



## Behaviour, Discipline and Exclusions Policy

At St Hilary's School, we aim to create a happy, calm, safe and caring environment in which children develop self-confidence and independence and are encouraged to be considerate and show respect for others, while reaching their true potential.

This document details the aims, principles and strategies for dealing with disciplinary and exclusion issues at St Hilary's School. All rewards and sanctions are applied fairly and consistently and in accordance with the school's Equal Opportunities and Inclusion Policies. All parents and prospective parents are aware of its existence through the Parents' Handbook and the school website.

This policy is also in line with the DFE Behaviour in Schools, advice for Headteachers and School Staff (July 2022).

### **Aims:**

To create an environment in which children feel safe and valued and that makes a positive contribution to their personal and social skills.

To ensure that all pupils have the right to access space and resources, allowing them to achieve their potential.

### **Code of Behaviour:**

The school has developed a set of Rules which apply to all members of the school community.

- We are gentle, so we do not hurt anybody.
- We are kind and helpful, so we do not hurt the feelings of others.
- We work hard and are punctual, so we do not waste our own or others' time.
- We look after property, so we do not waste or damage things.
- We listen to people and we do not interrupt.
- We respect everyone and are honest.
- We move around the school quietly and sensibly; we do not run inside.
- We wear our uniforms with pride.
- We use good manners at all times.

### **We also follow our school Green rules, which are:**

- Reduce, reuse, recycle.
- Save water.
- Save energy.
- Walk or use public transport.
- Encourage wildlife.

At St Hilary's, individuals are valued and encouraged to achieve within an atmosphere of care and respect for one another. Rewards and sanctions are applied fairly and consistently, and attempts are made to find the cause of any misbehaviour before applying sanctions. Our school is dedicated to preparing our children for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children. We actively promote democracy, the rule of the law, individual liberty and respect those with

different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

All the children are encouraged to develop responsible attitudes and behaviour in an environment where there is a mutual concern and respect for all, through for example:

- Demonstrating good manners – including 'please', 'thank you' and 'sorry' to staff and each other;
- Holding the door open for each other;
- Listening to each other and accepting another's point of view;
- Not shouting out in class;
- Looking for opportunities to be helpful.

This code of behaviour is reinforced by the use of Circle Time, Form Time, PSCH lessons and Assemblies when pupils are rewarded for appropriate good behaviour, including during break times. We develop the children's self-reliance with an increasing degree of responsibility for their own learning and actions. In lessons, behaviour must be of a standard that allows constructive teaching and learning to take place, and all staff have a duty to ensure that disruptive behaviour is not tolerated.

We provide opportunities for the children to acquire the knowledge, values, attitudes, commitment and skills needed to protect, sustain and improve the environment. We develop the understanding that their own actions, as well as the actions of others, affect the environment and therefore develop an appreciation of the impact the environment can have on the quality of people's lives. These skills are developed using Circle Time, PSCH lessons and through our ECO representatives, Anti-Bullying Ambassadors, Roles and responsibilities systems throughout the school. Those children making full use of this system and showing genuine kindness and concern for others can be given awards or House Points if this is judged appropriate. In Prep, children have an opportunity to work towards gaining 50 factors and achieving the 'Prince George Award.'

At the end of each break time in Reception to Year 6, the children line up in their classes in silence without talking as they walk off in a line. Children are often awarded House Points or another form of recognition for lining up in silence.

### **Involvement of Parents**

Much work on behaviour is collaboration between pupils, staff and parents. At St Hilary's we believe that parents play an important part in promoting good behaviour and their support and involvement is encouraged. Parents are regularly informed about their child's behaviour both formally and informally, e.g. written reports, parents' evenings, conversations at the end of the school day, notes home, emails and the weekly Friday Notes. They are encouraged to foster close communication with class and form tutors in order to address any issues or concerns immediately and to retain a positive focus. We try to involve parents as soon as possible with any concerns regarding behaviour as this generally leads to a more consistent approach and more effective outcomes.

### **Rewards**

#### **a. Praise**

The main system of 'rewards' consists of words of encouragement and praise. Every opportunity is sought to praise children, verbally and in writing, for good behaviour in and outside the classroom. In addition, good work and behaviour is shared, for example through:

- Children sharing their work with their peers – reading aloud or through display;
- Children showing their good work to another teacher or another class or to the Headteacher and/or Deputy Head;
- Celebration Certificates given out in Assemblies;
- Recognition of Abbey (kindness), TAR (Take a Risk), DIY (Do it Yourself), Sawubona (empathy), Online/ In school Etiquette, PB (Personal Best) and True Grit moments including 'True Friend'

bands and 'Pull it out of the Bag' certificates – these can be nominated by any member of staff and also by pupils who may nominate another pupil.

- Green Award
- There is also a Cutlery award. This could be for manners, politeness, trying new foods or demonstrating healthy eating.

b. **Class rewards**

Teachers in every class have their own class reward system e.g. marbles in a jar, star of the day, etc. which they use to reward their own forms or classes for good lessons or consistent effort.

c. **House Points**

All children are placed in one of four houses, Meath (blue), Hart (yellow), Mallory (green) or Jekyll (red). All teachers give House Points to pupils from Pre-prep and Prep for their general behaviour and for effort and achievement in their work. The average score for each House is read out in assembly and this relates to the number of tokens which have been added to the House Point tubes located in the front reception. At the end of every term a total so far is given. At the end of the year, a trophy is awarded to the House which has scored the highest total of House Points.

d. **Pupil of the Week Awards**

This is awarded in the Friday assembly to pupils in Reception to Year 2. This could be for excellent work in a particular area of the curriculum or for attitude and behaviour. This is also recorded in the weekly Friday Notes.

e. **Commendations and Headteacher Award**

Staff nominate pupils for a Commendation for excellent work or behaviour on a weekly basis. These are presented as a certificate at the Celebration Assembly each Friday.

Staff nominate pupils for the Headteacher's Award for work/behaviour that is outstanding. These are presented as a certificate and a special pencil at the Celebration Assembly each Friday.

Pupils who receive either of these rewards are recognised in the Friday Notes that are published to the parents on a weekly basis. Both of these awards are recorded in a special book.

f. **Academic Awards**

Regular certificates are given out in Pre-prep and Prep for consistent scores in spelling tests and for the learning of times tables, reading in both English and French and other areas of the curriculum. Other certificates can be awarded for scrapbooks and crafts.

g. **Colours Assembly**

Colours are awarded for those pupils in Year 5 and Year 6 who are working at a high level in Sport.

h. **Awards Ceremony**

At the end of each academic year, there is a Year 2 Special Assembly held in School and for Prep an Awards Ceremony. Prizes are awarded for effort and achievement in academic subjects, art, performing arts and sports. Prizes are also awarded for personal qualities and contribution to school life. Prizes are awarded for pupils across the school from YR-Y6 including for demonstrating school values. For the younger pupils these are awarded in their class or celebration assembly.

### **Sanctions**

Our expectations of the pupils are clearly and publicly expressed through our 'School Rules.' School Rules are discussed regularly in Assembly and during class time, so that all children know and understand them. They act as a guide to promote good behaviour and help to maintain a friendly atmosphere.

Although there may be minor differences in interpretation and members of staff organise their own classrooms and lessons so that effective learning is achieved, the sanctions are followed by staff so that the pupils are dealt with in a consistent manner. Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006). Pupils who behave inappropriately are initially dealt with by the teacher present at the time and then referred to SLT as appropriate. In exceptional circumstances, pupils may be sent to the Headteacher or Deputy Head. At St Hilary's 'Removal from the Classroom' would only be used, "when necessary and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal", rather than as a means of removing disruptive pupils. Teachers encourage and reward positive behaviour. Staff should refrain from using the term 'punishment'. Individual pupils may have designated break out spaces.

In Pre-prep, **Golden Time** is used as a positive reinforcement of good behaviour. As a reward for maintaining good behaviour, the children enjoy a weekly session during which time they can choose from a selection of activities.

Sanctions for unacceptable behaviour include an individual being given a warning, followed by the child being informed that he/she has lost minutes of **Golden Time**. The time removed will be age appropriate and at the discretion of the teacher. No child will ever lose all of their Golden Time.

In Pre-prep, children who repeatedly do not follow the school Code of Conduct or display unacceptable behaviour patterns can be given an Individual Behaviour Chart, after discussion with parents, which aims to reinforce positive behaviour choices. Ongoing issues regarding behaviour are raised in the weekly Record of Concern meeting and minutes are distributed accordingly to all relevant members of staff.

The Prep School aims to create an environment that encourages and reinforces good behaviour to ensure that every member of the school community is respected and treated fairly. Furthermore, it is acknowledged that society expects good behaviour as an important outcome of the educational process. Although rewards are central to the encouragement of good behaviour, there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. In an environment where respect is central, loss of respect, or disapproval, is a powerful sanction.

The use of sanctions should be characterised by the following features:

- It must be clear why the sanction is being applied
- It must be clear what changes in behaviour are required to avoid future sanctions
- It should be the behaviour rather than the person that is sanctioned

### **SANCTIONS (INSIDE THE CLASSROOM)**

STEP 1 - TEACHER POINTS OUT POSITIVE BEHAVIOUR OF OTHER PUPILS - This serves as a model and incentive for the pupil to change their behaviour

STEP 2 - VERBAL WARNING TO THE PUPIL – Focusing on the inappropriate behaviour (and not the child). Teacher explains what they would like them to do.

STEP 3 – FINAL WARNING – explaining if the behaviour continues 5 minutes of playtime will be lost. The teacher will discuss the behaviour and positive choices. If the teacher is unavailable during playtime a member of SLT will cover their club/duty. The teacher will also report this to the Form Tutor so that they are aware. If the behaviour continues in a number of lessons the Form Teacher will raise this with the Deputy Head or a member of the SLT Team.

Further steps may include a call home to parents, a meeting to discuss the behaviour and how best to support, meetings with other relevant staff including the SENCO.

In addition, ongoing issues regarding behaviour are raised in the weekly meeting and notes are added to the School Management System.

If there is serious misbehaviour or repeated poor behaviour, a number of sanctions may be imposed:

- In instances of real concern over behaviour, pupils will be referred to the Deputy Head who may put them on a Report card which is signed at the end of each lesson to indicate whether or not effort, behaviour, homework, etc. were satisfactory. The Report Form is signed by the Form Teacher at the end of each day and is then taken home to be signed by a parent each evening and returned to the Form Teacher the next day. Pupils are not normally placed on daily report for more than two weeks. Although seen as a sanction, the daily report also offers an opportunity for praise and encouragement by both teachers and parents, and can be, therefore, a very positive measure for dealing with problems.

If pupils make insufficient effort with their academic work they are required to repeat it, either at home or during a part of their morning break or lunch break at the teacher's discretion. The teacher will inform the Form Teacher and parents will also be informed.

In unusual circumstances and in conjunction with the Chair of Governors, Head and SLT, a decision may be made to take a different course of action from that stated above; based on the context of individual situations and the needs of individual pupils.

Very serious breaches of school discipline are dealt with immediately by the Headteacher or the Deputy Head in her absence, who automatically involves the parents. Violence of any sort will always be treated as a serious matter.

### **Behaviour Support Systems**

Where appropriate, behavioural targets are discussed and agreed between teacher and pupil and where relevant, parents.

An Individual Support Plan is put in place to help children who require additional support. The Individual Support Plan is drawn up by the class teacher, child and parents, with assistance from the Lead SENCO or Leadership Team, where necessary, to ensure that special educational needs and disabilities are taken into account. At St Hilary's we aim to anticipate likely triggers of misbehaviour in such pupils and provide appropriate support. Where pupils are identified as having Special Educational Needs (SEN), the school will consider whether the pupil understood their misbehaviour and whether it is appropriate to impose a sanction. Where sanctions are imposed, the school will consider what support to offer following the sanction.

Children are able to meet with their next form teacher prior to the beginning of the academic year (in person or via Zoom) in order to support the effective transition for pupils from one-year group to another. 'A Taste of Year...' book is also located in the front sitting room and is shared with pupils. Children who arrive mid academic year are closely monitored and ongoing discussions take place with parents during this transition time. Social Stories and visual timetables can also be used to support transitions.

A 'Purple folder' system enables a pupil to carry out 'time out' should they need it.

### **Involvement of Pupils**

In accordance with Article 12 of the UN Convention of the Rights of the Child, St Hilary's involves the children in reviewing and setting the school's Code of Behaviour, for example through:

- Assemblies
- Circle Time
- Discussing and setting class rules
- House meetings
- PSCH, Philosophy and RS lessons
- School Council meetings
- Anti-Bullying Ambassadors

- Digital Leader Meetings
- Buddy Playground Monitors and Buddy Bench Scheme

In addition, when drawing up an Individual Support Plan, the views and needs of the child are considered. This includes any child with a disability. Where appropriate, the Lead SENCO will ensure that the needs of pupils with special needs are properly taken into account and their participation in the consultation process is assured.

### **Exclusions**

The Headteacher may exclude a pupil for a period of between 1 day and 1 week for very serious indiscipline or less serious offences where repeated action has proved ineffective. If exclusion is ineffective, the school may be forced to require the pupil to leave the school.

Only the Headteacher, in consultation with the Chair of Governors, may exclude a pupil, whose behaviour she feels, is seriously unsatisfactory. Pupils may be excluded for one or more fixed periods not exceeding more than 30 days in one school year or permanently.

A decision to exclude a pupil permanently is only to be taken as a last resort, when a wide range of strategies for dealing with disciplinary offences has been employed to no avail, or an exceptional 'one off' offence has been committed, e.g.:

- Serious violence, actual or threatened, against another pupil or a member of staff;
- Serious abuse or assault;
- Cases of severe and persistent bullying (including cyber bullying);
- Supplying an illegal drug;
- Carrying an offensive weapon.

### **Parental Co-operation**

Parental co-operation forms part of the contract between the school and all parents of pupils at the school. A refusal to abide by the terms of an exclusion may be considered a breach of contract.

### **Appeals**

Parents are entitled to appeal to the Governing Body against an exclusion. A letter stating the intention to appeal should be sent to the Clerk to the Governors, at the school. A hearing will be set up as quickly as possible, but within two weeks at the latest. The Governors' decision is final.

### **Continuing Education**

During any fixed-period of exclusion the school continues to provide education for a pupil, for example through work to be completed at home. The school considers ways in which to reintegrate the pupil post-exclusion.

### **Permanent Exclusion**

Should a child be permanently excluded the school will support in managing the pupils' transition to another school by:

- Ensuring there are close communications with the parents and the next school
- Explaining to the new school the strategies which have worked well for the pupil
- Ensuring the relevant paper work is sent to the next school
- Providing appropriate work for the pupils in the interim between leaving St Hilary's and the next school.

### **Corporal Punishment and Use of Physical Restraint**

In accordance with the law the school does not use corporal punishment or use of physical restraint.

The Headteacher, however, has authorised the staff to use 'reasonable force', when necessary, to prevent pupils from: (DFE July 2011)

- endangering themselves or other pupils and staff;
- causing serious damage to the premises and property.

### **Definition of Corporal Punishment**

Corporal punishment means the intentional application of force as a punishment. This includes not only the use of the cane or other implement, but also other forms of physical chastisement intended as punishment (such as slapping, punching, pushing, prodding, throwing missiles and any other forms of rough handling).

The use of corporal punishment for all pupils at St Hilary's is not permitted.

### **Definition of Physical restraint**

- Physical restraint is the positive application of force with the intention of controlling the pupil's behaviour in order to protect him/her from harming himself/herself or others or seriously damaging property.
- Physical restraint occurs whenever a member/s of staff, intentionally, using force, physically restricts a pupil's movement against his/her will.

St Hilary's does not advocate use of physical restraint and develops an ethos where the use of physical restraint will not be necessary. If it becomes necessary in exceptional circumstances to use physical restraint, it should be an act of care, not a punishment.

### **When might it be appropriate to use reasonable force?**

- A pupil attacks a member of staff, or another pupil;
- Pupils fighting;
- A pupil is causing, or at risk of causing injury;
- A pupil is running in a corridor or on a stairway in a way in which he/she might have or cause an accident likely to injure himself/herself or others;
- A pupil absconds from class or tries to leave school;
- A pupil persistently refuses to obey an order to leave the classroom;
- A pupil is behaving in such a way that is seriously disrupting a lesson.

### **Procedures**

- Before resorting to physical restraint staff will have tried all alternatives especially those which have been successful in the past in preventing the pupil's behaviour from becoming a danger to him/herself or others. Acceptable forms of restraint will be limited to the minimum force necessary to prevent the pupil from harming him/herself.
- Where the regular use of physical restraint is necessary with an individual, the strategies to be used will be devised and recorded in the individual pupil's planning document. This should be done in conjunction with parents and, where possible, the child.
- Where it has been necessary to use physical restraint, the incident will be discussed with the pupil and his/her point of view recorded.
- Parents/carers will be informed when physical restraint has been used and will be given the opportunity to discuss the matter with the school.
- Staff will be given the opportunity to discuss with the Headteacher, and at staff meetings, incidents where physical restraint was employed and in particular, to identify whether any alternative strategy might have been equally effective.
- Staff training needs will be identified and suitable information and training provided as appropriate.

There is no legal definition of reasonable force but the following may be considered helpful:

“If the circumstances of the particular incident warrant it; the degree of force must be in proportion to the circumstances; the age, understanding and sex of the pupils.”

**Guidance on Specific Behaviour Issues**

Further guidance on: child-on-child sexual abuse, online behaviour incidents, mobile phones, and criminal behaviour can be found in the Behaviour for Schools guidance 2022 and in the school Safeguarding Policy which can be accessed on the school website.

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**Author:** Deputy and DSL

**Read & Approved by:** The Headteacher and St Hilary’s Senior Leadership Team

**Read & Shared:** with all staff at St Hilary’s School

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