

BEHAVIOUR, DISCIPLINE (INCLUDING REWARDS AND SANCTIONS) AND EXCLUSION POLICY (Whole School Policy including EYFS)

PURPOSE

The Manor Preparatory School has high expectations of its pupils. The purpose of the behaviour policy is to enable everyone - parents, pupils, staff and governors - to share responsibility for creating an atmosphere which is conducive to a successful school. The School puts into practice the Governors' Policy Statement on Behaviour and Discipline.

In the application of this policy regard is to be had of any special educational needs of a pupil (which includes all pupils with learning difficulties and/or disabilities, whether they have a statement or not).

GOVERNORS' POLICY STATEMENT ON BEHAVIOUR AND DISCIPLINE

The Governors expect that a high standard of discipline will be set and maintained at all times.

School rules will be concerned with care and consideration for others, and with safety inside and outside the school building. They will reflect the belief that children need to develop self-discipline, self-respect and respect for others in order to live harmoniously at school and in their future lives.

The school believes in promoting good behaviour as well as correcting behaviour that falls short of the expected standards.

There will be no corporal punishment in the school. If a child's behaviour is giving cause for serious concern, parents will be invited to discuss this.

The Governors expect that suitable allowances are made in this policy for pupils with learning difficulties and/or disabilities.

The Governors approve the school policy on Behaviour and Discipline. The rewards and sanctions are believed to be appropriate to the age of the children, as is the course of action to be taken for serious offences of breach of conduct.

The Governors see the Anti-Bullying Policy as an integral part of the school's Behaviour and Discipline Policy and require that suitable sanctions are made clear to the pupils and used where appropriate.

The Governors delegate to the Headmaster the administration of the school's Behaviour and Discipline Policy.

The full policies are available on the school website or from the School Office.

POLICY

Aims and Objectives

- To create a school community which is safe, purposeful and a happy environment for effective learning, based on high standards, shared values and a clear understanding of the behaviour expected.
- To foster mutual respect and caring attitudes where all achievements are acknowledged and celebrated.
- To help pupils develop responsibility for their own behaviour and grow into self-disciplined young people who show respect for others.
- To manage pupils' behaviour effectively by a whole school approach to behaviour management which is clearly understood by pupils, parents and all staff.
- To make boundaries of acceptable behaviour clear and to ensure children feel secure.
- To eliminate bullying
- To make allowances for pupils with learning difficulties and/or disabilities

THE ETHOS OF THE MANOR

Everyone associated with the school - staff, parents and children - is notified of our Manor Rules. The school attaches great importance to courtesy, integrity, manners and good discipline. We expect all parents to support the aims of the school in upholding and promoting its good name, and ensuring their child maintains appropriate standards of punctuality, behaviour, diligence, language, discipline, appearance and dress. Please see Section G of the school's Terms and Conditions for more information.

OVERALL RESPONSIBILITY FOR BEHAVIOUR MANAGEMENT

The Headmaster has overall responsibility for Behaviour Management issues. He delegates much of the practical day to day management of behaviour to the Heads of the relevant sections of the school. The Headmaster and the Heads of Section are supported in acquiring the skills to provide guidance to other staff and to access expert advice if ordinary methods are not effective with a particular child.

SCHOOL RULES

The following school rules have been chosen as a guideline for behaviour throughout the school. They promote good behaviour, as well as reminding pupils of what to avoid.

GOLDEN RULES	
Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

At the beginning of each school year the children are reminded of these rules in PSHE lessons and in Assembly. In addition some classes work out their own code of conduct for the year.

Anti-Bullying Policy

The School does not tolerate bullying of any members of the school community. Please see our Anti-Bullying Policy (available on the website or from the School Office).

The School believes in support for both the victim and the bully. However, there are also sanctions for bullying (please see the section in this policy on 'Positive reinforcements, Rewards and Sanctions'.)

Homework - Years 3-6

Pupils are required to do homework in the appropriate year groups. Homework is seen as an essential extension of school work and parental support is necessary and expected to ensure this.

Internet Use

Pupils are required to follow the guidance of staff about the responsible use of the internet and email.

Mobile Phones

Any child using the school bus service may bring a mobile phone to school but they are requested to leave it in the school office, clearly named, for safe keeping during the day. It can be collected as the child leaves in the afternoon.

School Uniform

Pupils are required to wear the regulation school uniform. It should be clean and current. Hair should be kept tidy and off the face, with the use, where necessary of hair accessories in school colours. Jewellery - plain stud earrings - should be removed or taped for PE; no necklaces or bracelets should be worn unless required for medical or religious reasons.

Responding to Staff's Instructions

Children are required to listen to and follow instructions from members of staff as and when required.

Pupils Remain on the School Site

All pupils are required to remain within their prescribed physical boundaries within school and will only leave the school site if accompanied by a member of staff or parent.

POSITIVE REINFORCEMENTS, REWARDS AND SANCTIONS

Positive reinforcements and rewards are the main means of our system of discipline. Any sanctions are designed to explain why antisocial or disruptive

behaviour is not acceptable and to promote a constructive attitude to work and play, and a more positive feeling of self-esteem.

Early Years (Pre-Nursery, Nursery and Reception)

Acceptable and unacceptable behaviour is part of daily Early Years life. Early Years Teachers use a range of strategies to promote positive behaviour and progress. They aim to constantly praise good behaviour with recognition, stickers, certificates and extra responsibility. Staff set good examples and act as role models particularly with regards to manners and caring for one another. The School's Golden Rules are displayed in the cloakroom and parents have a copy of them in their welcome booklets.

Procedure for dealing with inappropriate behaviour depends on the maturity and emotional needs of each individual. Inappropriate behaviour is addressed through stories, role play, circle time and discussions. When inappropriate behaviour starts to become persistent, sensitive yet constructive communication with the parents is paramount. Children need subtle support so as not to become labelled. In some situations an adult will work alongside a child to support them. Stickers/charts might be given to mark progress if appropriate. Children who repeatedly misbehave or are rude may have "time out" and will be expected to apologise for their actions. All staff support each other and pass onto another colleague if necessary.

Summary of rewards and sanctions in Early Years

- ***Rewards:***

- *Recognition*
- *Certificates*
- *Extra responsibility*
- *Stickers/Charts*

- ***Sanctions:***

1. *Reasoning/discussion with the pupil of good and bad choices*
2. *Systems to clarify good and bad behaviour such as Traffic light cards, thumbs up and thumbs down, star of the day and the sun and the cloud*
3. *Pupils behaviour discussed with the Head of Early Years*
4. *Staying inside with a teacher during a portion of morning and lunchtime break*
5. *Antisocial behaviour forms completed if appropriate; the form is discussed with the Headmaster*
6. *Meeting with Parents and Class Teacher and Head of Early Years*
7. *Meeting with Parents, Class Teacher, Head of Early Years and Headmaster*
8. *Written warning to parents re possible need for withdrawal*
9. *Withdrawal/expulsion of pupil in line with Exclusion Policy*

Pre-Prep (Years 1 and 2)

Throughout the Pre-Prep appropriate behaviour is expected. The staff continuously praise good behaviour through verbal admiration and also sticker rewards. Each week 'Certificates of Achievement' are awarded to children in each class from Reception to Year 2. The Class Teacher selects one or two children who deserve special recognition for their social, emotional or academic efforts. The Head of Pre-Prep then hands out the certificates at the end of the Pre-Prep assembly. The Golden Rules are displayed in the classrooms, referred to regularly and discussed together in 'Circle Time'. For parent information there is a copy of the rules in our 'Welcome Booklets'.

Children who behave inappropriately may be moved to have some 'time out'. This can be in their own classroom, or in the parallel class or with the Head of Pre-Prep. If a child repeatedly misbehaves or is rude, they may miss some minutes of their 'Golden Time'. The children are expected to apologise for their actions. An individual behavioural card may be given to the child to help with their behaviour. The class teacher or Head of Pre-Prep will talk to the parents so they can work together in helping the child reach their targets.

In the case of 'playground issues', the class teacher and Head of Pre-Prep will see the children either together or individually. If the situation merits it, parents will be informed of these interviews and invited in for further discussion if necessary.

Summary of rewards and sanctions in Pre-Prep

- ***Rewards:***

- *Verbal Admiration*
- *Sticker rewards*
- *Certificates of achievement*

- ***Sanctions:***

1. *Reasoning/discussion/explanation with reference to the school's Golden Rules from pupil's Class Teacher*
2. *Time out/loss of Golden Time*
3. *Comments book to collect comments at the end of lessons from individual teachers*
4. *Pupil sees Head of Pre-Prep*
5. *Pupil sees Headmaster*
6. *Parents meet Headmaster, Class Teacher and Head of Pre-Prep*
7. *Written warning to parents re possible need for withdrawal*
8. *Withdrawal/expulsion of pupil in line with Exclusion Policy*

Prep (Years 3-6)

Discipline in Years 3-6 is low key but expectations are high; guidelines are made clear and discussed regularly in Form Times. For the Spring and Summer Terms of 2011 we have introduced the following scheme on an experimental basis to be trialled in Years 3 and 4:

'Traffic Light' System and Manor Gold Stars

In Years 3 and 4 teachers use a 'Traffic Light' system as a way of dealing promptly with low-level disruption from individual pupils which avoids having to refer them to a senior member of staff unnecessarily. They also have a gold Manor Star to reward and promote good behaviour.

On the whiteboard in each classroom the teacher has a display of red, orange and green circles ('traffic lights') and also a gold 'Manor Star'. At the start of each lesson all of the children are on 'Green', so no initials are written on the board. If an individual is not behaving appropriately (e.g. constantly calling out, distracting others), they will go through the following stages:

1. Verbal warning (*If you continue to I will put your name by the orange light*)

If they ignore the warning:

2. Initials go next to the orange traffic light. (*Please show me that you can behave sensibly so that I can take your name off the orange light.*)

If disruption continues:

3. Initials are written next to the red traffic light.

If the initials are still on the red traffic light by the end of the lesson the teacher has a brief talk with the pupils concerned, ensuring they understand what they are doing wrong. They are given a 'reflection card' to take away and complete. This is returned to the teacher when completed.

If the lesson was not taught by the Form Teacher, the reflection card is then passed on to them.

If the Form Teacher finds that a number of reflection cards are being completed by one pupil they will then ask that pupil to see the Deputy Head.

Instructions for teachers for traffic light use:

- only initials are put on the board
- pupils are always encouraged to redeem themselves and have their initials rubbed off
- Focus is always on positive behaviour unless the negative behaviour is affecting the learning of others
- Initials are always rubbed off at the end of each lesson so they begin the next lesson on a clean slate.

For particularly good or considerate behaviour individual pupils may have their name written on the gold Manor Star on the board and are rewarded with a special sticker.

Seeing the Deputy Head or Headmaster

In Years 3-6 if a member of staff feels that a pupil has behaved particularly poorly she will be seen by the Deputy Head and targets will be set for improved behaviour. If it is considered appropriate, the Deputy Head or Headmaster will invite parents in for further discussion. If appropriate a pupil will be asked to write a letter of apology, e.g. for disobedience to a dinner lady.

Merit Marks

These are awarded for effort, for excellent work and for exceptionally good manners and behaviour.

In Years 3 and 4 they are recorded on merit slips which are presented to the girls by their Form Teacher during Form Time at the end of the week. The girls then post their merit slip into the appropriate House box. The following Monday the House Vice Captains in Year 6 count the merit slips and keep a running total on the House merit boards in Middle School. At the end of each term the total of merits received by each House is added to the merits received in Years 5 and 6.

In Year 5 and 6 merit marks are recorded on a chart which is kept at the back of the homework diary.

On Friday afternoon form times the Form Teacher will sign the merits and they go towards a House total for the week. The House Captains will collect the numbers for their House from each class and will record these on the chart halfway up the Year 5 stairs.

At the end of each term a cup is presented to the winning house and the pupils in the house are rewarded by wearing home clothes on a Friday.

Summary of rewards and sanctions in Years 3-6

- ***Rewards:***

- *Stickers (mainly Years 3-4)*
- *Merit slips (Years 3-4)*
- *Merit marks chart (Years 5-6)*

All merit marks contribute to a House total, the pupils' of the winning House are rewarded with a cup and by wearing home clothes on a Friday.

- ***Sanctions:***

1. Reasoning with the pupil/discussion/explanation with reference to the school's Golden Rules from pupil's Class Teacher

2. Communication of misdemeanours to Class Teachers verbally (preferably) or via e-mail
3. Staying in classroom with a member of staff at lunchtime or break
4. Class teacher may decide to mention the complaints to parents
5. Pupil sent to Deputy Head
6. OPTIONAL - report card given to child for teachers to comment upon in each lesson (Please discuss via Headmaster first if this approach is to be used)
7. (or earlier) Pupil sees Headmaster
8. Parents meet Headmaster and Class Teacher
9. Written warning to parents re possible need for withdrawal/expulsion
10. Withdrawal/expulsion of pupil in accordance with Exclusion Policy

EXCLUSION POLICY

1 Introduction

- 1.1 **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents.
- 1.2 **Interpretation:** References to the Head include deputies. "Parent" includes one or both of the parents, a legal guardian or education guardian. "Expulsion" means a dismissal from the School in disgrace, formally recorded. "Removal" means that a pupil has been required to leave, but without the stigma of expulsion. Subheadings are for ease of reading and not part of the policy.

2 Policy statement

- 2.1 **Aims:** the aims of this policy are:
 - to support the School's behaviour and discipline code
 - to ensure procedural fairness and natural justice
 - to promote co-operation between the School and parents when it is necessary for the School that a pupil leaves earlier than expected
- 2.2 **Misconduct:** The main categories of misconduct which may result in expulsion or removal are:
 - supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
 - theft, blackmail, physical violence, intimidation, racism and persistent bullying
 - misconduct of a sexual nature; supply and possession of pornography
 - possession or use of unauthorised firearms or other weapons

- vandalism and computer hacking
- persistent attitudes or behaviour which are inconsistent with the School's ethos
- other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises

2.3 **Other circumstances:** A pupil may be required to leave if, after all appropriate consultation, the Head is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School. A parent's own unreasonable behaviour towards staff can also lead to the pupil being required to leave the school.

3 Investigation procedure

3.1 **Complaints:** Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Deputy Head or Head of Pre-Prep, and its outcome will be reported to the Head. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave.

3.2 **Suspension:** A pupil may be suspended from the School and required to stay at home or with his/her education guardian while a complaint is being investigated alternatively, he/she may be placed under a segregated regime at school premises.

3.3 **Search:** We may decide to search a pupil's space and belongings, and ask him/her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

3.4 **Interview:** A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If the pupil is then interviewed formally about a complaint or rumour, arrangements will be made for him/her to be accompanied by a member of staff of his/her choice and/or by a parent (if available at the relevant time). A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone and adequate food and drink.

3.5 **Ethos:** An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

4 Disciplinary meeting

4.1 **Preparation:** The Chairman of Governors will be informed of the investigation. Documents available at the disciplinary meeting before the Head will include:

- a statement setting out the points of complaint against the pupil
- written statements and notes of the evidence supporting the complaint, and any relevant correspondence
- the Deputy Head's or Head of Pre-Prep's Investigation Report
- the pupil's school file and conduct record
- the relevant school policies and procedures

4.2 **Attendance:** The pupil and his/her parents (if available) will be asked to attend the disciplinary meeting with the Head at which the Deputy Head or Head of Pre-Prep will explain the circumstances of the complaint and her investigation. The pupil may also be accompanied by a member of staff of his/her choice. The pupil and his/her parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils will be preserved.

4.3 **Proceedings:** There are potentially three distinct stages of a disciplinary meeting:

4.3.1 **The complaints:** The Head will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the Head considers that further investigation is needed, s/he will decide whether the complaint has been sufficiently proved. The standard of proof shall normally be the civil standard, i.e. the balance of probabilities. However, where the allegation against the pupil would amount to a criminal offence under general law, the standard of proof should be beyond reasonable doubt. Appropriate reliance may be placed on hearsay evidence but the Head will not normally refer to the pupil's disciplinary record at this stage.

4.3.2 **The sanction:** If the complaint has been proved the Head will outline the range of disciplinary sanctions which s/he considers are open to him/her. He/she will take into account any further statement which the pupil and/or others present on his behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 48 hours, the Head will give his decision, with reasons.

4.3.3 **Leaving status:** If the Head decides that the pupil must leave the School, he/she will consult with a parent before deciding on the pupil's leaving status (see below).

4.4 **Delayed effect:** A decision to expel or remove a pupil shall take effect 72 hours after the decision was first communicated to a parent. Until then, the

pupil shall remain suspended and away from school premises. If within 72 hours the parents have made a written application for a Review by the Governors, the pupil shall remain suspended until the Review has taken place.

5 Leaving status

5.1 Explanation: If a pupil is expelled or required to leave, his/her leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents"

5.2 Detail: Additional points of leaving status include:

- the form of letter which will be written to the parents and the form of announcement in the School that the pupil has left
- the form of reference which will be supplied for the pupil
- the entry which will be made on the school record and the pupil's status as a leaver
- arrangements for transfer of any course and project work to the pupil, his/her parents or another school
- whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations
- whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- whether the pupil will be entitled to leavers' privileges
- the conditions under which the pupil may re-enter school premises in the future
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refunded of prepaid fees

6 Governors' review

6.1 Request for review: A pupil or his/her parents, aggrieved at the Head's decision to expel or require a pupil to leave, may make a written application for a Governors' Review. The application must be received by the Clerk to the Governors within 72 hours of the decision being notified to a parent, or longer by agreement.

6.2 Grounds for review: In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

6.3 Review Panel: The Review will be undertaken by a panel, which will consist of at least three persons, one of whom is independent of the management and running of the school. The panel members will have no detailed previous knowledge of the case or the pupil or parents and will not normally include the Chairman of Governors. Selection of the Review Panel will be made by the Clerk to the Governors. Parents will be notified in advance of

the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

- 6.4 **Review meeting:** The meeting will take place at the school premises, normally between 3 and 10 days after the parents' application has been received. A Review will not normally take place during school holidays. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to law.
- 6.5 **Attendance:** Those present at the Review Meeting will normally be:
- members of the Review Panel and the Clerk to the Governors or his/her deputy
 - the Head and any relevant member of staff whom the pupil or his/her parents have asked should attend and whom the Head considers should attend in order to secure a fair outcome
 - the pupil together with his/her parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation. The Clerk to the Governors must be given 7 days notice if the friend or relation is legally qualified
- 6.6 **Conduct of meeting:** The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be tape-recorded without the consent of both the Chairman and a parent and any tape-recording will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the School. The Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chairman who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chairman may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.
- 6.7 **Procedure:** The Panel will consider each of the questions raised by the pupil or his/her parents so far as relevant to:
- whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof, namely, "the balance of probability" will normally apply.
 - whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's policy in that respect.

- the requirements of natural justice will apply. If for any reason the pupil or his/her parents are dissatisfied with any aspect of the meeting they must inform the Chairman at the time and ask the Clerk to note their dissatisfaction and the reasons for it.
- 6.8 **Identification:** If the Head considers it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chairman may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chairman at his/her discretion may direct that the person be identified, or not as the case may be.
- 6.9 **Pupil's character:** Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.
- 6.10 **Leaving status:** If, having heard all parties, the Panel is minded to confirm the Head's earlier decision, it is open to the Panel, with agreement of the Head, the pupil and his/her parents to discuss the pupil's leaving status with a view to reaching agreement.
- 6.11 **Decision:** When the Chairman decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting; alternatively the Chairman may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents by the Chairman of the Review Panel or the Chairman of Governors by letter or telephone within three days of the meeting.

Date Policy Reviewed:	16 December 2011
Date of Next Review:	December 2012
Person(s) Responsible for Review:	SLT and Governing Body