



SS Peter & Paul Catholic Primary School



Policy on Behaviour

Policy Written & Agreed:

Ratified by Full Governing Body:

To be reviewed:

September 2024

September 2026



SS Peter & Paul **Whole School Policy on Behaviour**

This behaviour policy:-

- takes latest guidance into account;
- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Executive Head Teacher, Head of School and Senior Leadership Team.

At SS Peter & Paul Catholic Primary School we have very high expectations of behaviour. We believe that good behaviour and the correct attitude to learning creates a successful environment providing a strong foundation for learning for both staff and pupils. As a Catholic school we regard every individual as unique and special in God's family. This behaviour policy is designed to support every member of our school, taking into account their unique and special nature as part of God's family, allowing every individual to succeed and thrive.

SS Peter & Paul Catholic Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining unacceptable behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers/guardians.
- Developing relationships with our pupils to recognise warning signs and enable early intervention.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

Reasonable and proportionate sanctions will be used where a pupil's behaviour falls below the standard that is expected, alongside support to prevent recurring misbehaviour.

The school acknowledges that behaviour can sometimes be the result of educational needs, mental health issues, or other needs or vulnerabilities, and will address these needs via an individualised graduated response.

To help reduce the likelihood of behavioural issues related to social, emotional or mental health (SEMH), the school will aim to create a safe and calm environment in which positive mental health and wellbeing are promoted and pupils are taught to be resilient. The school will aim to promote resilience as part of a whole-school approach using the following methods:

- **Culture, ethos and environment** – the health and wellbeing of pupils and staff is promoted through the informal curriculum, including leadership practice, policies, values and attitudes, alongside the social and physical environment
- **Teaching** – the curriculum is used to develop pupils' knowledge about health and wellbeing
- **Community engagement** – the school proactively engages with parents, outside agencies and the wider community to promote consistent support for pupils' health and wellbeing

All staff will be made aware of how potentially traumatic Adverse Childhood Experiences (ACE's), including abuse and neglect, can impact on a pupil's mental health, behaviour, and education. Where vulnerable pupils or groups are identified, provision will be made to support and promote their positive mental health. The school's SENCo and SEN Policy outline the specific procedures that will be used to assess these pupils for any SEMH-related difficulties that could affect their behaviour.

1. Key roles and responsibilities

- 1.1. The governing body has overall responsibility for the implementation of this Behaviour Policy and the procedures of SS Peter & Paul Catholic Primary School.
- 1.2. The governing body has overall responsibility for ensuring that this Behaviour Policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The governing body has responsibility for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- 1.4. The Executive Head Teacher and Head of School will be responsible for determining the school rules and any disciplinary sanctions to be used when rules are broken.
- 1.5. The Executive Head Teacher and Head of School will be responsible for the day-to-day implementation and management of this Behaviour Policy and the procedures of SS Peter & Paul Catholic Primary School.
- 1.6. The Executive Head Teacher and Head of School will be responsible for establishing high expectations of pupils' conduct and behaviour, and implementing measures to achieve this.
- 1.7. The SENCo and Mental Health lead will be responsible for overseeing the whole school approach to behaviour management incorporating the needs of pupils with SEN and SEMH difficulties to ensure pupils and staff are supported in their behaviour management strategies.
- 1.8. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so as well. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.9. Staff, including teachers, support staff and volunteers, will create a supportive and high quality learning environment, modelling and teaching positive behaviour for learning and implementing the agreed policy.
- 1.10. Staff, including teachers, support staff and volunteers, will not tolerate disruption and take proportionate action to restore acceptable standards of behaviour; recording any sanctions on CPOMS.
- 1.11. Parents and carers will be expected to take responsibility for the behaviour of their child/children inside and outside of school.
- 1.12. Parents and carers will be expected to take responsibility for promoting positive behaviour for learning and modelling acceptable behaviour in the home.
- 1.13. Pupils are responsible for their own behaviour both inside school and out in the wider community.
- 1.14. Pupils are responsible for their social and learning environment and agree to report all undesirable behaviour to any member of staff (teacher, teaching assistant, lunchtime supervisor, office staff).

2. Definitions

- 2.1. SS Peter & Paul Catholic Primary School defines “serious unacceptable behaviour” as: any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to:
- Discrimination – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status.
 - Harassment – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals.
 - Vexatious behaviour – deliberately acting in a manner so as to cause annoyance or irritation.
 - Bullying – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual.
 - Cyberbullying – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
 - Peer on Peer Abuse – including online abuse/cyber-bullying and Harmful Sexual Behaviours.
 - Possession of legal or illegal drugs, alcohol or tobacco and/or smoking.
 - Arriving at school under the influence of drugs or alcohol.
 - Possession of banned items.
 - Truancy and running away from school.
 - Refusing to comply with disciplinary sanctions.
 - Theft.
 - Verbal abuse including swearing, racist remarks or threatening language.
 - Fighting or aggression.
 - Persistent disobedience or disruptive behaviour.
 - Extreme behaviour including violence, serious vandalism, any behaviour that threatens safety, presents serious danger, seriously inhibits the learning of pupils and/or requires the immediate attention of a member of staff.
 - Any other illegal behaviour.
- 2.2. SS Peter & Paul Catholic Primary School defines “low level unacceptable behaviour” as: behaviour which may disrupt the education of the perpetrator and/or other pupils, including, but not limited to:
- Lateness
 - Low level disruption and talking in class
 - Failure to complete classwork
 - Rudeness
 - Lack of correct equipment
 - Refusing to complete homework, incomplete homework, or arriving at school without homework
 - Disruption on public transport
 - Use of mobile phones without permission
 - Graffiti
- 2.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.
- 2.4. “Suspension” is one or more fixed periods up to a maximum of 45 days per academic year.

- 2.5. “Permanent Exclusion” is when a pupil is no longer allowed to attend our school following a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or other staff or pupils in the school. This is a last resort option.

3. Training of staff

- 3.1. At SS Peter & Paul, we recognise that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying potentially at-risk pupils.
- 3.2. Teachers and support staff will receive training on this Behaviour Policy as part of their new starter induction.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.

4. Managing Behaviour

- 4.1. Instances of unacceptable behaviour will be taken seriously and dealt with immediately. Staff will respond promptly, predictably and with confidence to maintain a calm, safe learning environment. Staff will consider afterwards how to prevent such behaviour from recurring.
- 4.2. Positive teacher-pupil relationships are key to combatting unacceptable behaviour. The school will focus heavily on forming positive relationships based on predictability, fairness and trust to allow teachers to understand their pupils and create a strong foundation from which behavioural change can take place.
- 4.3. Routine will be used to teach and reinforce the expected behaviours of all pupils. Appropriate and reasonable adjustments to routines for pupils with additional needs will be made. Consistent and clear language will be used when acknowledging positive behaviour and addressing misbehaviour.

5. Pupil expectations

- 5.1. Pupils will be expected to follow the school Code of Conduct which requires pupils to:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by the teacher.
- Behave in a reasonable and polite manner towards all staff and pupils.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the school environment.

5.2. Rule for SS Peter & Paul School

Jesus said, “Love one another as I have loved you.”

We can do this by:-

- treating others as we wish to be treated
- always doing as we are asked by adults in school
- always showing respect to everyone and everything
- trying our best in everything we do

If we follow these rules OUR school will be a happy place to work and play in.

6. Home School Agreement

- 6.1. All parents/carers/guardians, pupils and teachers are required to read, agree and sign the Home School Agreement when they first join SS Peter & Paul Catholic Primary School.
- 6.2. The Home School Agreement outlines the school's expectations for all stakeholders and includes behavioural expectations.
- 6.3. The Home School Agreement will be given to all families at the start of each academic year to refresh memories of our expectations.

7. Smoking and drug policy

- 7.1. In accordance with Part 1 of the Health Act 2006, SS Peter & Paul is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 7.2. Parents/carers/guardians, visitors and staff must not smoke on school grounds and should avoid smoking in front of pupils and/or encouraging pupils to smoke.
- 7.3. Pupils are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.
- 7.4. In the interest of health and hygiene, we request that people refrain from smoking outside the school gates.
- 7.5. Pupils and staff are required to follow the school's Drug and Alcohol Policy.

8. Rewarding good behaviour

- 8.1. At SS Peter & Paul we reward good work and good behaviour. Here are some of the ways that we show our appreciation for your good behaviour:-
 - ✓ Praise from the class teacher.
 - ✓ Superstar of the Day.
 - ✓ Star of the Week.
 - ✓ Class of the Week.
 - ✓ Whole Class Golden Time. (structured play/educational games)
 - ✓ Stamps, stickers, table points and house points.
 - ✓ Reward charts and Merit Award Certificates.
 - ✓ Celebration of good work and good behaviour in the Best Work Assembly each term.
 - ✓ Examples of good work displayed around the school.
 - ✓ Writer of the Year for both Key Stage One and Two.
 - ✓ Citizen of the Year for each class.
 - ✓ Positive comments written in report to parents each year, passed onto Secondary Schools.

9. Unacceptable behaviour

- 9.1. Unacceptable behaviour will not be tolerated at SS Peter & Paul Catholic Primary School.
- 9.2. Breaking any of the rules laid out in the school Code of Conduct will lead to sanctions and disciplinary action.

10. Sanctions

- 10.1. There is no corporal punishment at SS Peter & Paul.
- 10.2. Where pupils display aggressive and/or threatening behaviour, or illegal activity discovered, SS Peter & Paul will not hesitate to contact the police.
- 10.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 10.4. We have clear guidelines in this behaviour policy for all staff to follow, which all children are aware of. These enable all children to be treated fairly and equally.

Each class operates a behavioural card system, visible in all classrooms, called “It’s Good to be Green”. It is assumed that all children will behave well and so they all start on a **Green Card**. If a child displays undesirable behaviour then the following sanctions will be issued:-

- ✘ Non-verbal warnings (eye contact or gestures).
- ✘ First verbal warning.
- ✘ Second verbal warnings – resulting in a **Yellow Card** and ‘Time out’ within the classroom.
- ✘ Third verbal warning – resulting in **Red Card** and loss of privileges (loss of Golden Time or Playtime detention) plus informal contact with parent at the end of the day when child is collected or a letter home.

Second Yellow card in a **day**
or
Third Yellow card in a **week**



equals a **Red card** which will
result in a detention and
contact with the parents.

If the bad behaviour continues:-

- ✘ Final verbal warning – resulting in ‘Time out’ with the Head teacher or Deputy Head teacher.
- ✘ Parents contacted formally and invited to come into school to discuss the bad behaviour and ways forward to ensure it doesn’t continue.
- ✘ Formal written behaviour procedure introduced – Children will be placed on an Individual Behaviour Plan (I.B.P) where the class teacher, parent, pupil, Behaviour Co-ordinator and member of Leadership team will set individual targets for the child. Parental approval will be sought but is not essential for this to proceed.

The following are incidences worthy of a warning which may lead to a yellow card:-

- Talking at times when they should be listening or learning.
- Being ‘off task’ and not doing what they are supposed to be doing.
- Throwing equipment around the classroom.
- Insulting other children and their family.
- Distracting others and stopping others from learning.
- Shouting out in lessons.
- Breaking a class or school rule.

In some circumstances, the above system of warnings would have to be by-passed if a child is in danger of hurting themselves or others. More serious breaches of discipline will be dealt with immediately by the Executive Head teacher or Head of School, where parents will be contacted immediately to discuss their child’s unacceptable behaviour.

If, after all these procedures, the problems persist then Governors will be asked to approve an exclusion from school. The exclusion can take the form of; **Suspension** from school, where a date will be fixed for the child to return and discussions between child, parent and Head teacher would take place, or; **Permanent Exclusion** from school, where the parent will have to find an alternative place to educate their child.

We consider the following to be incidences of serious misbehaviour:-

- Preventing others from learning through bad behaviour.
- Persistent disruptiveness or disobedience.
- Peer on Peer Abuse including Cyber-Bullying and Harmful Sexual Behaviour.
- Serious defiance or insolence to any adult.
- Deliberate acts of physical violence or bullying.
- Foul language.
- Offensive remarks, including racist remarks.
- Wilful damage to property.
- Theft.

11. Physical Intervention and Restraint

- 11.1. In line with the school's Physical Intervention & Restraint Policy, trained members of staff will have the legal right to use reasonable force to prevent pupils from committing an offence, injuring themselves or others, or damaging school property, and to maintain good order and discipline in the classroom.
- 11.2. Physical restraint will only be used as a last resort and as a method of restraint. Staff members will use their professional judgement of the incident to decide whether physical intervention is necessary. The situations in which physical restraint may be appropriate are detailed in the Physical Intervention & Restraint Policy. Wherever possible, staff will ensure that a second member of staff is present to witness the physical intervention used.
- 11.3. After an instance of physical intervention, the pupil will be taken to the Executive Head Teacher or Head of School, and the pupil's parent will be contacted. Where appropriate, the Executive Head Teacher or Head of School may decide to temporarily remove the pupil from the school via a suspension. Where suspension is carried out, the pupil's parent will be asked to collect the pupil and take them home for the rest of the day.
- 11.4. Any violent or threatening behaviour will not be tolerated by the school and may result in a suspension in the first instance. It is at the discretion of the Executive Head Teacher and Head of School as to what behaviour constitutes for a suspension.
- 11.5. When using reasonable force in response to risks presented by incidents involving pupils with SEND or medical conditions, staff will recognise and consider the vulnerability of these groups.
- 11.6. All incidents involving physical intervention or restraint will be recorded on CPOMS.

12. Items banned from school premises

12.1. Fire lighting equipment:

- Matches, lighters, etc.

12.2. Drugs and smoking equipment:

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs) and Vapes
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure

12.3. Weapons and other dangerous implements or substances such as:

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals

12.4. Other items:

- Liquid correction fluid
- Chewing gum
- Caffeinated energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

13. Searching

13.1. Staff members may use common law to search pupils, with their consent, for any item.

13.2. Staff members may ask any pupil to turn out their pockets.

13.3. Staff members may search any pupil's backpack or locker.

13.4. Under [Part 2, Section 2 of the Education Act 2011](#), teachers are authorised by the Head Teacher to search for any prohibited item including, but not limited to, tobacco and cigarette papers, illegal drugs, and alcohol, without the consent of the pupil, provided that they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.

- 13.5. Searches will be conducted by a same-sex member of staff, with another same-sex staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 13.6. Staff members may instruct a pupil to remove outer clothing, including hats, scarves, boots and coats.
- 13.7. A pupil's possessions will only be searched in the presence of the pupil and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 13.8. Staff members may use reasonable force, given the circumstances, when conducting a search for alcohol, illegal drugs or tobacco products.
- 13.9. Any staff member, except for security staff, may refuse to conduct a search.

14. Confiscation

- 14.1. A staff member carrying out a search can confiscate anything they have reasonable grounds to suspect is a prohibited item. This includes legal highs and other potentially harmful materials which cannot immediately be identified.
- 14.2. If necessary, the police will be called for the removal of the item/items.

15. Outside school and the wider community

- 15.1. SS Peter & Paul Catholic Primary School has developed a good reputation over the years.
- 15.2. Pupils at SS Peter & Paul must agree to represent the school in a positive manner.
- 15.3. The guidance laid out in the school Code of Conduct applies both inside school and out in the wider community, particularly if dressed in school uniform.
- 15.4. Complaints from members of the public about unacceptable behaviour, by pupils from SS Peter & Paul, are taken very seriously and will be fully investigated.

16. Controlled substances

- 16.1. SS Peter & Paul Catholic Primary School has a zero tolerance policy on illegal drugs and legal highs.
- 16.2. Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present. A full incident report will be completed.
- 16.3. The staff member will store the sample in the lockable cabinet in the Head Teacher's office.
- 16.4. The incident will be reported to the police immediately. The police will then collect it and deal with it in line with their agreed protocols.
- 16.5. SS Peter & Paul will not hesitate to name the pupil from whom the drugs were taken to the police.
- 16.6. Any further measures will be undertaken in line with the school Safeguarding Policy.
- 16.7. Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the pupil, as well as local police, will be notified.

17. Exclusion

Although we will always strive to resolve behaviour problems using the strategies detailed in this policy, the school reserves the right to issue exclusions. These may take the form of:

- a) **Suspension** (Temporary, fixed term exclusion). This could be for a lunchtime (classed as half a day), half a day or 1-5 days depending on the circumstances, up to a maximum of 45 days per academic year.
- b) **Permanent exclusion** – for serious and/or persistent breaches of the behaviour policy.

If a suspension is deemed necessary, parents will be notified in writing stating the reasons, when the suspension is to take place and the duration. Parents are also notified of any right to appeal.

For all suspensions of 5 days or less, parents are required to keep the child off school and ensure that they complete work set for them by the school.

For suspensions longer than 5 days, the child will be accommodated at one of the schools in the St John Paul II Multi Academy from the start of the 6th day.

18. Monitoring and Review

This policy will be reviewed annually. The next scheduled review date for this policy is September 2023.

Policy Written & Agreed:

Ratified by Full Governing Body:

To be reviewed:



September 2024

September 2026

Appendix 1 – School Behavioural reporting structure

