

Behaviour and attitudes Policy

Approved by the Governing Body at
Saint Benedict Catholic Voluntary
Academy: July 2026

Review Date: July 2027



St Ralph
Sherwin
Catholic Voluntary Academy Trust



Mission Statement

“Be who God meant you to be and you will set the world on fire.” – attributed to Saint Catherine of Siena.

The school's vision is to develop the character of everyone in its community through both its curriculum and culture.

Core Values

Love

*Knowing that we are loved by God.
Showing kindness, patience, and care for others.
Ensuring that no one is left out or left behind.*

Belief

*Encouraging and supporting one another.
Having confidence in ourselves and others.
Using our gifts to make the world a better place.*

Integrity

*Choosing what is right, even when it is difficult.
Acting honestly and responsibly.
Living and working sustainably.*

Knowledge

*Valuing learning and wisdom.
Seeking understanding and academic excellence.
Using knowledge to grow as individuals and contribute to society.*



Rationale

At Saint Benedict Catholic Voluntary Academy, our Behaviour Policy is rooted in our mission statement:

“Be who God meant you to be and you will set the world on fire.”

We believe that every student is created in the image of God and has unique gifts and talents that should be nurtured within a safe, supportive, and respectful learning environment. Our Behaviour Policy is designed to promote positive relationships, high standards of conduct, and personal responsibility so that all members of our school community can flourish academically, socially, spiritually, and emotionally.

The policy is underpinned by our core values of Love, Belief, Integrity, and Knowledge.

- Love encourages us to treat one another with kindness, compassion, dignity, and respect, creating a community where everyone feels valued and included.
- Belief inspires us to have confidence in ourselves and others, supporting each individual to achieve their potential and make positive contributions to society.
- Integrity guides us to act honestly, responsibly, and fairly, making the right choices even when they are challenging.
- Knowledge promotes a culture of learning, curiosity, and excellence, where positive behaviour enables all students to engage fully in their education.

Through this policy, we seek to foster a culture where positive behaviour is recognised and celebrated, and where inappropriate behaviour is addressed consistently, fairly, and restoratively. We aim to help students understand the impact of their actions, develop self-discipline, and grow into responsible, caring citizens who contribute positively to the wider community.

By embedding our Catholic values into everyday practice, this Behaviour Policy supports our vision of developing the character of every member of our school community and ensuring that all students are able to become the people God intends them to be.



Students are offered a place at Saint Benedict Catholic Voluntary Academy on the understanding that parents and carers will support the Academy's high standards of behaviour and conduct. As a Catholic community, we expect all students to embody our values of Love, Belief, Integrity, and Knowledge, acting as positive ambassadors for the Academy at all times, particularly when wearing Academy uniform or representing the school in the wider community.

We expect every student to uphold these standards by following our agreed Behaviour Code of Conduct, which reflects our mission to "Be who God meant you to be and you will set the world on fire." These expectations have been developed through consultation with members of our school community and are designed to promote a safe, respectful, and inclusive environment in which all students can learn, grow, and flourish.

By working in partnership with parents, carers, staff, and students, we aim to foster a culture of mutual respect, personal responsibility, and excellence, enabling every young person to achieve their full potential.

The Key Rules for Behaviour and Attitudes at Saint Benedict Catholic Voluntary Academy:

- 1. Act in a way that helps you and others to learn successfully.**
- 2. Behave in a way that allows everyone to be safe and happy.**



The aims of the Behaviour System at Saint Benedict Catholic Voluntary Academy are:

1. To create a safe, calm and inclusive environment where all members of the Academy community can learn successfully, flourish and achieve their full potential.
2. To promote behaviour that reflects our two core expectations:
 - Act in a way that helps you and others to learn successfully.
 - Behave in a way that allows everyone to be safe and happy.
3. To foster a culture of mutual respect, kindness and dignity, rooted in our Catholic values of Love, Belief, Integrity and Knowledge.
4. To develop positive relationships between students, staff, parents and carers, recognising that strong partnerships are essential for student success and wellbeing.
5. To encourage students to take responsibility for their actions, demonstrate self-discipline and make positive choices that contribute to the common good of the Academy community.
6. To provide a clear and consistent framework of expectations for behaviour, attitudes and conduct that is understood and supported by students, parents, staff and governors.
7. To recognise, celebrate and reward positive behaviour, effort and achievement, while applying sanctions fairly, consistently and proportionately when expectations are not met.
8. To use restorative approaches wherever appropriate, helping students to reflect on their behaviour, repair relationships and learn from their experiences.
9. To promote the self-esteem, confidence and character of every student, enabling them to become responsible, resilient and compassionate young people.
10. To support the Academy's mission to "Be who God meant you to be and you will set the world on fire", ensuring that every student is equipped to make a positive contribution to the school, the Church and the wider community.



Saint Benedict Catholic Voluntary Academy Code of Conduct

As members of Saint Benedict Catholic Voluntary Academy, we are committed to living out our mission to “Be who God meant you to be and you will set the world on fire.” Guided by our values of Love, Belief, Integrity and Knowledge, we recognise our responsibility to contribute positively to our Academy community. Through our actions, attitudes and relationships, we help to create an environment where everyone can learn, feel safe and flourish.

We demonstrate this commitment by:

- Acting in ways that help ourselves and others to learn successfully.
- Behaving in a manner that ensures everyone feels safe, valued and respected.
- Showing kindness, courtesy and consideration to all members of the Academy community.
- Speaking and communicating respectfully with students, staff, visitors and members of the wider community.
- Following instructions promptly and engaging positively in learning.
- Moving around the Academy calmly, sensibly and with respect for others.
- Taking pride in our Academy, our uniform and our conduct, both in school and when representing Saint Benedict in the wider community.
- Making Saint Benedict a welcoming, inclusive and supportive place where everyone is encouraged to achieve their full potential.

Together, we strive to build a community where positive relationships, personal responsibility and a commitment to excellence enable all members of the Academy to flourish.



Classroom and General Expectations

- Students must wear the correct Academy uniform including their lanyard with pride and in accordance with the Uniform Policy at all times, including when travelling to and from the Academy and when representing Saint Benedict at Academy events.
- Everyone has a responsibility to contribute positively to the learning environment and to support the right of others to learn without disruption.
- Staff have the responsibility to organise learning, establish classroom routines, and make decisions that support the progress, wellbeing, and safety of all students.
- Students are expected to follow staff instructions promptly, respectfully, and without argument.
- Students should treat all members of the Academy community with courtesy, kindness, and respect.

Before the Academy Day

- Students should travel to and from the Academy safely and responsibly, demonstrating behaviour that reflects positively on Saint Benedict.
- Students using Academy transport are expected to follow all safety expectations, remain seated where required, wear seatbelts when fitted, and show respect for others and Academy property.
- Any behaviour that compromises the safety or wellbeing of others may result in sanctions and, where appropriate, the withdrawal of transport privileges.
- Students should arrive punctually and be ready to engage positively with the start of the Academy day.



Registration and Morning Routine

- Students should proceed promptly to their designated registration or assembly location, line up in form groups and follow staff instructions.
- Students arriving after the start of the Academy day must sign in through the appropriate attendance procedures at the main reception or via campus support.
- Medical and other appointments should be communicated to the Academy in advance wherever possible. Students will be given a signing out slip via their form tutor once confirmation/evidence is received from parent/carer.

Form Time

Form Time is an integral part of life at Saint Benedict Catholic Voluntary Academy and plays a vital role in supporting students' personal, spiritual and academic development. It provides an opportunity for students to come together as a tutor group, strengthen relationships, receive pastoral support and prepare positively for the Academy day. Students are expected to attend Form Time punctually and engage fully in all activities.

Students should:

- Stand quietly behind their chair on arrival until invited to be seated by their Form Tutor.
- Participate respectfully in prayer, reflection and other acts of worship, recognising the importance of our Catholic ethos.
- Listen carefully, contribute positively and engage fully in all Form Time activities.



The Form Time programme is a key element of the Academy's pastoral provision and includes opportunities to:

- Gather as a tutor community and strengthen positive relationships.
- Participate in prayer, Collective Worship and Celebration of the Word.
- Receive important Academy notices and information.
- Discuss attendance, behaviour, academic progress and personal development with Form Tutors.
- Celebrate achievements and recognise students who have demonstrated the values of Love, Belief, Integrity and Knowledge.

Each Wednesday, students take part in an extended Form Time programme dedicated to Personal Development. This structured programme explores a range of topics that prepare students for life beyond the classroom, including relationships, wellbeing, careers, citizenship, safeguarding, British Values, financial education and the Catholic Life of the Academy.

Our Form Time programme:

BEN Ready - The purpose of this session is to ensure that pupils are ready for the week ahead

BEN Connect - The purpose of this session is to provide dedicated time for pupils and Form Tutors to stay connected with the day-to-day life of the school.

BEN Beyond - This is our Personal Development programme designed to prepare pupils for life beyond Saint Benedict and beyond the taught academic curriculum.

BEN Reflect - This is our dedicated time for prayer, reflection, and collective worship as a school community.

BEN Together - This is our year-group assembly programme/Celebration of the Word providing pupils with the opportunity to come together as a year group,

By engaging positively in Form Time, students contribute to the supportive, respectful and inclusive community that lies at the heart of Saint Benedict Catholic Voluntary Academy and our mission to "Be who God meant you to be and you will set the world on fire."



- Students should arrive on time and ready to learn.
- Students should enter classrooms calmly and respectfully, following established classroom routines.
- Students should go directly to their allocated seat or learning area and begin the 'Do Now' activity or task set by the teacher.
- Students should bring the equipment required for learning each day, including Knowledge book, pens, pencils, ruler, calculator and any subject-specific resources.
- Students should be organised, prepared and ready to participate fully in their learning.
- Where students repeatedly fail to meet expectations regarding punctuality, equipment or readiness to learn, appropriate support and sanctions may be applied in line with the Behaviour Policy.

During Lessons

At Saint Benedict Catholic Voluntary Academy, every student has the right to learn and every teacher has the right to teach without disruption. Students are expected to contribute positively to a learning environment where everyone can succeed.

- Follow classroom routines and sit in the place allocated by your teacher.
- Listen carefully when others are speaking and give your full attention to instructions and explanations.
- Respond to staff requests promptly and respectfully.
- Contribute positively to learning by participating appropriately and waiting for permission to speak when required.
- Take pride in the presentation of your work, ensuring it reflects your best effort and supports high standards of learning.
- Treat fellow students, staff and their work with respect and consideration.
- Respect Academy resources, equipment and learning spaces.
- Students are expected to complete all reasonable learning tasks set by staff, both in lessons and at home. Failure to do so may result in support strategies or sanctions in accordance with the Behaviour Policy.
- Students wishing to leave a lesson must first obtain permission from the teacher.



End of the Lesson

- Bring learning activities to a close promptly when directed by the teacher.
- Be respectful of and participate in Prayer.
- Remain in your place until dismissed.
- Ensure your learning area is tidy and that resources are returned appropriately.
- Leave the classroom calmly, respectfully, and in a manner that supports the safe movement of others.

Toilet Access During the School Day

Students are encouraged to use the toilet facilities before the Academy day begins, during morning break (20 minutes), and at lunchtime (40 minutes). These scheduled times are provided to minimise disruption to learning while ensuring students have regular opportunities to use the facilities.

The Academy recognises that some students have medical conditions or additional needs that require more frequent or urgent access to the toilet. Where this is the case, a medical toilet pass may be issued following discussion with parents or carers and, where appropriate, supporting medical evidence. Students with an authorised toilet pass will be permitted to leave lessons in accordance with the agreed arrangements.

The Academy also recognises that, on occasion, urgent or unforeseen circumstances may arise. In these situations, teachers may use their professional judgement to grant permission for a student to leave the classroom using the school's corridor pass system.

The use of corridor passes will be recorded and monitored. This enables the Academy to identify any emerging medical or pastoral needs, provide appropriate support where required, and ensure that the system is used fairly and appropriately by all students.



Internal Truancy

Students are expected to attend all timetabled lessons punctually and remain in lessons unless they have been given permission to leave by a member of staff.

If a student is found outside their timetabled lesson without authorisation, they will be directed to return to their lesson immediately. The member of staff will record a Punctuality entry on the student's conduct card, and the class teacher will record the student as late on the register, including the number of minutes late.

If the student fails to comply with the instruction to return to lesson, the member of staff will request support through the Academy's on-call system. The incident will be recorded as Internal Truancy.

A continued refusal to attend a timetabled lesson or to follow the reasonable instruction of a member of staff will be regarded as a serious breach of the Academy's Behaviour Policy. The incident will be recorded, including a factual account of the student's actions and the support offered to secure compliance. Parents or carers will be informed promptly.

Where a student persistently refuses to comply with staff instructions or refuses to attend lessons, the Academy may consider a suspension in accordance with its Behaviour Policy. Where a suspension is issued, parents or carers will be expected to collect their child from the Academy and supervise them for the duration of the suspension.

This graduated approach provides students with clear opportunities to make positive choices and comply with reasonable instructions before more serious sanctions are considered. It also enables the Academy to maintain a calm, safe and purposeful learning environment in which all students can learn without disruption.



Classroom Consequence System (C System)

At Saint Benedict Catholic Voluntary Academy, the C System provides a clear, consistent, and graduated approach to managing behaviour within lessons. It is designed to support teachers in maintaining calm, purposeful classrooms where every student can learn successfully. The system encourages students to reflect on their behaviour, respond to reminders, and make positive choices before behaviour escalates. Where a student's behaviour falls below the Academy's classroom expectations or disrupts teaching and learning, the following staged process will be used:

C1 - First Warning

A C1 is a verbal reminder that a student's behaviour is not meeting classroom expectations. This provides the student with the opportunity to reflect, correct their behaviour, and re-engage positively with their learning without further consequence.

C2 – Final Warning

If a student continues to disrupt learning after receiving a C1, the student will be removed from the lesson to allow learning to continue uninterrupted for others and will be issued with a 30-minute after-school detention. Students are expected to make an immediate improvement. Staff will log a C2 on Arbor; the details will be made available to parents/carers via the app.

C3 – RESET

If a student disrupts the learning in the neighbouring classroom following a C2, they will be removed by senior staff and escorted to RESET for the remainder of the day. Parents will be notified and a 60-minute after-school detention will be issued.



The student will be placed in a neighbouring classroom or another appropriate learning space, where they will continue to complete the work set by their class teacher. Removal from a lesson provides students with an opportunity to reflect on their behaviour while ensuring that the learning of others is protected. If the student continues to disrupt learning or refuses to follow instructions after being removed from a classroom, it may be necessary to apply more serious sanctions in line with the behaviour policy.

Following a C3, appropriate follow-up action may include restorative conversations, parental contact, behaviour monitoring, or further sanctions, depending on the circumstances and the student's previous behaviour.

The purpose of the C System is not simply to apply sanctions, but to promote self-regulation, minimise disruption, and ensure that every classroom at Saint Benedict Catholic Voluntary Academy remains a safe, respectful, and purposeful environment where all students can achieve their full potential.



Moving Around the Academy

- Move around the Academy in a calm, orderly and considerate manner. Follow staff directions and any designated movement systems in corridors and communal areas.
- Carry bags and equipment safely.
- Show courtesy to others by allowing people to pass, holding doors where appropriate and respecting personal space.
- Arrive at lessons and activities punctually and ready to learn.

Caring for Our Environment

As a community guided by the values of Love, Belief, Integrity and Knowledge, we take pride in our Academy and the environment we share.

- Dispose of litter responsibly and help to keep the Academy clean and welcoming.
- Follow Academy expectations regarding prohibited items, including chewing gum.
- Respect displays, furnishings, equipment and Academy property.
- Take responsibility for maintaining tidy classrooms and communal spaces.
- Demonstrate care for the wider environment and the facilities available to our community.



Break and Lunchtime Expectations

Break and lunchtime are important parts of the Academy day, providing opportunities for students to relax, socialise and prepare for learning. During these times, all students are expected to uphold Saint Benedict's values of Love, Belief, Integrity and Knowledge by acting in a way that helps everyone to be safe, happy and respectful.

- Remain within the designated areas for your year group and stay on the Academy site unless permission has been granted by a member of staff.
- Move promptly to social, dining or outdoor areas at the start of break and lunchtime and follow the instructions of staff.
- Food and drink should only be consumed in approved areas. Students are expected to dispose of litter responsibly and help to maintain a clean, welcoming Academy environment.
- Use toilet facilities appropriately and in the designated areas available to your year group.
- Enjoy social and recreational activities responsibly, ensuring that games and activities are played safely, considerately and in the appropriate location.
- Respect the rights of others to enjoy their break and lunchtime without disruption, intimidation or unsafe behaviour.
- Follow all Academy procedures for returning to lessons and moving to designated indoor areas during poor weather.
- Support the safety and wellbeing of the Academy community by reporting any behaviour that causes harm, makes others feel unsafe, or breaches Academy expectations, including bullying, smoking, vaping or other prohibited activities.

By demonstrating respect, responsibility and consideration during social times, students help to make Saint Benedict a welcoming community where everyone can flourish.



End of the Academy Day

- Leave the Academy site calmly and safely, following staff instructions and respecting fellow students, members of the public, and the local community.
- Students using Academy transport should make their way directly to the bus bays, line up sensibly and respectfully, and board buses in an orderly manner when directed.
- Students leaving via the public footpath should continue their journey home promptly and should not gather or loiter around the Academy perimeter. Consideration should be shown to local residents and other members of the public at all times.
- Students exiting through the front gates should take particular care around traffic, use designated crossing points where appropriate, and follow all road safety guidance.
- Students attending after-school detentions, intervention sessions, clubs, fixtures, or enrichment activities should arrive promptly at the designated location and follow the expectations set by staff.

Visitors to Saint Benedict Catholic Voluntary Academy

All visitors should follow Academy safeguarding procedures and wear appropriate identification whilst on site.

- If you are concerned that an individual may not be an authorised visitor, report your concern immediately to a member of staff. Do not approach the individual yourself.
- Welcome visitors with courtesy, respect, and kindness.
- Offer assistance where appropriate and demonstrate the high standards expected of a Saint Benedict student.
- Listen attentively to guest speakers and visitors and show appreciation for their contribution to the Academy community.

By following these expectations, students help to ensure that Saint Benedict Catholic Voluntary Academy remains a place where everyone can learn successfully, feel safe and happy, and fulfil our mission to "Be who God meant you to be and you will set the world on fire."



Mobile Phones/Electronic Devices

At Saint Benedict Catholic Voluntary Academy, we are committed to providing a calm, purposeful and distraction-free learning environment where every student can thrive. To support this, mobile phones/electronic devices must not be seen, heard or used anywhere on the Academy site during the school day.

We recommend that parents do not purchase smartphones.

Students are expected to switch their mobile phones off before arriving at the Academy and keep them securely stored in their bags throughout the day. Form Tutors will routinely remind students of this expectation and may check during morning registration that mobile phones have been switched off and put away in their bags.

Parents and carers play an important role in supporting this policy. We respectfully ask that parents do not contact students directly on their mobile phones during the Academy day, as this encourages students to access devices in breach of Academy expectations. If there is an urgent or emergency message, parents and carers should contact the general office, who will ensure that information is passed to the student promptly.

We recognise that students may need to liaise with parents regarding travel arrangements; this may only be done in designated areas: at the school gate/public footpath if walking home or on the bus bay if catching a bus. Usage will be monitored by staff on duty. If usage is deemed inappropriate and not for the intended purpose or arranging safe travel, the phone will be confiscated.

Any mobile phone/device that is seen, heard or used during the Academy day, or is found on a student's person rather than securely stored in their bag, will be confiscated by a member of staff and taken to Student Services, and parents will be notified to collect it. We do not return confiscated phones/devices to students.

Parents are expected to collect a confiscated phone from the general office before closure at 4pm.

At Saint Benedict Catholic Voluntary Academy, the safety and wellbeing of students, staff and visitors is of paramount importance. Creating a calm, orderly and secure environment is essential if all members of our community are to learn, work and flourish. As part of our commitment to safeguarding, the Academy may use its powers to search and confiscate items where there are reasonable grounds to believe that doing so is necessary to protect individuals or maintain a safe learning environment.

The Academy follows current Department for Education guidance on searching and confiscation. The Headteacher, or members of staff authorised by the Headteacher, may undertake searches and confiscate prohibited items in accordance with this guidance and relevant legislation.

Prohibited items include, but are not limited to:

- Knives, weapons or items that could be used as weapons.
- Alcohol.
- Illegal drugs and associated paraphernalia.
- Stolen property.
- Fireworks or explosive materials.
- Tobacco products, cigarettes, cigarette papers, lighters, vapes and related items.
- Pornographic or inappropriate images.
- Mobile phones or other electronic devices where their possession or use breaches Academy expectations.
- Any item that a member of staff reasonably believes has been, or may be, used to cause harm, commit an offence, threaten the safety of others, or damage property.
- Any other item considered to present a risk to the health, safety or wellbeing of members of the Academy community.

Where a search or confiscation is authorised, parents or carers will normally be informed as soon as reasonably practicable. The Designated Safeguarding Lead (DSL) will be notified whenever the possession of a prohibited item raises a safeguarding concern or indicates that a student may be at risk of harm.

Students are expected to cooperate with reasonable requests made by authorised staff.

Where a student refuses a lawful search, fails to comply with instructions, or refuses to surrender a prohibited item, the Academy may take this into account when determining appropriate consequences. In circumstances where there is an immediate risk to the safety of students, staff or visitors, the Academy may seek support from the police and parents/carers will be informed.

Throughout any search process, staff will act professionally, respectfully and in accordance with safeguarding principles. Consideration will always be given to the age, needs and individual circumstances of the student, including any vulnerabilities, additional needs, sensory sensitivities or safeguarding concerns.



Physical interventions: For our policy on physical interventions, please refer to the positive handling policy.

Vaping/Cigarettes

Saint Benedict Catholic Voluntary Academy is committed to providing a healthy, safe and smoke-free environment for all members of our community. In line with the law, it is illegal for anyone under the age of 18 to purchase or use tobacco products or vapes. Students must not bring, possess, use or supply cigarettes, vapes or related items on the Academy site, when travelling to and from the Academy, or whilst representing the Academy at any event. Any student found in possession of, using or suspected of smoking or vaping will have the item confiscated, and appropriate sanctions will be applied in accordance with the Academy's Behaviour Policy. This may include time in the RESET room, where they will be educated on the dangers of vaping and smoking.

Repeated incidents, possession of vapes containing illegal or harmful substances, or the supply of cigarettes or vaping products to others will be treated as serious breaches of the Behaviour Policy. Depending on the circumstances, sanctions may include off-site direction, suspension or other appropriate disciplinary action at the discretion of the Headteacher.

Buses

Travelling to and from the Academy on buses specifically for the Academy is considered an extension of the school day. Students are expected to demonstrate the same high standards of behaviour, respect and responsibility that are expected within the Academy.



Students should:

- Remain in lessons until the end-of-day bell and only make their way to the bus bays when dismissed.
- Walk calmly to the buses and never run alongside moving vehicles. Remain on the path and do not cross the bus bays as a shortcut.
- Queue sensibly, respect personal space and board buses in an orderly manner.
- Have their ticket for inspection where required.
- Ensure they have money to cover the cost of travel.
- Follow all instructions given by Academy staff and the bus driver promptly and respectfully.
- Remain seated while the vehicle is moving and wear a seatbelt where one is provided.
- Keep bags and personal belongings safely stored so that seats remain available for other students.
- Treat fellow passengers, drivers and members of staff with courtesy and respect.
- Remove all litter from the bus and help keep vehicles clean.
- Report any behaviour that makes themselves or others feel unsafe, intimidated or uncomfortable.
- *KS3 students must remain downstairs if the bus they are travelling on is a double-decker.*

Unsafe or persistent poor behaviour whilst using the buses may result in temporary or permanent withdrawal of transport privileges. Where appropriate, the Academy will work in partnership with transport providers and parents/carers to ensure that travel to and from Saint Benedict remains safe for everyone.

Lunchtime Detentions/Removal of Social Times



At Saint Benedict Catholic Voluntary Academy, lunchtime detentions are designed to support students in developing good organisational habits, ensuring they arrive at lessons equipped and ready to learn, while also reinforcing expectations around remaining in designated areas of the Academy during social times (Out of Bounds).

Lunchtime detentions are issued for students who repeatedly fail to bring the essential equipment needed for learning, such as pens, pencils, knowledge books, exercise books, or other required classroom resources, or who are found repeatedly in out-of-bounds areas/not in their designated area.

They are not used for incomplete homework or for failing to bring a PE kit, which are addressed through separate Academy procedures.

Lunchtime detentions take place during the designated lunchtime detention period for each year group and are supervised by Academy staff.

Students are expected to attend lunchtime detentions promptly; students will be dismissed in time to purchase food after the detention is completed. The 15 minutes begins when the student arrives.

Failure to attend without an acceptable reason will result in the sanction escalating to a 30-minute after-school detention.

Lunchtime detentions cannot be used as an alternative to, or replacement for, an after-school detention.

Where a student demonstrates persistent poor organisation over a sustained period, the Academy may implement further support and, where appropriate, apply additional sanctions, including after-school detention, to help develop the organisational skills required for successful learning.

Our aim is not simply to sanction poor organisation, but to support students in developing the responsibility, independence, and preparation needed to succeed at Saint Benedict Catholic Voluntary Academy.



After school detentions

Parents and carers will be notified of all after-school detentions via the Arbor app. The notification will include the reason for the detention, along with the date and time it is scheduled to take place.

As part of our home-academy partnership, parents and carers are expected to support the academy by ensuring that their child attends the detention as scheduled.

If there is a genuine reason why a student is unable to attend the detention at the allocated date and time (for example, a pre-arranged medical or dental appointment), parents or carers must inform the academy in advance. In these circumstances, the detention will be rescheduled to a suitable alternative date.

If the academy is not notified in advance and a student fails to attend their detention, this will be recorded as a non-attendance. Failure to attend a detention without prior communication will result in the detention being escalated in line with the academy's behaviour procedures.

Escalation for Failure to Attend Detentions

Failure to attend a scheduled 30-minute detention, without prior agreement from the academy, will automatically result in the detention being escalated to a 60-minute detention.

Failure to attend a scheduled 60-minute detention, without prior agreement from the academy, will automatically result in the detention being escalated to a 90-minute Senior Staff Detention.

Failure to attend a 90-minute Senior Staff Detention, without prior agreement from the academy, will be regarded as a serious breach of the academy's behaviour expectations. This may result in further sanctions, including off-site direction, internal suspension, or suspension, at the discretion of the Headteacher.

Students attending after-school detentions will not be able to utilise the free bus service provided for those students participating in extracurricular activities. It is the responsibility of parents and carers to ensure their child has appropriate travel home following an after-school detention.



Homework

Homework is an important part of the learning process and demonstrates a student's commitment to their education. It provides opportunities to consolidate learning, practise key knowledge and skills, develop independence, and prepare for future lessons. Completing homework consistently helps students build positive study habits, resilience, organisation, and self-discipline—qualities that support success both in school and beyond.

At Saint Benedict Catholic Voluntary Academy, all students are expected to complete homework to the best of their ability and submit it by the published deadline. Students should take responsibility for recording homework, seeking support from their teacher before the deadline if they are unsure of the task, and managing their time effectively. Parents and carers are encouraged to support their child by providing a suitable environment for study and encouraging the development of positive routines.

Failure to complete homework without a valid reason may result in appropriate sanctions in line with the school's behaviour policy. However, where barriers to completing homework exist, staff will work with students and families to identify appropriate support. By approaching homework with diligence and integrity, students demonstrate our core values of Love, by respecting the efforts of their teachers; Belief, by striving to achieve their God-given potential; Knowledge, by extending and embedding their learning; and Integrity, by taking responsibility for their own education.

Students will receive positive behaviour points for each submitted homework.

Three non-completions of homework = After school subject excellence session. Non-attendance to SES will be logged = deduction of behaviour points and impact on their long-term progress.



Conduct Beyond the Academy

Students at Saint Benedict Catholic Voluntary Academy are ambassadors for the Academy whenever they wear the Academy uniform or can be identified as members of our community. We expect students to uphold our values of Love, Belief, Integrity, and Knowledge by demonstrating respect, responsibility, and consideration for others at all times, both on the Academy site and in the wider community.

Students are expected to:

- Represent Saint Benedict positively through their behaviour, language, and conduct when travelling to and from the Academy or attending Academy events.
- Show courtesy and respect to local residents, members of the public, and other road users.
- Use pavements and public spaces responsibly, avoiding behaviour that obstructs pathways or causes inconvenience to others. Students should allow pedestrians to pass safely and avoid blocking entrances, exits, or roads.
- Behave calmly and appropriately in public, avoiding shouting, inappropriate language, or behaviour that may cause alarm or distress.
- Leave the Academy promptly at the end of the day unless attending a supervised detention, intervention, or extracurricular activity.
- Not congregate in large groups around the Academy entrances or neighbouring streets, and not arrange to meet individuals who are not parents/carers or members of the Saint Benedict community in the immediate vicinity of the Academy.
- Follow any reasonable instructions from Academy staff regarding conduct beyond the school gates where behaviour may impact the safety, wellbeing, or reputation of the Academy.

Students whose behaviour outside the Academy brings Saint Benedict into disrepute or places themselves or others at risk may be subject to sanctions in accordance with the Behaviour Policy. By acting responsibly in the wider community, students demonstrate pride in themselves and in Saint Benedict Catholic Voluntary Academy.



Educational Visits and School Trips

Students participating in educational visits, off-site activities and school trips are expected to uphold the Academy's standards of behaviour at all times. Whilst representing the Academy, students must follow all reasonable instructions given by Academy staff and any authorised adults responsible for supervising the visit. Students are expected to act safely, respectfully and responsibly, recognising that their conduct reflects both themselves and the Academy.

Where requested, students must wear full Academy uniform or any specified clothing appropriate for the visit. Mobile phones and other personal electronic devices must be used in accordance with the Academy's Mobile Phone Policy whilst students are under the supervision and care of Academy staff, unless alternative arrangements have been communicated for a specific visit.

Failure to meet the Academy's expectations for behaviour may result in sanctions being applied in accordance with the Behaviour Policy. Where a student's behaviour places their own safety, the safety of others, or the successful running of the visit at risk, parents or carers may be required to collect their child immediately from the venue or location. In serious cases, the student may also be excluded from future educational visits and further sanctions, including suspension where appropriate, may be considered in line with the Academy's Behaviour Policy.



Responding to Behaviour

At Saint Benedict Catholic Voluntary Academy, we are committed to helping every student make positive choices and learn from their behaviour. Our approach is based on high expectations, consistency, and restorative practice, ensuring that students understand the impact of their actions while being supported to make better choices in the future.

Where a student does not meet the Academy's expectations or fails to follow our two core behaviour principles—Act in a way that helps you and others to learn successfully and Behave in a way that allows everyone to be safe and happy—an appropriate consequence will be applied. Sanctions are proportionate, consistent, and take into account the nature, seriousness, and frequency of the behaviour.

Low-Level and Repeated Behaviour Concerns

Examples may include low-level disruption, failure to follow staff instructions, poor manners, lack of equipment, or behaviour that prevents effective teaching and learning.

Depending on the circumstances, students may receive one or more of the following:

- A reminder or verbal warning to correct their behaviour.
- A change of seating or classroom position.
- Neighbouring out to another classroom/Temporary removal from a lesson to allow learning to continue.
- A deduction of Saint Benedict Behaviour Points.
- Community Contribution - Litter picking/Caring for the environment
- A 15-minute lunch time detention (Pastoral Staff)
- A 30-minute after-school detention. (Pastoral Staff)
- A 60-minute after school detention (Head of Year)
- A 90-minute after school detention (Senior Leadership Team detention)
- Placement in the RESET room.
- Placement on a behaviour monitoring or support programme.
- Off-site direction at another school / suspension /
- Any other reasonable and proportionate sanction determined by the Headteacher.



Serious Behaviour Incidents

More serious or persistent breaches of the Behaviour Policy include repeated failure to follow Academy expectations, abusive or threatening language, discriminatory behaviour, bullying (including online bullying), racist, sexist or homophobic behaviour, physical aggression, vandalism, possession of prohibited items, or any conduct that compromises the safety, wellbeing or dignity of others. In these circumstances, the Academy will respond proportionately and may apply more significant sanctions.

These may include:

- An extended placement in the RESET room—internal suspension.
- Suspension
- off-site direction
- Permanent exclusion, in line with Department for Education guidance and the Academy's statutory responsibilities.

Where appropriate, parents or carers will be informed, restorative conversations will be facilitated, and pastoral or safeguarding support will be provided to help students understand the impact of their behaviour and successfully reintegrate into Academy life.

Following any suspension, parents/carers are expected to attend a reintegration meeting with either their child's Head of Year, a member of the pastoral team, or a Senior Leader. The purpose of this meeting is to reflect on their child's behaviour, ensure that parents/carers are familiar with the behaviour policy and expectations of the Academy, and to offer further support and intervention.

Our aim is always to support students in making positive choices, repairing relationships, and enabling every member of the Saint Benedict community to learn in a safe, calm, and respectful environment.



Examples of Behaviour Categories

The examples below provide guidance on how behaviours are categorised at Saint Benedict Catholic Voluntary Academy. They are intended to support consistency in the application of the Behaviour Policy and are not exhaustive. The Academy reserves the right to determine the appropriate category and sanction based on the nature, context and seriousness of each incident.

Low-Level Behaviour	Mid-Level Behaviour	Serious Behaviour
Talking or calling out at inappropriate times.	Repeated low-level disruption despite support and intervention.	Physical assault or threatening behaviour towards another student, member of staff or visitor.
Failure to follow classroom routines or staff instructions first time.	Refusal to hand over a mobile phone or other prohibited item when instructed.	Bullying, including online or any behaviour intended to intimidate, threaten or harm another person.
Poor presentation or incorrect Academy uniform.	Refusal to follow the reasonable instructions of a member of staff.	Behaviour that places the safety or wellbeing of yourself or others at risk.
Mobile phone visible or used without permission.	Continued poor behaviour whilst on report or behaviour monitoring.	Possession, use or supply of illegal drugs, alcohol or other prohibited substances.
Leaving a seat /classroom without permission.	Leaving the Academy site without permission or truancy.	Possession of an offensive weapon or any item intended to cause harm.
Lateness to lessons or registration.	Use of highly inappropriate or abusive language.	Persistent behaviour that seriously disrupts teaching and learning.
Poor effort or failure to engage with learning.	Smoking or vaping on or near the Academy site, or whilst representing the Academy.	Theft, vandalism or deliberate damage to Academy or personal property.
Failure to complete classwork or homework.	Persistent failure to meet Academy uniform expectations.	Behaviour that brings Saint Benedict Catholic Voluntary Academy into serious disrepute within the local or wider community.
Use of inappropriate language.	Disruptive or disrespectful behaviour during prayer, Collective Worship or Celebration of the Word.	Spitting at or towards another person.
Failure to meet agreed deadlines.	Disrespectful behaviour towards a member of staff or other adult.	Racist, sexist, homophobic, transphobic or any other discriminatory language or behaviour.
Lack of essential equipment for learning.	Inappropriate use of the internet, social media or digital technology.	Any other incident that the Headteacher considers to be a serious breach of the Behaviour Policy or one that significantly impacts the safety, wellbeing or reputation of the Academy.



Conduct Cards

At Saint Benedict Catholic Voluntary Academy, our Conduct Card system promotes high standards of behaviour, punctuality, and presentation across the Academy. It supports our expectation that every student will act in a way that helps themselves and others to learn successfully and behave in a way that allows everyone to be safe and happy.

Every student is issued with a Conduct Card at the start of each half term and must place it in their lanyard. Staff may record a signature when a student does not meet the Academy's expectations, including:

- Poor conduct during social or unstructured times.
- Failure to wear the correct Academy uniform or to wear it appropriately.
- Arriving late to lessons without a valid reason.

The Conduct Card system operates on a graduated approach to encourage students to reflect on and improve their behaviour.

- Four signatures on the first Conduct Card will result in a 30-minute after-school detention.
- A further four signatures on a second Conduct Card will result in a 60-minute Head of Year detention.
- A further four signatures on a third Conduct Card will result in a 90-minute Senior Leadership Team detention.

Where concerns continue, additional sanctions may be applied. These may include time in the RESET room, further behaviour monitoring, or, where appropriate, short-term off-site direction/suspension in line with the Academy's Behaviour Policy.

Students are expected to wear their lanyard and carry their Conduct Card each day and present it to members of staff when requested. Failure to produce a Conduct Card, or obtaining a replacement without authorisation, may result in further sanctions.

The Conduct Card system also recognises and celebrates students who consistently meet the Academy's expectations. Students who complete a half term without receiving a single Conduct Card signature will be recognised through a rewards celebration and entered into a prize draw, with the opportunity to receive reward vouchers and other recognition for their excellent conduct.

Through this approach, Saint Benedict seeks to promote personal responsibility, encourage positive habits, and celebrate the many students who consistently demonstrate our values of Love, Belief, Integrity, and Knowledge.



Uniform Expectations

At Saint Benedict Catholic Voluntary Academy, we believe that wearing the Academy uniform correctly promotes a sense of belonging, pride, and equality within our community. High standards of presentation reflect our values of Love, Belief, Integrity, and Knowledge and contribute to a calm, purposeful learning environment.

All members of staff share responsibility for maintaining these standards and will support students in meeting the expectations outlined in the Academy Uniform Policy. Where a student's uniform or appearance does not meet these expectations, staff will work with the student and, where appropriate, parents or carers to resolve the issue as quickly as possible.

If a student attends the Academy wearing non-compliant uniform or presenting in a way that is not in line with the Uniform Policy—for example, through inappropriate hairstyles, unnatural hair colours or braids, prohibited jewellery, or unacceptable nail enhancements—the Academy may require the student to work in the RESET room until the matter has been resolved and they are able to return to lessons meeting the Academy's expectations. Where possible, we will seek to resolve the issue on site. If this is not possible, we will make contact with parents/carers to collect their child, resolve the issue, and return to school. It is the responsibility of the parent/carer to ensure their child is dressed appropriately and in line with the Academy's uniform policy.

Students who fail to wear their uniform correctly during the Academy day may receive a Conduct Card signature or other appropriate sanction in line with the Behaviour Policy. Uniform standards are monitored throughout the day, not solely at the start of the Academy day.

The Academy also recognises and celebrates students who consistently demonstrate exemplary standards of presentation. Students who take pride in wearing their uniform correctly and represent Saint Benedict with distinction will be recognised through the Academy's rewards programme, including half-termly celebration events and other opportunities to acknowledge their commitment to our shared values.



PE/Dance kit Expectations

Physical Education (PE) is an important part of every student's education, helping to develop physical fitness, confidence, teamwork, resilience and a lifelong appreciation of healthy, active lifestyles. Through participation in a wide range of activities, students learn essential skills such as cooperation, leadership, communication and respect for others, while also improving their physical and mental wellbeing. PE is a compulsory part of the National Curriculum in England for pupils of compulsory school age, and all students are expected to take part unless they have a valid medical reason or other agreed exemption. Regular participation in PE enables students to develop the knowledge, skills and values needed to lead healthy, active lives both during their time at school and beyond

Students are expected to arrive at every PE/Dance lesson with the correct PE kit and be ready to participate. Please refer to the School Uniform Policy for full details of the required PE kit.

If a student does not bring their PE kit and does not have a valid medical exemption from participating, they will be expected to borrow suitable PE kit provided by the school. Borrowing kit ensures that all students can continue to take part in learning and benefit from the lesson.

No Kit - This tally is re-set for each new activity block:

1st time: Warning

2nd time: 30 minute after school detention

3rd time: 60 minute after school detention

4th time: 90 minute after school detention

Students who refuse to borrow PE kit and, as a result, refuse to participate in the lesson will be considered to be refusing to engage in learning. In line with the school's behaviour policy, this will result in a 60 minute after school detention.



Communication with Parents

Working in partnership with parents is a key part of promoting positive behaviour and ensuring every student is supported to make good choices.

Our rewards system plays an important role in recognising students' achievements and positive conduct. Positive points are recorded on Arbor, giving parents real-time access to their child's behaviour profile. Through their Arbor account, parents can view both rewards and any behaviour sanctions. We encourage families to celebrate successes at home by acknowledging positive points and discussing their child's behaviour profile regularly. Where possible, additional rewards at home can further reinforce the positive behaviours recognised in school.

If a student receives a detention, parents will be notified by email as soon as the incident is logged on Arbor. The notification will include the date and time of the detention, and further details about the reason for the sanction can be viewed through the Arbor Parent Portal. Students are also reminded of lunchtime and after-school detentions during morning line-up/form time. Our aim is to ensure students understand the link between their choices and the consequences, giving them the opportunity to reflect and make more positive decisions in the future.

For more serious behaviour concerns, a member of staff will contact parents directly by telephone. Detentions may be scheduled for the same day or the following working day to allow families time to make any necessary travel arrangements. Same-day detentions will only be issued after a member of the pastoral team has spoken with a parent.

Completing sanctions promptly is an important part of helping students reflect on their behaviour and make positive improvements. We greatly value and appreciate the support of parents in upholding our expectations and ensuring that detentions are attended and completed.



Celebrating Positive Behaviour

At Saint Benedict Catholic Voluntary Academy, we believe that positive behaviour should be recognised, celebrated and encouraged every day. Our approach is founded on the belief that every student is capable of growth and success when they are supported, challenged and encouraged to make positive choices. We are committed to creating a culture in which kindness, respect, responsibility and excellence are noticed as readily as academic achievement.

Our Behaviour Policy is therefore not solely about responding to poor behaviour; it is about establishing the conditions in which students develop strong character, take pride in their achievements and contribute positively to the life of the Academy. Through consistent recognition and meaningful rewards, we seek to reinforce the behaviours that enable everyone to learn successfully, feel safe and flourish within our Catholic community.

Our rewards system reflects our Academy values of Love, Belief, Integrity and Knowledge and recognises students who consistently demonstrate these values in their daily interactions, their learning and their contribution to Academy life. Every positive choice helps to strengthen our community and contributes to an environment where all students can succeed.

Every student begins each academic year with the symbolic gift of 490 behaviour points. This number has been chosen deliberately to reflect the words of Jesus in Gospel of Matthew 18:22, where He teaches that we should forgive "not seven times, but seventy-seven times" (often understood as seventy times seven, or 490). This reminds us that every member of our community is valued, every day offers a fresh start and every student deserves the opportunity to learn from their mistakes, make positive choices and grow in character. It reflects our Catholic ethos that every day offers a fresh opportunity to demonstrate our values of Love, Belief, Knowledge and Integrity. Students can build upon their Behaviour Points throughout the year by consistently demonstrating these values and making positive contributions to Academy life.



Behaviour Points may be awarded for a wide range of positive behaviours, including, but not limited to:

- demonstrating an excellent attitude to learning;
- showing resilience, perseverance and determination when faced with challenge;
- making exceptional contributions during lessons;
- producing work of an exceptionally high standard;
- demonstrating excellent attendance and punctuality;
- consistently meeting Academy expectations for behaviour;
- showing integrity by making responsible and respectful choices;
- supporting, encouraging and showing kindness towards others;
- demonstrating leadership and acting as a positive role model;
- taking pride in the Academy environment and wider community;
- representing the Academy positively through enrichment activities, educational visits, sporting events, performances, leadership opportunities and acts of service;
- embodying the Academy values of Love, Belief, Integrity and Knowledge in everyday Academy life.

Recognition is designed to be timely, meaningful and inclusive. Students should expect their positive contributions to be acknowledged regularly by all members of staff. Recognition may take many forms, including verbal praise, positive communication with parents and carers, Behaviour Points and formal Academy awards.



Students' achievements are celebrated throughout the academic year through a structured programme of recognition, including:

- daily recognition by classroom teachers;
- weekly recognition by Form Tutors;
- fortnightly recognition by Heads of Year;
- half-termly celebration events recognising sustained excellence;
- termly Celebration Assemblies led by members of the Middle and Senior Leadership Teams, where students who have consistently demonstrated outstanding behaviour, commitment, attendance, service and academic achievement are formally recognised;
- annual awards celebrating exceptional contribution to the life of the Academy.

In addition to individual recognition, tutor groups and year groups may also be recognised collectively for consistently demonstrating the Academy's expectations and values. This promotes teamwork, shared responsibility and a collective commitment to excellence.

By celebrating positive behaviour consistently and fairly, Saint Benedict Catholic Voluntary Academy seeks to develop confident, compassionate and responsible young people who take pride in their achievements, contribute positively to others and are well prepared for the next stage of their education and life beyond the Academy.