



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding Children

Behaviour and Discipline Policy

This policy operates in the context of the school's Code of Conduct and reflects the ethos of the school

We are a caring community with a sound value base

We believe that rewarding good behaviour and providing encouragement promotes a climate of consideration for others and encourages good behaviour rather than merely deterring antisocial behaviour.

Aims:

- To ensure every member of the school community feels valued and respected.
- To provide an environment that is happy safe and secure where effective learning can take place.
- To reward good behaviour and provide encouragement and stimulation for all pupils
- To treat children fairly and apply this policy consistently.
- To ensure that children are aware of the school rules and the Code of Conduct.
- To teach values and attitudes through the school curriculum, as well as knowledge and skills, in order to promote responsible behaviour, self discipline and respect for self, others and the world around us.

A Positive Approach

Good discipline arises from good relationships and from setting clear expectations of standards of behaviour. See "Flowers." The school aims to prevent or avert problems before they arise by using a positive system of example and rewards including

- Verbal praise
- Positive comments in books; stickers and stamps
- Special mention in class or assembly or in the Newsletter
- Exhibiting good work in class or corridors
- Using the Star and House Point system for reward.
- Service awards
- Use of special awards and prizes, certificates and cups

Sanctions

Non compliance to the school ethos and Code of Conduct may result in the following sanctions being applied: However, the school exercises its professional judgement recognising that it is appropriate that our individual pupils may need an individual response, whilst maintaining fairness. Although it is important that pupils learn that actions have consequences, the concept of forgiveness is central to our ethos.

Senior School

- The pupil is told that their behaviour is unsuitable and given the opportunity to discuss the situation and modify behaviour.
- Poor behaviour in class may result in the pupil being isolated from his/her peers (on a single desk, seated near the teacher)
- Comments on poor behaviour or failure to complete work may be written in the homework diary for parents to acknowledge.
- Order Marks may be given
- House Points may be deducted
- Pupils may be detained informally during lunchtime to complete extra work.
- Pupils may be placed 'on report'.
- For the Seniors there is a formal Friday lunchtime detention for persistent offenders.
- Liaison with Parents
- Internal suspensions may take place when a pupil openly defies a school rule.

- Extremely serious misconduct may result in suspension or exclusion.

Lower School and EYFS (staff responsible: Head of Lower School and Head of EYFS)

- Pupil is told that their behaviour is poor. They are encouraged to improve their behaviour
- In Little Pedlars all children's names are placed on the **sun**. Excellent or specific acts of outstanding behaviour warrant the child's name being moved to the **star**. Negative behaviour can warrant a brief move of child's name to the **cloud** and an explanation of why this has happened given.

Playground –

- Pupils may be given 'time-out'; that is a few minutes standing by the wall. Pupil may be sent to the Staff member on duty
- Pupil may be given 'time-out' on the bench outside the Staff Room
- Dinner ladies always report to Staff and the Head of the Lower School
- For repeated bad behaviour, pupils spend time with the Head of the Lower School.
- Parents will be informed

Negative Behaviour in class

- May result in a pupil having to finish / repeat work in a lunchtime
- Pupil may be moved to a seat on their own or in Little Pedlars the child may be given time out to reflect and then talk about their behaviour.
- Years 3 – 6 pupils may lose a House Point
- Pupils may lose privileges e.g. Form Captain or Leader (this is usually temporary – these positions have to be earned)
- Parents will be informed

Physical Intervention by Staff

In managing a child's behaviour staff would only intervene physically if it is necessary to prevent personal injury to themselves, other children or staff, or to prevent serious damage to property.

A record will be made and parents notified A.S.A.P.

(Refer to Restraint Policy)

The school does not use, or threaten, corporal punishment

This will be reviewed by the Senior Management Team and the Staff.

(Rewritten March 2007 HK, MY; reviewed Jan 2013 SG, Feb 2015, SP; Next review due: Feb 2016)

Appendix 1

Reasons for suspension;

- Substance abuse on the school premises, e.g. alcohol, drugs
- Persistent bullying of another pupil
- Physical attack on a pupil or member of staff.
- Verbal abuse towards a pupil or member of staff
- Severe persistent, disruptive behaviour in class
- Significant deliberate damage to school. school property or property of staff and other pupils
- Theft from school, staff or pupils
- Misuse of the Internet with the intent to harass or cause distress.

Appendix 2

See Anti-bullying Policy, School Rules and Code of Conduct

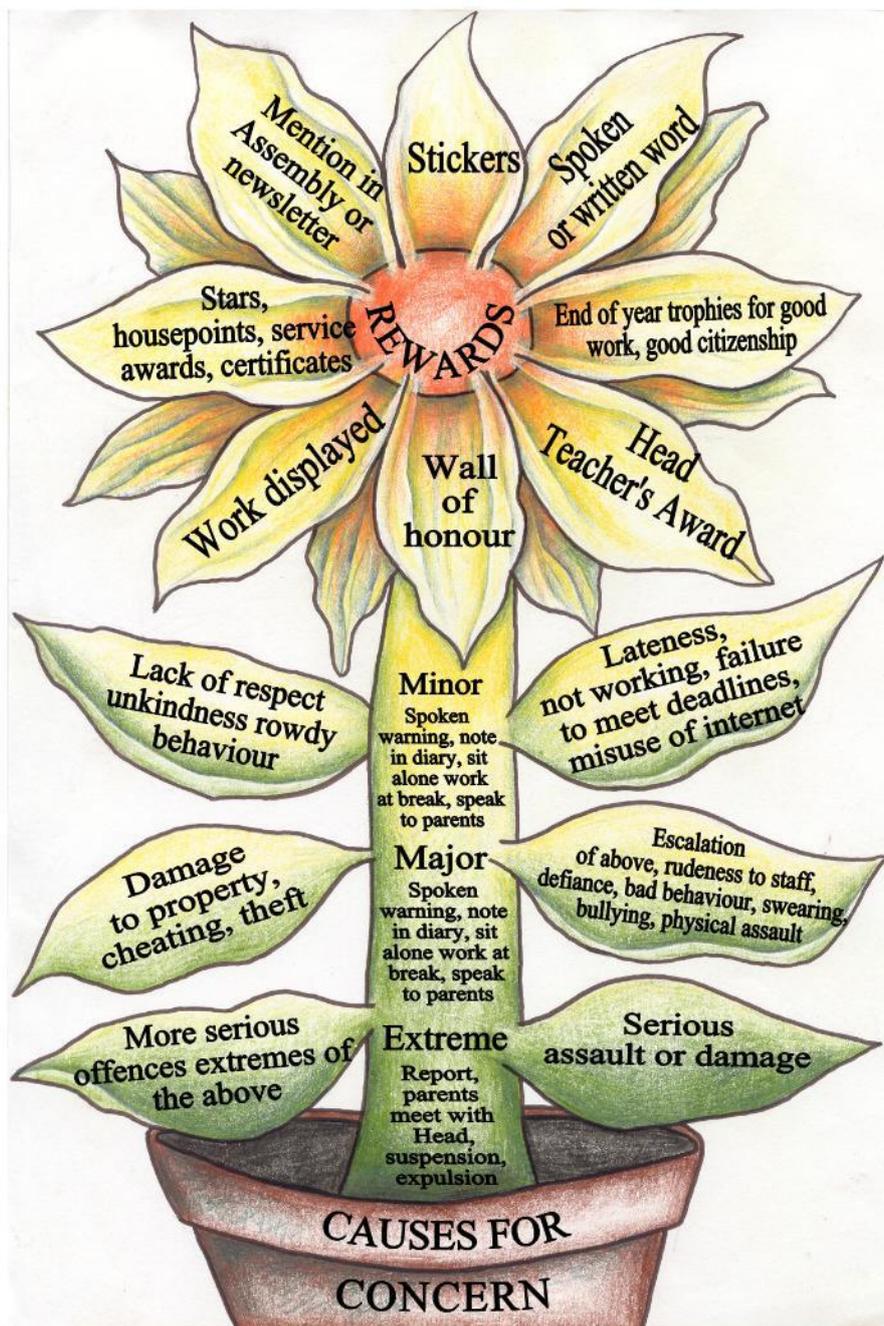
Appendix 3

Role of Parents:

It is very important that parents support a child's learning and cooperate with the school.

- We foster strong links with parents.
- We will inform parents if we have any concerns about a child's welfare or behaviour.
- Parents are encouraged to liaise with the school if there are home concerns that may affect a pupil's learning and behaviour in school.

Lower School Flower



Upper School Flower



School Behaviour Code for Pupils

Service Before Self:

We follow the maxim of Jesus Christ: 'Love one another as I have loved you'

- Help, support, care and serve others
- Be proud of your school

Self Discipline:

- Work hard, aspire to high ideals
- Make safety and well-being a priority
- Be kind, considerate and respectful to all
- Ensure manners and behaviour are exemplary in all situations, both within school and in the wider community. This ranges from: around the town, coming into and leaving school, during lessons, table manners at lunchtimes and when on visits and residential trips.

Safety and Well Being:

- Sign in and out of school outside registration times
- Go to the boarding house if arriving before 8.30am or leaving after 4pm
- Hand in prescribed medication to form teachers to keep in the staff room
- Report accidents or breakages immediately
- Chewing gum is forbidden on the site
- Plastic bottles of water are the only drink allowed on the site. No glass bottles or tins

Smoking, drinking or supplying alcohol, taking or dealing in drugs, possession of dangerous objects are all strictly forbidden. Any, or all, will lead to disciplinary action

Bullying including cyber-bullying will not be tolerated:

- Treat everyone as you would like to be treated
- Stand up for the rights of the vulnerable
- Report bullying to prefects or form teachers
- Speak well of all, encourage and praise others

Property and Valuables:

- Respect school property
- Ensure corridors and classrooms are kept clean and tidy
- Keep own desk, box and peg tidy
- Don't bring valuable items or unnecessary money into school
- Pass mobile phones, ipods and all valuables to form staff during morning registration for safe keeping

Dress Code: Uniform should be in good repair and worn with pride. This means:

- Shirt tucked in
- Tie correctly knotted
- Girls' skirts mid-knee length
- Boys' trousers worn conventionally
- Jumper sleeves to wrist, neat cuffs
- Shoes: black, polishable and giving full support and protection to the foot - flat ballet style pumps are not appropriate
- Blazer dry cleaned and retained in school over winter. Worn to and from school in summer
- Coat worn to and from school in winter
- School scarf (and hat) worn when necessary with navy gloves
- One navy school issue sports' bag
- PE kit laundered regularly
- No jewellery or make-up (Y11 girls may wear one pair of conventionally placed, discreet stud earrings)
- Hair of a natural colour
- Long hair neatly tied back, long fringes to be clipped back
- No nail varnish or false nails
- Short nails - for yours and others' safety nail tips should not be visible from the palm of the hand

Attendance and Punctuality: Every school day is important:-

- Absence inhibits learning and compromises understanding of new topics – unless you are ill you should be in school
- Be punctual to registration and lessons
- Attend bazaars and fetes - these are a formal part of the academic year

Academic Expectations

- Always try your best
- Complete work as set on time
- If unable to complete work as set, see your teacher in good time
- Take the initiative to catch up on classwork / homework
- Demonstrate the effort made in your work through research and extension tasks