



# GRACE DIEU

## MANOR SCHOOL

### **Whole School Behaviour Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

#### **WITHIN THE POLICY:**

- Introduction
- Aims and Objectives
- General Guidelines for Staff
- Expectations of the Children
- Early Years Foundation Stage and Key Stage One
- Senior School (Years 3-6)
- School Rules

# WHOLE SCHOOL BEHAVIOUR

## 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. In terms of their moral development we seek 'to ensure that our pupils mature into responsible young people who are mindful of the needs of others'. (Mission Statement)

Staff at Grace Dieu will always try to take into account factors that may affect children's behaviour, including issues relating to Special Educational Needs and any disability.

## AIMS AND OBJECTIVES

1. To develop and increase all positive behaviour, as far as possible through use of rewards and praise.
2. To endeavour to understand each child's development and character when managing behaviour.
3. To ensure that there are clear boundaries for all children to work with (which include class Golden Rules in Pre-Prep and Playground Rules).
4. To ensure that all staff (including supply, Lunchtime Supervisors and Graduate Assistants) be fair and consistent in adherence to the rules.
5. To explain what we want the children to do and the reasons why we have the rules.
6. To give positive behaviour images around the playground and classrooms.
7. To include the children's own ideas for class and playground rules.
8. To ensure that each class has a copy of the '**Five Golden Rules**' and that children are aware of them.
  - 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 fair and we take every opportunity to learn.
9. To have a clearly recorded system to ensure that good communication exists between staff, parents and pupils.
10. To ensure that this process should be reviewed regularly.

## GENERAL GUIDELINES FOR 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.
- Be consistently fair when disciplining children and treat all children equally.
- Be courteous, ensuring that every child receives respect and recognition.
- Ensure sanctions that are imposed are sensible and carried out fairly and calmly, in accordance with the Whole School Behaviour Policy. Neither sanctions nor rewards must be invented by staff – the Policy must be followed.
- **Corporal Punishment is not permitted at Grace Dieu Manor School.**
- Ensure that children are not subjected to any form of punishment which could be considered either demeaning or humiliating, e.g. standing facing a wall. N.B. Sarcasm is not an approved means of punishing.
- Be positive with the children even when one does not feel positive!
- 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.
- Plan lessons well, using teaching methods that are interesting – recognising that the curriculum and its delivery are important influences on pupil behaviour.
- Be punctual at School line-ups and to be in the classroom when children arrive.
- Condemn bullying.
- Always deal with bad behaviour, either directly or by referring to a senior member of staff.

## EXPECTATIONS OF THE CHILDREN

We expect children to:

- Show self-control and consideration.
- Promote the well-being and safety of all by their behaviour.
- 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.
- 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.
- Go in to, and out of, assembly and Chapel calmly and quietly.
- Always look smart and tidy at School and when representing the School.

We regard as totally unacceptable:

- Bullying of any kind (see Anti-Bullying Policy for details)
- 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.

## **EARLY YEARS FOUNDATION STAGE & KEY STAGE ONE**

The Head of EYFS & Pre-Prep is the named person in charge of behaviour for the Early Years and all children in the department.

### **REWARDS**

1. The children like to be **praised and encouraged**.
2. We reward with **Gold Cards, stickers, stars and stamps**.
3. **“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.
4. **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 Golden Book of Goodness.
5. A **“Star of the Week” award** is made weekly in each class and nominated publicly at assembly.

The Head of Department presents gold stickers (during the week in assembly) to those children whose names have been recorded in the Golden Book of Goodness.

### **SANCTIONS**

The following sanctions are available for EYFS & Pre-Prep staff to encourage better behaviour:

1. **Verbal reprimand**
2. **Verbal Warning**
3. **“Time out with a member of staff”**: this is very often used on the playground when a child needs time to cool off;

Cygnets: Maximum 3 minutes  
Swans: Maximum 5 minutes

Years 1 and 2: Maximum 7 minutes

#### **4. Issuing of Red Card**

- If a child receives 3 verbal 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 must be informed.
- If a child is issued with a red card a pupil's name is recorded in a sanctions book, held by the Head of Department.  
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 Head is also informed.

#### **5. Losing of Golden Time:**

- If staff feel it appropriate, a child may also lose some of their 'Golden Time' (in 5-minute slots).
- One verbal 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.
- 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 are then allowed to return to Golden Time activities for the remainder of the session. The book is taken to 'Time Out' on a Friday so the staff can talk through, with the child, about their behaviour.

#### **6. Exceptional Circumstances:**

When there are occasions that a child in Pre-Prep displays behaviours that disrupt the learning (on regular occasions), are aggressive either verbally or physically toward staff or, similarly, such behaviour is directed at other children (again, on regular occasions), the Headmistress will be informed. The Headmistress will, if she thinks it proportionate and reasonable, request 'time away' from the Setting when behaviours reach the threshold described above. Usually 24 hours. Parents will be spoken to prior to this decision being taken and a letter of explanation as to why a decision about 'time out' has been reached together with clarity about the School's expectations going forward will follow. In some instances, more challenging behaviour may require a reduction in contact time, e.g., a Cygnet not being able to come to School on a Full-Time basis until behaviour is consistent with the expectations. In other instances a child may not be able to meet the expectations at Grace Dieu regardless of the interventions and support the School sought to put into place, as such, parents will be invited to 'remove' their child as per the Removal and Exclusion Policy.

## **JUNIOR PREP (Years 3 – 6)**

### **REWARDS**

1. **Verbal Praise/Commendation**

2. Throughout Junior Prep, 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/School Life. In addition, children are rewarded for acts of kindness, consideration, thoughtfulness and good manners.

(\*indicates rewards particularly appropriate to Years 3 and 4, but not exclusively; all children enjoy this).

A **“Star of the Week” award** is made weekly in each class and nominated publicly at assembly.

In Years 3-6, the **House Merit System** is well established and is now moving down to Year 2 (as of 2017 pupils will be allocated Houses in Year 2 during the Autumn Term) and merits may be awarded for Achievement or Effort in:

All 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 merits will earn the pupil a book token. 100 merits may well be exceeded and this achievement will be recognised.

For exceptional work/achievement/effort, children may receive a **3-Merit Award** and the Headmistress will recognise this achievement by writing to the child’s parents. The Headmistress may also choose to award a special **Headmistress’s Award** for something a pupil has achieved/contributed and which she wishes to acknowledge.

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 the Autumn Term and again in the Summer Term, all members of the winning House receive a prize. The top three pupils in each Class/Form, not in the winning House, also receive a prize.

## **YEARS 3 – 4: General Points**

- Children in Years 3 and 4 have only recently left the Pre-Preparatory Department. With this in mind, they will use these 2 years to adapt to the gradual increase in independence that comes with a move up into Junior Prep.
- Children in Years 3 and 4 have their own, self-contained, classroom block, together with their own playground. Contact with older children is kept to a minimum to allow them time to adjust to the demands of Junior Prep.
- The Class/Form Teacher plays a very important role in monitoring standards of behaviour in Years 3 and 4. He/she is in regular communication with the Lead Teacher (Years 3 and 4) regarding children who are causing possible concern. The Lead Teacher will keep a “Behaviour File” in which incidents of bad behaviour and sanctions are recorded.
- The Lead Teacher will keep the Deputy Head informed of any child/children who is/are giving cause for concern.
- If a pattern of poor behaviour is becoming apparent, or an individual incident is considered to be of a serious nature, parents may be contacted by the Lead Teacher but only after discussion with the Deputy Head. The latter may choose to contact the parents herself.
- Bearing in mind the age of the children in Years 3 and 4, it is unlikely that the full range of sanctions available for staff teaching Years 5 and 6 will be necessary, or appropriate. However, in extreme cases, some of these measures may be used for serious incidents of misbehaviour, after consultation with the Deputy Head.

## **YEARS 5 - 6: General Points**

- Children in Years 5 and 6 have had time to get used to the Junior Prep and will be more used to the standards expected therein. Still they will make mistakes and do things wrong as children do and from this they will learn what not to do and appreciate that they can be forgiven and move on, in keeping with our Mission Statement.
- As in Year 3 and 4 the Deputy Head will keep a “Behaviour File” to record incidents of bad behaviour as they arise on a daily/ weekly basis in Years 5 and 6. It will be important for staff to inform the Deputy of all significant (or minor, yet persistent) incidents by email, together with how it was handled. All such incidents provide a picture of the child and may be important for evidence in the future.

## **SANCTIONS in Years 3 - 6**

The following sanctions are available for teaching staff to encourage better behaviour in Years 3 -6:

- I. Verbal reprimand** – reminder of the School rule.

2. **Verbal Warning** - Lead Teacher (3 & 4) and Deputy Head (5 & 6) to be notified. Three verbal warnings in the course of a day/week will result in a lunchtime detention.

3. **“Time out with a member of staff”\***: this is very often used on the playground when a child needs time to cool off.

\*this should be no more than 10 minutes for Years 3-5, but may require up to 15 minutes for Year 6 depending on the behaviour exhibited.

4. **Loss of Lunch Break Free Time\*** (15 mins maximum); (NB. Morning Break must not be used for Loss of Free Time);

In the case of Years 5-6 a member of staff may choose to **bring a pupil back in at lunch break**, so that they 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 at least 15 minutes of free time before the bell sounds at 1.25pm. The Deputy Head should be told if this is the case.

5. **Detentions\*** may only be given in Years 3 & 4 by the Deputy Head and will happen rarely, after discussion between the Lead Teacher and the Deputy Head;

*\*Must be recorded in the Behaviour File, held by the Lead Teacher, and any pattern emerging must be discussed by the Lead Teacher with the Deputy Head.*

In the case of Years 5 and 6 the Class/Subject Teacher may decide that a detention is necessary for behaviour displayed in or out of the classroom/ lack of response after various warnings, persistent failure to complete Prep. If this is the case the Deputy Head must be informed. The child must also be informed of the detention, and then record it in their diary for parents to sign. This Detention will run every week on Monday and Friday (as most appropriate) in the ICT Suite or other suitable room. This will be overseen by the Senior Teacher and recorded in the Behaviour File.

The number of detentions given should be monitored closely by the Deputy Head. Parents are informed by the Deputy Head if there is cause for concern with the frequency of punishments issued.

For **more serious misdemeanours** a pupil may be detained after discussion with the Deputy Head / Headmistress on **Friday (5-6pm)**.

This will be supervised by the member of SLT on duty. In this case parents will be advised prior to the detention.

6. **Removal from class** – a pupil will be removed from class if there is a serious one-off, or continual breach of discipline, which is affecting the education of others. The pupil may be sent either to the Lead Teacher if in Years 3 and 4 or the Deputy Head and to the Deputy Head if in Years 5 and 6. The Deputy Head will liaise with the Headmistress and parents may be informed.

7. **Formal Academic/Behavioural Report** – a pupil may be placed “on report” for up to one week for either academic, behavioural or other reasons. The Class/Form

Teacher, Lead Teacher and the Deputy Head will monitor progress. Parents are informed and may meet formally with the Deputy Head or Lead Teacher (only if in 3 and 4) before and after the period of report.

- 8. 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 Leadership Team under the supervision of the Deputy Head. Parents are informed and will meet formally/speak with the Deputy Head.
- 9. 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 Whole School Behaviour Policy or for a cumulative series of misdemeanours. This decision will be made by the Headmistress after weighing up all the evidence.
- 10.** 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.

### **\*KCSIE update Sept. 2018**

50. All staff should be aware that safeguarding issues can manifest themselves via **peer on peer abuse**.

This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

51. All staff at Grace Dieu should be clear as to School policy and procedures with regards to peer on peer abuse. In keeping with our Anti-Bullying Policy such behaviour will not be tolerated and will be reported to the DSL.

## Health & Safety

### a) **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.

### b) **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.

c) **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.

d) **Use of Buildings**

Pupils should not use classrooms, laboratories, ICT suite, Arts Hall, Swimming Pool 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, who will then liaise with Duty Staff for that particular break time.

e) **Wet Break Procedure**

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

Years 3 & 4	Year 3 & 4 classroom block
Years 5	The Hub
Year 6	Common Room*

\* a rota will be in place for use of this space, drawn up by Year 6 teachers and pupils.

Duty staff will be responsible for monitoring behaviour during a "wet break", together with a member of the Senior Leadership Team, who will also be "on duty" during "wet breaks".

f) **Playground Climbing Equipment**

Pupils may not use these items unless a member of staff is present. Use of climbing equipment is monitored by staff on duty and children spoken to about staying safe whilst using this equipment. The General Manger or one of his team will complete regular checks of playground equipment; staff too will check conditions for use when on duty.

## **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 and depending on the children's age this will be handed over to the teacher.) Storage boxes are available to children in Years 3 - 6.
- 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.

b) **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.

c) **Mobile Phones**

Mobile phones, iPads, and other means of communication should **NOT** be brought into School unless the Deputy Head or SLT has given specific permission.

d) **Bags and Briefcases**

Pupils may bring their games kit to School in a sports bag. School equipment must be carried in a School bag.

e) **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.

- f) 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) and in these situations, any sweets brought in must be **nut-free** in keeping with School policy. These occasions must be supervised by the Class/Form Tutor.

## **Personal Appearance**

- a) **Dress**  
All uniform, sportswear 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 haircuts are not allowed. The School will be the arbiter of what is acceptable.
- c) **Jewellery**  
Simple watches – non-digital – are allowed, as well as plain stud earrings for girls. These must be taped over during Games/PE.

### **Dining Hall**

- a) Food and drink may be consumed only in the Refectory ( or at the discretion of the teacher in given circumstances).
- 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.
- c) Children are encouraged to eat slowly and to talk quietly whilst eating – there should be no shouting across tables.
- d) 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. If using the tennis courts at morning break, pupils must always wait by the road crossing until directed by a member of staff.

Pupils may not leave the School grounds alone at any time.

Reviewed Sept. 2018 (MK)