



Cardinal Hume Catholic School



Discipline and Anti-Bullying Policy

November 2025



Proud to be part of Bishop Wilkinson Catholic Education Trust

Bishop Wilkinson
Catholic Education Trust



Rationale

At Cardinal Hume Catholic School we aim to create an atmosphere based on respect for all that celebrates the individuality of all members of the school community and promotes the search for excellence. It is the statutory responsibility of Governors, the Head Teacher and all staff to promote excellent behaviour and discipline in every part of school life to enable outstanding teaching and learning to take place and for all of our students to reach their potential. This, in line with the Equality Act of 2010 and Keeping Children Safe in Education guidance (www.gov.uk), is done without discrimination towards any student or member of staff and any discriminatory behaviour within our school community will not be tolerated.

Our aim is for Cardinal Hume Catholic School to be a safe place for students and staff and that lessons are free from disruption. This can be encouraged positively through both praise and reward. A consistently applied system of praise and reward is an extremely effective way of motivating our students and should be utilised by all staff to celebrate success and raise aspirations.

The vast majority of our students behave in an outstanding way throughout their time at Cardinal Hume Catholic School. This policy is in place to ensure that all students can excel in a positive, respectful environment conducive to high quality teaching and learning. Following DfE guidance, this policy also sets out measures that aim to:

- Promote good behaviour, self-discipline and respect;
- Prevent bullying;
- Ensure that students complete assigned work;
- Regulate the conduct of pupils

It is the responsibility of all staff to enforce the discipline policy at Cardinal Hume Catholic School under the guidance of senior pastoral staff and the leadership of the Head Teacher.

System

1. Pupils are expected to follow the Code of Conduct (see below) set by the school.
2. All staff are responsible for discipline in the school and are expected to enforce the rules in all areas of the school. Staff are expected to punish and log unacceptable behaviour using Arbor. Staff are also expected to use praise and reward and follow guidelines for the consistent and fair distribution of House Points.
3. Any behavioural issues in lessons should be dealt with by the classroom teacher and, if required, escalated to the Head of Department. Pastoral leaders will be informed, through the completion of a '5' Arbor entry if the incident is deemed to be of a serious nature.
4. Teachers will maintain high standards of pupil behaviour at all times by setting expectations in line with this policy and departmental discipline policies. It is the responsibility of all staff, and ultimately the Headteacher, to ensure that students complete work in lessons and as homework, to the appropriate standard. This is vital in ensuring that all of our pupils reach their potential. Any students whose behaviour prevents this will be disciplined by the classroom teacher, Head of Department or senior staff in school.
5. Students should be respectful at all times to all members of the school community.

6. Staff have the statutory authority to issue sanctions and punishments to any pupil who does not adhere to the standards set at Cardinal Hume Catholic School. This authority applies in school and in any other situation where a student is under the charge of a member of staff, for example on a school trip or at a sporting fixture.

Sanctions and punishments may include, but are not limited to:

- a. Written punishments including writing out the school code of conduct, the Cardinal Hume standards of work or behaviour or other written tasks deemed suitable by the member of staff. The individual needs of the student will be considered when setting this type of punishment.
 - b. Detentions. A detention may be given to a student before, during or after school. Groundings (lunch time detention supervised by a head of house) may be issued by any member of the pastoral team. Parental consent is not required for detentions, but the school would not issue a detention at a time or in a circumstance that would compromise a child's safety. For all one-hour after-school detentions parents will be given 24 hours' notice. The only exception to this is a detention for an unsatisfactory mark on red report. Detention will also be issued for being late to school twice in the same week – this detention is held on Friday, after school. Head of department detentions after school on a Wednesday may also be issued to students through the enforcement of departmental discipline policies and would follow the guidance stated above.
7. The Heads of House keep track of incidents through a number of monitoring systems (listed below) and students with behavioural issues are supported through the pastoral system.
 - a. Arbor returns
 - b. Tutor returns
 - c. School Tour
 - d. Groundings
 - e. The Behaviour Support Unit
 - f. Class Monitoring
 - g. Assessment data
 - h. Assistant Heads of House / Year Progress Leaders
 - i. School reporting system
 8. Should a pupil be deemed to be behaving in an unsatisfactory manner, then the Head of House will place that pupil on Yellow Report. Pupils report to the Head of House at the start and end of each day.
 9. If Yellow Report is unsuccessful, then pupils are moved up to Red Report which is run by the Assistant Head or Deputy Head, Pastoral. Red Report carries more sanctions such as going to groundings and staying for detention on the same day, should the pupil have received an unsatisfactory comment that day.
 10. Should a pupil not respond to the Red Report monitoring system, they will be placed in the Behaviour Support Unit (please see Behaviour Support Unit Policy) or, in rare cases, escalated to Head Teachers Report (White). Head Teacher report is the highest level of the report system in school and failure by the pupil to respond to this report may lead to permanent exclusion from school.

The school also runs a number of other reports for the purposes of academic mentoring and support. These are delivered through year group progress leads and the Senior Leadership Team.

11. A serious incident (-5 incident recorded on Arbor) may result in a pupil being placed in the Behaviour Support Unit (please see the Behaviour Unit policy) or excluded – suspension or permanent exclusion. A serious incident could include but is not limited to:
 - a. Swearing at / intimidation of staff
 - b. Threatening or violent to staff
 - c. Threatening or violent to pupil
 - d. Absolute refusal to cooperate
 - e. Persistent / Severe disruptive behaviour
 - f. Disrespect / defiance to staff
 - g. Alcohol / Drugs
 - h. Tobacco / Vape
 - i. Weapon of any kind
 - j. Bullying / harassment

- k. Prejudicial comment or action based upon a person's race, religion, sexual orientation or disability
- l. Deliberate damage to school property or the property of others including graffiti and vandalism

All forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying) are not tolerated at Cardinal Hume and will be dealt with in line with this policy. Please see the Anti-Bullying policy at the end of this document.

Any incident which is deemed to be an instance of child-on-child abuse will be dealt with in the appropriate fashion, via the usual disciplinary systems. If the incident is deemed to be a safeguarding issue it will be immediately referred to the Safeguarding Team, for action.

If an incident is more serious, or if a student refuses to go into the Behaviour Support Unit when directed by staff, then they may be excluded from school using a suspension. Exclusions of any kind are used as a last resort and only used after every effort has been made to avoid the exclusion. These measures include, but are not limited to, parental meetings, internal punishments, internal exclusions and behaviour reports. We, as a school, follow the guidance surrounding suspensions and exclusions set out by the Department for Education – this can be found at www.gov.uk.

Suspensions can be used for up to 45 days in an academic year. For a suspension longer than 5 days the school will offer alternative provision from day 6. The parent / guardian will be asked to attend a reintegration meeting at the end of the exclusion period to discuss the student returning to school. Each student will then be given pastoral support to help reintegration into the school community. Suspension is at the discretion of the Head Teacher.

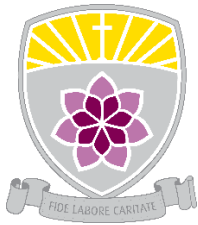
The Governors wish to emphasise to all parents and pupils that failure to conform to the high standards expected by all may result in permanent exclusion, in certain cases. All data relating to any kind of suspension or exclusion is regularly shared with the schools governing body. All permanent exclusions are at the discretion of the Head Teacher with decisions ratified by the Discipline Committee. Full details can be seen in the Governors Statement and Policy on Behavioural Standards.

- 12. We believe in forging strong links with home in order to fully support the pupils. Parents are informed of problems and progress on a very regular basis by the relevant Head of House. Parents may contact school through email or by phone to arrange appointments with the relevant staff.
- 13. The law allows for school to confiscate, retain or dispose of a pupil's property as a punishment, as long as it is deemed reasonable, given the circumstances. Senior pastoral staff also reserve the right to search any pupil (with or without consent) and their belongings (including their locker) if there is a belief that they may have any item that is illegal/ prohibited and / or could cause harm to themselves or any other member of the school community. Any item that is illegal for a child to have will result in both parents and police being informed.
- 14. Vaping is strictly prohibited on our school site and on the way to and from school. Any student found vaping on the school site will be suspended from school for a period of 2 days and any prohibited items will be confiscated, disposed of and / or given to the Police.
- 15. Our school is a phone free environment. Mobile phones should never be seen or heard and should remain turned off and out of sight at all times. If a mobile phone is seen then it may be confiscated by a member of staff and returned at the end of the day. If a mobile phone is heard or used it will be confiscated and would then require collection from a parent or guardian. All staff have the authority to confiscate mobile phones and a refusal by a student would be deemed a serious incident.
- 16. Staff are permitted to use reasonable force if it is required. The law states that reasonable force can be used in order to prevent a student committing a criminal act, prevent injury to any members of the school community or prevent damage to property (including their own). Reasonable force can also be used to remove disruptive children from an area when they refuse to follow instructions, prevent a pupil behaving in a way that disrupts a school event or school trip / visit, prevent a pupil leaving a classroom or area where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others. Reasonable force should be 'reasonable given the circumstances' using no more force than is needed. Parents / guardians will always be informed if reasonable force is required.

17. The expectations set by Cardinal Hume Catholic School are relevant on the way to and from school. Students will be punished for any behaviour that brings the school's reputation into disrepute when travelling to and from school. Students may also be disciplined for any poor behaviour whilst out of school uniform but in some other way identifiable as a student of Cardinal Hume Catholic School.
18. A multi-agency assessment would be considered for pupils who display continuous disruptive behaviour. This may include in school support or, in some cases, a supported move to another Gateshead secondary school or a period of offsite direction.
19. Pupils requiring further support in school will be supported by their Head of House and time with the relevant staff within the welfare team will be provided. The SENCO will be consulted when a student identified as having SEND requires support, and adaptations to the policy may be applied. No pupil will ever be discriminated against, and the school and its staff will always consider each individual student when making decisions on the provision for that child (Please see the SEND policy). The individual needs of every student will always be considered when dealing with behaviour issues in school and all relevant parties informed if suspension or exclusion is deemed necessary.
20. Throughout the year students will have an opportunity to gain rewards and awards for a wide variety of reasons. These include (but are not limited to):
 - a. House Points – given to students in one of the 6 School Attributes: Courage, Faith, Hard Work, Healthy & Active, Kind to All & Resilience
 - b. Monthly medallist postcards / other reward postcards – sent home to celebrate success
 - c. Attendance certificates – awarded for reaching attendance milestones
 - d. House point certificates – awarded for reaching house point milestones in each of the attributes
 - e. Head of House awards – awarded by heads of house
 - f. Subject based awards – awarded for excellent performance in individual subjects
 - g. Headteacher commendations – awarded for achievement across a range of subjects
 - h. School Colours – students apply across 3 areas, *Fide, Labore, Caritate*, with a panel of staff awarding school colours to successful applicants

Monitoring

1. The Deputy Head Pastoral will have weekly meetings with Heads of House where all pupils on report are discussed. Procedures and progress are checked to ensure that these pupils are making improvements.
2. The Pastoral team produce data from all reports, the BSU and exclusions in order to monitor numbers, spot trends and compare year on year figures.
3. House points and attendance information are used throughout the year to issue the relevant rewards and certificates to students and help celebrate their successes in these areas.



Cardinal Hume Catholic School

Code of Conduct



The code of conduct exists so that the school is a safe, orderly, happy environment where students can learn to the best of their ability. We aim to be positive and encourage good behaviour through a system of rewards. Punishments will be given to students who break any of the rules.

Respect and Consideration for Others

- Students must show respect for all members of the school community at all times in the way they speak and in the way they act. Staff must be addressed as 'Sir' or 'Miss'.
- Students must show respect and consideration to all people they meet outside school and on the journey to and from school – this is particularly important on the school buses and on school visits.
- Students must follow instructions from teachers and other adults helpfully and without argument.
- Students must always stand when an adult enters the room.

Dress – Uniform

- Students must be dressed properly in full school uniform.
- Skin Fade Haircuts, unnatural colours and / or shaved lines or patterns are not acceptable.
- One plain hair band only may be worn. Long hair must be tied back at all times.
- Trainers must not be worn.
- Jewellery is not allowed, Years 7-11.
- All hats are banned on the school site.
- No make up for pupils, Years 7-11.
- Outdoor coats are not to be worn in the school building.

Equipment

- Every student should have a bag in which to carry books and equipment to and from school.
- Students should be properly equipped for every lesson.
- Students must bring the correct dress and equipment for PE and practical lessons.

Movement

- Students must line up quietly and wait for the teacher to lead them into the classroom – they should not enter classrooms without permission.
- Students should move around on the left-hand side of corridors and staircases.

During Lessons

- All instructions from the teacher must be followed immediately and without question.
- Students must concentrate and work to the best of their ability and respect the right of everyone to learn.
- No-one must disrupt a lesson.

Food

- All food must be eaten in the dining area.
- Litter must be put into bins not dropped around the site.
- Chewing gum is not allowed.
- No eating is allowed during a lesson.

Personal Property

- Students should not bring in expensive coats or other expensive personal property to the school – the school cannot accept responsibility for the theft of any personal items.
- All property should be marked with the student's name.
- Mobile phones and audio devices must not be used in school.
- Smart watches are not allowed.

Harmful Substances

- Under no circumstances must pupils bring alcohol, tobacco, E-cigarettes or drugs onto school premises.
- All medicines must be handed in to the school office with a completed medical form.

Going Off the Site

- Pupils Years 7 to 11 are to remain on site all day.
- Notes for medical appointments from parents must be signed by a member of the Pastoral Team.

Bounds

- Students must remain in the areas supervised by staff at all times: i.e. on the playgrounds.
- If students are requested by staff a written note must be shown to the duty team.

Basic Equipment

- Pen
- Pencil
- Ruler
- Rubber
- Planner
- School Bag
- Swipe Card
- Locker Key
- Calculator



Cardinal Hume Catholic School

Governors' Statement and Policy on Behavioural Standards



The Governors of Cardinal Hume Catholic School wish to maintain the highest standards of civilised behaviour in the school. In achieving this end, the Governors seek the support of parents and carers for the Headteacher and staff.

The Governors wish all parents and guardians to know that they expect the Headteacher and staff to maintain a loving atmosphere in the school where the pupils can feel happy and secure and work to the best of their ability. The Governors believe that this atmosphere presently exists in the school, which is free from the misbehaviour mentioned below.

The Governors believe that the school is blessed with caring parents and guardians and well-behaved, well-mannered pupils. The school ethos is to encourage this positively by encouragement, praise and example.

The Governors believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. It seeks to create a caring and learning environment by:

- Promoting excellent behaviour and discipline;
- Promoting self esteem, self discipline, respect for authority with relationships based on mutual respect;
- Encouraging consistency of response to both positive and negative behaviour;
- Providing a safe environment free from disruption, violence and bullying, which protects the well-being of the whole school community;
- Encouraging a positive relationship with parents and carers to ensure that they play their part in the implementation of the school's policy and procedures;
- Supporting the Headteacher and Staff when faced with challenging behaviour.

However, the Governors wish to emphasise to all parents and pupils that failure to conform to the high standards expected by all, may result in permanent exclusion, in certain cases. The Headteacher may proceed to permanent exclusion in the event of the following or any similar misdemeanours and will have the full support of the Governors if he does so:

- Makes false accusations against a member of staff, which could precipitate action by the Police or Safeguarding Children's Board;
- Assaults a member of staff;
- Threatens, harasses or is involved in sexual misconduct towards any member of the school community;
- Swears at, or is personally insolent to a member of staff;
- Makes an unprovoked physical assault on another pupil;
- Makes an unprovoked verbal assault on another pupil;
- Takes up an inordinate amount of staff time dealing with his or her misbehaviour;
- Misbehaves in any way while on the Headteacher's report or while on a Behaviour Contract;
- Refuses to obey a reasonable instruction from the Headteacher;
- Is involved with the bullying of another pupil;
- Is involved in activities which are prejudicial to the health and safety of member(s) of the school community. This includes repeatedly failing to follow instructions from staff;
- Uses ICT in a way which could be construed as harassment and/or bullying of other members of the school community, or an invasion of their privacy;
- Uses audio or visual recordings of members of the school community in a way which could be construed as harassment, bullying or an invasion of their privacy;
- Is involved with alcohol, illegal or non-prescribed drugs, or substances known as 'legal highs' during the school day;
- Brings an offensive weapon into school;
- Behaviour in or out of school that precipitates Police action which may or may not affect members of the school community.

It is our wish that parents understand the importance we place on high behavioural standards and supports us in our determination to maintain them.



Cardinal Hume Catholic School Anti-Bullying Policy



The governors of the school wish to maintain the highest standard of civilised behaviour in the school. To this end bullying of any kind will not be tolerated – this includes any kind of intimidation, emotional, verbal or physical abuse. The policy applies to all pupils irrespective of gender, ethnic origin or religious persuasion.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological and can happen face-to-face or online.

The Bullying policy applies to all pupils and staff who work at the school and may extend beyond the school site; this includes school trips, the journey to and from school for pupils and, in some cases, the use of social media. The policy therefore applies at all times when staff 'duty of care' responsibilities apply.

The governors wish all parents and guardians to know that they expect the school to have a loving atmosphere in which pupils can feel happy and secure and able to work to the best of their ability. Should any bullying be taking place then pupils are always encouraged to tell an appropriate person at school. This could be their form tutor, a teacher, the Head of House, the school chaplain or school social worker. It may be a member of staff with whom the pupil feels particularly at ease. The Head of House must be informed and an investigation conducted into the alleged incident. Incidents of bullying witnessed by staff should be dealt with immediately and the incident reported to the Head(s) of House. Following a thorough investigation, the school will issue an appropriate response / punishment in line with the severity of the bullying.

The Headteacher will make clear the school's stance on bullying to all parents of in-coming pupils at the parents evenings for both feeder and non-feeder schools. He will therefore seek the support of parents and carers during the year prior to transition. All new pupils will be informed of the anti-bullying policy at the start of the school year.

Parents/carers are encouraged to report bullying and in the first instance should do this via the Head of House. Parents/carers of pupils who join the school at unusual times will be informed of the school's stance on bullying by the Headteacher when he meets them prior to pupil admission. Proven incidents of persistent harassment and intimidation may result in a permanent exclusion. Parents should be aware that the staff may wish to contact the Police for further advice and action.

All staff will be issued with guidelines on bullying as part of the school's anti-bullying policy. These guidelines are explained to new staff as part of induction and re-enforced by Heads of House at regular pastoral team meetings. Non-teaching staff including the school social worker and learning support assistants will be issued with copies of the guidelines on bullying and will be aware of the school's stance on bullying by the Deputy Headteacher and their immediate line manager.

All members of our community are given equal opportunities in line with the Disability Equality Scheme (DES).