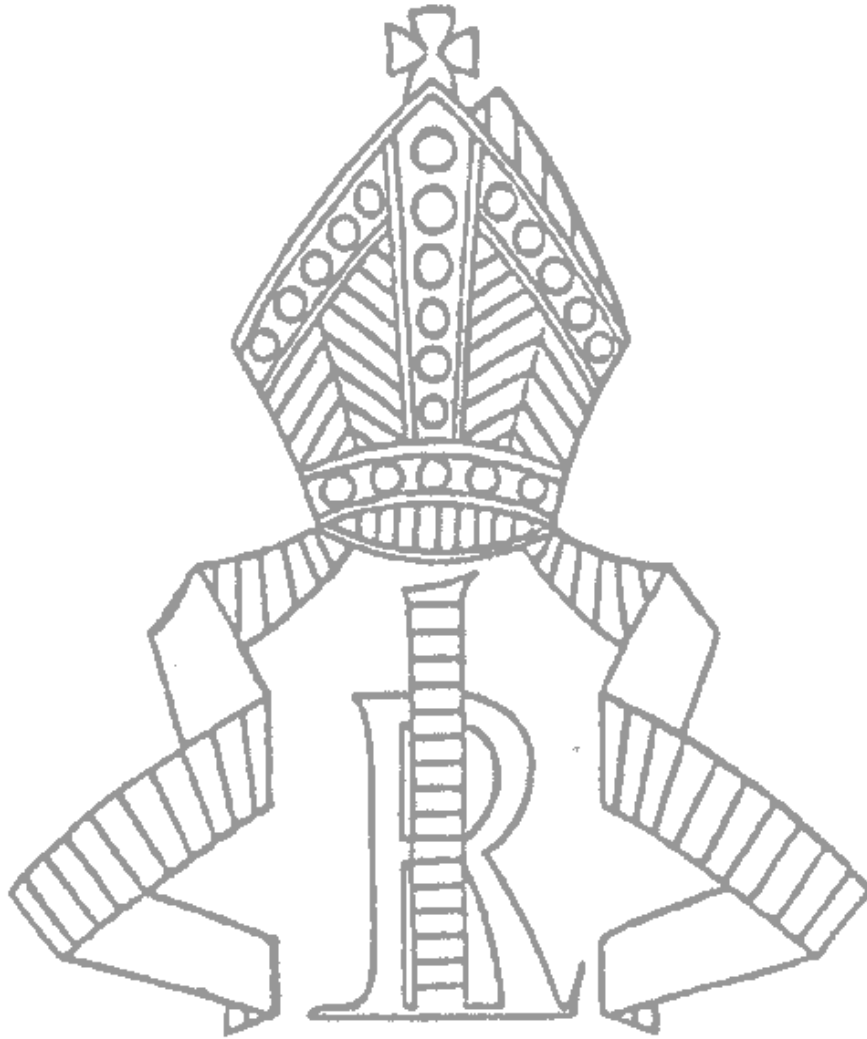


Bishop Luffa School



Behaviour Policy

Reviewed by Ethos & Welfare committee November 2025

Approved by Governing Body December 2025

Approval required every 3 years, but annual review recommended

Behaviour Policy

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1. The School's Mission

Our mission is encapsulated in this statement:

Always our best because everyone matters

With the shared involvement of every individual, we aspire to be a confident outward-looking Christian community in which every member

- enjoys creative, dynamic and reflective learning
- is supported, challenged and equipped for the future
- values and takes responsibility for themselves and others
- relies on and builds supportive and lasting relationships

The Behaviour Policy is one of the building blocks that enable this vision to be realised.

2. Principles

- The Behaviour Policy is designed to promote good behaviour, self-discipline and respect
- Good behaviour allows all students to learn; poor behaviour disrupts the perpetrator's as well as others' learning
- Effective learning thrives on positive relationships
- Restorative approaches are used promptly by all staff in order to encourage reflection and minimise escalation and recurrence
- The expectations of good behaviour are underpinned by respect
- Good behaviour is promoted by clear rules that are communicated, understood and upheld by everyone
- Rewards and sanctions are consistently applied by all staff

3. Practice

How the Behaviour Policy works in practice is detailed in the following places:

- School website
- Staff Handbook (including recording on ARBOR)

The Policy is divided into four parts:

1. Code of Conduct
2. Rules for behaving outside of the classroom
3. Rules for learning in the classroom
4. Rewards & sanctions

For Students

1. Code of Conduct

This has been revised through consultation with the School Council.

Students have a right to:

- be valued as members of the school community
- receive help when they seek it, whether with their work, the behaviour of others, or other personal worries
- make mistakes and learn from them
- be treated fairly, consistently and with respect

- be taught in a pleasant, well-managed and safe environment
- experience a broad, balanced and suitably differentiated curriculum, and to have special learning needs identified and met

Students have a responsibility to:

- attend school all day, every day - because attendance is vital to learning
- wear their uniform with pride
- treat all members of our community with respect, respecting the views, rights and property of the school and others, and behave safely in and out of class
- seek help if they do not understand or are in difficulty
- work as hard as they can
- behave well and keep to school rules
- accept ownership for their own behaviour
- arrive at school on time, with homework done, and suitably equipped for the day ahead

2. Rules outside of the classroom

We have rules about how to behave outside of the classroom in order to help the community work well together.

Around school, students should:

- walk on the left particularly when on the stairs and through doors
- abide by one-way and no-entry signs
- enter the classroom only when invited by the teacher
- be calm and quiet, particularly when near the staff room or passing through/near Reception
- be in a room during break/lunchtime only when supervised
- use the MUGA or the Humanities playground for ball games at break & lunchtime
- wear trainers if on the MUGA at break or lunchtime
- use the field (if open) at lunchtime for ball games
- eat in the Bartlett Hall, conference room or outside only
- place, footballs, basketballs etc. in personal locker

Safety of all

- Students must not tamper with other people’s property or mishandle and abuse school property. Such abuse and theft of property will be treated as a major breach of school rules. Parents and carers will be liable for any damage to property caused by a student.
- Certain items are prohibited e.g.: dangerous, anti-social, illegal or valuable items, and must not to be brought into school. The following list is not exhaustive, but shows examples:

● Illegal drugs	● Knives	● Darts
● Guns / Catapults	● Fireworks	● Cigarettes
● Lighters	● Tobacco	● E-cigarettes / vapes
● Chewing/bubble gum	● Alcohol	● Large sums of money eg £15

- Students should not smoke or vape on school premises, on the way to/from school or whenever in uniform.
- Students must not use, have in their possession or be under the influence of alcohol or any other prohibited substance. The use or possession of any illegal drug or drug paraphernalia within school, on school visits or when wearing school uniform is strictly forbidden. For the safety of all members of our school, if a student is found in possession of illegal drugs or unauthorised or intoxicating substances, it will normally result in them losing their place at the school.
- Students must follow Health & Safety guidance as directed by the school.

3. Rules for learning in the classroom

Students should respect yourself by being prepared to learn by

- ✓ remembering your equipment and looking after it
- ✓ completing homework on time
- ✓ participating actively in class
- ✓ staying in your seat, except in designated activities
- ✓ always trying your best

Respect other people by

- ✓ being on time to class
- ✓ sitting where you are asked to
- ✓ listening when someone else is speaking
- ✓ respecting their ideas and points of view, acknowledging what they have said before sharing your view point
- ✓ using appropriate language when talking to others
- ✓ putting your hand up and not shouting out
- ✓ leaving other students' equipment alone
- ✓ behaving appropriately so that others can learn
- ✓ learning together

Respecting your environment by

- ✓ caring for school property and displays
- ✓ leaving the classroom as you would like to find it
- ✓ not chewing gum
- ✓ placing litter in the bins provided

4. Rewards and Sanctions

The School rewards and celebrates effort and progress as much as attainment. Rewards help support and encourage students to work hard and to feel pride in their own achievements. There is a scale of rewards from verbal feedback and comments in the classroom, to House points and House and School Colours.

Likewise, sanctions help students understand how to behave appropriately and how to acquire the habits of learning.

If students persist in disrupting the learning in a lesson they will be warned. If they continue to disrupt after this they will be removed from the class and receive other sanctions.

5. Anti-Discrimination and Anti-Bullying

As a school we pledge to stop bullying and discrimination. At Bishop Luffa School we believe that everyone should experience a full life. You can only do that if you feel safe at school and comfortable with the people around you. The policy looks at some of the things that can go wrong in schools and in society as a whole. They are: homophobia, racism and bullying and sexual harassment. These are all types of discrimination and stop people feeling valued in the community.

Racism, Homophobia and Bullying

We are an anti-racist school. We believe that all people should be treated equally. We will not tolerate language or behaviour that singles someone out because of the colour of their skin. We ask all students to challenge racism when they see it.

Students can challenge racism by: either speaking to their Head of House immediately **or** reporting it to the designated email address: reportracism@bishopluffa.org.uk

All racist incidents are reported to the Governors of the school.

We are an anti- homophobic school

We will not tolerate language or behaviour that single people out

Students should report homophobic language to their head of house immediately or use the email address: reporthomophobia@bishopluffa.org.uk

Bullying

Our aim is to make Bishop Luffa a school free from bullying.

Bullying is any deliberate behaviour which causes distress or hurt to another person whether physically, mentally or emotionally.

Bullying includes:

- Persistent name calling and use of offensive language
- Cyber bullying: use of mobile phones and the Internet to intimidate and scare, for example use of online petitions of hatred, texts and social networking sites, such as Facebook, twitter, you tube, snapchat, Instagram, MSN, Ask.fm, WhatsApp.
- Any form of discrimination towards others, for example the use of homophobic language, racism or sexist comments
- Persistent staring in an unfriendly way
- Victimisation, picking on people and putting people down
- Spreading malicious rumours
- Making sure someone feels left out
- Threatening or unpleasant behaviour
- Getting others to threaten for you
- Actual physical violence which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Persuading and manipulating someone to do something they don't want to do.

Students should report if they witness or are being bullied. Bullying can be reported to a tutor, Head of House or any person that the victim or witness feels they can trust

It can be reported anonymously by emailing reportbullying@bishopluffa.org.uk

Possible actions that are taken against the perpetrator

- Challenged by all staff and a warning from Head of House and/or member of the leadership team
- Parents and carers are informed
- Placed on report and other school sanctions
- Counselling about their behaviour
- A meeting with the 'victim' to engage in a restorative conversation (if the victim agrees)
- In serious or continuing cases, permanent exclusion from the school will be considered.

The victim can expect:

- Confidentiality
- Immediate action to be taken
- The bullying to stop
- Support and understanding with the offer of a mentor
- To be consulted about any action taken
- Checks to be made to make sure that the bullying has stopped
- Safe spaces

Child on Child sexual abuse (sexual harassment)

Allegations of Child on Child abuse will be dealt with under our child protection and safeguarding policy and in line with KCSIIE (2025), including seeking advice and support from other agencies, as appropriate. We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated, passed off as 'banter' or 'just having a laugh' and is not an inevitable part of growing up. Sexual harassment is unwanted behaviour of a sexual nature which:

- Violates your dignity
- Makes you feel intimidated, degraded or humiliated
- Creates a hostile or offensive environment

We recognise that peer-on-peer sexual abuse can take many forms, including but not limited to:

- sexual violence and sexual harassment
- 'upskirting' which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- Nude or semi-nude image sharing (also known as 'sexting' or 'youth produced/involved sexual imagery) cyber flashing.
- Initiation/hazing type violence and rituals. These will not be tolerated.
- We would strongly encourage all students to report incidents so that they can be dealt with promptly. To minimise the risk of peer-on-peer abuse we will:
 - implement a robust behaviour and anti-bullying policy
 - provide an age appropriate RSE and PHSE curriculum which includes what healthy and respectful relationships, respectful behaviour looks like, consent, gender roles, stereotyping and equality, that sexual violence and sexual harassment are always wrong.
 - provide a range of reporting processes including face-to-face and online reporting.

Whilst we encourage children to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email help@nspcc.org.uk

The school has set up a locker room where students can report incidents. There is a google classroom code: kxlz24l which has an anonymous form which students can complete and report an incident if they prefer. Link is here:

<https://docs.google.com/forms/d/e/1FAIpQLSc1Fk9ZleacxydUlxNBjZx7Ss-ycaJJU8xm9fbYe-RrscdaiA/viewform>

Students can also email TheLockerRoom@bishopluffa.org.uk

There is also an anonymous drop box in the library where a student can write down what has happened.

With regards to responding to reported cases of Harmful sexual behaviour

- We guarantee that all reported cases will be investigated
- Any student who bullies another student will be dealt with appropriately
- Safety plans will be implemented to protect both parties
- Pastoral care and support will be offered and this may include mediation and counselling
- Sanctions include detentions (lunchtime and after school) and internal suspensions
- A student maybe required to attend another school
- Parents and carers will be informed where appropriate
- Suspension may be used in extreme cases where all other strategies have failed.

6. Student use of mobile phones

Students are not allowed to use their phones when on the school site. The school site constitutes any area within the green fencing and gates and from the entrance behind the Sports Hall.

- If a student is seen with their mobile phone out or with a pair of earphones/buds their phone will be confiscated by a member of staff. Once confiscated it will be clearly labelled with their name and taken to reception.
- Confiscated phones will be returned to students at the end of the school day.
- Parents will be notified that their child now needs to hand their phone in at the start of every day.
- If a student refuses to hand their phone over to a member of staff there will be an LT call out.
- If a student has been asked to hand their phone in each morning and fails to do so LT on call will collect their phone during period 1 and issue a consequence for the defiance (House detention 40 minutes)
- If a student claims to not have their mobile phone they may be searched

7. Supporting students with SEND needs who find school challenging.

All SEND students have a pupil passport which details their need and how to support the child in the classroom and where appropriate in unstructured times. This passport will give guidance on the use of strategies like movement breaks or fidget devices to help the child manage periods of time in the classroom.

8. The Graduated approach.

The school operates a graduated approach using the Behaviour pyramid.

<https://docs.google.com/presentation/d/1Jmf8WXirEh5wOXUqvLLKAwCq2DUhpBGM/edit?usp=sharing&oid=117125118699566852890&rtpof=true&sd=true>

The pyramid details the range of strategies and interventions that are available to support a child and who leads on a child at each stage.

For Staff only

As staff we are all responsible for creating a culture in the school that encourages good behaviour in and outside the classroom. Our Spirituality Policy is based around positive relationships, and we use Restorative Approaches where relationships break down. As staff, we model respectful and courteous behaviour with each other and with students.

1. Code of Conduct

The Code of Conduct applies to everyone who works at Bishop Luffa School. Please be clear about – and model – the Code of Conduct. Attendance and uniform are explored further in separate policies.

2. Rules for learning in the classroom

Please be clear about – and follow – the rules we set for students. To encourage excellent behaviour for learning, please follow this guidance:

Start of lessons

- The lesson should start when the second bell sounds.
- Students enter the classroom or, if instructed, line up in single file outside classroom
- Students sit, get equipment out of bag and put onto desk, open books at appropriate page, e.g. homework, bags under desks
- Students remain silent whilst register is taken. Students answer their name formally
- Report books (if any) given to teacher
- Teacher explains learning objectives(s) of lesson and link(s) to previous lessons
- Students who arrive late are recorded on ARBOR and the student is informed.

End of lessons

- Teacher/students check for understanding if homework has been set. For example refer students to ARBOR
- Teacher checks the learning which has taken place during the lesson
- Students are told to pack away
- Students are told to stand, put chairs/stools under the desks and tidy the room
- Silence
- Students are dismissed in rows/blocks
- Teacher stands at the door saying goodbye and checking uniform and jewellery.

3. Rules for behaving outside of the classroom

Please be clear about – and follow – the rules we set for students. Loud, rude or inappropriate behaviour should be challenged without confrontation, and put right.

Safety of all

Confiscation of inappropriate items

Staff may confiscate, retain or dispose of a student's property as a punishment, so long as it is reasonable in the circumstances and has been done so lawfully.

Staff have the power to search without consent for prohibited items including but not limited to:

<ul style="list-style-type: none">● knives and weapons*● alcohol● illegal drugs● tobacco & cigarette papers	<ul style="list-style-type: none">● stolen items● fireworks● pornographic images*
<ul style="list-style-type: none">● any item banned by other school rules which has been identified as an item which may be searched for● any article that has been and is likely to be used to commit an offence, cause injury or damage to property	

*Weapons, knives and extreme pornography must always be handed over to the police

Searches will be led by a member of the Leadership Team.

4. Power to use reasonable force

Staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom.

The Head Teacher and authorised staff e.g. Leadership Team may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm

5. Rewards and Sanctions

Rewards and sanctions are graduated in order to demonstrate development and progress.

Rewards

Students should not rely on extrinsic motivation in order to strive for improvement. Motivation should be intrinsic, the ultimate benefit being they can see it will enhance their lives. However, young people only appreciate this as they mature. The Effort system ('Learning at Luffa') helps students and staff identify specific areas for praise and for development. We reward effort as frequently as attainment:

- Verbal praise
- House points for classwork, homework, community service
- Phone calls home
- Subject postcards home
- Subject House point certificates
- Overall House point certificates
- Years 7-9
 - School Commendations
- Years 10 & 11
 - House Colours
 - School Colours

Sanctions

Sanctions are clear boundaries designed to set students right when they have gone wrong, a step along the way to becoming adults who have developed self-discipline, firm in the understanding of right and wrong. Sanctions should therefore not be issued in isolation or without follow-up. Instead, staff must endeavour to engage in dialogue and explanation in order to encourage positive change.

- Verbal reprimand. If students persist in disrupting the learning in a lesson they will be warned. If they continue to disrupt after this they will be removed from the class and receive other sanctions.
- Minor offence accumulation for chewing gum/ incorrect uniform/ lack of equipment/ results in a 20 minute House detention
- 40 minute House detention for not attending a 20 minute House detention
- 30 minute detention after school (failure to complete homework/poor behaviour)
- Removal from class to Faculty Parking with HoF or LT for persistent disruption/rudeness
- 60 minute detention after school (failure to attend detention)
- 90 minute detention after school for failure to attend a 60 minute detention or 40 minute House detention
- Internal Exclusion full or part day
- Fixed-term suspension (FTE) – parents/carers meet with a member of the leadership team
- Permanent exclusion (PEX) – parents/carers meet with Head Teacher and Governors

Reports

- Subject, yellow & red – hard copies with targets set.
 - Yellow subject report cards are used when a student needs specific targets to improve progress and focus in class. Instigated and monitored by the class teacher
 - Red subject report cards are used when yellow report has not had the desired effect. Instigated by the class teacher in discussion with HoF. Monitored by HoF
- House – report. If a student appears to be having difficulties across a range of aspects of school life, HoH may place a child on report. Targets are set. Monitored by HoH every day. Information goes home to parents/carers each day.

All of the above rewards & sanctions are to be recorded on ARBOR.

Staff may discipline students for:

- misbehaviour when the student is:
 - taking part in any school-organised or school-related activity
 - travelling to or from school
 - wearing school uniform
 - in some other way identifiable as a student of Bishop Luffa School
- misbehaviour at any time that:
 - could have repercussions for the orderly running of the school
 - poses a threat to another student or member of the public
 - could adversely affect the reputation of the school

Parental consent is not required for detentions. Parental consent is not required for Internal Exclusions. Parents/carers shall receive at least 24 hours' notice of any after-school detention. Before issuing an after-school detention staff should consider whether:

- an after-school detention knowingly may compromise a student's safety e.g. journey home alone
- the child has known caring responsibilities which may be unfairly affected

