



POLICY ON BEHAVIOUR AND DISCIPLINE

INTRODUCTION

This document is intended to set out the standards to promote good behaviour amongst pupils and set out the sanctions to be adopted in the event of pupils' 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 his 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 full contribution to the life of the School, consistent always with the needs of the school community.
3. To authorise the School Rules (including bounds and uniform regulations) and any procedures necessary for implementing them.

FUNDAMENTAL PRINCIPLES – The Perse Preparatory Code of Conduct

Pupils of The Perse Preparatory School are expected to act with **RESPONSIBILITY** and show **CONSIDERATION** at all times and

Specifically 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, punctually and correctly equipped for each lesson;
 - listen carefully and use their time in class appropriately and effectively;
 - do not disturb teaching, or the learning of others;
 - write down any homework to be undertaken, complete it and hand it in on time.

- Take responsibility for their own safety and that of others. Behave calmly and sensibly when moving round school, when waiting for lessons and when not directly supervised.
 - 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.
4. Parents will be expected to read this policy, the School Rules and the Code of Conduct with their children from time to time. This policy, the School Rules and the Code of Conduct will be reinforced periodically at assemblies and at other times. Pupils are expected to know and understand the School Rules, which may be amended from time to time. The Deputy Head is 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

5. The School Rules (including associated Bounds and Uniform Regulations) shall be set by the Head. The School Rules 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.
6. 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.

7. The Governors and the Head intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of 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 of 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. Award of House Points:

The award of a House Point is left to the judgement of the individual member of staff . However they are usually given for:

- Good work in all areas of the curriculum
- A positive approach to organisation
- Achievements in extra-curricular areas of School life
- A pleasing attitude
- Helpful behaviour inside and outside the classroom
- Kind actions

8.2. Smiley Faces

In Year 3, Form Teachers operate a system of “Smiley Faces” which are used to reward more modest achievements on a regular basis. 3 Smiley Faces earn one House Point.

8.3. Head’s Commendation

A Head’s commendation is used to recognise outstanding behaviour, effort or contribution to the School

8.4. Prizes

At the end of each term, Service and Form Prizes are awarded to pupils who have consistently shown an excellent level of commitment and effort. Library prizes are also awarded for helpful contributions to the School library.

BREACHES OF SCHOOL DISCIPLINE

9. The following sanctions are used within the School:

- A sincere apology, either verbal or written (or other tasks as appropriate).
- Giving of Minus Points - formal sanctions which are recorded separately in the pupil’s form room, They are given for:

- poor attitude in relation to academic work and;
- unacceptable behaviour.
- Detention: held after School from 3.45pm to 4.45pm and supervised by a member of staff. Detention is a sanction used if a pupil receives 3 minus points in either of the above categories Staff must ensure that the state clearly to a pupil that a detention is being given and the reason. Parents are informed of the nature for the detention and the member of staff setting the detention.

Other Sanctions

The Head authorises staff to use other sanctions as comply with good education practice and tend to promote observance of the School Rules and the Perse Preparatory Code of Conduct..On occasions where giving of minus points or detention is not the most effective way of dealing with certain behaviour or incidents. In these instances, staff discuss with relevant members of staff (Form Teacher, the Head of Pastoral Care, Deputy Head and/or Head) to devise **creative sanctions** appropriate to the individual case.

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 School Rules and Perse Preparatory Code of Conduct.

SERIOUS BREACHES OF SCHOOL DISCIPLINE

10. The Governors have authorised the following sanctions.

Expulsion

A pupil is liable to *expulsion* for a grave breach of school discipline, for example, a wilful act calculated to cause serious damage to the school, its community or any of its members. Formal expulsion implies that 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.

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.

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 but details of detentions will not be passed on in references and communications with other institutions unless requested by those institutions or deemed appropriate by the Head.

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 at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Any occasion where physical intervention is used is recorded in writing and parents are informed about it on the same day.

11. Records

11.1 Administration of major punishments are recorded in the Detentions and Serious Disciplinary Offences file with the date of the punishment,

name of the pupil concerned, the reason for the punishment, and the name of the person administering the punishment.

GOVERNORS' REVIEW

12. The pupil and 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 pupil or his parent who feels aggrieved may ask his Form Teacher to take up his concerns with the member of staff who imposed the sanction.
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.

Gareth Jones on behalf of the Governors

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