

THE VILLAGE PREPARATORY SCHOOL, BELSIZE PARK

POSITIVE BEHAVIOUR AND EXCLUSIONS POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

This Policy has been reviewed and approved by: Director of Operations

Review date: July 2019

Policy actioned from: July 2019 – August 2020

Next review date: August 2020

Please note: 'School' refers to The Village Preparatory School; 'parents' refers to parents, guardians and carers.

Please note: This is a whole school policy, which also applies to the Early Years Foundation Stage.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Anti-Bullying Policy, Cyber Bullying Policy, Physical Restraint and Use of Reasonable Force Policy, and Disability Policies.

The school recognises its duties under the Equality Act 2010 to make reasonable adjustments for pupils with disabilities.

This policy has been drawn up using advice from Behaviour and Discipline in Schools: Advice for Headteachers and School Staff DfE, January 2016.

The Aims throughout the whole school are:

- To promote good behaviour, self-discipline and respect;
- To promote an environment where everyone feels safe, valued and secure;
- To prevent bullying

This policy should be read in relation to the following policies:

- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- E-Safety Policy
- PSHE Policy
- Searching, Screening and Confiscating Policy
- Violence towards Staff Policy

Promoting Good Behaviour

As well as staff acting as positive role models, the school will endeavour to promote and teach good behaviour by having the following expectations of the pupils:

- Courtesy and Politeness;
- Respect;
- Dress (uniform, cleanliness, any adornments, including make-up, hair);
- Lessons and punctuality;
- Property;
- Privacy;
- Safety;
- Technology.

EYFS / YEARS 1-2 (Lower and Upper I)

In our discipline, we should be positive, encouraging and caring and to set an example through our own behaviour, appearance, punctuality and courtesy. We aim to cultivate responsibility and self-discipline in each pupil.

The fundamental relationship between staff and pupils should be a constructive partnership in learning; one which allows for mutual respect. Appropriate attitudes will be encouraged.

Good behaviour will be reinforced with the following rewards:

- Verbal praise to the individual

- Drawing attention positively among the group or class to the work or behaviour
- Positive comments written on child's work and/or in Home/School contact book
- Award of a gold or blue slip for work or behaviour
- Award of a certificate in an assembly

Discipline must be tempered by sensitivity and tact and take account of a child's personal circumstances. Rules, orders and instructions should be clear.

Positive guidance techniques should be used, including:

- Re-directing children
- Early intervention
- Anticipation and elimination of potential problems

A collective staff vision is important in achieving these goals.

In the event that misbehaviour occurs, one of the following actions would be taken:

- A reprimand
- A warning of the consequences if the misbehaviour is repeated
- Temporary separation of a child from main group
- Missing part of playtime
- The loss of a privilege, e.g. doing a free-choice activity
- Persistent misbehaviour would require liaison with the child's parent or guardian
- In extreme cases, e.g. violence against another pupil or member of staff, the advice and support of the Head of the relevant section of the school may be sought.

YEARS 3-6 (Transition to Third Form)

Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences. This will be done primarily through PSHE but, where appropriate, will be incorporated into any lesson.
- To create a school where children are happy and secure in an orderly framework of rules; thus, allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example

to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.

- To teach the pupils respect for their environment.

Methods

Our policy at The Village Prep School is to use a positive attitude to discipline rather than simply issue punishments for bad behaviour. Praise and encouragement are seen as very important, from an encouraging smile to a quiet word, a public word or commendation in assembly, written comments on work, the 'card' system, or a visit to other staff, including the Head, or Deputy Head to show special achievements.

Incentives

The school uses a system of house points through the card system (bronze, silver and gold). These are awarded, among other things, for good work and behaviour. They are totalled every week for each house team, with the running totals announced in the assembly. The pupils are thus encouraged to work not only for themselves but for the 'good of the House'.

Our discipline at TVPS aims to be firm and fair. While misbehaviour is checked immediately, the individual circumstances of each child are carefully monitored by Class Teachers so that staff are aware of any extenuating circumstances. The pastoral care system at TVPS is an integral part of every child's daily school life. Its aim is to develop the social, moral, personal and educational wellbeing of the child through discussion, interaction and awareness of issues appropriate to the age of the child. This is normally lead by the Class Teacher, but all teachers have a responsibility through their lessons to encourage and support pupils to be better citizens. We believe that the better the rapport between pupil and staff, the less the pupils will 'step out of line'. An appropriate verbal rebuke or encouragement, together with an explanation the pupil clearly understands, is an important part of the discipline process.

However, there are occasions when it is necessary to correct bad behaviour or work. We aim for all staff to implement any sanctions consistently and to have the backing and co-operation of parents.

Sanctions

Poor work may be re-written at break so long as a pupil does not miss both breaks in a day and that missed breaks do not become the norm. Communication between staff is an important part of this process.

If pupils are found to have made malicious accusations against staff disciplinary action will be taken which may result in the pupil's exclusion.

Children who are causing concern academically, physically or socially are discussed with the Deputy Head; actions could include:

1. Talking to the pupil to better understand the reasons behind the behaviour
2. A relevant task or written punishment
3. Monitoring behaviour
4. Inviting parents to discuss the concerns raised
5. Monitoring progress carefully by putting the pupil (or class) on report – comments written by staff after each lesson and checked by the tutor with the pupil at the end of each day.
6. The report may well be in the form of a 'comment book' where staff record where a pupil has made a special effort to co-operate or to produce good work, rather than the more severe report slip.

Any concerns regarding serious verbal or physical behaviour must be reported immediately to the Head.

Parents will, of course, be advised and involved in any disciplinary matters at the appropriate stage in order to make them aware of their child's behaviour in school and to work together to resolve the problem before more serious measures become necessary.

There is no corporal punishment at The Village Prep School.

Discipline Policy - Principles and Aims

Aims

- To cultivate in pupils an acceptance and recognition of responsibility for their own decisions and actions; and for their consequences.
- To create a school where pupils are happy and secure in an orderly framework of rules; thus, allowing effective learning and the opportunity for each pupil to fulfil their potential, while encouraging mutual respect between all members of the community. Staff should set a good example

to pupils in matters of dress, punctuality and commitment; regarding themselves responsible for the behaviour of pupils within the school.

- To teach the pupils respect for their environment.

We aim to provide:

- Good adult and peer role models of caring and co-operative behaviour.
- Reinforcement of positive attitudes to expectations.
- Recognition of a wide range of achievements.
- Acceptance by all pupils in school of a common responsibility for maintaining good discipline and promoting the school's basic guidelines.

Practice

Guidelines to pupils at TVPS; we expect you to:

- Show respect for others and their property.
- Follow all instructions given by staff or other adults working with the pupils.
- Move quietly in and around school.
- Bring all the equipment and books that you need for each session.
- Be punctual.
- Be safe.
- Complete all assignments on time.
- Ask for help and support whenever you need it. It's OK to be proactive.

Classroom Guidelines

We expect you to work hard and

- Enter the room quietly and sensibly.
- Prepare for your lesson on arrival by having books and equipment out.
- Limit eating and drinking to break and lunchtime. (Pupils are encouraged to drink water and should bring a sealable bottle for this purpose.)
- Listen carefully to others without interrupting. Put up your hand when you wish to speak or add to the discussion in class.
- Treat the room and furniture and other people's belongings with respect.
- Leave the room tidy.
- Leave in an orderly way when you are asked.
- Respect the views of others.
- Any mobile telephones should be switched off and handed in whilst in school.

- Chewing gum, alcohol, drugs or solvents are banned at all times.
- Mobile digital devices, such as tablets etc. must not be used in school time/on school premises, unless they are part of your agreed support to access learning. They are the responsibility of the pupil.

Serious Misconduct

Serious misconduct, e.g. physical violence, serious safety risk, total defiance will result in the pupil being sent home pending enquiries, after which the pupil may return to school on a behaviour and performance contract / report, internally suspended, externally temporary excluded, or permanently excluded or withdrawn by parents. The individual circumstances will determine the course of action by the school.

School Monitoring Reports

The School uses a variety of strategies and reports to help support pupils in their learning. Some reports are disciplinary while others are intended to support a pupil with a particular issue, i.e. 'organisation'. The aim is to ensure that all individuals continue to make good progress. Generally, where a pupil is on report they will present this daily to their Class Teacher.

Lateness

Pupils arriving late after registration must sign in at Reception. This will be recorded on the registration system for the teacher to see.

Uniform

Pupils coming in to school with incorrect uniform will be given the option to borrow an item of uniform from school. Parents will be contacted by the school. Inappropriate or offensive slogans and images are not permitted on any clothing.

Smoking

Smoking is banned at all times. If a pupil is caught smoking on or off the school premises the parents will be informed and the pupil will be sent home immediately. The school reserves the right to consider with parents a disciplinary sanction where a child is seen smoking whilst in school uniform or are attending a school function or event away from the normal school sites.

Criminal Activity

If a pupil is caught or suspected of being involved in any criminal activity, she will be sent home, with their parent(s), whilst the case is investigated. Where the situation would require the intervention of the police, the school will not conduct any interviews or investigation without the prior consent of the police. Activities of a criminal nature may result in the pupil being asked to leave the school.

Illegal Substance Abuse

If a pupil is suspected of using any illegal substance, within school time, the school reserves the right to give the pupil involved a drug test. If tested positive for any Class A and/or B drugs, then the pupil will be dismissed instantly. If the pupil tests positive for cannabis, then the school will monitor his/her punctuality and general behaviour until a second random drug test is given (typically within a month). If the pupil tests positive for a second time, then she will normally be asked to leave the school.

Possession of an Illegal Substance or Alcohol

If any pupil is caught in possession of any illegal substances, including cannabis or alcohol, they will be temporarily excluded from the school immediately, whilst an investigation is conducted. Proven possession will result in the temporary exclusion becoming permanent. The school reserves the right to inform and involve the police or other services either to comply with the law or to act in the best interests of the child's health and welfare.

Mobile Phones

Mobile Phones have to be handed into Reception at the start of the day and collected at the end of school. Pupils are not permitted to use mobile phones when on school trips or sporting venues.

Inappropriate use of mobile phones, including taking pictures, videos or other recordings will result in the phone being confiscated and given to the Deputy Head. The phone can be collected at the end of school on the same day. Repeated use or misuse of the phone will result in the parents and the child being informed that the parents must not allow their pupil to bring a phone to school.

EXCLUSIONS POLICY

Pupils guilty of serious misconduct may be liable to either fixed-term or permanent exclusion. In circumstances where a pupil's behaviour, while she is not at School (as

defined below), damages or threatens, actually or potentially, the wellbeing of any member of the School community or the reputation of the School, the School may investigate the pupil's conduct. As a result of this investigation, if it is considered appropriate to protect the wellbeing of other pupils and the School's reputation, sanctions may be imposed proportionate to the seriousness of the misconduct.

When judging whether to exclude a pupil permanently or for a fixed-term, the School will take into account all the circumstances: these will include the age of the pupil, the seriousness of the offence, its impact upon the School and any member of the TVPS community (pupils and staff), and any extenuating circumstances raised by the pupil in her defence.

For the purposes of this policy "at the School" means each of the following:

- On School premises;
- anywhere where a pupil is engaged in an activity organised by School staff or anyone acting on behalf of the School; and
- whenever and wherever the pupil is wearing school uniform or other clothing which identifies her as an TVPS pupil, including when travelling to and from the school.

"serious misconduct" means:

- violent or threatening behaviour
- indecent, offensive, abusive, bullying or harassing behaviour
- theft
- possession or consumption of illegal drugs at the school
- possession of offensive weapons or any dangerous, poisonous, flammable or explosive items
- cheating in examinations
- deliberate or reckless damage to property
- rudeness to a member of staff or other adult involved in or encountered in the course of an event organised by the School, or acting on behalf of the School
- serious misuse of School ICT facilities (see the ICT Policy)
- repeated breaches of the School Code of Conduct
- breach of the Code of Conduct after a pupil has signed a behavioural or academic contract that is criminal; and/or illegal
- has or could have had a serious adverse effect on: (i) any part of the physical environment of the School; (ii) any aspect of the wellbeing of any member of the School community (pupils and staff); and/or (iii) the learning of the

pupil himself or that of any other pupil; and/or harms the public image of the School.

To support a pupil receiving a fixed-term exclusion and who would thereby be at risk of permanent exclusion (in the event that he / she were to commit another breach of the Code of Conduct), the pupil will be required to sign a Pupil Contract in which she will agree to a number of targets for behaviour improvement and/or academic performance. This will be monitored by the Deputy Head. Failure to comply could result in permanent exclusion.

Parents may appeal against the exclusion of their child through the school's Complaints Policy.

Liaison with Parents and other Agencies

- The school actively encourages parents to keep in contact and to keep the lines of communication open. Parents will be kept informed of any serious behavioural issues regarding their child. If a Pupil Contract needs to be put into place, parents will be actively encouraged to be involved in the process. Occasionally, the school may need to liaise with outside agencies (e.g. Child Protection Officer, Educational Psychologist, local authority MASH team case worker) to gain advice or to work in tandem to provide the best support for a pupil.
- The policy is available at all times on the school website.
- The policy will be reviewed annually. If any amendments are made at other times parents will be informed via the school's newsletter.

Staff Training

- Staff will receive annual training on this policy, so that they have a clear understanding of the systems and procedures, and their legal responsibilities.

The Designated Safeguarding Lead is Mrs Cora Reilly Bolsom.

Malicious Accusations against Staff

Sanctions may be imposed on any pupils who are proven to have made malicious allegations against a member of staff, but that the decision on how to proceed should be dealt with sensitively.

In order not to deter pupils from making genuine allegations, the pupil found to have made a malicious accusation should be offered confidentiality.

According to the circumstances, she may:

- Receive counselling to help identify why he/she made the allegation
- Be excluded
- Possibly face criminal proceedings

Register of Sanctions

The school uses a central register of sanctions imposed for serious misbehaviour.

This is a whole-school policy and relates to EYFS through to Year 6 (Third Form).

Interpretation

In this policy, the term "senior manager" means a School Principal, Head or their designated deputies.

This policy applies in Schools and other work environments within the Chatsworth Schools group.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 10830542, and the term "Company" should be interpreted accordingly, dependent on the employing company.

The registered office of all companies is Crimea House, Great Tew Estate, Great Tew, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Group Director of Operations at this address.

Review date: July 2019 Next review: August 2020
