



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Behaviour Policy, including Rewards & Sanctions

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Sanctions**

Author: E Lynan

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BEHAVIOUR POLICY

School Mission Statement

Our Mission 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 focusing 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 an understanding of higher education and career opportunities, 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 MTGS, MTJS and MTBS, 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 of the School. The promotion of good behaviour is implicit in our Rewards System (Appendix A) 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 (Appendix A). The highest standards of behaviour are reinforced in Assemblies, Form Periods and PSHE lessons.

The Headmistress is entitled to exercise wide 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 Headmistress and other members of staff on the Headmistress' 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 on the School website and reinforces our expectations about behaviour. The School is strongly committed to promoting equal opportunities for all, with particular regard to the protected characteristics set out in the Equality Act 2010: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion of belief, sex and sexual orientation. 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 of all good behaviour is a need for mutual respect. Pupils attending MTPS 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. The essence lies in the 7 C's:

Care Consideration Commitment Challenge Courtesy Control Confidence

Involvement of Parents and Guardians

Parents and Guardians who accept a place for their child at Merchant Taylors' Primary 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, for example, via the School Council which holds weekly meetings to discuss various issues, and in Form Time. A worry box, situated on the ground floor corridor, allows pupils to raise matters confidentially. In Reception and Year 1, a voice recording system is used.

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 pupils.

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 Headmistress and Deputy Head will explain the code of conduct to the pupils and the school will focus on each specific area of the Code of Conduct half-termly. Class teachers will reinforce this in PSHE lessons or Circle Time.

The Headmistress and the Staff undertake to apply any sanctions fairly, and, where appropriate, after due investigation 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: detention [lunchtime], withdrawal of privileges, suspension for a specified period, removal or expulsion. See Appendix A.

Teaching and Learning

Merchant Taylors' Primary School aims to raise the aspirations of all of its pupils and to help them appreciate 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, Rewards and Sanctions Policy cannot be resolved informally.

APPENDIX A - REWARDS AND SANCTIONS

All pupils and staff should be familiar with the Code of Conduct (displayed in all Form Rooms) as well as the Uniform Regulations. General pastoral care of the pupils 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.

More specifically each pupil is cared for by his/her Class Teacher who monitors academic progress, extra-curricular activities, behaviour within school and general physical and emotional well-being. Concerns over individual pupils are shared at a weekly staff meeting if appropriate, or with the Designated Safeguarding Lead when necessary.

The Aims of our Rewards System

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

Everyone likes to receive positive encouragement and be appreciated; we recognise and reward children's good behaviour, effort and achievement wherever possible. Rewards help to foster and reinforce good behaviour whilst raising self-esteem.

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.
- We create classroom rules with the pupils.

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 e.g.
- Being respectful and kind
- Quickly settling down
- Working well individually or in groups
- Tidying away well

Recognition may involve:

- a thank you
- praise
- showing/displaying work/achievements (weekly Achievements Assembly)
- a private acknowledgement of achievement from the teacher / Headmistress (verbal or written)
- peer approval
- informing parents informally in a verbal remark at the door or comment in the Reading Record/Homework diary or formally on a report form
- giving responsibility or privilege
- stickers or certificates / star of the day
- Headmistress' sticker award
- house points / merit badges / pompoms (EYFS)
- golden time

Juniors – Merit Marks – These are awarded to girls for:

- Outstanding academic achievement and effort

If a pupil receives four stars in one particular subject / book, she is awarded one merit; with three merits she will be awarded an honour.

Prizes are awarded for achievement and effort in a wide variety of activities.

Girls who achieve 3 honours in an academic year will receive a Bronze award.

Girls who achieve 6 honours in an academic year will receive a Silver award.

Girls who achieve 9 honours in an academic year will receive a Gold award.

Girls who achieve 12 honours in an academic year will receive a Double Gold award.

Girls who achieve 15 honours in an academic year will receive a Platinum award.

Infants and EYFS

House points (Pom Poms in EYFS) are issued for:

- Exceptional behaviour which follows the code of conduct
- Excellent work, effort and /or achievement
- A thank you for helping out, doing jobs
- Showing initiative
- Making a sustained effort and achievement in work

Stickers are used for numerous reasons at teachers' discretion.

Traffic light system is used throughout the school. All children begin on green each day.

House Points

House points are collected each week for their respective houses: Emerald, Garnet, Sapphire and Topaz.

The house with the most house points in any given week is announced in our weekly Achievements Assembly which is led by pupils in Year 6.

House Competitions

Throughout the year there are various events which provide the opportunity for children to participate and compete for their team. For example, sports days, swimming and music competitions. A house trophy is awarded to the winning team.

Code of Conduct Award

This is awarded half-termly to a pupil in each class who has demonstrated the specified Code of Conduct focus for that half term.

Golden Time

Golden Time can be offered at teachers' discretion.

Prize Giving

Prizes are awarded for academic achievements, progress and endeavour to pupils in Years 2 – 6 at our annual Prize Giving each summer.

Responsibilities

These help children to make a positive contribution to school and the wider community. They also help to increase a child's self-confidence and self-esteem. Responsibilities include:

- Sports captains
- Pupils leading assembly
- School Council Representatives
- Eco Council Representatives
- Form/Vice Captains
- Monitors (in class and across school)
- Playground Pals

SANCTIONS:

Good discipline requires a framework of rules which are sensible, defensible and clearly understood. This needs 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.

Low Level Disruption

Our aim is to enable all children to learn to the best of their ability and not allow low level disruption to prevent this. Low level disruption may include:

- Swinging on a chair
- Repeatedly tapping pencil
- Shouting out
- Making unnecessary noise
- Work avoidance

- Inappropriate verbal responses
- Anything which interferes with the 'flow' of the lesson

Serious Incidents

In our view, a 'serious incident' is defined as one of the following:

- Swearing
- Deliberate and malicious physical violence towards another person
- Stealing
- Deliberate and provocative racist comments
- Refusal to co-operate with a member of staff
- Running away
- Rudeness or insolence to a member of staff
- Deliberate damage to property
- Sexual harassment
- Bullying

The School will consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the School's Safeguarding Policy. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, the School should consider whether a multi-agency assessment is necessary.

Staff use tracking sheets to record instances of poor behaviour or work concerns. The Welfare Team report lunchtime incidents to class teachers to follow up. Every child is treated as an individual and reasons for rewards and sanctions are age and ability appropriate. We need to have some flexibility as some pupils have complex pastoral issues, but we must be consistent and fair.

At Merchant Taylors' Primary School the following sanctions are employed:

Verbal reprimand

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

Traffic light system

Stage 1 - Green – expected behaviour.

Stage 2 - Amber – Prior to being moved to amber for low level disruption (see definition above), the children will be given a verbal warning. If the behaviour continues after a verbal warning a child will be moved to amber. This will be recorded by the class teacher.

Stage 3 - Red – If children persist in disrupting their learning and that of others, they will move to red. A child may move straight to red from any other colour if they are responsible for a 'serious incident'.

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 - Miss Watkin, Mrs Garforth, Mrs Curwen, with whom their indiscipline will be discussed. Pastoral mentoring will be introduced when necessary.

Red

If a child moves to the red section of the class behaviour chart parents will be contacted. If a child has moved to 'red' three times in a week they will receive a lunchtime detention.

Detentions

Where a serious incident occurs, or a child has moved to red three times in a week the child will receive a detention. Detention means that a pupil will attend a lunchtime detention supervised by Miss Lynan, the Headmistress or Mr Roberts, the Deputy Head.

Parents will receive a letter informing them of the detention and the reasons for it. Parents are expected to sign the letter, discuss the issue with their child and return the letter to school the following day.

If a child has received three detentions the Headmistress will invite parents of the child into school to discuss the behaviour and that child will receive a 'report card'. The opportunity for the child to represent the school may also be withdrawn until behaviour improves.

Report Cards

A weekly 'report' system will be used until there is a noticeable change in behaviour from the child. If there is no improvement parents will be invited to meet with the Headmistress and further steps and an action plan will be discussed. The report card is given to the child who must keep it with them at all times. The card is taken home at the end of each day, signed by the parents and returned to school the following day.

Staff responsible for the child during the periods of the day will assess the child's behaviour at the end of each session. This includes playtimes, lunchtimes and lesson times.

Children in Foundation Stage and Key Stage One will be assessed on the report card using a smiley face system.
:) - Good behaviour

:|- Satisfactory behaviour

:(- Poor Behaviour

Children in Key Stage Two will be assessed using a lettering system.

A- Good behaviour

B- Satisfactory behaviour

C- Poor Behaviour

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 should discuss the situation with either the Headmistress or the Headmistress of the Senior School.

The suspension may be internal or external. For an internal suspension the Pupil attends school during normal hours but is kept isolated from the rest of the pupils and set appropriate work. External suspension means that he/she is sent home. Once the decision has been made to apply either sanction the school will contact the Parents by telephone to tell them that their child has been suspended. A letter must be written to Parents explaining the circumstances and they will be invited to meet the Headmistress when the term of suspension has been served. The child concerned must be given work during the suspension period. A note is placed on file explaining the full circumstances surrounding the incident and when he/she is returning.

Exclusion:

In certain very rare circumstances it may be necessary for a pupil to be excluded permanently from school, in which case the Chair of Governors must 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 eleven 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 informed of 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 Headmistress 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 Chair 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 Headmistress. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.