

Blessed George Napier Catholic School & Sixth Form

A Lead Youth Sports Trust School

Compassion

Respect

Truth

Service

Forgiveness



Expectations

Behaviour for Learning - Students

April 2017

1. School Ethos – What do we think is important?

As a school we expect that all members of our school community will live by the Gospel Values of **Compassion, Respect, Truth, Service and Forgiveness** and that they will follow the code of conduct as outlined below.

Code of Conduct

As a student at BGN I promise to:

- Demonstrate **compassion** for those around me by acting in a way that allows them to be and to become the people they were created to be
- **Respect** those around me in what I do and in what I say
- **Respect** the environment around me by ensuring that it is always left as I would like to find it
- Speak **truthfully** and honestly about what has happened and take responsibility for my actions
- Act lovingly in a way that **serves** others in our school community
- **Forgive** those who have wronged me

I also promise to:

- Be prepared for learning with the correct attitude, equipment and uniform
- Work to my full potential
- Take pride in the work that I do
- Arrive at school and to lessons on time
- Respect the right of others to work and to be safe
- Help to create a calm atmosphere so as to foster a positive learning environment
- Follow instructions without argument

We believe that if this happens there will be an excellent culture of learning and positive behaviour both in lessons and around school which will ensure that each child feels safe. Where it does occur, poor behaviour cannot be tolerated because it erodes the positive staff student relationships that prevail and it curtails learning opportunities for others. All students have a right to attend school in safety and to learn without disruption from others. Parents are entitled to expect that their children have the best possible learning experience and one that will allow them to fulfil their potential. Teachers have a right to work in an environment that allows them to use their skills to the full for the benefit of all their students.

2. Our Responsibilities

The only person that can make decisions for you is you. The only person that is responsible for what you do is you. However, your teachers promise to help you to make the right decisions and to support you in achieving your very best.

All staff, including your teachers, Heads of Department, HOY and Support Staff will:	Be calm and positive when talking to you Praise and reward you when you do well at every opportunity Display your work around the school and in their classrooms Prepare and mark your work to a high standard Set regular and appropriate homework to support your learning and further challenge you on a regular basis Be punctual First bell, respond and be ready to learn on the 2 nd bell Deal with inappropriate behaviour in class so that you have the best chance to achieve your potential Contact your parents if they believe that that would help you Invite parents into the School when appropriate. Ask other members of staff and appropriate agencies to help for you if necessary
---	--

Tutors will:	<p>Be there to help whenever you have a problem or whenever your parents need to speak to someone</p> <p>Help you deal with any problems you may have</p> <p>Encourage you to behave well and to take responsibility for your actions</p> <p>Ensure expected standards of uniform (including nail varnish and jewellery) and equipment every day.</p> <p>Create a “SafeBase” feel with an up to date noticeboard</p> <p>Discuss any behavioural issues with you and put you on report if necessary</p> <p>Check your planner for any notes that your parents or your teachers have written</p> <p>Check that your planner is signed and sign it on behalf the school</p> <p>Carry out uniform and equipment checks to make sure you are prepared for your learning</p> <p>Contact your parents whenever necessary</p> <p>Praise and award Vivo’s where appropriate</p>
Pastoral Managers (Mrs Pritcher, Mrs Phillips, Mrs Garrett) will:	<p>Meet with you if there is an incident</p> <p>Discuss these incidents with your Head of Year and your tutor</p> <p>Contact the home of any student involved in an incident</p> <p>Send letters home for detentions</p> <p>Help you deal with any problems you may have</p> <p>Work with people outside of school that might be able to help you</p>
Heads of Year will in conjunction with the Attendance Officer will:	<p>Help you deal with any problems you may have</p> <p>Deal with any incident that occurs</p> <p>Invite your parents in for a meeting if necessary</p> <p>Ensure that you are on track to make the progress you are capable of and discuss your progress with you and/or your parents if you are not making enough progress</p> <p>Discuss your progress with your teachers</p> <p>Isolate you if you are not following instructions, turning up to detentions or engaging in any actions that harms others or their chances to learn</p> <p>Put you on report if you have failed to reach your targets on tutor report</p> <p>Ask other people to help you if necessary</p> <p>Ask to speak with you and your parents if your attendance or punctuality is below expectation</p>
Mr Lloyd will:	<p>Speak to your teachers if he thinks you are having problems doing your work</p> <p>Help you if you are having difficulty managing your anger or working out how to discuss your feelings with your teachers</p> <p>Work with people outside of school that might be able to help you</p> <p>Spend time with you if you are put into the reflection room after an incident or exclusion to work out a better way forward with you</p>
Mrs Mawn will:	<p>Work with you and your teachers to make sure that you have a productive working relationship</p> <p>Discuss your progress with your Head of Year and Mr Lloyd</p> <p>Put you on a report if you have not met the expectations of your Head of Year</p> <p>Ask to speak with you and your parents if your attendance, punctuality or behaviour does not improve</p> <p>Internally or externally exclude you if necessary</p> <p>Send you home to change into appropriate uniform if necessary</p> <p>Work with people outside of school that might be able to help you</p> <p>Organise a meeting with the Headteacher and School Governors if your behaviour continuously fails to meet our expectations or if you have been excluded for more than 5 days</p>
All of SLT, including the Headteacher, will:	<p>Work with you and your teachers to make sure that you have a productive working relationship</p> <p>Make sure that attitudes and behaviours around the school meet our expectations and ensure that everyone is safe in school</p> <p>Exclude any student who consistently fails to meet our expectations or whose behaviour causes others to be unsafe</p>

4. Recognising Your Success

We realise that you all work really hard to achieve your very best in every lesson, around our school and in every extra-curricular activity that you participate in. We want to recognise your effort and your enthusiasm to make our school a better place and we will do so in different ways.

WHAT REWARDS HAVE WE IN PLACE AT BGN?

Headteacher Certificates: Your teachers will recommend you for a certificate from Mr Long for exceptional work, effort or actions.

Celebration Assemblies including Prize Giving: Each term we will dedicate an assembly to celebrating your achievements and in September we will hold our annual Prize Giving to recognise outstanding achievements.

We have a rewards system, VIVO's, where we will recognise outstanding academic achievement, effort or contribution to our school ethos.

Your teachers may also contact home through letters, phone calls, notes in planners etc. as they see fit.

5. In Class Expectations and Sanctions

Each Department will have their own ways of dealing with behavioural incidents but some incidents are serious enough that the teacher must pass them on to be dealt with by somebody else.

Type of behaviour	Action	Type of behaviour	Possible Sanctions
Level 1 <i>For example:</i> <ul style="list-style-type: none"> • Not completing Homework • Lateness • Eating / Chewing Gum • Calling Out • Off task • Distracting others • Not actively listening • Inappropriate uniform • Lack of equipment • Passing notes • Talking when teacher is talking* • Not following instructions* • Inadequate work* • Winding up other students* • Use of mobile phone 	Classroom teacher deals with incident and may issue a detention, phone home or discuss the incident with the Head of Department	Level 2 <ul style="list-style-type: none"> • Swearing • Throwing items • Refusal to work • Interfering with others' work • Not respecting others' property • Answering back • Escalation of any Level 1 behaviours 	<ul style="list-style-type: none"> • Department detentions • Removal from class for agreed period of time • Compulsory Catch Up
		Level 3 <ul style="list-style-type: none"> • Persistent defiance • Persistent disruption • Continued escalation of any of the above behaviours 	<ul style="list-style-type: none"> • Internal isolation • Removal from class for agreed period of time • Learning Leader after School Detention • Senior Staff after School Detention
		Level 4: <ul style="list-style-type: none"> • Continued escalation of any of the above behaviours • Verbal or physical abuse towards teacher or another student • Swearing at a member of staff 	<ul style="list-style-type: none"> • Internal isolation • Fixed-term exclusion
		Level 5: <ul style="list-style-type: none"> • Continued escalation of any of the above behaviours • Dangerous behaviour that risks the safety of staff or students 	<ul style="list-style-type: none"> • Managed Move • Permanent Exclusion

*These incidents are deemed serious enough that one warning only is required before a situation escalates.

6. Out of Lesson Expectations and Sanctions

a) Uniform

All students are expected to wear their appropriate uniform, remembering that outdoor clothing should not be worn inside the school building. If you are wearing something other than your correct uniform and a teacher asks you to take off, for example, bracelets that you should not be wearing, you are expected to do this straight away and without comment. If you refuse to give the teacher the item then they will speak with your Tutor, Head of Year or Head of Key Stage, and you will be punished for refusing to follow instructions. Blazers to be worn in hall/canteen.

If you arrive at school with the wrong clothing (including trainers) you will be sent to the Pastoral Office and may be sent home to change. If this is not possible you may put into isolation for the rest of that day, unless your parent/guardian can bring the appropriate uniform up to school. We will phone your parents/guardian and it is important that you wear the correct uniform to school the following day.

If there is a good reason why you cannot wear correct uniform that day you should bring in a letter of explanation from your parent/guardian. You should show this letter to your form tutor who will then sign it for that day only. Ties, blazers and, where possible, shoes may be borrowed from the front office if there are any available.

Because wearing your correct uniform is so important, we will do regular uniform checks and will contact home if you do not have the correct uniform. This includes the length of girls' skirts.

If you have been caught wearing non-uniform items more than once, the teacher will confiscate the item. Items will be kept securely in the front office and may be collected from there at the end of the school day on the final day of confiscation.

Items may be given to your parents before the end of the confiscation period, if they come in to reception, on condition that they agree to take responsibility for the item and ensure that you do not bring it back into school.

Offence	Confiscation Period	Head of Year Lunchtime Detention	Letter Home
1 st	0 Days and a Warning	x	x
2 nd	1 days	✓	x

PE Uniform

All students are expected to wear the school kit for their PE lessons. Where this does not happen the following consequences will occur.

Offence	Consequence
1 st	A Warning and Kit Mark
2 nd	Phone Call Home
3 rd	Lunch Time Detention
4 th	After School Detention

Mobile Phones:

We recognise that mobile phones provide more than just an opportunity for you and your parents to contact each other on the way to and from school. However, mobile phones and other multi-media devices should not be used during lesson time unless you are asked to use it by your teacher. Disrespect of this rule (i.e. using of a mobile phone or multi-media device in lessons) will follow the sanctions below.

Offence	Confiscation Period	Return of Phone
1 st	1 day	Pupil to collect from front office at the end of the school day
2 nd	1 day and letter home As a result of an entry of G4S	Pupil to collect from front office at the end of the school day
3 rd	At least 1 day	Will only be returned when a parent collects from the front office or phones the relevant Head of Year.

When a phone is confiscated it will be brought to the front office. You will be allowed to collect it at the end of the school day. We will record your name and the teacher who confiscated your phone in a book in the front office. If it is the third offence then your parents will have to pick up the phone. In this instance your parent/guardian may wish to call your Head of Year to request permission for the phone to be returned.

Because using mobile phones during break and lunch times prevents us from engaging with those around us, because it makes it more likely for them to become lost or damaged, and because of the dangers of taking photos or videos of other students staff will ask you to put away your phone if they see you with it out at break, lunch time, or before school. Refusal to do so will lead to confiscation according to the procedures above. BGN takes no responsibility for loss or damage to mobile phones that are brought into school.

b) Lateness Sanctions System

Lateness to Registration

Whenever you are late you must sign in with the Attendance Officer. It is important that we are always on time to school so the Attendance Officer will produce a list of all of the students that have been late each week. All students must be lined up outside their registration room and dressed appropriately by 8.40 a.m. You must also be at your Period 3 and 5 lessons by the time the second bell goes. The tally of 'lates' is on-going throughout the term, but every student is given a 'fresh slate' at the beginning of a new term.

Issue	Consequences
2 lates to registration/school	Letter home and one-hour After School Detention
2 more lates	After School Detention and your parents will be invited in for a meeting with your Head of Year

Lateness to Lessons

If you are late to lessons your teacher may issue a sanction and may inform your tutor and your Head of Year. If you are repeatedly late, you may be issued with an After School Detention.

c) Smoking/Vaping

Smoking/vaping/e-cigarettes are not permitted anywhere on the school site. BGN is a smoke free zone. Smoking is not permitted in any area of the school or school grounds.

Smoking anywhere on the school site or near the gates (including just before and after school and during lunchtime)	One day internal isolation
Student caught in possession of smoking materials	One day internal isolation
Smoking off site but in uniform	After school detention
Student with smokers (but not smoking)	After school detention

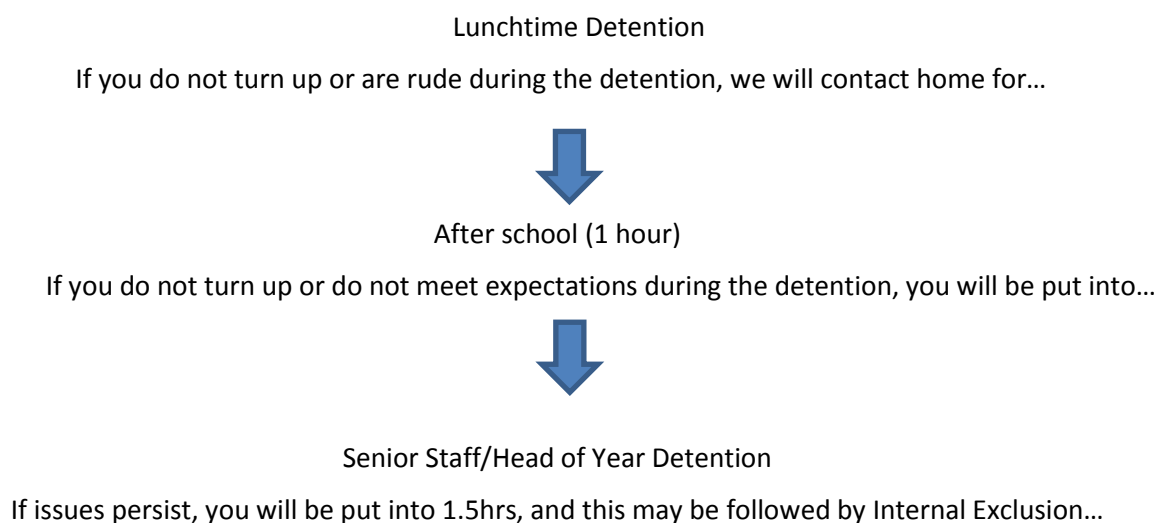
d) Homework

You should always record your homework in your planner. If you do not hand your homework in on time your teacher may, according to circumstances, issue you with a punishment, which may require you to stay after school to complete your homework. If you need any help with your homework please ask your teacher as soon as you can. If you need any help in finding somewhere to do your homework, or you are struggling to manage your time well enough to complete your homework, then speak with your tutor, your pastoral manager or any of the staff in school so that we can help you to solve your problem. Remember, homework is set to help you to reflect on and practice the work that you have done in school. It will help your teacher to work out if you understand the new information that you have learnt in lessons, it will help you to make good progress and can help you to get used to spending time revising for when you have exams. We expect that the students will complete their homework to the highest possible standards that they can be proud of and that show that they have taken their homework task seriously. If this is not the case, you will be asked to redo your homework until it is of a satisfactory standard.

8. Detentions

Detentions are an opportunity to rebuild relationships between student and teacher and to consider how it would be best to behave in the future. You may be asked to complete some work in a detention or to discuss the issue which led to the detention with your teacher. If you do not reach your teacher's expectations of you in lessons then your teacher may issue you with a detention. You may also be issued with a detention for not reaching expectations around the school. The following procedure is what will happen if you do not attend your detentions or if you do not have the appropriate attitude during your detention.

Detention Flow Chart



9. Internal Isolation and Fixed Term Exclusion

Internal Isolation

When students fail to meet expectations of their teachers they may be placed in internal isolation. You will be provided with appropriate work and a member of staff will work with you to help you to reflect on the incident that occurred and to plan how best to move forward. Your parents will be contacted to explain what has happened. You will be asked to give your mobile phone to the member of staff leading the isolation.

You may also spend time in internal isolation while a serious incident is being investigated, or while we are waiting for your parents to collect you for a fixed-term exclusion.

Reasons for Internal Exclusion

- Failure of Head of Year/SLT report (1 Day)
- Consistent disruption of the learning of others (1-2 days)
- Causing harm to another student (1-2 days)
- Any other incident that your Head of Year or SLT believes is serious enough for an internal exclusion

There may be a time when your Head of Year/Head of Key Stage ask an isolated student to attend school between the hours of 9:30am and 4:30pm.

Fixed-Term Exclusion

External Exclusions are a last resort and are given where there is a serious incident: students using physical or verbal abuse or aggression to staff or physical assault on another student or any other high level incident, such as theft, vandalism, substance misuse or the use or dealing of illegal drugs, is likely to result in a fixed-term exclusion and possibly in permanent exclusion.

This exclusion allows students the time to reflect on their actions and what they have learned from this experience and gives the school time to consider how they will best support the student upon their return. It also allows the school community that was damaged by poor behaviour to heal.

Reasons for External Exclusions

- Physical assault on pupils
- Refusal to follow instructions off SLT or Head of Year
- Swearing at staff
- Continual disregard for school rules/disruption of learning of other following an internal exclusion
- Any other incident deemed appropriate by SLT.

Reintegration Meetings

After an exclusion, you will be invited to a reintegration meeting with your Head of Year, Head of Key Stage. Any further reintegration meetings will be attended by a member of SLT, and, wherever necessary, in any case after a fifth day exclusion, the meeting will be held with the Headteacher and with a representative of the school's Governing Body.

The purpose of a reintegration meeting is not to further punish you but to ensure that you, and your parent/guardian, is committed to acting in a way that we expect our students to act. If your teacher believes that this is not happening throughout the meeting then they have the option to send you home again and reintegrate another day or to ask for another member of staff to assist them in the meeting to support you and your parent to make the right decision.

Appendix A

General School Rules

1. Uniform <ul style="list-style-type: none">• Wear correct school uniform and remove outside clothing once inside the buildings.
2. Entering and Leaving the Site/Outside School <ul style="list-style-type: none">• School rules and standards apply whilst you are in school uniform (including smoking)
3. Moving around the School <ul style="list-style-type: none">• Be careful when moving through the car parking areas• Walk on the left side of corridors and respect those around you• Wait quietly outside rooms please be aware of others in the corridors and leave room for them to pass you• Allow people to leave a room before you enter• Be polite and respectful at all times• Go through doors in single file• Show respect to others and hold doors open for others when you can• Do not run in the corridors• Keep to the left on all stairways• Respect those taking exams by being quiet in school during exam periods and by following exam signs
4. Break and Lunchtime Areas <ul style="list-style-type: none">• Only light and soft ball games are allowed on the hard areas (e.g. tennis balls or air flow balls)• Respect the field and playground as part of our school site by leaving no litter behind you.• Always use the bin!• Follow the rules on the Astroturf• Keep away from any areas that have been announced as closed for use• Football on field not by cars
5. LRC <ul style="list-style-type: none">• During lesson times the LRC is a quiet area• There can be no eating or drinking in the LRC• Follow the instructions of the LRC Manager at all times
6. Eating and Drinking <ul style="list-style-type: none">• CHEWING GUM IS NOT ALLOWED ON SITE• Eating food, snacks, or sweets is not allowed during lesson time• Water, no other drinks, can be drunk in some classrooms with permission of the teacher• Eating or drinking is not allowed in the ICT rooms, in Science labs or in the LRC• Food and drink purchased in the canteen must be consumed in the dining hall• All waste food and litter must be put into the litter bins
7. Lunchtime Use of Dining Areas <ul style="list-style-type: none">• All students must queue sensibly both inside the dining hall and whilst waiting to come in to the dining hall• Students should sit down to eat and drink• Tidy your place and use the bins when you finish your food
8. Mobile Phones and Audio Equipment (special exemption for Sixth Form) <ul style="list-style-type: none">• Students in Years 7 to 11 with mobile phones must not use them in school, unless requested to do so by a member of staff. These items must be kept switched off and out of sight in school bags• Sixth Form students are permitted to use their mobile phones in the common room.• Audio equipment and photographic equipment must not be used in school without special permission from a senior member of staff. This includes recording and photographic facilities on mobile phones. Where this rule is ignored, the device will be confiscated until a parent collects it and a detention will be issued.
9. Smoking/Vaping/E-Cigarettes <ul style="list-style-type: none">• Smoking/vaping/e-cigarettes are not permitted anywhere on the school site or just outside the site near the gates (including just before and after school and during lunchtime)

- Smoking materials must not be brought onto the site, including e-cigarettes and liquids
- Smoking is also not permitted in school uniform even outside of school grounds
- Students with smokers (but not smoking) are also subject to sanctions

10. Punctuality

- Start to move to your next lesson as soon as you hear the warning bell before registration and at the end of break and lunchtimes. You must be ready to start your lesson by the time the second bell rings.

11. Collective Worship

ALL Students are expected to enter the liturgical space in silence and to sit where they are directed to sit by the teacher or the student leader in charge. They are expected to sit in silence, with reverence, and to participate fully in all aspects of the liturgy. Students are expected to enter the chapel in silence and to genuflect upon entering. They are expected to behave with reverence throughout their time in the chapel, remembering they are in the presence of God.

12, Expectations on school transport

ALL Students who take the bus to and from school are expected to behave in the same way as would be deemed appropriate in school. Bad language, rudeness to adults or to peers or bullying will be subject to the same consequences as in school. Persistent disrespect for rules on school buses will lead to a withdrawal of the right of that student to use the school bus service, meaning that the family of the student concerned will have to find alternative transport to and from school for that student. Students must remain seated at all times with their seat belt on.

Appendix B

Uniform Expectations

As with all forms of behaviour management, it is the responsibility of every member of staff to resolve issues with uniform. There is an expectation that all tutors check uniform (and equipment) daily.

Uniform Element	Clarification on the Element
Navy blue blazer with BGN badge. All Navy V neck jumper with BGN badge. All	Only the school blazer will be acceptable. These can be purchased through Cross Embroidery, Banbury.
Grey trousers for boys, not black Navy pleated skirt or navy tailored trousers for girls. Plain white shirt for boys Blue and white check rever neck blouse for girls Tie for boys	Trousers must be appropriate for normal school wear and NOT : <ul style="list-style-type: none"> • be combat style, jeans or jeans-style, corduroys or pinstriped; • have externally fixed silver buttons/studs or exposed zips; • be legging-style, made of elasticated material or be skin tight down to the ankle. Navy pleated skirt no more than 3 inches above or below the knee, with BGN logo embroidered in. This can be purchased through Cross Embroidery, Banbury Collar must be large enough to allow the top button to be fastened. Top button must be fastened at all times. Belts on skirts or trousers must be plain, black, be to hold up the skirt or trousers and go through belt loops. They must not be 'fashion' belts, studded, coloured, wide or just 'hanging' on trousers or skirt. They must not have oversized buckles. BGN tie for boys which should be fastened allowing at least 12 stripes to be shown
Plain low heeled black substantial shoes	Only completely plain black footwear is acceptable, i.e. absolutely no flashes, markings or logos in other colours. Heels to be no higher than 1 inch. No boots, stilettos, flip-flops, canvas, open-toed or open-backed shoes will be accepted.
Simple outside coats with no large logos	Plain navy or black top coat, which must be taken off as soon as student enter the school building. Scarves (navy or black only) that are worn to school must be removed when inside classrooms.
Socks or tights for girls	Must be plain navy or black, no patterns. No leg warmers or footless leggings are allowed
Jewellery:	A watch, one plain stud per ear worn at the bottom of the ear and a small crucifix on a chain are the only permitted items of jewellery. We will allow no jewellery, other than that mentioned, to be worn: e.g. no rings, bracelets, necklaces, bangles, charity bracelets or piercing jewellery (Ears, nose, Tongue). These items must be removed for PE.
Hairstyle and make-up:	No extreme hairstyles are allowed. No make-up should be worn at school Hairstyles should not be of an extreme nature (e.g. Mohican, of unusual non-natural colours, or being razor cut into the scalp) and students will be asked to have it amended and/or sent home until grown out. No make-up, false nails or nail varnish should be worn in school: students will be asked to remove any make-up or nail varnish.

The Headteacher will decide on any misunderstandings or disagreements about uniform.

Appendix C

THE SCHOOL REPORTING SYSTEM

Students are put on to report for a number of reasons:

- If there is concern about the progress they are making, including if their grades are lower than expected
- If their behaviour is less than expected, indicated either by the number of incidents they are involved in or by concern raised by more than one teacher
- If they are returning from a fixed period of exclusion
- If requested by their parents

A report gives a student time to prove how well they can do and gives them an opportunity to build relationships with their teachers.

Reporting Procedure

Level 1: Tutor Report – Not meeting expectations

If you receive 3 negative reports within a month your tutor will put you on report. They may also put you on report if your teachers have told them that you are not making the progress that they expect of you. They will talk to you about the reasons for your negative reports and will set you targets to reach based on these reasons. Your report will be monitored in tutor time each morning. Each cross or negative comment on a report will lead to a sanction. If you fail to attend a lunch time detention, you will be given an after school detention. Reports must be signed by your parent each evening. A letter will be sent home to explain to your parents why you are on report. Failure to take the report seriously (by consistently failing to meet your targets) will result in a day in isolation. Teachers will also still give their own detentions for failing to meet your teacher's expectations of you during the reporting process. You will be on Tutor report for 2 weeks in the first instance with up to 3 targets to achieve. At the end of the 2 weeks, your Form Tutor decides whether your targets have been met.

Level 2: Head of Year/Head of Key Stage Report (Orange)

You will go on Head of Year/Head of Upper School or Lower School report if you do not succeed on Tutor Report (you will have had 2 opportunities on Tutor Report), or upon your return from first time exclusion or any internal exclusion. Your parents will be invited into a meeting with Tutor and Head of Year or Pastoral Manager. You must see your Head of Year at break time, lunch time and after school before you go home. Failure to turn up at break time results in a lunch time detention and failure to turn up one lunch time results in a lunch time detention the following day.

Failure to take the report seriously (by repeatedly failing to turn up to show report to relevant teacher/by consistently failing to meet targets) results in a day in isolation. Your teachers will still give their own detentions for failing to meet their expectations during the reporting process.

Level 3: SLT Report (Red)

Students will be put on report to Mr Crawford for the following reasons: Repeated failure of Head of Year Report; following a series of exclusions; any situation deemed appropriate and necessary by the Senior Leadership Team. Your parents will be invited in to a meeting with the relevant member of SLT and Learning Leader to agree your targets. A review meeting will be held after the second week. You must see the relevant member of SLT at break time, lunch time and after school before you go home. Failure to complete SLT report appropriately is likely to lead to an external exclusion.