

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

Whilst the Head 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.

### Some basic principles:

- The statement of School Values<sup>1</sup> and Code of Conduct set the context of acceptable and unacceptable behaviour.
- Official rewards for good behaviour are Privilege Time and Pluses. A Headmaster's Commendation can also be awarded for special acts of good behaviour.
- Official rewards for good work are Stars.
- A Headmaster's Commendation can be 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.
- When the behaviour of children is deteriorating they must be informed of the consequences that may follow. They 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.
- When extreme poor behaviour is such that a warning is inappropriate and ineffective (i.e. a serious misdemeanour has been committed and cannot be undone, such as: extreme bad language, physical aggression, any action which could be construed as serious bullying, serious rudeness, outright defiance, unruliness etc) a minus should be awarded.
- It is important for staff and parents to understand and accept that punishment can help to discourage and contain bad behaviour but that it can have only a limited effect on the promotion of good behaviour.
- The system outlined below pertains to the unacceptable behaviour of children.
- Children whose work performance needs chasing should not be punished via the system outlined below unless the behaviour surrounding their poor performance is unacceptable.
- Poor/inadequate work performance should be addressed by the appropriate award of a low industry score and reported by teachers to the child's Tutor if an undesirable trend is developing. Teachers and Tutors should keep a record of these more serious concerns and put strategies for improvement in place with and for the child concerned. They should involve the Head of Department if the situation does not improve.
- 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.

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<sup>1</sup> 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.

### Promoting Good behaviour

- 'Good behaviour' could be defined as that which falls within the 'School Values' (see above)
- Good behaviour is promoted through:
  - Weekly whole school and year groups assemblies
  - Chapel
  - Tutor periods
  - The PSHEE scheme of work
- All staff are expected to take an active approach to promoting good behaviour; children can and should be rewarded for their good behaviour through such rewards as
  - Pluses
  - Headmaster's Commendations

### Privilege Time

- A child whose behaviour is deteriorating (as measured against the School Values and Code of Conduct) must be told exactly what aspects of their behaviour are unacceptable and warned that the loss of a minute of Privilege Time will follow if there is no improvement. They must also be informed of their choice in the matter.
- If a number of minutes begin to accrue for any child in a single lesson he/she should be warned that the fourth one lost will automatically trigger a minus for defiance.
- 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 5-8 Privilege Time happens during the Friday afternoon Tutor period. Children who have lost minutes must sit in silence in the presence of the activities enjoyed by others.
- For children in the Junior Department Privilege Time happens at times agreed set by the Head of Department.
- The activities enjoyed by others should, within guidelines set, be chosen by the children and be of the sort that is not normally allowed or possible at school.
- 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 relevant Head of Department with the active involvement of the Head of Pastoral Care and/or Deputy Head. The IBP will be circulated to all staff involved with the child concerned.

### Minuses

- If the member of staff feels that a single serious misdemeanour warrants a punishment then a minus should be awarded. Extreme bad language, physical aggression, any action which could be construed as serious bullying, serious rudeness, outright defiance (including the loss of four minutes off in any one lesson), unruliness etc are likely to be common denominators of many actions punished by the award of a minus.
- As mentioned above, the loss of four minutes in a single lesson will be taken as an act of outright defiance on the part of the child and punished with a minus
- Minuses must be recorded in the Set book and on the appropriate database.

- Any child awarded a minus will automatically lose his/her next break time. This punishment will be supervised by the member of staff who issued the minus.
- Tutors and Heads of Department should keep track of minuses awarded. When a child has received three minuses the Head of Department should organise and supervise the loss of the next full day's breaks.
- When a child has accumulated six minuses the Deputy Head who will arrange for the child to miss all break times on the next available day and inform parents that this has happened.
- If a child has received a total of nine minuses within a half-term period the Tutor should refer the child to the Headmaster who will call in the parents. The child will serve a Headmaster's Detention involving the loss of morning break and the period between 1.30 and 5.00pm on the next available Wednesday afternoon. The punishment will involve some form of community service.
- Repeated Headmaster's Detentions set a child on the path towards temporary or permanent suspension.
- The slate will be wiped clean for all children at the end of each half term with the proviso that different arrangements may be put in place for a child who consistently sails too close to the wind.
- For the **Junior Department** a modified procedure with regard to minuses works as follows:
  - Firstly, a written warning should be given to Year 3/4 children before an actual minus unless their crime is significant enough to deserve it.
  - 1 minus = missed play time supervised by the awarding member of staff
  - 3 minuses = A day of missed playtimes arranged by the Head of Department
  - 5 minuses = Missed playtimes all day and parents called in for meeting with Class Teacher and Head of Department
  - 6 minuses = Head meets with child and parents

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