

Behaviour Management and Discipline Policy

Written By	Deputy Head, Pastoral; Director of Co-Curricular
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NMS	12

This policy is applicable to all pupils, including those in EYFS.

Code of Behaviour Philosophy

The aim of our Behaviour Policy is to create an environment where pupils may work purposefully, feel secure, happy and confident and where relationships between Staff and pupils and between the pupils themselves are based on mutual respect and tolerance. The Code of Behaviour is promoted around the school via the clear display of the 6 Core Values, through the Personal Development Scheme of Work and in the Anti-Bullying Policy. It is also compliant with the Equality and Diversity statement, ensuring that staff behave in accordance with the Equality Act 2010, which states that children should not be discriminated against, specifically but not exclusively on the grounds of special educational needs or disabilities. In these instances, reasonable adjustments must be made.

Positive Behaviour Ethos

We believe that everyone in our community must be encouraged to work together positively. We are committed to developing a positive climate which places learning as the number one priority and realizes that we do need to teach good behaviour and respect for one another. This includes having regard to our Anti-Bullying Policy.

We believe that a strong ethos of achievement and good behaviour comes from us all working together within a clear framework. Every member of Staff has a responsibility to uphold the procedures outlined in this policy. We expect our teachers to take ownership of their own professional development; to be modern in their thinking and to keep abreast of educational practice. We seek to create a collaborative and dynamic environment where the staff are a team striving to provide the best holistic education for each child and through positive management of behaviour and high expectations in all areas of their school life, aim to ensure a child reaches their potential.

Staff/Adult Attitude and Approach

We recognise that behaviour management is part of our professional duty. Staff at Sherborne Prep are expected to adhere to high professional standards at all times. These expectations are clearly laid out in the Staff Code of Conduct. We must be careful to ensure that our stated practices and policies are adhered to. We should not ignore opportunities to praise or reward children, nor should we ignore situations where children need to be spoken to for negative behaviour. Where appropriate, contact with children over a disciplinary matter should be followed up and recorded on iSAMS. Children should know who is on duty. Duty staff are listed on the board inside the school office.

Be positive. Avoid “don’t” or phrases like “do it because I say so”. This teaches a child nothing. Be prepared to explain. Avoid confrontations, loss of temper, or any form of physical or verbal intimidation. Give children a chance. They (we!) all make mistakes, sometimes by accident, without being able to help it, and sometimes deliberately. Children must always know that there is a ‘way out’ and a way in which they can redeem themselves. We encourage a culture of forgiveness. When on duty, know what is happening. Communicate with the children. Be interested in what they say and do. ‘Be there’ for the children. Be prepared to ask prefects to help. Give them a greater sense of responsibility and worth. When a child is in need of reprimand or sanction they should be fully involved in the process. Children should be asked to account for their actions (recognition of fault) and share in discussions about appropriate sanctions or ways forward so that they recognise the need for making amends. In this way they will learn from their mistakes and will not be resentful or feel unjustly treated.

CLASSROOM MANAGEMENT

It is our statutory duty as teachers to discipline and educate pupils whose behaviour is unacceptable, who break the school rules or who fail to follow reasonable instruction. We must each primarily be responsible for behaviour in the classroom. This must be based on a mutual recognition, between teacher and pupils, as to what the expectations are within a lesson. Good behaviour within the classroom is dependent on developing good communication and relationships with pupils.

BEHAVIOUR STRATEGIES

If unacceptable behaviour occurs, members of staff will:

- Challenge the behaviour.
- Explain to the child what they find unacceptable and why.
- Explain how they could have behaved differently and model what they could have said or how they could have acted.
- Try to find out / understand why the child is acting as they are.
- If poor behaviour continues, is repeated or is deemed to be serious the teacher must decide which sanction or further intervention is required as per the guidance below.

** The same expectations around high standards of behaviour exist in the Boarding House and work alongside boarding specific policies.

Further appropriate intervention or sanctions should follow on from on-going breaches of discipline or serious transgressions. Whilst our behaviour policy is based upon positive reward and mutual respect there are times when sanctions may be appropriate. It is of utmost importance that the teacher attempts to understand the child’s behaviour and that proceedings are adjusted within reason for pupils with Special Educational Needs or Disability.

- Any sanction given should help pupils to adjust their behaviour through making positive and correct choices in the future.
- All sanctions must be fair, reasonable, and proportionate and not in breach of any legislation such disability, SEN and race.

TEACHING GOOD BEHAVIOUR

Sherborne Prep seeks to provide a safe, secure and supportive environment where students can learn and teachers can teach. There is a direct link between the way that young people learn and their behaviour. It is the job of staff at all levels to help and encourage pupils' understanding of socially acceptable and unacceptable behaviour.

To model this staff will:

- Model exemplary behaviour.
- Treat all children and adults with respect.
- Speak politely to each other.
- Build pupil confidence and self-esteem through positive reinforcement.
- Avoid using critical or sarcastic language.
- Recognise student effort and achievements on a regular basis and celebrate success.
- Keep parents informed about success, efforts and achievements.
- Challenge unacceptable behaviour.
- Work in partnership with parents through regular contact to help improve behaviour.

The Dragon Values provide the framework underpinning our behavioural approach.

The Six Values:

Kindness, perseverance, awareness, independence, honesty, generosity

This framework helps:

- pupils make better choices
- keep the focus on learning
- make pupils aware of their place within the School community
- give a sense of fairness to both praise and correction
- pupils take responsibility for their own behaviour and learning
- create a consistent and predictable framework
- adults to share a common theme and common language
- pupils know where they stand
- pupils feel safe
- support our Anti-Bullying Policy

Rights of the school community

All members of the School have the following rights:

- to come to School free from fear of bullying (physical violence, threats, intimidation, name-calling - especially racist and sexist name-calling, ridicule, unkindness);
- to be treated with fairness, courtesy and politeness;
- to be listened to and taken seriously;
- to operate within a calm atmosphere.

Teachers and Classroom Assistants have the following rights (in relation to pupils):

- to have all reasonable instructions obeyed without question;
- to be told the truth (for example, when investigating incidents of unacceptable behaviour);
- to expect that work set will be done and handed in on time.

Pupils have the following rights (in relation to teachers):

- to be taught and set work which is appropriate to their ability and as challenging and interesting as possible;
- to have their work marked and assessed frequently and to be offered constructive criticism and, whenever possible, the chance to discuss it.

Responsibilities of the school community

All members of the School have the following responsibilities:

- to treat other members of the School with fairness, courtesy and politeness;
- to listen to others sympathetically;
- not to lie or deliberately mislead;
- to assist in the maintenance of a calm atmosphere;
- to ensure that no bullying incident is ignored;
- to assist each other in the maintenance of proper behavioural standards (pupil support systems, such as the 'buddy' system for new children).

Teachers (and, where appropriate, classroom assistants) have the following responsibilities (in relation to pupils):

- to plan lessons in which pupils are taught and set work which is appropriate for them and is as interesting and challenging as possible;
- to provide (as far as possible within the constraints of the budget) appropriate books, equipment and facilities of good quality;
- to begin and end lessons punctually;
- to manage their lessons so that pupils are not prevented from working by poor organisation, bad behaviour or unnecessary noise;
- to mark and assess pupils' work frequently, offering them constructive criticism and, whenever possible, opportunities for discussing it;
- to promote the School's behaviour policy at all times, not just in their own lessons;
- to ensure that pupils' parents (and other agencies as appropriate) are communicated with as required;
- to ensure that the pupils' transition in and out of the school is as effective as possible.

Pupils have the following responsibilities (in relation to teachers):

- to arrive at lessons punctually with the right books and equipment, and to leave promptly when asked to do so;
- to obey all instructions without question or answering back (if a pupil genuinely believes an instruction is unreasonable, s/he should obey it anyway. Later, s/he should discuss the matter with the teacher who gave the instruction or with another teacher, and then, if necessary, with the Deputy Head Pastoral, Deputy Headmaster, Director of Operations or Headmaster;
- to complete the work set and hand it in on time (if a pupil has genuine problems about completing a piece of work, s/he should discuss this with the teacher as soon as possible - not wait until it is due to be handed in);
- to behave in and around the School in such a way as to maintain the calm atmosphere and to ensure the safety of others. For example, not running or shouting indoors.

What we ask of our children:

- To respect other people and their property
- To do as requested, by all members of staff
- To be well-mannered and helpful at all times
- To always work hard and try to do their best
- To not hurt other people, in any way
- These rules support the school's Anti-Bullying Policy and are displayed in Prep Diaries

During any lockdown and during the initial return to school children are supported to:

- Keep Well
- Keep active
- Keep healthy - eat well and stay hydrated
- Wash your hands regularly
- Stay safe and stay at home
- Look after your family - be kind
- Enjoy your relaxation time
- Take on this new challenge and enjoy it
- Keep connected and ask for help if needed
- Be kind and helpful Work Hard
- Try and work to a routine
- Be organised and ready to work hard
- Have a positive approach to this school work
- Sit on a chair at a table if you can
- Read or listen to instructions very carefully
- If you have tried hard, don't worry if you haven't finished
- Read for enjoyment
- Take breaks away from the screen
- Look at your Calendars on Teams
- Join form times and talk with teachers when you can - Form time is every day

Early Years Foundation stage and Pre-Prep

Our children are continually praised for and encouraged with their efforts. Stars, stickers, written comments are added to particularly pleasing or improved work. Outstanding work or achievement may be celebrated in our golden assembly. When work is extremely well-done, children should be encouraged to take the work to show the Head of Pre-Prep.

As well as earning house points, the children look forward to Golden Time each week for upholding our school values - at times children make poor choices and for this they will have minutes removed from their golden time, or from their playtime if a more immediate response is required.

Corporal punishment of any kind is not allowed. If a punishment is required, it should be logical and appropriate to the child concerned and of short duration. Children must be allowed to discuss what actually occurred.

If a problem has occurred in the classroom, a young child may not be sent out as a punishment to wait unsupervised in the corridor. In the very rare circumstance that removal from the classroom is warranted, the child should be accompanied to another classroom and handed over into the care of the teacher there.

If unacceptable behaviour has occurred outside, the child may be required to sit on a bench, or if more serious to remain in the library and miss part of outdoor play. At no point should a child be left unsupervised.

The Head of Pre-Prep should always be told if a child's behaviour continues to be a concern. If that case arises, parents of the child must be informed and asked to meet with the staff to determine the cause and to discuss options.

REWARD AND SANCTION SYSTEM

A Graduated Response to Behaviour

Staff should use their professional judgement to select the best way to proceed in any situation and may choose to escalate to a higher level of the process below should there be serious or dangerous breaches in discipline. Advice can always be sought at any point in time from Head of Departments, Form Tutors and members of the Senior Leadership Group. Effective communication is key to ensuring that all staff and pupils are well supported.

Staff at the school will never use or threaten corporal punishment.

The purpose of this system is to correct and improve behaviour, i.e. it is essentially educational, not punitive in nature. The system should not be used in isolation; indeed, the best means of solving problems should be through all members of staff accepting their responsibility to respond promptly and directly with the pupils themselves. It is important that the process below is not therefore, used as the first mechanism, but the last, i.e. it should not be seen as a way for teachers to pass on management and control problems they should deal with themselves in the first instance. The system is used to establish the link between the child's action and the reaction that can ensue if the behaviour is not deemed appropriate.

Consistency and Equity

It is crucial that a measure of consistency is achieved in the use of this system. Teachers over-using or under-using the system will make it unfair.

Responsibility

The Senior Team have overall responsibility for the disciplinary system and work with colleagues so that special circumstances regarding any individual child are handled sensitively and in a supportive manner. However it is the responsibility of every member of staff to uphold the rewards and sanctions protocol in the school. Form teachers and Tutors must sign diaries and monitor the system carefully to check that the system is being implemented fairly and consistently. If it is not, the Deputy Heads' attention will be drawn to the matter.

REWARDS: HOUSEPOINTS

House points are awarded to children in years R-8 who display the Dragon Values and go above and beyond to be positive and supportive citizens of the school within their lessons and learning and during the school day.

Dragon Values

- Kindness, being thoughtful and caring
- Perseverance, showing determination and endeavour
- Awareness, having a helpful attitude and good manners; seeing the bigger picture
- Generosity and consideration for others
- Honesty and commendable behaviour
- Independence and commitment



In years R-5 children record their rewards centrally in the classroom through a chart. When a child receives 20 house points the form tutor adds this to iSAMS and the child receives a certificate – House Point Award. Over the year these are accumulative:

20 HP – bronze

40 HP – silver

60 HP – gold

80 HP – platinum (badge for blazers)

Each year the children will start again on zero although an internal log will be kept so any outstanding achievers may, if appropriate receive a special commendation

In years 6-8 children record their rewards in their prep diaries for form tutors to add to the system when the above amount is reached.

Form Tutor expectations:

To add information to the system when the child reaches a milestone and to communicate this with parents

Subject teacher expectations:

To reward on average between 5 and 10 House Points a week

All teacher expectations:

To reward at least 5 HPs a week to celebrate Dragon Values and to add to system so parents receive notification

Examples of ways to earn House Points for Dragon Values

Kindness - mentioning the achievements of others; offering to let someone borrow something; giving up a chair for the last person to enter; volunteering, being sympathetic, supporting a peer in the classroom

Perseverance - Working out how to overcome obstacles, standing up for the truth; setting high goals; asking for help; facing troubles with determination and grace without taking shortcuts; dedication to improving work.

Awareness - Showing empathy and kind-heartedness, trying to learn about others; trying to improve something for the benefit of all; supporting others in their learning.

Generosity - Giving without expecting anything back; sharing freely; making things easier for others.

Honesty - Speaking out; accepting the consequences of personal actions; admitting wrongdoing.

Independence - Remembering equipment and kit; be proactive and be helpful without being asked; working in the classroom to achieve to their potential.

SANCTIONS:

All staff at Sherborne Prep are responsible for supporting the children in upholding the key values. Teachers should take ownership of behaviour within their classroom and a consistently high expectation should be set by all teachers based on mutual respect, punctuality and a good work ethic. Children are encouraged to be curious and interested learners. During down time in school children are expected to maintain the school values and any member of staff that witnesses an issue is responsible for initially dealing with the situation. If it is a serious infraction a senior member of the team should be informed as soon as possible and manage the incident. It is every member of staff's responsibility to log an incident that they have dealt with on to iSAMS including the details of the incident and what the staff member did to resolve it.

There are 4 steps of escalation that should be followed when there is a behaviour incident.

1. In the first instance of negative behaviour or in attitude the member of staff working with the child will discipline by a reduction of freedom during a break time. If the member of staff is unable to administer the sanction, a member of staff on duty will have the child with them during the break time. Study or lesson time must not be impacted. This will be logged on the pastoral iSAMS register under 'behaviour'.
2. If there is a repetition of negative behaviour or a more serious infraction occurs the child will be placed in to a detention. Detentions are held during a lunch break during the week and are overseen by the Deputy Heads. Appropriate rooms will be used and children will not mix bubbles for these detentions. A log of detentions is kept and if a child receives 3 in a term the child may move on to step 3. If a child has received two detentions the Form Tutor will contact the parents to talk through concerns.
3. For infractions that are deemed of greater severity or if the child has received three formal detentions, the child will be isolated on a Saturday morning in the Deputy Head Academic's office. Parents will be contacted by one of the Deputy Heads prior to the isolation.
4. For serious incidents, where a fixed exclusion is appropriate, the Headmaster will contact the parents.

Form tutors should be in regular contact with parents – it is vital that parents are aware of how their child is behaving in school. There should not be an incident past stage two that is not communicated to the parents. The form tutor is the initial port of call and will be followed up by one of the Deputy Heads or the Head of Co-Curricular and Operations.

Covid-19

During the period of initially reopening the children and staff must adhere to the guidance set out in the return to school handbook. Movement around the school is restricted and a one way system for all the community is in place to minimise the amount of contact between people. All pupils will go through a return to school induction. Behaviour expectations remain high and any issues should be dealt with in accordance with this policy. Any behaviour queries should be directed to the DHP in the first instance and any academic concerns to the DHA. For full guidance staff can access the Covid-19 Handbook via SharePoint.