

Grace Dieu Manor School

Whole School Behaviour Policy

Introduction

In accordance with the school's Mission Statement, within the Grace Dieu Manor community, we aim to promote positive behavioural characteristics in every child which help them to be truthful and honest, to respect themselves and each other and to love and respect God.

Early Years/Foundation Stage & Key Stage One

WITHIN THE POLICY:

- Aims and Objectives
- Operating Policy
- Pre-Preparatory Sanctions
- Department Golden Time
- Department Book of Goodness

AIMS AND OBJECTIVES

1. For staff to understand each child's development and character when managing behaviour.
2. To develop and increase all positive behaviour.
3. That there are clear boundaries for all children to work with (which include class Golden Rules and Playground Rules).
4. That all staff (including supply, Dinner Supervisors and Graduate Assistants) to be consistent in adherence to the rules.
5. Be positive. Explain what we want the children to do and the reasons why we have the rules.
6. Use positive behaviour images around the playground and classrooms.

7. Include the children's own ideas for class and playground rules.
8. Each class has a copy of the '**Five Golden Rules**'.
 1. We are kind and helpful and take care of each other.
 2. We speak kindly and politely and listen to each other.
 3. We look after our equipment and our school building and grounds.
 4. We move around carefully and safely and are aware of others.
 5. We try always to do our best and work hard and play well.

OPERATING POLICY

1. Prevent unacceptable behaviour by intervening quickly before things get out of hand.
2. Staff deal with unacceptable behaviour in the same way. Staff to determine the appropriate sanction for the child's age and personal circumstances, course of action:
 - Cygnets – up to 3 warnings, before a red card is given
 - Swans – up to 3 warnings, before a red card is given
 - Years 1 & 2 – up to 3 warnings, before a red card is given

At any time a child may be given age appropriate 'time out' with a member of staff (on the playground)

- Cygnets – (maximum 3 minutes)
- Swans – (maximum 5 minutes)
- Years 1 & 2 – (maximum 7 minutes)

If staff feel it appropriate, a child may also lose some of their 'Golden Time' (in 5-minute slots). One warning is equal to 5 minutes missed 'Golden Time'. The child's name, date of warning, reason for warning is recorded in their class Golden Time book. The book is taken to 'Time Out' on a Friday so the staff can talk through with the child about their behaviour.

If a child receives 3 warnings in the same day, then a red card will be given.

Children who are given a red card must be taken to their Class Teacher or key worker. **Duty staff must inform the relevant staff member of why the red card was given.** This will be recorded by the member of staff and the Head of Department informed.

3. Increase positive behaviour by praise, encouragement and rewarding with stickers, stars and stamps.

4. Try to take into account factors that may affect children's behaviour, including issues relating to Special Educational Needs and any disability.
5. Listen to all parties concerned in the incident.
6. Communicate any concerns with other staff about certain behaviour or worries.
7. Report any concerns to Head of Department who may report to the Deputy Headmaster (Pastoral) and even the Headmaster.
8. Staff may inform Parent of child's behaviour when appropriate, but it would be usual for the Head of Pre-Prep to advise on this beforehand.

PRE-PREPARATORY SANCTIONS

Children need to begin to understand that continual bad behaviour at school can result in further sanctions:

- 1 If a child is issued with a **red card** a pupil's name is recorded in a sanctions book.
- 2 If a child's name is entered into the book 3 times (during one term), parents are invited to meet with the Class Teacher and Head of Department. The Deputy Headmaster (Pastoral) is also informed.

It is understood that these sanctions are rare and only happen in exceptional circumstances.

PRE-PREPARATORY REWARDS

“GOLDEN TIME”

Golden Time takes place on a Friday afternoon between 2:30-3pm. Children who have not received a warning or red card during that week are allowed to access activities of their choosing. Children who have had warnings and Golden Time taken away (in 5 minute slots) are collected by the Head of Department and taken for a quiet 'time out'. They then are allowed to return to Golden Time activities for the remainder of the session.

“GOLD BOOK OF GOODNESS”

Gold cards are awarded for excellent behaviour and acts of kindness or a caring attitude to others. Cards are also awarded when children have excelled at a specific task or piece of work. These efforts are recorded in the Gold Book.

The Head of Department presents gold stickers to those children whose names have been recorded in the Gold Book. These are given during the end of the week assembly.

Senior School: Years 3-8

WITHIN THE POLICY:

- Aims and Objectives
- Expectations of the Children
- Expectations of the Staff
- Scheme of Rewards
- Sanctions
- School Rules

AIMS

- To have a clearly defined and structured system that operates throughout the School.
- To ensure that the system is fair and consistent.
- To encourage everyone to be involved in the ownership of school rules.
- To have a clearly recorded system to ensure that good communication exists between staff, parents and pupils.
- That this process should be reviewed regularly.

EXPECTATIONS OF THE CHILDREN

We expect children to:

- Respect all adults and peers in the way they speak and act.
- If adults are in conversation, children should not interrupt, or walk between them.
- Put up their hands when asking and answering questions.
- Develop good manners socially and at lunch time.
- Show self control and consideration.

- Respect all property: their own, that of others' and that of the school.
- Care for the environment.
- Move in and around school without running, pushing or shouting.
- Promote the well-being and safety of all by their behaviour.
- Go in to, and out of, assembly and church calmly and quietly.
- Always look smart and tidy at school and when representing the school; with shoe laces fastened, shirts or blouses tucked in, ties knotted neatly and at an acceptable length. and socks pulled up.

We regard as totally unacceptable:

- Bullying of any kind (see Anti-Bullying Policy)
- Any form of abuse: e.g. religious, racist, or sexist.
- Bad language.
- Damage to property.
- Lack of respect/consideration for any child or adult.
- Disobedience to a member of staff.
- Disruption of the teaching and learning environment.
- The actions of any member of the school community which make the school a less safe place; e.g. a) the bringing in of any weapon, or b) the bringing in of any item that is then used in such a way as to endanger others; c) a pupil behaving in such a way that he/she puts others in danger.

EXPECTATIONS OF THE STAFF

We expect staff to:

- Provide a positive reinforcement of good behaviour.
- Take into account factors that may affect children's behaviour, including issues relating to Special Educational Needs and any disability.
- Plan lessons well, using teaching methods that are interesting – recognising that the curriculum and its delivery are important influences on pupil behaviour.
- To be punctual at school line-ups and to be in the classroom when children arrive.
- To be courteous, ensuring that every child receives respect and recognition.
- Condemn bullying.
- Be consistently fair when disciplining children.
- Ensure sanctions that are imposed are sensible and carried out fairly and calmly, in accordance with the school Behaviour Policy.
- Children must not be subjected to any form of punishment which could be considered either demeaning or humiliating, e.g. standing facing a wall.
- Always deal with bad behaviour, either directly or by referring to a senior member of staff.
- Show pleasure at good work and behaviour and reward it in some way.
- Provide an example to children by looking after their environment, e.g. keeping rooms neat and tidy.

SCHEME OF REWARDS

Throughout the Senior School, a system of merits, stars, stickers, awards and certificates is in operation, which rewards pupils for excellence and effort in all areas of the School Curriculum. In addition, children are rewarded for acts of kindness, consideration, thoughtfulness and good manners.

In Years 3-8, the House Merit System is well established and merits may be awarded for Achievement or Effort in:

Academic subjects
Sport
Music
Drama
Art
After school clubs/activities
Contribution to the liturgical life of the school

Achievement will be relative to the ability of the child.

Merits may also be awarded in other areas of school life to reward:

Courtesy
Consideration to others
Helpfulness
Generosity of contribution

Merit Certificates are awarded for 25, 50, 75 and 100 merits and celebrated in an assembly. '100' merit winners also receive an engraved pen, and a book token is awarded to '125' merit winners.

For exceptional work/achievement/effort, children may receive a 3-Merit Award and the Headmaster will recognise this achievement by writing to the child's parents.

The number of merits for each House is recorded by Form Tutors. Weekly totals are read out during Assembly and a House Merits Shield is awarded to the House Captains of the House with the most merits for that week.

At the end of each term, all members of the winning House receive a prize. The top three pupils in each form, not in the winning House, also receive a prize.

SANCTIONS

It is worth re-iterating that the school will regard as totally unacceptable:

- Bullying of any kind (see Anti-Bullying Policy)
- Any form of abuse: e.g. religious, racist, or sexist.
- Bad language.
- Wilful damage to property.

- Lack of respect/consideration for any child or adult.
- Rudeness or disobedience to a member of staff.
- Disruption of the teaching and learning environment.
- The actions of any member of the school community which make the school a less safe place; e.g. a) the bringing in of any weapon, or b) the bringing in of any item that is then used in such a way as to endanger others; c) a pupil behaving in such a way that he/she puts others in danger.

Sanctions available to teaching staff are as follows:

1. **Verbal reprimand.**
2. Verbal reprimand and “**white slip**” to Form Tutor/Class Teacher for the incident simply to be recorded in Form Files. Form Files must be kept neat and up to date so that the Deputy Head (Pastoral) can refer to them at any time.
3. A member of staff may choose to bring a pupil back in lunch break, so that the latter can finish work, or it may be that a disciplinary point needs to be made. The member of staff must supervise this and the pupil must receive 10 minutes of free time before the bell sounds at 1.35pm. Such a loss of free time, if it happens regularly, must be recorded formally in the child’s form file, so that the Deputy Head (Pastoral) can access the information.
4. The Deputy Head (Pastoral) offers the facility of **supervised detention** during 2 lunchtimes in the week. A member of staff may send a pupil to this if the latter needs to make up some work. Equally, the detention may be given for straightforward disciplinary reasons. Either way, a “red slip” must be filled in by the member of staff and then given to the Deputy Head (Pastoral). The latter will then record this formally in a file and either administer the detention him/herself or delegate the task to another senior member of staff.

Once the detention is completed and ‘signed off’ by the Deputy Head (Pastoral), the ‘red slip’ is returned to the Class Teacher/Form Tutor for formal logging in the Form/Class File. The Deputy Head (Pastoral) also keeps formal records of any children in detention, and the reasons for their detention.

The number of white slips and detentions given should be monitored closely by the Form Tutor and Deputy Head (Pastoral). Parents are informed by the Deputy Head (Pastoral) if there is cause for concern with the frequency of punishments issued.

5. **Removal from class** – a pupil will be removed from class if there is a serious, or continual breach of discipline, which is affecting the education of others. The pupil may be sent either to the Deputy Head (Pastoral) or to the Deputy Head (Academic). The Deputy Head (Pastoral) will liaise with the Headmaster and parents may be informed.
6. **Formal Report** – a pupil may be placed “on report” for up to one week for either academic, behavioural or other reasons. The Form Tutor and the relevant Deputy Head will monitor progress. Parents are informed and may meet formally with the relevant Deputy Head before and after the period of report.
7. **Internal Suspension** – following a serious breach of discipline or a cumulative series of misdemeanours, a pupil will be required to work in

isolation from other pupils. This is monitored by members of the Senior Management Team under the supervision of the Deputy Head (Pastoral). Parents are informed and will meet formally with the Deputy Head (Pastoral).

8. **External Suspension** - a pupil may be suspended formally from school for a period of up to one week either for a single, serious breach of the school discipline policy or for a cumulative series of misdemeanours.
9. Very rarely, it may happen that a one-off very serious breach of school discipline or cumulatively serious breaches of the school's disciplinary code may have to result in a **pupil having to leave the school**. The aim will always be to follow a due and fair process, and the removal of a pupil from the community will always be regarded as a last resort, unless a very serious, and unexpected incident occurs which necessitates such a drastic response, perhaps for the safety of other members of the school community.

SCHOOL RULES

School Rules exist to ensure the protection of the individual child and the smooth functioning of the school community. By promoting positive values of citizenship within school, children are being prepared to take their place as responsible adults in the world.

Common sense, good manners, a sense of responsibility, consideration for others, punctuality and tidiness are expected of children at all times. Any breach of good manners or good sense is a breach of School Rules and contrary to the welfare of the community. Good behaviour is also expected when children represent the School elsewhere.

Lessons

Children are expected to show a positive attitude in class, to be fully involved in a lesson, to assist the development of an effective partnership between teacher and children, and generally promote the learning environment.

- a) Children must attend all classes to which they have been timetabled.
- b) It is a serious offence to disrupt the teaching and learning environment by poor behaviour in class. All pupils are expected to show respect to their teachers and peers at all times.
- c) If a child is unwell in lesson time, he/she should seek the permission of the teacher to report to the School Nurse, before leaving or being escorted to Sick Bay.

Relationships

a) **Bullying**

The school expects all pupils to support, respect and value each other and thereby allow each individual to flourish. Bullying or intimidation of another pupil, whether physical, verbal or written in any form is strictly forbidden. All members of the school are expected to uphold the school policy on anti-bullying.

b) **Equal Opportunities**

All children are expected and encouraged to respect one another, irrespective of ethnic origin, sex and religious faith.

c) **Personal Relationships**

As a co-educational establishment, the school values and supports friendships between the sexes. No improper physical contact between the sexes is permitted.

Health & Safety

b) **Dangerous Weapons and Materials**

Children may not be in possession of any dangerous weapons, including air guns, darts, laser pens, and knives. For their own safety, children must never be in possession of fireworks or other pyrotechnics. Use of any item in a potentially dangerous fashion will be taken very seriously.

a) **Drugs, Alcohol and Smoking**

It is strictly forbidden for children to sell, buy, be in possession of or consume any drugs, alcohol or cigarettes. Any such possession will be seen as a very serious offence.

b) **Medication**

Any pupils having medication prescribed by their Doctor or provided from home must inform the School Nurse, who will then also inform any relevant staff. All medication must be taken to the School Nurse at the start of the school day and put in a clearly labelled container. A short letter, signed by the parent/guardian, must also accompany the medication, stating name of child, medicine's title, time the medication is due and the dosage.

c) **Use of Buildings**

Pupils should not use classrooms, laboratories, ICT suite, Arts Hall or the Sports Hall unless a member of staff is present.

In the event of inclement weather, for reasons of health and safety, children

will stay inside during break times. This will be classed as a “wet break”. The decision regarding whether the “wet break” system is implemented or not will be taken by the Deputy Head (Pastoral), who will then liaise with Duty Staff for that particular break time.

d) **Wet Break Procedure**

During a “wet break”, children will normally stay in the following areas:

Years 3 & 4	Year 3 & 4 classroom block
Year 5	Own classrooms
Years 6 & 7	Assembly Room
Year 8	Year 8 area

Duty staff will be responsible for monitoring behaviour during a “wet break”, together with a member of the Senior Management team, who will also be “on duty” during “wet breaks”.

e) **Playground Climbing Equipment**

Pupils may not use these items unless a member of staff is present.

Social Responsibility

a) **Property and Possessions**

- i) Children are responsible for the security of their own personal belongings in school. Money or valuable personal items should not be brought into school. (An exception is made for trips out of school when parents will be informed if their children need to have money with them.) Lockers and keys are available to children in Years 6, 7 and 8.
- ii) All personal property and clothing should be clearly marked with the owner’s name.
- iii) Any loss or damage to school property or personal property must be reported immediately to a member of staff.

c) **Stealing**

Children must respect each other’s property. Stealing from another child or theft of school property undermines mutual trust and is treated as a very serious offence. Borrowing without permission may be treated as theft.

d) **Mobile Phones**

Mobile phones, iPads, and other means of communication should **NOT** be brought into school unless the Deputy Head (Pastoral) has given specific

permission.

e) **Bags and Briefcases**

Pupils may bring their games kit to school in a sports bag. School equipment must be carried in a briefcase. Rucksacks are not allowed.

f) **Litter**

All litter should be placed in the litterbins provided. We all have a responsibility to respect our school environment. Children are encouraged to place paper in the green recycling bags.

g) **Chewing gum is forbidden. It is difficult to dispose of and quickly disfigures paths and furniture. Sweets are not permitted in school (unless for a child's birthday or to celebrate a special occasion). These occasions must be supervised by the Class Teacher/Form Tutor.**

Personal Appearance

a) **Dress**

All uniform, sports wear and casual wear must comply with the published clothing list and must be worn correctly. Ties must be done up and at an appropriate length.

b) **Hair**

Children's hair must be of a simple, natural style and should not be dyed, coloured or in any way extreme. Shaved pattern-style hair cuts are not allowed. The school will be the arbiter of what is acceptable.

Dining Hall

- a) Food and drink may be consumed only in the Refectory.
- b) Children are expected to enter the Refectory quietly and to queue sensibly at the correct times, show every courtesy to catering staff and to have good table manners when eating. A rota system operates at lunch-times for Years 5-8 to ensure fairness for the older children.
- c) After the meal, children must leave the table tidy and push their chair under the table.

School Bounds

School bounds before school, at morning, lunch and afternoon breaks and after school, are restricted to the playgrounds, tennis courts or small field next to the back drive. Pupils are supervised at all times. When using the tennis courts at morning break, pupils must always wait by the road crossing until directed by a member of staff.

To be reviewed Autumn Term 2012