

Edenhurst Preparatory School

Behaviour Policy

The following Policy is intended to outline the School's approach to behaviour and discipline for pupils. It is intended to show the School's expectations of standards of behaviour and discipline of pupils and to show positive incentives to acceptable behaviour and sanctions for inappropriate behaviour.

Through the whole staff, the school aims to implement effective procedures for rewarding pupils for effort, service and achievement as well as disciplining pupils' unacceptable behaviour.

1.0 Aims And Objectives

- 1.1 To encourage a positive environment for teaching and learning.
- 1.2 To encourage self-discipline and engender self-esteem.
- 1.3 To encourage good work, service and behaviour of all pupils by praise and suitable rewards.
- 1.4 To provide clear guidelines to staff on the consistent use of rewards and sanctions.
- 1.5 To provide a system for rewarding pupils' work, service and conduct.
- 1.6 To ensure that parents, pupils and staff are aware of rewards and disciplinary procedures.

2.0 School Values For Pupils

Courtesy

be kind and helpful to pupils, staff, parents and visitors

be quiet and do not run when moving around school

be polite and well-mannered at all times

be aware of the needs and feelings of other people

look people in the eye when speaking or spoken to

Endeavour

arrive on time for all lessons and activities

try as hard as you can in all lessons and activities

complete your homework on time

only speak in lessons when asked to do so by the teacher

try not to give up in adversity on the games field

Honesty

tell the whole truth at all times

tell a teacher if you see something happening which you think is wrong

admit your wrong doing if questioned

hand in any money or possessions which you find

Respect

take pride in our school and look after it; do not drop litter

keep your uniform clean and tidy; tie back long hair

make sure your belongings are labelled with your name

keep your desk or shelf tidy

do not interfere with other peoples' property

School Values are displayed in each classroom.

3.0 Rewards For Good Or Outstanding Work And Behaviour

3.0.1 Each class operates a 'Marble Jar' system whereby the teacher will transfer marbles from the 'Out' Jar to the 'In' jar if the class is behaving well and/or working hard. Once the 'In' jar is full the class is entitled to a treat, which they choose from a list which each class selects at the start of the year.

3.0.2 The School (not Nursery) is divided into 4 Houses: Andrew, Charles, Edward and Philip. Each House has a member of staff in charge and other staff attached. House competitions operate throughout the year.

A merit point system operates for consistent good work, effort, good manners, helpfulness etc. Every 2 weeks, house totals are added, and points awarded as follows:

1st = 10, 2nd = 8, 3rd = 6, 4th = 4.

At the end of each term, the house with the most points gains the Ken Jones Memorial Trophy.

3.0.3 Individual Merit Certificates are given each fortnight to children who gain 8 merit points or more. Teachers exercise uniformity over the awarding of merit points, e.g. for three 'stars' or three 10s or an exceptional piece of work: see Curriculum Policy for more details.

3.0.4 'Kind and Helpful' Merit Certificates are awarded for children identified through the merit system for being especially kind and helpful in that fortnight. The PTA have donated trophies to be presented at Speech Day for the 'Most Kind And Helpful Pupils'.

3.0.5 Headmaster's Commendation Certificates may be awarded for outstanding pieces of work or good behaviour or consistently good work over a period of one term.

3.0.6 Pupils in the Common Entrance Class gaining the most Merit Points each term are awarded Gift Tokens as a prize.

3.1 Opportunities For Responsibility

3.1.1 Pupils are given responsibility posts in class, such as Form Captain, Homework Monitor, Energy Monitor, Cloak Room Monitor etc.

The positions are reassigned regularly, giving all children a chance to take part.

The exercising of these responsibilities is rewarded with Kind and Helpful Merits.

3.1.2 In each class (Prep Forms and C.E.), pupils are trained to become Library Assistants to help Mrs. Turner in the Library and to learn the basics library skills

3.1.3 Pupils in the Common Entrance Class may be promoted to Prefect.

Prefects hold responsibility for looking after younger pupils eg in Wet Breaks or to assist the member of Staff on duty at KS2 & 3 lunch.

3.1.4 In each class (Prep Forms and C.E.) pupils are elected by the classmates to join the School Council

The Council meets once a term to discuss such matters as may arise or be suggested to class reps. Staff may also suggest topics for discussion. The council consists of pupils and is chaired by a pupil chairman. The minutes are recorded by the pupil-secretary. The Deputy Head sits in an advisory capacity.

3.1.5 Senior pupils in each House are given responsibility to organize sports teams and look after younger children in the House.

3.1.6 The school operates a PALS (Playground Advisors and LeaderS) scheme. All pupils CE receive PALS training. The other children can recognize them by the sashes they wear. Two pupils are on duty each break time. The PALS are available for children to talk to if a situation needs resolving. They support and are supported by the teacher on duty.

4.0 Sanctions

Whereas the Policy, in so far as it applies to encouraging good behaviour, is applicable to all children in the School, i.e. including EYFS children in Reception, the guidelines for Sanctions advised herein are not appropriate for these children. Staff who teach EYFS children in Reception will take guidance from Mrs. E Hodgkinson as to appropriate sanctions, for example children may have to miss a playtime outside if they have displayed bad behaviour.

4.1 Conduct Slips. Teachers have these slips available to them on which they may note any unacceptable behaviour by a child. Once completed, the slip would be forwarded to the Form Teacher via the staff pigeon-hole system. The Form Teacher would then review any slips with the child concerned and, depending on the number of incidents may decide to award a DeMerit.

- 4.2 DeMerits are given for bad behaviour and lack of effort in work. Staff should enter the name on the notice in the staff room and also write the DeMerit in the child's Homework Diary, so that parents are kept informed.
- 4.2.1 DeMerits are classified into two groups: Red for major offences; Yellow for more minor offences
- 4.2.2 Three Yellows lead to an after school detention. The Deputy Head writes to parents to inform them of the nature of the offences and to suggest a time and date for the detention.
- 4.2.3 Yellow DeMerits accumulate throughout the term.
- 4.2.4 The punishment for a Yellow DeMerit is one lunchtime Detention and the DeMerit written in the Homework Diary and on the next Report to parents. Pupils must report to the Headmaster for an interview to discuss the DeMerit.
- 4.2.5 A Red DeMerit will incur three lunchtime Detentions as well as an After School Detention.
- 4.2.6 DeMerits may be given for consistently poor effort in class or missing Homework.
- 4.2.7 In many cases staff will be required to use their professional judgement to decide on the level of DeMerit appropriate, but if in doubt, please consult a member of the Senior Management Team; Head, Deputy. Senior Master, Head of KS1

4.2.8 Allowances should be made for pupils with special educational needs or disabilities. For example, autistic, dyslexic or gifted pupils may show behavioural traits which do not always conform to expectations. Training is given to staff, where possible by external agencies, to give greater insight into the difficulties encountered by such children, and to suggest appropriate methods of moderating their behaviour if necessary: normal sanctions may not be appropriate or effective.

- 4.2.9 Four Red DeMerits in a school year indicates that the pupil is generally not conforming to the School's Ethos and will result in further action.
- 4.2.10 The School does not use Corporal Punishment on any pupil in School or any EYFS child in Reception.

<p>Red DeMerits</p> <p><i>An accumulation of four Red DeMerits in one school year indicates a continuing serious problem and will result in further action being taken by the school.</i></p>	<p>Persistent name calling designed to hurt</p> <p>Persistent physical contact designed to hurt</p> <p>Persistent exclusion designed to hurt</p> <p>Extreme rudeness to an adult</p> <p>Swearing</p> <p>Stealing</p> <p>Extortion</p> <p>Deliberate damage to property</p> <p>Serious breach of routine guidelines</p>
<p>Yellow DeMerits</p> <p><i>(3 Yellows = 1 Red, cumulative through the term)</i></p> <p><i>* usually following a warning</i></p>	<p>Forgetting kit *</p> <p>No Homework *</p> <p>Homework Diary not completed properly *</p> <p>Disrupting a lesson *</p> <p>Rudeness</p> <p>Unkind comments to another pupil</p>

	Physical hurt - hitting, kicking, wrestling etc. Dishonesty Unsafe behaviour Breach of routine guidelines
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4.3 Exclusions

4.3.1 The Head may in his discretion require parents to remove or may suspend or, in serious or persistent cases, expel a child from the School if he considers that the child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of the child or other children.

5.0 Procedures For Staff

The Behaviour Coordinator is Mrs. Christine Long.

All staff should be familiar with the following guidelines:

5.1 Break Times – expected behaviour of children

See the separate Supervision Policy for full details of Staff responsibilities at Break Times

Only children whose turn it is should be on the play area. This includes the whole of the rubberised surface. The rota is in the music cabin window.

Children should not play on the grassy area, or behind, the music cabins

Physical games which involve the pulling or tugging of clothing should be prevented.

Children should not leave the playground without permission

Please ensure that toys are used sensibly. If in doubt, prohibit use and if necessary, confiscate, make a written note and return *to parents* at the end of the day.

No snowballing. The reasons for this rule will be explained in the event of snowfall.

If a child needs a coat or music at lunchtime it should be left in the changing rooms or hall.
No one should return to the buildings after lunch.

At the end of break, children stand still and line up one form at a time, under the direction of staff on duty.

5.2. Uniform and Equipment

Pupils must comply with school uniform guidelines.

Braided hair is not permitted. Hair bands, ribbons and scrunchies should preferably be either black or school colours.

Children should be responsible for the own equipment which should all be named.

The pay phone may be used to ask for forgotten kit.

Unless a child travels by bus, taxi or walks to school, **mobile phones** are forbidden. Any that are in school must be turned off and kept in the school Office.

Games kit, in standard issue P.E. bags and large bags or cases should be stored in the cloakrooms or changing room.

No money should be brought to school, unless for a charity collection, buying fruit at break time or for pocket money on trip. No cans or glass bottles should be brought to school.

Chewing gum and bubble gum are forbidden.

Radios, MP3 players, game boys, and other expensive toys should not be brought to school.

Dangerous items such as knives, matches and fireworks should not be brought to school.

Policy Reviewed December 2011

Next Review September 2012