

St. Alban's Catholic High School



Behaviour Policy

Date of Approval: 8th December 2025

Recommission Date: December 2027

Section 1. Introduction

Governing Body Statement of Principles:

The Governing Body seeks to promote a positive learning environment which enables each individual student and member of staff to fulfil his or her full potential and encourages lifelong learning for all.

Mission Statement:

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

First and foremost; the foundation principle of this policy and every provision contained herein is as follows;

So in everything, do to others what you would have them do to you, for this sums up the law and prophets

Matthew 7:12

Our Strategy

- To recognise that each individual student and member of staff is a unique creation in the image of God, and deserves to be valued equally;
- To follow Christ's example by providing a living testimony to the goodness and presence of God and so to prepare our students for a fuller participation as followers of Christ in the life of their community;
- To develop effective leadership throughout all levels of the staffing structure and to use this to create a successful teaching environment where high expectations of students, staff and governors are met;
- To provide a positive and supportive environment in which staff can maximise their skills and to support them in fulfilling their potential for the benefit of themselves and our students;
- To provide full opportunity for our students to develop their individual talents and build a strong foundation for their future;
- To enable leaders to lead, teachers to teach and learners to learn

Section 2. Expectations

In setting the Behaviour Policy, the Governing Body expects that;

- All members of the school community, at all times, behave in a polite and considerate manner showing respect for themselves, each other and to the school itself;
- Students behave in a manner which supports the learning of other students and does not jeopardise the health and safety of any member of the school community;
- Students will not use offensive language, will adhere to the anti-bullying policy and will at all times promote tolerance and respect with regards to protected characteristics;
- Students will attend their lessons in accordance with their timetable
- Students who behave well will be recognised through the school reward system;
- Students who do not conduct themselves in line with the school's expectations will be dealt with through the school system of sanctions or interventions

St Alban's Catholic High School takes the 'Beatitudes' as the bedrock of our expectations. In order to embody the Gospel Values, we expect **all** members of the school community to;

- Act with integrity
- Treat others with compassion and protect their dignity
- Practice humility and gentleness
- Hold a keen sense of justice and value truth
- Work towards reconciliation, forgiveness and mercy
- Value purity and Holiness, showing respect for our Catholic distinctiveness
- Act with tolerance to others
- Bring an attitude of service and self-sacrifice

Classroom Expectations

In order to create a calm and purposeful learning environment which supports students to achieve their potential, the school expects students to follow the classroom routine set out below;

Arrival to Lesson

- Arrive to class on time
- Line up outside the classroom quietly
- The teacher will welcome the students into the classroom
- Students will take their assigned seats quietly and immediately engage with the retrieval activity

Learning in Lesson

- Students will actively participate in learning activities
- Students will use the appropriate low volume level when instructed by the teacher
- Students will follow all instructions and routines
- Students will stay in the classroom (Toilet use and filling water bottles during social times only)

Students will allow themselves to learn by following the classroom code:

- Students have a right to learn
- Teachers have a right to teach
- Everybody has a right to safety
- Everybody has a right to dignity

Leaving the Lesson

- Pack up equipment under the teacher's instruction
- Make sure the learning area is clean and tidy
- Stand in silence behind chair and wait to be dismissed by the teacher
- Leave the classroom quietly and sensibly into the corridor or outside areas as required

Expectations in communal areas of the School

- Students will travel safely and sensibly through corridors and other communal areas of the school
- Students will attend all lessons on their timetable
- Students will adhere to the timings of the school day, ensuring prompt arrival at lessons and avoiding late marks
- Uniform will be worn correctly, as set out in this policy, in all communal areas, during both lesson and social times
- There are certain areas of the school which remain out of bounds to students during social times; students will not enter these areas without expressed permission
- All members of the school community will treat others respectfully in thought, word and deed

The scope of this policy extends, as is recommended by DfE guidelines, to students;

- i) On the school site;
- ii) Outside school on school business (e.g. educational or other trips, visits);
- iii) Situations where the student is not on school business but where taking action aids 'maintaining good behaviour and discipline among the student body as a whole'. One example of this would be travelling to and from school.

Expectations of students outside of School

- Students will leave the school grounds promptly and safely at the end of the school day
- Wearing the St Alban's Catholic High School uniform is a privilege and we expect students to exemplify the Gospel Values in public spaces;
- Treating members of the public with dignity and tolerance

This policy, in accordance with DfE guidance, outlines actions the school may take to protect the integrity and reputation of the school and our community.

Section 3. Attendance and Punctuality

The school is required by law to keep a record of student attendance. It is essential that we have an accurate record of who is in school for the safeguarding of students. Good attendance and punctuality are essential for good learning. They are also essential skills for later life. Punctuality and attendance are monitored by Form Tutors and the Attendance Officer and problems are followed up.

If students are absent from school:

- Parents/carers should telephone the school in the morning on the first day of absence; if this does not happen the Attendance Officer will contact the parent/carer to enquire;
- Any absence needs to be explained; by letter or email from parents/carer or a note in the planner, otherwise this will be deemed 'unauthorised' by the school
- Parents/carers should contact the school again if an absence is more than three days. If they do not do so, the school will make attempts to contact them
- On return to the school following absence, it is the students' responsibility to seek advice on completing any work missed

Punctuality is important to ensure lessons start promptly and learning time is maximised. As such, this policy outlines sanctions to be applied should students arrive late to school or late to lessons during the school day.

Serious lapses in attendance or punctuality will be referred to the Attendance Officer. In some instances, a referral will be made to the Education Welfare Officer who may take further action and may issue a Fixed Penalty Notice. We strongly discourage parents from taking their children out of school for holidays or family outings during the school term. In most cases, unless there are extenuating circumstances, this will count as an unauthorised absence.

If a student needs to leave during the school day, an email from a parent/ carer will be needed to clarify their need to leave.

It is expected that students understand they must not leave the site without good reason during the school day. Sanctions may be applied if students leave the site - this includes retrieving footballs from gardens.

'Internal truancy' is defined as a student being present within the school grounds but being absent from lesson without expressed permission (for example, internal meetings). Internal truancy will be dealt with under the school sanctions contained within this policy.

Section 4. Uniform and Appearance

All students in Years 7 to 11 are expected to wear correct school uniform as it plays an important part in establishing a community spirit and also encourages students to take a personal pride in their own appearance. Commonality of dress prevents social hierarchy created by fashion, instils a sense of belonging and helps students to develop a well-balanced attitude to conforming.

We expect students to take a 'door-to-door' pride in their personal appearance, including on their way to and from school. The school expects that the appearance of all students will be a credit to the individual, the family and the school itself.

The focus of this policy is on conforming to a set of established principles founded in the fact that flair, expression and individuality can be expressed in the classroom through learning, and not through appearance.

Uniform guidance including compulsory items;

Blazers

All students must wear the school blazer; to be worn at all times unless permission is given to remove it.

Trousers

All students must wear tailored mid-grey school trousers. Flares and skinny style trousers will not be deemed acceptable.

Shirts

Shirt (can be purchased from any supplier) should be plain white, preferably long sleeved, with a collar suitable for a tie (with a top button); short sleeved shirts (again with collar) can be worn in the summer. Shirts should be tucked in and top button done up.

Tie

The school tie is compulsory. The tie must be worn smartly, with the top button of the shirt done up.

Jumper

Optional school jumper. Can be worn under the blazer but not instead of the blazer.

Headscarves and Hijabs

Headscarves and hijabs are permitted. These must be plain black only.

Shoes

Plain black flat leather (or faux leather) shoes of a formal and traditional style (no boots, trainers/sports shoes, canvas shoes or other footwear such as Vans/Converse/Nike/Plimsolls/Crocs or similar). Students with a medical note may be allowed to wear suitable alternatives (for a short period of time), but they will also need to be black and discreet, and this must be agreed with the Head of Year.

Jewellery

A maximum of one plain, small stud worn in the lobe of each ear. Any other kind of piercing is not permitted. Students are not permitted to wear retaining studs of any kind.

A watch can be worn.

A crucifix may also be worn around the neck, inside the collar.

No other jewellery (even of sentimental value) to be worn in school (including friendship bands and rings).

All earrings must be removed for PE lessons.

Hairstyles

Hair should be kept in a style and colour that is natural and complementing of the child's natural hair.

Only natural hair colours are acceptable within the policy. Students arriving at school with unnatural hair dye will be dealt with under the sanctions set out in this policy document.

The school respects and supports the HALO code.

Make-up

The school does allow the use of makeup if kept natural looking and in keeping with the child's skin tone.

False eyelashes are not permitted.

False nails or acrylic nails are not permitted.

Trainers for PE ONLY

Trainers for PE should be supportive and as plain as possible in any colour with non-marking soles as they will be worn in the Sports Hall.

PE training top

Our green branded t-shirt is compulsory.

PE shorts/ tracksuit bottoms

These should be black and not marked with team logos. A small sports manufacturer logo is allowed.

The style should be sports shorts (e.g. football shorts, basketball shorts) but cycling or gym shorts are not permitted.

Tracksuit bottoms are allowed but leggings are not permitted.

PE Socks

Dark green games socks must be worn.

Section 5. Lesson Preparation

Section 2 of this policy document sets out the expectations for students, including routines for entering and exiting classrooms, and expectations of conduct around the school grounds and outside of school. This section pertains to preparation for the school day.

Students are expected to;

- Keep and maintain their school planner
- Keep a copy of their timetable in the school planner
- Arrive to school with correct equipment for learning
- Follow the uniform and appearance expectations (section 4)
- Not chew gum
- Not use aerosols in school

Section 6. Electronic Devices

Mobile Phones

We recognise that, for safety reasons, parents may wish for their children to carry mobile phones. We expect students to turn all phones off and store them in their backpack, lockers or school bag at all times during the school day.

Mobile phone use is not permitted at all within school. If a mobile phone has not been stored out of sight in the student's bag, the phone will be confiscated.

Confiscated items will be returned to the student at the end of the school day in the first instance. Should the same student have their phone confiscated a second time, the phone will be confiscated and kept until the end of the school week. A parent or carer will be required to come to school to collect the mobile phone.

Headphones

Headphones or earphones are not permitted to be worn in school.

If a student is seen with a set of earphones or headphones they will be confiscated. Confiscated items will be returned to the student at the end of the school day in the first instance. Should the same student have their headphones/earphones confiscated a second time or more, the headphones/earphones will be held by the school for five school days and parents/carers will be called to collect the mobile phone.

Recording devices

Filming or recording is not permitted in school without express permission.

Both video and audio recording will be considered a breach of this policy and students engaged in such activity will be dealt with under the sanctions outlined in this policy document. This includes the taking of photographs.

Mobile phones that are used to record or take photographs within the school will be confiscated as outlined above, and further sanctions will be applied as outlined within this policy document.

Section 7. Rewards and Recognition

Rewards

Public recognition of positive behaviour for learning **and** academic achievement is important to encourage a culture of success within the student body;

Therefore, encourage one another and build each other up, just as in fact you are doing.

1 Thessalonians 5:11

When students meet or exceed the school's expectations for good behaviour as outlined above, we endeavour to recognise this. Our present rewards system includes, in no particular order:

- Verbal praise, either personal or public commendation
- House points
- Positive comments in exercise books, and students' work
- Praise postcards
- Recognition on Presentations Evening and in assembly
- Student Leadership opportunities
- Good references for students when they leave the school
- Bronze, Silver, and Gold Awards
- Certificates
- Rewards visits
- Rewards lunches
- Afternoon Tea
- Rewards BBQ

This list is always under review as is the way in which rewards are recorded.

Within lessons students will have the opportunity to gain recognition through their efforts and achievements. Teachers will be able to recognise student effort and achievement in the following ways;

Gold Award – to be awarded to the student who has the highest achievement or effort in class or in homework. Teachers will be limited to giving a single Gold Award per lesson. The student will be awarded Gold publicly, in order to recognise the student and to inspire peers;

Silver Award; to be awarded to students who show exceptional effort in classwork or homework;

Bronze Award; to be awarded to students who go beyond the expected in terms of effort in classwork or homework

Each award will deliver a set number of House Points to the student's Arbor record.

Rewards listed above may be delivered to students on the basis of their House Point record. Teachers will also have the option to award single House Points to students in recognition of their effort, attitude or meeting/exceeding expectations.

Once per term, Heads of Year will recognise individual achievement through an awards and achievement assembly. There will also be a separate House Assembly whereby house based awards will be given to students who have contributed to the house system.

The House Trophy will be awarded once per term to the house in receipt of the most House Points, which will encompass competition entries, individually achieved House Points, awards, and attendance.

Section 8. Sanctions

When behaviour does not meet the expectations set out within this policy, we will employ a range of strategies to address the situation. The school's rationale for imposing a sanction is to correct behaviour and realign students' actions within the Catholic ethos of the school. The level of response will depend on the seriousness of the offence, whether or not it has happened before and the student's previous disciplinary record.

The guiding principle of our sanctions policy is the correction of behaviour that does not meet the expectations set out within this policy, and teaching and instructing students in positive behaviour for learning;

For this command is a lamp, this teaching is a light, and correction and instruction are the way to life.

Proverbs 6:23

The school uses a consequence system (C-system).

C1 – Students will be verbally issued a C1 with the teacher explaining the reason. C1 events will be recorded on Arbor. Parents will be able to review all C1 events in their child's Arbor account. A child in receipt of a C1 will be issued one behaviour point for the record.

C2 – Students will be verbally issued a C2 with the teacher explaining the reason. C2 events will be recorded on Arbor and parents/carers will be informed via email **and/or** text message. Students who receive a C2 will always be issued with a same day 30 minute after school detention. A child in receipt of a C2 will be issued with two behaviour points for the record.

Lesson Removal

A lesson removal equated to a C3 in the school consequence system. This will award the student three behaviour points.

Should the class teacher or other relevant adult feel the impact of a student's behaviour is so disruptive to the learning of others, they will remove the student from the classroom. In the first instance students will be removed to another classroom, usually within the same department and in consultation with the Head of Department. On occasion, it may be appropriate to remove a student from lesson directly to the behaviour reflection room.

Students in receipt of a C3 (lesson removal) will always be issued with a same day after school detention and parents/carers will be informed via email **and/or** text message.

Detentions

Students may be detained during break or lunch times, or after school.

Parents/carers will be notified via Arbor if their child receives a detention.

Parental permission is not required for the detaining of a student. We will inform parents/carers as a courtesy.

Serious Incidents

The following behaviours are defined by the school as serious breaches of the school behaviour policy;

- Bringing the school into disrepute
- Bullying
- Extreme defiance
- Physical altercation
- Physical assault towards another student or an adult
- Prejudice related incidents
- Serious misuse of mobile device/technology
- Sexualised behaviour
- Truancy
- Vandalism/damage to property
- Theft
- Vaping/smoking related incidents
- Verbal abuse (towards any member of the school community)
- Internal truancy (as defined within Section 3)
- Persistently refusing to conform to the school expectations (including persistent uniform/appearance infringements)

It is worth noting that this list is not exhaustive.

Furthermore, the School also considers any action which endangers the welfare of other students or adults within the school setting to be serious breaches of this policy. This includes but is not limited to;

- Bringing a weapon or item which could cause harm to school
- Maliciously setting off the fire alarm
- Disrupting the facilitation of emergency procedures
- Releasing security doors

Unforeseen situations (this means any act not listed above which is perceived to be against the common good and ethos of the school community not explicitly listed here) may also be included in this category and defined as 'serious breaches' and sanctions will be applied accordingly.

Students identified to be involved in a serious incident may be directed to complete *behaviour reflection*. This will involve the student being withdrawn from lessons in order to complete a reflection log. The period of withdrawal from lessons is at the discretion of the school and will take into account the severity of the incident, the extent of the student's involvement, mitigating circumstances, and the student's previous behaviour record. Any period of behaviour reflection will issue the student four behaviour points.

There may be occasions when a single serious breach or persistent breaches of this school behaviour policy warrant suspension or permanent exclusion.

Suspensions

The school notes that the government supports the use of suspensions as a sanction when warranted as part of creating a calm, safe and supportive environment where both pupils and staff can work in safety and are respected.

The power to suspend a student from school rests only with the Headteacher or the person deputising for the Headteacher.

Suspensions will be *fixed term* – meaning the period of suspension will be for a set period of time.

Parents/carers will always be informed when a suspension has been issued to their child, without delay.

Parents/carers will be informed of;

- Reason for suspension
- Fixed time period of suspension
- Return to school date and time

The school will provide school work to a suspended student for the period of their suspension up to five school days.

Students suspended beyond five school days have a statutory right to suitable full time education provided by the school.

Internal suspension may be used as an alternative to suspension. In this case students may serve their suspension period within the school setting, at the direction of the school (normally in the behaviour reflection room). This is usually only used when an external suspension poses a safeguarding risk and is at the discretion of the Headteacher.

The legal guardians of a student serving a suspension from school are required by law to ensure the child is not present in a public place during school hours.

The parents/carers of a child returning from suspension will be invited into school for a reintegration meeting. This will be an opportunity to;

- Discuss the reasons for the suspension and explore ways of ensuring there are no repeat incidents

- Record both student and parent voice regarding the incident
- Discuss supportive measures to ensure successful reintegration of the student into the school
- Set out a reintegration plan, including the setting of targets for the returning student
- This may include placing the student onto a report card for monitoring the student's return to school
- A period of behaviour reflection may be required for a student returning from suspension before they will rejoin mainstream lessons

Permanent Exclusion

In line with our Catholic distinctiveness, we always aim to see everyone as a unique person created in the image of God. Therefore, we will strive to ensure strategies to support a student are put in place prior to making a decision to permanently exclude a student.

The power to permanently exclude a student from the school rests with the Headteacher alone.

The decision to permanently exclude a student from school may be taken:

- i) In response to a single serious breach of the school behaviour policy
- ii) For persistent breaches of the school behaviour policy
- iii) Where allowing the student to remain in the school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

For any permanent exclusion, school work will be set for the student by the school for the first five days of the exclusion.

The local authority will be informed of the permanent exclusion without delay.

All school processes related to the suspension or permanent exclusion of a student are compliant with current government guidance. Such guidance states that;

The government supports headteachers in using suspension and permanent exclusion as a sanction when warranted as part of creating a calm, safe and supportive environment where both pupils and staff can work in safety and are respected.

And

...it is accepted that not all pupil behaviour can be amended or remedied by pastoral processes, or consequences within the school.

Investigations

In a situation where the School is considering applying a suspension or a permanent exclusion, an investigation will be carried out by an assigned member of staff. An account will then be relayed to the Headteacher who will consider the matter and make the final decision.

The Headteacher will make the decision to permanently exclude or suspend a student from school on the basis of the investigation. The Headteacher will decide on the balance of probabilities whether the student has acted as alleged.

The investigation may include if appropriate, the gathering of statements from victims, alleged perpetrators, and witnesses. Evidence may be submitted by teaching staff and other

professionals. Other forms of evidence such as photographs, CCTV, confiscated or recovered items, or other unforeseen sources of evidence, may be used to inform the investigation.

The school will always endeavour to gain student and parental voice during the investigation, though this may not always be possible.

On occasion, an admission of guilt from the student, or a statement from a member of staff having witnessed a serious incident, may be evidence enough for the Headteacher to reach a decision.

In the event that the Headteacher is considering a permanent exclusion following a serious incident, a student may be suspended pending further investigation. This will allow time for the investigation to be conducted and a decision to be reached.

Further Sanctions

Further measures to sanction are set out below;

- verbal reprimand to reaffirm expectations
- letter or phone call home
- involvement of pastoral staff; being placed On Report for a period of time
- community service (weeding, tidying, removing graffiti)
- meeting with parents; removal of privileges
- Withdrawal from rewards events (see section 7)
- On occasion elements of restorative justice may be appropriate and will be managed by a member of staff.

This list is not exhaustive. Other reasonable sanctions may be set in place by members of staff in order to maintain a calm and purposeful learning environment.

Section 9. Care, Control and Physical Intervention

Physical intervention

Physical intervention may be defined as ‘an action taken by a member of staff, or student which uses reasonable, minimal force’. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm, through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of students such as unpaid volunteers or parents accompanying students on a school-organised visit.

Reasonable force can be used to prevent students from hurting themselves or others, from damaging property or from causing disorder. Examples (not an exhaustive list) of this would be:

- remove disruptive students from the classroom where they have refused to follow an instruction to do so
- prevent a student behaving in a way that disrupts a school event or a school trip or visit

- prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a student from attacking a member of staff or another student, or to stop a fight
- restrain a student at risk of harming themselves through physical outbursts
- Prevent a student from damaging property

Student Searches

The following items are prohibited from school;

- Knives, any bladed article
- Weapons (real or replica)
- Screwdrivers, hammers and other tools
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco related items
- Vaping related items
- Fireworks and pyrotechnics
- Pornographic materials
- Mobile phones
- Sprays and aerosols
- 'Stink' bombs
- Any article that has been or is likely to be used to;
 - Commit an offence
 - Cause personal injury to any person (including the student in question)
 - Cause damage to school property

All searches are conducted in accordance with the Department for Education guidance document; *Searching, Screening, and Confiscation*.

We reserve the right to search the following;

- Student bag
- Student blazer
- Pockets
- Shoes
- Possessions (e.g. phone cases, wallets, lockers etc)

A metal detector (wand) may be used to assist in a search.

Parents/carers will always be notified when a search has been carried out.

In some situations, it may be necessary to use reasonable force to search a student for prohibited items. School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Confiscations

The school's power to discipline enables a member of staff to confiscate, retain, or dispose of a student's property as a disciplinary measure. This is at the discretion of the school.

The law protects the school and members of staff from liability in any proceedings brought against them for any loss of, or damage to any item that has been confiscated.

Section 10. Drugs Policy

Possession of illegal substances

Bringing any illegal substance onto the school site will be deemed a serious breach of this behaviour policy. This may result in permanent exclusion or suspension at the discretion of the Headteacher.

A second instance of possession or use of harmful or illegal substances, at any time during the child's school life, will result in permanent exclusion.

We will always inform police following an incident involving the possession of drugs on the school site.

Supplying illegal substances

'Supplying' is defined as bringing illegal substances into school for the purposes of selling or giving these substances to another person.

Furthermore, we will consider a student found in possession of anything other than a very small amount of illegal substances to be intending supply. For clarity, money does not have to change hands to qualify as supplying.

We will always inform police following an incident involving the supply of drugs on the school site.

Supplying illegal drugs is always a serious breach of the behaviour policy and as such, the Headteacher will judge that an incident involving the supply of an illegal substance warrants permanent exclusion, even as a one-off or first offence.

Intoxication

In the event that a student arrives to school intoxicated, or becomes intoxicated during the school day, this will be considered a serious breach of the school behaviour policy.

As a school we are committed to safeguarding the young people in our care. As such, we will give all necessary support and make all necessary referrals to support an intoxicated student. This may include seeking medical help external to the school.

Intoxication is a serious breach of this behaviour policy and will result in suspension or permanent exclusion from school at the Headteacher's discretion.

The above policies regarding the use, supply and possession of illegal substances in school are underpinned by the Department for Education's guidance;

“In exceptional cases when a school decides to exclude permanently for supply of an illegal drug, repeated possession and/or use of an illegal drug on school premises, the Secretary of State would not normally expect the Governors’ Discipline Committee or an Independent Appeal Panel to reinstate the pupil” (Drugs: Guidance for Schools. DfES/0205/2003)