

HIGHCLARE SCHOOL

BEHAVIOUR POLICY

Highclare School is committed to providing a caring, stimulating and secure environment in which staff and pupils can work and play safely. This ethos is consistent with two of the School's aims:

- To motivate each learner to achieve his/her full all round potential
- To develop the values of self-respect and self-discipline, alongside tolerance and respect for others and the environment.

Aims of this Policy

- To encourage pupils to behave appropriately in any given circumstance.
- To ensure that a high standard of behaviour is maintained in accordance with the School's Codes of Conduct (*appended at end of policy*)
- To encourage pupils to be responsible, honest and caring.
- To acknowledge that the maintaining of good behaviour within the school is a shared responsibility
- To ensure that all staff are consistent in their application of the School's rewards and sanctions procedures.

Role of Staff

All staff support the School ethos of praise and encouragement to promote positive attitudes by using praise as a priority and wherever applicable. The School acknowledges that effective teaching and learning can only take place in a well-ordered environment. Promoting positive behaviour requires the commitment of all staff and pupils and consistency of practice is needed across the whole school to ensure that pupils know the standards of behaviour expected of them.

REWARDS

Highclare School rewards positive behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote and acknowledge positive behaviour rather than merely deter anti-social behaviour. Rewards have a motivational role in helping pupils to realise that positive effort and behaviour are valued. The reward system, which is age appropriate, is clearly outlined below:

EYFS REWARDS

Kindergarten and Transition

Positive reward and encouragement for the children of this age underpins the curriculum and ethos in our Early Years Department.

The children are rewarded with stickers for good work and behaviour.

In addition a weekly merit is awarded to a member of each class. Star charts may be used where appropriate.

Reception

The Reward System for Reception relates directly to the school aims and the children receive the relevant colour point for each of the aims, on an individual record card.

- I always try to do my best
- I like playing and working at school and try to do things by myself.
- I always try to do the right thing. I listen to my friends and help them if I can.

Reception also have a kindness tree often positioned outside their classroom.

In addition stickers and badges are used.

Star: A member of the class is chosen to be the Star for the week and will be given special responsibilities to carry out by the class teacher

Form Captain

Form Captains are in place from Reception to J6 and will be changed on a weekly basis.

KS1 REWARDS

J1 and J2

The children have a House Point Card which continues which can be given for academic success. The House Point System begins in J1 and the children work towards achieving a completed card by the end of the year. Nine House Points are required to fill each of the squares on the card and the tenth point is given as a silver star. If the card is completed by the end of J1, then going into J2 a gold chart is begun, following the same format as the red with the tenth point given out as a gold star. The points can be given for good work, attitude to school, kindness for others etc.

A weekly merit is awarded to one child in each class and names are printed in the Newsletter.

The children receive a certificate which is given out in Award Assembly on completion of a card. The points are given out weekly and the children take responsibility for placing them on their cards.

The points can be given for all curriculum achievements and good behaviour in and out of school or at lunchtimes.

Stickers and badges are used on a daily basis.

The lunchtime supervisors also have opportunities to reward positive behaviour with badges.

Award Assembly

Each week there is an award assembly for Reception – J6 during which certificates are given out. Staff select a best work achievement for that week from Kindergarten – J2 and this is rewarded by a certificate and badge. In J3 – J6 one child from each class is awarded a weekly merit. Staff select the child on progress made in lessons, attitude to school, effort and behaviour. The children's names are printed in the weekly newsletter. Staff ensure that over the year all children receive a merit award for some aspect of school life. The children in Kindergarten and Transition who do not attend this assembly until the summer term have their badges given to them by the Head of Department, or during their weekly Foundation Stage Assembly. Children are encouraged to bring in achievements from home and their names are entered on the Star Award Board in the hall.

KS2 REWARDS

Highclare operates a system of motivating pupils by positive means. Good behaviour is acknowledged and rewarded.

Form Captains - Form captains are elected every half term.

House Points

- House Points be awarded for academic success, good behaviour, helpfulness, etc.
- House Points are awarded for attendance at voluntary events
- A well-kept, signed homework diary earns one House Point per week.
- Uniform checks - three House Points for everything named (minus one House Point for each item not correctly named.)
- Completed cards earn special awards:
 - 5 Cards - Blue Bar
 - 10 Cards - Silver Bar
 - 15 Cards - Gold Bar
 - 20 Cards - Gold Metal Bar
 - 25 Cards - 2nd Gold Bar

- Completed House Point Cards are collected by Junior House Heads

Weekly Merit Awards

- Each week one pupil is selected from each form.
- Merit Award Certificates are presented at Junior Assembly

Other Awards

At other times during the academic year pupils may receive a range of other awards / certificates related to the successes / activities in class or extra curricular clubs.

Examples of these include, joined handwriting certificates, tables club, etc.

Special Achievements

- School successes are celebrated during Whole School weekly Assembly.
- Out of school achievements are celebrated during Merit Assembly and the pupil's name is displayed on the Star Achievement Board
- Form Prizes and Progress Prizes are presented annually at Junior Prize Giving. Other cups are also awarded.

SENIOR SCHOOL REWARDS

Pupils are rewarded for their behaviour and achievement in a variety of ways:

- Praise and positive feedback is given on a regular basis, both verbally and in written format
- House Points are given for:
 - Participation in activities which are voluntary and regular attendance at music or sports team practices
 - Well kept homework diaries
 - Correct uniform
 - Ten room points
 - Good work and effort
 - Completed cards earn special rewards

Senior School

5 cards - Blue House Badge

10 cards - Silver House Badge

15 cards - Gold House Badge

20 cards - Ash Pendant

Certificates of achievement are awarded and presented in Assembly at each of these levels.
Ash Pendants are awarded at Senior Speech Day

- Communication with parents
 - Parents are informed via the Newsletter or the Pastoral Head will telephone to inform parent of instances of good behaviour and achievement
 - Parents receive Commendation Cards from the Academic Head to mark and recognize individual excellence and pupils receive a certificate which is then placed in their Record of Achievement Folder.
- Success is recognized by:
 - Publication in the weekly Newsletter
 - Celebration and Certificate Assemblies
 - Speech Day Awards
 - Press Releases, etc.

SANCTIONS

Discipline is seen to be the responsibility of all staff and pupils, whether in the classroom or generally around the school. Incidents of poor behaviour should never be ignored but should be dealt with immediately where possible.

When a pupil breaks the School's expected standard of behaviour, a warning will generally be issued in the first instance. Sanctions will be taken which are age appropriate, but for most pupils a warning is sufficient and the problem is normally rectified. However, if a warning is not heeded, or the offence is of a more serious nature, staff will then initiate the appropriate sanctions, which are age related and clearly outlined below:

EYFS SANCTIONS

Occasionally, unacceptable behaviour, including bullying may occur and this is managed by discussion of school rules:

- Be sensible and helpful
- Be kind and friendly
- Be careful and take care

Individual children's inappropriate behaviour will not be referred to but discussed in a general way. For example if a child has been unkind or aggressive towards another child. For more serious behaviour incidents parents will be invited in to discuss the problem and if appropriate an individual behaviour plan will be produced in consultation with the child's parents.

KS1 SANCTIONS

If behaviour is inappropriate for pupils at this level, the following sanctions are used.

- Verbal reprimand and warning
- Time out for reflection
- Continued inappropriate behaviour is referred to the Head or Deputy
- Direct contact with parents
- Close monitoring and observation by staff
- Feedback to parents

KS2 SANCTIONS

- All staff have a collective responsibility for monitoring good standards of behaviour.
- School rules in line with the Highclare School Junior Code of Conduct (see appendix at end of policy) should be discussed and displayed at the start of the year.
- Good behaviour should be rewarded (House Points).
- Each class (J3-J6) has a behaviour book where sanctions are recorded.
- Inappropriate behaviour should be discussed with the child so that they understand why it is unacceptable (class teachers and/or other staff). On rare occasions sanctions may need to be used.
 - withdrawal of a privilege
 - missing a break time/lunchtime play
 - referral to the Head of School
- More serious incidents are recorded in an Incident Book kept by the Head of School.
- Persistent/serious behavioural problems would need to be discussed with parents/carers and sanctions and procedures to improve behaviour would be agreed. Outcomes will be monitored.

- **Suspension:** If after several warnings for persistent\serious behavioural problems and after sanctions have been used and there is no improvement in behaviour, then parents could be notified in writing that suspension will follow. This will have been discussed with the Governing Body and it will be for a fixed period of time.
- **Exclusion:** If all else fails and the disciplinary code is not followed exclusion will be the final sanction. At Primary level suspension and exclusion will be very unusual and rare occurrences.

SENIOR SCHOOL SANCTIONS

- **Supervised Lunchtime Detentions (20 mins)** - These are given by staff for minor misdemeanours regarding homework, behavior or dress (including the wearing of inappropriate jewellery, wearing make-up, nail varnish, false nails or in any other way being in breach of the Senior School Code of Conduct). NB: Teachers are to record detentions in the student planner and on the detention sheet in the staff room. There will be a termly rota for staff supervision of detentions. If the planner is not available, staff will refer the detention to Head of Senior School who will telephone parents to ensure that the detention is reported to them. Three lunchtime detentions will result in an after school Head of School detention. NB: These detentions take precedence over lunchtime practices and clubs. Failure to turn up at a lunch time detention will result in an additional lunch time detention with the Head of Senior School. The original detention will be done the following week.
- **Head of School Detention (3.30 - 4.30 pm)** - These are given for more serious or persistent breaches of the pupil's Code of Conduct, for three lunchtime detentions in one term, for mobile phone/iPod infringements and for each occasion when 3 late marks are accumulated in any one period during a term. Year 11 have the special privilege of using their iPods at lunch time in their form rooms. If they wish to do so, they must take full responsibility for their safety throughout the school day. Parents will be asked to sign and return to school the consent forms and make travel arrangements as necessary. The School Office to arrange for details to be entered into Detention book and the form to be sent out.
- **During Lessons** - Where a pupil disrupts others in the class, they will be referred to the Head of Department and Form Teacher. If the disruption is persistent or repeated, they will be sent to Pastoral Head of school who will assess the seriousness of the situation and deal with it accordingly, either by giving a detention, speaking severely to the pupil, or by contacting parents.
- **Contacting Parents** - Parents of pupils who are regularly breaking the pupil's Code of Conduct will be contacted by the School in order to discuss the way forward. Parents will be invited into school to discuss the matter in more detail should the necessity arise.
- **Daily Report** - Pupils who have difficulty organising their work in school and at home, may be placed on daily report to enable each lesson to be monitored, via SIMS. The Academic Head of School will meet with the pupil each day and parents asked to check and sign the report each evening.
- **Behaviour Contract** - In the unusual event that a pupil is consistently causing behavioural or work difficulties or is bringing the school into disrepute, a 'School Behaviour Contract' (*appended at the end of the policy*) will be drawn up in consultation with the parents.
- **Suspension / Reverse Exclusion** - After several warnings about breaches of the behavioural code, or in the case of a 'one off' serious breach of the behavioural code or instances of severe and persistent bullying, a pupil may be suspended or a reverse exclusion (pupils are kept in school for one or more days during the holiday period, supervised and given work) put in place. Prior to suspension, parents will be warned by the Head that their daughter / son's behaviour is unacceptable and as a result, if no improvement is made, suspension will follow. However, in cases of serious breaches, as above, suspension will be immediately imposed. The Head will discuss the situation with the Chairman of Governors, before this step is taken. The details will be placed on the pupil's personal record.

- **Exclusion** - On the very rare occasion that the behaviour of a pupil is such that it brings the school's reputation into disrepute, seriously flouts the disciplinary code or bullying continues despite the implementation of the above sanctions, then that pupil's parents may be asked to remove their daughter / son. This would be the last resort after a range of measures have been tried to improve the pupil's behaviour.
Prior to this step being taken, the Head will discuss this situation with the Chairman of the Board of Governors, who will discuss it with some other members of the Board. If they agree with the Head the pupil will be expelled.
- The parents of the pupil may appeal against this decision in which case the decision will be reviewed by a sub-committee of Governors who were not involved in the original case. The pupil / parents will be given adequate opportunity to state their case and the hearing will take place within two weeks of the original decision.

Expectations of the School community

Staff and Governors	Pupils	Parents/Carers
To lead by example	To respect, support and care for each other both in school and in the wider community	To be aware of and support the school's values and expectations
To be consistent in dealing with pupils	To listen to others and respect their opinions	To ensure that pupils come to school regularly, on time and with the appropriate uniform and equipment.
To encourage pupils to value the aims of the school and apply them.	To attend school regularly, on time, ready and equipped to learn and take part in school activities	To keep pupils at home when they are ill and to provide the school with a verbal and/or written explanation of the reasons for any absence
To have high expectations of the pupils	To take responsibility for their own actions and behaviour	To take an active and supportive interest in their child's work and progress
To meet the educational, social and behavioural needs of the pupils through an appropriate curriculum and individual support	To do as instructed by all members of staff (teaching and non-teaching) throughout the school day	To provide the school with an emergency contact number
To encourage regular communication between home and school	To be tolerant of others, irrespective of race, gender, religion, ability and age	To be aware of events and activities which have been organised to enrich the educational experience of the pupils and encourage participation.

Policies linked with this Policy:

- PSHCE
- Safeguarding
- Curriculum and Teaching
- Anti-Bullying
- Equal Opportunities
- Restraint
- Disability
- EYFS Special Educational Needs and Disability
- TOPS Behaviour

See appendix for Codes of Conduct.

Written by:	Adopted by the Board:	Reviewed:	Review Date:
AMM/September 2009	MV/October 2009	July 2011	July 2012

Highclare School

Junior Code of Conduct

All members of Highclare School agree to:

1. Dress according to uniform rules in and out of school.
2. Walk sensibly around the schools keeping to the left in corridors and on staircases.
3. Eat and drink only in designated dining areas, or in the gardens at break time. During wet break times snacks may be eaten in the classrooms.
4. Respect school property and do not damage books, furniture or equipment.
5. Do not scream, shout or behave badly at any time.
6. Treat all members of the school community with respect. Bullying is unacceptable in any form and an anti-bullying policy is in place.
 - be gentle and do not hurt anyone
 - be kind and helpful and do not hurt others' feelings
 - play co-operatively and do not spoil others' fun
 - listen to other peoples' points of view
7. Respect other people's property and to not borrow or interfere with anyone else's belongings without permission.
8. Complete and hand in all homework on time.
9. Leave all mobile phones or electronic equipment at home except in special circumstances and with the permission of the Head of Junior School. When permission has been given the phone should be taken to the Main Office before school and collected at 3.15 p.m.

Highclare School

Senior Code of Conduct

All members of Highclare School agree to:

1. Dress according to uniform rules in school and travelling to and from school
2. Walk sensibly around the school keeping to the left in corridors and on staircases.
3. Eat and drink only in designated dining areas, or in the gardens in fine weather and not chew gum.
4. Take all necessary books and equipment to lessons.
5. Respect school property and not to deface or damage school books, desks or fabric of the building.
6. Not scream, shout or indulge in inappropriate behaviour at any time whilst on school premises, on school trips or outside school whilst in school uniform. This includes smoking, taking drugs and drinking alcohol.
7. Treat all members of the school community with respect.
8. Respect other people's property and not borrow or interfere with anyone else's belongings.
9. Complete and hand in all homework as directed by subject staff.
10. Only bring a mobile phone or other electronic device(s) into school if absolutely necessary. If a phone is brought into school it should be switched off on entry to the school premises and kept off until it is collected during morning registration by form teachers and locked in a secure place until the end of the school day. Phones should then remain switched off until exit from the school premises at the end of the school day. The school takes no responsibility for mobile phones or other electronic devices brought into school if the above arrangements have not been firmly adhered to. The only exception to this rule is that Year 11 pupils have permission to use their iPods during morning break and lunchtime in their form rooms only.
11. Sixth Form students must take full responsibility for their mobile phones, ensuring that they are switched off during lessons.

Highclare School

SENIOR BEHAVIOUR CONTRACT

I agree that I can and will behave in the following manner at all times:

- To respond appropriately to my teachers at all times and to follow instructions without questioning or arguing.
- Not to engage in any inappropriate behaviour or use inappropriate language which may have an adverse effect on the wellbeing of other pupils.
- I understand that if I do engage in any behaviour which is inappropriate and continue to cause problems, my teachers may require me to leave the lesson and report to Academic or Pastoral Head of Senior School.
- Not to engage in any behaviour which is likely to interrupt the learning of others or disturb the learning environment of the classroom.
- Not to talk unnecessarily to others in the class unless instructed to do so by the teacher.
- To arrive at all my lessons on time and with the correct books and equipment.
- To sit in my usual seat unless the teacher requires me to sit somewhere else - this may be on my own. If required to move seats during a lesson, to do so immediately and without argument.
- To remain facing the front throughout the lesson unless the teacher directs otherwise.
- To continue to complete and hand in all homework on time.

Signed Pupil Date:

Signed Parent Date: