

Widford Lodge
PREPARATORY SCHOOL



**Behaviour & Discipline
Policy**

Date written: November 2008
Review Date: November 2012

WIDFORD LODGE SCHOOL BEHAVIOUR AND DISCIPLINE POLICY

Aims & Expectations

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. Widford Lodge is a caring school, whose values are built on mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, but the primary aim of the behaviour policy is not a system to enforce rule. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

Widford Lodge expects every member of the school community to behave in a considerate way towards others.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes this will develop an ethos of kindness and cooperation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

Rewards & Punishments

We praise and reward children for good behaviour in a variety of ways:

- teachers congratulate children
- teachers give children stars for good work – Prep only
- teachers send children to the Headmaster for a 'Headteacher's Award' or Head of Department for a 'pat on the back' if they have excelled in their work and attitude
- Special mentions for Pre-Prep weekly in assembly
- Politeness & Courtesy Cup awarded weekly in assembly
- Use of stickers, Happy faces, in books
- we acknowledge consistent good work, effort and acts of kindness
- we use Friday and Monday assemblies to celebrate the achievements of the children, both in and out of school.

The school acknowledges all the efforts and achievements of children, both in and out of school. The Record of Achievement File contains information regarding pupil achievement out of school, for example, music or swimming certificates.

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We apply each sanction appropriately to each individual situation.

- We expect the children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect children to try their best in all activities. If they do not do so, we may ask them to redo the task.
- If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until he or she calms down, and is in a position to work sensibly again with others. (It is up to the teacher to decide whether the child is moved to another place within the class, is asked to leave the room, is sent to another class or is sent to the headmaster's study).

If the child misses work as a result of poor behaviour they must catch up in break-time. It is essential that the poor behaviour of one child does not affect the teaching and learning opportunities of the whole class.

If a child misbehaves repeatedly in class, the teacher keeps a record of all such incidents. In the first instance, the teacher deals with incidents him or herself in the normal manner. However, if misbehaviour continues, the teacher seeks help and advice from the relevant Key Stage co-ordinator and then possibly from the Headmaster too. It may be necessary to put the child on a 'Behaviour' Report'. This will be a joint decision between the Teacher and Headmaster. When a child is put on report their parents must be informed. - Reviewed weekly.

In the Prep school a 'Green Slip' may be issued to the misbehaving child which details the incident(s). The child must take this to the Headmaster in the study. The issue of a green slip means missing the breaks for at least that day. When a Green Slip is issued to a child their parents will be informed by a 'standard' school letter. The parents will be asked to acknowledge receipt of the letter. If a child receives 2 Green Slips in a half-term their parents will be asked to meet with the Headmaster and the child and they will lose more breaks. Three or more Green Slips in a half term could lead to exclusion.

- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for the rest of that session.
- If a child threatens, hurts or bullies another pupil, the class teacher records the incident and the child is spoken to and punished if appropriate. If a child

repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to improving the behaviour of the child.

The class teacher discusses the school rules with each class. In addition to school rules each class will have its own classroom code, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour we expect in our school. If there are incidents of anti-social behaviour, the teacher discusses these with the whole class during form periods and PHSE lessons.

The school does not tolerate bullying of any kind. If we discover that an act of bullying has taken place, we act immediately to stop any further occurrences of such behaviour.

Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him or herself, or others. Teachers should seek help from a colleague in dangerous and volatile situations and may use the Red & Green cards to summon assistance if required.

The Role of the Class Teacher

It is the role of the teachers to ensure that the school rules are enforced in their lessons.

The teachers at Widford Lodge have high expectations of the children in terms of behaviour, and they strive to ensure that all children work to the best of their ability.

The teachers will treat each child fairly and enforces the classroom expectations consistently.

The teachers treat all children in their class with respect and understanding.

If you are teaching a child from another class and their behaviour is a cause for concern their Form teacher must be informed.

The Form teacher will report to parents if there are concerns about the behaviour or welfare of the child.

The Role of the Headmaster

It is the responsibility of the Headmaster to implement the school behaviour policy consistently throughout the school.

The Headmaster keeps records of all reported serious incidents of misbehaviour.

The Headmaster has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, the Headmaster may permanently exclude a child. Both these actions are normally only taken after detailed consultation between home and school.

The Role of the Parents

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.

We expect parents to support their children's learning, and to cooperate with the school. We encourage a supportive dialogue between home and school and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to punish a child, parents should support the actions of the school. If parents have any concern about the way that their child has been treated, they should initially contact the relevant teacher. If the concern remains, they should contact the Headmaster. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

Fixed-Term and Permanent Exclusions

Only the Headmaster has the authority to exclude a pupil from school.

If the Headmaster excludes a pupil he informs the parents immediately by telephone giving reasons for the exclusion. This will be followed by a meeting or letter if appropriate. At the same time, the Headmaster makes it clear to parents that they can, if they wish, appeal against the suspension.

Monitoring

The Headmaster monitors the effectiveness of this policy on a regular basis, which will lead to discussions with the staff which may lead to further improvements.

The school keeps a variety of records of incidents of misbehaviour:

- There is an 'Incident Book' kept in the Study which also includes a record of green slips issued.
- Form teachers may keep a record of minor incidents.
- Record of children put 'Under the Clock'

- Headteacher's Award Book
- Stars collected weekly and termly
- Special mentions recorded in a book.

Review

This policy is constantly under review and is referred to whenever incidents of challenging behaviour occur. The next formal review will take place in November 2012.

Signed:..... Date: