

BEHAVIOUR AND DISCIPLINE POLICY Including EYFS

We aim to encourage and develop the pupil's responsibility for their own actions. They are expected to be well mannered and courteous to all members of the school community and any visitors. The school's beliefs and values are constantly reiterated.

We ensure that pupils are aware of the school rules. We train the children to know what is expected of them and why. We encourage children by using positive strategies and a reward system. We feel it is essential that children are aware of the consequences of any misbehaviour. At all stages of the Preparatory School, children are encouraged and given opportunities to talk to adults. Staff deal with the children in a positive and consistent manner. We aim to help develop the children's understanding of behaviour and discipline through PHSE lessons and assemblies. Staff should remember that they are acting as role models; their behaviour sets the standards we expect.

Strategies used for developing good behaviour

- 1 We aim to develop each individual child's self-esteem. It is important that every child feels valued and that he/she is encouraged to recognise and be proud of their personal achievements and strengths.
- 2 Any incidents of bullying are dealt with as soon as they arise (please see Anti-Bullying policy). As part of our Anti-Bullying policy we do all we can to reinforce and praise friendly and helpful behaviour.
- 3 Other positive strategies often used at the Preparatory School are:
 - Community Awards
 - Verbal/written praise
 - Target setting
 - Class discussions
 - Home/School link books
 - House point system
 - Stickers
 - Certificates
 - Prizes
 - Trophies
 - Counselling
 - Commendations

The Reward System

Our Friday Assembly is an occasion when praiseworthy achievement, in or out of school hours, and excellent behaviour can be publicly acknowledged.

At Friday's Assembly a **Community Award** is given out to a child in each year group for kind or courteous behaviour.

House Points are awarded for outstanding work or behaviour.

Headteacher's Commendations are awarded for outstanding work.

Termly **progress prizes** are awarded for each class and we have a prize-giving service at the end of each academic year for Years Reception to Year 6.

Certificates and trophies are presented at the annual Sports' Days and Swimming Galas. Children are able to gain points for their houses at both of these events, as well as the cultural activities such as the Spoken English Competition.

In addition, individual class teachers may well have their own systems of rewards.

Sanctions

Punishments should encourage the pupils to reflect on their behaviour. Plymouth College does not use any form of corporal punishment.

Staff concerns over the behaviour of a particular pupil should be raised at the Monday morning briefing, year group progress meetings or brought to the attention of the SMT. Usually behaviour can be modified by gentle persuasion and teamwork by teachers.

Inevitably there will be occasions when rules have been broken and sanctions will be required. Poor behaviour, or sub standard work may be dealt with in the following ways:

- 1 A verbal warning will be given in class.
- 2 Removal within the base, e.g. time out from the set task but within the designated area.
- 3 A detention during a break time may be set. This could be to complete work, repeat class work or homework, or to write a letter of apology. This session should be supervised by the teacher who set the sanction and the form teacher should be informed. If a pupil fails to produce work twice in a row then the SMT should be notified.
- 4 Removal beyond the base. This is when a child is sent to another adult away from the classroom. Children may be sent to the Deputy Head, the Head of Infants or the Headmaster. A teacher should fill in a Behaviour Modification Form and tick either box 1 or box 2. Box 1 indicates that the child will complete the work under the supervision of the Receptionist and be dealt with by the class teacher at a suitable time e.g. morning break. Box 2 indicates that the teacher would like a member of the SMT to deal with the incident immediately. Teachers should make sure that the pupil is sent to Reception to hand in the behaviour modification form and be supervised whilst waiting to see a member of the SMT. The aim of this procedure is to allow the teacher to deal with a disruptive influence with as little fuss as possible.

- 5 It is important that if a child is punished for behaviour or work the form teacher is informed and the punishment book filled in.
- 6 Should misdemeanours continue, then parents could be contacted by the Deputy Head or Headmaster. A meeting with parents could be requested to agree a way forward. In extreme cases a child could be suspended from school for a period of time, or in the worst scenario, requested to leave the school. Please see Exclusions Policy and Anti-Bullying Policy.
- 7 At all times staff should remember the guidelines in the school safeguarding policy. In particular they should bear in mind the following points:
'Children and young people have a right to be treated with respect and dignity.'
(Guidance for Safe Working Practice for Adults Working with Children and Young People)

Physical contact should only be used if the child is endangering him/herself or someone else. It should be used only if all else has failed. Please see the Intimate Care, Physical Intervention & Positive Handling policy for more details about physical handling.

C D M Gatherer
Headmaster
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