

POLICY



LOUGHBOROUGH
Amherst School

5a Behaviour Policy

This policy applies to the whole School including EYFS

Approved By:

Senior Leadership Team

Date Approved:

November 2024

Point of Contact (Reviewer):

Deputy Head Pastoral



5a Behaviour Policy

This policy applies to the whole School including EYFS

This policy reflects the fact that positive behaviour, in accordance with acceptable standards, is central to the ethos and values of the school. We acknowledge that parents and members of staff play an equally important role in teaching and modelling good behaviour. Positive behaviour, respect of feelings and property of others build the foundation for creating a positive learning environment where pupils can reach their full potential. We promote good relationships between staff and children, set high expectations, use strategies to encourage good behaviour and create a welcoming classroom environment for everyone.

We believe that:

- Positive behaviour is an essential condition for effective learning and teaching
- Pupils and staff have the right to learn and teach in a safe, friendly and fair environment
- All members in our school community must be treated with respect and fairness
- Providing opportunities where each individual can flourish and develop in safety is non-negotiable
- Emphasising potential, rewarding success and giving praise for effort and achievements are at the core of our values and ethos
- It is important to have appropriate consequences which are fair and applied consistently when standards are not maintained
- Parents and Guardians should work with the school to foster positive attitudes and behaviours

This policy applies to the whole school and is made up of several distinct sections.

- Pupil Code of Conduct
- Rewards
- Sanctions

This document should be read in conjunction with the following policies and documents:

- KCSIE 2023
- Safeguarding Policy
- The Equality Act 2010
- Anti-bullying policy
- Student Serious Disciplinary Policy (LSF policy)
- Responsible Use Policy (LSF policy)
- Special Educational Needs and Disability (SEND) Policy (LSF policy)

As a Catholic School we will, dependent on the nature of each exact incident, always tend to err on the side of reconciliation, forgiveness and second chances. However, we have to use our professional judgement to balance these principles against the wellbeing of the whole community.



Pupil Code of Conduct

It should be understood that whilst no policy can ever cover every possible scenario, the rules in this code of conduct and any other negative behaviours that should arise will be sanctioned appropriately in order to:

- *Protect our ethos of care and respect for every individual within the community*
- *Instil in the young people in our care habits that will benefit them throughout the rest of their working and social life*
- *Maintain a working environment that enables everyone to progress to the best of their ability*
- *Maintain a clean, safe and healthy physical environment*
- *Ensure that the School is always represented positively to the surrounding community and the outside world*

The Code of Conduct is shared explicitly with pupils in an age-appropriate manner at the start of every year and reminders are provided as necessary. Around school, there are reminders about expectations summarised into 5Ps for both the Preparatory and Senior School (Appendix 1 and Appendix 2)

All pupils should know the following rules for the whole school community. There are two periods of statutory registration daily – at 08.40 and 14.25 (Prep 13:20) . Pupils must be in form rooms by 08:40 and must be prompt to all lessons. The 14:20 registration is taken at the start of Period 8 by the subject or cover teacher.

If a pupil feels unwell, they should go to Matron, who will arrange, if appropriate, for them to go home. No pupil may make their own arrangements to go home during the day.

Classroom conduct

Lessons for all pupils up to the end of Y11 will have a formal beginning and ending. That is, the class will greet/say thank you to the teacher when directed. For appropriate subjects (e.g. Science), students will queue outside the classroom and wait to be invited to enter by the teacher

Pupils are expected to stand up and greet a member of staff and visitors if they knock before entering the room

If a pupil is late to a lesson, they will apologise on entry to the classroom and give a brief and to-the-point explanation. If requested by the teacher, they will stay at the end of the lesson to give a fuller explanation

Shouting out in class is not permitted

When the teacher is speaking to the whole class, he/she has the right to expect complete silence

If a pupil feels upset by something a teacher has said or done (or failed to say/do) in a lesson, then they have a right to express their feelings. However, they must not interrupt the lesson. They should wait until the end of the lesson and then arrange a time to speak with the teacher concerned. If they feel that their grievance has not been responded to reasonably by the teacher concerned, they should then take the matter to their Head of Year

All pupils are allowed only water in lessons, if it is stored in an appropriate drinking flask/bottle. No drinks are ever allowed near electrical equipment. *Sixth formers are allowed hot drinks in lessons in suitable containers.*

Generally, pupils are not permitted to consume food in lessons (unless curriculum related). *Rules on food and drink also apply to students in any room for private study.*

Where lessons are 30 or 60 minutes in length, students in Y3 and above are expected to go to the toilet outside of lesson time. Pupils may be allowed to go to the toilet in lesson time if they have a relevant medical condition or at the discretion/judgement of the teacher concerned, but it will be standard practice to be asked to wait until the next interval between lessons. Where lessons are 90 minutes long a toilet break should be allowed if requested

Pupils should attend all lessons & remain in them unless with specific permission from the class teacher

Pupils should be polite, and any direct challenge to a member of staff in the form of explicit rudeness, swearing or shouting at a member of staff, or leaving class without permission will be judged as a serious breach of this code of conduct

Attitude to learning

All pupils should try their best in lessons and when completing work outside of class. Failure to meet



deadlines, or obvious & repeated failure to apply reasonable effort to work are sanctionable.

Out of class conduct

Pupils must travel quickly and quietly between lessons and ensure that they have the correct kit/equipment for every lesson

Running in corridors or along busy external walkways is not permitted

During break times eating and drinking is allowed in the common rooms and other designated areas only. At lunchtimes eating is only allowed in one of the designated dining hall areas. Pupils who bring packed lunch rather than purchasing meals on-site are still expected to eat their lunch in one of the designated areas. *Sixth Formers are permitted to consume food into their common room.*

Preparatory School pupils are expected to eat healthy snacks at break time (i.e., fruit, cereal bars etc.) Parents are advised not to provide chocolate bars, crisps or sweets as daytime snacks for Preparatory School pupils

During good weather in the summer months picnicking on the main lawn is allowed only with the permission of the Headmaster, but pupils must remember that they are responsible for clearing away all resulting litter

Pupils are expected to hold doors open/give way to staff or to any other adults on-site

Listening to headphones is not allowed in lessons, unless the activity is curriculum related and permitted by the teacher. Listening to headphones in the library or any other private study areas is permitted with permission from the member of staff and only when related to educational purposes (eg a video clip) rather than general music

Pupils must be polite and use polite language at all times

When leaving/entering the school pupils are expected to observe basic rules of politeness, wearing their uniform with pride and road safety

All rubbish must be thrown away in bins or taken home

No take-away food is permitted to be ordered, delivered and consumed on site without the permission of the DHP

Physical contact between pupils should be avoided and any assault of any other person will be treated very seriously

Uniform

At our school, we uphold traditional standards of appearance, reflecting the values we strive to instil. While we acknowledge that self-expression is an important part of life, we see school as a place of professionalism and learning, where maintaining a smart and appropriate appearance is essential. We encourage pupils to recognise that, in many situations, such as when entering the workplace, how they present themselves can shape the way others perceive them. Understanding the role of appearance in making a positive impression is an important life skill, particularly in professional environments.

All pupils are expected to always adhere to the uniform code when on-site. The only exception to this would be when special permission has been granted for the wearing of non-uniform (e.g., a non-uniform day or leaving for a field trip later in the day)*

The wearing of obviously artificial hair colour is not permitted for any student. Rules about hair align with our traditional standards, requiring it to be clean, tidy, and of a natural colour. Extremes in style are not permitted to maintain a focus on equality and professionalism.

No student up to and including Y11 may wear any make-up, nail varnish or false nails, false lashes on-site, unless required to do so for a particular activity such as a Drama event.

No jewellery is permitted for student, up to and including Y11, except for an inexpensive watch, one pair of silver or gold stud earrings (one earring per lower lobe) and recognised religious symbols of appropriate size worn beneath uniform. If a smart watch is worn, it should be on Airplane mode and notifications turned off.

Parents are strongly advised (given the earring rule above) that students should not pierce their ears unless it is the start of the long summer holiday

All jewellery, including stud earrings, must be removed for physical education lessons and sporting activities

No pupil should be on School premises with an exposed midriff, a low-cut neckline, flip-flops, very high heels (more than about 5cm) or any other obviously inappropriate item or manner of dress – even on non-uniform days



On hot days senior leadership will advise that the wearing of school ties is not compulsory, but students should bring blazers / jackets to School on all days.

Blazers should be worn in lessons and when moving around the site. Pupils may ask their teachers for permission to remove their blazers.

All decisions on dress and appearance lie with the Deputy Head (Pastoral), Head of Year or Senior Deputy Head. Their ruling is final.

Mobile Phones & other devices

For safety reasons all pupils are allowed to bring their phones to-and-from School. However, the use of phones is not allowed in any area of the School site, by any pupils up to and including Y11, at any time. Laptops authorised for learning should not be used in the common rooms by pupils up to and including Y11. *Sixth formers may use their phone in the common room at break and lunchtimes, and in the study rooms to aid learning, but must not be seen at any other time or place. and in the study room to aid learning.*

The school accepts no responsibility for the loss or damage of any mobile phone/devices

Students with smart watches must ensure that notifications are turned off during the school day

Property

The School discourages valuables being brought on-site and bears no responsibility for loss or damage. This includes toys in the Preparatory School. Monies must be kept upon the person or brought to the School office for safekeeping

Pupils are expected to take care of their own property

No items are to be left on top of lockers or anywhere other than inside lockers; any items found outside of lockers will be removed and taken to lost property

If staff are investigating the contents of an individual, group or year group's locker(s), bags or other personal equipment they must (i) first notify a member of the Senior Leadership Team, and (ii) conduct any search in a group of two

Any property issued to a pupil, and any uniform or PE kit purchased for a pupil, must be labelled with their name and has to be replaced by the pupil's parent/carer if lost or damaged

Any deliberate damage to School property must be rectified at the expense of the pupil and/or their parent/guardian

Pupils must not borrow, take or tamper with another person's belongings without permission at any time

Other

No pupil is allowed to sell any item on the School premises, unless agreed by the School for charitable purposes

During term time, pupils are expected to be on site during the School Day. Any absence is expected to be called in by parents or pre-arranged by parents. Pupils must not leave site without permission. *Sixth Formers are allowed to leave site to attend lessons across the campus or to go into town at lunchtimes, but they must sign out at reception before doing so.*

We do not tolerate bullying or harassment in any form

The carrying, consumption or selling of tobacco, vapes, alcohol or illegal drugs is forbidden

Chewing gum, matches, lighters or solvents are not to be brought into School under any circumstances

Pupils are not allowed to carry any object made, adapted, used or intended to be used as an offensive weapon on School premises or on the journey to / from school



Rewards

Prep School

The Prep School uses its name to help students understand how to earn merits. In the Pre-Preparatory and Preparatory School, we use Class Dojo to motivate, record and monitor this. Class Dojo is shared with all staff who deliver lessons to children who attend the Preparatory School. This information is live for parents to view and comment on. The merits are moved onto the MIS termly.

Merits are given for achievements special effort, contributions, kindness, manners we use the acronym A, M, H, E, R, S, T to help pupils understand.

- Academic (noteworthy academic achievements)
- Mindset (resilience, approach to learning, positivity)
- Heart (charity work, community outreach, service to others)
- Extra-curricular (anything except sports)
- Reading (progress, achievement, interest, promotion of reading culture)
- Sports
- Teamwork (for groups rather than individuals)

1 point is the usual award, but 2 points can be awarded for outstanding efforts.

Merits will be awarded consistently by all staff, to all year groups.

Merits are collected to achieve the following thresholds and rewards:



Rewards

Prep

A – Academic
M – Mind-set
H – Heart
E – Extra-curricular
R – Reading
S – Sports
T – Team work

Level	Number of Merits	What will I win?
	50	Choice from the Sweetie Box, 1 raffle ticket into the jar
Bronze	100	Bronze Star Awarded in Achievement Assembly, Postcard Home, another choice from the Sweetie Box, 1 raffle ticket into the jar
	150	Choice out of the Stationery Box, 1 raffle ticket into the jar
Silver	200	Silver Star Awarded in Achievement Assembly, Postcard Home, 2 further choices from the Stationery Box, 1 raffle ticket into the jar
	250	5 tickets into the jar
Gold	300	Gold Star Awarded in Achievement Assembly, Postcard Home, book choice, 5 raffle tickets into the jar
Minerva	450	Minerva Badge Awarded in Achievement Assembly, Postcard Home, Trophy, 15 minute extra playtime, 10 raffle tickets into the jar, 1 choice out of both Sweetie and Stationery Boxes.

Each term, the class with the most Dojos in both the Prep and Pre-Prep will have 2 tickets per person added to the raffle jar. At the end of the year, a name will be pulled from the raffle jar and the recipient will win a gift voucher.

This is reviewed annually with the School Council.

Class teachers may use rewards such as stickers or other small, focused displays in their classroom. Equally, all classes nominate a 'Star of the Week'. Pupil's photo, name and reason for their nomination are displayed on their classroom doors.

Half termly, there is a Celebration of Achievement led by the Head of Preparatory School. Teachers are able to nominate pupils for certificates. Even though all parents have an open invitation to this event, we aim to contact parents who are receiving one of the special missions statement awards a week in advance.

The certificates are linked clearly to the school's mission statement and are awarded for:



- Love (of others or their work)
- Courage (rising to the challenge, linking knowledge, taking risks, trying something new)
- Wisdom (linked to the classroom or in a pastoral situation – choosing the right thing)

These children are also presented with a well-done medal.

Additional mentions at this assembly may include Sports Certificates, Reading Certificates, Star Awards (mentioned above) and a Headmaster's Award for anything above and beyond. Additionally, children from the Preparatory School are nominated and included in the school's annual Prize Giving event.

Senior School – Integrated Rewards System (updated September 2024)

The Sister Celine award is based on the Antonio Rosmini quote 'a pupil must be allowed to grow and develop as an integrated human person'

Sister Celine Award Framework

- 1 — Consistent Award**
 - participate in 1 school club
 - 25 merits/75 dojo
 - Engages/tries in 1 house activity
 - Met personal target
- 2 — Persistent Award**
 - participate in 2 school clubs
 - 50 merits/100 dojo
 - engage with 2 House activities/competitions with gusto
 - engages in Tutor Debate
 - Met Tutor/class teacher target
- 3 — Independent Award**
 - participate in 3 weekly school clubs
 - 75 merits/125 dojo
 - Lead debate/Public Speaking/House activity
 - 1 term service to a community
- 4 — Leadership Award**
 - participate in 4 weekly school clubs
 - 100 merits/150 dojo
 - lead a charity event/small group activity
 - complete weekly community service/raises money for a charity
 - willing ambassador of the school at any school event or public speaker

Sister Celine Award

Our esteemed Sister Celine Award serves as the embodiment of our commitment to developing the whole person, enriching our pupils' experiences and nurturing young individuals of character.

In 1969 Sister Celine joined the staff at Our Lady's Convent School (now Loughborough Amherst School) and spent 37 years at the School, 20 of those as Head of the Primary Department and with 17 years in charge of boarding. Now retired, Sister Celine continues to have the School interests as a whole at heart.



Sister Celine Leydon

Made with Gamma



Sister Celine Award - Recognition

Consistent Award

Postcard sent home, Bronze badge in assembly, and sweets

Persistent Award

Postcard sent home, Silver badge in assembly, choice of prizes like stationery sets, art supplies, or small toys

Independent Award

Postcard sent home, Gold badge in assembly, Golden Ticket, choice of prizes like **early lunch pass for you & one friend, free snack from Dining Hall at break time, non-uniform day for you & a friend**

Leadership Award

Postcard sent home, Teal badge in assembly, Golden Ticket, name in **Book of Excellence**



Made with Gamma

Merit Points are awarded for recognising special effort, contributions, kindness, manners etc. Two may be awarded for particularly outstanding efforts.

Teacher-led rewards: Each lesson, staff should **strive for 5** reward points to recognise students who have gone above and beyond. Teachers / HoDs individually recognise good efforts in their own subject areas through stickers / postcards / emails home.

Student-led recognition: we empower students to nominate their peers for exceptional behaviour and achievements to encourage a positive classroom culture by allowing students to acknowledge and appreciate each other's efforts.

House points and pupil achievements are celebrated in assemblies and in tutor time. Pupils are recognised for improvements through praise emails sent home.

Sixth Form rewards also include a nominations process from subject teachers each term for anyone in their subject areas. 3 nominations overall= Bronze; 6 nominations overall = silver and 9 nominations overall = Gold.

Golden Egg Awards at Easter = Tutor nominations for good attendance, no negative behaviour incidents, positive attitude generally towards learning & others.

Teachers / HoDs individually recognise good efforts in their own subject areas through stickers / postcards / emails home.



Sanctions

Loughborough Amherst School Sanctions

Sanctions within each category are given at the discretion of the member of staff & referred upwards when deemed appropriate (including repeated low level teacher level sanctions). All sanctions are logged alongside the behaviour category that warranted that sanction. For more severe behaviour infringements, the member of staff should add further written details and also speak in person to whomever they are referring onward to.

Teacher / Tutor / Any other member of staff → ↓	Confiscation of mobile phone
	Confiscation of jewellery / incorrect uniform
	Verbal warning* (including warning to complete hw)
	Written warning (Name on board)*
	Break time detention
	30 mins lunch detention
	Email home
	Phone 1999 for SLT removal from that lesson
Head of Department → ↓	<i>Any of the above as deemed appropriate</i>
	60 mins lunch detention
	Phone call home
	Internal departmental isolation
	30 mins lunch detention
	Email home
	Referral to NINDY & contact home**
	Departmental report card
Head of Year → ↓	<i>Any of the above as deemed appropriate</i>
	60 mins lunch detention
	60 mins after school detention
	One day internal isolation
	Phone call home
	Report card (all lessons)
	Referral to 2 weeks of NINDY & contact home**
	Meeting with parents
Senior Leadership Team →	<i>Any of the above as deemed appropriate</i>
	24 hour exclusion (DHP or HT only)
	48 hour exclusion (DHP or HT only)
	Permanent exclusion (Headteacher only)

*no need to log these on ISAMS

** should have done other sanctions first before referring to NINDY

NINDY = Not independent yet



Appendix 1
Prep School 5Ps



The 5Ps

OUR EXPECTATIONS

Play



- We go to the toilet and fill up our water bottle *at break or lunch*.
- We play nicely together. We use kind hands and kind words.



Pride

- We always try our best but know it is okay not to know an answer.
- We are proud of our school and do our best to look after it and the things in it.



Presentation

- We always have an underlined date and use our neatest handwriting.
- We wear our full school uniform.
- We take care with our work.



Personal Responsibility

- We stay focused on our learning in lesson time.
- We say if we are stuck or don't understand.
- We think about what we can do to improve our learning.



Politeness

- We use good manners and use words like: 'sorry', 'thank you', 'excuse me' and 'please'.
- We always listen carefully.
- We stand behind our chairs if an adult knocks before entering the room.



The Five Ps

OUR EXPECTATIONS FOR ALL LESSONS



Preparation

- Bring the correct equipment for all lessons
- Ensure you have completed all prep work for each lesson
- Use break and lunchtimes for toilet stops and for filling water bottles



Punctuality

- Arrive on time for all lessons
- Complete and submit homework on time



Presentation

- Wear your uniform with pride
- Underline the date and title before all written work
- Keep written work as neat as you can manage



Personal Responsibility

- Let your teacher know if you have not understood
- Focus your attention on learning throughout a lesson
- Ask yourself "What do I need to do to get better?"



Politeness

- Treat others as you would wish to be treated yourself
- Wait behind your chair in silence at the start and end of each lesson
- Stand if a visitor knocks before entering the room
- Use good manners at all times, and with all people