



Have faith... believe you can

St John the Baptist School

Positive Behaviour, Attendance and Anti-Bullying Policies

Introduction

The mission of SJB is to be a Catholic School where every individual is highly valued and where care and concern for others is central to our work. All our students are expected to achieve their full potential and become equipped for adult life. Central to this expectation is our belief that to achieve this all students have the right to be educated in an environment where there is mutual respect and co-operation, guided by the gospel values.

This document includes 3 key policy areas to ensure students can maximise their potential in an environment of mutual respect and co-operations. This includes:

- 1) Positive Behaviour Policy
- 2) Attendance Policy
- 3) Anti-Bullying Policy

Positive Behaviour Policy

1.1 Principles of Positive Behaviour Management

- The basis of excellent behaviour management is to have care and concern for others at the centre of what and why we do it.
- For students to achieve their full potential and is the need for excellent Learning and Teaching to take place in lessons.
- Excellent behaviour by students and exceptional behavioural management is the cornerstone to excellent teaching and learning.
- At the core of positive behaviour is effective, imaginative and engaging teaching.

- The staff in the school should always look to operate as a team, with a strong team ethic in teaching/learning and behaviour management. You need to work clearly with and in communication with the pastoral teams utilising their perspective and expertise and make effective use of parents.
- Good behaviour management will be progressive, consistent and fair in its use of rewards and sanctions. We can mould or shape behaviour but not control it!
- To be effective in your behaviour management of students you must ensure that you know and have discussed the department and school expectations of behaviour. You must communicate these to students and consistently work towards these patiently.
- Behaviour management is central to a student's development – it develops the individual and how they relate to others in the world around them. It is not simply about getting them to let you do your job. Behaving appropriately is part of their learning.
- As the teacher, always remain the calmest, coolest head in the room.
- Avoid confrontation where possible and be careful about the where and when you chose to take issue with students.

1.2 The SJB Teacher Approach

It is important that we have a model as to the type of teacher we aspire to be in our management of behaviour in the classroom. Broadly speaking there are three types of teachers; aggressive, passive and assertive. Their characteristics are outlined below:

| Aggressive | Passive | Assertive |
|---------------------|----------------------------------|-------------------------------|
| Threatening | Pleading | Firmly states |
| Shouting | Whining voice | Calm voice |
| Over-reacting | Only responds to extremes | Wide range of responses |
| Unpredictable | Becomes embroiled in debate | Consistent |
| Cynical | Apologetic | Praises |
| Overbearing | Over-reliance on others | Gives students take up time |
| Humiliates students | Doesn't circulate | Highlights positive behaviour |
| Generic sanctions | Threatens but fails to implement | Gives choices |
| Targets the person | Ignores situations | Targets behaviour |

At SJB we aspire to be the assertive teacher. This is the approach that SJB students respond to and the one in which learning will be most effectively enhanced.

1.3 The SJB School Code of Conduct

The following is the outline of the expectations we have for students:

We will all do our best to behave in a way that shows **Respect for Learning**. This means:

- Attending each day and arriving on time for school and lessons (see Attendance Policy pg 5)
- Bring everything we need to lessons
- Listening to instructions and following them
- Doing our best and taking pride in all class and homework
- Making it easy for everyone to learn and for the teachers to teach

We will all do our best to behave in a way that shows **Respect for Self**. This means:

- Being honest with ourselves and to others
- Making good use of our time
- Taking good care of ourselves and our property

We will all do our best to behave in a way that shows **Respect for Others**. This means:

- Being courteous, co-operative and friendly
- Showing consideration for other people's feelings and points of view
- Making it easy for other people to achieve and being pleased when they do
- Taking care of other people's property
- Moving around the school safely and sensibly

We will all behave in a way that shows **Respect for the School**. This means:

- Wearing the correct clothes for school
- Taking good care of property and the environment, in and around the school

- Making sure we always give the impression of the school
- Playing an active part in helping improve the school and the local community

1.4 Procedures

At SJB we trust and empower our staff by considering the behaviour standards in the classroom to be the responsibility of the classroom teacher. Support is always at hand, however, so please do not be reticent in asking for it. We deal with issues as a team at SJB. It is not a sign of weakness to have difficulties, but it is to ignore them. If you encounter behaviour situations within your lessons that you would like support with or that you feel requires further intervention there are the following people available to help:

- Head of Department: They should always be your first port of call for any issue within your classroom that you would like support on
- Head of Year: You should refer issues in your classroom onto the head of year once you have first discussed them with your head of department.
- Learning Support Department: It may be that the root cause of behaviour problems with students in lesson may be down to their frustrations and difficulties in learning. This is often particularly acute with students with learning difficulties. We have a superb learning support department with a wealth of experience and understanding. They are very willing and able to help. Please make use of them. Speak to Miss Hughes or Mrs Donovan.
- School Chaplain, Miss Hornby: Rachael has experience of dealing with students in all sort of situations and backgrounds. She is very skilled at supporting staff and students
- SLT: The SLT mainly get involved in behaviour matters when they are referred onto them from the Head of Year. However, if there is a serious incident within your lesson that requires the student to be removed then send a student to the school office to get a member of the SLT to support you.

If you encounter behaviour situations **outside of lessons** that you consider require further intervention then you should refer these onto the:

- Head of Year/Assistant Head of Year
- SLT

Please refer to Behaviour for Learning pdf (FROG) for further information on the Tools staff can use to develop effective behaviour management and scenarios to provide examples of how to best respond to student behaviour.

Attendance Policy

In order for students to achieve our central mission to help them meet their full potential and become equipped for adult life, students must commit to attending school each day and to arrive on time for school and lessons (see 1.3 The SJB School Code of Conduct, pg 3). Research clearly demonstrates the link between regular attendance and levels of attainment.

2.1 Expectations

We expect that all students will:

- Attend school regularly and punctually, appropriately prepared for the day ahead

We expect that all parents/guardians will:

- Encourage regular and punctual attendance
- Ensure that they contact the school when their child/ren is unable to attend
- Notify the school immediately of any changes to contact details
- Communicate with the school any home circumstances that might affect the behaviour and learning of their child

We expect that all staff will:

- Record students' attendance as required
- Notify the office/HOY of any attendance concerns

2.2 Encouraging excellent attendance

SJB actively encourages excellent levels of attendance in the following ways:

- Providing a safe, secure and engaging learning environment based on positive behaviour principles
- Celebrating and rewarding excellent attendance levels
- Responding promptly to a child's or parent's concerns about school or other students' behaviour in school
- Effectively communicating with parents about attendance

2.3 Responding to non-attendance

If a student does not attend school and a reason has not been provided, steps will be taken to find out why the student is absent.

- The office will endeavour to contact the parent/guardian that day by telephone
- If there is no response the office will continue to try to contact the parent/guardian
- School endeavours to work with parents to ensure attendance however, failure to comply with the expectations set by the Education Welfare Service may result in further actions.

2.4 Holiday/Leave of absence

Parents play a crucial role in ensuring their child regularly attends school.

We expect parents to encourage excellent levels of attendance, to enable this:

- School term dates are published a year ahead and accessible via FROG
- Parents/guardians cannot demand a leave of absence for their child/ren as a right.
- SJB has the right to take off role any student taking holiday in term time. Exceptional circumstances may be considered but must be put in writing to the Headteacher at least two weeks prior to the holiday.

Anti-Bullying Guidance

Any form of bullying or intimidation, whether verbal, physical or cyber (via mobile or internet) is unacceptable at SJB. It is contrary to our positive behaviour approach and we do everything possible to discourage it. We are a telling school and this is culture is promoted through, form time discussions, assembly time and our expectations of how bullying is dealt with is outlined to students in their student planner.

3.1 Expectations

We expect that all students by their actions and attitudes will make it clear that:

- They will not tolerate bullying
- They will not stand by and watch someone else being bullied
- They will not retaliate this will only make things worse
- They will immediately inform a teacher or other adult of any bullying known to them
- They will give support to victims of bullying whenever they can

3.2 Responding to reported cases of bullying

- We guarantee that all reported cases of bullying will be investigated
- Any student who bullies another student will be dealt with appropriately
- Sanctions include detentions (lunchtime and after school) and internal suspensions
- Parents will be informed where appropriate
- Exclusion may be used in extreme cases where all other strategies have failed.
- All efforts are made to support all those involved and to reconcile any differences

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To be reviewed at Governing Body's discretion