

Highgate Pre-Preparatory School Behaviour and Discipline Policy

1 Aims and expectations

- 1.1** 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. We are a caring community, 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.
- 1.2** The school has a number of school rules, but our behaviour policy is not primarily concerned with rule enforcement. 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.
- 1.3** The school expects every member of the school community to behave in a considerate way towards others.
- 1.4** We treat all children fairly and apply this behaviour policy in a consistent way.
- 1.5** This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.
- 1.6** The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

2 Rewards and punishments

- 2.1** We praise and reward children for good behaviour in a variety of ways:
- Teachers congratulate and praise children verbally, and in writing in their workbooks;
 - Teachers give children stickers and 'hand stamps' as rewards for good work and behaviour;
 - Each Friday in Assembly we read out the class teachers' reports on the achievements of the children. Children put their hands up as their names are called and all get a round of applause at the end ;
 - Children may be mentioned either for effort, progress, good work or behaviour, or to acknowledge acts of kindness in school;
 - Golden Time, a thirty minute period of especially selected activities, is held on Friday afternoons as a reward for keeping the 'Golden Rules';

- The six 'Golden Rules' underpin our daily lives and all the children are expected to know and follow them. They are:
 - Do be gentle
 - Do be kind and helpful
 - Do work hard
 - Do look after property
 - Do listen to people
 - Do be honest
- 2.2** The school employs a number of sanctions to enforce these rules, and to ensure a safe and positive learning environment.
- Children are first given a verbal warning
 - If the behaviour persists a red 'warning card' is given
 - For each warning card received a child misses five minutes of 'Golden Time'
- 2.3** The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While accusations of bullying are very rare in the Pre-Preparatory school, such accusations are always taken seriously.
- 2.4** The class teacher discusses the school rules with each class. 'The Golden Rules' are displayed on the wall of each classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during 'circle time'.
- 2.6** All members of staff are aware of the regulations regarding the use of force by teachers, as set out in DfEE Circular 10/98, relating to section 550A of the Education Act 1996: *The Use of Force to Control or Restrain Pupils*. Teachers in our school do not use corporal punishment. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself. The actions that we take are in line with government guidelines on the restraint of children.

3 The role of the class teacher

- 3.1** It is the responsibility of the class teacher to ensure that the school rules are enforced in their class, and that their class behaves in a responsible manner during lesson time.
- 3.2** The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.
- 3.3** The class teacher treats each child fairly and enforces the classroom code consistently. The teachers treat all children in their classes with respect and understanding.

- 3.4** In the first instance, the class teacher deals with incidents of misbehaviour him/herself in the normal manner. However, if misbehaviour continues, the class teacher seeks help and advice from the Principal.
- 3.5** A record is kept of all 'Red Warning Cards' issued by Pre-Prep staff. When a card is given to a child the member of staff who has issued the card will record it in the 'Record of Red Cards Issued' file which is kept in the school office. The member of staff will also be required to confirm that the child's parents have been informed and note whether any follow up action is necessary.
- 3.6** The class teacher reports to parents about the progress of each child in their class, in line with the whole-school policy. The class teacher may also contact a parent if there are concerns about the behaviour or welfare of a child.

4 The role of the Principal

- 4.1** It is the responsibility of the Principal to implement the school behaviour policy consistently throughout the school, and to report to the Head Master and governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Principal to ensure the health, safety and welfare of all children in the school.
- 4.2** The Principal supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.
- 4.3** The Principal may liaise with external agencies, as necessary, to support and guide the progress of each child.
- 4.4** The Principal keeps records of all reported serious incidents of misbehaviour.

5 The role of parents

- 5.1** The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school.
- 5.2** We explain the school rules in the Parents' Handbook, and we expect parents to read these and support them.
- 5.3** We expect parents to support their child's learning, and to co-operate with the school. We endeavor to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.
- 5.4** 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 class teacher and/or Principal.

6 Monitoring

- 6.1** The Principal monitors the effectiveness of this policy on a regular basis. Staff are involved in evaluating it regularly and contributing to its modification and improvement.
- 6.2** The school keeps a of records of incidents of misbehaviour. The class teacher records 'Red Warning Cards' which are issued. The Principal records those incidents where a child is sent to him/her on account of bad behaviour.
- 6.3** Children are always treated equally and fairly with due regard to their race, gender and ability.