



THE PERSE
PELICAN SCHOOL
CAMBRIDGE

POLICY ON BEHAVIOUR AND DISCIPLINE

This policy applies equally to EYFS and Key Stage One.

INTRODUCTION

This document is intended to set out the standards to promote good behaviour amongst pupils and to set out the sanctions to be adopted in the event of pupil's misbehaviour. We appreciate that our pupils mature at different rates and that our expectations must be tempered by our appreciation of their individual maturity.

POLICY AIMS

1. To enable the Head to carry out her responsibilities of promoting good behaviour, maintaining order and good discipline in the School and setting a range of appropriate sanctions to be adopted in the event of pupil misbehaviour.
2. To ensure, so far as possible, that every pupil in this School is able to benefit from and make his/her full contribution to the life of the School, consistent always with the needs of the school community.
3. To authorise the School Rules (including Uniform regulations) and any procedures necessary for implementing them.

FUNDAMENTAL PRINCIPLES – The Code of 'Pelican Behaviour'

4. Pupils of The Perse Pelican School are expected to show CONSIDERATION at all times. They must abide by their class Golden Rules and adhere to the code of behaviour which is known as 'Pelican Behaviour' which states that:

'we believe that everyone has the right to feel comfortable at school. To this end we promote the following code of conduct:

Pupils should

- try to ensure that their behaviour does nothing to hurt or upset another pupil
- respect each other's views
- respond to school discipline without question
- refrain from damaging property
- tell the truth'

Specifically pupils should try to:

- do their best to act with honesty and integrity and to treat all members of the school community and the public with respect, courtesy and kindness.
 - Contribute to the high quality of learning by ensuring that they:
 - arrive calmly and punctually for each lesson
 - listen carefully and use their time in class appropriately and effectively
 - do not disturb teaching, or the learning of others
 - complete any homework to be undertaken
 - Behave calmly and sensibly when moving around the school.
 - Take care of the school environment, ensuring that everybody's property is respected and safeguarded.
 - Take pride in their appearance, wearing uniform correctly and smartly.
5. Parents will be expected to read this policy and discuss the class Golden Rules and School code of 'Pelican Behaviour' with their children from time to time. The class Golden Rules and School code of 'Pelican Behaviour' will be reinforced periodically at assemblies and at other times. Pupils are expected to know about and understand 'Pelican Behaviour' as well as the Golden Rules which may be amended from time to time. The Head of EYFS children and the Deputy Head are responsible for day to day behaviour management issues and the Head is in overall charge. They provide guidance to other staff and can access expert advice if ordinary methods are ineffective with a particular child.

SCHOOL RULES

6. 'Pelican Behaviour' and the Golden Rules (as well as Uniform Regulations) shall be set by the Head. They are necessary:
- for the safety and well-being of everyone at the School
 - for the reputation of the school community as a whole
 - for the protection of school property and the wider environment
7. The School Rules apply to all age groups and at all times when the pupil is:
- at school, representing the School or wearing school uniform
 - travelling to and from school
 - associated with the School in any way

Details of the School's procedures to prevent bullying are set out in the Anti-Bullying Policy.

The Governors and the Head intend that the School Rules and the sanctions provided in them shall also be capable of regulating the conduct of the pupils when they are away from school premises, for example at weekends, half term and in the holidays, if in the opinion of the School, the conduct concerned impacts or may impact upon the pupil's conduct at school, the reputation of the School or where the conduct in question affects the welfare of a member or members of the School community.

REWARDS

8. The School understands that rewards can be more effective than punishment in motivating pupils. The School is committed to promoting and rewarding good behaviour, and may do so in some of the following ways:

8.1. **Sharing Information:** The class teacher has the current and overall view of each pupil's work and is able to provide appropriate guidance, encouragement and support. Class teachers are in close contact with the Support Teachers and Teaching Assistants who will pass on any information about the pupil's attainment, progress, behaviour and attitude to learning, both in and outside the classroom. Time is allocated in each staff meeting for particular information about any pupil which needs sharing with the whole of staff. .

8.2. **Recognition of Good Work**

Pelican staff who wish to commend pupils for work of a high quality or for significant improvement can:

- Make an appropriate comment to parents on the end of term report or in incidental parent/teacher meetings
- Send a pupil to show their work to another class, member of staff or the Head for their appreciation and congratulations
- Make appropriate comments and add a special award (sticker, star or smiley face) on the pupil's work
- Award house points
- Award a special sticker for excellent behaviour/friendship/listening which involves a visit to the Head for her congratulations

BREACHES OF SCHOOL DISCIPLINE

9. The following sanctions are used within the School:

- Discussion with the pupil for the reason for the misdemeanour.
- Apology from the pupil to the person(s) involved

- Agreement with the pupil of strategies for the avoidance of future misdemeanours
- In the case of repeated breaches of discipline the pupil will be referred to the Head who will work with the pupil and class teacher to improve the situation.
- For escalating breaches of discipline, the pupil's parents will be informed and may be asked to discuss the matter with the Head and class teacher

Other Sanctions

The Head authorises staff to use other sanctions as comply with good education practice and tend to promote observance of the class Golden and School code of 'Pelican Behaviour'. Staff are encouraged **to be creative with sanctions** that they set, provided, of course, that these are not humiliating, inappropriate or disproportionate. For example: creating a mess in the classroom might lead to tidying up before playing; disrupting a lesson might lead to helping the teacher prepare the next lesson.

The Head may further prescribe and authorise the use of other sanctions as comply with good education practice and tend to promote observance of the class Golden Rules and School code of 'Pelican Behaviour'.

SERIOUS BREACHES OF SCHOOL DISCIPLINE

10. The Governors have authorised the following sanctions.

10.1. Expulsion

A pupil is liable to *expulsion* for a grave breach of school discipline, for example, persistent disregard for the Golden Rules and 'Pelican Behaviour' or some wilful act calculated to cause serious damage to the school, its community or any of its members. Upon expulsion, the pupil's name will be expunged from the roll of the School and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the term of expulsion shall be payable.

The Head is required to act fairly and in accordance with the principles of natural justice and not to expel a pupil other than in grave circumstances.

10.2. Requirement to Leave

For a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the pupil cannot expect to remain a member of the school community, the pupil may be *required to leave* permanently. Subject to payment of all outstanding fees the pupil will be given reasonable assistance in making a fresh start at another school.

10.3. Suspension

A pupil may be placed under suspension for up to five school days while a complaint is investigated and/or for longer as a sanction in its own right.

These sanctions will form part of the pupil's permanent disciplinary record.

Other Sanctions

The Head may prescribe and authorise the use of such other sanctions as comply with good education practice and promote observance of this policy and compliance with the School Rules.

Corporal punishment and Use of Restraint

Staff or any person living or working on the premises must not give corporal punishment to any child. They must not threaten to use corporal punishment or any form of punishment which could have an adverse impact on the child's well-being. They should ensure that no one on the premises uses corporal punishment either.

Any use of restraint by staff will be reasonable, proportionate and lawful. Restraint will be used only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence
- Injuring themselves or others
- Causing damage to property, including their own
- Engaging in any behaviour prejudicial to good order and discipline a the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Where restraint is used by staff, this is recorded in writing and parents are informed about it on the same day.

RECORDS

11. Administration of major punishments are recorded in the Record of Sanctions for Serious Disciplinary Offences book with the name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment. The book is kept in the Head's office. The information will be held in accordance with the School's Data Protection Policy.

GOVERNORS' REVIEW

12. A pupil or his/her parents are entitled to ask for a Governors' Review of a decision to expel or to require the pupil to leave for disciplinary reasons or where a decision has been made to suspend a pupil for more than 11 school days. The form of application for a review and the review procedures are set out in the Review Procedure which can be supplied to parents on request.
13. There will be no right to a Governors' Review of other sanctions but a parent who feels aggrieved may express their concerns to the member of staff who imposed the sanction, or to the Head.

14. A parent or pupil who remains dissatisfied with the response to a concern raised may request a copy of the School Policy and Procedure on the Handling of Concerns and Complaints.

Penny Oates on behalf of the Governors

June 2010

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