



## **Sacred Heart Catholic Primary School**

### **Behaviour Policy 2025 2026**

#### **A. Philosophy:**

Sacred Heart Catholic Primary School is committed to ensuring the right of every individual in our school to develop their full potential in our Catholic community. Our Mission Statement is rooted in the words and actions of Jesus, whose greatest commandment was, 'Love God and your neighbour'. Our wish is to create a caring Catholic community, where all members work together to build positive relationships based on mutual respect and forgiveness.

We recognise that the most powerful means of teaching good behaviour is to model Gospel values of love, peace, forgiveness and honesty in our dealings with each other. We have a commitment to explicitly teaching positive behaviour through our character education program. Our behaviour as teachers should avoid labels, condemn behaviours but not pupils, and anticipate, pre-empt and manage behaviour before it becomes a problem. Our aim is to be approachable and to support each other by being consistent.

#### **B. Department for Education:**

Department for Education 'Behaviour in schools' guidance (2024) has been carefully considered when producing this policy. The guidance states;

1. All head teachers should take responsibility for implementing measures to secure acceptable standards of behaviour
2. Schools should have high expectations of pupils' conduct and behaviour, which is commonly understood by staff and pupils and applied consistently and fairly to help create a calm and safe environment
3. All staff have the power to discipline students for misbehaviour which occurs within and outside of school and disruption should not be tolerated.

#### **C. Aims of the policy:**

1. To create a culture of safety and excellent behaviour for learning.
2. To encourage pupils to be safe, orderly and caring, creating an inclusive environment where all pupils can learn and contribute to the school community.
3. Encourage positive behaviour in pupils through the modelling of Gospel values.
4. Respect the dignity of the individual and respond to incidents with compassion and justice
5. Foster a sense of justice through the appropriate use of sanctions
6. Ensure that all sanctions applied serve the common good



## **D. Roles and Responsibilities**

### **Governors:**

Will ratify this policy, keep the policy under review and will ensure that it is communicated to all stakeholders.

### **Senior Leadership team:**

Will be responsible for the implementation of the behaviour policy and will promote positive behaviour at all times. Bullying will not be tolerated and positive behaviour and regular attendance will be encouraged. The Principal will be responsible for ensuring the policy is consistently applied across the school.

### **Role of the Pastoral Assistants:**

***The removal room*** – If a pastoral assistant is in charge of the removal room, their role is to supervise the pupils, maintain the standard of work completed and ensure that the behaviour reflection sheet is completed with every child. The pastoral assistant must maintain high standards of behaviour in the removal room.

All class removals (with reason) should be logged on BromCom (C2, C3 or Behaviour Reflection time C4)

### ***The 'on call' pastoral assistant –***

1. Collect the radio at 8.30am
2. Ensure that work supplied to the remove room and replenished regularly
3. Ensure that the remove room has a plentiful supply of reflection sheets
4. Ensure the radio is turned on at all times
5. Provide work for the remove room that is age related and fit for purpose
6. Collect pupils from class in a timely manner and escort them to the removal room
7. Await a 'call' and return the pupil back to class
8. At 2.50pm daily collect the reflection sheets and scan onto CPOMS

### **All school staff (including teaching and support staff):**

Will be responsible for ensuring that the policy is followed and is fairly applied. All staff will encourage pupils to behave well and will promote excellent attendance and punctuality. All staff share the responsibility of creating a positive learning culture by promoting good behaviour and implementing the procedures in the policy.

### **Parents and carers**

Should support the school by reinforcing positive behaviour and attendance of their child. Parents and carers will support staff in their implementation of the behaviour policy. Parents/carers should discuss behaviour incidents with their son/daughter. Parents will support sanctions issued to their son/daughter when necessary.



**Pupil Expectations:** All pupils will follow the Sacred Heart Catholic Primary School pupil code of conduct which includes:

1. Demonstrating 'Sacred Heart Expectations' behaviour, at all times, throughout the school environment. (appendix 1)
2. Striving each day to live out Gospel Values.
3. Being polite and respectful to staff and peers at all times.
4. Cooperating with staff and following instructions the first time of asking.
5. Participating with reverence in religious services, Mass and retreat days and receiving blessings in Mass even if they are not Catholic.
6. Always working, thinking and behaving in the best way they know how. Doing whatever it takes to help themselves to learn.
7. Arriving at school on time each day in the correct uniform
8. Being honest and truthful about their own behaviour
9. Understanding that there will be consequences for poor behaviour, both in school and out of school when pupils are wearing their school uniform and/or are on social media.
10. Respecting the school environment and the environment of the local community.
11. Keeping technology including mobile phones switched off and out of sight at all times on school grounds.

**Pupil rights:**

1. Pupils have the right to be accepted and treated with respect and care.
2. Pupils have the right to be protected from discrimination, bullying and intimidating behaviour.
3. Pupils have the right to be treated fairly.
4. Pupils have the right to be told the truth and to be listened to.
5. Pupils have a right to learn in peace, free from distracting and disrupting behaviours.

**Rewards:**

Pupils who follow the code of conduct and provide a positive example to our community will be rewarded for their good behaviour. Showing positive behaviour can lead to one of the following rewards;

- Verbal praise
- Golden tickets
- Golden time
- Badges awarded for completion of Praise Passports
- Rainbow – pot of gold rewards (mainly KS1 pupils)

**E. Behaviour**

Unacceptable behaviour will be met with an appropriate sanction. Sacred Heart Primary Catholic School expects all pupils to be ambassadors for our school in the local community. In accordance with the Education and Inspections Act (2006) the same expectations of behaviour are expected of our students when they are a recognisable member of school, both on and off site.

Pupils must therefore;

- Behave well on public transport or when travelling to and from school.



- Display positive behaviour which does not threaten the health, safety or welfare of students, staff or members of the public.

### Sanctions

Sanctions and interventions are given at the discretion of the Senior Leadership team or by proxy Sacred Heart staff. Sacred Heart Catholic Primary School leaders are aware that sanctions are more effective when they are used in a fair and consistent manner. Each case will be considered on an individual basis. Sanctions that are proportionate to the behaviour will be issued.

If a sanction has been given this will be recorded on the school's MIS system (Brom.com), where Behaviour is logged. This will be reported to parents via the parent app (MCAS). We expect to work with parents to ensure that students have a successful education; therefore, sanctions are given when negative behaviour occurs and when the member of staff feels that it is appropriate. We will use our professional judgement to ensure that the behaviour policy is implemented appropriately and within context.

***Please note that reflections are a school's disciplinary right, and as a result permission is not needed.***

### Behaviour for Learning in the classroom

Pupils are expected to contribute to a positive learning environment in the classroom. Failure to do so will result in the following:

When behaviour standards do not meet the expectations outlined (appendix 1)
1. Teacher/staff will use <b>reminders</b> about pupil conduct. These are age appropriate and are 'reasonable' in light of understanding the pupils' SEN profile if required.
2. If the reminders do not see a stop in the poor behaviour, a warning will be given to the pupil. Pupils will be explicitly told <b>'This is your warning'</b> (these C1 behaviours may be logged on CPOMMS by CT if appropriate)
3. Continuation of the behaviour after the warning will result in a <b>removal</b> from the classroom for a 15 minute period. Teacher will use 'on call' for pupil collection. Pupil will complete a behaviour reflection. This will be logged as <b>C2 removal</b> on BromCom by teachers supervising removal room. Parents will be informed via two methods: <ul style="list-style-type: none"> <li>➤ MCAS APP will show daily removal</li> <li>➤ CT will discuss the behaviour reflection sheet with parents at the end of the school day</li> </ul>
4. Continuation of poor behaviour in removal room or a more serious removal that requires longer than 15 minutes will be at the discretion of the removal room supervisor. If required the teacher/supervisor in the removal room will <b>also</b> log a <b>C3 extended removal</b> on BromCom. If a pupil receives at C3 extended removal, this will be logged as two removals.
5. A pupil who picks up three or more C2 removals in a week (week runs from Thursday 12.15pm to Thursday 12.15pm) will serve <b>C4 behaviour reflection time on a Friday afternoon</b> . Parents will receive a letter (appendix 2). These are at the full discretion of the Principal and by proxy the Senior Leadership Team.



#### Removal summary protocols:

1. Reminders
2. Warning by CT
3. Removal 15 minutes (C2)
4. (possible extended removal time for more serious issues – additional C3 log)
5. Behaviour Reflection Time on a Friday afternoon (three C2s in a week or discretion of leadership team)

#### *BromCom Logging Information:*

*C2 – Classroom Removal*

*C3 – Extended Classroom Removal*

*C4 – Behaviour Reflection Afternoon/Time*

#### **F. Persistent poor behaviour**

If pupils begin to show patterns of poor behaviour and receive numerous sanctions outlined above, further intervention may be required. Regular pastoral reviews of behaviour incidents will identify pupils most at risk. The following may take place;

- Contact with parents will be made
- SLT will monitor behaviour
- If a pupil receives multiple reflections across a period of time, they will be placed onto monitoring reports
- Reports will be discussed in pastoral meetings. Pupils may be issued sanctions if they fail to meet the targets on their reports.

#### **G. Behaviour reflection time (C4)**

Where pupils display persistent disruptive behaviour and require time to reflect on their behaviour and conduct (or where a serious incident occurs), pupils may be asked to spend a period of time in the Behaviour Removal Room. The school day in the Removal Room runs from 8.35am-3.35pm. The pupil will spend time reflecting on how their behaviour needs to improve and will lose their social time. Work will be set and reflection meetings will take place with a member of staff before reintegration to the teaching timetable. The amount of time spent in behaviour reflection will depend upon the nature of the disruptive behaviour, has that behaviour happened before that day or if the behaviour displayed is a one-off incident.



## **H. Serious Breaches of the Behaviour Policy**

A pupil may be removed automatically from a lesson if they are doing the following:

- Swearing
- Fighting
- Being physically or verbally aggressive to staff or peers
- Exhibiting unsafe behaviour that requires more than a warning
- Being in possession of contraband items (eg cigarettes, vapes, weapons)
- Continued disregard for school rules, policies and procedures
- Bullying behaviour (verbal or non-verbal)
- Discrimination of any kind
- Vandalism of the school site
- Any incidents of harmful sexual behaviour.

**This is not an exhaustive list and is at the discretion of the class teacher and staff in the school.**

## **I. Contraband, searching and confiscation.**

School staff, authorised by the Principal, have the statutory power to search pupils where they have reason to believe that a pupil has brought contraband onto school site. The following items are banned at Sacred Heart Catholic Primary School; pupils will receive sanctions if found to be in possession of;

- Stolen items
- Chewing gum
- Smoking paraphernalia or vapes
- Water pistols
- Any item that the member of staff reasonably expects has been or could be used to commit an offence or cause harm to themselves or others
- Offensive weapons

Any contraband items can be confiscated by school staff and will either have to be collected by parents or will be disposed of by the school. In some cases, confiscated items may be passed to the police.

### **Digital Devices**

Digital devices (e.g. mobile phones, earbuds, headphones, smart watches etc.) are not allowed on the school premises. If the device is seen or heard it will be confiscated; the pupil will also receive a warning. The item will be returned at the end of the day. If a pupil refuses to follow this instruction first time, then pupils will receive a removal.



## **J. Suspension and Exclusion Policy**

Only the Principal can suspend or exclude a pupil. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 days in a single year) or permanently in some exceptional cases. A fixed period suspension may be escalated to a permanent exclusion once evidence is collected.

Types of suspension:

1. **Internal suspension:** in this instance the pupil will spend the suspension period in the Removal Room from 8:35-3:35pm. *Used at the Principal's discretion*
2. **External suspension:** in this instance work is set for the pupil to complete at home. Parents are given the responsibility to supervise the student to work at home during the fixed term period.
3. **Permanent exclusion:** the decision to permanently exclude a student will be taken in response to; serious breaches of the school's behaviour policy or where a student's behaviour means allowing the student to remain in school would harm the education or welfare of others.

*The length of a suspension is at the discretion of the Principal and is dependent on a number of factors including the severity of the event. All exclusions and suspensions are recorded on the school's MIS system (Brom Com).*

## **K. Anti-Bullying**

Bullying is behaviour by a group or an individual, that is repeated over an extended period of time that intentionally hurts another individual. Bullying can be physical, emotional, face-to-face or using technology. Sacred Heart Catholic Primary School is committed to preventing bullying by encouraging pupils to live out our Gospel Values and love one another.

In order to prevent bullying;

- All staff are aware of their responsibility to look out for changes in behaviour of potential victims of bullying
- A duty rota will be in place to ensure staff patrol key areas at break and lunch time
- Pupils will regularly be made aware of how to report bullying and will be encouraged to do so

If an incident of bullying occurs:

- All staff will listen to all parties involved in incidents
- All incidents will be investigated as fully as possible
- Appropriate action will be taken against the instigators and incidents recorded
- Information will be shared with the victim and the bully's parents and repeated incidents will be reported.
- Student safety plans may be implemented to protect the victim from further risk.

## **L. Reasonable Adjustment to this Policy**

A reasonable adjustment does not mean that expectations are lowered. It means that some students need additional support to ensure that they meet the high expectations that we have for all of our students. The school will make reasonable adjustments in line with the requirements of Equality Act 2010 where deemed appropriate.



In order to ensure that the duties under the Act are met, the school will:

- Consider the SEND Code of Practice when considering sanctions
- Monitor the consequences of pupils with SEND

### **M. The use of reasonable force**

Sacred Heart Catholic School is committed to maintaining a safe and supportive environment for all pupils and staff. In very rare and exceptional circumstances, where a pupil's behaviour poses a risk of harm to themselves or others, appropriately trained staff may use reasonable force (positive handling) to safeguard the wellbeing of the school community. In doing so, staff will always act professionally, proportionately and in line with current Department for Education guidance.

The Department for Education advises that reasonable force may be used “to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder” where it is necessary and appropriate in the circumstances. Parents/Carers will be informed on the rare occasion that positive handling is used and events will be recorded on the school's safeguarding system.

### **N. Discretion**

No behaviour policy can cover all eventualities. The Senior Leadership team reserve the right to use discretion to help Sacred Heart Catholic Primary School pupils make the right choices so that their time at school is productive, safe and with moral purpose.

### **O. Safeguarding**

This policy should be read in conjunction with the following policies; safeguarding and child protection policy, the attendance policy and the SEND and accessibility policy. In some circumstances e.g. incidents of harmful sexual behaviour, multiple policies will be utilised to decide on the course of action taken by the school.

### **P. Uniform**

Pupils are expected to arrive at school in the correct uniform as outlined in the uniform list. Failure to attend school in full school uniform will result in a chance to put the uniform right. Failure to correct uniform will result in a pupil being asked to work in the Behaviour Removal Room until the issue is resolved. Pupils arriving to school in incorrect footwear will be provided with shoes to wear for the school day. Parents cannot sanction the wearing of trainers; medical evidence must be sought from a GP. *See the appendix for an up to date uniform list.*



## Uniform

Winter

Grey trousers

White shirt  
 Navy sweatshirt with school badge \*  
 Grey or black socks  
 Sensible black shoes (NO TRAINERS)  
 School Tie \*



Tie



V-Neck Sweatshirt



Winter

Navy skirt or pinafore dress

White blouse  
 Navy sweatshirt or cardigan with school badge \*  
 White socks or navy tights  
 Low heeled sensible black shoes (NO TRAINERS)  
 School tie \*



Tie



Cardigan



Children may bring trainers to change into for break times.

\* May be bought from MAPAC or Gogna Schoolwear

## Appendix 1

### Pupil Expectations:

1. Uphold the Gospel Values and Catholic Teachings in the school
2. Complete your work
3. Follow all instructions that staff members give you
4. Listen carefully and participate in your learning
5. Sit calmly in your seat
6. Wear correct uniform
7. Look after school resources
8. Exemplary behaviour in corridors
9. Speak politely to peers and staff members
10. Play sensibly without anyone being hurt (physically or emotionally)

*Remember to always ask for help and tell a member of staff if another pupil is not upholding the standards.*

## Appendix 2



Dear Parent/Guardian,

This week your child has been removed from their classroom on three or more occasions.

They have been removed for breaches of the behaviour standards at Sacred Heart Catholic primary school. These removals have been discussed with you by the class teacher and logged on the My Child At School APP.

As a result, your child will be required to stay in school on Friday afternoon (INSERT DATE) from 1.05pm to 3.35pm. This session will start with a discussion about the behaviour from a member of the senior leadership team. The resultant part of the session will involve behaviour education and input from the pastoral assistant.

Please discuss this behaviour (s) with your child at home so as not to have a repeat of these poor behaviours.

Many Thanks

The Senior Leadership Team (Sacred Heart Catholic Primary School)



*"Do not be afraid.  
Open wide the doors  
for Christ."*

