

All Saints Catholic High School Behaviour for Learning (BfL)

This document describes the BfL arrangements at All Saints Catholic High School. Parents who require any further information are invited to contact Mr Weir (Assistant Head teacher) by email at a.weir@allsaintslearning.co.uk or Mr Stokes (Intervention Manager) at d.stokes@allsaintslearning.co.uk. Alternatively staff can be contacted on 0114 2724851. Information concerning different aspects of BfL is available below and includes:

1. The rationale for BfL at All Saints
2. The Rewards system
3. Learning behaviour in lessons
4. Detentions
5. Punctuality
6. BfL around the school during social and lesson change over times
7. The Appeal process
8. Break and lunchtime arrangements
9. FAQ

1. Rationale

The development of a high standard of learning behaviour by students is essential to their ability to optimise their academic progress. In many ways acquiring the skills and attitude necessary to aid students learning behaviour is as important to students' educational well-being as is literacy, numeracy and other aspects of learning.

At All Saints we intend to focus on those areas of behaviour that have an immediate impact on an individual's ability to access learning. As such we are focusing on punctuality, learning behaviour in lessons and the way that students conduct themselves during social times. Other aspects such as equipment and uniform will continue to be addressed under existing systems.

The underlying philosophy of All Saints approach to BfL is that students deserve the right to learn without anyone preventing them from learning.

Behaviour for Learning (BfL) is a whole school rewards and discipline procedure that covers many aspects of school life including:

- Punctuality to school and lessons
- BfL in the classroom
- BfL around school
- Basic uniform compliance
- All rewards and consequences are given through a central school system

2. Rewards

We are committed to encouraging students to achieve and maintain high standards of behaviour, self-discipline and performance through positive rewards. If they have done something well their

teacher will recognise this and reward them with verbal and/or written praise. In addition, they will be able to award students by issuing commendations using the School's on-line information system (SIMS).

Commendations are issued for:

- Service to the School or local community e.g. outstanding contribution to School life in and out of School; presenting a good image of the School within the local community
- Extraordinary examples of caring for others; and/or outstanding examples of caring for the School environment
- Outstanding School work above that normally expected
- Targeted improvement e.g. significant improvement in motivation, attitude, attendance and punctuality
- Consistent effort, personal responsibility and engagement in learning
- Consistent good behaviour: students will receive one commendation for each week that they do not receive a C3/4 caution (see below)

After each Cycle Review of data we will reward students for engagement in learning, attendance, significant improvements in performance and personal achievements. We use Student Voice to gather of view on whether students still value the House lottery system for those who have accrued commendations.

Each House also has its own rewards to encourage students to do well and reward both progress and teamwork. Tutors and Heads of House will inform parents by letter or postcard of praiseworthy effort by students.

Praiseworthy behaviour will also be acknowledged at all times e.g. good manners, such as the use of "please" and "thank you" and consideration for others will be recognised and encouraged.

Engagement and Achievement Awards are given out on a regular basis. 100% attendance is rewarded at the end of every term with a certificate. In addition, the two tutor groups with the highest attendance/commendations are given a prize on a weekly basis.

Central to the effectiveness of BfL is the absolute requirement for all staff to consistently follow a prescribed whole school system to develop learning behaviour and staff have been trained in the practice as outlined below. Individual interpretation of the system by a member of staff is not allowed as it will lead to variance in its application and confusion amongst students as to what behaviour is acceptable.

BfL has been developed after consultation with staff and student focus groups. It would be a misapprehension to view the system as something that is 'being done' to students but more appropriately as something that has been developed with them.

Many aspects of the system have been modified as a result of student feedback and foremost in our endeavours has been the requirement to develop a system that is viewed as 'fair' by students. As a

result students who feel that the system has been incorrectly applied to them have the right to appeal against any C3 or C4 detentions issued.

3. Learning Behaviour in the Classroom

Praise is at the heart of the system and we will regularly remind students that we expect the best of them. Rewards and sanctions are linked to 'I Will.....- Behaviour Targets' which will be displayed in all classrooms and are as follows:

1. **I will remain silent while the teacher is, or others are, talking.**
2. **I will complete my work as explained to me by my teacher.**
3. **I will speak to others in a polite way.**
4. **I will not touch another student or another student's property.**
5. **I will be punctual to lessons.**
6. **I will complete homework on time.**
7. **I will comply with school expectations on uniform**

In addition to Targets for students, teachers are also expected to adhere to the following BfL code during all interactions with students:

- **I will speak to students in a respectful way.**
- **I will apply the Learning Behaviour rules fairly and consistently.**
- **I will clearly explain how I expect the students to work during the lesson.**
- **I will give all students a fresh start each lesson.**

Failure of teachers to follow the code may be grounds for students to successfully appeal against a detention.

Students who exhibit any of the following behaviours will be deemed to have broken one or more of the 'I Will...- Behaviour Targets' as previously explained:

- Entering the classroom in a loud or disorderly manner.
- Not being ready to work when the teacher says that the lesson has begun.
- Not listening silently when the teacher or others are speaking.
- Not working in the manner as explained by the teacher.
- Failing to work with others when instructed by the teacher.
- Distracting others and preventing them from learning.
- Shouting out in class when answering questions unless directed by the teacher.
- Drinking or eating without permission.
- Touching another student or their personal belongings (*unless this is part of the lesson and directed by the teacher*).
- *Failure or refusal to comply with school expectations on uniform.*

A student exhibiting any of the behaviours listed above (with the exception of Uniform) will be given up to 2 cautions (C1 and C2) in a lesson which will be written up on a whiteboard in the classroom

and will be clearly visible to the student. There are no consequences to the first 2 cautions. If they contravene one of the 'Behaviour Targets' for a third time they will be issued a C3 Detention.

4. C3 Detention

- Students who are issued with a detention will be handed a detention slip by the member of staff. This should be taken home by the student.
- A text may be sent to the parents/carers informing them about the detention.
- Detentions, for Years 7 to 10 will run each afternoon Monday to Friday. Year 11 detentions will run on Monday and Friday. A Wednesday detention after Period 5 may run if necessary.
- Once a student has been issued a 'C3 Detention' they will complete a 20 minute detention the following School day.
- All detentions will commence at 3:00pm (except for Y11 on Wednesdays when the detention will start at 4:15pm) Students who are late to the detention without a valid excuse will be detained for 20 minutes from the time that they arrive at the detention room.
- If the student is in School on the day of their detention and they fail to attend their 20 minute detention, it will be increased to 40 minutes and completed the following school day. The Student Support Team will attempt to contact parents to inform them of their son or daughter's failure to attend the detention and the follow up action. It is essential that all contact details are accurate and parents/carers are asked to update us of any changes to such data immediately.
- If the student fails to attend the 40 minute detention they may be required to serve a fixed term internal or external exclusion on the following day.
- If the student is absent on the day of their detention, they will complete it the following school day. The BfL detention list is displayed in 'A' block. It is the student's responsibility to remember that they have a detention and check the notice board as no personal reminders will be issued. The consequence for any non-attendance at their scheduled detention will apply as outlined earlier.
- Failure to attend detention may lead to internal or external exclusion.

Students who receive more than one C3 in a day will complete a 40 or 60 minute detention as appropriate the following day.

In addition, students may be issued a C3 detention for the following without any C1 or C2 cautions beforehand. This can be for any of the following:

- Being late to lessons, Tutorial or Assembly without a valid note from a member of staff.
- Being out-of-bounds at break and lunchtime.
- Eating or drinking outside of designated areas.
- Eating in a classroom, on a carpeted area and on levels other than the ground floor.
- Eating or drinking in a science or ICT classroom (only water may be drunk in classrooms).
- Failure to follow strict guidelines may lead to internal/external exclusion.
- Failure to comply with school expectation on uniform.

C4 Removal from lessons

A student who, after being issued a C3 caution either, continues to misbehave argues with the member of staff about the caution or is non-compliant with the reasonable request will be removed from the lesson using a C4 caution.

Students will be issued with a 'C4 Removal' white copy and sent by their teacher to the 'Damascus' room. On arrival, students will hand in their 'C4 Removal' copy and remain there for the rest of the lesson. Students are expected to arrive at the Damascus room within 5 minutes of leaving their classroom. If students arrive later than 5 minutes without a note from a member of staff, their C4 40minute detention will increase to 60minutes. Further non-compliance may lead to On-Call staff attending and the student may be placed into internal exclusion for the remainder of the day.

Before students leave the Damascus room they will be given the completed 'C4 Removal' detention slip to take home and give to their parent/carer. If they fail to attend the detention they may serve a one day internal or external exclusion.

On-Call process

Behaviour deemed to be extreme or dangerous and will result in members of staff requesting the On-Call team to attend.

Behaviours that will result in an On-Call process are not exclusive but may include:

- Failing to leave the classroom when issued with a C4.
- Failure to follow a reasonable instruction given by a member of staff.
- Swearing/verbal abuse directed at another person.
- Intentional dangerous behaviour.
- Misuse of technology.
- Behaviour likely to bring the school into disrepute.
- Violence, abuse or aggression towards another.
- Bullying.

This incident will then be noted on their Student Record and a students' Head of House and VTG (Vertical Tutor Group) Tutor will be informed and will follow up as appropriate.

5. Punctuality to School

It is essential students arrive to School on time and ready to start learning in Period 1 at 08:30. If students are late to School they will report to the Attendance Officer in the School lobby area who will complete a 'P1 Punctuality' proforma and text their parent/carer.

Once this is completed they will be issued with a copy of the P1 to take with them to their first activity and show their teacher. It is then taken home to give to their parent/carer.

This data will be logged on their record by the Attendance Officer and their VTG Tutor informed. Any persistent unauthorised lateness will lead to the student being issued a C3 detention reflecting the number of minutes late. (This may be over several days).

A student who is late to school and goes directly to their lesson without presenting themselves to the Attendance Officer will be issued a C3 detention by their class teacher.

Punctuality to lessons

Students are expected to be punctual to lessons and will be issued a C3 detention if they are late. To be allowed adequate time to walk to the start of periods 2, 3 and 4, students will not be deemed to be late to these periods unless they arrive 5 minutes after the official start time. Students arriving after this time will be issued a C3 detention unless they have a valid reason for the lateness.

6. Learning Behaviour during social time

An important aspect of learning behaviour is that it extends around School. Students' conduct around school is subject to a series of 'I will – statements as follow:

- **I will not act in a way that will hurt or harm others or myself.**
- **I will walk in social areas.**
- **I will respect the school environment/dispose of litter appropriately.**
- **I will speak to others in a polite way.**
- **I will not touch another students' property.**
- **I will wear the correct uniform at all times**

Any member of staff, teaching and support staff, may issue a C3 Detention to students. There are no C1/C2 warnings issued prior to a C3 for BfL around School. A C3 can be issued for failure to adhere to the 'I will' statements above and in addition for:

- Being out-of-bounds at break and lunchtime.
- Being in a classroom without a teacher's permission.
- Eating or drinking outside of designated areas.
- Eating in a classroom, on a carpeted area, pitches and on levels other than the ground floor.
- Running/dangerous behaviour inside school.
- Damaging property.
- Inappropriate behaviour towards others including being rude, impolite, verbally aggressive.
- Inappropriate physical contact with another student, including 'play fighting'.
- Failure to follow sign posted instructions in school.

7. The Appeal process

If a student feels that a detention has been issued outside of the rules or spirit of the BfL system they may discuss their sanction with a member of the Appeal Team. The detention will be put 'on hold' until the appeal has been dealt with. If the grounds for appeal are accepted and it is upheld then the detention will be cancelled. The decision of the Appeal Panel is final with no further appeal allowed.

Please note: If a student refuses the detention slip, or argues with a member of staff issuing the detention then their right to appeal is automatically lost.

Situations which may give rise to a successful appeal include where teachers/members of staff:

- Do not correctly record C1 and C2 cautions or fail to explain to students the reasons for the C1 and C2 cautions.
- Do not begin the Learning Behaviour procedure correctly.
- Do not describe how students are expected to work during the lesson correctly and clearly.
- Fail to speak to a student in a calm and reasonable manner.
- Do not follow the teachers' Learning Behaviour expectations.

The following principles will be applied when appealing either a C3 or a C4 detention.

- No appeal will be considered without the original C3/C4 white copy being presented at the time of the appeal to the BfL Appeals Panel representative.
- An appeal can only be lodged with one of the following members of the BfL Appeals Team:

• Mrs Clewes	• Miss B Healy
• Miss S Lowe	• Mr Jenkinson
• Mr Stokes	• Mr Skehan
• Miss May	• A Howarth

- Students should appeal a C3/C4 at the next possible opportunity. C3 and C4's given during Period 4 or Period 5 should ensure that their appeal has been completed by the end of break the next day. Any appeal must be lodged with a member of the panel within 24 hours of the C3/C4 being issued. However, if the student is ill and unable to lodge the appeal by the deadline, they will have the day they return from illness to lodge this appeal by the end of break.
- Appeals can only be submitted to the member of the Appeals Team on duty at break or lunchtime. Once the 24 hours appeal period has passed, no appeal will be considered.
- Students can not appeal to a second member of the Appeals Team should an appeal be turned down by the first member of staff.
- Students should not use the fact they have been speaking with a member of the Appeal Panel as an excuse for being late to the next lesson.
- Whilst any appeal is being considered the C3 or C4 detention will be suspended.

- The outcome of the Appeal will be made known to the student within 48 hours of the appeal
- If the C3 or C4 detention is not cancelled students will complete the detention the day after being informed that the appeal was unsuccessful.
- If the appeal is successful a member of the BfL team will ensure that the C3/C4 database is updated. Student records will be amended accordingly to ensure it does not include this C3 or C4 incident.

8. Information about breaks and lunchtimes

At Break time (10:00am – 10:20am) students are allowed access to the canteen, internal and external areas of the school. During very wet, snowy or icy conditions students may be instructed to remain indoors. Whilst in School, students are not allowed at the front of School or any boundary areas of the School grounds.

Food, sandwiches and snacks can only be consumed in the Dining Room, Social Courtyard, Squares area, Performance Courtyard and Canopy Area. Students should put litter in the bins provided. Chewing gum is not allowed in School.

At Lunchtime students are allowed access to the following areas:

- Canteen.
- Ground floor Open Learning Area through to the toilets opposite Mr Weir's office (*students are not allowed to progress beyond the double doors before the entrance to E08 as lesson continue during the split lunch*)
- Social Courtyard.
- Squares Courtyard (this is a quiet area for small/calm groups)
- Canopy area.
- A Block ground floor toilets.
- School field (in good weather only – school will advise through Tutor Briefing)
- Designated 5-a-side pitches.
- Assembly Hall (only when informed by the BfL team and Leadership Team)

In dry weather students may go outside into the Social Courtyard and Canopy Area at break and lunchtime, or onto the school field and 5-a-side pitches. (The all-weather pitches must be accessed via the gate adjacent to B Block)

Students are allowed to access their lockers before 8:30am at break and lunchtime.

Students are not allowed to leave the School site at any time between 08:30 and 14:50 unless they have been given written permission by a member of staff.

9. Frequently Asked Questions

- Q. Why has BfL been introduced to All Saints?
A. *BfL has been introduced to help students be more responsible for their actions and learning in school and the rules of BfL have been formulated following extensive consultation with groups of students of all ages. Similar systems are successfully in use in other secondary schools.*
- Q. How does my child know about the BfL system?
A. *The BfL system has been introduced following extensive discussion with groups of students. Assemblies were/are held in school to explain BfL to all students and further information about the system will be given to students by tutors. A two week practice period will be held for students new to the school. Any amendments to the system are shared via tutors or Assemblies.*
- Q. How will I know how many commendations my child has received?
A. *Commendations are available to be viewed on-line using the schools information system (SIMS). Alternatively you may contact your child's tutor by E mail. If you require information on how to access SIMS please contact school. Log in codes are available to all parents.*
- Q. What type of reward can my child receive?
Rewards assemblies are held each term: students may win £10 Meadowhall vouchers. Other celebrations and rewards run in school and may include fast passes into lunch and special awards from various teachers and departments.
- Q. How can you be sure that all staff are correctly following the rules of BfL?
A. *Staff have been carefully trained to apply the rules fairly and consistently. Students may appeal if they think that the rules have not been followed. If an appeal is successful the reason is communicated to staff to help support future application of BfL. Staff receive on-going professional development training.*
- Q. How will I know if my child has received a detention?
A. *Your child will bring home a slip giving details about the detention. It is their responsibility to inform you about the detention. Whenever possible the school will send a text to inform you about your child's detention. It is important that you inform us of any mobile phone number changes.*
- Q. What will happen during the detention?
A. *Students will be provided with suitable reading material for the duration of the detention.*
- Q. How long are detentions for?
A. *Dependent on the reason for the detention they run for 20, 40 or 60 minutes. There is a maximum of 60minutes per night.*
- Q. What happens if my child misses a school bus because of a detention?
A. *We are sympathetic to this problem and therefore students and parents are given 24 hours notice of the detention to allow sufficient time for alternative travel arrangements to be made.*
- Q. What should I do if my child is unable to attend the detention due to a previously arranged commitment?

- A. *Some events, such as medical appointments, are unavoidable and the school will re-arrange the detention for the next school day. Please contact the school asap to speak to a member of the BfL team. Students may not arrive at the detention to inform the BfL Team that they cannot do their attention.*
- Q. *Can detentions be held at lunchtime?*
- A. *Due to the variable timings of lunch it is not possible to arrange BfL detentions at lunchtime. We believe that students need a social break in the middle of the day if they are to learn efficiently during the post lunch lessons. Additionally, students who fail to complete their independent learning tasks (homework) set on Show My Homework (SMHW) may be required to complete 20 minutes independent learning for part of their lunch.*
- Q. *What happens if my child is not in school on the day of the detention?*
- A. *The detention will be re-arranged for the following day. Students need to check the BfL notice board.*
- Q. *What happens if my child does not choose to attend the detention?*
- A. *In the first instance your child will be expected to attend on the next day and the detention will be increased from 20 to 40 minutes. Further failure to attend may result in an internal or external exclusion.*
- Q. *Who should I speak to if I have any questions about the BfL?*
- A. *Please contact Mr Weir or Mr Stokes using the contact details included at the beginning of this document.*