

PREP SCHOOL (YRS 3-8) BEHAVIOUR (REWARDS & SANCTIONS) POLICY

Some General Principles:

Whilst the Headmaster is the one in overall charge of discipline at St Andrew's, it must be understood and accepted that without an equal and consistent contribution from all staff good discipline cannot be maintained. Parental support in this respect is essential too.

Promoting Good behaviour

- 'Good behaviour' could be defined as that which falls within the 'School Values' (see below)

School Values: At St Andrew's we expect:

- * to treat others as we would be treated
 - * to forgive
 - * to share
 - * to be honest and live our lives with integrity
 - * to listen to each other
 - * to be kind and helpful
 - * to do our best to be our best.
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- Good behaviour is promoted through:
 - Weekly whole school and departmental assemblies
 - Chapel
 - Tutor periods
 - The PSHEE scheme of work
 - The rewards system (see below)
 - All staff are expected to take an active approach to promoting good behaviour; children can and should be rewarded for their good behaviour

REWARDS

Individual rewards

Verbal Praise

- Verbal praise should be used where appropriate to reinforce expected standards of work and behaviour. It may apply to individuals, groups or whole classes.

Written Praise

- Written Praise should be used where appropriate to reinforce expected standards of work.
- See also Marking Policy.

Pluses

- Pluses are awarded for acts of kindness and / or good behaviour.
- Pluses are recorded in Children's 'Set' Books.
- Bronze, Silver and Gold stickers are awarded for Pluses received. The thresholds for each colour are set at the start of each term.
- The overall total 'winners' in each year receive a prize at Prize Giving.

Headmaster's Commendation

- Headmaster's Commendation are awarded for special acts of good behaviour.

Stars

- Stars are awarded for achievement and / or effort in subjects and for contributions to extra-curricular activities.
- Stars are written in pupils' exercise books and recorded by their form teachers / tutors in their 'Set' Books.
- Bronze, Silver and Gold stickers are awarded for Stars received. The thresholds for each colour are set at the start of each term.
- The overall total 'winners' in each year receive a prize at Prize Giving.

Raffle Tickets

- Children are issued with one raffle ticket for every ten stars and/or pluses awarded at half term.
- This is done by form teachers / tutors.
- A draw is held each half term with the individual winners in each form or tutor group receiving prizes.
- The raffle tickets are then collected centrally, ready for Departmental Grand Draws at the end of term.

Headmaster's Merits

- Headmaster's merits are awarded for work which is deemed to be especially good within the context of a child's abilities, or for any other achievement or contribution which is agreed to be worthy of special recognition

Group rewards

House Set Competition

- The Headmaster reads out the weekly House Set Industry, Star and Plus totals in assembly
- The House Set that 'wins' overall (accumulated total of Pluses, Stars, industry, sports matches etc...) receive a treat in the last week of term.

SANCTIONS

General Principles

It is generally accepted that while punishment can help to discourage and contain bad behaviour, it can have only a limited effect on the promotion of good behaviour.

When the behaviour of a child is deteriorating he or she must be informed of the consequences that may follow. He or she must understand that they are the ones who have choices to make, and the ones who can control the outcome of the situation, for better or worse.

Liaison with a child's Tutor in matters of poor behaviour or work performance is an essential part of the process of education of children into better ways.

Children whose work performance needs chasing should not be punished using debits and minuses unless the behaviour surrounding their poor performance is unacceptable.

Unacceptable work

The system outlined below pertains to the unacceptable work performance of children.

Industry

- Poor/inadequate work performance should be addressed by the appropriate award of a low industry score.
 - If an undesirable trend is developing, this should be reported by teachers to the child's Tutor.
 - Teachers and Tutors should keep a record of these more serious academic concerns and put strategies for improvement in place with and for the child concerned. They should involve the Head of Department, Head of Subject, SENCO and/or the Directors of Studies if the situation does not improve.

Extra Work

- Children who hand in work that is incomplete or of an unsatisfactory standard may be placed in 'Extra Work' sessions. These last for 40 minutes and are held during Thursday lunch breaks. These are supervised by the Deputy Head.

Work Cards

- Where there are concerns about a child's deteriorating performance in lessons, it may be agreed by the child's tutor, Head of Department and/or Deputy Head that the child will be placed on a 'Work Card'. The work card will target specific areas for improvement and will be circulated to all staff involved with the child concerned.

Unacceptable behaviour

The system outlined below pertains to the unacceptable behaviour of children.

Privilege Time

- A child in Years 3 to 6 whose behaviour is deteriorating should be told exactly what aspects of his or her behaviour are unacceptable and warned that the loss of a minute of Privilege Time will follow if there is no improvement.
- Minutes lost must be recorded on the appropriate database by the teacher who has taken them away from the child.
- Minutes lost will be served during Privilege Time on a weekly basis.
 - For children in Years 5-6 Privilege Time happens during the Friday afternoon Tutor period.
 - For children in the Junior Department Privilege Time happens at times agreed set by the Head of Department.
- Children who have lost minutes must sit in silence away from the other children.

Debits

- Debits are issued to children in years Seven and Eight for low level misdemeanours. This might include (but not exclusively) the following:
 - persistent late arrival in class
 - persistent calling out in class
 - bad language
 - persistently untidy appearance
 - persistently not having set book to hand
- Any child awarded a Debit will serve a punishment detention during Friday afternoon's Privilege Time. This punishment will be supervised by the Head of Department.
- Debits must be recorded in the Set book and on the appropriate database.
- Tutors and Heads of Seniors should keep track of debits awarded.
- Two Debits in a term will count the same as a minus (see below for protocol)

Minuses

- Minuses are issued by teachers as a punishment for serious misdemeanours. Examples might include (but not exclusively) the following:
 - extreme bad language
 - physical aggression
 - any action which could be construed as bullying
 - serious rudeness
 - outright defiance
- Minuses must be recorded in the Set book and on the appropriate database.
- Any child awarded a minus will automatically lose **all** breaks for a day. This punishment will be supervised by the Deputy Head.
- The form teacher / tutor will inform the child's parents if he or she is issued with a minus
- Tutors and Heads of Department should keep track of minuses awarded.
- When a child has received **three minuses** their form teacher / tutor will inform the Deputy Head who will organise for the child's parents to be called into school.

Removal from class

- In cases where a child's poor behaviour in class is adversely affecting teaching and learning, and as a last resort, a teacher may remove the child from the lesson.
- A child who is removed from a class for poor behaviour should be sent to the school office. A member of the SMT (if possible, the Deputy Head) will be called to supervise the child.
- In most cases, the Deputy Head will also call the child's parents.
- The child will be issued a minus and will therefore lose **all** breaks for a day. This punishment will be supervised by the Deputy Head.

Headmaster's Detention

- When a child has accumulated **five minuses** in any one term he or she will be issued with a Headmaster's Detention.
- This will be supervised by the Headmaster on a Saturday afternoon.
- The Headmaster will also call the child's parents into school.

Suspension


- Further minuses from this point may well set a child on the path towards temporary or permanent suspension (see Admissions, Discipline and Exclusions Policy).
- Certain extreme acts may, on their own, be enough for the Headmaster to suspend a child from school with immediate effect.

Individual Behaviour Plan

- In exceptional circumstances, where a child does not appear to be responding positively to the normal system of sanctions and rewards, it may be agreed by senior managers that an IBP (Individual Behaviour Plan) should be drawn up by the Deputy Head in consultation with the relevant Head of Department. The IBP will be circulated to all staff involved with the child concerned.

General Statement

- In all disciplinary matter, intervention by the Head of Department, the Deputy Head and the Headmaster is at the discretion of the afore mentioned. This may mean an acceleration of the above process: the child losing their breaks for a full day or longer, calling a child's parents into school, suspension from School and ultimately expulsion (please see Admissions, Discipline and Exclusions Policy)

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