



Shebbear College

Behaviour Management Policy

Preparatory School

This policy is applicable to all pupils in the Preparatory School, including those in EYFS, Pre-Prep and Prep School (Early Years Foundation Stage, Years 1 - 6)

Last reviewed by Governing Body – November 2019

Ratified by Governing Body – 22nd November 2019

Next Review – November 2020

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Promoting Good Behaviour

Introduction

As a Methodist Foundation School, Shebbear College is a caring community founded upon Christian values and aims to nurture an ethos where respect, courtesy, kindness and politeness are the accepted and expected norms, so that the highest possible levels of personal conduct and academic achievement are reached.

We promote attitudes of common sense and consideration for others, attitudes that are appropriate and desirable both on the school premises and within the wider community. We totally reject the use of corporal punishment at Shebbear Prep School.

This policy has been prepared bearing in mind the guidance issued by the DfE Behaviour and Discipline in Schools – January 2016

Policy Aims

The aims of the policy are:

- To enable the Head of the Prep School to carry out his responsibilities of maintaining order and good discipline in the school.
- To promote good behaviour, the importance of good behaviour, positive self-esteem and positive self-image for all pupils
- To ensure that every member of the school community feels valued and respected and that

each person is treated fairly and well.

- To share with parents the school's expectations regarding behaviour
- To ensure, so far as possible, that every pupil in the school is able to benefit from and make his/her full contribution to life in the school, consistent always with the needs of the whole school community.
- To ensure that all adults within the setting provide a positive role model for the pupils in the Prep School.
- To have clear systems for managing inappropriate behaviour and sanctions for serious misbehaviour.
- To provide a support system for pupils which nurtures positive behaviour, and fosters an appreciation of the causes and effects of inappropriate behaviour.

Code of Conduct

A pupil at our Prep School comes to work and give of his/her best. He or she is expected to show care, courtesy, and consideration for other people and their property and comply and support the following fundamental attitudes of mutual respect and behaviour.

Pupils

- Should treat one another with respect
- Should listen carefully to their teachers and teaching assistants in all lessons and follow all instructions they are given.
- Should use the words 'Please' and 'Thank you' when making requests.
- Should show courtesy for one another and for adults by holding open doors for each other.
- Must address all staff members by their title and name.
- Should respect other people's and school property
- Should always tell the truth
- Should apply themselves attentively to all their work.
- Should adhere to our school's dress code and wear their school uniform with pride.
- Should complete all their prep to the best of their ability.
- Should not run in any building or along the school paths.
- Must not use language which is abusive, offensive or rude.
- Must not use any physical contact that could hurt or embarrass anyone.
- Must hand in any mobile devices, such as phones or mp3 players to their class teachers at the start of each day. (These will be returned to pupils at the end of each day)

A 'pupil friendly' code of conduct is displayed in all classrooms.

Sports Fields and Grounds

Our large and attractive campus is a feature of Shebbear College and the tidiness and cleanliness of all areas is the responsibility of everyone. We expect pupils to respect our environment and adhere to these points:

- Litter should be placed in bins provided and not dropped on the ground.

- Please walk on paths and not on the grass when moving around the school, especially when the ground is wet.
- Pupils are not allowed on the playing fields, Astro Turf, Prep School Playground or Lighthouse Play Area unsupervised.
- On the Prep School Playground (or the Playing Fields) ball games are allowed only in designated areas and when supervised by a member of staff. This is to ensure that other areas are kept 'ball free' for the safety of other pupils.
- The Lighthouse Play Area is only to be used when two members of staff are on duty to ensure that there is always one member of staff supervising this area.

Health and Safety

The College is committed to the healthy development of young people and will take action to safeguard their well-being. The staff play a key role in supporting pupils in line with the general ethos of the school. The College is also committed to providing a safe environment in which staff and pupils work – this is overseen by the Bursar, the Health and Safety Coordinator, and the Health and Safety committee.

- Any Health and Safety concerns should be reported to a member of staff who will take appropriate steps to rectify the situation.
- Pupils in the Prep School are to attend all meals and are encouraged to eat a healthy balanced diet.
- All children are expected to demonstrate good table manners in the dining hall, including at match teas. Staff are asked to observe and monitor the general manners and etiquette from the children in the dining hall and throughout the school.
- All staff in the Prep School are made aware of pupils with special dietary requirements and ensure appropriate food choices are made.
- Pupils in the Prep School are encouraged to comment on the food provided through the College Catering Committee and School Councils (Senior and Prep).
- Activities are part of our timetabled curriculum for developing 'the whole person' and must be attended every day, except Fridays. For Pre-Prep children, activities are optional, although very much encouraged. In the Prep School, some pupils may be given the option to miss a weekly activity to attend a regular out-of-school sports club, such as swimming or gymnastics.
- Prep School pupils have the opportunity to bring in a 'healthy snack' for morning and afternoon break times. Fruit and cereal bars are allowed, but no sweets, chocolate, cakes or crisps.
- Pupils in the Prep School are encouraged to bring in personal water bottles which are kept in the classes for use throughout the day. Pupils are also encouraged to use the water fountain located in the main junior block.
- No sugary or fizzy drinks are permitted in the Prep School.
- No pupil from the Prep School is allowed to purchase snacks from the College vending machines.
- Pupils in the Prep School are not permitted to bring chewing gum into school.
- Shebbear College operates a rigorous anti-drugs policy and any pupil discovered possessing, taking or dealing in drugs may forfeit their right to remain at our school.
- Pupils in the Prep School are not allowed to have alcohol in their possession, and a breach of this will be viewed seriously.

- Pupils in the Prep School are not allowed to bring and items onto the premises which present a danger to themselves or others (physically or morally). This includes: firearms, knives, fireworks, cigarettes, matches, lighters, and pornographic materials.
- Mobile devices, such as phones or mp3 players are not permitted within the Prep School. However, pupils **are** allowed to have such devices for bus journeys to and from school. These devices are collected by class teachers at the start of each day and returned to pupils at the end of the school day.
- Pupils from the Prep School are not permitted to bring bicycles or skateboards into school unless they are participating in an event organised by the Prep School which specifically requests for these items to be brought to school.

Managing Pupil Behaviour

Guidelines to staff for implementation of our Pupil Behaviour Policy

It is the responsibility of every member of staff to ensure that all members of the school community behave in a responsible manner in all lessons and activities, both on and offsite. All staff in our School have high expectations of the children in terms of behaviour to ensure they benefit from the educational opportunities available in order to fulfil their potential. Teaching staff display the schools 'Code of Conduct' within each classroom, which is understood and agreed by the pupils. Staff should make reference to these in order to:

- reinforce our expectations
- encourage appropriate behaviour
- create a positive learning environment

It is important for staff to consistently use positive reinforcement to:

- Increase pupils motivation and self esteem
- Encourage pupils to develop and maintain a positive attitude towards their learning and behaviour.

Rewards and Sanctions

Our aim is to be consistent in the way in which both rewards and sanctions are administered.

Rewards

Praise: Every opportunity should be taken to praise pupils for excellent effort, achievement and behaviour. Everyone feels motivated by encouragement and praise – this can be a quiet word or smile of encouragements, encouraging comments in or on pieces of work, or a public word of praise in front of a group, class or whole school. Giving responsibilities (eg monitor's tasks) encourages a feeling of self-worth and independence.

At Shebbear College Prep School we have a House Point reward system.

Every child in the Prep School is in one of the College **Houses** - Ruddle House, Thorne House or Way House.

Class Teachers and Teaching Assistant in the Prep School reward good behaviour by awarding pupils with house points which are recorded on charts/tables displayed in each class.

At the end of each week each class teacher will also select a pupil or pupils from within their class (who have displayed particularly good behaviour) to receive the **Gold Award** by the Head of the Prep School in a special weekly assembly. This gold sticker also gives the child five team points for the House. At the end of each assembly the House that has accumulated the most House points is announced and at the end of the academic year the team with the highest total of points is awarded **The House Point Shield**.

In addition, weekly awards include a Manners Medal and a BAFTA (Behaviour Award For Thoughtful Actions).

Behaviours that are rewarded in this way include:

- Excellent academic achievement
- Excellent effort/enthusiasm
- General 'all round' hard work
- Improvement in aspects of work
- Good manners
- Acts of kindness
- Thoughtful and helpful behaviour
- Achievements in extra-curricular activity – sport, music, art etc

Teachers of lower KS 2 and KS 1 pupils may also reward positive behaviour with a range of other stickers and incentives.

In the Prep School praise and reward for good behaviour is also demonstrated by

- Pupils taking their work to show the Head of the Prep School
- Children are offered jobs with responsibility and are invited to help in school.
- Presentations and recognition is given in assemblies throughout the week.

School Colours and Certificates of Commendation are able to be awarded for contribution to school life, as well as academic, creative arts, sport and choir.

Sanctions

At Shebbear College Prep School we have high expectations of behaviour and in order to ensure a safe and positive learning environment. Staff are aware that prevention is better than cure and therefore there is always a good level of supervision both inside and outside school buildings.

A verbal admonition may be given as an immediate response to inappropriate behaviour and this is often enough to restore the expected standards – staff develop and maintain a sense of proportion, keeping reprimands on a 'low key' basis, where possible. Staff will deal with the different incidences of inappropriate behaviour on an individual basis employing sensitivity and professional judgement

– a record of incidents of inappropriate behaviours as well as any sanctions given, is kept in the class pastoral record book (record: name, date, nature of offence, action taken, sanctions given).

Examples of sanctions employed could be:

- We expect pupils to listen carefully to instructions in lessons. If they do not do so, they will be gently reminded to do so. If however, they continue to be distracted they may be asked to sit nearer the teacher or to sit away from the cause of distraction.
- We expect pupils to try their best with all aspects of their work. If they fail to do so, a pupil may be asked to redo a task, perhaps during a supervised break time.
- If a pupil is disruptive in class, the teacher will speak to them/ reprimand them to ensure they are aware of their inappropriate behaviour and show a willingness to correct it. If however, the disruption continues, the pupil may be asked to move away from the rest of the group or to leave the room for a short period until they are prepared to work sensibly again within the group.
- A school based community service type task may be imposed for showing disrespect for school property – such as picking up litter, tidying a classroom, collecting up and distributing lost property.
- A lunchtime detention
- A lunchtime/after school Head of Prep's detention.
- A pupil may be placed on a 'Monitoring Card' (usually for 1 or 2 weeks), with specific targets and regular communication with parents.
- Ultimately, a fixed term or permanent exclusion may be required (*please see the Exclusions policy*).

The safety of the pupils is of course paramount in all situations. If a pupil's behaviour endangers the safety of themselves and/or other pupils, the class teacher will be expected to stop the activity and prevent the pupil from taking further part in the session. A 'cooling down' period may be sanctioned and the pupil will only continue with the activity/session when they are made aware of the danger and are prepared to change their behaviour.

Any repeated or continuing unacceptable or disruptive behaviour is recorded by the pupil's class teacher in a class pastoral record book which is viewed each week by the Head of the Prep School, who will then discuss incidents with the class teacher and a future course of action will be decided upon.

Any further occurrence of disruptive behaviour is likely to lead to contact between the school and a pupil's parents where the behaviour can be discussed, with a view to improving the behaviour of the child. The Head of the Prep School may also involve the Pastoral Head or take advice from other local agencies, to assess the needs of pupils who display continuous disruptive behaviour.

Any serious incidents will be brought to the attention of the Head of Prep School immediately. The Head of the Prep School may then decide to contact the pupil's parents to discuss the incident. If a child is brought to the Head of the Prep School as a result of a serious incident on more than one occasion then the pupil's parents **will** be contacted.

Staff in the Prep School, consistently employ a number of other sanctions to enforce school rules and promote positive behaviour.

- A quiet word with a pupil and discussion of a positive way forward
- A reminder to the whole class or group, regarding behaviour.
- A loss of privileges or playtime

In the Prep School, we do not tolerate bullying or anti-social behaviour of any kind. When an act of intimidation takes place, staff will act immediately to stop any further occurrences of such behaviour. The Prep School seeks to ensure that all pupils attend school, free of fear. (*See Anti-Bullying Policy*)

Pupils are expected to do what a member of staff asks them to. If however, a child feels they have been treated unfairly they should be encouraged to seek a member of staff and/or their parents to make a complaint. Their complaint will then be taken seriously and will be investigated.

It should be noted that the Prep and College will take disciplinary action against pupils who are found to have made **malicious accusations against staff**.

The Role of the Head of the Prep School

- It is the responsibility of the Head of the Prep School to ensure the health, safety and welfare of all the pupils in the Prep School and Pre-Prep.
- It is the responsibility of the Head of the Prep School to ensure that the School's Behaviour Policy is implemented in full and consistently throughout the school.
- It is the responsibility of the Head of the Prep School to ensure that the School's Behaviour Policy reviewed and updated where necessary and to report to the College's Head regarding the effectiveness of the policy.
- It is the responsibility of the Head of the Prep School to ensure that written records of reported serious incidents of misbehaviour are made.

The Head, after discussion with the Head of the Prep School, has the responsibility for giving fixed-term suspensions to individual pupils for serious acts of inappropriate behaviour. For repeated or serious acts, the Headmaster may permanently exclude a child. Both of these actions are only taken after the school governors have been notified.

The Role of the Prep School Staff

- It is the responsibility of all staff to ensure school rules and codes of conduct are adhered to by all pupils.
- Staff in the Prep School have high expectations of the pupils in terms of behaviour and will strive to ensure all pupils work to the best of their ability.
- Staff must treat all pupils fairly and enforce codes of conduct consistently. They must treat all members of the school community with respect and understanding.
- Staff should always give pupils the opportunity to explain a situation or interpret an incident for themselves.
- Staff should seek advice and support from the Head of the Prep School if inappropriate behaviour persists.

- The Head of the Prep School will seek advice and support from the College's Head of Pastoral Care regarding continuing inappropriate behaviour or serious incidents.
- The College will liaise with external agencies to meet the needs of some pupils, where it is deemed necessary.
- Through termly written reports and Parent Consultation Meetings the school informs parents regarding a pupil's behaviour. However, parents should not learn about any concerns or difficulties for the first time from a written report or in a termly Consultation Meeting.

Managing Transition

Staff should always be aware of managing a pupil's transition from a new school or into a new year group with reference to the management of behaviour. Specific issues of which staff should be aware are discussed in staff meetings, particularly at the beginning of a new school year. In these cases, issues related to transition should be considered through the idea of 'reasonable adjustment' – what, under the circumstances and with due regard to the pupil's needs/issues could reasonably be expected of that pupil in a given circumstance. Staff should discuss sanctions for these specific pupils with the Head of the Prep School.

Pupils with Special Educational Needs and Disabilities (SEND)

When considering sanctions, as well as reinforcing positive behaviour, staff should be aware of pupils who are on the Learning Support register of pupils with Special Educational Needs and Disabilities. In particular, staff should ensure:

- They are familiar with the register and any updates given as each academic year progresses
- They take action with regard to a pupil as is appropriate with due consideration given to any particular issues or needs identified
- They discuss and agree a suitable course of action having discussed the issue with the Learning Support (ASLAN) staff or Head of the Prep School.
- They make provision for reasonable adjustment during periods of transition or change
- Actions taken and any rationale are duly recorded in the class pastoral record book.

The Role of Parents

The Prep School works collaboratively with parents, so pupils receive consistent messages about how they should behave at home and at school.

We explain our expectations regarding behaviour and codes of conduct to parents through the Prep School Guide, the College website and in newsletters. We expect parents to support these expectations.

We expect parents to support their child's learning. We strive to build a supportive dialogue between school and home and we immediately inform parents of any concerns we may have regarding their child/children's welfare.

If the school has to use reasonable sanctions to address a pupil's inappropriate behaviour, then we hope and expect parents to support these actions.

If a parent has any concerns about the way their child has been treated by staff within the Prep School then we will meet with them to discuss the issue and to reach an agreement about how to proceed. However, if the concern remains, parents are encouraged to speak to the Head and/or the school governor who has a monitoring role concerning behaviour and discipline. If these discussions do not resolve the problem, a formal grievance or appeal process can be implemented.

This policy has been reviewed by the Head of the Prep School and the Prep School staff.

Policy review date: September 2019

Review cycle: annually.

Next review: September 2020