

MTS JUNIOR BOYS' SCHOOL - BEHAVIOUR POLICY

School Mission Statement

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

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 (page 2) and reinforcing our expectations in Assemblies, Form Periods and PSHE lessons.] The promotion of good behaviour is implicit in our Rewards System (see below) 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.

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

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.

We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance requirements as set out in the Notes for Parents. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

[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 Form 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), and due consideration is given to the '*Every Child Matters*' philosophy.

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. 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 seen as a way of maintaining effective on-going communication with parents so that we can work together on any behaviour issues

The Aims of our Rewards System

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

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

Assertive Discipline

Incentives

- ◆ House merit awards for good behaviour, positive attitude, improvements in work, helpfulness, effort, good handwriting, tidiness etc

- ◆ Pupils are sent to Mrs Thomas for congratulations and reward.
- ◆ Head Teacher's Commendations and Code of Conduct Certificate are given to worthy pupils
- ◆ Children bring awards/trophies to show the School in our 'Celebrate Success' Achievement Assembly. Their achievements are displayed on our Achievement Board
- ◆ 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 being Form Captains and Vice Captains in each class
- ◆ School Council to have representative from each class
- ◆ After five commendations, a pupil's name will be displayed on board – 'Roll of Honour'

Discipline Procedure

Make an example of positive responses from children for eg –

Being respectful and kind
Quickly settling down
Working well individually or in groups
Tidying away well

Positive Consequences

If all the rules are kept and the class behave well,

- 1) You will be praised
- 2) You will be given house merits for your team

You will be rewarded with

- 3) 'Golden Time' – last lesson on a Friday

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. 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 rule – they are given a warning using the *code of conduct* to exemplify this

Pupils may be given a TIME PENALTY of one or two minutes, which is deducted from their Golden Time

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 Mr Youngson 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. Detention three times, Head 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 DKY or JT as soon as possible

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

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 excluded permanently from School, in which case the Chair of Governors would be informed

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. For good behaviour, kindness or helpfulness a pupil may be given a cube to place in his house ‘tube’. At the end of each week the house with most cubes will be awarded 20 merits.
2. A commendation will be awarded each week to any particularly kind or helpful pupil.

3. Once a term a 'top table' will be chosen with representatives from each class. A special meal and drinks will be served and a lunchtime will sit at this table too.

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.

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 consol 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.