



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

MTJBS Behaviour Policy

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Author: Y Bonfante

Last Amended: February 2019

Review: February 2020

MTS JUNIOR BOYS' SCHOOL - BEHAVIOUR POLICY

Our Mission Statement is:

'The rigorous pursuit of excellence, within and outside the classroom, combined with a passionate concern for each individual.'

We aim to achieve this by:

- a) Encouraging the growth of intellectual curiosity, creativity and independent learning whilst also focussing on examination preparation and success.
- b) Recruiting and retaining high quality teaching staff, committed to continual professional development, who have expertise and high expectations of all pupils, who enjoy teaching and learning and who enable pupils to fulfil their academic potential.
- c) Providing outstanding pastoral care and ensuring relationships and behaviour within the school are based on mutual respect within a supportive and safe environment.
- d) Encouraging the development in each pupil of confidence and compassion, leadership and a concern for others, combined with the growth of resilience and good physical and mental health.
- e) Offering excellent facilities and a wide range of extra-curricular activities which enable pupils to participate and to experience competition and collaboration, and which develop character and confidence as well as the enjoyment of artistic, cultural, intellectual and sporting interests.
- f) Preparing pupils for life beyond school through a development of collaborative and leadership skills, an understanding of core British values balanced by an appreciation of the diversity of the world and a sense of service and responsibility to the wider community.
- g) Working in partnership with the MTBS, MTPS and MTGS, with parents and Alumni and the local community, for mutual benefit and support.

The atmosphere in the school is caring, friendly and positive; we expect the highest standards in terms of behaviour and personal relationships and, by the time they leave us, we hope that our pupils will have acquired a quiet self-confidence and a well-balanced approach to life, which will stand them in good stead for the future.

Aims

The school aims to promote the highest standards of behaviour both inside and outside the classroom, as well as outside the school.*[and in any written or electronic communication concerning the school by defining our Code of Conduct in student planners and reinforcing our expectations in Assemblies, Form Periods and PSHE lessons.]* The promotion of good behaviour is implicit in our Rewards System and in order to encourage pupils to meet our required standards we have a framework of rules which are enforced by a series of sanctions set out in the Rewards and Sanctions section of this policy.

The Head Teacher is entitled to exercise discretion in relation to our rules, policies and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of a pupil is at issue.

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Pupils are encouraged to take a full part in the activities of the School. They must attend school each school day, be punctual for school and lessons, work hard, be well-behaved and comply with school rules about the wearing of uniform.

The Head Teacher and other members of staff on the Head Teacher's behalf, will take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. This policy applies to all pupils when they are on School premises, or in the care of the School or wearing School uniform, or otherwise representing or associated with the School. This policy also applies to pupils who are outside the care of the School and away from the School premises if their conduct is such as to cause serious damage to the reputation of the school, or injury or other loss to members of the School community.

Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is available on request and reinforces our expectations about behaviour. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability. Reasonable adjustments are made for all pupils with special educational needs/disabilities and pastoral leaders take into account these matters when considering the imposition of a sanction. (Our SEND policy sets these out in detail.)

We expect pupils to be ready to learn and to participate in school activities. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community. In extreme circumstances this school has a Physical Intervention Policy, which is part of the Health & Safety Policy.

Code of Conduct

The basis for all good behaviour is mutual respect. Pupils attending Merchant Taylors' have a right to expect a well-ordered environment which is conducive to study. This right can only be provided in circumstances where all individuals accept their obligation to honour the Code of Conduct.

For the benefit of the whole school community, pupils and staff, for our safety and for a happy working environment we should:

- Show RESPECT for other people and their property
- Always TRY YOUR BEST and work hard
- Be QUIET and ORDERLY in school
- Be KIND and CONSIDERATE to others
- Be HONEST and FAIR to others

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Pupil know that they have rights and responsibilities:

- ◆ They have the right to be heard
- ◆ They have the responsibility to listen to others
- ◆ They have the right to be safe and healthy
- ◆ They have the responsibility to keep themselves and others safe and healthy
- ◆ They have the right to learn
- ◆ They have the responsibility to do their best at all times and look after equipment
- ◆ They have the right to have friends
- ◆ They have the responsibility to be kind to others
- ◆ They have the right to be themselves
- ◆ They have the responsibility to respect others' differences.

Involvement of Parents and Guardians

Parents and Guardians who accept a place for their child at Merchant Taylors' Boys' School undertake to uphold the school's policies and regulations, including this policy. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform and appearance, standards of academic work, extra-curricular activities and homework.

Involvement of Pupils

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them. Pupils know that they have a voice which is listened to and they are given the opportunity to make their views heard during form time and through the school council. A worry box in every classroom allows pupils to raise matters with their teacher.

We demonstrate to the pupils how democracy works by actively promoting democratic processes such as the school council where members are voted for by the boys.

Regular Assemblies are used to remind pupils of our expectations and the values we hold as a school as well as promoting pupils' spiritual, moral, social and cultural development.

At the beginning of the year the Deputy Head and Head teacher will explain the code of conduct to boys. Class teachers will reinforce this in PSHE lessons or circle time.

The Head Teacher and the staff undertake to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time; but will not involve any form of unlawful or degrading activity. Corporal punishment is never used. Examples of sanctions include: loss of golden time, detention [Thursday lunchtime], withdrawal of privileges, suspension for a specified period, removal or expulsion. The school's policy on discipline and exclusions is available on request.

Teaching and Learning

Merchant Taylors' Boys' School aims to raise the aspirations of all of its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

Complaints

The school has a Complaints Procedure which is available on request if a complaint about the operation of our behaviour policy cannot be resolved informally.

Rewards and Sanctions

All boys and staff should be familiar with the Code of Conduct and School Rules (displayed in all Class Rooms) as well as the Uniform Regulations. General pastoral care of the boys is the responsibility of every member of staff and all staff are expected to play their part in seeing that good order is maintained about the school (e.g. along the corridors at the changeover of lessons).

More specifically each boy is cared for by his Class Teacher who monitors academic progress, extra-curricular activities, behaviour within school and general physical and emotional well-being. Concerns over individual boys are shared at a weekly staff meeting, if appropriate.

What we do to encourage good behaviour

- ◆ We make clear our expectations of good behaviour
- ◆ We discourage unsociable behaviour by promoting mutual respect
- ◆ We encourage children to take responsibility for their own actions and behaviour
- ◆ We set, through example, high standards of behaviour
- ◆ We praise good behaviour both privately and publicly.

Rewards:

We provide a system in which different types of pupil achievement can be recognised and rewarded in school.

- Staff will praise examples of positive responses from children for eg –
 - Being respectful and kind
 - Quickly settling down
 - Working well individually or in groups
 - Tidying away well

- House merit points are awarded for good behaviour, positive attitude, helping others in and around school, other forms of good citizenship, improvements in work, helpfulness, effort, good handwriting, etc.
- A 'Gold Star' may be awarded for outstanding work showing great care and neatness.
- Pupils are sent to Mrs Thomas for congratulations and reward.
- Head Teacher's Commendations and Code of Conduct Certificate are given to worthy pupils.
- Each term, children bring awards/trophies to show the School in a 'Celebrate Success' Achievement Assembly. Their achievements are displayed on our plasma screen presentation.
- After five commendations, a pupil's name will be displayed on board – 'Roll of Honour'.
- Deserving children will be given responsibilities to help the smooth running of the school – monitors for playground, library, computers and dining room as well as Form Captains and Vice Captains in each class. School Council to have representative from each class.
- If pupils follow the Code of Conduct all week they are rewarded with 'Golden Time' – last lesson on a Friday.
- Pupils who have not received an amber for the duration of the week receive an "I have been green all week" sticker, to be displayed in their homework planners to inform parents of their sons' good behaviour.

Sanctions

Good discipline requires a framework of rules which are sensible, defensible and clearly understood. They need to be enforced by sanctions which are generally regarded as being fair in the sense that the punishment fits the crime.

The teacher will use his/her professional judgement in dealing with pupils who misbehave and may choose to give their own short detention at break if a pupil's behaviour is of concern (eg repeated infringements that are out of character). This can allow teachers to talk to a pupil in a quieter environment and ascertain if there are underlying reasons for the behaviour pattern.

At Merchant Taylors' the following sanctions are employed:

Verbal reprimand:

This is by far the most common sanction employed and is usually sufficient.

Traffic light system:

All start on Green at the beginning of day. When child breaks a school rule – they are given a warning using the *code of conduct* to exemplify this.

If they are warned again, they move onto Amber.

If they break a rule for the 2nd time in the day they go to Red.

The teacher records each day all pupils on Red and they move back to Green at the beginning of the next day – new day, new start.

A pupil who repeatedly collects ‘amber’ warnings in the same week will be sent to a member of the SMT at break, with whom their indiscipline will be discussed and a written task will be given to reinforce the *code of conduct*. Pastoral mentoring will be introduced when necessary.

If they are on Red once in a week → detention.

This will be supervised by the Head Teacher once a week, for half-an-hour, at lunch time. Head Teacher to log detentions. There will be a form to complete by the child explaining why they are there and how they can improve their behaviour in the future. This will be filed for reference.

Detention twice in a term → sent to Head Teacher. Detention three times, Head Teacher writes to parents. Further action, such as Report Card, will be taken if necessary.

Not all cases will follow this procedure, if a child by his actions endangers himself or others or in extreme cases of poor behaviour the staff member is to inform the Headteacher as soon as possible.

We need to have some flexibility as some pupils have complex pastoral issues, but we must be consistent and fair.

Loss of Golden Time:

Pupils may be given a time penalty of between two and five minutes, which is deducted from their Golden Time.

Report book:

Boys may be put ‘on report’ for a variety of reasons but often to monitor behaviour / work over a short period such as 2 weeks. Parents will be informed if their son is put on report. This step is a way of maintaining effective on-going communication with parents so that we can work together on any behaviour issues. Pupils whose behaviour gives concern over a period of time and are ‘on report’ will be mentored by designated staff to help the pupil understand what they can do to avoid attracting sanctions regularly.

Suspension from School:

This is regarded as a very serious punishment. Its length depends on the seriousness of the offence and in all cases parents are informed in writing and discuss the situation with either the Head Teacher or the Headmaster of the Senior School

Once the decision has been made to suspend:

In all cases we will contact parents by telephone to tell them that their son has been suspended.

A letter must be written to parents explaining the circumstances.

The boy concerned must be given work during the suspension period.

A note is placed on file explaining the full circumstances surrounding the incident.

Expulsion:

In certain very rare circumstances it may be necessary for a boy to be expelled or excluded permanently from School, in which case the Chair of Governors would be informed.

Parents may ask for a Governors' Review of a decision to expel or require the removal of the pupil from the School (but not a decision to suspend the Pupil unless the suspension is for 11 School days or more, or would prevent the pupil taking a public examination). The request must be made as soon as possible and in any event within seven working days of the decision being notified to parents. Parents will be entitled to know the names of the Governors who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the Parent (approval not to be unreasonably withheld).

The Head will advise the Parents of the procedure (current at the time) under which such a Governors' Review will be conducted. The panel will consist of up to three Governors (including an independent member, if requested) but not the Chairman of Governors. If Parents request a Governors' Review, the Pupil will be suspended from School until the decision to expel or remove has been set aside or upheld. While suspended the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmaster. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

Playground Rewards and Sanctions

To help the lunchtime supervisors to manage pupils effectively, there is a separate system of rewards and sanctions based on the three tier model.

REWARDS:

1. Staff will praise examples of positive responses from pupils.
2. For good behaviour, kindness or helpfulness a pupil may be given a cube to place in his house 'tube'. After a period of time, usually half a term the totals of the cubes are counted and the House with the largest number is awarded an extra 20 merits.
3. A commendation may be awarded each week to any particularly kind or helpful pupil.

SANCTIONS

1. For bad behaviour, noisy behaviour, or unkind acts, a pupil will be given a 2 minute penalty. They will stand next to or follow round the supervisor during this period.
2. For cheeky, rude behaviour or answering back to the supervisor, this time penalty is extended to 5 minutes.
3. For insolent behaviour, defiance or violent behaviour, or repeated acts of the above, a pupil will be sent to the Deputy Head (pastoral) to serve another punishment, such as writing out the code of conduct or a letter of apology. If the Deputy Head is absent, the Head or another member of the management team will substitute.
4. While lining up, uncooperative boys will be put on amber, as they are already aware of behaviour expectations in this situation and so no warning is needed.

Mobile Phones

Mobile phones are not to be brought to school by pupils. Other electronic equipment is to be discouraged, although some pupils like to have a small hand console or iPod for travelling on the bus. These items are brought in at the owners' own risk.

Exceptions:

Parents of pupils who travel on a school bus may request permission for the pupil to carry a mobile phone. These can be allowed at the Headteacher's discretion, following a written request. In this case the mobile phone:

- a) Must not have internet enabled.
- b) Must remain OFF in pupil's pocket or bag during the school day.
- c) May be confiscated if the above is contravened.