

## All Saints Catholic High School Behaviour for Learning (BfL)

This document describes the BfL arrangements at All Saints Catholic High School.

Parents/carers who require any further information are invited to contact Mr Weir (Assistant Headteacher) by email [a.weir@allsaintslearning.co.uk](mailto:a.weir@allsaintslearning.co.uk) or Mr Stokes (Intervention Manager) at [d.stokes@allsaintslearning.co.uk](mailto:d.stokes@allsaintslearning.co.uk) Alternatively staff can be contacted by telephone on 272 4851.

Information on all 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 in order for them to optimise their academic progress. Acquiring the skills and attitude necessary for learning is as important to students' educational well-being as is literacy, numeracy and other aspects of learning.

At All Saints, we focus on those areas of behaviour which have an immediate impact on an individual's ability to access learning. As such, we have high expectations of punctuality, learning behaviour in lessons and the manner in which students conduct themselves during social times.

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

### **2. Rewards**

We are committed to encouraging students to achieve and maintain high standards of behaviour, self-discipline and performance through positive rewards and celebration. Students' behaviour and efforts are recognised via weekly Praise Postcards, House Points and Attendance rewards. Houses compete to win a termly shield and trip to a theme park at the end of the year.

Students receive cycle data 3 times throughout the year and those with an engagement in learning grade of 1.5 or better receive a bronze, silver or gold award. They are given a badge to wear on their blazer and a certificate of achievement.

Each year we review our school rewards system in response to Student Voice in order to improve and innovate our school rewards systems.

### **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 listen attentively 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 school and lessons**
6. **I will complete homework on time**
7. **I will comply with school expectations on uniform**
8. **I will have all equipment necessary for each lesson**

In addition to these 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**
- **I will ensure all students know they make a choice regarding their behaviour**
- **I will give all students a fair chance to reflect and rectify negative behaviour**
- **I will explain the consequences of continued negative behaviour**

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 anti-social 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 attentively 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

A student exhibiting any of the behaviours listed above will be given up to 2 cautions (C1 and C2) in a lesson which will be written up on the board in the classroom and will be clearly visible to the student.

There are no consequences to these 2 cautions. If a student contravenes one of the Behaviour Targets for a third time they will be issued a C3 Detention. This process supports our ethos and philosophy around Choice, Chance and Consequence.

#### **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.
- It is the student's responsibility to inform their parents/carers that they have a detention the following day. We will endeavour to send a text to inform Y7 parents/carers about the detention but texts will not be sent to other year groups.
- Detentions for all year groups will run each afternoon Monday to Friday from 3pm – 4pm.
- Once they have been issued with a C3 Detention students will complete a 20 minute detention the following school day.
- All detentions will commence at 3.00pm. Students who are late to the detention without a valid reason 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 will need to be completed the following school day.
- If the student is absent on the day of their detention, they will complete it the following school day.
- It is the student's responsibility to remember that they have a detention and no reminders will be issued. The consequence for any non-attendance at their scheduled detention will apply as outlined above.
- If a student persistently fails to attend detentions, they will lose their social time during the school day. They will be collected from their classrooms and they will be supervised during break and lunchtime by members of staff.
- This arrangement will apply until the student has attended all the after school detentions which are outstanding.
- Further non-compliance with the above will result in parents/carers meeting with the Head Teacher and further sanctions, such as Fixed Term Exclusions, will be discussed.
- 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 will be issued a C3 detention without any C1 or C2 cautions in any of the following circumstances:

- Being late to lessons, Tutorial or Assembly without a valid reason
- Being out-of-bounds at lunchtime
- Eating on a carpeted area or on any of the upper floors of the building
- Eating in a classroom
- Drinking in a science or ICT classroom

### **C4 Removal from lessons**

- A student who, after being issued a C3, either continues to misbehave or argues with the member of staff about the caution, will be given a C4 and removed from the lesson.
- The student will be issued with a partially completed C4 Removal slip and sent by their teacher to the Damascus room. On arrival, they will show their C4 Removal slip and remain there for the rest of the lesson.
- The student is expected to arrive at the Damascus room within 5 minutes of leaving the classroom. If they arrive later than 5 minutes the student's detention will be increased to 60 minutes.
- The student will serve their 40 or 60 minute detention the following school day.

### **On-Call process**

Some behaviours are deemed to be extreme and will result in the teacher requesting a member of the On-Call team to attend the lesson. In most cases, the on-call member of staff will remove the pupil from the lesson and issue a 60 minute C4 detention.

The following behaviours would result in the on-call system being used:

- 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 pupil
- Bullying

The On-Call staff member will assess the situation and decide upon the most appropriate course of action. There may be parental contact and a further sanction such as a Fixed Term Exclusion if necessary.

## **5. Punctuality to School**

It is essential that students arrive in school on time ready to start Period 1 at 08.30. If they are late to school they will report to the Attendance Team in the foyer. If they arrive between 08.30 and 08.50 they will be issued with a P1 20 minute detention slip. If they arrive between 08.51 and 9.10 they will be issued with a P1 40 minute detention slip. Any student arriving after 09.10 will be issued with a P1 60 minute detention slip.

### **Punctuality to lessons**

Students are expected to be punctual to lessons and will be issued a C3 detention if they are late. Pupils have 5 minutes to move between lessons.

## **6. Behaviour during social time**

We have the highest expectations of our students' behaviour around school and during social times. 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 not run in social areas**
- **I will dispose of litter appropriately**
- **I will speak to others in a polite way**
- **I will not touch another student's property**

A C3 detention will be given to any pupil who does not adhere to these 'I will' statements and also for any of the following actions:

- Being out-of-bounds at lunchtime
- Being in a classroom without a teacher's permission
- Running inside school
- Damaging property
- Being rude, impolite or any anti-social behaviour

## **7. The Appeal process**

If a student feels that a detention has been issued outside of the rules or spirit of the system they may appeal this with a member of the Appeals Team. The detention will be put on hold until the appeal is dealt with. If the appeal is upheld the detention will be cancelled. The decision of the Appeal Panel is final with no further appeal allowed.

*Please note: If a student has refused to take the slip or has argued with the member of staff issuing the detention, then the right to appeal is automatically lost.*

Situations which may give rise to a successful appeal include where teachers/members of school 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 in lesson procedure correctly
- Do not describe how students are expected to work during the lesson correctly and clearly
- Shout at a student or speak to them in an impolite manner
- Do not follow any of 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.
- An appeal can only be lodged with one of the following members of the BfL Appeals Panel:

Miss L May	Miss B Healy
Miss S Lowe	Mr R Cooper
Mr D Stokes	Mr M Skehan
Miss E Connor	

- 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 the appeal.
- Appeals can only be submitted during break or lunchtime. Once the 24 hours appeal period has passed, no appeal will be considered.
- 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 under consideration the C3 or C4 detention will be 'on hold'.
- 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 breaktime (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 to be in the carpark areas or in any areas around the edge of the site which are not visible from the school buildings.

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

Students are allowed to access their lockers before 8.30am and 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. *BfL is the focus of assemblies at the beginning of each year. Pupils are constantly reminded about the rules and expectations throughout the year.*
- Q. How will I know how many House Points my child has received?  
A. *Commendations are available to be viewed on your child's SIMS record. Alternatively you may contact your child's tutor by E mail.  
If you require information on how to access SIMS please contact D Stokes.*
- 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.*
- 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. We will endeavour to send a text to Y7 parents/carers only.*
- 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.*
- 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 to speak to a member of the BfL team.*
- Q. Can detentions be held at lunchtime?  
A. *Due to the variable timings of lunch it is not possible to arrange detentions at lunchtime. We also believe that students need a social break in the middle of the day if they are to learn efficiently during the post lunch lessons.*
- Q. What happens if my child is not in school on the day of the detention?  
A. *The detention will be arranged for the following day.*
- Q. What happens if my child chooses not 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 will result in students losing their break and lunchtimes.*
- Q. Who should I speak to if I have any questions about the BfL?  
A. *Please contact Mr Stokes using the contact details included at the beginning of this document.*