



SHERBORNE PREP

Behaviour Management and Discipline (including Sanctions and Rewards) Policy

Approving body: SLT

Owner: Pastoral

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Executive Summary

This policy is applicable to all pupils, including those in EYFS. It outlines the School's philosophy for managing behaviour and outlines how this is achieved through the Dragon Values, and a framework of Rights and Responsibilities.



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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 staff behaviour, assemblies and the display of the 6 core 'Dragon Values', through the Personal Development (PSHE) programme and in our approach to Anti-Bullying and the Policy of such. 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 a priority and realises that we do need to teach and demonstrate 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 adaptable in their thinking and to keep abreast of best 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 support children to reach 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 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 CPOMS. Children should know who they can approach for help.

Be positive. Avoid “don’t” or phrases like “do it because I say so”. Be prepared to explain and 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 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 and communicate with the children clearly. Be interested in what they say and do. ‘Be there’ for the children. Be prepared to ask Year 8 ambassadors to help. Give them a greater sense of responsibility and worth. When a child is in need of reprimand or sanction, please involve them 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. The teacher is responsible for supporting positive behaviour in the classroom. This must be based on a mutual recognition, between teacher and pupils, as to what the expectations are. Good behaviour within the classroom is enhanced by developing good communication and relationships with pupils. Sherborne Prep uses a traffic light visual reward and warning system: ‘Trackit’. It is expected that all teachers use this system as a means to track behaviour in the classroom.

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
- Record as an orange or red trackit in the moment explaining why the pupil has received this and complete any necessary further detail on CPOMS as soon as possible

- If poor behaviour continues, is repeated or is deemed to be serious the teacher can 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.

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 as 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 all staff 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 Dragon Values

KINDNESS
PERSEVERANCE
AWARENESS
GENEROSITY
HONESTY
INDEPENDENCE



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, Classroom Assistants and support staff have the following rights (in relation to pupils):

- to have all reasonable instructions willingly responded to
- 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 regular feedback on their work and to be offered constructive criticism and, where 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 positive behavioural standards • to be mutually respectful

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
- to celebrate positive behaviour
- to never use punitive discipline

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
- cooperate willingly with instructions from teachers. If they feel this has been unreasonable then later at an appropriate time, they can discuss the matter with the teacher who gave the instruction or with another teacher, or the Deputy Head Pastoral, Deputy Head Academic, Deputy Head Co-Curricular or Head
- to complete the work set and hand it in on time (if a pupil has genuine problems about completing a piece of work, they should discuss this with the teacher as soon as possible.)
- 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
- to demonstrate respect and to listen
- to take responsibility for their own learning

What we ask of our children:

- To respect other people and their property
- To cooperate willingly with requests from members of staff
- To be well-mannered and helpful at all times
- To work hard and try to do their best
- To not hurt other people, in any way
- To support the school's Anti-Bullying Policy
- To adhere to the e-safety and safe use of technology policy

Early Years Foundation stage and Pre-Prep

Our children are praised for and encouraged with their efforts. Stars, stickers and 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 through Trackit, the children look forward to Golden Time 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 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 supervised inside 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 team. 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 will 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 and Green Track-Its are awarded to children in years R-8 who display the Dragon Values or the PSB 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

When a child receives each 50 house points/green track-its then they will receive a certificate. As they reach them:

- 50 points – bronze
- 100 points – silver
- 150 points – gold
- 200 points – platinum

When achieved the children 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 amounts are reached.

Form Tutor expectations

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

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 – Consistently remembering equipment and kit/being organised; being proactive and be helpful without being asked; going above and beyond in their efforts in their work.

Sanctions

All staff at Sherborne Prep are responsible for supporting the children in upholding the Dragon Values. Teachers should take ownership of behaviour within their classroom and have 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 to help manage the incident. It is every member of staff's responsibility to log an incident that they have dealt with on CPOMS including the details of the incident and what the staff member did to resolve it.

In some circumstances it may be appropriate for a group of children to have time together to discuss incidents that they may have been involved in. If it is deemed necessary to help support a group of girls then a 'Girls On Board' session may take place and be guided by a member of staff trained in this.

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 adding an orange Trackit and may include a reduction of freedom during a break time, although an entire break time would not be removed. 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 CPOMS so form teacher and key staff are made aware.
2. If there is a repetition of negative behaviour or a more serious infraction occurs the child will be placed into a detention and may receive a red Trackit. Detentions are held during a lunch break during the week and are overseen by the Deputy Head Pastoral. 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, a period of isolation will occur. Parents will be contacted by the Deputy Head Pastoral or Academic prior to the isolation.
4. For serious incidents, where a fixed exclusion is appropriate, the Head 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 Teacher is the initial port of call and if necessary behavioural concerns will be followed up by one of the Deputy Heads.

Appendix 1: Summary of Changes

- This is the first issue of this policy in the updated policy format.