you have a complete picture of what has happened. In other words, approach incidents “seeking first to understand before seeking to be understood.”
5. Address concerns to staff at school during the working week (and not at weekends), rather than through social media or out of school.
6. Expect a reply within 2 working days. A same day response may not be possible and should not be expected. Concerns around child safety and child protection will be prioritised. Some of our staff are part-time and so 2 working days may not equate to two actual days of a standard working week.
7. Speak to members of staff politely and courteously.

Please don't...

1. Arrive at school without an appointment, expecting an immediate meeting.
2. Use sarcasm or aggressive words and phrases to try to make staff feel guilty, ashamed or stupid e.g. appalling, pathetic, disgraceful, ridiculous, disgusting. The use of any such words will not be tolerated.
3. Use legal terms without legal advice or use them outside of their correct legal context in order to add weight to arguments e.g. harassment, negligence, discrimination.
4. Threaten staff either through physical intimidation, aggressive hand gestures, swearing or with the threat to involve Ofsted, the press, the Department for Education, the police, governors, solicitors, the local authority or other such stakeholders.
5. Make complaints personal by calling into question staff's motives, competency, professionalism, integrity or honesty.
6. Post derogatory comments online about staff: the school takes legal and police advice if comments amount to defamation or cyber-bullying.
7. Demand to speak to the Headteacher: by not getting involved immediately, he can review your concern objectively if you feel school staff have not handled it appropriately.

Please be aware that...

1. The school will return unanswered any correspondence that doesn't conform to these expectations with a request for it to be re-sent in order for it to be answered.
2. Staff will similarly end phone calls and meetings for the same reasons
3. The school will restrict access to the school site and/or to the staff for those who seriously or persistently breach the code of conduct.