



Gunnersbury Catholic School

Behaviour for Learning Policy

Created: July 2021
Implemented: September 2021
Updated: December 2021
Review: July 2022

Governing Body Committee: Welfare Committee
Chair of Governors: Andrew Flatt

The Behaviour for Learning Policy of Gunnersbury Catholic School seeks to support the fulfilment of our Mission Statement:

Gunnersbury Catholic School strives to educate all its pupils within an environment where the Catholic traditions of learning, truth, justice, respect and community are promoted.

In consideration of this we hold the values:

- That each individual, student and member of staff, is a unique creation in the image of God, and deserves to be valued equally
- Students have a right to attend a school that consistently seeks for a positive, well-ordered learning environment where bullying, unkindness, disruption and other negative behaviours are not tolerated
- All students, staff and visitors are free from any form of prejudice or discrimination
- Good order and the highest standards of behaviour are essential to enable a safe, nurturing school environment where students have the opportunity to fulfil their potential
- Staff and volunteers have a right to work in a positive, respectful environment where courtesy, cooperation and due regard for authority are exhibited by students
- Violence or threatening behaviour towards students or adults will not be tolerated
- Students must apply themselves fully to their studies and school-life thereby developing their God-given talents

We value every member of our school community as people created by God in his image. It is sought that all pupils and students use their God-given skills and talents to reach their full potential spiritually, morally, socially and culturally.

To facilitate effective learning and ensure high achievement we seek to:

Establish clear boundaries, ensuring good order within a safe and secure environment.

Develop good relationships that promote respect, worth and belonging.

Provide constructive feedback to pupils and students in relation to learning and conduct and provide a 'way back' if things go wrong.

Pupils are expected to behave in an appropriate way both in school, as well as on the way to and from school and when participating in extra-curricular activities, visits and trips.

This policy applies to misbehaviour at any time that could have repercussions for the orderly running of the school, poses a threat to another pupil or member of the public or could adversely affect the reputation of the school. The sanctions outlined in this policy, up to and including permanent exclusion from school, will be applied by the Headteacher if a pupil's behaviour falls short of our standards and expectations and on the balance of probabilities there is a link between the child, his or her behaviour and the school.

POLICY PRINCIPLES

Gunnersbury Catholic School is committed to:

- Having a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared, consistent, and in line with government legislation as represented in the following:
 - Keeping Children Safe in Education (September 2021)
 - The Education and Inspection Act (2006)
 - DfE Behaviour and Discipline in Schools, Advice for headteachers and school staff (January 2016)
 - DfE Exclusion from maintained schools, academies and pupil referral units in England (September 2017)
 - Human Rights Act 1998
 - Race Relations Act 1976 (Amendment 2000)
 - Behaviour and discipline in schools
 - Searching, screening and confiscation at school (2018)
 - The Equality Act 2010
 - DfE Use of reasonable force in schools (2013)
 - DfE Supporting pupils with medical conditions at school (2017)
 - DfE Special educational needs and disability (SEND) code of practice (2020)
 - Checklist for school leaders to support full opening: behaviour and attendance (July 2020)
- Applying the guidance set out in the Governors' Statement of Principles
- Applying the Government's Covid 19 Guidance
- Students exhibiting good behaviour, consideration of others, politeness and full commitment towards their studies
- Requiring for students to comply with the rules and routines of Gunnersbury Catholic School including those detailed within this policy.
- Acceptance of a place at Gunnersbury Catholic School acknowledges that our routines and rules, which are reviewed and provided to each student yearly, shall be complied with. These exist to maintain the learning environment within which all members of the Gunnersbury community find enjoyment, flourish, are safe and feel secure. These may be subject to change throughout year due to the Covid 19 restrictions.
- Notable good behaviour, effort and/or consideration being recognised and rewarded through the school reward system. Rewards include: praise; house points; Headteacher's awards; post-cards and letters sent home; acknowledgement at assembly; recognition on the school Twitter account. Positive encouragement is the primary means by which we seek to promote the rules and routines. Our Rewards and Sanctions Systems are designed to promote the observance of the school rules and routines.
- A number of sanctions may be employed for pupils who fail to follow our rules and routines. Whenever appropriate and possible, support shall be provided to assist pupils in the modification of their behaviour. Support may include: a talk with their tutor, a teacher, Head of Year or other suitable member of staff; Early Help Group intervention; referral to the learning mentor; opportunity to self-refer to the school counsellor; SEN assistance; Social Skills Sessions; construction of a Pastoral Support Programme, Pastoral Support Day. Serious and/or persistent breach of school rules may result in temporary (fixed term) or permanent exclusion, to protect the wellbeing and progress of the Gunnersbury community.

SCHOOL ROUTINES and RULES

Good behaviour, respect and politeness are expected: in school; when travelling to and from school; when partaking in school-organised activities; when identifiable/identified as a Gunnersbury pupil. Self-discipline, courtesy, and common sense are expected of pupils at all times. To co-operate with our rules and routines is to share the collective responsibility that we all have. The rules are designed with respect to the integrity and importance of the individual - the corner-stone of our entire educational thinking.

The rules, expectations and routines outlined in this policy apply to pupils both inside school premises and to the conduct of pupils 'outside the school gate' - that is, pupils taking part in any school-organised or school-related activity (including off-site education), travelling to or from school, wearing school uniform or in some other way identifiable as a pupil at the school. Inappropriate or unacceptable behaviour in these circumstances will be addressed by Gunnersbury as if it had taken place within the school grounds. In addition; and in accordance with the DfE Guidance 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England (September 2017)' and the DfE 'Behaviour and Discipline in Schools (Advice for headteachers and school staff – January 2016)'; sanctions, including permanent exclusion, may be applied to pupils for misbehaviour outside of school that:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school

The detailed rules and guidelines within this policy are not exhaustive - rather they indicate the level of conduct expected of a Gunnersbury pupil. They reflect and relate to the requirements that pupils are always to conduct themselves in a polite, well-behaved, safe and cooperative manner that assists the orderly running of the school. Compliance with Health and safety procedures and rules is expected within the school and also when travelling to and from school. It is expected that all members of staff will advise/instruct pupils accordingly so as to maintain these requirements.

Attendance

High levels of attendance and punctuality are critical to the welfare, achievement and growth of a pupil. Failure to achieve these goal can only be to the detriment of a student.

1. Regular attendance is compulsory.
 - a) Any absence must be explained in writing and given to the Form Tutor on the day of return.
 - b) Whenever possible parents/guardians are to telephone the school before the start of the school day to advise of an absence and the likely duration of the absence.
 - c) Taking holidays during term time is to be avoided. On the rare occasions when such an absence is unavoidable written permission must be obtained, from the Headteacher, in advance.

2. Excellent punctuality is essential for each student:

Year 7, Year 11, Year 12 and Year 13 Pupils should arrive to school by **8.15am** and will start the day with registration. After this time they will be considered to be late.

Year 8, Year 9 and Year 10 Pupils should arrive to school by **8.35am** and will start the day with Lesson 1. After this time they will be considered to be late.

It is important that pupils must not arrive before their assigned starting time and they must only enter school through their assigned gate.

- a) Any pupil who arrives after their assigned time must report to the Main Reception and sign the late list. Late students must then remain in reception until collected by a member of SLT or Head of Year. Pupils who are repeatedly late will receive sanctions.
 - b) Any student who arrives after 9.00 a.m. must provide a parental letter of explanation to their Form Tutor, the following day.
 - c) Throughout the day punctuality to all timetabled activities is essential.
3. Pupils may not remain on the premises following either Period 7 (Year 7, 11, 12, 13) or afternoon registration (Years 8, 9 and 10), unless instructed to do so or special permission has been granted by a member of staff.
 4. Pupils may not leave the premises during the school day without obtaining permission from a senior member of staff (normally their Head of Key Stage) through submitting a written request or evidence of appointment. If a pupil leaves the school premises for any reason they must sign out, and on their return, sign in at the Welfare Room.
 5. Members of the Sixth Form may leave the school premises during lunch break, but must be back on site by 12:35pm. Failure to return to school on time will result in the withdrawal of this privilege.

Safety in School

1. Pupils must comply with all safety procedures.
 - a) Pupils must know and follow when necessary the procedures to be adopted in the event of the sounding of the fire alarm.
 - b) Pupils must know and follow when necessary the procedures to be adopted in the event of the lockdown warning.
 - c) Pupils must be aware of and observe all special safety rules in specialist areas including laboratories, workshops, computer rooms, practical rooms, theatre workshop, music department and sports facilities.
 - d) Pupils in class must ask to be taken to the Welfare room if they feel ill, they must not go there by themselves.
 - e) Pupils must always act in a safe manner.
2. Pupils are to follow the Health and Safety requirements of the school including measures introduced in relation to the transmission of Covid-19.
3. Pupils may not enter any classrooms, science laboratories, workshops, computer rooms, practical rooms or sports facilities unless a member of staff is present.
4. Appropriate safety clothing and equipment, such as protective overalls and safety glasses, is to be worn in specialist areas as directed by a member of staff.
5. Unless instructed otherwise by staff, pupils are not permitted to enter rooms that are not assigned within their timetable.
6. Pupils are not permitted to open or close blinds or windows unless a member of staff is present and supervises the process.
7. Pupils must not lean out of windows or climb on any staging or balcony.
8. Pupils must not interfere with any electrical equipment or installations, including switches and plugs.

9. Within school pupils must remain within their assigned area at all times.
10. Cycling within the school grounds is forbidden.

Appearance (Years 7-11)

1. Pupils are always to be of smart appearance, avoiding extremes of fashion.
2. Full School uniform is to be worn to and from school, within school and for school based activities – unless otherwise directed by a member of staff. Rules regarding school uniform and appearance must be followed. The uniform requirements for Years 7-11 and the Sixth Form are published separately to this document.
3. Outdoor clothing is not to be worn inside the school buildings. Hats are not allowed inside the school buildings. The school hat is the only permitted headwear and may only be worn outside during periods of cold weather (as determined by the Deputy Headteacher).
4. Hair must be of a style that is conventional and understated. Hair should:
 - not be bleached, dyed, permed or chemically altered in any manner
 - not be closely cropped/shaved or with significant differences in length about the head e.g. the hair on top of the head is significantly longer than that at the sides
 - be without patterns, lines or partings etc. cut/shaved into it
 - be free of gel, wax, mousse or other similar products

Extremes of haircut/styling will not be allowed as they can distract from our central purpose of pupil development and learning.
5. Shaving of eyebrows (e.g. cutting lines into them) is not acceptable.
6. Tattoos are strictly forbidden. No pupil shall be allowed to attend Gunnersbury with a tattoo, even if it is covered by an elastoplast, dressing or similar.
7. Jewellery must not be worn in school (or on school occasions) nor on the journey to and from school. Ear/nose rings and studs, bracelets, finger rings, necklaces, chains are all included in this ban.

Aspects of the school uniform and appearance policy may be disapplied by the Headteacher for identified pupils with specific and documented medical, religious or cultural reasons. Application for such a consideration is initiated through a written request to the Headteacher.

6th Form Appearance: The uniform and appearance requirements for Year 12 and Year 13 students are published separately to this document.

Travel and Transport

Pupils are to travel to and from school in an orderly manner. Pupils are to use local roads and pavements and not alleys and access routes to private property. Pupils must act in a responsible and courteous manner on their journey to and from school.

1.
 - a) Pupils should travel by the shortest and most direct route, to and from school without delaying at any point along the journey
 - b) Pupils who arrive at Northfields station in the morning, are requested to cross by the zebra crossing directly outside the station and walk down the right hand side of Northfields Avenue.
 - c) Pupils are not permitted to enter any of the retail outlets on the way to and from school. This includes newsagents, supermarkets, takeaways and local shops. Students must not congregate in groups and must ensure they travel directly home.
 - d) Pupils are not permitted to enter Gumley Road or Convent Gardens.
 - e) In the school's locality only the specified routes may be used to get to and from school. Pupils are not allowed to board a bus from Windmill Road in the direction of Northfields, at any time.
 - f) To preserve their personal safety pupils are not allowed to catch buses, use the shops or spend any time at Brentford High Street.
 - g) Students wishing to catch the 235, 237 or 267 must use the bus stops outside or opposite Morrisons Supermarket/Brentford County Court. Pupils must 'alight and board' the E2 and E8 buses outside or opposite the former Brentford Police Station on Boston Manor Road. Boston Manor Park, Blondin Park and Lamas Park are strictly out of bounds at all times for all pupils.
 - h) No student may also enter the fast food outlet beside the bus-stop at the junction of Northfields Avenue and Windmill Road

2. Pupils may cycle or use a non-motorised scooter to and from school provided:
 - their parents have written to their Head of Year giving their approval
 - they have obtained the agreement of their Head of Year
 - they follow the requirements of the law and are courteous to others
 - a) Pupils who cycle or scoot to school must wear a safety helmet of the appropriate standard.
 - b) Pupils must ensure that their bicycle is fitted with appropriate working lights and reflectors.
 - c) Bicycles must be left in the designated bicycle park and securely padlocked. Personal insurance is highly recommended as the school cannot be held responsible for loss or damage.

3. Pupils while using public transport such as trains, tubes and buses must:
 - Comply with the social distancing and related rules whilst on platforms, inside trains, tubes and buses.
 - Wear a face mask at all times while travelling on public transport
 - Wash/sanitise their hands regularly.
 - Pupils who travel on the tube to Northfields/Boston Manor or on the train to Brentford must walk the rest of the way to school instead of taking another mode of transport such as a bus. This is to avoid needless use of public transport and stops congestion near the school site

4. Pupils are prohibited under any circumstance from using electric scooters as a form of transport to or from school. In school and on their way to/from school pupils are also not permitted to be a passenger on an electric scooter belonging to anyone else. If a pupil is found to be on a scooter then this will result in disciplinary action.
5. Sixth Form pupils in possession of a valid driving licence may travel to and from school on a motorcycle or in a motor vehicle only if:
 - their parents have written to the Deputy Headteacher giving their approval.
 - they have produced valid documents to their Head of Year and have obtained permission.
 - they have obtained the agreement of the Deputy Headteacher.
6. Motor cycles and motor vehicles may not be brought on to the school premises by students.

Bounds

1. Pupils must go to their assigned areas when they arrive in school and remain there while on break and lunch until they are directed otherwise by a member of staff.
2. All grassed areas beyond the paths are out of bounds.
3. Ball games are only permitted in the lower playgrounds (with the exception of Year 7 who are permitted to use SOFT BALLS in the Year 7 playground). Footballs should be no bigger than a size 4.
4. The patio, upper playground and the area around the Music Block is a circulation area for pupils moving to specialist rooms.
5. The wooded areas beyond the lower playground and behind the Sports Hall are out of bounds. Additionally the grass/planted area alongside and at the rear of the Design and Technology, Science and Mathematics blocks is out of bounds to students.
6. Pupils will not have any access to a classroom unless a member of staff is present. In the event of severe weather, special arrangements apply.

Behaviour and good order

1. Pupils are to proceed in an orderly manner throughout the school and never run in any building.
2. Without delay pupils are to politely comply with the requests of staff and at all times exhibit respect, courtesy and cooperation towards them.
3. Pupils are not to leave their designated teaching areas under any circumstance without the permission of a member of staff.
4. Pupils are always to keep to the left on all staircases and in corridors in addition to adhering to the one way system in the main building when required to move from classroom to classroom.
5. Pupils are to line up outside the building and any teaching area until directed to enter by a member of staff.
6. When in class pupils are to display courtesy and stand up upon an adult entering the room.
7. No shouting or loud noise is permitted within the school buildings.
8. Fighting is strictly prohibited, any pupil involved will be severely punished and risks permanent exclusion.
9. Aggressive, threatening or violent behaviour is not acceptable and may lead to permanent exclusion.
10. Bullying of any form, whether on the school grounds or beyond, is totally unacceptable and will be addressed through a range of sanctions including (as appropriate) permanent exclusion.
11. Pupils must act in a thoughtful manner and not put their health and safety or that of other member of the school community at risk.

12. Reckless and/or dangerous behaviour is unacceptable and addressed through a range of sanctions including (as appropriate) permanent exclusion.
13. Pupils are to be polite, respectful and courteous to each other, staff and members of the public.
14. Recording (video, audio, etc.) and/or making images of fellow pupils and/or staff is prohibited.
15. Food and drinks (other than a bottle of water) may not be consumed in class without the permission of a member of staff.
16. Litter is always to be placed in the bins provided throughout the school and when travelling to and from school.
17. All communications distributed to pupils for their parents are to be delivered personally. Where necessary, parents' acknowledgements are to be returned to school by pupils.
18. Pupils are expected to have all necessary equipment including pen, pencil, ruler and calculator available for use in lessons.
19. Students are expected to conduct themselves to the same high standards on their way to and from school as required within Gunnersbury School.

Property

1. School textbooks and equipment supplied to pupils become the responsibility of the pupil until they are returned, replaced or paid for.
2. Damage to school property or equipment should be reported immediately to a member of staff. Pupils and/or their parents will have to pay for any damage caused.
3. Personal property is at all times the responsibility of the owner.
4. Expensive items of clothing and equipment must not be brought to school. No electronic equipment other than a calculator may be brought to school. Pupils must exercise care and concern for their own property and the property of others.
5. The school does not permit the buying, selling or exchange of items between pupils on school premises or on their way to/from school.
6. Pupils are not to borrow/lend monies or personal belongings with each other
7. Lost property is to be taken to or reported to the Welfare Room.
8. Pupils will not have any access to a locker this year and as such should limit the amount of personal items to school. Pupils should also only bring the schools books required that day to school.
9. The school reserves the right to inspect personal belongings, including the contents of a school bag, when it has cause.
10. Theft/stealing is considered a very serious matter by Gunnersbury Catholic School. Significant sanctions will be applied as a consequence of this conduct including Permanent Exclusion as appropriate.
11. ALL items of clothing and personal belongings should be clearly marked with the pupil's name. The school cannot be held responsible for items that are lost or taken. Any items that are brought into school are at the owner's risk and therefore the school cannot accept any responsibility for the loss or damage to any property belonging to or owned by a pupil or his/her family.

Prohibited

1. All medication should be given to the Welfare Assistant who will supervise its use. It is not to be kept or administered by pupils in school without authorisation of the Welfare Assistant.
2. Chewing gum, bubble gum and any similar sweets are forbidden in school at all times.
3. Smoking, and the possession of cigarettes, tobacco and tobacco papers, is forbidden on the school premises, when travelling to and from school, and when a pupil is a member of a school party.
4. The possession or taking of drugs is strictly forbidden, whether in school or on the way to/from school. No pupil may buy, sell or be in possession of drugs (legal or illegal). Pupils failing to comply with this rule will receive our most serious sanctions, generally permanent exclusion.
5. Pupils engaging in any form of substance abuse; on the school premises, on their way to/from school, when identifiable as Gunnersbury students; will receive our most serious sanctions, generally permanent exclusion.
6. The possession of drugs' paraphernalia will consequence in significant sanctions including exclusion.
7. e-cigarettes and vapour inhalation type products of any type are forbidden both in school and on the way to and from school.
8. It is forbidden to possess or consume alcoholic drinks while on school premises or travelling to and from school or at any time in school hours. To do so risks permanent exclusion
9. The possession of the following items by pupils at, or travelling to/from, Gunnersbury Catholic School is banned: large sums of money; jewellery; items of considerable value; water pistols; laser pens; pellet guns; fireworks; lighters; matches; aerosols; solvents; alcohol; stolen items; pornographic material; dangerous item; any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property. Only members of the Sixth Form may bring mobile phones, electronic tablets and/or laptop computers to school. Pupils who are in possession of these prohibited items at school will have them confiscated and will face disciplinary action of which the outcome may be exclusion.
10. Pupils who bring into the school vicinity or are in possession of a knife or other weapon/dangerous item shall be permanently excluded.
11. The use of any item as a weapon to harm, intimidate or threaten will lead to significant sanctions including permanent exclusion.
12. Gambling is strictly forbidden.
13. Pupils must not bring non-uniform items of clothing into school – to do so will result in their confiscation by staff. This includes non-approved school bags.
14. Any item that is disruptive, offensive, illegal or dangerous is banned from Gunnersbury Catholic School and will be confiscated from pupils.

Malicious allegations

Where a pupil makes a false and malicious accusation against a member of staff, the headteacher will consider the use of significant sanctions, including permanent exclusion.

Pastoral rewards and sanctions

Gunnersbury's reward system, complemented by our sanction procedures, work to promote a positive learning environment. Through them good behaviour, work or attitude is celebrated whilst conduct detrimental to learning is discouraged.

Pastoral rewards

Pupils undoubtedly value praise and reward. The essential importance of creating a positive atmosphere characterised by genuine praise and encouragement is recognised by numerous means at Gunnersbury including:

- informal praise from staff
- written comments on work
- positive phone call or letter home
- Form Tutor acknowledgement
- merit points and house points
- Headteacher's Award
- Jack Petchey Award
- congratulations in assemblies, including certificates
- prizes such as book tokens
- awarding 'colours'
- work put on display
- positions of responsibility
- congratulations in the newsletter, website and school twitter account

Pastoral Sanctions

In the interests of a pupil and the wider school it is sometimes necessary to set a sanction for a pupil who has not followed the school's routines and rules. A range of sanctions may be applied where behaviour has fallen below an acceptable standard including: a reprimand, additional work assignments, working away from peers, community service, detentions, Pastoral support Day. In serious cases a pupil may be temporarily (fixed term) or permanently excluded from school.

Detentions

Pupils may be detained by members of staff after school without notice for up to 1 hour after the pupil finishes school in order to catch up on missing work and reflecting on their conduct.

Longer detentions will be advised in advance by written notice in the pupil's Homework Diary.

Saturday detentions will be set as a sanction as determined appropriate by the Deputy Headteacher.

Pastoral Support Days

The Deputy Headteachers and Heads of Key Stage determine the engaging of pupils on Pastoral Support Days (PSD). This resource provides time and space for a pupil to reflect upon their conduct and to receive support towards their behaviour.

Exclusion

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in his absence, the Deputy Headteacher who is acting in that role). Exclusion, whether fixed term or permanent, may be used for any behaviour which constitutes a breach of the school's routines and rules, in accordance with the guidance issued by the Secretary of State (DFE Behaviour and Discipline in Schools (Advice for headteachers and school staff – January 2016) and DfE Exclusion from maintained schools, academies and pupil referral units in England (September 2017).

Police involvement and liaison

The school will consider, as appropriate, police involvement for any serious breach of its routines and rules.

Physical restraint

Whilst corporal punishment is illegal in all circumstances in some situations, staff may use reasonable force to restrain a pupil to prevent them:

- Causing disorder
- Hurting themselves or others
- Damaging property

Incidents of physical restraint must:

- **Always be used as a last resort**
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

Gunnersbury's Use of Physical Restraint Policy fully details the procedures in these circumstances

Power to search pupils without consent

In addition to the general power to use reasonable force described above, the Headteacher and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items":

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

Force cannot be used to search for items other than the above which may also be banned under the school rules. Items not listed above, which are also banned by the school, may also be searched for without consent but not with the use of force.